



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, February 16, 2021 at 6:00 PM

Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20

Notice of Teleconferenced Meeting

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dave Clemmer, Matt Johnson, Karin Lease, David Upchurch and Jennifer Butler. **Members of the Public may participate and provide public comments to teleconference meetings as follows:**

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to joseortiz.gcsd@gmail.com. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: Join URL: <https://zoom.us/j/8220000000> or dial by your location United States
Meeting ID: 8220000000
Join from a PC, Mac, iPad, iPhone or Android device:

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The log-in credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at lindamartinez.gcsd@gmail.com.

1. **CALL TO ORDER** _____
2. **ROLL CALL** - Determination of a Quorum

Board President, Dave Clemmer, _____; Board Vice President, Matt Johnson _____
Board Secretary, Karin Lease, _____; David Upchurch, _____; Jennifer Butler _____

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, ___; Board Vice President Matt Johnson, ____; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler_____

4. PUBLIC COMMENT

Members of the public are invited to address the Board on those items which fall under the authority of the Board. The Public Comment section is intended to provide an opportunity for members of the public to address the Board on items that are not on the Agenda. For items that are on the Agenda, speakers are encouraged to provide comments at the time the item is taken up by the Board. For those wishing to address the Board on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the and submit it to the Board President. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. Comments will be limited to three minutes per speaker. Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. GOVERNMENT CODE 54954.2. (2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

5. CONSENT CALENDAR

All items listed on the consent calendar are considered to be routine and non-controversial by staff. However, if discussion is required, the item(s) will be removed from the consent agenda and will be discussed after the consent agenda is approved.

- A. Confirm Expenditures and Revenue (Transactions) List for January 2021
- B. Review January 2021 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 19, 2021

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson____; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler_____

6. ACTION ITEMS

- A. **Resolution 210216** to approve the agreement with the Claudia Huttner Law to perform legal services in connection with mediation and litigation.

Motion to approve Resolution 210216.

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson____; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler_____

7. DISCUSSION ITEMS

- A. Status of the policy manual update project
- B. Status of the Occidental wastewater transport project
- C. Time Study (routine tasks)
- D. Plant Security
- E. Status of Director-led revenue saving projects
- F. Succession plan for General Management services

8. GENERAL MANAGER'S REPORT TO THE BOARD

- A. Treatment Plant Operations Update
 - Operations report
 - Overtime report
- B. Construction Update
 - Report on Post Meeting Action Items
 - Meetings, Correspondence & Outreach

9. SUGGESTED ITEMS FOR FUTURE AGENDA

- A. Pending items/old business
- B. Future items/new business

CLOSED SESSION

10. CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to Government Code Section 54957.6) Agency designated representative: District General Manager Employee organization: International Order of Operating Engineers, Local 39

11. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Graton Community Services v. Lescure Engineers

12. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 1/1/2021..1/31/2021; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Journal ID	Fund	Department	Account	TCA	Amount	Journal Header Description	Line Description
Fund Code 77101 -- Graton CSD - Sanitation									
Account Type 00005 -- All Expense/Expenditure Accts									
Character 50000 -- Salaries and Employee Benefits									
Category 50700 -- Local Bd Salaries and Wages									
Account 50701 -- Perm Position - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50701	GCSD100	5,564.26	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50701	GCSD100	5,770.05	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Perm Position - Local Bds							11,334.31		
Account 50703 -- Overtime - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50703	GCSD100	506.36	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50703	GCSD100	204.99	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Overtime - Local Bds							711.35		
Account 50706 -- Vacation Pay - Local Bds									
1/22/2021	1/20/2021	AP00228107	77101	62030100	50706	GCSD100	581.62	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Vacation Pay - Local Bds							581.62		
Account 50707 -- Standby Pay - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50707	GCSD100	1,374.70	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50707	GCSD100	1,285.22	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Standby Pay - Local Bds							2,659.92		
Account 50710 -- Sick Pay - Local Boards									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50710	GCSD100	595.03	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50710	GCSD100	467.71	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Sick Pay - Local Boards							1,062.74		
Account 50711 -- Holiday Pay - Local Boards									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50711	GCSD100	1,708.20	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50711	GCSD100	854.10	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Holiday Pay - Local Boards							2,562.30		
Total Local Bd Salaries and Wages							18,912.24		
Category 50750 -- Local Boards - Retirement									
Account 50753 -- FICA Retirement - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50753	GCSD100	604.41	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50753	GCSD100	568.15	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total FICA Retirement - Local Bds							1,172.56		
Account 50755 -- PERS - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50755	GCSD100	608.32	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50755	GCSD100	593.32	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total PERS - Local Bds							1,201.64		
Account 50756 -- Medicare - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50756	GCSD100	141.36	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50756	GCSD100	132.87	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Medicare - Local Bds							274.23		
Total Local Boards - Retirement							2,648.43		
Category 50800 -- Local Boards - Emp. Benefits									
Account 50801 -- Health Ins - Local Bds									
1/13/2021	1/12/2021	AP00227385	77101	62030100	50801	GCSD100	1,527.32	California Choice	Health Ins. February 2021
Total Health Ins - Local Bds							1,527.32		
Account 50803 -- Dental - Local Bds									
1/13/2021	1/11/2021	AP00227384	77101	62030100	50803	GCSD100	214.60	WOLFPACK INSURANCE SERVICES INC	February Dental & Vision
Total Dental - Local Bds							214.60		
Account 50805 -- Vision - Local Bds									
1/13/2021	1/11/2021	AP00227384	77101	62030100	50805	GCSD100	20.60	WOLFPACK INSURANCE SERVICES INC	February Dental & Vision
Total Vision - Local Bds							20.60		
Account 50806 -- Unemployment - Local Bds									
1/14/2021	1/12/2021	AP00227524	77101	62030100	50806	GCSD100	604.41	Graton Community Services District	GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	50806	GCSD100	263.59	Graton Community Services District	GCSD Payroll PPE 01-15-2021
Total Unemployment - Local Bds							868.00		
Total Local Boards - Emp. Benefits							2,630.52		
Total Salaries and Employee Benefits							24,191.19		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
1/4/2021	1/1/2021	AP00226618	77101	62030100	51021	GCSD100	195.00	HARTLEY & ASSOC INC	Ans Svc. Jan thru March 2021
1/12/2021	1/11/2021	AP00227257	77101	62030100	51021	GCSD100	314.80	US Bank National Association	Graton Cal Card
Total Communication Expense							509.80		
Total Communication Expense							509.80		
Category 51030 -- Household Expense									
Account 51031 -- Waste Disposal Services									
1/12/2021	1/11/2021	AP00227257	77101	62030100	51031	GCSD100	76.45	US Bank National Association	Graton Cal Card
Total Waste Disposal Services							76.45		
Total Household Expense							76.45		
Category 51060 -- Maintenance - Equipment									
Account 51061 -- Maintenance - Equipment									
1/4/2021	1/1/2021	AP00226618	77101	62030100	51061	GCSD200	1,000.00	MIKSIS SERVICES INC	Clean Lift Station/Vacuum Debr
1/12/2021	1/11/2021	AP00227257	77101	62030100	51061	GCSD100	51.72	US Bank National Association	Graton Cal Card
1/12/2021	1/11/2021	AP00227257	77101	62030100	51061	GCSD400	89.18	US Bank National Association	Graton Cal Card
1/14/2021	1/12/2021	AP00227524	77101	62030100	51061	GCSD200	1,350.00	MIKSIS SERVICES INC	Clean Lift Station
Total Maintenance - Equipment							2,490.90		
Total Maintenance - Equipment							2,490.90		
Category 51200 -- Professional & Specialized									
Account 51207 -- Client Accounting Services									
1/20/2021	1/20/2021	0000227823	77101	62030100	51207	GCSD100	2,543.49	Client Acct Srvc PPE 12-28-20	Client Acct Srvc PPE 12-28-20
Total Client Accounting Services							2,543.49		
Account 51226 -- Consulting Services									
1/13/2021	1/11/2021	AP00227384	77101	62030100	51226	GCSD100	1,482.00	LINDA MARTINEZ	Bookkeeper Svc. 12/04-01/05/21
1/14/2021	1/13/2021	AP00227525	77101	62030100	51226	GCSD400	1,667.18	PRUNUSKE CHATHAM INC	Fresh Wtr Mussel Study
Total Consulting Services							3,149.18		

Account 51231 -- Testing/Analysis										
1/13/2021	1/11/2021	AP00227384	77101	62030100	51231	GCSD300	1,734.30	Brelje & Race Laboratories Inc		Samples Submitted in Dec. 2020
Total Testing/Analysis							1,734.30			
Account 51237 -- Process Service										
1/14/2021	1/12/2021	AP00227524	77101	62030100	51237	GCSD100	136.50	Graton Community Services District		GCSD Payroll PPE 12-31-2020
1/22/2021	1/20/2021	AP00228107	77101	62030100	51237	GCSD100	116.34	Graton Community Services District		GCSD Payroll PPE 01-15-2021
Total Process Service							252.84			
Total Professional & Specialized							7,679.81			
Category 52040 -- Household Supplies Expense										
Account 52041 -- Household Supplies Expense										
1/12/2021	1/11/2021	AP00227257	77101	62030100	52041	GCSD100	38.64	US Bank National Association		Graton Cal Card
Total Household Supplies Expense							38.64			
Total Household Supplies Expense							38.64			
Category 52060 -- Maintenance - Equipment										
Account 52061 -- Fuel/Gas/Oil										
1/12/2021	1/11/2021	AP00227257	77101	62030100	52061	GCSD100	170.06	US Bank National Association		Graton Cal Card
Total Fuel/Gas/Oil							170.06			
Account 52063 -- Vehicle Parts										
1/12/2021	1/11/2021	AP00227257	77101	62030100	52063	GCSD100	16.32	US Bank National Association		Graton Cal Card
Total Vehicle Parts							16.32			
Total Maintenance - Equipment							186.38			
Category 52070 -- Maintenance - Bldg & Improve										
Account 52072 -- Chemicals										
1/4/2021	1/1/2021	AP00226618	77101	62030100	52072	GCSD300	5,428.49	Heron Innovators Inc		Heron Flocc 680 Drum 420 Tote
1/7/2021	1/5/2021	AP00226942	77101	62030100	52072	GCSD300	963.38	AQUA BEN CORPORATION		Hydrofloc 748E - 55 Gal. Drum
1/12/2021	1/11/2021	AP00227257	77101	62030100	52072	GCSD300	2,751.78	US Bank National Association		Graton Cal Card
1/13/2021	1/12/2021	AP00227385	77101	62030100	52072	GCSD300	569.30	AQUA BEN CORPORATION		Hydrofloc 820 - 55 Gal Drum
1/14/2021	1/12/2021	AP00227524	77101	62030100	52072	GCSD300	2,263.50	Heron Innovators Inc		Floc Aid A01 - 55 Gal Drum
Total Chemicals							11,976.45			
Total Maintenance - Bldg & Improve							11,976.45			
Category 52110 -- Office Supplies Expense										
Account 52111 -- Office Supplies										
1/12/2021	1/11/2021	AP00227257	77101	62030100	52111	GCSD100	117.92	US Bank National Association		Graton Cal Card
Total Office Supplies							117.92			
Total Office Supplies Expense							117.92			
Category 52190 -- Utilities Expense										
Account 52191 -- Utilities Expense										
1/4/2021	1/1/2021	AP00226618	77101	62030100	52191	GCSD100	231.54	PACIFIC GAS & ELECTRIC		Decomm & Public Purpose Prog
1/13/2021	1/11/2021	AP00227384	77101	62030100	52191	GCSD300	2,024.71	PACIFIC GAS & ELECTRIC		GEG/GNR1 Gas Svc Ross Ln
1/26/2021	1/21/2021	AP00228376	77101	62030100	52191	GCSD100	15.68	PACIFIC GAS & ELECTRIC		Gas Svc December
1/26/2021	1/21/2021	AP00228376	77101	62030100	52191	GCSD200	14.69	PACIFIC GAS & ELECTRIC		Gas Svc December
1/26/2021	1/21/2021	AP00228376	77101	62030100	52191	GCSD200	364.98	PACIFIC GAS & ELECTRIC		Gas Svc December
1/26/2021	1/21/2021	AP00228376	77101	62030100	52191	GCSD300	4,782.44	PACIFIC GAS & ELECTRIC		Gas Svc December
1/26/2021	1/21/2021	AP00228376	77101	62030100	52191	GCSD400	1,496.94	PACIFIC GAS & ELECTRIC		Gas Svc December
Total Utilities Expense							8,930.98			
Total Utilities Expense							8,930.98			
Total Services and Supplies							32,007.33			
Total All Expense/Expenditure Accts							56,198.52			
Total Graton CSD - Sanitation							56,198.52			
Fund Code 77103 -- Graton CSD - Sanitation Const.										
Account Type 00001 -- All Asset Accounts										
Character 19000 -- Capital Assets										
Category 19800 -- Proprietary Capital Purchases										
Account 19831 -- Acq-CIP-Bldg & Impr										
1/26/2021	1/22/2021	AP00228377	77103	62030300	19831	GCSD501	468.00	GHD Inc		Occidental WastWtr Trans Proj
Total Acq-CIP-Bldg & Impr							468.00			
Total Proprietary Capital Purchases							468.00			
Total Capital Assets							468.00			
Total All Asset Accounts							468.00			
Total Graton CSD - Sanitation Const.							468.00			
Total							56,666.52			

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**Graton Community Services District
Summary Report
1-31-2021**

OPERATIONS					Year to Date	Budget
	<u>July-Sept</u>	<u>Oct-Dec</u>	<u>Jan-Mar</u>	<u>Apr-June</u>		
Beginning Cash Balance:	614,355	343,785	652,372	596,825		
Revenues						
<u>Property Taxes</u>	322,000	300,000	0	0	502,497	1,031,891
<u>Other Fees</u>	2,008	13,000	0	0	9,971	29,000
<u>Donations</u>	0	0	0	0	-	-
<u>Other</u>	0	0	0	0	-	-
<u>Other Miscellaneous</u>	3,000	12,000	1,000	0	(1,471)	16,500
Total Revenue	(33,251)	543,597	651	-	510,997	1,077,391
Expenses						
<u>Personnel</u>	282,000	823,000	201,000	0	152,241	352,200
<u>Materials</u>	22,000	201,000	8,000	0	57,937	120,000
<u>Utilities</u>	0	0	0	0	-	-
<u>Travel</u>	8,000	38,000	0	0	47,769	102,000
<u>Printing</u>	2,000	2,000	1,000	0	6,835	20,000
<u>Telephone</u>	1,000	0	11,000	0	21,604	50,000
<u>Advertising</u>	0	0	0	0	7,500	12,600
<u>Depreciation</u>	31,000	2,000	3,000	0	11,291	35,000
<u>Debt Service</u>	0	0	0	0	-	475,000
<u>Interest</u>	0	0	0	0	-	(7,000)
<u>Other</u>	13,000	0	0	0	103,450	506,900
<u>Other Miscellaneous</u>	13,000	832,000	21,000	0	136,409	220,850
Total Expenses	253,827	235,010	56,199	-	545,035	1,887,550
Other Cash Inflows/Outflows:						
<u>RF</u>	0	0	0	0		
<u>Ad</u>	0	0	0	0		
<u>Ad</u>	1,000	0	0	0		
Ending Cash Balance - Operations:	343,785	652,372	596,825	596,825		

CONSTRUCTION					Year to Date	Budget
	<u>July-Sept</u>	<u>Oct-Dec</u>	<u>Jan</u>	<u>Feb-June</u>		
			<i>Estimates</i>			

Beginning Cash Balance:	86,415	70,381	136,687	136,390		
Revenues						
Construction Fund	18,333	22,333			8,888	167,716
Construction Revenue and Related						-
Construction Fund - Other Construction	13,333				13,333	506,900
Other Miscellaneous		21	1		118	(500)
Total Revenue	121,584	66,463	171	-	188,218	674,116
Expenses						
Construction Administration	12,231	1	8		12,388	325,000
Construction Management Fees	2,311				2,311	94,585
Construction Administration						-
Total Expenses	37,546	157	468	-	37,703	419,585
Other Cash Inflows / Outflows:						
RF Construction						
Construction Management Fees	8,888					
Ad-Ad Construction RF Construction						
Ad-Ad Construction Administration	8,888					
Ending Cash Balance - Construction:	70,381	136,687	136,390	136,390		

Capital Project Summary	Proj Balance 7/1/2020	Year to Date Expenses	Project Total Life to Date
- Construction Fund	11,288	81	118,288
Construction Management Fees	1,000,000	28,800	1,028,800
Construction Management Administration		18,800	18,800
- Totals	10,175,254	31,724	10,206,978

Graton Community Services District - Debt Summary					
Municipal Finance Corporation					
Construction Revenue 800					
Management Fees 233					
Other Miscellaneous 32 \$1,977,945.85					
	<u>Jul- Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>
Construction	800				55,485
Management Fees			200	21,300	94,585
Total MFC Payments	103,450	-	46,620	21,364	150,070

Revenue and Expenditure Balances YTD

Criteria: As Of = 1/31/2021 (59% of Year Elapsed); Fund = 77101,77103; Accounting Period = 1..12; Group = Report,Fund9,Account2,Account3,Account4,Account5

Account	Title	Original Budget	Adjusted Budget	Month-To-Date Actual	Quarter-To-Date Actual	Year-To-Date Actual	Year-To-Date Pre-Encumb.	Year-To-Date Encumbrances	Year-To-Date Remaining Balance
Fund Code 77101 -- Graton CSD - Sanitation									
Account Type 00001 -- All Asset Accounts									
Character 19000 -- Capital Assets									
Category 19800 -- Proprietary Capital Purchases									
19820	Acq-Machinery and Equipment	4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
Total All Asset Accounts		4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
Account Type 00004 -- All Revenues									
40002	Prop Tax - CY,Secured	-	-	-	-	0.23	-	-	(0.23)
40003	Direct Charges - CY	995,000.00	1,005,391.00	-	-	524,611.60	-	-	480,779.40
40050	Property Tax Accrual	5,000.00	6,000.00	-	-	(23,861.31)	-	-	29,861.31
40101	Prop Taxes - CY, Unsecured	-	-	-	-	33.93	-	-	(33.93)
40111	Supplemental Prop Taxes - CY	-	-	-	-	47.97	-	-	(47.97)
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	1,664.88	-	-	18,335.12
40999	Penalties and Costs on Taxes	500.00	500.00	-	-	-	-	-	500.00
44002	Interest on Pooled Cash	5,000.00	12,500.00	651.28	651.28	2,078.25	-	-	10,421.75
44050	Unrealized Gains and Losses	5,000.00	6,000.00	-	-	(3,549.08)	-	-	9,549.08
45221	Sewer/Water Usage Fees	15,000.00	29,000.00	-	-	9,970.95	-	-	19,029.05
46027	Insurance Claims Reimbursement	-	(1,000.00)	-	-	-	-	-	(1,000.00)
46040	Miscellaneous Revenue	-	(1,000.00)	-	-	-	-	-	(1,000.00)
Total All Revenues		1,045,500.00	1,077,391.00	651.28	651.28	510,997.42	-	-	566,393.58
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	340,000.00	322,200.00	11,334.31	11,334.31	81,309.87	-	-	240,890.13
50703	Overtime - Local Bds	-	-	711.35	711.35	2,879.97	-	-	(2,879.97)
50706	Vacation Pay - Local Bds	-	-	581.62	581.62	7,963.41	-	-	(7,963.41)
50707	Standby Pay - Local Bds	-	-	2,659.92	2,659.92	16,988.45	-	-	(16,988.45)
50710	Sick Pay - Local Boards	-	-	1,062.74	1,062.74	3,657.59	-	-	(3,657.59)
50711	Holiday Pay - Local Boards	-	-	2,562.30	2,562.30	6,385.40	-	-	(6,385.40)
50753	FICA Retirement - Local Bds	-	-	1,172.56	1,172.56	7,389.44	-	-	(7,389.44)
50755	PERS - Local Bds	30,000.00	30,000.00	1,201.64	1,201.64	7,679.16	-	-	22,320.84
50756	Medicare - Local Bds	-	-	274.23	274.23	1,728.18	-	-	(1,728.18)
50757	HSA Reimbursement - Local Bds	-	-	-	-	782.49	-	-	(782.49)
50801	Health Ins - Local Bds	-	-	1,527.32	1,527.32	12,368.38	-	-	(12,368.38)
50803	Dental - Local Bds	-	-	214.60	214.60	2,042.73	-	-	(2,042.73)
50805	Vision - Local Bds	-	-	20.60	20.60	198.20	-	-	(198.20)
50806	Unemployment - Local Bds	-	-	868.00	868.00	868.00	-	-	(868.00)
51021	Communication Expense	8,500.00	5,150.00	509.80	509.80	5,140.04	-	-	9.96
51031	Waste Disposal Services	3,500.00	3,700.00	76.45	76.45	599.15	-	-	3,100.85
51042	Insurance - Premiums	37,000.00	49,000.00	-	-	37,963.24	-	-	11,036.76
51061	Maintenance - Equipment	25,000.00	25,000.00	2,490.90	2,490.90	23,522.29	-	-	1,477.71
51071	Maintenance - Bldg & Improve	8,000.00	13,300.00	-	-	4,099.30	-	-	9,200.70
51206	Accounting/Auditing Services	12,600.00	12,600.00	-	-	7,500.00	-	-	5,100.00
51207	Client Accounting Services	34,000.00	34,000.00	2,543.49	2,543.49	23,359.92	-	-	10,640.08
51212	Outside Counsel - Legal Advice	18,000.00	26,000.00	-	-	7,909.42	-	-	18,090.58
51225	Training Services	1,500.00	(1,000.00)	-	-	-	-	-	(1,000.00)
51226	Consulting Services	35,000.00	35,000.00	3,149.18	3,149.18	11,290.68	-	-	23,709.32
51231	Testing/Analysis	20,000.00	20,000.00	1,734.30	1,734.30	6,834.60	-	-	13,165.40
51237	Process Service	2,800.00	3,600.00	252.84	252.84	1,530.48	-	-	2,069.52
51244	Permits/License/Fees	9,000.00	8,000.00	-	-	9,394.75	-	-	(1,394.75)
51301	Publications and Legal Notices	600.00	1,200.00	-	-	988.00	-	-	212.00
51401	Rents and Leases - Equipment	2,000.00	4,500.00	-	-	153.00	-	-	4,347.00
51402	Rents and Leases - Heavy Eq	-	1,200.00	-	-	-	-	-	1,200.00
51421	Rents and Leases - Bldg/Land	1,200.00	-	-	-	-	-	-	-
51601	Training/Conference Expenses	1,500.00	2,000.00	-	-	225.39	-	-	1,774.61

51602	Business Travel/Mileage	2,500.00	1,000.00	-	-	-	-	-	1,000.00
51801	Other Services	8,900.00	9,300.00	-	-	8,937.96	-	-	362.04
51803	Other Contract Services	96,000.00	102,000.00	-	-	47,768.67	-	-	54,231.33
51916	County Services Chgs	7,500.00	7,500.00	-	-	-	-	-	7,500.00
51934	ERP System Charges	-	-	-	-	454.80	-	-	(454.80)
51935	Unclaimable ERP System Charges	-	-	-	-	10.62	-	-	(10.62)
52021	Clothing, Uniforms, Personal	1,500.00	1,500.00	-	-	422.67	-	-	1,077.33
52041	Household Supplies Expense	-	-	38.64	38.64	138.28	-	-	(138.28)
52042	Janitorial Supplies	500.00	500.00	-	-	84.58	-	-	415.42
52043	Safety Supplies/Equipment	-	-	-	-	53.04	-	-	(53.04)
52061	Fuel/Gas/Oil	3,000.00	3,000.00	170.06	170.06	878.70	-	-	2,121.30
52062	Tires/Lubes	-	-	-	-	46.55	-	-	(46.55)
52063	Vehicle Parts	-	2,400.00	16.32	16.32	3,085.82	-	-	(685.82)
52072	Chemicals	60,000.00	50,000.00	11,976.45	11,976.45	21,604.23	-	-	28,395.77
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	605.37	-	-	(105.37)
52091	Memberships/Certifications	5,000.00	5,000.00	-	-	3,861.00	-	-	1,139.00
52101	Other Supplies	1,500.00	1,500.00	-	-	645.62	-	-	854.38
52111	Office Supplies	2,000.00	500.00	117.92	117.92	910.84	-	-	(410.84)
52141	Minor Equipment/Small Tools	3,000.00	2,000.00	-	-	1,388.06	-	-	611.94
52142	Computer Equipment/Accessories	-	5,000.00	-	-	-	-	-	5,000.00
52181	Business Meals/Supplies	750.00	500.00	-	-	-	-	-	500.00
52191	Utilities Expense	105,000.00	120,000.00	8,930.98	8,930.98	57,937.02	-	-	62,062.98
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
54333	Computer Equipment	5,000.00	5,000.00	-	-	-	-	-	5,000.00
57011	Transfers Out - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
Total All Expense/Expenditure Accts		1,724,750.00	1,894,550.00	56,198.52	56,198.52	545,035.36	-	-	1,349,514.64
Total Graton CSD - Sanitation		683,250.00	810,159.00	55,547.24	55,547.24	34,037.94	-	-	776,121.06
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	215,000.00	325,000.00	468.00	468.00	12,856.00	-	-	312,144.00
19832	Acq-CIP-Infrastructure	175,000.00	350,000.00	-	-	-	-	-	350,000.00
Total All Asset Accounts		390,000.00	675,000.00	468.00	468.00	12,856.00	-	-	662,144.00
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	-	(500.00)	171.49	171.49	381.26	-	-	(881.26)
44050	Unrealized Gains and Losses	-	-	-	-	(499.26)	-	-	499.26
46024	Connection Fees	186,350.00	167,716.00	-	-	84,886.40	-	-	82,829.60
47101	Transfers In - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
Total All Revenues		543,250.00	674,116.00	171.49	171.49	188,218.40	-	-	485,897.60
Account Type 00005 -- All Expense/Expenditure Accts									
53103	Interest on LT Debt	104,850.00	94,585.00	-	-	25,314.96	-	-	69,270.04
59004	Administrative Control Account	102,051.00	102,051.00	-	-	55,485.11	-	-	46,565.89
59005	Admin Control Acct Clearing	(102,051.00)	(102,051.00)	-	-	(55,485.11)	-	-	(46,565.89)
Total All Expense/Expenditure Accts		104,850.00	94,585.00	-	-	25,314.96	-	-	69,270.04
Total Graton CSD - Sanitation Const.		(48,400.00)	95,469.00	296.51	296.51	(150,047.44)	-	-	245,516.44
Total		634,850.00	905,628.00	55,843.75	55,843.75	(116,009.50)	-	-	1,021,637.50

Run: 2/1/2021 8:51 AM Data Last Updated: 2/1/2021 5:08:22 AM



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Tuesday, January 19, 2021 at 6:00 PM

Various Locations – Teleconference Meeting Pursuant to Executive Order N-29-20

1. CALL TO ORDER 6:05 PM

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer, H; Board Vice President, Matt Johnson, H; Board Secretary, Karin Lease, A; David Upchurch, H; Jennifer Butler A.

3. APPROVE ORDER OF THE AGENDA

Dave Upchurch Motioned to approve the order of the agenda and Matt Johnson seconded.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson, Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler, A.

4. PUBLIC COMMENT

Members of the public are invited to address the Board on those items which fall under the authority of the Board. For those wishing to address the Board on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the and submit it to the Board President. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. Comments will be limited to three minutes per speaker. Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. GOVERNMENT CODE 54954.2. (2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format or requires another person to assist you while attending this meeting, please contact staff at the Graton Community Services District office at (707) 823-1542 as soon as possible (no later than 10 days before the scheduled meeting) to ensure that arrangements for accommodation may be provided.

5. CONSENT CALENDAR

- A. Confirm Expenditures and Revenue (Transactions) List for December 2020
- B. Review December 2020 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from December 21, 2020

Matt Johnson Motioned to approve the items on the consent calendar and David Upchurch seconded.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson, Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler A.

6. ACTION ITEMS

A. A Election of Board President

Nominations for Board President Dave Clemmer; Close of Nominations; Election of President.

After nomination of Dave Clemmer for President, there were no other nominees. The Board voted to elect Dave Clemmer as President.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler A

B. Election of Board Vice President

Nominations of Board Vice President; Close of Nominations; Election of Vice President.

After nomination of Matt Johnson for Vice President, there were no other nominees. The Board voted to elect Matt Johnson as Vice President.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler A

C. Election of Board Secretary

Nominations of Board Secretary; Close of Nominations; Election of Secretary.

After nomination of Jennifer Butler for Board Secretary, there were no other nominees. The Board voted to elect Jennifer Butler for Board Secretary.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler Y

D. Election of Board Treasurer

Nominations of Board Treasurer; Close of Nominations; Election of Treasurer.

The Board nominated Sonoma County as the Board Treasurer. There were no other nominees. The Board voted to elect Sonoma County as Treasurer

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler A

- E. **Resolution 210119** to approve the agreement with the Kreisberg Law Firm to perform legal services in connection with labor and employment.

David Upchurch Motioned to approve Resolution 210119 and Matt Johnson seconded.

Board President, Dave Clemmer, Y; Board Vice President, Matt Johnson Y; Board Secretary, Karin Lease, A; David Upchurch, Y; Jennifer Butler A

7. DISCUSSION ITEMS

A. Status of the Policy Manual Update project

Jose advised the Board the remaining policies are completed and that he will be emailing the second half of the policies out for the Board for their review after he gives it a second look.

B. Status of the Occidental Wastewater transport project

Jose advised the Board he talked with the GHD team regarding the CEQA document to review their schedule. He further advised they will probably have a community meeting in February 2021 and send out meeting notices to the residents.

C. Time Study (Routine Tasks)

Dave Upchurch advised the Board he and Matt have not had a chance to prepare the listing for Jose. He advised the Board he will let Jose know as soon as he and Matt have something ready for him.

D. Plant Security

Jose advised the Board that wireless security cameras require internet speeds greater than we can get at the plant. Instead he will look for hard-wired connection options with 24-7

recording capabilities. Jose stated he will bring in a professional and request an estimate to provide to the Board.

E. Status of Director-led revenue savings projects

David Upchurch updated the Board on the status of his revenue savings projects. He mentioned he has a call into the compost company he is working with and has not been able to speak with anyone. At this time he does not have an update on the compost project.

David also stated he is still working with the solar company. They are still working on the request and working with PG&E.

He advised the Board of the information on Hughes Net's speed and cost for internet. He and Jose will discuss and decide if it is something that would be beneficial for use at the plant.

That was all David had to present for this meeting.

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations Report
- Overtime report

The Overtime and Operations reports were reviewed and discussed.

B. Construction Update

- Report on Post Meeting Action Items

None

- Meetings, Correspondence & Outreach

Jose advised the Board he is having a meeting with the residents of the cannabis farm to explain to them why they will be paying for extra ESDs and how the charges are applied for the sewer connections.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

None

Matt Johnson Motioned that we adjourn the meeting David Upchurch seconded.

ADJOURNMENT 8:27 PM

Minutes Approved

Date

GRATON COMMUNITY SERVICES DISTRICT

250 ROSS LANE • MAIL: PO BOX 534, GRATON, CALIFORNIA 95444 • 707/823-1542 • FAX 707/823-3713



02/16/21

RESOLUTION NO. 210216

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRATON COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT WITH LAW OFFICE OF CLAUDIA S. HUTTNER TO PERFORM LEGAL SERVICES AND AUTHORIZING THE DISTRICT MANAGER TO EXECUTE THE LEGAL SERVICES AGREEMENT

WHEREAS, state law and District Ordinances permit the Board of Directors to enter into professional services agreements as may be appropriate, and District Staff has proposed that the Board of Directors approve a legal services agreement with the Law Office of Claudia S. Huttner in connection with litigation and mediation-related services for the Graton Community Services District (GCSD).

NOW, THEREFORE BE IT RESOLVED by the Graton Community Services District Board of Directors that the District hereby resolves as follows:

Section 1. Approval of Legal Services Agreement.

The Board of Directors hereby approves the legal services agreement attached hereto as Exhibit A and authorizes the District General Manager to execute said agreement.

Section 2. Effective Date

This Resolution shall take effect immediately upon adoption.

GRATON COMMUNITY SERVICES DISTRICT

250 ROSS LANE • MAIL: PO BOX 534, GRATON, CALIFORNIA 95444 • 707/823-1542 • FAX 707/823-3713



DIRECTORS:

___ CLEMMER, ___ JOHNSON, ___ LEASE, ___ BUTLER, ___ UPCHURCH.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted and SO ORDERED.

Approved: _____
President, Board of Directors
Graton Community Services District

Attest: _____
Secretary, Board of Directors
Graton Community Services District



February 10th, 2021
Prepared by John Gibson

January 13th - Feb. 9th, 2021 Operations Report

January 13th Collected monthly samples as required by NPDES permit. Completed and submitted the fourth quarter recycled water report.

January 14th Extensive cleaning of the headworks. Scraped grease buildup from the channel walls, shoveled grit chambers, washed down the platforms and walkways.

January 15th Removed the service panels on both Fuzzy Filters. Washed off buildup around the corkscrews and brackets, hosed down the internal walls and perforated plates. Inspected the wear shoes and internal components of the filters.

January 19th – 20th The mounting bolts that compresses and hold together the glass mixing tube on top of the polymer mixing tank striped from the plastic platform and causing a leak in the chemical feed system. Shut down the plant processes for service. Replaced the polymer mix tank with a backup unit, reassembled and reattached the chemical feed lines. Cleaned up the chemical room and washed down the floors.

January 20th Completed a sewer lateral inspection for 3161 Edison Street and issued a certificate of compliance.

January 25th – 26th Ian with Sonoma Marin Electric was able to meet at the plant during a blower fail alarm to troubleshoot the issue. Adjusting the voltage trip setting on the Altistart 22 soft start unit slightly above the maximum voltage imbalance that was measured in the blower motor circuit solved the issue. Tested the system by adjusting the voltage settings lower causing the blower to trip the unit. Set the parameters back to the higher setpoint, no “blower fail alarm” call outs have occurred since.

January 31st Completed and uploaded the fourth quarter electronic self-monitoring report (ESMR) and the 4thQ discharge monitoring report (DMR) to the NCRWQCB.

February 1st Hooked up a secondary chemical holding container to test a new coagulant from Aqua Ben and plugged into the chemical feed system. Tested a 55-gal drum of Aqua Ben Hydrofloc 820 with great results. The new coagulant produced quality effluent with SAF and filter turbidities within NPDES permit limits. The Hydrofloc 820 is about half of the cost of the Heron 420 currently in use. Placed an order for a tote of Hydrofloc 820.

GRATON COMMUNITY SERVICES DISTRICT

250 ROSS LANE • MAIL: PO BOX 534, GRATON, CALIFORNIA 95444 • 707/823-1542



February 4th Troubleshooting the froth pump fail alarms. Researched possible causes from the manufacturer and found some possible parameter adjustments that may solve the issue. Adjusted the parameters in the SMV vector control drive for the motor as recommended. Will continue monitoring the froth pump operation.

February 9th – 10th A tote of coagulant was delivered from Aqua Ben. Noticed that the label on the side of the tote was Heron 420. Contacted Aqua Ben to clarify if the chemical delivery was correct and if the two chemicals were the same. There was a mistake made on the manufacturer's end and the wrong chemical was delivered. Aqua Ben will give the District the Heron 420 at the lower cost quoted for the Hydrofloc 820.

GCSD Overtime Report for Jan 13/21 - Feb 9/21

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	1/18/2021		3		Working on a holiday.
Lindsay	1/25/2021	18:30	2	Blower fail	Contacted Ian with Sonoma Marin Electric and met at the plant. Troubleshooting the blower fail alarms. Narrowed down to a voltage imbalance, reset and restarted system. Went into the menu on the Altistart 22 and set the imbalance trip parameters to just above the voltage imbalance. (since the adjustment, no more issues or call outs with the blower failing)
Lindsay	1/26/2021	23:30	3	Fuzzy Filter in alarm	Logged in remotely, the purge pump and both FFs in alarm. Reset and brought system back online. 00:36 call out for extended purge in the FFs and the purge tank level low. Responded to the plant, cleaned the turbidity meters and monitored filters through the wash cycle. Increased the froth pump flow from 3.2gpm to 4gpm, and increased the coagulant and polymer dose rate. Noticed a traffic light out on the way in, possible power flicker may have caused the alarm. Checked the lift station operation on the way out. Checked and monitored the system remotely.
Lindsay	1/29/2021	13:55	4.07	Froth pump fail	2.07 hrs. - working over 40 hrs. in a week. 2 Hrs. call out. Logged in remotely and attempted to restart the froth pump. Pump failed on restart. Responded to the plant. At the plant able to reset and restart the froth pump. Lowered the transfer flow rate and placed the Fuzzy Filters in dry weather mode.
Lindsay	1/30/2021	3:36	2	FF common high alarm	Logged in and reset the filters and monitored, filters stayed in alarm. Responded to the plant. The purge pump failed causing the alarm. Increased the breaker trip setpoint from 9.25amps to 9.75amps. Washed both filters and placed in wet weather mode. Set PTG in manual mode at 165gpm. Flushed the turbidity lines and monitored the system until all processes were flowing.