**Gualala Community Services District**

**Regular Meeting Agenda**

**7/18/2019**

**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 – 6/20/19.

 b) Administrator’s Report

 - Financial

 - Accounts Payable

VI. **STAFF REPORTS**

a) General Manager [Chris Troyan]

 b) District Counsel [Andy Turner].

VII. **ACTION ITEMS**

 a) Consideration and possible action to approve SCADA upgrades for Lift Station #4 and chlorine generator. [Chris]

 b) Consideration and possible action to set Directors’ compensation. [Andy]

c) Consideration and possible approval to amend Policy Manual to increase General Manager’s spending authorization to $10,000. [Chris]

d) Consideration and possible action on recommendations regarding rate increases as set forth in the MC Engineering Rate Study. [Chris]

e) Consideration and possible action to approve a reduction in sewer fees for the Breakers Inn and Ocean View Estates. [Chris]

f) Consideration and possible action to amend Personnel Manual to update pay scales and clarify employee reimbursements. [Chris]

VIII. **DISCUSSION ITEMS**

1. Comments from State Water Resources Control Board on engineering plan.
2. Establish a Board Committee for GCSD Policies and Procedures
3. Update on Revised Budget for 2019-2020

IX. **CLOSED SESSION**

1. PUBLIC EMPLOYEE PERFORMANCE EVALUATION [Gov’t Code §54957]

 Title: General Manager

X. **RECONVENE IN OPEN SESSION**

1. Closed Session report. [Andy]
2. Consideration and possible approval of Employment Agreement with General Manager. [De/Andy]

XI. **REQUEST FOR FUTURE AGENDA ITEMS**

XII. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting Minutes**

**6/20/2019**

**5:00 p.m.**

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

**Room E**

 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.

 a). George Gonzales from Ocean View Estates, on behalf of the residents, asked that we consider reducing their fees for the next year, due to over-usage by on resident not going into the sewer, but watering a garden. This will be added to the next agenda.

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

Also in attendance: Chris Troyan, Kyndra McKrola, Mike Benson, members of the public: George Gonzales and Melissa Finley from Ocean View Estates and Robert Juengling.

IV. **ADOPTION OF AGENDA**

Adopt the Agenda: President D. Denten \_AYE\_, Vice President B. Jones \_2nd\_,

Secretary J. Denten \_Motion\_\_ S. Aicher \_ AYE.

Ayes: 4 Noes: 0

V. **CONSENT AGENDA**

1. Minutes of Board Meeting – 5/16/19.

President D. Denten \_AYE\_, Vice President B. Jones \_AYE\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_Motion.

Ayes: 4 Noes: 0

1. Administrator’s Report

President D. Denten \_AYE\_, Vice President B. Jones \_AYE\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_Motion.

Ayes: 4 Noes: 0

 - Financial Q&A

 - Accounts Payable

VI. **STAFF REPORTS**

a) General Manager [Chris Troyan] – Discussion of the Grant and storage basin.

*Break down lab costs requested* as well as SOPs (Mike). Cost and benefits analysis requested.

 b) District Counsel [Andy Turner]. – New eval proposed.

VII. **ACTION ITEMS**

 a) Consideration and possible action to approve 2019-2020 Budget [Budget Comm]

President D. Denten \_AYE\_, Vice President B. Jones \_AYE\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_Motion.

Ayes: 4 Noes: 0

 b) Consideration and possible action to hire a seasonal summer employee [Chris].

President D. Denten \_AYE\_, Vice President B. Jones \_AYE\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_Motion.

Ayes: 4 Noes: 0

c) Approval of GM Evaluation Form [Chris/Andy].

President D. Denten \_AYE\_, Vice President B. Jones \_AYE\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_Motion.

Ayes: 4 Noes: 0

d) Consideration and possible approval of a 3% cost of living adjustment [Chris].

President D. Denten \_AYE\_, Vice President B. Jones \_Motion\_, Secretary J. Denten \_2nd\_\_

S. Aicher \_No.

Ayes: 3 Noes: 1

e) Consideration and possible action to amend the District Policy Manual to reflect changes to the Personnel Manual.

**–TABLED–**

f) Consideration and possible action to amend Ordinance 1991-11 Septic Tank Responsibility [Chris/Andy].

**Move to next meeting’s agenda.**

VIII. **DISCUSSION ITEMS**

 a) Updating the District’s Emergency Response Plan [De/Chris].

 b) Rate study with MC Engineering.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

1. Review Breaker’s and Ocean View
2. Board requested costs vs. benefit report for lab
3. Chlorine Generator
4. Approval of GM contract
5. Uniform Services
6. Closed Session for GM evaluation
7. Amend Personnel Manual
8. MC Engineering Rate Study added to agenda
9. Board member stipend amount

XI. **ADJOURNMENT**