



**REGULAR MEETING AGENDA**

**Graton Community Services District (GCS D)**

**Meeting of the GCS D Board of Directors**

**Monday, December 21, 2020 at 6:00 PM**

**Various Locations- Teleconference Meeting Pursuant to Executive Order N-29-20**

**Notice of Teleconferenced Meeting**

Pursuant to the Governor's Executive Order N-29-20 (dated March 17, 2020), members of the Board of Directors may participate via teleconference. Teleconference locations are not open to the public pursuant to California Governor Executive Order N-29-20. For this meeting, there will be no physical location from which members of the public may observe/comment.

Board Members Teleconferencing: Dave Clemmer, Matt Johnson, Karin Lease, David Upchurch and Jennifer Butler. **Members of the Public may participate and provide public comments to teleconference meetings as follows:**

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to [joseortiz.gcsd@gmail.com](mailto:joseortiz.gcsd@gmail.com). Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: Join URL: <https://us02web.zoom.us/j/82955541705> or dial by your location United States  
Meeting ID: 829 5554 1705  
Join from a PC, Mac, iPad, iPhone or Android device:

In the event of a Zoom Bombing, the Zoom meeting will be terminated and a new meeting, login credentials below, will be used to continue the District's business. The log-in credentials will not be made public and only written comments will be allowed for the remainder of the meeting.

Public testimony will be taken at the direction of the Board President and members of the public may only comment during times allotted for public comments. If you wish to request a disability-related modification or accommodation, please contact the District by email at [lindamartinez.gcsd@gmail.com](mailto:lindamartinez.gcsd@gmail.com).

1. **CALL TO ORDER** \_\_\_\_\_
2. **ROLL CALL** - Determination of a Quorum

Board President, Dave Clemmer, \_\_\_\_\_; Board Vice President, Matt Johnson \_\_\_\_\_  
Board Secretary, Karin Lease, \_\_\_\_\_; David Upchurch, \_\_\_\_\_; Jennifer Butler \_\_\_\_\_

### 3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, \_\_\_; Board Vice President Matt Johnson, \_\_\_\_; Board Secretary, Karin Lease, \_\_\_; David Upchurch, \_\_\_; Jennifer Butler\_\_\_\_\_

### 4. PUBLIC COMMENT

*Members of the public are invited to address the Board on those items which fall under the authority of the Board. The Public Comment section is intended to provide an opportunity for members of the public to address the Board on items that are not on the Agenda. For items that are on the Agenda, speakers are encouraged to provide comments at the time the item is taken up by the Board. For those wishing to address the Board on any Agenda or non-agendized item, please complete a Speaker Card located at the entrance to the and submit it to the Board President. Please be sure to indicate the Agenda Item # you wish to address or the topic of your public comment. Comments will be limited to three minutes per speaker. Speakers should understand that except in very limited situations, State law precludes the Board from taking action on or engaging in extended deliberations concerning items of business which are not on the Agenda. GOVERNMENT CODE 54954.2. (2) No action or discussion shall be undertaken on any item not appearing on the posted agenda, except that members of a legislative body or its staff may briefly respond to statements made or questions posed by persons exercising their public testimony rights under Section 54954.3. In addition, on their own initiative or in response to questions posed by the public, a member of a legislative body or its staff may ask a question for clarification, make a brief announcement, or make a brief report on his or her own activities. Furthermore, a member of a legislative body, or the body itself, subject to rules or procedures of the legislative body, may provide a reference to staff or other resources for factual information, request staff to report back to the body at a subsequent meeting concerning any matter, or take action to direct staff to place a matter of business on a future agenda.*

### 5. CONSENT CALENDAR

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

- A. Confirm Expenditures and Revenue (Transactions) List for November 2020
- B. Review November 2020 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from November 16, 2020

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, \_\_\_; Board Vice President, Matt Johnson\_\_\_\_; Board Secretary, Karin Lease, \_\_\_; David Upchurch, \_\_\_; Jennifer Butler\_\_\_\_\_

**6. ACTION ITEMS**

None

**7. DISCUSSION ITEMS**

- A. Status of the policy manual update project
- B. Status of the Occidental wastewater transport project
- C. Status of time clock
- D. Time Study (routine tasks)
- E. Plant Security
- F. Status of Director-led revenue saving projects
- G. Accessory Dwelling Unit Flow Factor Recommendations (Sonoma Water)

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

- A. Treatment Plant Operations Update
  - Operations report
  - Overtime report
  - Update on SAF unit chemical options
- B. Construction Update
  - Status of settlement of electrical contractor for WWTP
  - Report on Post Meeting Action Items
  - Meetings, Correspondence & Outreach

**9. SUGGESTED ITEMS FOR FUTURE AGENDA**

- A. Pending items/old business
- B. Future items/new business

**CLOSED SESSION**

**10. CONFERENCE WITH LABOR NEGOTIATORS**

(Pursuant to Government Code Section 54957.6) Agency designated representative: District General Manager; Employee organization: International Order of Operating Engineers, Local 39

**ADJOURNMENT \_\_\_\_\_**

**Expenditure Transactions**

Criteria: Post On = 11/1/2020..11/30/2020; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Journal ID	Fund	Department	Account	TCA	Amount	Journal Header Description	Line Description
<b>Fund Code 77101 -- Graton CSD - Sanitation</b>									
<b>Account Type 00005 -- All Expense/Expenditure Accts</b>									
<b>Character 50000 -- Salaries and Employee Benefits</b>									
<b>Category 50700 -- Local Bd Salaries and Wages</b>									
<b>Account 50701 -- Perm Position - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50701	GCS100	7,042.23	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>7,042.23</u>		
<b>Total Perm Position - Local Bds</b>									
<b>Account 50706 -- Vacation Pay - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50706	GCS100	223.70	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>223.70</u>		
<b>Total Vacation Pay - Local Bds</b>									
<b>Account 50707 -- Standby Pay - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50707	GCS100	1,358.42	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>1,358.42</u>		
<b>Total Standby Pay - Local Bds</b>									
							<u>8,624.35</u>		
<b>Total Local Bd Salaries and Wages</b>									
<b>Category 50750 -- Local Boards - Retirement</b>									
<b>Account 50753 -- FICA Retirement - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50753	GCS100	534.71	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>534.71</u>		
<b>Total FICA Retirement - Local Bds</b>									
<b>Account 50755 -- PERS - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50755	GCS100	561.80	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>561.80</u>		
<b>Total PERS - Local Bds</b>									
<b>Account 50756 -- Medicare - Local Bds</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	50756	GCS100	125.05	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>125.05</u>		
<b>Total Medicare - Local Bds</b>									
							<u>1,221.56</u>		
<b>Total Local Boards - Retirement</b>									
<b>Category 50800 -- Local Boards - Emp. Benefits</b>									
<b>Account 50801 -- Health Ins - Local Bds</b>									
11/13/2020	11/9/2020	AP00222946	77101	62030100	50801	GCS100	1,527.32	California Choice	Health Ins. December 2020
							<u>1,527.32</u>		
<b>Total Health Ins - Local Bds</b>									
<b>Account 50803 -- Dental - Local Bds</b>									
11/17/2020	11/13/2020	AP00223150	77101	62030100	50803	GCS100	214.60	WOLFPACK INSURANCE SERVICES INC	December Dental & Vision Ins.
							<u>214.60</u>		
<b>Total Dental - Local Bds</b>									
<b>Account 50805 -- Vision - Local Bds</b>									
11/17/2020	11/13/2020	AP00223150	77101	62030100	50805	GCS100	20.60	WOLFPACK INSURANCE SERVICES INC	December Dental & Vision Ins.
							<u>20.60</u>		
<b>Total Vision - Local Bds</b>									
							<u>1,762.52</u>		
<b>Total Local Boards - Emp. Benefits</b>									
							<u>11,608.43</u>		
<b>Total Salaries and Employee Benefits</b>									
<b>Character 51000 -- Services and Supplies</b>									
<b>Category 51020 -- Communication Expense</b>									
<b>Account 51021 -- Communication Expense</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	51021	GCS100	885.69	US Bank National Association	Graton Cal Card
							<u>885.69</u>		
<b>Total Communication Expense</b>									
							<u>885.69</u>		
<b>Category 51030 -- Household Expense</b>									
<b>Account 51031 -- Waste Disposal Services</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	51031	GCS100	33.00	US Bank National Association	Graton Cal Card
11/10/2020	11/9/2020	AP00222682	77101	62030100	51031	GCS400	85.00	US Bank National Association	Graton Cal Card
							<u>118.00</u>		
<b>Total Waste Disposal Services</b>									
							<u>118.00</u>		
<b>Total Household Expense</b>									
<b>Category 51040 -- Insurance Expense</b>									
<b>Account 51042 -- Insurance - Premiums</b>									
11/13/2020	11/9/2020	AP00222946	77101	62030100	51042	GCS100	1,355.41	Special District Risk Management Auth	GCS100 Wrk Comp Payroll Audit
							<u>1,355.41</u>		
<b>Total Insurance - Premiums</b>									
							<u>1,355.41</u>		
<b>Total Insurance Expense</b>									
<b>Category 51060 -- Maintenance - Equipment</b>									
<b>Account 51061 -- Maintenance - Equipment</b>									
11/10/2020	11/2/2020	AP00222680	77101	62030100	51061	GCS300	10,243.00	CAL MICROTURBINE INC	Capstone Factory Protect Plan
11/10/2020	11/9/2020	AP00222682	77101	62030100	51061	GCS300	397.84	US Bank National Association	Graton Cal Card
							<u>10,640.84</u>		
<b>Total Maintenance - Equipment</b>									
							<u>10,640.84</u>		
<b>Total Maintenance - Equipment</b>									
<b>Category 51200 -- Professional &amp; Specialized</b>									
<b>Account 51226 -- Consulting Services</b>									
11/12/2020	11/9/2020	AP00222839	77101	62030100	51226	GCS100	1,596.00	LINDA MARTINEZ	Bookkeeper Svcs 10/05-11/05/20
							<u>1,596.00</u>		
<b>Total Consulting Services</b>									
<b>Account 51231 -- Testing/Analysis</b>									
11/12/2020	11/9/2020	AP00222839	77101	62030100	51231	GCS300	592.20	Brelje & Race Laboratories Inc	Samples submitted in Oct.
							<u>592.20</u>		
<b>Total Testing/Analysis</b>									
<b>Account 51237 -- Process Service</b>									
11/10/2020	11/4/2020	AP00222681	77101	62030100	51237	GCS100	116.34	Graton Community Services District	GCS100 Payroll PPE 10-31-2020
							<u>116.34</u>		
<b>Total Process Service</b>									
<b>Account 51244 -- Permits/License/Fees</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	51244	GCS100	34.00	US Bank National Association	Graton Cal Card
11/20/2020	11/18/2020	AP00223515	77101	62030100	51244	GCS100	597.00	State of California	Annual Permit 7/1/20-6/30/21
							<u>631.00</u>		
<b>Total Permits/License/Fees</b>									
							<u>2,935.54</u>		
<b>Total Professional &amp; Specialized</b>									
<b>Category 51800 -- Other Services</b>									
<b>Account 51803 -- Other Contract Services</b>									
11/12/2020	11/9/2020	AP00222839	77101	62030100	51803	GCS100	856.17	Brenda Phillips	Website work
11/24/2020	11/23/2020	AP00223768	77101	62030100	51803	GCS100	10,395.00	JOSE LUIS ORTIZ	GM Svcs Oct. 2020
							<u>11,251.17</u>		
<b>Total Other Contract Services</b>									
							<u>11,251.17</u>		
<b>Total Other Services</b>									
<b>Category 52040 -- Household Supplies Expense</b>									
<b>Account 52041 -- Household Supplies Expense</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52041	GCS100	55.16	US Bank National Association	Graton Cal Card
							<u>55.16</u>		
<b>Total Household Supplies Expense</b>									

<b>Account 52043 -- Safety Supplies/Equipment</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52043	GCSD100	53.04	US Bank National Association	Graton Cal Card
<b>Total Safety Supplies/Equipment</b>							<u>53.04</u>		
<b>Total Household Supplies Expense</b>							<u>108.20</u>		
<b>Category 52060 -- Maintenance - Equipment</b>									
<b>Account 52061 -- Fuel/Gas/Oil</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52061	GCSD100	147.29	US Bank National Association	Graton Cal Card
<b>Total Fuel/Gas/Oil</b>							<u>147.29</u>		
<b>Total Maintenance - Equipment</b>							<u>147.29</u>		
<b>Category 52080 -- Medical, Dental, Laboratory</b>									
<b>Account 52081 -- Medical/Laboratory Supplies</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52081	GCSD300	150.76	US Bank National Association	Graton Cal Card
<b>Total Medical/Laboratory Supplies</b>							<u>150.76</u>		
<b>Total Medical, Dental, Laboratory</b>							<u>150.76</u>		
<b>Category 52100 -- Other Supplies</b>									
<b>Account 52101 -- Other Supplies</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52101	GCSD100	27.12	US Bank National Association	Graton Cal Card
<b>Total Other Supplies</b>							<u>27.12</u>		
<b>Total Other Supplies</b>							<u>27.12</u>		
<b>Category 52140 -- Minor Equipment</b>									
<b>Account 52141 -- Minor Equipment/Small Tools</b>									
11/10/2020	11/9/2020	AP00222682	77101	62030100	52141	GCSD100	42.48	US Bank National Association	Graton Cal Card
11/10/2020	11/9/2020	AP00222682	77101	62030100	52141	GCSD100	315.57	US Bank National Association	Graton Cal Card
<b>Total Minor Equipment/Small Tools</b>							<u>358.05</u>		
<b>Total Minor Equipment</b>							<u>358.05</u>		
<b>Category 52190 -- Utilities Expense</b>									
<b>Account 52191 -- Utilities Expense</b>									
11/13/2020	11/9/2020	AP00222946	77101	62030100	52191	GCSD300	1,693.03	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc. Oct.
11/24/2020	11/20/2020	AP00223766	77101	62030100	52191	GCSD100	16.17	PACIFIC GAS & ELECTRIC	Graton Gas Svc. Oct. 2020
11/24/2020	11/20/2020	AP00223766	77101	62030100	52191	GCSD200	15.57	PACIFIC GAS & ELECTRIC	Graton Gas Svc. Oct. 2020
11/24/2020	11/20/2020	AP00223766	77101	62030100	52191	GCSD200	316.34	PACIFIC GAS & ELECTRIC	Graton Gas Svc. Oct. 2020
11/24/2020	11/20/2020	AP00223766	77101	62030100	52191	GCSD300	4,653.70	PACIFIC GAS & ELECTRIC	Graton Gas Svc. Oct. 2020
11/24/2020	11/20/2020	AP00223766	77101	62030100	52191	GCSD400	1,688.58	PACIFIC GAS & ELECTRIC	Graton Gas Svc. Oct. 2020
<b>Total Utilities Expense</b>							<u>8,383.39</u>		
<b>Total Utilities Expense</b>							<u>8,383.39</u>		
<b>Total Services and Supplies</b>							<u>36,361.46</u>		
<b>Total All Expense/Expenditure Accts</b>							<u>47,969.89</u>		
<b>Total Graton CSD - Sanitation</b>							<u>47,969.89</u>		
<b>Fund Code 77103 -- Graton CSD - Sanitation Const.</b>									
<b>Account Type 00001 -- All Asset Accounts</b>									
<b>Character 19000 -- Capital Assets</b>									
<b>Category 19800 -- Proprietary Capital Purchases</b>									
<b>Account 19831 -- Acq-CIP-Bldg &amp; Impr</b>									
11/12/2020	11/9/2020	AP00222839	77103	62030300	19831	GCSD505	157.00	GHD Inc	GRD WTR Well Installation
11/24/2020	11/20/2020	0000223454	77103	62030300	19831	GCSD400	(18,868.20)	Graton TCA Correction	Correcting TCA
11/24/2020	11/20/2020	0000223454	77103	62030300	19831	GCSD504	18,868.20	Graton TCA Correction	Correcting TCA
<b>Total Acq-CIP-Bldg &amp; Impr</b>							<u>157.00</u>		
<b>Total Proprietary Capital Purchases</b>							<u>157.00</u>		
<b>Total Capital Assets</b>							<u>157.00</u>		
<b>Total All Asset Accounts</b>							<u>157.00</u>		
<b>Total Graton CSD - Sanitation Const.</b>							<u>157.00</u>		
<b>Total</b>							<u>48,126.89</u>		

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**Graton Community Services District  
Summary Report  
11-30-2020**

OPERATIONS	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Nov	Dec-Feb	Mar-June			
<b>Beginning Cash Balance:</b>	<b>614,355</b>	<b>343,785</b>	<b>215,124</b>	<b>427,194</b>			
<b>Revenues</b>							
Property Taxes	(32,299)	-	561,457	496,473	(32,299)	1,025,631	1,031,891
Sewer Fees	2,598	1,312	5,773	17,517	3,910	27,200	29,000
Disaster Reimbursement / Grants	-	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-	-
Other Miscellaneous	(3,549)	1,427	2,404	9,544	(2,122)	9,826	16,500
<b>Total Revenue</b>	<b>(33,251)</b>	<b>2,739</b>	<b>569,634</b>	<b>523,534</b>	<b>(30,512)</b>	<b>1,062,657</b>	<b>1,077,391</b>
<b>Expenses</b>							
Salaries & Employee Benefits	42,820	53,285	99,184	113,774	96,105	309,062	352,200
Utilities	22,903	361,084	34,731	36,822	383,987	455,540	120,000
Legal Services	-	-	-	-	-	-	-
Contract Services	8,978	30,826	19,228	50,355	39,804	109,387	102,000
Testing (Brelje & Race)	2,572	1,873	1,607	7,100	4,445	13,152	20,000
Chemicals	9,628	-	16,088	7,978	9,628	33,694	50,000
Accounting Services	-	-	-	12,000	-	12,000	12,600
Consulting Services	3,116	3,164	11,944	8,257	6,280	26,481	35,000
Depreciation	-	-	-	157,494	-	157,494	475,000
Equipment	-	-	-	-	-	-	(7,000)
Transfers Out (To Construction) - Debt Srvc	103,450	-	150,000	103,450	103,450	356,900	506,900
Other Miscellaneous	60,361	(318,831)	24,782	71,978	(258,471)	(161,711)	220,850
<b>Total Expenses</b>	<b>253,827</b>	<b>131,400</b>	<b>357,565</b>	<b>569,207</b>	<b>385,227</b>	<b>1,311,999</b>	<b>1,887,550</b>
<b>Other Cash Inflows/Outflows:</b>							
- SRF Loan Proceeds	-	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-	-
Cash Adjustments (Accruals):	16,508.23	-	-	-			
<b>Ending Cash Balance - Operations:</b>	<b>343,785</b>	<b>215,124</b>	<b>427,194</b>	<b>381,521</b>			

CONSTRUCTION	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Nov	Dec-Feb	Mar-June			
<b>Beginning Cash Balance:</b>	<b>86,415</b>	<b>70,381</b>	<b>80,786</b>	<b>259,716</b>			
<b>Revenues</b>							
Connection Fees	18,634	10,352	39,338	20,704	28,986	89,027	167,716
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	150,000	103,450	103,450	356,900	506,900
Other Miscellaneous	(499)	210	(272)	921	(289)	359	(500)

<b>Total Revenue</b>	<b>121,584</b>	<b>10,562</b>	<b>189,065</b>	<b>125,075</b>	<b>132,146</b>	<b>446,286</b>	<b>674,116</b>
<b>Expenses</b>							
Capital Asset Expenses	12,231	157	10,136	55,163	12,388	90,074	325,000
Interest Expense - Municipal Finance	25,315	-	-	71,848	25,315	122,478	94,585
Disposed Capital Asset	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>37,546</b>	<b>157</b>	<b>10,136</b>	<b>127,010</b>	<b>37,703</b>	<b>212,552</b>	<b>419,585</b>

**Other Cash Inflows / Outflows:**

- SRF Loan Proceeds	-	-	-	-	-	-	-
- Principal Payments - Municipal Finance	(55,485)	-	-	(56,831)	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	56,831	-	-	-
Cash Adjustments (Accruals):	(44,586.79)	-	-	(35,466.57)	-	-	-

<b>Ending Cash Balance - Construction:</b>	<b>70,381</b>	<b>80,786</b>	<b>259,716</b>	<b>222,314</b>			
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<b>Capital Project Summary</b>	<b>Proj Balance</b>	<b>Year to Date</b>	<b>Project Total</b>
<b>Project Title</b>	<b>7/1/2020</b>	<b>Expenses</b>	<b>Life to Date</b>
- Receiving Station (GCSD501)	117,287.08	513	117,800
- Collection System Improvements (GCSD504)	10,057,967	10,008	10,067,975
<b>- Totals</b>	<b>10,175,254</b>	<b>10,521</b>	<b>10,185,775</b>

**Graton Community Services District - Debt Summary**

**Municipal Finance Corporation**

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/20: **\$1,977,945.85**

	<u>Jul- Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>	<b>Principal Balance</b>
Payments:						<b>YE</b>
- Principal	55,485	-	-	56,831	112,316	1,865,630
- Interest	47,965	-	46,620	21,364	94,585	
<b>Total MFC Payments</b>	<b>103,450</b>	<b>-</b>	<b>46,620</b>	<b>78,195</b>	<b>206,901</b>	

Revenue and Expenditure Balances YTD

Criteria: As Of = 11/30/2020 (42% of Year Elapsed); Fund = 77101,77103; Accounting Period = 1..12; Group = Report,Fund9,Account2,Account3,Account4,Account5

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
<b>Fund Code 77101 -- Graton CSD - Sanitation</b>									
<b>Account Type 00001 -- All Asset Accounts</b>									
19820	Acq-Machinery and Equipment	4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
<b>Total All Asset Accounts</b>		4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
<b>Account Type 00004 -- All Revenues</b>									
40003	Direct Charges - CY	995,000.00	1,005,391.00	-	-	-	-	-	1,005,391.00
40050	Property Tax Accrual	5,000.00	6,000.00	-	-	(32,347.20)	-	-	38,347.20
40111	Supplemental Prop Taxes - CY	-	-	-	-	47.97	-	-	(47.97)
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	-	-	-	20,000.00
40999	Penalties and Costs on Taxes	500.00	500.00	-	-	-	-	-	500.00
44002	Interest on Pooled Cash	5,000.00	12,500.00	-	1,426.97	1,426.97	-	-	11,073.03
44050	Unrealized Gains and Losses	5,000.00	6,000.00	-	-	(3,549.08)	-	-	9,549.08
45221	Sewer/Water Usage Fees	15,000.00	29,000.00	-	1,311.97	3,909.66	-	-	25,090.34
46027	Insurance Claims Reimbursement	-	(1,000.00)	-	-	-	-	-	(1,000.00)
46040	Miscellaneous Revenue	-	(1,000.00)	-	-	-	-	-	(1,000.00)
<b>Total All Revenues</b>		1,045,500.00	1,077,391.00	-	2,738.94	(30,511.68)	-	-	1,107,902.68
<b>Account Type 00005 -- All Expense/Expenditure Accts</b>									
50701	Perm Position - Local Bds	340,000.00	322,200.00	7,042.23	30,273.86	51,557.12	-	-	270,642.88
50703	Overtime - Local Bds	-	-	-	683.27	933.40	-	-	(933.40)
50706	Vacation Pay - Local Bds	-	-	223.70	3,619.69	6,486.99	-	-	(6,486.99)
50707	Standby Pay - Local Bds	-	-	1,358.42	6,600.99	10,493.22	-	-	(10,493.22)
50710	Sick Pay - Local Boards	-	-	-	1,582.14	2,188.15	-	-	(2,188.15)
50711	Holiday Pay - Local Boards	-	-	-	854.10	2,114.90	-	-	(2,114.90)
50753	FICA Retirement - Local Bds	-	-	534.71	2,704.06	4,573.96	-	-	(4,573.96)
50755	PERS - Local Bds	30,000.00	30,000.00	561.80	2,809.03	4,820.69	-	-	25,179.31
50756	Medicare - Local Bds	-	-	125.05	632.40	1,069.72	-	-	(1,069.72)
50757	HSA Reimbursement - Local Bds	-	-	-	-	782.49	-	-	(782.49)
50801	Health Ins - Local Bds	-	-	1,527.32	3,054.64	9,313.74	-	-	(9,313.74)
50803	Dental - Local Bds	-	-	214.60	429.20	1,613.53	-	-	(1,613.53)
50805	Vision - Local Bds	-	-	20.60	41.20	157.00	-	-	(157.00)
51021	Communication Expense	8,500.00	5,150.00	885.69	1,632.50	3,737.02	-	-	1,412.98
51031	Waste Disposal Services	3,500.00	3,700.00	118.00	118.00	461.54	-	-	3,238.46
51042	Insurance - Premiums	37,000.00	49,000.00	1,355.41	1,355.41	37,963.24	-	-	11,036.76
51061	Maintenance - Equipment	25,000.00	25,000.00	10,640.84	11,328.48	21,009.25	-	-	3,990.75
51071	Maintenance - Bldg & Improve	8,000.00	13,300.00	-	97.73	4,083.65	-	-	9,216.35
51206	Accounting/Auditing Services	12,600.00	12,600.00	-	-	-	-	-	12,600.00
51207	Client Accounting Services	34,000.00	34,000.00	-	-	-	-	-	34,000.00
51212	Outside Counsel - Legal Advice	18,000.00	26,000.00	-	418.08	2,167.79	-	-	23,832.21
51225	Training Services	1,500.00	(1,000.00)	-	-	-	-	-	(1,000.00)
51226	Consulting Services	35,000.00	35,000.00	1,596.00	3,163.50	6,279.50	-	-	28,720.50
51231	Testing/Analysis	20,000.00	20,000.00	592.20	1,872.90	4,445.10	-	-	15,554.90
51237	Process Service	2,800.00	3,600.00	116.34	581.70	928.62	-	-	2,671.38
51244	Permits/License/Fees	9,000.00	8,000.00	631.00	631.00	2,963.00	-	-	5,037.00
51301	Publications and Legal Notices	600.00	1,200.00	-	988.00	988.00	-	-	212.00
51401	Rents and Leases - Equipment	2,000.00	4,500.00	-	153.00	153.00	-	-	4,347.00
51402	Rents and Leases - Heavy Eq	-	1,200.00	-	-	-	-	-	1,200.00
51421	Rents and Leases - Bldg/Land	1,200.00	-	-	-	-	-	-	-
51601	Training/Conference Expenses	1,500.00	2,000.00	-	-	225.39	-	-	1,774.61
51602	Business Travel/Mileage	2,500.00	1,000.00	-	-	-	-	-	1,000.00
51801	Other Services	8,900.00	9,300.00	-	350.00	452.07	-	-	8,847.93
51803	Other Contract Services	96,000.00	102,000.00	11,251.17	30,826.17	39,803.67	-	-	62,196.33
51916	County Services Chgs	7,500.00	7,500.00	-	-	-	-	-	7,500.00
51934	ERP System Charges	-	-	-	454.80	454.80	-	-	(454.80)



51935	Unclaimable ERP System Charges	-	-	-	10.62	10.62	-	-	(10.62)
52021	Clothing, Uniforms, Personal	1,500.00	1,500.00	-	-	422.67	-	-	1,077.33
52041	Household Supplies Expense	-	-	55.16	55.16	55.16	-	-	(55.16)
52042	Janitorial Supplies	500.00	500.00	-	84.58	84.58	-	-	415.42
52043	Safety Supplies/Equipment	-	-	53.04	53.04	53.04	-	-	(53.04)
52061	Fuel/Gas/Oil	3,000.00	3,000.00	147.29	209.68	600.62	-	-	2,399.38
52062	Tires/Lubes	-	-	-	11.55	46.55	-	-	(46.55)
52063	Vehicle Parts	-	2,400.00	-	-	441.93	-	-	1,958.07
52072	Chemicals	60,000.00	50,000.00	-	-	9,627.78	-	-	40,372.22
52081	Medical/Laboratory Supplies	500.00	500.00	150.76	605.37	605.37	-	-	(105.37)
52091	Memberships/Certifications	5,000.00	5,000.00	-	3,861.00	3,861.00	-	-	1,139.00
52101	Other Supplies	1,500.00	1,500.00	27.12	560.93	613.19	-	-	886.81
52111	Office Supplies	2,000.00	500.00	-	54.52	768.17	-	-	(268.17)
52141	Minor Equipment/Small Tools	3,000.00	2,000.00	358.05	392.76	1,218.18	-	-	781.82
52142	Computer Equipment/Accessories	-	5,000.00	-	-	-	-	-	5,000.00
52181	Business Meals/Supplies	750.00	500.00	-	-	-	-	-	500.00
52191	Utilities Expense	105,000.00	120,000.00	8,383.39	18,244.87	41,147.74	-	-	78,852.26
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
54333	Computer Equipment	5,000.00	5,000.00	-	-	-	-	-	5,000.00
57011	Transfers Out - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
<b>Total All Expense/Expenditure Accts</b>		<b>1,724,750.00</b>	<b>1,894,550.00</b>	<b>47,969.89</b>	<b>131,399.93</b>	<b>385,227.15</b>	<b>-</b>	<b>-</b>	<b>1,509,322.85</b>
<b>Total Graton CSD - Sanitation</b>		<b>683,250.00</b>	<b>810,159.00</b>	<b>47,969.89</b>	<b>128,660.99</b>	<b>415,738.83</b>	<b>-</b>	<b>-</b>	<b>394,420.17</b>
<b>Fund Code 77103 -- Graton CSD - Sanitation Const.</b>									
<b>Account Type 00001 -- All Asset Accounts</b>									
19831	Acq-CIP-Bldg & Impr	215,000.00	325,000.00	157.00	157.00	12,388.00	-	-	312,612.00
19832	Acq-CIP-Infrastructure	175,000.00	350,000.00	-	-	-	-	-	350,000.00
<b>Total All Asset Accounts</b>		<b>390,000.00</b>	<b>675,000.00</b>	<b>157.00</b>	<b>157.00</b>	<b>12,388.00</b>	<b>-</b>	<b>-</b>	<b>662,612.00</b>
<b>Account Type 00004 -- All Revenues</b>									
44002	Interest on Pooled Cash	-	(500.00)	-	209.77	209.77	-	-	(709.77)
44050	Unrealized Gains and Losses	-	-	-	-	(499.26)	-	-	499.26
46024	Connection Fees	186,350.00	167,716.00	-	10,352.00	28,985.60	-	-	138,730.40
47101	Transfers In - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
<b>Total All Revenues</b>		<b>543,250.00</b>	<b>674,116.00</b>	<b>-</b>	<b>10,561.77</b>	<b>132,146.11</b>	<b>-</b>	<b>-</b>	<b>541,969.89</b>
<b>Account Type 00005 -- All Expense/Expenditure Accts</b>									
53103	Interest on LT Debt	104,850.00	94,585.00	-	-	25,314.96	-	-	69,270.04
59004	Administrative Control Account	102,051.00	102,051.00	-	-	55,485.11	-	-	46,565.89
59005	Admin Control Acct Clearing	(102,051.00)	(102,051.00)	-	-	(55,485.11)	-	-	(46,565.89)
<b>Total All Expense/Expenditure Accts</b>		<b>104,850.00</b>	<b>94,585.00</b>	<b>-</b>	<b>-</b>	<b>25,314.96</b>	<b>-</b>	<b>-</b>	<b>69,270.04</b>
<b>Total Graton CSD - Sanitation Const.</b>		<b>(48,400.00)</b>	<b>95,469.00</b>	<b>157.00</b>	<b>(10,404.77)</b>	<b>(94,443.15)</b>	<b>-</b>	<b>-</b>	<b>189,912.15</b>
<b>Total</b>		<b>634,850.00</b>	<b>905,628.00</b>	<b>48,126.89</b>	<b>118,256.22</b>	<b>321,295.68</b>	<b>-</b>	<b>-</b>	<b>584,332.32</b>

Run: 12/1/2020 8:59 AM Data Last Updated: 12/1/2020 5:16:17 AM



December 15<sup>th</sup>, 2020  
Prepared by John Gibson

## November 2020 Operations Report

November 5<sup>th</sup> Gasket failure on the PTG system between the flow meter flange and stainless-steel piping causing a severe leak. The system was shut down, drained, and disassembled for service. After inspection, one of the bolts had a washer on the wrong side causing the bolt to bottom out against the frame and not fully tighten. A new gasket was installed, and the system tested.

November 17<sup>th</sup> Reviewed sewer lateral CCTV and issued a certificate of compliance for 8610 Graton Rd.

November 18<sup>th</sup> Closed the valve leading from the stormwater collection system back to the headworks and opened the valve connecting the effluent monitoring structure to discharge stormwater to Atascadero creek.

November 19<sup>th</sup> Meeting with District representatives and Local 39.  
Malfunction with ADP time clock. Would not read fingerprints and the clock time was off. Spoke to an ADP rep and went through the procedures to reset the time clock and re-enter biometrics.

## GCSD Overtime Report for November 2020

Operator	Date	Time	OT Hrs	Alarm Call	Operator Response
John	11/28/2020		0.32		Worked over 40 hours in a week.
John	11/10/2020	5:20	2	SAF froth pump fail	Responded to the plant. Manually reset the froth pump. Restarted all systems.
John	11/18/2020	1:00	2	PTG high pressure shutdown	Logged in remotely then responded to the plant. Troubleshooted the PT-16-01 pressure sensor on the heat exchanger that is stuck on a high pressure reading. Shutdown the capstone turbine to reset the main breaker and re-boot the system. The PT-16-01 pressure sensor is reading normally and the systems were restarted.
John	11/19/2020	18:30	1	FF common high alarm	Logged in remotely. FFA in alarm washing condition. Reset the FFA alarm, waited the time for the filter to complete the wash but the filter stayed in alarm. Changed the operator mode from wet weather to dry weather and shut down FFA. FFB is operational and will continue filtering.
Lindsay	11/11/2020		3		Working on a holiday
Lindsay	11/13/2020	19:15	1	Multiple alarms for power fail	Logged in and acknowledged/reset the alarms for the power outage.
Lindsay	11/25/2020	18:00	1	FF common high alarm	Logged in remotely. FFA in alarm. Blower failing during the wash cycle. Reset the alarm but the blower continued to fail putting FFA in alarm. Acknowledged the alarms and monitored the systems. Filter B is online and will continue transferring.
Lindsay	11/25/2020		0.07		0.07 hours OT for working over 10 hours in a workday.
Lindsay	11/27/2020		3		Working on a holiday