





**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

*The Board of Directors will allow public comment on agenda items at the time the agenda item is considered. However We ask that any person who wishes to speak on an agenda item submit a request prior to the meeting being called to order. You will be given 3 minutes on each agenda item that you wish to comment on and the Board of Directors will discuss the item amongst themselves with no other public comment.*

- B.1 Tank Replacement Project Update pg. 27-28  
(discussion—possible action)  
**Motion:**                      **Second:**                      **Vote:**
  
- B.2 2023 Annual Water Source Capacity Report  
(discussion -possible action)  
**Motion:**                      **Second:**                      **Vote:**
  
- B.3 LSAA (Lake or Streambed Alteration Report) – Water Diversion Project  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**
  
- B.4 Office Carpet Replacement Update  
(no action required)
  
- B.5 Customer Relations and Service Charge Payment Status Update  
(discussion-possible action) Mary-Ralph  
**Motion:**                      **Second:**                      **Vote:**
  
- B.6 South Fork Eel River History-Including Benbow Dam and CFS pg. 29-31  
(discussion-no action)

**C. POLICY REVISION / ADOPTION**

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 32-36  
(discussion-action requested) Resolution #24-003  
**Motion:**                      **Second:**                      **Vote:**
  
- C.2 Grievance Procedures-Ordinance Sec # 14.4a pg. 37-39  
(discussion—no action) 1<sup>st</sup> reading  
**Motion:**                      **Second:**                      **Vote:**
  
- C.3 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 40-41  
(discussion-possible action) Update from Mary  
**Motion:**                      **Second:**                      **Vote:**

**IX. THE BOARD WILL ENTER CLOSED SESSION**

**Comments or Questions about Closed Session Items.**

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code**

**Section, 54956.9(d)(2), (e)(3): One Claim, Claimant: (Richard and Hope Lamb).**

(discussion—possible action)

**Motion:**

**Second:**

**Vote:**

**X. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting May 21<sup>st</sup>, 2024**

1. Drought Planning Changes
2. Tank Replacement Project Update
3. Annual Water Source Capacity Report
4. Customer Grievance Procedures
- 5.

**XI. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: **Saturday, April 20th, 2024**. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

*In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Garberville Sanitary District Office at (707)923-9566 at least 48 hours in advance.*

# **Garberville Sanitary District**

**PO Box 211  
Garberville, CA. 95542  
(707)923-9566**

## **GENERAL MANAGER REPORT**

Date: April 23<sup>rd</sup>, 2024

This past month has rapidly gone by, while we continue to make progress on the many projects in various stages of completion. Some of these updates will be discussed as an agenda item but we are also replacing water meters as discussed at last meeting, while assisting each other with carpet replacement, tank project research and multiple meetings about other operational procedures.

The mixture of warm weather and continued cold or rain have required us to make changes daily as needed, to complete planned tasks, but we are making the adjustments needed to assist each other in any way possible.

We are planning and making arrangements to reconfigure office, once carpet is removed and to make the office space more efficient for daily work, customer interaction, security and Meetings.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-9566

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: April 23, 2024  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: January 2024 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for January 2024. To follow is a summary and analysis of the budget implications for the current statements.

Table 1. Overview of the “Combined Revenue & Expense Report for Board”

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☹
Total Revenue (excl. connection fees)	1,675,020.00	699,934.60	716,985.03	(17,050.43)	☹
Total Expense (excl. Depreciation)	1,018,257.74	605,394.54	590,937.26	14,457.28	☹
Net Income (excl. Depreciation)	656,762.26	94,540.06	126,047.77	(31,507.71)	☹
Payroll	492,785.99	300,644.78	283,961.15	16,683.63	☹
Repair & Maintenance + Supplies	106,900.00	63,022.45	62,441.69	580.76	☹

As can be seen on the “Statement of Cash Flows Report for Board - January 2024” and the “Balance Sheet Report for Board as of January 31, 2024”:

- Operational revenues are **\$6,134.97 OVER** budget.
- Operational expenses are **\$17,095.83 OVER** budget.
- Net cash change for January is **\$(169,571.17)**. Hopefully this will be offset by the receipt of grant receivable funds from the State Water Resources Control Board and the Department of Water Resources by the end of the fiscal year.
- Overtime payroll costs are **\$9,404.49 OVER** budget and all payroll costs are OVER budget by **\$16,683.63**.

- The repair and maintenance plus supplies expenses are **\$580.76 OVER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$66,960.32** of a budgeted year-end total of \$100,785.11. We made the final payment on the WWTP SWRCB Loan and the Backhoe Loan this year.
- Expenditures for fixed asset acquisition total **\$496,454.84** of a budgeted year-end total of \$739,00.00. The anticipated expenditures were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	584,000	462,995.32
Meadows Aerial Waterline SRF Grant/Loan	10,000	2,325.00
Bear Canyon Sewer Aerial Preliminary Design	0	50.00
Sunnybank Pump and Motor Replacement + Telemetry	10,000	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Loprest Actuators for SWTP Filters	35,000	Bought F/Y 22-23
Equipment:		2,772.74
Replace Sewerline in Redwood Drive		28,311.78
Unspecified	10,000	
<b>Total:</b>	<b>739,000</b>	<b>496,454.84</b>

## RECOMMENDED BOARD ACTIONS

1. Review and file the reports.

## ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2023.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in Current Month

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**

July 2023 through January 2024

Jan 24

Jul '23 - Jan 24

	Jan 24	Jul '23 - Jan 24
<b>OPERATING ACTIVITIES</b>		
Net Income	(24,060.80)	(147,487.88)
Adjustments to reconcile Net Income to net cash provided by operations:		
1100 · Accounts Receivable	13,489.77	4,818.94
1110 · Accts Receivable Over Payments	(61.60)	(2,625.97)
1500 · Prepaid Insurance	5,818.78	(29,466.77)
1501 · Prepaid Workers Comp	952.71	(1,129.00)
1510 · Prepaid Licenses and Permits	3,022.99	(8,208.97)
2000 · Accounts Payable	18,772.55	(16,578.79)
2205 · Accrued Simple		(906.26)
2225 · Accrued Workers Comp		(1,625.45)
2300 · Service Deposits	100.00	(700.00)
Net cash provided by Operating Activities	18,034.40	(203,910.15)
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable		353,459.11
SEWER:Collection		(28,311.78)
Equipment		(2,772.74)
Accumulated Depreciation-Water	23,227.17	162,590.19
Accumulated Depreciation-Sewer	11,348.25	79,437.75
CIP- Bear Canyon Sewerline		(50.00)
CIP - Meadows Aerial Waterline		(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(71,233.70)	(462,995.32)
Net cash provided by Investing Activities	(36,658.28)	99,032.21
<b>FINANCING ACTIVITIES</b>		
1400 · Interest Receivable		2,267.09
2500 · N/P - SWRCB		(25,578.42)
2700 · SRF Loan - Water		(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,142.23)	(14,816.45)
2665 · RCAC Loan - #0998 Backhoe		(3,574.27)
Net cash provided by Financing Activities	(2,142.23)	(64,693.23)
Net cash increase for period	(20,766.11)	(169,571.17)
Cash at beginning of period	639,684.64	788,489.70
Cash at end of period	618,918.53	618,918.53



**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of January 31, 2024

	Current Month Jan 31, 24	Begin Year July 1, 23	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	44,135.97	113,735.48	(69,599.51)
1006 · Umpqua System Reserve - Water	25,816.03	25,814.51	1.52
1007 · Umpqua System Reserve - Sewer	31,275.16	31,273.32	1.84
1011 · Water Enterprise Fund	46,839.79	46,837.03	2.76
1030 · County Treasury - Sewer Reserve	381,067.57	481,067.57	(100,000.00)
1031 · County Treasury - Water Reserve	45,419.65	45,419.65	0.00
1035 · Water Capital Improvement Fund	26,003.15	26,001.84	1.31
1036 · Sewer Capital Improvement Fund	18,000.95	18,000.04	0.91
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
<b>Total Checking/Savings</b>	<b>618,918.53</b>	<b>788,489.70</b>	<b>(169,571.17)</b>
Accounts Receivable			
11000 · Accounts Receivable - Other	(2,212.01)	(2,212.01)	0.00
<b>Total Accounts Receivable</b>	<b>(2,212.01)</b>	<b>(2,212.01)</b>	<b>0.00</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(397.14)	(3,023.11)	2,625.97
1100 · Accounts Receivable - Other	133,387.27	138,206.21	(4,818.94)
<b>Total 1100 · Accounts Receivable</b>	<b>132,990.13</b>	<b>135,183.10</b>	<b>(2,192.97)</b>
1315 · Water Grant Receivable	25,769.89	379,229.00	(353,459.11)
1400 · Interest Receivable		2,267.09	(2,267.09)
1500 · Prepaid Insurance	33,697.29	4,230.52	29,466.77
1501 · Prepaid Workers Comp	1,129.00	0.00	1,129.00
1510 · Prepaid Licenses and Permits	11,661.97	3,453.00	8,208.97
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>200,248.28</b>	<b>519,362.71</b>	<b>(319,114.43)</b>
<b>Total Current Assets</b>	<b>816,954.80</b>	<b>1,305,640.40</b>	<b>(488,685.60)</b>
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	988.75	50.00
CIP - Meadows Aerial Waterline	11,458.44	9,133.44	2,325.00
CIP-Robertson-Wallan-Hurlbutt T	1,025,376.25	562,380.93	462,995.32
<b>WATER</b>			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	15,842.30	15,842.30	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,173,478.62</b>	<b>8,173,478.62</b>	<b>0.00</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of January 31, 2024

	Current Month Jan 31, 24	Begin Year July 1, 23	\$ Change
<b>SEWER</b>			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,395,295.12	28,311.78
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>Total SEWER</b>	<b>5,887,636.09</b>	<b>5,859,324.31</b>	<b>28,311.78</b>
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	315,872.29	2,772.74
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,193,475.19)	(3,030,885.00)	(162,590.19)
Accumulated Depreciation-Sewer	(2,728,712.75)	(2,649,275.00)	(79,437.75)
<b>Total Fixed Assets</b>	<b>9,961,537.57</b>	<b>9,707,110.67</b>	<b>254,426.90</b>
<b>TOTAL ASSETS</b>	<b>10,778,492.37</b>	<b>11,012,751.07</b>	<b>(234,258.70)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	166,558.39	183,137.18	(16,578.79)
<b>Total Accounts Payable</b>	<b>166,558.39</b>	<b>183,137.18</b>	<b>(16,578.79)</b>
<b>Other Current Liabilities</b>			
2300 · Service Deposits	5,100.00	5,800.00	(700.00)
20000 · Account Payable	0.00	0.00	0.00
2205 · Accrued Simple	(1,007.72)	(101.46)	(906.26)
2225 · Accrued Workers Comp	0.00	1,625.45	(1,625.45)
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	77,801.48	77,801.48	0.00
<b>Total Other Current Liabilities</b>	<b>122,627.52</b>	<b>125,859.23</b>	<b>(3,231.71)</b>
<b>Total Current Liabilities</b>	<b>289,185.91</b>	<b>308,996.41</b>	<b>(19,810.50)</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	35,472.21	50,288.66	(14,816.45)
2665 · RCAC Loan - #0998 Backhoe	0.00	3,574.27	(3,574.27)
2500 · N/P - SWRCB	0.00	25,578.42	(25,578.42)
2700 · SRF Loan - Water	1,011,612.12	1,034,603.30	(22,991.18)
2900 · Less Current Portion	(77,801.48)	(77,801.48)	0.00
<b>Total Long Term Liabilities</b>	<b>969,282.85</b>	<b>1,036,243.17</b>	<b>(66,960.32)</b>
<b>Total Liabilities</b>	<b>1,258,468.76</b>	<b>1,345,239.58</b>	<b>(86,770.82)</b>
<b>Equity</b>			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	3,237,421.86	300,597.88
Net Income	(147,487.88)	300,597.88	(448,085.76)
<b>Total Equity</b>	<b>9,520,023.61</b>	<b>9,667,511.49</b>	<b>(147,487.88)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,778,492.37</b>	<b>11,012,751.07</b>	<b>(234,258.70)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 January 2024

					Δ YTD
	Jan 24	YTD Actual	YTD Budget	Annual Budget	Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	27,468.00	208,854.50	209,145.00	365,000.00	(290.50)
4110 · Commercial	29,090.25	211,134.25	206,280.00	360,000.00	4,854.25
Total Water Charges	56,558.25	419,988.75	415,425.00	725,000.00	4,563.75
4200 · Sewer Charges	37,358.40	270,234.60	272,175.00	475,000.00	(1,940.40)
4650 · Late Charges	1,185.00	9,270.00	7,000.00	12,000.00	2,270.00
4700 · Other Operating Revenue	240.00	2,700.00	1,458.38	2,500.00	1,241.62
Total Income	95,341.65	702,193.35	696,058.38	1,214,500.00	6,134.97
Expense					
Administrative and General					
5025 · Discount Program	698.00	4,696.00	3,675.00	6,300.00	1,021.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	90.00	7,669.50	2,750.00	6,000.00	4,919.50
5010 · Bank Charges					
5012 · Merchant Account Fees	458.05	2,654.31	2,333.38	4,000.00	320.93
5010 · Bank Charges - Other	198.28	1,310.78	1,166.62	2,000.00	144.16
Total 5010 · Bank Charges	656.33	3,965.09	3,500.00	6,000.00	465.09
5020 · Directors Fees	0.00	1,150.00	1,083.31	2,000.00	66.69
5030 · Dues and Memberships	0.00	7,013.34	3,412.50	5,850.00	3,600.84
5035 · Education and Training	380.00	548.25	2,916.62	5,000.00	(2,368.37)
5036 · Education and Training - B.O.D.	0.00	0.00	175.00	300.00	(175.00)
Insurance					
5040 · Liability	5,818.78	40,731.46	37,916.62	65,000.00	2,814.84
5050 · Workers' Comp	952.71	7,154.14	5,460.00	9,360.00	1,694.14
5055 · Health					
5055.1 · Employee Portion	(835.64)	(5,804.78)	(6,142.50)	(10,530.00)	337.72
5055 · Health - Other	4,823.50	30,206.62	31,097.50	53,310.00	(890.88)
Total 5055 · Health	3,987.86	24,401.84	24,955.00	42,780.00	(553.16)
Total Insurance	10,759.35	72,287.44	68,331.62	117,140.00	3,955.82
5060 · Licenses, Permits, and Fees	5,517.49	26,690.08	20,037.50	34,350.00	6,652.58
5065 · Auto	0.00	1,792.04	2,000.00	2,500.00	(207.96)
5070 · Miscellaneous	(3.40)	13.74	100.00	100.00	(86.26)
5080 · Office Expense	443.15	3,793.36	2,916.62	5,000.00	876.74
5082 · Office Subscriptions	19.99	2,898.06	3,966.62	6,800.00	(1,068.56)
5085 · Outside Services	747.48	5,515.21	6,008.38	10,300.00	(493.17)
5090 · Payroll Taxes	3,337.32	19,601.91	20,498.31	35,140.00	(896.40)
5095 · Penalties and Fines	0.00	6.19			6.19
5100 · Postage	20.35	1,224.17	2,041.62	3,500.00	(817.45)
5110 · Professional Fees	9,412.59	47,485.69	49,291.62	84,500.00	(1,805.93)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	49.40	1,250.00	2,000.00	(1,200.60)
5130 · Rents	835.00	5,845.00	5,845.00	10,020.00	0.00
5135 · Retirement	798.27	5,882.93	5,309.77	9,097.99	573.16

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 January 2024

	YTD				Δ YTD
	Jan 24	Actual	YTD Budget	Annual Budget	Actual vs. Budget
5137 · Supplies	290.31	2,093.02	875.00	1,500.00	1,218.02
5140 · Telephone	937.78	6,213.67	6,708.38	11,500.00	(494.71)
5145 · Tools	0.00	1,296.99	1,166.62	2,000.00	130.37
5150 · Travel and Meetings	0.00	456.78	875.00	1,500.00	(418.22)
5155 · Utilities	359.09	2,132.46	2,041.62	3,500.00	90.84
5160 · Wages					
5165 · Wages - Overtime	585.00	3,492.00	3,046.82	5,223.00	445.18
5160 · Wages - Other	15,663.35	104,843.46	115,299.94	197,657.00	(10,456.48)
Total 5160 · Wages	16,248.35	108,335.46	118,346.76	202,880.00	(10,011.30)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	51,547.45	338,655.78	335,372.87	581,127.99	3,282.91
Sewage Collection					
6010 · Fuel	222.25	2,266.61	2,916.69	5,000.00	(650.08)
6030 · Repairs and Maintenance	0.00	12,903.93	7,583.31	13,000.00	5,320.62
6040 · Supplies	0.00	645.05	1,166.69	2,000.00	(521.64)
6050 · Utilities	577.77	2,310.57	2,625.00	4,500.00	(314.43)
6060 · Wages					
6065 · Wages - Overtime Sewer Collec	419.00	14,528.00	7,000.00	12,000.00	7,528.00
6060 · Wages - Other	4,683.01	33,132.17	19,965.75	34,227.00	13,166.42
Total 6060 · Wages	5,102.01	47,660.17	26,965.75	46,227.00	20,694.42
Total Sewage Collection	5,902.03	65,786.33	41,257.44	70,727.00	24,528.89
Sewage Treatment					
6075 · Fuel	222.25	2,266.61	2,916.69	5,000.00	(650.08)
6080 · Monitoring	817.50	4,152.50	4,083.31	7,000.00	69.19
6100 · Repairs and Maintenance	1,715.60	5,311.40	8,750.00	15,000.00	(3,438.60)
6110 · Supplies	0.00	13,168.88	4,550.00	7,800.00	8,618.88
6120 · Utilities	2,093.04	11,234.45	9,916.69	17,000.00	1,317.76
6130 · Wages					
6135 · Wages - Overtime Sewer Treati	0.00	96.00	1,166.69	2,000.00	(1,070.69)
6130 · Wages - Other	4,375.55	32,105.19	21,737.31	37,264.00	10,367.88
Total 6130 · Wages	4,375.55	32,201.19	22,904.00	39,264.00	9,297.19
Total Sewage Treatment	9,223.94	68,335.03	53,120.69	91,064.00	15,214.34
Water Trans and Distribution					
7075 · Fuel	222.25	2,266.61	2,916.69	5,000.00	(650.08)
7090 · Repairs and Maintenance	575.59	15,314.53	17,500.00	30,000.00	(2,185.47)
7100 · Supplies	23.69	698.78	2,916.69	5,000.00	(2,217.91)
7110 · Utilities	856.15	5,419.71	7,291.69	12,500.00	(1,871.98)
7120 · Wages					
7125 · Wages - Overtime Water Trans	204.00	5,972.00	2,683.31	4,600.00	3,288.69
7120 · Wages - Other	3,039.62	24,197.45	26,198.06	44,911.00	(2,000.61)
Total 7120 · Wages	3,243.62	30,169.45	28,881.37	49,511.00	1,288.08
Total Water Trans and Distribution	4,921.30	53,869.08	59,506.44	102,011.00	(5,637.36)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 January 2024

	Jan 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Water Treatment					
7020 · Fuel	222.26	2,266.75	2,916.69	5,000.00	(649.94)
7010 · Monitoring	192.50	1,732.64	9,333.31	16,000.00	(7,600.67)
7030 · Repairs and Maintenance	560.16	9,696.73	8,750.00	15,000.00	946.73
7040 · Supplies	2,711.04	3,140.73	9,100.00	15,600.00	(5,959.27)
7050 · Utilities	4,662.28	34,539.39	36,166.69	62,000.00	(1,627.30)
7060 · Wages					
7065 · Wages - Overtime Water Treat	1,081.00	3,530.00	4,316.69	7,400.00	(786.69)
7060 · Wages - Other	3,261.47	21,707.69	26,323.50	45,126.00	(4,615.81)
Total 7060 · Wages	4,342.47	25,237.69	30,640.19	52,526.00	(5,402.50)
Total Water Treatment	12,690.71	76,613.93	96,906.88	166,126.00	(20,292.95)
Total Expense	84,285.43	603,260.15	586,164.32	1,011,055.99	17,095.83
Net Ordinary Income	11,056.22	98,933.20	109,894.06	203,444.01	(10,960.86)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	0.00	950.00	1,900.00	(950.00)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	0.00	125.00	250.00	(125.00)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	0.00	13,855.00	27,710.00	(13,855.00)
8053 · Water Capital Grant Income	0.00	0.00	0.00	420,000.00	0.00
8060 · Interest Income	0.88	(2,258.75)	2,250.00	4,500.00	(4,508.75)
8070 · Other Non-Operating Revenue	0.00	0.00	4,666.65	8,000.00	(4,666.65)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	0.88	(2,258.75)	20,926.65	460,520.00	(23,185.40)
Other Expense					
8041 · Emergency Wage Reimbursement	396.00	396.00	861.00	861.00	(465.00)
9010 · Other Expenses	0.00	0.00	2,333.38	4,000.00	(2,333.38)
9040 · Depreciation	34,575.42	242,027.94	232,166.69	398,000.00	9,861.25
9050 · Interest Expense	146.48	1,738.39	1,578.56	2,340.75	159.83
Total Other Expense	35,117.90	244,162.33	236,939.63	405,201.75	7,222.70
Net Other Income	(35,117.02)	(246,421.08)	(216,012.98)	55,318.25	(30,408.10)
Net Income	(24,060.80)	(147,487.88)	(106,118.92)	258,762.26	(41,368.96)

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board January 2024

Date	Num	Memo	Amount
<b>101 Netlink</b>			
01/29/2024	12470		-250.00
Total 101 Netlink			-250.00
<b>Adobe</b>			
01/22/2024	DBT		-19.99
Total Adobe			-19.99
<b>Amazon.com</b>			
01/05/2024	DBT		-53.86
01/05/2024	DBT		-23.69
01/09/2024	DBT	VOID: GJE, RGJE created on 04/18/2024	0.00
01/10/2024	DBT		-61.29
01/10/2024	DBT		-101.25
01/20/2024	DBT		-145.66
01/26/2024	DBT		-247.81
Total Amazon.com			-633.56
<b>Anderson, Lucas, Somerville &amp; Borges</b>			
01/11/2024	12440		-5,300.00
Total Anderson, Lucas, Somerville & Borges			-5,300.00
<b>Bank Of The West</b>			
01/08/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Branscomb Center</b>			
01/19/2024	DBT		-85.44
Total Branscomb Center			-85.44
<b>Brenntag Pacific, Inc.</b>			
01/11/2024	12441		-6,257.15
Total Brenntag Pacific, Inc.			-6,257.15
<b>Capital Bank &amp; Trust</b>			
01/04/2024	EFT	557880519	-878.22
01/04/2024	EFT	025158148	-372.51
01/18/2024	EFT	025158148	-425.76
01/18/2024	EFT	557880519	-963.04
Total Capital Bank & Trust			-2,639.53
<b>Clear Rate Communications</b>			
01/29/2024	12472		-445.85
Total Clear Rate Communications			-445.85
<b>Colantuono, Highsmith &amp; Whatley, PC</b>			
01/10/2024	12392		-4,350.50
Total Colantuono, Highsmith & Whatley, PC			-4,350.50
<b>Daniel Thomas</b>			
01/17/2024	12447		-100.00
Total Daniel Thomas			-100.00
<b>Dazey's Building Center</b>			
01/31/2024	12473		-559.13
Total Dazey's Building Center			-559.13

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board January 2024

Date	Num	Memo	Amount
<b>Doug Bryan</b>			
01/17/2024	12448		-150.00
Total Doug Bryan			-150.00
<b>EDD</b>			
01/04/2024	EFT	499-0538-3	-432.95
01/04/2024	EFT	499-0538-3	-831.52
01/18/2024	EFT	499-0538-3	-325.71
01/18/2024	EFT	499-0538-3	-990.29
Total EDD			-2,580.47
<b>Emerald Technologies</b>			
01/09/2024	12434		-296.04
Total Emerald Technologies			-296.04
<b>EUREKA FIRE EXT.</b>			
01/17/2024	12452		-626.74
Total EUREKA FIRE EXT.			-626.74
<b>Fluentstream Tech</b>			
01/11/2024	12443		-114.47
Total Fluentstream Tech			-114.47
<b>Frontier Communications</b>			
01/11/2024	12446		-107.63
Total Frontier Communications			-107.63
<b>Glacier Water Vending</b>			
01/05/2024	DBT		-2.60
01/30/2024	DBT		-2.60
Total Glacier Water Vending			-5.20
<b>GOLDAK INC.</b>			
01/25/2024	12465		-346.13
Total GOLDAK INC.			-346.13
<b>Humboldt County Dept. of Health &amp; Human S</b>			
01/11/2024	12444		-447.82
Total Humboldt County Dept. of Health & Human S			-447.82
<b>IRS</b>			
01/04/2024	EFT	68-0296323	-3,857.46
01/18/2024	EFT	68-0296323	-4,365.86
Total IRS			-8,223.32
<b>Julie Lyon</b>			
01/17/2024	12449		-150.00
Total Julie Lyon			-150.00
<b>Lori Ruiz</b>			
01/25/2024	12466		-200.00
Total Lori Ruiz			-200.00
<b>Microbac Laboratories Inc.</b>			
01/11/2024	12439		-660.00
Total Microbac Laboratories Inc.			-660.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 January 2024

Date	Num	Memo	Amount
<b>MILT'S SAW SHOP</b>			
01/17/2024	12453		-25.00
Total MILT'S SAW SHOP			-25.00
<b>NAPA</b>			
01/10/2024	12438		-35.28
Total NAPA			-35.28
<b>NCUAQMD</b>			
01/08/2024	12433		-80.50
01/09/2024	12435		-2,414.00
Total NCUAQMD			-2,494.50
<b>PayPal</b>			
01/08/2024	DBT		-380.00
Total PayPal			-380.00
<b>PG&amp;E</b>			
01/11/2024	12442		-7,248.31
Total PG&E			-7,248.31
<b>Points West Surveying Co.</b>			
01/03/2024	12422		-4,207.50
Total Points West Surveying Co.			-4,207.50
<b>Postmaster</b>			
01/04/2024	DBT		-20.35
Total Postmaster			-20.35
<b>R. Anderson</b>			
01/17/2024	12450		-150.00
Total R. Anderson			-150.00
<b>Ralph Emerson</b>			
01/25/2024	12467		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
01/17/2024	12454		-6.10
Total Recology Humboldt County			-6.10
<b>Redwood Merchant Services</b>			
01/04/2024	12595		-110.65
01/31/2024			-298.60
Total Redwood Merchant Services			-409.25
<b>RENNER</b>			
01/10/2024	DBT		-889.01
Total RENNER			-889.01
<b>Richard Landes</b>			
01/17/2024	12451		-100.00
Total Richard Landes			-100.00
<b>Rogers Machinery</b>			
01/09/2024	12430		-7,350.15
Total Rogers Machinery			-7,350.15



## GARBERVILLE SANITARY DISTRICT Check Register Report for Board January 2024

Date	Num	Memo	Amount
<b>SDRMA</b>			
01/10/2024	12431		-4,823.50
Total SDRMA			-4,823.50
<b>Sentry III Center</b>			
01/04/2024	12432		-835.00
Total Sentry III Center			-835.00
<b>SHN Consulting Engineers &amp; Geologists</b>			
01/09/2024	12436		-35,422.25
Total SHN Consulting Engineers & Geologists			-35,422.25
<b>Staples Credit Plan</b>			
01/12/2024	DBT		-190.14
Total Staples Credit Plan			-190.14
<b>Starlink</b>			
01/05/2024	DBT		-145.00
Total Starlink			-145.00
<b>Streamline Inc</b>			
01/11/2024	12445		-126.00
Total Streamline Inc			-126.00
<b>The Mitchell Law Firm, LLP</b>			
01/25/2024	12468		-427.50
Total The Mitchell Law Firm, LLP			-427.50
<b>Umpqua Bank</b>			
01/15/2024	12594		-175.97
Total Umpqua Bank			-175.97
<b>US Cellular</b>			
01/10/2024	12437		-207.86
Total US Cellular			-207.86
<b>Wahlund Construction, Inc.</b>			
01/29/2024	12471		-1,846.20
Total Wahlund Construction, Inc.			-1,846.20
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
01/17/2024	12455		-715.00
Total Wyatt & Whitchurch, E.A. Inc.			-715.00
<b>WYCKOFF'S Inc</b>			
01/25/2024	12469		-65.38
Total WYCKOFF'S Inc			-65.38
<b>Arreguin, Daniel J</b>			
01/04/2024	12423		-2,998.33
01/18/2024	12456		-3,923.49
Total Arreguin, Daniel J			-6,921.82
<b>Emerson, Ralph K</b>			
01/04/2024	12424		-3,083.17
01/18/2024	12457		-3,083.17
Total Emerson, Ralph K			-6,166.34

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board January 2024

Date	Num	Memo	Amount
<b>Holmes, Mir L</b>			
01/04/2024	12425		-511.92
01/18/2024	12458		-571.95
Total Holmes, Mir L			-1,083.87
<b>Miller, Brian A</b>			
01/04/2024	12426		-2,246.00
01/18/2024	12459		-2,481.92
Total Miller, Brian A			-4,727.92
<b>Nieto, Mary M</b>			
01/04/2024	12427		-1,810.29
01/18/2024	12460		-1,900.66
Total Nieto, Mary M			-3,710.95
<b>Ruiz, Ricardo</b>			
01/04/2024	12428		-384.33
Total Ruiz, Ricardo			-384.33
<b>Sweet, Laura D.</b>			
01/04/2024	12429		-243.23
01/18/2024	12461		-326.17
Total Sweet, Laura D.			-569.40
<b>TOTAL</b>			<b>-128,747.56</b>

**GARBERVILLE SANITARY DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES**

**Date of Meeting: Tuesday, March 26<sup>th</sup>, 2024**

**5:00 p.m. – Closed Session with Open Session to Follow  
There will be an additional Closed Session at end of Open Session**

**I. REGULAR MEETING CALLED TO ORDER**

Doug called the meeting to order at 5:01 p.m.

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson- Present  
Doug Bryan- Present  
Julie Lyon- Present  
Dan Thomas- Absent  
Richard Landes- Present**

**III. APPROVAL OF AGENDA**

Motion: Richard Landes                      Second: Julie Lyon                      Vote: 4-0

**IV. THE BOARD WILL ENTER CLOSED SESSION                      (5:00pm)**

**IVa. Questions or Comments about Closed Session Items**

**1. Conference with Real Property Negotiators (Government Code § 54956.8):**

**Property: Approximately (*undetermined*) acres of land and is a portion of the parcel designated as Assessor’s Parcel Numbers APN 032-211-011, APN 032-211-035, APN 032-211-021**

**Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.**

(discussion—possible action)

**V. RETURN TO OPEN SESSION**

The board returned to open session at 5:21 p.m.  
No action was taken during closed session.

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

No Audience

**VII. ANNOUNCEMENTS AND COMMUNICATIONS  
REPORTS AND PRESENTATIONS**

**Operators--Dan and Brian- Operational Demands and storm related problems**

**Office----Mary Nieto—Customer Complaints and Past Due Service Charges**

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson    Pg. 5**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

- A.1 Approve Financials Date- No Financials
- A.2 Approve February 27th, 2024 Regular Meeting Minutes - pg. 6-8
- A.3 Operations Safety Report- pg. 9-10  
**Motion: Julie Lyon                      Second: Rio Anderson                      Vote: 4-0**

**B. GENERAL BUSINESS – *Action items***

- B.1 Tank Replacement Project Update pg. 11-13  
(discussion—possible action)

Since the last Board Meeting, the Project Team has:

- DFA Invoice #4 approved in the amount of \$115,839.89 for reimbursement of expenses
- Updated the appraisal for Swaffar to include the PG&E easements for underground services
- Prepared the summary appraisal report for the easements needed at Swaffar parcels
- Submitted the updated appraisal for Swaffar to Real Estate Branch of DWR for review and approval
- Coordinate with PG&E design team for new/relocated service applications
- Submitted the 90% plans, specifications, and estimate of project costs for DFA and DWR review and comment
- Executed the LSAA for the project
- Contracted with BRI to complete the appraisal for the easements needed at CalFire Station
- Received and reviewed the first draft of the LSAA for the Raw Water Intake

- B.2 2023 Annual Water Source Capacity Report  
(discussion -possible action)  
**TABLED**

- B.3 LSAA (Lake or Streambed Alteration Report) – Water Diversion Project pg. 14-28  
(discussion-possible action)  
**Staff requested for general direction for the items that the District would like changed in the Draft LSAA prior to execution. Conservation efforts will impact the water and sewer revenues that are based upon usage.**

- B.4 Office Carpet Replacement Options pg. 29-34  
(discussion—possible action)  
**Motion: Julie Lyon                      Second: Richard Landes                      Vote: 4-0**  
**The board approved removing the old carpet in the office and having the concrete painted and sealed. Quote amount approved was \$8490.00. The quote price could change depending on certain factors.**

- B.5 Meter Replacement Plan Information at Meeting  
(discussion-possible action) Mary-Ralph  
**Mary and Ralph discussed a meter replacement report from JUS. This list will help the operators to know which meters should be replaced.**

- B.6 Drought Planning-Procedures pg. 35  
(discussion-no action)  
**TABLED**

**C. POLICY REVISION / ADOPTION**

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 36-40  
(discussion-action requested) Resolution #24-003  
**TABLED**

- C.2 Cross Connection Sec 7.6 pg. 41-47  
(discussion—possible action) Resolution #24-004  
**Motion: Richard Landes                      Second: Julie Lyon                      Roll Call Vote: 4-0**

**When customers connect District water service to personal property, the owner is required to install an approved backflow device that will protect against cross connection contamination.**

- C.3 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 48-49  
(discussion-possible action) Update from Mary  
**1<sup>st</sup> reading. Board suggested looking into the county rules for charging for their staff time.  
Also look into their grievance policy and other Districts.**

**IX. THE BOARD WILL ENTER CLOSED SESSION**

**Comments or Questions about Closed Session Items.**

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**  
(discussion—possible action)  
**No action was taken in closed session.**

**X. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting April 23<sup>rd</sup>, 2024**

1. Drought Planning Changes
2. Tank Replacement Project Update
3. Annual Water Source Capacity Report
- 4.
- 5.

**XI. ADJOURNMENT**

**Doug ended the meeting at 7:12 p.m.**

### SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District  
Training Topic(s): office ergonomics  
Trainer: Ralph Emerson Training Date: 4/17/24

EMPLOYEE NAME	SIGNATURE
---------------	-----------

Ralph Emerson	
LAURA SWEET	
Mary Nieto	

	Ralph Emerson
	Laura Sweet
	Mary Nieto

## Office Ergonomics Tips

The key to ergonomic awareness is to understand how to make your workstation fit your body. This sounds great, but what does it mean? It's all about Neutral Postures.

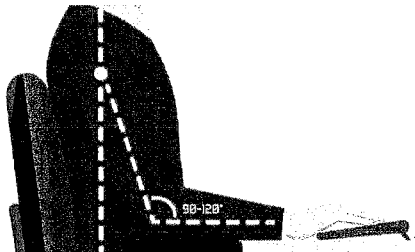
In an office environment, neutral postures happen when you can work with your body aligned while sitting or standing and you're able to reduce awkward postures to your arms, wrists, legs, back, and neck. This significantly reduces stress to your muscles, tendons, nerves, and bones.

During this *Safety Talk* we'll cover each of the primary body parts and provide guidance on how you can set yourself up at work or home.

### ARMS & WRISTS

The first step is to figure out the best position for your arms.

**Neutral Posture:** Arms close to the body, shoulders relaxed, elbows bent about 90°.

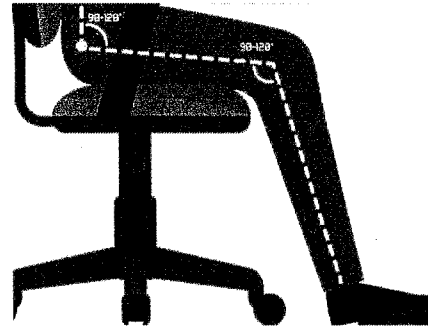


#### How?

- Adjust chair height and/or keyboard height to allow for 90° elbow bend.
- Minimize reach by moving keyboard and mouse close to the body.
- Keep wrists straight and use wrist pads to protect from hard surfaces.

### LEGS

**Neutral Posture:** Thighs and feet are parallel to the floor. Knee bend about 90°.



#### How?

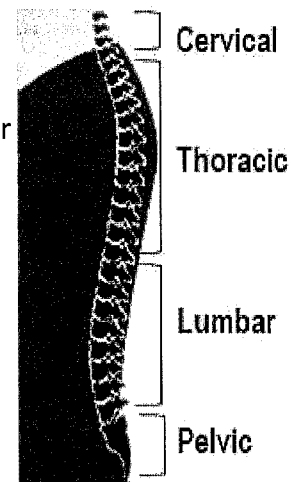
- Adjust chair height but remember to keep your proper arm position.
- If the chair must be raised to maintain the arm position, use a footrest to maintain a 90° knee bend.

### BACK

**Neutral Posture:** The neck/cervical area is aligned with lumbar support and minimal twisting in the trunk.

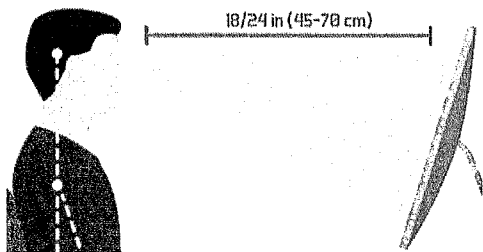
#### How?

- Adjust chair's backrest and lumbar support to be able to relax into the backrest while maintaining an upright position.
- If the back rest is not adjustable, use a lumbar support pillow.



**NECK**

**Neutral Posture:** Neck is relaxed with minimal bending up or down and side-to-side.

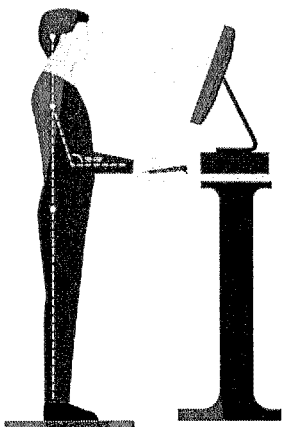
**How?**

- Top of the monitor should be around eye level and slightly titled.
- When using a laptop, try to use a separate monitor or use a laptop riser to bring the monitor higher and use a separate keyboard and mouse.
- Avoid cradling the phone. Use a headset or speaker option.
- When viewing your cell phone try to reduce your neck bend. A 60° neck bend places 60 lbs. of pressure on your spine.

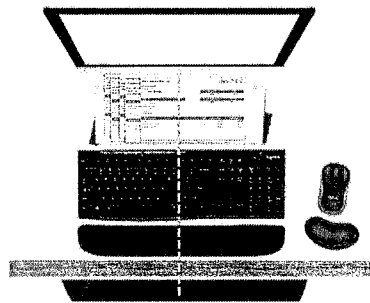
**STANDING WORKSTATION**

Sit-Stand workstations allow employees to vary their posture throughout the workday. If you use a standing workstation, ensure you:

- Maintain arms close to the body, shoulders relaxed, and elbow bend at 90°
- Maintain monitor height at eye level and slightly tilted.
- Use an anti-fatigue mat to reduce leg and back pressure.

**WORKSTATION**

Organize your work area to minimize twisting and overreaching.

**How?**

- Position the keyboard, mouse, and monitor(s) in-line with the body.
- When using other types of equipment (10-key, automatic stapler, etc.), remember to position close to your body.
- When reaching overhead for binders, supplies, etc. consider standing and move toward the items.

**THE IMPORTANCE OF RECOVERY TIME**

Regular movement is critical! Each time we move from a stagnant position, even for a few minutes, our body starts to circulate blood and provide important nutrients to our muscles, ligaments, and tendons.

***Find opportunities to stand and move:***

- Quick stretch at your workstation
- Bathroom break
- Walking to the printer
- Walk during your break(s)

***Stay hydrated helps to:***

- Keep joints lubricated
- Deliver nutrients to muscles, ligaments, and tendons.



This *Safety Talk* provides awareness level training on office ergonomics.

If this information is unclear or if you have any additional questions, please talk to your supervisor.





# GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-9566

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## RESOLUTION NO. 24-005

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE GARBERVILLE TANKS REPLACEMENT PROJECT AS "SUBSTANTIALLY COMPLEX" AND ADOPTING A TEN PERCENT (10%) RETENTION FOR THE PROJECT

---

WHEREAS, effective January 1, 2012, Senate Bill (SB) 293 (published at California Public Contract Code § 7201) among other things, restricts the amount a public entity may retain from payments on public works projects to five percent (5%) of the total contract price; and

WHEREAS, the Garberville Sanitary District is a special district that was formed by "Order of the Humboldt County Board of Supervisors on April 12, 1932, pursuant to The Sanitary District Act of 1923" ("District"); and

WHEREAS, public agencies have customarily retained ten percent (10%); and

WHEREAS, the project is funded by the Department of Water Resources which is retaining 10% of the project funds; and

WHEREAS, withheld retention is often the best means to ensure that a public works project is completed by the contractor and the best source of funds to complete a project that has been abandoned by the contractor or the contractor otherwise defaults on obligations; and

WHEREAS, the Capital Project Manager, in her professional opinion and in consultation with the consultant engineer of record, has recommended the Garberville Tanks Replacement Project be designated as a "substantially complex" project and recommends the Board adopt a ten percent (10%) retention withholding for the duration of the project, based upon various complicated elements of the Project, listed as follows:

- The Project is a multi-year construction project;
- Several construction sites involved with the project are constructed on or in steep topography;
- The project crosses multiple private properties for access and construction;
- It is critical to public health and safety that water delivery be maintained during construction;
- The new pump station and water storage tank must be constructed and introduced into the existing system while maintaining the existing treatment and storage systems;
- Construction of the new pump station is within the property of an active State of California Fire Station;
- The mechanical, electrical, and communications system elements will require significant technical expertise to construct.

WHEREAS, a Public Hearing for determining "substantial complexity" for the Garberville Tanks Replacement Project was noticed and posted for the Board meeting of April 23, 2024.

**IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT AS FOLLOWS:**

1. The above recitals are true and correct and are adopted as the findings of the Board.
2. On April 23, 2024, a Public Hearing that was duly noticed and posted was held
3. to consider the Project-specific conditions and design details of the Garberville Tanks Replacement Project and determine if the Project is "substantially complex" and therefore eligible to be designated as ten percent (10%) retention withholding for the duration of the Project.
4. In consideration of the Project-specific conditions and design details of the Garberville Tanks Replacement Project, the Board hereby makes the finding that the Project is "substantially complex" and therefore adopts a ten percent (10%) retention for the duration of the Project.
5. The Capital Projects Manager is hereby authorized and directed to take such other and further actions, and sign such other and further documents, as is necessary and proper in order to implement this Resolution on behalf of the Board.

Passed and adopted by the Garberville Sanitary District's Board of Directors on April 23, 2024 during a regular meeting, by the following vote:

AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

ABSENT: Directors \_\_\_\_\_

\_\_\_\_\_  
Chair of the Board of Directors

\_\_\_\_\_  
Ralph Emerson  
Clerk of Board of Directors



# GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-9566

## BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: April 23, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Garberville (Robertson & Wallan) Tanks Replacement (DWR)  
Hurlbutt Tank Replacement Project (DFA)

### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- DFA Invoice #4 check received in the amount of \$125,610 for reimbursement of expenses
- Real Estate Branch of DWR reviewed and approved the updated appraisal for Swaffar
- Coordinate with PG&E design team for new/relocated service applications
- Received comments from DWR and DFA on the 90% plans, specifications, and estimate of project costs
- BRI began the appraisal for the easements needed at CalFire Station including the site visit
- Prepare the Plat Maps and Legal Descriptions for the property acquisition @ Swaffar
- BRI began preparation of the letter of just compensation for Swaffar
- Humboldt County Planning Commission approved the general plan conformance and SMA permits
- NCRWQCB issued the WDR
- All permitting for the DWR project is complete except the County encroachment permit which can't be procured until the contractor is under contract
- Completion of the Final SWPPP
- Completion of the Final 100% Plans, Specifications and Engineer's Estimate for DWR portion of the project
- DFA's project manager notified me that the additional \$347,000 in planning funding has been approved and the amendment to the funding agreement is in the final stages of preparation for execution
- Requested a scope modification from DWR to designate the north portion of the project as the part that will be constructed with DWR's funding

Over the next month SHN, Points West, and BRI will work on:

- SHN: Finish the Final 100% Plans, Specifications and Engineer's Estimate for the DFA portion of the project
- PWS: Prepare the Plat Maps and Legal Descriptions for the property acquisition @ CalFire
- BRI: Preparation of the appraisal for the CalFire Station easements

- PSW: Prepare map with extents of property and identify easements for acquisition and vacation within
- BRI: Finalize the Offer of Just Compensation to Swaffar
- SHN: Notice the bidding of the construction project for the Robertson and Wallan Tanks

The rest of the project team will be working on:

- property acquisition negotiations with G. Swaffar
- coordination with the Real Estate Branch of DWR and General Services as needed
- coordination with Caltrans and CalFire
- continued oversight of the finances
- preparation of the quarterly reports for DFA and DWR by April 30
- preparation of DFA reimbursement request #5 for the planning phase funding
- preparation of DWR reimbursement request #4 for the
- preparation of the Drinking Water State Revolving Fund Construction Funding application

## FINANCIAL IMPLICATIONS

The 90% estimate for construction costs for the DWR project (Robertson/Wallan/Wallan PS/Alderpoint PS) is about \$3.64M plus a 15% contingency. We currently have about \$4M in grant funds from DWR. There will be construction management and engineering that adds around \$500K and PG&E direct costs that could be around \$200K.

Depending upon the outcome of the bids, the District may need to consider financing the difference with a short-term loan from RCAC or another similar source. This total also includes the Tobin Well site and two generators, which could be saved until the DFA project should it be necessary to stay within available funding. A final decision on whether to award that additive alternative will be made once the bids are opened and analyzed.

## RECOMMENDATIONS

1. Authorize bidding of the Garberville Tanks Replacement Project
2. Authorize the Chair of the Board to execute the Construction Services contract with SHN for Bidding Services in the amount of \$15,000

## ATTACHMENTS

SHN Contract for Construction Services (handout)

Available at office: Garberville Tanks Replacement Project Final Plans and Specifications

# Benbow Dam Removal and Lake Restoration, Eureka, CA

## Client: State of California Department of Parks and Recreation

Questa prepared plans for the removal of the Benbow Recreational Area Dam. This dam, built in the early 1930s, was used as a seasonal structure that impounded the Eel River in Northern California during the summertime months. The seasonal installation of steel I-beams and flashboards was halted in 2007 due to various environmental concerns and operational challenges faced by State Parks. Federal and State resource agencies expressed concerns about the impact of Benbow Dam on anadromous fish in the watershed and accelerated wind-driven erosion and sedimentation caused by Benbow Lake.

Questa completed extensive hydrologic/hydraulic analysis, including scour analysis, to ensure that dam removal, lake grading and subsequent stream incision does not undermine three California Highway 101 bridge crossings. Final dam demolition plans were developed that specify access routes, staging areas, pre- and post-project biologic mitigation and monitoring, river diversion phases, concrete removal and recycling plans, as well final channel grading and bank stabilization techniques. Work will involve removal of 13,000 CY of concrete, two stream diversions, and in-channel grading and erosion control.

## Benbow Dam Removal

In 2017 this project was selected as one of NFHP's annual list of 10 Waters to Watch. Learn more [here](#)

**Project Lead:** California State Parks

**Location of Project:** 40.06566100, -123.80127200

**Description of Project:** This project will remove Benbow Dam to facilitate fish passage and habitat improvement for Coho, Chinook, Steelhead and most other aquatic species (c.f. lamprey eel) in the South Fork of the Eel (SFE) River in southern Humboldt County, Northwestern California. The project area is located in the Benbow Lake State Recreation Area, about 70 road miles south from Eureka, California and about 2 miles south from Garberville, California. Removal of the dam was an explicitly specified activity identified in National Marine Fisheries Service, 2012 draft Recovery Plan for the Evolutionarily Significant Southern Unit of the Southern Oregon/Northern California Coast Coho Salmon, National Oceanic and Atmospheric Administration – National Marine Fisheries Service, Arcata, California. The project is also consistent with the 2004 Recovery Strategy for California Coho Salmon, California Department of Fish and Game, Sacramento, CA. This project completely removes the dam so that there is no obstruction to flow, sediment, wood, or fish migration. The long-term goals to be achieved through removal of the dam are to; permit increased and easier fish passage, eliminate wave driven bank erosion from the dam's resulting lake, enable normal passage of wood and sediment and the development of riparian vegetation, restore natural flows and to eliminate heating/evaporation of lake waters, eliminate the dam's seasonal installation disturbances and costs of about \$30,000 per year, remove a potential safety and navigation hazard, and enable future planning for riverine recreational opportunities.

**Description of why this barrier is a high priority project:** Fish counts at the Benbow dam between 1938 and 1973 reveal a declining trend for all salmonids. Although this trend is not unique to Benbow dam, the site has been a long-term monitoring point to help assess recovery in the SFE. In the 1930's salmonid populations passing the dam were estimated at about 20,000 Chinook and 15-17,000 Coho. The Eel River Coho adult population is

currently thought to number about 500, Chinook about 1000, and Steelhead about 2,000 (Yoshiyama and Moyle, 2010). A recent dive study in the lower Eel indicated that Chinook in the fall of 2012 could number about 10,000 (Higgins, 2013). Examining current trends, only winter run Steelhead are currently projected to survive extinction over the next 50 years. Removing the dam is a keystone activity in helping to increase access for salmonids to and from the upper basin and to improving flow, temperature and sediment conditions in the immediate reach as well as farther downstream.







## **ARTICLE 14 - GENERAL PROVISIONS**

**Sec 14.1 Pools and Tanks.** When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

**a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.**

**b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.**

**c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)**





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**APPLICATION FOR FILLING POOLS OR LARGE TANKS.**

**Property and Contact Details:**

**Property to be served:** \_\_\_\_\_ **APN #** \_\_\_\_\_

**Applicant Details:** (if not the owner)

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Work# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_

- Residential Home or Apartment
- Commercial

**Pool Details:**

**a. Location** \_\_\_\_\_

**b. Gallons** \_\_\_\_\_

**ARTICLE 14 - GENERAL PROVISIONS**

**Sec 14.1 Pools and Tanks.** When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

**a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.**

**b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.**

**c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)**

- a. Filling pools must be completed by July 1<sup>st</sup> or application will be denied.
- b. Filling pools will be denied when drought plan is in place.

**Sec 15.7 Fee for Filling Pools.** Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be multiplied by the 2<sup>nd</sup> tier of customer water rate.
- d. When pool is filled after July 1<sup>st</sup>, customer will pay full consumption charge.

**Sec 15.7 Fee for Filling Pools.** Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. **The units of water will be billed at \$5/unit of water used to fill pool or tank.**

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District for compliance with pool Ordinance. Sec 14.1 and 15.7

Name \_\_\_\_\_ Date \_\_\_\_\_



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**RESOLUTION 24-003**  
**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT**  
**AUTHORIZING A CHANGE TO ARTICLE 14-SEC 14.1 AND SEC 15.7**  
**FILLING POOLS AND TANKS**

**A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that Sec 14.1 and 15.7 must be upgraded to include language which protects the District from high water demand filling pools and tanks, during drought conditions or when water is unavailable for such use.

**B. WHEREAS,** when Customers fill pools or tanks over 5,000 gallons, they must contact the office at 919 Redwood Drive to obtain an application and then it will be reviewed for consideration and requirements.

**C. WHEREAS,** when GSD approves application to fill a pool or tank, an inspection will take place by General Manager or designee.

**D. WHEREAS,** the District is committed to assisting our customers and will assist in every way possible when a request is received to fill pools and tanks.

**E. WHEREAS,** this updated ordinance will go into effect upon Board approval

**Sec 14.1 Pools and Tanks.** When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. (See Section 15.7)

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

**Sec 15.7 Fee for Filling Pools.** Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee is calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be billed at \$5/unit of water used to fill pool or tank.

**NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-003, APPROVING CHANGES TO THE POOL AND TANK FILLING ORDINANCE SEC 14.1 AND SEC 15.7**

**PASSED, APPROVED AND ADOPTED** this 23rd day of April, 2024 by the following roll call **vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Doug Bryan—Board Chairperson**

**ATTEST:**

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**Ralph Emerson, Board Secretary**

**Sec 14.4 Relief on Application.** When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provisions complained of, and requesting suspension or modification of this provision as applied to his premises. If such application were approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises to be effective as of the date of the application and continuing during the period of the special circumstances.

**Sec 14.4a Customer Grievance Policy** When a customer feels that their concerns are not addressed in a manner which results in a satisfactory outcome, they can request a grievance form at the GSD office, and submit for the General Manager to address the matter.

In the event that a satisfactory resolution cannot be met, the customer will be included on the monthly Board agenda, to present the grievance to the Board Members for their consideration and potential assistance in finding a solution to the grievance.



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**CUSTOMER GRIEVANCE FORM**

**Property and Contact Details:**

**Property in question:** \_\_\_\_\_ **Acct #** \_\_\_\_\_

**Applicant Details:** (if not the owner)

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Work# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_

- Residential Home or Apartment
- Commercial

**ARTICLE 14.a GRIEVANCE PROCEDURES**

**Sec 14.4a Customer Grievance Policy** When a customer feels that there concerns are not addressed in a manner which results in a satisfactory outcome, they can request a grievance form at the GSD office, and submit for the General Manager to address the matter.

In the event that a satisfactory resolution cannot be met, the customer will be included on the monthly Board agenda, to present the grievance to the Board Members for their consideration and potential assistance in finding a solution to the grievance.

**EXPLAIN THE PURPOSE OF YOUR GRIEVANCE:**

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I, the undersigned, hereby declare that the information given on this application is true and correct and I am authorized to submit this grievance form.

Property Owner/Customer

Name \_\_\_\_\_ Date \_\_\_\_\_

Garberville Sanitary District Representative

Name \_\_\_\_\_ Date \_\_\_\_\_



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**Sec 9.5 Payment of Bills.** Bills are due and payable by 4:30 P.M. on the 25<sup>th</sup> of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:  
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
  - (1) Bills past due - Courtesy Call
  - (2) 35 days past due (\$60) - Shut off notice - Hand delivered to service address. Owner of Property Notified.
  - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
  - (4) One Year past due—Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.
  - (5) Two Years past due - Turn over to collection agency.
  - (6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

**Adjustments to bills - Payment Plans:**

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$40 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- e. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- f. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a (\$30) credit which can be used to decrease their monthly service charge. A service credit will only be authorized if water usage is below (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month if customer uses (11) units of water or above.

Adopted 1/26/2021



## ADDITIONAL LATE PAYMENT PROCEDURES

1. Contact Owner of property or building of payments that are past due
2. Notify Owner that they are responsible for all past due payments.
3. Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.
4. follow the approved payment of Bills Ordinance Sec 9.5, with additional legal action if payment plan is not complied with or when past due amount requires small claims court judgement and filing a lien on property.
5. When staff is required to make additional calls or visits to collect service charges, the customer may be required to pay for the additional time from staff.