



REGULAR MEETING MINUTES
Graton Community Services District (GCS D)
Meeting of the GCS D Board of Directors
Monday, July 20th 2015 at 6:00 PM
Graton Day Labor Center
2981 Bowen St. Graton, CA

1. **Call to Order 6:08 pm**
2. **Roll Call** - Determination of a Quorum: all board members present including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. Also present: GCS D staff Denise Benguerel, Maria Potter, Interim GM Mike Lane, Brian Kelly, and outgoing GM Bob Rawson and approximately 5 members of the community.
3. **APPROVE AGENDA** the board president **moved up item #8** (Discussion of Graton Day) to the top of the agenda following general public comment, in order to accommodate members of the community present and interested in that item.
4. **PUBLIC COMMENT:** Brian Kelly, Graton CSD Operator requested that the board adhere to and honor the agreement he received when he was hired ten years ago, granting him benefits equivalent to the Sonoma County Water Agency. He asked that staff and employees be treated with respect.
- #8. Discussion and Consideration of continuing Graton CSD participation in Graton Day**
Hollynn Delil moved to continue the district's support for Graton Day as outlined on the letter (sent by Ellen Swenson) and entertain other requests that the community may have for Graton Day support. Richard Coleman seconded the motion. All board members voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson.
Motion passed.
5. **CONSENT CALENDAR**
HD requested that items 5A, 5B, 5C, and 5E be removed from the consent calendar for discussion.
 - A. Confirm Expenditures and Revenue (Transactions) Lists for June 2015
 - B. Review of June 2015 Operations and Construction Financial Summaries
 - C. Review and approval of Regular Meeting Minutes from June 15th 2015
 - D. Review and approval of District General Manager's June 2015 Invoice- Rawson.
 - E. Review and approval of District General Manager's June 2015 Invoice- Lane.

KH moved to approve item 5D on the consent calendar; MJ seconded the motion. Motion passed with all board members voting in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson.

Discussion 5A: David Clemmer had a question about payroll. Denise B answered that the county posted payroll after the district prepared the late posting is a normal time lag. Board can expect to see two entries for payroll per month. HD question; what is the Abby Killy charge for? DB answered that Abby worked on some reporting to close out the SRF grant. Documents must be retained by district for 36 years. There is built in redundancy. Abby may be called upon if needed in the future. DC please explain what the groundwater well and pump charge is for. Rawson and Brian Kelly explained that this was the second stage of a pump repair that included the alignment of the pump shaft. This was needed because vibrations were damaging the electrical components. RC asked about Heron Floc charges. Staff explained these are chemicals needed for the tertiary treatment process. Mr. Lane suggested that the district implement jar testing to determine if better pricing is an option. He reiterated his commitment as the General Manager, to review the district's regular purchases as well as long term contracts. HD asked if PG&E costs have gone down now that the turbine is working. Mr. Lane stated his intention to generate a chart in order to look at (power) use trends and provide this for the board. RC stated that Tomales put in solar and doesn't pay for electricity. Mike Lane: that is worth looking at as an option for Graton.

Discussion 5B: HD please explain the "treasurer's fund offset" item on the Graton balance sheet. DB agreed to find out from the county and report back to the board. DC (looking at the Graton Budget to actuals document) stated that it looks like the district is running close to 200% of what was budgeted for chemicals. KH: I thought the plant was going to go green why do we need all these chemical purchases? Are we ever going to expect lower costs in chemicals? Rawson agreed with Mr. Lane that jar testing could be helpful, but district has to keep toxicity issues in mind when deciding about chemical use. He explained that the district was forced to go to tertiary treatment by the state, requiring the use of chemicals. The district has moved away from using other hazardous chemicals like chlorine. Mike Lane asked Mr. Rawson if the polymers were of "drinking water grade". Rawson confirmed this. RC asked about the "medical lab supply" charge.

ACTION ITEMS

6. Recognition of Retiring General Manager, Bob Rawson

A Certificate of Appreciation recognizing retiring General Manager was presented to Bob Rawson for his long-term service to the Graton Community Services District. Rawson thanked the board and staff for all their hard work on behalf of the district.

7. Discussion and Consideration of adopting Resolution 150720 designating the board president and board secretary to sign claims and other financial documents, as needed.

Delil moved to adopt Resolution 150720; motion was seconded by Karen Hendrickson. All board members voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. **Motion passed.**

INFORMATIONAL REPORTS

9. GENERAL MANAGER'S REPORT Mr. Lane provided a written report including operators notes. HD commented that the cost savings outlined in GM report were much appreciated. Lane responded that the board should know that they have a great staff in place.

10. Discussion and Consideration of an efficiency audit of Graton CSD; Strategies for lowering sewer rates:

HD moved to have the new GM get 3 cost estimates for an efficiency audit; DC seconded the motion. Discussion: RC said we have a new GM here, maybe we don't need an audit right now. Interim GM, Mr. Lane offered- let's see what we can do internally as a first step and suggested a review in 6 months, if needed. Motion was voted on: DC and HD voted yes; RC, KH and MJ voted no. Motion did not pass.

11. Suggested items for future agenda

- **Old business/ pending items**
 - **Discussion of Ordinance 101E: to consider changing the limit on new sewer connections- capacity, analysis needed**
 - **Find out if it's possible to change county method of payment for connection fees (over time or all at once) -pending**
 - **Reviewing vendors periodically**
 - **Capital improvements schedule /capital reserve budget development**
 - **Policy manual updates-ongoing**
 - **Collection/ irrigation system upgrades- funding needed**
- **New business**
 - **Accept bid documents for effluent pump station**
 - **Report on new bathroom (in GM report or otherwise)**
 - **HD offered to work on a 2-3 year plan with new GM**
 - **Look at hiring a specialist to review district ADA compliance and review employee/policy documents for legal compliance.**

12. Discussion and Consideration electing a new Board President

KH nominated David Clemmer to serve as board president (in her stead) and Matt Johnson to serve as board secretary. Nominations were seconded by Hollynn Delil; All board members voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. **Motions passed.**

13. Reminder: nominations for district directors open July 13th and close August 7th. Information is posted on the home page of the Graton.org website.

CLOSED SESSION

14. 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.

15. REPORT OUT OF CLOSED SESSION: _____ -

16. ADJOURNMENT _____ pm.

Draft minutes submitted by Maria Pottel 7/21/15.

Minutes Approved . Date 8/17/15.