**Gualala Community Services District**

**Regular Meeting Minutes**

**10/15/2020**

**5:00 p.m.**

**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/91348223948?pwd=Nmw5WEllSTM1bTNlZmpYYWdNMTdmdz09>

Meeting ID: 913 4822 3948 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:** B. Jones \_**X**\_ S. Aicher \_**Absent**\_ D. Denten \_**X**\_ J. Denten \_**X**\_

Mike Shaffer (Board President SDRMA), Laura Gill (CEO SDRMA), Ellen Doughty (SDRMA Chief Member Services), Debbie Yokota, (SDRMA Chief Risk Officer), Chris Troyan (General Manager), Geraldine LiaBraaten (Admin Assistant II), Andy Turner (District Counsel), and Randy Burke (NGWC) are present for the meeting.

Mike Shaffer gave a presentation and awarded GCSD with the SDRMA McMurchie Award for Excellence in Safety.

IV. **ADOPTION OF AGENDA**

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

Motion Passes: 3-0

V. **CONSENT AGENDA**

 a) Minutes of Regular Board Meeting – 9/17/20

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

Motion Passes: 3-0

VI. **STAFF REPORTS**

a) General Manager – Report on District Safety [Chris Troyan]

General Manager discussed the Planning Grant, work done in and around the WWTP. Bruce Jones asked about the progress with Storage Pond #1. The GM informed him there is nothing new to report and that he is going to meet with the District Engineer on October 21st to tour the WWTP located in Lincoln, Ca. to see the liners they use there. MC Engineering believe we can receive another grant to reline the three storage ponds at the WWTP.

 b) District Counsel [Andy Turner]

No Report

 c) Administrator’s Report [Geraldine LiaBraaten]

 - Financial

 - Accounts Payable

Bruce asked how come the audit caused $4500 of the Golf course fees didn’t get counted? Geraldine wasn’t quite sure what happened, but thinks it was a correction that was done by the Auditor. She told Bruce she will find out and let him know.

Another question Bruce asked if Lift Station #2 is working better since Mehl’s Electric did $2000 worth of work on the Station? The GM informed Bruce that the station is operational for now, but the major problem still exists, and he is hoping to receive the FEMA money from the work done on storage pond #1 and the road from 2017. He plans on using that money if we get it to do the required work on lift station #2.

VII. **ACTION ITEMS**

 a) Clarification of changes to personnel manual

The GM is requesting to change to bullet points #1 and #2 and eliminate bullet point #3 on page 10 of the Personnel Manual, which currently states:

1. A merit salary increase may be granted on an annual basis, and it may be an increase between 0-5%, but is entirely at the discretion of the District Board of Directors.
2. A written performance appraisal which recommends a merit salary increase (see Appendix “B”) must be prepared by the General Manager and will be reviewed by the Board of Directors.

And change the bullets points to the following:

1. A merit salary increase may be granted on an annual basis, and it may be an increase between 0-5%, at the discretion of the General Manager, and is subject to approval of the District Board of Directors.
2. A written performance appraisal which recommends a merit salary increase (see Appendix “B”) must be prepared by the General Manager and is subject to review by the Board of Directors. If the board reviews the performance appraisal and if the Board decides to change the recommended raise by the General Manager, they will do so at the next scheduled board meeting.

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

Motion Passes: 3-0

VIII. **DISCUSSION ITEMS**

1. Updates on holding pond, wastewater treatment plant, and collection system.

The GM informed the board that he has not received any bids for the repair on storage pond #1, and he is in talks with the District Engineering about replacing the liners on all three ponds and is trying to find grants to pay for the project. The Gm informed the board the WWTP and the collection systems have been working without any major problems.

1. Update on Planning Grant.

The GM informed the board the most recent reimbursement request has been sent in and there were some questions about a few invoices. We resolved those problems and are hopeful to receive reimbursement within a few weeks. The GM also discussed with the board the progress of the rate study and is hopeful it will be completed by the end of June.

1. Revisions to Ordinance No. 1991-11, as revised.

After some discussion, the board is not recommending any changes at this time and formed an Ordinance subcommittee consisting of the General Manager, Bruce Jones, John Denten, Andy Turner, and a representative from MC Engineering. The sub committee will meet and discuss the proposed changes to the ordinance and then present those proposed changes to the board as a whole at a future scheduled board meeting.

1. District Audit.

No Discussion

1. District expansion.

No Discussion

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

No Future agenda items were discussed.

X. **ADJOURNMENT**