**Gualala Community Services District**

**Regular Meeting Agenda**

**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.

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 – 2/21/2019.

b) Administrator’s Report

- Financial

- Accounts Payable

- Point Arena HS Internship

VI. **STAFF REPORTS**

a) District Manager [Chris Troyon]

b) District Counsel [Andy Turner].

VII. **ACTION ITEMS**

a) Consideration and possible action to switch bank accounts.

b) Consideration and possible action to reinstate Lead Operator position.

VIII. **DISCUSSION ITEMS**

a) Update on grant for Zones 3 & 4.

b) Installation of gas tank at Wastewater Treatment Plant.

c) Presentation on lift station linings.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting Minutes**

**2/21/2019**

**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.

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.

John Bower: Spoke with Mark Carey about mapping the community Services area with utility “as-builts”. Joint meeting to share information requested. John offered to share his knowledge. De mentioned getting plans from Caltrans. Mark Carey is working on the plans set.

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

Also present, John Bower, Andy Turner, Chris McManus, and Rick O’Neil.

IV. **ADOPTION OF AGENDA**

Motion to add imperative item to the agenda, as action item (g).

Vote: D. Denten \_AYE\_\_ S. Aicher \_AYE\_\_ J. Denten \_2nd\_\_ B. Jones \_Motion\_

Approved: 4 Ayes, 0 Noes.

Item added: — update signers for the banks.

Vote: D. Denten \_AYE\_\_ S. Aicher \_AYE\_\_ J. Denten \_2nd\_\_ B. Jones \_Motion.

Approved: 4 Ayes, 0 Noes.

V. **CONSENT AGENDA —** brief description by Andy Turner.

1. Minutes of Board Meeting on 1-17-2019.

Vote: D. Denten \_AYE\_\_ S. Aicher \_2nd\_\_ J. Denten \_Motion\_\_ B. Jones \_X\_\_

Approved: 4 Ayes, 0 Noes.

1. Financial Report

Vote: D. Denten \_-\_\_ S. Aicher \_Motion\_\_ J. Denten \_-\_\_ B. Jones \_2nd\_\_

Discussion/questions – many of the December bills were late-paid in January, due to no bookkeeper on staff.

Bruce discusses Luther Burbank vs. Charles Schwab.

Call for the vote:

Vote: D. Denten \_AYE\_\_ S. Aicher \_AYE\_\_ J. Denten \_AYE\_\_ B. Jones \_AYE

Approved: 4 Ayes, 0 Noes.

Discussion: Joint Funding Agreement – signed.

1. Accounts Payable — part of the financial report, per Board custom.

Resolution to make CalPERS contributions tax deferred– signed.

VI. **Staff Reports**

a) District Manager [Chris Troyan].

No questions. Discussion of Tri-Party meeting, plant tour with Kathy Goodwin for Title 22 compliance standards.

Discussion of pond under-drain system, need to be updated.

Bruce to take over for Susan at Tri-Party meetings.

b) Administrative Assistant [Kyndra McKrola].

Covered in Financial Report.

No further questions.

c) Safety Officer [Mike Benson].

Acknowledgement from SDRMA — no claims for 5 years.

County visit, inspection of Diesel Tanks and Emergency Response Plan.

No further questions.

d) District Counsel [Andy Turner].

Nothing to report.

VII. **Action Items**

1. Consideration and possible action to award contract for construction of clarifier.

Discussion to stay with Piazza Construction.

Vote: D. Denten \_AYE\_\_ S. Aicher \_Motion\_ J. Denten \_2nd\_\_ B. Jones \_AYE\_\_

Approved: 4 Ayes, 0 Noes.

1. Consideration and possible action to award contract for effluent valves.

Automatic feature to be Title 22 compliant for actuators and programming of SCADA. RW Gate, stainless steel. Aqua Sierra to program new valves to SCADA.

Vote: D. Denten \_AYE\_\_ S. Aicher \_Motion\_ J. Denten \_AYE\_\_ B. Jones \_2nd\_\_

Approved: 4 Ayes, 0 Noes.

Aqua Sierra to program new valves to SCADA.

Vote: D. Denten \_AYE\_\_ S. Aicher \_Motion\_ J. Denten \_AYE\_\_ B. Jones \_2nd\_\_

Approved: 4 Ayes, 0 Noes.

1. Consideration and possible to approve revised Personnel Manual.

Vote: D. Denten \_AYE\_\_ S. Aicher \_2nd\_\_ J. Denten \_AYE\_\_ B. Jones \_Motion\_

Discussion: Staffing plant 8 a.m. to 5 p.m. is covered by “on-call,” phone availability.

Approved: 4 Ayes, 0 Noes.

1. Approve execution of insurance document.

Discussion: Signed approval needed from Board for SDRMA.

Vote: D. Denten \_AYE\_\_ S. Aicher \_2nd\_\_ J. Denten \_Motion\_ B. Jones \_AYE\_\_

Approved: 4 Ayes, 0 Noes. Resolution signed.

1. Review and approve CalPERS Salary Schedules 2012 – Present.

Vote for each individual year: 2012, 2013, 2014, 2015, 2016, 2017, 2018.

Present year (2019) included in Personnel Manual approval.

D. Denten \_AYE\_\_ S. Aicher \_Motion\_\_ J. Denten \_2nd\_\_ B. Jones \_AYE\_\_

Approved: 4 Ayes, 0 Noes. (Signed after meeting.)

1. Approve final payment for new ~~DWR~~ permit from MC Engineering.

WDR — Waste Discharge Permit.

Vote: D. Denten AYE\_\_ S. Aicher \_Motion\_ J. Denten \_AYE\_\_ B. Jones \_2nd\_\_

Reiteration of Kathy Goodwin’s work to obtain grant.

Approved: 4 Ayes, 0 Noes.

1. Ordinance/Resolution for the Bank Signer cards to be updated.

Vote: D. Denten AYE\_\_ S. Aicher \_2nd\_\_ J. Denten \_Motion\_ B. Jones \_AYE\_\_

Approved: 4 Ayes, 0 Noes. (Signed after meeting.)

VIII. **Discussion Items**

1. Create Budget Committee.

Ad HOC committee: Susan and Bruce will work with Kyndra and Chris.

1. Revising ordinance establishing rules for connection to wastewater system.

Pre-existing septic tank maintenance, and liability to GCSD.

Need to add clarity to current ordinance.

Ad HOC: Bruce and John.

c) Assisting City of Point Arena with its Wastewater Treatment Plant.

Matt Wilson to provide temporary coverage. PA to pay wages.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

Payment to Bruce Jones for antenna electricity payment.

XI. **ADJOURNMENT**

Adjourned.