**Gualala Community Services District**

**Regular Meeting Agenda**

**5/16/2019**

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

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

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

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 Lab Director position.

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

c) Consideration and possible action to adopt a Record Retention Policy.

VIII. **DISCUSSION ITEMS**

a) Update on WDR Permit.

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

c) Update on Ordinance Committee.

d) Update on Budget Committee.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting Minutes**

**4/18/2019**

**5:00 p.m.**

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

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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.\_\_X\_ S. Aicher \_X\_\_ J. Denten \_\_X\_ B. Jones \_X\_\_

Also present, Chris Troyan (General Manager), Kyndra McKrola (Admin), and Andy Turner, (Attorney, via phone).

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

1. Minutes of Board Meeting – 3/21/2019 – Change and correct Randy Burke’s name. De stepped away from Budget committee. Susan stayed on.

Motion: Susan 2nd: John Ayes: 4 Noes: 0

b) Administrator’s Report

- Financial Questions on P&L and how taxes are reported.

- Accounts Payable – Questions about Legal Fees.

- Budget Committee Update – will meet again on the 29th.

R&M down (SCADA), Permits up (Clarifier and MC Engineering).

Motion: Susan 2nd: Bruce Ayes: 4 Noes: 0

Owner from Hotel Breaker’s then arrived.

Discussion of opening a “New” company within Quickbooks. Track what I find via journals in New Company. Journal of Accounts.

CalPERS – Michael Benson’s retirement not being tracked.

VI. **STAFF REPORTS**

1. General Manager [Chris Troyan]. 🡪 No questions. Chris discusses the Tax roll, further, and the note we hold with CoBank. May have been from original loan of when the sewer systems were put in place and loans are being paid off. May go to Ukiah to go over records.

Further discussion on the permit and the grant. May have results in July-Aug.

Bill Hay is looking into if we can dump bio-solids on his property.

Chris discusses operations – no callouts this month.

“Buy Local” – De would like to keep the bank accounts locally.

b) District Counsel [Andy Turner] – will see Chris and Mike in Tahoe.

VII. **ACTION ITEMS**

1. Consideration and possible action on creating a Resolution to remove Bonnie

Adshade from all bank accounts and adding Kyndra McKrola.

Motion: Susan 2nd: John Ayes: 4 Noes: 0

1. Consideration and possible action to granting discounted sewer fee to Breakers

Inn, due to the discovery of a water leak on their property.

Owner of Breaker’s spoke – he was able to locate and repair the leak. Tabled until water results are in for 2018-2019.

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.

Motion: Susan 2nd: John Ayes: 4 Noes: 0

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.

Motion: Susan 2nd: John Ayes: 4 Noes: 0

VIII. **DISCUSSION ITEMS**

a) Update on Tri-Party Meeting – Randy Burke’s report on the contamination discussed.

b) Discussion on proposed new General Manager Evaluation Form and Quarterly Assessments. Will be reviewed by legal counsel as part of the retainer.

c) Update on Ordinance Committee. Tabled until next mtg.

d) Update on Point Arena Contract. Tabled until next mtg.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**