

**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: February 25, 2020

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___, 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. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING IF NEEDED

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-

General Manager—Ralph Emerson Pg. 4

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

C.2 Sec 4.9 Service Connection
(discussion—no action) 1st reading

Pg. 32

C.3 Sec 10.1 Disconnection for Non-Payment.
(discussion—no action) 1st reading

Pg. 33-34

IX. CLOSED SESSION

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. Dan Thomas appointment to GSD Board
2. Water Source Capacity Report
3. Rate Study Update
4. Projects update
5. Water Disconnection Ordinance

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Friday, February 21, 2020. 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.

Garberville Sanitary District

GENERAL MANAGER REPORT

Date: February 25, 2020

There have been multiple meetings this month with State agencies regarding new regulations that will be required and implemented within California Water and Wastewater Districts.

One such new program will require monthly wastewater reports submitted online, which identify the volume of waste water treated and not reused. We currently submit monthly reports which include monthly water treatment volumes but there is now an additional agency tasked with this new accounting requirement which will make more work for staff and be duplicate information currently provided but may be interpreted differently between the regulatory agencies.

Our Representative at the SWRCB is equally confused why this is required and how it will be implemented but is including me in the process and meetings which will train all affected Districts.

Another new regulation is in part what Governor Newsom has been talking about since he was elected and it will require all water districts to have a very detailed “discontinuance of service” water ordinance. This ordinance, Senate Bill 998 has passed and was presented to me in an email on February 11th. There have been many communications since then but the bottom line is that water districts with over 200 connections will have to include language that meets the State requirements.

We have an agenda item which discusses this new regulation and will break down the details at that time.

Staff will be having our first internal budget meeting next month for 2020/2021 and then we will be meeting with the budget committee which has consisted of the Board Chairperson and Treasurer of the board.

We have been moving forward with multiple maintenance projects and repairing broken water meters and pipes throughout the District.

Thank You for allowing me to spend time with family as we deal with a tragedy within our family.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: February 25, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: December 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for December 2019.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue	976,520.00	473,953.26	466,305.85	7,647.41	😊
Total Expenses	1,269,091.00	686,019.40	634,355.02	51,664.38	😞
Net Income (excluding Depreciation)	(292,571.00)	(212,066.14)	(168,049.17)	(44,016.97)	😞
Payroll	383,338.00	151,777.38	143,209.98	8,567.40	😞
Repair & Maintenance	48,500.00	55,255.91	24,249.96	31,005.95	😞

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

- For the first time this year operational revenues are above the budgeted amount by \$4,186.73. Expenses are over budget, and the purchase of the truck has resulted in a significant negative cash flow.
- Net cash **DECREASE** for December is **\$20,397.56**, and the year to date cash **DECREASE** is **\$96,185.32**. The negative cash flow has continued to increase. The budgeted negative cash flow was **\$46,474**.
- Total payments on loans so far this year total **\$73,808.37** of an expected year-end total of \$164,903.
- Total payroll costs are **\$15,117.61** higher than the YTD budgeted amount.
- The overtime wages are **\$8,307.08** higher than the YTD budgeted amount and are growing.
- Utilities and Fuel are both within tolerance for the budet.

- Expenditures for fixed asset acquisition so far this year total **\$ 46,046.83**. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,406.80
Meadows Aerial (Bear Canyon) SRF Grant App & Prelim	15,000	2,605.70
Utility Truck	0	40,034.33
CL2 Contact Basin	0	1,000.00
Utility Trailer	7,000	0
Backhoe (\$150,000) - pmt	30,000	0
Sunnybank Telemetry	10,000	0
Redwood Dr Sewer line Prelim Design (SCR-Calicos + Melville - Cecil's)	10,000	0
Total:	82,000	47,046.83

- The repair and maintenance expenses are \$31,005.95 over the YTD budgeted amount. The overage is because of a water leak at Conger & Redwood that needed to be fixed and the installation of water valves at the location. As of the end of December, \$6,755.91 has been spent above and beyond the entire year's budget for repairs and maintenance. All further spending for this category will be beyond the budget amount.
- A significant expense is being incurred for the additional work under construction at the Bank Building. The developer is paying for the portion related to the development, but the District is having the contractor perform work in the area beyond the developer's area and install isolation valves, etc. The costs for this extra work will be borne by the District. This is estimated to be an additional unbudgeted \$22,000.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

- Statement of Cash Flows - Current Month and Fiscal Year to Date
- Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
- Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
- Check Register Report for all checks issued in December 2019

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
 July through December 2019

	Current Month Dec 19	Year to Date
OPERATING ACTIVITIES		
Net Income	(48,885.26)	(212,066.14)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other		(23.79)
1100 · Accounts Receivable	1,572.92	(711.93)
1110 · Accts Receivable Over Payments	848.11	385.83
1500 · Prepaid Insurance	2,303.89	(14,658.07)
1501 · Prepaid Workers Comp	679.31	(3,714.23)
1510 · Prepaid Licenses and Permits	2,119.01	(12,713.98)
1121 · Payroll Tax Overpayment	(743.93)	(743.93)
2000 · Accounts Payable	8,874.62	19,395.60
20000 · Accounts Payable		2,100.00
2205 · Accrued Simple	(60.00)	(60.00)
2300 · Service Deposits	400.00	1,100.00
Net cash provided by Operating Activities	(32,891.33)	(221,710.64)
INVESTING ACTIVITIES		
Vehicles		(40,034.33)
Accumulated Depreciation-Water	26,170.46	157,022.76
Accumulated Depreciation-Sewer	14,892.96	89,357.76
CIP:CIP - Wallan Road Tank		(3,406.80)
CIP:CIP - Bear Canyon Aerial		(2,605.70)
CIP-CL2 Contact Chamber Replace	(1,000.00)	(1,000.00)
Net cash provided by Investing Activities	40,063.42	199,333.69
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(23,630.72)
2605 · RCAC Loan #6200-GSD-02	(4,488.19)	(26,651.32)
2655 · Lease Payable - Copier	(90.28)	(535.15)
2700 · SRF Loan - Water	(22,991.18)	(22,991.18)
Net cash provided by Financing Activities	(27,569.65)	(73,808.37)
Net cash increase for period	(20,397.56)	(96,185.32)
Cash at beginning of period	849,200.19	924,987.95
Cash at end of period	828,802.63	828,802.63

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2019

	Current Month Dec. 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	22,009.17	155,049.30	154,243.79	300,000.00	805.51
4110 · Commercial	16,777.32	111,713.57	113,112.12	220,000.00	(1,398.55)
4150 · Bulk Water Sales	0.00	24.00	0.00	0.00	24.00
Total Water Charges	38,786.49	266,786.87	267,355.91	520,000.00	(569.04)
4200 · Sewer Charges	29,445.16	186,062.84	182,500.02	365,000.00	3,562.82
4300 · Connection Fees	0.00	8,000.00	8,000.00	40,000.00	0.00
4650 · Late Charges	1,050.00	7,485.00	4,749.96	9,500.00	2,735.04
4700 · Other Operating Revenue	340.00	957.87	2,499.96	5,000.00	(1,542.09)
Total Income	69,621.65	469,292.58	465,105.85	939,500.00	4,186.73
Gross Profit	69,621.65	469,292.58	465,105.85	939,500.00	4,186.73
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	174.96	350.00	(174.96)
5005 · Bad Debts	30.00	1,199.08	1,749.96	3,500.00	(550.88)
5010 · Bank Charges					
5012 · Merchant Account Fees	138.41	1,446.67	1,299.96	2,600.00	146.71
5010 · Bank Charges - Other	187.79	944.76	950.04	1,900.00	(5.28)
Total 5010 · Bank Charges	326.20	2,391.43	2,250.00	4,500.00	141.43
5020 · Directors Fees	500.00	1,100.00	999.96	2,000.00	100.04
5030 · Dues and Memberships	128.22	3,728.22	1,925.04	3,850.00	1,803.18
5035 · Education and Training	0.00	2,324.32	1,500.00	3,000.00	824.32
5036 · Education and Training - B.O.D.	0.00	0.00	150.00	300.00	(150.00)
Insurance					
5040 · Liability	2,401.01	14,251.29	13,477.44	26,954.96	773.85
5050 · Workers' Comp	679.31	5,011.66	4,024.98	8,050.00	986.68
5055 · Health					
5055.1 · Employee Portion	(607.62)	(3,645.72)	(3,900.00)	(7,800.00)	254.28
5055 · Health - Other	3,342.54	20,055.20	21,900.00	43,800.00	(1,844.80)
Total 5055 · Health	2,734.92	16,409.48	18,000.00	36,000.00	(1,590.52)
Total Insurance	5,815.24	35,672.43	35,502.42	71,004.96	170.01
5060 · Licenses, Permits, and Fees	3,361.46	13,542.04	10,000.02	20,000.00	3,542.02
5065 · Auto	0.00	690.54	1,250.04	2,500.00	(559.50)
5070 · Miscellaneous	0.00	0.00	50.04	100.00	(50.04)
5080 · Office Expense	1,029.91	4,187.79	3,500.04	7,000.00	687.75
5085 · Outside Services	535.77	3,635.75	4,324.62	8,650.00	(688.87)
5090 · Payroll Taxes	2,494.66	13,083.15	14,608.98	29,218.00	(1,525.83)
5100 · Postage	546.10	1,656.45	1,400.04	2,800.00	256.41
5110 · Professional Fees					
SWRCB Complaint	4,453.81	4,838.81	0.00	0.00	
5110 · Professional Fees - Other	2,892.00	35,743.20	37,599.96	75,200.00	
Total 5110 · Professional Fees	7,345.81	40,582.01	37,599.96	75,200.00	2,982.05
5120 · Property Taxes	0.00	40.89	0.00	50.00	40.89
5125 · Repairs and Maintenance	0.00	29.49	249.96	500.00	(220.47)
5130 · Rents	0.00	5,010.00	5,845.00	10,020.00	(835.00)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2019

	Current Month Dec. 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	849.94	4,197.80	3,825.00	7,650.00	372.80
5137 · Supplies	0.00	1,063.86	600.00	1,200.00	463.86
5140 · Telephone	828.30	5,196.17	5,562.48	11,125.00	(366.31)
5145 · Tools	26.93	26.93	999.96	2,000.00	(973.03)
5150 · Travel and Meetings	82.98	766.13	500.04	1,000.00	266.09
5155 · Utilities	333.32	2,915.33	1,500.00	3,000.00	1,415.33
5160 · Wages					
5165 · Wages - Overtime	291.76	2,595.06	999.96	2,000.00	1,595.10
5160 · Wages - Other	18,622.98	73,944.09	80,610.00	161,220.00	(6,665.91)
Total 5160 · Wages	18,914.74	76,539.15	81,609.96	163,220.00	(5,070.81)
5170 · Vacation Accrual Adjustment	0.00	0.00		2,000.00	0.00
Total Administrative and General	43,149.58	219,578.96	217,678.48	435,737.96	1,900.48
Sewage Collection					
6010 · Fuel	173.88	1,542.37	1,410.60	2,821.25	131.77
6030 · Repairs and Maintenance	2,635.00	8,436.05	4,000.02	8,000.00	4,436.03
6040 · Supplies	16.72	933.54	1,500.00	3,000.00	(566.46)
6050 · Utilities	(163.04)	1,265.40	2,500.02	5,000.00	(1,234.62)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	0.00	3,183.00	1,000.02	2,000.00	2,182.98
6060 · Wages - Other	1,828.41	14,948.80	15,000.00	30,000.00	(51.20)
Total 6060 · Wages	1,828.41	18,131.80	16,000.02	32,000.00	2,131.78
Total Sewage Collection	4,490.97	30,309.16	25,410.66	50,821.25	4,898.50
Sewage Treatment					
6075 · Fuel	173.88	1,542.37	1,410.60	2,821.25	131.77
6080 · Monitoring	620.00	1,642.50	3,499.98	7,000.00	(1,857.48)
6100 · Repairs and Maintenance	1,929.96	5,606.40	4,999.98	10,000.00	606.42
6110 · Supplies	61.21	3,563.55	4,750.02	9,500.00	(1,186.47)
6120 · Utilities	937.77	4,645.82	4,600.02	9,200.00	45.80
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	168.00	460.50	499.98	1,000.00	(39.48)
6130 · Wages - Other	4,385.62	25,340.77	12,499.98	25,000.00	12,840.79
Total 6130 · Wages	4,553.62	25,801.27	12,999.96	26,000.00	12,801.31
Total Sewage Treatment	8,276.44	42,801.91	32,260.56	64,521.25	10,541.35
Water Trans and Distribution					
7075 · Fuel	173.88	1,542.37	1,410.60	2,821.25	131.77
7090 · Repairs and Maintenance	3,029.06	36,297.75	7,500.00	15,000.00	28,797.75
7100 · Supplies	0.00	3,605.54	6,000.00	12,000.00	(2,394.46)
7110 · Utilities	100.17	3,019.69	4,600.02	9,200.00	(1,580.33)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	663.00	7,481.00	2,500.02	5,000.00	4,980.98
7120 · Wages - Other	2,585.85	21,249.19	15,000.00	30,000.00	6,249.19
Total 7120 · Wages	3,248.85	28,730.19	17,500.02	35,000.00	11,230.17
Total Water Trans and Distribution	6,551.96	73,195.54	37,010.64	74,021.25	36,184.90
Water Treatment					
7020 · Fuel	173.90	1,542.51	1,410.60	2,821.25	131.91
7010 · Monitoring	920.00	2,032.50	1,750.02	3,500.00	282.48
7030 · Repairs and Maintenance	51.23	4,886.22	7,500.00	15,000.00	(2,613.78)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2019

	Current Month Dec. 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	2,559.45	6,311.37	7,000.02	14,000.00	(688.65)
7050 · Utilities	3,662.13	23,964.69	22,999.98	46,000.00	964.71
7060 · Wages					
7065 · Wages - Overtime Water Treatment	1,176.00	2,587.50	3,000.00	6,000.00	(412.50)
7060 · Wages - Other	2,888.12	16,294.53	20,100.00	40,200.00	(3,805.47)
Total 7060 · Wages	4,064.12	18,882.03	23,100.00	46,200.00	(4,217.97)
Total Water Treatment	11,430.83	57,619.32	63,760.62	127,521.25	(6,141.30)
Total Expense	73,899.78	423,504.89	376,120.96	752,622.96	47,383.93
Net Ordinary Income	(4,278.13)	45,787.69	88,984.89	186,877.04	(43,197.20)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	1,028.56	1,000.00	1,900.00	28.56
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	1,028.56	1,000.00	27,710.00	28.56
8060 · Interest Income	30.83	182.93	200.00	9,000.00	(17.07)
8070 · Other Non-Operating Revenue	111.25	3,449.19			3,449.19
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	142.08	4,660.68	1,200.00	37,020.00	3,460.68
Other Expense					
9010 · Other Expenses	3,455.94	11,923.48	SHCP		
9040 · Depreciation	41,063.42	246,380.52	252,499.98	505,000.00	(6,119.46)
9050 · Interest Expense	229.85	4,210.51	5,734.08	11,468.04	(1,523.57)
Total Other Expense	44,749.21	262,514.51	258,234.06	516,468.04	4,280.45
Net Other Income	(44,607.13)	(257,853.83)	(257,034.06)	(479,448.04)	(819.77)
Net Income	(48,885.26)	(212,066.14)	(168,049.17)	(292,571.00)	(44,016.97)
9040 · Depreciation	41,063.42	246,380.52	252,499.98	505,000.00	(6,119.46)
Net Income excluding Depreciation	(7,821.84)	34,314.38	84,450.81	212,429.00	(50,136.43)

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board

As of November 30, 2019

	Jun 30, 19	Dec 31, 19	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	135,036.46	37,446.49	(97,589.97)	
1006 · Umpqua System Reserve - Water	25,738.24	25,783.69	45.45	
1007 · Umpqua System Reserve - Sewer	31,183.83	31,238.89	55.06	
1011 · Water Enterprise Fund	46,680.32	46,762.74	82.42	
1030 · County Treasury - Sewer Reserve	440,039.31	441,067.87	1,028.56	
1031 · County Treasury - Water Reserve	246,071.74	246,071.74	0.00	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	198.54	391.70	193.16	
Total Checking/Savings	924,987.95	828,802.63	(96,185.32)	
Accounts Receivable				
11000 · Accounts Receivable - Other	1,415.00	1,438.79	23.79	
Total Accounts Receivable	1,415.00	1,438.79	23.79	
Other Current Assets				
1111 · Insurance Proceeds Receivable	0.00	0.00	0.00	
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,208.29)	(1,594.12)	(385.83)	
1100 · Accounts Receivable - Other	97,849.33	98,561.26	711.93	
Total 1100 · Accounts Receivable	96,641.04	96,967.14	326.10	
		743.93		
1500 · Prepaid Insurance	3,342.54	18,000.61	14,658.07	
1501 · Prepaid Workers Comp	0.00	3,714.23	3,714.23	
1502 · Prepaid Expenses	0.00	0.00	0.00	
1510 · Prepaid Licenses and Permits	0.00	12,713.98	12,713.98	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	94,983.58	127,139.89	31,412.38	
Total Current Assets	1,021,386.53	957,381.31	(64,749.15)	
Fixed Assets				
CIP - Wallan Road Tank	13,789.78	17,196.58	3,406.80	Grant App.
CIP - Bear Canyon Aerial	2,766.06	5,371.76	2,605.70	Grant App.
	16,555.84	22,568.34		
CIP - CCC Replace - Insurance	(350,525.62)	0.00	350,525.62	
CIP-CL2 Contact Chamber Replace	350,525.62	1,000.00	(349,525.62)	
WATER				
Fire Hydrants (Measure Z)	70,000.00	70,000.00	0.00	
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	70,773.43	70,773.43	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	8,090,498.08	8,090,498.08	0.00	
Water System	142,474.97	142,474.97	0.00	
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,387,355.88	2,387,355.88	0.00	
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	

**GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board**

As of November 30, 2019

	Jun 30, 19	Dec 31, 19	Difference	Notes
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,831,080.02	5,831,080.02	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	121,205.99	40,034.33	Purch. Utility Truck
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,866,415.30)	(2,023,438.06)	(157,022.76)	
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,080,042.86)	(89,357.76)	
Total Fixed Assets	10,668,914.09	10,453,024.56	(199,333.69)	
TOTAL ASSETS	11,690,300.62	11,410,405.87	(264,082.84)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	32,906.71	19,395.60	
Total Accounts Payable	13,511.11	32,906.71	19,395.60	
Other Current Liabilities				
2300 · Service Deposits	5,100.00	6,200.00	1,100.00	
20000 · Accounts Payable	0.00	2,100.00	2,100.00	
2205 · Accrued Simple	(41.46)	(101.46)	(60.00)	
2230 · Accrued Vacation	25,652.28	25,652.28	0.00	
2250 · Loans Payable - Current Portion	124,124.09	124,124.09	0.00	
Total Other Current Liabilities	154,834.91	157,974.91	3,140.00	
Total Current Liabilities	168,346.02	190,881.62	22,535.60	
Long Term Liabilities				
2500 · N/P - SWRCB	122,974.63	99,343.91	(23,630.72)	1 of 1 pmts
2605 · RCAC Loan #6200-GSD-02	77,272.82	50,621.50	(26,651.32)	6 of 12 pmts
2655 · Lease Payable - Copier	535.15	0.00	(535.15)	6 of 12 pmts
2700 · SRF Loan - Water	1,218,532.74	1,195,541.56	(22,991.18)	1 of 2 pmts
2900 · Less Current Portion	(124,124.09)	(124,124.09)	0.00	
Total Long Term Liabilities	1,295,191.25	1,221,382.88	(73,808.37)	
Total Liabilities	1,463,537.27	1,412,264.50	(51,272.77)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,373,192.52	4,080,715.76	(292,476.76)	
Net Income	(292,476.76)	(212,066.14)	80,410.62	
Total Equity	10,210,207.51	9,998,141.37	(212,066.14)	
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,410,405.87	(263,338.91)	

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2019

Date	Num	Memo	Amount
101 Netlink			
12/11/2019	10248		-193.00
Total 101 Netlink			-193.00
Amazon.com			
12/03/2019	DBT		-128.22
12/18/2019	DBT		-44.48
Total Amazon.com			-172.70
Anderson, Lucas, Somerville & Borges			
12/10/2019	10241		-2,000.00
Total Anderson, Lucas, Somerville & Borges			-2,000.00
Blue Star Gas			
12/10/2019	10237		-1,376.76
12/17/2019	10252		-56.22
Total Blue Star Gas			-1,432.98
Capital Bank & Trust			
12/04/2019	EFT	557880519	-883.55
12/04/2019	EFT	025158148	-335.94
12/19/2019	EFT	VOID: 557880519	0.00
12/19/2019	EFT	VOID: 025158148	0.00
12/19/2019	EFT	557880519	-1,487.40
12/19/2019	EFT	025158148	-574.00
Total Capital Bank & Trust			-3,280.89
CSDA			
12/10/2019	10242		-2,931.00
Total CSDA			-2,931.00
Dazey's Building Center			
12/10/2019	10247		-335.10
Total Dazey's Building Center			-335.10
EDD			
12/04/2019	EFT	499-0538-3	-698.71
12/19/2019	EFT	VOID: 499-0538-3	0.00
12/19/2019	EFT	499-0538-3	-1,006.31
Total EDD			-1,705.02
Fluentstream Tech			
12/09/2019	10234		-113.39
Total Fluentstream Tech			-113.39
Frontier Communications			
12/04/2019	10224		-179.59
12/09/2019	10235		-192.52
12/17/2019	10253		-69.01
Total Frontier Communications			-441.12
Glacier Water Vending			
12/18/2019	DBT		-2.35
12/18/2019	DBT		-2.35
Total Glacier Water Vending			-4.70
HughesNet			
12/13/2019	DBT		-104.29
Total HughesNet			-104.29

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2019

Date	Num	Memo	Amount
IRS			
12/04/2019	EFT	68-0296323	-3,293.94
12/19/2019	EFT	VOID: 68-0296323	0.00
12/19/2019	EFT	68-0296323	-4,944.38
Total IRS			-8,238.32
JAYHAWK SOFTWARE			
12/10/2019	10243		-775.00
Total JAYHAWK SOFTWARE			-775.00
Jennie Short			
12/04/2019	10225		-7,991.80
Total Jennie Short			-7,991.80
Lori Ruiz			
12/19/2019	10259		-200.00
Total Lori Ruiz			-200.00
MCS Meters			
12/04/2019	10226		-1,768.45
Total MCS Meters			-1,768.45
Melissa Martini			
12/23/2019	10270		-120.00
Total Melissa Martini			-120.00
NAPA			
12/11/2019	10249		-171.23
Total NAPA			-171.23
North Coast Laboratories Ltd.			
12/23/2019	10271		-470.00
Total North Coast Laboratories Ltd.			-470.00
PG&E			
12/10/2019	10244		-2,086.07
Total PG&E			-2,086.07
Ralph Emerson			
12/10/2019	10245		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
12/11/2019	10250		-36.00
Total Recology Humboldt County			-36.00
Redwood Merchant Services			
12/02/2019	10344		-123.75
12/31/2019			-138.41
Total Redwood Merchant Services			-262.16
RENNER			
12/10/2019	DBT		-695.54
Total RENNER			-695.54
Rural Community Assistance Program			
12/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 December 2019

Date	Num	Memo	Amount
SDRMA			
12/10/2019	10246		-3,111.00
12/23/2019	10272		-328.66
Total SDRMA			-3,439.66
Sentry III Center			
12/04/2019	10227		-835.00
Total Sentry III Center			-835.00
Streamline Inc			
12/04/2019	10228		-100.00
Total Streamline Inc			-100.00
SWRCB - 2013CX103			
12/16/2019	10251		-22,991.18
Total SWRCB - 2013CX103			-22,991.18
The Lost French Man			
12/18/2019	DBT		-82.98
Total The Lost French Man			-82.98
The Mitchell Law Firm, LLP			
12/10/2019	10238		-1,263.70
Total The Mitchell Law Firm, LLP			-1,263.70
Umpqua Bank			
12/20/2019	10343		-144.37
Total Umpqua Bank			-144.37
US Cellular			
12/09/2019	10236		-266.93
Total US Cellular			-266.93
Wells Fargo			
12/10/2019	10239		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
12/10/2019	10240		-515.00
Total Wyatt & Whitchurch, E.A. Inc.			-515.00
Arreguin, Daniel J			
12/04/2019	10229		-2,673.84
12/19/2019	10254		-2,554.51
12/19/2019	10260		-2,325.00
Total Arreguin, Daniel J			-7,553.35
Emerson, Ralph K			
12/04/2019	10230		-2,448.78
12/19/2019	10255		-2,448.78
12/19/2019	10261	VOID:	0.00
12/19/2019		VOID:	0.00
12/19/2019	10269		-1,343.52
Total Emerson, Ralph K			-6,241.08

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2019

Date	Num	Memo	Amount
Miller, Brian A			
12/04/2019	10231		-2,352.66
12/19/2019	10256		-1,819.53
12/19/2019	10262		-1,519.46
Total Miller, Brian A			-5,691.65
Nieto, Mary			
12/04/2019	10232		-1,403.03
12/19/2019	10257		-1,321.13
Total Nieto, Mary			-2,724.16
Ruiz, Ricardo			
12/04/2019	10233		-350.78
12/19/2019	10258		-365.40
Total Ruiz, Ricardo			-716.18
TOTAL			-92,952.32

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

Date of Meeting: January 28, 2020

**5:00 p.m. – Open Public Session
Convene to Closed Session**

I. REGULAR MEETING CALLED TO ORDER

@ 5:03 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Absent

Linda Brodersen- Present

Doug Bryan

Julie Lyon

III. APPROVAL OF AGENDA

B.1 Tabled

B.4 Tabled

B.7 Tabled

B.6 moved to B.5

B.8 moved to B.4

Motion: Doug Bryan

Second: Julie Lyon

Vote: 3-0

IV. CLOSED SESSION

Public Comment on any item in Closed Session

a) Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2):

(1 potential case) Claimant California State Water Resources Control Board, Bulk Water Sales

b) Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to § 54956.9(d)(4):

(1 potential case) Facts and circumstances unknown to adverse party.

c) PROPERTY ACQUISITION. Property Acquisition in accordance with Section 54956.8 of the Government Code.

Property Acquisition Site: Robertson Water Tank site at Humboldt County Assessor Parcel Numbers (APN)

223-181-020 at 595 Alderpoint Road, Garberville California. Agency Negotiator(s): Ralph Emerson, Jennie

Short, and Russell Gans, District legal counsel. Negotiating Parties: Linda Wallan representing the Kenneth & Meredith Wallan Trust

Under Negotiation: Price and terms of payment.

V. RECONVENE TO OPEN SESSION

Report of any actions taken in Closed Session

@ 5:53 p.m.

No action was taken on item A, B, C.

Subject to reporting requirements.

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- 0

Correspondence- LAFCo Board Member Vacancy Notice

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date-November 2019 - pg. 5-17

A.2 Approve Regular Meeting Minutes of: December 17th, 2019 pg. 18-20

A.3 Operations Safety Report- pg. 21-22

Motion: Julie Lyon Second: Doug Bryan Vote: 3-0

Linda located a mistake in the minutes. On page 19, Dave Thomas needs to be changed to Dan Thomas.

B. GENERAL BUSINESS

B.1 Property Adjustment and Acquisition, Robertson Tank

(discussion-action requested) presentation by Jennie Short—resolution #20-001

TABLE

B.2 Update on SHCP Request for Potable Water

(discussion-possible action) Update at Meeting

The quarterly statements have been sent to the SHCP. They have been faithful with payments.

The protest need to be responded to by 2/14/20.

B.3 Board Member Vacancy Update

pg.

(discussion-possible action)

Dan Thomas will be sworn in at the February 25, 20 board meeting.

B.4 Request From Customer to Install a Well

pg.

TABLED

B.5 Marcus Schaible Requirements for Sewer Service

pg. 29-30

TABLED

B.6 Rate Study Presentation and Timeline

pg. 31

presentation by Jennie Short

Motion: Doug Bryan

Second: Julie Lyon

Vote: 3-0 Motion Carried

The District has not had a rate change since 2013. The board approved Resolution 20-001, the Prop 218 noticing procedure, and the public hearing date.

B.7 Progress of Grant Funding for Multiple Projects

pg.

TABLED

B.8 Humboldt County Mini Complex Project
(information only)

This is a current customer in the District. There will not be a significant change in the amount of water that is consumed or the sewer that is being discharged into the system currently.

C. POLICY REVISION / ADOPTION

C.1 Water Ordinance-Payment of Bills: Late Payment Procedures, Sec 9.5(b) **pg. 32-36**
(discussion-action requested) 2nd reading—Resolution #20-002
TABLED

C.2 Water Ordinance— Service Connections, Section 4.9 **pg. 37-40**
(discussion—action requested) 2nd reading—Resolution #20-003

TABLED

XI. ITEMS FOR NEXT BOARD MEETING

1. Late Payment Procedures
2. Introduction of New Board Member
3. Rate Study Presentation

XII. ADJOURNMENT

@7:50 p.m.

JAN 28 2020



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 2/18/20 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.
c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)

Name (signature)

Table with 2 columns: Name (print) and Name (signature). Rows 1-4 contain handwritten entries: 1. Mary Nieto, 2. Dan Arreguin, 3. Brian Miller, 4. Ralph Emerson. Corresponding signatures are present in the second column.

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



safety
orientation
A NEW WAY OF THINKING



GARBERVILLE SANITARY DISTRICT

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BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: February 25, 2020
 To: Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: 2020 Water and Sewer Rate Study

At the January 2020 Board Meeting the Board unanimously approved the modified 2020 Water and Sewer Rate Study. The report is available in the GSD office or it can be downloaded from the [GSD Website at https://www.garberillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report_Published.pdf](https://www.garberillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report_Published.pdf). The report contains two sections; one for water and one for sewer.

The next steps for this project are subject to Proposition 218 as a property-related service. § 6, subdivision (c) exempts these fees from the elections process but not the majority protest requirements of Proposition 218. This means if the District were to receive 50% + 1 protest for the proposed fee, that the Board could not adopt the proposed fees.

§ 6, subdivision (a) of article xiii d outlines the procedures an agency must follow: written notice, one public hearing at least 45 days after the date of the notice, and opportunity to formally protest the proposed fee. The written notice must include:

- amount/rate of property-related fee or charge proposed
- basis of calculation
- reason(s) for fee/charge, date, time and location of public hearing

The notice will be mailed to customers and property owners of record. The goal of the noticing process is for the public to be aware of the proposed fee, have an opportunity to ask question about how the proposed fee will impact them, why the fee is being proposed, and how to provide comments or a protest to the Board. The District issued a press release and the General Manager has been interviewed by KMUD since the last board meeting. Staff is available during business hours to answer questions and help each customer understand what their new monthly charges would be for their specific circumstances. The Rate Study provides sample calculations for various types of customers for the convenience of the customers.

The following table summarizes the remaining steps, their target date, and the status.

Description	Target Date	Status
Board adopts resolution approving prop 218 notice of rate change and sets public hearing date (must be 45 calendar days or more after the notice)	01/28/20	Completed
Prepare database for Prop 218 Notice (tenants & owners of record)	03/12/20	In Progress

Description	Target Date	Status
Distribute Prop 218 notice of proposed rate change	03/13/20	Upcoming
Hold Public Hearing at Board Meeting for receiving Protests and determining if the proposed fees should be imposed	04/28/20	Upcoming
Implementation of new rates - needs JUS programming	06/01/20	Upcoming
First billing with new rates	07/01/20	Upcoming

RECOMMENDATIONS

None.



GARBERVILLE SANITARY DISTRICT

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BOARD AGENDA MEMORANDUM

Meeting Date: February 25, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: SHCP - Water Service Update - POU Protests

GENERAL OVERVIEW

There are a number of steps that will need to be completed before water service can be turned on to the Southern Humboldt Community Park. They are generally:

Description of Step	Anticipated Date for Completion
GSD Application to HLAFCo for out of agency water service	06/19/19
CEQA Document: ADDENDUM to CEQA INITIAL STUDY/MITIGATED NEGATIVE DECLARATION circulated for public comment	08/12/19
CEQA Public Hearing & Approval by HLAFCo for out of agency water service Res. 19-05: AUTHORIZING GSD TO PROVIDE WATER SERVICES OUTSIDE THE DISTRICT BOUNDARY TO APN 222-091-015 (SOUTHERN HUMBOLDT COMMUNITY PARK)	Completed 09/18/19
LAFCo Notice of Determination for Addendum Filed	09/23/19
Submit petition the State Water Resources Control Board-Division of Water Rights (SWRCB-DWR) for a change in place of use for GSD water diversion permit and license	Completed 09/30/19
SWRCB-DWR Noticed the Petition for Change	11/05/19
Deadline for Protests of Petition for Change	Due 12/05/19
Four protest applications were received and 27 letter of support for the change in POU. Support letters can be viewed at: https://www.garbervillesd.org/files/e7b3dc1be/Letters+of+Support-SHCP.pdf Protest Applications were received from: Ed Voice: https://www.garbervillesd.org/files/cade65fbd/E.Voice+Protest.pdf Kristin Vogel: https://www.garbervillesd.org/files/90f42863a/K.Vogel+Protest.pdf Linda Sutton: https://www.garbervillesd.org/files/a07f0ce6c/L.Sutton+Protest.pdf Redway CSD: https://www.garbervillesd.org/files/65b62b4dc/RCSD+Protest.pdf	Completed 12/05/19
GSD Response to Protests Due 02/18/20 Responses can be viewed at: https://www.garbervillesd.org/files/0e6871423/GSD+Protest+Response+VOGEL.pdf https://www.garbervillesd.org/files/7ed2e8719/GSD+Protest+Response+RCSD.pdf https://www.garbervillesd.org/files/b20e65d59/GSD+Protest+Response+SUTTON.pdf https://www.garbervillesd.org/files/d3f0b831f/GSD+Protest+Response+VOICE.pdf	Completed 02/13/20
Protestant supplies protest dismissal conditions for any remaining issue	Due 04/19/20
SWRCB Deadline for Protest Resolution	06/02/20
SWRCB to file Notice of Determination	
SWRCB to Issue Amended Permit and License	

The next steps are that the SWRCB-DWR sent a letter dated February 19, 2020 to each protestant stating, "Please review GSD's response to determine whether it adequately addresses your concerns and resolves the protest. If there are outstanding protest issues, the Division of Water Rights requests that you provide protest dismissal conditions for each remaining issue. You are requested to provide the above information within 60 days of the date of this letter or the protest may be considered abandoned pursuant to title 23, California Code of Regulations, section 750."

The goal is to resolve the specific issue(s) presented by the applicant in the main protest letter. The SWRCB-DWR will step in after 180 days from the date the notice closed if the District and the applicant cannot come to a resolution. SWRCB-DWR was copied on the responses to the protestants and will guide the District through the process should more than one response be necessary.

FINANCIAL CONSIDERATIONS

The District sent the quarterly statement for expenses incurred through December 31, 2019. The total outstanding balance due was \$4,860.98. The payment due was \$441.91. The Park made this payment. The next payment will be due May 15th. The Park has paid a total of \$2,553.75 to the District so far.

RECOMMENDED BOARD ACTIONS

None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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BOARD AGENDA MEMORANDUM

Meeting Date: February 25, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: 2019 DWSRF Planning Project Application Update
Wallen Rd Tank Replacement, Robertson Tank Replacement,
Meadows Aerial Waterline Relocation

GENERAL OVERVIEW

The two tank projects have been combined into one project and the aerial waterline project is a second project. These two projects are “are in line for review” according to the SWRCB - Division of Financial Assistance.

FINANCIAL CONSIDERATIONS

Project Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,406.80
Meadows Aerial (Bear Canyon) SRF Grant App & Prelim	15,000	2,605.70
Total:	25,000	6,012.5

STAFF RECOMMENDATION FOR BOARD ACTIONS

None

ATTACHMENTS

None

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

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due – Courtesy Call
 - (2) 35 days past due – Shut off notice – Hand delivered to service address.
Owner or Property Manager Notified
 - (3) 7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.
 - (4) **60 days One Year** past due – Lien on building/property – **File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.**
 - (5) **120 days Two Years** past due – Turn over to collection agency.
 - (6) **2 years of non-payment, meter will be removed and owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.**
- c. Adjustments to bills – Payment Plans:
The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

Adopted 10/23/2018

Sec 9.6 Billing of Separate Meters. Separate bills will be rendered for each meter installation.

Sec 9.7 Customer's Guarantee. The water charge begins when a service connection is installed and the meter is set. The property owner must sign the customer service agreement form prior to being connected. This agreement guarantees that the owner is responsible for their property and for all unpaid service charges.

- a. Customers are required to place a deposit of \$100, refundable or applied to account after 2 years of good payment history.
- b. Owner will be responsible for any unpaid charges. Account must be current before

customer's account can be established.

- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

Adopted 4/24/2018

RESOLUTION 20-002
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 9.5 PAYMENT OF BILLS

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 9.5 Payment of Bills

B. WHEREAS, Resolution 20-002 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what the billing procedures are.

C. WHEREAS, This Resolution will explain each step of the billing procedures while providing time lines and specific days for each step of the process.

D. WHEREAS, The adaption of Resolution 20-002 will take effect immediately and will describe the billing requirements and procedures.

E. WHEREAS, The new Water Ordinance, Sec. 9.5, 1-6 Payment of Bills, will replace the existing ordinance and will address the time line for actions which will be followed by staff to collect service charges.

WATER ORDINANCE, SECTION 9.5 PAYMENT OF BILLS

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

a. Customer Bills:

Bills will be mailed by the first of each month.

b. Late Payments Procedure:

(1) Bills past due - Courtesy Call

(2) 35 days past due - Shut off notice - Hand delivered to service

address. Owner or Property Manager Notified.

- (3) 7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.
- (4) One Year past due – Lien on building/property – File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.
- (5) Two Years past due – Turn over to collection agency.

(6) 2 years of non-payment, meter will be removed and owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.

c. Adjustments to bills – Payment Plans:

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

- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF

**THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER
ORDINANCE, SEC. 9.5, PAYMENT OF BILLS**

**RESOLUTION 20-002 WAS PASSED, APPROVED AND ADOPTED THIS 25th DAY OF
FEBRUARY 2020 BY THE FOLLOWING ROLL CALL VOTE:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager

Sec 4.9 Service Connection. It shall violates District Ordinance be unlawful to install a well without GSD approval, or to use a water connection that does not conform maintain a connection excepting in conformity with the following rules:

- a. Multiple service connections for single parcel are allowed under these conditions, if approved by General Manager or designee:
 1. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.
 2. A master meter is installed at the property line.
 3. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
 4. Supply line from master meter to each of the units shall be installed and maintained by owner.
 5. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
 6. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
 8. **Wells or alternative water sources are prohibited unless approved by the GSD Board.**
 9. **Customers with wells must conform with GSD requirements, which include (a) site inspection by General Manager or designee (b) installation of approved back-flow device (c) connection to GSD water if a residence is constructed or if sewer service is required.**
- b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
- c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

Adopted 03/28/2017

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

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
Bills past due – Courtesy Call
35 days past due – Shut off notice – Hand delivered to service address.
7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.
60 days past due – Lien on building/property – Small claims
120 days past due – Turn over to collection agency.
- c. Adjustments to bills – Payment Plans:
The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

Adopted 10/23/2018

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. Service may be discontinued for non-payment of bills after ~~(30)~~(42) days late.

Adopted 06/27/2017

REQUIREMENTS FROM SWRCB

Water Account established pursuant to Section 116590.

(a) An urban and community water system shall have a written policy on discontinuation of residential service for nonpayment available in English, the languages listed in Section 1632 of the Civil Code, and any other language spoken by at least 10 percent of the people residing in its service area. The policy shall include all of the following:

(1) A plan for deferred or reduced payments.

(2) Alternative payment schedules.

(3) A formal mechanism for a customer to contest or appeal a bill.

(4) A telephone number for a customer to contact to discuss options for averting discontinuation of residential service for nonpayment.

(b) The policy shall be available on the urban and community water system's Internet Web site, if an Internet Web site exists. If an Internet Web site does not exist, the urban and community water system shall provide the policy to customers in writing, upon request.

(c) (1) The board may enforce the requirements of this section pursuant to Sections 116577, 116650, and 116655. The provisions of Section 116585 and Article 10 (commencing with Section 116700) of Chapter 4 apply to enforcement undertaken for a violation of this section.

(2) All moneys collected pursuant to this subdivision shall be deposited in the Safe Drinking

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of **\$100** will be made and collected prior to renewing service following disconnection.

Adopted 06/27/2017

(a) Water service will be reconnected during normal work hours or there will be an additional \$100 charge for employee overtime.

Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Adopted 12/18/2018

Sec 10.9 Annual Fee for Discontinuance of Service. Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension beyond two years will only be granted if approved by the General Manager or designee.

Adopted 4/26/16