**Gualala Community Services District**

**Regular Meeting Minutes**

**9/17/2020**

**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.

No Public Comment.

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

Chris Troyan (General Manager), Andy Turner (District Counsel), Geraldine LiaBraaten (Admin Assistant II), and Randy Burke (Public) in attendance.

Susan Aicher joined the online meeting during the Staff Reports.

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 – 8/20/20

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

Motion Passes: 3-0

VI. **STAFF REPORTS**

 **a) General Manager [Chris Troyan]**

GM discussed with the board the status of Storage Pond #1. The GM explained he called John Bower, RCX Construction, and John Robinson to see if they were interested in giving the District a quote to repair Storage Pond #1.

De Denten asked about the commercial drivers license physicals for Leo and Rigo. The Gm explained he did find a DOT doctor in Rohnert Park that can do the DOT physicals, but cannot get them an appointment until the end of October.

Bruce Jones inquired about when the SWRCB was going to start implementing their Wastewater Certification tests. The GM and Lab Director/Lead Operator Michael Benson informed the board that the State has on their next agenda to allocate 1.7 million dollars to start conducting computer-based tests for the certification tests but did not know when this will be actually implemented.

 **b) District Counsel [Andy Turner]**

No Report

 **c) Administrator’s Report [Geraldine LiaBraaten]**

 **- Financial**

 **- Accounts Payable**

The AA informed the board the second disbursement for the grant has been filled out and sent into the State for their review and will hopefully have the check in hand within a month.And from this date moving forward we will be sending disbursement requests on a monthly basis instead of quarterly. The board commented on how well the financials are being presented to the board. The AA also informed the board the Auditor will be there on September 24 and 25th to conduct the audit.

Susan Aicher inquired about a purchase for $3500 to the collection system and it was explained to her that was for the 20 electrical relays used for the control panels on the resident’s homes. It was also explained the auditor will remove this purchase from this fiscal year and will apply it to the previous fiscal year.

VII. **ACTION ITEMS**

 **a) Change to personnel manual regarding on-call employees**

1. Add Class B driver License requirement to the OIT, Lab Director, and Lead Operator job descriptions. Employees will have one year to complete the Class B requirement.
2. Remove the Operator 2 requirement from the Lead Operator position and allow the GM to wave the Operator 2 requirement and promote an any employee to Lead Operator as long as they are not an OIT.
3. Section 4.0 (A) delete the restriction the OIT cannot be on-call and allow them to be on-call.

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

Motion Passes: 4-0

 **b) Employee wage increase**

The board motion to make a onetime exception to grant Rigo Puente a one time 5% merit increase due to Covid-19 not allowing him to advance his career.

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

Motion Passes: 4-0

VIII. **DISCUSSION ITEMS**

1. **Construction of a Drinking Water Reservoir.**

The GM informed the board that he mentioned this idea to our District Engineer, and they loved this idea about the District building a drinking water reservoir. The board is concerned about the water moratorium, which does not allow for any new construction to be done within the Gualala town limits and want to explore the possibility of the District helping the water company and the community by building this reservoir. Randy Burke who works for the North Gualala Water Company (NGWC) stated the water company is exploring various options to finance or receive some funding for the construction of a reservoir.

1. **Acquisition of new vehicles.**

The GM discussed various options he would like to pursue for purchasing or leasing some new work trucks. He informed the board he was scrolling through the discussion boards on CSDA website and found a post that included a link to a program through the State for municipalities and special districts to purchase vehicles at a discounted rate. He also mentioned he was looking into a leasing program through Enterprise. He told the board he will continue to look through these programs and when he finds the best deal, he will inform the board at a future board meeting.

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

The District Counsel informed the board that in order to change an ordinance we will have to go through an ordinance procedure, which includes the following:

1. The proposed new ordinance has to be read during a board meeting twice with at least five days between each reading.
2. After the second reading the District will have to publish the new ordinance in the newspaper.
3. The board can adopt the new ordinance at the board meeting following the publishing of the proposed ordinance in the local newspaper.

4. The new ordinance will take effect 30 days after board approval.

District Counsel is hopeful the new ordinance will take effect on January 1, 2021.

IX. **REQUEST FOR FUTURE AGENDA ITEMS**

No future discussion items were discussed.

X. **ADJOURNMENT**