



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, February 19, 2019 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER _____

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

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

4. PUBLIC COMMENT

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

DISABLED ACCOMMODATION: If you have a disability which requires an accommodation, an alternative format or requires another person to assist you while attending this meeting, please contact staff at the Graton Community Services District office at (707) 823-1542 as soon as possible (no later than 10 days before the scheduled meeting) to ensure that arrangements for accommodation may be provided.

5. **CONSENT CALENDAR**

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

- A. Confirm Expenditures and Revenue (Transactions) List for January 2019
- B. Review January 2019 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from January 22, 2019
- D. Review and approve of Ad Hoc Committee Meeting minutes from January 24, 2019
- E. Review and approval of Special Meeting Minutes from February 5, 2019

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**

No Action Items

7. **DISCUSSION ITEMS**

- A. Status of the website update project.
- B. Status of the Newsletter – Article on illegal sewer connections

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

- A. Treatment Plant Operations Update
 - Operations report
 - Report on chemical testing for SAF unit
- B. Construction Update
 - ADA Bathroom Project
 - Status of SWR SRF Funding Program Application.
- C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and 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

RETURN TO OPEN SESSION _____

11. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 1/1/2019..1/31/2019; 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
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									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50701	GCS100	6,816.48	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50701	GCS100	9,091.87	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Perm Position - Local Bds							15,908.35		
Account 50703 -- Overtime - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50703	GCS100	174.29	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50703	GCS100	406.67	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Overtime - Local Bds							580.96		
Account 50706 -- Vacation Pay - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50706	GCS100	193.65	Graton Community Services District	GCS100 Payroll PPE 12-31-18
Total Vacation Pay - Local Bds							193.65		
Account 50707 -- Standby Pay - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50707	GCS100	1,239.36	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50707	GCS100	1,161.90	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Standby Pay - Local Bds							2,401.26		
Account 50710 -- Sick Pay - Local Boards									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50710	GCS100	387.30	Graton Community Services District	GCS100 Payroll PPE 12-31-18
Total Sick Pay - Local Boards							387.30		
Account 50711 -- Holiday Pay - Local Boards									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50711	GCS100	2,323.80	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50711	GCS100	1,161.90	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Holiday Pay - Local Boards							3,485.70		
Total Local Bd Salaries and Wages							22,957.22		
Category 50750 -- Local Boards - Retirement									
Account 50753 -- FICA Retirement - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50753	GCS100	690.36	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50753	GCS100	732.99	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total FICA Retirement - Local Bds							1,423.35		
Account 50755 -- PERS - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50755	GCS100	665.12	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50755	GCS100	701.56	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total PERS - Local Bds							1,366.68		
Account 50756 -- Medicare - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50756	GCS100	161.45	Graton Community Services District	GCS100 Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	50756	GCS100	171.43	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Medicare - Local Bds							332.88		
Total Local Boards - Retirement							3,122.91		
Category 50800 -- Local Boards - Emp. Benefits									
Account 50801 -- Health Ins - Local Bds									
1/11/2019	1/8/2019	AP00163230	77101	62030100	50801	GCS100	1,309.77	KAISER PERMANENTE	Health Ins. Oct. 2018
1/11/2019	1/8/2019	AP00163230	77101	62030100	50801	GCS100	1,309.77	KAISER PERMANENTE	Health Ins. Feb. 2019
Total Health Ins - Local Bds							2,619.54		
Account 50803 -- Dental - Local Bds									
1/18/2019	1/9/2019	AP00163877	77101	62030100	50803	GCS100	256.10	WOLFPACK INSURANCE SERVICES INC	Dental & Admin-February
Total Dental - Local Bds							256.10		
Account 50805 -- Vision - Local Bds									
1/18/2019	1/9/2019	AP00163877	77101	62030100	50805	GCS100	27.00	WOLFPACK INSURANCE SERVICES INC	Vision-February
Total Vision - Local Bds							27.00		
Account 50806 -- Unemployment - Local Bds									
1/30/2019	1/22/2019	AP00164853	77101	62030100	50806	GCS100	611.64	Graton Community Services District	GCS100 Payroll PPE 01/15/2019
Total Unemployment - Local Bds							611.64		
Total Local Boards - Emp. Benefits							3,514.28		
Total Salaries and Employee Benefits							29,594.41		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
1/9/2019	1/4/2019	AP00162960	77101	62030100	51021	GCS100	195.00	HARTLEY & ASSOC INC	Svcs Jan-Mar 2019
1/11/2019	1/8/2019	AP00163230	77101	62030100	51021	GCS100	626.17	US Bank National Association	Communication Exp.
Total Communication Expense							821.17		
Total Communication Expense							821.17		
Category 51030 -- Household Expense									
Account 51031 -- Waste Disposal Services									
1/24/2019	1/18/2019	AP00164283	77101	62030100	51031	GCS100	147.60	RECOLOGY SONOMA MARIN	32 Gal Waste Cart Jan-Mar
Total Waste Disposal Services							147.60		
Total Household Expense							147.60		
Category 51060 -- Maintenance - Equipment									
Account 51061 -- Maintenance - Equipment									
1/9/2019	1/4/2019	AP00162960	77101	62030100	51061	GCS300	468.00	TELSTAR INSTRUMENTS INC	Field Report 12-6-2018
Total Maintenance - Equipment							468.00		
Total Maintenance - Equipment							468.00		

Category 51070 -- Maintenance - Bldg & Improve

Account 51071 -- Maintenance - Bldg & Improve

1/24/2019	1/18/2019	AP00164283	77101	62030100	51071	GCSD300	<u>2,043.12</u>	Bartley Pump	Reinstall Slide Gate 55701
							<u>2,043.12</u>		
Total Maintenance - Bldg & Improve							<u>2,043.12</u>		
Total Maintenance - Bldg & Improve							2,043.12		

Category 51200 -- Professional & Specialized

Account 51206 -- Accounting/Auditing Services

1/24/2019	1/18/2019	AP00164283	77101	62030100	51206	GCSD100	<u>12,000.00</u>	GORANSON AND ASSOCIATES INC	GCSD Audit YRE 6/30/18
							12,000.00		
Total Accounting/Auditing Services							12,000.00		

Account 51207 -- Client Accounting Services

1/14/2019	1/14/2019	0000163274	77101	62030100	51207	GCSD100	1,854.84	Client Acct Svcs PPE 12-17-18	Client Acct Svcs PPE 12-17-18
1/14/2019	1/14/2019	0000163316	77101	62030100	51207	GCSD100	<u>339.12</u>	Client Acct Svcs PPE 12-31-18	Client Acct Svcs PPE 12-31-18
Total Client Accounting Services							<u>2,193.96</u>		

Account 51226 -- Consulting Services

1/16/2019	1/11/2019	AP00163603	77101	62030100	51226	GCSD100	<u>1,050.00</u>	LINDA MARTINEZ	Bookkeeper Svcs 12/13-01/09/19
Total Consulting Services							1,050.00		

Account 51231 -- Testing/Analysis

1/11/2019	1/8/2019	AP00163230	77101	62030100	51231	GCSD300	252.00	US Bank National Association	Testing/Analysis
1/24/2019	1/18/2019	AP00164283	77101	62030100	51231	GCSD300	6,505.00	JL MILLER & KK MILLER PTR	Algae Toxicity Test
1/24/2019	1/18/2019	AP00164283	77101	62030100	51231	GCSD300	<u>1,314.00</u>	Brelje & Race Laboratories Inc	Samples submitted in Dec.
Total Testing/Analysis							<u>8,071.00</u>		

Account 51237 -- Process Service

1/11/2019	1/8/2019	AP00163230	77101	62030100	51237	GCSD100	109.80	Graton Community Services District	GCSD Payroll PPE 12-31-18
1/30/2019	1/22/2019	AP00164853	77101	62030100	51237	GCSD100	<u>109.80</u>	Graton Community Services District	GCSD Payroll PPE 01/15/2019
Total Process Service							<u>219.60</u>		

Total Professional & Specialized

23,534.56

Category 52060 -- Maintenance - Equipment

Account 52061 -- Fuel/Gas/Oil

1/11/2019	1/8/2019	AP00163230	77101	62030100	52061	GCSD100	<u>194.81</u>	US Bank National Association	Fuel/Gas/Oil
Total Fuel/Gas/Oil							194.81		

Account 52063 -- Vehicle Parts

1/11/2019	1/8/2019	AP00163230	77101	62030100	52063	GCSD100	<u>86.67</u>	US Bank National Association	Vehicle Parts
Total Vehicle Parts							86.67		
Total Maintenance - Equipment							281.48		

Category 52090 -- Memberships

Account 52091 -- Memberships/Certifications

1/10/2019	1/9/2019	0000162858	77101	62030100	52091	GCSD100	<u>(796.00)</u>	Graton Deposit Refund Excess CS	Refund Excess CSDA V#64548
Total Memberships/Certifications							<u>(796.00)</u>		
Total Memberships							(796.00)		

Category 52110 -- Office Supplies Expense

Account 52111 -- Office Supplies

1/11/2019	1/8/2019	AP00163230	77101	62030100	52111	GCSD100	<u>467.18</u>	US Bank National Association	Office Supplies
Total Office Supplies							<u>467.18</u>		
Total Office Supplies Expense							467.18		

Category 52190 -- Utilities Expense

Account 52191 -- Utilities Expense

1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD300	2,803.68	PACIFIC GAS & ELECTRIC	GEG/GNR1 November
1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD100	16.59	PACIFIC GAS & ELECTRIC	4780 Ross Rd
1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD200	36.17	PACIFIC GAS & ELECTRIC	3280 Ross Road Lift
1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD200	345.21	PACIFIC GAS & ELECTRIC	Ross Road Lift
1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD300	1,684.10	PACIFIC GAS & ELECTRIC	250 Ross Ln/Graton Plant
1/11/2019	1/8/2019	AP00163230	77101	62030100	52191	GCSD400	<u>1,351.81</u>	PACIFIC GAS & ELECTRIC	4780 Ross Rd Trans. Pump
Total Utilities Expense							<u>6,237.56</u>		
Total Utilities Expense							6,237.56		
Total Services and Supplies							<u>33,204.67</u>		
Total All Expense/Expenditure Accts							<u>62,799.08</u>		
Total Graton CSD - Sanitation							62,799.08		

Fund Code 77103 -- Graton CSD - Sanitation Const.

Account Type 00001 -- All Asset Accounts

Character 19000 -- Capital Assets

Category 19800 -- Proprietary Capital Purchases

Account 19831 -- Acq-CIP-Bldg & Impr

1/9/2019	1/4/2019	AP00162960	77103	62030300	19831	GCSD501	<u>219.00</u>	GHD Inc	OCSD Transfer Labor
Total Acq-CIP-Bldg & Impr							<u>219.00</u>		
Total Proprietary Capital Purchases							219.00		
Total Capital Assets							219.00		
Total All Asset Accounts							219.00		
Total Graton CSD - Sanitation Const.							219.00		
Total							<u>63,018.08</u>		

**Graton Community Services District
Summary Report
1-31-2019**

OPERATIONS					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	
Beginning Cash Balance:	792,573	465,792	815,646	755,252		
Revenues						
Property Taxes	(56,757)	545,591	-	-	488,834	1,012,949
Sewer Fees	-	-	-	-	-	1,000
Disaster Reimbursement / Grants	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-
Other Miscellaneous	4,504	2,969	2,405	-	9,879	7,500
Total Revenue	(52,253)	548,560	2,405	-	498,712	1,021,449
Expenses						
Salaries & Employee Benefits	81,609	77,730	29,594	-	188,933	393,000
Utilities	21,862	27,913	6,238	-	56,013	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	19,435	550	-	-	19,985	90,000
Testing (Brelje & Race)	4,007	2,891	8,071	-	14,969	18,000
Chemicals	14,507	16,863	-	-	31,370	50,000
Accounting Services	-	-	12,000	-	12,000	12,600
Consulting Services	6,045	3,754	1,050	-	10,849	35,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	-	-	-	-	15,000
Transfers Out (To Construction) - Debt Srvc	103,450	-	-	-	103,450	206,900
Other Miscellaneous	35,235	69,005	5,846	-	110,086	170,300
Total Expenses	286,150	198,706	62,799	-	547,654	1,560,800
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	11,621	-	-	-	-	-
Ending Cash Balance - Operations:	465,792	815,646	755,252	755,252		

CONSTRUCTION					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	
Beginning Cash Balance:	38,412	25,370	11,459	11,341		
Revenues						
Connection Fees	-	-	-	-	-	101,450
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	-	-	103,450	206,900
Other Miscellaneous	216	181	101	-	498	500
Total Revenue	103,666	181	101	-	103,948	308,850
Expenses						
Capital Asset Expenses	13,041	14,093	219	-	27,353	105,000
Interest Expense - Municipal Finance	27,991	-	-	-	27,991	104,850
Disposed Capital Asset	-	-	-	-	-	-
Total Expenses	41,032	14,093	219	-	55,344	209,850
Other Cash Inflows / Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Principal Payments - Municipal Finance	(50,414)	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	(25,261)	-	-	-	-	-
Ending Cash Balance - Construction:	25,370	11,459	11,341	11,341		

Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2018	Expenses	Life to Date
- Receiving Station (GCSD501)	-	6,011	6,011
- Collection System Improvements (GCSD504)	10,012,812	21,342	10,034,155
- Totals	10,012,812	27,353	10,040,165

Graton Community Services District - Debt Summary						
Municipal Finance Corporation						
- Interest Rate: 4.85%						
- Maturity Date: 4/5/2033						
- Outstanding Balance 6/30/18: \$2,187,057.08						
Payments:	Jul - Sep	Oct - Dec	Jan - Mar	Apr - Jun	Totals	Principal Balance
- Principal	50,414	-	-	-	50,414	2,136,643
- Interest	53,036	-	-	-	53,036	
Total MFC Payments	103,450	-	-	-	103,450	

Revenue and Expenditure Balances YTD

Criteria: As Of = 1/31/2019 (59% 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
Fund Code 77101 -- Graton CSD - Sanitation									
Account Type 00001 -- All Asset Accounts									
Character 19000 -- Capital Assets									
Category 19800 -- Proprietary Capital Purchases									
19820	Acq-Machinery and Equipment	15,000.00	15,000.00	-	-	-	-	-	15,000.00
Total All Asset Accounts		15,000.00	15,000.00	-	-	-	-	-	15,000.00
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	986,689.00	987,949.00	-	-	524,455.83	-	-	463,493.17
40050	Property Tax Accrual	5,000.00	5,000.00	-	-	(48,359.71)	-	-	53,359.71
40111	Supplemental Prop Taxes - CY	-	-	-	-	0.83	-	-	(0.83)
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	12,736.57	-	-	7,263.43
40999	Penalties and Costs on Taxes	3,000.00	3,000.00	-	-	-	-	-	3,000.00
42291	State Homeowners Prop Tax Relf	-	-	(0.31)	(0.31)	(0.31)	-	-	0.31
44002	Interest on Pooled Cash	2,500.00	2,500.00	2,405.61	2,405.61	5,374.52	-	-	(2,874.52)
44050	Unrealized Gains and Losses	-	-	-	-	4,504.49	-	-	(4,504.49)
45221	Sewer/Water Usage Fees	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46040	Miscellaneous Revenue	1,000.00	1,000.00	-	-	-	-	-	1,000.00
Total All Revenues		1,020,189.00	1,021,449.00	2,405.30	2,405.30	498,712.22	-	-	522,736.78
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	350,000.00	355,000.00	15,908.35	15,908.35	95,992.37	-	-	259,007.63
50703	Overtime - Local Bds	-	-	580.96	580.96	2,933.85	-	-	(2,933.85)
50706	Vacation Pay - Local Bds	-	-	193.65	193.65	9,488.85	-	-	(9,488.85)
50707	Standby Pay - Local Bds	-	-	2,401.26	2,401.26	15,337.08	-	-	(15,337.08)
50710	Sick Pay - Local Boards	-	-	387.30	387.30	11,134.88	-	-	(11,134.88)
50711	Holiday Pay - Local Boards	-	-	3,485.70	3,485.70	8,133.30	-	-	(8,133.30)
50753	FICA Retirement - Local Bds	-	-	1,423.35	1,423.35	8,867.29	-	-	(8,867.29)
50755	PERS - Local Bds	38,000.00	38,000.00	1,366.68	1,366.68	8,535.33	-	-	29,464.67
50756	Medicare - Local Bds	-	-	332.88	332.88	2,073.81	-	-	(2,073.81)
50757	HSA Reimbursement - Local Bds	-	-	-	-	2,994.85	-	-	(2,994.85)
50801	Health Ins - Local Bds	-	-	2,619.54	2,619.54	10,043.73	-	-	(10,043.73)
50803	Dental - Local Bds	-	-	256.10	256.10	1,942.10	-	-	(1,942.10)
50805	Vision - Local Bds	-	-	27.00	27.00	197.00	-	-	(197.00)
50806	Unemployment - Local Bds	-	-	611.64	611.64	611.64	-	-	(611.64)
50808	Worker's Comp - Local Bds	-	-	-	-	10,647.06	-	-	(10,647.06)
51021	Communication Expense	12,000.00	12,000.00	821.17	821.17	6,362.48	-	-	5,637.52
51031	Waste Disposal Services	4,000.00	4,000.00	147.60	147.60	2,338.70	-	-	1,661.30
51042	Insurance - Premiums	16,000.00	25,000.00	-	-	18,938.33	-	-	6,061.67
51061	Maintenance - Equipment	25,000.00	25,000.00	468.00	468.00	16,197.85	-	-	8,802.15
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	2,043.12	2,043.12	7,262.46	-	-	1,937.54
51072	Landscaping Services	-	-	-	-	247.37	-	-	(247.37)
51206	Accounting/Auditing Services	12,600.00	12,600.00	12,000.00	12,000.00	12,000.00	-	-	600.00
51207	Client Accounting Services	36,000.00	34,000.00	2,193.96	2,193.96	19,663.38	-	-	14,336.62
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	-	-	2,303.60	-	-	(2,303.60)
51225	Training Services	2,500.00	2,500.00	-	-	53.83	-	-	2,446.17

51226	Consulting Services	35,000.00	35,000.00	1,050.00	1,050.00	10,848.50	-	-	24,151.50
51231	Testing/Analysis	22,500.00	18,000.00	8,071.00	8,071.00	14,969.24	-	-	3,030.76
51237	Process Service	2,500.00	2,500.00	219.60	219.60	1,207.80	-	-	1,292.20
51244	Permits/License/Fees	9,500.00	10,000.00	-	-	8,957.00	-	-	1,043.00
51301	Publications and Legal Notices	1,200.00	600.00	-	-	542.00	-	-	58.00
51401	Rents and Leases - Equipment	1,500.00	1,500.00	-	-	562.03	-	-	937.97
51601	Training/Conference Expenses	-	-	-	-	1,000.00	-	-	(1,000.00)
51602	Business Travel/Mileage	2,500.00	4,000.00	-	-	1,018.88	-	-	2,981.12
51801	Other Services	8,500.00	8,500.00	-	-	8,451.34	-	-	48.66
51803	Other Contract Services	90,000.00	90,000.00	-	-	19,985.00	-	-	70,015.00
51919	EFS Charges	8,500.00	8,500.00	-	-	-	-	-	8,500.00
51934	ERP System Charges	-	-	-	-	627.63	-	-	(627.63)
51935	Unclaimable ERP System Charges	-	-	-	-	12.23	-	-	(12.23)
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	-	-	619.81	-	-	1,380.19
52041	Household Supplies Expense	500.00	500.00	-	-	-	-	-	500.00
52061	Fuel/Gas/Oil	2,500.00	2,500.00	194.81	194.81	2,348.24	-	-	151.76
52063	Vehicle Parts	-	-	86.67	86.67	1,255.37	-	-	(1,255.37)
52072	Chemicals	50,000.00	50,000.00	-	-	31,370.07	-	-	18,629.93
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	84.00	-	-	416.00
52091	Memberships/Certifications	5,000.00	5,000.00	(796.00)	(796.00)	2,791.00	-	-	2,209.00
52101	Other Supplies	1,500.00	1,500.00	-	-	400.79	-	-	1,099.21
52111	Office Supplies	3,500.00	3,500.00	467.18	467.18	2,678.92	-	-	821.08
52141	Minor Equipment/Small Tools	7,500.00	7,500.00	-	-	1,041.18	-	-	6,458.82
52162	Special Department Expense	-	-	-	-	2,129.00	-	-	(2,129.00)
52181	Business Meals/Supplies	-	-	-	-	711.78	-	-	(711.78)
52191	Utilities Expense	85,000.00	85,000.00	6,237.56	6,237.56	56,012.71	-	-	28,987.29
53202	Penalties and Fines	-	-	-	-	278.67	-	-	(278.67)
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
57011	Transfers Out - within a Fund	206,900.00	206,900.00	-	-	103,450.00	-	-	103,450.00
Total All Expense/Expenditure Accts		1,536,900.00	1,545,800.00	62,799.08	62,799.08	547,654.33	-	-	998,145.67
Total Graton CSD - Sanitation		531,711.00	539,351.00	60,393.78	60,393.78	48,942.11	-	-	490,408.89
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	112,500.00	105,000.00	219.00	219.00	27,352.52	-	-	77,647.48
Total All Asset Accounts		112,500.00	105,000.00	219.00	219.00	27,352.52	-	-	77,647.48
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	500.00	500.00	101.11	101.11	281.99	-	-	218.01
44050	Unrealized Gains and Losses	-	-	-	-	216.37	-	-	(216.37)
46024	Connection Fees	101,450.00	101,450.00	-	-	-	-	-	101,450.00
47101	Transfers In - within a Fund	206,900.00	206,900.00	-	-	103,450.00	-	-	103,450.00
Total All Revenues		308,850.00	308,850.00	101.11	101.11	103,948.36	-	-	204,901.64
Account Type 00005 -- All Expense/Expenditure Accts									
53103	Interest on LT Debt	104,850.00	104,850.00	-	-	27,991.30	-	-	76,858.70
59004	Administrative Control Account	102,051.00	102,051.00	-	-	50,414.16	-	-	51,636.84
59005	Admin Control Acct Clearing	(102,051.00)	(102,051.00)	-	-	(50,414.16)	-	-	(51,636.84)
Total All Expense/Expenditure Accts		104,850.00	104,850.00	-	-	27,991.30	-	-	76,858.70
Total Graton CSD - Sanitation Const.		(91,500.00)	(99,000.00)	117.89	117.89	(48,604.54)	-	-	(50,395.46)
Total		440,211.00	440,351.00	60,511.67	60,511.67	337.57	-	-	440,013.43

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REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, January 22, 2019 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:05PM

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

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

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 December 2018
- B. Review December 2018 Operations and Construction Financial Summaries
- C. GCSD Budget Review Q2 2019
- D. Review and approval of Regular Meeting Minutes from November 19, 2019
- E. Review and approve of Special meeting minutes from November 29, 2018

Motion to approve the items on the consent calendar

David Upchurch made a motion to approve the items on the consent calendar, Matt Johnson seconded.

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

6. ACTION ITEMS

A. Election of Board President

Dave Upchurch nominated Dave Clemmer.

Karin Lease motioned to elect Dave Clemmer as Board President and Matt Johnson seconded.

Dave Upchurch to remain Board President for the 2019 calendar year.

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

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

B. Election of Board Vice President

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

Matt Johnson nominated Devin Drew as Vice President of the Board.

Dave Upchurch motioned to elect Devin Drew as Board Vice President and Dave Clemmer seconded.

Devin Drew elected as Board Vice President for the 2019 calendar year.

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

C. Election of Board Secretary

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

Matt Johnson nominated Karin Lease as Secretary of the Board.

Matt Johnson motioned to elect Karin Lease as Board Secretary and Dave Clemmer seconded.

Karin Lease elected as Board Secretary for the 2019 calendar year.

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

D. Election of Board Treasurer

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

Dave Clemmer nominated Sonoma County as Treasurer of the Board.

Karin Lease motioned to elect Sonoma County as Treasurer of the Board and Matt Johnson seconded.

Sonoma County elected as Board Treasurer for the 2019 calendar year.

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

E. Review & approve auditor report for Fiscal year ending June 30, 2018

- Presentation by Goranson & Associates

Goranson & Associates presented and discussed in detail the auditor report for fiscal year ending 06/30/2018 with the Board. The Board asked several questions and reviewed the report.

7. DISCUSSION ITEMS

A. Status of the website update project.

Jose to check with Brenda and get an update. He will request an approximate date the new website is expected to be completed and advise the Board of the update at the next meeting.

B. Status of the Newsletter – Article on illegal sewer connections

After much discussion, the Board reviewed the current penalty for illegal sewer connections, which is double the sewer connection fee of \$10,352 per ESD.

Jose suggested possibly an amnesty period, in addition to explanations of the penalties in a newsletter article. Jose will do research on methods of how we can locate illegal connections.

C. Report on the plant fencing and security

Jose reported there are no new updates since the perimeter evaluation. One gate was left open and now all gates remain locked. There have not been any other issues to report. The Board said they may consider security camera options.

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report
- Report on chemical testing for SAF unit

Jose reported that different suppliers can provide chemicals for the SAF unit at 50% of the cost from the current supplier. We have tested the chemicals from one supplier to gauge their effectiveness in meeting turbidity standards, and we will test the chemicals from the other supplier before making a decision.

B. Construction Update

- ADA Bathroom Project

Jose reported that he has contacted PRMD about resubmitting the accessibility route plan.

- Status of SWR SRF Funding Program Application

Jose reported that the application is complete and is awaiting final review and approval.

C. Report on the Post Meeting Action Items

No Post Meeting Action Items

D. Meetings, Correspondence and Outreach

None

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy Handbook

B. Future items:/new business

None

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

Direction given/no action taken

11. CONFERENCE WITH REAL PROPERTY NEGOTIATORS

(Pursuant to Government Code Section 54956.8):

Property: Site No. 1- APN #130-300-032, #130-300-033, and #130-090-042; Site No. 2- APN #130-141-001; Site No. 3 APN #130-060-009

Agency negotiator: Jose Ortiz, District General Manager

Negotiating parties: Graton Community Services District and
Empire West, Yonash, and Bridgeway Gas
Under negotiation: Terms and Price

Direction given/no action taken

RETURN TO OPEN SESSION 9:08 pm

12. REPORT OUT OF CLOSED SESSION

ADJOURNMENT 9:10 pm

Minutes Approved

Date



**SPECIAL MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, February 5, 2019 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA**

1. CALL TO ORDER 6:08 PM

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

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

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

4. PUBLIC COMMENT

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5. **DISCUSSION ITEM**

A. Work/Study Session – Policy manual updates

- Old 5040 - Board Actions & Decisions
New 4200 - Board Actions & Decisions

No changes

- Old 5050 - Review of Administrative Decisions
New 4225 - Review of Administrative Decisions

No Changes

- Old 5060 - Minutes of Board Meetings
New 4220 Attendance at Meetings

42201.1 – Remove – Fireproof Vault or in a Fire Resistant.....

4220.1.2 – Remove – Remove Fireproof Vault or in a Fire Resistant.....

- Old 6020 – Delete entire policy
New N/A – No Policy to be amended

- Old 7001 – Access to legal counsel
New 1045 – Access to legal counsel

No Changes

- Old 6030 –
New 1055 –

6030.3.3 -a deposit of \$1,800.00

6030.3.8 – Line 4established @ \$ _____ (number to be determined)

- Old 6010
New 1060

No Changes

CLOSED SESSION 7:42 pm

6. 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

RETURN TO OPEN SESSION 8:45 pm

Direction given/ No action taken

7. REPORT OUT OF CLOSED SESSION

Devin Drew motioned to adjourn, Matt Johnson seconded.

ADJOURNMENT 8:46 p.m.

Minutes Approved

Date

January 15 – February 14, 2019 Operations Notes

January 15: Began troubleshooting and disassembling old posthole digger motor to use for perimeter fencing project.

January 18: Checked fluid levels in backup generators at plant and lift station.

January 22: Greased fittings and checked fluid levels on Ford tractor. Used tractor to scrape accumulated dirt and debris off of Ross Lane and bike path.

February 4: Started discharge. Checked ammonia beforehand to ensure good quality effluent.

February 5: Meeting with Tony Lopes to discuss pipeline intertie and operator help between districts when needed.

February 13: Closed flood gate due to rising water levels and expectation of additional rain.

General Notes:

Still waiting on part for Capstone turbine.

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

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

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

Continued monitoring and sampling weekly/monthly per NPDES requirements.

Operators purchase replacement parts and supplies as needed.

Operators cleaning and maintaining buildings and grounds.

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

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

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