



REGULAR MEETING AGENDA

Graton Community Services District (GCS D)

Meeting of the GCS D Board of Directors

Monday, September 20, 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, Jennifer Butler, Max Wilmarth, and David Upchurch. **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 Zoom Meeting

<https://us02zoom.us/j/81165321000?pwd=RD1140000000Fd0000> or dial by your location _United States____

Meeting ID: 81165321 Passcode: 332344

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, David Upchurch _____
Board Secretary, Jennifer Butler, _____; Max Wilmarth, _____.

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, _____; Board Vice President, David Upchurch _____
Board Secretary, Jennifer Butler, _____; 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 August 2021
- B. Review and confirm August 2021 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from August 16, 2021
- D. Review and approval of Special Meeting Minutes from August 26, 2021

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, _____; Board Vice President, David Upchurch _____
Board Secretary, Jennifer Butler, _____; Max Wilmarth _____

6. ACTION ITEMS

- A. Public Hearing on method of collection of the Direct Charge list – Resolution 210920A.

Motion to approve the method of collection and to adopt Resolution 210920A.

Board President, Dave Clemmer, ___; Board Vice President, David Upchurch___; Board Secretary, Jennifer Butler, ___; Max Wilmarth _____

- B. Public Hearing on proposed final budget for Fiscal Year 2021-22 – Resolution 210920B.

Motion to approve the final budget for FY 2021-22 and to adopt Resolution 210920B.

Board President, Dave Clemmer, ___; Board Vice President, David Upchurch___; Board Secretary, Jennifer Butler___; Max Wilmarth _____

7. DISCUSSION ITEMS

- A. Report on operator recruitment results
- B. Report on General Manager RFP
- C. Update on Plant Security

8. GENERAL MANAGER’S REPORT TO THE BOARD

- A. Treatment Plant Operations Update
 - Operations report
 - Overtime report
- B. Construction Update
 - 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: Neighbors for a Clean Graton v. Graton Community Services and Does 1-20

11. 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

OPEN SESSION

12. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 8/1/2021..8/31/2021; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Journal ID	Fund	Department	Account	TCA	Amount	Journal Header Description	Line Description
Fund Code 77101 -- Graton CSD - Sanitation									
Account Type 00005 -- All Expense/Expenditure Accts									
Character 50000 -- Salaries and Employee Benefits									
Category 50800 -- Local Boards - Emp. Benefits									
Account 50801 -- Health Ins - Local Bds									
8/3/2021	8/1/2021	0000245970	77101	62030100	50801	GCS100	1,527.32	Graton 20-21 Prepaid Expenses	21-22 Health Insurance July
8/18/2021	8/13/2021	AP00247373	77101	62030100	50801	GCS100	739.48	California Choice	Health Ins. September 2021
							<u>2,266.80</u>		
Total Health Ins - Local Bds									
Account 50803 -- Dental - Local Bds									
8/3/2021	8/1/2021	0000245970	77101	62030100	50803	GCS100	214.60	Graton 20-21 Prepaid Expenses	21-22 Dental Ins. & Admin July
8/18/2021	8/10/2021	AP00247371	77101	62030100	50803	GCS100	135.00	WOLFPACK INSURANCE SERVICES INC	Dental & Vision September
							<u>349.60</u>		
Total Dental - Local Bds									
Account 50805 -- Vision - Local Bds									
8/3/2021	8/1/2021	0000245970	77101	62030100	50805	GCS100	20.60	Graton 20-21 Prepaid Expenses	21-22 Vision Ins. July
8/18/2021	8/10/2021	AP00247371	77101	62030100	50805	GCS100	10.40	WOLFPACK INSURANCE SERVICES INC	Dental & Vision September
							<u>31.00</u>		
Total Vision - Local Bds									
							<u>2,647.40</u>		
Total Local Boards - Emp. Benefits									
Total Salaries and Employee Benefits									
							<u>2,647.40</u>		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
8/3/2021	8/1/2021	0000245970	77101	62030100	51021	GCS100	195.00	Graton 20-21 Prepaid Expenses	21-22 Answer Svc July-Sept
8/20/2021	8/10/2021	AP00247584	77101	62030100	51021	GCS100	401.02	US Bank National Association	Graton July Cal Card
							<u>596.02</u>		
Total Communication Expense									
							<u>596.02</u>		
Category 51040 -- Insurance Expense									
Account 51042 -- Insurance - Premiums									
8/3/2021	8/1/2021	0000245970	77101	62030100	51042	GCS100	21,894.44	Graton 20-21 Prepaid Expenses	21-22 SDRMA Property Liability
							<u>21,894.44</u>		
Total Insurance - Premiums									
							<u>21,894.44</u>		
Total Insurance Expense									
Category 51060 -- Maintenance - Equipment									
Account 51061 -- Maintenance - Equipment									
8/20/2021	8/10/2021	AP00247584	77101	62030100	51061	GCS300	11.09	US Bank National Association	Graton July Cal Card
							<u>11.09</u>		
Total Maintenance - Equipment									
							<u>11.09</u>		
Category 51070 -- Maintenance - Bldg & Improve									
Account 51071 -- Maintenance - Bldg & Improve									
8/18/2021	8/10/2021	AP00247371	77101	62030100	51071	GCS100	5,000.00	MIGUEL A PELAYO	July Svcs
							<u>5,000.00</u>		
Total Maintenance - Bldg & Improve									
							<u>5,000.00</u>		
Category 51200 -- Professional & Specialized									
Account 51226 -- Consulting Services									
8/18/2021	8/10/2021	AP00247371	77101	62030100	51226	GCS100	1,520.00	LINDA MARTINEZ	Bookkeeper June & July Svcs
8/18/2021	8/10/2021	AP00247371	77101	62030100	51226	GCS100	1,539.00	LINDA MARTINEZ	Bookkeeper June & July Svcs
							<u>3,059.00</u>		
Total Consulting Services									
							<u>3,059.00</u>		
Total Professional & Specialized									
Category 51900 -- Interfund Expenses									
Account 51902 -- Telecommunication Usage									
8/20/2021	8/10/2021	AP00247584	77101	62030100	51902	GCS100	19.95	US Bank National Association	Graton July Cal Card
							<u>19.95</u>		
Total Telecommunication Usage									
							<u>19.95</u>		
Total Interfund Expenses									
Category 52020 -- Clothing and Personal Supplies									
Account 52021 -- Clothing, Uniforms, Personal									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52021	GCS100	103.73	US Bank National Association	Graton July Cal Card
							<u>103.73</u>		
Total Clothing, Uniforms, Personal									
							<u>103.73</u>		
Total Clothing and Personal Supplies									
Category 52040 -- Household Supplies Expense									
Account 52043 -- Safety Supplies/Equipment									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52043	GCS100	355.05	US Bank National Association	Graton July Cal Card
							<u>355.05</u>		
Total Safety Supplies/Equipment									
							<u>355.05</u>		
Total Household Supplies Expense									
Category 52060 -- Maintenance - Equipment									
Account 52061 -- Fuel/Gas/Oil									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52061	GCS100	140.03	US Bank National Association	Graton July Cal Card
							<u>140.03</u>		
Total Fuel/Gas/Oil									
							<u>140.03</u>		
Total Maintenance - Equipment									
Category 52070 -- Maintenance - Bldg & Improve									
Account 52071 -- Materials and Supplies Expense									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52071	GCS400	358.86	US Bank National Association	Graton July Cal Card
8/20/2021	8/10/2021	AP00247584	77101	62030100	52071	GCS400	158.61	US Bank National Association	Graton July Cal Card
							<u>517.47</u>		
Total Materials and Supplies Expense									
							<u>517.47</u>		
Account 52072 -- Chemicals									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52072	GCS300	367.96	US Bank National Association	Graton July Cal Card
							<u>367.96</u>		
Total Chemicals									
							<u>885.43</u>		
Total Maintenance - Bldg & Improve									
Category 52100 -- Other Supplies									
Account 52101 -- Other Supplies									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52101	GCS100	86.99	US Bank National Association	Graton July Cal Card
							<u>86.99</u>		
Total Other Supplies									
							<u>86.99</u>		
Total Other Supplies									
Category 52110 -- Office Supplies Expense									
Account 52111 -- Office Supplies									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52111	GCS100	41.25	US Bank National Association	Graton July Cal Card
							<u>41.25</u>		
Total Office Supplies									
							<u>41.25</u>		
Account 52117 -- Mail and Postage Supplies									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52117	GCS100	166.00	US Bank National Association	Graton July Cal Card
							<u>166.00</u>		
Total Mail and Postage Supplies									
							<u>207.25</u>		
Total Office Supplies Expense									
Category 52140 -- Minor Equipment									
Account 52141 -- Minor Equipment/Small Tools									
8/20/2021	8/10/2021	AP00247584	77101	62030100	52141	GCS100	25.12	US Bank National Association	Graton July Cal Card
							<u>25.12</u>		
Total Minor Equipment/Small Tools									
							<u>25.12</u>		
Total Minor Equipment									
							<u>25.12</u>		

Category 52190 -- Utilities Expense

Account 52191 -- Utilities Expense

8/4/2021	8/1/2021	AP00246352	77101	62030100	52191	GCSD100	174.93	PACIFIC GAS & ELECTRIC	Decom & Public Purpose Prog
8/18/2021	8/10/2021	AP00247371	77101	62030100	52191	GCSD300	844.77	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc July
Total Utilities Expense							<u>1,019.70</u>		
Total Utilities Expense							<u>1,019.70</u>		
Total Services and Supplies							<u>33,403.80</u>		
Total All Expense/Expenditure Accts							<u>36,051.20</u>		
Total Graton CSD - Sanitation							<u>36,051.20</u>		

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

8/17/2021	8/10/2021	AP00247251	77103	62030300	19831	GCSD501	241.50	GHD Inc	Occidental Receive Station
Total Acq-CIP-Bldg & Impr							<u>241.50</u>		
Total Proprietary Capital Purchases							<u>241.50</u>		
Total Capital Assets							<u>241.50</u>		
Total All Asset Accounts							<u>241.50</u>		
Total Graton CSD - Sanitation Const.							<u>241.50</u>		
Total							<u>36,292.70</u>		

Run: 9/1/2021 8:50 AM Data Last Updated: 9/1/2021 5:49:15 AM

**Graton Community Services District
Summary Report
8-31-2021**

OPERATIONS	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Aug	Sept-Oct	Nov-Feb	Mar-June			
Beginning Cash Balance:	743,861	618,099	359,753	651,108			
Revenues							
Property Taxes	(26,837)	48	534,796	497,849	(26,837)	1,005,857	1,003,340
Sewer Fees	-	3,910	6,061	17,161	-	27,131	15,000
Disaster Reimbursement / Grants	-	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-	-
Other Miscellaneous	-	1,427	651	5,304	-	7,382	2,000
Total Revenue	(26,837)	5,385	541,509	520,314	(26,837)	1,040,371	1,020,340
Expenses							
Salaries & Employee Benefits	24,737	43,371	90,999	104,110	24,737	263,217	360,000
Utilities	7,096	25,308	27,300	44,653	7,096	104,357	105,000
Legal Services	2,997	-	-	9,861	2,997	12,858	-
Contract Services	52,245	28,553	27,586	1,010	52,245	109,394	106,000
Testing (Brelje & Race)	-	2,856	7,297	6,016	-	16,169	15,000
Chemicals	4,559	2,751	13,279	8,822	4,559	29,411	60,000
Accounting Services	-	-	7,500	-	-	7,500	12,600
Consulting Services	3,059	3,078	8,165	5,966	3,059	20,268	35,000
Depreciation	-	-	-	-	-	-	475,000
Equipment	-	-	-	-	-	-	4,000
Transfers Out (To Construction) - Debt Srvc	-	103,450	-	103,450	-	206,900	206,900
Other Miscellaneous	29,807	54,365	68,027	43,615	29,807	195,813	209,630
Total Expenses	124,500	263,731	250,153	327,503	124,500	965,887	1,589,130
Other Cash Inflows/Outflows:							
- SRF Loan Proceeds	-	-	-	-			
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-			
Cash Adjustments (Accruals):	25,574.75	-	-	-			
Ending Cash Balance - Operations:	618,099	359,753	651,108	843,919			
	177,655						

CONSTRUCTION	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Aug	Sept-Oct	Nov-Feb	Mar-June			
Beginning Cash Balance:	26,456	363,559	460,369	509,194			
Revenues							
Connection Fees	-	28,986	55,901	2,070	-	86,957	124,224
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	-	103,450	-	103,450	-	206,900	206,900
Other Miscellaneous	300,000	210	171	50,820	300,000	351,201	-

Total Revenue	300,000	132,645	56,072	156,340	300,000	645,058	331,124
Expenses							
Capital Asset Expenses	1,747	10,521	7,247	116,861	1,747	136,375	105,000
Interest Expense - Municipal Finance	-	25,315	-	71,848	-	97,163	89,071
Disposed Capital Asset	-	-	-	-	-	-	-
Total Expenses	1,747	35,835	7,247	188,709	1,747	233,538	194,071

Other Cash Inflows / Outflows:

- SRF Loan Proceeds	-	-	-	-			
- Principal Payments - Municipal Finance	-	-	-	(56,831)			
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	56,831			
Cash Adjustments (Accruals):	38,849.50	-	-	(56,830.63)			

Ending Cash Balance - Construction:	363,559	460,369	509,194	419,995			
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Capital Project Summary	Proj Balance 7/1/2021	Year to Date Expenses	Project Total Life to Date
- Receiving Station (GCSD501)	176,987.02	715	177,702
- Plant Improvements (GCSD504)	10,131,577	1,031	10,132,608
- Groundwater Mointoring Wells (GCSD505)	1,868	-	1,868
- Totals	10,310,432	1,747	10,312,178

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>	<u>Principal Balance YE</u>
Payments:						
- Principal	-	-	-	56,831	56,831	1,921,115
- Interest	25,315	-	46,620	21,364	71,935	
Total MFC Payments	25,315	-	46,620	78,195	128,765	

Revenue and Expenditure Balances YTD

Criteria: As Of = 8/31/2021 (17% 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	4,000.00	-	-	-	-	-	4,000.00
Total All Asset Accounts		4,000.00	4,000.00	-	-	-	-	-	4,000.00
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	998,340.00	998,340.00	-	-	-	-	-	998,340.00
40005	Prop Taxes - RDA Increment	(5,000.00)	(5,000.00)	-	-	-	-	-	(5,000.00)
40050	Property Tax Accrual	-	-	(26,836.94)	(26,836.94)	(26,836.94)	-	-	26,836.94
40202	Direct Charges - Prior Year	10,000.00	10,000.00	-	-	-	-	-	10,000.00
44002	Interest on Pooled Cash	5,000.00	5,000.00	-	-	-	-	-	5,000.00
44050	Unrealized Gains and Losses	(3,000.00)	(3,000.00)	-	-	-	-	-	(3,000.00)
45221	Sewer/Water Usage Fees	15,000.00	15,000.00	-	-	-	-	-	15,000.00
Total All Revenues		1,020,340.00	1,020,340.00	(26,836.94)	(26,836.94)	(26,836.94)	-	-	1,047,176.94
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	340,000.00	340,000.00	-	10,503.02	10,503.02	-	-	329,496.98
50703	Overtime - Local Bds	-	-	-	640.90	640.90	-	-	(640.90)
50706	Vacation Pay - Local Bds	-	-	-	2,918.07	2,918.07	-	-	(2,918.07)
50707	Standby Pay - Local Bds	-	-	-	3,977.79	3,977.79	-	-	(3,977.79)
50710	Sick Pay - Local Boards	-	-	-	918.98	918.98	-	-	(918.98)
50711	Holiday Pay - Local Boards	-	-	-	447.40	447.40	-	-	(447.40)
50753	FICA Retirement - Local Bds	-	-	-	1,203.18	1,203.18	-	-	(1,203.18)
50755	PERS - Local Bds	20,000.00	20,000.00	-	1,143.37	1,143.37	-	-	18,856.63
50756	Medicare - Local Bds	-	-	-	281.38	281.38	-	-	(281.38)
50801	Health Ins - Local Bds	-	-	2,266.80	2,266.80	2,266.80	-	-	(2,266.80)
50803	Dental - Local Bds	-	-	349.60	474.40	474.40	-	-	(474.40)
50805	Vision - Local Bds	-	-	31.00	(38.20)	(38.20)	-	-	38.20
51021	Communication Expense	8,500.00	8,500.00	596.02	596.02	596.02	-	-	7,903.98
51031	Waste Disposal Services	2,500.00	2,500.00	-	99.72	99.72	-	-	2,400.28
51042	Insurance - Premiums	38,000.00	38,000.00	21,894.44	21,894.44	21,894.44	-	-	16,105.56
51061	Maintenance - Equipment	25,000.00	25,000.00	11.09	11.09	11.09	-	-	24,988.91
51071	Maintenance - Bldg & Improve	8,000.00	8,000.00	5,000.00	5,000.00	5,000.00	-	-	3,000.00
51206	Accounting/Auditing Services	12,600.00	12,600.00	-	-	-	-	-	12,600.00
51207	Client Accounting Services	34,000.00	34,000.00	-	-	-	-	-	34,000.00
51212	Outside Counsel - Legal Advice	25,000.00	25,000.00	-	2,996.66	2,996.66	-	-	22,003.34
51225	Training Services	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51226	Consulting Services	35,000.00	35,000.00	3,059.00	3,059.00	3,059.00	-	-	31,941.00
51231	Testing/Analysis	15,000.00	15,000.00	-	-	-	-	-	15,000.00
51237	Process Service	4,430.00	4,430.00	-	485.72	485.72	-	-	3,944.28
51244	Permits/License/Fees	12,000.00	12,000.00	-	-	-	-	-	12,000.00
51301	Publications and Legal Notices	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51401	Rents and Leases - Equipment	2,500.00	2,500.00	-	-	-	-	-	2,500.00
51421	Rents and Leases - Bldg/Land	1,200.00	1,200.00	-	-	-	-	-	1,200.00
51601	Training/Conference Expenses	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51602	Business Travel/Mileage	1,500.00	1,500.00	-	264.32	264.32	-	-	1,235.68
51801	Other Services	9,000.00	9,000.00	-	-	-	-	-	9,000.00
51803	Other Contract Services	106,000.00	106,000.00	-	52,245.00	52,245.00	-	-	53,755.00
51902	Telecommunication Usage	-	-	19.95	19.95	19.95	-	-	(19.95)
51916	County Services Chgs	7,500.00	7,500.00	-	-	-	-	-	7,500.00
52021	Clothing, Uniforms, Personal	1,500.00	1,500.00	103.73	103.73	103.73	-	-	1,396.27

52042	Janitorial Supplies	500.00	500.00	-	-	-	-	-	500.00
52043	Safety Supplies/Equipment	-	-	355.05	355.05	355.05	-	-	(355.05)
52061	Fuel/Gas/Oil	2,500.00	2,500.00	140.03	140.03	140.03	-	-	2,359.97
52063	Vehicle Parts	3,000.00	3,000.00	-	-	-	-	-	3,000.00
52071	Materials and Supplies Expense	-	-	517.47	517.47	517.47	-	-	(517.47)
52072	Chemicals	60,000.00	60,000.00	367.96	4,559.30	4,559.30	-	-	55,440.70
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	-	-	-	500.00
52091	Memberships/Certifications	5,000.00	5,000.00	-	-	-	-	-	5,000.00
52101	Other Supplies	1,500.00	1,500.00	86.99	86.99	86.99	-	-	1,413.01
52111	Office Supplies	1,500.00	1,500.00	41.25	41.25	41.25	-	-	1,458.75
52117	Mail and Postage Supplies	-	-	166.00	166.00	166.00	-	-	(166.00)
52141	Minor Equipment/Small Tools	3,000.00	3,000.00	25.12	25.12	25.12	-	-	2,974.88
52162	Special Department Expense	1,500.00	1,500.00	-	-	-	-	-	1,500.00
52181	Business Meals/Supplies	500.00	500.00	-	-	-	-	-	500.00
52191	Utilities Expense	105,000.00	105,000.00	1,019.70	7,095.97	7,095.97	-	-	97,904.03
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	206,900.00	206,900.00	-	-	-	-	-	206,900.00
Total All Expense/Expenditure Accts		1,585,130.00	1,585,130.00	36,051.20	124,499.92	124,499.92	-	-	1,460,630.08
Total Graton CSD - Sanitation		568,790.00	568,790.00	62,888.14	151,336.86	151,336.86	-	-	417,453.14
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	105,000.00	105,000.00	241.50	1,746.58	1,746.58	-	-	103,253.42
19832	Acq-CIP-Infrastructure	175,000.00	175,000.00	-	-	-	-	-	175,000.00
Total All Asset Accounts		280,000.00	280,000.00	241.50	1,746.58	1,746.58	-	-	278,253.42
Account Type 00004 -- All Revenues									
46024	Connection Fees	124,224.00	124,224.00	-	-	-	-	-	124,224.00
46200	PY Revenue - Miscellaneous	-	-	300,000.00	300,000.00	300,000.00	-	-	(300,000.00)
47101	Transfers In - within a Fund	206,900.00	206,900.00	-	-	-	-	-	206,900.00
Total All Revenues		331,124.00	331,124.00	300,000.00	300,000.00	300,000.00	-	-	31,124.00
Account Type 00005 -- All Expense/Expenditure Accts									
53103	Interest on LT Debt	89,071.00	89,071.00	-	-	-	-	-	89,071.00
59004	Administrative Control Account	117,829.00	117,829.00	-	-	-	-	-	117,829.00
59005	Admin Control Acct Clearing	(117,829.00)	(117,829.00)	-	-	-	-	-	(117,829.00)
Total All Expense/Expenditure Accts		89,071.00	89,071.00	-	-	-	-	-	89,071.00
Total Graton CSD - Sanitation Const.		37,947.00	37,947.00	(299,758.50)	(298,253.42)	(298,253.42)	-	-	336,200.42
Total		606,737.00	606,737.00	(236,870.36)	(146,916.56)	(146,916.56)	-	-	753,653.56

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

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

1. CALL TO ORDER 6:01 PM

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

Max Wilmarth Motioned to approve the order of the agenda and Dave Clemmer seconded.

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

Nancy Scott was present (via Zoom) but did not wish to speak.

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 June 2021 year-end report
- B. Review June 2021 Year End Report for Operations & Construction Financial Summaries
- C. Confirm Expenditures and Revenue (Transactions) list for July 2021
- D. Review and confirm July 2021 Operations and Construction Financial Summaries
- E. Review and approval of Regular Meeting Minutes from July 19, 2021

Karin Lease Motioned to approve the items on the consent calendar and Maxwell Wilmarth seconded.

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

6. ACTION ITEMS

None

7. DISCUSSION ITEMS

- A. Report on Operator recruitment results

Jose told the Board he received three responses to the recruitment. He mentioned that two of the candidates did not meet the criteria. One applicant looks good and has great qualifications. Jose will contact the applicant tomorrow and speak to him regarding the position. He will update the Board at our next meeting.

- B. Report on General Manager RFP

Jose advised the Board we are very close to submitting the RFP. Once it is ready, he will set up a Special Meeting with the Board to discuss the current projects and some of the tasks and experience the new General Manager will need.

- C. Update on Plant Security

Jose mentioned he has looked at many different alternatives for a new security system. He has looked at wired, wireless, camera positions, etc. The challenge he has encountered is the internet speeds. He advised the Board there was a recent break in at the plant. Someone broke into the shed. No items of significant value were taken.

- D. Update on obtaining outside professional services for legal contract preparation.

Jose explained to the Board we currently have district counsel. Claire Lai & Jose asked the Board if they felt additional counsel was necessary. After discussion, the Board decided additional counsel was not necessary

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. Questions were asked and answers were provided.

B. Construction Update

- Report on Post Meeting Action Items

Jose advised the Board the Collection System Rebuild is still being worked on. He plans to have it ready in September.

- Meetings, Correspondence & Outreach

Jose stated the Section 218 Agreement was enclosed in the meeting packet. The operators wanted to contribute to both Social Security and CalPERS. Jose is working on preparing the Section 218 Agreement.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

None

Entered Closed Session at 6:56 p.m.

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

Direction giving/ No action taken

11. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

(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

Direction giving/ action taken

12. REPORT OUT OF CLOSED SESSION 7:52 p.m.

Dave Upchurch Motioned that we adjourn the meeting Karin Lease seconded.

ADJOURNMENT 7:53 PM

Minutes Approved

Date



SPECIAL MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Thursday, August 26, 2021 at 6:00 PM

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

1. CALL TO ORDER 6:03PM

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer, H; Board Vice President, David Upchurch, H; Karin Lease, A; Board Secretary, Jennifer Butler, A Max Wilmarth, H;

3. APPROVE ORDER OF THE AGENDA

Dave Upchurch Motioned to approve the order of the agenda Max Wilmarth seconded.

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

DISCUSSION ITEMS

A. Work/Study Session- Develop an RFP/Scope of Services for recruiting a General Manager at the end of the calendar year.

Jose posted on the RFP and shared his screen listing the Scope of Services for the Board’s review.

Jose mentioned to the previous term of contract has been 3-5 years, but the Board can change the term. He mentioned legal counsel thought an open-ended contract would be a good idea.

Jose advised 60 – 70 hours a month is what he currently works. He discussed possible wage amounts for the new General Manager in addition to consideration of having a new General Manager possibly working 1/2 time due to the number of projects that are currently going on and a reduction in hours at a later date if needed.

Jose asked the Board for feedback about the RFP and their thoughts for possible changes or other suggestions that should be added. He said it is vital we are clear about the needs.

He asked the Board if they wanted the new General Manager to carry professional liability insurance?

The Board discussed many options for the new General Manager position and decided to schedule another meeting for additional discussion.

The Board decided to schedule a second meeting on September 2, 2021 at 6:00 p.m.

David Upchurch motioned to adjourn the meeting and Max Wilmarth seconded.

ADJOURNMENT 7:29 PM

Minutes Approved

Date



NOTICE OF PUBLIC HEARING

METHOD OF COLLECTION FOR GRATON COMMUNITY SERVICES DISTRICT FISCAL YEAR 2021-2022 DIRECT CHARGE LIST TO BE COLLECTED ON THE COUNTY TAX ROLL

Notice is hereby given that pursuant to Health & Safety Code section 5473 and following, the Graton Community Services District ("District") will hold a public hearing on September 20, 2021, beginning at 6:00 p.m. (or as soon thereafter as the matter may be heard) via teleconference due to shelter in place restrictions, to receive the annual report of charges for the 2021-2022 fiscal year for sewer services furnished by the District to be collected on the tax roll. At the hearing, the Board will hear any and all objections to the method of collection for the charges listed in the report. Please note that the hearing is on the method of collection only and that there will be no increase in rates and charges for fiscal year 2021-2022. The current sewer service rate is \$131.20 per month (\$1,574.36 annually) per "equivalent single-family dwelling unit" ("ESD"), and the sewer connection fee is \$10,352 per ESD.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for September 20, 2021. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/87510092535> or dial by your location _United States_____

Meeting ID: 875 1009 2535

A copy of the proposed report will be available for viewing at the District office at 250 Ross Lane, Sebastopol, CA.

Jose Ortiz, General Manager
Graton Community Services District



09/20/2021

RESOLUTION NO. 210920A

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRATON COMMUNITY SERVICES DISTRICT DIRECTING THAT THE FISCAL YEAR 2021-22 DIRECT CHARGE LIST BE PLACED ON THE COUNTY TAX ROLL FOR COLLECTION.

WHEREAS, Section 5473 of the Health and Safety Code of the State of California allows the Graton Community Services District (District) to have the sewer service charge for Fiscal Year 2021-22 collected on the tax roll of the County of Sonoma, State of California, in the manner provided pursuant to Sections 5471 through 5473.11 of the Health and Safety Code of the State of California; and

WHEREAS, the District reviewed the proposed direct charge list for Fiscal Year 2021-22 and makes findings and determinations of exemption pursuant to the California Environmental Quality Act, as required by law; and

WHEREAS, the District adopted Ordinance 100 authorizing the collection of annual service charges and authorizing the setting of the sewer service charge rate; and

WHEREAS, the District adopted Ordinance 101 calling for collection of sewer user charges on the Sonoma County tax roll; and

WHEREAS, the current sewer service charge rate is \$1,574.36 per ESD; and

WHEREAS, there are no increases to the sewer service charge rates for Fiscal Year 2021-22.

NOW, THEREFORE, be it resolved that the Board of Directors of the Graton Community Services District that the Board of Directors hereby makes the following findings, determinations, declarations, and resolutions by regular roll call of the members of said Board, by the following vote: (2/3 approval required)

1. The Board finds that the establishment of charges pursuant to this Resolution are exempt from the California Environmental Quality Act, in that the charges are for the purpose of meeting operations expenses (Public Resources Code §21080; Cal. Code of Regs., tit.14, §15273).

2. The sewer service charge rate is \$1,574.36 per ESD, and shall remain in effect until repealed or until a change is made in the rates.

3. The District does hereby elect, pursuant to Section 5473 of the Health and Safety Code of the State of California to have the sewer service direct charge for Fiscal Year 2021-22, established by said District, collected on the tax roll of the County of Sonoma, State of California.

4. Any former Ordinances or Resolutions of the Board or parts thereof, conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

GRATON COMMUNITY SERVICES DISTRICT

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



In regular meeting of the Board of Directors of the Graton Community Service District, passed, approved and adopted this 20st day of September 2021 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLEMMER, ___ UPCHURCH, ___ BUTLER, ___ WILMARTH.

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

WHEREUPON, the President declared the foregoing resolution adopted, and SO ORDERED.

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

Attest: _____
Jennifer Butler, Secretary, Board of Directors
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



NOTICE OF PUBLIC HEARING

ADOPTION OF FINAL BUDGET FOR FISCAL YEAR 2021-2022

Notice is hereby given that pursuant to Government Code section 61110 and following, the Graton Community Services District ("District") has adopted a preliminary budget and will hold a public hearing on September 20, 2021, beginning at 6:00 p.m. (or as soon thereafter as the matter may be heard) via teleconference due to shelter in place restrictions to receive public comment and adopt a final budget for Fiscal Year 2021-2022. At the hearing, the Board will hear any public comment on the preliminary budget and the proposed final budget for Fiscal Year 2021-2022.

Any person may join the teleconferenced meeting and be heard regarding this and any other item in the Board meeting agenda scheduled for September 20, 2021. If you wish to submit a public comment during the meeting, please use the following information: <https://us02web.zoom.us/j/87510092535> or dial by your location _United States____
Meeting ID: 875 1009 2535

A copy of the proposed final budget will be available for viewing at the District office at 250 Ross Lane, Sebastopol, CA.

Jose Ortiz, General Manager
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



09/20/2021

RESOLUTION NO. 210920B

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRATON COMMUNITY SERVICES DISTRICT TO APPROVE AND ADOPT THE FINAL BUDGET FOR FISCAL YEAR 2021-22.

WHEREAS, the Board of Directors of the Graton Community Services District has compiled and reviewed the proposed budgets for fiscal year 2021-22 as required by law; and

WHEREAS, the Government Code require the adoptions of an Approved Final Budget, which is attached to this Resolution as Exhibit A; and

WHEREAS, the Board of Directors of the Graton Community Services District has reviewed the Preliminary Operations and Construction budgets for fiscal year 2021-22 which were preliminarily adopted at the May 17, 2021 Regular Board meeting; and

WHEREAS, the Operations Index revenue and expense items require adjustments, which has been reflected in the Final Budget.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Graton Community Services District that the Board of Directors hereby approve the District's Final Budget for Fiscal Year 2021-22, attached hereto as Exhibit A, and incorporated herein.

BE IT FURTHER RESOLVED that the Board of Directors authorizes and directs District staff to execute and transmit any necessary documents consistent with the intent of this Resolution.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon adoption.

In special meeting of the Board of Directors of the Graton Community Service District, passed, approved and adopted this 20st day of September 2021 on regular roll call of the members of the said Board by the following vote:

DIRECTORS:

___ CLEMMER, ___ UPCHURCH, ___ BUTLER, ___ WILMARTH.

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 foregoing resolution adopted, and SO ORDERED.

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

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

**Graton Community Services District
Operations Fund 77101
Department ID 62030100**

Account	Account Description	FY 2021-22 Final Budget
40003	Direct Charges - CY	\$ 1,011,250
40050	Property Tax Accrual	\$ (5,000)
40202	Direct Charges - Prior Year	\$ 10,000
40999	Penalties and Costs on Taxes	\$ -
40000	Total Tax Revenue	\$ 1,016,250
41132	Licenses - Other	\$ -
41152	Mitigation Fees	\$ -
41000	Total Licenses,Permits,Franchises	\$ -
42358	State Other Funding	\$ -
42461	Federal Other Funding	\$ -
42000	Total Intergovernmental Revenues	\$ -
43201	Fines, Forfeitures, Penalties	\$ -
43000	Total Fines, Forfeitures, Penalties	\$ -
44050	Unrealized Gains and Losses	\$ (3,000)
44002	Interest on Pooled Cash	\$ 5,000
44000	Total Revenue - Use of Money & Prop	\$ 2,000
45221	Sewer/Water Usage Fees	\$ 15,000
45313	Sale - Water	\$ -
45000	Total Charges for Services	\$ 15,000
46027	Insurance Claims Reimbursement	\$ -
46040	Miscellaneous Revenue	\$ 100
46050	Cancelled/State Dated Warrants	\$ -
46200	Prior Year Revenue-Miscellaneous	\$ -
48004	Residual Equity Transfers	\$ -
46000	Total Miscellaneous Revenues	\$ 100
47101	Transfers In - within a Fund	\$ -
47000	Total Other Financing Sources	\$ -
49004	Administrative Control Account	\$ -
49005	Admin Control Acct Clearing	\$ -
49000	Total Administrative Control Accts	\$ -
	Grand Total Revenues	\$ 1,033,350
50701	Administration Services	\$ 295,000
50755	PERS - Local Bds	\$ 20,000
50000	Total Salaries and Employee Benefits	\$ 315,000
51021	Communication Expense	\$ 8,500
51031	Waste Disposal Services	\$ 1,500
51041	Insurance - Premiums	\$ 21,900
51046	Insurance - Workers Comp	\$ 16,100
51061	Maintenance - Equipment	\$ 25,000

**Graton Community Services District
Operations Fund 77101
Department ID 62030100**

Account	Account Description	FY 2021-22 Final Budget
51071	Maintenance - Bldg & Improve	\$ 10,000
51202	Election Services	\$ -
51206	Accounting/Auditing Services	\$ 16,500
51207	Client Accounting Services	\$ 32,000
51212	Outside Counsel- Legal Services	\$ 15,000
51225	Training Services	\$ 1,500
51226	Consulting Services	\$ 35,000
51231	Testing/Analysis	\$ 15,000
51237	Process Service (ADP)	\$ 4,430
51244	Permits/License/Fees	\$ 12,000
51245	Appraisal Services	\$ -
51249	Other Professional Services	\$ -
51301	Publications and Legal Notices	\$ 1,500
51401	Rents and Leases - Equipment	\$ 2,500
51421	Rents and Leases- Bldg./Land	\$ 1,200
51601	Training/Conference Expenses	\$ 1,500
51602	Business Travel/Mileage	\$ 1,500
51801	Other Services	\$ 9,000
51803	Other Contract Services	\$ 106,000
51916	County Services Chgs	\$ 7,500
	Subtotal Services	\$ 345,130
52021	Clothing, Uniforms, Personal	\$ 1,500
52042	Janitorial Supplies	\$ 500
52061	Fuel/Gas/Oil	\$ 2,500
52063	Vehicle Parts	\$ 3,000
52072	Chemicals	\$ 35,000
52081	Medical/Laboratory Supplies	\$ 500
52091	Memberships/Certifications	\$ 5,000
52101	Other Supplies	\$ 1,500
52111	Office Supplies	\$ 1,500
52141	Minor Equipment/Small Tools/ Special Exp	\$ 3,000
52162	Special Department Expense	\$ 1,500
52181	Business Meals/Supplies	\$ 500
52191	Utilities Expense	\$ 105,000
	Subtotal Supplies	\$ 161,000
51000	Total Services and Supplies	\$ 506,130
53105	Costs of Issuance	\$ -
53402	Depreciation Expense	\$ 475,000
53000	Total Other Charges	\$ 475,000
54333	Computer Equipment	\$ 5,000
54000	Total Capital Expenditures	\$ 5,000

**Graton Community Services District
Operations Fund 77101
Department ID 62030100**

Account	Account Description	FY 2021-22 Final Budget
55011	Appropriation for Contingenc	\$ -
55000	Total Appropriations for Contingencies	\$ -
56030	Residual Equity Transfers	\$ -
56000	Total Special Items	\$ -
57011	Transfers Out - within a Fund	\$ 206,900
57000	Total Other Financing Uses	\$ 206,900
58010	Reimb. - General	\$ -
58000	Total Reimbursements	\$ -
59004	Administrative Control Account	\$ -
59005	Admin Control Acct Clearing	\$ -
58000	Total Reimbursements	\$ -
19820	Acquire-Machinery and Equipment	\$ 4,000
19000	Total Capital Assets	\$ 4,000
	Grand Total Expenditures	\$ 1,032,030
	Increase/(Decrease) to Fund Balance	\$ 1,320

Graton Community Services District
 Construction Fund 77103
 Department ID 62030300

Account	Account Description	FY 2021-22 Final Budget
Revenues		
	40999 Penalties and costs on taxes	0
40000	Total Tax Revenue	<u>0</u>
	41152 Mitigation Fees	0
41000	Total Licenses,Permits,Franchises	<u>0</u>
	42628 Cities	0
42000	Total Intergovernmental Revenues	<u>0</u>
	43201 Fines, Forfeitures, Penalties	0
43000	Total Fines, Forfeitures, Penalties	<u>0</u>
	44002 Interest on Pooled Cash	0
44000	Total Revenue - Use of Money & Prop	<u>0</u>
	45533 Reprographics Photocopy	0
45000	Total Charges for Services	<u>0</u>
	46024 Connection Fees- Estimated at 12 new connections in 2021-22	124,224
46000	Total Miscellaneous Revenues	<u>124,224</u>
	47101 Transfers in- within a Fund	206,900
47000	Total Other Financing Sources	<u>206,900</u>
	49004 Administrative Control Account- Effluent Pump Station Upgrade	0
	49005 Admin Control Acct Clearing - CEC Loan funds	0
49000	Total Administrative Control Accounts	<u>0</u>
	Grand Total Revenues	<u><u>331,124</u></u>
Expenses		
	50808 Worker's Comp --- Local Bds	0
50000	Total Salaries and Employee Benefits	<u>0</u>
	51927 Unclaimable HRMS	0
	Subtotal Services	<u>0</u>
	52194 Utilities --- Water	0
	Subtotal Supplies	<u>0</u>
51000	Total Services and Supplies	<u>0</u>
	53103 Interest on LT Debt Municipal Finance Loan Payments	89,071
53000	Total Other Charges	<u>89,071</u>
	54503 Work in Progress - Eq	

54000	Total Capital Expenditures	<u>0</u>
	54503 Work in Progress - Eq	
55000	Total Appropriations for Contingencies	<u>0</u>
	56030 Residual Equity Transfers	
56000	Total Special Items	<u>0</u>
	57101 Other Financing Uses	
57000	Total Other Financing Uses	<u>0</u>
	58016 Reimbursement - Labor	0
	59004 Administrative Control Account- Municipal Finance Loan to Principal	117,829
	49005 Admin Control Acct Clearing - CEC Loan funds	<u>(117,829)</u>
58000	Total Reimbursements	<u>0</u>
	19831 Acq-CIP-Bldg & Impr Earmarked funds for PTG and Lescure	0
	19831 Acq-CIP-Bldg & Impr Earmarked funds for Lescure	0
	19831 Acq-CIP-Bldg & Impr ADA Bathroom and Office Completion per CIP	30,000
	19831 Acq-CIP-Bldg & Impr Receiving Station (GCSD501) Phase 1	50,000
	19832 Acq-CIP-Bldg & Impr Receiving Station (GCSD501) Phase 2	150,000
	19832 Acq-CIP-Bldg & Impr Collection System Improvements (GCSD504)	<u>25,000</u>
19000	Total Capital Assets	<u>255,000</u>
	Grand Total Expenditures	<u>344,071</u>
	Increase/(Decrease) to Fund Balance	<u>(12,947)</u>



September 7th, 2021
Prepared by John Gibson

August 12th - September 6th 2021 Operations Report

August 16th Repairs completed on the Dodge #15 at Benedetti Tire in Sebastopol. New rear brakes were installed. Rear brakes had been locking up due to a crack in one of the rear brake shoes. A check engine light was on due to a disconnected vacuum line. The line was reconnected and the check engine light cleared.

August 18th Noticed the Fuzzy Filter purge pump not operating during the wash stage 7 (final purge cycle) during shut down. Reset the purge pump and restarted the wash cycle from stage 6. The blower failed during stage 6 of the wash. Tested the fuses on the blower and purge pump, all good. Cycled breakers to the units. Tested power to the blower, no power feeding the blower. Contacted Isaac Bode with White Knight electric. He responded to the plant. After exercising the blower breaker a few times power was restored to the blower. Isaac tested the circuits to the blower and all look good. "breaker could be on its way out, replace if problem continues". Placed the FF into a wash and monitored the final purging stages. The purge pump came on when called for during stage 6 but shut off in the middle of stage 7. Isaac tested the purge pump circuits and found to be in good working order. The diagnosis is that the purge pump is losing signal to run possibly from a programming issue or a faulty PLC (programmable logic controller). Restarted the wash cycle for a 2nd time and the purge pump came on to complete the wash with no issue. Isaac recommended contacting Telstar for troubleshooting if the problem continues.

Isaac sent a message that he is not charging the District for his time.

August 23rd Issued a plant key to Anthony from NSU. (Key #A-7)

August 24th At Lift Station #2, the hour meter reading on pump #2 read the same as the previous reading. Checked fuses and located one blown fuse (replaced), reset pump #2 and tested both pumps by lifting the on/off float switch in the wet well. Both pumps operational. One relay chattering on the control panel. Ordered a new relay and backup fuses, installed relay once received.

September 1st Contacted PumpMan NorCal regarding the recently refurbished 75 hp effluent pump having abnormal noise and vibrations, also informed that the gearbox was hot to the touch. Jason Smith the GM at PumpMan sent out two technicians to inspect the pump. After inspecting the pump while running and testing the vibration level throughout the system with a digital vibration meter, the technicians found the pump to be unsatisfactory and will need to be taken back to the shop. Jason will respond with a date they can pull and service the pump.

GCSD Overtime Report for August 12th - September 6th, 2021

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	8/24/2021	19:05	2	SAF Froth Pump Fail	Logged in remotely, unable to restart the SAF froth pump through SCADA. Responded to the plant. SAF froth pump frozen and will not turn. Shut down the plant. Next day, drained the wastewater from the pump housing and soaked in mineral oil. Worked the pump free and returned to service.
John	9/6/2021		3.93		Working on a Holiday.