



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, March 15, 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).

If you wish to submit a public comment during the meeting, please use the following information: Join URL: <https://us02web.zoom.us/j/87895076417>

2. or dial by your location _United States____
Meeting ID: 878 9507 6417
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 February 2021
- B. Review February 2021 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from February 16, 2021
- D. Review and approval of Ad Hoc Meeting Minutes from February 11, 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

No Action Items

7. DISCUSSION ITEMS

- A. Review and approve Auditor's Report for Fiscal Year ending June 30, 2020
- B. Status of the policy manual update project
- C. Status of the Occidental wastewater transport project
- D. Evaluation of routine tasks performed by plant operators
- E. Update on video surveillance
- F. Status of Director-led revenue saving projects
 - Floating solar panels
 - Chemicals
 - PG&E
 - Composting Operation
 - Opportunities to Lease district owned land
- G. Scope of work 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 LEGAL COUNSEL: EXISTING LITIGATION

(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Graton Community Services v. Lescure Engineers

11. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 2/1/2021..2/28/2021; 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									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50701	GCSD100	4,539.86	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50701	GCSD100	4,961.80	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Perm Position - Local Bds							<u>9,501.66</u>		
Account 50703 -- Overtime - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50703	GCSD100	876.66	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50703	GCSD100	536.88	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Overtime - Local Bds							<u>1,413.54</u>		
Account 50706 -- Vacation Pay - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50706	GCSD100	447.40	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50706	GCSD100	406.70	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Vacation Pay - Local Bds							<u>854.10</u>		
Account 50707 -- Standby Pay - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50707	GCSD100	1,342.14	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50707	GCSD100	1,277.08	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Standby Pay - Local Bds							<u>2,619.22</u>		
Account 50710 -- Sick Pay - Local Boards									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50710	GCSD100	1,259.88	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50710	GCSD100	710.47	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Sick Pay - Local Boards							<u>1,970.35</u>		
Account 50711 -- Holiday Pay - Local Boards									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50711	GCSD100	854.10	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50711	GCSD100	1,708.20	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Holiday Pay - Local Boards							<u>2,562.30</u>		
Total Local Bd Salaries and Wages							<u>18,921.17</u>		
Category 50750 -- Local Boards - Retirement									
Account 50753 -- FICA Retirement - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50753	GCSD100	577.84	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50753	GCSD100	595.27	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total FICA Retirement - Local Bds							<u>1,173.11</u>		
Account 50755 -- PERS - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50755	GCSD100	549.07	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50755	GCSD100	602.10	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total PERS - Local Bds							<u>1,151.17</u>		
Account 50756 -- Medicare - Local Bds									
2/10/2021	2/9/2021	AP00229629	77101	62030100	50756	GCSD100	135.14	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	50756	GCSD100	139.21	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Medicare - Local Bds							<u>274.35</u>		
Total Local Boards - Retirement							<u>2,598.63</u>		
Category 50800 -- Local Boards - Emp. Benefits									
Account 50801 -- Health Ins - Local Bds									
2/9/2021	2/8/2021	AP00229484	77101	62030100	50801	GCSD100	1,499.34	California Choice	Health Insurance March 2021
Total Health Ins - Local Bds							<u>1,499.34</u>		
Account 50803 -- Dental - Local Bds									
2/11/2021	2/9/2021	AP00229759	77101	62030100	50803	GCSD100	214.60	WOLFPACK INSURANCE SERVICES INC	Dental & Vision March 2021
Total Dental - Local Bds							<u>214.60</u>		
Account 50805 -- Vision - Local Bds									
2/11/2021	2/9/2021	AP00229759	77101	62030100	50805	GCSD100	20.60	WOLFPACK INSURANCE SERVICES INC	Dental & Vision March 2021
Total Vision - Local Bds							<u>20.60</u>		
Total Local Boards - Emp. Benefits							<u>1,734.54</u>		
Total Salaries and Employee Benefits							<u>23,254.34</u>		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
2/9/2021	2/8/2021	AP00229484	77101	62030100	51021	GCSD100	543.80	US Bank National Association	Graton Jan. Cal Card
Total Communication Expense							<u>543.80</u>		
Total Communication Expense							<u>543.80</u>		
Category 51200 -- Professional & Specialized									
Account 51212 -- Outside Counsel - Legal Advice									
2/23/2021	2/19/2021	AP00230441	77101	62030100	51212	GCSD100	330.00	EDWARD LOUIS KREISBERG	Jan. Labor & Employment Svcs.
Total Outside Counsel - Legal Advice							<u>330.00</u>		
Account 51226 -- Consulting Services									
2/9/2021	2/8/2021	AP00229484	77101	62030100	51226	GCSD100	1,558.00	LINDA MARTINEZ	Bookkeeper Svcs 01/06-02/06/21
Total Consulting Services							<u>1,558.00</u>		
Account 51231 -- Testing/Analysis									
2/2/2021	2/1/2021	AP00228988	77101	62030100	51231	GCSD300	2,088.00	JL MILLER & KK MILLER PTR	Annual NPDES Toxicity Test
2/4/2021	2/3/2021	AP00229216	77101	62030100	51231	GCSD300	1,725.30	Brefje & Race Laboratories Inc	Samples Submitted in Jan.
2/9/2021	2/8/2021	AP00229484	77101	62030100	51231	GCSD300	473.86	US Bank National Association	Graton Jan. Cal Card
2/9/2021	2/8/2021	AP00229484	77101	62030100	51231	GCSD300	28.57	US Bank National Association	Graton Jan. Cal Card
Total Testing/Analysis							<u>4,315.73</u>		
Account 51237 -- Process Service									
2/10/2021	2/9/2021	AP00229629	77101	62030100	51237	GCSD100	252.84	Graton Community Services District	GCSD Payroll PPE 01-31-2021
2/24/2021	2/19/2021	AP00230557	77101	62030100	51237	GCSD100	116.34	Graton Community Services District	GCSD Payroll PPE 02-15-2021
Total Process Service							<u>369.18</u>		
Total Professional & Specialized							<u>6,572.91</u>		
Category 51800 -- Other Services									
Account 51803 -- Other Contract Services									
2/24/2021	2/19/2021	AP00230557	77101	62030100	51803	GCSD100	8,370.00	JOSE LUIS ORTIZ	GM Svcs December 2020
Total Other Contract Services							<u>8,370.00</u>		
Total Other Services							<u>8,370.00</u>		

Category 52040 -- Household Supplies Expense									
Account 52042 -- Janitorial Supplies									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52042	GCS100	32.06	US Bank National Association	Graton Jan. Cal Card
Total Janitorial Supplies							32.06		
Account 52043 -- Safety Supplies/Equipment									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52043	GCS100	32.70	US Bank National Association	Graton Jan. Cal Card
Total Safety Supplies/Equipment							32.70		
Total Household Supplies Expense							64.76		
Category 52060 -- Maintenance - Equipment									
Account 52061 -- Fuel/Gas/Oil									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52061	GCS100	123.35	US Bank National Association	Graton Jan. Cal Card
Total Fuel/Gas/Oil							123.35		
Total Maintenance - Equipment							123.35		
Category 52070 -- Maintenance - Bldg & Improve									
Account 52072 -- Chemicals									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52072	GCS300	282.62	US Bank National Association	Graton Jan. Cal Card
2/9/2021	2/8/2021	AP00229484	77101	62030100	52072	GCS300	1,019.85	US Bank National Association	Graton Jan. Cal Card
Total Chemicals							1,302.47		
Total Maintenance - Bldg & Improve							1,302.47		
Category 52110 -- Office Supplies Expense									
Account 52111 -- Office Supplies									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52111	GCS100	16.50	US Bank National Association	Graton Jan. Cal Card
Total Office Supplies							16.50		
Total Office Supplies Expense							16.50		
Category 52190 -- Utilities Expense									
Account 52191 -- Utilities Expense									
2/9/2021	2/8/2021	AP00229484	77101	62030100	52191	GCS300	2,127.26	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc Jan.
Total Utilities Expense							2,127.26		
Total Utilities Expense							2,127.26		
Total Services and Supplies							19,121.05		
Total All Expense/Expenditure Accts							42,375.39		
Total Graton CSD - Sanitation							42,375.39		
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									
2/4/2021	2/3/2021	AP00229216	77103	62030300	19831	GCS501	2,896.50	GHD Inc	Occidental Receive Station
2/25/2021	2/22/2021	AP00230690	77103	62030300	19831	GCS400	1,162.00	GHD Inc	WasteWtr Station & Svcs
2/25/2021	2/22/2021	AP00230690	77103	62030300	19831	GCS501	2,563.50	GHD Inc	WasteWtr Station & Svcs
Total Acq-CIP-Bldg & Impr							6,622.00		
Total Proprietary Capital Purchases							6,622.00		
Total Capital Assets							6,622.00		
Total All Asset Accounts							6,622.00		
Total Graton CSD - Sanitation Const.							6,622.00		
Total							48,997.39		

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**Graton Community Services District
Summary Report
2-28-2021**

OPERATIONS					Estimates		Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	Mar-June					
Beginning Cash Balance:	614,355	343,785	652,372	554,450					
Revenues									
Property Taxes	(32,299)	534,796	-	496,473	502,497	998,970	1,031,891		
Sewer Fees	2,598	7,373	-	17,517	9,971	27,488	29,000		
Disaster Reimbursement / Grants	-	-	-	-	-	-	-		
Sewer Permits	-	-	-	-	-	-	-		
Other Miscellaneous	(3,549)	1,427	651	9,544	(1,471)	8,073	16,500		
Total Revenue	(33,251)	543,597	651	523,534	510,997	1,034,532	1,077,391		
Expenses									
Salaries & Employee Benefits	42,820	85,230	47,446	113,774	175,496	289,269	352,200		
Utilities	22,903	26,103	11,058	36,822	60,064	96,886	120,000		
Legal Services	-	-	-	-	-	-	-		
Contract Services	8,978	38,791	8,370	50,355	56,139	106,494	102,000		
Testing (Brelje & Race)	2,572	2,528	6,050	7,100	11,150	18,250	20,000		
Chemicals	9,628	-	13,279	7,978	22,907	30,885	50,000		
Accounting Services	-	7,500	-	12,000	7,500	19,500	12,600		
Consulting Services	3,116	5,026	4,707	8,257	12,849	21,106	35,000		
Depreciation	-	-	-	157,494	-	157,494	475,000		
Equipment	-	-	-	-	-	-	(7,000)		
Transfers Out (To Construction) - Debt Srvc	103,450	-	-	103,450	103,450	206,900	506,900		
Other Miscellaneous	60,361	69,832	7,664	71,978	137,856	209,834	220,850		
Total Expenses	253,827	235,010	98,574	569,207	587,411	1,156,618	1,887,550		
Other Cash Inflows/Outflows:									
- SRF Loan Proceeds	-	-	-	-					
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-					
Cash Adjustments (Accruals):	16,508	-	-	-					
Ending Cash Balance - Operations:	343,785	652,372	554,450	508,777					

CONSTRUCTION					Estimates		Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	Mar-June					
Beginning Cash Balance:	86,415	70,381	136,687	129,768					
Revenues									
Connection Fees	18,634	66,253	-	20,704	84,886	105,590	167,716		
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-		
Transfers In (From Operations) - Debt Service	103,450	-	-	103,450	103,450	206,900	506,900		
Other Miscellaneous	(499)	210	171	921	(118)	803	(500)		

Total Revenue	121,584	66,463	171	125,075	188,218	313,293	674,116
Expenses							
Capital Asset Expenses	12,231	157	7,090	55,163	12,388	87,029	325,000
Interest Expense - Municipal Finance	25,315	-	-	71,848	25,315	122,478	94,585
Disposed Capital Asset	-	-	-	-	-	-	-
Total Expenses	37,546	157	7,090	127,010	37,703	209,506	419,585

Other Cash Inflows / Outflows:

- SRF Loan Proceeds	-	-	-	-	-	-	-
- Principal Payments - Municipal Finance	(55,485)	-	-	(56,831)	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	56,831	-	-	-
Cash Adjustments (Accruals):	(44,586.79)	-	-	(35,466.57)	-	-	-

Ending Cash Balance - Construction:	70,381	136,687	129,768	92,366			
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Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2020	Expenses	Life to Date
- Receiving Station (GCSD501)	117,287.08	6,441	123,728
- Plant Improvements (GCSD504)	10,057,967	28,876	10,086,843
- Groundwater Mointoring Wells (GCSD505)	-	1,868	1,868
- Totals	10,175,254	37,184	10,212,438

Graton Community Services District - Debt Summary

Municipal Finance Corporation

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/20: **\$1,977,945.85**

	<u>Jul- Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>	Principal Balance
Payments:						YE
- Principal	55,485	-	-	56,831	112,316	1,865,630
- Interest	47,965	-	46,620	21,364	94,585	
Total MFC Payments	103,450	-	46,620	78,195	206,901	

Revenue and Expenditure Balances YTD

Criteria: As Of = 2/28/2021 (66% 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	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	510,997.42	-	-	566,393.58
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	340,000.00	322,200.00	9,501.66	20,835.97	90,811.53	-	-	231,388.47
50703	Overtime - Local Bds	-	-	1,413.54	2,124.89	4,293.51	-	-	(4,293.51)
50706	Vacation Pay - Local Bds	-	-	854.10	1,435.72	8,817.51	-	-	(8,817.51)
50707	Standby Pay - Local Bds	-	-	2,619.22	5,279.14	19,607.67	-	-	(19,607.67)
50710	Sick Pay - Local Boards	-	-	1,970.35	3,033.09	5,627.94	-	-	(5,627.94)
50711	Holiday Pay - Local Boards	-	-	2,562.30	5,124.60	8,947.70	-	-	(8,947.70)
50753	FICA Retirement - Local Bds	-	-	1,173.11	2,345.67	8,562.55	-	-	(8,562.55)
50755	PERS - Local Bds	30,000.00	30,000.00	1,151.17	2,352.81	8,830.33	-	-	21,169.67
50756	Medicare - Local Bds	-	-	274.35	548.58	2,002.53	-	-	(2,002.53)
50757	HSA Reimbursement - Local Bds	-	-	-	-	782.49	-	-	(782.49)
50801	Health Ins - Local Bds	-	-	1,499.34	3,026.66	13,867.72	-	-	(13,867.72)
50803	Dental - Local Bds	-	-	214.60	429.20	2,257.33	-	-	(2,257.33)
50805	Vision - Local Bds	-	-	20.60	41.20	218.80	-	-	(218.80)
50806	Unemployment - Local Bds	-	-	-	868.00	868.00	-	-	(868.00)
51021	Communication Expense	8,500.00	5,150.00	543.80	1,053.60	5,683.84	-	-	(533.84)
51031	Waste Disposal Services	3,500.00	3,700.00	-	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	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	23,359.92	-	-	10,640.08
51212	Outside Counsel - Legal Advice	18,000.00	26,000.00	330.00	330.00	8,239.42	-	-	17,760.58
51225	Training Services	1,500.00	(1,000.00)	-	-	-	-	-	(1,000.00)
51226	Consulting Services	35,000.00	35,000.00	1,558.00	4,707.18	12,848.68	-	-	22,151.32
51231	Testing/Analysis	20,000.00	20,000.00	4,315.73	6,050.03	11,150.33	-	-	8,849.67
51237	Process Service	2,800.00	3,600.00	369.18	622.02	1,899.66	-	-	1,700.34
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	8,370.00	8,370.00	56,138.67	-	-	45,861.33
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	138.28	-	-	(138.28)
52042	Janitorial Supplies	500.00	500.00	32.06	32.06	116.64	-	-	383.36
52043	Safety Supplies/Equipment	-	-	32.70	32.70	85.74	-	-	(85.74)
52061	Fuel/Gas/Oil	3,000.00	3,000.00	123.35	293.41	1,002.05	-	-	1,997.95
52062	Tires/Lubes	-	-	-	-	46.55	-	-	(46.55)
52063	Vehicle Parts	-	2,400.00	-	16.32	3,085.82	-	-	(685.82)
52072	Chemicals	60,000.00	50,000.00	1,302.47	13,278.92	22,906.70	-	-	27,093.30
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	16.50	134.42	927.34	-	-	(427.34)
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	2,127.26	11,058.24	60,064.28	-	-	59,935.72
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	42,375.39	98,573.91	587,410.75	-	-	1,307,139.25
Total Graton CSD - Sanitation		683,250.00	810,159.00	42,375.39	97,922.63	76,413.33	-	-	733,745.67
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	215,000.00	325,000.00	6,622.00	7,090.00	19,478.00	-	-	305,522.00
19832	Acq-CIP-Infrastructure	175,000.00	350,000.00	-	-	-	-	-	350,000.00
Total All Asset Accounts		390,000.00	675,000.00	6,622.00	7,090.00	19,478.00	-	-	655,522.00
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	-	(500.00)	-	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	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	6,622.00	6,918.51	(143,425.44)	-	-	238,894.44
Total		634,850.00	905,628.00	48,997.39	104,841.14	(67,012.11)	-	-	972,640.11

Run: 3/1/2021 10:44 AM Data Last Updated: 3/1/2021 5:18:01 AM



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

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

1. CALL TO ORDER 6:04 PM

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

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

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

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 January 2021
- B. Review January 2021 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 19, 2021

Jennifer Butler Motioned to approve the items on the consent calendar and Matt Johnson seconded.

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

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.

The Board decided to table this item until their next meeting.

7. DISCUSSION ITEMS

- A. Status of the Policy Manual Update project

Jose advised the Board he is still working on Personnel policies and stated it would be a good idea for the Board to have another meeting to go over the policies and adopt them. He suggested the Board may want to call a special meeting for this purpose.

- B. Status of the Occidental Wastewater transport project

Jose updated the Board on the Occidental Wastewater transport project. He advised the Board we are nearing completion of the environmental assessment. The main focus was now going to be on building and completing the turnout.

- C. Time Study (Routine Tasks)

Dave Upchurch advised the Board he has not had the time to compile the listing and provide the information needed to present to the Board. He will advise when he has his list completed.

- D. Plant Security

Jose advised the Board he would like to refer this task to the operators at the plant. He will have them look for cameras that would fit our needs and will let the Board know once he has additional information to report.

E. Status of Director-led revenue savings projects

Dave Upchurch advised he does not have any updates at this time.

F. Succession plan for General Management services

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

None

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

None

Entered Closed Session at 7:30 p.m.

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

Direction given/ No action Taken

9. 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

Direction given/ No action taken

10. REPORT OUT OF CLOSED SESSION 9:54 p.m.

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

ADJOURNMENT 9:57 PM

Minutes Approved

Date

Meeting minutes for GCSD/Forestville AD HOC Committee- 02/11/2021

1. Meeting called to order @ 5:33PM
2. Roll Call: Dave Clemmer present, Matt Johnson present,
Matt McDermott present

Attending General Managers - Jose Ortiz and Tony Lopes

3. Approval of Agenda

Motion to approve agenda: Matt M. moves, Matt J. seconds. All votes yes

4. Statements of abstention None

5. Public comment None

6. Action items:

A. Review and approve Minutes of the 10/01/20 Sub-Committee meeting

- i. Matt M. Motioned and Matt J. seconded, agenda approved.

B. Discuss GCSD Policy Manual

- i. Dave advised the Board GCSD is still finalizing policies and they will then be distributed to the Graton Board for final review and approval. Once that is done, Forestville will receive copies of the Policy Handbook.

C. Recycled Wastewater and the Intertie

Dave mentioned to the Board that GCSD received a call from a vineyard interested in tapping into their recycled water and

requested delivery. Jose Ortiz stated he needs to inquire about the details of this call and obtain more information. Jose will look further into the matter and advise the Board once he has obtained all of the information.

D. Covid 19 Updating

- i. Both districts discussed the impact the pandemic has had on their employees and districts. Tony, Forestville advised they have not had any person to person transmissions of Covid 19 nor any positive tests or required quarantines.

E. Succession Planning for GM position

- i. Dave Clemmer advised the Board that Jose Ortiz will be retiring in December 2021. Various scenarios were discussed in addition to the allotted hours that will be required for the new GM. Jose recommended the Board post the position in possibly June to allow enough time for interviews and cross training of the new GM.

F. Discuss Items for Consideration at the next time

- i. The Board stated they do not have any new recommended items at this time.

G. Set Time and Date for Next Meeting

- i. The Board has set May 6, 2021 for their next meeting at 5:30 PM

7. Adjournment

- A. Matt M. motions to adjourn. Matt J. seconds
- B. Adjournment at 7:06 PM

Minutes Approved

Date



March 10th, 2021
Prepared by John Gibson

Feb. 10th – Mar. 8th, 2021 Operations Report

February 12th performed a USA for a residential excavation at 335 Greg St. Marked sewer main and end of line cleanout.

Increased the cleaning frequency on the heat exchanger to maintain higher flow rates.

February 17th Completed and submitted the volumetric annual report in Geo Tracker. Completed and submitted the annual recycled water report to the NCRWQCB. Replaced the air filter on the Ford 445 tractor.

February 22nd Completed and submitted the annual self-monitoring report (SMR) to the NCWQCB.

February 22nd – 24th Troubleshooting the discharge flow meter that was reading incorrect flow and blowing fuses inside the converter. Contacted the manufacturer for technical support. Tested the Turbo Mag Meter and found the meter to be in working condition, the faulty converter however is over 25 years old and not repairable. Ordered a new converter for replacement and shut down discharge to Atascadero Creek.

February 23rd Emptied the rag/grit hopper into the dump trailer and delivered to the Redwood Landfill.

February 24th Replaced dead battery on Ford Ranger.

February 26th Sent the 1720E Low Range Turbidity Meter to Hach for service and to replace the bulb wiring harness.

March 1st Added 1 gal of Aqua Shade to the East holding pond and 1.5 gal to the west holding pond for algae control.

March 2nd The annual SDRMA questionnaire was completed and submitted. The 30Hp Grundfos transfer pump that was repaired last year by brazing the pinholes in the cast base has failed at the weld seam. Contacted Coker Pump & Equipment Company and inquired about the quote we received last year for the stainless-steel base. The manufacturer no longer offers the SS base and only offers the original cast base for sale. Ordered a replacement cast base.

March 3rd – 4th Organized and filed O&M manuals and equipment manuals. Placed plant equipment and process manuals in labeled binders. Labeled and filed small equipment manuals in filing cabinet. Combined permits, regulatory binders, safety data sheets, management plans, etc., into one location.

GCSD Overtime Report for Feb 10 - March 8, 2021

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	2/12/2021	7:30	5	Froth pump fail	1hr for the call out. Logged in, unable to restart pump. Responded to the plant. 4hrs working on a holiday.
John	2/15/2021		3		Working on a holiday.
John	2/23/2021	23:21	2	SAF system power fail alarm	Logged in remotely, unable to reset and restart SAF. Possible power flicker. Responded to the plant. Cycled SAF breakers and restarted. Restarted PTG and brought the FFs back online once the surge tank level was met.
John	2/24/2021	1:32	1	FFb valve failed.	Logged in remotely and reset the Fuzzy Filter B valve alarm. Monitored system processes.
Lindsay	2/18/2021	5:00	1	Froth pump fail	Unable to log in remotely, Wi-Fi disconnected from SCADA. Let plant shutdown and will clean systems/shutdown procedures upon arrival.
Lindsay	2/20/2021	8:30	1	SAF system power fail alarm	Acknowledged alarm, system off.
Lindsay	3/4/2021	18:32	1	purge pump fail, FF loss of communication.	Logged in, power flicker at the plant, systems off. Reset alarms.