

GRATON COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, March 19, 2018 at 6:00 PM

Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:10 PM

2. ROLL CALL - Determination of a Quorum

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

Also present, General Manager, Jose Ortiz.

3. APPROVE ORDER OF THE AGENDA

Dave Clemmer would like to pull 5A.

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

Board President, Dave Clemmer, Yes; Devin Drew, Yes; Board Vice President, Matt Johnson, Absent; 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.

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 February 2018
- B. Review of February 2018 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from February 20, 2018.
- D. Review and approve the Ad-Hoc Sub-Committee Minutes from January 25, 2018.

Dave Clemmer questioned the running balance on the credit card statement. Melody Richitelli stated that the payment from the previous statement has not been credited to the account.

Devin Drew motioned to approve the items on the consent calendar. David Upchurch seconded.

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

6. ACTION ITEMS

- A. No action items

7. DISCUSSION ITEMS

- A. Ad-Hoc Committee discussion to merge management functions.

Dave Clemmer feels that GCSD is not ready for this type of concept. Devin Drew feels it is something that should be a part of the five-year plan but not for this year. David Upchurch thinks it is a good idea to discuss now to see what it would take for this to happen. Jose Ortiz is curious what Matt Forenberger hopes will be the specific outcomes, cost savings they envision with this process. Kirin Lease is not in favor of this concept at this time with all of the goals that this board currently has. Dave Clemmer will bring the discussion up at the next Ad-Hoc Committee to get clarification from Matt Forenberger. Dave Clemmer suggested that when Matt Forenberger comes back to work, GCSD can ask him to elaborate on his statement. Dave Clemmer will report out to the Ad-Hoc Committee.

B. Update on the Bookkeeper services.

Jose Ortiz went to Express Personnel, but they did not have any qualified applicants. David Upchurch found someone that Jose Ortiz will follow up on. Jose Ortiz will also follow up with the County for possible retirees.

C. Occidental Waste Water Treatment Project.

Jose Ortiz is working with the Sonoma County Water Agency (SCWA), Occidental, and District Counsel to work out the feasibilities. Jose Ortiz would like to push the Community Meeting date to April 19. SCWA will discuss specifics on the findings and the environmental impact of this project. The water district would like a proposal by next Wednesday. The meeting will be about a rate analysis done and the results.

D. Rural Community Assistance Corporation (RCAC) Income Survey.

Jose reported that we need a 38% response rate. This is to look for a median income. The median is 49,000.00 for Graton. Working towards a forgivable loan to work on the upgrades for the plant.

E. Communication Expense and Better Coverage at the Plant.

5 lines: Status, fax, main line, phones at the lift stations for alarm purposes.

Dave Clemmer has asked Jose to investigate ways to reduce the communications costs.

2. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report
- Report on plate heat exchange unit maintenance.

B. Construction Update

- Report on upsizing the Capstone C30 to a Capstone C65.

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Report on Prop 26, Prop 218, and Rate Setting Seminar

Jose Ortiz distributed the information on rate setting to the board.

ADU- Sewer service fee that is in proportion to the use of smaller dwelling. Jose Ortiz spoke with District Counsel regarding this legislation.

3. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

The next Special Board Meeting date suggestions is April 9

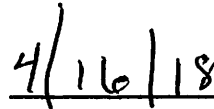
- Composting. Do we have a written easement?
- David Upchurch will follow up with Michael Foley.

B. Future items/new business

ADJOURNMENT 9:39



Minutes Approved



Date

GRATON COMMUNITY SERVICES DISTRICT

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REGULAR MEETING AGENDA

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Monday, March 19, 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 approved 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.

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- D. Review and approve the Ad-Hoc Sub-Committee Minutes from January 25, 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. No action items

7. DISCUSSION ITEMS

- A. Ad-Hoc Committee discussion to merge management functions.
- B. Update on the Bookkeeper services.
- C. Occidental Waste Water Treatment Project.
- D. Rural Community Assistance Corporation (RCAC) Income Survey.
- E. Communication Expense and Better Coverage at the Plant.

2. GENERAL MANAGER'S REPORT TO THE BOARD

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- Report on Prop 26, Prop 218, and Rate Setting Seminar

3. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

B. Future items/new business

ADJOURNMENT _____

Minutes Approved

Date

Expenditure Transactions

Criteria: Post On = 2/1/2018..2/28/2018; 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								
2/8/2018	2/8/2018	77101	62030100	50701	GCSD100	15,763.11	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Perm Position - Local Bds						15,763.11		
Account 50703 – Overtime - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50703	GCSD100	944.05	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Overtime - Local Bds						944.05		
Account 50706 – Vacation Pay - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50706	GCSD100	387.30	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Vacation Pay - Local Bds						387.30		
Account 50707 – Standby Pay - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50707	GCSD100	2,401.26	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Standby Pay - Local Bds						2,401.26		
Account 50710 – Sick Pay - Local Boards								
2/8/2018	2/8/2018	77101	62030100	50710	GCSD100	1,938.50	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Sick Pay - Local Boards						1,938.50		
Account 50711 – Holiday Pay - Local Boards								
2/8/2018	2/8/2018	77101	62030100	50711	GCSD100	2,323.80	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Holiday Pay - Local Boards						2,323.80		
Total Local Bd Salaries and Wages						23,756.02		
Category 50760 – Local Boards - Retirement								
Account 50753 – FICA Retirement - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50753	GCSD100	1,472.87	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total FICA Retirement - Local Bds						1,472.87		
Account 50755 – PERS - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50755	GCSD100	1,333.43	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total PERS - Local Bds						1,333.43		
Account 50756 – Medicare - Local Bds								
2/1/2018	2/1/2018	77101	62030100	50756	GCSD100	334.70	GCSD Correct JRNL 126012 Accou	Corr JRNL 126012 Acct 51218
2/8/2018	2/8/2018	77101	62030100	50756	GCSD100	344.46	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Medicare - Local Bds						679.16		
Total Local Boards - Retirement						3,485.46		
Category 50800 – Local Boards - Emp. Benefits								
Account 50801 – Health Ins - Local Bds								
2/6/2018	2/2/2018	77101	62030100	50801	GCSD100	1,164.96	KAISER PERMANENTE	Health Ins. March
Total Health Ins - Local Bds						1,164.96		
Account 50803 – Dental - Local Bds								
2/21/2018	2/20/2018	77101	62030100	50803	GCSD100	218.00	WOLFPACK INSURANCE SERVICES INC	Dental & Admin-March
Total Dental - Local Bds						218.00		
Account 50805 – Vision - Local Bds								
2/21/2018	2/20/2018	77101	62030100	50805	GCSD100	23.20	WOLFPACK INSURANCE SERVICES INC	Vision-March
Total Vision - Local Bds						23.20		
Account 50806 – Unemployment - Local Bds								
2/8/2018	2/8/2018	77101	62030100	50806	GCSD100	615.84	GCSD Payroll Allocation Januar	GCSD PAY ALO JANUARY
Total Unemployment - Local Bds						615.84		
Total Local Boards - Emp. Benefits						2,022.00		
Total Salaries and Employee Benefits						29,263.48		
Character 51000 – Services and Supplies								
Category 51020 – Communication Expense								
Account 51021 – Communication Expense								
2/5/2018	2/2/2018	77101	62030100	51021	GCSD100	915.76	US Bank National Association	GCSD Jan. Cal Card
Total Communication Expense						915.76		
Total Communication Expense						915.76		
Category 51030 – Household Expense								
Account 51031 – Waste Disposal Services								
2/21/2018	2/20/2018	77101	62030100	51031	GCSD200	450.00	INDUSTRIAL CARTING INC	Jan.-March
Total Waste Disposal Services						450.00		
Total Household Expense						450.00		
Category 51060 – Maintenance - Equipment								
Account 51061 – Maintenance - Equipment								
2/5/2018	2/2/2018	77101	62030100	51061	GCSD100	7,884.34	US Bank National Association	GCSD Jan. Cal Card
2/6/2018	2/2/2018	77101	62030100	51061	GCSD100	73.87	Pace Supply Corp	Misc. Parts for Repairs/Maint.
2/6/2018	2/2/2018	77101	62030100	51061	GCSD100	289.07	SANTA ROSA AUTO PARTS CO	Svc of vehicles supplies
2/21/2018	2/16/2018	77101	62030100	51061	GCSD100	470.41	SEBASTOPOL BEARING & HYDRAULIC	Hydraulic Equip. Parts
2/21/2018	2/16/2018	77101	62030100	51061	GCSD100	8,560.00	REGATTA SOLUTIONS INC	PTG Annual Maint. Contract
Total Maintenance - Equipment						17,277.69		
Total Maintenance - Equipment						17,277.69		

Category 51070 - Maintenance - Bldg & Improve	Account 51071 - Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100	254.74	SUSTAINABLY GREEN LLC	Supplies	254.74	254.74	
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51212	GCSD100	474.41	MEYERS NAVE RIBACK SILVER & WILSC General Advice		474.41	474.41	
Account 51212 - Outside Counsel - Legal Advice	Account 51212 - Outside Counsel - Legal Advice	2/21/2018	2/18/2018	77101	62030100	51212	GCSD100	399.94		Postage Svc Setup.	399.94		
Total Advertising/Marketing Svc	Total Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100	399.94	MAL R US INC		399.94		
Account 51205 - Advertising/Marketing Svc	Account 51205 - Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100						
Category 51200 - Professional & Specialized	Category 51200 - Professional & Specialized	2/21/2018	2/20/2018	77101	62030100	51226	GCSD100	924.83	EXPRESS SERVICES INC	Admin Assist Jan.	924.83		
Total Consulting Services	Total Consulting Services	2/21/2018	2/18/2018	77101	62030100	51226	GCSD100						
Account 51231 - Testing/Analysis	Account 51231 - Testing/Analysis	2/21/2018	2/22/2018	77101	62030100	51231	GCSD300	2,170.00	JL MILLER & KK MILLER PTR	Algae toxicity test	558.00	2,728.00	
Total Testing/Analysis	Total Testing/Analysis	2/21/2018	2/18/2018	77101	62030100	51231	GCSD300		Brefje & Race Laboratories Inc	Testing			
Account 51237 - Process Service	Account 51237 - Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100	281.44	GCSD Payroll Allocation Januar		281.44	4,473.92	
Total Process Service	Total Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100						
Category 51600 - Transportation and Travel	Category 51600 - Transportation and Travel	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100	220.42	JOSE LUIS ORTIZ	GM Mileage August 2017	220.42	220.42	
Total Business Travel/Mileage	Total Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Account 51602 - Business Travel/Mileage	Account 51602 - Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Category 51600 - Other Contract Services	Category 51600 - Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100	6,625.00	JOSE LUIS ORTIZ	GM Svcs August 2017	6,625.00	6,625.00	
Total Other Contract Services	Total Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100						
Account 52061 - Fuel/Gas/Oil	Account 52061 - Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100	122.41	US Bank National Association	GCSD Jan. Cal Card	122.41	122.41	
Total Fuel/Gas/Oil	Total Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100						
Category 52070 - Maintenance - Bldg & Improve	Category 52070 - Maintenance - Bldg & Improve	2/5/2018	2/2/2018	77101	62030100	52072	GCSD300	146.70	TRANSSENE COMPANY INC	Chemicals	7,223.12	7,369.82	
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/7/2018	2/6/2018	77101	62030100	52072	GCSD300		Heron Innovators Inc	Floc 420 tote & 680 Drum			
Account 52140 - Minor Equipment	Account 52141 - Minor Equipment/Small Tools	2/5/2018	2/2/2018	77101	62030100	52141	GCSD100	230.11	US Bank National Association	GCSD Jan. Cal Card	1,686.53	1,896.64	
Total Minor Equipment/Small Tools	Total Minor Equipment/Small Tools	2/2/2018	2/2/2018	77101	62030100	52141	GCSD300		BandM Electric & Machinery	Aerator Motor			
Category 52190 - Utilities Expense	Category 52190 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100	14.43	PACIFIC GAS & ELECTRIC	Graton PG&E Jan.	14.60	14.60	
Account 52191 - Utilities Expense	Account 52191 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD200	252.33	PACIFIC GAS & ELECTRIC	Graton PG&E Jan.	252.33	252.33	
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300	4,822.86	PACIFIC GAS & ELECTRIC	Graton PG&E Jan.	937.52	937.52	
Total All Expenses/Expenditure Accts	Total All Expenses/Expenditure Accts	2/2/2018	2/16/2018	77101	62030100	52191	GCSD400	817.69	PACIFIC GAS & ELECTRIC	PG&E GEG/GNRI Jan.	817.69	817.69	
Total Services and Supplies	Total Services and Supplies	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300						
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Account 51071 - Maintenance - Bldg & Improve	Account 51071 - Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Account 51205 - Advertising/Marketing Svc	Account 51205 - Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100						
Total Advertising/Marketing Svc	Total Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100						
Account 51212 - Outside Counsel - Legal Advice	Account 51212 - Outside Counsel - Legal Advice	2/21/2018	2/18/2018	77101	62030100	51212	GCSD100						
Total Outside Counsel - Legal Advice	Total Outside Counsel - Legal Advice	2/21/2018	2/18/2018	77101	62030100	51212	GCSD100						
Account 51218 - Actuarial Services	Account 51218 - Actuarial Services	2/1/2018	2/1/2018	77101	62030100	51218	GCSD100						
Total Actuarial Services	Total Actuarial Services	2/1/2018	2/1/2018	77101	62030100	51218	GCSD100						
Account 51226 - Consulting Services	Account 51226 - Consulting Services	2/21/2018	2/18/2018	77101	62030100	51226	GCSD100						
Total Consulting Services	Total Consulting Services	2/21/2018	2/18/2018	77101	62030100	51226	GCSD100						
Account 51231 - Testing/Analysis	Account 51231 - Testing/Analysis	2/21/2018	2/22/2018	77101	62030100	51231	GCSD300						
Total Testing/Analysis	Total Testing/Analysis	2/21/2018	2/18/2018	77101	62030100	51231	GCSD300						
Account 51237 - Process Service	Account 51237 - Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100						
Total Process Service	Total Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100						
Category 51600 - Transportation and Travel	Category 51600 - Transportation and Travel	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Total Business Travel/Mileage	Total Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Account 51602 - Business Travel/Mileage	Account 51602 - Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Category 51600 - Other Contract Services	Category 51600 - Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100						
Total Other Contract Services	Total Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100						
Account 52061 - Fuel/Gas/Oil	Account 52061 - Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100						
Total Fuel/Gas/Oil	Total Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100						
Category 52070 - Maintenance - Bldg & Improve	Category 52070 - Maintenance - Bldg & Improve	2/5/2018	2/2/2018	77101	62030100	52072	GCSD300						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/7/2018	2/6/2018	77101	62030100	52072	GCSD300						
Account 52140 - Minor Equipment	Account 52141 - Minor Equipment/Small Tools	2/5/2018	2/2/2018	77101	62030100	52141	GCSD100						
Total Minor Equipment/Small Tools	Total Minor Equipment/Small Tools	2/2/2018	2/2/2018	77101	62030100	52141	GCSD300						
Category 52190 - Utilities Expense	Category 52190 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100						
Account 52191 - Utilities Expense	Account 52191 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD200						
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300						
Total All Expenses/Expenditure Accts	Total All Expenses/Expenditure Accts	2/2/2018	2/16/2018	77101	62030100	52191	GCSD400						
Total Services and Supplies	Total Services and Supplies	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300						
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Account 51071 - Maintenance - Bldg & Improve	Account 51071 - Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						
Account 51205 - Advertising/Marketing Svc	Account 51205 - Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100						
Total Advertising/Marketing Svc	Total Advertising/Marketing Svc	2/27/2018	2/20/2018	77101	62030100	51205	GCSD100						
Account 51212 - Outside Counsel - Legal Advice	Account 51212 - Outside Counsel - Legal Advice	2/21/2018	2/18/2018	77101	62030100	51212	GCSD100						
Total Outside Counsel - Legal Advice	Total Outside Counsel - Legal Advice	2/21/2018	2/18/2018	77101	62030100	51212	GCSD100						
Account 51218 - Actuarial Services	Account 51218 - Actuarial Services	2/1/2018	2/1/2018	77101	62030100	51218	GCSD100						
Total Actuarial Services	Total Actuarial Services	2/1/2018	2/1/2018	77101	62030100	51218	GCSD100						
Account 51226 - Consulting Services	Account 51226 - Consulting Services	2/21/2018	2/18/2018	77101	62030100	51226	GCSD100						
Total Consulting Services	Total Consulting Services	2/21/2018	2/18/2018	77101	62030100	51226	GCSD100						
Account 51231 - Testing/Analysis	Account 51231 - Testing/Analysis	2/21/2018	2/22/2018	77101	62030100	51231	GCSD300						
Total Testing/Analysis	Total Testing/Analysis	2/21/2018	2/18/2018	77101	62030100	51231	GCSD300						
Account 51237 - Process Service	Account 51237 - Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100						
Total Process Service	Total Process Service	2/8/2018	2/8/2018	77101	62030100	51237	GCSD100						
Category 51600 - Transportation and Travel	Category 51600 - Transportation and Travel	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Total Business Travel/Mileage	Total Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Account 51602 - Business Travel/Mileage	Account 51602 - Business Travel/Mileage	2/21/2018	2/20/2018	77101	62030100	51602	GCSD100						
Category 51600 - Other Contract Services	Category 51600 - Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100						
Total Other Contract Services	Total Other Contract Services	2/21/2018	2/20/2018	77101	62030100	51603	GCSD100						
Account 52061 - Fuel/Gas/Oil	Account 52061 - Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100						
Total Fuel/Gas/Oil	Total Fuel/Gas/Oil	2/5/2018	2/2/2018	77101	62030100	52061	GCSD100						
Category 52070 - Maintenance - Bldg & Improve	Category 52070 - Maintenance - Bldg & Improve	2/5/2018	2/2/2018	77101	62030100	52072	GCSD300						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/7/2018	2/6/2018	77101	62030100	52072	GCSD300						
Account 52140 - Minor Equipment	Account 52141 - Minor Equipment/Small Tools	2/5/2018	2/2/2018	77101	62030100	52141	GCSD100						
Total Minor Equipment/Small Tools	Total Minor Equipment/Small Tools	2/2/2018	2/2/2018	77101	62030100	52141	GCSD300						
Category 52190 - Utilities Expense	Category 52190 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100						
Account 52191 - Utilities Expense	Account 52191 - Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD200						
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300						
Total All Expenses/Expenditure Accts	Total All Expenses/Expenditure Accts	2/2/2018	2/16/2018	77101	62030100	52191	GCSD400						
Total Services and Supplies	Total Services and Supplies	2/2/2018	2/2/2018	77101	62030100	52191	GCSD300						
Total Utilities Expense	Total Utilities Expense	2/2/2018	2/2/2018	77101	62030100	52191	GCSD100						
Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	2/21/2018	2/20/2018	77101	62030100	51071	GCSD100						

Run: 3/1/2018 9:48 AM Data Last Updated: 3/1/2018 6:28:54 AM

Fund Code 77103 - Gratton CSD - Sanitation Const.									
Account Type 00001 - All Asset Accounts									
Character 19000 - Capital Assets									
Category 19800 - Proprietary Capital Purchases									
Account 19831 - Acq-CIP-Bldg & Impr									
2/21/2018	2/16/2018	77103	62030300	19831	GCSD504	1,794.00	MEYERS NAVE RIBACK SILVER & WILSC Plant Upgrade Advice		
2/21/2018	2/16/2018	77103	62030300	19831	GCSD504	4,550.00	Jams Inc		
Total Acq-CIP-Bldg & Impr									
Total Proprietary Capital Purchases									
Total Capital Assets									
Total All Asset Accounts									
Total Gratton CSD - Sanitation Const.									
Total									
						6,344.00			
						6,344.00			
						6,344.00			
						6,344.00			
						82,153.68			

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**Graton Community Services District
Summary Report
2-28-2018**

OPERATIONS					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	824,646	501,576	845,536	865,683		
Revenues						
Property Taxes	(49,988)	528,968	157,817	-	636,798	1,009,132
Sewer Fees	-	735	-	-	735	1,000
Disaster Reimbursement / Grants	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-
Other Miscellaneous	4,370	2,317	1,664	-	8,351	7,500
Total Revenue	(45,617)	532,020	159,481	-	645,884	1,017,632
Expenses						
Salaries & Employee Benefits	89,697	74,244	54,925	-	218,866	355,000
Utilities	36,774	26,357	12,470	-	75,601	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	-	7,825	6,625	-	14,450	82,500
Testing (Brelje & Race)	2,454	2,182	4,283	-	8,919	22,500
Chemicals	8,539	11,028	9,072	-	28,639	60,000
Accounting Services	-	12,166	-	-	12,166	13,850
Consulting Services	2,315	3,342	1,558	-	7,215	15,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	8,112	-	-	8,112	10,000
Transfers Out (To Construction) - Debt Srvce	103,450	-	-	-	103,450	208,900
Other Miscellaneous	46,985	42,804	38,011	-	127,800	171,100
Total Expenses	290,214	188,060	126,944	-	605,218	1,506,850
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	12,761	1	(12,390)	-	-	-
Ending Cash Balance - Operations:	501,576	845,536	865,683	865,683		

CONSTRUCTION					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	109,218	108,230	90,253	62,998		
Revenues						
Connection Fees	-	8,282	-	-	8,282	26,915
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	-	-	103,450	206,900
Other Miscellaneous	440	328	340	-	1,108	500
Total Revenue	103,890	8,610	340	-	112,840	234,315
Expenses						
Capital Asset Expenses	468	26,587	27,594	-	54,649	166,500
Interest Expense - Municipal Finance	29,236	-	-	-	29,236	109,625
Disposed Capital Asset	-	71,057	-	-	-	-
Total Expenses	29,704	97,644	27,594	-	83,885	276,125
Other Cash Inflows / Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Principal Payments - Municipal Finance	(48,055)	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	(27,119)	71,057	-	-	-	-
Ending Cash Balance - Construction:	108,230	90,253	62,998	62,998		

Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2017	Expenses	Life to Date
- Effluent Pump (GCSD502)	71,057	(71,057)	0
- Collection System Improvements (GCSD504)	9,815,842	54,649	9,870,491
- Totals	9,886,899	(16,408)	9,870,491

Graton Community Services District - Debt Summary

Municipal Finance Corporation

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/17: **\$2,284,332.88**

	<u>Jul - Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>	Principal Balance YE
Payments:						
- Principal	48,055	-	-	-	48,055	2,236,278
- Interest	55,395	-	-	-	55,395	
Total MFC Payments	103,450	-	-	-	103,450	

Revenue and Expenditure Balances YTD

Criteria: As Of = 2/28/2018

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	10,000.00	10,000.00	-	-	8,111.87	-	-	1,888.13
Total All Asset Accounts		10,000.00	10,000.00	-	-	8,111.87	-	-	1,888.13
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	984,132.00	984,132.00	-	149,430.41	677,497.49	-	-	308,634.51
40050	Property Tax Accrual	5,000.00	5,000.00	-	8,388.88	(41,600.88)	-	-	46,600.88
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	901.31	-	-	19,098.69
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	-	1,684.15	3,701.94	-	-	(1,201.94)
44050	Unrealized Gains and Losses	-	-	-	-	3,304.23	-	-	(3,304.23)
45221	Sewer/Water Usage Fees	1,000.00	1,000.00	-	-	734.70	-	-	265.30
48027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
48040	Miscellaneous Revenue	1,000.00	1,000.00	-	-	578.49	-	-	423.51
48200	PY Revenue - Miscellaneous	-	-	-	-	688.51	-	-	(688.51)
48004	Residual Equity Transfers	-	-	-	-	102.04	-	-	(102.04)
Total All Revenues		1,017,632.00	1,017,632.00	-	159,481.42	645,884.05	-	-	371,747.95
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	320,000.00	320,000.00	15,763.11	29,928.81	116,180.38	-	-	203,819.64
50703	Overtime - Local Bds	-	-	944.05	1,176.44	2,688.93	-	-	(2,688.93)
50705	Premium Pay - Local Bds	-	-	-	-	38.73	-	-	(38.73)
50706	Vacation Pay - Local Bds	-	-	387.30	1,549.20	9,295.20	-	-	(9,295.20)
50707	Standby Pay - Local Bds	-	-	2,401.26	4,802.52	17,544.69	-	-	(17,544.69)
50710	Sick Pay - Local Boards	-	-	1,938.50	2,711.10	11,715.83	-	-	(11,715.83)
50711	Holiday Pay - Local Boards	-	-	2,323.80	4,647.60	9,295.20	-	-	(9,295.20)
50753	FICA Retirement - Local Bds	-	-	1,472.87	2,778.58	10,338.93	-	-	(10,338.93)
50755	PERS - Local Bds	35,000.00	35,000.00	1,333.43	2,537.18	21,587.49	-	-	13,412.51
50756	Medicare - Local Bds	-	-	679.16	679.16	2,112.59	-	-	(2,112.59)
50757	HSA Reimbursement - Local Bds	-	-	-	-	1,684.56	-	-	(1,684.56)
50801	Health Ins - Local Bds	-	-	1,184.96	2,329.92	9,044.38	-	-	(9,044.38)
50803	Dental - Local Bds	-	-	218.00	436.00	2,228.70	-	-	(2,228.70)
50805	Vision - Local Bds	-	-	23.20	46.40	238.80	-	-	(238.80)
50806	Unemployment - Local Bds	-	-	615.84	1,302.00	1,302.00	-	-	(1,302.00)
50808	Worker's Comp - Local Bds	-	-	-	-	3,573.45	-	-	(3,573.45)
51021	Communication Expense	12,000.00	12,000.00	915.78	2,015.14	7,888.22	-	-	4,113.78
51031	Waste Disposal Services	4,000.00	4,000.00	450.00	588.72	2,066.66	-	-	1,933.34
51041	Insurance - Liability	-	-	-	-	15,894.92	-	-	(15,894.92)
51042	Insurance - Premiums	14,500.00	14,500.00	-	-	-	-	-	14,500.00
51046	Insurance - Workers Comp	-	-	-	-	8,323.49	-	-	(8,323.49)
51061	Maintenance - Equipment	25,000.00	25,000.00	17,277.69	19,190.29	20,735.10	-	-	4,264.90
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	254.74	425.39	2,838.82	-	-	6,361.18

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51205	Advertising/Marketing Svc	-	-	399.94	399.94	399.94	-	-	(399.94)
51206	Accounting/Auditing Services	13,850.00	13,850.00	-	-	12,166.25	-	-	1,683.75
51207	Client Accounting Services	35,000.00	35,000.00	-	3,196.83	18,421.60	-	-	16,578.40
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	474.41	578.41	2,658.41	-	-	(2,658.41)
51218	Actuarial Services	-	-	(334.70)	(29.34)	1,205.36	-	-	(1,205.36)
51225	Training Services	2,500.00	2,500.00	-	-	1,360.00	-	-	1,140.00
51226	Consulting Services	15,000.00	15,000.00	924.83	1,557.81	7,214.54	-	-	7,785.46
51231	Testing/Analysis	22,500.00	22,500.00	2,728.00	4,283.20	8,919.10	-	-	13,580.90
51237	Process Service	-	-	281.44	490.58	1,746.02	-	-	(1,746.02)
51242	Bank Charges	-	-	-	-	150.84	-	-	(150.84)
51244	Permits/License/Fees	9,500.00	9,500.00	-	-	7,056.00	-	-	2,444.00
51249	Other Professional Services	-	-	-	-	2,857.00	-	-	(2,857.00)
51301	Publications and Legal Notices	2,400.00	2,400.00	-	-	383.00	-	-	2,017.00
51401	Rents and Leases - Equipment	1,000.00	1,000.00	-	-	1,340.07	-	-	(340.07)
51601	Training/Conference Expenses	-	-	-	-	848.00	-	-	(848.00)
51602	Business Travel/Mileage	-	-	220.42	220.42	403.39	-	-	(403.39)
51604	Other Transportation	-	-	-	-	10.00	-	-	(10.00)
51801	Other Services	8,500.00	8,500.00	-	8,388.88	8,440.54	-	-	59.46
51803	Other Contract Services	82,500.00	82,500.00	6,625.00	6,625.00	14,450.00	-	-	68,050.00
51916	County Services Chgs	8,500.00	8,500.00	-	-	-	-	-	8,500.00
51919	EFS Charges	-	-	-	-	817.38	-	-	(817.38)
51928	Uncclaimable EFS	-	-	-	-	14.75	-	-	(14.75)
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	-	-	620.04	-	-	1,179.96
52031	Food	-	-	-	-	164.00	-	-	(164.00)
52041	Household Supplies Expense	500.00	500.00	-	-	-	-	-	500.00
52042	Janitorial Supplies	-	-	-	-	135.18	-	-	(135.18)
52081	Fuel/Gas/Oil	2,500.00	2,500.00	122.41	304.32	1,939.34	-	-	560.66
52083	Vehicle Parts	-	-	-	28.30	2,551.48	-	-	(2,551.48)
52072	Chemicals	60,000.00	60,000.00	7,369.82	9,071.58	28,638.69	-	-	31,361.31
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	1,113.37	-	-	(613.37)
52091	Memberships/Certifications	5,000.00	5,000.00	-	-	3,924.00	-	-	1,076.00
52101	Other Supplies	10,000.00	10,000.00	-	-	12.25	-	-	9,987.75
52111	Office Supplies	3,500.00	3,500.00	80.37	125.48	2,300.38	-	-	1,199.84
52114	Freight/Postage	-	-	-	-	20.51	-	-	(20.51)
52115	Books/Media/Subscriptions	-	-	-	-	243.56	-	-	(243.56)
52118	Printing and Binding Supplies	-	-	-	-	79.35	-	-	(79.35)
52141	Minor Equipment/Small Tools	10,000.00	10,000.00	1,896.64	2,082.73	4,880.65	-	-	5,119.35
52162	Special Department Expense	-	-	-	-	2,011.00	-	-	(2,011.00)
52181	Business Meals/Supplies	-	-	-	-	279.48	-	-	(279.48)
52191	Utilities Expense	85,000.00	85,000.00	6,859.43	12,470.29	75,601.34	-	-	9,398.66
53202	Penalties and Fines	-	-	-	27.32	268.56	-	-	(268.56)
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
53501	Contributions	-	-	-	-	1,200.00	-	-	(1,200.00)
54333	Computer Equipment	5,000.00	5,000.00	-	-	-	-	-	5,000.00
57011	Transfers Out - within a Fund	206,900.00	206,900.00	-	-	103,450.00	-	-	103,450.00
Total All Expense/Expenditure Accts		1,496,850.00	1,496,850.00	75,809.68	126,943.76	597,106.20	-	-	899,743.80
Total Graton CSD - Sanitation		489,218.00	489,218.00	75,809.68	(32,537.66)	(40,665.98)	-	-	529,883.98

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Fund Code 77103 -- Graton CSD - Sanitation Const.

Account Type 00001 -- All Asset Accounts

19831	Acq-CIP-Bldg & Impr	166,500.00	166,500.00	6,344.00	27,594.00	54,648.80	-	-	111,851.20
Total All Asset Accounts		166,500.00	166,500.00	6,344.00	27,594.00	54,648.80	-	-	111,851.20

Account Type 00004 -- All Revenues

44002	Interest on Pooled Cash	500.00	500.00	-	339.82	667.88	-	-	(167.88)
44050	Unrealized Gains and Losses	-	-	-	-	440.09	-	-	(440.09)
46024	Connection Fees	26,915.00	26,915.00	-	-	8,281.60	-	-	18,633.40
47101	Transfers In - within a Fund	206,900.00	206,900.00	-	-	103,450.00	-	-	103,450.00
Total All Revenues		234,315.00	234,315.00	-	339.82	112,839.57	-	-	121,475.43

Account Type 00005 -- All Expense/Expenditure Accts

53103	Interest on LT Debt	109,625.00	109,625.00	-	-	29,236.29	-	-	80,388.71
53403	Loss - Disposed Capital Asset	-	-	-	-	71,057.36	-	-	(71,057.36)
59004	Administrative Control Account	97,276.00	97,276.00	-	-	48,055.23	-	-	49,220.77
59005	Admin Control Acct Clearing	(97,276.00)	(97,276.00)	-	-	(48,055.23)	-	-	(49,220.77)
Total All Expense/Expenditure Accts		109,625.00	109,625.00	-	-	100,293.65	-	-	9,331.35

Total Graton CSD - Sanitation Const.		41,810.00	41,810.00	6,344.00	27,254.18	42,102.88	-	-	(292.88)
Total		531,028.00	531,028.00	82,153.68	(5,283.48)	1,436.90	-	-	529,591.10

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

Run: 3/1/2018 10:19 AM Data Last Updated: 3/1/2018 6:28:54 AM

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GRATON COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Tuesday, February 20, 2018 at 6:00 PM

Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. **CALL TO ORDER 6:11 PM**
2. **ROLL CALL - Determination of a Quorum**

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

Also present, General Manager, Jose Ortiz.

3. **APPROVE ORDER OF THE AGENDA**

Dave C would like to discuss 5A.

Devin Drew motioned to approved the order of the agenda. Matt Johnson seconded.

Board President, Dave Clemmer, Yes; Devin Drew, Yes; Board Vice President, Matt Johnson, Yes; 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.

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.

Kerry Beck expressed her concern regarding the Occidental Water Treatment Project.

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 2018
- B. Review of January 2018 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 16, 2018.

Dave Clemmer is curious what the communication bill consists of. Jose Ortiz stated that this matter will be discussed at the next board meeting.

Matt Johnson motioned to approve the items on the consent calendar. David Upchurch seconded.

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

6. ACTION ITEMS

- A. Review and adopt the Resolution Number 180220A approving website services with Beehive Design.

Beehive has been the webmaster for GCSD for nine years. Devin Drew asked Brenda Phillips of Beehive Design what the recurring costs would be. Teaching costs would be perhaps \$100-\$200. She charges \$100.00 per hour for additional assistance. Dave Clemmer would like to verify that the criteria that Jose Ortiz mentioned will be the standard. Dave Clemmer, Devin Drew, Matt Johnson and David Upchurch would like to see options of an updated logo. Jose Ortiz asked if Brenda Phillips carries any type of liability insurance for her business.

Karin Lease and Devin Drew will be working with Jose to manage this project.

Matt Johnson motioned to approve Resolution Number 180220A. Karin Lease seconded.

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

- B. Review and adopt the Resolution Number 180220B declaring that Governing Body members and volunteers be deemed employees for providing Workers' Compensation.

Jose Ortiz stated that GCSD gets the worker's compensation from Special District Risk Management Associates.

Matt Johnson motioned to approved Resolution Number 180220B. Devin Drew seconded.

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

1. DISCUSSION ITEMS

A. Update on the RFP for Bookkeeper Services (contract position).

Jose Ortiz has contacted Express Professional Services to see if they can find bookkeeper candidates.

B. Occidental Waste Water Treatment Project.

Jose Ortiz sees this project as a way to generate more revenue. There are standards and procedures that will need to be followed. One of those procedures will be to have a community meeting that will be on April 10.

C. Rural Community Assistance Corporation (RCAC) Income Survey.

The surveys have been sent out and are 58 surveys short of the quantity needed. If we get a forgivable loan, that would aide in the expenditures that will be necessary to do additional work to the system.

D. Mandatory training for Board Members and the General Manager

- Harassment
- Ethics

Devin Drew and David Upchurch received welcome letters from the District Counsel on the laws that impact the services and activities on the Board of Directors.

E. Formation of a budget committee to prepare a draft preliminary budget for fiscal year 2018-2019.

Dave Clemmer is asking board members who would like to volunteer. Matt Johnson and Dave Clemmer volunteered to be on the committee.

F. Communication Expense and Better Coverage at the Plant.

Jose Ortiz stated earlier that this will be discussed next month.

G. Employee Appreciation.

Karin Lease mentioned that previous boards would recognize birthdays and Christmas. She wonders how each board member feels about doing something for employee appreciation. Devin Drew thinks it is a nice idea. Dave Clemmer likes the idea. Matt Johnson would like to talk about doing something for the employees. Dave Upchurch is in favor of a gift rather than a meal or party. Karin is willing to make a list of packages to the next meeting. Jose Ortiz would like to check with District Counsel on whether these types of things are appropriate for Special Districts.

2. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report

Two technicians will come and power wash the plates and clean the gaskets.

B. Construction Update

- Update on ADA bathroom improvements

Jose Ortiz plans to meet with the Craig.

- Consideration of other vendors to provide Capstone maintenance service

Jose Ortiz spoke to Regatta and worked out a reduced invoice for all the down time that was experienced. Jose Ortiz asked Regatta to give an estimate on a replacement of the Capstone C-30 with a C-65.

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

California Special District Association conducts seminars and trainings. There will be a seminar on rate setting.

3. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

B. Future items/new business

David Upchurch wants Jose Ortiz to investigate what the easement of the driveway at the plant allows.

ADJOURNMENT 8:40 PM

Minutes Approved

Date

**SPECIAL MEETING MINUTES
PUBLIC MEETING OF THE SUB-COMMITTEE OF THE BOARDS OF DIRECTORS FOR
FORESTVILLE WATER DISTRICT and
GRATON COMMUNITY SERVICES DISTRICT**

THURSDAY, JANUARY 25, 2018

5:00 PM

To be held at: Graton Day Labor Center, 2981 Bowen Street, Graton, CA

COMMITTEE MEMBERS

Richard Benyo: Forestville Water District

Dave Clemmer: Graton Community Services District

Matt Johnson: Graton Community Services District

Don Reha: Forestville Water District

AGENDA

I. CALL TO ORDER - 5:10 PM

II. ROLL CALL

III. APPROVAL OF AGENDA

IV. STATEMENTS OF ABSTENTION

V. PUBLIC COMMENT

(The public may address the Board on topics not covered by this agenda. Testimony is limited to three minutes.)

VI. ACTION ITEMS

A. REVIEW AND APPROVE MINUTES OF THE SEPTEMBER 26, 2017 SUB-COMMITTEE MEETING

1. Don Reha moved to approve the minutes of September 26. Matt Johnson Seconded

HOW TO GET AN ITEM ON THE AGENDA: Items for the agenda must be submitted to either Districts in writing. Meetings are held on an as needed basis. Meeting dates will be set by consensus of present members during each meeting. Submissions must be received no later than ten (10) calendar days before the meeting. Be sure to include your name, address, and phone number. Anonymous submissions will not be considered for discussion.

5D 10F2

**SPECIAL MEETING MINUTES
PUBLIC MEETING OF THE SUB-COMMITTEE OF THE BOARDS OF DIRECTORS FOR
FORESTVILLE WATER DISTRICT and
GRATON COMMUNITY SERVICES DISTRICT**

B. REVIEW / DISCUSSION OF THE AGREEMENT FOR UTILIZATION OF THE INTERTIE PIPELINE

1. Matt Forenberger and Jose Ortiz have not met on the subject. Dave Clemmer noted that he discovered that Graton Community Services District (GCSD) needs to reapply for the loans to upgrade/repair the system. A new MHI study is being conducted. Matt Forenberger says that Forestville Water District (FWD) has been assigned a Project Manager to examine their collection systems repairs and upgrades needed. Matt Forenberger found out that there is no current valid agreement between the two boards to use the intertie pipeline. The pipeline cannot be used until one exists. Discussion on available piping to send to local wineries. Discussion on winery impact on both sewer plants.

C. DISCUSS PROPOSED AMMONIA LIMITS / MUSSEL STUDY

1. Discussion on ammonia limits and mussel study. FSD is not conducting study accepting that there are mussels in the Russian River bed. FSD will begin monitoring ammonia levels in/out of their plant and making a plan to become compliant over the next few years. Discussion on limits will have on GCSD

D. DISCUSS GCSD POLICY MANUAL

1. Dave outlines GCSD policy manual updating method. FSD is planning to adopt a manual in near future. Matt Forenberger asks if the policy manual update by both boards is a good time to examine a possible district merge. Some discussion on the merge subject with ideas on how that would work. Occidental situation viewed as dire and neither board wants to inherit that problem. Discussion on Operators In Training program differences.

E. DISCUSS ITEMS FOR CONSIDERATION AT THE NEXT MEETING

1. Decision to put merge subject on next meeting agenda for both boards.

F. SET TIME AND DATE FOR NEXT MEETING.

1. Meeting scheduled for 3/6/18 5PM @ Forestville office.

VII. ADJOURNMENT - 7:20 PM

GRATON COMMUNITY SERVICES DISTRICT

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



PUBLIC MEETING SIGN IN

PLEASE PRINT

DATE:		
NAME	ADDRESS	EMAIL
Lindsay Cruckshank	7959 Bella Vista Dr	cruckshank@gmail.com

ADDRESSING THE BOARD

The Board of Directors encourages citizens to participate in the operation of the Community Services District, and in turn desires to be responsive to the needs of our community.

FOR ITEMS ON THE AGENDA: If you wish to address the board regarding an item on the Board Agenda, please complete a Speaker Request Slip and give it to the Board Secretary prior to the start of the meeting. Indicate on the slip the specific agenda item you wish to address and the Board President will call on you to speak when the agenda item is being discussed. Board policy limits individual speakers to three minutes, and limits oral presentations on each agenda item to twenty minutes.

FOR ITEMS NOT ON THE AGENDA: If you wish to address the Board of Directors regarding a matter which is not included on the meeting agenda, but which is within Board jurisdiction, please complete a speaker slip and give it to the Board Secretary prior to the start of the meeting. Please indicate on the slip the specific topic that you wish to address. The Board President will call upon you to speak during the Public Comment portion of the agenda. Board policy limits individual speakers on non-agenda items to three minutes. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Board encourages citizens to participate in our meetings. It is expected that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, on race religion, political views or economic status.