



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, March 21, 2022, at 6:00 PM
Various Locations- Teleconference Meeting Pursuant to AB 361 and
Government Code section 54953(e)

Notice of Teleconferenced Meeting. Pursuant to Government Code section 54953(e), members of the Board of Directors may conduct this meeting via teleconference. Teleconference locations are not open to the public pursuant to Section 54953(e). For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: David Upchurch, Jennifer Butler, Carol Benfell and Max Wilmarth. **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://us02web.zoom.us/j/88387977825> or dial by your location _United States____
Meeting ID: 883 8797 7825
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

Interim Board President (Vice President), David Upchurch, _____; Board Secretary, Jennifer Butler, _____; Carol Benfell, _____; Max Wilmarth, _____

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Interim Board President (Vice President), David Upchurch, _____; Board Secretary, Jennifer Butler, _____; Carol Benfell, _____; Max Wilmarth, _____

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 2022
- B. Review February 2022 Operations & Construction Financial Summaries
- C. Review and approval of Special Meeting Minutes from February 18, 2022
- D. Review and approval of Regular Meeting Minutes from February 22, 2022
- E. Review and approval of Special Meeting Minutes from February 28, 2022
- F. Review and approval of Special Meeting Minutes from March 8, 2022

Motion to approve the items on the consent calendar.

Interim Board President (Vice President), David Upchurch, _____; Board Secretary, Jennifer Butler, _____; Carol Benfell, _____; Max Wilmarth, _____

6. ACTION ITEMS

A. Review and approve resolution 220321A to continue virtual meetings.

Motion to approve the resolution 220321A to continue virtual meetings.

Interim Board President (Board Vice President), David Upchurch, ___; Board Secretary, Jennifer Butler, ___; Carol Benfell ___; Max Wilmarth ___.

B. Review and approve resolution 220321B recognizing and thanking David Clemmer for his contributions to the Graton Community Services District.

Motion to approve the resolution 220321B recognizing and thanking David Clemmer.

Interim Board President (Board Vice President), David Upchurch, ___; Board Secretary, Jennifer Butler, ___; Carol Benfell ___; Max Wilmarth ___.

C. Review and approve resolution 220321C recognizing and thanking Jose L. Ortiz for his contributions and service to the Graton Community Services District.

Motion to approve the resolution 220321C recognizing and thanking Jose L. Ortiz.

Interim Board President (Board Vice President), David Upchurch, ___; Board Secretary, Jennifer Butler, ___; Carol Benfell ___; Max Wilmarth ___.

D. Election of Board President

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

Interim Board President (Vice President), David Upchurch, _____;
Board Secretary, Jennifer Butler, _____; Carol Benfell, _____; Max Wilmarth, _____

E. Election of Board Vice President (if needed)

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

Interim Board President (Vice President), David Upchurch, _____;
Board Secretary, Jennifer Butler, _____; Carol Benfell, _____; Max Wilmarth, _____

7. DISCUSSION ITEMS

A. Report on the plant operator recruitment

- B. Report on insurance claims related to the lift station vandalism and sewer overflow.
- C. Report on pipeline feasibility study
- D. Discuss on application process for switching to alternative disinfection for GCSD
- E. Report on meeting with Sonoma County Parks to solve flooding of Joe Rodota Trail near the entrance to the treatment plant.
- F. Update on the GCSD Sewer Repair and Rehabilitation Project funded with a grant from SRF.

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

ADJOURN TO CLOSED SESSION

10. CLOSED SESSION: PUBLIC EMPLOYMENT/PUBLIC EMPLOYEE APPOINTMENT

(Pursuant to Government Code Section 54957)

Title: District General Manager

Topic: Interim District General Manager Recruitment

11. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Actual Transactions - Expenditures - GCSD Monthly Transaction Detail

Fiscal Date [prior-fiscal-month] and Fiscal Period [1..12] and Fund [77101,77103]

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Fiscal Date	Journal Date	Journal ID	Fund	Department	Account	TCA	Amount	Journal Header Description	Journal Line Description
Fund: 77101 – Graton CSD - Sanitation									
Account Type: 00005 – All Expense/Expenditure Accts									
Account Character: 50000 – Salaries and Employee Benefits									
Account Category: 50800 – Local Boards - Emp. Benefits									
Account Account: 50801 – Health Ins - Local Bds									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-07-2022	AP00261795	77101	62030100	50801	GCSD100	793.36	Accounts Payable	Health Ins. March 2022
							<u>793.36</u>		
							793.36		
Account Account: 50803 – Dental - Local Bds									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-10-2022	AP00262129	77101	62030100	50803	GCSD100	135.00	Accounts Payable	Vision & Dental Ins. March
							<u>135.00</u>		
							135.00		
Account Account: 50805 – Vision - Local Bds									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-10-2022	AP00262129	77101	62030100	50805	GCSD100	10.40	Accounts Payable	Vision & Dental Ins. March
							<u>10.40</u>		
							10.40		
							<u>938.76</u>		
							938.76		
Account Character: 51000 – Services and Supplies									
Account Category: 51020 – Communication Expense									
Account Account: 51021 – Communication Expense									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-07-2022	AP00261425	77101	62030100	51021	GCSD100	783.29	Accounts Payable	Graton January Cal-Card
							<u>783.29</u>		
							783.29		
Account Category: 51040 – Insurance Expense									
Account Account: 51042 – Insurance - Premiums									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-10-2022	AP00262129	77101	62030100	51042	GCSD100	48.46	Accounts Payable	Property/Liability 21-22 Inv.
							<u>48.46</u>		
							48.46		
Account Category: 51060 – Maintenance - Equipment									
Account Account: 51061 – Maintenance - Equipment									
TCA: GCSD300 – Graton CSD - Treatment									
02/2022	02-07-2022	AP00261656	77101	62030100	51061	GCSD300	6,300.00	Accounts Payable	Vehicle/Tools Test Equip. use
02/2022	02-07-2022	AP00261425	77101	62030100	51061	GCSD300	24.01	Accounts Payable	Graton January Cal-Card
02/2022	02-10-2022	AP00261923	77101	62030100	51061	GCSD300	1,713.00	Accounts Payable	Vehicle/ Tools/Test Equip. Use
02/2022	02-10-2022	AP00262129	77101	62030100	51061	GCSD300	9,202.61	Accounts Payable	Monitor Relay & CBM
							<u>17,239.62</u>		
							17,239.62		
							17,239.62		
Account Category: 51070 – Maintenance - Bldg & Improve									
Account Account: 51071 – Maintenance - Bldg & Improve									
TCA: GCSD300 – Graton CSD - Treatment									
02/2022	02-22-2022	AP00262738	77101	62030100	51071	GCSD300	2,246.01	Accounts Payable	Pump Motor Repair
02/2022	02-22-2022	AP00262738	77101	62030100	51071	GCSD300	962.50	Accounts Payable	Install Motor and Align
							<u>3,208.51</u>		
							3,208.51		
							3,208.51		
Account Category: 51200 – Professional & Specialized									
Account Account: 51207 – Client Accounting Services									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-17-2022	0000262026	77101	62030100	51207	GCSD100	508.43	Client Acct Svcs PPE 1-10-22	Client Acct Svcs PPE 1-10-22
02/2022	02-17-2022	0000261975	77101	62030100	51207	GCSD100	320.53	Client Acct Svcs PPE 12-27-21	Client Acct Svcs PPE 12-27-21
02/2022	02-23-2022	0000262349	77101	62030100	51207	GCSD100	519.85	Client Acct Svcs PPE 1-24-202	Client Acct Svcs PPE 1-24-202
							<u>1,348.81</u>		
							1,348.81		
Account Account: 51212 – Outside Counsel - Legal Advice									
TCA: GCSD100 – Graton CSD - Admin & General									
02/2022	02-22-2022	AP00262738	77101	62030100	51212	GCSD100	1,360.32	Accounts Payable	Gen Advice & Glean Graton
							<u>1,360.32</u>		
							1,360.32		

Account Account: 51231 – Testing/Analysis
TCA: GCSD300 – Graton CSD - Treatment
02/2022 02-22-2022 AP00262738 77101 62030100 51231 GCSD300 2,835.00 Accounts Payable Samples Submitted in January
2,835.00
2,835.00
5,544.13

Account Category: 51900 – Interfund Expenses
Account Account: 51902 – Telecommunication Usage
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261425 77101 62030100 51902 GCSD100 89.65 Accounts Payable Graton January Cal-Card
89.65
89.65
89.65

Account Category: 52060 – Maintenance - Equipment
Account Account: 52061 – Fuel/Gas/Oil
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261425 77101 62030100 52061 GCSD100 530.23 Accounts Payable Graton January Cal-Card
530.23
530.23

TCA: GCSD200 – Graton CSD - Collection
02/2022 02-07-2022 AP00261425 77101 62030100 52061 GCSD200 281.13 Accounts Payable Graton January Cal-Card
281.13
281.13

TCA: GCSD300 – Graton CSD - Treatment
02/2022 02-07-2022 AP00261425 77101 62030100 52061 GCSD300 109.53 Accounts Payable Graton January Cal-Card
109.53
109.53
920.89
920.89

Account Category: 52070 – Maintenance - Bldg & Improve
Account Account: 52071 – Materials and Supplies Expense
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261425 77101 62030100 52071 GCSD100 244.06 Accounts Payable Graton January Cal-Card
244.06
244.06
244.06

Account Account: 52072 – Chemicals
TCA: GCSD300 – Graton CSD - Treatment
02/2022 02-07-2022 AP00261425 77101 62030100 52072 GCSD300 1,147.13 Accounts Payable Graton January Cal-Card
1,147.13
1,147.13
1,147.13
1,391.19

Account Category: 52110 – Office Supplies Expense
Account Account: 52111 – Office Supplies
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261425 77101 62030100 52111 GCSD100 369.20 Accounts Payable Graton January Cal-Card
369.20
369.20
369.20
369.20

Account Category: 52140 – Minor Equipment
Account Account: 52141 – Minor Equipment/Small Tools
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261425 77101 62030100 52141 GCSD100 3.79 Accounts Payable Graton January Cal-Card
3.79
3.79

TCA: GCSD300 – Graton CSD - Treatment
02/2022 02-07-2022 AP00261425 77101 62030100 52141 GCSD300 6.54 Accounts Payable Graton January Cal-Card
6.54
6.54
10.33
10.33

Account Category: 52190 – Utilities Expense
Account Account: 52191 – Utilities Expense
TCA: GCSD100 – Graton CSD - Admin & General
02/2022 02-07-2022 AP00261656 77101 62030100 52191 GCSD100 298.69 Accounts Payable Decomm & Public Purpose Prog.
298.69
298.69
298.69
298.69
29,903.96
30,842.72
30,842.72

Fund: 77103 – Graton CSD - Sanitation Const.
Account Type: 00001 – All Asset Accounts
Account Character: 19000 – Capital Assets
Account Category: 19800 – Proprietary Capital Purchases
Account Account: 19831 – Acq-CIP-Bldg & Impr
TCA: GCSD501 – Graton CSD Receiving Station
02/2022 02-22-2022 AP00262738 77103 62030300 19831 GCSD501 861.65 Accounts Payable Gen Advice & Glean Graton

861.65
861.65
861.65
861.65
861.65
861.65
31,704.37

**Graton Community Services District
Summary Report
2-28-2022**

OPERATIONS					Estimates	Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	March-June				
Beginning Cash Balance:	743,861	455,103	813,040	686,508				
Revenues								
Property Taxes	(26,837)	543,339	8,596	497,849	525,098	1,022,947	1,003,340	
Sewer Fees	-	12,726	630	157	13,356	13,513	15,000	
Disaster Reimbursement / Grants	-	-	-	-	-	-	-	
Sewer Permits	-	-	-	-	-	-	-	
Other Miscellaneous	2,873	1,256	767	5,304	4,896	10,200	2,000	
Total Revenue	(23,964)	557,321	9,993	503,311	543,349	1,046,661	1,020,340	
Expenses								
Salaries & Employee Benefits	50,253	38,756	25,646	104,110	114,655	218,765	360,000	
Utilities	22,072	26,838	19,238	44,653	68,148	112,800	105,000	
Legal Services	9,747	-	-	9,861	9,747	19,608	-	
Contract Services	52,245	23,927	5,976	1,010	82,148	83,158	106,000	
Testing (Brelje & Race)	731	4,949	4,837	6,016	10,517	16,533	15,000	
Chemicals	7,380	19,718	9,681	8,822	36,779	45,601	60,000	
Accounting Services	-	4,500	-	-	4,500	4,500	16,500	
Consulting Services	3,059	-	-	5,966	3,059	9,025	35,000	
Depreciation	-	-	-	-	-	-	475,000	
Equipment	-	-	-	-	-	-	4,000	
Transfers Out (To Construction) - Debt Svc	103,450	-	-	103,450	103,450	206,900	206,900	
Other Miscellaneous	41,433	80,696	71,146	43,717	193,275	236,991	223,730	
Total Expenses	290,368	199,384	136,524	327,605	626,277	953,882	1,607,130	
Other Cash Inflows/Outflows:								
- SRF Loan Proceeds	-	-	-	-				
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-				
Cash Adjustments (Accruals):	25,574.75	-	-	-				
Ending Cash Balance - Operations:	455,103	813,040	686,508	862,214				

CONSTRUCTION					Estimates	Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	March-June				
Beginning Cash Balance:	26,456	353,777	443,935	449,169				
Revenues								
Connection Fees	-	100,414	6,879	2,070	107,293	109,363	124,224	
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-	
Transfers In (From Operations) - Debt Service	103,450	-	-	103,450	103,450	206,900	206,900	
Other Miscellaneous	300,000	3,048	482	50,820	303,530	354,350	-	

Total Revenue	403,450	103,463	7,361	156,340	514,273	670,614	331,124
Expenses							
Capital Asset Expenses	11,528	13,305	2,126	116,861	26,960	143,821	80,000
Interest Expense - Municipal Finance	23,877	-	-	71,848	23,877	95,725	89,071
Disposed Capital Asset	-	-	-	-	-	-	-
Total Expenses	35,406	13,305	2,126	188,709	50,837	239,546	169,071

Other Cash Inflows / Outflows:

- SRF Loan Proceeds	-	-	-	-			
- Principal Payments - Municipal Finance	(58,209)	-	-	-			
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-			
Cash Adjustments (Accruals):	17,485.44	-	-	-			
Ending Cash Balance - Construction:	353,777	443,935	449,169	416,800			

Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2021	Expenses	Life to Date
- Receiving Station (GCSD501)	176,987.02	20,628	197,615
- Plant Improvements (GCSD504)	10,131,577	6,332	10,137,909
- Groundwater Mointoring Wells (GCSD505)	1,868	-	1,868
- Totals	10,310,432	26,960	10,337,392

Graton Community Services District - Debt Summary

Municipal Finance Corporation

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/21: **\$1,865,630.11**

	<u>Jul - Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>	Principal Balance
Payments:						<u>YE</u>
- Principal	58,209	-	59,620	-	117,829	1,860,117
- Interest	45,242	-	43,830	20,015	89,072	
Total MFC Payments	103,450	-	103,450	20,015	206,900	

Budget v. Actual - Combined - GCSD Revenue & Expenditure Bal YTD (Revised)

As Of = @prior-fiscal-month-end; Years = 1; Chart Fields = Fund,Account

Fund [77101,77103]

Run: 2022-03-01 09:46 AM

Account		FY 2022					
		Year-To-Date	Month-To-Date	Year-To-Date	Year-To-Date	Remaining	
Account	Account Description	Adjusted Budget	Actual	Actual	Encumbrances	Balance	Count
Fund: 77101 – Graton CSD - Sanitation							
Account Type: 00001 – All Asset Accounts							
19820	Acq-Machinery and Equipment	1,000.00	-	-	-	1,000.00	1
		1,000.00	-	-	-	1,000.00	1
Account Type: 00004 – All Revenues							
40003	Direct Charges - CY	(1,011,250.00)	-	(541,489.22)	-	(469,760.78)	1
40050	Property Tax Accrual	5,000.00	-	18,241.32	-	(13,241.32)	1
40202	Direct Charges - Prior Year	(10,000.00)	-	(1,849.86)	-	(8,150.14)	1
44002	Interest on Pooled Cash	(5,000.00)	-	(1,403.11)	-	(3,596.89)	1
44050	Unrealized Gains and Losses	3,000.00	-	-	-	3,000.00	1
45221	Sewer/Water Usage Fees	(15,000.00)	(629.74)	(13,355.85)	-	(1,644.15)	1
46040	Miscellaneous Revenue	(100.00)	-	(297.15)	-	197.15	1
46050	Cancelled/Stale Dated Warrants	-	-	(447.16)	-	447.16	1
46200	PY Revenue - Miscellaneous	-	-	(2,748.40)	-	2,748.40	1
		(1,033,350.00)	(629.74)	(543,349.43)	-	(490,000.57)	9
Account Type: 00005 – All Expense/Expenditure Accts							
50701	Perm Position - Local Bds	295,000.00	-	51,052.45	-	243,947.55	1
50703	Overtime - Local Bds	-	-	8,316.33	-	(8,316.33)	1
50705	Premium Pay - Local Bds	-	-	201.68	-	(201.68)	1
50706	Vacation Pay - Local Bds	-	-	5,290.33	-	(5,290.33)	1
50707	Standby Pay - Local Bds	-	-	19,623.71	-	(19,623.71)	1
50710	Sick Pay - Local Boards	-	-	5,241.65	-	(5,241.65)	1
50711	Holiday Pay - Local Boards	-	-	3,472.60	-	(3,472.60)	1
50753	FICA Retirement - Local Bds	-	-	5,778.33	-	(5,778.33)	1
50755	PERS - Local Bds	20,000.00	-	4,958.84	-	15,041.16	1
50756	Medicare - Local Bds	-	-	1,351.37	-	(1,351.37)	1
50757	HSA Reimbursement - Local Bds	-	-	636.34	-	(636.34)	1
50801	Health Ins - Local Bds	-	793.36	6,989.20	-	(6,989.20)	1
50803	Dental - Local Bds	-	135.00	1,284.40	-	(1,284.40)	1
50805	Vision - Local Bds	-	10.40	24.20	-	(24.20)	1
50806	Unemployment - Local Bds	-	-	434.00	-	(434.00)	1
51021	Communication Expense	8,500.00	783.29	3,264.79	-	5,235.21	1
51031	Waste Disposal Services	1,500.00	-	466.42	-	1,033.58	1
51042	Insurance - Premiums	21,900.00	48.46	30,900.26	-	(9,000.26)	1
51046	Insurance - Workers Comp	16,100.00	-	-	-	16,100.00	1
51061	Maintenance - Equipment	25,000.00	17,239.62	63,071.68	-	(38,071.68)	1
51071	Maintenance - Bldg & Improve	10,000.00	3,208.51	20,464.86	-	(10,464.86)	1

51206	Accounting/Auditing Services	16,500.00	-	4,500.00	-	12,000.00	1
51207	Client Accounting Services	32,000.00	1,348.81	5,642.87	-	26,357.13	1
51212	Outside Counsel - Legal Advice	15,000.00	1,360.32	19,669.83	-	(4,669.83)	1
51225	Training Services	1,500.00	-	-	-	1,500.00	1
51226	Consulting Services	35,000.00	-	3,059.00	-	31,941.00	1
51231	Testing/Analysis	15,000.00	2,835.00	10,516.80	-	4,483.20	1
51237	Process Service	4,430.00	-	2,358.18	-	2,071.82	1
51244	Permits/License/Fees	12,000.00	-	8,031.75	-	3,968.25	1
51301	Publications and Legal Notices	5,000.00	-	988.00	-	4,012.00	1
51401	Rents and Leases - Equipment	2,500.00	-	-	-	2,500.00	1
51421	Rents and Leases - Bldg/Land	1,200.00	-	-	-	1,200.00	1
51601	Training/Conference Expenses	1,500.00	-	-	-	1,500.00	1
51602	Business Travel/Mileage	1,500.00	-	264.32	-	1,235.68	1
51603	Transport and Deportation Svc	-	-	26,662.50	-	(26,662.50)	1
51801	Other Services	9,000.00	-	8,945.62	-	54.38	1
51802	Public Safety Realignment	-	-	372.96	-	(372.96)	1
51803	Other Contract Services	106,000.00	-	82,147.86	-	23,852.14	1
51902	Telecommunication Usage	-	89.65	1,079.86	-	(1,079.86)	1
51916	County Services Chgs	7,500.00	-	-	-	7,500.00	1
51934	ERP System Charges	-	-	311.06	-	(311.06)	1
51935	Unclaimable ERP System Charges	-	-	8.20	-	(8.20)	1
52021	Clothing, Uniforms, Personal	1,500.00	-	103.73	-	1,396.27	1
52042	Janitorial Supplies	500.00	-	34.02	-	465.98	1
52043	Safety Supplies/Equipment	-	-	717.75	-	(717.75)	1
52061	Fuel/Gas/Oil	2,500.00	920.89	2,621.50	-	(121.50)	1
52063	Vehicle Parts	3,000.00	-	110.16	-	2,889.84	1
52071	Materials and Supplies Expense	-	244.06	1,163.10	-	(1,163.10)	1
52072	Chemicals	35,000.00	1,147.13	36,778.64	-	(1,778.64)	1
52081	Medical/Laboratory Supplies	500.00	-	205.16	-	294.84	1
52091	Memberships/Certifications	5,000.00	-	4,054.00	-	946.00	1
52101	Other Supplies	1,500.00	-	158.57	-	1,341.43	1
52111	Office Supplies	1,500.00	369.20	718.13	-	781.87	1
52117	Mail and Postage Supplies	-	-	166.00	-	(166.00)	1
52141	Minor Equipment/Small Tools	3,000.00	10.33	267.69	-	2,732.31	1
52162	Special Department Expense	1,500.00	-	-	-	1,500.00	1
52181	Business Meals/Supplies	500.00	-	198.28	-	301.72	1
52191	Utilities Expense	105,000.00	298.69	68,147.57	-	36,852.43	1
53402	Depreciation Expense	475,000.00	-	-	-	475,000.00	1
54333	Computer Equipment	5,000.00	-	-	-	5,000.00	1
57011	Transfers Out - within a Fund	206,900.00	-	103,450.00	-	103,450.00	1
		1,511,530.00	30,842.72	626,276.55	-	885,253.45	61
		479,180.00	30,212.98	82,927.12	-	396,252.88	71

Fund: 77103 – Graton CSD - Sanitation Const.

Account Type: 00001 – All Asset Accounts

19831	Acq-CIP-Bldg & Impr	80,000.00	861.65	26,959.88	-	53,040.12	1
19832	Acq-CIP-Infrastructure	175,000.00	-	-	-	175,000.00	1
		255,000.00	861.65	26,959.88	-	228,040.12	2

Account Type: 00004 – All Revenues

44002	Interest on Pooled Cash	-	-	(757.63)	-	757.63	1
46024	Connection Fees	(124,224.00)	(6,878.60)	(107,293.00)	-	(16,931.00)	1
46050	Cancelled/Stale Dated Warrants	-	-	(2,772.65)	-	2,772.65	1
46200	PY Revenue - Miscellaneous	-	-	(300,000.00)	-	300,000.00	1
47101	Transfers In - within a Fund	(206,900.00)	-	(103,450.00)	-	(103,450.00)	1
		<u>(331,124.00)</u>	<u>(6,878.60)</u>	<u>(514,273.28)</u>	-	<u>183,149.28</u>	<u>5</u>

Account Type: 00005 – All Expense/Expenditure Accts

53103	Interest on LT Debt	89,071.00	-	23,877.47	-	65,193.53	1
59004	Administrative Control Account	117,829.00	-	58,208.77	-	59,620.23	1
59005	Admin Control Acct Clearing	(117,829.00)	-	(58,208.77)	-	(59,620.23)	1
		<u>89,071.00</u>	<u>-</u>	<u>23,877.47</u>	-	<u>65,193.53</u>	<u>3</u>
		<u>12,947.00</u>	<u>(6,016.95)</u>	<u>(463,435.93)</u>	-	<u>476,382.93</u>	<u>10</u>
		<u>492,127.00</u>	<u>24,196.03</u>	<u>(380,508.81)</u>	-	<u>872,635.81</u>	<u>81</u>



SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Friday, February 18, 2022 at 6:00 PM

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

1. **CALL TO ORDER** 6:07 PM
2. **ROLL CALL** - Determination of a Quorum

Board President, Dave Clemmer, H; Board Vice President, David Upchurch H; Board Secretary, Jennifer Butler A; Max Wilmarth H; Carol Benfell H.

3. **APPROVE ORDER OF THE AGENDA**

Motion to approve the order of the agenda,

Board President, Dave Clemmer, Y; Board Vice President, David Upchurch Y; Board Secretary, Jennifer Butler, Y; Max Wilmarth Y; Carol Benfell Y.

David Upchurch Motioned to approve the order of the agenda and Carol Benfell seconded.

4. **PUBLIC COMMENT**

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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. ACTION ITEMS

A. Review and approve Resolution 220218 authorizing teleconference meetings under AB 361

David Upchurch Motioned and Carol Benfell seconded to approve Resolution 220218 authorizing teleconference meetings under AB 361

Board President, Dave Clemmer, Y; Board Vice President, David Upchurch Y; Board Secretary Jennifer Butler A; Max Wilmarth Y; Carol Benfell Y.

David Upchurch Motioned that we adjourn the meeting Carol Benfell seconded.

ADJOURNMENT 6:11 PM

Minutes Approved

Date



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Tuesday, February 22, 2022 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, David Upchurch H; Board Secretary, Jennifer Butler H; Max Wilmarth H; Carol Benfell H.

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda,

Board President, Dave Clemmer, Y; Board Vice President, David Upchurch Y; Board Secretary, Jennifer Butler, Y; Max Wilmarth Y; Carol Benfell Y.

Carol Benfell Motioned to approve the order of the agenda and Max Wilmarth seconded.

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.

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5. CONSENT CALENDAR

- A. Confirm Expenditures and Revenue (Transactions) List for January 2022
- B. Review January 2022 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 18, 2022

Max Wilmarth Motioned to approve the items on the consent calendar and Carol Benfell seconded

Board President, Dave Clemmer, Y ; Board Vice President, David Upchurch Y ; Board Secretary Jennifer Butler Y ; Max Wilmarth Y ; Carol Benfell Y .

6. ACTION ITEMS

- A. Review and approve Resolution 220222 to continue virtual meetings.

Dave Upchurch Motioned to approve Resolution 220222 to continue virtual meetings and Jennifer Butler seconded.

Board President, Dave Clemmer, Y ; Board Vice President, David Upchurch, Y
Board Secretary, Jennifer Butler, Y ; Carol Benfell, Y ; Max Wilmarth, Y

- B. Review and approve estimate to replace gas generator at Lift Station #1 and direct staff to issue purchase order.

After much discussion the Board decided to table this item at this time.

7. DISCUSSION ITEMS

- A. Discussion of Board member’s responsibilities

Jose discussed with the Board the requirements of new Board members. Dave Clemmer encouraged the Board members to go to the CSDA website and take a couple of classes and look around at their website. The Board mentioned it would be nice to have a representative from CSDA attend one of our meetings and speak with our Board.

- B. Discussion on the process for developing a scope, contract, and submittal of an interconnection application to PG&E for the floating solar panels project

Jennifer Butler reported on this subject. The Board needs to decide on 4217 which allows the Board to do what is best for the district. Jennifer advised the Board needs to focus on the best value, a project that allows us to allow the savings to pay for the project itself. She added this is a great savings opportunity for Graton. Dave Clemmer asked Brian Hines if his company will assist with the application process. He stated yes

that they do and that has already been included in our package that he quoted. Jennifer will create a template for the Board to review and approve,

C. Report on General Manager RFP and the plant operator recruitment

Dave Clemmer reached out to Brent Ives and asked if he would speak to the Board on this subject. Brent Ives from BHI spoke to the Board and explained the services he provides for obtaining candidates for an interim General Manager position. He then opened the discussion to the Board for questions. The Board asked Mr. Ives a large variety of questions regarding fees, longevity of the candidates, possible permanency of the position by the interim manager, skill set, etc.

Jose also provided the Board with an update on the search for an additional plant operator. He stated we have a great candidate. This candidate is familiar with wastewater tasks. John Gibson will request references from the candidate. Jose mentioned he liked this candidate and would like to hire an operator as soon as possible. Dave Clemmer and David Upchurch said they would like to be involved in the interview.

D. Ad hoc committee report on lift station #1 security and operation

Dave Clemmer and David Upchurch advised they visited lift station #1 after the vandalism. Upon walking around the lift station, they discovered other things that need to be repaired, replaced, or cleaned. They mentioned the side of the building needs to be cleared out and cleaned to avoid homeless encampment. Lava rock and vegetation needs to be completely cleared out. The cyclone fence should cover entire perimeter. New pad locks were placed on the panel. They stated previously no locks were in place. Rat infestation at the life station also needs to be handled. The slats on the fence are broken and are missing and need to be replaced. They also suggested additional outside motion sensor lightening for night operations and visibility at night. The alarm systems are not working properly to notify the operators if there is a problem. They also suggested adding a surveillance camera to assist with security. The Board mentioned there should be protocol in place to have these types of things checked on a regular basis.

E. Report on claim submitted for sewer overflow at Purple Wine Company

Jose advised the Board he received the claim, and it is now signed. He provided the Board with the estimate he received from Jim Neely, a consultant for Purple Wine Company. The estimate Was prepared to repair the damage by Meylan Construction. The estimate is to providing protection and clean up at the site, demo old siding and trim and replace, supply and install insulation, supply and install drywall, mud, tape and repaint the repaired area for \$25,792.

F. Update on GEG gas rate

Jose advised the Board he sent PG&E a drawing prepared by Mike Southwood of GHD showing modifications to the natural gas feed piping to switch from non-cogeneration to cogeneration operations. Since the Board was not inclined to approve the proposal to repair the preheating unit needed for pasteurization, it will not be possible to meet the efficiency requirements to qualify for the discounted GEG gas rate. Jose informed PG&E of these developments. This will initiate steps to cancel the agreement for obtaining discounted gas to operate the Capstone C30 gas turbine generator. To get discounted rate, should we re-commission the pasteurization unit, we would need to reapply to PG&E and demonstrate that we have met the efficiency criteria.

G. Report on pipeline feasibility study

Jose stated Sonoma County Water District posted an article in Press Democrat regarding the pipeline. Dave Clemmer did a townhall meeting last week. He said the meeting went well and they are trying to move forward to make things happen.

H. Discussion application process for switching to alternative disinfection for GCSD

Jose explained the process that would need to be followed to switch from pasteurization to a different disinfection method. This process was drafted by Jose and Alex Culick, our District Engineer. To be done correctly, Alex estimated that the entire process would take between 12 and 24 months when you include the time to prepare the design and complete the construction modifications. How the conversion would be funded was not discussed. The Board decided to table this subject for a future meeting.

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. Questions were asked and answers were provided to the Board.

B. Construction Update

- Meetings, Correspondence & Outreach

There was nothing to report

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

None

10. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION 9:03 PM

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

Name of case: Neighbors for a Clean Graton v. Graton Community Services and Does 1-20

11. REPORT OUT OF CLOSED SESSION

No Action taken, Direction given

David Upchurch motioned to adjourn the meeting and Jennifer Butler seconded.

ADJOURNMENT 9:34 PM

Minutes Approved

Date



**SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, February 28, 2022 at 6:00 PM**

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

1. CALL TO ORDER 6:09 PM

2. ROLL CALL - Determination of a Quorum

Interim Board President (Vice President) H; Board Secretary, Jennifer Butler A; Max Wilmarth H; Carol Benfell H.

3. APPROVE ORDER OF THE AGENDA

Carol Benfell Motioned to approve the order of the agenda and Max Wilmarth seconded

Interim Board President (Vice President) H; Board Secretary, Jennifer Butler A; Max Wilmarth H; Carol Benfell H.

PUBLIC COMMENT

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4. ACTION ITEMS

A. Review and approve BHI Management Consulting proposal for Interim General Manager

The Board explained to Brent Ives from BHI Management Consulting what they are looking for in an Interim General Manager.

Brent advised the Board that he had a pool of candidates to choose from and would be able to provide the Board with candidates to interview in a short amount of time.

The Board asked many questions and decided to hire BHI Management Consulting to assist with their search for Interim General Manager.

Max Wilmarth Motioned we approve the BHI Management Consulting proposal for Interim General Manager and Carol Benfell seconded.

Interim Board President (Vice President) H; Board Secretary, Jennifer Butler A; Max Wilmarth H; Carol Benfell H.

Carol Benfell Motioned that we adjourn the meeting and Max Wilmarth seconded.

ADJOURNMENT 6:40 PM

Minutes Approved

Date



SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Tuesday, March 8, 2022 at 6:00 PM

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

1. **CALL TO ORDER** 6:00 PM
2. **ROLL CALL** - Determination of a Quorum

Board President, Dave Clemmer, H; Board Vice President, David Upchurch H; Board Secretary, Jennifer Butler A; Max Wilmarth H; Carol Benfell H.

3. **APPROVE ORDER OF THE AGENDA**

Motion to approve the order of the agenda,

Board President, Dave Clemmer, Y; Board Vice President, David Upchurch Y; Board Secretary, Jennifer Butler, Y; Max Wilmarth Y; Carol Benfell Y.

Jennifer Butler Motioned to approve the order of the agenda and Carol Benfell seconded.

4. **PUBLIC COMMENT**

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5. ACTION ITEMS

A. Discussion of BHI Management Consulting Agreement deliverables, schedule and details with Brent Ives, Principal.

Brent Ives with BHI Management advised the Board he wanted to help the Board find an interim manager until a permanent manager is found. Brent was looking for specifics from the Board stating what they were looking for in a GM. Many different variables were discussed with the Board such as pay rate, amount of time desired at the plant and to attend meetings and a general estimate of the total monthly hours a new GM would need to work to efficiently perform the tasks needed. Jose advised Brent his contract was signed on February 28th. Since Brent now has the signed contract, he will begin the search of candidates for the Board to interview and make a selection.

Max Wilmarth Motioned that we adjourn the meeting and Jennifer Butler seconded.

ADJOURNMENT 7:03 PM

Minutes Approved

Date



3/21/22

RESOLUTION NO. 220321A

RESOLUTION AUTHORIZING TELECONFERENCE MEETINGS UNDER AB 361

WHEREAS, all meetings of the legislative bodies of the Graton Community Services District (“District”) are open and public, as required by the Ralph M. Brown Act, Government Code Section 54950, *et seq.* (“Brown Act”), and any member of the public may observe, attend, and participate in the business of such legislative bodies;

WHEREAS, on March 3, 2020, Sonoma County declared a state of emergency in response to the rapid spread of the novel coronavirus disease 2019 (“COVID-19”);

WHEREAS, on March 4, 2020, Governor Newsom declared a state of emergency in response to COVID-19;

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means, after which District staff implemented virtual meetings for all meetings of legislative bodies within the District;

WHEREAS, the legislative bodies of the District, including the Board of Directors (“Board”) and committees, established remote meetings which have allowed the legislative bodies to continue to conduct District business from remote locations while ensuring the public’s continued access to government meetings in a safe manner;

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which terminated the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means effective September 30, 2021;

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021) (“AB 361”), which amended the Brown Act to allow local legislative bodies to continue to conduct meetings by teleconference under specified conditions and pursuant to special rules on notice, attendance, and other matters;

WHEREAS, AB 361, pursuant to Executive Order N-15-21, took full effect on October 1, 2021 and requires the District to make specific findings to continue meeting under special teleconference rules;

WHEREAS, in addition to finding the Governor has declared a State of Emergency pursuant to Government Code section 8625, such findings include that state or local officials have imposed or recommended measures to promote physical distancing, or, in the alternative, that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees;



WHEREAS, Governor Newsom has declared a state of emergency due to COVID-19, state and county officials have imposed or recommended measures to promote physical distancing, and the Board has determined that in person meetings of the legislative bodies of the District would present imminent risks to the health and safety of attendees;

WHEREAS, on August 3, 2021, in response to the emergence of the highly contagious Delta variant of COVID-19, which caused an increase in COVID-19 cases throughout the United States, State, and Sonoma County, the Sonoma County Health Officer issued an order for all individuals to wear masks when inside public spaces;

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least six feet from others outside of the household;

WHEREAS, Title 8, Section 3205, subdivision (c)(5)(D) of the California Code of Regulations, promulgated by the Division of Occupational Safety and Health of the California Department of Industrial Relations (“Cal/OSHA”), requires employers to provide instruction to employees on using a combination of “physical distancing, face coverings, increased ventilation indoors, and respiratory protection” to decrease the spread of COVID-19;

WHEREAS, “Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace,” promulgated by the Occupational Safety and Health Administration (“OSHA”) under the United States Department of Labor, provides that “[m]aintaining physical distancing at the workplace for [unvaccinated and at-risk] workers is an important control to limit the spread of COVID-19” and recommends that employers train employees about the airborne nature of COVID-19 and importance of exercising multiple layers of safety measures, including physical distancing, and that employers implement “physical distancing in all communal work areas for unvaccinated and otherwise at-risk workers,” including physical distancing from members of the public, as a “key way to protect such workers”;

WHEREAS, due to the continued threat of COVID-19, the District continues to implement multiple layers of protection against COVID-19, including physical distancing, for the safety of employees and members of the public;

WHEREAS, the Board recognizes the recommendations by state and local officials to use physical distancing as a layer of protection against COVID-19 and desires to continue to provide a safe workplace for its employees and a safe environment for the open and public meetings of all legislative bodies of the District;

WHEREAS, the Board hereby finds that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees should meetings of the legislative bodies be held in person; and

WHEREAS, the Board shall ensure all meetings of the legislative bodies of the District comply with the special teleconference rules under the Brown Act, as amended by AB 361.

NOW, THEREFORE BE IT RESOLVED by the Graton Community Services District

GRATON COMMUNITY SERVICES DISTRICT

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



Board of Directors, as follows:

Section 1. Recitals. The above recitals are true and correct and hereby incorporated into this Resolution.

Section 2. State of Emergency and Imminent Risks to Health and Safety. In compliance with the special teleconference rules of Section 54953 of the Government Code, as established by Assembly Bill 361 (2021), the Board of Directors hereby makes the following findings:

- a. The Board of Directors have considered the circumstances of the state of emergency; and
- b. The states of emergency, as declared by the Governor and Sonoma County, continue to impact directly the ability of all legislative bodies of the Graton Community Services District to safely meet in person; and
- c. The CDC, Cal/OSHA, and OSHA continue to recommend physical distancing of at least six feet to protect against transmission of COVID-19; and
- d. Meeting in person would present imminent risks to the health and safety of attendees, due to the continued presence and threat of COVID-19.

Section 3. Remote Teleconference Meetings. The District's legislative bodies are authorized to continue to meet remotely in compliance with the special teleconference rules of Section 54953 of the Government Code, as amended by Assembly Bill 361 (2021), in order to protect the health and safety of the public.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption. The Board of Directors will review these findings and the need to conduct meetings by teleconference within 30 days of the adoption of this Resolution in accordance with Government Code section 54953(e)(3).

DIRECTORS:

___ UPCHURCH, ___ BUTLER, ___ WILMARTH, ___ BENFELL, VACANT.

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

GRATON COMMUNITY SERVICES DISTRICT

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



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

Approved:

David Upchurch
President, Board of Directors
Graton Community Services District

Attest:

Jennifer Butler
Secretary, Board of Directors
Graton Community Services District

3882342.2



3/21/22

RESOLUTION NO. 220321B

RESOLUTION OF THE BOARD OF DIRECTORS RECOGNIZING AND THANKING DAVID CLEMMER FOR HIS CONTRIBUTIONS TO THE GRATON COMMUNITY SERVICES DISTRICT

WHEREAS, David Clemmer, Master Mechanic, has been a Board Member since 2015 and Board President since 2016;

WHEREAS, he has worked tirelessly on behalf of the District and the Graton community, with a creative and entrepreneurial spirit;

WHEREAS, he has exercised skillful leadership and has worked collaboratively and successfully with Board Members and agencies outside the Board;

WHEREAS, under his guidance, the Board has embarked on numerous projects that have improved the wastewater treatment plant and reduced costs for ratepayers;

WHEREAS, Mr. Clemmer's contributions as an intelligent, thoughtful, hard-working, kind, dedicated and generous person are unparalleled and will be greatly missed by the Board and Board staff; and

WHEREAS, Mr. Clemmer's contributions have greatly benefitted the Board and the community of Graton.

NOW, THEREFORE BE IT RESOLVED that the Graton Community Services District Board of Directors expresses its sincere thanks and deepest appreciation to David Clemmer and wishes him well in all his future endeavors. Further, that this resolution be recorded and placed in the minutes of the board meeting.

DIRECTORS:

___ UPCHURCH, ___ BUTLER, ___ WILMARTH, ___ BENFELL, VACANT.

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

GRATON COMMUNITY SERVICES DISTRICT

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



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

Approved:

David Upchurch
Interim President, Board of Directors
Graton Community Services District

Attest:

Jennifer Butler
Secretary, Board of Directors
Graton Community Services District

3882342.2



3/21/22

RESOLUTION NO. 220321C

RESOLUTION OF THE BOARD OF DIRECTORS RECOGNIZING AND THANKING JOSE L. ORTIZ FOR HIS CONTRIBUTIONS TO THE GRATON COMMUNITY SERVICES DISTRICT

WHEREAS, Jose L. Ortiz, P.E., has been General Manager of the Graton Community Services District for the past six years;

WHEREAS, he has served the District with distinction, always looking out for the best interests of the Board and the Graton community;

WHEREAS, he brought to the District an extensive knowledge of wastewater treatment, a meticulous approach to his work, and a conscientious concern for the District's budget;

WHEREAS, he is retiring on March 31; and

WHEREAS, Mr. Ortiz' contributions will be greatly missed by the Board and staff.

NOW, THEREFORE BE IT RESOLVED that the Graton Community Services District Board of Directors expresses its sincere thanks and appreciation to Jose L. Ortiz and wishes him well in all his future endeavors. Further, that this resolution be recorded and placed in the minutes of the board meeting.

DIRECTORS:

___ UPCHURCH, ___ BUTLER, ___ WILMARTH, ___ BENFELL, VACANT.

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

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

Approved:

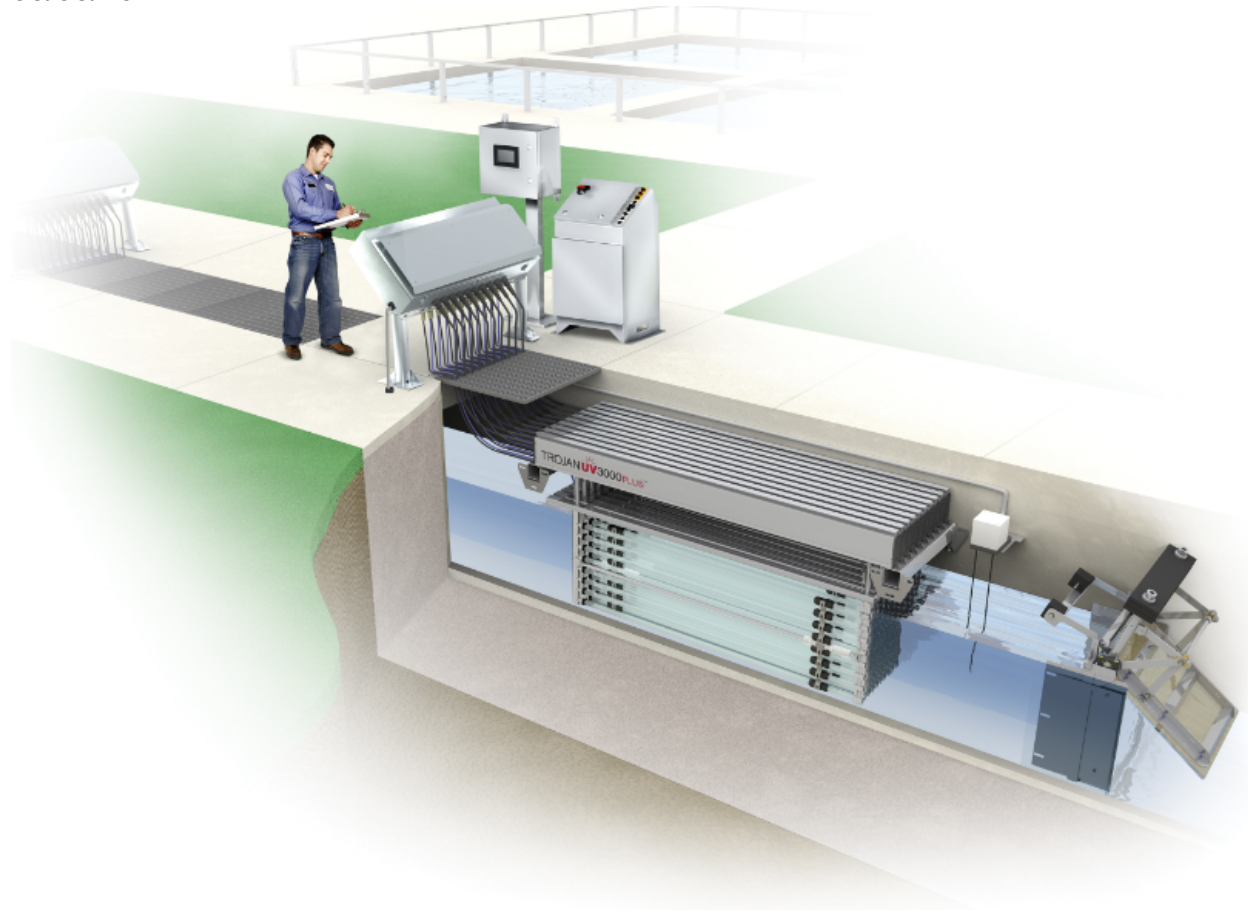
David Upchurch
Interim President, Board of Directors
Graton Community Services District

Attest:

Jennifer Butler
Secretary, Board of Directors
Graton Community Services District

TROJAN UV3000PLUS™

PROPOSAL FOR THE CITY OF GRATON, CA
QUOTE: 233896
03/08/2022



The TrojanUV3000Plus™ is operating in **over 2000** municipal wastewater plants around the world. Disinfecting **over 17 billion** gallons a day, the TrojanUV3000Plus™ has become the reference standard in the industry.



March 8, 2022

In response to your request, we are pleased to provide the following TrojanUV3000Plus™ proposal for the **GRATON** project.

The TrojanUV3000Plus™ has been shown in over 2000 installations to provide dependable performance, simplified maintenance, and superior electrical efficiency. As explained in this proposal, the system incorporates innovative features to reduce O&M costs, including variable output electronic ballasts to provide dimming capability and Trojan's revolutionary ActiClean-WW™ system – the industry's only online chemical and mechanical quartz sleeve cleaning system. All Trojan installations are supported by a global network of certified Service Representatives providing local service and support.

Please do not hesitate to call us if you have any questions regarding this proposal. Thank you for the opportunity to quote the TrojanUV3000Plus™ and we look forward to working with you on this project.

With best regards,

Jordan Fournier
Regional Manager
Trojan Technologies
jfournier@trojantechnologies.com

DESIGN CRITERIA

GRATON

Phase 1 Peak Design Flow:	200 gpm
Phase 2 Peak Design Flow:	400 gpm
UV Transmittance:	55% (minimum)
Total Suspended Solids:	5 mg/l (30 Day Average, grab sample)
Disinfection Limit:	2.20 Total Coliform per 100 ml , based on a day 7 of consecutive daily grab samples
Design Dose:	100 mJ/cm² (bioassay validated per NWRI protocol)
Validation Factors:	0.98 end of lamp life factor CA DHS approved (LP Amalgam Lamps) 0.95 fouling factor CA DHS approved (ActiClean-WW™ Chemical / Mechanical Cleaning System)
Redundancy:	1 Bank

DESIGN SUMMARY

QUOTE: 233896

Based on the above design criteria, the TrojanUV3000Plus™ proposed consists of:

CHANNEL (Please reference Trojan layout drawings for details.)	
Phase 1 Number of Channels:	1
Phase 2 Number of Channels:	2
Approximate Channel Length Required:	36 ft 6 in
Channel Width Based on Number of UV Modules:	12 in
Channel Depth Recommended for UV Module Access:	62 in
UV MODULES	
Total Number of Banks:	3 (2 Duty, 1 Redundant)
Number of Modules per Bank:	3
Number of Lamps per Module:	8
Total Number of UV Lamps:	72 (Including Redundancy)
Maximum Power Draw:	18 kW (Including Redundancy)
UV PANELS	
Power Distribution Center Quantity:	3
System Control Center Quantity:	1
MISCELLANEOUS EQUIPMENT	
Level Controller Quantity:	1

Type of Level Controller:	Fixed Weir
Automatic Chemical / Mechanical Cleaning:	Trojan ActiClean-WW™
UV Module Lifting Device:	Lifting Sling
On-line UVT Monitor:	Hach UVAS sc Sensor
Standard Spare Parts / Safety Equipment:	Included
Other Equipment:	
ELECTRICAL REQUIREMENTS	
<ol style="list-style-type: none"> 1. Each Power Distribution Center requires an electrical supply of one (1) 480/277V 60Hz, 3 Phase, 4 Wire + Ground, 8 Amps, 6.20 kVA 2. The Hydraulic System Center requires an electrical supply of one (1), 480V 60Hz, 2.5 kVA. The System Control Center requires an electrical supply of one (1) 120V 60Hz , 15 Amps. 3. The Online UVT Monitor requires an electrical supply of one (1) 120 Volts, 1 Ph, 2 wire (plus ground), 1 Amp. 4. Electrical disconnects required per local code are not included in this proposal. 	

COMMERCIAL INFORMATION

Total Capital Cost: \$ 270,000 (USD)

This price excludes any taxes that may be applicable and is valid for 90 days from the date of this letter.

EQUIPMENT WARRANTIES

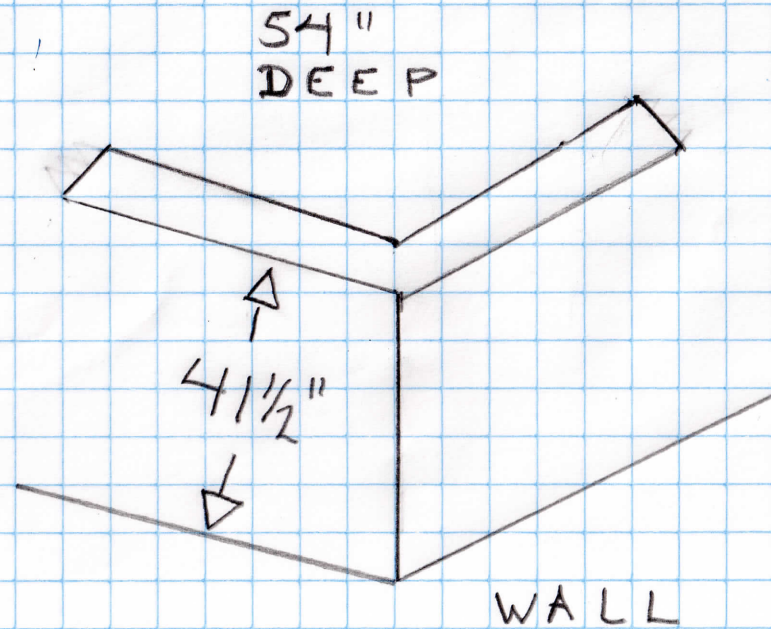
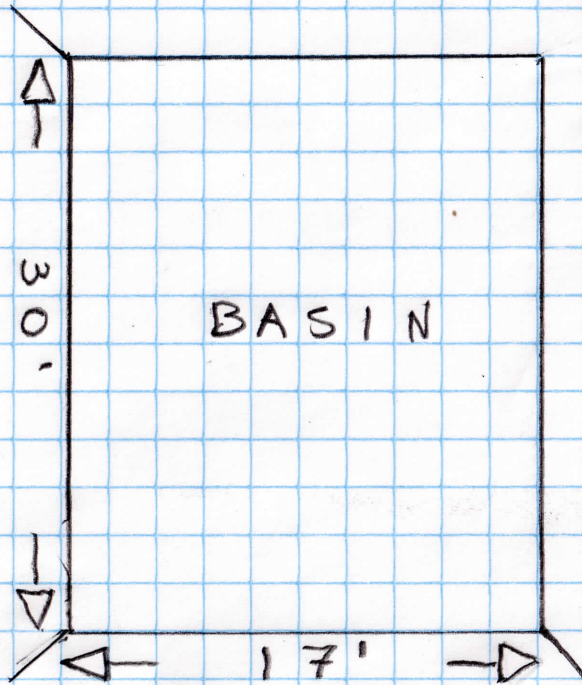
1. Trojan Technologies warrants all components of the system (excluding UV lamps) against faulty workmanship and materials for a period of 12 months from date of start-up or 18 months after shipment, whichever comes first.
2. UV lamps purchased are warranted for 9,000 hours of operation or 3 years from shipment, whichever comes first. If a lamp fails prior to 9,000 hours of use, a new lamp is provided at no charge.
3. Electronic ballasts are warranted for 5 years, pro-rated after 1 year.





GRATON CONTACT BASIN

3-29-16



RE: Alternative disinfection for GCSD

From: Alex Culick (alex.culick@ghd.com)

To: joseortiz.gcsd@gmail.com

Date: Tuesday, February 22, 2022, 01:59 PM PST

Jose –

I can provide a bit more info and you generally have the process defined except it would continue through design and construction. See below. Alex

From: joseortiz.gcsd@gmail.com <joseortiz.gcsd@gmail.com>

Sent: Tuesday, February 22, 2022 12:34 PM

To: Alex Culick <alex.culick@ghd.com>

Subject: Alternative disinfection for GCSD

Before tonight's meeting, can you describe the process and ballpark timeline to switch from pasteurization to some other method of disinfection? I expect that at a minimum, the following tasks would need to be done, not necessarily in the order listed:

1. Notify the Regional Board and the Department of Health Services of our intent to change the disinfection method described in the Title 22 Engineer's Report previously submitted. **Correct**
2. Perform a comparative analysis of UV disinfection and chlorine disinfection as possible alternatives for the current permitted plant treatment capacity of 400 gpm. Also, possible additional costs to discharge treated effluent in similar manner currently in place, creek discharge and surface irrigation. **I am not sure what the additional discharge costs may be given the volume of discharge is not increasing.**
3. Cost estimates for each alternative. **This would be completed in a feasibility study which is your item 2.**
4. Application process for converting to either alternative. **This would likely be a meeting/Discussion with the RWQCB and then a request to update the NPDES Permit.**
5. Approximate time to gain the required approvals and a revised NPDES permit. **Overall it's likely around a year for getting the items 1-5 done and approvals put in place. Concurrent to this and once it is known what process will be implemented and with some concurrence with the RWQCB design could start along with plans and specifications for a Bid package. The project would then need to be bid and constructed.**
6. In lieu of pasteurization, what disinfection method can be used until the recommended alternative can be implemented. **This will be an operational decision and made along with RWQCB concurrence. I believe sodium hypochlorite is what you are using and the likely only reasonable methodology. This may all be difficult given the timeline.**

Are we looking at a year to get this done? **It will be more than a year and likely 12-24 months to get this all complete.**

Jose

[Sent from Yahoo Mail on Android](#)

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March 17th, 2022
Prepared by John Gibson

February 17th – March 16th 2022 Operations Report

75hp effluent pump update; After the reinstallation of the refurbished 75hp motor the effluent pump continued to vibrate unsatisfactory. PumpMan has since installed a new shim kit and realigned the pump and motor. While testing the unit multiple times it was found that vibrations would still occur on some startups. Ron Foster with Pumpman will replace the rubber coupler and housing that makes the connection between the motor and pump shaft to ensure the vibrations do not continue. The effluent pump is operational and within satisfactory specifications for vibration.

February 23rd Completed and submitted to the NCRWQCB the fourth quarter 2021 ESMR.

February 28th Completed and submitted to the NCRWQCB the annual Self-Monitoring Report and the Recycled Water Report.

March 1st Installed a new rotary gear pump on the backup SAF unit. Delivered the refurbished radiator for the backup generator to the lift station.

March 2nd Completed a sewer lateral inspection for 425 Bowers St. and issued a certificate on compliance. Grounds maintenance at lift station #1. Trimmed up redwood trees removed brush, weed abatement around facility.

March 7th Excavated around storm drain outlet in the North irrigation field. Exposed and removed the partially collapsed end.
Contacted AT&T to renew the annual promotional rate for the facility landlines.

March 9th Installed No Trespassing signs around lift station #1. Took debris and empty chemical drums to Waste Management for disposal.

March 10th Met with David Upchurch at lift station #1 and tested the original backup generator. Tightened bolts and checked leakage.
Completed reference checks and interview Walter Bernard for the Grade II Plant Operator position.

March 14th Additional lift station #1 cleanup per David Unchurches request. Removed blackberry brush from rear exterior fencing. Removed scrap metal from property behind lift station.
Routine service for Dodge #20 pickup at Benedetti Tire. Oil change/tire rotation.

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	2/26/2022	14:32	1		Call from graton ansewring service. Property owner off of Edison st. had their lift pump fail and needed to have it serviced. Explained the owner's responsibility for maintaining their sewer lateral and pump systems. Gave local sewer service contact info to move forward with repairs.
John	3/1/2022	4:00	1	Forth pump fail alarm	Logged in remotley and reset/restarted the SAF froth pump.
John	3/16/2022	2:45	1	Forth pump fail alarm	Logged in remotley and reset/restarted the SAF froth pump.