**Gualala Community Services District**

**Regular Meeting Agenda**

**6/20/2019**

**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 – 5/16/19.

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 2019-2020 Budget [Budget Comm]

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

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

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

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

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

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**

XI. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting Minutes**

**May 16, 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:** President D. Denten.\_X\_ S. Aicher \_Absent\_ Secretary J. Denten \_X\_\_ ,

Vice President B. Jones \_X\_\_

Also present: General Manager Chris Troyan, Admin Kyndra McKrola, Safety Officer Mike Benson. No members of the public.

IV. **ADOPTION OF AGENDA**

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

Secretary J. Denten \_Motion\_\_

Ayes: 3 Noes: 0

V. **CONSENT AGENDA**

a) Minutes of Board Meeting – 4/18/2019.

Vote on Minutes: President D. Denten \_AYE\_ , Vice President B. Jones \_Motion\_,

Secretary J. Denten \_2nd\_\_

Ayes: 3 Noes: 0

b) Administrator’s Report

- Financial: Month over month report requested for future reporting

- Accounts Payable: Lien Process discussed. Surf and Country Inn (same owner, CEO Lodging) are past due.

\*\*Add an Action to exceed training budget to next agenda is discussed.

\*\*Adding Board to AirMed is discussed. Add to next agenda. (ADD TO BUDGET).

\*\*Adding to agenda vote for board member stipend. (ADD TO BUDGET).

- Budget Committee Update – next meeting.

Approval of Financial Report: President D. Denten \_AYE\_, Vice President B. Jones \_2nd ,

Secretary J. Denten \_Motion\_\_

Ayes: 3 Noes: 0

VI. **STAFF REPORTS**

1. General Manager [Chris Troyan]

— Discussion of completed Lift Station Rehab Project: quick completion.

Galvanized pipes in Lift Stations will need to be replaced and added to Piazza workload.

— Discussion of Tahoe conference and classes taken.

— Discussion of Sand Filter repairs. Parts have been ordered.

— New vendor for pumps met at Tahoe Conference – will try new pumps.

Grant items appear to be coming to completion. This does not include Randy Burke’s findings on the Watersheds tested, or on the Bio-solids that need to be addressed (to be added to permit report once a solution has been determined). Note: Bill Hay is not able to take our bio-solids.

Randy’s findings have been reported to the State/Health Department and they have contacted GCSD.

1. District Counsel [Andy Turner].

AB1234 training for Board Members discussed. John and De have completed. Others can be done with a PowerPoint with Andy. Andy will send out memo to those who need to complete.

VII. **ACTION ITEMS**

a) Consideration and possible action on creating a Lab Director position.

Vote on Lab Director: President D. Denten \_AYE\_ , Vice President B. Jones \_Motion\_,

Secretary J. Denten \_2nd\_\_

Ayes: 3 Noes: 0

b) Consideration and possible action to amend the District’s Overtime Policy.

Vote on ‘Comp-Time’: President D. Denten \_AYE\_ , Vice President B. Jones \_Motion\_,

Secretary J. Denten \_2nd\_\_

Ayes: 3 Noes: 0

Note: Chris to report to the Board, Kyndra to track in Excel Spreadsheet.

1. Consideration and possible action to adopt a Record Retention Policy.

Adopt of Retention Policy: President D. Denten \_AYE\_ , Vice President B. Jones \_2nd\_ ,

Secretary J. Denten \_Motion\_\_

Ayes: 3 Noes: 0

VIII. **DISCUSSION ITEMS**

a) Update on WDR Permit.

b) Discussion on proposed new General Manager Evaluation Form and Quarterly Assessments – Andy has one that he will send to Chris.

c) Update on Ordinance Committee –Tabled– will be done via email.

d) Update on Budget Committee – Next meeting.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

\*\*Add to Agenda – Board member per diem added to policy manual. (\*Clarification needed on per diem policy in current Policy Manual for Employees).

\*\*Cost of living increase for Employees.

XI. **ADJOURNMENT**