



REGULAR MEETING AGENDA
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Tuesday, January 19, 2021 at 6:00 PM

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

Notice of Teleconferenced Meeting

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

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

1. If you wish to submit a public comment on agenda items in advance of the meeting, please send to joseortiz.gcsd@gmail.com. Emails received prior to the meeting will be included in the public record. The Board President will read public comments at the Board meeting, not to exceed three minutes (approximately 300 words).
2. If you wish to submit a public comment during the meeting, please use the following information: Join URL: <https://us02web.zoom.us/j/88221319854> or dial by your location United States
Meeting ID: 882 2131 9854
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.

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

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

3. APPROVE ORDER OF THE AGENDA

Motion to approve the order of the agenda.

Board President, Dave Clemmer, ___; Board Vice President Matt Johnson, ____; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler_____

4. PUBLIC COMMENT

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

5. CONSENT CALENDAR

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

- A. Confirm Expenditures and Revenue (Transactions) List for December 2020
- B. Review December 2020 Operations & Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from December 21, 2020

Motion to approve the items on the consent calendar.

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson____; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler_____

6. ACTION ITEMS

A. Election of Board President

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

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson___; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler___

B. Election of Board Vice President

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

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson___; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler___

C. Election of Board Secretary

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

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson___; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler___

D. Election of Board Treasurer

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

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson___; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler___

E. Resolution 210118 to approve the agreement with the Kreisberg Law Firm to perform legal services in connection with labor and employment.

Motion to approve Resolution 210119.

Board President, Dave Clemmer, ___; Board Vice President, Matt Johnson___; Board Secretary, Karin Lease, ___; David Upchurch, ___; Jennifer Butler___

7. DISCUSSION ITEMS

- A. Status of the policy manual update project
- B. Status of the Occidental wastewater transport project
- C. Time Study (routine tasks)

D. Plant Security

E. Status of Director-led revenue saving projects

8. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report
- Overtime report

B. Construction Update

- Report on Post Meeting Action Items
- Meetings, Correspondence & Outreach

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

B. Future items/new business

ADJOURNMENT _____

Expenditure Transactions

Criteria: Post On = 12/1/2020..12/31/2020; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	Journal ID	Fund	Department	Account	TCA	Amount	Journal Header Description	Line Description
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									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50701	GCSD100	5,441.82	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50701	GCSD100	6,249.97	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50701	GCSD100	6,726.65	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Perm Position - Local Bds							18,418.44		
Account 50703 -- Overtime - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50703	GCSD100	399.72	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50703	GCSD100	449.62	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50703	GCSD100	385.88	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Overtime - Local Bds							1,235.22		
Account 50706 -- Vacation Pay - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50706	GCSD100	447.40	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50706	GCSD100	447.40	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Vacation Pay - Local Bds							894.80		
Account 50707 -- Standby Pay - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50707	GCSD100	1,277.08	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50707	GCSD100	1,277.08	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50707	GCSD100	1,281.15	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Standby Pay - Local Bds							3,835.31		
Account 50710 -- Sick Pay - Local Boards									
12/21/2020	12/18/2020	AP00225838	77101	62030100	50710	GCSD100	406.70	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Sick Pay - Local Boards							406.70		
Account 50711 -- Holiday Pay - Local Boards									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50711	GCSD100	854.10	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50711	GCSD100	854.10	Graton Community Services District	Graton Payroll PPE 11-30-2020
Total Holiday Pay - Local Boards							1,708.20		
Total Local Bd Salaries and Wages							26,498.67		
Category 50750 -- Local Boards - Retirement									
Account 50753 -- FICA Retirement - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50753	GCSD100	522.05	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50753	GCSD100	547.51	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50753	GCSD100	573.36	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total FICA Retirement - Local Bds							1,642.92		
Account 50755 -- PERS - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50755	GCSD100	521.40	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50755	GCSD100	549.28	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50755	GCSD100	586.15	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total PERS - Local Bds							1,656.83		
Account 50756 -- Medicare - Local Bds									
12/9/2020	12/7/2020	AP00224829	77101	62030100	50756	GCSD100	122.09	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	50756	GCSD100	128.05	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	50756	GCSD100	134.09	Graton Community Services District	GCSD Payroll PPE 12-15-2020
Total Medicare - Local Bds							384.23		
Total Local Boards - Retirement							3,683.98		
Category 50800 -- Local Boards - Emp. Benefits									
Account 50801 -- Health Ins - Local Bds									
12/8/2020	12/4/2020	AP00224691	77101	62030100	50801	GCSD100	1,527.32	California Choice	Health Ins. Jan. 2021
Total Health Ins - Local Bds							1,527.32		
Account 50803 -- Dental - Local Bds									
12/21/2020	12/16/2020	AP00225836	77101	62030100	50803	GCSD100	214.60	WOLFPACK INSURANCE SERVICES INC	Jan. Dental & Vision Insurance
Total Dental - Local Bds							214.60		
Account 50805 -- Vision - Local Bds									
12/21/2020	12/16/2020	AP00225836	77101	62030100	50805	GCSD100	20.60	WOLFPACK INSURANCE SERVICES INC	Jan. Dental & Vision Insurance
Total Vision - Local Bds							20.60		
Total Local Boards - Emp. Benefits							1,762.52		
Total Salaries and Employee Benefits							31,945.17		
Character 51000 -- Services and Supplies									
Category 51020 -- Communication Expense									
Account 51021 -- Communication Expense									
12/7/2020	12/4/2020	AP00224532	77101	62030100	51021	GCSD100	893.22	US Bank National Association	Graton Cal Card Nov. 2020
Total Communication Expense							893.22		
Total Communication Expense							893.22		
Category 51030 -- Household Expense									
Account 51031 -- Waste Disposal Services									
12/7/2020	12/4/2020	AP00224532	77101	62030100	51031	GCSD400	61.16	US Bank National Association	Graton Cal Card Nov. 2020
Total Waste Disposal Services							61.16		
Total Household Expense							61.16		
Category 51060 -- Maintenance - Equipment									
Account 51061 -- Maintenance - Equipment									
12/7/2020	12/4/2020	AP00224532	77101	62030100	51061	GCSD300	22.14	US Bank National Association	Graton Cal Card Nov. 2020
Total Maintenance - Equipment							22.14		
Total Maintenance - Equipment							22.14		
Category 51070 -- Maintenance - Bldg & Improve									
Account 51071 -- Maintenance - Bldg & Improve									
12/7/2020	12/4/2020	AP00224532	77101	62030100	51071	GCSD100	15.65	US Bank National Association	Graton Cal Card Nov. 2020
Total Maintenance - Bldg & Improve							15.65		
Total Maintenance - Bldg & Improve							15.65		

Category 51200 -- Professional & Specialized

Account 51206 -- Accounting/Auditing Services

12/10/2020	12/8/2020	AP00224974	77101	62030100	51206	GCSD100	<u>7,500.00</u>	GORANSON AND ASSOCIATES INC	GCSD Audit Progress Invoice
							7,500.00		

Total Accounting/Auditing Services

Account 51207 -- Client Accounting Services

12/28/2020	12/24/2020	0000226108	77101	62030100	51207	GCSD100	<u>20,816.43</u>	Client Acct 7-1 to 12-14-20	Client Acct Srvc 7-1 to 12-14
							20,816.43		

Total Client Accounting Services

Account 51212 -- Outside Counsel - Legal Advice

12/7/2020	12/3/2020	AP00224531	77101	62030100	51212	GCSD100	3,902.08	MEYERS NAVE RIBACK SILVER & WILSC	General Advice
12/21/2020	12/18/2020	AP00225838	77101	62030100	51212	GCSD100	<u>1,839.55</u>	MEYERS NAVE RIBACK SILVER & WILSC	General Advice
							5,741.63		

Total Outside Counsel - Legal Advice

Account 51226 -- Consulting Services

12/8/2020	12/4/2020	AP00224691	77101	62030100	51226	GCSD100	<u>1,862.00</u>	LINDA MARTINEZ	Bookkeeper Svcs. 11/06-12/03
							1,862.00		

Total Consulting Services

Account 51231 -- Testing/Analysis

12/7/2020	12/3/2020	AP00224531	77101	62030100	51231	GCSD300	<u>655.20</u>	Brelje & Race Laboratories Inc	Samples Submitted in Nov. 2020
							655.20		

Total Testing/Analysis

Account 51237 -- Process Service

12/9/2020	12/7/2020	AP00224829	77101	62030100	51237	GCSD100	116.34	Graton Community Services District	GCSD Payroll PPE 11-15-2020
12/9/2020	12/7/2020	AP00224829	77101	62030100	51237	GCSD100	116.34	Graton Community Services District	Graton Payroll PPE 11-30-2020
12/21/2020	12/18/2020	AP00225838	77101	62030100	51237	GCSD100	<u>116.34</u>	Graton Community Services District	GCSD Payroll PPE 12-15-2020
							349.02		

Total Process Service

Account 51244 -- Permits/License/Fees

12/7/2020	12/3/2020	AP00224531	77101	62030100	51244	GCSD100	3,507.00	State of California	Annual Permit Fee FY20-21
12/7/2020	12/3/2020	AP00224531	77101	62030100	51244	GCSD100	2,848.00	State of California	Annual Permit Fee FY20-21
12/7/2020	12/4/2020	AP00224532	77101	62030100	51244	GCSD100	<u>76.75</u>	US Bank National Association	Graton Cal Card Nov. 2020
							6,431.75		
							43,356.03		

Total Permits/License/Fees

Total Professional & Specialized

Category 51800 -- Other Services

Account 51801 -- Other Services

12/23/2020	12/21/2020	0000225750	77101	62030100	51801	GCSD100	<u>8,485.89</u>	Graton Direct Chargs Reclass A	GCSD RECLASS TX COLL ADMIN FEE
							8,485.89		

Total Other Services

Account 51803 -- Other Contract Services

12/28/2020	12/23/2020	AP00226246	77101	62030100	51803	GCSD100	<u>7,965.00</u>	JOSE LUIS ORTIZ	GM Svcs. November 2020
							7,965.00		
							16,450.89		

Total Other Contract Services

Total Other Services

Category 52040 -- Household Supplies Expense

Account 52041 -- Household Supplies Expense

12/7/2020	12/4/2020	AP00224532	77101	62030100	52041	GCSD100	<u>44.48</u>	US Bank National Association	Graton Cal Card Nov. 2020
							44.48		
							44.48		

Total Household Supplies Expense

Total Household Supplies Expense

Category 52060 -- Maintenance - Equipment

Account 52061 -- Fuel/Gas/Oil

12/7/2020	12/4/2020	AP00224532	77101	62030100	52061	GCSD100	<u>108.02</u>	US Bank National Association	Graton Cal Card Nov. 2020
							108.02		

Total Fuel/Gas/Oil

Account 52063 -- Vehicle Parts

12/7/2020	12/4/2020	AP00224532	77101	62030100	52063	GCSD100	<u>2,627.57</u>	US Bank National Association	Graton Cal Card Nov. 2020
							2,627.57		
							2,735.59		

Total Vehicle Parts

Total Maintenance - Equipment

Category 52100 -- Other Supplies

Account 52101 -- Other Supplies

12/7/2020	12/4/2020	AP00224532	77101	62030100	52101	GCSD100	<u>32.43</u>	US Bank National Association	Graton Cal Card Nov. 2020
							32.43		
							32.43		

Total Other Supplies

Total Other Supplies

Category 52110 -- Office Supplies Expense

Account 52111 -- Office Supplies

12/7/2020	12/4/2020	AP00224532	77101	62030100	52111	GCSD100	<u>24.75</u>	US Bank National Association	Graton Cal Card Nov. 2020
							24.75		
							24.75		

Total Office Supplies

Total Office Supplies Expense

Category 52140 -- Minor Equipment

Account 52141 -- Minor Equipment/Small Tools

12/7/2020	12/4/2020	AP00224532	77101	62030100	52141	GCSD100	38.99	US Bank National Association	Graton Cal Card Nov. 2020
12/7/2020	12/4/2020	AP00224532	77101	62030100	52141	GCSD400	<u>130.89</u>	US Bank National Association	Graton Cal Card Nov. 2020
							169.88		
							169.88		

Total Minor Equipment/Small Tools

Total Minor Equipment

Category 52190 -- Utilities Expense

Account 52191 -- Utilities Expense

12/7/2020	12/3/2020	AP00224531	77101	62030100	52191	GCSD100	226.38	PACIFIC GAS & ELECTRIC	Decomm & Public Purpose Prog
12/10/2020	12/8/2020	AP00224974	77101	62030100	52191	GCSD300	1,827.88	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc Nov.
12/28/2020	12/23/2020	AP00226246	77101	62030100	52191	GCSD100	14.28	PACIFIC GAS & ELECTRIC	Gas Svcs December 2020
12/28/2020	12/23/2020	AP00226246	77101	62030100	52191	GCSD200	14.07	PACIFIC GAS & ELECTRIC	Gas Svcs December 2020
12/28/2020	12/23/2020	AP00226246	77101	62030100	52191	GCSD200	328.94	PACIFIC GAS & ELECTRIC	Gas Svcs December 2020
12/28/2020	12/23/2020	AP00226246	77101	62030100	52191	GCSD300	4,680.35	PACIFIC GAS & ELECTRIC	Gas Svcs December 2020
12/28/2020	12/23/2020	AP00226246	77101	62030100	52191	GCSD400	<u>766.40</u>	PACIFIC GAS & ELECTRIC	Gas Svcs December 2020
							7,858.30		
							7,858.30		
							71,664.52		
							103,609.69		
							103,609.69		
							103,609.69		

Total Utilities Expense

Total Utilities Expense

Total Services and Supplies

Total All Expense/Expenditure Accts

Total Graton CSD - Sanitation

Total

**Graton Community Services District
Summary Report
12-31-2020**

OPERATIONS	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	Mar-June			
Beginning Cash Balance:	614,355	343,785	652,372	377,618			
Revenues							
Property Taxes	(32,299)	534,796	8,435	496,473	502,497	1,007,405	1,031,891
Sewer Fees	2,598	7,373	2,781	17,517	9,971	30,270	29,000
Disaster Reimbursement / Grants	-	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-	-
Other Miscellaneous	(3,549)	1,427	2,404	9,544	(2,122)	9,826	16,500
Total Revenue	(33,251)	543,597	13,621	523,534	510,346	1,047,501	1,077,391
Expenses							
Salaries & Employee Benefits	42,820	85,230	61,696	113,774	128,050	303,520	352,200
Utilities	22,903	26,103	18,914	36,822	49,006	104,742	120,000
Legal Services	-	-	-	-	-	-	-
Contract Services	8,978	38,791	19,228	50,355	47,769	117,352	102,000
Testing (Brelje & Race)	2,572	2,528	981	7,100	5,100	13,181	20,000
Chemicals	9,628	-	7,366	7,978	9,628	24,972	50,000
Accounting Services	-	7,500	-	12,000	7,500	19,500	12,600
Consulting Services	3,116	5,026	10,633	8,257	8,142	27,032	35,000
Depreciation	-	-	-	157,494	-	157,494	475,000
Equipment	-	-	-	-	-	-	(7,000)
Transfers Out (To Construction) - Debt Srvc	103,450	-	150,000	103,450	103,450	356,900	506,900
Other Miscellaneous	60,361	69,832	19,557	71,978	130,192	221,727	220,850
Total Expenses	253,827	235,010	288,375	569,207	488,837	1,346,419	1,887,550
Other Cash Inflows/Outflows:							
- SRF Loan Proceeds	-	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-	-
Cash Adjustments (Accruals):	16,508.23	-	-	-			
Ending Cash Balance - Operations:	343,785	652,372	377,618	331,945			

CONSTRUCTION	Estimates				Year to Date	Actuals with Estimates	Budget
	July-Sept	Oct-Dec	Jan-Feb	Mar-June			
Beginning Cash Balance:	86,415	70,381	136,687	321,476			
Revenues							
Connection Fees	18,634	66,253	35,197	20,704	84,886	140,787	167,716
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	150,000	103,450	103,450	356,900	506,900
Other Miscellaneous	(499)	210	(272)	921	(289)	359	(500)

Total Revenue	121,584	66,463	184,925	125,075	188,047	498,046	674,116
Expenses							
Capital Asset Expenses	12,231	157	136	55,163	12,388	80,074	325,000
Interest Expense - Municipal Finance	25,315	-	-	71,848	25,315	122,478	94,585
Disposed Capital Asset	-	-	-	-	-	-	-
Total Expenses	37,546	157	136	127,010	37,703	202,552	419,585

Other Cash Inflows / Outflows:

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

Ending Cash Balance - Construction:	70,381	136,687	321,476	284,074
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Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2020	Expenses	Life to Date
- Receiving Station (GCSD501)	117,287.08	513	117,800
- Plant Improvements (GCSD504)	10,057,967	28,876	10,086,843
- Groundwater Mointoring Wells (GCSD505)	-	1,868	1,868
- Totals	10,175,254	31,256	10,206,510

Graton Community Services District - Debt Summary

Municipal Finance Corporation

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

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

Revenue and Expenditure Balances YTD

Criteria: As Of = 12/31/2020 (50% 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	4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
Total All Asset Accounts		4,000.00	(7,000.00)	-	-	-	-	-	(7,000.00)
Account Type 00004 -- All Revenues									
40002	Prop Tax - CY,Secured	-	-	0.23	0.23	0.23	-	-	(0.23)
40003	Direct Charges - CY	995,000.00	1,005,391.00	524,611.60	524,611.60	524,611.60	-	-	480,779.40
40050	Property Tax Accrual	5,000.00	6,000.00	8,485.89	8,485.89	(23,861.31)	-	-	29,861.31
40101	Prop Taxes - CY, Unsecured	-	-	33.93	33.93	33.93	-	-	(33.93)
40111	Supplemental Prop Taxes - CY	-	-	-	-	47.97	-	-	(47.97)
40202	Direct Charges - Prior Year	20,000.00	20,000.00	1,664.88	1,664.88	1,664.88	-	-	18,335.12
40999	Penalties and Costs on Taxes	500.00	500.00	-	-	-	-	-	500.00
44002	Interest on Pooled Cash	5,000.00	12,500.00	-	1,426.97	1,426.97	-	-	11,073.03
44050	Unrealized Gains and Losses	5,000.00	6,000.00	-	-	(3,549.08)	-	-	9,549.08
45221	Sewer/Water Usage Fees	15,000.00	29,000.00	6,061.29	7,373.26	9,970.95	-	-	19,029.05
46027	Insurance Claims Reimbursement	-	(1,000.00)	-	-	-	-	-	(1,000.00)
46040	Miscellaneous Revenue	-	(1,000.00)	-	-	-	-	-	(1,000.00)
Total All Revenues		1,045,500.00	1,077,391.00	540,857.82	543,596.76	510,346.14	-	-	567,044.86
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	340,000.00	322,200.00	18,418.44	48,692.30	69,975.56	-	-	252,224.44
50703	Overtime - Local Bds	-	-	1,235.22	1,918.49	2,168.62	-	-	(2,168.62)
50706	Vacation Pay - Local Bds	-	-	894.80	4,514.49	7,381.79	-	-	(7,381.79)
50707	Standby Pay - Local Bds	-	-	3,835.31	10,436.30	14,328.53	-	-	(14,328.53)
50710	Sick Pay - Local Boards	-	-	406.70	1,988.84	2,594.85	-	-	(2,594.85)
50711	Holiday Pay - Local Boards	-	-	1,708.20	2,562.30	3,823.10	-	-	(3,823.10)
50753	FICA Retirement - Local Bds	-	-	1,642.92	4,346.98	6,216.88	-	-	(6,216.88)
50755	PERS - Local Bds	30,000.00	30,000.00	1,656.83	4,465.86	6,477.52	-	-	23,522.48
50756	Medicare - Local Bds	-	-	384.23	1,016.63	1,453.95	-	-	(1,453.95)
50757	HSA Reimbursement - Local Bds	-	-	-	-	782.49	-	-	(782.49)
50801	Health Ins - Local Bds	-	-	1,527.32	4,581.96	10,841.06	-	-	(10,841.06)
50803	Dental - Local Bds	-	-	214.60	643.80	1,828.13	-	-	(1,828.13)
50805	Vision - Local Bds	-	-	20.60	61.80	177.60	-	-	(177.60)
51021	Communication Expense	8,500.00	5,150.00	893.22	2,525.72	4,630.24	-	-	519.76
51031	Waste Disposal Services	3,500.00	3,700.00	61.16	179.16	522.70	-	-	3,177.30
51042	Insurance - Premiums	37,000.00	49,000.00	-	1,355.41	37,963.24	-	-	11,036.76
51061	Maintenance - Equipment	25,000.00	25,000.00	22.14	11,350.62	21,031.39	-	-	3,968.61
51071	Maintenance - Bldg & Improve	8,000.00	13,300.00	15.65	113.38	4,099.30	-	-	9,200.70
51206	Accounting/Auditing Services	12,600.00	12,600.00	7,500.00	7,500.00	7,500.00	-	-	5,100.00
51207	Client Accounting Services	34,000.00	34,000.00	20,816.43	20,816.43	20,816.43	-	-	13,183.57
51212	Outside Counsel - Legal Advice	18,000.00	26,000.00	5,741.63	6,159.71	7,909.42	-	-	18,090.58
51225	Training Services	1,500.00	(1,000.00)	-	-	-	-	-	(1,000.00)
51226	Consulting Services	35,000.00	35,000.00	1,862.00	5,025.50	8,141.50	-	-	26,858.50
51231	Testing/Analysis	20,000.00	20,000.00	655.20	2,528.10	5,100.30	-	-	14,899.70
51237	Process Service	2,800.00	3,600.00	349.02	930.72	1,277.64	-	-	2,322.36
51244	Permits/License/Fees	9,000.00	8,000.00	6,431.75	7,062.75	9,394.75	-	-	(1,394.75)
51301	Publications and Legal Notices	600.00	1,200.00	-	988.00	988.00	-	-	212.00
51401	Rents and Leases - Equipment	2,000.00	4,500.00	-	153.00	153.00	-	-	4,347.00
51402	Rents and Leases - Heavy Eq	-	1,200.00	-	-	-	-	-	1,200.00
51421	Rents and Leases - Bldg/Land	1,200.00	-	-	-	-	-	-	-
51601	Training/Conference Expenses	1,500.00	2,000.00	-	-	225.39	-	-	1,774.61
51602	Business Travel/Mileage	2,500.00	1,000.00	-	-	-	-	-	1,000.00

51801	Other Services	8,900.00	9,300.00	8,485.89	8,835.89	8,937.96	-	-	362.04
51803	Other Contract Services	96,000.00	102,000.00	7,965.00	38,791.17	47,768.67	-	-	54,231.33
51916	County Services Chgs	7,500.00	7,500.00	-	-	-	-	-	7,500.00
51934	ERP System Charges	-	-	-	454.80	454.80	-	-	(454.80)
51935	Unclaimable ERP System Charges	-	-	-	10.62	10.62	-	-	(10.62)
52021	Clothing, Uniforms, Personal	1,500.00	1,500.00	-	-	422.67	-	-	1,077.33
52041	Household Supplies Expense	-	-	44.48	99.64	99.64	-	-	(99.64)
52042	Janitorial Supplies	500.00	500.00	-	84.58	84.58	-	-	415.42
52043	Safety Supplies/Equipment	-	-	-	53.04	53.04	-	-	(53.04)
52061	Fuel/Gas/Oil	3,000.00	3,000.00	108.02	317.70	708.64	-	-	2,291.36
52062	Tires/Lubes	-	-	-	11.55	46.55	-	-	(46.55)
52063	Vehicle Parts	-	2,400.00	2,627.57	2,627.57	3,069.50	-	-	(669.50)
52072	Chemicals	60,000.00	50,000.00	-	-	9,627.78	-	-	40,372.22
52081	Medical/Laboratory Supplies	500.00	500.00	-	605.37	605.37	-	-	(105.37)
52091	Memberships/Certifications	5,000.00	5,000.00	-	3,861.00	3,861.00	-	-	1,139.00
52101	Other Supplies	1,500.00	1,500.00	32.43	593.36	645.62	-	-	854.38
52111	Office Supplies	2,000.00	500.00	24.75	79.27	792.92	-	-	(292.92)
52141	Minor Equipment/Small Tools	3,000.00	2,000.00	169.88	562.64	1,388.06	-	-	611.94
52142	Computer Equipment/Accessories	-	5,000.00	-	-	-	-	-	5,000.00
52181	Business Meals/Supplies	750.00	500.00	-	-	-	-	-	500.00
52191	Utilities Expense	105,000.00	120,000.00	7,858.30	26,103.17	49,006.04	-	-	70,993.96
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
54333	Computer Equipment	5,000.00	5,000.00	-	-	-	-	-	5,000.00
57011	Transfers Out - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
Total All Expense/Expenditure Accts		1,724,750.00	1,894,550.00	103,609.69	235,009.62	488,836.84	-	-	1,405,713.16
Total Graton CSD - Sanitation		683,250.00	810,159.00	(437,248.13)	(308,587.14)	(21,509.30)	-	-	831,668.30
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	215,000.00	325,000.00	-	157.00	12,388.00	-	-	312,612.00
19832	Acq-CIP-Infrastructure	175,000.00	350,000.00	-	-	-	-	-	350,000.00
Total All Asset Accounts		390,000.00	675,000.00	-	157.00	12,388.00	-	-	662,612.00
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	-	(500.00)	-	209.77	209.77	-	-	(709.77)
44050	Unrealized Gains and Losses	-	-	-	-	(499.26)	-	-	499.26
46024	Connection Fees	186,350.00	167,716.00	55,900.80	66,252.80	84,886.40	-	-	82,829.60
47101	Transfers In - within a Fund	356,900.00	506,900.00	-	-	103,450.00	-	-	403,450.00
Total All Revenues		543,250.00	674,116.00	55,900.80	66,462.57	188,046.91	-	-	486,069.09
Account Type 00005 -- All Expense/Expenditure Accts									
53103	Interest on LT Debt	104,850.00	94,585.00	-	-	25,314.96	-	-	69,270.04
59004	Administrative Control Account	102,051.00	102,051.00	-	-	55,485.11	-	-	46,565.89
59005	Admin Control Acct Clearing	(102,051.00)	(102,051.00)	-	-	(55,485.11)	-	-	(46,565.89)
Total All Expense/Expenditure Accts		104,850.00	94,585.00	-	-	25,314.96	-	-	69,270.04
Total Graton CSD - Sanitation Const.		(48,400.00)	95,469.00	(55,900.80)	(66,305.57)	(150,343.95)	-	-	245,812.95
Total		634,850.00	905,628.00	(493,148.93)	(374,892.71)	(171,853.25)	-	-	1,077,481.25

Run: 1/4/2021 8:56 AM Data Last Updated: 1/4/2021 5:16:54 AM



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, December 21, 2020 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, Matt Johnson, H; Board Secretary, Karin Lease, H; David Upchurch, H; Jennifer Butler H.

3. APPROVE ORDER OF THE AGENDA

Dave Upchurch Motioned to approve the order of the agenda and Matt Johnson seconded.

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

4. PUBLIC COMMENT

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

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

5. CONSENT CALENDAR

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

Matt Johnson Motioned to approve the items on the consent calendar and Jennifer Butler seconded.

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

6. ACTION ITEMS

None

7. DISCUSSION ITEMS

- A. Status of the Policy Manual Update project

Jose advised the Board he will be emailing copies of the updated policy manual for their review. He asked that they please review the policies to see if their suggested changes are reflected. He also advised he is working with legal counsel to discuss some of the policies.

- B. Status of the Occidental Waste Water transport project

Jose advised the Board he reached out to Brian regarding the CEQA document for building a receiving station for the turnout. Unfortunately, their office is closed for the holiday until January 4, 2021. Jose will be scheduling a meeting with them and the GCSD project team on January 5th at 10:00 a.m. and will update the Board at our next meeting.

- C. Status of the time clock

Linda discussed with the Board the time clock is installed and there was a minor problem with the time on the time clock being off approximately 15 minutes. However, the time clock was corrected and the employees are becoming accustomed to clocking in. There were a few missed punches, but overall it is going well.

- D. Time Study (Routine Tasks)

Dave Upchurch advised the Board he and Matt have not had a chance to prepare the listing for Jose. Jose stated once he received the specific detail they would like tracked, he will do a two month study on the requested items and then prepare a report for the Board to review.

- E. Plant Security

Jose advised the Board he looked into various security systems. The systems he looked at all needed to be wired and Jose suggests a wireless system. He said he looked at one system that we would get 4 wireless cameras and a base station with recording capabilities. He thinks there would be an issue for live stream due to our internet capabilities are not fast enough. He will look into other systems and provide updates.

F. Status of Director-led revenue savings projects

Dave Upchurch updated the Board on the status of his revenue savings projects. He mentioned he has a call into the compost company he is working with and does not have an answer for us yet.

Dave also stated he is still working on land usage capabilities but does not have anything to report at this time.

He is also working on the floating solar devices for the ponds, and both the solar ground mount and pond mounts are both being looked into.

Dave advised he will provide updates on the projects at the next meeting.

G. Accessory Dwelling Unit Flow Factor Recommendations (Sonoma Water)

After discussion, it was recommended the item be tabled until Occidental project is completed. The Board agreed it was a good idea to table for now.

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.

B. Construction Update

- Status of settlement of electrical contractor for WWTP
Jose advised the Board that last March he and Dave Clemmer signed a settlement agreement and we should be receiving a \$50,000 settlement check soon. Once it is received it will be deposited into the correct account.

- Report on Post Meeting Action Items

None

- Meetings, Correspondence & Outreach

None

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

None

B. Future items/new business

Dave Clemmer advised the Board that our General Manager Jose Ortiz will be retiring at the end of the year. Jose suggested to the Board they should prepare an RFP and allow the Board to choose which candidates they would like to interview, then do a face to face interview with the chosen candidates.

CLOSED SESSION

10. CONFERENCE WITH LABOR NEGOTIATORS

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

Entered Closed Session 8:07 PM

Exited Closed Session 8:58 PM

Direction given, no action taken.

Matt Johnson Motioned that we adjourn the meeting Jennifer Butler seconded.

ADJOURNMENT 8:59 PM

Minutes Approved

Date

GRATON COMMUNITY SERVICES DISTRICT

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



01/19/21

RESOLUTION NO. 210119

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GRATON COMMUNITY SERVICES DISTRICT APPROVING AN AGREEMENT WITH THE KREISBERG LAW FIRM TO PERFORM LEGAL SERVICES AND AUTHORIZING THE DISTRICT MANAGER TO EXECUTE THE LEGAL SERVICES AGREEMENT

WHEREAS, state law and District Ordinances permit the Board of Directors to enter into professional services agreements as may be appropriate, and District Staff has proposed that the Board of Directors approve a legal services agreement with the Kreisberg Law Firm in connection with labor and employment related services for the Graton Community Services District (GCSD).

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

Section 1. Approval of Legal Services Agreement.

The Board of Directors hereby approves the legal services agreement attached hereto as Exhibit A and authorizes the District General Manager to execute said agreement.

Section 2. Effective Date

This Resolution shall take effect immediately upon adoption.

GRATON COMMUNITY SERVICES DISTRICT

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



DIRECTORS:

___ CLEMMER, ___ JOHNSON, ___ LEASE, ___ BUTLER, ___ UPCHURCH.

AYES ___; NOES ___; ABSTAIN ___; ABSENT ___.

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

Approved: _____
President, Board of Directors
Graton Community Services District

Attest: _____
Secretary, Board of Directors
Graton Community Services District

KREISBERG

January 11, 2021

PERSONAL & CONFIDENTIAL

Jose Ortiz
General Manager
Graton Community Services District
250 Ross Lane
Sebastopol, CA 95472

Re: Engagement of Legal Services

Dear Jose:

Thank you for retaining the Kreisberg Law Firm ("Firm") to perform legal services for the Graton Community Services District of which you are the General Manager. We appreciate the opportunity to serve as your lawyers and look forward to continuing to work with you.

This letter sets forth our agreement concerning the legal services we will provide and our fee arrangements for those services. Please read this entire agreement before signing and returning it to us.

- 1. Scope of Engagement.** We will provide the legal services reasonably required to represent and advise you in connection with labor and employment related services. Our work is limited to such services. We also will provide legal services for additional matters that you request of us, provided we agree to perform that additional work. A letter confirming such additional work shall bring such work within the scope of this agreement.
- 2. Contact Information.** The Kreisberg Law Firm's mailing address is 2225 East Bayshore Road, Suite 200, Palo Alto, CA 94303, e-mail is eddie@kreisberg-law.com, and phone number is (650) 248-2125.
- 3. Fees and Expenses.** As compensation for our services, our current billing rate is \$300/hour. This hourly rate is subject to reasonable change, usually at the beginning of each year. In addition, we may incur and shall be reimbursed by the Graton Community Services District for expenses related to your representation, including but not limited to, duplicating, facsimile charges, telephone charges, e-mail, postage, on-line legal research, mileage, third party expenses, delivery charges, travel, outside research services, filing fees, expert witness fees, expert consultant fees, and other administrative expenses.
- 4. Billing and Payment Procedures.** Invoices typically will be sent monthly. Invoices for outside services may be billed separately. Occasionally, however, we may defer billing for a given month or months if the accrued fees and costs do not warrant current billing or if other circumstances would make it appropriate to defer billing. Our invoices contain a brief narrative description of the work, the date on which the work was performed, the applicable hourly rate,

and applicable expenses. If you have any questions regarding an invoice, I am available to answer your questions. For any unresolved matters, the Bar Association has an arbitration mechanism that can be used to resolve such matters.

5. Billing and Payment Responsibilities. Payment for services is due upon presentation and, in all events, within 30 days after receipt. Occasionally a client has difficulty in making timely payments. To avoid burdening those clients who pay their statements promptly with the added costs we incur as a result of late payments, a late charge will be assessed on statements not paid within 30 days. The maximum monthly late payment charge will be 1.5% per month. In the unlikely event we are required to institute legal proceedings to collect fees and costs, the prevailing party will be entitled to reasonable attorneys' fees and other costs of collection.

6. Termination of Services. You may terminate our services at any time by written notice. After receiving such notice, we will cease providing services. We will cooperate with you in the orderly transfer of all related files and records to your new counsel.

We may terminate our services at any time with your consent or for good cause. Good cause exists if (a) any statement is not paid within 60 days of its date; (b) you fail to meet any other obligation under this agreement and continue in that failure for 15 days after we send written notice to you; (c) you have misrepresented or failed to disclose material facts to us, refused to cooperate with us, refused to follow our advice on a material matter, or otherwise made our representation unreasonably difficult; or (d) any other circumstance exists in which ethical rules of the legal profession mandate or permit termination, including situations where a conflict of interest arises. If we terminate our services, you agree to execute a substitution of attorneys promptly and otherwise cooperate in effecting that termination.

Termination of our services, whether by you or by us, will not relieve the obligation to pay for services rendered and costs incurred before our services formally ceased.

7. Insurance. During the term of this engagement, this Firm shall maintain general liability and property damage insurance in amounts not less than \$1,000,000, and professional errors and omissions insurance in amounts not less than \$2,000,000 per occurrence, and \$4,000,000 aggregate, which insurance may not be canceled or reduced in required limits of liability unless at least ten days advance written notice has been given to you.

8. No Guarantee of Outcome. Any comments made by us about the potential outcome of matters worked on pursuant to this Agreement are expressions of opinion only and are not guarantees or promises about any outcome or results.

9. Dispute Resolution. In the event you become dissatisfied with any aspect of our relationship, we encourage you to bring such concerns to our attention immediately. If we are unable to resolve to our mutual satisfaction a dispute arising out of or in connection with this Agreement, or relating to the services performed by our Firm, our Firm will first comply with any mandatory dispute resolution procedures that may apply to any such dispute.

KREISBERG

If we are unable to resolve a dispute, and after mandatory dispute resolution procedures have been waived or exhausted, the parties shall submit such dispute to final and binding arbitration in Santa Clara County, California before the American Arbitration Association, pursuant to its then prevailing rules, unless the parties agree in writing to a different arbitration method or forum.

By signing this agreement, you acknowledge and agree that you have read and understand this arbitration provision. You understand that by agreeing to arbitration we each give up the right to present our claims or defenses for trial by a judge or jury, and we also give up the right to an appeal. The initial resort to the courts by either party shall not be considered a waiver of that party's right to compel binding arbitration under this provision. This agreement shall be governed by and construed in accordance with the laws of the State of California without regard to principles of conflicts of laws.

10. Document Retention. The Kreisberg Law Firm is committed to using less paper and eliminating unnecessary copies of documents. This helps us manage information, helps the environment and helps us control costs.

Nevertheless, you may provide us with, and we may obtain, documents that are relevant to our representation of the Graton Community Services District. The materials pertaining to this matter belong to you and you may access them or have duplicates provided to you at any time during your representation, except for certain Kreisberg Law Firm and accounting information. At the conclusion or termination of this Agreement, we recommend that you arrange to retrieve all original documents.

It is the Firm's general policy that we maintain records for a period of ten (10) years after conclusion of the matter, although due to certain practical considerations that is not always possible. Additionally, while we take steps to ensure that all records are held in strict confidence and maintained in a secure location, we cannot guarantee that something beyond our control will not occur resulting in damage to client records.

Thus, if during our representation you provide us with original documents that you consider important or desire to keep, we recommend that, first, you inform us in writing that the documents are important. And second, we ask that you take immediate possession of such documents upon the conclusion of our representation. If we do not hear from you, we will generally retain only the documents and materials pertaining to this matter which we designate as vital for a period of ten years. After which such documents will be destroyed unless, before that time, you notify us in writing that you wish to take possession of them.

11. Entire Agreement; Full Understanding; Modifications in Writing. This letter contains our entire agreement about our representation. Any modifications or additions to this letter agreement must be made in writing.

We would request that you review this letter carefully and, if it is consistent with your understanding of our respective responsibilities, please so indicate by returning a signed copy of this letter to me at your earliest convenience. Please make and retain a copy for your records.



Again, thank you for allowing us the opportunity to serve as your lawyers.

Very truly yours,

Edward L. Kreisberg
Attorney at Law

These terms are accepted and agreed to as of the date of this letter.

Graton Community Services District

By: _____
Jose Ortiz
General Manager



January 13th, 2021
Prepared by John Gibson

December 2020 Operations Report

December 1st Department of Health Services/Public Health Division completed the fourth quarter compostable materials, handling, operation, and facility inspection.

December 2nd Received a call from Mark Silverwood, who has several acres at 5150 Douglas Lane. He plans to use the property for planting a vineyard and is interested in securing a connection to our reclaimed water line for irrigation. A possibility could be through an easement agreement with Kendall Jackson Vineyard that his property borders. Forwarded the information to the GM for review.

December 3rd The Ford Ranger failed to start. Diagnosed the Ranger and found the starter to be faulty. The starter had a lifetime warranty and was replaced at no charge to the District. Installed the new starter on the 7th and returned the Ford Ranger back to service.

December 4th Reinstalled the check valve on the 75 Hp effluent pump that was removed for water priming of the pump before starting. Started the 3 Hp discharge pump system to recirculate and aerate the East holding pond, aiding in ammonia reduction (NH₃N) prior to the start of discharge into the Atascadero Creek.

December 7th In preparation for discharge, placed the Dayton 3hp pump at control vault structure #2 (CVS#2) in operation and opened the valves to transfer storage pond holding water from the East to the West holding pond. This will allow for the East holding pond to be topped off, recirculated, aerated, and water quality tested before any discharge to the Atascadero creek takes place.

December 8th Fabricated a more efficient and cleaner drain system for the polymer mixing tank replacing the drain plug with a valve and extended tubing. This allows operators to drain and wash the internal buildup of the polymer mix tank directly down the common drain line (CDL) instead of the current drain plug that drains to the floor in the chemical room.

December 9th Completed the fourth quarter groundwater monitoring and sampling at the 4 well sampling locations per NPDES permit requirements.

December 10th Completed a sewer lateral inspection for 322 Grey St. and issued a certification of compliance.

Lock out tag out procedures on aerators A & B in treatment pond #1, pulled aerators, de-ragged, and placed back in service.

GRATON COMMUNITY SERVICES DISTRICT

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December 14th At 08:14 am, Torrey Farmer contacted Graton CSD to inform that gray colored water is bubbling up from a manhole on Oak Grove Ave just North of Donald Street. Lindsay Cruckshank and John Gibson responded to the scene. Wastewater was found to be bubbling up around Manhole MH10-5 and pooling into a ditch on the SE side of the road from the manhole with some water trickling toward a driveway on the SW side. Absorbent pads and waddles were set up to contain the spill. A bypass was set up with a 3” 8 hp trash pump and began pumping sewage out of manhole MH10-5 to the next manhole downstream MW10-6. Once the bypass was in place and the flow contained the pooled water in the ditch on the side of the roadway seeped into the ground. Miksis Services was contacted and responded to clean the sewer main in-between MH 10-5 and MH 10-6, the debris and cause of the backup consisted mostly of fats oils and grease buildup (FOG) and some rags that were vactored out. The area around the manhole where some small particulate and solids accumulated was sprayed with a solution of bleach and water to disinfect. Miksis then hosed down and vactored the roadway, roadside’s, and manhole area.

In less than 45 min from the call a bypass was started, and the spill contained. The total estimated gallons of wastewater that overflowed was less than 1,000 gallons. No wastewater entered a creek or waterway. The incident was reported to our regulator Justin Mcsmith at the NCRWQCB.

December 22nd Set up a coagulant bypass system to test the new Hydrofloc 820 coagulant from Aqua Ben but further testing will be needed. The 5-gallon pail sent to us lets us only transfer for about a half day after starting up all the processes and flushing out the old chemical. More time will be needed to further test the coagulant at different dose rates and see real filter run times and turbidity levels. A positive note, this new coagulant from Aqua Ben did not seem to have the foaming issues that the previous chemicals that were tested from Aqua Ben. Placed an order for a 55-gal drum of the Hydrofloc 820 to further test.

Troubleshooting turbidity meters with inconsistent readings, swapped out a turbidity meter with one from bench stock and recalibrated.

December 30th Installed a new IntelliCAL cap & I-button kit with seals on the dissolved oxygen probe, calibrated and tested in preparation for discharge to of tertiary treated water to Atascadero Creek.

December 31st Submitted the storage pond technical report completed by GHD Engineering to the NCRWQCB as required by GCDS’s NPDES permit.



January 13th, 2021
Prepared by John Gibson

January 1st-12th, 2021 Operations Report

January 4th Valved the plant's stormwater system from CVS#1 to Atascadero Creek. Results back from Brelje and Race Laboratory showing elevated ammonia levels in the settling pond effluent. Raised the timers in treatment pond #2 from 50% on/off to 24/7 run time.

January 5th Results from Brelje and Race Laboratory indicate that the East holding pond is within NPDES permit ammonia limits. Started Effluent pump and began discharge to Atascadero Creek. Monitoring creek, sampling, and discharge rate per NPDES permit requirements.

January 11th Collected the annual chronic toxicity sample, an Aqua Science courier picked up the sample and delivered to their lab in Davis, CA for analysis.

January 12th Collected the acute toxicity samples (trout bioassay) as required per discharge season and delivered to B&R lab for analysis.

Summary on the “Blower Fail Alarm”

The cause for the blower failed alarms is unknown and finding a solution is still in the process. The blower has had an issue of failing only during the coldest evenings and nights in winter/spring months. The blower usually has no issues during the rest of the year and operates normally during the day. An electrician has attempted to diagnose the problem in the past but was unable to diagnose the issue and the blower fail fault could not be replicated during business hours. Replacing the motor saver was recommended and operators installed a new motor saver. The fault code from the Altistart 22 (soft-start – soft-stop) indicates an unbalance in the voltage. The voltage was tested and within spec, the motor unbalance % and time trip delay adjusted, but the issue persists during the cold nights. Operations have been adjusted to monitor and wash the filters before the end of the day to help the filters have a longer run time and not go into a wash cycle during the night. A local electrician from Sonoma Marin Electric who lives in Sebastopol has been contacted and will be available during weekdays before 9pm to diagnose the issue when it happens again.

GCSD Overtime Report for December 1/2020-January 12/2021

Operator	Date	Time	OT Hrs	Alarm Call	Operator Response
John	12/2/2020	5:30	2	FF Common High Alarm	Attempted to log in through logmein. Unable to log in and connect with SCADA. Responded to the plant. At the plant FF pruge pump fail alarm, reset alarm FFB in wash condition. The blower failed during the wash cycle. Shutdown filters and restarted, lowered transfer flow. System back online.
John	12/15/2020	8:15	3.75	Sanitary Sewer Overflow (SSO)	See Ops Report
John	12/30/2020	2:50	2	Froth Pump Fail Alarm	Logged in and lowered the surge tank operation level to below the current level to prompt a SAF standby. After the filters dropped the surge tank level below the operation level returned the settings back to normal initiating a SAF start. The froth pump came back online. 03:45 FF common high alarm in wash mode. Reset the alarm and monitored the filter through the wash.
John	12/31/2020	0:29	1	FF Common High Alarm	Logged in, FFA in Alarm, Reset alarm on FFA. Filter B is online and transferring.
Lindsay	12/23/2020	17:33	1	FF Common High Alarm	Logged in , FFB blower failed in wash condition. FFA operational and flowing. Shutting down transfer in the morning will run on filter A through the night.
Lindsay	12/25/2021		3		Working on a holiday.
Lindsay	12/28/2021	20:00		FF Common High Alarm	Logged in, Blower failed on FFA wash cycle. FFB operational and flowing. Monitored transfer and will operate on FFB.