Gualala Community Services District

# Board of Directors Meeting Minutes – DRAFT

July 29, 2025

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| The meeting was called to order at 2:30 p.m. by Board President Gary Abel after which he conducted roll call with all board members present. Next, he called for a vote on the consent agenda and the board voted unanimously to approve the Consent Agenda, consisting of the minutes from the June 24, 2025, Regular Board Meeting, as revised.**Motion:** John Denten**Second:** Randy Burke**Board Vote:** Yay 5 Nays 0**GM Report*** + Chris Troyan (GM): Reported that Anchor Bay received their $124,000 emergency grant from the USDA, which is good news for them. He also explained they had another main line break, this time located on Ocean View Way in front of the fire department. Timbercove Excavating was called in to repair the leak and discovered that the contractor who installed the culvert hit the sewer line and tried to repair it with hydraulic cement. The repair failed, which caused the ground to become saturated, which then caused the culvert to move and separate.
	+ The GM also informed the Board that Anchor Bay will be replacing approximately 200 feet of sewer main just above where the leak occurred. The project to replace the sewer line will start sometime around the end of the month.
	+ The GM also explained that Anchor Bay has submitted an application for a planning grant to the SWRCB for regionalization with GCSD. He noted that this should finally get the construction grant application GCSD submitted approved once the Anchor Bay planning grant is completed.
	+ The GM reported that Operations and Maintenance remains ongoing and residential septic tank checks have begun. He also informed the Board that over the Fourth of July weekend the level transducer at lift station 4 failed and a new one was replaced the Monday following the holiday. The GM also noted that PG&E was in the process of moving the service line that powers the WWTP and in that process they exposed our main sewer line going up the plant road.
	+ Lastly, the GM discussed the letter he sent to the SWRCB regarding the use of the percolation pond and asked the SWRCB to reduce the sampling requirements while discharging recycled water to the percolation pond. He also noted that a letter was sent to the golf course reminding them of the compliance standards they must adhere to.

**Financial Report*** + The FD and AA informed the board that the letter writing campaign from District counsel was a success. All but one delinquent account has paid. The GM informed the Board that the one delinquent account will have their past due amount plus 10% late charge put on their property tax bill.
	+ The FD and AA informed updated the Board on the 2023-24 audit status, which still needs to input the recently approved budget for fiscal year 2025-26 into QuickBooks.

**Action items*** + The Board discussed and voted to approve Resolution 2025-1, Early Retirement Incentive Plan.

**Motion:** Chris Gulledge**Second:** De Denten**Board Vote:** Yay 5 Nays 0* + The Board discussed and voted to ratify an Early Retirement Agreement with Finance Director Geraldin LiaBratten.

**Motion:** De Denten**Second:** John Denten**Board Vote:** Yay 5 Nays 0 |
| **Discussed items*** + The FD and AA informed the Board that the audit process is proceeding well, and the auditor should be providing a few final journal entries before a draft copy of the audit report can be completed. The AA also mentioned that Five Star Bank has now implemented fraud protection on our operating accounts due to the check that was stolen from MC Engineering. She explained that from this point moving forward the GM and herself will need to approve each check that GCSD pays to its vendors.
	+ The FD also informed the Board that her last day will be July 31st and thanked the Board for being cooperative with respect to her retirement. She also mentioned that she will be working on transitioning the AA into her role and has notified the auditor, county, and other entities of her retirement.
	+ The GM informed the Board that he has not received the results from the core drilling done on the road. He informed the Board that the report should be completed by the next Board meeting.
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