



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday, August 19, 2019 at 6:00 PM**  
**Graton Day Labor Center, 2981 Bowen St. Graton, CA**

**1. CALL TO ORDER 6:06PM**

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

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

**3. APPROVE ORDER OF THE AGENDA**

Matt Johnson Motioned to approve the order of the agenda Devin Drew seconded.

Board President, Dave Clemmer, Y; Devin Drew, 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

*All items listed on the consent calendar are considered to be routine and non-controversial by staff. However, if discussion is required, the item(s) will be removed from the consent agenda and will be discussed after the consent agenda is approved.*

- A. Confirm Expenditures and Revenue (Transactions) List for June 2019 year-end report
- B. Review June 2019 Year End Report for Operations & Construction Financial Summaries
- C. Confirm Expenditures and Revenue (Transactions) List for July 2019
- D. Review July 2019 Operations and Construction Financial Summaries
- E. Review and approval of Regular Meeting Minutes from July 15, 2019

Devin Drew Motioned to approve the items on the consent calendar and Dave Upchurch seconded.

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

## 6. ACTION ITEMS

No Action Items

## 7. DISCUSSION ITEMS

- A. Status of the website update project.

Jose will speak with Brenda and provide her with the unedited bios to upload to the website. Jose advised the Board changes can be made to their individual bios at a later date if necessary.

- B. Status of the Newsletter

Jose advised the Board he will work with Karin on the newsletter and work with the operators at the plant to help determine what will be included in the newsletter. He said they should have one completed soon.

C. Status of the SCWA and preliminary engineering for the Occidental Wastewater transport project

Jose advised the Board he has gone out to the property and has talked with the current owner and addressed some of his concerns about the purchase. The owner advised he will keep a modular home on his side the property of the property for safety reasons and understands the next steps.

D. Status of 2019 Election

The 2019 election was discussed. Karin Lease and Matt Johnson advised they have not submitted their necessary paperwork to remain on the Board. Jose explained that if no other person files as candidates for their positions, they can be appointed by the Board to continue in their positions. They may have to fill out form 700s for leaving office and assuming office. **Note:** Our new District Counsel, Claire Lai, informed Jose after the meeting that if Matt and Karin assume office within 30 days of the end of their terms, they can file their form 700 in April 2020 indicating no interruption in their service.

E. Work Study Session – Policy Updates

Jose mentioned he could put together the policies and state what the status is and send a draft of his report to the Board. Once Board approves the changes he will put together a final document of policies.

Jose to take a look at the policies and advise the Board.

F. Substitution of Attorney Meyers Nave

Jose advised the Board Jason Rosenberg is no longer working with Meyers Nave and introduced our new legal counsel Ms. Claire Lai. Ms. Lai mentioned to the Board she worked with Jason and he apprised her of the current status of all legal matters and she is excited to work with GCSD.

## 8. GENERAL MANAGER'S REPORT TO THE BOARD

### Treatment Plant Operations Update

- Operations report

Jose updated to the Board and advised the Capstone is now running. We will begin to use wastewater tomorrow. Jose will ask what happened to the dump trailer and find out why it is being welded.

- Overtime report

Jose mentioned to the Board there were three hours of overtime reported due to working on a holiday.

#### Construction Update

- Status of SWR SRF Funding Program Application.

Jose will be contacting the State Water Resource Board to inquire why it is taking five months to process our application. He will update the Board at our next regularly scheduled meeting.

### 8. SUGGESTED ITEMS FOR FUTURE AGENDA

#### A. Meetings, Correspondence and Outreach

None

#### B. Pending items/old business

The Board discussed the Direct Charge list needs a Special Meeting on 09/04/19 at 6:00 pm

#### C. Future items/new business

None

Devin Drew motioned to adjourn the meeting Dave Upchurch seconded.

**ADJOURNMENT** 7:52 PM



Minutes Approved

09/16/2019

Date