



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, June 15, 2020 at 6:00 PM**

**Various Locations – Teleconference Meeting Pursuant to Executive Order N-29-20**

**1. CALL TO ORDER 6:05 PM**

**2. ROLL CALL - Determination of a Quorum**

Board President, Dave Clemmer, H; Board Vice President, Matt Johnson, H; Board Secretary, Karin Lease, H; David Upchurch, H.

**3. APPROVE ORDER OF THE AGENDA**

Dave Upchurch Motioned to approve the order of the agenda Matt Johnson seconded.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson, Y; Board Secretary, Karin Lease, Y; David Upchurch, Y.

**4. PUBLIC COMMENT**

*Members of the public are invited to address the Board on those items which fall under the authority of the Board. For those wishing to address the Board on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the and submit it to the Board President. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. Comments will be limited to three minutes per speaker. Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. GOVERNMENT CODE 54954.2. (2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format or requires another person to assist you while attending this meeting, please contact staff at the Graton Community Services District office at (707) 823-1542 as soon as possible (no later than 10 days before the scheduled meeting) to ensure that arrangements for accommodation may be provided.

## 5. CONSENT CALENDAR

- A. Confirm Expenditures and Revenue (Transactions) List for May 2020
- B. Review and confirm May 2020 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from May 18, 2020
- D. Review and approval of Special Meeting Minutes from June 1, 2020

Matt Johnson Motioned to approve the items on the consent calendar and Dave Upchurch seconded.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson, Y; Board Secretary, Karin Lease, Y; David Upchurch, Y.

## 6. ACTION ITEMS

None

## 7. DISCUSSION ITEMS

- A. Status of the website update project.

Brenda is currently in the process of releasing the website live. Once completed, she will work with Jose & Linda to set up a virtual meeting. The virtual will be for Brenda to teach them how to make changes to the new website, manipulate the data and upload files, etc.

- B. Status of the Newsletter

The newsletter is just about ready. It is scheduled to be mailed tomorrow or the next day. It will have articles about the Occidental Wastewater project, flushable wipes, Board of Director openings and the sewer repair and rehabilitation project.

- C. Status of the June 1, 2020 Action Items

### Employee Time Clock

Several time clock options were discussed. The Board seemed to be in agreement a time clock system would be a good idea. The various options available were discussed in great detail, in addition to monthly fees verses one-time costs. After much discussion the Board decided they would like to continue the discussion at their next regularly scheduled meeting.

### Operator Time Study

Jose advised the Board the operators perform a large variety of tasks. He discussed a time study that he has been working on for a couple of months. He gave a copy to the Board for review. He advised it is a general view and he would like to have a much more detailed task list in order to have an accurate time study of the operators' duties. That is something he would like to do in the future.

### Land Asset Use

Land asset use and potential income based on several ideas have been reviewed. One suggestion was to have the operators start composting to increase revenue to the district. Jose advised after reviewing the suggestion it would save 2-3 days twice a year. We would also need to get a use permits to do it. Based on the operator's time and cost of the permits it doesn't really appear there would be a savings.

### Cell Towers

Installation of cell towers could be a lucrative investment of land. We need additional information about who to contact and how it is done. Dave Upchurch advised he will check into it and advise the Board at the next meeting.

### District Property Access

As discussed at the prior meeting, the Board members can access the plant at any time without prior notice. However, it is recommended the plant or Jose is contacted so the operators can prepare for the visit and be able to answer any inquires the Board members may have. The gate code was given to all of the Board members at the last meeting. Jose also mentioned to the Board if anyone has any issues or concerns regarding visits they should contact him directly.

### Lab Pick Up

The methods of delivery of lab samples were discussed for efficiency. Dave Upchurch contacted the testing lab we are currently using to ask if free delivery was available. After discussion, Jose advised the operators to schedule pick up of all samples whenever possible to save time and money.

### Treatment Plant Security System

The installation of a security system at the treatment plant for safety of the operators and prevent possible trespassers was discussed. The idea of putting up an additional fence was also discussed. These options and costs will be reviewed at the next meeting.

The Board liked the idea of possibly increasing revenue and ideas that were presented by Board member David Upchurch. He was thanked for his efforts and ideas and advised we will continue to monitor the progress of the above ideas presented.

**8. GENERAL MANAGER’S REPORT TO THE BOARD**

A. Treatment Plant Operations Update

- Operations Report
- Overtime report
- Status Report on Non-Routine Issues

The Overtime and Operations reports were reviewed and discussed. The report on non-routine issues was also discussed and questions answered.

B. Construction Update

- Report on Post Meeting Action Items
- Meetings, Correspondence & Outreach

None

**9. SUGGESTED ITEMS FOR FUTURE AGENDA**

A. Pending items/old business

None

B. Future items/new business

- Newsletters in Spanish
- Update on Feasibility study
- New requests for Board members
- Updates – Cell tower will not help with office computers

Dave Upchurch Motioned that we adjourn the meeting Karin Lease seconded.

**ADJOURNMENT 8:21 PM**



Minutes Approved

07/20/2020

Date