

# Draft Board Minutes

10/24/2024

## **Quick Summary**

The board President De Denten led discussions on various topics including technical issues, scheduling, contract terms, and the status of various projects. The GM and FD also provided updates on the progress of their new office project, administrative, financial and operational matters. Lastly, they discussed the possibility of moving the board meeting in November due to Thanksgiving, and also cancelling the December.

## **Key Takeaways**

GM to get another quote for road work from John Robertson and others.

FD to make changes to the budget and present at the November meeting.

FD to check with the bank about deposit limits for the new remote deposit system.

GM to update the recycled water agreement by removing specific gallon amounts.

GM to have all employees sign the updated personnel manual.

GM to send out email regarding potential December social gathering for the board.

## **GCSD Meeting Agenda and Updates**

Board President De Denten led the meeting of the GCSD, which was open to the public. The agenda was approved, and the minutes of the previous meeting were also approved. The GM reported on the status of various projects, including a board retreat he attended for the district of Anchor Bay. He also mentioned the ongoing issue with algae and the resolution of the meter issue with CSA6. The conversation ended with the GM discussing the ongoing maintenance at the WWTP and the collections system.

## **New Office Project**

The GM discussed the progress of their new office project, including the need for additional storage boxes. He also mentioned the need for more materials for the new office/ storage shed. The GM also detailed the layout of the office, including the location of windows and the storage area. He also discussed the cost of the trailer kit and the subfloor, which totaled approximately \$8,200. The GM mentioned that he still needed to get some roofing materials, paint for the building, wiring, drywall, and a new A/C unit.

The estimate for the lift station communication project came in and will be approximately \$60,000 per lift station. Lastly, he discussed the quote on to rock the plant road, which will also cost approximately \$60,000.

## **Legal Matters**

District Counsel provided an update that there is no new legislative activity to report. Board President De Denten asks about the status of a grease ordinance, and district counsel explained it may need to be delayed due to a public notice requirement of proposition 26. He informed the board he will have an answer for them by the November board meeting.

## **Finances**

The FD discusses several topics related to the organization's finances. The key points were as following:

1. Start depositing checks electronically instead of mailing them, saving time and the FD will check if there are limits on the number of electronic deposits per month.
2. The FD informed the board the new accounts set up at Five Star Bank, which include a money market, payroll, and operations accounts.
3. FD also discussed the financial report and billing process improvements with Susanna's help.
4. The FD ask for board approval to adjust the budget due to employee raises and increased in membership dues.

## **Meeting Schedule and Board Discussion**

The board discussed the possibility of moving the November 28th meeting to November 21st due to Thanksgiving. They also considered cancelling the December meeting, because the GM mentioned that his youngest son is expecting a baby on the 28th of December, which might affect his availability.

They also discussed the possibility of hiring a new employee next year, with the GM indicating that they might finally be in a good position, but still do not have the funds to hire someone just yet.

There was some board discussion on potentially consolidating accounts at the new bank and discussion on removing the wording for a set amount of recycled water with a golf course, avoiding guaranteeing a specific volume and instead saying they will "provide recycled water"; the board approves the agreement subject to minor changes between the manager and counsel; the board also approves adding language about bonus pay to the personnel manual; finally, the board discusses a letter of resignation from a board member Bruce Jones.

## **Action Items**

1. Board voted and approved the October consent agenda and the minutes from the September board meeting.
2. Board voted and approve moving the November meeting to November 21, 2024.
3. Board voted and approved cancelling the December meeting.
4. Board approved the amended cost agreement with the Sea Ranch Golf Links on the following conditions:
  - a. Remove any specific amount of water in gallons from the agreement and instead add "will provide recycled water".
5. Board approved new addition to the Personnel manual to include bonus pay
6. Board approved the resignation of Board member Bruce Jones effective November 1, 2024.