Gualala Community Services District

# Board of Directors Meeting Minutes – DRAFT

Date: May 27, 2025

## Call to Order

Vice President John Denten called the meeting to order at approximately 2:33 PM and conducted roll call. All Board members were present except President Gary Abel.

## Adoption of the Agenda

Motion: De Denten

Second: Chris Gulledge

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

## Adoption of the Consent Agenda

Motion: Chris Gulledge

Second: De Denten

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

## Staff Reports

### General Manager Report

The GM provided updates on several operational items:
- The crew continues general maintenance at the WWTP.
- The new Operator-in-Training is progressing well.
- Staff is preparing buildings for painting, organizing the shop, relocating fruit trees, and performing regular WWTP maintenance.

Anchor Bay Force Main Issue:
The GM reported a leak in the force main serving Anchor Bay. Timbercove Construction was called and repaired the issue within a few days.

Communications Project:
- The GM discussed the ongoing communication issue and reported receiving a $14,000 quote from Aqua Sierra for a SCADA system upgrade.
- He mentioned wanting to obtain an additional quote from a company he met at a recent conference in Tahoe.

Landslide/Geotechnical Evaluation:
- The GM presented a quote of $11,025 from a geotechnical specialist for core drilling to assess the stability of the plant access road following a landslide earlier this year.

Compliance and Operations:
- All required water quality samples were conducted in accordance with the Waste Discharge Requirements order.
- Day-to-day operations of the treatment plant and collection system are running smoothly.

### Finance Director Report

- The Finance Director (FD) reported approximately $140,000 in accounts receivable and under $15,000 in accounts payable.
- She announced her intent to retire by year-end and is working with Susannah on a new finance procedures manual.
- The District is operating in the black due to rate increases.

## Action Items

### 1. Approval of Revised Pay Scales for Operators

The GM presented revised pay scales for Operator I and II classifications based on local comparisons. These were approved by the budget committee in lieu of a COLA increase and are included in the 2025–2026 budget.

Motion: Randy Burke

Second: De Denten

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

### 2. Approval of the FY 2025–2026 Budget

The GM reviewed key changes set forth in the proposed budget, including:
- Income from Anchor Bay reimbursements
- Updated Sonoma County rate projections
- Workers' comp and liability insurance premium changes
- Meal and On-Call allowance increases
- Reserve contributions from CRP fees
- Temporary promotions included in the budget

Motion: Chris Gulledge

Second: Randy Burke

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

### 3. Approval of Geotechnical Core Drilling ($11,025)

The GM requested approval to expend $11,025 for core drilling in the landslide area to assess hillside stability, which may aid in grant support.

Motion: Chris Gulledge

Second: Randy Burke

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

### 4. Approval of SCADA Communication Repairs (up to $15,000)

The GM requested authorization to spend up to $15,000 for SCADA repairs, based on the $14,000 quote he received and the potential for a second bid.

Motion: Chris Gulledge

Second: Randy Burke

Ayes: John Denten, Chris Gulledge, De Denten, Randy Burke

Absent: Gary Abel

Motion passed 4–0

## Discussion Items

Audit Update:
- The FD reported the FY 2023–2024 audit is progressing and should be completed soon.

Administrative Assistant Promotion:
- The GM decided to promote Susannah to Administrative Assistant II effective July 1st, ahead of Geraldine’s retirement.

Items c. and d. postponed to the June board meeting.
Closed Session: No reportable action.