**Gualala Community Services District**

**Regular Meeting Minutes**

**7/16/2020**

**Location: VIA TELECONFERENCE or ZOOM MEETING ONLY**

**Pursuant To Executive Orders N-25-20 and N-29-20 Issued by Governor Newsom**

**Call-In Number: (669)900-9128 or Zoom Meeting Link:**

<https://zoom.us/j/96341790316?pwd=RHpZUEd4cWpBK3pId1lwWTdLd1ZhZz09>

Meeting ID: 963 4179 0316 Password: 562800

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.

Randy Burke suggested the Board respond back to a member of the public making false claims regarding the work being done associated with the Planning Grant and expanding the District.

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

Randy Burke (Public), Chris Troyan (General Manager), Andy Turner (Attorney), Geraldine LiaBraaten (Administrative Assistant) are also in attendance.

IV. **ADOPTION OF AGENDA**

Chris Troyan (General Manager) requests to amend the Agenda to add Action Item VII (e) a discussion and possible action item for Lift Station # 2 repairs.

B. Jones Aye S. Aicher 2nd D. Denten.\_Motion\_ J. Denten Aye

**Ayes- 4 Nays-0 Motion Passes.**

V. **CONSENT AGENDA**

a) Minutes of Regular Board Meeting – 6/18/20

b) Administrator’s Report [Geraldine LiaBraaten]

- Financial

Susan Aicher (Vice-President) inquired about invoices from MC Engineering and wanted to ensure the money being paid out is being reimbursed from the SWRCB Planning Grant. Geraldine informed the board that all of MC Engineering invoices to date is work done for the planning grant and will be reimbursed when we submit the next bill to the State.

De Denten (Board Secretary) inquired about account number 5360 and 6069. For account 5360 Ms. Denten is wondering why this account is lower versus prior years. Geraldine will look into the discrepancy and report back to the board. For account 6069 Geraldine explained there was an item that was placed into this account by mistake and has been corrected.

- Accounts Payable

Geraldine explained to the board that some of the payables were not included in the report because of the way QuickBooks tracks the bills being paid. The unpaid bills report to the board showed we paid approximately $15,000, but the report should have stated we had $57,000 in unpaid bills.

**Approval of the Consent Agenda**

B. Jones Aye S. Aicher Motion D. Denten Aye\_ J. Denten 2nd

**Ayes- 4 Nays-0 Motion Passes.**

VI. **STAFF REPORTS**

a) General Manager [Chris Troyan]

Bruce Jones (Board President) inquired about the Pond #1 and asked if we had heard anything from Piazza Construction? The General Manager informed Bruce that he has not talked to Piazza since October of 2019. The Attorney (Andy Turner) also informed the board that Piazza Construction has not responded to any of his letters.

De Denten inquired about the elections and if we have been in contact with Mendocino County about the elections? The General Manger informed Ms. Denten that the County has sent an election packet and will be getting a hold of each board member during the week of July 20th.

The General Manager also informed the board that he purchased a new sewer camera and a new utility line locator. He explained to the board that the old sewer camera and line locator were old and are barely working. He also explained that by purchasing the two items together he was able to save about $1000.

Bruce Jones asked about the chlorine generator and how it is working? The General Manager informed the board the chlorine generator has not been operational for a few weeks due to a faulty PLC. He explained the PLC thinks there is a water going into the machine is too hard, so it shuts itself off to avoid damage. He also told the board that the machine is covered under warranty and DeNora is sending us a new PLC and will be installed as soon as it arrives.

b) District Counsel [Andy Turner]

District Counsel had nothing to report.

VII. **ACTION ITEMS**

a) Discussion and possible action on approval of auditor [Chris Troyan]

The General Manager informed the board that our former Board President signed a three-year contract with Michael Celentano in October of 2018. The board agreed that Michael can continue with the audit this year as long as he completes the Depreciation schedule before the audit.

B. Jones Aye S. Aicher Motion D. Denten Aye\_ J. Denten 2nd

**Ayes- 4 Nays-0 Motion Passes.**

b) Discussion and possible action on adoption of 2020-21 Budget [Budget Comm.]

The General Manger and the board discussed various purchases and unbudgeted expenses that occurred in fiscal year 2019-2020 and decide to change the dollar amounts on some of the accounts. Account #4069 increased to $6,000, account #5120 increase to $15,000, account #5110 increase to $12,000, account #4019 increase to $130,000, and account #4011 increased to $58,544.

B. Jones Motion S. Aicher Aye D. Denten 2nd\_ J. Denten Aye

**Ayes- 4 Nays-0 Motion Passes.**

c) Discussion and possible approval of new chart of accounts [Geraldine LiaBraaten]

Geraldine discussed with the board that we had too many accounts on the books and could combine some of the accounts and eliminate accounts we have never used. Also, advised the board the creation of new accounts for the Planning Grant so we can track the money being spent and the money being reimbursed better.

B. Jones Motion S. Aicher Motion D. Denten Aye\_ J. Denten 2nd

**Ayes- 4 Nays-0 Motion Passes.**

d) Discussion and possible action to approve revised pay scales.

The General Manager reminded the board about the requirements from CalPERS and from the State regarding our pay scales. The new position approved by the board in the June meeting only had a starting wage approved and in order to be compliant the General Manager informed the board we need to approve a pay scale for this new position. The General manager recommended to have the pay scale the same as the Operator 2 scale.

B. Jones Aye S. Aicher Aye D. Denten 2nd\_ J. Denten Aye

**Ayes- 4 Nays-0 Motion Passes.**

e) Discussion and possible action to approve new control panel for Lift Station #2. [Chris Troyan]

The General Manger discussed the issues we have been having with Lift station #2 control panel. He explained that the hydrogen sulfide gases have been escaping into the control panel and is corroding all of the electrical wiring inside the control panel and needs to be replaced. The board approved no more than $70,000 to use for the repairs on Lift Station #2 pending funds and the ability to use sole source.

B. Jones Aye S. Aicher Aye D. Denten Motion\_ J. Denten 2nd

**Ayes- 4 Nays-0 Motion Passes.**

VIII. **DISCUSSION ITEMS**

1. Moving meetings to every other month.

Discussion with the board and the General manager about moving the meeting to every other month because of being slow due to Covid-19. The board decided to continue the meeting once a month on the third Thursday of every month.

1. Chlorine Generator

Discussed in the General Mangers report.

IX. **CLOSED SESSION**

PUBLIC EMPLOYEE PERFORMANCE EVALUATION

[Gov’t Code Section 54957]

Title: General Manager

X. **CLOSED SESSION REPORT**

No reportable action under the Brown Act was taken during the closed session.

XI. **REQUEST FOR FUTURE AGENDA ITEMS**

No Future Agenda Items

XII. **ADJOURNMENT**

Meeting Adjourned at 1820 hours.