



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, September 17, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER _____

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer, _____; Devin Drew, _____; Board Vice President, Matt Johnson, _____; Board Secretary, Karin Lease, _____; David Upchurch, _____.

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, __; Devin Drew, __; Board Vice President, Matt Johnson, __; Board Secretary, Karin Lease, __; David Upchurch, __.

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**

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 2018
- B. Review August 2018 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from August 20, 2018
- D. Review and approval of Special Meeting Minutes from August 27, 2018

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, ___; Devin Drew, __; Board Vice President, Matt Johnson, ___; Board Secretary, Karin Lease, ___; David Upchurch, ___.

6. **ACTION ITEMS**

- A. Report on Ad Hoc committee meeting & action to approve revised Mission Statement for Ad Hoc committee.

Motion to approve the revised Mission Statement.

Board President, Dave Clemmer, ___; Devin Drew, __; Board Vice President, Matt Johnson, ___; Board Secretary, Karin Lease, ___; David Upchurch, ___.

7. **DISCUSSION ITEMS**

- A. Required training for Board members
- B. Creating/Updating GCSD Mission Statement

8. **GENERAL MANAGER'S REPORT TO THE BOARD**

- A. Treatment Plant Operations Update
 - Operations report
 - Report on factory protection plan for Capstone C-30

B. Construction Update

- ADA Bathroom Project

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Report on discussions with LAFCO regarding annexation requests.
- SWR SRF Funding Program Application.
- Newsletter – Article on illegal sewer connections

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

B. Future items/new business

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 8/1/2018..8/31/2018; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Fund	Department	Account	TCA	Amount	Journal Header Description	Line Description
Fund Code 77101 -- Graton CSD - Sanitation								
Account Type 00005 -- All Expense/Expenditure Accts								
Character 50000 -- Salaries and Employee Benefits								
Category 50700 -- Local Bd Salaries and Wages								
Account 50701 -- Perm Position - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50701	GCSD100	6,932.68	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50701	GCSD100	9,082.19	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total Perm Position - Local Bds						16,014.87		
Account 50703 -- Overtime - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50703	GCSD100	145.24	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50703	GCSD100	29.05	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total Overtime - Local Bds						174.29		
Account 50706 -- Vacation Pay - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50706	GCSD100	387.30	Graton Community Services District	GCSD Payroll PPE 7-31-18
Total Vacation Pay - Local Bds						387.30		
Account 50707 -- Standby Pay - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50707	GCSD100	1,123.17	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50707	GCSD100	1,161.90	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total Standby Pay - Local Bds						2,285.07		
Account 50710 -- Sick Pay - Local Boards								
8/10/2018	8/7/2018	77101	62030100	50710	GCSD100	2,943.48	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50710	GCSD100	958.57	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total Sick Pay - Local Boards						3,902.05		
Total Local Bd Salaries and Wages						22,763.58		
Category 50750 -- Local Boards - Retirement								
Account 50753 -- FICA Retirement - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50753	GCSD100	714.98	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50753	GCSD100	696.37	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total FICA Retirement - Local Bds						1,411.35		
Account 50755 -- PERS - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50755	GCSD100	702.23	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50755	GCSD100	686.99	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total PERS - Local Bds						1,389.22		
Account 50756 -- Medicare - Local Bds								
8/10/2018	8/7/2018	77101	62030100	50756	GCSD100	167.21	Graton Community Services District	GCSD Payroll PPE 7-31-18
8/27/2018	8/20/2018	77101	62030100	50756	GCSD100	162.86	Graton Community Services District	GCSD Payroll PPE 8-15-18
Total Medicare - Local Bds						330.07		
Account 50757 -- HSA Reimbursement - Local Bds								
8/31/2018	8/27/2018	77101	62030100	50757	GCSD100	637.50	Lindsay Cruickshank	FY17-18 HRA Reimb.
8/31/2018	8/27/2018	77101	62030100	50757	GCSD100	1,796.85	HOPE H STURGES	FY17-18 HRA Reimb.
8/31/2018	8/27/2018	77101	62030100	50757	GCSD100	560.50	JOHN V GIBSON	FY17-18 HRA Reimb.
Total HSA Reimbursement - Local Bds						2,994.85		
Total Local Boards - Retirement						6,125.49		
Category 50800 -- Local Boards - Emp. Benefits								
Account 50801 -- Health Ins - Local Bds								
8/8/2018	8/7/2018	77101	62030100	50801	GCSD100	1,164.96	KAISER PERMANENTE	September Health Ins.
8/9/2018	8/9/2018	77101	62030100	50801	GCSD100	(1,164.96)	KAISER PERMANENTE	September Health Ins.
8/13/2018	8/9/2018	77101	62030100	50801	GCSD100	1,164.96	KAISER PERMANENTE	Health Ins. September
8/14/2018	8/9/2018	77101	62030100	50801	GCSD100	1,164.96	Graton CSD 17-18 Prepaid Rever	18-19 Health Insurance - July
Total Health Ins - Local Bds						2,329.92		
Account 50803 -- Dental - Local Bds								
8/13/2018	8/13/2018	77101	62030100	50803	GCSD100	218.00	WOLFPACK INSURANCE SERVICES INC Reissue May Dental & Admin	
8/13/2018	8/13/2018	77101	62030100	50803	GCSD100	218.00	WOLFPACK INSURANCE SERVICES INC Sept. Dental & Admin	
8/14/2018	8/9/2018	77101	62030100	50803	GCSD100	218.00	Graton CSD 17-18 Prepaid Rever	18-19 Dental & Admin - July
8/17/2018	8/17/2018	77101	62030100	50803	GCSD100	(218.00)	WOLFPACK INSURANCE SERVICES INC May 2018 dental/vision Ins.	
8/31/2018	8/27/2018	77101	62030100	50803	GCSD100	218.00	WOLFPACK INSURANCE SERVICES INC Dental & Admin Sept.	
Total Dental - Local Bds						654.00		
Account 50805 -- Vision - Local Bds								
8/13/2018	8/13/2018	77101	62030100	50805	GCSD100	23.20	WOLFPACK INSURANCE SERVICES INC Reissue May Vision	
8/13/2018	8/13/2018	77101	62030100	50805	GCSD100	23.20	WOLFPACK INSURANCE SERVICES INC Sept. Vision	
8/14/2018	8/9/2018	77101	62030100	50805	GCSD100	23.20	Graton CSD 17-18 Prepaid Rever	18-19 Vision - July
8/17/2018	8/17/2018	77101	62030100	50805	GCSD100	(23.20)	WOLFPACK INSURANCE SERVICES INC May 2018 dental/vision Ins.	
8/31/2018	8/27/2018	77101	62030100	50805	GCSD100	23.20	WOLFPACK INSURANCE SERVICES INC Vision Sept.	
Total Vision - Local Bds						69.60		
Account 50808 -- Worker's Comp - Local Bds								
8/14/2018	8/9/2018	77101	62030100	50808	GCSD100	10,647.06	Graton CSD 17-18 Prepaid Rever	SDRMA 18-19 Worker's Comp.
Total Worker's Comp - Local Bds						10,647.06		
Total Local Boards - Emp. Benefits						13,700.58		
Total Salaries and Employee Benefits						42,589.65		
Character 51000 -- Services and Supplies								

Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
8/20/2018	8/15/2018	77101	62030100	51021	GCSD100	739.50	US Bank National Association	Communication Expense	
8/20/2018	8/15/2018	77101	62030100	51021	GCSD100	1,018.11	US Bank National Association	Communication Expense	
Total Communication Expense						<u>1,757.61</u>			
Total Communication Expense						1,757.61			
Category 51030 -- Household Expense									
Account 51031 -- Waste Disposal Services									
8/20/2018	8/15/2018	77101	62030100	51031	GCSD400	388.38	US Bank National Association	Waste Disposal Services	
Total Waste Disposal Services						<u>388.38</u>			
Total Household Expense						388.38			
Category 51200 -- Professional & Specialized									
Account 51212 -- Outside Counsel - Legal Advice									
8/29/2018	8/20/2018	77101	62030100	51212	GCSD100	364.00	MEYERS NAVE RIBACK SILVER & WILST Gen Advice Inv. 2018060142		
8/29/2018	8/20/2018	77101	62030100	51212	GCSD100	390.00	MEYERS NAVE RIBACK SILVER & WILST Plant Upgrade Inv. 2018040130		
8/29/2018	8/20/2018	77101	62030100	51212	GCSD100	286.00	MEYERS NAVE RIBACK SILVER & WILST Gen Advice Inv. 2018070289		
Total Outside Counsel - Legal Advice						<u>1,040.00</u>			
Account 51226 -- Consulting Services									
8/6/2018	8/1/2018	77101	62030100	51226	GCSD200	2,326.00	GHD Inc	Mediation & SRF Grant Consult	
8/13/2018	8/10/2018	77101	62030100	51226	GCSD100	1,190.00	LINDA MARTINEZ	Bookkeeper Svcs thu 8/6/48	
8/31/2018	8/27/2018	77101	62030100	51226	GCSD100	700.00	LINDA MARTINEZ	Bookkeeper Svcs. Aug. 8-20	
Total Consulting Services						<u>4,216.00</u>			
Account 51231 -- Testing/Analysis									
8/20/2018	8/14/2018	77101	62030100	51231	GCSD300	758.70	Brelje & Race Laboratories Inc	Sample Testing July	
Total Testing/Analysis						<u>758.70</u>			
Account 51237 -- Process Service									
8/10/2018	8/7/2018	77101	62030100	51237	GCSD100	109.80	Graton Community Services District	GCSD Payroll PPE 7-31-18	
Total Process Service						<u>109.80</u>			
Account 51244 -- Permits/License/Fees									
8/8/2018	8/7/2018	77101	62030100	51244	GCSD100	2,011.00	COUNTY OF SONOMA	Solid Waste Composting Fac.	
8/8/2018	8/7/2018	77101	62030100	51244	GCSD100		- COUNTY OF SONOMA	Solid Waste Composting Fac.	
8/20/2018	8/15/2018	77101	62030100	51244	GCSD100	30.00	US Bank National Association	Permit/License/Fees	
Total Permits/License/Fees						<u>2,041.00</u>			
Total Professional & Specialized						8,165.50			
Category 51600 -- Transportation and Travel									
Account 51601 -- Training/Conference Expenses									
8/14/2018	8/9/2018	77101	62030100	51601	GCSD100	1,000.00	Graton CSD 17-18 Prepaid Rever	18-19 CSDA Training	
Total Training/Conference Expenses						<u>1,000.00</u>			
Total Transportation and Travel						1,000.00			
Category 51800 -- Other Services									
Account 51801 -- Other Services									
8/8/2018	8/7/2018	77101	62030100	51801	GCSD100	53.77	COUNTY OF SONOMA	Mailing List 459 Parcels	
Total Other Services						<u>53.77</u>			
Total Other Services						53.77			
Category 52020 -- Clothing and Personal Supplies									
Account 52021 -- Clothing, Uniforms, Personal									
8/20/2018	8/15/2018	77101	62030100	52021	GCSD100	465.00	US Bank National Association	SR Uniform/Clothing	
Total Clothing, Uniforms, Personal						<u>465.00</u>			
Total Clothing and Personal Supplies						465.00			
Category 52060 -- Maintenance - Equipment									
Account 52061 -- Fuel/Gas/Oil									
8/20/2018	8/15/2018	77101	62030100	52061	GCSD100	337.09	US Bank National Association	Fuel/Gas/Oil	
8/20/2018	8/15/2018	77101	62030100	52061	GCSD100	309.74	US Bank National Association	Fuel/Gas/Oil	
Total Fuel/Gas/Oil						<u>646.83</u>			
Account 52063 -- Vehicle Parts									
8/20/2018	8/15/2018	77101	62030100	52063	GCSD100	259.99	US Bank National Association	Vehicle Parts	
8/20/2018	8/15/2018	77101	62030100	52063	GCSD100	26.17	US Bank National Association	Vehicle Parts	
Total Vehicle Parts						<u>286.16</u>			
Total Maintenance - Equipment						932.99			
Category 52070 -- Maintenance - Bldg & Improve									
Account 52072 -- Chemicals									
8/20/2018	8/15/2018	77101	62030100	52072	GCSD300	1,193.47	Heron Innovators Inc	Floc Aid 55 Gal. Drum	
8/20/2018	8/15/2018	77101	62030100	52072	GCSD300	1,483.57	US Bank National Association	Chemicals	
8/20/2018	8/15/2018	77101	62030100	52072	GCSD300	4,714.46	US Bank National Association	Chemicals	
8/20/2018	8/15/2018	77101	62030100	52072	GCSD300	(38.97)	US Bank National Association	Credit - Speciality Pool	
Total Chemicals						<u>7,352.53</u>			
Total Maintenance - Bldg & Improve						7,352.53			
Category 52110 -- Office Supplies Expense									
Account 52111 -- Office Supplies									
8/20/2018	8/15/2018	77101	62030100	52111	GCSD100	397.22	US Bank National Association	Office Supplies	
8/20/2018	8/15/2018	77101	62030100	52111	GCSD100	178.85	US Bank National Association	Office Supplies	
Total Office Supplies						<u>576.07</u>			
Total Office Supplies Expense						576.07			

Category 52140 -- Minor Equipment									
Account 52141 -- Minor Equipment/Small Tools									
8/20/2018	8/15/2018	77101	62030100	52141	GCSD100	197.52	US Bank National Association	Minor Equipment/Small Tools	
Total Minor Equipment/Small Tools						<u>197.52</u>			
Total Minor Equipment						<u>197.52</u>			
Category 52160 -- Special Departmental Expense									
Account 52162 -- Special Department Expense									
8/28/2018	8/24/2018	77101	62030100	52162	GCSD100	2,129.00	Graton 18-19 LAFCO Charges.	18-19 LAFCO Share	
Total Special Department Expense						<u>2,129.00</u>			
Total Special Departmental Expense						<u>2,129.00</u>			
Category 52180 -- Transportation and Travel									
Account 52181 -- Business Meals/Supplies									
8/20/2018	8/15/2018	77101	62030100	52181	GCSD100	210.32	US Bank National Association	Business Meals/Supplies	
Total Business Meals/Supplies						<u>210.32</u>			
Total Transportation and Travel						<u>210.32</u>			
Category 52190 -- Utilities Expense									
Account 52191 -- Utilities Expense									
8/20/2018	8/14/2018	77101	62030100	52191	GCSD300	222.78	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc July	
Total Utilities Expense						<u>222.78</u>			
Total Utilities Expense						<u>222.78</u>			
Total Services and Supplies						<u>23,451.47</u>			
Character 53000 -- Other Charges									
Category 53200 -- Judgments and Damages									
Account 53202 -- Penalties and Fines									
8/20/2018	8/15/2018	77101	62030100	53202	GCSD100	50.32	US Bank National Association	Late Fees	
Total Penalties and Fines						<u>50.32</u>			
Total Judgments and Damages						<u>50.32</u>			
Total Other Charges						<u>50.32</u>			
Total All Expense/Expenditure Accts						<u>66,091.44</u>			
Total Graton CSD - Sanitation						<u>66,091.44</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									
8/6/2018	8/1/2018	77103	62030300	19831	GCSD504	3,857.00	GHD Inc	Mediation & SRF Grant Consult	
8/6/2018	8/1/2018	77103	62030300	19831	GCSD504	731.00	GHD Inc	Mediation & SRF Grant Consult	
8/6/2018	8/1/2018	77103	62030300	19831	GCSD504	266.00	GHD Inc	Mediation & SRF Grant Consult	
8/6/2018	8/1/2018	77103	62030300	19831	GCSD504	2,773.00	GHD Inc	Mediation & SRF Grant Consult	
8/29/2018	8/20/2018	77103	62030300	19831	GCSD504	624.00	MEYERS NAVE RIBACK SILVER & WILSON Plant Upgrade Inv. 2018060143		
8/29/2018	8/20/2018	77103	62030300	19831	GCSD504	2,002.00	MEYERS NAVE RIBACK SILVER & WILSON Plant Upgrade Inv. 2018070290		
Total Acq-CIP-Bldg & Impr						<u>10,253.00</u>			
Total Proprietary Capital Purchases						<u>10,253.00</u>			
Total Capital Assets						<u>10,253.00</u>			
Total All Asset Accounts						<u>10,253.00</u>			
Total Graton CSD - Sanitation Const.						<u>10,253.00</u>			
Total						<u>76,344.44</u>			

Run: 9/4/2018 11:49 AM Data Last Updated: 9/4/2018 6:59:59 AM

**Graton Community Services District
Summary Report
8-31-2018**

OPERATIONS					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	
Beginning Cash Balance:	792,573	638,444	638,444	638,444		
Revenues						
Property Taxes	(56,757)	-	-	-	(56,757)	1,011,689
Sewer Fees	-	-	-	-	-	1,000
Disaster Reimbursement / Grants	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-
Other Miscellaneous	4,504	-	-	-	4,504	7,500
Total Revenue	(52,253)	-	-	-	(52,253)	1,020,189
Expenses						
Salaries & Employee Benefits	56,026	-	-	-	56,026	388,000
Utilities	7,398	-	-	-	7,398	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	-	-	-	-	-	90,000
Testing (Brelje & Race)	1,513	-	-	-	1,513	22,500
Chemicals	14,507	-	-	-	14,507	50,000
Accounting Services	-	-	-	-	-	12,600
Consulting Services	5,249	-	-	-	5,249	35,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	-	-	-	-	15,000
Transfers Out (To Construction) - Debt Srvc	-	-	-	-	-	206,900
Other Miscellaneous	28,805	-	-	-	28,805	161,900
Total Expenses	113,497	-	-	-	113,497	1,551,900
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	11,621	-	-	-	-	-
Ending Cash Balance - Operations:	638,444	638,444	638,444	638,444		

CONSTRUCTION					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	
Beginning Cash Balance:	38,412	28,159	28,159	28,159		
Revenues						
Connection Fees	-	-	-	-	-	101,450
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	-	-	-	-	-	206,900
Other Miscellaneous	216	-	-	-	216	500
Total Revenue	216	-	-	-	216	308,850
Expenses						
Capital Asset Expenses	10,253	-	-	-	10,253	112,500
Interest Expense - Municipal Finance	-	-	-	-	-	104,850
Disposed Capital Asset	-	-	-	-	-	-
Total Expenses	10,253	-	-	-	10,253	217,350
Other Cash Inflows / Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Principal Payments - Municipal Finance	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	(216)	-	-	-	-	-
Ending Cash Balance - Construction:	28,159	28,159	28,159	28,159		

Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2018	Expenses	Life to Date
- Collection System Improvements (GCSD504)	9,976,539	10,253	9,986,792
- Totals	9,976,539	10,253	9,986,792

Graton Community Services District - Debt Summary						
Municipal Finance Corporation						
- Interest Rate: 4.85%						
- Maturity Date: 4/5/2033						
- Outstanding Balance 6/30/18: \$2,187,057.08						
Payments:	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Totals	Principal Balance
- Principal	-	-	-	-	-	2,187,057
- Interest	-	-	-	-	-	-
Total MFC Payments	-	-	-	-	-	-

Revenue and Expenditure Balances YTD

Criteria: As Of = 8/31/2018

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	15,000.00	15,000.00	-	-	-	-	-	15,000.00
Total All Asset Accounts		15,000.00	15,000.00	-	-	-	-	-	15,000.00
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	986,689.00	986,689.00	-	-	-	-	-	986,689.00
40050	Property Tax Accrual	5,000.00	5,000.00	(56,757.28)	(56,757.28)	(56,757.28)	-	-	61,757.28
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	-	-	-	20,000.00
40999	Penalties and Costs on Taxes	3,000.00	3,000.00	-	-	-	-	-	3,000.00
44002	Interest on Pooled Cash	2,500.00	2,500.00	-	-	-	-	-	2,500.00
44050	Unrealized Gains and Losses	-	-	-	4,504.49	4,504.49	-	-	(4,504.49)
45221	Sewer/Water Usage Fees	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46040	Miscellaneous Revenue	1,000.00	1,000.00	-	-	-	-	-	1,000.00
Total All Revenues		1,020,189.00	1,020,189.00	(56,757.28)	(52,252.79)	(52,252.79)	-	-	1,072,441.79
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	350,000.00	350,000.00	16,014.87	21,930.89	21,930.89	-	-	328,069.11
50703	Overtime - Local Bds	-	-	174.29	522.87	522.87	-	-	(522.87)
50706	Vacation Pay - Local Bds	-	-	387.30	2,323.80	2,323.80	-	-	(2,323.80)
50707	Standby Pay - Local Bds	-	-	2,285.07	3,524.43	3,524.43	-	-	(3,524.43)
50710	Sick Pay - Local Boards	-	-	3,902.05	3,902.05	3,902.05	-	-	(3,902.05)
50711	Holiday Pay - Local Boards	-	-	-	1,161.90	1,161.90	-	-	(1,161.90)
50753	FICA Retirement - Local Bds	-	-	1,411.35	2,068.71	2,068.71	-	-	(2,068.71)
50755	PERS - Local Bds	38,000.00	38,000.00	1,389.22	2,005.99	2,005.99	-	-	35,994.01
50756	Medicare - Local Bds	-	-	330.07	483.81	483.81	-	-	(483.81)
50757	HSA Reimbursement - Local Bds	-	-	2,994.85	2,994.85	2,994.85	-	-	(2,994.85)
50801	Health Ins - Local Bds	-	-	2,329.92	3,494.88	3,494.88	-	-	(3,494.88)
50803	Dental - Local Bds	-	-	654.00	872.00	872.00	-	-	(872.00)
50805	Vision - Local Bds	-	-	69.60	92.80	92.80	-	-	(92.80)
50808	Worker's Comp - Local Bds	-	-	10,647.06	10,647.06	10,647.06	-	-	(10,647.06)
51021	Communication Expense	12,000.00	12,000.00	1,757.61	1,952.64	1,952.64	-	-	10,047.36
51031	Waste Disposal Services	4,000.00	4,000.00	388.38	994.86	994.86	-	-	3,005.14
51042	Insurance - Premiums	16,000.00	16,000.00	-	16,893.81	16,893.81	-	-	(893.81)
51061	Maintenance - Equipment	25,000.00	25,000.00	-	48.00	48.00	-	-	24,952.00
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	-	-	-	-	-	9,200.00
51206	Accounting/Auditing Services	12,600.00	12,600.00	-	-	-	-	-	12,600.00
51207	Client Accounting Services	36,000.00	36,000.00	-	-	-	-	-	36,000.00
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	1,040.00	1,040.00	1,040.00	-	-	(1,040.00)
51225	Training Services	2,500.00	2,500.00	-	-	-	-	-	2,500.00
51226	Consulting Services	35,000.00	35,000.00	4,216.00	5,248.50	5,248.50	-	-	29,751.50
51231	Testing/Analysis	22,500.00	22,500.00	758.70	1,512.90	1,512.90	-	-	20,987.10
51237	Process Service	2,500.00	2,500.00	109.80	219.60	219.60	-	-	2,280.40

51244	Permits/License/Fees	9,500.00	9,500.00	2,041.00	2,041.00	2,041.00	-	-	7,459.00
51301	Publications and Legal Notices	1,200.00	1,200.00	-	-	-	-	-	1,200.00
51401	Rents and Leases - Equipment	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51601	Training/Conference Expenses	-	-	1,000.00	1,000.00	1,000.00	-	-	(1,000.00)
51602	Business Travel/Mileage	2,500.00	2,500.00	-	-	-	-	-	2,500.00
51801	Other Services	8,500.00	8,500.00	53.77	53.77	53.77	-	-	8,446.23
51803	Other Contract Services	90,000.00	90,000.00	-	-	-	-	-	90,000.00
51919	EFS Charges	8,500.00	8,500.00	-	-	-	-	-	8,500.00
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	465.00	465.00	465.00	-	-	1,535.00
52041	Household Supplies Expense	500.00	500.00	-	-	-	-	-	500.00
52061	Fuel/Gas/Oil	2,500.00	2,500.00	646.83	646.83	646.83	-	-	1,853.17
52063	Vehicle Parts	-	-	286.16	286.16	286.16	-	-	(286.16)
52072	Chemicals	50,000.00	50,000.00	7,352.53	14,507.00	14,507.00	-	-	35,493.00
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	-	-	-	-	-	1,500.00
52111	Office Supplies	3,500.00	3,500.00	576.07	576.07	576.07	-	-	2,923.93
52141	Minor Equipment/Small Tools	7,500.00	7,500.00	197.52	197.52	197.52	-	-	7,302.48
52162	Special Department Expense	-	-	2,129.00	2,129.00	2,129.00	-	-	(2,129.00)
52181	Business Meals/Supplies	-	-	210.32	210.32	210.32	-	-	(210.32)
52191	Utilities Expense	85,000.00	85,000.00	222.78	7,398.10	7,398.10	-	-	77,601.90
53202	Penalties and Fines	-	-	50.32	50.32	50.32	-	-	(50.32)
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
57011	Transfers Out - within a Fund	206,900.00	206,900.00	-	-	-	-	-	206,900.00
Total All Expense/Expenditure Accts		1,536,900.00	1,536,900.00	66,091.44	113,497.44	113,497.44	-	-	1,423,402.56
Total Graton CSD - Sanitation		531,711.00	531,711.00	122,848.72	165,750.23	165,750.23	-	-	365,960.77
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	112,500.00	112,500.00	10,253.00	10,253.00	10,253.00	-	-	102,247.00
Total All Asset Accounts		112,500.00	112,500.00	10,253.00	10,253.00	10,253.00	-	-	102,247.00
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	500.00	500.00	-	-	-	-	-	500.00
44050	Unrealized Gains and Losses	-	-	-	216.37	216.37	-	-	(216.37)
46024	Connection Fees	101,450.00	101,450.00	-	-	-	-	-	101,450.00
47101	Transfers In - within a Fund	206,900.00	206,900.00	-	-	-	-	-	206,900.00
Total All Revenues		308,850.00	308,850.00	-	216.37	216.37	-	-	308,633.63
Account Type 00005 -- All Expense/Expenditure Accts									
53103	Interest on LT Debt	104,850.00	104,850.00	-	-	-	-	-	104,850.00
59004	Administrative Control Account	102,051.00	102,051.00	-	-	-	-	-	102,051.00
59005	Admin Control Acct Clearing	(102,051.00)	(102,051.00)	-	-	-	-	-	(102,051.00)
Total All Expense/Expenditure Accts		104,850.00	104,850.00	-	-	-	-	-	104,850.00
Total Graton CSD - Sanitation Const.		(91,500.00)	(91,500.00)	10,253.00	10,036.63	10,036.63	-	-	(101,536.63)
Total		440,211.00	440,211.00	133,101.72	175,786.86	175,786.86	-	-	264,424.14

Criteria: Fund = 77101,77103; Accounting Period = 1..12

Run: 9/4/2018 11:55 AM Data Last Updated: 9/4/2018 6:59:59 AM



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, August 20, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:17 PM

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer, H ; Devin Drew, H ; Board Vice President, Matt Johnson, A ; Board Secretary, Karin Lease, H ; David Upchurch, A .

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

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

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

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 June 2018
- B. Review June 2018 Operations and Construction Financial Summaries
- C. Review and approval of the Regular Meeting Minutes from April 18, 2018.
- D. Review and approval of Special Meeting Minutes from June 12, 2018.
- E. Review and approval of Regular Meeting Minutes from June 18, 2018.

Motion to approve the items on the consent calendar.

Dave Clemmer made a motion to approve the consent calendar and Devin Drew seconded.

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

6. ACTION ITEMS

- A. Resolution 180820A to amend and restate contract with Jose L. Ortiz-Consultant

Devin Drew made a motion to approve Resolution 180820A and Karin Lease seconded.

Motion to adopt Resolution 180820A.

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

- B. Review and approve revised list of authorized signers payroll and petty cash accounts at West America Bank.

Devin Drew made a motion to approve revised list of authorized signers for petty cash and payroll accounts and Dave Clemmer seconded.

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

- C. Report on Ad Hoc committee meeting & action to approve revised Mission Statement for Ad Hoc committee.

Matt Johnson, Dave Clemmer and Jose Ortiz attended a Forestville meeting. Forestville requested we remove Sonoma County agencies and list each district. Original statement was modified with small revisions. Dave Clemmer tabled the Mission Statement until the August 27, 2018 meeting.

7. DISCUSSION ITEMS

- A. Occidental Waste Water Treatment Project.

Jose Ortiz explained he met with the District Engineer to describe the OCSD project alternatives being considered and to request a proposal for preparing the environmental document and preliminary engineering. Western Plastics is the preferred alternative at this time. An agreement with Occidental needs to be drafted including cost proposal and operation hours. The approximate timeline for this project is 3-5 months.

- B. Required Training for Board Members

Jose advised the Board they all need to be current on their required training for Ethics, Sexual Harassment and the Brown Act. Each Board member will be receiving an email checking on their status and getting them up to date on any necessary classes.

- C. Creating/Updating GCSO Mission Statement

Tabled until the August 27th meeting.

8. GENERAL MANAGER'S REPORT TO THE BOARD

- A. Treatment Plant Operations Update

- Operations report

Jose reviewed the report with the Board and they had few questions.

- Report on factory protection plan for Capstone C-30.

Jose advised they are still experiencing problems and it is not running. A new part is being requested since the part is still covered under the factory protection Plan.

- Report on PTG Systems

Greg Ryan is working with us to get credits on faulty equipment. The Board advised they are ok with Jose continuing the business relationship with Greg Ryan.

B. Construction Update

ADA Bathroom Project

The District owns an ADA-compliant Port – A- Potty, but its use is limited to functions of a temporary nature. It is not a valid alternative to the ADA bathroom project. The project is still in process and an update will be provided at the next meeting.

C. Report on the Post Meeting Action Items

No post meeting Action Items

D. Meetings, Correspondence and Outreach

- Report on discussions with LAFCO regarding annexation requests.

Jose to call and set up a meeting for additional discussion.

- SWRF Funding Program Application

Jose called to check on the status of our application. They requested additional financial information. We have sent them the items they have requested. They recently requested additional information and we will be providing it. Jose should have another update for the Board at the next regularly scheduled meeting.

- Newsletter

Karin Lease advised they might have a newsletter ready in October 2018. Jose suggested they create an article about illegal sewer connections.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

There were no pending items/old business

B. Future items:/new business

Possible new cell phone tower in back field providing a better signal strength.

Devin Drew made a motion to adjourn the meeting and Karin Lease seconded the motion.

ADJOURNMENT **7:55 PM**

Minutes Approved

Date



**SPECIAL MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, August 27, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA**

1. CALL TO ORDER 6:27 PM

2. ROLL CALL - Determination of a Quorum

Board President, Dave Clemmer H, Devin Drew, H Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, H; David Upchurch, H

3. APPROVE ORDER OF THE AGENDA

David Upchurch motioned to approve the order of the agenda. Devin Drew seconded.

Board President, Dave Clemmer, Yes; Devin Drew, Yes; Board Vice President, Board Secretary, Karin Lease, Yes; David Upchurch, Yes.

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.

5. ACTION ITEM

A. Public Hearing on approving the Direct Charge list – Resolution 180827A.

Devin Drew motioned to adopt Resolution 180827A and Dave Clemmer seconded the motion.

B. Public Hearing on proposed final budget for fiscal year 2018/2019

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.

David Upchurch motioned to approve the proposed final budget for fiscal year 2018/2019 and Karin Lease seconded the motion.

Board President, Dave Clemmer Y, Devin Drew, Y Board Vice President, Matt Johnson, A; Board Secretary, Karin Lease, Y; David Upchurch, Y

6. DISCUSSION ITEM

A. Work/Study Session – Policy manual updates

- Addressing old 3035 – Investment of District Funds
New 2130 – Investment of District Funds
- Old 3042 Employment of Outside Contractors and Consultants/Procurement
New 2120 Employment of Outside Contractors and Consultants

Check with Jason about amendment 120221B in 3042 before moving forward on

- Old 3090 Records Retention
New 2145 Records Retention

Agreement we will adopt new policy 2145 to replace old 3090. No revisions needed.

- Old 4020 Attendance at Meetings
New 4100 Attendance at Meetings

Agreement we will adopt new policy 4100. No revisions needed.

Devin Drew motioned to adjourn, David Upchurch seconded.

ADJOURNMENT 7:55 p.m.

Minutes Approved

Date

Ad Hoc Committee Mission Statement

"Our mission is to develop and implement opportunities for collaboration and cooperation between Forestville Water District and Graton Community Services District to better serve internal and external customers, both present and future. Our vision is to function as a harmonious and unified team. Our strategy is commitment to interpersonal excellence through: Accountability, Collaboration, Communications, Cooperation, Fiscal Responsibility, Integrity, Learning, Mutual Support, Reliability, Respect, Shared Responsibilities, and Trust."

July 11 – August 14, 2018 Operations Notes

August 16: Operators represented GCSD in meeting with the Department of Fish & Wildlife and other agencies regarding the Atascadero creek project.

August 18: Operators noticed 12 large pelicans in holding ponds. Several pelicans have since been residing in GCSD ponds, with as many as 22 being present at one time.

August 28: 2" trash pump not working, disassembled and cleaned carburetor, ordered new air filter.

August 29: Joe from Telstar in to fix data logging issues.

August 30: Cal-Microturbine technician out to install parts on Capstone and test operation. The unit has been running since, although it blew the fuses on September 10th. After replacement of fuses, unit ran again. With the Capstone running, operators have set flow rates to capture as much Capstone exhaust heat as possible.

General Notes:

Staff participating in routine safety meetings using material provided by SDRMA.

Operators completing and submitting monthly, quarterly, and annual reports to the SWRCB as needed.

Transferring and treating wastewater as needed based on rainfall, dumping and cleaning sludge trailer as needed.

Continued monitoring and sampling weekly/monthly per NPDES requirements.

Operators purchase replacement parts and supplies as needed.

Operators cleaning and maintaining buildings and grounds.

Operators cleaning turbidity meter, Fuzzy Filters, SAF and chemical mixing tank weekly and as needed.

Operators checking irrigation fields while irrigating for run-off/overflow. Performing maintenance on irrigation sprinklers.

Operators researching ESD's, doing sewer lateral reports, answering phones, and emails, delivering board packets, posting agenda's.