



**REGULAR MEETING MINUTES**  
**Graton Community Services District (GCSD)**  
**Meeting of the GCSD Board of Directors**  
**Monday, November 16th 2015 at 6:00 PM**  
**Graton Day Labor Center**  
**2981 Bowen St. Graton, CA**

1. **Call to Order:** the meeting was called to order at 6:35pm

2. **Roll Call - A Board quorum was determined** as all board members were present including: Karen Hendrickson (KH), Hollynn DeLil (HD), Richard Coleman (RC), David Clemmer (DC), and Matt Johnson (MJ). HD left the meeting at approximately 7:45 pm.

Also present: Graton CSD staff: GM, Michael Lane (ML), District CFO, Denise Benguerel (DB), office staff: Maria Potter (MP), and operations staff: Lindsay Cruckshank (LC), numerous members of the public including: Lamont Langworthy, Judy Christensen, Susan and David Upchurch, Stephanie Powers Klonowski, and Jay Klonowski.

3. **APPROVE AGENDA:** The order of the agenda was modified: item #8 was moved up to follow public comment; item #11 was moved up to follow item #6 to accommodate a request by HD. KH moved to approve modified order of the agenda; MJ seconded motion. All voted in favor.

4. **PUBLIC COMMENT** Lamont Langworthy, owner of Antelier One requested that the board review his case to determine if he can get some relief from the current number of ESD's he is being charged for.

8. **Discussion and consideration of Resolution 151116B conditionally approving a variance from district section 3.19 of Ordinance 100 and approving an outside area service agreement with Colette Powers APN 130-060-048 and declaring the extension of sewer services to this parcel categorically exempt from CEQA section 15301 (b) based on minor alterations to existing facilities**

**KH moved to adopt resolution 151116B (approving outside service agreement, variance and CEQA designation); MJ seconded the motion. All voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. The motion was approved.**

5. **CONSENT CALENDAR:** Items 5A, 5B, and 5D were removed from the consent calendar for discussion; Item 5C was also removed from the consent calendar to address a correction.

- A. Confirm Expenditures and Revenue (Transactions) Lists for October 2015
- B. Review of October 2015 Operations and Construction Financial Summaries
- C. Review and approval of Regular Meeting Minutes from October 19<sup>th</sup> 2015

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- D. Review and approval of District General Manager's October 2015 Invoice- Lane.

**Discussion item 5A:** KH question: can you explain the charge for the flight pump? DB responded: a credit was applied and a different pump was purchased. HD question: Noticed a change in the PG&E costs. Is this the new reality for what the district pays for PG&E? ML the system was down some of the time for cleaning. When we look at the December bill we will likely find out what the new norm is going forward.

**Discussion 5B:** none.

**Discussion 5D:** DC asked about the increase in administrative off-site hours for the GM time card. ML the increased hours have to do with litigation issues, mostly.

**Discussion 5C:** DB suggested a correction to the minutes stating the correct amount of funds held in the construction account as \$529.5k (not \$6 million). The correction was noted in the October 19<sup>th</sup> meeting minutes.

**KH made a motion to approve the items 5A, 5B, 5C and 5D; MJ seconded the motion.** All voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. **The motion was approved.**

## ACTION ITEMS

6. **Presentation of a Certificate of Appreciation recognizing outgoing Director, Karen Hendrickson for her service to the Graton Community Services District Board.** DC presented a plaque to honor KH at her final regular board meeting as director thanking her for her work on behalf of Graton CSD.

11. **Discussion and consideration of approving an efficiency audit for Graton CSD**

HD moved to increase budgeted amount and approve a proposal from Matrix to perform an efficiency audit for Graton CSD; DC seconded the motion. Board discussion: KH questioned whether this was necessary at this time. She said the board is already addressing these issues. There is a new GM in place to help with this. DC stated he thinks (an efficiency audit) is needed. He stated he was able to negotiate a lower cost to get an audit done. (The proposal cost was lowered from 27k to 19k.) MP questioned whether the process to approve such a proposal was correct, given that the district had not received the revised proposal and was not able to include such information for public distribution. KH agreed. HD amended the motion to address the concern stating she did not believe there was a substantive change to the proposal that the public received in October. She amended the motion to call for approval of the Matrix agreement, pending review by the district's attorney. HD then called for a vote. A vote was taken on the motion

Hendrickson: no. DeLil: yes. Coleman: no. Clemmer: yes. Johnson: no. (yesses: 2; noes:3)

**The motion did not pass.** HD left the meeting following this vote.

7. **Discussion and Consideration of Resolution 151116A approving amendment No. 1 to a professional services agreement with GHD, Inc. for bid phase & construction management for effluent pump station project construction oversight- updating rate schedule** ML explained the item per the staff report provided, stating that the overall not to exceed cost was not changed but the correct rates for GHD needed to be included in the contract the board previously

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approved. KH moved to approve the resolution 151116A amending the agreement with GHD; MJ seconded the motion.

Board voted: Hendrickson: yes; DeLil: absent; Coleman: yes; Clemmer: yes; Johnson: yes.

**The motion carried approving the resolution.**

9. **Discussion and consideration of Resolution 151116C approving a 9-year factory protection plan from Regatta Solutions for the capstone turbine unit in an amount not to exceed \$112,965.** Interim GM, Mike Lane presented the Regatta Solutions proposal suggesting that approving the factory protection plan protects the investment the district made (on the purchase of the capstone unit). With a high tolerance device, (the district) can anticipate the need to repair or replace the unit in this time frame.

**KH moved; RC 2<sup>nd</sup> motion to approve resolution 151116C;** H. DeLil absent, all other members voted in favor including: Hendrickson, Coleman, Clemmer, and Johnson.

**Motion passed.**

10. **Discussion and consideration of approving Resolution 151116D for Pimenti & Brinker to conduct the annual financial audit for Graton CSD**

Costs for prior years' audits were provided by staff at the request of some board members. DB explained that the past three years and the current audit proposal requires more extensive work due to state and federal (grants) requirements. **RC moved, MJ seconded motion to approve Resolution 151116D** approving audit proposal and authorizing the GM to execute the agreement. H. DeLil absent, all other members voted in favor including: Hendrickson, Coleman, Clemmer, and Johnson.

**Motion passed.**

## INFORMATIONAL REPORTS

12. **GENERAL MANAGER'S REPORT** GM, Michael Lane discussed the written report and answered a few questions. ML explained that he was still reviewing the data and would provide a recycled water report at the next regular meeting.

### **A. Treatment Plant Operations Update**

- Operations report
- OIT report
- Recycled Water report

### **B. Construction Update**

- Flood Gate evaluation by interim GM: Flood gate was recently tested on site. ML suggested effective ways to secure the flood gate by backing a tractor and using viscene and sandbags if needed during an El Niño event. RC expressed some concerns about possible vulnerabilities. RC suggested that the GM look into alternatives such as building a ramp to drive over/ around flood waters.
- Effluent Pump Station Project discussion
  - Loan extension and payment schedule
  - Project bid process

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## C. Meetings, Correspondence and Outreach

- SRF final project inspection- approval.
- Staff meeting- November
- LAFCO- several phone discussions have taken place possible service area review.
- PRMD meeting- staff working on a new written procedure w/ PRMD.
- Inquiries for new connections- Waterman parcel, others- staff explained how new inquiries are being tracked.
- Outreach- a new outreach newsletter was presented to the board and will be put up on the website.

## 13. SUGGESTED ITEMS FOR FUTURE AGENDAS

- **Pending items/old business**
  - Discussion of Ordinance 101E: to consider changing the limit on new sewer connections- capacity evaluation, service area considerations
  - Review vendors periodically
  - Budget review- next meeting
  - Capital reserve budget development- ongoing
  - Policy manual updates – ongoing
  - Collection/ irrigation system upgrades- funding needed
- **Future items/new business**
  - Oaths of office next meeting
  - Flood gate upgrade options
  - Policy revision to accommodate Jan. and Feb meeting date holiday conflict- staff propose a third Tuesday meeting on those dates, as revised district policy.

## 14. ADJOURNMENT – Meeting was adjourned at 8:35 pm.

Minutes Approved Dave Chomera . Date 12/21/15 .