



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, December 21st 2015 at 6:00 PM
Graton Day Labor Center
2981 Bowen St. Graton, CA

1. **Meeting Called to Order at 6:12 pm.**
2. **Roll Call** - Determination of a Quorum: all board members present including: Hollynn Delil (HD), David Clemmer (DC), Richard Coleman (RC), Matt Johnson (MJ), and new board member Karin Lease (KL). Also present: District staff Michael Lane, Denise Benguerel, Maria Potter. Members of the public Lamont Langworthy, former Operator: Brian Kelley former GM: Bob Rawson, and others.
3. **Oaths of office, swearing in of new Board member: Karin Lease, and returning Board members: David Clemmer and Matt Johnson.** Dave Clemmer administered the oaths of office to Matt Johnson and Karin Lease; Hollynn DeLil administered the oath of office to David Clemmer.
4. **APPROVE ORDER OF THE AGENDA: agenda approved with the following changes: item 10 (reorganization of board) moved up prior to public comment, public comment moved to follow consent calendar.**
10. **Reorganization of the Board of Directors**
 - A. Nominations for Board President; Close of Nominations; Election of President. HD nominated David Clemmer to serve as board president, MJ seconded the nomination; all voted in favor. Motion for DC to serve as president carried. Motion approved.
 - B. Nominations for Board Vice President; Close of Nominations; Election of Vice President.
KL nominated MJ to serve as vice president; MJ nominated HD to serve as vice president; HD seconded the nomination of HD. Vote listed below: KL: no; RC: yes; DC yes; MJ: yes. Motion for HD to serve as vice president carried. Motion approved.
 - C. Appointment of Board Secretary. Per GCSD Policy 5010: GM (or designated staff) to serve as Board Secretary.
 - D. Appointment of Board Treasurer. Per GCSD Policy 5010: Sonoma County Auditor Controller's office to serve as board treasurer.
6. **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.

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- A. Review and approval of Regular Meeting Minutes from November 16th 2015
- B. Review and approval of Special Meeting Minutes from November 20, 2015
- C. Review and approval of District General Manager's November 2015 Invoice- Lane.
- D. KL Moved to approve the items on the consent calendar; DC seconded the motion. All voted in favor including: DeLil, Coleman, Clemmer, Johnson, and Lease.

5. PUBLIC COMMENT

Lamont Langworthy: local property owner of Antelier One requested of the board that his situation be reviewed by the district. He is requesting lowered ESD charges for his building. GM, *Mike Lane* has contacted him and plans to conduct an assessment in the new year.

HD requested that the board receive a progress report on this in time for the next meeting.

Brian Kelley: after 10 years of service to Graton CSD, he expects to receive his retirement and medical compensation that was promised to him by the (previous) board of directors. The GM gave him a letter containing a lot of legal language. He said he is looking to this board to make it right.

Bob Rawson: Welcomed Karin Lease to the Graton CSD Board. He addressed the Lamont Langworthy's situation. He said that a careful evaluation of the facility is in order. The situation is fungible are they residences or is the site used for storage/ offices. It warrants an industrial waste inspection. Zoning is different due to industrial uses. This property requires a sampling manhole for industrial waste. There are some very specific State requirements. It is an oversimplification to state that he could receive a rate reduction base on flow alone as a criteria. He advised the board to please keep all of this in mind as the Langworthy request is considered.

Karen Clemmer: What first prompted her concern was the budget. Take a look at the budget through the audit with thoroughness and openness. The budget should be sustainable. Her hope is to support the district and the community. When looking at cost classes in government for a bookkeeper, for example. The pay (for the current bookkeeper) is out of the range.

DB responded: the costs were high due to time demands (placed on bookkeeper) for grant projects. These costs were reimbursed by the grants.

ACTION ITEMS

7. Financial Report and Budget Discussion

A. Confirm Expenditures and Revenue (Transactions) Lists for November 2015.

HD requested a breakdown of payroll (who, what, how much on the payroll reported) also asked about how much (product) the Heron floc charge was for. A: 330 gallons/ tote. Q for ML is the December PG&E bill the new normal? ML costs are trending down due to installation of smart meter and capstone repair. It may take a few months (or more) to find out what the "new normal" costs are.

B. Review of November 2015 Operations and Construction Financial Summaries

DC Q about reclassification of loan to grant. *DB* this change balances out these account except for unpaid allocated amounts for the engineer and PTG, pending settlement.

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C. Discussion and consideration of Resolution 151221A approving the final budget for fiscal year 15-16

KL moved to approve the final budget resolution; RC seconded the motion; discussion: board members suggested a budget committee was needed to take a look at balancing the budget. MJ agreed to find a time to meet with the GM, bookkeeper and board president. Vote called: DeLil: no; Coleman: yes; Clemmer: no; Johnson: no; Lease: yes.

Motion did not pass. Item tabled to the next meeting (following ad hoc committee review of budget).

8. **Discussion and Consideration of Resolution 151221B amending GCSD Policy # 5010.1 to have Regular meetings meet on the third Tuesday of the month for those months where the third Monday falls on a holiday.** HD moved to approve Resolution 151221B; RC seconded the motion; all voted in favor including: DeLil, Coleman, Clemmer, Johnson, and Lease. Motion passed.

9. **Discussion regarding potential revisions to Ordinance 101E: changing the limit on new sewer connections - to allow for carry over of ESDs from one year to the next, capacity evaluation procedure, service area considerations**

Discussion: RC stated the need for more sewer hook ups to build revenues for the district; KL asked about capacity issues and the integrity of the sewer infrastructure. HD pointed out that this is a political issue and suggested that a public hearing on the item would be appropriate. HD moved to form a sub-committee to take up the issue and work with staff to post notice for a public hearing at a meeting within the next three months, or so. KL seconded the motion: All approved.

INFORMATIONAL REPORTS

11. GENERAL MANAGER'S REPORT

A. Treatment Plant Operations Update

- Operations report: a written report was provided. Electricity costs and (equipment) cleaning costs are trending down, due to operations adjustments.
- Staffing update: DC is moving to have the county handle the payroll/board president wants to hold a staff meeting

B. Construction Update

- Flood Gate evaluation by interim GM – more familiar with the design and has no issue w/ the flood gate at this time. Floodgate is engineered to be more than able to handle the load.
- ADA restroom facilities – GM waiting for feedback from the architect; HD reviewed the issue and stated that the restroom facilities (at the treatment plant) need to be made accessible. Also needed: get the proposed project into the budget.
- Effluent Pump Station project discussion
 - Project bid process
 - John Rosenblum

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C. Meetings, Correspondence and Outreach

- Staff meeting- December
- Inquiries for new connections - Waterman parcel, others
- Langworthy- discussed after public comment.
- Sonoma Cutrer- recycled water discussion- GM met with Brown Foreman, and Engineer to discuss a proposal to provide recycled water to the vineyard.
- Sonoma County PRMD permit extension- permit extended for final sign-off.
- Outreach- newsletter distributed in town post office, Bill's Market, Willowood, etc.
- Misc. updates: KL thanked operations staff for discontinuing the use of round-up and burning weeds instead.

12. SUGGESTED ITEMS FOR FUTURE AGENDAS

- **Pending items/old business**
 - Review vendors periodically
 - Capital reserve budget development- ongoing
 - Policy manual updates – ongoing; KL requested a copy of the policy manual
 - Collection/ irrigation system upgrades
- **Future items/new business**
 - Discussion of issuing a RFP for District Engineer

CLOSED SESSION

13. **CLOSED SESSION began at 8:30 pm; ended at 9:30 pm.**
CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION
(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Claimant - Pasteurization Technology Group Inc.
Report out of Closed Session: Direction given; no action taken.
14. **CLOSED SESSION began at 9:30 pm; ended at 9:50 pm.**
CONFERENCE WITH LABOR NEGOTIATORS
(Pursuant to Govt. Code § 54957.6)
Agency designated representative: District General Manager
Employee Organization: Stationary Engineers Local Union No. 39
15. **Report out of Closed Session: direction given; action taken.**
CalPERS actuarial valuation signed.
16. **ADJOURNMENT 9:50 pm.**

Minutes approved Matt [Signature] . Date 1/19/16