**Gualala Community Services District**

**Regular Meeting Agenda Minutes**

**6/18/2020**

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

Randy Burke (Public- North Gualala Water & MC Engineering), Chris Troyan (General Manager), Andy Turner (Attorney), Geraldine LiaBraaten (Administrative Assistant), and Mark Cary (MC Engineering) also in attendance.

Randy Burke 40050 Old Stage Rd. commented on the District, the Board, and the employees on how our vision for the District is going in the right direction and commended the Board for allowing the General Manager to make steps into improving the District and the community.

IV. **ADOPTION OF AGENDA**

V. **CONSENT AGENDA**

 a) Minutes of Regular Board Meeting – 5/21/20

B. Jones Aye S. Aicher Motion D. Denten.\_2nd\_ J. Denten Aye

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

 b) Minutes of Special Board Meeting – 6/02/20

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

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

 c) Administrator’s Report [Geraldine LiaBraaten]

 - Financial

 - Accounts Payable

Geraldine took questions on her financial report. Bruce asked why the income for CSA6 was less this year versus last year? The General manager informed Bruce the reason was from less water being treated from CSA6 as a result of the lack of rain and from the lack of vacationers due to the Covid-19 virus. Geraldine also explained that she is waiting to hear from CSDA on how to correctly enter in QuickBooks, the reimbursement money the District received from the State as part of the planning grant.

VI. **STAFF REPORTS**

a) General Manager [Chris Troyan]

Mark Carey discussed how the planning grant is progressing and went into detail on the rate study, new WDR Engineering Report, Collection System mapping update, Biosolids report, water quality sampling on Zones 3 & 4, and community outreach. We also discussed how MC Engineering, GCSD, and Septic Skeptic are working together in order to identify the most problem systems and failing systems in Zones 3, 4, and what will be Zone 5. Mark also informed the board the same company that mapped the current service area with a drone will be surveying Zones 3, 4, and Zones 5 in early July. The last item discussed was some of the failing infrastructure at the WWTP. Such as, the office trailer and the pond linings.

The General Manager informed the board about the new OIT he hired and explained how the OIT certification works with the SWRCB. He also informed the board about the discharge pipe on pump #2 for lift station #2 failed and called RCX to repair the pipe. The General Manager also inform the board the condition of the current lift station control panels and how they all need to replaced within the next couple of years at a cost of around $50,000 each lift station.

 b) District Counsel [Andy Turner].

Andy reiterated the need for a new or amended ordinance that would release the District from the responsibility of maintaining, repairing, and replacing the septic tanks on the properties within the districts service area.

VII. **ACTION ITEMS**

 a) Discussion and possible action on COLA increase for employees

The General Manager informed the board that according to the Bureau of Labor Statistics the closest city to report their COLA was San Rafael. They reported a 4% COLA increase and the Bay Area as a whole was 3%.

Bruce motioned to grant a 3% COLA increase with no second. De countered Bruce’s motion to a 2% increase instead of 3%.

B. Jones 2nd S. Aicher Nay D. Denten.\_Motion J. Denten Yay

**Ayes- 3 Nays-1 Motion passes**

VIII. **DISCUSSION ITEMS**

1. Tri-Party Agreement

Nothing to report due to the fact the meeting has been postponed until July 16, 2020.

1. Budget Committee

General Manager informed the board that him and Geraldine would like to rename and combined accounts in order to reduce the number of active accounts we have in QuickBooks. He also informed the board the budget should be ready for approval by the July Meeting.

1. Chlorine Generator

Discussed during the General Manager Report.

1. Status of Grant Funding.

Discussed with Mark Carey (MC Engineering) during the General Manager Report.

IX. **CLOSED SESSION**

 PUBLIC EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE

[Gov’t Code Section 54957]

 Title: General Manager

 Title: Administrative Assistant

X. **CLOSED SESSION REPORT**

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

XI. **ACTION ITEMS**

 a) Discussion and possible action on General Manager’s compensation.

The action to be taken effective June 18, 2019 will be the approval of the salary increase of the General Manager (Chris Troyan) position to $105,000 and 80 (Eighty) hours of Administrative leave.

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

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

 b) Discussion and possible action on creating an Administrative Assistant II

 position, or in the alternative adjusting applicable pay scales

The action to be taken effective June 18, 2019 will be the approval and creation of the Administrative Assistant II position with a starting pay of $25.00/hr. plus a reimbursement of medical insurance for Geraldine LiaBraaten if she accepts the position.

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

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

XII. **REQUEST FOR FUTURE AGENDA ITEMS**

1. Discussion and possible action for a rate reduction for Ocean View Estates.

XIII. **ADJOURNMENT**