**Gualala Community Services District**

**Regular Meeting Agenda**

**4/18/2019**

**5:00 p.m.**

**Location: Elaine Jacobs Center, 38550 CA-1, Gualala, CA 95445**

This is a regular meeting of the GCSD and will be conducted as set forth in the GCSD Policy Manual. After a motion is made and before it is voted upon, that subject is open to discussion from the floor. Public input during Public Comment and on agenda items will be limited to three minutes for each person. Comments on agenda items shall be limited to the subject under discussion. This meeting is being recorded as set forth in the GCSD Policy Manual.

I. **CALL TO ORDER**

II. **PUBLIC COMMENT:** Members of the public may address the Board of Directors on any item of interest that is within the jurisdiction of the Board.

III. **ROLL CALL:** D. Denten.\_\_\_ S. Aicher \_\_\_ J. Denten \_\_\_ B. Jones \_\_\_

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

a) Minutes of Board Meeting – 3/21/2019.

b) Administrator’s Report

- Financial

- Accounts Payable

- Budget Committee Update

VI. **STAFF REPORTS**

a) General Manager [Chris Troyan]

b) District Counsel [Andy Turner].

VII. **ACTION ITEMS**

a) Consideration and possible action on creating a Resolution to remove Bonnie Adshade from all bank accounts and adding Kyndra McKrola.

b) Consideration and possible action to granting discounted sewer fee to Breakers Inn, due to the discovery of a water leak on their property.

c) Consideration and possible action to approve the General Manager’s recommendation to move Kyndra McKrola from Step A to Step B of the salary chart.

d) Consideration and possible action to approve award of contract to Suez Construction in the amount of $\_51,540\_ for the Lift Stations Linings Project.

VIII. **DISCUSSION ITEMS**

a) Update on Tri-Party Meeting

b) Discussion on proposed new General Manager Evaluation Form and Quarterly Assessments

c) Update on Ordinance Committee.

d) Update on Point Arena Contract.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting Minutes**

**3/21/2019**

**5:00 p.m.**

**Location: Elaine Jacobs Center, 38550 CA-1, Gualala, CA 95445**

This is a regular meeting of the GCSD and will be conducted as set forth in the GCSD Policy Manual. After a motion is made and before it is voted upon, that subject is open to discussion from the floor. Public input during Public Comment and on agenda items will be limited to three minutes for each person. Comments on agenda items shall be limited to the subject under discussion. *This session is being recorded.*

I. **CALL TO ORDER**

II. **PUBLIC COMMENT:** Members of the public may address the Board of Directors on any item of interest that is within the jurisdiction of the Board.

No public present.

III. **ROLL CALL:** President D. Denten\_X\_ S. Aicher \_\_X\_ J. Denten \_X\_\_

Vice President B. Jones \_X\_\_

From the District, General Manager Chris Troyan, Safety Officer Michael Benson, Administrator Kyndra McKrola. Guest Daniel Eisenberg from SUEZ Advanced Solutions.

IV. **ADOPTION OF AGENDA**

Addition by Chris Troyan — additional signatures needed for CalPERS, previously approved.

V. **CONSENT AGENDA**

1. Minutes of Board Meeting – 2/21/2019.

Vote on Minutes: President D. Denten \_AYE\_ S. Aicher \_2nd\_ J. Denten \_AYE\_\_

Vice President B. Jones \_Motion\_

AYES: 4 Noes: 0

b) Administrator’s Report

- Financial — reason for no depreciation and explain Reserve for Ordinance. Unknown as to which ordinance for which monies are moved. Discussed with Auditor, Michael Cellantano: account designations are unknown. Andy explains reserve vs. undesignated funds.

Will be discussed in Budget Committee.

- Accounts Payable

Checks: Aramark Uniform services discussed. ClearStream for the Clarifier. PG&E paid.

Solar discussed as part of the Grant that we’re expecting.

Vote on Financial report: President D. Denten \_AYE\_ S. Aicher \_2nd\_ J. Denten \_AYE\_\_

Vice President B. Jones \_Motion\_

AYES: 4 Noes: 0

- Point Arena HS Internship: Quillie Morgan. Hourly pay and WC paid by Point Arena High School program. Discussion point — no action needed.

Will discuss intern coming on as summer help when the time comes.

VI. **STAFF REPORTS**

1. District Manager [Chris Troyan].

* Susan asked about bio-solids: the inorganic materials that will not decompose.
* Chris explained the problem that we are having in disposing of our bio-solids and will continue to pursue other options as we can no longer use our sludge pond.
* Final CalPERS signatures to be compliant with salaries schedules – previously approved.
* Contributions for Jerry Orth may be effected. Waiting for confirmation from PERS
* Lift Station 4, waiting on one final piece.

1. District Counsel [Andy Turner].

Titles discussed — General Manager, President, Vice President.

Reimbursement to Bruce Jones for used electricity for the antenna on his home — approved.

VII. **ACTION ITEMS**

1. Consideration and possible action to switch bank accounts.

Further discussion and research required. Item Tabled for Budget meeting discussion.

1. Consideration and possible action to reinstate Lead Operator position to become compliant with what Matt Wilson currently is paid: approved.

Vote Lead Operator reinstated: President D. Denten \_AYE\_ S. Aicher \_2nd\_

J. Denten \_AYE\_\_ Vice President B. Jones \_Motion\_

AYES: 4 Noes: 0

Vote Lead Operator job description: President D. Denten \_AYE\_ S. Aicher \_2nd\_

J. Denten \_AYE\_\_ Vice President B. Jones \_Motion\_

AYES: 4 Noes: 0

VIII. **DISCUSSION ITEMS**

1. Update on grant for Zones 3 & 4, still waiting on approval. Randy Jones four houses bypassing septic tanks, contaminating Bower’s wells.

Attendance to GMAC meetings discussed. Not yet assigned- idea to exchange minutes.

\*Caltrans will redo our manholes as part of the streetscape for $500 per manhole (4 total).

1. Installation of gas tank at Wastewater Treatment Plant.

Further discussion and research required. Would need to add to Hazardous Waste permit.

\*Callouts discussed: rain causes more callouts due to flooding and power outages.

1. Presentation on lift station linings by Daniel Eisenberg from SUEZ Advanced Solutions.

Lift Station 2 has severe damage in need of repair. Daniel will provide Chris with (RO information, which may be beneficial to our lab.)

This service has a 50-year lifespan and is easy to clean and maintain. Will improve the performance of our lift stations, as well as the life. $51,540 total.

Station 4 is plastic, and will not need this service. Lift station 4 may need to be replaced when addressing Zones 3 & 4.

Discussion to change Chris’s evaluation forms to better represent his job.

Budget committee changed to Vice President Bruce Jones and President De Denten, as having three board members would make this a ‘Special Meeting’, open to the public, and requiring an Agenda to be made and posted.

Approval discussed for Kyndra’s evaluation (90-day). Board will need to approve. Andy verified that this can be done in open session.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**

*\*\*ANSWER: Dog feces may contain grass, rawhide, hair, and other items that cannot break down.*