

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

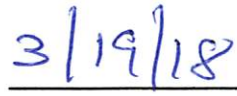
B. Future items/new business

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

ADJOURNMENT 8:40 PM



Minutes Approved



Date

GRATON COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING AGENDA

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 _____

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.

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 January 2018
- B. Review of January 2018 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 16, 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. Review and adopt the Resolution Number 180220A approving website services with BeeHive Design.

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

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

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

1. DISCUSSION ITEMS

- A. Update on the RFP for Bookkeeper Services (contract position).
- B. Occidental Waste Water Treatment Project.
- C. Rural Community Assistance Corporation (RCAC) Income Survey.
- D. Mandatory training for Board Members and the General Manager
 - Harassment
 - Ethics
- E. Formation of a budget committee to prepare a draft preliminary budget for fiscal year 2018-2019.

F. Communication Expense and Better Coverage at the Plant.

G. Employee Appreciation.

2. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report

B. Construction Update

- Update on ADA bathroom improvements
- Consideration of other vendors to provide Capstone maintenance service

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

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 = 1/1/2018..1/31/2018; 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								
1/12/2018	1/11/2018	77101	62030100	50701	GCSD100	14,165.50	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Perm Position - Local Bds						14,165.50		
Account 50703 -- Overtime - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50703	GCSD100	232.39	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Overtime - Local Bds						232.39		
Account 50706 -- Vacation Pay - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50706	GCSD100	1,161.90	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Vacation Pay - Local Bds						1,161.90		
Account 50707 -- Standby Pay - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50707	GCSD100	2,401.26	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Standby Pay - Local Bds						2,401.26		
Account 50710 -- Sick Pay - Local Boards								
1/12/2018	1/11/2018	77101	62030100	50710	GCSD100	774.60	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Sick Pay - Local Boards						774.60		
Account 50711 -- Holiday Pay - Local Boards								
1/12/2018	1/11/2018	77101	62030100	50711	GCSD100	2,323.80	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Holiday Pay - Local Boards						2,323.80		
Total Local Bd Salaries and Wages						21,059.45		
Category 50750 -- Local Boards - Retirement								
Account 50753 -- FICA Retirement - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50753	GCSD100	1,305.69	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total FICA Retirement - Local Bds						1,305.69		
Account 50755 -- PERS - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50755	GCSD100	1,203.75	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total PERS - Local Bds						1,203.75		
Total Local Boards - Retirement						2,509.44		
Category 50800 -- Local Boards - Emp. Benefits								
Account 50801 -- Health Ins - Local Bds								
1/11/2018	1/9/2018	77101	62030100	50801	GCSD100	1,164.96	KAISER PERMANENTE	Feb. 2018 Health Ins.
Total Health Ins - Local Bds						1,164.96		
Account 50803 -- Dental - Local Bds								
1/24/2018	1/16/2018	77101	62030100	50803	GCSD100	218.00	WOLFPACK INSURANCE SERVICES INC	Dental/Vision Ins Feb 2018
Total Dental - Local Bds						218.00		
Account 50805 -- Vision - Local Bds								
1/24/2018	1/16/2018	77101	62030100	50805	GCSD100	23.20	WOLFPACK INSURANCE SERVICES INC	Dental/Vision Ins Feb 2018
Total Vision - Local Bds						23.20		
Account 50806 -- Unemployment - Local Bds								
1/12/2018	1/11/2018	77101	62030100	50806	GCSD100	686.16	GCSD December 2017 Payroll All	GCSD PAY ALO December
Total Unemployment - Local Bds						686.16		
Total Local Boards - Emp. Benefits						2,092.32		
Total Salaries and Employee Benefits						25,661.21		
Character 51000 -- Services and Supplies								
Category 51020 -- Communication Expense								
Account 51021 -- Communication Expense								
1/11/2018	1/9/2018	77101	62030100	51021	GCSD100	195.00	HARTLEY & ASSOC INC	Q3 Answering Service
1/23/2018	1/22/2018	77101	62030100	51021	GCSD100	904.38	US Bank National Association	GCSD Cal Card 12-22-17
Total Communication Expense						1,099.38		
Total Communication Expense						1,099.38		
Category 51030 -- Household Expense								
Account 51031 -- Waste Disposal Services								
1/24/2018	1/16/2018	77101	62030100	51031	GCSD100	138.72	RECOLOGY SONOMA MARIN	Jan - Mar 2018 Trash
Total Waste Disposal Services						138.72		
Total Household Expense						138.72		
Category 51060 -- Maintenance - Equipment								
Account 51061 -- Maintenance - Equipment								
1/23/2018	1/22/2018	77101	62030100	51061	GCSD100	1,252.20	US Bank National Association	GCSD Cal Card 12-22-17
1/24/2018	1/16/2018	77101	62030100	51061	GCSD100	605.54	Pace Supply Corp	Misc parts for repairs
1/26/2018	1/22/2018	77101	62030100	51061	GCSD100	134.56	Pace Supply Corp	Misc. Parts
1/26/2018	1/22/2018	77101	62030100	51061	GCSD100	21.73	Pace Supply Corp	Misc. Parts
1/26/2018	1/22/2018	77101	62030100	51061	GCSD100	88.95	Pace Supply Corp	Misc. Parts
1/26/2018	1/22/2018	77101	62030100	51061	GCSD100	(190.38)	Pace Supply Corp	Misc. Parts
Total Maintenance - Equipment						1,912.60		
Total Maintenance - Equipment						1,912.60		
Category 51070 -- Maintenance - Bldg & Improve								

Account 51071 - Maintenance - Bldg & Improve	1/1/2018	62030100	51071	GCSD100	170.65	Sebastopol Hardware	Misc. Supplies
Total Maintenance - Bldg & Improve					170.65		
Category 51200 - Professional & Specialized							
Account 51207 - Client Accounting Services	1/26/2018	62030100	51207	GCSD100	2,514.34	Client Acct Svcs PPE 12-18-17	Client Acct Svcs PPE 12-18-17
Total Client Accounting Services	1/26/2018	62030100	51207	GCSD100	682.49	Client Acct Svcs PPE 1-1-18	Client Acct Svcs PPE 1-1-18
Account 51212 - Outside Counsel - Legal Advice	1/25/2018	62030100	51212	GCSD100	104.00	MEYERS NAVE RIBACK SILVER & WILSC General Advice	
Total Outside Counsel - Legal Advice	1/1/2018	62030100	51218	GCSD100	305.36	GCSD PAY ALO December	
Account 51218 - Actuarial Services	1/1/2018	62030100	51218	GCSD100	305.36	GCSD December 2017 Payroll All	
Total Actuarial Services	1/1/2018	62030100	51226	GCSD100	632.78	EXPRESS SERVICES INC	Bookkeeper
Account 51231 - Consulting Services	1/24/2018	62030100	51231	GCSD300	1,555.20	Brefje & Race Laboratories Inc	Testing
Total Consulting/Analysts	1/24/2018	62030100	51237	GCSD100	209.14	GCSD December 2017 Payroll All	
Account 51237 - Process Service	1/1/2018	62030100	51237	GCSD100	209.14	GCSD PAY ALO December	
Total Process Service	1/1/2018	62030100	51801	GCSD100	8,386.86	GCSD RECLASS TX COLL ADMIN FEE	
Account 51801 - Other Services	1/3/2018	62030100	51801	GCSD100	8,386.86	GCSD December 2017 Payroll All	
Total Other Services	1/3/2018	62030100	52061	GCSD100	181.91	US Bank National Association	
Category 52060 - Maintenance - Equipment							
Account 52061 - Fuel/Gas/Oil	1/23/2018	62030100	52061	GCSD100	181.91	US Bank National Association	
Total Fuel/Gas/Oil	1/23/2018	62030100	52063	GCSD100	28.30	US Bank National Association	
Account 52063 - Vehicle Parts	1/23/2018	62030100	52063	GCSD100	28.30	US Bank National Association	
Total Vehicle Parts	1/23/2018	62030100	52072	GCSD300	523.24	US Bank National Association	
Category 52070 - Maintenance - Bldg & Improve							
Account 52072 - Chemicals	1/26/2018	62030100	52072	GCSD300	1,178.52	Heron Innovations Inc	
Total Chemicals	1/26/2018	62030100	52111	GCSD100	45.11	US Bank National Association	
Category 52110 - Office Supplies Expense							
Account 52111 - Office Supplies	1/23/2018	62030100	52111	GCSD100	45.11	US Bank National Association	
Total Office Supplies	1/23/2018	62030100	52141	GCSD100	166.09	US Bank National Association	
Account 52141 - Minor Equipment/Small Tools	1/23/2018	62030100	52141	GCSD100	166.09	US Bank National Association	
Total Minor Equipment/Small Tools	1/23/2018	62030100	52191	GCSD100	12.58	PACIFIC GAS & ELECTRIC	
Account 52191 - Utilities Expense	1/1/2018	62030100	52191	GCSD200	292.72	PACIFIC GAS & ELECTRIC	
Total Utilities Expense	1/1/2018	62030100	52191	GCSD300	2,900.77	PACIFIC GAS & ELECTRIC	
Total Utilities Expense	1/1/2018	62030100	52191	GCSD400	1,650.92	PACIFIC GAS & ELECTRIC	
Total Utilities Expense	1/1/2018	62030100	52191	GCSD300	753.87	PACIFIC GAS & ELECTRIC	
Category 53000 - Other Charges							
Account 53200 - Judgments and Damages	1/23/2018	62030100	53202	GCSD100	27.32	US Bank National Association	
Total Penalties and Fines	1/23/2018	62030100	53202	GCSD100	27.32	US Bank National Association	
Total Judgments and Damages	1/23/2018	62030100	53202	GCSD100	27.32	US Bank National Association	
Total Other Charges	1/23/2018	62030100	53202	GCSD100	27.32	US Bank National Association	
Total All Expenses/Expenditure Accts	1/23/2018	62030100	53202	GCSD100	51,134.08	US Bank National Association	
Total Graton CSD - Sanitation	1/23/2018	62030100	53202	GCSD100	51,134.08	US Bank National Association	

5A 2 of 2

Run: 2/5/2018 8:03 AM Data last updated: 2/5/2018 6:23:56 AM

Fund Code 77103 - Graton CSD - Sanitation Const.

Account Type 00001 - All Asset Accounts

Character 19000 - Capital Assets

Category 15800 - Proprietary Capital Purchases

Account 19831 - Acq-CIP-Bldg & Imp'r

1/30/2018 1/16/2018 77103 62030

Total Acq-CIP-Bldg & Imp'r

Total Proprietary Capital Purchases

Total Capital Assets

Total All Asset Accounts

Total Graton CSD - Sanitation Const.

Total

19831	GCSD504	21,250.00	Mike Brown Electric Co.	Pump Electrical Work	21,250.00
		21,250.00			21,250.00
		21,250.00			21,250.00
		21,250.00			21,250.00
		21,250.00			21,250.00
		72,384.08			72,384.08

5A 303

Revenue and Expenditure Balances YTD

Criteria: As Of = 1/31/2018

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 19900 -- 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	149,430.41	677,487.49	-	-	306,634.51
40050	Property Tax Accrual	5,000.00	5,000.00	8,388.86	8,388.86	(41,600.66)	-	-	46,600.66
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	801.31	-	-	19,088.69
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	1,664.15	1,664.15	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
46027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46040	Miscellaneous Revenue	1,000.00	1,000.00	-	-	576.49	-	-	423.51
46200	PY Revenue - Miscellaneous	-	-	-	-	666.51	-	-	(666.51)
48004	Residual Equity Transfers	-	-	-	-	102.04	-	-	(102.04)
Total All Revenues		1,017,632.00	1,017,632.00	159,481.42	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	14,165.50	14,165.50	100,417.25	-	-	219,582.75
50703	Overtime - Local Bds	-	-	232.39	232.39	1,742.88	-	-	(1,742.88)
50705	Premium Pay - Local Bds	-	-	-	-	38.73	-	-	(38.73)
50706	Vacation Pay - Local Bds	-	-	1,161.90	1,161.90	8,907.90	-	-	(8,907.90)
50707	Standby Pay - Local Bds	-	-	2,401.26	2,401.26	15,143.43	-	-	(15,143.43)
50710	Sick Pay - Local Boards	-	-	774.60	774.60	9,779.33	-	-	(9,779.33)
50711	Holiday Pay - Local Boards	-	-	2,323.80	2,323.80	6,971.40	-	-	(6,971.40)
50763	FICA Retirement - Local Bds	-	-	1,305.69	1,305.69	8,866.06	-	-	(8,866.06)
50766	PERS - Local Bds	35,000.00	35,000.00	1,203.75	1,203.75	20,254.06	-	-	14,746.04
50768	Medicare - Local Bds	-	-	-	-	1,433.43	-	-	(1,433.43)
50767	HSA Reimbursement - Local Bds	-	-	-	-	1,684.56	-	-	(1,684.56)
50801	Health Ins - Local Bds	-	-	1,164.96	1,164.96	7,879.42	-	-	(7,879.42)
50803	Dental - Local Bds	-	-	218.00	218.00	2,010.70	-	-	(2,010.70)
50805	Vision - Local Bds	-	-	23.20	23.20	213.60	-	-	(213.60)
50806	Unemployment - Local Bds	-	-	686.16	686.16	686.16	-	-	(686.16)
50808	Worker's Comp - Local Bds	-	-	-	-	3,573.45	-	-	(3,573.45)
51021	Communication Expense	12,000.00	12,000.00	1,099.38	1,099.38	6,970.46	-	-	5,029.54
51031	Waste Disposal Services	4,000.00	4,000.00	138.72	138.72	1,616.66	-	-	2,383.34
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)
51081	Maintenance - Equipment	25,000.00	25,000.00	1,912.60	1,912.60	3,457.41	-	-	21,542.59
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	170.65	170.65	2,584.08	-	-	6,615.92
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	3,196.83	18,421.60	-	-	16,578.40
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00

5B 1 of 5

51212	Outside Counsel - Legal Advice	-	-	104.00	104.00	2,184.00	-	-	(2,184.00)
51218	Actuarial Services	-	-	305.36	305.36	1,540.08	-	-	(1,540.08)
51225	Training Services	2,500.00	2,500.00	-	-	1,380.00	-	-	1,140.00
51226	Consulting Services	15,000.00	15,000.00	632.78	632.78	6,289.71	-	-	8,710.29
51231	Testing/Analysis	22,500.00	22,500.00	1,555.20	1,555.20	6,191.10	-	-	16,308.90
51237	Process Service	-	-	209.14	209.14	1,484.58	-	-	(1,484.58)
51242	Bank Charges	-	-	-	-	150.64	-	-	(150.64)
51244	Permits/License/Fees	9,500.00	9,500.00	-	-	7,058.00	-	-	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	-	-	-	-	182.97	-	-	(182.97)
51604	Other Transportation	-	-	-	-	10.00	-	-	(10.00)
51801	Other Services	8,500.00	8,500.00	8,386.86	8,386.86	8,440.54	-	-	59.48
51803	Other Contract Services	82,500.00	82,500.00	-	-	7,825.00	-	-	74,675.00
51916	County Services Chgs	8,500.00	8,500.00	-	-	-	-	-	8,500.00
51919	EFS Charges	-	-	-	-	817.38	-	-	(817.38)
51928	Unclaimable EFS	-	-	-	-	14.75	-	-	(14.75)
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	-	-	820.04	-	-	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	181.91	181.91	1,816.93	-	-	683.07
52083	Vehicle Parts	-	-	28.30	28.30	2,551.48	-	-	(2,551.48)
52072	Chemicals	60,000.00	60,000.00	1,701.76	1,701.76	21,268.87	-	-	38,731.13
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	1,113.37	-	-	(813.37)
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	45.11	45.11	2,219.99	-	-	1,280.01
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	166.09	166.09	2,984.01	-	-	7,015.99
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	5,610.86	5,610.86	68,741.91	-	-	16,258.09
53202	Penalties and Fines	-	-	27.32	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		1,498,850.00	1,498,850.00	51,134.08	51,134.08	521,286.52	-	-	975,553.48
Total Gratton CSD - Sanitation		489,218.00	489,218.00	(108,347.34)	(108,347.34)	(116,475.66)	-	-	605,693.66

5B 2 of 5

Fund Code 77103 -- Graton CSD - Sanitation Const.

Account Type 00001 -- All Asset Accounts

19831	Acq-CIP-Bldg & Impr	166,500.00	166,500.00	21,250.00	21,250.00	48,304.80	-	-	118,195.20
Total All Asset Accounts		166,500.00	166,500.00	21,250.00	21,250.00	48,304.80	-	-	118,195.20

Account Type 00004 -- All Revenues

44002	Interest on Pooled Cash	500.00	500.00	339.82	339.82	667.88	-	-	(167.88)
44050	Unrealized Gains and Losses	-	-	-	-	440.09	-	-	(440.09)
46024	Connection Fees	26,915.00	26,915.00	-	-	8,281.80	-	-	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	339.82	112,839.57	-	-	121,475.43

Account Type 00006 -- 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	-	-	-	-	71,057.38	-	-	(71,057.38)
58004	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	20,910.18	20,910.18	35,758.88	-	-	6,051.12
Total		531,028.00	531,028.00	(87,437.16)	(87,437.16)	(80,718.78)	-	-	611,744.78

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

Run: 2/5/2018 9:14 AM Data Last Updated: 2/5/2018 6:23:56 AM

5B 3 of 5

**Graton Community Services District
Summary Report
1-31-2018**

OPERATIONS					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	824,646	501,576	845,536	953,883		
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	25,661	-	189,602	355,000
Utilities	36,774	26,357	5,611	-	68,742	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	-	7,825	-	-	7,825	82,500
Testing (Brelje & Race)	2,454	2,182	1,555	-	6,191	22,500
Chemicals	8,539	11,028	1,702	-	21,269	60,000
Accounting Services	-	12,166	-	-	12,166	13,850
Consulting Services	2,315	3,342	633	-	6,290	15,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	8,112	-	-	8,112	10,000
Transfers Out (To Construction) - Debt Svc	103,450	-	-	-	103,450	206,900
Other Miscellaneous	46,985	42,804	15,972	-	105,761	171,100
Total Expenses	290,214	188,060	51,134	-	529,408	1,506,850
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-		
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-		
Cash Adjustments (Accruals):	12,761	1	-	-		
Ending Cash Balance - Operations:	501,576	845,536	953,883	953,883		

CONSTRUCTION					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	109,218	108,230	90,253	69,342		
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	21,250	-	48,305	166,500
Interest Expense - Municipal Finance	29,236	-	-	-	29,236	109,625
Disposed Capital Asset	-	71,057	-	-	-	-
Total Expenses	29,704	97,644	21,250	-	77,541	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	69,342	69,342		

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	48,305	9,864,147
- Totals	9,886,899	(22,752)	9,864,147

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	

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, January 16, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA**

1. CALL TO ORDER 6:13 PM

2. OATH OF OFFICE FOR NEW DIRECTORS

Devin Drew and David Upchurch were sworn into office.

3. 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.

4. APPROVE ORDER OF THE AGENDA

Matt Johnson has questions on 6A. Devin Drew has questions on 6B. Dave Clemmer has questions on 6A & 6B & 6C. Dave Upchurch has questions on E. Karin Lease has questions on D.

Dave Clemmer would like to discuss Beehive when Brenda arrives at 7:00. He would like to move 7E to after 6.

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.

5. 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

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.

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.

6. CONSENT CALENDAR

All items listed on the consent calendar are considered to be routine and non-controversial by staff. However, if discussion is required, the item(s) will be removed from the consent agenda and will be discussed after the consent agenda is approved.

- A. Confirm Expenditures and Revenue (Transactions) List for November 2017
- B. Confirm Expenditures and Revenue (Transactions) List for December 2017
- C. Review of November 2017 Operations and Construction Financial Summaries
- D. Review of December 2017 Operations and Construction Financial Summaries
- E. Review and approval of Regular Meeting Minutes from November 20, 2017
- F. Review and approval of Special Meeting Minutes from December 11, 2017.

Matt Johnson questioned the date of the Matrix invoice. Jose Ortiz stated that was for service from previous months.

6:25 PM we are at recess due to a power outage. Meeting resumed at 6:28 PM.

Devin Drew had several questions regarding the transactions and Jose Ortiz answered them.

Karin Lease had a question about the loan. Jose Ortiz stated that the Bond from the 1970's was paid off recently. The Loan is for the plant improvements that the previous board started.

David Upchurch would like to make sure that when the board modifies the current policies, that they reflect that the operators document the training on the new equipment. The Operators in Training are not allowed to operate any piece of equipment that they have not been trained on. Jose Ortiz suggested that there is a difference between a policy and a procedure. A policy states that something such as training needs to take place. A procedure states how that is to be conducted.

Dave Clemmer had questions regarding the communications expense. Jose Ortiz and Melody Richitelli listed all the various vendors that were coded to that line item.

Dave Clemmer would like to add to next month's agenda under Discussion Items a breakdown of costs attributed to the Communications line item and explore ways to have better coverage at the plant.

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

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

7. ACTION ITEMS

A. Election of Board President

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

David Upchurch would like to nominate David Clemmer. 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.

David Clemmer has been elected as Board President.

B. Election of Board Vice President

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

David Upchurch would like to nominate Matt Johnson. 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.

Matt Johnson has been elected as Board Vice President.

C. Election of Board Secretary

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

David Upchurch would like to nominate Karin Lease. 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.

Karin Lease has been elected Board Secretary.

D. Election of Board Treasurer

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

David Upchurch would like to nominate the County of Sonoma. 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.

The County of Sonoma has been elected Board Treasurer.

E. Review and approve auditor report for Fiscal Year ending June 30, 2017

- **Presentation by Goranson & Associates**

Sue Goranson summarized the financial status of the audit. Dave Clemmer brought up building the reserves for the District. Sue Goranson agrees. The approved and accepted the audit report for Fiscal Year ending June 30, 2017.

8. DISCUSSION ITEMS

A. Proposal for Website Design Services.

- **Beehive Design Studio, Brenda Phillips, Principal.**

A proposal is being considered by the board to update the GCSD website to make the website more transparent. The updated website will include all the components required for transparency.

Devin Drew feels the price is appropriate. Matt Johnson agrees with Devin Drew. The website needs updating for transparency and for easier self-maintenance. David Clemmer thought the price was high to start. His main concern is the limitation of access by GCSD to post to the website. He thinks the logo needs to be updated to have a re-fresh. Dave Upchurch wants timely changeability, periodic review for current, fiscally feasibility. Karin would like to keep the logo. Dave Clemmer would like to have Brenda attend the next board meeting to answer the board's questions.

B. Update on the RFP for Administrative Services and Bookkeeper Services position.

Jose Ortiz will consult with Sue Goranson on possible bookkeepers.

Brief recess: Meeting resumed at 8:51 PM.

C. Occidental Waste Water Treatment Project.

Jose Ortiz reported that he has an agreement that he will use as a template for the agreement with Occidental Waste Water. The next meeting is February 5, 2018.

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

This is noted in the newsletter. The customer letter has been sent out and there is a request for more information from the community. If there is not enough response, then they will need to go door to door.

E. Mandatory training for Board Members and the General Manager

- Harassment
- Ethics

These classes need to be scheduled. Jose will follow up and get a class schedule from CSDA for the mandatory classes listed below and verify if there are any other classes that need to be taken.

- AB1234 Ethics / Conflict of Interest Training
- AB1825 Supervisor Harassment Training
- AB1661 Elected/Appointed Officials Harassment Training

F. Formation of the Budget Committee for FY 2018-2019

If any of the board members are interested in being on the budget committee, please let Jose Ortiz know. The preliminary budget needs to be sent to the County by March. The final budget needs to be adopted by September.

9. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report

B. Construction Update

- Update on ADA bathroom improvements
- Update on the lift pumps replacement project

The lift pumps are installed.

- Update on PG&E final inspection of Capstone gas turbine generator
- Consideration of other vendors to provide Capstone maintenance service

Matt Johnson asked if the Capstone is completed? Jose Ortiz reported that it is. Jose Ortiz suggested that Regatta Solution should be replaced due to the many days of lost use of the Capstone. Jose Ortiz would like to go with Cal Micro Turbine instead of Regatta. Jose Ortiz would like to know from the from the board whether GCSD will be

opting out of the maintenance agreement with Regatta Solutions for poor performance. The board gives direction to Jose Ortiz to confer with District Counsel regarding the agreement and investigating another company to service the Capstone. During this time Jose Ortiz will go into agreement with Regatta to do monthly payments until a decision has been made.

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Newsletter
- Update on Green Valley Project (Orrin Thiessen)

Jose Ortiz gave Orrin Thiessen a waiver on the pressure testing of the lines. The camera inspection of the lines was completed.

10. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

B. Future items/new business

- Medical benefits for the employees
- Composting

ADJOURNMENT 10:10 PM

Minutes Approved

Date

GRATON COMMUNITY SERVICES DISTRICT

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



02/20/18

RESOLUTION NO. 180220A

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRATON COMMUNITY SERVICES DISTRICT APPROVING A PROFESSIONAL SERVICES AGREEMENT WITH BEEHIVE DESIGN STUDIO AND AUTHORIZING THE DISTRICT GENERAL MANAGER TO EXECUTE THE AGREEMENT

WHEREAS, State law requires transparency: The Ralph M. Brown Act (public meetings), The California Public Records Act (record keeping), California Fair Political Practices Reporting Requirements (economic interests), and financial reporting; and

WHEREAS, there has been a growing movement to make governmental information available online (the "Open Data" movement); and

WHEREAS, it is a goal of the District Board of Directors to provide the community of Graton with a website that will communicate all relevant information to the public; and

WHEREAS, state law and District Ordinances permits the Board of Directors to enter into consulting services agreements as may be appropriate, and District Staff has proposed that the Board of Directors approve a professional services agreement with Beehive Design Studio to develop and new website.

NOW, THEREFORE BE IT RESOLVED by the Graton Community Services District Board of Directors that the District hereby resolves as follows:

Section 1. Approval of Professional Services Agreement.

The Board of Directors hereby approves the professional services agreement, attached hereto as Attachment A, and authorizes the District Manager to execute said agreement on behalf of the District, subject to approval as to form by the District Counsel.

Section 2. Effective Date

This Resolution shall take effect immediately upon adoption.

DIRECTORS: ☒ CLEMMER, ☒ DREW, ☒ JOHNSON, ☒ LEASE, ☒ UPCHURCH

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0.

GRATON COMMUNITY SERVICES DISTRICT

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



WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted and SO ORDERED.

Approved: Dave Clemmer

Dave Clemmer
President, Board of Directors
Graton Community Services District

Attest: Karin Lease

Karin Lease
Secretary, Board of Directors
Graton Community Services District

2059525.1

To: Jose Ortiz and the GCSD Board



Dear GCSD Board Members,

I appreciate the opportunity to work with you on developing a new website that you can be proud of.

Here is a little information about process. Once I have an approved and signed estimate and deposit...

- 1) I will submit 2-3 logo designs and a list of photos and text needed for each page of the website.
- 2) GCSD will chose a design direction for the logo and I will refine the logo per your suggestions.
- 3) I will submit 1-2 initial home page designs for the website.
- 4) GCSD will chose a home page design direction and I will refine the home page per your suggestions.
- 5) I will proceed to complete the pages as necessary information is provided by GCSD until the website is complete.
- 6) GCSD will approve the final website and I will post it live, submit it to Google, finalize the SEO, and set up the email forwarding.
- 7) I will train GCSD on how to add new agendas as requested.
- 8) After an initial test period, we will decide on a plan for making changes and adding information and SEO to the website in the future.

I am happy to answer any other questions you may have in regards to the website development or the estimate.

Warmly,

A handwritten signature in black ink, appearing to be "BD" or similar initials, followed by a long, sweeping horizontal line.

To: Jose Ortiz and Board
GCSD
November 14, 2017



GCSD LOGO

The goal is to create a clean, professional and appealing logo for GCSD.

\$300-\$600

GCSD WEBSITE

The goal is to provide a GCSD with a website that will communicate all relevant information to the public. The site should look professional, yet friendly and easy to navigate. It will conform to current web standards and pass the Google mobile friendly test.

The site will include the following 20 pages and 1 contact form including: Home page with a link to upcoming agenda, About page, Service Area page, Board Members page with 5 bios, Board Meetings page with a link to upcoming agenda, Staff page with GM's bio, News page and 5 news posts, Subcommittees page, Resources page, Budget page listing current and previous budgets, Key Information page, Minutes page listing previous board meeting minutes, Agendas page listing previous board meeting agendas, Packets page listing previous board meeting packets, and a Contact page.

This estimate includes setting up hosting and email forwarding. It also includes basic SEO custom to each page of the site: Titles, Meta Tags, Descriptions, and Alt Tags. The site and a sitemap will be submitted to Google and Yahoo. Google Analytics will be setup per clients instructions.

\$3,100-\$4,500

Potential additional Costs:

1) Training GCSD staff or members to make changes to the site

GCSD will provide copy and photography unless requested.

Proposed Payment Plan: A prepayment of \$775 is due. Additional amounts will be billed as completed each 20 days or upon completion of the project.

Signatures below signify acceptance of these terms by both parties:


Brenda Phillips
Beehive Design Studio

GCSD

Date

HOME

ABOUT

ABOUT

SERVICE AREA

BOARD MEMBERS

BOARD MEETINGS

STAFF

SUBCOMMITTEES

LOCAL RESOURCES

NEWS

5 ARTICLES TO START

FINANCES

BUDGETS

KEY INFO

DOCUMENTS

MINUTES

AGENDAS

PACKETS

CONTACT

FORM

GRATON COMMUNITY SERVICES DISTRICT

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



02/20/18

RESOLUTION NO. 180220B

RESOLUTION OF THE GOVERNING BODY OF THE GRATON COMMUNITY SERVICES DISTRICT DECLARING THAT GOVERNING BODY MEMBERS AND VOLUNTEERS SHALL BE DEEMED TO BE EMPLOYEES OF THE DISTRICT FOR THE PURPOSE OF PROVIDING WORKERS' COMPENSATION COVERAGE FOR SAID CERTAIN INDIVIDUALS WHILE PROVIDING THEIR SERVICES

WHEREAS, the Graton Community Services District (District) utilizes the services of the Board of Directors, as its Governing Body, and Volunteers; and

WHEREAS, Section 3363.5 of the California Labor Code provides that a person, who performs voluntary service for a public agency as designated and authorized by the Governing Body of the District or its designee, shall, upon adoption of a resolution by the Governing Body of the agency so declaring, be deemed an employee of the agency for the purpose of Division 4 of said Labor Code while performing such services; and

WHEREAS, the Governing Body wishes to extend Workers' Compensation coverage as provided by State law to the following designated categories of persons as indicated by a checkmark to the left of the descriptions:

- ☒ All members of the Governing Body of Graton Community Services District as presently or hereafter constituted and/or
- ☒ All persons performing voluntary services without pay other than meals, transportation, lodging or reimbursement for incidental expenses
- ☒ Other Volunteers
- ☐ _____

NOW, THEREFORE, BE IT RESOLVED, that such persons coming within the categories specified above, including the duly elected or appointed replacements of any Governing Body Member and other designated individuals be deemed to be employees of the Graton Community Services District for the purpose of Workers' Compensation coverage as provided in Division 4 of the Labor Code while performing such service. However, said Board of Directors Members and other designated individuals will not be considered an employee of the District for any purpose other than for such Workers' Compensation coverage, nor grant nor enlarge upon any other right, duty, or responsibility of such Board of Directors Members or other designated individuals, nor allow such persons to claim any other benefits or rights given to paid employees of the District.

GRATON COMMUNITY SERVICES DISTRICT

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





This Resolution shall take effect immediately upon adoption.

DIRECTORS: ☒ CLEMMER, ☒ DREW, ☒ JOHNSON, ☒ LEASE, ☒ UPCHURCH

AYES 5; NOES 0; ABSTAIN 0; ABSENT 0.

WHEREUPON, the Chair declared the above and foregoing Resolution duly adopted and SO ORDERED.

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

Attest: 
Karin Lease
Secretary, Board of Directors
Graton Community Services District

2059525.1

January 10 – February 14, 2018 Operations Notes

January 11: Operators purchased necessary parts and reassembled filter B inlet pipe fittings and placed filter back in service, no longer leaking. Performed truck maintenance.

January 16: Regatta technician out to replace turbine compressor and placed Capstone back in service.

January 30: Operators installed new aerator, tested operation. Found blown fuse in main cabinet. Once fuse was replaced, placed aerator in service.

February 1: Noticed preheater leaking when at 141 psi on shutdown loop. Lowered max allowable pressure setting on computer. Unit will need to be disassembled, repaired, and cleaned.

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.

Operators cleaning filters and disinfection system with chlorine or citric acid 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.

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
Kerry Beck	3505 Ross Road Sebastopol	abexink@gmail.com
Tim Liesmer	" "	mojofrog@earthlink.net
Ray Green	Ross Rd. Sebastopol	
Stephanie Blumenthal	3501 Ross Rd. Sebastopol	sablumenthal@yahoo.com

not present
not present

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.

GRATON COMMUNITY SERVICES DISTRICT

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



SPEAKER REQUEST FORM

DATE	2/20/18
NAME	Kerry Beck
ADDRESS	3565 Ross Road Sebastopol
PHONE	(707) 823-2622
EMAIL	abexinke@gmail.com

AGENDA ITEM THAT YOU WISH TO SPEAK ABOUT
Graton CSD considering taking on Occidental waste

COMMENTS YOU WISH TO MAKE
We were recently informed of this proposal and wanted to make sure that our voices are heard. We are vehemently opposed to this proposal.
We move to Ross Road in 1999 and live across the street from the proposed site of dumping.
Thank you.