



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, February 22, 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: Dave Clemmer, 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://us02zoom.us/j/85881270719> or dial by your location United States
Meeting ID: 858 8127 0719
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, _____; Carol Benfell, _____; 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, _____; 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 January 2022
- B. Review January 2022 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 18, 2022

Motion to approve the items on the consent calendar.

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

6. ACTION ITEMS

A. Review and approve resolution 220222 to continue virtual meetings.

Motion to approve the resolution 220222A to continue virtual meetings.

Board President, Dave Clemmer, ___; Board Vice President, David Upchurch___; Board Secretary, Jennifer Butler, ___; Carol Benfell ___; Max Wilmarth___.

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

Motion to accept estimate for gas generator

Board President, Dave Clemmer, ___; Board Vice President, David Upchurch___; Board Secretary, Jennifer Butler, ___; Carol Benfell ___; Max Wilmarth___.

7. DISCUSSION ITEMS

A. Discussion of Board member's responsibilities

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

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

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

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

F. Update on G&G gas rate

G. Report on pipeline feasibility study

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

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report
- Overtime report

B. Construction Update

- Report on Post Meeting Action Items
- Meetings, Correspondence & Outreach

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

B. Future items/new business

CLOSED SESSION

10. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

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

11. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

5066692.1

Actual Transactions - Expenditures

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

Run: 2022-02-02 09:08 AM

Fiscal Date	Journal Date	Journal ID	Fund	Department	Account	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: 50700 – Local Bd Salaries and Wages								
Account Account: 50701 – Perm Position - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50701	2,731.76	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50701	2,648.56	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50701	3,692.26	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>9,072.58</u>		
Account Account: 50703 – Overtime - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50703	1,166.21	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50703	1,507.31	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50703	302.52	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>2,976.04</u>		
Account Account: 50706 – Vacation Pay - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50706	355.46	Accounts Payable	GCS D Payroll PPE 12-31-2021
						<u>355.46</u>		
Account Account: 50707 – Standby Pay - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50707	1,109.24	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50707	1,512.60	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50707	1,512.60	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>4,134.44</u>		
Account Account: 50710 – Sick Pay - Local Boards								
01/2022	01-13-2022	AP00260290	77101	62030100	50710	381.68	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50710	1,210.08	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50710	259.66	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>1,851.42</u>		
Account Account: 50711 – Holiday Pay - Local Boards								
01/2022	01-13-2022	AP00260290	77101	62030100	50711	1,008.40	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50711	504.20	Accounts Payable	GCS D Payroll PPE 01-15-2022
						<u>1,512.60</u>		
						<u>19,902.54</u>		
Account Category: 50750 – Local Boards - Retirement								
Account Account: 50753 – FICA Retirement - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50753	418.67	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50753	457.73	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50753	357.56	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>1,233.96</u>		
Account Account: 50755 – PERS - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50755	339.83	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50755	331.14	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50755	299.95	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>970.92</u>		
Account Account: 50756 – Medicare - Local Bds								
01/2022	01-13-2022	AP00260290	77101	62030100	50756	97.91	Accounts Payable	GCS D Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50756	107.05	Accounts Payable	GCS D Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	50756	83.62	Accounts Payable	GCS D Payroll PPE 12-15-2021
						<u>288.58</u>		
						<u>2,493.46</u>		
Account Category: 50800 – Local Boards - Emp. Benefits								
Account Account: 50801 – Health Ins - Local Bds								
01/2022	01-05-2022	AP00259281	77101	62030100	50801	793.36	Accounts Payable	Health Ins. January 2022
01/2022	01-12-2022	AP00260289	77101	62030100	50801	793.36	Accounts Payable	Health Insurance Feb. 2022
						<u>1,586.72</u>		
Account Account: 50803 – Dental - Local Bds								
01/2022	01-14-2022	AP00260161	77101	62030100	50803	135.00	Accounts Payable	Dental & Vision Ins. February
01/2022	01-14-2022	AP00260161	77101	62030100	50803	135.00	Accounts Payable	Dental & Vision Ins. January
						<u>270.00</u>		
Account Account: 50805 – Vision - Local Bds								
01/2022	01-14-2022	AP00260161	77101	62030100	50805	10.40	Accounts Payable	Dental & Vision Ins. January
01/2022	01-14-2022	AP00260161	77101	62030100	50805	10.40	Accounts Payable	Dental & Vision Ins. February
						<u>20.80</u>		

Account Account: 50806 – Unemployment - Local Bds

01/2022	01-13-2022	AP00260290	77101	62030100	50806	418.67	Accounts Payable	GCSO Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	50806	15.33	Accounts Payable	GCSO Payroll PPE 01-15-2022
						<u>434.00</u>		
						<u>2,311.52</u>		
						24,707.52		

Account Character: 51000 – Services and Supplies

Account Category: 51020 – Communication Expense

Account Account: 51021 – Communication Expense

01/2022	01-01-2022	AP00258539	77101	62030100	51021	195.00	Accounts Payable	Answering Svc Jan.- March
01/2022	01-13-2022	AP00259920	77101	62030100	51021	621.81	Accounts Payable	Graton Cal-Card December
						<u>816.81</u>		
						816.81		

Account Category: 51030 – Household Expense

Account Account: 51031 – Waste Disposal Services

01/2022	01-24-2022	AP00260541	77101	62030100	51031	140.85	Accounts Payable	Waste Can Jan-March 2022
01/2022	01-24-2022	AP00260541	77101	62030100	51031	85.00	Accounts Payable	Waste Management Svcs.
						<u>225.85</u>		
						225.85		

Account Category: 51060 – Maintenance - Equipment

Account Account: 51061 – Maintenance - Equipment

01/2022	01-13-2022	AP00260290	77101	62030100	51061	527.16	Accounts Payable	Test bell plug, pneumatic
01/2022	01-13-2022	AP00259920	77101	62030100	51061	1,019.10	Accounts Payable	Graton Cal-Card December
01/2022	01-13-2022	AP00259920	77101	62030100	51061	(48.57)	Accounts Payable	Graton Cal-Card December
01/2022	01-13-2022	AP00260160	77101	62030100	51061	1,665.00	Accounts Payable	Vehicle Tools & Test Equip.
01/2022	01-14-2022	AP00260422	77101	62030100	51061	23,641.70	Accounts Payable	Onsite Svc-Cleaning & Testing
						<u>26,804.39</u>		
						26,804.39		

Account Category: 51070 – Maintenance - Bldg & Improve

Account Account: 51071 – Maintenance - Bldg & Improve

01/2022	01-03-2022	AP00258540	77101	62030100	51071	1,000.00	Accounts Payable	Wash Lift Station
01/2022	01-24-2022	AP00260657	77101	62030100	51071	1,900.00	Accounts Payable	Jet & Video Sewer Line
						<u>2,900.00</u>		
						2,900.00		

Account Category: 51200 – Professional & Specialized

Account Account: 51212 – Outside Counsel - Legal Advice

01/2022	01-01-2022	AP00258433	77101	62030100	51212	880.16	Accounts Payable	General Advice
01/2022	01-21-2022	AP00260540	77101	62030100	51212	67.60	Accounts Payable	Neighbors Cln Graton, Gen Advi
						<u>947.76</u>		

Account Account: 51231 – Testing/Analysis

01/2022	01-01-2022	AP00258433	77101	62030100	51231	655.20	Accounts Payable	Samples Submitted in July
01/2022	01-12-2022	AP00260159	77101	62030100	51231	1,346.40	Accounts Payable	Samples Submitted in Dec.
						<u>2,001.60</u>		

Account Account: 51237 – Process Service

01/2022	01-13-2022	AP00260290	77101	62030100	51237	258.86	Accounts Payable	GCSO Payroll PPE 12-31-2021
01/2022	01-21-2022	AP00260656	77101	62030100	51237	202.96	Accounts Payable	GCSO Payroll PPE 01-15-2022
01/2022	01-24-2022	AP00260657	77101	62030100	51237	122.16	Accounts Payable	GCSO Payroll PPE 12-15-2021
						<u>583.98</u>		

Account Account: 51244 – Permits/License/Fees

01/2022	01-24-2022	AP00260657	77101	62030100	51244	3,925.00	Accounts Payable	Annual Permit FY21-22
						<u>3,925.00</u>		
						7,458.34		

Account Category: 51800 – Other Services

Account Account: 51801 – Other Services

01/2022	01-01-2022	0000258205	77101	62030100	51801	8,595.62	Graton CSD Re-Class Direct Cha	GCSO RECLASS TX COLL ADMIN FEE
						<u>8,595.62</u>		

Account Account: 51803 – Other Contract Services

01/2022	01-05-2022	AP00259057	77101	62030100	51803	5,976.00	Accounts Payable	Ops Coverage Oct.-Nov. 2021
						<u>5,976.00</u>		
						14,571.62		

Account Category: 51900 – Interfund Expenses

Account Account: 51902 – Telecommunication Usage

01/2022	01-13-2022	AP00259920	77101	62030100	51902	87.90	Accounts Payable	Graton Cal-Card December
						<u>87.90</u>		
						87.90		

Account Category: 52040 – Household Supplies Expense

Account Account: 52043 – Safety Supplies/Equipment

01/2022	01-13-2022	AP00259920	77101	62030100	52043	307.58	Accounts Payable	Graton Cal-Card December
						<u>307.58</u>		
						307.58		

Account Category: 52060 – Maintenance - Equipment

Account Account: 52061 – Fuel/Gas/Oil

01/2022	01-13-2022	AP00259920	77101	62030100	52061	<u>210.87</u>	Accounts Payable	Graton Cal-Card December
						<u>210.87</u>		
						210.87		

Account Category: 52070 – Maintenance - Bldg & Improve

Account Account: 52072 – Chemicals

01/2022	01-12-2022	AP00260289	77101	62030100	52072	3,083.93	Accounts Payable	Hydrofloc 820 275 Gal Tote
01/2022	01-13-2022	AP00259920	77101	62030100	52072	458.86	Accounts Payable	Graton Cal-Card December
01/2022	01-21-2022	AP00260656	77101	62030100	52072	2,222.64	Accounts Payable	Hydrofloc 748E 55 Gal Drum
01/2022	01-24-2022	AP00260657	77101	62030100	52072	<u>2,768.45</u>	Accounts Payable	Floc Aid A01W 55 Gal Drum
						<u>8,533.88</u>		
						8,533.88		

Account Category: 52100 – Other Supplies

Account Account: 52101 – Other Supplies

01/2022	01-13-2022	AP00259920	77101	62030100	52101	<u>39.26</u>	Accounts Payable	Graton Cal-Card December
						<u>39.26</u>		
						39.26		

Account Category: 52140 – Minor Equipment

Account Account: 52141 – Minor Equipment/Small Tools

01/2022	01-13-2022	AP00259920	77101	62030100	52141	<u>66.20</u>	Accounts Payable	Graton Cal-Card December
						<u>66.20</u>		
						66.20		

Account Category: 52180 – Transportation and Travel

Account Account: 52181 – Business Meals/Supplies

01/2022	01-13-2022	AP00259920	77101	62030100	52181	<u>11.99</u>	Accounts Payable	Graton Cal-Card December
						<u>11.99</u>		
						11.99		

Account Category: 52190 – Utilities Expense

Account Account: 52191 – Utilities Expense

01/2022	01-05-2022	AP00258949	77101	62030100	52191	4,888.53	Accounts Payable	GEG/GNR1 Nov. Gas Svc.
01/2022	01-12-2022	AP00260289	77101	62030100	52191	3,300.48	Accounts Payable	GEG/GNR1 Gas Svc. Dec. 2021
01/2022	01-24-2022	AP00260657	77101	62030100	52191	7.55	Accounts Payable	Graton Plant Dec. Gas Svcs.
01/2022	01-24-2022	AP00260657	77101	62030100	52191	319.79	Accounts Payable	Graton Plant Dec. Gas Svcs.
01/2022	01-24-2022	AP00260657	77101	62030100	52191	10,116.75	Accounts Payable	Graton Plant Dec. Gas Svcs.
01/2022	01-24-2022	AP00260657	77101	62030100	52191	11.23	Accounts Payable	Graton Plant Dec. Gas Svcs.
01/2022	01-24-2022	AP00260657	77101	62030100	52191	<u>294.77</u>	Accounts Payable	Graton Plant Dec. Gas Svcs.
						<u>18,939.10</u>		
						<u>18,939.10</u>		
						<u>80,973.79</u>		
						<u>105,681.31</u>		
						105,681.31		

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

01/2022	01-13-2022	AP00260160	77103	62030300	19831	1,219.50	Accounts Payable	GCSD On Call Engineering
01/2022	01-21-2022	AP00260540	77103	62030300	19831	<u>45.24</u>	Accounts Payable	Neighbors Cln Graton, Gen Advi
						<u>1,264.74</u>		
						<u>1,264.74</u>		
						<u>1,264.74</u>		
						<u>1,264.74</u>		
						<u>1,264.74</u>		
						106,946.05		

**Graton Community Services District
Summary Report
1-31-2022**

OPERATIONS	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Jan	Feb-April	May-June			
Beginning Cash Balance:	743,861	455,103	716,721	907,761			
Revenues							
Property Taxes	(26,837)	551,935	439,982	57,868	525,098	1,022,947	1,003,340
Sewer Fees	-	12,726	157	-	12,726	12,884	15,000
Disaster Reimbursement / Grants	-	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-	-
Other Miscellaneous	2,873	2,023	927	4,377	4,896	10,200	2,000
Total Revenue	(23,964)	566,684	441,066	62,245	542,720	1,046,031	1,020,340
Expenses							
Salaries & Employee Benefits	50,253	63,464	67,183	60,182	113,717	241,081	360,000
Utilities	22,072	45,777	26,019	20,761	67,849	114,629	105,000
Legal Services	9,747	-	-	3,028	9,747	12,774	-
Contract Services	52,245	29,903	8,370	1,010	82,148	91,528	106,000
Testing (Brelje & Race)	731	6,951	5,308	5,024	7,682	18,014	15,000
Chemicals	7,380	28,252	9,678	447	35,632	45,756	60,000
Accounting Services	-	4,500	-	-	4,500	4,500	16,500
Consulting Services	3,059	-	4,446	3,078	3,059	10,583	35,000
Depreciation	-	-	-	-	-	-	475,000
Equipment	-	-	-	-	-	-	4,000
Transfers Out (To Construction) - Debt Srvc	103,450	-	103,450	-	103,450	206,900	206,900
Other Miscellaneous	41,433	126,219	25,574	26,424	167,651	219,649	223,730
Total Expenses	290,368	305,066	250,027	119,954	595,434	965,414	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	716,721	907,761	850,052			

CONSTRUCTION	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Jan	Feb-April	May-June			
Beginning Cash Balance:	26,456	353,777	443,152	475,817			
Revenues							
Connection Fees	-	100,414	2,070	-	100,414	102,485	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	3,530	222	50,598	303,530	354,350	-

Total Revenue	403,450	103,945	105,742	50,598	507,395	663,735	331,124
Expenses							
Capital Asset Expenses	11,528	14,570	26,458	97,025	26,098	149,581	80,000
Interest Expense - Municipal Finance	23,877	-	46,620	25,228	23,877	95,725	89,071
Disposed Capital Asset	-	-	-	-	-	-	-
Total Expenses	35,406	14,570	73,078	122,253	49,976	245,307	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	443,152	475,817	404,161			

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	19,766	196,753
- Plant Improvements (GCSD504)	10,131,577	6,332	10,137,909
- Groundwater Mointoring Wells (GCSD505)	1,868	-	1,868
- Totals	10,310,432	26,098	10,336,530

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**

	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Totals	Principal Balance
Payments:						YE
- 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: 2022-02-02 09:19 AM

Account		FY 2022					
		Year-To-Date	Month-To-Date	Year-To-Date	Year-To-Date	Remaining	
Account Account Description		Adjusted	Actual	Actual	Encumbrances	Balance	Count
		Budget					
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	(8,595.62)	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)	(594.48)	(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)	-	(12,726.11)	-	(2,273.89)	1
46040	Miscellaneous Revenue	(100.00)	(172.87)	(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)	(9,362.97)	(542,719.69)	-	(490,630.31)	9
Account Type: 00005 – All Expense/Expenditure Accts							
50701	Perm Position - Local Bds	295,000.00	9,072.58	51,052.45	-	243,947.55	1
50703	Overtime - Local Bds	-	2,976.04	8,316.33	-	(8,316.33)	1
50705	Premium Pay - Local Bds	-	-	201.68	-	(201.68)	1
50706	Vacation Pay - Local Bds	-	355.46	5,290.33	-	(5,290.33)	1
50707	Standby Pay - Local Bds	-	4,134.44	19,623.71	-	(19,623.71)	1
50710	Sick Pay - Local Boards	-	1,851.42	5,241.65	-	(5,241.65)	1
50711	Holiday Pay - Local Boards	-	1,512.60	3,472.60	-	(3,472.60)	1
50753	FICA Retirement - Local Bds	-	1,233.96	5,778.33	-	(5,778.33)	1
50755	PERS - Local Bds	20,000.00	970.92	4,958.84	-	15,041.16	1
50756	Medicare - Local Bds	-	288.58	1,351.37	-	(1,351.37)	1
50757	HSA Reimbursement - Local Bds	-	-	636.34	-	(636.34)	1
50801	Health Ins - Local Bds	-	1,586.72	6,195.84	-	(6,195.84)	1
50803	Dental - Local Bds	-	270.00	1,149.40	-	(1,149.40)	1
50805	Vision - Local Bds	-	20.80	13.80	-	(13.80)	1
50806	Unemployment - Local Bds	-	434.00	434.00	-	(434.00)	1
51021	Communication Expense	8,500.00	816.81	2,481.50	-	6,018.50	1
51031	Waste Disposal Services	1,500.00	225.85	466.42	-	1,033.58	1
51042	Insurance - Premiums	21,900.00	-	30,851.80	-	(8,951.80)	1
51046	Insurance - Workers Comp	16,100.00	-	-	-	16,100.00	1
51061	Maintenance - Equipment	25,000.00	26,804.39	45,832.06	-	(20,832.06)	1
51071	Maintenance - Bldg & Improve	10,000.00	2,900.00	17,256.35	-	(7,256.35)	1

51206	Accounting/Auditing Services	16,500.00	-	4,500.00	-	12,000.00	1
51207	Client Accounting Services	32,000.00	-	4,294.06	-	27,705.94	1
51212	Outside Counsel - Legal Advice	15,000.00	947.76	18,309.51	-	(3,309.51)	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	2,001.60	7,681.80	-	7,318.20	1
51237	Process Service	4,430.00	583.98	2,358.18	-	2,071.82	1
51244	Permits/License/Fees	12,000.00	3,925.00	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	8,595.62	8,945.62	-	54.38	1
51802	Public Safety Realignment	-	-	372.96	-	(372.96)	1
51803	Other Contract Services	106,000.00	5,976.00	82,147.86	-	23,852.14	1
51902	Telecommunication Usage	-	87.90	990.21	-	(990.21)	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	-	307.58	717.75	-	(717.75)	1
52061	Fuel/Gas/Oil	2,500.00	210.87	1,700.61	-	799.39	1
52063	Vehicle Parts	3,000.00	-	110.16	-	2,889.84	1
52071	Materials and Supplies Expense	-	-	919.04	-	(919.04)	1
52072	Chemicals	35,000.00	8,533.88	35,631.51	-	(631.51)	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	39.26	158.57	-	1,341.43	1
52111	Office Supplies	1,500.00	-	348.93	-	1,151.07	1
52117	Mail and Postage Supplies	-	-	166.00	-	(166.00)	1
52141	Minor Equipment/Small Tools	3,000.00	66.20	257.36	-	2,742.64	1
52162	Special Department Expense	1,500.00	-	-	-	1,500.00	1
52181	Business Meals/Supplies	500.00	11.99	198.28	-	301.72	1
52191	Utilities Expense	105,000.00	18,939.10	67,848.88	-	37,151.12	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
		<u>1,511,530.00</u>	<u>105,681.31</u>	<u>595,433.83</u>	-	<u>916,096.17</u>	<u>61</u>
		479,180.00	96,318.34	52,714.14	-	426,465.86	71

Fund: 77103 – Graton CSD - Sanitation Const.

Account Type: 00001 – All Asset Accounts

19831	Acq-CIP-Bldg & Impr	80,000.00	1,264.74	26,098.23	-	53,901.77	1
19832	Acq-CIP-Infrastructure	175,000.00	-	-	-	175,000.00	1
		<u>255,000.00</u>	<u>1,264.74</u>	<u>26,098.23</u>	-	<u>228,901.77</u>	<u>2</u>

Account Type: 00004 – All Revenues

44002	Interest on Pooled Cash	-	(481.97)	(757.63)	-	757.63	1
46024	Connection Fees	(124,224.00)	-	(100,414.40)	-	(23,809.60)	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>(481.97)</u>	<u>(507,394.68)</u>	-	<u>176,270.68</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>782.77</u>	<u>(457,418.98)</u>	-	<u>470,365.98</u>	<u>10</u>
		<u>492,127.00</u>	<u>97,101.11</u>	<u>(404,704.84)</u>	-	<u>896,831.84</u>	<u>81</u>



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, January 18, 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.

David Upchurch 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.

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

5. CONSENT CALENDAR

- A. Confirm Expenditures and Revenue (Transactions) List for December 2021
- B. Review December 2021 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from November 15, 2021
- D. Review and approval of Special Meeting Minutes from December 20, 2021

Dave Upchurch Motioned to approve the items on the consent calendar and Max Wilmarth 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. Election of Board President

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

Jennifer Butler nominated David Clemmer for Board President. David Upchurch Motioned and Carol Benfell seconded to approve David Clemmer for Board President.

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

B. Election of Board Vice President

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

Jennifer Butler nominated Dave Upchurch for Board Vice President. Carol Benfell Motioned and Max Wilmarth seconded to approve David Upchurch for Board Vice President.

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

C. Election of Board Secretary

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

Carol Benfell nominated Jennifer Butler for Board Secretary. Max Motioned to approve Jennifer Butler for Secretary and David Upchurch seconded.

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

D. Election of Board Treasurer

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

Dave Upchurch nominated Sonoma County for Board Treasurer. Jennifer Motioned to elect Sonoma County as Board Treasurer and Carol Benfell seconded.

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

E. Review and adopt resolution 220118A to approve restated and amended agreement with Jose L. Ortiz Consulting.

Dave Upchurch Motioned to approve Resolution 220118A to approve the restated and amended agreement with Jose L. Ortiz Consulting 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

F. Review and approve Resolution 220118B to continue virtual meetings.

Dave Upchurch Motioned to approve Resolution 220118B to continue virtual meetings and Max Wilmarth seconded.

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

7. DISCUSSION ITEMS

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

Jose advised the Board he received approximately 100 applicants for the job. Unfortunately, none of them qualified for the position. Jose will be positing the position on various job boards to recruit qualified candidates. Jose stated he would like to offer the job at a Step 3. He mentioned if he finds a qualified candidate and thinks offering a Step 3 wage rate is necessary, he will advise the Board.

B. Report on vandalism at Lift Station #1

Jose reported he received a call stating our lift station had a fire. Someone put a flammable substance and a rag and started a fire in the electrical box. We had an electrician install a new panel and PG&E needed to come out with a crew. As of Friday, PG&E had not come and meanwhile we are using a gas-powered generator until everything is repaired.

C. Report on sewer overflow at Purple Wine Company

Jose advised the Board that there was a sewer overflow at Purple Wine Company. He said the sewer backed up into the drain collection system. He mentioned Purple Wine Company will submit a bill for all the work they did to clean the mess up. Jose will work on a bill to submit to SDRMA for Graton's losses.

D. Update on the GEG gas rate

Jose asked Mike Southwood to create a drawing so we can do the modifications to the plant. Jose will have contractors do a walk thru, bid and he will go over the bids and needs the work to be completed by February 14th. He hopes to have the work completed by the end of January.

E. Report on pipeline feasibility study

Jose advised the Board we just received a feasibility draft. We have until January 31, 2022, to discuss issues. Jose has a meeting with the project manager and will advise him the feasibility study does not answer some of the questions we are looking to have answered. Members of the public asked if they are able see a copy of the draft feasibility study. Dave Clemmer stated it is not available until the draft is finalized.

F. Discuss procedure for applying to PGE to install floating solar panels, grandfathered under the current NEM-2 program rules

Brian Hines spoke with the Board regarding being grandfathered in the NEM-2. After much discussion, the Board decided we need to move quickly and apply, then present the notice to the public. The Board would like to see this as an action item at the February Board meeting. No comments by the public were made regarding this subject.

G. Discussion application process for switching to ultraviolet disinfection for GCSD

Jose advised the Board it takes approximately seven months for the CEQA process. Then we need a design. The Board likes the idea of switching to the ultraviolet disinfection. The Board directed Jose to speak with Alex and obtain additional information and request a feasibility study. Jose will obtain more information regarding this subject and advise the Board when he has more to report.

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 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

David Upchurch Motioned that we adjourn the meeting Jennifer Butler seconded.

ADJOURNMENT 8:25 PM

Minutes Approved

Date



2/22/22

RESOLUTION NO. 220222

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:

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

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 Clemmer
President, Board of Directors
Graton Community Services District

Attest:

Jennifer Butler
Secretary, Board of Directors
Graton Community Services District

3882342.2

S.C. Phillips Enterprises, LLC

45 Crest Way
 Penngrove, CA 94951
 707-484-0272

Invoice

Date	Invoice #
1/21/2022	20220806

Bill To
Graton Water Treatment

P.O. No.	Terms	Project
	due on order	

Item	Description	Est Amt	Prior Amt	Prior %	Qty	Rate	Curr %	Total %	Amount
generator	PSS60F4-1; 60KW; Ford 6L, NG/LP,1800RPM; 120/240, 3 phase; deep sea 7310 controller	31,000.00			1	31,000.00	100.00%	100.00%	31,000.00T
shipping	shipping /handling	165.00			1	165.00	100.00%	100.00%	165.00T
Lead time:14-16 weeks, we are working with Winco to see if your order can be placed ahead of others as you are an essential service though there may be an UP charge for this. Quote good for 14 days Terms: Payment in full on ordering. Placement on your site to be billed at our regular shop rate of \$150.00 per hour									

Payment in full at time of order	Subtotal	\$31,165.00
	Sales Tax (8.5%)	\$2,649.03
	Total	\$33,814.03
	Payments/Credits	\$0.00
	Balance Due	\$33,814.03

Report of Vandalism and Property Damage from Wastewater Overflow

On January 2, 2022, Jose Ortiz, General Manager, received a call from the Battalion Chief of the Graton Fire District informing Mr. Ortiz that the main lift station #1 had been vandalized. The lift station is located between Ross Road and the Joe Rodota Trail and collects about 80% of the wastewater generated by the Graton community. Persons unknown broke into the electric panel for the lift station, placed a can of accelerant thought to be kerosene inside the panel, and lit it. The fire burned all the electric cables in the panel and partly inside the conduit for the power drop.

The backup gas-powered generator turned on automatically restoring power to the lift station. GCSD responded to the emergency and set up a schedule to inspect the lift station and backup generator to assure that proper oil levels were maintained and that the lift station pumps were operating properly.

On Monday and Tuesday January 3 and 4, oil levels were replenished as needed. However, sometime during the morning of January 5, the generator shut down. Without PG&E power or generator power the auto-dialer did not send out an alarm that the wet well was filling above the high-level set points. As the wet well filled, wastewater backup up in the 12-inch sewer main to a level above the finished floor elevation of the Purple Wine Company in one of their warehouses and bathrooms.

Our Ordinance requires that whenever the finished floor elevation is below the elevation of the nearest manhole downstream of the sewer lateral, a check valve must be installed. The building sewer lateral has one installed, but it was corroded and did not prevent the backflow that occurred. The building was flooded with raw sewage and had to be cleaned and sanitized.

On January 29, 2022, The Chief Plant Operator John Gibson reported to Mr. Ortiz that the backup generator had undergone a catastrophic failure when the water pump blew up and disabled the fan pulley and generator. Once again, the wet well filled, backed up, and flooded the same building. Cleanup and sanitizing were again performed to make the building usable again.

GCSD staff have been working with PG&E to restore power and have done so as of February 14, 2022. Because of the events described above, the District has incurred costs to connect and run a diesel generator to operate the lift station from January 10 to February 14 on a full-time basis. Now that PG&E electricity is restored, we still need to have the rental diesel generator at the lift station until a permanent generator can be purchased and installed.

Attached are the claim submitted by Jim Neely, a consultant for Purple Wine Company, and the Police Report.

Jose L. Ortiz
General Manager, GCSD

BUDGET ESTIMATE



PROJECT: Water Damage Repair	DATE: 02/18/22
LOCATION: 9119 Graton	PROPOSAL NO.: N/A
FLOOR: 1st Floor	JOB NO.: WO2239
CITY: Graton	PAGE: 1 of 1

F = Fixed Price
A = Allowance

No.	Description	F	A	Price	
1	Site protection <i>Provide protection and clean up at construction site</i>			3,577	
2	Siding and Trim <i>Demo old siding and trim, replace in kind</i>			6,182	
3	Insulation <i>Supply and install insulation</i>			1,384	
4	Drywall <i>Supply and install drywall, mud and tape, ready for paint</i>			11,866	
5	Paint <i>Paint repaired area</i>			2,783	
6					
7					
8					
9					
	Note: <i>This Time and Materials estimate is provided for budgeting. Price is a Not To Exceed amount. Neither plans nor the construction site were reviewed. Includes General Condition Cost and Profit & Overhead</i>				
Total				\$ 25,792	

Exclusions:	Overtime and Multiple Phases
	Disturbing or Removing any Hazardous Materials
	Design, Engineering, Testing, Inspection, Plan Check or Permit Fees
	Correction of any Existing Code Violations or ADA Upgrades
	Cost & Billing Administration Above & Beyond Meylan's Normal Process*



February 17th, 2022
Prepared by John Gibson

January 13th – February 16th 2022 Operations Report

Continued topping off oil for the backup generator at Lift Station #1 and checking operations.

January 14th John Harvey from Telstar out to program the PTG bypass pump to correspond with the purge tank levels and dry or wet weather settings. Adjusted the span on SCADA to show greater than 100psi at PTG influent pressure meter, the current meter reading on SCADA topped out at 100psi not letting operators see remotely if the system was close to a high-pressure shutdown. After reprogramming the PTG bypass system wet and dry weather modes were tested and the system operated satisfactory.

January 19th Met with S.C. Phillips Enterprises at Lift Station #1 and discussed backup generator options. With General Managers approval moved forward with the order of a replacement generator through S.C. Phillis Enterprises.
Completed 1st Quarter groundwater monitoring samples completed and delivered to Brelje & Race Laboratory for analysis.

January 20th Completed the priority pollutant sampling for monitoring locations EFF-002 and RSW-001. Rescheduled acute toxicity sampling for end of January.

January 26th PGE out at lift station #1, attempted to pull the damaged wires from the underground conduit but were unsuccessful.

January 28th Called 811 for a USA between the lift station and power pole. Marked area with white marking paint. PGE is scheduled to be out on Wednesday.

January 29th Noticed no influent when performing rounds at the headworks. Responded to the lift station and found the backup generator had a major failure. A piece of the water pump blew out and took a chunk out from one of the pullies throwing the belt. Set up a manual bypass of the lift station with an 8hp trash pumps and 3" camlock fitted hoses. Began pumping down the lift station. Checked the manholes in front of Purple Wine and found sewage to be seeping out and running down to the corner of Graton Road and Railroad Ave. Placed absorbents and cones around the spill and contained. Less than 5 gallons of sewer collected at the corner and none entered the storm drain or creek. Notified Jose and contacted NSU to provide an operator to aid in maintaining lift station wet levels. Located a 65kw diesel tow behind generator from Cal West Rentals that would be compatible with the system at the lift station. Corresponded with Mike Brown Electric to meet at the lift station and install the generator. MBE installed the generator and set the rotation to match the current system.

January 30th The three-phase module at the lift station faulted causing the wet well bubbler that reads the wastewater level to freeze. This caused no signal to be sent to the pumps to turn on or off and the sewage began



to backup in the wet well and collection system. No sewer spill occurred and the pumps could still operate in hand (manual mode). After pumping down the lift station I contacted Mike Brown and they responded to the lift station. After some tests they confirmed that the 3-phase module was faulty and bypassed the module. The lift station can operate with the module bypassed and MBE will be replacing the unit when the part comes in.

January 31st Completed acute toxicity sampling for Eff-002 and delivered to B&R.

February 1st Von Renner out at the lift station exposing the underground PGE service and trenched out about 30 feet from the panel exposing the service. Found continuous conduit and no direct burial cable.

February 2nd PGE second attempt to pull the wire at the lift station and were unsuccessful.

February 8th Shut down discharge, East pond at low level.
AT&T out to repair the office phonline.

February 9th PumpMan out and reinstalled the 75hp effluent pump motor at the discharge station. Met with Von Renner at the lift station to go over area to be trenched for an underground conduit replacement. Correspondence with Mike Brown Electric for a quote on overhead power pole installation. The shifting handle on the Case 480 loader spun and would not shift due to a shaft pin falling out. Located the pin and reinstalled with a bolt-on clamp to hold in place. Welded a nut and washer together to replace a missing nut on the back of the shifter mounting plate that was to far in to reach by hand.

February 10th Both phone lines and internet went down at the plant. Contacted AT&T to schedule tech support. With the phonelines and internet down the ADP timeclock is inoperable and reverted back to the year 2014 showing incorrect date and time.

Tony with Heron Innovators visited the plant to check on SAF operations. Discussed the issues with the SAF froth pump seizing and possible solutions. Heron has moved away from a rotary gear pump and are now installing stainless steel lobe pumps with little issues. The new style pumps can be rebuilt onsite in a short amount of time by operators. Heron will send a quote over for the new style pump and how to retrofit to the system.

Partially opened CVS#2 east pond to equalize the East and West effluent storage ponds.

February 11th – 12th PGE was able to pull and replace the electrical service through the underground conduit at the lift station and power was restored.

February 14th Met with Mike brown Electric at the lift station to wire the backup diesel generator to only come on only when PGE service is lost. Picked up a battery maintainer and installed to keep the generator's starting battery charged.

February 15th Picked up completed police report from Sonoma County Sheriff's office.

February 16th Emptied the Hippo Hopper full of headworks screenings and grit into the dump trailer and delivered to Redwood Landfill. Replace compressor belt at the effluent pump station that rats had chewed through. Replaced leaking P10 effluent piping with new schedule 80 fittings and pipe.

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	1/14/2022		7		Weekend duties. Met with John Harvey from Telstar to program the P16X PTG bypass pump to start/stop at correct purge tank level.
John	1/15/2022		3	Froth pump fail	Weekend duties. 18:20 call out froth pump fail alarm. Logged in and rested/restarted froth pump.
John	1/16/2022		2		Weekend duties.
John	1/17/2022		2		Working on a holiday
John	1/20/2022	5:30	1	Froth pump fail	Call out froth pump fail alarm. Logged in and rested/restarted froth pump.
John	1/21/2022		3		Weekend duties, plant shutdown procedures.
John	1/28/2022		2.5		Called to schedule a USA at Lift Station #1 for PGE. Responded to the Lift Station and marked out the area with white chalk paint. Called in and scheduled the USA.
John	1/29/2022		11.38		Backup generator failure at Lift Station #1. NSU provided a standby operator. Manually bypassed the lift station with an 8hp trash pump. SSO cleanup. Located a tow behind 65Kw backup diesel generator from Cal West rentals. Delivered the generator to the lift station and Mike Brown Electric completed the install.
John	1/30/2022		4.5		The three phase module at Lift Station #1 faulted. Manually pumped down the lift station wet well. Mike Brown responded and confirmed the module to be faulty. Bypassed the module and tested the system.
John	2/4/2022		3		Weekend duties, plant shutdown procedures.
John	2/5/2022		2		Weekend duties.
John	2/6/2022		2		Weekend duties.