

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

**There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the
GSD District Office
919 Redwood DR. Garberville, CA**

**Date of Meeting: May 28th, 2019
5:00 p.m. – Open Public Session**

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 919 Redwood Dr. during normal business hours.

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Richard Thompson___, Julie Lyon_____

III. APPROVAL OF AGENDA - Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

IV. THERE ARE NO CLOSED SESSION ITEMS

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Up to fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on items not listed on the agenda and within the jurisdiction of the GSD Board. Speakers are limited to 3 minutes. The GSD Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the GSD Board does not respond to public comment at this time.

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS – Routine report of activities, operations, meetings / conferences held and/or attended by Board members, Staff, and General Manager

Operations Staff-

Office Staff-

Board Members-

Correspondence- LAFCo Budget Pg. 4-5

General Manager—Ralph Emerson Pg. 6

Government Code Section 54954.3 provides that the public will have an opportunity to address the Board on any item described on a regular or special meeting either before or during the consideration of that item. The Board reserves the right to limit the time of presentation by individuals and groups

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Approve Financials Date February 2019 & March 2019 – Pg. 7-30
- A.2 Approve Date: March 26th, 2019 Regular Meeting Minutes—(No Meeting in April) Pg. 31-33
- A.3 Operations Safety Report- Pg. 34-35

Motion: **Second:** **Vote:**

A. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 Southern Humboldt County Park Pg. 36-44
(letter of support requested)

Motion: **Second:** **Vote:**

- B.2 Recognition of John Neill’s Service to GSD Pg. 45
(discussion—action requested)

Motion: **Second:** **Vote:**

- B.3 Budget ---Presentation 2019-2020 Pg. 46-54
(discussion-possible action) presentation by Jennie Short

Motion: **Second:** **Vote:**

- B.4 Rate Study--Update Pg. 55-61
(discussion-possible action) presentation by Jennie Short

Motion: **Second:** **Vote:**

- B.5 PG&E Requests not Shutting Water off for Non-Payment
(discussion-possible action)

Motion: **Second:** **Vote:**

- B.6 Cannabis Applications and Will-Serve Agreements Pg. 62
(discussion—possible action)

Motion: **Second:** **Vote:**

- B.7 Meredith Lane Easement
(information Only)

- B.8 Strategic Planning Update Pg. 63
(discussion-possible action)

Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- | | | |
|-----|--|----------------|
| C.1 | <u>Mission and Vision Statement</u>
(discussion possible action) | Pg. 64 |
| | Motion: | Second: |
| | | Vote: |
| C.2 | <u>Non-Harassment Policy Sec:7.4</u>
(discussion-possible action) 3 rd reading | Pg. 65-68 |
| | Motion: | Second: |
| | | Vote: |
| C.3 | <u>Conflict of Interest Policy-Appendix D</u>
(discussion-possible action) 2nd reading | Pg. 69-74 |
| | Motion: | Second: |
| | | Vote: |

IX. CLOSED SESSION

- A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Budget 2019-2020
2. Rate Changes and Process
3. Cannabis cultivation/manufacturing permits within GSD boundaries
- 4.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Friday May 24th. Agenda 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.



1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafo.org

DATE: April 8, 2019
TO: Humboldt County Administrative Officer
City Managers
Independent Special District Managers
FROM: Colette Metz, Executive Officer
SUBJECT: **Proposed LAFCo Budget for Fiscal Year 2019-20**

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1st and a final budget by June 15th, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2019-20, as adopted by the Commission on March 20, 2019, is enclosed. The Commission's operating expenses for fiscal year 2019-20 accommodate the following activities:

- Discretionary adjustments in services and supply accounts.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing a 3.5 percent increase in member contributions, from \$122,055 to \$126,300. This would be apportioned to the seven cities, 48 independent special districts, and the County.

The Commission will consider adopting its final budget at a public hearing on May 15, 2019 at 9:00 a.m. in the Board of Supervisors Chamber, Humboldt County Courthouse, Eureka.

LAFCo requests comments on the proposed budget by May 3, 2019. Comments may be mailed to 1125 16th Street, Suite 202, Arcata, CA 95521, or e-mailed to colettem@humboldtlafo.org. Please contact LAFCo staff at 445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller

Humboldt LAFCo Operating Budget

Revenues:

		FY 2018-19		FY 2019-20	
Account	Revenue Category	ADOPTED	8 MONTH ACTUAL	PROPOSED	
671181	Cities	\$40,685	\$40,685	\$42,100	
671182	Special Districts	\$40,685	\$39,747	\$42,100	
671183	County	\$40,685	\$40,685	\$42,100	
Agency Cost Share Total		\$122,055	\$121,117	\$126,300	3.5% increase
631100	Professional Services	\$30,000	\$63,736	\$55,000	
	Application Fees	-	-	\$55,000	
401000	Interest	\$800	\$618	\$1,310	
REVENUE SUBTOTAL		\$152,855	\$185,471	\$182,610	

Operating Expenses:

		FY 2018-19		FY 2019-20	
Account	Expense Category	ADOPTED	8 MONTH ACTUAL	PROPOSED	
2106	Communications	\$160	\$104	\$160	
2107*	Duplicating	\$300	\$137	-	
2110	Insurance	\$2,200	\$2,375	\$2,500	
2115	Memberships	\$4,100	\$4,182	\$4,750	
2116*	Postage	\$100	\$0	-	
2117	Office Supplies	\$0	\$0	\$600	
	Printing/Copies	-	-	\$300	Previous 2107
	Postage	-	-	\$300	Previous 2116
	Supplies	-	-	\$0	
2118	Professional & Special Services	\$134,000	\$129,287	\$160,900	
	Legal Services	-	-	\$5,000	Previous 2255
	Basic Services-EO/Clerk	\$55,000	\$31,714	\$55,000	
	MSRs/SOs	\$49,000	\$42,124	\$45,000	
	Application Processing	\$30,000	\$55,449	\$55,000	
	Website Services	-	-	\$200	Previous 2147
	Meeting Exp/Stipends	-	-	\$700	Previous 2123
2119	Publications & Legal Notices	\$1,000	\$809	\$1,500	
2121	Rents & Leases - Structures	\$5,400	\$3,600	\$5,400	
2123	Special Departmental Expense	\$700	\$360	\$2,500	
	Conference Registration/Training	-	-	\$2,500	Previous 2614
2125	Transportation & Travel	\$800	\$404	\$4,300	
	Mileage/Travel (In-County)	-	-	\$800	
	Mileage/Travel (Out-of-County)	-	-	\$3,500	Previous 2225
2147*	Media	\$200	\$121	-	
2225*	Transportation Out of County	\$6,200	\$1,304	-	
2255*	Legal Fees	\$5,000	\$1,851	-	
2614*	Staff Development & Training	\$2,600	\$1,090	-	
EXPENSE SUBTOTAL		\$ 162,760.00	\$ 145,624.14	\$ 182,610.00	

Operating Difference

(Negative Balance Indicates Use of Reserves)

	\$ (9,905.00)	\$ 39,846.86	\$ -
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Unreserved/Unrestricted Fund Balance

	FY 2018-19
Beginning	\$ 49,957.32
Ending	

*Accounts to be closed

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

GENERAL MANAGER REPORT

Date: May 28th, 2019

I wanted to update you on our Measure Z application which was submitted on-time and in accordance with the Measure Z requirements.

I was told at a local event by a member of the Measure Z committee, that we were denied funding because “FIRE HYDRANTS ARE NOT CONSIDERED EMERGENCY NEEDS AND THAT WATER DISTRICTS ARE NOT THE AGENCIES THAT MEASURE Z FUNDS SHOULD BE SPENT ON”. The two people arguing against fire hydrant funding were local fire department personnel and on the Measure Z committee.

I was told that there were not enough funds and that emergency services personnel needed raises to keep them in the area so they became the primary recipient of Measure Z funding.

This same person told me that the Measure Z Committee felt our District could generate its own funds by raising rates and charging our customers to pay for hydrants.

In spite of all the recent fire devastation and need for fire suppression water, it is very disturbing that fire hydrants not working, wouldn't be considered a priority but none the less, they are not and we were denied funding.

We are training a new part-time person to assist Mary in the office when needed. Her name is Laura Curnow and she recently moved here from Montana because her husband was transferred here with PG&E. She has a background in customer service, accounting and billing which is needed with this position. She will only work as needed or one day per week.

There have been multiple meetings with local developers and officials with the County about the Redwood Drive renovation project which has received design funding. This project will make improvements to all sidewalks, lighting and roadway from the south 101 off ramp to the Redwood drive North 101 on ramp.

This is a positive project but we have a failing infrastructure throughout the affected area which I will be working on ways to replace prior to the paving being done.

We have received two more agricultural water Meter applications which now makes 3 people who have paid the Ag Meter connection fee. This allows us to isolate the residential water from the agricultural business. We have multiple people in the process of permitting which have expressed their intent to obtain an agriculture water meter for their businesses.

Respectfully Submitted:
Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 28, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: February 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for February 2019. The current year to date revenue shortfall of \$17K may be partially overcome before the end of the year. If the repairs and maintenance expenses continue to be less than budgeted, the final net income excluding depreciation will likely catch up with the budgeted amount (note how close the YTD difference for Net Income in Table 1 is).

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

Description	Annual Budget	YTD spent	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	628,121.77	640,926.64	(12,804.87)	☹
Total Expenses	1,298,062.59	855,746.53	870,057.03	(14,310.50)	☺
Net Income (excluding Depreciation)	279,422.41	(227,624.76)	(229,130.39)	1,505.63	☹
Payroll	375,271.63	261,352.58	250,514.39	10,838.19	☹
Repair & Maintenance	66,000.00	30,416.47	46,833.36	(16,416.89)	☺

As can be seen on the “Statement of Cash Flows Report for Board - February 2019” and the “Balance Sheet Report for Board As of February 2019”:

- Net cash **DECREASE** for February is \$ **14,774.99** and the year to date cash **DECREASE** is \$ **92,368.16**.
- Expenditures for fixed asset acquisition so far this year total \$ **318,785.05** which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$38,510 for the Maple Lane sewer line replacement.
- As of February 28, 2019, the total reimbursement from the insurance company for the CCC replacement so far is \$ **350,525.62**.
- Total payments on long term debt so far this year total \$ **94,881.84** of an expected year-end total of \$ **135,461.31**.

The outlook for the final year end projections doesn't vary much from last month. The overage on payroll is continuing to grow. The overtime wages are approximately \$4200 higher than the budgeted amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
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 February 2019

	Year to Date 07/18 - 02/19	Current Month Feb 2019
OPERATING ACTIVITIES		
Net Income	(227,624.76)	(37,202.66)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(1,680.00)	(3,348.00)
1100 · Accounts Receivable	3,268.17	869.71
1110 · Accts Receivable Over Payments	262.73	1,590.65
1450 · Prepaid Rent	835.00	
1500 · Prepaid Insurance	(7,569.45)	1,871.16
1501 · Prepaid Workers Comp	(2,361.53)	732.00
1502 · Prepaid Expenses	1,422.92	556.04
1510 · Prepaid Licenses and Permits	(7,264.42)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	
2000 · Accounts Payable	(11,080.35)	(19,504.47)
20000 · Accounts Payable	2,520.00	
2210 · Accrued Federal PR Taxes	(0.07)	
2002 · Accounts Payable Audit Entry	(14,006.85)	
2300 · Service Deposits	3,000.00	300.00
Net cash provided by Operating Activities	(114,629.61)	(52,308.94)
INVESTING ACTIVITIES		
SEWER:Collection	(38,510.00)	27,202.63
Accumulated Depreciation-Water	217,621.04	14,722.71
Accumulated Depreciation-Sewer	117,781.68	
CIP - CCC Replace - Insurance	100,525.62	
CIP-CL2 Contact Chamber Replace	(280,275.05)	
Net cash provided by Investing Activities	117,143.29	41,925.34
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(23,167.43)	
2605 · RCAC Loan #6200-GSD-02	(33,947.07)	(4,305.39)
2655 · Lease Payable - Copier	(676.40)	(86.00)
2700 · SRF Loan - Water	(22,991.18)	
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	
Net cash provided by Financing Activities	(94,881.84)	(4,391.39)
Net cash increase for period	(92,368.16)	(14,774.99)
Cash at beginning of period	950,961.46	873,368.29
Cash at end of period	858,593.30	858,593.30

	June 30, 18	Feb 28, 19	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	88,715.59	(56,824.39)	
1006 · Umpqua System Reserve - Water	53,000.76	25,708.16	(27,292.60)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,147.38	(27,279.93)	
1011 · Water Enterprise Fund	46,517.25	46,625.75	108.50	
1030 · County Treasury - Sewer Reserve	405,174.27	422,140.91	16,966.64	
1031 · County Treasury - Water Reserve	242,088.40	243,911.91	1,823.51	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	304.09	130.11	
Total Checking/Savings	950,961.46	858,593.30	(92,368.16)	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	4,631.00	1,680.00	
Total Accounts Receivable	2,951.00	4,631.00	1,680.00	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00		(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(2,019.77)	(262.73)	
1100 · Accounts Receivable - Other	94,498.02	91,229.85	(3,268.17)	
Total 1100 · Accounts Receivable	92,740.98	89,210.08	(3,530.90)	
1120 · A/R - Employee	0.00			
1450 · Prepaid Rent	835.00		(835.00)	
1500 · Prepaid Insurance	3,257.77	10,827.22	7,569.45	
1501 · Prepaid Workers Comp	89.30	2,450.83	2,361.53	
1502 · Prepaid Expenses	3,647.00	2,224.08	(1,422.92)	
1510 · Prepaid Licenses and Permits	42.06	7,306.48	7,264.42	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	241,261.11	107,018.69	(134,242.42)	
Total Current Assets	1,195,173.57	970,242.99	(224,930.58)	
Fixed Assets				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,015,106.82	8,015,106.82	0.00	
Water System	142,474.97	142,474.97	0.00	

	June 30, 18	Feb 28, 19	Difference	Notes
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,334,001.02	2,372,511.02	38,510.00	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,777,725.16	5,816,235.16	38,510.00	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,750,012.30)	(217,621.04)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,931,201.74)	(117,781.68)	
Total Fixed Assets	10,930,543.04	10,813,399.75	(117,143.29)	
TOTAL ASSETS	12,125,716.61	11,783,642.74	(342,073.87)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	32,592.27	21,511.92	(11,080.35)	
Total Accounts Payable	32,592.27	21,511.92	(11,080.35)	
Other Current Liabilities				
2002 · Accounts Payable Audit Entry	14,006.85		(14,006.85)	
2300 · Service Deposits	700.00	3,700.00	3,000.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07		(0.07)	
2220 · Accrued State PR Taxes	0.00		0.00	
2225 · Accrued Workers Comp	0.00		0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
Total Other Current Liabilities	148,133.55	139,646.63	(8,486.92)	
Total Current Liabilities	180,725.82	161,158.55	(19,567.27)	
Long Term Liabilities				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	94,674.54	(33,947.07)	8 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	883.35	(676.40)	8 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
Total Long Term Liabilities	1,442,306.52	1,347,424.68	(94,881.84)	
Total Liabilities	1,623,032.34	1,508,583.23	(114,449.11)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(227,624.76)	(38,098.32)	
Total Equity	10,502,684.27	10,275,059.51	(227,624.76)	
TOTAL LIABILITIES & EQUITY	12,125,716.61	11,783,642.74	(342,073.87)	

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	20,937.86	199,974.40	203,914.78	308,000.00	(3,940.38)
4110 · Commercial	17,053.52	148,407.23	155,056.38	235,000.00	(6,649.15)
4150 · Bulk Water Sales	3,348.00	14,172.00	13,000.00	20,000.00	1,172.00
Total Water Charges	41,339.38	362,553.63	371,971.16	563,000.00	(9,417.53)
4200 · Sewer Charges	28,819.57	231,935.86	243,463.01	365,000.00	(11,527.15)
4300 · Connection Fees	0.00	0.00	0.00	80,000.00	0.00
4650 · Late Charges	1,470.00	8,155.00	4,333.33	6,500.00	3,821.67
4700 · Other Operating Revenue	40.00	3,260.00	4,666.64	7,000.00	(1,406.64)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	71,668.95	607,404.49	624,434.14	1,021,500.00	(17,029.65)
Gross Profit	71,668.95	607,404.49	624,434.14	1,021,500.00	(17,029.65)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	233.32	350.00	233.32
5005 · Bad Debts	413.01	2,205.17	2,333.32	3,500.00	128.15
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	140.46	1,585.16	1,533.36	2,300.00	(51.80)
5010 · Bank Charges - Other	127.60	1,064.97	933.36	1,400.00	(131.61)
Total 5010 · Bank Charges	268.06	2,650.13	2,466.72	3,700.00	(183.41)
5020 · Directors Fees	1,850.00	1,850.00	1,200.00	1,800.00	(650.00)
5030 · Dues and Memberships	0.00	4,036.00	2,933.36	4,400.00	(1,102.64)
5035 · Education and Training	794.91	4,522.86	1,333.36	2,000.00	(3,189.50)
5036 · Education and Training - B.O.D.	84.72	84.72	200.00	300.00	115.28
Insurance					
5040 · Liability	1,871.16	14,969.28	14,969.32	22,453.96	0.04
5050 · Workers' Comp	732.00	5,684.10	5,363.79	8,045.63	(320.31)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(4,860.96)	(5,200.00)	(7,800.00)	(339.04)
5055 · Health - Other	3,342.54	26,231.70	28,240.00	42,360.00	2,008.30
Total 5055 · Health	2,734.92	21,370.74	23,040.00	34,560.00	1,669.26
Total Insurance	5,338.08	42,024.12	43,373.11	65,059.59	1,348.99
5060 · Licenses, Permits, and Fees	1,826.63	16,542.89	15,666.68	23,500.00	(876.21)
5065 · Auto	0.00	1,231.66	2,133.36	3,200.00	901.70
5070 · Miscellaneous	0.00	66.03	66.64	100.00	0.61
5080 · Office Expense	362.66	4,159.49	3,733.36	5,600.00	(426.13)
5085 · Outside Services	804.26	5,043.45	5,666.64	8,500.00	623.19
5090 · Payroll Taxes	2,540.62	18,312.53	17,890.64	26,836.00	(421.89)
5100 · Postage	208.99	1,587.95	1,866.64	2,800.00	278.69
5110 · Professional Fees	3,141.90	55,236.14	51,600.00	77,400.00	(3,636.14)
5120 · Property Taxes	0.00	30.42	8.00	12.00	(22.42)
5125 · Repairs and Maintenance	0.00	23.14	333.36	500.00	310.22
5130 · Rents	855.00	6,700.00	8,000.00	12,000.00	1,300.00
5135 · Retirement	735.87	5,337.50	5,100.00	7,650.00	(237.50)
5137 · Supplies	0.00	1,438.76	800.00	1,200.00	(638.76)
5140 · Telephone	836.97	7,236.41	5,066.64	7,600.00	(2,169.77)
5145 · Tools	0.00	0.00	2,666.64	4,000.00	2,666.64
5150 · Travel and Meetings	0.00	115.19	1,000.00	1,500.00	884.81

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5155 · Utilities	207.38	1,712.00	1,840.00	2,760.00	128.00
5160 · Wages					
5165 · Wages - Overtime	324.90	2,124.45	666.64	1,000.00	(1,457.81)
5160 · Wages - Other	11,767.53	94,996.70	106,869.36	160,304.00	11,872.66
Total 5160 · Wages	12,092.43	97,121.15	107,536.00	161,304.00	10,414.85
Total Administrative and General	32,361.49	279,267.71	285,047.79	427,571.59	5,780.08
Sewage Collection					
6010 · Fuel	359.55	2,258.03	2,146.68	3,220.00	(111.35)
6030 · Repairs and Maintenance	0.00	(190.25)	16,000.00	20,000.00	16,190.25
6040 · Supplies	0.00	2,960.35	1,333.32	2,000.00	(1,627.03)
6050 · Utilities	385.28	2,721.94	3,833.32	5,750.00	1,111.38
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	366.00	1,249.50	1,500.00	2,000.00	250.50
6060 · Wages - Other	2,262.16	20,245.34	19,272.68	28,909.00	(972.66)
Total 6060 · Wages	2,628.16	21,494.84	20,772.68	30,909.00	(722.16)
Total Sewage Collection	3,372.99	29,244.91	44,086.00	61,879.00	14,841.09
Sewage Treatment					
6075 · Fuel	359.56	2,258.05	1,993.32	2,990.00	(264.73)
6080 · Monitoring	300.00	2,100.00	9,333.32	14,000.00	7,233.32
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	0.00	4,736.24	8,500.00	12,500.00	3,763.76
6110 · Supplies	1,579.20	5,682.47	5,066.68	7,600.00	(615.79)
6120 · Utilities	776.09	5,427.23	9,200.00	13,800.00	3,772.77
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	75.00	862.50	1,500.00	2,000.00	637.50
6130 · Wages - Other	3,553.82	23,764.12	15,875.32	23,813.00	(7,888.80)
Total 6130 · Wages	3,628.82	24,626.62	17,375.32	25,813.00	(7,251.30)
Total Sewage Treatment	6,643.67	45,630.61	51,468.64	76,703.00	5,838.03
Water Trans and Distribution					
7075 · Fuel	359.56	2,258.13	1,916.68	2,875.00	(341.45)
7090 · Repairs and Maintenance	1,894.50	11,512.41	13,333.32	20,000.00	1,820.91
7100 · Supplies	583.75	13,065.10	2,666.68	4,000.00	(10,398.42)
7110 · Utilities	500.91	4,835.01	6,900.00	10,350.00	2,064.99
7120 · Wages					
7125 · Wages - Overtime Water Trans &	1,298.00	2,939.50	3,333.32	5,000.00	393.82
7120 · Wages - Other	2,973.10	25,370.55	20,035.32	30,053.00	(5,335.23)
Total 7120 · Wages	4,271.10	28,310.05	23,368.64	35,053.00	(4,941.41)
Total Water Trans and Distribution	7,609.82	59,980.70	48,185.32	72,278.00	(11,795.38)
Water Treatment					
7020 · Fuel	0.00	224.36	1,466.68	2,200.00	1,242.32
7010 · Monitoring	245.00	2,788.03	3,333.32	5,000.00	545.29
7015 · Outside Services	0.00	825.00			(825.00)
7030 · Repairs and Maintenance	3,322.87	14,334.93	8,666.68	13,000.00	(5,668.25)
7040 · Supplies	4,138.65	11,117.53	9,333.32	14,000.00	(1,784.21)
7050 · Utilities	3,099.74	30,174.33	30,666.68	46,000.00	492.35
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	2,320.00	8,019.75	4,000.00	6,000.00	(4,019.75)
7060 · Wages - Other	3,447.39	31,075.30	26,067.32	39,101.00	(5,007.98)
Total 7060 · Wages	5,767.39	39,095.05	30,067.32	45,101.00	(9,027.73)
Total Water Treatment	16,573.65	98,559.23	83,534.00	125,301.00	(15,025.23)
Total Expense	66,561.62	512,683.16	512,321.75	763,732.59	(361.41)
Net Ordinary Income	5,107.33	94,721.33	112,112.39	257,767.41	17,391.06

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	12,779.05	11,750.00	23,500.00	(1,029.05)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	25.00
Total Property Tax Revenue	0.00	13,878.82	12,337.50	24,675.00	(1,541.32)
8060 · Interest Income	27.77	5,139.58	4,000.00	6,000.00	(1,139.58)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	0.00	46.67	155.00	310.00	108.33
Total Other Income	27.77	20,717.28	16,492.50	30,985.00	(4,224.78)
Other Expense					
9040 · Depreciation	41,925.34	335,402.72	350,000.00	525,000.00	14,597.28
9050 · Interest Expense	412.42	7,660.65	7,735.28	9,330.00	74.63
Total Other Expense	42,337.76	343,063.37	357,735.28	534,330.00	14,671.91
Net Other Income	(42,309.99)	(322,346.09)	(341,242.78)	(503,345.00)	(18,896.69)
Net Income	(37,202.66)	(227,624.76)	(229,130.39)	(245,577.59)	(1,505.63)
9040 · Depreciation	41,925.34	335,402.72	350,000.00	525,000.00	(14,597.28)
Net Income excluding Depreciation	4,722.68	107,777.96	120,869.61	279,422.41	(13,091.65)

	Date	Num	Memo	Amount
Blue Star Gas				
	02/22/2019	9788		-59.84
Total Blue Star Gas				<u>-59.84</u>
Capital Bank & Trust				
	02/05/2019	EFT 025158148		-408.57
	02/05/2019	EFT 557880519		-911.90
	02/19/2019	EFT 025158148		-327.30
	02/19/2019	EFT 557880519		-782.75
Total Capital Bank & Trust				<u>-2,430.52</u>
Copiers Plus				
	02/11/2019	9774		-1,163.70
Total Copiers Plus				<u>-1,163.70</u>
CSDA				
	02/04/2019	DBT		-469.44
Total CSDA				<u>-469.44</u>
Dazey's Building Center				
	02/22/2019	9789		-84.67
Total Dazey's Building Center				<u>-84.67</u>
EDD				
	02/05/2019	EFT 499-0538-3		-922.56
	02/05/2019	EFT 499-0538-3		-275.00
	02/19/2019	EFT 499-0538-3		-658.94
	02/19/2019	EFT 499-0538-3		-93.95
Total EDD				<u>-1,950.45</u>
Emerald Technologies				
	02/07/2019	9770		-27.00
Total Emerald Technologies				<u>-27.00</u>
Fluentstream Tech				
	02/11/2019	9775		-123.69
Total Fluentstream Tech				<u>-123.69</u>
Frontier Communications				
	02/05/2019	9767		-342.98
	02/22/2019	9790		-65.12
Total Frontier Communications				<u>-408.10</u>
Glacier Water Vending				
	02/13/2019	DBT		-2.35
	02/13/2019	DBT		-2.35
Total Glacier Water Vending				<u>-4.70</u>
Highland Tank & Manufacturing Co.				
	02/07/2019	9771		-24,142.86
Total Highland Tank & Manufacturing Co.				<u>-24,142.86</u>
HughesNet				
	02/13/2019	DBT		-189.97
Total HughesNet				<u>-189.97</u>
Hyatt Regency Newport Beach				
	02/01/2019	DBT		-710.19
Total Hyatt Regency Newport Beach				<u>-710.19</u>
IRS				
	02/05/2019	EFT 68-0296323		-3,985.26
	02/19/2019	EFT 68-0296323		-3,022.08
Total IRS				<u>-7,007.34</u>
Jamie Corsetti, CPA, Inc				

	Date	Num	Memo	Amount
	02/12/2019	9779		-850.00
Total Jamie Corsetti, CPA, Inc Jennie Short				<u>-850.00</u>
	02/19/2019	9786		-6,044.85
Total Jennie Short Mitchell, Brisso, Delaney & Vrieze				<u>-6,044.85</u>
	02/12/2019	9780		-387.50
Total Mitchell, Brisso, Delaney & Vrieze North Coast Laboratories Ltd.				<u>-387.50</u>
	02/05/2019	9768		-780.00
	02/22/2019	9791		-295.00
Total North Coast Laboratories Ltd. Office Max				<u>-1,075.00</u>
	02/01/2019	DBT		-140.42
Total Office Max Owsley Electric				<u>-140.42</u>
	02/19/2019	9787		-2,753.96
Total Owsley Electric PAPER MILL				<u>-2,753.96</u>
	02/28/2019	DBT		-38.47
Total PAPER MILL PG&E				<u>-38.47</u>
	02/07/2019	9772		-3,069.42
	02/07/2019	9773		-2,315.92
Total PG&E Pitney Bowes Purchase Power				<u>-5,385.34</u>
	02/22/2019	9792		-208.99
Total Pitney Bowes Purchase Power R. Anderson				<u>-208.99</u>
	02/01/2019	008403	check from 2016, previously zeroed out	-150.00
Total R. Anderson Ralph Emerson				<u>-150.00</u>
	02/22/2019	9793		-50.00
Total Ralph Emerson Redwood Merchant Services				<u>-50.00</u>
	02/04/2019	09877		-96.34
	02/28/2019			-80.32
Total Redwood Merchant Services RENNER				<u>-176.66</u>
	02/10/2019	DBT		-1,078.67
Total RENNER Rural Community Assistance Program				<u>-1,078.67</u>
	02/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program Streamline Inc				<u>-4,717.81</u>
	02/11/2019	9777		-100.00
Total Streamline Inc SWRCB				<u>-100.00</u>
	02/22/2019	9794		-784.00
Total SWRCB Umpqua Bank				<u>-784.00</u>
	02/20/2019	09878		-145.07
				<u>-145.07</u>

	Date	Num	Memo	Amount
Total Umpqua Bank				-145.07
US Cellular				
	02/05/2019	9769		-424.72
Total US Cellular				-424.72
USABLUBOOK				
	02/11/2019	9776		-1,233.16
Total USABLUBOOK				-1,233.16
Wells Fargo				
	02/22/2019	9795		-90.51
Total Wells Fargo				-90.51
Wyatt & Whitchurch, E.A. Inc.				
	02/11/2019	9778		-1,495.00
Total Wyatt & Whitchurch, E.A. Inc.				-1,495.00
Arreguin, Daniel J				
	02/05/2019	9761		-3,776.18
	02/19/2019	9781		-2,393.04
Total Arreguin, Daniel J				-6,169.22
Emerson, Ralph K				
	02/05/2019	9762		-3,110.98
	02/19/2019	9782		-3,110.98
Total Emerson, Ralph K				-6,221.96
LaFond, Jamie L				
	02/05/2019	9763		-204.29
	02/19/2019	9783		-126.75
Total LaFond, Jamie L				-331.04
Miller, Brian A				
	02/05/2019	9764		-2,246.51
	02/19/2019	9784		-1,888.04
Total Miller, Brian A				-4,134.55
Nieto, Mary				
	02/05/2019	9765		-1,283.71
	02/19/2019	9785		-1,089.50
Total Nieto, Mary				-2,373.21
Ruiz, Ricardo				
	02/05/2019	9766		-438.48
Total Ruiz, Ricardo				-438.48
TOTAL				-85,771.06



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 28, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: March 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for March 2019. The current year to date revenue shortfall of \$16K will be offset if the lower expenses in repairs and maintenance continue to be less than budgeted. The anticipated connection fees will not be realized this year, but this income is held for capital projects and is not budgeted for use on operational expenses this year.

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

Description	Annual Budget	YTD spent	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	700,800.08	716,664.51	(15,864.43)	☹
Total Expenses	1,298,062.59	953,510.00	978,328.40	(24,818.40)	☺
Net Income (excluding Depreciation)	279,422.41	124,618.14	132,086.11	(7,467.97)	☹
Payroll	375,271.63	292,714.77	282,453.70	10,261.07	☹
Repair & Maintenance	66,000.00	36,279.08	52,125.02	(15,845.94)	☺

As can be seen on the “Statement of Cash Flows Report for Board - March 2019” and the “Balance Sheet Report for Board As of March 2019”:

- Net cash **DECREASE** for March is \$ **15,735.77** , and the year to date cash **DECREASE** is **\$76,620.39 which is better than last month.**
- Expenditures for fixed asset acquisition so far this year total \$ **318,785.05**, which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$38,510 for the Maple Lane sewer line replacement.
- As of March 31, 2019, the total reimbursement from the insurance company for the CCC replacement so far is **\$350,525.62.**
- Total payments on long term debt so far this year total \$ **99,291.59** of an expected year-end total of **\$135,461.31.**
- The overage on total payroll costs is continuing to grow, and is now \$10K over the budgeted amount.
- The overtime wages are also continuing to grow and are approximately \$5300 higher than the budgeted amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
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 March 2019

	Year to Date Jul 18 - Mar 19	Current Month Mar 19
OPERATING ACTIVITIES		
Net Income	(252,709.92)	(25,085.16)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	1,164.00	2,844.00
1100 · Accounts Receivable	6,623.63	3,355.46
1110 · Accts Receivable Over Payments	(235.97)	(498.70)
1450 · Prepaid Rent	835.00	
1500 · Prepaid Insurance	(5,698.29)	1,871.16
1501 · Prepaid Workers Comp	(1,686.00)	675.53
1502 · Prepaid Expenses	1,978.96	556.04
1510 · Prepaid Licenses and Permits	(5,437.79)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	
2000 · Accounts Payable	(18,893.13)	(7,824.78)
20000 · Accounts Payable	2,520.00	
2210 · Accrued Federal PR Taxes	(0.07)	
2002 · Accounts Payable Audit Entry	(14,006.85)	
2300 · Service Deposits	3,500.00	500.00
Net cash provided by Operating Activities	(136,397.43)	(21,779.82)
INVESTING ACTIVITIES		
SEWER:Collection	(38,510.00)	
Accumulated Depreciation-Water	244,823.67	27,202.63
Accumulated Depreciation-Sewer	132,504.39	14,722.71
CIP - CCC Replace - Insurance	100,525.62	
CIP-CL2 Contact Chamber Replace	(280,275.05)	
Net cash provided by Investing Activities	159,068.63	41,925.34
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(23,167.43)	
2605 · RCAC Loan #6200-GSD-02	(38,270.40)	(4,323.33)
2655 · Lease Payable - Copier	(762.82)	(86.42)
2700 · SRF Loan - Water	(22,991.18)	
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	
Net cash provided by Financing Activities	(99,291.59)	(4,409.75)
Net cash increase for period	(76,620.39)	15,735.77
Cash at beginning of period	950,961.46	858,605.30
Cash at end of period	874,341.07	874,341.07

	June 30, 18	Mar 31, 19	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	101,537.50	(44,002.48)	
1006 · Umpqua System Reserve - Water	53,000.76	25,715.80	(27,284.96)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,156.64	(27,270.67)	
1011 · Water Enterprise Fund	46,517.25	46,639.61	122.36	
1030 · County Treasury - Sewer Reserve	405,174.27	423,994.67	18,820.40	
1031 · County Treasury - Water Reserve	242,088.40	244,953.25	2,864.85	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	304.09	130.11	
Total Checking/Savings	950,961.46	874,341.07	(76,620.39)	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	1,787.00	(1,164.00)	
Total Accounts Receivable	2,951.00	1,787.00	(1,164.00)	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00		(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(1,521.07)	235.97	
1100 · Accounts Receivable - Other	94,498.02	87,874.39	(6,623.63)	
Total 1100 · Accounts Receivable	92,740.98	86,353.32	(6,387.66)	
1120 · A/R - Employee	0.00			
1450 · Prepaid Rent	835.00		(835.00)	
1500 · Prepaid Insurance	3,257.77	8,956.06	5,698.29	
1501 · Prepaid Workers Comp	89.30	1,775.30	1,686.00	
1502 · Prepaid Expenses	3,647.00	1,668.04	(1,978.96)	
1510 · Prepaid Licenses and Permits	42.06	5,479.85	5,437.79	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	241,261.11	99,232.57	(142,028.54)	
Total Current Assets	1,195,173.57	975,360.64	(219,812.93)	
Fixed Assets				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,015,106.82	8,015,106.82	0.00	
Water System	142,474.97	142,474.97	0.00	

	June 30, 18	Mar 31, 19	Difference	Notes
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,334,001.02	2,372,511.02	38,510.00	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,777,725.16	5,816,235.16	38,510.00	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,777,214.93)	(244,823.67)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,945,924.45)	(132,504.39)	
Total Fixed Assets	10,930,543.04	10,771,474.41	(159,068.63)	
TOTAL ASSETS	12,125,716.61	11,746,835.05	(378,881.56)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	32,592.27	13,699.14	(18,893.13)	
Total Accounts Payable	32,592.27	13,699.14	(18,893.13)	
Other Current Liabilities				
2002 · Accounts Payable Audit Entry	14,006.85		(14,006.85)	
2300 · Service Deposits	700.00	4,200.00	3,500.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07		(0.07)	
2220 · Accrued State PR Taxes	0.00		0.00	
2225 · Accrued Workers Comp	0.00		0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
Total Other Current Liabilities	148,133.55	140,146.63	(7,986.92)	
Total Current Liabilities	180,725.82	153,845.77	(26,880.05)	
Long Term Liabilities				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	90,351.21	(38,270.40)	9 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	796.93	(762.82)	9 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
Total Long Term Liabilities	1,442,306.52	1,343,014.93	(99,291.59)	
Total Liabilities	1,623,032.34	1,496,860.70	(126,171.64)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(252,709.92)	(63,183.48)	
Total Equity	10,502,684.27	10,249,974.35	(252,709.92)	
TOTAL LIABILITIES & EQUITY	12,125,716.61	11,746,835.05	(378,881.56)	

	Current Month Mar 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	20,832.09	220,806.49	227,920.56	308,000.00	(7,114.07)
4110 · Commercial	17,275.13	165,682.36	174,638.09	235,000.00	(8,955.73)
4150 · Bulk Water Sales	612.00	14,784.00	13,000.00	20,000.00	1,784.00
Total Water Charges	38,719.22	401,272.85	415,558.65	563,000.00	(14,285.80)
4200 · Sewer Charges	29,188.23	261,124.09	273,988.39	365,000.00	(12,864.30)
4300 · Connection Fees	0.00	0.00	0.00	80,000.00	0.00
4650 · Late Charges	1,305.00	9,460.00	4,874.99	6,500.00	4,585.01
4700 · Other Operating Revenue	540.00	3,800.00	5,249.98	7,000.00	(1,449.98)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	69,752.45	677,156.94	699,672.01	1,021,500.00	(22,515.07)
Gross Profit	69,752.45	677,156.94	699,672.01	1,021,500.00	(22,515.07)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	262.48	350.00	262.48
5005 · Bad Debts	0.00	2,205.17	2,624.98	3,500.00	419.81
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	237.32	1,822.48	1,725.02	2,300.00	(97.46)
5010 · Bank Charges - Other	162.44	1,227.41	1,050.02	1,400.00	(177.39)
Total 5010 · Bank Charges	399.76	3,049.89	2,775.04	3,700.00	(274.85)
5020 · Directors Fees	250.00	2,100.00	1,350.00	1,800.00	(750.00)
5030 · Dues and Memberships	0.00	4,036.00	3,300.02	4,400.00	(735.98)
5035 · Education and Training	0.00	4,522.86	1,500.02	2,000.00	(3,022.84)
5036 · Education and Training - B.O.D.	0.00	84.72	225.00	300.00	140.28
Insurance					
5040 · Liability	1,871.16	16,840.44	16,840.48	22,453.96	0.04
5050 · Workers' Comp	675.53	6,359.63	6,034.25	8,045.63	(325.38)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(5,468.58)	(5,850.00)	(7,800.00)	(381.42)
5055 · Health - Other	3,342.54	29,574.24	31,770.00	42,360.00	2,195.76
Total 5055 · Health	2,734.92	24,105.66	25,920.00	34,560.00	1,814.34
Total Insurance	5,281.61	47,305.73	48,794.73	65,059.59	1,489.00
5060 · Licenses, Permits, and Fees	1,826.63	18,369.52	17,625.01	23,500.00	(744.51)
5065 · Auto	6.13	1,237.79	2,400.02	3,200.00	1,162.23
5070 · Miscellaneous	0.00	66.03	74.98	100.00	8.95
5080 · Office Expense	2,122.48	6,281.97	4,200.02	5,600.00	(2,081.95)
5085 · Outside Services	592.84	5,636.29	6,374.98	8,500.00	738.69
5090 · Payroll Taxes	2,040.21	20,352.74	20,126.98	26,836.00	(225.76)
5100 · Postage	0.00	1,587.95	2,099.98	2,800.00	512.03
5110 · Professional Fees	3,877.00	59,113.14	58,050.00	77,400.00	(1,063.14)
5120 · Property Taxes	0.00	30.42	9.00	12.00	(21.42)
5125 · Repairs and Maintenance	0.00	23.14	375.02	500.00	351.88
5130 · Rents	835.00	7,535.00	9,000.00	12,000.00	1,465.00
5135 · Retirement	660.43	5,997.93	5,737.50	7,650.00	(260.43)
5137 · Supplies	525.03	1,963.79	900.00	1,200.00	(1,063.79)
5140 · Telephone	766.80	8,003.21	5,699.98	7,600.00	(2,303.23)

	Current Month Mar 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	0.00	2,999.98	4,000.00	2,999.98
5150 · Travel and Meetings	0.00	115.19	1,125.00	1,500.00	1,009.81
5155 · Utilities	237.96	1,949.96	2,070.00	2,760.00	120.04
5160 · Wages					
5165 · Wages - Overtime	124.50	2,248.95	749.98	1,000.00	(1,498.97)
5160 · Wages - Other	10,443.72	105,440.42	120,228.02	160,304.00	14,787.60
Total 5160 · Wages	10,568.22	107,689.37	120,978.00	161,304.00	13,288.63
Total Administrative and General	29,990.10	309,257.81	320,678.72	427,571.59	11,420.91
Sewage Collection					
6010 · Fuel	(605.10)	1,916.05	2,415.01	3,220.00	498.96
6030 · Repairs and Maintenance	4,527.77	4,337.52	17,500.00	20,000.00	13,162.48
6040 · Supplies	55.35	3,015.70	1,499.99	2,000.00	(1,515.71)
6050 · Utilities	348.39	3,070.33	4,312.49	5,750.00	1,242.16
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	108.00	1,357.50	2,000.00	2,000.00	642.50
6060 · Wages - Other	2,371.16	22,616.50	21,681.76	28,909.00	(934.74)
Total 6060 · Wages	2,479.16	23,974.00	23,681.76	30,909.00	(292.24)
Total Sewage Collection	6,805.57	36,313.60	49,409.25	61,879.00	13,095.65
Sewage Treatment					
6075 · Fuel	(605.10)	1,916.05	2,242.49	2,990.00	326.44
6080 · Monitoring	390.00	2,490.00	10,499.99	14,000.00	8,009.99
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	0.00	4,736.24	9,500.00	12,500.00	4,763.76
6110 · Supplies	0.00	5,682.47	5,700.01	7,600.00	17.54
6120 · Utilities	779.15	6,206.38	10,350.00	13,800.00	4,143.62
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	72.00	934.50	2,000.00	2,000.00	1,065.50
6130 · Wages - Other	3,842.80	27,606.92	17,859.74	23,813.00	(9,747.18)
Total 6130 · Wages	3,914.80	28,541.42	19,859.74	25,813.00	(8,681.68)
Total Sewage Treatment	4,478.85	50,372.56	58,152.23	76,703.00	7,779.67
Water Trans and Distribution					
7075 · Fuel	(605.25)	1,916.05	2,156.26	2,875.00	240.21
7090 · Repairs and Maintenance	190.76	12,286.92	14,999.99	20,000.00	2,713.07
7100 · Supplies	122.37	12,603.72	3,000.01	4,000.00	(9,603.71)
7110 · Utilities	447.50	5,282.51	7,762.50	10,350.00	2,479.99
7120 · Wages					
7125 · Wages - Overtime Water Trans &	818.00	3,757.50	3,749.99	5,000.00	(7.51)
7120 · Wages - Other	3,059.56	28,430.11	22,539.74	30,053.00	(5,890.37)
Total 7120 · Wages	3,877.56	32,187.61	26,289.73	35,053.00	(5,897.88)
Total Water Trans and Distribution	4,032.94	64,276.81	54,208.49	72,278.00	(10,068.32)
Water Treatment					
7020 · Fuel	2,481.06	1,916.03	1,650.01	2,200.00	(266.02)
7010 · Monitoring	190.00	2,978.03	3,749.99	5,000.00	771.96
7015 · Outside Services	(650.00)	175.00	0.00	0.00	(175.00)
7030 · Repairs and Maintenance	560.33	14,895.26	9,750.01	13,000.00	(5,145.25)
7040 · Supplies	0.00	11,117.53	10,499.99	14,000.00	(617.54)
7050 · Utilities	3,139.35	33,313.68	34,500.01	46,000.00	1,186.33
7060 · Wages					

	Current Month Mar 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatmen	1,959.00	9,978.75	4,500.00	6,000.00	(5,478.75)
7060 · Wages - Other	2,452.36	33,527.66	29,325.74	39,101.00	(4,201.92)
Total 7060 · Wages	4,411.36	43,506.41	33,825.74	45,101.00	(9,680.67)
Total Water Treatment	10,132.10	107,901.94	93,975.75	125,301.00	(13,926.19)
Total Expense	55,439.56	568,122.72	576,424.44	763,732.59	8,301.72
Net Ordinary Income	14,312.89	109,034.22	123,247.57	257,767.41	14,213.35
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	(43.91)	12,735.14	11,750.00	23,500.00	(985.14)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	28.56	28.56	25.00	50.00	(3.56)
Total Property Tax Revenue	(15.35)	13,863.47	12,337.50	24,675.00	(1,525.97)
8060 · Interest Income	2,832.32	7,971.90	4,500.00	6,000.00	(3,471.90)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	108.89	155.56	155.00	310.00	(0.56)
Total Other Income	2,925.86	23,643.14	16,992.50	30,985.00	(6,650.64)
Other Expense					
9040 · Depreciation	41,925.34	377,328.06	393,750.00	525,000.00	16,421.94
9050 · Interest Expense	398.57	8,059.22	8,153.96	9,330.00	94.74
Total Other Expense	42,323.91	385,387.28	401,903.96	534,330.00	16,516.68
Net Other Income	(39,398.05)	(361,744.14)	(384,911.46)	(503,345.00)	(23,167.32)
Net Income	(25,085.16)	(252,709.92)	(261,663.89)	(245,577.59)	(8,953.97)
9040 · Depreciation	41,925.34	377,328.06	393,750.00	525,000.00	(16,421.94)
Net Income excluding Depreciation	16,840.18	124,618.14	132,086.11	279,422.41	(7,467.97)

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 March 2019

Date	Num	Memo	Amount
101 Netlink			
03/04/2019	9796		-298.00
03/19/2019	9831		-198.00
Total 101 Netlink			-496.00
Amazon.com			
03/12/2019	DBT		-143.58
Total Amazon.com			-143.58
Blue Star Gas			
03/27/2019	9836		-94.72
Total Blue Star Gas			-94.72
Brenntag Pacific, Inc.			
03/06/2019	9809		-3,158.40
Total Brenntag Pacific, Inc.			-3,158.40
Capital Bank & Trust			
03/05/2019	EFT	557880519	-817.63
03/05/2019	EFT	025158148	-345.38
03/19/2019	EFT	557880519	-742.78
03/19/2019	EFT	025158148	-315.05
Total Capital Bank & Trust			-2,220.84
Dazey's Building Center			
03/12/2019	9818		-75.19
Total Dazey's Building Center			-75.19
EDD			
03/05/2019	EFT	499-0538-3	-708.43
03/05/2019	EFT	499-0538-3	-102.37
03/19/2019	EFT	499-0538-3	-621.01
03/19/2019	EFT	499-0538-3	-6.12
Total EDD			-1,437.93
Fed Ex Office			
03/21/2019			-53.11
Total Fed Ex Office			-53.11
Fluentstream Tech			
03/04/2019	9801		-123.69
Total Fluentstream Tech			-123.69

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 March 2019

Date	Num	Memo	Amount
Frontier Communications			
03/06/2019	9810		-345.80
03/20/2019	9833		-68.53
Total Frontier Communications			-414.33
HughesNet			
03/13/2019	DBT		-73.12
Total HughesNet			-73.12
IRS			
03/05/2019	EFT	68-0296323	-3,228.70
03/19/2019	EFT	68-0296323	-2,875.74
Total IRS			-6,104.44
Lori Ruiz			
03/04/2019	9797		-200.00
03/20/2019	9834		-200.00
Total Lori Ruiz			-400.00
MCS Meters			
03/13/2019	9824		-1,354.18
Total MCS Meters			-1,354.18
Mitchell, Brisso, Delaney & Vrieze			
03/11/2019	9816		-31.00
Total Mitchell, Brisso, Delaney & Vrieze			-31.00
NALCO			
03/06/2019	9811		-2,559.45
Total NALCO			-2,559.45
NAPA			
03/11/2019	9815		-108.68
Total NAPA			-108.68
North Coast Laboratories Ltd.			
03/06/2019	9808		-420.00
03/12/2019	9819		-165.00
Total North Coast Laboratories Ltd.			-585.00
PG&E			
03/12/2019	9820		-4,740.02

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 March 2019

Date	Num	Memo	Amount
Total PG&E			-4,740.02
Ralph Emerson			
03/12/2019	9821		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
03/04/2019	9798		-16.29
03/12/2019	9822		-21.72
Total Recology Humboldt County			-38.01
Redwood Merchant Services			
03/04/2019	09910		-60.14
03/31/2019			-121.58
Total Redwood Merchant Services			-181.72
RENNER			
03/10/2019	DBT		-665.61
Total RENNER			-665.61
Rural Community Assistance Program			
03/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
SDRMA			
03/04/2019	9799		-332.52
03/06/2019	9812		-3,010.02
03/27/2019	9835		-332.52
03/28/2019	9838		-3,010.02
Total SDRMA			-6,685.08
Sentry III Center			
03/28/2019	9837		-1,690.00
Total Sentry III Center			-1,690.00
Staples Credit Plan			
03/20/2019	DBT		-525.03
03/28/2019	9839		-186.85
Total Staples Credit Plan			-711.88
Streamline Inc			
03/06/2019	9813		-100.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 March 2019

Date	Num	Memo	Amount
Total Streamline Inc			-100.00
Umpqua Bank			
03/20/2019	09909		-127.60
Total Umpqua Bank			-127.60
US Cellular			
03/06/2019	9814		-302.36
Total US Cellular			-302.36
Vistaprint			
03/06/2019			-26.36
Total Vistaprint			-26.36
Wahlund Construction, Inc.			
03/13/2019	9825		-4,425.71
Total Wahlund Construction, Inc.			-4,425.71
Wells Fargo			
03/12/2019	9823		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
03/11/2019	9817		-1,215.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,215.00
WYCKOFF'S Inc			
03/04/2019	9800		-110.40
03/20/2019	9832		-925.66
Total WYCKOFF'S Inc			-1,036.06
Arreguin, Daniel J			
03/05/2019	9802		-2,648.09
03/19/2019	9826		-2,383.80
Total Arreguin, Daniel J			-5,031.89
Emerson, Ralph K			
03/05/2019	9803		-3,110.98
03/19/2019	9827		-3,110.98
Total Emerson, Ralph K			-6,221.96
LaFond, Jamie L			
03/05/2019	9804		-130.18

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 March 2019

Date	Num	Memo	Amount
03/19/2019	9828		-90.16
Total LaFond, Jamie L			-220.34
Miller, Brian A			
03/05/2019	9805		-2,014.18
03/19/2019	9829		-1,677.99
Total Miller, Brian A			-3,692.17
Nieto, Mary			
03/05/2019	9806		-1,017.30
03/19/2019	9830		-1,095.80
Total Nieto, Mary			-2,113.10
Ruiz, Ricardo			
03/05/2019	9807		-301.45
Total Ruiz, Ricardo			-301.45
TOTAL			-63,818.30

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

Date of Meeting: March 26, 2019
5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

5:03 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson- Present
Linda Brodersen
Doug Bryan
Richard Thompson
Julie Lyon**

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Doug Bryan Vote: 5-0

IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING

No Closed Session

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- 0

Office Staff- 0

Board Members- Linda and Richard met with Ralph for the budget update.

Correspondence- Proposed Legislative Bills—SDRMA Insurance update Pg. 4-17

General Manager—Ralph Emerson Pg. 18

Jennie Short was unable to attend the budget update meeting.

The strategic planning meeting is April 16th at 10:00 a.m. in the District office.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date: January 2019 – pg.19-32

A.2 Approve Date: February 26, 2019 Regular Meeting Minutes - pg. 33-35

A.3 Operations Safety Report- pg. 36-37

Motion: Richard Thompson Second: Rio Anderson Vote: 5-0

B. GENERAL BUSINESS – Action items

B.1 Hospital and Fire Department Update

Presentation by Kent Scown

B.2 Customer Billing and Change of Procedures (Handout at Meeting)

(discussion-action requested) Presentation by Mary

Motion: Julie Lyon

Second: Rio Anderson

Vote: 5-0

The board approved ordering 10, 000 customer billing cards, and to purchase the Email Billing Module through JUS. In June the District will be able to offer Email Billing to the customers.

B.3 Commercial Cannabis Manufacturing Application

(discussion-possible action) Eel River Farm – Information at Meeting

Motion: Rio Anderson

Second: Richard Thompson

Vote: 4-1

Linda Brodersen abstained from the vote and discussion on this matter. Her property is neighboring this proposed project. Christ Trent is requesting a will serve letter and a demo letter from the District. Currently there is no water going to the building. Chris explained that they will be using nonvolatile manufacturing. A commercial kitchen and remodeling of the existing building is also a part of the plans. There will be a one bedroom small studio that will be included. The water use is expected to be low. The District needs a guarantee that the discharge from the manufacturing process will not enter our treatment system without being tested first.

B.4 Search and Rescue Building Project

Motion: Julie Lyon

Second: Doug Bryan

Vote: 5-0

The board directed Ralph to send a letter of approval for the search and rescue building project, with some changes to the wording.

B.5 Ongoing Projects (Bank Building-Theater-New Inn)

(discussion-possible action)

B.6 Request for water at Connick Creek

(discussion—direction)

The District cannot bear any cost for this request. Currently this property has a well. The owner is wanting to get city water if possibly. All expense would fall onto the property owners. The property owner needs to go before LAFCO with this request first.

B.7 Budget Update for 2018-2019 and 2019-2020

(information Only)

At the April 2019 meeting we will have the budget update presentation by Jennie Short.

B.8 Rate Proposal Update

(discussion-possible action)

There will also be an update for the rate proposal at the April meeting.

The parks events are growing in size. They have ran out of potable water during the events before. The main concern is the health and safety for the park and community. Bottle water does not suite the parks vision of being environmentally friendly. The parks first step was to reach out to the GSD and LAFCO. Rio abstained from the vote and discussion. Ralph will draft a potential letter of support for the board to approve. More information will be provided at the next board meeting.

C. POLICY REVISION / ADOPTION

- C.1 Non-Harassment Policy Sec:7.4
(discussion possible action) 2nd reading
Bring Back

pg. 39-42

- C.2 Conflict of Interest Policy-Appendix D
(discussion-possible action) 1st reading
Bring Back

pg. 43-47

IX. CLOSED SESSION

- A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Proposal
2. First draft of 2019/2020 budget
- 3.
- 4.

XII. ADJOURNMENT

6:48 p.m.

The April 23, 2019 Board Meeting was canceled due to a lack of Quorum.

Safety Meeting

Date of Meeting: May 14, 2019 Leader Name: Ralph Emerson

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)

Name (signature)

1.	<u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2.	<u>Don Assequin</u>	<u>Don Assequin</u>
3.	<u>Brian Mella</u>	<u>Brian Mella</u>
4.	<u>Mary Nieto</u>	<u>Mary Nieto</u>
5.		
6.		
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20.		

Attachments: 1. Leader Discussion Guide 2. Safety Meeting Booklet

Heat Stress





Southern Humboldt Community Park, PO Box 185, Garberville, CA 95542

Garberville Sanitary District
919 Redwood Drive
Garberville, CA 95542

June 15, 20018

Dear Mr. Ralph Emerson,

The Southern Humboldt Community Park is seeking information from the Garberville Sanitary District in an effort to find out what steps would be necessary to receive potable water at the Community Park.

As you know, the Park has always been interested in receiving treated water from the GSD and in fact had a service connection to the Districts water. This connection was disconnected when GSD went through the Municipal Service Review process.

Please advise what steps would be necessary in order to reestablish a service connection or other potable water service.

Sincerely,

Ross Huber,
Chair, Board of Directors
Southern Humboldt Community Park
PO Box 815
Garberville, CA 95542

Date: March 14, 2019

To: LAFCO

From: Southern Humboldt Community Park (SHCP), Board of Directors

Re: On behalf of the Board of the Southern Humboldt Community Park, we request a water service hook up from the Garberville Sanitary District (GSD).

The Southern Humboldt Community Park serves our community in multiple ways providing:

- multi use hiking trails
- site for community fundraisers, examples include the following:
 - a. Pumpkins in the Park, 2018, coordinated by Southern Humboldt Visitor's Bureau, sponsored by the Southern Humboldt Community Credit Union
 - b. Garberville Rodeo 2017 and 2018 coordinated and sponsored by multiple local community leaders and businesses
 - c. Community Egg Hunt – 2018 - sponsored by the Southern Humboldt Community Healthcare District and the Southern Humboldt Healthcare Foundation
 - d. South Fork High School Leprechaun Chase – 2018, coordinated by our local high school track and field team in collaboration with our local Interact Service Club
- a wedding and memorial as well as many other special occasions site venue

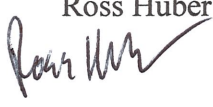
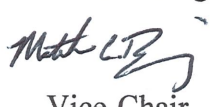

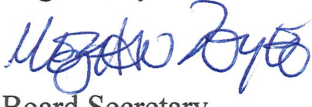
These vital and worthy community events bring hundreds of people to our community park, but the park does not have potable water, visitors must carry their own and event coordinators must provide it to attendees.

The Garberville water treatment plant is adjacent to the park. Historically the park property had a water hookup from the district, but it was pulled years back when the GSD went through the municipal review process.

We request a new hook up from the GSD to give the park potable water for domestic use only (not for irrigation purposes).

Granting our request would mean the world to us and our community and would be so deeply appreciated! We look forward to hearing from you.

The Southern Humboldt Community Park Board,

Ross Huber	Matt Banning	Carolyn Hino-Bourassa	Meghan Joyce
			
Board Chair	Vice-Chair	Board Treasurer	Board Secretary



PO Box 185, Garberville, CA, 95542 (707) 923-2928



Garberville Sanitary District
PO Box 211
919 Redwood Dr.
Garberville, CA. 95542
Office(707)923-9566 Fax(707)923-3130

LETTER OF SUPPORT
SOUTHERN HUMBOLDT COMMUNITY PARK
POTABLE WATER

LAFCo of Humboldt County
1125 16th St. suite 202
Arcata, CA. 95521

May 28th, 2019

Dear Executive Officer Metz,

The Garberville Sanitary District recognizes the benefit of having a community park in Southern Humboldt County and realize that potable water is a necessity for park events. The park is currently unable to provide potable water except through outside sales or having users of the park bring their own water, with both options being less efficient and more damaging to the environment through additional garbage generated.

Garberville Sanitary District supports the park's effort to follow the required process to allow GSD to provide potable water.

We have done some preliminary research which resulted in a couple ways that might allow GSD a means to provide potable water for the Park. Attachment 1 to this letter is a summary of the two options, which have been provided to the Park for their consideration, on ways that GSD can assist in meeting the Park's need for potable water. For option one, we are confident that we have the surface water treatment plant capacity to treat the Park's riparian water rights to safe and consistent potable water for the park's potable water demands. For option two, the Board set aside 2,000 cubic feet per month from GSD's water right for the Park's future use. Additional useage from our water right would be subject to availability. Depending upon the option selected by the Park, LAFCo will need to provide us with input on the LAFCo processes for each option.

Although we cannot spend District funds for an out of District project, we will assist where legally allowed as it relates to Garberville Sanitary District and our involvement in the water treatment and distribution process.

Sincerely,

Linda Brodersen,

Garberville Sanitary District Board Chair Person

Date: _____

Attachments:

1. Summary of Potable Water Service options
2. SHCP Board letter to LAFCo
3. SHCP Board letter to GSD – Inquiry about water service

ATTACHMENT 1

OPTIONS FOR POTABLE WATER FROM GSD

APRIL 23, 2019

There are two options of ways that GSD might be able to provide potable water to the Park. To follow is a brief general description of each option. Once the Park Board decides which of the options they are interested in pursuing, more information can be collected and provided about the details on what the steps would be involved for the option selected.

OPTION 1 - GSD TREATS SHCP WATER

The first option is for the SHCP to provide untreated water to GSD for treatment. Under this option, the service provided by GSD is merely treating water that you have water rights to. Years ago Mrs. Short inquired with the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) as to what GSD's requirements are under our water permit to provide this treatment service of SHCP water. SWRCB DDW will require GSD to divert the raw (untreated) water from the river at OUR diversion point using our pumps and transmit it to the Surface Water Treatment Plant (SWTP) on Tooby Ranch Road. At the SWTP GSD would treat the water to drinking water standards and then deliver the water to a meter outside the SWTP footprint at Tooby Ranch Road. The SHCP would then need to pipe the water from the back of the meter to the various waterlines within the SHCP. SHCP would need to install a backflow prevention apparatus and possibly a pressure reducing valve adjacent to Tooby Ranch Road behind the meter. GSD would bill the SHCP a negotiated price for treating the SHCP raw water and all water flowing through the meter would be billed to SHCP.

This first option would require SHCP to apply to the SWRCB to have a second diversion point for their riparian water rights. This should not require any modifications to the GSD SWRCB water diversion permit or license as we would not be diverting water under our license or permit, but instead be diverting SHCP water, treating it, and then returning it to SHCP as potable water. Mrs. Short does not believe that any action by LAFCo would be necessary under this option although they will need to review the contract documents and concur with the actions proposed. It would require a detailed contract between GSD and SHCP approved by both boards and probably recorded with the SHCP property. If this is the option the SHCP Board is interested in, we can find out in more detail what would be required of us and SHCP could inquire with SWRCB about exactly what is required to make the adjustments for the location of diversion of a portion of their riparian water rights.

OPTION 2 - GSD PROVIDES WATER SERVICE TO SHCP

The second option is the more "traditional" option of GSD supplying standard water service to the SHCP property. This option has been discussed in detail over the past 5 years and we have a fairly detailed idea of what this would take. The SHCP would need to pay to have an amendment to the GSD SWRCB water diversion permit and license to add the SHCP properties to the Place of Use. In addition, some type of action by LAFCo would be required. This LAFCo action could conceivably be as simple as an Out of Agency Service or as involved as an Annexation of all or part of the property. Both LAFCo and SWRCB will require CEQA documentation before being able to take action. This CEQA documentation may take the form as an amendment to the previously adopted EIR as GSD water was not included in the adopted

document as a water source planned to be used. The CEQA MND adopted by GSD for the Annexation Project will NOT suffice. Below are some specific details on the limitations that GSD has for this option:

1. During the October 9, 2012 GSD board meeting, the GSD Board agreed to allow a new future connection for the SHCP when the State Water Resources Control Board and Humboldt Local Agency Formation Commission had both approved service to all or part of the Park property. The GSD Board adopted the following conditions on October 9, 2012 for this new connection:
 - a. *“SHCP would be given one new connection (3/4” meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.*
 - b. *The SHCP will make application for this new service connection. The application will stipulate at which location the park is proposing installation of the one new ¾” meter. The three possible locations currently under consideration are:*
 - i. *On Tooby Ranch Road near the property line between APN 222-091-014 (SHCP) and 222-091-011 (Buck Mountain Ranch) on the existing 1” line that currently serves the park property. (not recommended by GSD)*
 - ii. *On Tooby Ranch Road off the 8” waterline that was constructed as part of the Drinking Water Improvement Project. A new meter would be set here for SHCP service.*
 - iii. *On Sprowel Creek Road off the existing 8” waterline that serves the Kimtu Subdivision. This location requires CDPH and LAFCo approval of the connection to the Kimtu waterline.*
 - c. *No connection fee would be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.*
 - d. *The one new ¾” meter is for residential use only and is not intended to be used to serve future development on the Property contemplated by SHCP in the application for a General Plan Amendment (and associated applications for a conditional use permit, the Operational Plan, and the CEQA Initial Study Checklist as submitted to the Humboldt County Planning Department by SHCP) currently on file with the Humboldt County Planning Department.*
 - e. *The usage for the connection is limited to **2,000 cubic feet per month**. The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.*
 - f. *As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods.”*
2. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies these circumstances described above and listed these conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APNs 222-091-014 and 222-241-009.
3. If the new SHCP connection is made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing an

extensive and expensive network of new waterlines to keep the potable water separate from the various other untreated water sources that the Park uses on their property. The County Public Health Department will determine which locations need potable water.

4. Any proposed uses other than the 2,000 cubic feet per month for the two residences and the existing outbuildings are not currently approved by the District and will be evaluated based upon the District's available water supply at the time that the Park requests any expanded water uses. The SHCP will need to be specific about these additional uses so that GSD can determine if we have sufficient water capacity to supply those levels of use.
5. The District has limited water sources and many not have water available for any expanded uses at the Park.

Dear Garberville Sanitary District Board & Staff,

Please include the following comments in your May Board meeting agenda that was included in the April 23rd 2019 Board agenda, item number B.1:

As for the Southern Humboldt Community Park (SHCP) request for a metered water service connection from GSD, aka either "OPTION 1 – GSD TREATS SHCP WATER" or "OPTION 2 – GSD PROVIDES WATER SERVICE TO SHCP".

In both options, what is the total estimated water consumption by the SHCP from GSD, i.e. how would GSD know if it has the treatment capability if it has no idea how much water the SHCP is requiring and or using?

As stated before; none of the information was included, discussed or reviewed in the SHCP CEQA EIR and General Plan Amendment to receive potable water from GSD, either by treatment only, using SHCP's riparian water rights diversion or GSD's license and permit water diversion thru a district metered service connection. In either case, the SHCP is outside the GSD jurisdictional boundary and water rights place of use.

For example;

1. In "OPTION 1"; what is the maximum daily amount of water the SHCP is allowed to divert from the South Fork Eel at the SHCP's second riparian diversion and treated by GSD?

2. In "OPTION 1"; is the SHCP allowed to store water being treated by GSD and metered back to the SHCP, in different locations, onsite, on the SHCP property since it is riparian?

3. In "OPTION 1"; is the SHCP allowed to use that treated water by GSD for the current and future specific uses as stated in the SHCP General Plan Amendment and CEQA EIR documents, i.e. commercial events and public bathrooms?

4. In "OPTION 2"; the SHCP would be allowed to use up to 3000 cubic feet per month with no restrictions, other than being notified, as long as they do not exceed it?

"The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period"

5. In "OPTION 2"; the SHCP could exceed even the 3000 cubic feet per month limit, as long as it does not exceed more than "2 months in a 12 month period"?

6. In "OPTION 2"; can the SHCP use GSD water for events, as approved in the SHCP General Plan Amendment, Conditional Use Permit and Special Permit, as issued and permitted by Humboldt County, to have and hold an unlimited amount of small events (under 800 attendees per day), 5 medium events (under 2500 attendees) and 1 large event (5000 attendees) per year on the SHCP property?

Just something to think about, on top of how GSD is circumventing the CEQA and Humboldt County General Plan Amendment public process...

Thank you,

Ed Voice

John Neill Recognition

It is with the utmost respect and gratitude that we recognize John Neill for his many years of service to Garberville Sanitary District. He has recently retired from his excavating business while he pursues other interests but his retirement has left a void in the Southern Humboldt excavating community.

John has been the first call for all of the water districts in Southern Humboldt County when there was an emergency or when a project had to be completed quickly. John responded 7 days a week and 24hrs per day. There was never a job that John and his crew could not find a way to complete and speaking for GSD, there have been some very complicated projects that he has done for us.

John moved to Humboldt County and quickly became a prominent member of the community with his wife and family while building his business which was unmatched by anybody in Southern Humboldt.

John and his crew have done over 40 projects or repairs for GSD throughout the years and we cannot say Thank You enough while wishing you and your family an enjoyable retirement and success in your future endeavors.

With Gratitude for your years of service,

Garberville Sanitary District



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 28, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: Draft FY 2019/20 Budget

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

Attached is a draft of the proposed fiscal year 2019/20 budget for the District. Staff has made several iterations of this budget. It was then presented to the budget committee for review and comment on April 8, 2019. The budget committee's recommended changes have been incorporated, and the estimates have been updated based upon additional information received since the budget committee meeting.

There is a projected negative cash flow of (\$46,474) due to the proposed investment into capital assets. There is not a negative operational cash flow. Same expenditures for capital assets are planned to be paid for directly "out of pocket" which is budgeted to come from reserves:

Description	Amount
Robinson & Wallen Tank Replacement	\$10,000
Project description and SRF grant application	
Bear Canyon Waterline Aerial Reroute	\$10,000
Project description and SRF grant application including design of three overcrossings	
Meadows Sewer Aerial	\$5,000
Alternatives for funding consideration	
Redwood Drive Sewer line Prelim. Design	\$10,000
Utility Trailer	\$7,000
Sunnybank Sewer Pump Station Telemetry	\$10,000
Total	\$52,000

Some are proposed to be financed:

Description	Principle	Term	Interest Rate	Annual Payment
Backhoe	\$135,000	5yr	4.95%	\$30,599.30
Bear Canyon Aerial Waterline Design, Environmental & Permitting *	\$80,000	5yr	0%	\$16,000.00
Total	\$215,000			\$46,599.30

* This item is dependent upon receipt of a \$320,000 grant from SWRCB DDW SRF program

An overall increase in payroll related expenses due to raises and health insurance is estimated at \$12,066.37 more than the 2018/19 budget amount. We have increased our utilities and fuel allotment by 15% over the 18/19 projected total. Repairs and maintenance line items total \$48,500 this year, which is \$17,500 less than last year's budget. Much of this reduction is because of the anticipated cost savings directly related to purchasing the backhoe. Most other expenses remain steadily climbing with the rate of inflation or are a given amount based upon service. Our property and liability insurance went up 20% this year in part due to the claim for the chlorine contact chamber last year.

The revenues contained in the proposed draft budget are based upon **current** water and sewer rates. Once the proposed rates have been approved by the Board, an updated estimate of the anticipated FY 19/20 revenues will be supplied. Several critically needed projects were removed from the proposed budget due to financial constraints and attest to the need for a rate study and increased rates.

At the meeting a detailed verbal and Power point presentation of the information contained will be made.

ATTACHMENTS

1. Combined Revenue and Expense Report for Budgeting
2. Statement of Cash Flows - FY 2018/19 Projections and FY 2019/20 Proposed
3. Fiscal Year 2019/20 Payroll Projection for Initial Budget
4. Summary of Loan Payments for FY 19/20 and 18/19

Garberville Sanitary District
Cash Flow Summary for FY 19-20 Budget Projections

05/23/19

Description	FY 2018/19				FY 2019/20
	Adopted Budget	YTD 9 mo. 03/31/19	Projected Year End	Adopted vs. Projected	Adopted Budget
Cash Accounts					
	<i>7/1/18</i>				<i>7/1/19</i>
	<i>Estimated</i>				<i>Estimated</i>
1005 · Umpqua Checking- Operating					
1006 · Umpqua System Reserve - Water					
1007 · Umpqua System Reserve - Sewer					
1011 · Water Enterprise Fund					
1030 · County Treasury - Sewer Reserve					
1031 · County Treasury - Water Reserve					
1040 · Petty Cash					
1050 · Cash Drawer					
Total Cash and Cash Equivalents: Starting Balance	857,078	0	0	0	766,319
Net Cash Provided by Operating Gain (excludes depreciation)					
Water Revenue	612,750	413,389	562,385	(50,365)	551,750
Sewer Revenue	439,735	287,411	409,852	(29,883)	424,770
Payroll Expenses	(375,272)	(292,715)	(394,046)	(18,774)	(387,338)
Admin & Overhead Expenses	(198,506)	(152,812)	(196,134)	2,372	(201,068)
Water Supplies/Maintenance/Monitoring/Utilities	(117,425)	(96,485)	(132,050)	(14,625)	(119,775)
Sewer Supplies/Maintenance/Monitoring/Utilities	(81,860)	(34,171)	(55,850)	26,010	(57,910)
Savings towards Capital Improvement Projects	0			0	0
Savings of Connection Fees	(80,000)	0	(32,000)	48,000	(40,000)
Net Operating Gain Cash Added	199,422	124,618	162,157	(37,266)	170,429
Change in Assets					
<u>Change in Major Capital Improvement Assets</u>					
Robinson + Wallen Tank Replacement - SRF Grant App					10,000
CIP - Bear Canyon Aerial	10,000	0	0	(10,000)	410,000
SRF Grant for Bear Canyon Aerial					(320,000)
SRF Loan for Bear Canyon Aerial					(80,000)
Meadows Sewer Aerial Reroute Prelim Design					5,000
Subtotal Major Capital Assets	10,000	0	0	(10,000)	25,000
<u>Change in Fixed Assets</u>		29,337	30,000		
<u>Equipment</u>					
Utility Trailer			0	0	7,000
Backhoe					135,000
Loan Disbursement for Backhoe					(135,000)
<u>Treatment Facilities</u>					
SWTP CL2 Contact Basin Replacement	0	280,275	280,275	280,275	
Insurance Claim Reimbursement for CL2	0	(246,175)	(246,175)	(246,175)	
<u>Distribution/Collection Facilities</u>					
Sunnybank Pump/Motor Replacement					
Sunnybank Telemetry					10,000
Redwood Drive Sewerline PrelimDesign (SCR-Calicos + Melville - Cecils)					10,000
Oak Street Sewerline - 100'			8,332	8,332	
Wallen Road Tank tie-in	8,000		0	(8,000)	
Arthur Rd/Alderpoint Tie-in	10,000		0	(10,000)	
Maple Lane Sewerline & Waterline		38,510	45,023	45,023	
Subtotal Change in Fixed Assets	18,000	101,947	117,455	69,455	27,000
Total Change in Assets {Cash Used}	28,000	101,947	117,455	59,455	52,000

Cash Flow Summary for FY 19-20 Budget Projections

05/23/19

Description	FY 2018/19				FY 2019/20
	Adopted Budget	YTD 9 mo. 03/31/19	Projected Year End	Adopted vs. Projected	Adopted Budget
Change in Liabilities					
Loans					
2500 SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	(23,167)	(23,167)	(23,167)	0	(23,631)
2700 SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	(45,982)	(22,991)	(45,982)	0	(45,982)
2605 RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	(51,349)	(38,270)	(51,349)	0	(53,976)
2655 Lease Payable - copier	(862)	(763)	(862)	0	(862)
Backhoe Principle Pmt (until 06/2025, 4.95%, \$135000)					(24,452)
SWRCB DDW SRF Planning - Bear Canyon Aerial (5 yr 0%)					(16,000)
2660 Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	(14,101)	(14,100)	(14,101)	0	0
Total Change in Liabilities {Cash Added or (Spent)}	(135,461)	(99,292)	(135,461)	0	(164,903)
Sum of Change in Cash by Fiscal Year	35,961	(76,620)	(90,760)	(96,721)	(46,474)
Total Cash and Cash Equivalents: Ending Balance	898,970		766,319		719,844

Operational Deficit - not including Fixed Assets

26,696

5,526

	FY 18-19 Adopted Budget	FY 18-19 YTD 9 mo	FY 18-19 Projected Year End	Difference	FY 19-20 DRAFT Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	308,000.00	220,806.49	295,000.00	(13,000.00)	300,000.00
4110 · Commercial	235,000.00	165,682.36	221,000.00	(14,000.00)	220,000.00
4150 · Bulk Water Sales	20,000.00	14,784.00	14,785.00	(5,215.00)	-
Total Water Charges	563,000.00	401,272.85	530,785.00	(32,215.00)	520,000.00
4200 · Sewer Charges	365,000.00	261,124.09	350,000.00	(15,000.00)	365,000.00
4300 · Connection Fees	80,000.00	-	32,000.00	(48,000.00)	40,000.00
4650 · Late Charges	6,500.00	9,460.00	12,600.00	6,100.00	9,500.00
4700 · Other Operating Revenue	7,000.00	3,800.00	5,000.00	(2,000.00)	5,000.00
49900 · Uncategorized Income		1,500.00	1,500.00		-
Total Income	1,021,500.00	677,156.94	931,885.00	(91,115.00)	939,500.00
Expense					
Administrative and General					
5000 · Advertising	350.00	-	350.00	-	350.00
5005 · Bad Debts	3,500.00	2,205.17	3,000.00	(500.00)	3,500.00
5010 · Bank Charges				-	
5012 · Merchant Account Fees	2,300.00	1,822.48	2,450.00	150.00	2,600.00
5010 · Bank Charges - Other	1,400.00	1,227.41	1,600.00	200.00	1,900.00
Total 5010 · Bank Charges	3,700.00	3,049.89	4,050.00	350.00	4,500.00
5020 · Directors Fees	1,800.00	2,100.00	2,500.00	700.00	2,000.00
5030 · Dues and Memberships	4,400.00	4,036.00	4,800.00	400.00	3,850.00
5035 · Education and Training	2,000.00	4,522.86	5,000.00	3,000.00	3,000.00
5036 · Education and Training - B.O.D.	300.00	84.72	300.00	-	300.00
Insurance					
5040 · Liability	22,453.96	16,840.44	22,453.96	-	26,954.96
5050 · Workers' Comp	8,045.63	6,359.63	8,500.00	454.37	8,050.00
5055 · Health					
5037 · Employee Benefits	-				-
5055.1 · Employee Portion	(7,800.00)	(5,468.58)	(7,800.00)	-	(7,800.00)
5055 · Health - Other	42,360.00	29,574.24	42,360.00	-	43,800.00
Total 5055 · Health	34,560.00	24,105.66	34,560.00	-	36,000.00
Total Insurance	65,059.59	47,305.73	65,513.96	454.37	71,004.96
5060 · Licenses, Permits, and Fees	23,500.00	18,369.52	23,500.00	-	20,000.00
5065 · Auto	3,200.00	1,237.79	1,700.00	(1,500.00)	2,500.00
5070 · Miscellaneous	100.00	66.03	100.00	-	100.00
5080 · Office Expense	5,600.00	6,281.97	7,000.00	1,400.00	7,000.00
5085 · Outside Services	8,500.00	5,636.29	7,500.00	(1,000.00)	8,650.00
5090 · Payroll Taxes	26,836.00	20,352.74	26,836.00	-	29,218.00
5100 · Postage	2,800.00	1,587.95	2,800.00	-	2,800.00
5110 · Professional Fees	77,400.00	59,113.14	77,400.00	-	75,200.00
5120 · Property Taxes	12.00	30.42	30.42		50.00
5125 · Repairs and Maintenance	500.00	23.14	100.00		500.00
5130 · Rents	12,000.00	7,535.00	10,020.00	(1,980.00)	10,020.00
5135 · Retirement	7,650.00	5,997.93	7,650.00	-	7,650.00

	FY 18-19 Adopted Budget	FY 18-19 YTD 9 mo	FY 18-19 Projected Year End	Difference	FY 19-20 DRAFT Budget
5137 · Supplies	1,200.00	1,963.79	2,500.00	1,300.00	1,200.00
5140 · Telephone	7,600.00	8,003.21	11,000.00	3,400.00	11,125.00
5145 · Tools	4,000.00	-	1,500.00	(2,500.00)	2,000.00
5150 · Travel and Meetings	1,500.00	115.19	500.00	(1,000.00)	1,000.00
5155 · Utilities	2,760.00	1,949.96	2,700.00	(60.00)	3,000.00
5160 · Wages					
5165 · Wages - Overtime	1,000.00	2,248.95	3,000.00	2,000.00	2,000.00
5160 · Wages - Other	160,304.00	105,440.42	145,000.00	(15,304.00)	161,220.00
Total 5160 · Wages	161,304.00	107,689.37	148,000.00	(13,304.00)	163,220.00
5170 · Vacation Accrual Adjustment	-		4,000.00	4,000.00	4,000.00
Total Administrative and General	427,571.59	309,257.81	416,350.38	(11,221.21)	437,737.96
Sewage Collection					
6010 · Fuel	3,220.00	1,916.05	3,350.00	130.00	3,220.00
6020 · Pumping					
6030 · Repairs and Maintenance	20,000.00	4,337.52	7,500.00	(12,500.00)	8,000.00
6040 · Supplies	2,000.00	3,015.70	4,300.00	2,300.00	3,000.00
6050 · Utilities	5,750.00	3,070.33	4,300.00	(1,450.00)	5,000.00
6060 · Wages					
6065 · Wages - Overtime Sewer Coll	2,000.00	1,357.50	2,000.00	-	2,000.00
6060 · Wages - Other	28,909.00	22,616.50	32,000.00	3,091.00	30,000.00
Total 6060 · Wages	30,909.00	23,974.00	34,000.00	3,091.00	32,000.00
Total Sewage Collection	61,879.00	36,313.60	53,450.00	(8,429.00)	51,220.00
Sewage Treatment					
6075 · Fuel	2,990.00	1,916.05	3,500.00	510.00	2,990.00
6080 · Monitoring	14,000.00	2,490.00	10,000.00	(4,000.00)	7,000.00
6085 · Outside Services		800.00	800.00	800.00	
6100 · Repairs and Maintenance	12,500.00	4,736.24	6,500.00	(6,000.00)	10,000.00
6110 · Supplies	7,600.00	5,682.47	7,600.00	-	9,500.00
6120 · Utilities	13,800.00	6,206.38	8,000.00	(5,800.00)	9,200.00
6130 · Wages					
6135 · Wages - Overtime Sewer Trea	2,000.00	934.50	1,000.00	(1,000.00)	1,000.00
6130 · Wages - Other	23,813.00	27,606.92	30,000.00	6,187.00	25,000.00
Total 6130 · Wages	25,813.00	28,541.42	31,000.00	5,187.00	26,000.00
Total Sewage Treatment	76,703.00	50,372.56	67,400.00	(9,303.00)	64,690.00
Water Trans and Distribution					
7075 · Fuel	2,875.00	1,916.05	3,500.00	625.00	2,875.00
7090 · Repairs and Maintenance	20,000.00	12,286.92	16,500.00	(3,500.00)	15,000.00
7100 · Supplies	4,000.00	12,603.72	16,800.00	12,800.00	12,000.00
7110 · Utilities	10,350.00	5,282.51	8,000.00	(2,350.00)	9,200.00
7120 · Wages					
7125 · Wages - Overtime Water Tran	5,000.00	3,757.50	5,000.00	-	5,000.00
7120 · Wages - Other	30,053.00	28,430.11	30,000.00	(53.00)	30,000.00
Total 7120 · Wages	35,053.00	32,187.61	35,000.00	(53.00)	35,000.00
Total Water Trans and Distribution	72,278.00	64,276.81	79,800.00	7,522.00	74,075.00
Water Treatment					
7020 · Fuel	2,200.00	1,916.03	2,200.00	-	2,200.00

	FY 18-19 Adopted Budget	FY 18-19 YTD 9 mo	FY 18-19 Projected Year End	Difference	FY 19-20 DRAFT Budget
7010 · Monitoring	5,000.00	2,978.03	4,000.00	(1,000.00)	3,500.00
7015 · Outside Services		175.00	250.00		
7030 · Repairs and Maintenance	13,000.00	14,895.26	20,000.00	7,000.00	15,000.00
7040 · Supplies	14,000.00	11,117.53	14,800.00	800.00	14,000.00
7050 · Utilities	46,000.00	33,313.68	46,000.00	-	46,000.00
7060 · Wages					
7065 · Wages - Overtime Water Trea	6,000.00	9,978.75	13,500.00	7,500.00	6,000.00
7060 · Wages - Other	39,101.00	33,527.66	51,000.00	11,899.00	40,200.00
Total 7060 · Wages	45,101.00	43,506.41	64,500.00	19,399.00	46,200.00
Total Water Treatment	125,301.00	107,901.94	151,750.00	26,449.00	126,900.00
Total Expense	763,732.59	568,122.72	768,750.38	5,017.79	754,622.96
Net Ordinary Income	257,767.41	109,034.22	163,134.62	(94,632.79)	184,877.04
Other Income/Expense					
Other Income					
Gain on Asset Disposal	-		-	-	-
Property Tax Revenue					
8010 · Secured	23,500.00	12,735.14	25,500.00	2,000.00	25,500.00
8020 · Unsecured	850.00	969.42	1,950.00	1,100.00	1,900.00
8025 · Prior Years	25.00	5.55	15.00	(10.00)	10.00
8030 · Supplemental - Current	250.00	124.80	250.00	-	250.00
8035 · Supplemental - Prior Years	50.00	28.56	60.00	10.00	50.00
Total Property Tax Revenue	24,675.00	13,863.47	27,775.00	3,100.00	27,710.00
8053 · Water Capital Grant Income	-			-	
8060 · Interest Income	6,000.00	7,971.90	10,600.00	4,600.00	9,000.00
8070 · Other Non-Operating Revenue	-	1,652.21	1,652.21	1,652.21	-
9030 · Homeowners' Tax Relief	310.00	155.56	325.00	15.00	310.00
Total Other Income	30,985.00	23,643.14	40,352.21	9,367.21	37,020.00
Other Expense					
Loss on Asset Disposal					
9010 · Other Expenses					
9040 · Depreciation	525,000.00	377,328.06	505,000.00	(20,000.00)	505,000.00
9050 · Interest Expense	9,330.00	8,059.22	9,330.00	-	11,468.04
9999 · Suspense			-		
Total Other Expense	534,330.00	385,387.28	514,330.00	(20,000.00)	516,468.04
Net Other Income	(503,345.00)	(361,744.14)	(473,977.79)	29,367.21	(479,448.04)
Net Income	(245,577.59)	(252,709.92)	(310,843.17)	(65,265.58)	(294,571.00)
Add Back Depreciation and Connection Fees	445,000.00	377,328.06	473,000.00	28,000.00	465,000.00
Net Income excluding Depreciation & Connection Fee	199,422.41	124,618.14	162,156.83	(37,265.58)	170,429.00

TOTAL PAYROLL EXPENSES	375,271.63	292,714.77	394,046.00	18,774.37	387,338.00
TOTAL REPAIR & MAINTENANCE EXPENSES (5 A)	66,000.00	36,279.08	50,600.00	(15,400.00)	48,500.00

Fiscal Year 2019/20 Payroll Projection for Initial Budget

05/22/19

Employee	R. Emerson	Mary	Extra Help	D. Arreguin	Brian	Rick	Total
	\$8,000/mo	\$25@34	\$15 @ 8/wk	\$30	\$28	\$15 @ 8/wk	
Wages	96,000	44,200	6,240	62,400	58,240	6,240	273,320
Vacation Payout				3,600			3,600
Over Time	0	1,000	0	7,500	7,500	0	16,000
On-Call				4,750	4,750		9,500
Total Gross Pay	96,000	45,200	6,240	78,250	70,490	6,240	302,420
Employer Taxes & Contributions	8,640	4,068	562	7,043	6,344	562	29,218
Retirement - Employer Match	3,800			2,000	1,850		7,650
Health Ins. - Employer Part	9,000	9,000		9,000	9,000		36,000
Adjustment for Vacation Value							4,000
Worker's Compensation	1,398	235	32	3,159	2,828	398	8,050
Total	118,838	58,503	6,834	99,451	90,512	7,200	387,338

SUMMARY OF LOANS - FY 2019-20

5/23/19

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	23,630.72	2,459.19	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	53,975.86	2,637.82	56,613.68
Lease Payable - copier (till ??)	862.00	224.12	1,086.12
Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	Paid Off	-	-
SWRCB DDW SRF Planning - Bear Canyon Aerial (\$80K, 5 yr, 0%)	16,000.00	-	16,000.00
Backhoe (60 mo. until 2025, 4.95%, \$135,287.39)	\$24,452.39	6,146.91	30,599.30
TOTAL	164,903.33	11,468.04	176,371.37

SUMMARY OF LOANS - FY 2018-19

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	23,167.43	2,922.48	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	51,348.76	5,264.93	56,613.69
Lease Payable - copier	862.00	224.12	1,086.12
Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	14,100.76	916.45	15,017.21
TOTAL	135,461.31	9,327.98	144,789.29



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: May 28, 2019
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Update on Proposed Water and Sewer Rates

The Rate Committee's proposed rates were brought before the Board of Directors in January of 2019. Since then I have been working on preparing the required Cost of Services documents and the Rate Study Report as well as the draft 2019/20 budget. The Rate Committee is recommending changes to the methodology of how customers are classified and how base rates are determined. In addition, further details have been proposed in this memo on how to address multifamily accounts served off of a single meter. After the budget committee reviewed the 2019/20 draft budget, it became obvious that part of the rate structure revisions must include a multi-year tiered increase in the rates to meet the financial obligations that the District will see over the next 5 years. The water and sewer rates for GSD have not been increased since 2013 but our expenses continue to rise with inflation and the enormous list of maintenance, repairs, and capital projects that must be completed within this aging and dilapidated system.

The Rate Committee met on April 8th, 2019 and the committee's recommended conceptual methodology for the rate structure is as follows:

SINGLE FAMILY RESIDENTIAL WATER CUSTOMERS:

- Will all be charged the same base rate regardless of meter size
- There will continue be an upper zone base rate surcharge
- There will be three tiers for water use charges:
 - Tier 1 is 0 - 8 units (hcf) per month
 - Tier 2 is 9 - 20 units per month
 - Tier 3 is 21 units and over per month
- There will continue to be an upper zone surcharge for each unit of use

MULTIFAMILY RESIDENTIAL WATER CUSTOMER

- Base rates will be determined by determining the number of residences on the property and using table of WASTEWATER EQUIVALENT RESIDENTIAL UNIT (ERU) DETERMINATION to calculate the ERU for the property. This ERU will then be multiplied by the SFR base rate.
- There will continue be an upper zone base rate surcharge
- There will be three tiers for water use charges:
 - Tier 1 is 0 - 8 units (hcf) per month
 - Tier 2 is 9 - 20 units per month
 - Tier 3 is 21 units and over per month
- There will continue to be an upper zone surcharge for each unit of use

COMMERCIAL WATER CUSTOMERS

- Base rates will be determined by average annual consumption and separated into three tiers:
 - Tier 1 is 0-8 units per month annual average
 - Tier 2 is 0 - 40 units per month annual average
 - Tier 3 is 40 or more units per month annual average
- There will continue to be an upper zone base rate surcharge
- There will be two tiers for water use charges:
 - Tier 1 is 0 - 40 units (hcf) per month
 - Tier 2 is 41 units and over per month (this tier is proposed to cost less per unit than tier 2 in the commercial rate structure)
- There will continue to be an upper zone surcharge for each unit of use

The average consumption will be calculated based upon the previous calendar year's data and can be recalculated no more frequently than once a year. If tenants or ownership changes and the water consumption changes within the first 6 months of occupancy, re-averaging can be completed more frequently as the General Manager deems necessary.

RESIDENTIAL AND COMMERCIAL SEWER RATES

- Sewer rates will include a base rate fee and a consumption fee for single family residential, multifamily residential, and commercial customers
- Every account will be coded an EDU based upon the use calculated for it. (see table)
- Sewer base rates will be set as \$ per EDU
- There will be a residential consumption fee per unit of water used
- There will be a commercial consumption fee (not necessarily equal to residential) per unit of water used
- Each account will be coded with a consumption strength factor based upon the usage of the property that will be multiplied times the commercial consumption fee for calculating the consumption portion of the bill

Attached is the table of WASTEWATER EQUIVALENT RESIDENTIAL UNIT (ERU) DETERMINATION that explains how ERUs are calculated and the consumption strength multiplier (CSM) for each type of establishment. As part of the Cost of Service Analysis document that will be prepared, staff recommends that a table of every commercial sewer account be prepared showing the ERU and CSM for each account. ERUs will initially be calculated utilizing the past 12 months of consumption records. Single family residential is 1.0 ERU and a CSM of 1.0.

In the past, accounts that have multiple single family units served on a single meter has not been clearly identified and billed as a multifamily account. Installing additional meters for each unit and replumbing the uses behind the meter to be in accordance with GSD ordinances is not practical. Instead each of these locations will be inventoried and the ERUs for wastewater will be used for both sewer and water base rate calculations. The consumption for these accounts will be billed as residential so long as the totalities of the uses on the meter are residential in nature.

For locations that are truly multi-use (i.e. part is residential and part is commercial like a store or restaurant) then the consumption will be charged at a commercial rate. Residential multifamily uses will be billed at a CSM of 1.0 and multiuse locations will have a blended CSM determined by the General Manager based upon the approximate % of use for each type of use. As part of the Cost of Service report, an attachment will be prepared that lists each of these locations by account number with an analysis of what the existing and proposed base and consumption rates for each account. These accounts will see the largest increase in their baserates as they will now

be paying a portion of a baserate for each unit connected to the meter instead of a single baserate for all the units together. This will correct the inequitable way that they have been billed in the past.

EXISTING RATES

In July 2009 the Board of Directors adopted residential and commercial water and sewer rates for the District. These rates were set up to be implemented in stages over a five year period from September 2009 to July 2013. Since July 2013 the rates have remained the same.

The commercial and residential sewer base rate is based upon an average of previous periods' consumption. Each year the District staff needs to re-average the customers' accounts so that this base rate is adjusted for the next 12 months.

Since the residential sewer base rate is based upon the consumption during January, February and March, this re-averaging has historically been completed shortly after April.

Water charges for both residential and commercial customers are set based upon the meter size and the consumption charge is for the actual monthly usage.

Table 4. Water Rates for Residential and Commercial Customers

Description	Rate/mo.
Base Rate by meter size (\$/mo.)	
5/8" and 3/4"	60.22
1"	120.43
1.5"	240.87
2"	361.30
Upper Zone Surcharge -Meadows (\$/mo.)	7.00
Residential Tier 1: 0-500 cu ft. (\$/hcf)	0.70
Residential Tier 2: Over 500 cu ft. (\$/hcf)	3.85
Non-Single Family Residential/Commercial (\$/hcf)	2.67
Upper Zone Variable Surcharge (\$/hcf)	0.56

Table 5. Sewer Rates for **Residential** Customers

Description	Rate/mo.
Base Monthly Charge	34.99
Consumption Charge (\$/hcf)	2.90

For all sewer base rates, the minimum per month is \$34.99. The residential monthly consumption charge is calculated once a year using an average of the consumption during the months of January, February and March times the consumption charge rate (\$2.90/hcf) and that charge is then used for a 12 month period until the next time January, February and March usage is known and the accounts are re-averaged.

Table 6. Sewer Rates for **Commercial** Customers

Description	Rate/mo.
Base Monthly Charge = Average Usage X 0.9 X \$5.35	varies
Consumption Charge (\$/hcf)	

Low:	2.13
Domestic	2.66
Medium	3.98
High	5.31

The strength of the wastewater discharge is based on California State Water Resources Control Board Sewer Strength Guidelines:

Waste Strength	Typical Customers
Low	Laundromat, schools, offices
Domestic	Residential, commercial, hospital, hotel
Medium	Mixed use with restaurant
High	Restaurant, bakery, mortuary

The non-single family residential and commercial sewer base rate calculation is a bit more complicated than the residential. The average of the usage for a 12 month period is used to determine the base rate for the next 12 months. This usage average is multiplied by 90% and then multiplied by \$5.35. The consumption charge for non-single family residential and commercial customers is calculated by taking the month's usage, times 90%, times the rate for the strength of the wastewater for the customer.

ATTACHMENTS

UPDATED DRAFT ERU and CSM Table

WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION

Information presented below is subject to revision based upon passage, revision or amendment to any applicable GSD ordinance or resolution. The District will, by ordinance or resolution, specify the current wastewater capital charge per Equivalent Residential Unit (E.R.U.) and the wastewater base rate monthly charge per ERU. For the purpose of calculating and imposing the wastewater capital charge, and for the purpose of calculating the consumption charge for commercial wastewater service, the ERU factor and consumption strength factor for any particular connection shall be calculated and imposed in the following manner:

Establishment	Unit	ERU Factor	Consumption Strength Multiplier
Single Family Residence (includes manufactured homes and mobile homes that are on private lots)	Per Dwelling Unit	1.000	N/A
Multifamily - (0-2 bedrooms per unit) Multifamily - (3 or more bedrooms per unit)	Per Individual Living Unit	0.800 1.000	1.0
Apartments, Condominiums, or accessory units without separate meters	Per Individual Living Unit	0.800	1.0
Mobile home and trailer parks (Any accessory facilities such as laundry, dining, residences, etc. shall be considered separately in addition to trailer spaces as per this table.)			
Mobile home or trailer park	Space	0.800	1.0
Recreational Vehicle Park (occupied or not)	Space	0.500	1.4
Hotel, Motel, lodging house, boarding house, or other multiple dwelling designed for sleeping accommodations for one or more individuals (not including food service, dining, meeting rooms, or laundries for boarder's use)			
Without Cooking Facilities (can include in room fridge)	Room	0.600	1.2
With Cooking Facilities (i.e. stove, microwave, and refrigerator)	Room	1.000	1.4
Churches, theaters, and Auditoriums (does not include office spaces, school rooms, day care facilities, food prep areas, etc.) See other sections in table to add for those uses.	Seat	0.017	1.0
Barber/Beauty Salon	Opr. Station	0.300	2.0
Theater	Per Seat	0.010	1.0
Theater (Dinner)	Per Seat	0.067	1.4

Establishment	Unit	Factor	Consumption Strength Multiplier
Food Service: Base plus add for: Restaurant/Cafeteria Bar/Cocktail Lounge	Base	2.500	1.4
	Seat	0.050	
	Seat	0.067	
Industrial Building (not including food service; not including industrial waste flows): Without Showers With Showers	Employee	0.050	1.0
	Employee	0.117	
Laundry/Self-Service	Per Machine	1.333	2.0
Office Building (add food service and retail space)	First 1,000 Sq Ft	1.000	1.0
	Each addit. 1,000 sq. ft.	0.500	
Dentist Office	Per Dentist	0.833	1.4
	Per Wet Chair	0.667	
Doctor Office	Per Doctor or Care Provider	0.833	1.4
Veterinarian Office	Per Veterinarian	0.833	1.4
	Per Operating Room	0.667	
Hospital	Per Bed	0.833	1.4
Nursing Home, extended care facilities, other similar uses	Per Bed	0.500	1.4
Warehouse space excluding office space, etc.	Per 1,000 sq. ft.	0.334	1.0
Meeting and/or Banquet Rooms	Per Occupant by Max Fire Code Amt	0.020	1.0
Grocery Store with Deli	Per 1,000 sq. ft.	1.000	1.4
Town Square Vendors	Per Trailer/ Connection Point	1.500	1.4
Automotive Repair & Maintenance	Per Bay	0.250	2.0
Service Station Add: Add:	Per Bay	1.000	2.0
	Per Wash Bay	3.200	
	Per Toilet Room	1.000	
Service Station with Restaurant Add:	Base	2.500	1.4
	Per Toilet Room	1.000	
Retail Store with Self Service Gas Pumps & Restroom	Per Restroom	1.000	1.4
Convenience Store without Gas Pump or Restrooms With Restrooms	Per 1,000 sq. ft.	1.000	1.0
	Per Toilet Room	1.000	1.4

Establishment	Unit	Factor	Consumption Strength Multiplier
Retail Store without Restrooms	Per 1,000 sq. ft.	1.000	1.0
With Restrooms	Per Toilet Room	1.000	1.4
Bowling Alley	Per Lane	0.333	1.4
Cannabis	Dependent upon Specific Use		2.0
Schools, Middle & High	Per Student	0.050	1.4
Schools, Elementary & Nursery including day care facilities	Per Student	0.025	1.4

GENERAL NOTES

1. ONE (1) equivalent residential unit (ERU) shall, for the purposes of this Section, have an assigned value of 1.000. One (1) ERU is hereby established and determined to be equal to a flow of **two hundred (200) gallons per day (GPD)**. The "total equivalent residential unit value" for an establishment shall be calculated by multiplying the ERU factor listed above times the number of units. A developer may request a calculation in lieu of selecting directly from the list. The District may at its discretion require additional information as it deems necessary to support any calculations provided.

2. The General Manager shall be responsible for determining the number of equivalent residential units for various building, structures or uses in accordance with the provisions of this section. For proposed new construction, the General Manager shall review the building plans and ascertain the use of the proposed structure and then determine the number of equivalent dwelling units required by an application of the tables listed above. For an existing structure and use, the General Manager shall apply this table to that structure and use. For the alteration, remodeling or expansion of an existing structure or use, the General Manager shall determine the number of equivalent dwelling units being used by the existing structure or use by applying this section. The General Manager shall then determine, in the same manner as new construction, the number of equivalent dwelling units required after completion of the alteration, remodeling or expansion. The equivalent dwelling units in such cases shall be the amount of the increase in such units, if any. The general manager's determinations under this section may be appealed to the board of directors, whose decision shall be final.

3. During initial implementation of this ordinance, the General Manager shall use historical data on actual flows for each commercial customer to determine the initial ERU calculation. Each commercial customer shall be informed of the ERU determined for their property and shall be provided with this table. Each customer may choose to provide to the General Manager data sufficient to recalculate the appropriate ERU for their property. If no data is supplied, then the account will be billed based upon the initial ERU until such time as there is sufficient data to revise the initial ERU calculation.

4. In no event shall the total ERU for any separate establishment be less than 1.000.

5. The Strength Consumption Factor shall be used by multiplying by the commercial sewer unit price to determine the monthly sewer consumption rate.

Example: (Unit price) X (Consumption Strength Multiplier) X (Units Consumed) = Monthly Charge
 \$5.00 X 1.4 X 15 = \$105

CANNABIS WILL SERVE REQUESTS

Item #1

There have been several people contact us during the past year about obtaining a water will-serve letter to assist with their cannabis permits but once they get approval, they are using alternative water sources or GSD water from their residential meter for cultivation.

They do not complete the application or pay the agriculture water meter connection fee which leaves us trying to monitor mixed use through a residential water meter, thus bypassing the approved agricultural water meter program.

I propose not sending a will-serve letter for any cannabis permit unless we receive a completed application and connection fee.

Item #2

We have multiple people requesting assistance, including will-serve letters for cannabis manufacturing with a recent request from Eel River Farm to provide a discontinuance of water for demolition of existing building along with a will-serve letter for water service after new building is completed.

The concern is that you requested a wastewater handling, testing and disposal plan before a will-serve letter would be issued and as of today, we have not received this plan. They continue to request a disconnection of water letter for the demolition permit but I have told them that I want the waste water handling plan before any letters are submitted to the County so as to ensure we are protected in the event a building permit is also issued.

Because this is a proposed Cannabis manufacturing business along with a residence, I propose having an additional water meter and connection fee because the manufacturing business could very easily be turned into a second residence and we require individual meters for every residence or mixed use business/residence.



Garberville Sanitary District
PO Box 211
919 Redwood Dr.
Garberville, CA. 95542
Office(707)923-9566 Fax(707)923-3130

STRATEGIC PLANNING MEETING SUMMARY

We had a strategic planning meeting on April 16th and discussed a variety of topics but the highlights of the meeting are.

1. Projects and Priorities were an important discussion topic that garnered a lot of conversation about what are the priorities and how these projects will be funded.

The group gave input of what priorities should be done first and they include (a) Bear Canyon water re-route project (on going over multiple years) (b) Purchase backhoe and utility trailer (will save over \$10,00 a year with in-house projects) (c) Remove sludge from water treatment plant storage tank which will free up space in our tank for the filter backwash process (d) planning and implementation of a water and sewer infrastructure upgrade for the hospital project and for Sunny Bank Lane pump station (the current system is not adequate for the proposed water demand of the hospital).

We discussed the Mission and Vision statement while making minor modifications for you to review and adopt.

We discussed the effectiveness of staff and Board to meet operational demands while remaining fiscally responsible and planning for the future needs and requirements of GSD. The group felt we are working well together but would like to accomplish more projects which require funding. We need to exhaust all opportunities for grants before looking into loans and the debt which comes with loans.

Thank You to all who attended and for your input on how to work cohesively and better serve the needs of our customers while providing quality service and safe potable water.

CURRENT MISSION STATEMENT

Adapted April 28, 2015

Garberville Sanitary District is committed to enhancing our community through excellent customer service, providing affordable potable water and being responsible stewards of our environment, including water and wastewater, that will be sustainable now and in the future. Our focus is on being efficient with public funds while preserving public health through education and quality treatment processes along with vibrant, respectful service.

CURRENT VISION STATEMENT

Adapted April 28, 2016

Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment while aligning with the community and County General Plan, and ensuring **infrastructure improvements are completed while planning for growth. that the infrastructure allows for growth.** The operational strategy is to enhance the community in a positive way while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.

Fiscally responsible operational procedures is a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of

Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.

- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.

(PROPOSED POLICY)

Sec: 7.4--ANTI HARASSMENT AND DISCRIMINATION POLICY

Section 1. Introduction. The Garberville Sanitary District is dedicated to providing a work environment for its employees that is free of harassment and discrimination. The District prohibits harassment and discrimination because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, including gender identity, or any other basis

protected by federal, state or local law, ordinance or regulation. Such harassment and discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

Section 2. Definition and Examples of Harassment. Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b) Visual conduct such as derogatory and/or sexual oriented posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of harassment.
- g) Sexual harassment is a form of harassment. Sexual harassment is defined by the Fair employment and Housing Commission as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

Section 3. Complaint Process. If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her immediate supervisor, the Administrative Assistant to the General Manager, the General Manager, the President of the Board of Directors, or any other supervisor with whom the employee feels comfortable. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated thoroughly. If harassment or discrimination is not reported, it cannot be investigated. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation. Every employee’s cooperation is crucial.

Anyone who feels they have witnessed or been a target of “Sexual Harassment” should immediately report

The incident to their supervisor and follow the procedures listed in Section 9.0 of this policy manual.

Section 4. Immediate Reporting. All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of harassment. An employee may have a claim of harassment even if he or she has not lost a job or related economic benefit. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH.

Section 5. Complaint Response Process.

- a) Staff receiving harassment complaints will refer them immediately to the General Manager, or to the President of the Board of Directors if the General Manager is personally involved in the complaint, and maintain the complaints in confidence except for reporting to the General Manager and/or Board of Directors, as noted. Supervisors must refer all harassment complaints to the General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint.
- b) The General Manager will call a special meeting, within one (1) week from the date of the complaint or as soon thereafter as is practicable, if the claim is against the General Manager or if the claim cannot be resolved by the General Manager.
- c) The General Manager, or his/her designee, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Any information obtained through the investigation will be kept confidential to the extent possible to conduct an effective investigation into the allegations.

Section 6. Findings and Retaliation. If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. After the investigation and findings have been concluded, the District, in its discretion, may communicate its findings to the complainant, the alleged harasser, and any other concerned party. Employees complaining of harassment, or otherwise participating in the District’s investigation of such conduct, shall be protected from any form of reprisal and/or retaliation.

Section 7 Grievance Procedure.

Any employee may obtain consideration of a grievance without jeopardizing the security of his/her position with the District by following the steps below:

- a) Discuss the grievance with the appropriate manager and try to reach a resolution.
- b) If the grievance is unresolved within 7 days, the employee may present his/her case in writing to the Board member appointed as Employee Liaison.
- c) The employee will meet with the appointed Board Employee Liaison to discuss, and if possible, resolve the grievance.
- d) If the grievance is not resolved within 7 days of the meeting with the Board Employee Liaison, the liaison or the employee may request in writing that this matter be presented to the Board within 15 days.

- e) Board of Directors' consideration of employee grievances will be conducted according to the Brown Act of the State of California. The employee bringing the grievance may choose whether discussion will be conducted in open or in executive (closed) session.
- f) In the event that the determination of the Board is not accepted by the Employee, the employee may request and the Board shall refer the matter to the Dispute Resolution Committee under Section 9.0. This grievance procedure is set out as a general method for the District and employees to resolve issues. However, nothing in this grievance procedure is intended to, or shall change the "at will" status of employment.

Section 8 DISPUTE RESOLUTION PROCEDURE

Garberville Sanitary District will follow the dispute resolution procedure set forth in Appendix "C." As a condition of employment, ALL employees will be required to sign the dispute resolution.

Section 9. Romantic Relationships.

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the General Manager or Board President if General Manager is involved.

Section 10. Employee Acknowledgement. By signing below, Employee represents that he or she has read, understands, and agrees to the District's Anti-Harassment and Discrimination Policy.

Print Name _____

Signature _____

Date _____

7.9 Conflict of Interest

Employees must comply with Garberville Sanitary District's conflict of interest code set out in Appendix "D."

Adapted 6/6/2006

APPENDIX "D"

CONFLICT OF INTEREST CODE

Section I Introduction

In compliance with the Political Reform Act of 1974, California Government Code Sections

81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees, **Managers and Board Members** of the agency. The requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2 Definition of Terms

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3 Designated Employees, **Board Members or Managers**

The Board Chair, all Board Members, District Administrator and the Chief Operator are persons holding positions that are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foresee-ably have a material affect on financial interests.

Section 4 Disclosure Statements

A designated employee, **Board Member or Manager** shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated **employee's officer's** disclosure category are the types of financial interest which he or she **foreseeably** can affect materially through the conduct of his or her office. Each designated **employee officer** shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

Section 5 Place of Filing

All designated employees, **officers and Managers are** required to submit a statement of economic interest shall file the original with the **District Administrator General Manager or designee** of GSD, who shall be the filing officer for all designated employees and officers. Upon receipt of the statement of economic interest the **District Administrator General Manager or designee** of GSD shall make and retain a copy and forward the originals of these statements to the Humboldt County **Board of Supervisors Elections office**, who shall be the filing officer, within five days of the filing deadline or five days of the receipt in the case of statements filed late.

Section 6 Time of Filing

- A) Initial Statements. All designated employees **employed by and officers of** the District on the effective date of this Code shall file statements within thirty days after the effective date of this Code.
- B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code which are elected or appointed positions, shall file statements within thirty days after assuming the designated positions.
- C) Annual Statements. All designated employees **and officers** shall file statements no later than January 31.
- D) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 7 Contents of Statements

- A) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property (and management positions) held on the effective date of the Code.
- B) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property and management positions held on the date of assuming office (or on the date of nomination, whichever is earlier).
- C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income (and management positions) held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property and income or management positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 8 Manner of Reporting

Disclosure statements shall be made on Standard Form 700, and shall contain the following information:

- A) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, (For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer). The statement shall contain the following:
 - 1) A statement of the nature of the investment or interest;
 - 2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3) The address or other precise location of the real property;

- 4) A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).
- B) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:
- 1) The name and address of each source of income aggregating to two hundred and fifty dollars (\$250) or more in value, or twenty-five (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
 - 2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater from one thousand dollars, or greater than ten thousand dollars (\$10,000);
 - 3) A description of the consideration if any, for which the income was received;
 - 4) In the case of a gift the name and address of the donor: a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- C) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- 1.) The name, address, and general description of the business activity of the business entity.
 - 2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata. Share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
 - 3) In the case of a business entity not covered by paragraph 2), the name of every person from whom the share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D) Contents of Management Position Reports
- 1) When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged and the designated employee's position with the business entity.
 - 2) Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interest in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investments or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10% or greater.
 - 3) A designated employee's income includes his or her community property interest in the income of his or her spouse.
 - 4) Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer, spouse and dependent children in the business entity aggregates a 10% or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the source is within one of the disclosure categories of the filer.
- E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of

during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 9 Disqualification

Designated employees, **Board Members and Managers** must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeable have a material financial effect, distinguishable from its effect on the public generally, on:

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

Section 10 Manner of Disqualification

A designated employee required to disqualify him or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the **District Administrator General Manager or designee** who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee. In the case of a designated employee who is a Board Member, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the Board.

Conflict of Interest Designated Employees - Appendix A

Any and all employees in supervisory, or management capacity; Specifically the **District**

Administrator, General Manager, Chief Operator, Fiscal Officers, Board Chair, Board Members, and Consultants.*

*The Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories - Appendix B

All designated employees shall complete the same Form 700 -Statement of Economic Interests, as provided by the Fair Political Practices Commission.

EMPLOYEE, BOARD MEMBER or MANAGER:

Signed _____ Dated _____

Print _____

DISTRICT:

Signed _____ Dated _____

Print _____

Title _____

3.0 Conflict of Interest

3.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It is hereby incorporated by reference and including amended by the Fair Political Practices Commission. Board Members, District Administrator, and Chief Operator are designated positions under the Garberville Sanitary District Conflict of Interest code.

3.2 Designated employees shall file statements of economic interests with the Clerk of the County of Humboldt County on an annual basis due by March 1 of current year (period covered is January 1 through December 31 of prior year). The Conflict of Interest form (form 700) is also required in addition to the annual filing to be filed 30 days assuming office/position and 30 days leaving office/position.