**Gualala Community Services District**

**Regular Meeting Agenda**

**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.

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

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

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

b) Financial Report

c) Accounts Payable

VI. **Staff Reports**

a) District Manager [Chris Troyon].

b) Administrative Assistant [Kyndra McKrola].

c) Safety Officer [Mike Benson].

d) District Counsel [Andy Turner].

VII. **Action Items**

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

b) Consideration and possible action to award contract for effluent valves.

c) Consideration and possible to approve revised Personnel Manual.

d) Approve execution of insurance document.

e) Review and approve CalPERS Salary Schedules 2012 – Present.

f) Approve final payment for new DWR permit from MC Engineering.

VIII. **Discussion Items**

a) Create Budget Committee.

b) Revising ordinance establishing rules for connection to wastewater system.

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

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

XI. **ADJOURNMENT**

**Gualala Community Services District**

**Regular Meeting — Minutes**

**1/17/2019**

**5:00 p.m.**

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

**Denten reading:** 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 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:** Denten J.\_\_Here\_ Aicher S.\_Here\_\_\_\_\_ Denten D.\_\_Here\_\_\_\_

IV. **ADOPTION OF AGENDA —**

Andy Turner: “Were there no public comments?”

De: “A member of the press is here, and three visitors.” (Steve McLaughlin, ICO. Randy Burke, Bruce Jones, Krystal Benson. Later Robert Juengling to join).

Also present: employees of GCSD: Mike Benson, Matt Wilson, Kyndra McKrola. Andy Turner via phone. Chris Troyan is absent.

Andy Turner then jumps into explaining the ‘adoption of the agenda’, a new addition to the agenda: procedure to add items or pull items from agenda. At this point, Item 6G is pulled. Brown Act is referenced and reviewed by Turner.

Mike Benson then addresses adding the clarifier to the Agenda, as he explains this is an important need for the plant.

Movement: De.

Second: Susan.

Vote: Unanimous: Aye.

This becomes 6H.

John calls for further discussion: None.

Motion to adopt agenda: Susan.

Second: De.

Vote: Unanimous: Aye.

Agenda adopted.

**Agenda**

V. **APPROVAL OF MINUTES OF PAST MEETING: 12/6/18**

Susan discusses minutes and format. McKrola explains that it was requested they be verbatim, due to the circumstances in the previous meeting.

Motion to approve minutes: Susan.

Second: De.

Vote: Unanimous: Aye.

Minutes approved.

VI. **ACTION ITEMS**

1. Appointment to Fill Vacant Seat on Board of Directors.

Denten asks if letters have been sent in. Letters were submitted by both Bruce Jones and Randy Burke. De acknowledges that both letters have been receive, but Susan points out that we are only able to appoint one at this time, due to missing the window for appointment until 2020. Randy points to Bruce.

Motion to add Bruce to the board: Susan.

Second: De.

Denten asks for discussion: None.

Vote: Unanimous: Aye.

Bruce then joins the table with the Board members.

1. Consideration and possible action to censure John Denten.

Discussion: Susan requests clarification, and Andy Turner explains the censure process and reason. Items is hereby rejected.

1. Consideration and possible action amending personnel manual. [Gen.Mgr.]

Discussion: Susan requests that a committee be formed in order to review the manual before moving forward. Item is tables to future meeting. Committee is formed with Bruce and Susan, and will review the manual upon Chris’s return from vacation.

1. Election of officers for 2019.

Vice Chair, De Denten, moves up to Chair. Vice Chair: Bruce Jones. Secretary: John Denten.

Movement: Susan and De.

Second: De then seconds, then Susan.

Vote: Unanimous: Aye.

John continues to Chair for the remainder of this meeting, per Andy.

e) Approval of employee travel to training conferences. [Gen.Mgr.]

1. Calif. Rural Water Association Conference – Lake Tahoe [April]

Mike and Chris

1. General Manager Summit – Newport Beach [June]

Chris

1. CSDA Leadership Summit – Napa [July]

De and John.

Discussion of fees, attendees, and content.

Motion to approve: De.

Second: Susan.

Vote: Unanimous: Aye.

Discussion: Bruce expressed that he feels these trainings are very worthwhile, and Susan concurs.

CSDA memberships and emails (personal vs. GCSD emails) are discussed. Bruce and Susan agree to keep their personal emails, while John and De will continue to use the GCSD emails provided to them.

1. Establishing 2019 meeting schedule.

Discussion: Susan: Same. Third Thursday at 5 o’clock.

Group agrees that not going dark, having monthly meetings, would be most beneficial.

Turner chimes in that these can always be moved.

No vote required.

g) *Ordinance No. 2019-01, amending Ord. No. 1991-11, as amended 5-21-2001;*

*First Reading*

Motion to Table: Bruce.

Second: Susan.

Vote: Unanimous: Aye.

h) Added item: Approval of funds to repair clarifier (parts only, using existing shell. Labor not yet estimated). $51,869.

Motion: Susan.

Second: Bruce.

Discussion: None.

Vote: Unanimous: Aye.

VII. **DISCUSSION ITEMS**

1. Employee cell phones.

Matt Wilson reads from Chris’s report in regards to the employee cell phones.

Turner adds that this is within the spending limits of the Dist. Mgr.

Board and staff discuss the benefits, and coverage.

No Vote required.

VIII. **STAFF REPORTS**

1. District Manager.

Pre-distributed as Chris was preparing for vacation. All board members have received. Andy said we did not need to read, as all have received.

Discussion: Admin training of QuickBooks, upcoming classes, Brown Act training, cross-training.

CalPers training rescheduled, (Chris and Kyndra).

Sewer truck sold.

New truck discussed, (already in use).

Relays — installation has been completed for commercials. 50 additional needed for residential. Cost discussed. De outlined benefits.

Tank on Sedalia: pushed due to rain, Scheduled for next week.

Lift station 4: Mike saw alert light on, pump 2 was down. They were able to switch out valves, and they were able to repair the pump. New stator expected. New check valve on the way.

Engineer gave heads up that he will be collecting remaining fees.

1. Administrative Assistant.

Review of EOY financials and current reconciliation process.

Susan requested that Checks follow previous format (by check number). De likes current format. Admin agreed to do both.

Bruce requests previous 3 budgets, since 2017.

Robert Juengling requests information on how the budgets are created for Water Usage fees.

Bruce discussed seasonality.

1. District Counsel.

Andy: Discusses Agenda Format – will work with Chris and Kyndra.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

None.

XI. **ADJOURNMENT**