



**SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, June 1, 2020 at 6:00 PM**

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

1. CALL TO ORDER 6:07PM

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

David Upchurch Motioned to approve the order of the agenda Karin Lease 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. ACTION ITEMS

A. Resolution 200601 to rescind agreement for an option to purchase an easement at Bridgeway Gas Station.

Matt Johnson Motioned and Karin Lease seconded to approve Resolution 200601

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

6. DISCUSSION ITEMS

A. Installation of Employee Time Clock

To improve efficiencies Dave Upchurch recommended we install an employee time clock. After discussion among the other board members, they all agreed a time clock would be a good idea. Jose will investigate time clock options and present at the next regularly scheduled meeting on June 15, 2020.

B. District Land/Physical Asset Exploitation Strategies

Dave Upchurch recommended the land assets of the district be evaluated for potential sources of income. One of his ideas was possibly placing a cell tower on our property and composting operations, etc. After much discussion with the board, Jose said he would look into the ideas and time that it would take to see if these ideas would be profitable and advise the board at the June 15th meeting.

C. Access to treatment plan by Board Directors

Dave Upchurch stated as a board member he should have access to the treatment plant at any time with or without notice in addition to the office phone number. He also requested all board members be given access to the entry gate and to the plant. After much discussion the other board members agreed. Jose provided gate code to all of the board members for access to the plant and prior notification is not a mandatory rule. Jose mentioned if they are attending for a specific reason, it would be helpful if the operators were contacted so they would be prepared to assist the board member for whatever the need of the visit are.

D. Operator Time Study

Dave Upchurch stated he would like to have a time study of the operators to determine the job duties of the work accomplished on a daily basis. Such as start and finish times, was it a regular task or an emergency task, did we hire any help for the job, etc.

He is asking that the weekly time study for each operator be submitted to the Board President on a weekly basis for review.

Jose advised for the past two months he has had the operators keep a daily log to evaluate their current process for efficiencies. He stated this will be helpful when putting together the time study that is being requested. The operators continue to log their individual times for each daily task and whether it for operations or maintenance. Once all of the information is gathered Jose will put together for the Board to review at the June 15th meeting.

E. Water Sample and pick up and transportation

Dave Upchurch called the lab and asked if water samples could be picked up at no charge. He was advised they could be picked up free of charge. He felt the operators could save time and improve efficiencies by having the samples picked up instead of them driving to the company that processes the samples. After much discussion by the board, Jose advised he spoke with Breilje & Race and they will be picking up the samples every Wednesday going forward.

F. Wastewater Treatment Plan Security System

Dave Upchurch advised the board the current security system does not notify the police or fire department. It notifies the operator on call. He would like for us to look into a system that notifies the police in the event of a break in or the fire department in the event of the fire. Jose advised the Board he will look into our current system what it does or does not do and advise the board at our June 15th meeting. Jose asked if we are looking to possibly get a new system, what would the budget be? The board would like to see three estimates in order to make a decision.

7. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

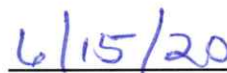
None

Karin Lease Motioned that we adjourn the meeting, Matt Johnson seconded.

ADJOURNMENT 7:59 PM



Minutes Approved



Date