



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, January 15, 2024 at 6:00 PM
Various Locations – Teleconference Meeting Pursuant to
Executive Order N-29-20

1. CALL TO ORDER 6:12 PM

A. BOARD ROLL CALL - Determination of a Quorum

Board President, David Upchurch, H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Devin Drew H; Ravi Alimchandani A.

2. APPROVAL OF THE AGENDA

Director Butler Motioned to approve the order of the agenda and Director Drew Seconded

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Devin Drew, Y; Ravi Alimchandani A.

3. PUBLIC COMMENT

At this time, the public may address the Board on subjects not on the agenda. Comments may not exceed three (3) minutes in length. While State Law prohibits Board action or discussion on any item not on the agenda, members of the Board may briefly respond to statements or questions from members of the public, provide a reference to staff or other resources for factual information, request staff to report back to the Board at a subsequent meeting, or take action to direct staff to place a matter on a future agenda. Members of the public are asked to submit a speaker card for public comment in advance of the Chair calling for public comments.

There were no public comments.

4. CONSENT CALENDAR

Consent Calendar items are considered routine and will be adopted in one single motion with no separate discussion of the items. Directors or members of the public can request that specific items be removed from the Consent Calendar. When item(s) are removed, the Board will adopt the remaining Consent Calendar items in one single motion. After approval of the Consent Calendar, the Board will take action on pulled items as Business Before the Board.

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.

A. REVIEW AND APPROVE SPECIAL MEETING MINUTES FROM DECEMBER 18, 2023

Draft Minutes of December 18, 2023 Meeting

Director Drew stated he would like to correct the Minutes and requested the item be pulled from the Consent Calendar.

Director Wilmarth Motioned to approve item B of the Consent Calendar and Secretary Butler Seconded.

Board President, David Upchurch, Y; Board Secretary, Jennifer Butler Y; Max Wilmarth Y; Devin Drew Y; Ravi Alimchandani A.

B. APPROVE DECEMBER 2023 FINANCIAL REPORTS

December 2023 Budget vs Actual Report

December 2023 Monthly Transaction Detail

December 2023 Monthly Cost Report

December 2023 Monthly Cash Flow Summary Report

5. BUSINESS BEFORE THE BOARD

A. CONDUCT ANNUAL BOARD OFFICER REORGANIZATION

General Manager Davisson explained the election process to the Board.

President Upchurch began the elections. He asked if there were any nominations for Board President. Director Wilmarth nominated David Upchurch as President and President Upchurch accepted the nomination. Director Drew nominated Secretary Butler for President. Secretary Butler declined the nomination. Director Drew nominated himself for President. There were no other nominations for President.

General Manager Davisson began the vote with the first nominee, President David Upchurch: The votes were as follows: Secretary Butler voted Yes, Director Wilmarth voted Yes, President Upchurch voted Yes and Director Drew voted No.

General Manager Davisson began the votes for the second nominee, Director Drew: The votes were as follows: Secretary Butler voted No, Director Wilmarth voted No, President Upchurch voted No and Director Drew voted yes.

President Upchurch wins by the majority vote and will remain Board President.

The next set of nominations were for Board Vice President. Director Wilmarth nominated Secretary Jennifer Butler for Vice President. Secretary Butler accepted the nomination. There were no other nominations. All Board members were in favor to elect Secretary Butler as the new Vice President.

President Upchurch asked General Manager Davisson if we needed to Vote for a Secretary or Treasurer? General Manager Davisson advised we do not. He reviewed the Bylaws, and a Treasurer is not an actual position in the Bylaws and the Secretary will fall on the VP.

B. RECEIVE AN AD HOC COMMITTEE UPDATE ON ACTIVITIES RELATED TO THE GRATON TOWN SQUARE PROJECT

Director Wilmarth reported nothing much has happened in the past month. We are still on target to close on February 1st. They had a brainstorming session with a local small architecture firm that wants to do some pro bono work with a potential image of what the town square may look like. However, it was not the big brainstorming session that needs to happen with the Board that we will still need to have that Director Wilmarth would still like to schedule for next month. On the 29th there is a Community Town Square meeting. That meeting will be talking more about what people would like to see as far as development goes. If you know of people that could help with the development, please let Director Wilmarth or Director Butler know so they can be added to their list.

C. ANNUAL REVIEW PROCESS FOR THE GENERAL MANAGER

General Manager Davisson said he feels a closed or open session should be scheduled for the next meeting. That way it allows the Board members one month to complete their review. The Board's reviews will be due on the third Monday of February. The Board stated they would like to meet prior to the meeting with their forms completed and then discuss in Closed Session at 5:00 o'clock one hour prior to the Regular Board meeting.

D. RECEIVE A STATUS UPDATE ON ACTIVITIES RELATED TO THE GRANT FUNDED SEWER ASSESSMENT PLANNING PROJECT.

General Manager Davisson said he talked with West Yost. CCTV data has been received. They will have a Tech Memo to us by February 1st. We received our approval from the State for our grant funding reimbursement. The agreement that we have with West Yost is that we do not pay them until we get the grant. The field inspections are done, and all the manholes have been inspected. They are going to review all the data to determine how we should be moving forward. General Manager Davisson advised the Board he will keep everyone updated.

6. INFORMATIONAL ITEMS FROM STAFF – (No action required) The following items are informational in nature. Staff is available to the Board and Public to provide any additional information requested.

A. Receive an update on the Forestville/GCSD Operational Recycled Water Activities

General Manager Davisson reported with all of the wet weather we have had; we have been discharging to the creek. We have also been using the intertie pipe and the flow

from Forestville and combining it with ours and discharging it at the same location as part of our Mutual Aid Agreement.

B. Receive an update on the Occidental pipeline project

There is really not an update. Sonoma County Water Agency is still working on doing the environmental review for the grant. There was some back and forth between the legal counsels regarding the MOU language and this will be a long-term project.

C. Receive an update on the NPDES Permit renewal status

The state requested we provide a report of waste discharge prior to the end of the calendar year. We did submit that and are waiting to hear back from the state about what we submitted.

D. Receive an update on coordination with Sonoma County LAFCO on the appropriate timing and process for conducting a Municipal Service Review

General Manager Davisson stated he does not have any updates on this yet but he has reached out.

7. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report – December 2023 Operations Report
- Overtime Report – December 2023 Overtime Report

The Operations report was reviewed and discussed. Questions were asked and answers were provided to the Board.

8. GENERAL MANAGER ANNOUNCEMENTS

General Manager Davisson advised the Board he will be out of town from January 23rd through January 26th for a conference he will be attending in Southern California.

9. BOARD MEMBER REPORTS

Director Drew advised that Healdsburg has a new ordinance on events, and he would like to share it with the Board. He will forward it to General Manager Davisson for distribution.

Secretary Butler advised the Board she will be missing the April 15th meeting and the meeting in August.

10. FUTURE AGENDA ITEMS FOR CONSIDERATION

Secretary Butler advised he time as a district to apply for our inflation reduction act

incentive needs to be completed by March 2024. General Manager Davisson said he will check into it and he will put it on the agenda for the next meeting.

11. ADJOURNMENT 7:16 PM

Minutes Approved

Date