

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 (GCS D) Meeting of the GCS D Board of Directors Monday, August 17th 2015 at 6:00 PM Graton Day Labor Center 2981 Bowen St. Graton, CA

1. The meeting was called to order at 6:08 pm
2. **Roll Call: Hendrickson, Coleman, Clemmer, and Johnson were present;**
DeLil was absent. A quorum was determined. Also present: (GCS D Interim GM), Michael Lane, Maria Potter, Judy Christensen, Karin Lease and Bob Rawson.
3. New Board President David Clemmer made a brief announcement stating his intention to stay with the original goals of Graton CSD to be fiscally and environmentally responsible...
APPROVE AGENDA: Karen Hendrickson (KH) moved to approve the order of the agenda with no changes; Matt Johnson (MJ) seconded the motion. **Agenda order was approved.**
4. **PUBLIC COMMENT:** none.
5. **CONSENT CALENDAR** Items 5A and 5B were removed from the consent calendar for discussion. KH moved to approve items 5C and 5D; Richard Coleman (RC) seconded the motion. Vote: Hendrickson: yes. Coleman: yes. Clemmer: yes. Johnson: yes. DeLil: absent.
 - A. Confirm Expenditures and Revenue (Transactions) Lists for July 2015
 - B. Review of July 2015 Operations and Construction Financial Summaries
 - C. Review and approval of Regular Meeting Minutes from July 20th 2015
 - D. Review and approval of District General Manager's July 2015 Invoice- Lane.

Discussion 5A, question about recent chain hoist purchase: what will this be used for? Michael Lane (ML) explained that this will be used to move heavy equipment at plant, for operations and maintenance. Q: Would it be more cost effective to purchase aquamarine shadow in bulk? ML answered that this is used to reduce algae blooms in the summer months. Bob Rawson added that not using the liquid form lowers shipping costs; smaller containers are easier to handle and tend to reduce spills for operators. Q: what rate does the district get for its loan? Is this competitive? A: current rate is 4.5% lowered from 6% at time of refinancing in 2013. Q: explain why the networking for new computers charge came in prior to the charge for the computers/monitors. A: computers were purchased using a credit card; the charge cleared after the networking was complete. Q: what is a H.S.A.? A: that stands for health savings account. Q: What is the status of the laundry service? Why is district still paying this charge? A: contract was signed. ML to look into re-negotiating the agreement. Q: Can the district get a better deal on

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workman's comp or other insurance? A: The district is part of a pool with Special District Risk Management Association (SDRMA). There are many reasons why this is of benefit to continue. KH moved to approve items 5A and 5B review of July 2015 financials; MJ seconded motion. DC, KH, RC and MJ voted in favor; Hollynn D'Lil was absent.

PUBLIC HEARING

6. **Discussion and Consideration of adopting Resolution 150817 Approving the FY 2015-2016 Direct Charge List** KH moved to adopt resolution 150817 approving the direct charge list for 2015-16; MJ seconded motion. DC, KH, RC and MJ all voted in favor; Hollynn D'Lil was absent. **Resolution 150817 was approved.**

ACTION ITEMS

7. **Discussion and Consideration of approving the effluent pump station bid package** Board discussed the effluent pump station project in detail and evaluated operator's concerns; Mike Lane drew a diagram of a typical pump curve, explaining constraints and options for various sizing options. K H. moved to table the item to the next board meeting unless time constraints are presented whereby a special meeting may be called. Motion was seconded by D Clemmer. DC, KH, RC and MJ all voted in favor; Hollynn D'Lil was absent. **Item was tabled to next or special meeting.**

INFORMATIONAL REPORTS

8. **GENERAL MANAGER'S REPORT**

A. Construction Updates

- ADA restroom project update: on hold pending HD, ML review. May consider bringing in a specialist consultant to determine if an ADA compliant restroom is needed, given that no public meetings are currently being held at the facility. District currently has an ADA compliant port-a-potty at the treatment plant.
- Pending outside service agreement: possible new service connection near Blue Spruce needs PRMD sign-off and an outside service area agreement, in development stage.

B. Treatment Plant Operations Update: ML reported that the capstone has been repaired as of today. Fuel filter was installed clearing particulate from the lines. New GM intends to demonstrate energy savings by preparing a chart for future board meetings.

- Staff update: Hope Sturges was recently hired to the operator 3 position, vacated by Brian Kelly. Lindsay Cruckshank will be designated as Chief Plant Operator, John Gibson will become the Chief Maintenance Operator. Both are at the Grade 5 level of state operator certification.
- OIT Update: Rhonda Bowers recently signed up for the SRJC class and sent word to district of her intention to work as an OIT (training hours).

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C. Meetings and Correspondence

- Tour Operations staff hosted a tour recently w/Anhauser Busch to show new facilities.
- Compost Facility meeting a pre-inspection walk through was conducted on site.
- Upcoming inspections
 - SRF project final inspection: scheduled for next Monday Aug 24th.
 - Compost facility site inspection: not scheduled yet, pending county health dept. staff availability.

9. Suggested items for future agenda

• Old business/ pending items

- **Discussion of Ordinance 101E: to consider changing the limit on new sewer connections- capacity, updated infrastructure analysis needed:** board to consider forming an ad hoc committee to look at issues/ ordinance revision.
- **Reviewing vendors periodically:** ongoing.
- **Efficiency audit:** carry over to November or early January pending GM internal efficiency review.
- **Capital reserve budget development:** GM met w/ H. D'Lil to discuss various items. HD to report back at next meeting. Dave Clemmer to attend fiscal workshop will report back to board at next meeting.
- **Policy manual updates-ongoing** may need legal review or specialist? MP to send example 2009 policy docs (from SDRMA) to Mike Lane and Dave Clemmer.
- **Collection/ irrigation system upgrades- funding needed**

• New business

- Recycled water sales, look into options of selling compost to ag.
- Coordination with the Forestville Water District develop an MOU to share resources: DC to reach out to FWD.
- Develop a financial incentive program- check on options with County for new connections (pay over time vs. all at once).
- Look at feasibility for solar at Graton CSD: (RC)

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Open session of regular meeting adjourned at 8:35 pm.

CLOSED SESSION

10. CLOSED SESSION

CONFERENCE WITH LEGAL COUNSEL: EXISTING LITIGATION

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

Name of case: Claimant - Pasteurization Technology Group Inc.

11. REPORT OUT OF CLOSED SESSION- direction given; no reportable action.

12. ADJOURNMENT

2454329.1

Minutes approved

A handwritten signature in black ink, appearing to be "Matt [unclear]", written over a horizontal line.

Date

9/21/15