



REGULAR MEETING MINUTES
Graton Community Services District (GCSD)
Meeting of the GCSD Board of Directors
Monday, September 21st 2015 at 6:00 PM
Graton Day Labor Center
2981 Bowen St. Graton, CA

1. Call to Order 6:02 pm

2. Roll Call - Determination of a Quorum: a board quorum was determined with all board members present including: Karen Hendrickson (KH), Hollynn DeLil (HD), Richard Coleman (RC), Matt Johnson (MJ), and David Clemmer (DC). Also present GCSD General Manager Michael Lane, Bookkeeper/CFO Denise Benguerel (DB), and administrative staff member Maria Potter (MP).

3. APPROVE AGENDA following some discussion about capturing old and new business from the prior minutes into the agenda, the order the agenda was approved.

4. PUBLIC COMMENT

Lamont Langworthy, local resident owner of Atelier One: sent a letter to the district recently regarding his sewer ESD charges and would like to see a response from the new general manager and/or the board. Expressed concerns about the flood gate and possible El Nino storms this winter. Also wants to see a newsletter and website updates.

Bob Rawson, former General Manager Graton CSD: the state water board is sending letters out the people in the watershed. There may be long term consequences of state and county actions. State wants to look at wells and groundwater. Suggested to the board and GM to devote some staff time to Graton participating in a groundwater management plan as the district has done in the past.

5. CONSENT CALENDAR

Items 5A, 5B, 5C, and 5D were all removed from the consent calendar for discussion.

A. Confirm Expenditures and Revenue (Transactions) Lists for August 2015

B. Review of August 2015 Operations and Construction Financial Summaries

C. Review and approval of Regular Meeting Minutes from August 17th 2015

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

Discussion item 5A Q: What was E&M electrical cost for? A: A flight pump repair having to do with a bearing issue. Q: what is the cost of a flight pump of 5hp? A: about 15-20k. KH what is the current PG&E use/ rate? DB due to bill cycle, the monthly cost may not reflect a full posting. HD: asked about the attorney bill and wants info on the pump purchase. RC asked if the district has competing bids for lab work. ML A: not at this time, but we could look into this.

Discussion 5B: KH would like consistent titles for financial reports. DB clarified that the board receives the excel report on the financials from the county, only the summary page is printed. Q HD: what is the category for account #51201 "administrative services"? DB that

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is the whole of the district's payroll expense; all staff employees. HD why is legal services (category account # 51211) appear to be budgeted at zero? DB agreed to look into this. HD asked about category "other contract services" (#51803) DB directed her to see that category on the transaction detail page in operations expenses. HD asked about why is such a high amount budgeted for office supplies. DB the district knew we needed several new computers, office chairs etc. so a large amount was budgeted for that. DC asked about cash adjustments (accrual). DB explained that process.

Discussion item 5C: Board noted that new and old business items on minutes need to be carried over into the next agenda. MP agreed to take a closer look at this when the agenda is drafted. No discussion item 5D.

KH Moved to approve the items 5A, 5B, 5C and, 5D on the consent calendar; RC seconded the motion. All board members voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. **Consent calendar was approved.**

ACTION ITEMS

6. **Discussion and Consideration of issuing notice inviting bids for effluent pump station project**

RC asked why the engineer's cost estimate was included in the bid package; suggested this was not a good idea. Mike Lane (ML) stated that he has seen districts handle this both ways (where the cost estimates are included or excluded). ML pointed out that the district has to and will follow all State laws regarding public bidding procedures. After some discussion, RC moved to issue notice inviting bids for the effluent pump station project excluding the cost estimate from the bid package; motion was seconded by HD. All board members voted in favor including: Hendrickson, DeLil, Coleman, Clemmer, and Johnson. Motion carried.

INFORMATIONAL REPORTS

7. **Board President Clemmer: report back from recent training on fiscal responsibility**

- DC read a report from his recent training on fiscal responsibility where he had a chance to meet with other directors from other districts. He received some advice from a CPA to move forward with an efficiency audit for Graton.
- Discussion, re: efficiency audit proposal. KH noted that for the board to approve such a proposal, the item would need to be noticed as an action item with a resolution. MP noted that item also needs budget review due to the amount noted in the proposal. HD asked if the district has received any other proposals for this service. ML: not at this time; he agreed to look into this for future consideration.

8. **GENERAL MANAGER'S REPORT**

A. Treatment Plant Operations Update

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- Operations report: ML noted that the turbine is functioning well now. Energy use with the working system is demonstrating cost savings reducing overall energy costs to about 30-40% of past costs.
- OIT report

B. Construction Update

- Compost facility - complete; use permit may be needed to sell compost.
- ML noted that the district will be looking into selling water to local agricultural businesses.
- ADA restroom: may not be needed at Graton facility, provided the board continues to meet and hold public meetings at the Graton Day Labor Center, an accessible site. It was noted also that the presence of ponds and wastewater treatment facility's location (crossing the bike path) makes the district facility "not ideal" for evening meetings.

C. Meetings and Correspondence

- SRF final project inspection- August 24th. Still waiting on final approval.
- Compost facility initial walk through with CDPH, CalRecycle Aug. 25th.
- Graton Day is September 26th 2015- Save the Date! District staff to provide logistic and staff support for Graton Day – participating in community outreach, source control and pollution prevention.

9. SUGGESTED ITEMS FOR FUTURE AGENDAS

- **Old business/ pending items**
 - Discussion of Ordinance 101E: to consider changing the limit on new sewer connections- capacity, updated infrastructure analysis needed
 - Review vendors periodically- ML
 - Efficiency audit- pending additional proposals, budget evaluation.
 - Capital reserve budget development- HD, ML
 - Policy manual updates – ongoing
 - Collection/ irrigation system upgrades- funding fair Sept. 23
 - New sewer connections: check w/ County on adjusting payment schedule
 - Forestville Water District coordination w/ Graton CSD- DC
- **New business**
 - Possible outside service agreement – pending PRMD sign off
 - Community Park (Green Valley Village development)
 - Feasibility of solar

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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. CLOSED SESSION

CONFERENCE WITH LABOR NEGOTIATORS

(Pursuant to Government Code Section 54957.6)

Agency designated representative: Mike Lane, Interim District General Manager

Employee organization: I.U.O.E., Local 39, Stationary Engineers.

12. REPORT OUT OF CLOSED SESSION: direction given; no reportable action.

13. ADJOURNMENT 10:38 pm

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Minutes approved

Dave Clum

Date

11/16/15.