**Gualala Community Services District**

**Regular Meeting Minutes**

**7/28/2022**

**5:00 p.m.**

**Location: GCSD TREATMENT PLANT, 42455 State Hwy. 1, The Sea Ranch, CA**

**OR VIA TELECONFERENCE or ZOOM MEETING**

**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://us06web.zoom.us/j/83718880350?pwd=NjdKd3JjZzYyT3M5R0EvajE1emdCUT09>

Meeting ID: 933 7476 6124 Passcode: 120608

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:** J. Denten \_X\_ R. Burke \_X\_ B. Jones \_Absent\_ D. Denten \_X\_ G. Abel \_X\_

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

1. Minutes of Regular Board Meeting – 6/23/2022

Approval of Agenda and minutes from the 6/23/2022 board meeting.

J. Denten Aye R. Burke Aye B. Jones Absent D. Denten Motion G. Abel 2nd

Ayes- 4

Nays- 0

Motion Passes 4-0

VI. **STAFF REPORTS**

1. General Manager [Chris Troyan]

John Pedri spoke at length about the rate study being done by MC Engineering. He discussed all of their recommendations in regard to the increasing our rates with emphasis on Sonoma County paying their fair share of our treatment costs, but they are going to be recommending a rate increase for our current customer based in Gualala. The final recommended increase is still being determine at this time and MC Engineering should have their final recommendations by the next meeting. The rest of the GM report was discussed during the discussion items.

1. District Counsel [Andy Turner]

No Report at this time.

c) Administrator’s Report [Geraldine LiaBraaten]

- Financial

- Accounts Payable

Our Finance Director (FD) Geraldine reported to the board that we are still doing good finance wise even though the profit & Loss statements show we were under budget for the income received and over budget for expenses. Because of the Covid relief money the district had a net profit of $26,000. The FD also emphasized the need for the rate increase for both Gualala and from Sonoma County.

Board President Randy Burke made a suggestions about informing the Independent Coast Observer (ICO) and the public our meetings have changed to the fourth Thursday of the month. The FD also informed the board the insurance payout for the wrecked Toyota has come in.

VII. **ACTION ITEMS**

1. Adoption of resolution finding that emergency conditions persist and authorizing continued remote meetings pursuant to AB 361.

J. Denten Aye R. Burke Aye B. Jones Absent D. Denten Motion G. Abel 2nd

Ayes- 4

Nays- 0

Motion Passes 4-0

1. Approve FY 21-22 Audit.

J. Denten Aye R. Burke 2nd B. Jones Absent D. Denten Motion G. Abel Aye

Ayes- 4

Nays- 0

Motion Passes 4-0

1. Consideration and approval of new truck purchases.

The GM informed the board that he has found two dealerships with trucks in stock and on the lot. One being located near Redding and the other in Anaheim. The dealer in Anaheim has the best deal and he explained the trucks are 2021 Ram 2500 4x4 with utility beds. The GM asked the board for the approval of up to $125,000 for the purchased of two new work truck as described above.

The Gm informed the board that the FD and himself have been looking into various options on financing the new vehicles, and that we will most likely be financing the vehicles through Redwood Credit Union. The GM also explained that between the sale of the old district vehicles and the insurance payout we received from the wrecked truck the district will receive approximately $35,000 of the $125,000 back.

J. Denten Aye R. Burke 2nd B. Jones Absent D. Denten Motion G. Abel Aye

Ayes- 4

Nays- 0

Motion Passes 4-0

1. Approve salary for Finance Director position.

The GM reminded the board that a few board meetings ago they approved the new Finance Director title for Geraldine, but never approved a salary range for the new position. The GM is recommending the new range for the FD position be $36.05-$48.07 per hour.

J. Denten 2nd R. Burke Aye B. Jones Absent D. Denten Motion G. Abel Aye

Ayes- 4

Nays- 0

Motion Passes 4-0

1. Consideration and adoption of FY 2022-23 Budget.

The GM informed the board that negotiations are still ongoing with Sonoma County. Their independent rate study has started, and we are curious to hear what their findings will be. Also, the budgeted amount for water processing from CSA6 is currently set at $10.00/1000 gallons, so if an agreement is made the district will back charge to May 1, 2021. Depending on when an agreement is made the budgeted amount may differ one way or the other. The GM also informed the board that there will be some additional accounts that we are going to create in order to better keep track of the money going in and out for the grant and the district needs to create or relabel some of its bank’s accounts to keep track of the new reserves and CIP accounts.

J. Denten Motion R. Burke Aye B. Jones Absent D. Denten Aye G. Abel 2nd

Ayes- 4

Nays- 0

Motion Passes 4-0

1. Approve linking 2 accounts at West America Bank.

The GM explained to the board that the linking of the two accounts at West America bank is so the district can put enough money into the savings account in order to cover any overages to the checking account, which is used for the district’s payroll. Resolution 2022-04 is required in order to link the two accounts.

J. Denten Aye R. Burke 2nd B. Jones Absent D. Denten Motion G. Abel Aye

Ayes- 4

Nays- 0

Motion Passes 4-0

VIII. **DISCUSSION ITEMS**

1. Rate study update.

Se GM Report.

1. Tri-Party agreement status.

As mentioned during the budget discussions Sonoma County has hired Brelje and Race to conduct a third-party rate study.

1. Vacation rental ordinance.

The GM informed the board that there has many numerous issues with vacation rentals suck as Airbnb’s. The issue is with the overuse of the septic system with too many people being allowed to stay at one time and with rags we believe come from the contractors hired to clean the homes once the guests leave. The homes here were never designed to be the type of vacation rental that is popular today. For example, we have a home that has a 1000-gallon tank and is designed for a maximum number of 4-6 people, but the home is being advertised as being able to accommodate up to 10 people. This is way too many people for the septic tank to properly do its job and it also cause unnecessary wear and tear to the equipment located inside the septic tank.

District counsel recommended to form an Ordinance Committee.

1. Board elections.

The FD sent each board member that the election appliers to. Not all board members are required to file for election. Vice-President Gary Abel informed the board that he was in contact with Katrina Bartolomie from Mendocino County Elections Office, and she sent him all of the necessary paperwork and that he will email them to the FD so she can make copies to have on file for future use.

IX. **CLOSED SESSION**

Public Employee Performance Evaluation – Gov’t Code Section 54957

Position: General Manager

Postponed till Aust 25th 2022.

X **CLOSED SESSION REPORT**

**No Report**

XI. **REQUEST FOR FUTURE AGENDA ITEMS**

1. **GM Evaluation**
2. **Form a Vacation Rental Ordinance Committee**

XII. **ADJOURNMENT**