

GRATON COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING MINUTES Graton Community Services District (GCSD) Meeting of the GCSD Board of Directors

**Tuesday, January 16, 2018 at 6:00 PM
Graton Day Labor Center, 2981 Bowen St. Graton, CA**

1. CALL TO ORDER 6:13 PM

2. OATH OF OFFICE FOR NEW DIRECTORS

Devin Drew and David Upchurch were sworn into office.

3. ROLL CALL - Determination of a Quorum

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

Also present, General Manager, Jose Ortiz.

4. APPROVE ORDER OF THE AGENDA

Matt Johnson has questions on 6A. Devin Drew has questions on 6B. Dave Clemmer has questions on 6A & 6B & 6C. Dave Upchurch has questions on E. Karin Lease has questions on D.

Dave Clemmer would like to discuss Beehive when Brenda arrives at 7:00. He would like to move 7E to after 6.

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

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

5. 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

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.

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.

6. CONSENT CALENDAR

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

- A. Confirm Expenditures and Revenue (Transactions) List for November 2017
- B. Confirm Expenditures and Revenue (Transactions) List for December 2017
- C. Review of November 2017 Operations and Construction Financial Summaries
- D. Review of December 2017 Operations and Construction Financial Summaries
- E. Review and approval of Regular Meeting Minutes from November 20, 2017
- F. Review and approval of Special Meeting Minutes from December 11, 2017.

Matt Johnson questioned the date of the Matrix invoice. Jose Ortiz stated that was for service from previous months.

6:25 PM we are at recess due to a power outage. Meeting resumed at 6:28 PM.

Devin Drew had several questions regarding the transactions and Jose Ortiz answered them.

Karin Lease had a question about the loan. Jose Ortiz stated that the Bond from the 1970's was paid off recently. The Loan is for the plant improvements that the previous board started.

David Upchurch would like to make sure that when the board modifies the current policies, that they reflect that the operators document the training on the new equipment. The Operators in Training are not allowed to operate any piece of equipment that they have not been trained on. Jose Ortiz suggested that there is a difference between a policy and a procedure. A policy states that something such as training needs to take place. A procedure states how that is to be conducted.

Dave Clemmer had questions regarding the communications expense. Jose Ortiz and Melody Richtelli listed all the various vendors that were coded to that line item.

Dave Clemmer would like to add to next month's agenda under Discussion Items a breakdown of costs attributed to the Communications line item and explore ways to have better coverage at the plant.

Devin Drew motioned to approve the items on the consent calendar. Dave Upchurch seconded.

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

7. ACTION ITEMS

A. Election of Board President

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

David Upchurch would like to nominate David Clemmer. Devin Drew seconded.

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

David Clemmer has been elected as Board President.

B. Election of Board Vice President

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

David Upchurch would like to nominate Matt Johnson. Devin Drew seconded

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

Matt Johnson has been elected as Board Vice President.

C. Election of Board Secretary

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

David Upchurch would like to nominate Karin Lease. Matt Johnson seconded.

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

Karin Lease has been elected Board Secretary.

D. Election of Board Treasurer

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

David Upchurch would like to nominate the County of Sonoma. Matt Johnson seconded.

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

The County of Sonoma has been elected Board Treasurer.

E. Review and approve auditor report for Fiscal Year ending June 30, 2017

- **Presentation by Goranson & Associates**

Sue Goranson summarized the financial status of the audit. Dave Clemmer brought up building the reserves for the District. Sue Goranson agrees. The approved and accepted the audit report for Fiscal Year ending June 30, 2017.

8. DISCUSSION ITEMS

A. Proposal for Website Design Services.

- **Beehive Design Studio, Brenda Phillips, Principal.**

A proposal is being considered by the board to update the GCSD website to make the website more transparent. The updated website will include all the components required for transparency.

Devin Drew feels the price is appropriate. Matt Johnson agrees with Devin Drew. The website needs updating for transparency and for easier self-maintenance. David Clemmer thought the price was high to start. His main concern is the limitation of access by GCSD to post to the website. He thinks the logo needs to be updated to have a re-fresh. Dave Upchurch wants timely changeability, periodic review for current, fiscally feasibility. Karin would like to keep the logo. Dave Clemmer would like to have Brenda attend the next board meeting to answer the board's questions.

B. Update on the RFP for Administrative Services and Bookkeeper Services position.

Jose Ortiz will consult with Sue Goranson on possible bookkeepers.

Brief recess: Meeting resumed at 8:51 PM.

C. Occidental Waste Water Treatment Project.

Jose Ortiz reported that he has an agreement that he will use as a template for the agreement with Occidental Waste Water. The next meeting is February 5, 2018.

D. Rural Community Assistance Corporation (RCAC) Income Survey.

This is noted in the newsletter. The customer letter has been sent out and there is a request for more information from the community. If there is not enough response, then they will need to go door to door.

E. Mandatory training for Board Members and the General Manager

- Harassment
- Ethics

These classes need to be scheduled. Jose will follow up and get a class schedule from CSDA for the mandatory classes listed below and verify if there are any other classes that need to be taken.

- AB1234 Ethics / Conflict of Interest Training
- AB1825 Supervisor Harassment Training
- AB1661 Elected/Appointed Officials Harassment Training

F. Formation of the Budget Committee for FY 2018-2019

If any of the board members are interested in being on the budget committee, please let Jose Ortiz know. The preliminary budget needs to be sent to the County by March. The final budget needs to be adopted by September.

9. GENERAL MANAGER'S REPORT TO THE BOARD

A. Treatment Plant Operations Update

- Operations report

B. Construction Update

- Update on ADA bathroom improvements
- Update on the lift pumps replacement project

The lift pumps are installed.

- Update on PG&E final inspection of Capstone gas turbine generator
- Consideration of other vendors to provide Capstone maintenance service

Matt Johnson asked if the Capstone is completed? Jose Ortiz reported that it is. Jose Ortiz suggested that Regatta Solution should be replaced due to the many days of lost use of the Capstone. Jose Ortiz would like to go with Cal Micro Turbine instead of Regatta. Jose Ortiz would like to know from the from the board whether GCSD will be

opting out of the maintenance agreement with Regatta Solutions for poor performance. The board gives direction to Jose Ortiz to confer with District Counsel regarding the agreement and investigating another company to service the Capstone. During this time Jose Ortiz will go into agreement with Regatta to do monthly payments until a decision has been made.

C. Report on the Post Meeting Action Items

D. Meetings, Correspondence and Outreach

- Newsletter
- Update on Green Valley Project (Orrin Thiessen)

Jose Ortiz gave Orrin Thiessen a waiver on the pressure testing of the lines. The camera inspection of the lines was completed.

10. SUGGESTED ITEMS FOR FUTURE AGENDA


A. Pending items/old business

- Policy & Procedures Manual - ongoing

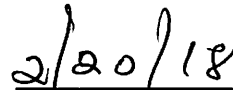
B. Future items/new business

- Medical benefits for the employees
- Composting

ADJOURNMENT 10:10 PM



Minutes Approved



Date

GRATON COMMUNITY SERVICES DISTRICT

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3. ROLL CALL - Determination of a Quorum

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

4. APPROVE ORDER OF THE AGENDA

Motion to approve the agenda.

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

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Motion to approve the items on the consent calendar.

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

7. ACTION ITEMS

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

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

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

C. Election of Board Secretary

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

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

D. Election of Board Treasurer

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

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

E. Review and approve auditor report for Fiscal Year ending June 30, 2017

- Presentation by Goranson & Associates

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- Beehive Design Studio, Brenda Phillips, Principal.

B. Update on the RFP for Administrative Services and Bookkeeper Services position.

C. Occidental Waste Water Treatment Project.

D. Rural Community Assistance Corporation (RCAC) Income Survey

E. Mandatory training for Board Members and the General Manager

- Sexual Harassment
- Ethics

F. Formation of the Budget Committee for FY 2018-2019

9. GENERAL MANAGER'S REPORT TO THE BOARD

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10. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

B. Future items/new business

ADJOURNMENT _____

Expenditure Transactions
Criteria: Post On = 11/1/2017, 11/30/2017; Fund = 77101, 77103; Transaction Type = Actual; Accounting Period = 1..12

Line Description	Journal Header Description	Amount	TCA	Account	Department	Fund	Date Posted	Date Journal
Factory Outlet Trailer Sales	Gaston Community Services District	8,111.87	GCSD300	19820	62030100	11/6/2017	11/2/2017	77101
		8,111.87						
		8,111.87						
		8,111.87						
		8,111.87						
		8,111.87						
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		8,111.87						
GCSO Payroll 10.31.2017	Gaston Community Services District	8,985.36	GCSD100	50701	62030100	11/8/2017	11/3/2017	77101
		8,985.36						
		8,985.36						
		8,985.36						
		8,985.36						
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		8,985.36						
GCSO Payroll 10.31.2017	Gaston Community Services District	532.54	GCSD100	50708	62030100	11/8/2017	11/3/2017	77101
		532.54						
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GCSO Payroll 10.31.2017	Gaston Community Services District	1,239.36	GCSD100	50707	62030100	11/8/2017	11/3/2017	77101
		1,239.36						
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		1,239.36						
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GCSO Payroll 10.31.2017	Gaston Community Services District	1,336.19	GCSD100	50710	62030100	11/8/2017	11/3/2017	77101
		1,336.19						
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		1,336.19						
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		1,336.19						
GCSO Payroll 10.31.2017	Gaston Community Services District	749.80	GCSD100	50753	62030100	11/8/2017	11/3/2017	77101
		749.80						
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GCSO Payroll 10.31.2017	Gaston Community Services District	709.09	GCSD100	50755	62030100	11/8/2017	11/3/2017	77101
		709.09						
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GCSO Payroll 10.31.2017	Gaston Community Services District	4,417.80	GCSD100	50756	62030100	11/8/2017	11/3/2017	77101
		4,417.80						
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		4,417.80						
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GCSO Payroll 10.31.2017	Gaston Community Services District	175.36	GCSD100	50756	62030100	11/8/2017	11/3/2017	77101
		175.36						
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Health Ins. Dec.	KAISER PERMANENTE	1,383.56	GCSD100	50801	62030100	11/20/2017	11/4/2017	77101
		1,383.56						
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		1,383.56						
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		1,383.56						
Dental & Admin Nov.	WOLFPAK INSURANCE SERVICES INC	256.10	GCSD100	50803	62030100	11/2/2017	11/1/2017	77101
		256.10						
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		256.10						
Vision Nov.	WOLFPAK INSURANCE SERVICES INC	27.20	GCSD100	50805	62030100	11/30/2017	11/21/2017	77101
		27.20						
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		27.20						
		27.20						
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		27.20						
		27.20						
Reconciled Annual Workers Comp	Special District Risk Management Auth	3,573.45	GCSD100	50808	62030100	11/20/2017	11/4/2017	77101
		3,573.45						
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Communication Expense	US Bank National Association	903.66	GCSD100	51021	62030100	11/22/2017	11/16/2017	77101
		903.66						
		903.66						
		903.66						
		903.66						
		903.66						
		903.66						
		903.66						
		903.66						
		903.66						
Equip. Maintenance	US Bank National Association	182.42	GCSD100	51061	62030100	11/22/2017	11/16/2017	77101
		182.42						
		182.42						
		182.42						
		182.42						
		182.42						
		182.42						
		182.42						
		182.42						
		182.42						
Maintenance Bldg	US Bank National Association	22.30	GCSD100	51071	62030100	11/22/2017	11/16/2017	77101
		22.30						
		22.30						
		22.30						
		22.30						
		22.30						
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Misc. Maintenance Supplies	Sebastopol Hardware	65.25	GCSD100	51071	62030100	11/22/2017	11/16/2017	77101
		65.25						
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Outbooks Set up	MELINDA K BELL CPA	166.25	GCSD100	51206	62030100	11/22/2017	11/16/2017	77101
		166.25						
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11/29/2017	11/2/2017	77101	62030100	Account 51206 - Accounting/Auditing Services	Category 51206 - Professional & Specialized	Total Maintenance - Bldg & Improve	Total Maintenance - Bldg & Improve	11/22/2017	11/16/2017	77101	62030100	Account 51071 - Maintenance - Bldg & Improve	Category 51071 - Maintenance - Bldg & Improve	Total Maintenance - Equipment	Total Maintenance - Equipment	Account 51061 - Maintenance - Equipment	Category 51061 - Maintenance - Equipment	Total Communication Expense	Total Communication Expense	Account 51021 - Communication Expense	Category 51021 - Communication Expense	Total Salaries and Employee Benefits	Total Local Boards - Emp. Benefits	Total Workers Comp - Local Bds	Account 50808 - Worker's Comp - Local Bds	Total Vision - Local Bds	Account 50805 - Vision - Local Bds	Account 50805 - Vision - Local Bds	Total Dental - Local Bds	Account 50803 - Dental - Local Bds	Total Health Ins - Local Bds	Account 50801 - Health Ins - Local Bds	Category 50800 - Local Boards - Emp. Benefits	Total Local Boards - Retirement	Total Medicare - Local Bds	Account 50756 - Medicare - Local Bds	Total PERS - Local Bds	Account 50755 - PERS - Local Bds	Total FICA Retirement - Local Bds	Account 50753 - FICA Retirement - Local Bds	Category 50750 - Local Boards - Retirement	Total Local Bd Salaries and Wages	Total Sick Pay - Local Boards	Account 50710 - Sick Pay - Local Boards	Total Standby Pay - Local Bds	Account 50707 - Standby Pay - Local Bds	Total Vacation Pay - Local Bds	Account 50706 - Vacation Pay - Local Bds	Total Perm Position - Local Bds	Account 50701 - Perm Position - Local Bds	Category 50700 - Local Bd Salaries
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6A 30F3

Account 52181 - Business Meals/Supplies	11/22/2017	11/16/2017	77101	62030100	52181	GCSD100	99.45	US Bank National Association	Business Meals/Supplies
Total Business Meals/Supplies							99.45		
Category 52190 - Utilities Expense							99.45		
Account 52191 - Utilities Expense	11/23/2017	11/23/2017	77101	62030100	52191	GCSD100	14.60	PACIFIC GAS & ELECTRIC	4780 Ross Rd Small Gen. Svc.
	11/23/2017	11/23/2017	77101	62030100	52191	GCSD200	15.83	PACIFIC GAS & ELECTRIC	3820 Ross Rd Lm Station 2
	11/23/2017	11/23/2017	77101	62030100	52191	GCSD200	281.41	PACIFIC GAS & ELECTRIC	Ross Rd Lm Station 1
	11/23/2017	11/23/2017	77101	62030100	52191	GCSD300	7,915.98	PACIFIC GAS & ELECTRIC	250 Ross Ln Gration Plant
	11/23/2017	11/23/2017	77101	62030100	52191	GCSD400	1,669.82	PACIFIC GAS & ELECTRIC	4780 Ross Rd Eff Transfer Pump
Total Utilities Expense							9,877.64		
Total Services and Supplies							9,877.64		
Character 53000 - Other Charges							44,046.54		
Category 53200 - Judgments and Damages									
Account 53202 - Penalties and Fines	11/23/2017	11/16/2017	77101	62030100	53202	GCSD100	35.73	Special District Risk Management Auth	October Interest
	11/23/2017	11/16/2017	77101	62030100	53202	GCSD100	2.00	US Bank National Association	Late Fees
Total Penalties and Fines							37.73		
Total Judgments and Damages							37.73		
Total Other Charges							37.73		
Total All Expenses/Expenditure Accts							87,753.38		
Total Gration CSD - Sanitation Const.							75,965.25		
Fund Code 77103 - Gration CSD - Sanitation Const.									
Account Type 00001 - All Asset Accounts									
Character 19000 - Capital Assets									
Category 19800 - Proprietary Capital Purchases									
Account 19831 - Acq-CIP-Bldg & Impr	11/20/2017	11/14/2017	77103	62030300	19831	GCSD504	1,586.00	MEYERS NAVE RIBACK SILVER & WILSON Plant Upgrade Advice	
	11/20/2017	11/14/2017	77103	62030300	19831	GCSD504	1,586.00		
Total Acq-CIP-Bldg & Impr							1,586.00		
Total Proprietary Capital Purchases							1,586.00		
Total Capital Assets							1,586.00		
Total All Asset Accounts							1,586.00		
Total Gration CSD - Sanitation Const.							77,451.25		
Total									

Run: 12/1/2017 10:30 AM Data Last Updated: 12/1/2017 6:24:10 AM

Expenditure Transactions

Criteria: Post On = 12/1/2017..12/31/2017; Fund = 77101,77103; Transaction Type = Actual; Accounting Period = 1..12

Posted Date	Journal Date	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								
12/20/2017	12/18/2017	77101	62030100	50701	GCSD100	16,278.29	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Perm Position - Local Bds						16,278.29		
Account 50703 -- Overtime - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50703	GCSD100	639.05	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Overtime - Local Bds						639.05		
Account 50705 -- Premium Pay - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50705	GCSD100	38.73	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Premium Pay - Local Bds						38.73		
Account 50706 -- Vacation Pay - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50706	GCSD100	1,210.31	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Vacation Pay - Local Bds						1,210.31		
Account 50707 -- Standby Pay - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50707	GCSD100	2,207.61	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Standby Pay - Local Bds						2,207.61		
Account 50710 -- Sick Pay - Local Boards								
12/20/2017	12/18/2017	77101	62030100	50710	GCSD100	387.30	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Sick Pay - Local Boards						387.30		
Account 50711 -- Holiday Pay - Local Boards								
12/20/2017	12/18/2017	77101	62030100	50711	GCSD100	2,323.80	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Holiday Pay - Local Boards						2,323.80		
Total Local Bd Salaries and Wages						23,083.09		
Category 50750 -- Local Boards - Retirement								
Account 50753 -- FICA Retirement - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50753	GCSD100	1,431.15	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total FICA Retirement - Local Bds						1,431.15		
Account 50755 -- PERS - Local Bds								
12/20/2017	12/18/2017	77101	62030100	50755	GCSD100	1,319.52	Graton Payroll Alloc. 11/15 &	CalPERS EMP Contr 11/15&11/30
Total PERS - Local Bds						1,319.52		
Total Local Boards - Retirement						2,750.67		
Category 50800 -- Local Boards - Emp. Benefits								
Account 50801 -- Health Ins - Local Bds								
12/21/2017	12/15/2017	77101	62030100	50801	GCSD100	1,383.56	KAISER PERMANENTE	Graton Jan. Health Ins.
Total Health Ins - Local Bds						1,383.56		
Account 50803 -- Dental - Local Bds								
12/21/2017	12/15/2017	77101	62030100	50803	GCSD100	258.10	WOLFPACK INSURANCE SERVICES INC	Dental & Admin Jan.
Total Dental - Local Bds						258.10		
Account 50805 -- Vision - Local Bds								
12/21/2017	12/15/2017	77101	62030100	50805	GCSD100	27.20	WOLFPACK INSURANCE SERVICES INC	Vision Jan.
Total Vision - Local Bds						27.20		
Total Local Boards - Emp. Benefits						1,668.86		
Total Salaries and Employee Benefits						27,500.62		
Character 51000 -- Services and Supplies								
Category 51020 -- Communication Expense								
Account 51021 -- Communication Expense								
12/22/2017	12/20/2017	77101	62030100	51021	GCSD100	1,022.39	US Bank National Association	GCSD Oct. Cal Card
12/22/2017	12/20/2017	77101	62030100	51021	GCSD100	881.18	US Bank National Association	Graton Cal Card Nov.
Total Communication Expense						1,903.57		
Total Communication Expense						1,903.57		
Category 51060 -- Maintenance - Equipment								
Account 51061 -- Maintenance - Equipment								
12/21/2017	12/15/2017	77101	62030100	51061	GCSD100	207.86	Pace Supply Corp	Misc. parts for repairs/maint
12/22/2017	12/20/2017	77101	62030100	51061	GCSD100	272.80	US Bank National Association	GCSD Oct. Cal Card
Total Maintenance - Equipment						480.66		
Total Maintenance - Equipment						480.66		
Category 51070 -- Maintenance - Bldg & Improve								
Account 51071 -- Maintenance - Bldg & Improve								
12/28/2017	12/20/2017	77101	62030100	51071	GCSD200	1,880.00	MIKSIS SERVICES INC	Clean lift station/vacuum
Total Maintenance - Bldg & Improve						1,880.00		
Total Maintenance - Bldg & Improve						1,880.00		
Category 51200 -- Professional & Specialized								
Account 51206 -- Accounting/Auditing Services								
12/14/2017	12/8/2017	77101	62030100	51206	GCSD100	3,500.00	GORANSON AND ASSOCIATES INC	Audit 2nd Progress Billing
12/21/2017	12/15/2017	77101	62030100	51206	GCSD100	1,000.00	GORANSON AND ASSOCIATES INC	Graton 16-17 Audit Final Bill
Total Accounting/Auditing Services						4,500.00		

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Account 51207 – Client Accounting Services								
12/8/2017	12/8/2017	77101	62030100	51207	GCSD100	2,480.44	Client Acct Svcs PPE 11-6-17	Client Acct Svcs PPE 11-6-17
12/18/2017	12/15/2017	77101	62030100	51207	GCSD100	1,870.05	Client Acct Svcs PPE 11-20-17	Client Acct Svcs PPE 11-20-17
12/18/2017	12/18/2017	77101	62030100	51207	GCSD100	1,963.07	Client Acct Svcs PPE 12-4-17	Client Acct Svcs PPE 12-4-17
Total Client Accounting Services						<u>6,313.56</u>		
Account 51212 – Outside Counsel - Legal Advice								
12/27/2017	12/15/2017	77101	62030100	51212	GCSD100	1,274.00	MEYERS NAVE RIBACK SILVER & WILSON	General Advice
Total Outside Counsel - Legal Advice						<u>1,274.00</u>		
Account 51218 – Actuarial Services								
12/20/2017	12/18/2017	77101	62030100	51218	GCSD100	334.70	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Actuarial Services						<u>334.70</u>		
Account 51226 – Consulting Services								
12/21/2017	12/15/2017	77101	62030100	51226	GCSD100	1,087.08	EXPRESS SERVICES INC	Admin Assistant Nov.
Total Consulting Services						<u>1,087.08</u>		
Account 51231 – Testing/Analysis								
12/21/2017	12/15/2017	77101	62030100	51231	GCSD300	873.90	Breije & Race Laboratories Inc	Testing
Total Testing/Analysis						<u>873.90</u>		
Account 51237 – Process Service								
12/20/2017	12/18/2017	77101	62030100	51237	GCSD100	209.14	Graton Payroll Alloc. 11/15 &	GCSD PAYROLL ALLOC 11/15&11/30
Total Process Service						<u>209.14</u>		
Account 51244 – Permits/License/Fees								
12/21/2017	12/15/2017	77101	62030100	51244	GCSD100	2,572.00	State of California	NPDES Flow Fee .14 mgd
12/21/2017	12/15/2017	77101	62030100	51244	GCSD100	2,088.00	State of California	WDR Fee Treat/Complexity 3C
Total Permits/License/Fees						<u>4,660.00</u>		
Total Professional & Specialized						<u>19,252.38</u>		
Category 52040 – Household Supplies Expense								
Account 52042 – Janitorial Supplies								
12/22/2017	12/20/2017	77101	62030100	52042	GCSD100	35.28	US Bank National Association	Graton Cal Card Nov.
Total Janitorial Supplies						<u>35.28</u>		
Total Household Supplies Expense						<u>35.28</u>		
Category 52060 – Maintenance - Equipment								
Account 52061 – Fuel/Gas/Oil								
12/22/2017	12/20/2017	77101	62030100	52061	GCSD100	206.80	US Bank National Association	GCSD Oct. Cal Card
12/22/2017	12/20/2017	77101	62030100	52061	GCSD100	259.93	US Bank National Association	Graton Cal Card Nov.
Total Fuel/Gas/Oil						<u>466.73</u>		
Account 52063 – Vehicle Parts								
12/22/2017	12/20/2017	77101	62030100	52063	GCSD100	134.38	US Bank National Association	GCSD Oct. Cal Card
12/22/2017	12/20/2017	77101	62030100	52063	GCSD100	122.92	US Bank National Association	Graton Cal Card Nov.
Total Vehicle Parts						<u>257.30</u>		
Total Maintenance - Equipment						<u>724.03</u>		
Category 52070 – Maintenance - Bldg & Improve								
Account 52072 – Chemicals								
12/14/2017	12/8/2017	77101	62030100	52072	GCSD300	7,257.18	Heron Innovators Inc	Floc
12/22/2017	12/20/2017	77101	62030100	52072	GCSD300	677.34	US Bank National Association	GCSD Oct. Cal Card
12/22/2017	12/20/2017	77101	62030100	52072	GCSD300	1,081.38	US Bank National Association	Graton Cal Card Nov.
Total Chemicals						<u>9,015.90</u>		
Total Maintenance - Bldg & Improve						<u>9,015.90</u>		
Category 52080 – Medical, Dental, Laboratory								
Account 52081 – Medical/Laboratory Supplies								
12/22/2017	12/20/2017	77101	62030100	52081	GCSD100	176.49	US Bank National Association	GCSD Oct. Cal Card
Total Medical/Laboratory Supplies						<u>176.49</u>		
Total Medical, Dental, Laboratory						<u>176.49</u>		
Category 52090 – Memberships								
Account 52091 – Memberships/Certifications								
12/14/2017	12/8/2017	77101	62030100	52091	GCSD100	3,384.00	California Special Districts Association	2018 CSDA Membership
Total Memberships/Certifications						<u>3,384.00</u>		
Total Memberships						<u>3,384.00</u>		
Category 52110 – Office Supplies Expense								
Account 52111 – Office Supplies								
12/22/2017	12/20/2017	77101	62030100	52111	GCSD100	785.57	US Bank National Association	Graton Cal Card Nov.
Total Office Supplies						<u>785.57</u>		
Account 52115 – Books/Media/Subscriptions								
12/22/2017	12/20/2017	77101	62030100	52115	GCSD100	243.56	US Bank National Association	GCSD Oct. Cal Card
Total Books/Media/Subscriptions						<u>243.56</u>		
Account 52118 – Printing and Binding Supplies								
12/11/2017	12/11/2017	77101	62030100	52118	GCSD100	(79.35)	SEBASTOPOL BLUE	Printing Blueprints
Total Printing and Binding Supplies						<u>(79.35)</u>		
Total Office Supplies Expense						<u>949.78</u>		
Category 52140 – Minor Equipment								
Account 52141 – Minor Equipment/Small Tools								
12/22/2017	12/20/2017	77101	62030100	52141	GCSD100	119.55	US Bank National Association	GCSD Oct. Cal Card
12/22/2017	12/20/2017	77101	62030100	52141	GCSD100	701.60	US Bank National Association	Graton Cal Card Nov.
Total Minor Equipment/Small Tools						<u>821.15</u>		
Total Minor Equipment						<u>821.15</u>		

Category 52180 – Transportation and Travel									
Account 52181 – Business Meals/Supplies									
12/22/2017	12/20/2017	77101	62030100	52181	GCSD100	13.62	US Bank National Association	GCSD Oct. Cal Card	
12/22/2017	12/20/2017	77101	62030100	52181	GCSD100	105.00	US Bank National Association	Graton Cal Card Nov.	
Total Business Meals/Supplies						118.62			
Total Transportation and Travel						118.62			
Category 52190 – Utilities Expense									
Account 52191 – Utilities Expense									
12/14/2017	12/8/2017	77101	62030100	52191	GCSD100	14.28	PACIFIC GAS & ELECTRIC	4780 Ross Rd - small gen svc.	
12/14/2017	12/8/2017	77101	62030100	52191	GCSD200	15.15	PACIFIC GAS & ELECTRIC	3820 Ross Rd - lift station 2	
12/14/2017	12/8/2017	77101	62030100	52191	GCSD200	278.19	PACIFIC GAS & ELECTRIC	Ross Rd - lift station 1	
12/14/2017	12/8/2017	77101	62030100	52191	GCSD300	4,945.25	PACIFIC GAS & ELECTRIC	250 Ross Ln/Graton Plant	
12/14/2017	12/8/2017	77101	62030100	52191	GCSD400	1,038.72	PACIFIC GAS & ELECTRIC	4780 Ross Rd - eff trans. pump	
12/21/2017	12/15/2017	77101	62030100	52191	GCSD100	693.35	PACIFIC GAS & ELECTRIC	GEG/GNR1 Gas Svc Nov.	
Total Utilities Expense						6,984.94			
Total Utilities Expense						6,984.94			
Total Services and Supplies						45,726.80			
Character 53000 – Other Charges									
Category 53200 – Judgments and Damages									
Account 53202 – Penalties and Fines									
12/22/2017	12/20/2017	77101	62030100	53202	GCSD100	66.49	US Bank National Association	Graton Cal Card Nov.	
12/22/2017	12/22/2017	77101	62030100	53202	GCSD100	(1.42)	Graton CSD Deposit: Refunds &	Refund CalPers Int. Pymt	
Total Penalties and Fines						65.07			
Total Judgments and Damages						65.07			
Category 53500 – Contributions Non-County Agy									
Account 53501 – Contributions									
12/21/2017	12/18/2017	77101	62030100	53501	GCSD100	1,200.00	Centro Laboral de Graton	2017 Contribution	
Total Contributions						1,200.00			
Total Contributions Non-County Agy						1,200.00			
Total Other Charges						1,265.07			
Total All Expense/Expenditure Accts						74,492.49			
Total Graton CSD - Sanitation						74,492.49			
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									
12/14/2017	12/8/2017	77103	62030300	19831	GCSD504	2,048.00	GHD Inc	Lescure Mediation Consult	
12/27/2017	12/15/2017	77103	62030300	19831	GCSD504	6,708.00	MEYERS NAVE RIBACK SILVER & WILSON	Plant upgrade advice	
12/27/2017	12/21/2017	77103	62030300	19831	GCSD504	16,166.80	COKER PUMP AND EQUIPMENT COMPANY	2 pumps	
Total Acq-CIP-Bldg & Impr						24,922.80			
Total Proprietary Capital Purchases						24,922.80			
Total Capital Assets						24,922.80			
Total All Asset Accounts						24,922.80			
Account Type 00005 – All Expense/Expenditure Accts									
Character 53000 – Other Charges									
Category 53400 – Amortization and Depreciation									
Account 53403 – Loss - Disposed Capital Asset									
12/27/2017	12/21/2017	77103	62030300	53403	GCSD502	71,057.36	GCSD Effluent Pump Project Wri	Write off GCSD502	
Total Loss - Disposed Capital Asset						71,057.36			
Total Amortization and Depreciation						71,057.36			
Total Other Charges						71,057.36			
Total All Expense/Expenditure Accts						71,057.36			
Total Graton CSD - Sanitation Const.						95,980.16			
Total						170,472.65			

Run: 1/2/2018 8:33 AM Data Last Updated: 1/2/2018 6:21:13 AM

**Graton Community Services District
Summary Report
11-30-2017**

OPERATIONS					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	824,646	501,576	390,148	390,148		
Revenues						
Property Taxes	(49,988)	-	-	-	(49,988)	1,009,132
Sewer Fees	-	-	-	-	-	1,000
Disaster Reimbursement / Grants	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-
Other Miscellaneous	4,370	2,140	-	-	6,510	7,500
Total Revenue	(45,617)	2,140	-	-	(43,477)	1,017,632
Expenses						
Salaries & Employee Benefits	89,697	46,743	-	-	136,441	355,000
Utilities	36,774	19,372	-	-	56,146	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	-	7,825	-	-	7,825	82,500
Testing (Brelje & Race)	2,454	1,308	-	-	3,762	22,500
Chemicals	8,539	2,012	-	-	10,551	60,000
Accounting Services	-	7,666	-	-	7,666	13,850
Consulting Services	2,315	2,255	-	-	4,570	15,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	8,112	-	-	8,112	10,000
Transfers Out (To Construction) - Debt Srv	103,450	-	-	-	103,450	206,900
Other Miscellaneous	46,985	18,274	-	-	65,259	171,100
Total Expenses	290,214	113,568	-	-	403,782	1,506,850
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	12,761	1	-	-	-	-
Ending Cash Balance - Operations:	501,576	390,148	390,148	390,148		
CONSTRUCTION					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	109,218	108,230	106,894	106,894		
Revenues						
Connection Fees	-	-	-	-	-	26,915
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	-	-	103,450	206,900
Other Miscellaneous	440	328	-	-	768	500
Total Revenue	103,890	328	-	-	104,218	234,315
Expenses						
Capital Asset Expenses	468	1,664	-	-	2,132	166,500
Interest Expense - Municipal Finance	29,236	-	-	-	29,236	109,625
Total Expenses	29,704	1,664	-	-	31,368	276,125
Other Cash Inflows / Outflows:						
- SRF Loan Proceeds	-	-	-	-	-	-
- Principal Payments - Municipal Finance	(48,055)	-	-	-	-	-
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-	-	-
Cash Adjustments (Accruals):	(27,119)	-	-	-	-	-
Ending Cash Balance - Construction:	108,230	106,894	106,894	106,894		

Capital Project Summary		Proj Balance	Year to Date	Project Total
Project Title		7/1/2017	Expenses	Life to Date
- Effluent Pump (GCSD502)		71,057	-	71,057
- Collection System Improvements (GCSD504)		9,815,842	2,132	9,817,974
- Totals		9,886,899	2,132	9,889,031

Graton Community Services District - Debt Summary

Municipal Finance Corporation

- Interest Rate: 4.85%
- Maturity Date: 4/5/2033
- Outstanding Balance 6/30/17: \$2,284,332.88

Payments:	Jul- Sep	Oct - Dec	Jan - Mar	Apr - Jun	Totals	Principal Balance YE
- Principal	48,055	-	-	-	48,055	2,236,278
- Interest	55,395	-	-	-	55,395	
Total MFC Payments	103,450	-	-	-	103,450	

Revenue and Expenditure Balances YTD

Criteria: As Of = 11/30/2017

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	10,000.00	10,000.00	8,111.87	8,111.87	8,111.87	-	-	1,888.13
Total All Asset Accounts		10,000.00	10,000.00	8,111.87	8,111.87	8,111.87	-	-	1,888.13
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	984,132.00	984,132.00	-	-	-	-	-	984,132.00
40050	Property Tax Accrual	5,000.00	5,000.00	-	-	(49,987.52)	-	-	54,987.52
40202	Direct Charges - Prior Year	20,000.00	20,000.00	-	-	-	-	-	20,000.00
40999	Penalties and Costs on Taxes	3,000.00	3,000.00	-	-	-	-	-	3,000.00
44002	Interest on Pooled Cash	2,500.00	2,500.00	-	2,037.79	2,037.79	-	-	462.21
44050	Unrealized Gains and Losses	-	-	-	-	3,304.23	-	-	(3,304.23)
45221	Sewer/Water Usage Fees	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
46040	Miscellaneous Revenue	1,000.00	1,000.00	-	-	399.53	-	-	600.47
46200	PY Revenue - Miscellaneous	-	-	-	-	666.51	-	-	(666.51)
48004	Residual Equity Transfers	-	-	-	102.04	102.04	-	-	(102.04)
Total All Revenues		1,017,632.00	1,017,632.00	-	2,139.83	(43,477.42)	-	-	1,061,109.42
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	320,000.00	320,000.00	8,985.36	24,303.08	69,975.46	-	-	250,024.54
50703	Overtime - Local Bds	-	-	-	29.05	871.44	-	-	(871.44)
50706	Vacation Pay - Local Bds	-	-	532.54	919.84	6,535.69	-	-	(6,535.69)
50707	Standby Pay - Local Bds	-	-	1,239.36	3,718.08	10,534.56	-	-	(10,534.56)
50710	Sick Pay - Local Boards	-	-	1,336.19	3,272.69	8,617.43	-	-	(8,617.43)
50711	Holiday Pay - Local Boards	-	-	-	-	2,323.80	-	-	(2,323.80)
50753	FICA Retirement - Local Bds	-	-	749.80	1,999.05	6,129.22	-	-	(6,129.22)
50755	PERS - Local Bds	35,000.00	35,000.00	5,126.89	5,126.89	17,730.79	-	-	17,269.21
50756	Medicare - Local Bds	-	-	175.36	467.52	1,433.43	-	-	(1,433.43)
50757	HSA Reimbursement - Local Bds	-	-	-	-	1,684.56	-	-	(1,684.56)
50801	Health Ins - Local Bds	-	-	1,383.56	2,767.12	5,330.90	-	-	(5,330.90)
50803	Dental - Local Bds	-	-	512.20	512.20	1,536.60	-	-	(1,536.60)
50805	Vision - Local Bds	-	-	54.40	54.40	163.20	-	-	(163.20)
50808	Worker's Comp - Local Bds	-	-	3,573.45	3,573.45	3,573.45	-	-	(3,573.45)
51021	Communication Expense	12,000.00	12,000.00	903.66	1,098.66	3,967.51	-	-	8,032.49
51031	Waste Disposal Services	4,000.00	4,000.00	-	588.84	1,477.94	-	-	2,522.06
51041	Insurance - Liability	-	-	-	-	15,894.92	-	-	(15,894.92)
51042	Insurance - Premiums	14,500.00	14,500.00	-	-	-	-	-	14,500.00
51046	Insurance - Workers Comp	-	-	-	-	8,323.49	-	-	(8,323.49)
51061	Maintenance - Equipment	25,000.00	25,000.00	182.42	193.40	1,064.15	-	-	23,935.85
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	87.55	87.55	533.43	-	-	8,666.57
51206	Accounting/Auditing Services	13,850.00	13,850.00	7,666.25	7,666.25	7,666.25	-	-	6,183.75
51207	Client Accounting Services	35,000.00	35,000.00	3,445.04	3,445.04	8,911.21	-	-	26,088.79
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	416.00	598.00	806.00	-	-	(806.00)
51218	Actuarial Services	-	-	900.00	900.00	900.00	-	-	(900.00)

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51225	Training Services	2,500.00	2,500.00	-	-	1,360.00	-	-	1,140.00
51226	Consulting Services	15,000.00	15,000.00	1,135.75	2,255.29	4,569.85	-	-	10,430.15
51231	Testing/Analysis	22,500.00	22,500.00	490.50	1,307.70	3,762.00	-	-	18,738.00
51237	Process Service	-	-	104.57	313.71	1,046.30	-	-	(1,046.30)
51242	Bank Charges	-	-	-	-	150.64	-	-	(150.64)
51244	Permits/License/Fees	9,500.00	9,500.00	568.00	568.00	2,396.00	-	-	7,104.00
51249	Other Professional Services	-	-	2,857.00	2,857.00	2,857.00	-	-	(2,857.00)
51301	Publications and Legal Notices	2,400.00	2,400.00	-	-	383.00	-	-	2,017.00
51401	Rents and Leases - Equipment	1,000.00	1,000.00	-	-	1,340.07	-	-	(340.07)
51601	Training/Conference Expenses	-	-	-	-	848.00	-	-	(848.00)
51602	Business Travel/Mileage	-	-	133.75	133.75	182.97	-	-	(182.97)
51604	Other Transportation	-	-	10.00	10.00	10.00	-	-	(10.00)
51801	Other Services	8,500.00	8,500.00	-	-	53.68	-	-	8,446.32
51803	Other Contract Services	82,500.00	82,500.00	7,825.00	7,825.00	7,825.00	-	-	74,675.00
51916	County Services Chgs	8,500.00	8,500.00	-	-	-	-	-	8,500.00
51919	EFS Charges	-	-	817.38	817.38	817.38	-	-	(817.38)
51928	Unclaimable EFS	-	-	14.75	14.75	14.75	-	-	(14.75)
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	-	-	820.04	-	-	1,179.96
52031	Food	-	-	-	-	164.00	-	-	(164.00)
52041	Household Supplies Expense	500.00	500.00	-	-	-	-	-	500.00
52042	Janitorial Supplies	-	-	99.90	99.90	99.90	-	-	(99.90)
52061	Fuel/Gas/Oil	2,500.00	2,500.00	462.15	462.15	1,168.29	-	-	1,331.71
52063	Vehicle Parts	-	-	2,023.62	2,023.62	2,265.88	-	-	(2,265.88)
52072	Chemicals	60,000.00	60,000.00	2,011.90	2,011.90	10,551.21	-	-	49,448.79
52081	Medical/Laboratory Supplies	500.00	500.00	-	-	936.88	-	-	(436.88)
52091	Memberships/Certifications	5,000.00	5,000.00	-	-	540.00	-	-	4,460.00
52101	Other Supplies	10,000.00	10,000.00	-	-	12.25	-	-	9,987.75
52111	Office Supplies	3,500.00	3,500.00	493.55	493.55	1,389.31	-	-	2,110.69
52114	Freight/Postage	-	-	-	-	20.51	-	-	(20.51)
52118	Printing and Binding Supplies	-	-	-	-	158.70	-	-	(158.70)
52141	Minor Equipment/Small Tools	10,000.00	10,000.00	1,420.71	1,420.71	1,996.77	-	-	8,003.23
52162	Special Department Expense	-	-	-	2,011.00	2,011.00	-	-	(2,011.00)
52181	Business Meals/Supplies	-	-	99.45	99.45	160.86	-	-	(160.86)
52191	Utilities Expense	85,000.00	85,000.00	9,877.64	19,372.11	56,146.11	-	-	28,853.89
53202	Penalties and Fines	-	-	37.73	37.73	176.17	-	-	(176.17)
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
Total All Expense/Expenditure Accts		1,496,850.00	1,496,850.00	67,753.38	105,455.81	395,669.95	-	-	1,101,180.05
Total Graton CSD - Sanitation		489,218.00	489,218.00	75,865.25	111,427.85	447,259.24	-	-	41,958.76
Fund Code 77103 -- Graton CSD - Sanitation Const.									
Account Type 00001 -- All Asset Accounts									
19831	Acq-CIP-Bldg & Impr	166,500.00	166,500.00	1,586.00	1,664.00	2,132.00	-	-	164,368.00
Total All Asset Accounts		166,500.00	166,500.00	1,586.00	1,664.00	2,132.00	-	-	164,368.00
Account Type 00004 -- All Revenues									
44002	Interest on Pooled Cash	500.00	500.00	-	328.06	328.06	-	-	171.94
44050	Unrealized Gains and Losses	-	-	-	-	440.09	-	-	(440.09)
46024	Connection Fees	26,915.00	26,915.00	-	-	-	-	-	26,915.00
47101	Transfers In - within a Fund	206,900.00	206,900.00	-	-	103,450.00	-	-	103,450.00
Total All Revenues		234,315.00	234,315.00	-	328.06	104,218.15	-	-	130,096.85

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Account Type 00006 -- All Expense/Expenditure Accts

53103	Interest on LT Debt	109,625.00	109,625.00	-	-	29,236.29	-	-	80,388.71
59004	Administrative Control Account	97,276.00	97,276.00	-	-	48,055.23	-	-	49,220.77
59005	Admin Control Acct Clearing	(97,276.00)	(97,276.00)	-	-	(48,055.23)	-	-	(49,220.77)
Total All Expense/Expenditure Accts		109,625.00	109,625.00	-	-	29,236.29	-	-	80,388.71
Total Graton CSD - Sanitation Const.		41,810.00	41,810.00	1,586.00	1,335.94	(72,849.88)	-	-	114,659.86
Total		531,028.00	531,028.00	77,451.25	112,763.79	374,409.38	-	-	158,618.62

Criteria: Fund = 77101,77103; Accounting Period = 1..12

Run: 12/1/2017 10:40 AM Data Last Updated: 12/1/2017 6:24:10 AM

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**Graton Community Services District
Summary Report
12-31-2017**

OPERATIONS					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	824,646	501,576	845,536	845,536		
Revenues						
Property Taxes	(49,988)	528,968	-	-	478,981	1,009,132
Sewer Fees	-	735	-	-	735	1,000
Disaster Reimbursement / Grants	-	-	-	-	-	-
Sewer Permits	-	-	-	-	-	-
Other Miscellaneous	4,370	2,317	-	-	6,687	7,500
Total Revenue	(45,617)	532,020	-	-	486,403	1,017,632
Expenses						
Salaries & Employee Benefits	89,697	74,244	-	-	163,941	355,000
Utilities	36,774	26,357	-	-	63,131	85,000
Legal Services	-	-	-	-	-	10,000
Contract Services	-	7,825	-	-	7,825	82,500
Testing (Brelje & Race)	2,454	2,182	-	-	4,636	22,500
Chemicals	8,539	11,028	-	-	19,567	60,000
Accounting Services	-	12,166	-	-	12,166	13,850
Consulting Services	2,315	3,342	-	-	5,657	15,000
Depreciation	-	-	-	-	-	475,000
Equipment	-	8,112	-	-	8,112	10,000
Transfers Out (To Construction) - Debt Svc	103,450	-	-	-	103,450	206,900
Other Miscellaneous	46,985	42,804	-	-	89,789	171,100
Total Expenses	290,214	188,060	-	-	478,274	1,506,850
Other Cash Inflows/Outflows:						
- SRF Loan Proceeds	-	-	-	-		
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-		
Cash Adjustments (Accruals):	12,761	1	-	-		
Ending Cash Balance - Operations:	501,576	845,536	845,536	845,536		
CONSTRUCTION					Year	
	Jul - Sep	Oct - Dec	Jan - Mar	Apr - June	to Date	Budget
Beginning Cash Balance:	109,218	108,230	90,253	90,253		
Revenues						
Connection Fees	-	8,282	-	-	8,282	26,915
State Grant Revenue (adjusted to Revenue)	-	-	-	-	-	-
Transfers In (From Operations) - Debt Service	103,450	-	-	-	103,450	206,900
Other Miscellaneous	440	328	-	-	768	500
Total Revenue	103,890	8,610	-	-	112,500	234,315
Expenses						
Capital Asset Expenses	468	26,587	-	-	27,055	166,500
Interest Expense - Municipal Finance	29,236	-	-	-	29,236	109,625
Disposed Capital Asset	-	71,057	-	-	-	-
Total Expenses	29,704	97,644	-	-	56,291	276,125
Other Cash Inflows / Outflows:						
- SRF Loan Proceeds	-	-	-	-		
- Principal Payments - Municipal Finance	(48,055)	-	-	-		
- Audit Adjustment - PY SRF Loan proceeds	-	-	-	-		
Cash Adjustments (Accruals):	(27,119)	71,057	-	-		
Ending Cash Balance - Construction:	108,230	90,253	90,253	90,253		

Capital Project Summary	Proj Balance	Year to Date	Project Total
Project Title	7/1/2017	Expenses	Life to Date
- Effluent Pump (GCSD502)	71,057	(71,057)	0
- Collection System Improvements (GCSD504)	9,815,842	27,055	9,842,897
- Totals	9,886,899	(44,002)	9,842,897

Graton Community Services District - Debt Summary						
Municipal Finance Corporation						
- Interest Rate: 4.85%						
- Maturity Date: 4/5/2033						
- Outstanding Balance 6/30/17: \$2,284,332.88						
Payments:	Jul- Sep	Oct - Dec	Jan - Mar	Apr - Jun	Totals	Principal Balance YE
- Principal	48,055	-	-	-	48,055	2,236,278
- Interest	55,395	-	-	-	55,395	
Total MFC Payments	103,450	-	-	-	103,450	

Revenue and Expenditure Balances YTD

Criteria: As Of = 12/31/2017

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	10,000.00	10,000.00	-	8,111.87	8,111.87	-	-	1,888.13
Total All Asset Accounts		10,000.00	10,000.00	-	8,111.87	8,111.87	-	-	1,888.13
Account Type 00004 -- All Revenues									
40003	Direct Charges - CY	984,132.00	984,132.00	528,087.08	528,087.08	528,087.08	-	-	456,044.92
40050	Property Tax Accrual	5,000.00	5,000.00	-	-	(48,987.52)	-	-	54,987.52
40202	Direct Charges - Prior Year	20,000.00	20,000.00	901.31	901.31	901.31	-	-	19,098.69
40999	Penalties and Costs on Taxes	3,000.00	3,000.00	-	-	-	-	-	3,000.00
44002	Interest on Pooled Cash	2,500.00	2,500.00	-	2,037.79	2,037.79	-	-	462.21
44050	Unrealized Gains and Losses	-	-	-	-	3,304.23	-	-	(3,304.23)
46221	Sewer/Water Usage Fees	1,000.00	1,000.00	734.70	734.70	734.70	-	-	265.30
48027	Insurance Claims Reimbursement	1,000.00	1,000.00	-	-	-	-	-	1,000.00
48040	Miscellaneous Revenue	1,000.00	1,000.00	176.98	176.98	576.49	-	-	423.51
48200	PY Revenue - Miscellaneous	-	-	-	-	688.51	-	-	(688.51)
48004	Residual Equity Transfers	-	-	-	102.04	102.04	-	-	(102.04)
Total All Revenues		1,017,632.00	1,017,632.00	529,880.05	532,019.88	488,402.83	-	-	531,229.37
Account Type 00005 -- All Expense/Expenditure Accts									
50701	Perm Position - Local Bds	320,000.00	320,000.00	16,276.29	40,579.37	88,251.75	-	-	233,748.25
50703	Overtime - Local Bds	-	-	639.05	688.10	1,510.49	-	-	(1,510.49)
50705	Premium Pay - Local Bds	-	-	38.73	38.73	38.73	-	-	(38.73)
50708	Vacation Pay - Local Bds	-	-	1,210.31	2,130.15	7,746.00	-	-	(7,746.00)
50707	Standby Pay - Local Bds	-	-	2,207.81	5,925.68	12,742.17	-	-	(12,742.17)
50710	Sick Pay - Local Boards	-	-	387.30	3,659.99	9,004.73	-	-	(9,004.73)
50711	Holiday Pay - Local Boards	-	-	2,323.80	2,323.80	4,647.60	-	-	(4,647.60)
50753	FICA Retirement - Local Bds	-	-	1,431.15	3,430.20	7,580.37	-	-	(7,580.37)
50755	PERS - Local Bds	35,000.00	35,000.00	1,319.52	6,448.41	19,050.31	-	-	15,949.69
50756	Medicare - Local Bds	-	-	-	487.52	1,433.43	-	-	(1,433.43)
50757	HSA Reimbursement - Local Bds	-	-	-	-	1,684.56	-	-	(1,684.56)
50801	Health Ins - Local Bds	-	-	1,383.56	4,150.68	6,714.46	-	-	(6,714.46)
50803	Dental - Local Bds	-	-	256.10	768.30	1,792.70	-	-	(1,792.70)
50805	Vision - Local Bds	-	-	27.20	81.80	190.40	-	-	(190.40)
50808	Worker's Comp - Local Bds	-	-	-	3,573.45	3,573.45	-	-	(3,573.45)
51021	Communication Expense	12,000.00	12,000.00	1,903.57	3,002.23	5,871.08	-	-	6,128.92
51031	Waste Disposal Services	4,000.00	4,000.00	-	588.84	1,477.94	-	-	2,522.06
51041	Insurance - Liability	-	-	-	-	15,894.92	-	-	(15,894.92)
51042	Insurance - Premiums	14,500.00	14,500.00	-	-	-	-	-	14,500.00
51046	Insurance - Workers Comp	-	-	-	-	8,323.49	-	-	(8,323.49)
51081	Maintenance - Equipment	25,000.00	25,000.00	480.68	674.08	1,544.81	-	-	23,455.19
51071	Maintenance - Bldg & Improve	9,200.00	9,200.00	1,880.00	1,987.55	2,413.43	-	-	6,786.57
51208	Accounting/Auditing Services	13,850.00	13,850.00	4,500.00	12,166.25	12,166.25	-	-	1,883.75

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51207	Client Accounting Services	35,000.00	35,000.00	6,313.58	9,758.60	16,224.77	-	-	19,775.23
51211	County Counsel - Legal Advice	10,000.00	10,000.00	-	-	-	-	-	10,000.00
51212	Outside Counsel - Legal Advice	-	-	1,274.00	1,872.00	2,080.00	-	-	(2,080.00)
51218	Actuarial Services	-	-	334.70	1,234.70	1,234.70	-	-	(1,234.70)
51225	Training Services	2,500.00	2,500.00	-	-	1,380.00	-	-	1,140.00
51226	Consulting Services	15,000.00	15,000.00	1,087.08	3,342.37	6,658.93	-	-	9,343.07
51231	Testing/Analysis	22,500.00	22,500.00	873.90	2,181.60	4,835.90	-	-	17,864.10
51237	Process Service	-	-	209.14	522.85	1,255.44	-	-	(1,255.44)
51242	Bank Charges	-	-	-	-	160.64	-	-	(160.64)
51244	Permits/License/Fees	9,500.00	9,500.00	4,680.00	5,228.00	7,058.00	-	-	2,444.00
51249	Other Professional Services	-	-	-	2,857.00	2,857.00	-	-	(2,857.00)
51301	Publications and Legal Notices	2,400.00	2,400.00	-	-	383.00	-	-	2,017.00
51401	Rents and Leases - Equipment	1,000.00	1,000.00	-	-	1,340.07	-	-	(340.07)
51801	Training/Conference Expenses	-	-	-	-	848.00	-	-	(848.00)
51802	Business Travel/Mileage	-	-	-	133.75	182.97	-	-	(182.97)
51804	Other Transportation	-	-	-	10.00	10.00	-	-	(10.00)
51801	Other Services	8,500.00	8,500.00	-	-	53.68	-	-	8,446.32
51803	Other Contract Services	82,500.00	82,500.00	-	7,825.00	7,825.00	-	-	74,675.00
51918	County Services Chgs	8,500.00	8,500.00	-	-	-	-	-	8,500.00
51919	EFS Charges	-	-	-	817.38	817.38	-	-	(817.38)
51928	Unclaimable EFS	-	-	-	14.75	14.75	-	-	(14.75)
52021	Clothing, Uniforms, Personal	2,000.00	2,000.00	-	-	820.04	-	-	1,179.96
52031	Food	-	-	-	-	184.00	-	-	(184.00)
52041	Household Supplies Expense	500.00	500.00	-	-	-	-	-	500.00
52042	Janitorial Supplies	-	-	35.28	135.18	135.18	-	-	(135.18)
52081	Fuel/Gas/Oil	2,500.00	2,500.00	488.73	928.88	1,635.02	-	-	884.98
52083	Vehicle Parts	-	-	257.30	2,280.92	2,523.18	-	-	(2,523.18)
52072	Chemicals	60,000.00	60,000.00	9,015.80	11,027.80	19,587.11	-	-	40,432.89
52081	Medical/Laboratory Supplies	500.00	500.00	178.49	178.49	1,113.37	-	-	(613.37)
52091	Memberships/Certifications	5,000.00	5,000.00	3,384.00	3,384.00	3,924.00	-	-	1,076.00
52101	Other Supplies	10,000.00	10,000.00	-	-	12.25	-	-	9,987.75
52111	Office Supplies	3,500.00	3,500.00	785.57	1,279.12	2,174.88	-	-	1,325.12
52114	Freight/Postage	-	-	-	-	20.51	-	-	(20.51)
52115	Books/Media/Subscriptions	-	-	243.56	243.56	243.56	-	-	(243.56)
52118	Printing and Binding Supplies	-	-	(79.35)	(79.35)	79.35	-	-	(79.35)
52141	Minor Equipment/Small Tools	10,000.00	10,000.00	821.15	2,241.88	2,817.92	-	-	7,182.08
52162	Special Department Expense	-	-	-	2,011.00	2,011.00	-	-	(2,011.00)
52181	Business Meals/Supplies	-	-	118.62	218.07	279.48	-	-	(279.48)
52191	Utilities Expense	85,000.00	85,000.00	6,984.94	26,357.05	63,131.05	-	-	21,888.95
53202	Penalties and Fines	-	-	65.07	102.80	241.24	-	-	(241.24)
53402	Depreciation Expense	475,000.00	475,000.00	-	-	-	-	-	475,000.00
53501	Contributions	-	-	1,200.00	1,200.00	1,200.00	-	-	(1,200.00)
54333	Computer Equipment	5,000.00	5,000.00	-	-	-	-	-	5,000.00
57011	Transfers Out - within a Fund	208,900.00	208,900.00	-	-	103,450.00	-	-	103,450.00
Total All Expense/Expenditure Accts		1,498,850.00	1,498,850.00	74,492.49	179,948.30	470,162.44	-	-	1,028,687.56
Total Graton CSD - Sanitation		489,218.00	489,218.00	(455,387.58)	(343,959.71)	(8,128.32)	-	-	497,348.32

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Fund Code 77103 -- Graton CSD - Sanitation Const.

Account Type 00001 -- All Asset Accounts

19831	Acq-CIP-Bldg & Impr	166,500.00	166,500.00	24,922.80	26,586.80	27,054.80	-	-	139,445.20
Total All Asset Accounts		166,500.00	166,500.00	24,922.80	26,586.80	27,054.80	-	-	139,445.20

Account Type 00004 -- All Revenues

44002	Interest on Pooled Cash	500.00	500.00	-	328.08	328.08	-	-	171.94
44050	Unrealized Gains and Losses	-	-	-	-	440.09	-	-	(440.09)
46024	Connection Fees	26,915.00	26,915.00	8,281.60	8,281.60	8,281.60	-	-	18,633.40
47101	Transfers In - within a Fund	208,900.00	208,900.00	-	-	103,450.00	-	-	103,450.00
Total All Revenues		234,315.00	234,315.00	8,281.60	8,609.68	112,499.75	-	-	121,815.25

Account Type 00005 -- All Expense/Expenditure Accts

53103	Interest on LT Debt	109,825.00	109,825.00	-	-	29,236.29	-	-	80,388.71
53403	Loss - Disposed Capital Asset	-	-	71,057.36	71,057.36	71,057.36	-	-	(71,057.36)
56004	Administrative Control Account	97,276.00	97,276.00	-	-	48,055.23	-	-	49,220.77
56006	Admin Control Acct Clearing	(97,276.00)	(97,276.00)	-	-	(48,055.23)	-	-	(49,220.77)
Total All Expense/Expenditure Accts		109,825.00	109,825.00	71,057.36	71,057.36	100,293.65	-	-	9,331.35
Total Graton CSD - Sanitation Const.		41,810.00	41,810.00	87,698.56	89,034.50	14,848.70	-	-	26,961.30
Total		531,028.00	531,028.00	(367,689.00)	(254,925.21)	6,720.38	-	-	524,307.62

Criteria: Fund = 77101,77103; Accounting Period = 1..12

Run: 1/2/2018 8:41 AM Data Last Updated: 1/2/2018 6:21:13 AM

6D 5 of 5

GRATON COMMUNITY SERVICES DISTRICT

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



REGULAR MEETING MINUTES

Graton Community Services District (GCSD)

Meeting of the GCSD Board of Directors

Monday, November 20, 2017 at 6:00 PM

Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. **CALL TO ORDER 6:18 PM**
2. **ROLL CALL - Determination of a Quorum**

Board President, Dave Clemmer, Present; Richard Coleman, Absent; Board Vice President, Matt Johnson, Absent; Board Secretary, Karin Lease, Present: David Upchurch, Present.

Also, present General Manager, Jose Ortiz.

3. **APPROVE ORDER OF THE AGENDA**

Dave Clemmer would like to move the closed session to after item number 5, Consent Calendar.

Dave Upchurch motioned to approve the agenda. Karin Lease seconded.

The board voted to approve the order of the agenda: David Clemmer, yes. Richard Coleman, absent. Matt Johnson, absent. Karin Lease, yes. David Upchurch, yes.

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

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.

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.

Efren Carrillo is here to speak on item 8D regarding annexation into the District. He is working for Dongjing Xie and John Chao who are from Ektimo Winery, located at 4950 Ross Road. They are looking to have Graton expand the sphere of influence to include their property.

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 October 2017
- B. Review of October 2017 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from October 16, 2017
- D. Review and approval of Special Meeting Minutes from October 23, 2017.
- E. Review and approval of Special Meeting Minutes from November 13, 2017.

Karin Lease motioned to approve the items on the consent calendar. Dave Upchurch seconded.

The board voted to approve the consent calendar: David Clemmer, yes. Richard Coleman, absent. Matt Johnson, absent. Karin Lease, yes. David Upchurch, yes.

David Upchurch moved to close the regular meeting. Karin Lease seconded.

The board voted to close the regular meeting to move to the Closed Session. David Clemmer, yes. Richard Coleman, absent. Matt Johnson, absent. Karin Lease, yes. David Upchurch, yes.

Regular meeting resumed at 7:51 PM

6. ACTION ITEMS

- A. Review and adopt the Resolution Number 171120A approving Consultant Services Agreement with GHD, Inc. to provide District Engineer Services.

GHD, Inc has been the District Engineer since July 1, 2016. The last contract expired on June 30, 2017. This contract would be back dated to July 1, 2017 and in effect for two years.

Dave Upchurch moved to approve Resolution number 171120A. David Clemmer seconded.

The board voted to approve Resolution Number 171120A: David Clemmer, yes. Richard Coleman, absent. Matt Johnson, absent. Karin Lease, yes. David Upchurch, yes.

6E

- B. Review and adopt the Resolution Number 171120B to pay the Graton Day Labor Center for the use of the facility.**

The board has discussed donating \$1,000.00 to the Day Labor Center. The District has been using this facility free of charge. It was proposed by Karin Lease and Dave Upchurch to increase the amount to 1,200.00.

Karin Lease moved to approve Resolution Number 171120B as amended. David Upchurch seconded.

The board voted to approve Resolution Number 171120B: David Clemmer, yes. Richard Coleman, absent. Matt Johnson, absent. Karin Lease, yes. David Upchurch, yes.

7. DISCUSSION ITEMS

- A. Update on the RFP for Administrative Services and Bookkeeper Services position.**

Jose Ortiz plans to post to the Craig's List and the Sonoma Jobs boards.

- B. Occidental Waste Water Treatment Project.**

There is a meeting on November 21, 2017.

- C. Rural Community Assistance Corporation (RCAC) Income Survey**

Jose Ortiz needs to prepare a customer letter for Karin Lease's review and will send it out by November 23, 2017.

- D. Update on Annexation request from Casey Costello, John Chao, and Suzanne Kaplan. Discussion to amend the Sphere of Influence.**

David Upchurch has requested addresses for the above request in order to see their location on a map. Jose Ortiz said he would send the information out.

Casey Costello and Suzanne Kaplan are requesting for Accessory Dwelling Units. John Chao is requesting for his winery business.

Jose will o_____

8. GENERAL MANAGER'S REPORT TO THE BOARD

- A. Treatment Plant Operations Update**

- Operations report

Dave Clemmer would like for the operators to review the manuals for the new equipment to ensure proper handling and safety measures.

B. Construction Update

- Update on ADA bathroom improvements

Nothing to report.

- Update on the lift pumps replacement project
- Update on PG&E final inspection of Capstone gas turbine generator

The final inspection is expected on November 21.

C. Report on the Post Meeting Action Items

Jose Ortiz will edit the account description glossary.

D. Meetings, Correspondence and Outreach

- Meeting with Goranson and Associates and Sonoma County Accounting Department.

9. SUGGESTED ITEMS FOR FUTURE AGENDA

A. Pending items/old business

- Policy & Procedures Manual - ongoing

The board would like to schedule a Special Meeting on December 11. We will check facility availability.

B. Future items/new business

- Newsletter

Karin Lease will contact the operators for newsletter items.

CLOSED SESSION

10. CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

Name of case: Claimant - Lescure Engineers, Inc.

11. REPORT OUT OF CLOSED SESSION

Direction given. No action taken

ADJOURNMENT 9:00 PM

POST MEETING ACTION ITEMS

1. Jose Ortiz plans to post the positions for the Admin/Bookkeeper to the Craig's List and the Sonoma Jobs boards.
2. Jose Ortiz needs to prepare a customer letter for Karin Lease's review and will send it out by November 23, 2017.
3. Jose Ortiz will send the addresses for the annexation requests to the board.
4. Dave Clemmer would like for the operators to review the manuals for the new equipment to ensure proper handling and safety measures.
5. Jose Ortiz will edit the account description glossary.

Minutes Approved

Date

GRATON COMMUNITY SERVICES DISTRICT

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



SPECIAL MEETING MINUTES Graton Community Services District (GCSD) Meeting of the GCSD Board of Directors Monday, December 11, 2017 at 6:00 PM Graton Day Labor Center, 2981 Bowen St. Graton, CA

1. CALL TO ORDER 6:15 PM

2. ROLL CALL - Determination of a Quorum

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

Also, present General Manager, Jose Ortiz and Lead Operator, Lindsay Cruckshank.

3. APPROVE ORDER OF THE AGENDA

The board voted to approve the order of the agenda: David Clemmer, yes. Devin Drew, absent. Matt Johnson, yes. Karin Lease, yes. David Upchurch, yes.

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.

5. DISCUSSION ITEM

A. Work/Study Session- Policy manual updates and implementation plan.

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.

6F

- **Draft Finance and Accounting Policies**

Policy 2010: Hours of Work and Overtime. Jose Ortiz clarified that Standby Time was the same as On Call Time. Dave Clemmer would like to have Jose Ortiz and Lindsay Cruckshank work on the language of Policy 2010 to clarify the On-Call Time.

Policy 2090: Uniforms. David Upchurch would like to have Personal Protective Equipment, (Earplugs and Safety Glasses) mentioned in this section as part of the Uniform that is provided by the District.

Policy 2100: Vehicle Costs. The board is satisfied with this policy.

Policy 2110: Health and Welfare Benefits. The board would like to have the definition that the IRS uses for dependents stated in the policy. Jose Ortiz needs to investigate the portion of this policy that addresses not using a commercial insurance policy. Dental benefits need to be added to the policy. Define the dental and vision coverage that is provided to the employees. Jose Ortiz will provide the cost of the benefits at the January meeting during closed session.

Policy 2115: Volunteer Personnel Workers' Compensation Insurance. The board is satisfied with this policy. Jose Ortiz will talk to the Junior College to see what the policy of insuring the Operators In Training encompasses.

Policy 2120: Educational Assistance. The board would like to note the following blanks filled in: 2120.2.1 = B or better. 2120.2.2 = C. 2120.2.3 = Below a C. 2120.2.4 = \$1,500. 2120.2.6=eliminate this section.

The next meeting: February 13, 2018.

ADJOURNMENT 8:10 PM

Minutes Approved

Date

December 8, 2017

To the Board of Directors of
Graton Community Services District
Graton, CA

We have audited the financial statements of the governmental activities of Graton Community Services District for the year ended June 30, 2017. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated October 6, 2017. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Graton Community Services District are described in Note 2 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the years. We noted no transactions entered into by Graton Community Services District during the years for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimate affecting the financial statements was:

Management's estimate of the depreciation expense is based on historical data. We evaluated the key factors and assumptions used to develop the depreciation in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosure affecting the financial statements was:

The disclosure of fair value measurements in Note C to the financial statements. This is a newer disclosure which requires judgment on the part of the investment types. We believe it to be accurate in its assessments.

The financial statement disclosures are neutral, consistent, and clear.



Goranson and Associates, Inc.

717 College Avenue, First Floor, Santa Rosa, CA 95404 Phone: 707/542-1256 Fax 707/978-3090

7E 1 of 6

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to each opinion unit's financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated December 8, 2017.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to Graton Community Services District's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Restriction on Use

This information is intended solely for the information and use of the Board of Directors and management of Graton Community Services District and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

Goranson and Associates, Inc.

Goranson and Associates, Inc.

December 8, 2017

Goranson and Associates, Inc.
717 College Avenue, First Floor
Santa Rosa, CA 95404

This representation letter is provided in connection with your audit of the financial statements of Graton Community Services District, which comprise the respective financial position of the governmental activities as of June 30, 2017, and the respective changes in financial position and, where applicable, cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 8, 2017, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated August 17, 2017, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements [or in the schedule of findings and questioned costs].
- 8) The effects of uncorrected misstatements are immaterial, both individually and in the aggregate, to the financial statements as a whole for each opinion unit. A list of the uncorrected misstatements is attached to the representation letter.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

- 11) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters [and all audit or relevant monitoring reports, if any, received from funding sources].
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Board of Directors or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 14) We have no knowledge of any fraud or suspected fraud that affects the District and involves—
- Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
- 15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.
- 16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 17) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 18) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

- 19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 21) The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 24) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 26) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax

or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.

- 27) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 28) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34 .
- 32) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 34) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 38) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 39) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 41) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 42) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.

Signature: _____ Signature: _____

Title: _____ Title: _____

November 17 – January 10, 2018 Operations Notes

November 21: Operators performed oil & filter change and other routine maintenance on the F-150.

November 29: Met with Isaac Bode of Mike Brown Electric to go over plan for wiring of new pumps. Operators unbolted and removed P16A pump. OITs finished installing removed old roof on effluent air compressor shed and replaced. In the following weeks they cleaned and repainted the structure as well.

December 1: Began discharge to Atascadero creek and continued until December 31.

December 8: Operators hooked up piping for 3 hp pump in effluent well to save money on discharge costs.

December 11: Chiseled and removed concrete and old P16A anchor bolts to allow new pump to sit on concrete base.

December 12: Miksis services out to clean lift station wetwell.

December 13: Operators installed new P16A pump in place and bolted to piping, fits nicely.

December 15: The Capstone turbine was not running upon arrival. Expected completion for repair is January 16th.

December 18: Operators and GM visited site of new homes in downtown Graton to inspect sewer pipelines.

December 26: Mike Brown out to begin electrical work. Operators removed old P16B pump, chiseled out concrete and installed new pump. Drilled new holes and installed wedge anchors to secure new pumps to concrete.

January 2: Worked with Jack from Telstar and Art from Mike Brown to perform necessary computer programming changes in order to get new pumps on line. Jack made other needed computer changes to main SCADA as well to allow for more remote access options to reduce call out times. Performed some testing on new pumps, flowing through at 400 gpm without having cleaned system beforehand. Fuzzy filter B piping leaking, shut down filter B and will perform more extensive testing after pipe repair is complete.

January 4: Completed final draft of newsletter and sent to Advantage Marketing for mailing.

General Notes:

Operators spoke with SCWA aqueduct brush clearing crews, they will now deliver as many wood chips to the plant as we need, which will save the district thousands of dollars per year. They anticipate being able to provide chips continuously as needed.

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

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

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

Operators cleaning filters and disinfection system with chlorine or citric acid as needed.

Continued monitoring and sampling weekly/monthly per NPDES requirements.

Operators obtaining replacement parts and supplies.

Operators cleaning inside and around buildings and grounds.

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

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

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

GRATON COMMUNITY SERVICES DISTRICT

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



PUBLIC MEETING SIGN IN

PLEASE PRINT

DATE: 01.16.18		
NAME	ADDRESS	EMAIL
ONE GORANSON	Audetor	

ADDRESSING THE BOARD

The Board of Directors encourages citizens to participate in the operation of the Community Services District, and in turn desires to be responsive to the needs of our community.

FOR ITEMS ON THE AGENDA: If you wish to address the board regarding an item on the Board Agenda, please complete a Speaker Request Slip and give it to the Board Secretary prior to the start of the meeting. Indicate on the slip the specific agenda item you wish to address and the Board President will call on you to speak when the agenda item is being discussed. Board policy limits individual speakers to three minutes, and limits oral presentations on each agenda item to twenty minutes.

FOR ITEMS NOT ON THE AGENDA: If you wish to address the Board of Directors regarding a matter which is not included on the meeting agenda, but which is within Board jurisdiction, please complete a speaker slip and give it to the Board Secretary prior to the start of the meeting. Please indicate on the slip the specific topic that you wish to address. The Board President will call upon you to speak during the Public Comment portion of the agenda. Board policy limits individual speakers on non-agenda items to three minutes. The Board is prohibited from taking action at the meeting on any matter not included on the posted agenda.

The Board encourages citizens to participate in our meetings. It is expected that individuals who speak during the public meeting will be courteous and avoid remarks which reflect adversely on the character or motives of any person, on race religion, political views or economic status.