



**REGULAR MEETING AGENDA**  
**Graton Community Services District (GCS D)**  
**Meeting of the GCS D Board of Directors**  
**Monday, October 18, 2021, at 6:00 PM**  
**Various Locations- Teleconference Meeting**

**Notice of Teleconferenced Meeting**

“This meeting is by teleconference only and will be conducted pursuant to the authority and provisions under Government Code section 54953(e). For this meeting, there will be no physical location from which members of the public may observe/comment.”

Board Members Teleconferencing: Dave Clemmer, Jennifer Butler, Max Wilmarth, and David Upchurch. **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 Zoom Meeting <https://us02web.zoom.us/j/82010397009> or dial by your location \_United States\_\_\_ Meeting ID: 820 103 7000 Passcode: 332344  
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, David Upchurch \_\_\_\_\_  
Board Secretary, Jennifer Butler, \_\_\_\_\_; Max Wilmarth, \_\_\_\_\_.

**3. APPROVE ORDER OF THE AGENDA**

Motion to approve the order of the agenda.

Board President, Dave Clemmer, \_\_\_\_; Board Vice President, David Upchurch \_\_\_\_  
Board Secretary, Jennifer Butler, \_\_\_\_; Max Wilmarth \_\_\_\_\_.

**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 September 2021
- B. Review and confirm September 2021 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from September 20, 2021
- D. Review and approval of Special Meeting Minutes from August 9, 2021
- E. Review and approval of Special Meeting Minutes from September 24, 2021

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, \_\_\_\_; Board Vice President, David Upchurch \_\_\_\_  
Board Secretary, Jennifer Butler, \_\_\_\_; Max Wilmarth \_\_\_\_\_.

**6. ACTION ITEMS**

A. Review and approve Resolution 211018 authorizing teleconference meetings under AB 361.

Staff Report on AB 361 remote meetings

Motion to approve Resolution 211018 to continue virtual meetings.

Board President, Dave Clemmer, \_\_\_\_; Board Vice President, David Upchurch \_\_\_\_  
Board Secretary, Jennifer Butler, \_\_\_\_; Max Wilmarth \_\_\_\_

**7. DISCUSSION ITEMS**

- A. Report on operator recruitment results
- B. Report on General Manager RFP
- C. Update on Plant Security
- D. Update on Website Upgrade Project
- E. Report on Board Vacancy Advertisement
- F. Update on the Capstone C-30 and the discounted GEG gas rate
- G. Update on collections system feasibility study
- H. Report on floating micro-grid solar panels

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

- A. Treatment Plant Operations Update
  - Operations report
  - Overtime report
- B. Construction Update
  - Meetings, Correspondence & Outreach

**9. SUGGESTED ITEMS FOR FUTURE AGENDA**

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

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

**Expenditure Transactions**

Criteria: Post On = 9/1/2021..9/30/2021; 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>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50701	GCSD100	3,437.37	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50701	GCSD100	3,379.21	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50701	GCSD100	3,662.86	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50701	GCSD100	2,275.45	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Perm Position - Local Bds</b>							12,754.89		
<b>Account 50703 -- Overtime - Local Bds</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50703	GCSD100	16.78	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50703	GCSD100	134.22	Graton Community Services District	GCSD Payroll PPE 8-31-2021
<b>Total Overtime - Local Bds</b>							151.00		
<b>Account 50706 -- Vacation Pay - Local Bds</b>									
9/28/2021	9/27/2021	AP00250665	77101	62030100	50706	GCSD100	1,512.60	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Vacation Pay - Local Bds</b>							1,512.60		
<b>Account 50707 -- Standby Pay - Local Bds</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50707	GCSD100	1,431.68	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50707	GCSD100	984.28	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50707	GCSD100	1,431.68	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50707	GCSD100	857.14	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Standby Pay - Local Bds</b>							4,704.78		
<b>Account 50710 -- Sick Pay - Local Boards</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50710	GCSD100	566.86	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50710	GCSD100	199.99	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50710	GCSD100	657.68	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50710	GCSD100	75.13	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Sick Pay - Local Boards</b>							1,499.66		
<b>Account 50711 -- Holiday Pay - Local Boards</b>									
9/28/2021	9/27/2021	AP00250665	77101	62030100	50711	GCSD100	504.20	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Holiday Pay - Local Boards</b>							504.20		
<b>Total Local Bd Salaries and Wages</b>							21,127.13		
<b>Category 50750 -- Local Boards - Retirement</b>									
<b>Account 50753 -- FICA Retirement - Local Bds</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50753	GCSD100	338.07	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50753	GCSD100	282.94	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50753	GCSD100	364.96	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50753	GCSD100	323.92	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total FICA Retirement - Local Bds</b>							1,309.89		
<b>Account 50755 -- PERS - Local Bds</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50755	GCSD100	303.92	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50755	GCSD100	271.66	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50755	GCSD100	327.93	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50755	GCSD100	331.48	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total PERS - Local Bds</b>							1,234.99		
<b>Account 50756 -- Medicare - Local Bds</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	50756	GCSD100	79.06	Graton Community Services District	GCSD Payroll PPE 7-31-2021
9/1/2021	9/1/2021	AP00248574	77101	62030100	50756	GCSD100	66.17	Graton Community Services District	GCSD Payroll PPE 08-15-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50756	GCSD100	85.35	Graton Community Services District	GCSD Payroll PPE 8-31-2021
9/28/2021	9/27/2021	AP00250665	77101	62030100	50756	GCSD100	75.76	Graton Community Services District	GCSD Payroll PPE 09-15-2021
<b>Total Medicare - Local Bds</b>							306.34		
<b>Account 50757 -- HSA Reimbursement - Local Bds</b>									
9/2/2021	9/1/2021	AP00248712	77101	62030100	50757	GCSD100	636.34	JOHN V GIBSON	HSA Reimbursement
<b>Total HSA Reimbursement - Local Bds</b>							636.34		
<b>Total Local Boards - Retirement</b>							3,487.56		
<b>Category 50800 -- Local Boards - Emp. Benefits</b>									
<b>Account 50801 -- Health Ins - Local Bds</b>									
9/13/2021	9/7/2021	AP00249304	77101	62030100	50801	GCSD100	755.60	California Choice	October Health Ins.
<b>Total Health Ins - Local Bds</b>							755.60		
<b>Account 50803 -- Dental - Local Bds</b>									
9/15/2021	9/13/2021	AP00249547	77101	62030100	50803	GCSD100	135.00	WOLFPACK INSURANCE SERVICES INC	October Dental & Vision Ins.
<b>Total Dental - Local Bds</b>							135.00		
<b>Account 50805 -- Vision - Local Bds</b>									
9/15/2021	9/13/2021	AP00249547	77101	62030100	50805	GCSD100	10.40	WOLFPACK INSURANCE SERVICES INC	October Dental & Vision Ins.
<b>Total Vision - Local Bds</b>							10.40		
<b>Total Local Boards - Emp. Benefits</b>							901.00		
<b>Total Salaries and Employee Benefits</b>							25,515.69		
<b>Character 51000 -- Services and Supplies</b>									
<b>Category 51020 -- Communication Expense</b>									
<b>Account 51021 -- Communication Expense</b>									
9/16/2021	9/7/2021	AP00249660	77101	62030100	51021	GCSD100	316.14	US Bank National Association	Graton August Cal Card
<b>Total Communication Expense</b>							316.14		
<b>Total Communication Expense</b>							316.14		
<b>Category 51040 -- Insurance Expense</b>									
<b>Account 51042 -- Insurance - Premiums</b>									
9/13/2021	9/7/2021	AP00249304	77101	62030100	51042	GCSD100	8,957.36	Special District Risk Management Auth	Worker's Comp 2021-22
<b>Total Insurance - Premiums</b>							8,957.36		
<b>Total Insurance Expense</b>							8,957.36		
<b>Category 51060 -- Maintenance - Equipment</b>									
<b>Account 51061 -- Maintenance - Equipment</b>									
9/1/2021	9/1/2021	AP00248574	77101	62030100	51061	GCSD300	668.67	EandM Electric & Machinery	Recondition Gearmotor
9/16/2021	9/7/2021	AP00249660	77101	62030100	51061	GCSD100	36.02	US Bank National Association	Graton August Cal Card
<b>Total Maintenance - Equipment</b>							704.69		
<b>Total Maintenance - Equipment</b>							704.69		

<b>Category 51200 -- Professional &amp; Specialized</b>												
<b>Account 51212 -- Outside Counsel - Legal Advice</b>												
9/2/2021	9/1/2021	AP00248712	77101	62030100	51212	GCSDD100	1,274.00	MEYERS NAVE A PROFESSIONAL CORP	Various Svcs.			
9/15/2021	9/13/2021	AP00249547	77101	62030100	51212	GCSDD100	4,800.00	EDWARD LOUIS KREISBERG	Labor Legel Svcs April-Aug.			
9/29/2021	9/27/2021	AP00250770	77101	62030100	51212	GCSDD100	676.00	MEYERS NAVE A PROFESSIONAL CORP	Gen Advice & Occ & Plant Proj.			
<b>Total Outside Counsel - Legal Advice</b>							<u>6,750.00</u>					
<b>Account 51231 -- Testing/Analysis</b>												
9/10/2021	9/7/2021	AP00249189	77101	62030100	51231	GCSDD300	730.80	Brelje & Race Laboratories Inc	Samples Submitted in August			
<b>Total Testing/Analysis</b>							<u>730.80</u>					
<b>Account 51237 -- Process Service</b>												
9/1/2021	9/1/2021	AP00248574	77101	62030100	51237	GCSDD100	253.04	Graton Community Services District	GCSDD Payroll PPE 7-31-2021			
9/1/2021	9/1/2021	AP00248574	77101	62030100	51237	GCSDD100	258.86	Graton Community Services District	GCSDD Payroll PPE 08-15-2021			
<b>Total Process Service</b>							<u>511.90</u>					
<b>Total Professional &amp; Specialized</b>							<u>7,992.70</u>					
<b>Category 51800 -- Other Services</b>												
<b>Account 51801 -- Other Services</b>												
9/1/2021	9/1/2021	AP00248574	77101	62030100	51801	GCSDD100	350.00	Graton Community Services District	GCSDD Payroll PPE 08-15-2021			
<b>Total Other Services</b>							<u>350.00</u>					
<b>Total Other Services</b>							<u>350.00</u>					
<b>Category 51900 -- Interfund Expenses</b>												
<b>Account 51902 -- Telecommunication Usage</b>												
9/16/2021	9/7/2021	AP00249660	77101	62030100	51902	GCSDD100	104.44	US Bank National Association	Graton August Cal Card			
<b>Total Telecommunication Usage</b>							<u>104.44</u>					
<b>Total Interfund Expenses</b>							<u>104.44</u>					
<b>Category 52060 -- Maintenance - Equipment</b>												
<b>Account 52061 -- Fuel/Gas/Oil</b>												
9/16/2021	9/7/2021	AP00249660	77101	62030100	52061	GCSDD100	227.75	US Bank National Association	Graton August Cal Card			
<b>Total Fuel/Gas/Oil</b>							<u>227.75</u>					
<b>Total Maintenance - Equipment</b>							<u>227.75</u>					
<b>Category 52070 -- Maintenance - Bldg &amp; Improve</b>												
<b>Account 52071 -- Materials and Supplies Expense</b>												
9/16/2021	9/7/2021	AP00249660	77101	62030100	52071	GCSDD400	389.15	US Bank National Association	Graton August Cal Card			
<b>Total Materials and Supplies Expense</b>							<u>389.15</u>					
<b>Account 52072 -- Chemicals</b>												
9/1/2021	9/1/2021	AP00248574	77101	62030100	52072	GCSDD300	648.28	Heron Innovators Inc	Chemicals			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52072	GCSDD300	2,172.19	AQUA BEN CORPORATION	Hydrofloc 820 275 Gal Tote			
<b>Total Chemicals</b>							<u>2,820.47</u>					
<b>Total Maintenance - Bldg &amp; Improve</b>							<u>3,209.62</u>					
<b>Category 52110 -- Office Supplies Expense</b>												
<b>Account 52111 -- Office Supplies</b>												
9/16/2021	9/7/2021	AP00249660	77101	62030100	52111	GCSDD100	20.24	US Bank National Association	Graton August Cal Card			
<b>Total Office Supplies</b>							<u>20.24</u>					
<b>Total Office Supplies Expense</b>							<u>20.24</u>					
<b>Category 52180 -- Transportation and Travel</b>												
<b>Account 52181 -- Business Meals/Supplies</b>												
9/16/2021	9/7/2021	AP00249660	77101	62030100	52181	GCSDD300	44.00	US Bank National Association	Graton August Cal Card			
<b>Total Business Meals/Supplies</b>							<u>44.00</u>					
<b>Total Transportation and Travel</b>							<u>44.00</u>					
<b>Category 52190 -- Utilities Expense</b>												
<b>Account 52191 -- Utilities Expense</b>												
9/2/2021	9/1/2021	AP00248712	77101	62030100	52191	GCSDD100	27.26	PACIFIC GAS & ELECTRIC	Graton Plant July Gas Svc.			
9/2/2021	9/1/2021	AP00248712	77101	62030100	52191	GCSDD200	14.17	PACIFIC GAS & ELECTRIC	Graton Plant July Gas Svc.			
9/2/2021	9/1/2021	AP00248712	77101	62030100	52191	GCSDD200	328.21	PACIFIC GAS & ELECTRIC	Graton Plant July Gas Svc.			
9/2/2021	9/1/2021	AP00248712	77101	62030100	52191	GCSDD300	5,784.23	PACIFIC GAS & ELECTRIC	Graton Plant July Gas Svc.			
9/2/2021	9/1/2021	AP00248712	77101	62030100	52191	GCSDD400	1,208.17	PACIFIC GAS & ELECTRIC	Graton Plant July Gas Svc.			
9/13/2021	9/7/2021	AP00249304	77101	62030100	52191	GCSDD300	1,248.16	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc. August			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52191	GCSDD100	21.61	PACIFIC GAS & ELECTRIC	Graton Gas Svc. August			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52191	GCSDD200	18.89	PACIFIC GAS & ELECTRIC	Graton Gas Svc. August			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52191	GCSDD200	323.91	PACIFIC GAS & ELECTRIC	Graton Gas Svc. August			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52191	GCSDD300	4,987.09	PACIFIC GAS & ELECTRIC	Graton Gas Svc. August			
9/28/2021	9/27/2021	AP00250665	77101	62030100	52191	GCSDD400	788.36	PACIFIC GAS & ELECTRIC	Graton Gas Svc. August			
9/29/2021	9/27/2021	AP00250770	77101	62030100	52191	GCSDD100	225.52	PACIFIC GAS & ELECTRIC	Decom & Public Purpose Program			
<b>Total Utilities Expense</b>							<u>14,975.58</u>					
<b>Total Utilities Expense</b>							<u>14,975.58</u>					
<b>Total Services and Supplies</b>							<u>36,902.52</u>					
<b>Character 57000 -- Other Financing Uses</b>												
<b>Category 57010 -- Transfers Out</b>												
<b>Account 57011 -- Transfers Out - within a Fund</b>												
9/22/2021	9/16/2021	0000249585	77101	62030100	57011		103,450.00	Graton OT from Ops to Construc	Transfer frm Ops to Const			
<b>Total Transfers Out - within a Fund</b>							<u>103,450.00</u>					
<b>Total Transfers Out</b>							<u>103,450.00</u>					
<b>Total Other Financing Uses</b>							<u>103,450.00</u>					
<b>Total All Expense/Expenditure Accts</b>							<u>165,868.21</u>					
<b>Total Graton CSD - Sanitation</b>							<u>165,868.21</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

9/2/2021	9/1/2021	AP00248712	77103	62030300	19831	GCSD501	2,641.08	MEYERS NAVE A PROFESSIONAL CORP	Various Svcs.	
9/2/2021	9/1/2021	AP00248712	77103	62030300	19831	GCSD501	3,373.24	MEYERS NAVE A PROFESSIONAL CORP	Various Svcs.	
9/2/2021	9/1/2021	AP00248712	77103	62030300	19831	GCSD504	907.09	MEYERS NAVE A PROFESSIONAL CORP	Various Svcs.	
9/29/2021	9/27/2021	AP00250770	77103	62030300	19831	GCSD501	1,719.12	MEYERS NAVE A PROFESSIONAL CORP	Gen Advice & Occ & Plant Proj.	
9/29/2021	9/27/2021	AP00250770	77103	62030300	19831	GCSD501	861.12	MEYERS NAVE A PROFESSIONAL CORP	Gen Advice & Occ & Plant Proj.	
9/29/2021	9/27/2021	AP00250770	77103	62030300	19831	GCSD504	280.02	MEYERS NAVE A PROFESSIONAL CORP	Gen Advice & Occ & Plant Proj.	
<b>Total Acq-CIP-Bldg &amp; Impr</b>							<u>9,781.67</u>			
<b>Total Proprietary Capital Purchases</b>							<u>9,781.67</u>			
<b>Total Capital Assets</b>							<u>9,781.67</u>			
<b>Total All Asset Accounts</b>							<u>9,781.67</u>			

Account Type 00005 -- All Expense/Expenditure Accts

Character 53000 -- Other Charges

Category 53100 -- Long Term Debt Retirement

Account 53103 -- Interest on LT Debt

9/23/2021	9/21/2021	AP00250286	77103	62030300	53103		<u>23,877.47</u>	Westamerica Bank	GCSD Loan Oct. Debt Pymt
<b>Total Interest on LT Debt</b>							<u>23,877.47</u>		
<b>Total Long Term Debt Retirement</b>							<u>23,877.47</u>		
<b>Total Other Charges</b>							<u>23,877.47</u>		

Character 59000 -- Administrative Control Accts

Category 59001 -- Administrative Control Accts

Account 59004 -- Administrative Control Account

9/23/2021	9/21/2021	AP00250286	77103	62030300	59004		<u>58,208.77</u>	Westamerica Bank	GCSD Loan Oct. Debt Pymt
<b>Total Administrative Control Account</b>							<u>58,208.77</u>		

Account 59005 -- Admin Control Acct Clearing

9/23/2021	9/21/2021	AP00250286	77103	62030300	59005		<u>(58,208.77)</u>	Westamerica Bank	GCSD Loan Oct. Debt Pymt
<b>Total Admin Control Acct Clearing</b>							<u>(58,208.77)</u>		
<b>Total Administrative Control Accts</b>							<u>-</u>		
<b>Total Administrative Control Accts</b>							<u>-</u>		
<b>Total All Expense/Expenditure Accts</b>							<u>23,877.47</u>		
<b>Total Graton CSD - Sanitation Const.</b>							<u>33,659.14</u>		
<b>Total</b>							<u>199,527.35</u>		

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**Graton Community Services District  
Summary Report  
9-30-2021**

OPERATIONS	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-March	Apr-June			
<b>Beginning Cash Balance:</b>	<b>743,861</b>	<b>455,103</b>	<b>763,690</b>	<b>503,969</b>			
<b>Revenues</b>							
Property Taxes	(26,837)	534,796	-	497,849	(26,837)	1,005,809	1,003,340
Sewer Fees	-	7,373	157	17,003	-	24,534	15,000
Disaster Reimbursement / Grants	-	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-	-
Other Miscellaneous	2,873	1,427	651	5,304	2,873	10,255	2,000
<b>Total Revenue</b>	<b>(23,964)</b>	<b>543,597</b>	<b>809</b>	<b>520,157</b>	<b>(23,964)</b>	<b>1,040,598</b>	<b>1,020,340</b>
<b>Expenses</b>							
Salaries & Employee Benefits	50,253	85,230	67,514	84,042	50,253	287,038	360,000
Utilities	22,072	26,103	33,137	22,574	22,072	103,886	105,000
Legal Services	9,747	-	-	4,251	9,747	13,998	-
Contract Services	52,245	38,791	8,370	1,010	52,245	100,416	106,000
Testing (Brelje & Race)	731	2,528	7,042	5,024	731	15,325	15,000
Chemicals	7,380	-	17,497	4,604	7,380	29,481	60,000
Accounting Services	-	7,500	-	-	-	7,500	16,500
Consulting Services	3,059	5,026	4,707	5,966	3,059	18,758	35,000
Depreciation	-	-	-	-	-	-	475,000
Equipment	-	-	-	-	-	-	4,000
Transfers Out (To Construction) - Debt Svc	103,450	-	103,450	-	103,450	206,900	206,900
Other Miscellaneous	41,433	69,832	18,813	38,076	41,433	168,153	223,730
<b>Total Expenses</b>	<b>290,368</b>	<b>235,010</b>	<b>260,530</b>	<b>165,547</b>	<b>290,368</b>	<b>951,455</b>	<b>1,607,130</b>
<b>Other Cash Inflows/Outflows:</b>							
- SRF Loan Proceeds	-	-	-	-			
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-			
Cash Adjustments (Accruals):	25,574.75	-	-	-			
<b>Ending Cash Balance - Operations:</b>	<b>455,103</b>	<b>763,690</b>	<b>503,969</b>	<b>858,579</b>			

CONSTRUCTION	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-March	Apr-June			
<b>Beginning Cash Balance:</b>	<b>26,456</b>	<b>353,777</b>	<b>420,083</b>	<b>402,064</b>			
<b>Revenues</b>							
Connection Fees	-	66,253	2,070	-	-	68,323	124,224
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	103,450	-	103,450	206,900	206,900
Other Miscellaneous	300,000	210	171	50,820	300,000	351,201	-

<b>Total Revenue</b>	<b>403,450</b>	<b>66,463</b>	<b>105,692</b>	<b>50,820</b>	<b>403,450</b>	<b>626,424</b>	<b>331,124</b>
<b>Expenses</b>							
Capital Asset Expenses	11,528	157	20,260	103,691	11,528	135,636	80,000
Interest Expense - Municipal Finance	23,877	-	46,620	25,228	23,877	95,725	89,071
Disposed Capital Asset	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>35,406</b>	<b>157</b>	<b>66,880</b>	<b>128,919</b>	<b>35,406</b>	<b>231,362</b>	<b>169,071</b>

**Other Cash Inflows / Outflows:**

- SRF Loan Proceeds	-	-	-	-			
- Principal Payments - Municipal Finance	(58,209)	-	(56,831)	-			
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-			
Cash Adjustments (Accruals):	17,485.44	-	-	-			
<b>Ending Cash Balance - Construction:</b>	<b>353,777</b>	<b>420,083</b>	<b>402,064</b>	<b>323,965</b>			

<b>Capital Project Summary</b>	<b>Proj Balance</b>	<b>Year to Date</b>	<b>Project Total</b>
<b>Project Title</b>	<b>7/1/2021</b>	<b>Expenses</b>	<b>Life to Date</b>
- Receiving Station (GCSD501)	176,987.02	9,310	186,297
- Plant Improvements (GCSD504)	10,131,577	2,218	10,133,795
- Groundwater Mointoring Wells (GCSD505)	1,868	-	1,868
<b>- Totals</b>	<b>10,310,432</b>	<b>11,528</b>	<b>10,321,960</b>

**Graton Community Services District - Debt Summary**

**Municipal Finance Corporation**

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/21: **\$1,865,630.11**

	<u>Jul - Sep</u>	<u>Oct - Dec</u>	<u>Jan - Mar</u>	<u>Apr - Jun</u>	<u>Totals</u>	<b>Principal Balance</b>
Payments:						<u>YE</u>
- Principal	58,209	-	56,831	-	115,039	1,862,906
- Interest	45,242	-	46,620	21,364	91,861	
<b>Total MFC Payments</b>	<b>103,450</b>	<b>-</b>	<b>103,450</b>	<b>21,364</b>	<b>206,901</b>	



Revenue and Expenditure Balances YTD

Criteria: As Of = 9/30/2021 (25% 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>									
<b>Character 19000 -- Capital Assets</b>									
<b>Category 19800 -- Proprietary Capital Purchases</b>									
19820	Acq-Machinery and Equipment	4,000.00	1,000.00	-	-	-	-	-	1,000.00
<b>Total All Asset Accounts</b>		4,000.00	1,000.00	-	-	-	-	-	1,000.00
<b>Account Type 00004 -- All Revenues</b>									
40003	Direct Charges - CY	998,340.00	1,011,250.00	-	-	-	-	-	1,011,250.00
40005	Prop Taxes - RDA Increment	(5,000.00)	-	-	-	-	-	-	-
40050	Property Tax Accrual	-	(5,000.00)	-	(26,836.94)	(26,836.94)	-	-	21,836.94
40202	Direct Charges - Prior Year	10,000.00	10,000.00	-	-	-	-	-	10,000.00
44002	Interest on Pooled Cash	5,000.00	5,000.00	-	-	-	-	-	5,000.00
44050	Unrealized Gains and Losses	(3,000.00)	(3,000.00)	-	-	-	-	-	(3,000.00)
45221	Sewer/Water Usage Fees	15,000.00	15,000.00	-	-	-	-	-	15,000.00
46040	Miscellaneous Revenue	-	100.00	124.28	124.28	124.28	-	-	(24.28)
46200	PY Revenue - Miscellaneous	-	-	2,748.40	2,748.40	2,748.40	-	-	(2,748.40)
<b>Total All Revenues</b>		1,020,340.00	1,033,350.00	2,872.68	(23,964.26)	(23,964.26)	-	-	1,057,314.26
<b>Account Type 00005 -- All Expense/Expenditure Accts</b>									
50701	Perm Position - Local Bds	340,000.00	295,000.00	12,754.89	23,257.91	23,257.91	-	-	271,742.09
50703	Overtime - Local Bds	-	-	151.00	791.90	791.90	-	-	(791.90)
50706	Vacation Pay - Local Bds	-	-	1,512.60	4,430.67	4,430.67	-	-	(4,430.67)
50707	Standby Pay - Local Bds	-	-	4,704.78	8,682.57	8,682.57	-	-	(8,682.57)
50710	Sick Pay - Local Boards	-	-	1,499.66	2,418.64	2,418.64	-	-	(2,418.64)
50711	Holiday Pay - Local Boards	-	-	504.20	951.60	951.60	-	-	(951.60)
50753	FICA Retirement - Local Bds	-	-	1,309.89	2,513.07	2,513.07	-	-	(2,513.07)
50755	PERS - Local Bds	20,000.00	20,000.00	1,234.99	2,378.36	2,378.36	-	-	17,621.64
50756	Medicare - Local Bds	-	-	306.34	587.72	587.72	-	-	(587.72)
50757	HSA Reimbursement - Local Bds	-	-	636.34	636.34	636.34	-	-	(636.34)
50801	Health Ins - Local Bds	-	-	755.60	3,022.40	3,022.40	-	-	(3,022.40)
50803	Dental - Local Bds	-	-	135.00	609.40	609.40	-	-	(609.40)
50805	Vision - Local Bds	-	-	10.40	(27.80)	(27.80)	-	-	27.80
51021	Communication Expense	8,500.00	8,500.00	316.14	912.16	912.16	-	-	7,587.84
51031	Waste Disposal Services	2,500.00	1,500.00	-	99.72	99.72	-	-	1,400.28
51042	Insurance - Premiums	38,000.00	21,900.00	8,957.36	30,851.80	30,851.80	-	-	(8,951.80)
51046	Insurance - Workers Comp	-	16,100.00	-	-	-	-	-	16,100.00
51061	Maintenance - Equipment	25,000.00	25,000.00	704.69	715.78	715.78	-	-	24,284.22
51071	Maintenance - Bldg & Improve	8,000.00	10,000.00	-	5,000.00	5,000.00	-	-	5,000.00
51206	Accounting/Auditing Services	12,600.00	16,500.00	-	-	-	-	-	16,500.00
51207	Client Accounting Services	34,000.00	32,000.00	-	-	-	-	-	32,000.00
51212	Outside Counsel - Legal Advice	25,000.00	15,000.00	6,750.00	9,746.66	9,746.66	-	-	5,253.34
51225	Training Services	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51226	Consulting Services	35,000.00	35,000.00	-	3,059.00	3,059.00	-	-	31,941.00
51231	Testing/Analysis	15,000.00	15,000.00	730.80	730.80	730.80	-	-	14,269.20
51237	Process Service	4,430.00	4,430.00	511.90	997.62	997.62	-	-	3,432.38
51244	Permits/License/Fees	12,000.00	12,000.00	-	-	-	-	-	12,000.00
51301	Publications and Legal Notices	1,500.00	5,000.00	-	-	-	-	-	5,000.00
51401	Rents and Leases - Equipment	2,500.00	2,500.00	-	-	-	-	-	2,500.00
51421	Rents and Leases - Bldg/Land	1,200.00	1,200.00	-	-	-	-	-	1,200.00
51601	Training/Conference Expenses	1,500.00	1,500.00	-	-	-	-	-	1,500.00
51602	Business Travel/Mileage	1,500.00	1,500.00	-	264.32	264.32	-	-	1,235.68
51801	Other Services	9,000.00	9,000.00	350.00	350.00	350.00	-	-	8,650.00

51803	Other Contract Services	106,000.00	106,000.00	-	52,245.00	52,245.00	-	-	53,755.00
51902	Telecommunication Usage	-	-	104.44	124.39	124.39	-	-	(124.39)
51916	County Services Chgs	7,500.00	7,500.00	-	-	-	-	-	7,500.00
52021	Clothing, Uniforms, Personal	1,500.00	1,500.00	-	103.73	103.73	-	-	1,396.27
52042	Janitorial Supplies	500.00	500.00	-	-	-	-	-	500.00
52043	Safety Supplies/Equipment	-	-	-	355.05	355.05	-	-	(355.05)
52061	Fuel/Gas/Oil	2,500.00	2,500.00	227.75	367.78	367.78	-	-	2,132.22
52063	Vehicle Parts	3,000.00	3,000.00	-	-	-	-	-	3,000.00
52071	Materials and Supplies Expense	-	-	389.15	906.62	906.62	-	-	(906.62)
52072	Chemicals	60,000.00	35,000.00	2,820.47	7,379.77	7,379.77	-	-	27,620.23
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	-	-	-	500.00
52091	Memberships/Certifications	5,000.00	5,000.00	-	-	-	-	-	5,000.00
52101	Other Supplies	1,500.00	1,500.00	-	86.99	86.99	-	-	1,413.01
52111	Office Supplies	1,500.00	1,500.00	20.24	61.49	61.49	-	-	1,438.51
52117	Mail and Postage Supplies	-	-	-	166.00	166.00	-	-	(166.00)
52141	Minor Equipment/Small Tools	3,000.00	3,000.00	-	25.12	25.12	-	-	2,974.88
52162	Special Department Expense	1,500.00	1,500.00	-	-	-	-	-	1,500.00
52181	Business Meals/Supplies	500.00	500.00	44.00	44.00	44.00	-	-	456.00
52191	Utilities Expense	105,000.00	105,000.00	14,975.58	22,071.55	22,071.55	-	-	82,928.45
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	206,900.00	206,900.00	103,450.00	103,450.00	103,450.00	-	-	103,450.00
<b>Total All Expense/Expenditure Accts</b>		<b>1,585,130.00</b>	<b>1,511,530.00</b>	<b>165,868.21</b>	<b>290,368.13</b>	<b>290,368.13</b>	<b>-</b>	<b>-</b>	<b>1,221,161.87</b>
<b>Total Graton CSD - Sanitation</b>		<b>568,790.00</b>	<b>479,180.00</b>	<b>162,995.53</b>	<b>314,332.39</b>	<b>314,332.39</b>	<b>-</b>	<b>-</b>	<b>164,847.61</b>
<b>Fund Code 77103 -- Graton CSD - Sanitation Const.</b>									
<b>Account Type 00001 -- All Asset Accounts</b>									
19831	Acq-CIP-Bldg & Impr	105,000.00	80,000.00	9,781.67	11,528.25	11,528.25	-	-	68,471.75
19832	Acq-CIP-Infrastructure	175,000.00	175,000.00	-	-	-	-	-	175,000.00
<b>Total All Asset Accounts</b>		<b>280,000.00</b>	<b>255,000.00</b>	<b>9,781.67</b>	<b>11,528.25</b>	<b>11,528.25</b>	<b>-</b>	<b>-</b>	<b>243,471.75</b>
<b>Account Type 00004 -- All Revenues</b>									
46024	Connection Fees	124,224.00	124,224.00	-	-	-	-	-	124,224.00
46200	PY Revenue - Miscellaneous	-	-	-	300,000.00	300,000.00	-	-	(300,000.00)
47101	Transfers In - within a Fund	206,900.00	206,900.00	103,450.00	103,450.00	103,450.00	-	-	103,450.00
<b>Total All Revenues</b>		<b>331,124.00</b>	<b>331,124.00</b>	<b>103,450.00</b>	<b>403,450.00</b>	<b>403,450.00</b>	<b>-</b>	<b>-</b>	<b>(72,326.00)</b>
<b>Account Type 00005 -- All Expense/Expenditure Accts</b>									
53103	Interest on LT Debt	89,071.00	89,071.00	23,877.47	23,877.47	23,877.47	-	-	65,193.53
59004	Administrative Control Account	117,829.00	117,829.00	58,208.77	58,208.77	58,208.77	-	-	59,620.23
59005	Admin Control Acct Clearing	(117,829.00)	(117,829.00)	(58,208.77)	(58,208.77)	(58,208.77)	-	-	(59,620.23)
<b>Total All Expense/Expenditure Accts</b>		<b>89,071.00</b>	<b>89,071.00</b>	<b>23,877.47</b>	<b>23,877.47</b>	<b>23,877.47</b>	<b>-</b>	<b>-</b>	<b>65,193.53</b>
<b>Total Graton CSD - Sanitation Const.</b>		<b>37,947.00</b>	<b>12,947.00</b>	<b>(69,790.86)</b>	<b>(368,044.28)</b>	<b>(368,044.28)</b>	<b>-</b>	<b>-</b>	<b>380,991.28</b>
<b>Total</b>		<b>606,737.00</b>	<b>492,127.00</b>	<b>93,204.67</b>	<b>(53,711.89)</b>	<b>(53,711.89)</b>	<b>-</b>	<b>-</b>	<b>545,838.89</b>

Run: 10/4/2021 10:24 AM Data Last Updated: 10/4/2021 5:29:57 AM



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, September 20, 2021 at 6:00 PM**

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

**1. CALL TO ORDER 6:09 PM**

**2. ROLL CALL - Determination of a Quorum**

Board President, Dave Clemmer, H; Board Vice President, David Upchurch H; Board Secretary, Jennifer Butler H; Max Wilmarth H.

**3. APPROVE ORDER OF THE AGENDA**

Dave Upchurch Motioned to approve the order of the agenda and Jennifer Butler seconded.

Board President, Dave Clemmer, Y; Board Vice President, David Upchurch Y; Board Secretary, Jennifer Butler, Y; Max Wilmarth 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.*

Marcy Greeley and Nancy Scott attended (via Zoom) but did not wish to speak.

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**

- A. Confirm Expenditures and Revenue (Transactions) List for August 2021
- B. Review and confirm August 2021 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from August 16, 2021
- D. Review and approval of Special Meeting Minutes from August 26, 2021

Max Wilmarth Motioned to approve the items on the consent calendar and Jennifer Butler seconded.

Board President, Dave Clemmer,   Y  ; Board Vice President, David Upchurch   Y  ; Board Secretary Jennifer Butler   Y  ; Max Wilmarth   Y  .

## 6. **ACTION ITEMS**

- A. Public Hearing on method of collection of the Direct Charge list – Resolution 210920A.

Max Wilmarth Motioned to approve the method of collection and to adopt Resolution 210920A and Jennifer Butler seconded.

Board President, Dave Clemmer,   Y  ; Board Vice President, David Upchurch   Y  ; Board Secretary, Jennifer Butler,   Y  ; Max Wilmarth   Y  

- B. Public Hearing on proposed final budget for Fiscal Year 2021-22 – Resolution 210920B.

Max Wilmarth Motioned approve the final budget for FY 2020-21 and to adopt Resolution 210920B and Jennifer Butler seconded.

Board President, Dave Clemmer,   Y  ; Board Vice President, David Upchurch   Y  ; Board Secretary, Jennifer Butler   Y  ; Max Wilmarth   Y  

## 7. **DISCUSSION ITEMS**

- A. Report on Operator recruitment results

Jose told the Board we have one good candidate. Jose will be interviewing him later this week and will email the Board after the interview advising if the candidate decided to accept the offer that will be proposed to him.

- B. Report on General Manager RFP

Jose advised the Board CSDA Charter membership for special districts may be able to assist with finding a new part time General Manager position. Jose mentioned the Board may not be able to afford a full time General Manager position. Jose will send out RFP to various locations and see if there is any interest. Jose will send the final RFP to the Board prior to sending out. Jose told the Board he will also list on LinkedIn.

### C. Update on Plant Security

Jose explained to the Board we need a 42-inch-high fence over to the existing fence, so it is difficult to climb. It was suggested the Board may want to consider getting an inexpensive camera. Jose and Dave will have a meeting to discuss various options with John.

### D. Website Update

Linda gave a brief update to the Board regarding the website. The Board members stated there are many blank pages and the website needs to be updated. Linda advised the Board she will work with Beehive Design, Dave and Jose to get the website up to speed.

## 8. GENERAL MANAGER'S REPORT TO THE BOARD

### A. Treatment Plant Operations Update

- Operations Report
- Overtime report

The Overtime and Operations reports were reviewed and discussed. Questions were asked and answers were provided.

### B. Construction Update

- Meetings, Correspondence & Outreach

Jennifer Butler suggested we set a budget and hire a part time writer to create a quarterly newsletter to keep the community updated.

Jose advised he would like to do another outreach meeting for the public sometime in October advising where we are at with the feasibility study and website issues.

## 9. SUGGESTED ITEMS FOR FUTURE AGENDA

### A. Pending items/old business

None

### B. Future items/new business

The Board advised they would like to receive an update on the Floating Solar panels, the loan payment schedule and interest rate. Dave Upchurch advised he would reach out and request updates on the above items.

Entered Closed Session at 8:00 p.m.

**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

Direction giving/ No action taken

**11. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION**

(Pursuant to paragraph (1) of subdivision (d) of Section 54956.9)

Name of case: Neighbors for a Clean Graton v. Graton Community Services and Does 1-20

Direction giving/ action taken

**12. REPORT OUT OF CLOSED SESSION 8:55 p.m.**

Dave Upchurch Motioned that we adjourn the meeting Max Wilmarth seconded.

**ADJOURNMENT 8:57 PM**

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Minutes Approved

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Date

# Meeting Minutes for FWD/GCSD Standing Committee 09/24/2021

1. Meeting called to order @ 5:31PM
2. Roll Call: Dave Clemmer - present, Matt McDermott - present, David Upchurch - present, Ben Monroe - present.

Attending General Managers - Jose Ortiz and Tony Lopes

3. Approval of Agenda

Motion to approve agenda: Matt McDermott. moves, Ben Monroe. seconds. All votes yes

4. Statements of abstention    None

5. Public comment

There were no public comments

6. Action items:

## A. Mutual Aid Agreement

- i. The Mutual Aid Agreement was explained to Ben Monroe, being a new Board member by Dave Clemmer. The Board discussed the Mutual Aid Agreement and stated that it is working well and has been a great help to Graton Community Services District. Tony stated the contract is acceptable as it is currently written, and we can move forward as it.

## B. Recycled Wastewater and the Intertie

- i. Tony advised he spoke to their counsel and has a rough draft agreement. He is currently waiting to hear from the State Water Board. He stated the Title 22 has not yet been reviewed for Forestville or GCSD.

- C. Discuss Items for Consideration at the net time
  - i. This subject is ongoing. The Board did not have anything new to report at this time.
  
- D. Set Time and Date for Next Meeting
  - i. The Board has set December 2, 2021, for their next meeting at 5:30 PM
  
- E. Approve Minutes from 06/22/2021
  - i. Matt McDermott moved to approve the 06/22/2021 Minutes and Ben Monroe seconded. All votes yes

7. Adjournment

- A. Matt McDermott. motioned to adjourn. Dave Upchurch. Seconded.
- B. Adjournment at 6:36 PM

\_\_\_\_\_  
Minutes Approved

\_\_\_\_\_  
Date





# Staff Report

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DATE: October 15, 2021  
TO: Board President and Board Members  
FROM: Claire Lai, District General Counsel  
SUBJECT: Adoption of a Resolution Authorizing Teleconference Meetings Under AB 361

## RECOMMENDATION:

It is recommended that the Board adopt a resolution pursuant to the authority set forth in AB 361 (Government Code Section 54953[e][1]), making required findings and authorizing GCSD's legislative bodies to continue meeting by teleconference pursuant to amended state law.

## BACKGROUND:

On March 3, 2020, Sonoma County declared a state of emergency in response to COVID-19. On March 4, 2020, Governor Newsom declared a state of emergency in response to COVID-19 and, on March 17, 2020, issued Executive Order N-29-20, which suspended certain provisions of the Brown Act in order to allow local legislative bodies to conduct teleconference meetings. Pursuant to Executive Order N-29-20, all legislative bodies for the District have been conducting teleconference meetings to carry out District business from remote locations while ensuring the public's continued access to meetings in a safe manner.

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, extending the term of Executive Order N-29-20 to September 30, 2021. Since the Governor issued Executive Order N-08-21, the highly contagious Delta variant has emerged, causing a spike in cases throughout the state and within Sonoma County. The Division of Occupational Safety and Health of the California Department of Industrial Relations ("Cal/OSHA") has also imposed indoor face covering and

physical distancing recommendations in response to the spread of the virus, which are described in further detail in the accompanying resolution.

On September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021) (“AB 361”), which amended the Brown Act to allow local legislative bodies to continue meetings by teleconference under specified conditions and pursuant to special rules on notice, attendance, and other matters. AB 361, pursuant to Executive Order N-15-21, took full effect on October 1, 2021 and requires the Board to make specific findings to authorize all legislative bodies of the District to continue to be held under special teleconference rules.

DISCUSSION:

During the Governor’s declaration of a State of Emergency, AB 361 allows local legislative bodies to continue to meet remotely after the expiration of the clauses of Executive Order N-29-20 which suspended certain Brown Act provisions. Under AB 361, the District will be allowed to continue to meet remotely when:

1. The local agency holds a meeting during a declared state of emergency;
2. State or local health officials have imposed or recommended measures to promote social distancing;
3. Legislative bodies declare the need to meet remotely due to present imminent risks to the health or safety of attendees.

All legislative bodies of the District meet the requirements to continue holding meetings remotely in order to ensure the health and safety of attendees:

1. The Governor has declared a state of emergency, and the Sonoma County Board of Supervisors has declared a state of emergency due to COVID-19.
2. The CDC and Cal/OSHA recommends social distancing of at least six feet due to COVID-19;
3. The Delta variant of COVID-19 has resulted in a significant increase of COVID-19 cases within the state and throughout Sonoma County;
4. Meetings in person would present imminent risks to the health or safety of attendees.

Under AB 361, the Board would be required to make certain findings, by majority vote, in order to continue teleconferencing without complying with the pre-AB 361 Brown Act provisions (i.e. posting agendas at each teleconference location and allowing such locations to be accessible to the public):

1. The Board has reconsidered the circumstances of the state of emergency.
2. Either of the following circumstances exist:
  - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
  - b. State or local officials continue to impose or recommend measures to promote social distancing.

If the Board makes these findings, meetings of District legislative bodies would continue to be held in the current remote manner with opportunities for the public to observe and address the Board and committees in real time. The Board would also be required to revisit these findings within every 30 days in order to continue teleconference meeting while the State of Emergency is in effect.



**10/18/21**

**RESOLUTION NO. 211018**

**RESOLUTION AUTHORIZING TELECONFERENCE MEETINGS UNDER AB 361**

WHEREAS, all meetings of the legislative bodies of the Graton Community Services District (“District”) are open and public, as required by the Ralph M. Brown Act, Government Code Section 54950, *et seq.* (“Brown Act”), and any member of the public may observe, attend, and participate in the business of such legislative bodies;

WHEREAS, on March 3, 2020, Sonoma County declared a state of emergency in response to the rapid spread of the novel coronavirus disease 2019 (“COVID-19”);

WHEREAS, on March 4, 2020, Governor Newsom declared a state of emergency in response to COVID-19;

WHEREAS, on March 17, 2020, in response to the COVID-19 pandemic, Governor Newsom issued Executive Order N-29-20 suspending certain provisions of the Brown Act in order to allow local legislative bodies to conduct meetings telephonically or by other means, after which District staff implemented virtual meetings for all meetings of legislative bodies within the District;

WHEREAS, the legislative bodies of the District, including the Board of Directors (“Board”) and committees, established remote meetings which have allowed the legislative bodies to continue to conduct District business from remote locations while ensuring the public’s continued access to government meetings in a safe manner;

WHEREAS, on June 11, 2021, Governor Newsom issued Executive Order N-08-21, which terminated the provisions of Executive Order N-29-20 that allows local legislative bodies to conduct meetings telephonically or by other means effective September 30, 2021;

WHEREAS, on September 16, 2021, Governor Newsom signed Assembly Bill 361 (2021) (“AB 361”), which amended the Brown Act to allow local legislative bodies to continue to conduct meetings by teleconference under specified conditions and pursuant to special rules on notice, attendance, and other matters;

WHEREAS, AB 361, pursuant to Executive Order N-15-21, took full effect on October 1, 2021 and requires the District to make specific findings to continue meeting under special teleconference rules;

WHEREAS, in addition to finding the Governor has declared a State of Emergency pursuant to Government Code section 8625, such findings include that state or local officials have imposed or recommended measures to promote physical distancing, or, in the alternative, that the legislative body determines that meeting in person would present imminent risks to the health and safety of attendees;



WHEREAS, Governor Newsom has declared a state of emergency due to COVID-19, state and county officials have imposed or recommended measures to promote physical distancing, and the Board has determined that in person meetings of the legislative bodies of the District would present imminent risks to the health and safety of attendees;

WHEREAS, on August 3, 2021, in response to the emergence of the highly contagious Delta variant of COVID-19, which caused an increase in COVID-19 cases throughout the United States, State, and Sonoma County, the Sonoma County Health Officer issued an order for all individuals to wear masks when inside public spaces;

WHEREAS, the Centers for Disease Control and Prevention (“CDC”) continues to recommend physical distancing of at least six feet from others outside of the household;

WHEREAS, Title 8, Section 3205, subdivision (c)(5)(D) of the California Code of Regulations, promulgated by the Division of Occupational Safety and Health of the California Department of Industrial Relations (“Cal/OSHA”), requires employers to provide instruction to employees on using a combination of “physical distancing, face coverings, increased ventilation indoors, and respiratory protection” to decrease the spread of COVID-19;

WHEREAS, “Protecting Workers: Guidance on Mitigating and Preventing the Spread of COVID-19 in the Workplace,” promulgated by the Occupational Safety and Health Administration (“OSHA”) under the United States Department of Labor, provides that “[m]aintaining physical distancing at the workplace for [unvaccinated and at-risk] workers is an important control to limit the spread of COVID-19” and recommends that employers train employees about the airborne nature of COVID-19 and importance of exercising multiple layers of safety measures, including physical distancing, and that employers implement “physical distancing in all communal work areas for unvaccinated and otherwise at-risk workers,” including physical distancing from members of the public, as a “key way to protect such workers”;

WHEREAS, due to the continued threat of COVID-19, the District continues to implement multiple layers of protection against COVID-19, including physical distancing, for the safety of employees and members of the public;

WHEREAS, the Board recognizes the recommendations by state and local officials to use physical distancing as a layer of protection against COVID-19 and desires to continue to provide a safe workplace for its employees and a safe environment for the open and public meetings of all legislative bodies of the District;

WHEREAS, the Board hereby finds that the presence of COVID-19 and the increase of cases due to the Delta variant would present imminent risks to the health or safety of attendees should meetings of the legislative bodies be held in person; and

WHEREAS, the Board shall ensure all meetings of the legislative bodies of the District comply with the special teleconference rules under the Brown Act, as amended by AB 361.

**NOW, THEREFORE BE IT RESOLVED** by the Graton Community Services District

# GRATON COMMUNITY SERVICES DISTRICT

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Board of Directors, as follows:

Section 1. Recitals. The above recitals are true and correct and hereby incorporated into this Resolution.

Section 2. State of Emergency and Imminent Risks to Health and Safety. In compliance with the special teleconference rules of Section 54953 of the Government Code, as established by Assembly Bill 361 (2021), the Board of Directors hereby makes the following findings:

- a. The Board of Directors have considered the circumstances of the state of emergency; and
- b. The states of emergency, as declared by the Governor and Sonoma County, continue to impact directly the ability of all legislative bodies of the Graton Community Services District to safely meet in person; and
- c. The CDC, Cal/OSHA, and OSHA continue to recommend physical distancing of at least six feet to protect against transmission of COVID-19; and
- d. Meeting in person would present imminent risks to the health and safety of attendees, due to the continued presence and threat of COVID-19.

Section 3. Remote Teleconference Meetings. The District's legislative bodies are authorized to continue to meet remotely in compliance with the special teleconference rules of Section 54953 of the Government Code, as amended by Assembly Bill 361 (2021), in order to protect the health and safety of the public.

Section 4. Effective Date of Resolution. This Resolution shall take effect immediately upon its adoption. The Board of Directors will review these findings and the need to conduct meetings by teleconference within 30 days of the adoption of this Resolution in accordance with Government Code section 54953(e)(3).

DIRECTORS:

\_\_\_ CLEMMER, \_\_\_ UPCHURCH, \_\_\_ BUTLER, \_\_\_ WILMARTH.

AYES \_\_\_; NOES \_\_\_; ABSTAIN \_\_\_; ABSENT \_\_\_.

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

# GRATON COMMUNITY SERVICES DISTRICT

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Approved:

\_\_\_\_\_  
David Clemmer  
President, Board of Directors  
Graton Community Services District

Attest:

\_\_\_\_\_  
Jennifer Butler  
Secretary, Board of Directors  
Graton Community Services District

3882342.2



## NOTICE OF BOARD VACANCY

October 15, 2021

The City of Graton is seeking applications for the position of Director of the Graton Community Services District. The Board of Directors of the Graton Community Services District is currently composed of seven members. One of the positions on the Board is currently vacant. Applications should be submitted to the City of Graton, 250 Ross Lane, Graton, CA 95444. The deadline for applications is October 18, 2021. For more information, please contact the City of Graton at 707/823-1542.

The City of Graton is currently seeking applications for the position of Director of the Graton Community Services District. The Board of Directors of the Graton Community Services District is currently composed of seven members. One of the positions on the Board is currently vacant. Applications should be submitted to the City of Graton, 250 Ross Lane, Graton, CA 95444. The deadline for applications is October 15, 2021. For more information, please contact the City of Graton at 707/823-1542.

Applications should be submitted to [graton@gratoncsd.com](mailto:graton@gratoncsd.com) or 250 Ross Lane, Graton, CA 95444.

**All applications must be received by 5pm October 15, 2021.**

For more information, please contact the City of Graton at 707/823-1542.



CAROL BENFELL  
2945 EDISON ST  
GRATON CA 95444

RESUME:

*2011 to present* - Freelance writer and editor. Examples of my work are: with Jeannie Schulz, writing a history of the Sonoma County Foundation, which she founded; editing novels for aspiring authors; editing articles for publication in legal journals; writing news articles for Sonoma West Times and Sonoma County Gazette.

*September 2007 to 2011* – Communications Coordinator for Palm Drive Hospital. Work included writing position papers, legislative letters, talking points, press releases and other materials for the Chief Executive Officer and the President of the Board. As a member of the marketing team, I assisted in writing and editing marketing and advertising materials. (I resigned three years before the hospital, under new administration, declared bankruptcy in 2014.)

*May 1988 – September 2007* – Staff writer for The Press Democrat. I had several different assignments and covered, at various times, Santa Rosa city government, the environment, the business page, and regional West County coverage, which included Sebastopol city government. In 2007 my articles about Sutter Medical Center in Santa Rosa won First Place in a national competition sponsored by the Society of American Business Editors and Writers.

November 1980 – May 1988: Staff writer for the Oakland Tribune, in Oakland and in Washington, D.C., where I covered local, state and federal courts as well as the California Congressional members in Washington;

*September 1977 to November 1980*: Staff Writer for The Los Angeles Daily Journal, Sacramento and San Francisco, where I covered the state legislature and the courts.

# GRATON COMMUNITY SERVICES DISTRICT

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## Capstone Microturbine C30 Update:

Currently the Capstone C30 total run time hours are at 41,615. John Cant, the Warehouse Manager with Cal Microturbine is preparing for the 40k maintenance schedule that will include the powerhead. Josh is currently in the process of ordering the parts for the overhaul and will get back with an ETA of the parts so we can schedule a service date. The overhaul can be done the same day and should only take a few hours.



October 11<sup>th</sup>, 2021  
Prepared by John Gibson

## September 7<sup>th</sup> – October 11<sup>th</sup>, 2021 Operations Report

Recently, Graton has had some elevated total coliform samples from monitoring location EFF-001 including an MPN/100 mL of 210 on 8/31 and a 1600 on 9/7. Causes of total coliform in the effluent could be from short circuiting in the disinfection system (a pinhole in the plate heat exchanger), contamination of sample or container during sampling or lab analysis, or possible temperature or contact time not adequate.

Corrective action:

- 1) the sample port at monitoring location EFF-001 has been replaced along with a corroded air relief valve on the pasteurization unit located after the contact chamber.
- 2) The disinfection temperature for operation raised 1.5 degrees Fahrenheit to 166.
- 3) The thermal couplers before and after the contact chamber will be changed out and calibrated.

September 8<sup>th</sup> Pulled and serviced the Duct Burner flame rod and igniter. A “burner fuel train fault” alarm has been intermittently tripping and shutting off the burner. Another fuel train fault occurred on Sept. 21<sup>st</sup>. I Contacting Heat Transfer Systems Corp. and followed their recommendation to replace the flame and igniter rod on the duct burner. The problem continued after replacing the rods. Heat Transfer Systems sent a technician out on Thursday September 30<sup>th</sup> for a complete service and internal cleaning of the duct burner components.

September 21<sup>st</sup> Air valve A on Fuzzy Filter B failed to open when called for during a wash cycle. Removed the cover plate to the valve actuator and inspected the connections and components. Noticed the indicator plated out of alignment, realigned and tightened down with an added washer. Returned the valve back into service.

Filter B lost communication with the plant, reset FF screen, main SCADA, and FF PLCs, cleared alarms and brought the filter back online.

SAF Froth pump failed during operation. The pump ceased up and had to be worked free with a pipe wrench.

September 22<sup>nd</sup> Took weekly BOD, TSS, and Total Coliform grab samples from EFF-001 and the monthly BOD, TSS composite sample from monitoring location INF-001 at the headworks.

Contacted CAL Microturbine to regarding low output on the Microturbine about 15kw. Cal Microturbine sent a tech out on the 28<sup>th</sup> to perform a routine maintenance and change out the air filters. The technician stated the air filters were past due to be replaced and was the reason for the low Kw output. After the Micro Turbine was placed back into service the output was greater than 26 Kw. The technician also replaced stripped bolts on the panels from previous services and re-secured the sound damper.

September 28<sup>th</sup> PumpMan sent two technicians to change a leaky seal on the recently serviced 30Hp transfer pump. They were unable to fix the leak and brought the pump back to their shop for repair.

Performed the 3<sup>rd</sup> quarter ground water monitoring and sampling at monitoring wells MW1-MW4. Delivered the samples to Brelje and Race Laboratory for analysis.



September 28<sup>th</sup> Submitted the renewal application to Waste Management for the disposal of headworks screenings and grit to Redwood Landfill.

September 29<sup>th</sup> John Harvey from Telstar came to the plant to help fix some technical issues including:

- 1) Purge pump failing intermittently during wash cycles. The issue was in the programing. Since Fuzzy Filter A is down and the actuator removed a continuous alarm is in the background interrupting the purge pump from operating. Harvey was able to add/change the programing to allow the purge pump to operate normally with one filter.
- 2) The “Burner Fuel Train Fault” on the pasteurization unit does not call out when in alarm. Harvey added the fault alarm to the call out list and tested the system.
- 3) INF-001 does not record accurate gpm or total flow on the Historian and SCADA screen. Checked the 4-20 milliamp signal and adjusted the settings so that the flow reading at the SCADA screen matches the headworks influent meter. We will continue to read the influent meter manually and check against the Historian data for accuracy.

October 5<sup>th</sup> Fabricated and installed a manual air relief valve on the Heat Exchanger until the new one on order is delivered. Replaced the sample port at EFF-001 after draining the pasteurization unit.

Replaced dead battery on the Case 480 tractor and took the front right tire that has a leak around the bead into the tire shop for repair.

Replaced faded “non potable water” signs in Spanish and English around the property boundaries and of recycled water users.

## GCSD Overtime Report for September 7th - October 11th, 2021

Operator	Date	Time	OT Hrs.	Alarm Call	Operator Response
John	9/21/2021	18:46 & 20:30	3	FF common high alarm.	Logged in remotely and reset the FF alarm. FFb in a wash, multiple FFb common high alarms, reset. No flow through at Eff-001. 20:30 Responded to the plant. PTG in recirc with a fuel train fault alarm. Reset the fault and restarted the duct burner. Monitored processes until flow through.
John	9/24/2021	1:36	1	Froth pump fail.	Logged in remotely, unable to restart the froth pump and reset the alarm. Shut down plant processes.