



REGULAR MEETING AGENDA
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, March 18, 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 February 2019
- B. Review February 2019 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from February 19, 2019
- D. Review and approval of Ad Hoc Committee Meeting minutes from January 24, 2019
- E. Review and approval of Special Meeting Minutes from March 12, 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
 - Overtime 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 LEGAL COUNSEL: EXISTING LITIGATION

(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)
Name of case: Graton Community Services v. Lescure Engineers.

11. 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

12. 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

RETURN TO OPEN SESSION _____

13. REPORT OUT OF CLOSED SESSION

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 2/1/2019..2/28/2019; 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									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50701	GCSD100	8,549.65	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							8,549.65		
Total Perm Position - Local Bds									
Account 50703 -- Overtime - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50703	GCSD100	755.24	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							755.24		
Total Overtime - Local Bds									
Account 50706 -- Vacation Pay - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50706	GCSD100	968.25	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							968.25		
Total Vacation Pay - Local Bds									
Account 50707 -- Standby Pay - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50707	GCSD100	1,161.90	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							1,161.90		
Total Standby Pay - Local Bds									
Account 50710 -- Sick Pay - Local Boards									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50710	GCSD100	387.30	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							387.30		
Total Sick Pay - Local Boards									
Account 50711 -- Holiday Pay - Local Boards									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50711	GCSD100	1,161.90	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							1,161.90		
Total Holiday Pay - Local Boards									
							12,984.24		
Category 50750 -- Local Boards - Retirement									
Account 50753 -- FICA Retirement - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50753	GCSD100	805.02	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							805.02		
Total FICA Retirement - Local Bds									
Account 50755 -- PERS - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50755	GCSD100	757.21	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							757.21		
Total PERS - Local Bds									
Account 50756 -- Medicare - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50756	GCSD100	188.27	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							188.27		
Total Medicare - Local Bds									
							1,750.50		
Category 50800 -- Local Boards - Emp. Benefits									
Account 50803 -- Dental - Local Bds									
2/20/2019	2/14/2019	AP00166462	77101	62030100	50803	GCSD100	256.10	WOLFPACK INSURANCE SERVICES INC March Dental & Admin	
							256.10		
Total Dental - Local Bds									
Account 50805 -- Vision - Local Bds									
2/20/2019	2/14/2019	AP00166462	77101	62030100	50805	GCSD100	27.00	WOLFPACK INSURANCE SERVICES INC March Vision	
							27.00		
Total Vision - Local Bds									
Account 50806 -- Unemployment - Local Bds									
2/6/2019	2/5/2019	AP00165534	77101	62030100	50806	GCSD100	690.36	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							690.36		
Total Unemployment - Local Bds									
							973.46		
Total Local Boards - Emp. Benefits									
							15,708.20		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
2/19/2019	2/14/2019	AP00166337	77101	62030100	51021	GCSD100	579.79	US Bank National Association	Communication Expense
							579.79		
Total Communication Expense									
							579.79		
Category 51060 -- Maintenance - Equipment									
Account 51061 -- Maintenance - Equipment									
2/19/2019	2/14/2019	AP00166337	77101	62030100	51061	GCSD100	4,768.41	US Bank National Association	Equipment Maintenance
							4,768.41		
Total Maintenance - Equipment									
							4,768.41		
Category 51200 -- Professional & Specialized									
Account 51207 -- Client Accounting Services									
2/4/2019	2/4/2019	0000165196	77101	62030100	51207	GCSD100	1,409.12	Client Acct Svcs PPE 1-14-19	Client Acct Svcs PPE 1-14-19
2/25/2019	2/25/2019	0000166813	77101	62030100	51207	GCSD100	1,404.78	Client Acct Svcs PPE 1-28-19	Client Acct Svcs PPE 1-28-19
							2,813.90		
Total Client Accounting Services									
Account 51212 -- Outside Counsel - Legal Advice									
2/5/2019	2/1/2019	AP00165413	77101	62030100	51212	GCSD100	1,522.56	MEYERS NAVE RIBACK SILVER & WILSI General Advice	
2/5/2019	2/1/2019	AP00165413	77101	62030100	51212	GCSD500	351.52	MEYERS NAVE RIBACK SILVER & WILSI Occidental Wastewater Proj.	
							1,874.08		
Total Outside Counsel - Legal Advice									
Account 51226 -- Consulting Services									
2/14/2019	2/8/2019	AP00166101	77101	62030100	51226	GCSD100	1,453.50	LINDA MARTINEZ	Bookkeeper 1/10/19-2/04/19
							1,453.50		
Total Consulting Services									
Account 51231 -- Testing/Analysis									
2/14/2019	2/8/2019	AP00166101	77101	62030100	51231	GCSD300	135.00	Brelje & Race Laboratories Inc	Nov. Invoice
2/20/2019	2/14/2019	AP00166462	77101	62030100	51231	GCSD300	589.50	Brelje & Race Laboratories Inc	Samples submitted January
							724.50		
Total Testing/Analysis									
Account 51237 -- Process Service									
2/6/2019	2/5/2019	AP00165534	77101	62030100	51237	GCSD100	109.80	Graton Community Services District	GCSD Payroll PPE 01/31/2019
							109.80		
Total Process Service									

Account 51245 -- Appraisal Services									
2/25/2019	2/21/2019	AP00166850	77101	62030100	51245	GCSD500	5,000.00	WARD LEVY APPRAISAL GROUP INC	4115 Gravenstein Hwy Appraisal
Total Appraisal Services							<u>5,000.00</u>		
Total Professional & Specialized							<u>11,975.78</u>		
Category 51600 -- Transportation and Travel									
Account 51601 -- Training/Conference Expenses									
2/19/2019	2/14/2019	AP00166337	77101	62030100	51601	GCSD100	51.72	US Bank National Association	Misc. Other Training
Total Training/Conference Expenses							<u>51.72</u>		
Account 51602 -- Business Travel/Mileage									
2/1/2019	2/1/2019	AP00165148	77101	62030100	51602	GCSD100	136.25	JOSE LUIS ORTIZ	GM Mileage Sept.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51602	GCSD100	166.77	JOSE LUIS ORTIZ	GM Mileage Oct.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51602	GCSD100	219.09	JOSE LUIS ORTIZ	GM Mileage Nov.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51602	GCSD100	82.84	JOSE LUIS ORTIZ	GM Mileage Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51602	GCSD100	136.25	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51602	GCSD100	166.77	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51602	GCSD100	219.09	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51602	GCSD100	82.84	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/8/2019	2/7/2019	0000165580	77101	62030100	51602	GCSD100	(604.95)	Graton Deposit Jose Ortiz ACH	Refund Jose Ortiz GM Mileage
Total Business Travel/Mileage							<u>604.95</u>		
Total Transportation and Travel							<u>656.67</u>		
Category 51800 -- Other Services									
Account 51803 -- Other Contract Services									
2/1/2019	2/1/2019	AP00165148	77101	62030100	51803	GCSD100	7,735.00	JOSE LUIS ORTIZ	GM Svcs. Sept.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51803	GCSD100	6,890.00	JOSE LUIS ORTIZ	GM Svcs. Oct.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51803	GCSD100	6,890.00	JOSE LUIS ORTIZ	GM Svcs. Nov.
2/1/2019	2/1/2019	AP00165148	77101	62030100	51803	GCSD100	5,395.00	JOSE LUIS ORTIZ	GM Svcs. Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51803	GCSD100	7,735.00	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51803	GCSD100	6,890.00	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51803	GCSD100	6,890.00	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/4/2019	2/4/2019	AP00165300	77101	62030100	51803	GCSD100	5,395.00	JOSE LUIS ORTIZ	DUP GM Svcs. Sept-Dec.
2/8/2019	2/7/2019	0000165580	77101	62030100	51803	GCSD100	(26,910.00)	Graton Deposit Jose Ortiz ACH	Refund Jose Ortiz GM Svcs.
Total Other Contract Services							<u>26,910.00</u>		
Total Other Services							<u>26,910.00</u>		
Category 52060 -- Maintenance - Equipment									
Account 52061 -- Fuel/Gas/Oil									
2/19/2019	2/14/2019	AP00166337	77101	62030100	52061	GCSD100	90.22	US Bank National Association	Fuel/Gas/Oil
Total Fuel/Gas/Oil							<u>90.22</u>		
Total Maintenance - Equipment							<u>90.22</u>		
Category 52070 -- Maintenance - Bldg & Improve									
Account 52072 -- Chemicals									
2/14/2019	2/8/2019	AP00166101	77101	62030100	52072	GCSD300	1,549.53	Heron Innovators Inc	Floc Aid 55 Gallon Drum
2/14/2019	2/8/2019	AP00166101	77101	62030100	52072	GCSD300	7,161.66	Heron Innovators Inc	Floc 420 Tote & Floc 680 Drum
2/19/2019	2/14/2019	AP00166337	77101	62030100	52072	GCSD300	457.04	US Bank National Association	Treatment / Chemicals
Total Chemicals							<u>9,168.23</u>		
Total Maintenance - Bldg & Improve							<u>9,168.23</u>		
Category 52140 -- Minor Equipment									
Account 52141 -- Minor Equipment/Small Tools									
2/19/2019	2/14/2019	AP00166337	77101	62030100	52141	GCSD100	47.25	US Bank National Association	Minor Equipment/Small Tools
Total Minor Equipment/Small Tools							<u>47.25</u>		
Total Minor Equipment							<u>47.25</u>		
Category 52180 -- Transportation and Travel									
Account 52181 -- Business Meals/Supplies									
2/6/2019	2/1/2019	AP00165532	77101	62030100	52181	GCSD100	76.30	DAVID L CLEMMER	Standing Committe Food Receipt
Total Business Meals/Supplies							<u>76.30</u>		
Total Transportation and Travel							<u>76.30</u>		
Total Services and Supplies							<u>54,272.65</u>		
Total All Expense/Expenditure Accts							<u>69,980.85</u>		
Total Graton CSD - Sanitation							<u>69,980.85</u>		
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
Character 19000 -- Capital Assets									
Category 19800 -- Proprietary Capital Purchases									
Account 19831 -- Acq-CIP-Bldg & Impr									
2/5/2019	2/1/2019	AP00165413	77103	62030300	19831	GCSD504	826.80	MEYERS NAVE RIBACK SILVER & WILSI Plant Upgrade Advice	
Total Acq-CIP-Bldg & Impr							<u>826.80</u>		
Total Proprietary Capital Purchases							<u>826.80</u>		
Total Capital Assets							<u>826.80</u>		
Total All Asset Accounts							<u>826.80</u>		
Total Graton CSD - Sanitation Const.							<u>826.80</u>		
Total							<u>70,807.65</u>		

Run: 3/1/2019 11:36 AM Data Last Updated: 3/1/2019 6:43:30 AM

**Graton Community Services District
Summary Report
2-28-2019**

OPERATIONS					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	to Date
Beginning Cash Balance:	792,573	465,792	815,646	685,271		
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	45,303	-	204,641	393,000
Utilities	21,862	27,913	6,238	-	56,013	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	19,435	550	26,910	-	46,895	90,000
Testing (Brelje & Race)	4,007	2,891	8,796	-	15,694	18,000
Chemicals	14,507	16,863	9,168	-	40,538	50,000
Accounting Services	-	-	12,000	-	12,000	12,600
Consulting Services	6,045	3,754	2,504	-	12,302	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	21,863	-	126,102	170,300
Total Expenses	286,150	198,706	132,780	-	617,635	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	685,271	685,271		

CONSTRUCTION					Year	Budget
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	to Date
Beginning Cash Balance:	38,412	25,370	11,459	10,514		
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	1,046	-	28,179	105,000
Interest Expense - Municipal Finance	27,991	-	-	-	27,991	104,850
Disposed Capital Asset	-	-	-	-	-	-
Total Expenses	41,032	14,093	1,046	-	56,171	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	10,514	10,514		

Capital Project Summary			
Project Title	Proj Balance 7/1/2018	Year to Date Expenses	Project Total Life to Date
- Receiving Station (GCSD501)	-	6,011	6,011
- Collection System Improvements (GCSD504)	10,012,812	22,169	10,034,981
- Totals	10,012,812	28,179	10,040,992

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:					Totals	Principal Balance YE
- 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 = 2/28/2019 (66% 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
44002	Interest on Pooled Cash	2,500.00	2,500.00	-	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	498,712.22	-	-	522,736.78
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	350,000.00	355,000.00	8,549.65	24,458.00	104,542.02	-	-	250,457.98
50703	Overtime - Local Bds	-	-	755.24	1,336.20	3,689.09	-	-	(3,689.09)
50706	Vacation Pay - Local Bds	-	-	968.25	1,161.90	10,457.10	-	-	(10,457.10)
50707	Standby Pay - Local Bds	-	-	1,161.90	3,563.16	16,498.98	-	-	(16,498.98)
50710	Sick Pay - Local Boards	-	-	387.30	774.60	11,522.18	-	-	(11,522.18)
50711	Holiday Pay - Local Boards	-	-	1,161.90	4,647.60	9,295.20	-	-	(9,295.20)
50753	FICA Retirement - Local Bds	-	-	805.02	2,228.37	9,672.31	-	-	(9,672.31)
50755	PERS - Local Bds	38,000.00	38,000.00	757.21	2,123.89	9,292.54	-	-	28,707.46
50756	Medicare - Local Bds	-	-	188.27	521.15	2,262.08	-	-	(2,262.08)
50757	HSA Reimbursement - Local Bds	-	-	-	-	2,994.85	-	-	(2,994.85)
50801	Health Ins - Local Bds	-	-	-	2,619.54	10,043.73	-	-	(10,043.73)
50803	Dental - Local Bds	-	-	256.10	512.20	2,198.20	-	-	(2,198.20)
50805	Vision - Local Bds	-	-	27.00	54.00	224.00	-	-	(224.00)
50806	Unemployment - Local Bds	-	-	690.36	1,302.00	1,302.00	-	-	(1,302.00)
50808	Worker's Comp - Local Bds	-	-	-	-	10,647.06	-	-	(10,647.06)
51021	Communication Expense	12,000.00	12,000.00	579.79	1,400.96	6,942.27	-	-	5,057.73
51031	Waste Disposal Services	4,000.00	4,000.00	-	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	4,768.41	5,236.41	20,966.26	-	-	4,033.74
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	-	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	-	-	600.00
51207	Client Accounting Services	36,000.00	34,000.00	2,813.90	5,007.86	22,477.28	-	-	11,522.72
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	1,874.08	1,874.08	4,177.68	-	-	(4,177.68)
51225	Training Services	2,500.00	2,500.00	-	-	53.83	-	-	2,446.17

51226	Consulting Services	35,000.00	35,000.00	1,453.50	2,503.50	12,302.00	-	-	22,698.00
51231	Testing/Analysis	22,500.00	18,000.00	724.50	8,795.50	15,693.74	-	-	2,306.26
51237	Process Service	2,500.00	2,500.00	109.80	329.40	1,317.60	-	-	1,182.40
51244	Permits/License/Fees	9,500.00	10,000.00	-	-	8,957.00	-	-	1,043.00
51245	Appraisal Services	-	-	5,000.00	5,000.00	5,000.00	-	-	(5,000.00)
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	-	-	51.72	51.72	1,051.72	-	-	(1,051.72)
51602	Business Travel/Mileage	2,500.00	4,000.00	604.95	604.95	1,623.83	-	-	2,376.17
51801	Other Services	8,500.00	8,500.00	-	-	8,451.34	-	-	48.66
51803	Other Contract Services	90,000.00	90,000.00	26,910.00	26,910.00	46,895.00	-	-	43,105.00
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	90.22	285.03	2,438.46	-	-	61.54
52063	Vehicle Parts	-	-	-	86.67	1,255.37	-	-	(1,255.37)
52072	Chemicals	50,000.00	50,000.00	9,168.23	9,168.23	40,538.30	-	-	9,461.70
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	84.00	-	-	416.00
52091	Memberships/Certifications	5,000.00	5,000.00	-	(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	2,678.92	-	-	821.08
52141	Minor Equipment/Small Tools	7,500.00	7,500.00	47.25	47.25	1,088.43	-	-	6,411.57
52162	Special Department Expense	-	-	-	-	2,129.00	-	-	(2,129.00)
52181	Business Meals/Supplies	-	-	76.30	76.30	788.08	-	-	(788.08)
52191	Utilities Expense	85,000.00	85,000.00	-	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	69,980.85	132,779.93	617,635.18	-	-	928,164.82
Total Graton CSD - Sanitation		531,711.00	539,351.00	69,980.85	130,374.63	118,922.96	-	-	420,428.04
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	112,500.00	105,000.00	826.80	1,045.80	28,179.32	-	-	76,820.68
Total All Asset Accounts		112,500.00	105,000.00	826.80	1,045.80	28,179.32	-	-	76,820.68
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	500.00	500.00	-	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	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)	826.80	944.69	(47,777.74)	-	-	(51,222.26)
Total		440,211.00	440,351.00	70,807.65	131,319.32	71,145.22	-	-	369,205.78



REGULAR MEETING MINUTES
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 6:12PM

2. ROLL CALL - Determination of a Quorum

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

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

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

4. PUBLIC COMMENT

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

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

5. CONSENT CALENDAR

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

- A. Confirm Expenditures and Revenue (Transactions) List for January 2019
- B. Review January 2019 Operations and Construction Financial Summaries
- C. Review and approval of the 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, 2018

Item D has been tabled to the next Regular Board Meeting

Devin Drew Motioned to approve the items on the consent calendar with the exception of item D, Karin Lease seconded.

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

6. ACTION ITEMS

No Action Items

7. DISCUSSION ITEMS

- A. Status of the website update project.

Brenda advised Karin she is waiting on content for new website. The website language has been sent to Jose for review and he will advise if he has any changes.

Jose also advised the Board they each need to complete individual Bios for the new website and he will provide them with example outlines to assist them.

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

Karin requested the Board provide her additional subjects to report on in the Newsletter in addition to the illegal sewer connections. The Board suggested reports on the Occidental

project, possibly report on the new skip load and trailer purchased in addition to any new equipment.

Karin advised the Board she was also considering writing an update on the redwood trees planted approximately 10 years ago. The Board agreed with her suggestion.

Karin said she would consider the suggestions and report to the Board at the next regularly scheduled meeting.

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

Jose reported we are still waiting for parts on the Capstone. Jose will ask the operators to follow up on the order of the parts to expedite the repair.

- Operations report

Jose reported he has given direction to the operations to hold off placing another order for chemicals until after they have tested the new chemicals and have compared the results. If the results are comparable to the previous chemicals being used, he will order the new chemicals they are currently testing which will result in significant savings. He will report the findings to the Board at their next meeting.

B. Construction Update

- ADA Bathroom Project

Jose met with building official and they advised him the plans for the project are misplaced. Jose planning to resubmit the plans and get the project moving.

- Status of SWR SRF Funding Program Application

Jose called for a status on our application. He was advised approximately 30 days ago it was in the final stage of approval. He has not heard anything from them since. He will follow up on the status of the application and update the Board at the next meeting.

C. Report on the Post Meeting Action Items

No Post Meeting Action Items

D. Meetings, Correspondence and Outreach

We are currently waiting on the appraisals to be completed for the properties of Occidental project. Jose provided additional information requested by the appraiser and Jose has now received the appraisal for the Bridgeway Gas Station. The other two are more complicated and will take a little longer. Once all of the appraisals are complete they will be forwarded to the Board and for review. The Board will then make a decision and list the properties according to preference.

9. **SUGGESTED ITEMS FOR FUTURE AGENDA**

A. Pending items/old business

No Pending or Old Business

B. Future items:/new business

No Future or New Business

CLOSED SESSION **7:17 pm**

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 **9:35 pm**

Direction given/No action taken

REPORT OUT OF CLOSED SESSION

Devin Drew motioned to adjourn, David Upchurch seconded.

ADJOURNMENT **9:36 pm**

Minutes Approved

Date

Meeting minutes for GCSD/Forestville ADhoc committee- 1/24/19

1. Meeting called to order @ 5:15PM
2. Roll Call: R. Benyo_present, D. Clemmer_present, M. Johnson_present, D. Reha_present, Tony Lopes_present, Jose Ortiz_present via phone
3. Motion to approve agenda: Benyo moves. Johnson seconds. All votes yes
4. Statements of abstention none
5. Public comment none
6. Action items:
 - a. Review and approve minutes of the 10/25/18 sub-committee meeting
 - i. Matt moves to approve. Don seconds. All votes yes
 - b. Intertie pipeline
 - i. Tony begins discussion with interest in using pipeline to share treated water because of FWD limited storage.
 - ii. Discussion on respective holding capacities and discharge limitations.
 - iii. Dave asks the GM's if the pipeline is ready to be used right now. Both agree that it is ready.
 - iv. Tony cites that the last storm put FWD at upper limits of storage capacity.
 - v. Tony and Jose schedule a meeting for 2/5/19, 11AM, to discuss pipe usage. They will also discuss pipeline history and limitations with Cory(FWD) and Lindsey(GCSD), whereas both of them have carnal knowledge of its history.
 - vi. Jose suggests possibility of GCSD sending water to FWD to sell on behalf of GCSD.
 - vii. Tony asks what GCSD's average NTU is, Jose states its normally less than 1. GCSD is permitted to be at 2 or less.

- viii. FWD discharged on 1/24/19 at .53 NTU

- c. Discuss lateral inspection at time of sale ordinance
 - i. GCSD and FWD both have the ordinance in place. Discussion on how to enforce ordinance in each respective district.
 - ii. Jose suggests that the district contact escrow companies and request to be notified when the sale of a property occurs.

- d. Policy manual updates
 - i. FWD has not worked on manuals since mid-2018
 - ii. GCSD has been holding special study sessions to work on their manual.
 - iii. Dave states that item 6D will be removed from future AD hoc committee agendas.

- e. Amend mutual aid agreement
 - i. Jose updates with info that the boards don't need special permits/licenses from the regional board.
 - ii. The requirement is that shared operators need to be at the appropriate grade to go to the other plant.
 - iii. The next step would be for us to come a new agreement and define that tasks that would be done.
 - iv. Discussion on operator level vs. tasks they could do at the other plants.
 - v. Don suggests that a simpler a simpler payment method be used than a 1099. That the operators hourly rate transfer from their home plant. And that there be a better rate for going to another plant to work.
 - vi. FWD is grade 3 plant with operators at grades 2,3, and 4. Discussion on GCSD operator levels.
 - vii. Jose asks Tony if FWD has tiered pay scale. Tony says not at this time, but a new scale is being reviewed by FWD board.
 - viii. Discussion on tiered pay scale implementation and cost of living raises.

- ix. Dave asks about next steps for GM's to come up with new mutual aid agreement. Tony sites that two of his operators were OIT's at GCSD.
 - x. Don suggests that operator pay should be the weighted rate so that there is transparency and no issues with differences in pay. Pay scale should be set rate per operator grade level.
 - xi. It is suggested that the pay be 1.5 the normal rate to make the transfer work more attractive to the operators.
 - xii. Discussion on possible work sharing scenarios.
 - xiii. The GM's are going to draft and have a rough draft ready for review in 45-55 days.
 - f. Discuss items for consideration at next meeting
 - i. Richard suggests taking all the minutes and putting them in a topical chronological format. He volunteers to tackle this
 - g. Set time and date for next meeting
 - i. 4/25/19 @5PM. FWD office
7. Adjournment
- a. Don motions to adjourn. Richard seconds
 - b. Adjournment at 6:32 PM

- i. GCSD policy manual update
- ii. FSD updating theirs as well. Matt McD and Dawn reviewing, updating and presenting changes to board for approval

- iii. Jose asks about FSD policy manual handbook. Requests a copy for GCSD to review. Interested in implementing pay scale structure at GCSD.
- c. Amend mutual agreement
 - i. Discussion on operators helping the other district in times of need.
 - 1. Government code says operators can help out as private contractors.
 - 2. Current agreement only covers emergency situations. Does not cover low man power situations or back up.
 - 3. GCSD lawyer says current agreement needs to be updated to include resource sharing in non-emergency situations.
 - ii. All board members in attendance in favor of amending mutual agreement to include resource sharing by either district if needed. Then the help would be “requested” not forced.
 - iii. All tasks of incoming operators would need to be documented to keep the help legal and easy for the operators at the foreign district.
 - iv. Matt McD asks question of having certain operators on payroll of both districts to help with making the resource sharing easy.
 - 1. Discussion of GCSD staffing levels
 - v. Discussion on what needs to be added to list of tasks that would be done by visiting operators. Both districts will ask operators to huddle on the following:
 - 1. List of what work would need to be done.
 - 2. What type of incentive would they like to see for this situation
 - 3. Form an emergency response plan
 - 4. Current documentation practices by both districts
- d. Amend mission statement

- i. R Benyo version to be kept after removing “Sonoma County agencies” in the first sentence and replacing with “FSD and GCSD”
 - ii. Discussion on Ad Hoc committee length of existence.
 - 1. Should it be changed to “standing committee”
 - 2. It was determined that no changes were needed now
 - e. Discussion items for next meeting
 - i. No new business
 - f. Set time and date for next meeting
 - i. 10/25/18 5PM @FSD
- 8. Adjournment
 - a. Matt McD motions. Matt J seconds. Meeting adjourned @ 6:52PM

Minutes Approved

Date



SPECIAL MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, March 12, 2019 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:20

2. ROLL CALL - Determination of a Quorum

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

4. PUBLIC COMMENT

No public in attendance.

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CLOSED SESSION

5. 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 7:35

6. REPORT OUT OF CLOSED SESSION

ADJOURNMENT 7:40

Minutes Approved

Date