

**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**

**November 24, 2015
5:30 p.m. - Open 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 ____, Bill Stewart ____, Vacant ____

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. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION --- 5:00 p.m.

A. General Manager evaluation-contract

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session

VII. 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

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

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

A. Letter from Juanice Whiteley regarding Services to proposed restroom at Town Square pg.4

B. Seasonal Water Solutions water sales pg.6

C. Thomas Lane change of ownership pg.8

Operations –

Office: Tina—Verbal A. Report from Seminar B. Report on kilowatt decrease

Board Members:

General Manager: Ralph Emerson pg.11

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

IX. 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 Trustees 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 - pg ?12
- A.2 Approve 10/27/2015 Regular Meeting Minutes - pg ?24
- A.3 Operations Safety Report- pg ?27

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

B. GENERAL BUSINESS – Action items

- B.1 Board consideration of pursuing a “reduction in fuels” Grant
Information at Meeting with update from Doug Bryan

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

- B.2 Purchase utility truck –(discussion-action) - Information at meeting

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

- B.3 Purchase utility trailer-(discussion-action) pg ?28

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

- B.4 Veterans For Peace request to waive water fees-(discussion-action) pg. 29

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

- B.5 District Employee Dental and Vision Plan—(discussion-action) pg. 30
Approve Dental and Vision Coverage for employees.

- A. Adopt Resolution 15-012 Approving the form of and authoring the execution of a Memorandum of Understanding and authoring participation in the Special District Risk Management Authority’s Health Benefits Program pg.31

- B. Execute the Memorandum of Understanding relating to the Special District Rick Management Authority’s Health Benefits Ancillary Coverage pg.33

- C. Execute Program Participation Agreement pg.36

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

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance, Article 9: Billing—Section 9.4—9.7
(second reading) Resolution #15-012 _pg ?1

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

X. ITEMS FOR NEXT BOARD MEETING

- 1. Water Ordinance Update, Article 10: Discontinuance of Service
- 2. Replace water valves on Cedar lane
- 3.
- 4.

XI. ADJOURNMENT

Next board meeting December 22, 2015

Posting of Notice at the District Office no later than **November 20, 2015**: 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.

Juanice Whiteley

735 Locust st.

Garberville, CA 95542

707-923-9153

A Public restroom in the residential district OR a public restroom in the business district on Redwood Drive?

We are visitor, local economy, and local business advocates that would like to see our visitor information center enhanced and expanded; in order to accommodate our many year round visitors. Visitor information centers throughout California offer a variety of amenities, such as Wi-Fi, cell phone re-charge, coffee, donuts, and public restrooms.

Our Chamber of Commerce does fantastic work for our community. Local businesses, which make up our chamber of commerce, could ensure a public restroom be centrally located on Redwood Drive, which could be within or close into the Visitors Information center. Perhaps, an addition could be made to the existing Redwood Drive Center or an expansion could be made to the Visitors Information Center office to include a public restroom, which would be more accessible given that Redwood Drive is the main thoroughfare for heavy vehicle and foot traffic. We also strongly urge the Plaza Board members to set aside the Northwest corner for a pet potty area because visitors would greatly appreciate a pet potty area for their traveling pets, in which The Visitors Information Center representatives could then direct such information to visitors. In this scenario both local businesses and visitors would inevitably benefit by having a centralized, easily accessible public restroom on Redwood Drive.

Therefore, it is our strong opinion that private organizations should not be shouldering the funding, the maintenance of, the building of, or deciding the location of a public restroom.

Sincerely,

The Whiteley Family

Garberville



Planning and Building Department
Planning Division
COUNTY OF HUMBOLDT
3015 H Street
Eureka CA 95501

RETURN SERVICE REQUESTED

Important Public Hearing Notice



GARBERVILLE SANITARY DISTRICT
PO BOX 211
GARBERVILLE CA 95542-0211

NOV 06 2015

PUBLIC NOTICE
HUMBOLDT COUNTY PLANNING COMMISSION
NOTICE OF PUBLIC HEARING AND INTENT TO
ADOPT A MITIGATED NEGATIVE DECLARATION

On **Thursday, December 3, 2015 at 6:00 p.m.**, or as soon thereafter as the matter can be heard, the Humboldt County Planning Commission will hold a public hearing in the Board of Supervisors' Chamber, Humboldt County Courthouse, 825 Fifth Street, Eureka, California, to consider the matter listed below. It is being recommended that the Planning Commission adopt a Mitigated Negative Declaration (finding of no significant adverse environmental effect). Specific questions regarding the proposed project and the draft Mitigated Negative Declaration may be directed to Michelle Nielsen, Planner, at (707) 268-3708 or by email at mnielsen@co.humboldt.ca.us.

Seasonal Water Solutions, Garberville area; Application Number 9635; Case Number CUP-15-004; Assessor Parcel Number (APN) 223-061-011. A Conditional Use Permit to conduct a business engaged in the collection, storage, delivery, and sale of non-potable water to residents in the Southern Humboldt area for primarily agricultural use (e.g., irrigation). The business proposes to operate on an approximately 5-acre portion of a 34-acre parcel which is currently developed with two existing single-family residences, a detached garage, a barn, and a studio. To supply water for the business, the project proposes to collect rainwater by covering approximately 83,000 square feet of ground with black pond liner (polyethylene) tarpaulin, which will be weighted down with large concrete blocks in a grid pattern and used as an impervious surface to facilitate capture of runoff during rainfall events. Captured water will be directed into and stored in a series of large water bladders, which will be located on mostly level terrain and anchored to comply with the County flood regulations. There are currently seven (7) bladders on the parcel. Each is capable of storing approximately 210,000 gallons of water, and was placed on the property without the benefit of County review. The project ultimately proposes installation and use of up to sixteen (16) bladders for water storage, each capable of storing approximately 210,000 gallons of water, that when filled are approximately eight (8) feet in height, and are tan-

earth tone in color. Each bladder will be anchored to the ground, and surrounded by an engineered berm, approximately three (3) feet in height, designed to contain unintentional water release in the event of a rupture or leak. Water will be delivered using private water trucks that are independently owned and operated. Delivery of bulk water sold from the site will occur year-round, though primarily during the summer months, and will operate 7 days per week. The water delivery activity will generate on average 12 truck trips per day (6 in/6 out). During periods of peak use, maximum truck traffic could be four truck trips per hour (2 in/2 out), resulting in a maximum of 36 truck trips per day (18 in/18 out) during peak season. The approval term for the Conditional Use Permit is a maximum of fifteen (15) years; the applicant is agreeable to the 15 year permit approval timeframe. The project is located in Humboldt County, in the Garberville area, approximately 200 feet west of the intersection of Sprowel Creek Road and West River Lane, on the property known as 1575 Sprowel Creek Road. The Humboldt County Planning Commission intends to adopt a Mitigated Negative Declaration of Environmental Impact for this project.

Any person may appear and present testimony in regard to this matter at the hearing. If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior to, the public hearing. The Planning Commission needs **ONE ORIGINAL AND 14 COPIES** of any materials submitted either prior to or at the meeting. The Planning Commission's decision will become effective if an appeal is not filed within the appropriate filing period. An appeal may be filed by any aggrieved person who has testified in person or in writing on the project and must be submitted in writing with the required fees to the Planning Division of the Humboldt County Planning and Building Department before the end of the appeal period. If appealed, the decision will not become effective until the appeal is resolved. If you challenge the nature of the proposed action in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or in written correspondence delivered to the Planning Commission at, or prior, to the public hearing. **The staff report for this project will be available on our web site <http://humboldt.legistar.com> the Friday before the Planning Commission meeting.**

General questions regarding the Planning Commission, the permit process, submission of materials, and other information not specific to this project may be obtained from the Planning Division of the Humboldt County Planning and Building Department, 3015 H. Street, Eureka, California 95501. Telephone (707) 445-7541.

Humboldt County Planning Commission
November 1, 2015



DEPARTMENT OF PUBLIC WORKS
COUNTY OF HUMBOLDT

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579
AREA CODE 707

ARCATA-EUREKA AIRPORT TERMINAL
McKINLEYVILLE
FAX 839-3596

PUBLIC WORKS BUILDING
SECOND & L ST., EUREKA
FAX 445-7409

CLARK COMPLEX
HARRIS & H ST., EUREKA
FAX 445-7388

AVIATION 839-5401

ADMINISTRATION	445-7491	NATURAL RESOURCES	445-7741
BUSINESS	445-7652	PARKS	445-7651
ENGINEERING	445-7377	ROADS & EQUIP. MAINT.	445-7421
FACILITY MAINTENANCE	445-7493		

LAND USE 445-7205

October 29, 2015

NOV 03 2015

Garberville Sanitary District
Attn: Ron Copenhafer
P.O. Box 211
Garberville, CA 95542

RE: PROPOSED VACATION OF ALL OF THOMAS DRIVE (6B150) FROM REDWOOD DRIVE TO TERMINUS (0.15 MILES) IN GARBERVILLE

Dear Mr. Copenhafer:

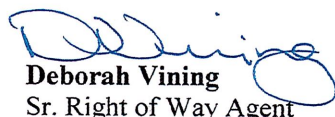
The Department of Public Work previously requested your input regarding your existing facilities within Thomas Drive in advance of a vacation of right of way underlying what is commonly known as Demulling Grove or Veterans Memorial Park as well as a portion of Thomas Drive south of the park. The County is now investigating the possibility of vacating the park and **ALL** of Thomas Drive from Redwood Drive to the end of the County maintained section which is approximately 0.15 miles in length. The County requests input from you regarding any facilities you may have in, on or over Thomas Drive. I have attached any previous correspondence between your office and the County regarding this vacation for your reference.

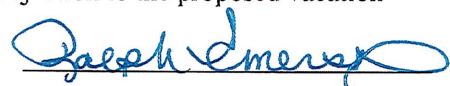
Please review Exhibit "A" and advise the Department if Garberville Sanitary District has any facilities that would be affected by the proposed vacation. Please note that there are overhead lines in the area of the vacation including on the west side of Thomas Drive within the area identified.

- If Garberville Sanitary District has facilities that need a public utility easement to be reserved, please advise me of location and the width of the easement necessary. I will then have the easement prepared. I will then follow up with you to ensure that the proposed public utility easement will be acceptable to you.
- If Garberville Sanitary District has **no facilities** that would be affected by the proposed vacation then please execute the acknowledgment below indicating that Garberville Sanitary District does not object to the proposed vacation. You may return the acknowledgement by mail; fax to 707-445-7388; or by e-mail to dvining@co.humboldt.ca.us.

If you need additional information or if you have any questions, please feel free to call me at 707-268-3768.

Sincerely,


Deborah Vining
 Sr. Right of Way Agent
 Land Use Division
 3033 "H" Street, Room 16
 Eureka, CA 95501

ACKNOWLEDGMENT of no objection to the proposed vacation	
By:	
Print name:	<u>Ralph Emerson</u>
Title:	<u>General Manager</u>
Date:	<u>11/11/15</u>

Damm, Erin

From: Operations [ops@garbervillesd.org]
Sent: Thursday, March 27, 2014 10:04 AM
To: Damm, Erin
Subject: RE: PROPOSED VACATION OF REDWOOD DR & THOMAS DR

NOV 03 2015

Hello Erin,

I spoke with your surveyor on the phone yesterday.

We will have our sewer and water lines marked for him when he comes down to survey the area.

The Garberville Sanitary District requests a 30 foot easement.

Thanks

Ronald Copenhafer
Chief Operator
Garberville Sanitary District
707-223-4566

Easements are in the works
already for the Demulling
Grove vacation. We need to
understand what may
be in Thomas Drive.

From: Damm, Erin [mailto:EDamm@co.humboldt.ca.us]
Sent: Tuesday, March 25, 2014 2:13 PM
To: 'ops@garbervillesd.org'
Cc: Bronkall, Bob
Subject: PROPOSED VACATION OF REDWOOD DR & THOMAS DR

Hello Ron,

We spoke briefly on the phone about the request for information about your facilities, which Bob Bronkall detailed in his March 10, 2014 letter. Please let me know if you need a copy emailed to you.

The County surveyors are checking their schedule and we should have a few dates to coordinate with you shortly, so that you may meet them to mark the facilities.

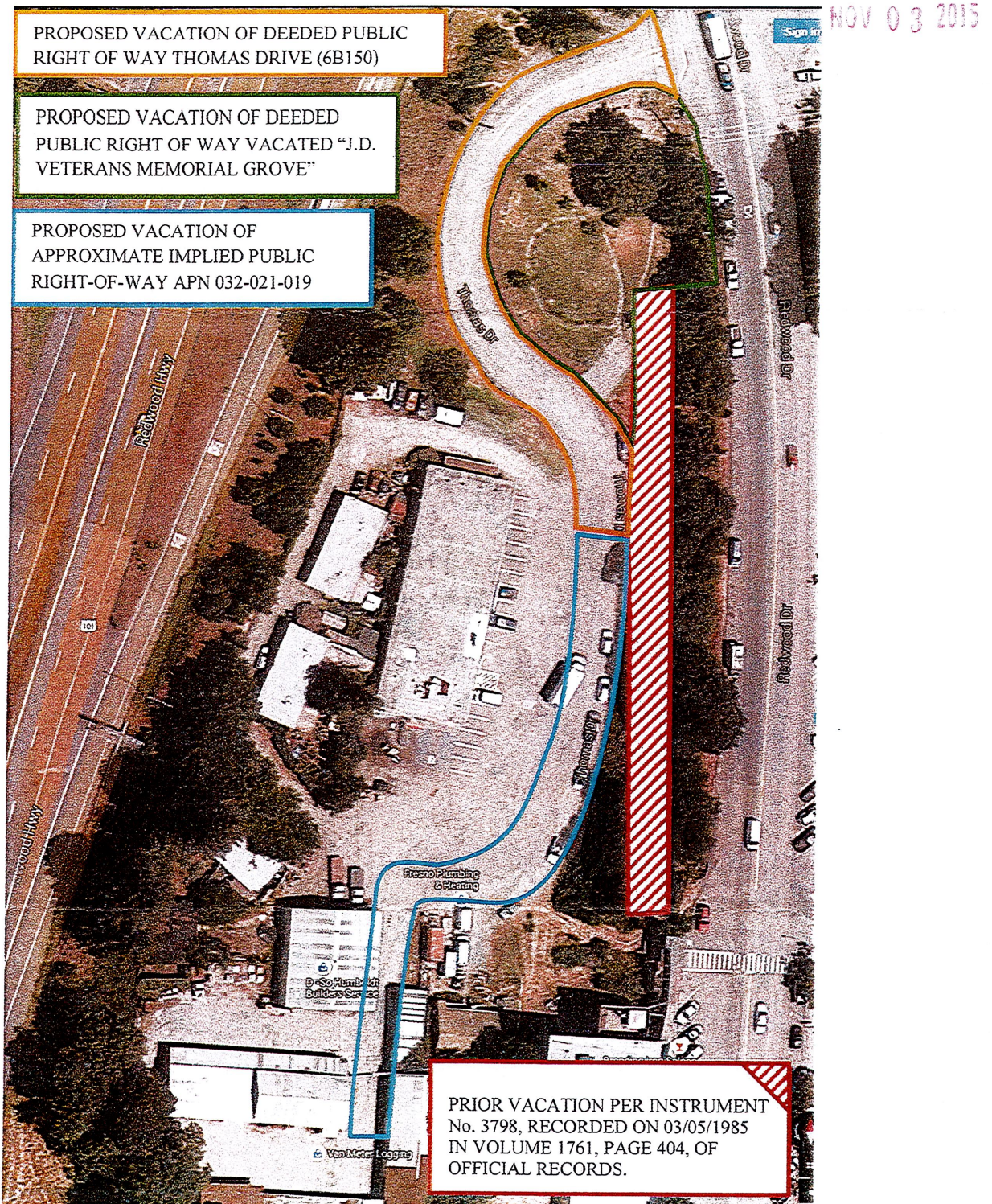
Below is my information, and my direct extension is 374 should you call and the Office Assistant is unable to answer.

Best regards,

Erin D. Damm
Real Property Agent I
Land Use Division | Department of Public Works | County of Humboldt
TEL: 707-445-7205 | FAX: 707-445-7388
Office Address: 3033 H Street Room 16 | Eureka | CA | 95501
Mail Address: 1106 Second Street | Eureka | CA | 95501

PROPOSED VACATION THOMAS DRIVE AND J.D. VETERANS MEMORIAL GROVE
EXHIBIT A

LOCATED AT T.4 S., R.3E., H.B.&M.



Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: November 24, 2015

Projects and Acquisition Priorities List:

1. Replace Utility Truck (excessive miles, malfunctioning, potentially dangerous)
2. Replace Maple Lane Sewer Collection System (collapsed sewer main)
3. Purchase Utility Trailer (hauling debris to and from projects, pipe, supplies, generator, equipment and materials)
4. Purchase Backhoe (provides self-sufficiency for small projects, move materials, dig trenches, lift heavy objects including manhole cones, pumps and motors. Allows staff to clean ponds, dig trenches, remove debris and provides a piece of equipment which will have height capability for working overhead with obstacles such as limbs or wires. Provides the ability to reconstruct and resurface failing roads).

I have been pursuing the ability to change Garberville Sanitary District to Garberville Services District which would better represent the services we provide and the District that we are. Colette Metz from LAFCO is researching this process but from initial findings there would be a substantial cost to the District and I am not sure that this would be the best use of District funds at this time. I will put together a report for next meeting with process and associated cost.

I have received information that the water for sale project off Sprowel Creek rd is expanding to possibly 16 bladders that hold over 200,000 gallons of water each or a total of 4 million gallons. The process is moving forward so if the Board wants input, now would be the time but any comments should probably come as residents rather than as a Board because although the property is within the Sphere of Influence, it is not within District boundaries.

We have completed our first aerial view District wall map which identifies the GSD service areas, Sphere of Influence and topography. We have made several 11x17 maps for individual use and to have in the work trucks but the wall map will not be hung on wall until the walls are painted which should be completed by the December meeting.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

Financial Report as of October 31, 2015			
1	Operating Account		\$467,158.07
2	WRF Account		\$72,412.86
3	SRF Account		\$74,967.10
4	Water Enterprise Fund		\$46,078.40
5	County Treasury - Sewer Reserve		\$317,179.68
6	County Treasury - Water Reserve		\$5,261.76
7	Petty Cash & Cash Drawer		\$236.07
8			\$983,293.94
9	Revenue and Expenses for October (10-1-15 to 10-31-15)		
10	Revenue		
11	Water Charges		\$42,140.82
12	Sewer Charges		\$31,341.17
13	Late Charges		\$465.00
14	Connection Fees		\$0.00
15	Other Revenue		\$0.00
17	Total Revenue		\$73,946.99
18	Expenses		
19	Administrative		\$18,650.87
20	Payroll		\$12,267.64
21	Rent		\$835.00
22	Sewer (PR, monitoring, repairs & Utilities)		\$13,516.94
23	Water (PR, monitoring, pumping, repairs, & Utilities)		\$26,138.98
24	Total Expenses		\$71,409.43
25	Net Operating Revenue		\$2,537.56
26	Depreciation		
27	Water Depreciation		\$13,013.00
28	Sewer Depreciation		\$12,837.00
29	Total Depreciation		\$25,850.00
30	Interest expense		\$19.92
31	Interest income		\$59.17
32	NET INCOME		-\$23,273.19

**Garberville Sanitary District
Register QuickReport
October 2015**

	Date	Num	Memo	Amount
1 101 Netlink				
2	10/29/2015	7808	internet	-225.00
3 Total 101 Netlink				-225.00
4 3T Equipment Company Inc.				
5	10/16/2015	7804	Jetter and camera	-73,583.60
6	10/29/2015	7809	Chisel Nozzle and finned nozzle for hydro jetter	-429.84
7 Total 3T Equipment Company Inc.				-74,013.44
8 American Gasoline				
9	10/22/2015	1022debit3	fuel home from conference	-31.32
10 Total American Gasoline				-31.32
11 Amillia's				
12	10/08/2015	7796	Lunch for Paving Crew	-92.00
13 Total Amillia's				-92.00
14 Blue Star Gas				
15	10/07/2015	7762	office	-9.50
16	10/29/2015	7810	office	-9.50
17 Total Blue Star Gas				-19.00
18 Branscomb Center				
19	10/07/2015	7785	flashlights	-64.77
20 Total Branscomb Center				-64.77
21 Brian Miller				
22	10/07/2015	7763	supplies	-57.23
23 Total Brian Miller				-57.23
24 Browns Sporting Goods				
25	10/28/2015	10/28debit	flashlights for hydro fluser	-48.60
26 Total Browns Sporting Goods				-48.60
27 C & K Market Inc.				
28	10/28/2015	1028debit1	BOD Mtg	-16.70
29 Total C & K Market Inc.				-16.70
30 Canyon Springs Enterprises				
31	10/07/2015	7764	Job 0514C - ALPN Rd tank Project invoice for July 2015	-154,307.55
32 Total Canyon Springs Enterprises				-154,307.55
33 Capital Bank & Trust				
34	10/06/2015	35125	025158148	-308.06
35	10/06/2015	45125	557880519	-864.17
36	10/19/2015	24326	557880519	-851.66
37	10/19/2015	14326	025158148	-297.08
38 Total Capital Bank & Trust				-2,320.97
39 Chem Quip Inc				
40	10/29/2015	7827	Sani Chlor, Carboy, and Salt	-3,475.54
41 Total Chem Quip Inc				-3,475.54
42 CITRIX				
43	10/04/2015	10/15stmt	Go To Meeting 10/4/15 - 11/3/15	-78.00
44 Total CITRIX				-78.00
45 Copiers Plus				
46	10/29/2015	7811	black toner	-61.56
47 Total Copiers Plus				-61.56
48 Cresco Equipment Rentals				
49	10/07/2015	7765	Cat 420 backhoe loader rental	-3,118.30
50 Total Cresco Equipment Rentals				-3,118.30
51 CSDA				
52	10/21/2015	10/21debit	Book: How to write policies and procedures	-30.00
53 Total CSDA				-30.00
54 Dazey's Building Center				
55	10/07/2015	7766	supplies	13 -634.05
56	10/29/2015	7828	supplies	-57.81

**Garberville Sanitary District
 Register QuickReport
 October 2015**

	Date	Num	Memo	Amount
57 Total Dazey's Building Center				-691.86
58 EDD				
59	10/06/2015	343056	499-0538-3	-542.86
60	10/06/2015	344056	499-0538-3	-27.89
61	10/20/2015	642056	499-0538-3	-11.17
62	10/20/2015	641056	499-0538-3	-529.83
63 Total EDD				-1,111.75
64 Eel River Disposal & Resource Recovery				
65	10/07/2015	7767	Dump	-14.48
66	10/29/2015	7812	10/23/15 dump run	-14.48
67 Total Eel River Disposal & Resource Recovery				-28.96
68 Fred Pryor-Career Track				
69	10/13/2015	4929951	Excel basics Seminar	-79.00
70 Total Fred Pryor-Career Track				-79.00
71 Garberville Rotary				
72	10/29/2015	7813	Lunches 10/1/15 thru 12/31/2015	-195.00
73 Total Garberville Rotary				-195.00
74 Hard Rock Cafe				
75	10/21/2015	10/21debit2	Dinner at conference	-71.65
76 Total Hard Rock Cafe				-71.65
77 Harrahs				
78	10/20/2015	10/20debit	Secretary Conference	-33.24
79	10/20/2015	10/20debit2	Secretary Conference	-30.73
80 Total Harrahs				-63.97
81 Humboldt County Dept. of Health & Human S				
82	10/07/2015	7786	Annual Haz. Material fees	-705.64
83 Total Humboldt County Dept. of Health & Human S				-705.64
84 Humboldt County Tax Collector				
85	10/07/2015	7768	2015-16 Property Tax 510 Pine In	-12.00
86 Total Humboldt County Tax Collector				-12.00
87 Humboldt Fence Co.				
88	10/29/2015	7814	gate at the Alderpoint rd tank	-1,500.00
89 Total Humboldt Fence Co.				-1,500.00
90 IRS				
91	10/06/2015	687948	68-0296323	-3,110.12
92	10/19/2015	694726	68-0296323	-2,971.20
93 Total IRS				-6,081.32
94 Jamie Corsetti, CPA				
95	10/07/2015	7787	Monthly Accounting	-472.50
96 Total Jamie Corsetti, CPA				-472.50
97 Jennie Short				
98	10/29/2015	7815	VOID: services for August 2015	0.00
99	10/29/2015	7829		-4,714.25
100 Total Jennie Short				-4,714.25
101 KEENAN SUPPLY				
102	10/07/2015	7769	Parts for Alpn Rd tank Project - some to be deducted from R	-576.63
103 Total KEENAN SUPPLY				-576.63
104 LACO				
105	10/07/2015	7770	Project 7714.02 Alpn Rd Tank Project	-3,471.45
106	10/29/2015	7816	Project 7714.02 Alpn Rd Tank Project	-1,259.50
107 Total LACO				-4,730.95
108 Lake Tahoe Resort				
109	10/22/2015	10/22debit	Conference parking and internet	-103.90
110 Total Lake Tahoe Resort				-103.90
111 Liquivision Technology, Inc.				14
112	10/29/2015	7817	cleaned hurlbutt tank	-5,400.00

Garberville Sanitary District Register QuickReport

October 2015

		Date	Num	Memo	Amount
113	Total Liquivision Technology, Inc.				-5,400.00
114	Loprest				
115		10/29/2015	7818	Manway Gasket	-75.32
116	Total Loprest				-75.32
117	MILT'S SAW SHOP				
118		10/07/2015	7771	2 blades and 2 nut and washers	-56.04
119	Total MILT'S SAW SHOP				-56.04
120	Mitchell, Brisso, Delaney & Vrieze				
121		10/07/2015	7788	Professional fee	-372.00
122	Total Mitchell, Brisso, Delaney & Vrieze				-372.00
123	NAPA				
124		10/07/2015	7772	Truck 1	-107.58
125		10/29/2015	7819	Battery at WWTP	-193.32
126	Total NAPA				-300.90
127	North Coast Laboratories Ltd.				
128		10/07/2015	7784	monitoring	-1,160.00
129	Total North Coast Laboratories Ltd.				-1,160.00
130	Northern Equipment				
131		10/29/2015	7820	Safety Barriers, Cones and signs	-2,045.61
132	Total Northern Equipment				-2,045.61
133	Parkinson Building Materials				
134		10/07/2015	7773	Hackzall tool and battery	-257.04
135	Total Parkinson Building Materials				-257.04
136	PG&E				
137		10/07/2015	7774	9/15 statement	-3,148.17
138		10/07/2015	7789	SWTP	-2,026.47
139	Total PG&E				-5,174.64
140	Pitney Bowes INC.				
141		10/07/2015	7790	Postage Meter rental for 7/1/15 - 9/30/15	-81.01
142	Total Pitney Bowes INC.				-81.01
143	Pitney Bowes Purchase Power				
144		10/06/2015	10/6debit	postage	-208.99
145	Total Pitney Bowes Purchase Power				-208.99
146	R COPENHAFFER				
147		10/07/2015	7775	100 gal diesel tank	-377.99
148	Total R COPENHAFFER				-377.99
149	Ralph Emerson				
150		10/07/2015	7791	9/15 phone reimbursement	-50.00
151	Total Ralph Emerson				-50.00
152	Recology Humboldt County				
153		10/07/2015	7792	trash pickup	-17.38
154	Total Recology Humboldt County				-17.38
155	Redway Tire Service				
156		10/07/2015	7776	Tires for the crane truck	-1,226.06
157	Total Redway Tire Service				-1,226.06
158	Redway True Value				
159		10/07/2015	7777	VOID: towel bar @ WWTP	0.00
160		10/07/2015	7795		-237.47
161	Total Redway True Value				-237.47
162	Redwood Merchant Services				
163		10/02/2015	10/2debit2	9/15 Bank Card Fees	-58.81
164		10/30/2015	10/30bkcdf	10/30 bk card fee	-70.28
165	Total Redwood Merchant Services				-129.09
166	RENNER				
167		10/09/2015	10/9debit	Fuel Diesel Tank Pump	15 -1,889.41
168	Total RENNER				-1,889.41

Garberville Sanitary District Register QuickReport

October 2015

		Date	Num	Memo	Amount
169	Ruiz Ricardo				
170		10/05/2015	7761	9/24-9/28 Meter Reading Mileage	-16.10
171	Total Ruiz Ricardo				-16.10
172	Rural Community Assistance Program				
173		10/19/2015	7805	Ln 6200-GSD-02 Orgination fee ALPN Rd Tank Project	-2,500.00
174	Total Rural Community Assistance Program				-2,500.00
175	Ryan Herco Flow Solutions				
176		10/13/2015	1013debit	valve and valve stem	-98.27
177	Total Ryan Herco Flow Solutions				-98.27
178	SDRMA				
179		10/07/2015	7778	med ins	-3,372.12
180		10/07/2015	7793	Insurance for rented backhoe	-50.00
181	Total SDRMA				-3,422.12
182	Sentry III Center				
183		10/07/2015	7779	10/15 rent	-835.00
184	Total Sentry III Center				-835.00
185	Shell Oil				
186		10/19/2015	1015debit	fuel to conference	-23.00
187	Total Shell Oil				-23.00
188	Shop Smart				
189		10/08/2015	10/8debit	meeting	-20.05
190	Total Shop Smart				-20.05
191	Staples				
192		10/07/2015	10/7debit	calculator	-45.66
193		10/07/2015	10/7debit1	office supplies	-159.53
194	Total Staples				-205.19
195	Staples Credit Plan				
196		10/07/2015	7780	file cabinet and supplies	-141.96
197		10/29/2015	7821	labels, calculator, erasers	-67.79
198	Total Staples Credit Plan				-209.75
199	State Water Resources Control Board				
200		10/26/2015	7806	Miller Grade II waste water	-230.00
201	Total State Water Resources Control Board				-230.00
202	Thomas R. Bess Inc.				
203		10/29/2015	7822	Paving on melville	-19,387.79
204	Total Thomas R. Bess Inc.				-19,387.79
205	THRIFTY				
206		10/29/2015	7823	Water Dist R&M	-137.74
207	Total THRIFTY				-137.74
208	Tiffane Baptist-Chavez				
209		10/29/2015	7830	Certified mail to 3 T and RSH	-13.48
210	Total Tiffane Baptist-Chavez				-13.48
211	Umpqua Bank				
212		10/20/2015	10/20ach	9/15 Analyzed Fees	-100.11
213	Total Umpqua Bank				-100.11
214	US Cellular				
215		10/07/2015	7781	cell phones	-339.90
216	Total US Cellular				-339.90
217	USABLUEBOOK				
218		10/07/2015	7782	Water meter stand for Hydrant	-180.26
219		10/29/2015	7824	tools and chlorine test strips	-703.85
220	Total USABLUEBOOK				-884.11
221	VERIZON				
222		10/07/2015	7783	Phones	-571.23
223		10/29/2015	7825	swtp	-57.46
224	Total VERIZON				-628.69

Garberville Sanitary District Register QuickReport

October 2015

			Date	Num	Memo	Amount
225	Vistaprint					
226			10/14/2015	1014debit	Business cards	-94.84
227	Total Vistaprint					-94.84
228	Wells Fargo					
229			10/29/2015	7826	copier	-90.72
230	Total Wells Fargo					-90.72
231	WYCKOFF'S					
232			10/07/2015	7794	supplies	-482.74
233	Total WYCKOFF'S					-482.74
234	Arreguin, Daniel J					
235			10/05/2015	7754		-1,759.71
236			10/16/2015	7797		-1,454.06
237	Total Arreguin, Daniel J					-3,213.77
238	Baptist-Chavez, Tiffane T					
239			10/05/2015	7755		-365.84
240			10/16/2015	7798		-360.08
241	Total Baptist-Chavez, Tiffane T					-725.92
242	Copenhafer, Ronald					
243			10/05/2015	7756		-1,592.28
244			10/16/2015	7799		-1,714.93
245	Total Copenhafer, Ronald					-3,307.21
246	Emerson, Ralph K					
247			10/05/2015	7757		-2,149.96
248			10/16/2015	7800		-2,149.95
249	Total Emerson, Ralph K					-4,299.91
250	Miller, Brian A					
251			10/05/2015	7758		-1,346.22
252			10/16/2015	7801		-1,234.10
253	Total Miller, Brian A					-2,580.32
254	Ruiz, Ricardo					
255			10/05/2015	7759		-409.52
256			10/16/2015	7802		-164.61
257	Total Ruiz, Ricardo					-574.13
258	Stillwell, Christina					
259			10/05/2015	7760		-1,126.49
260			10/16/2015	7803		-1,126.49
261	Total Stillwell, Christina					-2,252.98
262	TOTAL					-324,832.15

Garberville Sanitary District
Balance Sheet June 30, 2015 Comparison
As of October 31, 2015

		Oct 31, 15	Jun 30, 15	\$ Change
1	ASSETS			
2	Current Assets			
3	Checking/Savings			
4	1005 · Umpqua Checking- Operating	467,158.07	597,740.40	(130,582.33)
5	1006 · Umpqua System Reserve - Water	72,412.86	64,931.51	7,481.35
6	1007 · Umpqua System Reserve - Sewer	74,967.10	70,083.81	4,883.29
7	1011 · Water Enterprise Fund	46,078.40	46,025.32	53.08
8	1030 · County Treasury - Sewer Reserve	317,179.68	317,179.68	0.00
9	1031 · County Treasury - Water Reserve	5,261.76	5,261.76	0.00
10	1040 · Petty Cash	49.51	49.51	0.00
11	1050 · Cash Drawer	186.56	200.00	(13.44)
12	Total Checking/Savings	983,293.94	1,101,471.99	(118,178.05)
13	Accounts Receivable			
14	11000 · Accounts Receivable - Other	415.00	415.00	0.00
15	Total Accounts Receivable	415.00	415.00	0.00
16	Other Current Assets			
17	1100 · Accounts Receivable	94,826.58	106,200.11	(11,373.53)
18	1110 · Accts Receivable Over Payments	(1,219.88)	0.00	(1,219.88)
19	1315 · Water Grant Receivable	0.00	39,909.83	(39,909.83)
20	1500 · Prepaid Insurance	11,134.91	13,090.62	(1,955.71)
21	1501 · Prepaid Workers Comp	16,868.79	25,443.76	(8,574.97)
22	1502 · Prepaid Expenses	2,272.00	3,408.00	(1,136.00)
23	1510 · Prepaid Licenses and Permits	13,546.68	0.00	13,546.68
24	Total Other Current Assets	137,429.08	188,052.32	(50,623.24)
25	Total Current Assets	1,121,138.02	1,289,939.31	(168,801.29)
26	Fixed Assets			
27	CIP - DWTP (Water)	1,503.19	1,460.50	42.69
28	CIP - Alderpoint Tank (Water)	628,165.80	343,609.12	284,556.68
29	DWTP (Water) 2015	4,966,644.38	4,966,644.38	0.00
30	Tobin Well Project 2014	40,189.31	40,189.31	0.00
31	MSR/SOI and Annexation Project	155,646.96	155,451.96	195.00
32	Collection Facilities			
33	Cost - Coll Fac	44,170.59	44,170.59	0.00
34	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
35	Cost - Lines	2,100,202.29	2,100,202.29	0.00
36	Total Collection Facilities	4,174,322.10	4,174,322.10	0.00
37	Land - Sewer	129,810.68	129,810.68	0.00
38	Land - Water	88,698.62	88,698.62	0.00
39	Office Equipment	29,320.16	29,320.16	0.00
40	Equipment	155,983.99	73,456.04	82,527.95
41	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
42	Treatment Facilities			
43	Cost - Equipment	3,381.24	3,381.24	0.00
44	Cost - Plant	488,193.00	488,193.00	0.00
45	Treatment Facilities - Other	4,500.00	4,500.00	0.00
46	Total Treatment Facilities	496,074.24	496,074.24	0.00
47	Vehicles	48,023.52	48,023.52	0.00
48	Water Easements & Intangibles	177,397.11	177,397.11	0.00
49	Water System	164,747.22	164,747.22	0.00
50	Accumulated Depreciation-Water	(516,732.26)	(464,680.26)	(52,052.00)
51	Accumulated Depreciation-Sewer	(1,352,953.06)	(1,301,605.06)	(51,348.00)
52	Total Fixed Assets	12,179,293.87	11,915,371.55	263,922.32
53	TOTAL ASSETS	13,300,431.89	13,205,310.86	95,121.03

Garberville Sanitary District
Balance Sheet June 30, 2015 Comparison
As of October 31, 2015

		Oct 31, 15	Jun 30, 15	\$ Change
54	LIABILITIES & EQUITY			
55	Liabilities			
56	Current Liabilities			
57	Accounts Payable			
58	2000 · Accounts Payable	133,101.52	247,647.66	(114,546.14)
59	Total Accounts Payable	133,101.52	247,647.66	(114,546.14)
60	Other Current Liabilities			
61	*Accounts Payable	20,320.00	0.00	20,320.00
62	2205 · Accrued Simple	10.00	2.50	7.50
63	2230 · Accrued Vacation	19,345.13	19,345.13	0.00
64	2250 · Loans Payable - Current Porti	54,206.91	54,206.91	0.00
65	Total Other Current Liabilities	93,882.04	73,554.54	20,327.50
66	Total Current Liabilities	226,983.56	321,202.20	(94,218.64)
67	Long Term Liabilities			
68	2500 · N/P - SWRCB	191,123.20	212,954.55	(21,831.35)
69	2605 · RCAC Loan #6200-GSD-02	250,000.00	0.00	250,000.00
70	2655 · Lease Payable - Copier	4,017.02	4,298.16	(281.14)
71	2700 · SRF Loan - Water	1,379,471.00	1,379,471.00	0.00
72	2800 · Municipal Fin.Corp. WWTP CCOs	33,235.65	33,235.65	0.00
73	2900 · Less Current Portion	(54,206.91)	(54,206.91)	0.00
74	Total Long Term Liabilities	1,803,639.96	1,575,752.45	227,887.51
75	Total Liabilities	2,030,623.52	1,896,954.65	133,668.87
76	Equity			
77	3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
78	3100 · Retained Earnings	5,184,376.74	4,409,400.83	774,975.91
79	3200 · Prior Period Adjustment	(5,512.28)	(5,512.28)	0.00
80	Net Income	(38,547.84)	774,975.91	(813,523.75)
81	Total Equity	11,269,808.37	11,308,356.21	(38,547.84)
82	TOTAL LIABILITIES & EQUITY	13,300,431.89	13,205,310.86	95,121.03

Garberville Sanitary District
Profit & Loss Prev Year Comparison - Sewer
 July through October 2015

		Jul - Oct 15	Jul - Oct 14	\$ Change
1	Ordinary Income/Expense			
2	Income			
3	4200 · Sewer Charges	125,588.20	126,749.93	(1,161.73)
4	4300 · Connection Fees	6,000.00	20,200.00	(14,200.00)
5	4650 · Late Charges	967.50	1,032.50	(65.00)
6	4700 · Other Operating Revenue	5.00	10.00	(5.00)
7	Total Income	132,560.70	147,992.43	(15,431.73)
8	Gross Revenue	132,560.70	147,992.43	(15,431.73)
9	Expense			
10	Administrative and General			
11	5000 · Advertising	0.00	100.40	(100.40)
12	5005 · Bad Debts	1,500.00	1,010.27	489.73
13	5010 · Bank Charges			
14	5012 · Merchant Account Fees	276.96	147.32	129.64
15	5010 · Bank Charges - Other	100.95	46.08	54.87
16	Total 5010 · Bank Charges	377.91	193.40	184.51
17	5020 · Directors Fees	0.00	350.00	(350.00)
18	5030 · Dues and Memberships	1,185.33	1,017.72	167.61
19	5035 · Education and Training	189.91	539.07	(349.16)
20	Insurance			
21	5040 · Liability	1,990.72	1,770.88	219.84
22	5050 · Workers' Comp	3,194.16	3,278.33	(84.17)
23	5055 · Health			
24	5037 · Employee Benefits	0.00	360.11	(360.11)
25	5055.1 · Employee Portion	(1,681.42)	(896.30)	(785.12)
26	5055 · Health - Other	5,781.36	4,510.44	1,270.92
27	Total 5055 · Health	4,099.94	3,974.25	125.69
28	Total Insurance	9,284.82	9,023.46	261.36
29	5060 · Licenses, Permits, and Fees	6,500.32	5,638.71	861.61
30	5065 · Auto	663.39	189.63	473.76
31	5080 · Office Expense	1,047.33	410.87	636.46
32	5085 · Outside Services	752.82	851.80	(98.98)
33	5090 · Payroll Taxes	2,950.18	2,116.72	833.46
34	5100 · Postage	610.05	289.61	320.44
35	5110 · Professional Fees	5,054.70	6,629.49	(1,574.79)
36	5130 · Rents	1,635.00	1,600.00	35.00
37	5135 · Retirement	864.82	536.48	328.34
38	5137 · Supplies	250.72	175.14	75.58
39	5140 · Telephone	1,444.49	1,041.17	403.32
40	5145 · Tools	2,971.27	893.73	2,077.54
41	5150 · Travel and Meetings	123.19	0.00	123.19
42	5155 · Utilities	470.59	438.30	32.29
43	5160 · Wages			
44	5165 · Wages - Overtime	0.00	31.05	(31.05)
45	5160 · Wages - Other	19,985.16	11,631.50	8,353.66
46	Total 5160 · Wages	19,985.16	11,662.55	8,322.61
#	Total Administrative and General	57,862.00	44,708.52	13,153.48
48	Sewage Collection			
49	6010 · Fuel	948.59	679.75	268.84
50	6030 · Repairs and Maintenance	8,295.92	8,553.78	(257.86)
51	6040 · Supplies	540.87	33.79	507.08
52	6050 · Utilities	1,706.20	1,726.26	(20.06)

Garberville Sanitary District
Profit & Loss Prev Year Comparison - Sewer
 July through October 2015

		Jul - Oct 15	Jul - Oct 14	\$ Change
53	6060 · Wages			
54	6065 · Wages - Overtime Sewer Colle	376.50	327.64	48.86
55	6060 · Wages - Other	5,326.00	4,132.65	1,193.35
56	Total 6060 · Wages	5,702.50	4,460.29	1,242.21
#	Total Sewage Collection	17,194.08	15,453.87	1,740.21
58	Sewage Treatment			
59	6075 · Fuel	948.59	679.75	268.84
60	6080 · Monitoring	13,976.07	2,032.50	11,943.57
61	6100 · Repairs and Maintenance	201.78	12.74	189.04
62	6110 · Supplies	1,186.77	3,486.95	(2,300.18)
63	6120 · Utilities	2,706.92	3,568.41	(861.49)
64	6130 · Wages			
65	6135 · Wages - Overtime Sewer Trea	336.00	926.92	(590.92)
66	6130 · Wages - Other	11,553.00	10,259.01	1,293.99
67	Total 6130 · Wages	11,889.00	11,185.93	703.07
#	Total Sewage Treatment	30,909.13	20,966.28	9,942.85
#	Total Expense	105,965.21	81,128.67	24,836.54
#	Net Ordinary Income	26,595.49	66,863.76	(40,268.27)
71	Other Income/Expense			
72	Other Income			
73	8060 · Interest Income	83.29	44.56	38.73
74	Total Other Income	83.29	44.56	38.73
75	Other Expense			
76	9040 · Depreciation	51,348.00	49,532.00	1,816.00
77	9050 · Interest Expense	4,313.19	4,686.58	(373.39)
78	Total Other Expense	55,661.19	54,218.58	1,442.61
79	Net Other Income	(55,577.90)	(54,174.02)	(1,403.88)
#	Net Income	(28,982.41)	12,689.74	(41,672.15)

Garberville Sanitary District
Profit & Loss Prev Year Comparison - Water
July through October 2015

		Jul - Oct 15	Jul - Oct 14	\$ Change
1	Ordinary Income/Expense			
2	Income			
3	Water Charges			
4	4100 · Residential	102,101.90	107,072.84	(4,970.94)
5	4110 · Commercial	73,849.81	76,341.07	(2,491.26)
6	Total Water Charges	175,951.71	183,413.91	(7,462.20)
7	4300 · Connection Fees	8,600.00	15,000.00	(6,400.00)
8	4650 · Late Charges	967.50	1,032.50	(65.00)
9	4700 · Other Operating Revenue	5.00	60.50	(55.50)
10	Total Income	185,524.21	199,506.91	(13,982.70)
11	Gross Revenue	185,524.21	199,506.91	(13,982.70)
12	Expense			
13	Administrative and General			
14	5000 · Advertising	0.00	100.40	(100.40)
15	5005 · Bad Debts	1,500.00	1,414.06	85.94
16	5010 · Bank Charges			
17	5012 · Merchant Account Fees	276.91	147.35	129.56
18	5010 · Bank Charges - Other	100.96	46.10	54.86
19	Total 5010 · Bank Charges	377.87	193.45	184.42
20	5020 · Directors Fees	0.00	350.00	(350.00)
21	5030 · Dues and Memberships	1,185.32	1,173.72	11.60
22	5035 · Education and Training	189.93	614.07	(424.14)
23	Insurance			
24	5040 · Liability	1,940.75	1,770.92	169.83
25	5050 · Workers' Comp	4,873.51	3,591.12	1,282.39
26	5055 · Health			
27	5037 · Employee Benefits	0.00	685.87	(685.87)
28	5055.1 · Employee Portion	(1,732.42)	(899.16)	(833.26)
29	5055 · Health - Other	5,781.36	4,510.44	1,270.92
30	Total 5055 · Health	4,048.94	4,297.15	(248.21)
31	Total Insurance	10,863.20	9,659.19	1,204.01
32	5060 · Licenses, Permits, and Fees	1,208.64	1,177.00	31.64
33	5065 · Auto	663.40	189.64	473.76
34	5070 · Miscellaneous	0.00	286.59	(286.59)
35	5080 · Office Expense	1,027.31	623.13	404.18
36	5085 · Outside Services	808.55	855.50	(46.95)
37	5090 · Payroll Taxes	4,535.23	2,819.76	1,715.47
38	5100 · Postage	610.02	289.63	320.39
39	5110 · Professional Fees	5,743.70	6,676.01	(932.31)
40	5120 · Property Taxes	12.00	12.00	0.00
41	5130 · Rents	1,635.00	1,600.00	35.00
42	5135 · Retirement	1,399.74	740.65	659.09
43	5137 · Supplies	239.35	175.15	64.20
44	5140 · Telephone	1,229.05	1,041.16	187.89
45	5145 · Tools	2,073.05	1,559.19	513.86
46	5150 · Travel and Meetings	215.10	38.99	176.11
47	5155 · Utilities	470.59	438.30	32.29
48	5160 · Wages			
49	5165 · Wages - Overtime	0.00	23.29	(23.29)
50	5160 · Wages - Other	21,058.19	13,505.89	7,552.30
51	Total 5160 · Wages	21,058.19	13,529.18	7,529.01
52	Total Administrative and General	57,045.24	45,556.77	11,488.47

Garberville Sanitary District
Profit & Loss Prev Year Comparison - Water
 July through October 2015

		Jul - Oct 15	Jul - Oct 14	\$ Change
53	Water Trans and Distribution			
54	7075 · Fuel	1,259.06	679.77	579.29
55	7090 · Repairs and Maintenance	22,003.59	8,661.04	13,342.55
56	7100 · Supplies	802.67	3,773.43	(2,970.76)
57	7110 · Utilities	2,601.45	4,529.35	(1,927.90)
58	7120 · Wages			
59	7125 · Wages - Overtime Water Trans &	2,362.50	1,354.81	1,007.69
60	7120 · Wages - Other	12,698.50	6,859.83	5,838.67
61	Total 7120 · Wages	15,061.00	8,214.64	6,846.36
62	Total Water Trans and Distribution	41,727.77	25,858.23	15,869.54
63	Water Treatment			
64	7020 · Fuel	686.46	1,817.93	(1,131.47)
65	7010 · Monitoring	723.58	790.18	(66.60)
66	7030 · Repairs and Maintenance	1,657.59	623.88	1,033.71
67	7040 · Supplies	3,922.68	5,444.19	(1,521.51)
68	7050 · Utilities	14,252.16	15,638.52	(1,386.36)
69	7060 · Wages			
70	7065 · Wages - Overtime Water Treatmen	2,855.00	716.08	2,138.92
71	7060 · Wages - Other	18,748.00	11,260.55	7,487.45
72	Total 7060 · Wages	21,603.00	11,976.63	9,626.37
73	Total Water Treatment	42,845.47	36,291.33	6,554.14
74	Total Expense	141,618.48	107,706.33	33,912.15
75	Net Ordinary Income	43,905.73	91,800.58	(47,894.85)
76	Other Income/Expense			
77	Other Income			
78	8060 · Interest Income	134.43	46.96	87.47
79	Total Other Income	134.43	46.96	87.47
80	Other Expense			
81	9010 · Other Expenses	1,500.00	0.00	1,500.00
82	9040 · Depreciation	52,052.00	17,536.00	34,516.00
83	9050 · Interest Expense	53.59	0.00	53.59
84	Total Other Expense	53,605.59	17,536.00	36,069.59
85	Net Other Income	(53,471.16)	(17,489.04)	(35,982.12)
86	Net Income	(9,565.43)	74,311.54	(83,876.97)

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

October 27, 2015

I. REGULAR MEETING CALLED TO ORDER

Chairperson Anderson called the meeting to order at 5:00 pm

II. ESTABLISHMENT OF QUORUM

Present - Rio Anderson, Linda Brodersen, and Doug Bryan.

Absent - Bill Stewart

III. APPROVAL OF AGENDA

No Agenda Changes

IV. TOUR OF ALDER POINT TANK SITE (30 minutes)

The board members, staff, members of the public car pooled to the Alderpoint Road Tank Site. Ron Copenhafer gave review of the tank and how it worked.

V. TOUR OF WASTEWATER PLANT—HYDRO JETTER AND NEW EQUIPMENT (30 minutes)

The board members, staff and members of the public car pooled to the Wastewater Treatment Plant. The operators described the new equipment that the district has purchased.

VI. OPEN SESSION

Returned to office and continued the meeting at 6:05 pm

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Brodersen appreciated the tour, Anderson thanked everyone for their hard work.

Sandi Feretto asked how much storage the district now had, Copenhafer replied 435000 gallons.

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- No

Office Staff- No

Board Members- No

General Manager—Ralph Emerson

Emerson reported that the Winters project on Melville was done. Emerson said that he receive a verbal request for emergency potable water on the old briceland road. Emerson said that they will need to fill out another application and he will conduct the inspection. Stillwell said there needed to be a licensed water hauler to transport the water. Emerson reported that Kevin Tupes came and connected the pipes together at the top of Oak Street.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approval of September 22, 2015 Meeting Minutes

A.2 Approve September Financials

A.3 Operations Safety Report-

Motion: Brodersen Second: Bryan Vote: Three Yes Votes

B. GENERAL BUSINESS – *Action items*

B.1 Budget update

Jennie Short was called and she gave an over view of the current budget, with most of the Alderpoint Road Tank Project expenses paid. Short said that if everything went according to the budget the district will have a negative cash flow of \$233,315.47 this year. She said that most of this was the board approved construction of the Alderpoint Road Tank. Short explained the reserve accounts said in order to have \$700,000 in reserves, we would have to transfer \$230,000 of what we received from RCAC to the district reserve accounts with the county. She explained that the two reserve accounts at Umpqua Bank were available for staff to move money in and out of if needed for monthly expenses. She said that the county reserve accounts are the districts savings to only be used for large asset purchases or projects.

Bryan asked if we had heard anything from Cal-Fire. Emerson said he has not heard from them and he will call them.

Short present resolution 15-011 Establishing updated signing authorizations for the district's reserve accounts 2200 and 2201 with the County of Humboldt.

Motion: Brodersen Second: Anderson Roll Vote: Anderson, Brodersen, Bryan, all yes .

Brodersen made a motion directing staff to transfer \$230,223.68 to the district reserve account 2201 held at the County of Humboldt Treasury. Bryan seconded the motion. The motion was passed by roll call vote. Anderson, Brodersen, and Bryan all yes vote.

B.2 Approve Purchase of Utility Trailer

Emerson presented his reasoning for needing to purchase the trailer. He said that the district would be more efficient. After further discussion it was decided to table this item until next meeting.

B.3 Authorization to research prices for new utility truck

Emerson explained why the district needed a new truck asked the board for permission to research prices for a new utility truck.

B.4 Replace Main Sewer line on Maple Lane

Emerson removed this item from agenda.

B.5 Veterans for Peace – Bruce Barkley

Stillwell explained the veterans are asking for relief from the water base rate, because they are not using any water at this time. Also the county is doing something with the parcel. Brodersen asked whose name the account is in. Stillwell said Veterans for Peace. The \$500 abandment fee was discussed. Emerson said he wanted to do more research and bring it back next meeting.

C. POLICY—ORDINANCE REVISION / ADOPTION

C.1 Policy for late payments—Section 9.5 Water Ordinance – (First Reading)

Emerson said this was the first reading gave a review of what was being changed in section 9.4 and 9.5. After discussion Emerson asked the board to be thinking about it and that he and Tina will work on it and bring it back to the next meeting.

X. ITEMS FOR NEXT BOARD MEETING

1. Office map for wall
2. Updated Annexation map
3. Utility truck prices and discussion
4. 2nd reading of the Late Payment Policy
5. Veterans for Peace

Next meeting November 24, 2015 5:00 pm

XI. ADJOURNMENT

Chair Andersen adjourned the meeting at 7:33 pm



GARBERVILLE SANITARY DISTRICT

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

Date: 11/24/15
To: GSD Board of Directors
From: Operations Manager
Subject: Monthly Reports

Sampling and Testing

Daily Results

10/13/15 BOD = 17 mg/L	Limit 30 MgL
10/20/15 BOD = 17 mg/L	Limit 30 MgL
10/27/15 BOD = 28 mg/L	Limit 30 MgL

Monthly Average = 20.6 Limit 15 Mg/L

No Safety Incidents or near misses.

Ron Copenhafer
Operations Manager
Garberville Sanitary District



Invoice

4031 N. Hwy 101
 Eureka, CA 95503
 (707) 822-2410
 www.ositrailers.com

Date: 9/24/2015

Bill To: NAME

Physical Address:

Salesperson	Shipped Via	Payment Type	Date Expires
Nolan			

Qty	Description	Unit Price	Line Total
1	2015 5x10 PJ dump	\$5,600.00	\$5,600.00
			\$0.00
	3 yr warrantry on trailer		\$0.00
	7000GVWR, tarp kit, side extensions, ramps		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00
	Deposit/Less		
Hrs.	Labor @ \$95.00 per Hour		\$0.00
			\$0.00
			\$0.00
			\$0.00
			\$0.00

Item Subtotal	\$5,600.00
Sales Tax	\$ 490.00
Shipping	\$150.00
DOC & LIC/Disposal	\$ 144.00
Deposit	
Total Due:	\$6,384.00

This estimate is based on our initial inspection only, and does not cover any additional material or labor which may be necessary after work has been begun. Occasionally, after work has started, worn and/or damaged parts or circumstances are discovered which are not evident on first inspection. As such, the prices described are not guaranteed.

Signature: _____

Thank you for your business!

Bruce Barkley For
Veteran For Peace acct 364

5 Oct. 2015

\$

Jim De mulling Grove

I would like to put the service for
water on a hiatus until a plan
to deal w/ the park is met.

we have not used any water for
a year

Thank you

Bruce Barkley
707 223-2508
779 Maple Lane Garberville, CA

**Actions Required for Enrollment in the
Special District Risk Management Authority
Ancillary Coverages**

- ____ **Attachment One:** Adoption of a Resolution of the Governing Body Approving the Form of and Authorizing Execution of the Memorandum of Understanding and Authorizing Participation in the Special District Risk Management Authority Health Benefits Ancillary Coverages. Please note, the Governing Body's Authorized Officer with signature authorization must sign this document.

- ____ **Attachment Two:** Execution of the Memorandum of Understanding Relating to the Special District Risk Management Authority's Health Benefits Ancillary Coverages. Please note, the Governing Body's Authorized Officer with signature authorization must sign this document.

- ____ **Attachment Three:** Execution of Program Participation Agreement. Please return signed Program Participation Agreement page to Special District Risk Management Authority.

- ____ **Attachment Four:** Completion of the Ancillary Coverage Participant Enrollment Form. Please note each participant must complete and sign a copy of this document.

Please complete and return all items to:

Alana Batzianis
Senior HR/Health Benefits Specialist
Special District Risk Management Authority
1112 "I" Street, Suite 300
Sacramento, California 95814

Premium and Payment Terms

Invoices will be mailed out by the 28th of every month. Payments are due in the SDRMA Office by the 10th of each month.

Please do not hesitate to call Alana Batzianis at 800.537.7790, should you have any additional questions. For more information regarding additional SDRMA services, please visit our website at www.sdrma.org.



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

RESOLUTION NO. 15-012

A RESOLUTION OF THE (GOVERNING BODY) OF Garberville Sanitary District
APPROVING THE FORM OF AND AUTHORIZING THE EXECUTION OF A
MEMORANDUM OF UNDERSTANDING AND AUTHORIZING PARTICIPATION IN THE
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY'S HEALTH BENEFITS
PROGRAM

WHEREAS, Garberville Sanitary District, a public agency duly organized and existing under and by virtue of the laws of the State of California (the "ENTITY"), has determined that it is in the best interest and to the advantage of the ENTITY to participate in Health Benefits offered by the Special District Risk Management Authority (the "Authority"); and

WHEREAS, the Authority was formed in 1986 in accordance with the provisions of California Government Code 6500 *et seq.*, for the purpose of providing risk financing, risk management programs and other coverage protection programs; and

WHEREAS, participation in Authority programs requires the ENTITY to execute and enter into a Memorandum of Understanding which states the purpose and participation requirements for Health Benefits; and

WHEREAS, all acts, conditions and things required by the laws of the State of California to exist, to have happened and to have been performed precedent to and in connection with the consummation of the transactions authorized hereby do exist, have happened and have been performed in regular and due time, form and manner as required by law, and the ENTITY is now duly authorized and empowered, pursuant to each and every requirement of law, to consummate such transactions for the purpose, in the manner and upon the terms herein provided.

NOW, THEREFORE, BE IT RESOLVED BY THE GOVERNING BODY OF THE ENTITY AS FOLLOWS:

Section 1. Findings. The ENTITY's Governing Body hereby specifically finds and determines that the actions authorized hereby relate to the public affairs of the ENTITY.

Section 2. Memorandum of Understanding. The Memorandum of Understanding, to be executed and entered into by and between the ENTITY and the Authority, in the form presented at this meeting and on file with the ENTITY's Secretary, is hereby approved. The ENTITY's Governing Body and/or Authorized Officers ("The Authorized Officers") are hereby authorized and directed, for and in the name and on behalf of the ENTITY, to execute and deliver to the Authority the Memorandum of Understanding.

Section 3. Program Participation. The ENTITY's Governing Body approves participating in the Special District Risk Management Authority's Health Benefits Program.

Section 4. Other Actions. The Authorized Officers of the ENTITY are each hereby authorized and directed to execute and deliver any and all documents which are necessary in order to consummate the transactions authorized hereby and all such actions heretofore taken by such officers are hereby ratified, confirmed and approved.

Section 5. Effective Date. This resolution shall take effect immediately upon its passage.

PASSED AND ADOPTED this ____ day of _____, 20____ by the following vote:

AYES: _____

NOES: _____

ABSENT: _____

Name

Title

ENTITY Secretary

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING (HEREAFTER "MEMORANDUM") IS ENTERED INTO BY AND BETWEEN THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (HEREAFTER "SDRMA") AND THE PARTICIPATING PUBLIC ENTITY (HEREAFTER "ENTITY") WHO IS SIGNATORY TO THIS MEMORANDUM.

WHEREAS, on August 1, 2006, SDRMA was appointed administrator for the purpose of enrolling small public entities typically having 250 or less employees into the CSAC - Excess Insurance Authority Health's ("CSAC-EIA Health") Small Group Health Benefits Program (hereinafter "PROGRAM"); and

WHEREAS, the terms and conditions of the PROGRAM as well as benefit coverage, rates, assessments, and premiums are governed by CSAC-EIA Health Committee for the PROGRAM (the "COMMITTEE") and not SDRMA; and

WHEREAS, ENTITY desires to enroll and participate in the PROGRAM.

NOW THEREFORE, SDRMA and ENTITY agree as follows:

1. **PURPOSE.** ENTITY is signatory to this MEMORANDUM for the express purpose of enrolling in the PROGRAM.
2. **ENTRY INTO PROGRAM.** ENTITY shall enroll in the PROGRAM by making application through SDRMA which shall be subject to approval by the PROGRAM's Underwriter and governing documents and in accordance with applicable eligibility guidelines.
3. **MAINTENANCE OF EFFORT.** PROGRAM is designed to provide an alternative health benefit solution to all participants of the ENTITY including active employees, retired employees (optional), dependents (optional) and public officials (optional). ENTITY public officials may participate in the PROGRAM only if they are currently being covered and their own ENTITY's enabling act, plans and policies allow it. ENTITY must contribute at least the minimum percentage required by the eligibility requirements
4. **PREMIUMS.** ENTITY understands that premiums and rates for the PROGRAM are set by the COMMITTEE. ENTITY will remit monthly premiums based upon rates established for each category of participants and the census of covered employees, public officials, dependents and retirees.

Rates for the ENTITY and each category of participant will be determined by the COMMITTEE designated for the PROGRAM based upon advice from its consultants and/or a consulting Benefits Actuary and insurance carriers. In addition, SDRMA adds an administrative fee to premiums and rates set by the COMMITTEE for costs associated with administering the PROGRAM. Rates may vary depending upon factors including, but not limited to, demographic characteristics, loss experience of all public entities participating in the PROGRAM and differences in benefits provided (plan design), if any.

- a. SDRMA will administrate a billing to ENTITY each month, with payments due by the date specified by SDRMA. Payments received after the specified date will accrue penalties. Premiums are based on a full month and there are no partial months or prorated premiums.
- b. ENTITY must send notification of termination of benefits for a covered employee or dependent to SDRMA within 31 days of the date of termination. Benefits will be terminated the last day of the month in which the termination occurred. If the termination notice is received after 31 days of the date of termination, the request must be approved by the PROGRAM to terminate coverage. All requests may not be approved; therefore participants may need to wait for open enrollment to elect the change (termination). If the termination is due to an employee terminating employment, if not approved to retroactively terminate coverage, coverage will be terminated prospectively at the end of the month.

5. **BENEFITS.** Benefits provided to ENTITY participants shall be as set forth in ENTITY's Plan Summary for the PROGRAM and as agreed upon between the ENTITY and its recognized employee organizations as applicable. Not all plan offerings will be available to ENTITY, and plans requested by ENTITY must be submitted to PROGRAM underwriter for approval.
6. **COVERAGE DOCUMENTS.** Except as otherwise provided herein, CSAC-EIA Health documents outlining the coverage provided, including terms and conditions of coverage, are controlling with respect to the coverage of the PROGRAM.
7. **PROGRAM FUNDING.** It is the intent of this MEMORANDUM to provide for a fully funded PROGRAM by any or all of the following: pooling risk; purchasing individual stop loss coverage to protect the pool from large claims; and purchasing aggregate stop loss coverage.
8. **ASSESSMENTS.** Should the PROGRAM not be adequately funded for any reason, pro-rata assessments to the ENTITY may be utilized to ensure the approved funding level for applicable policy periods. Any assessments which are deemed necessary to ensure approved funding levels shall be made upon the determination and approval of the COMMITTEE in accordance with the following:
 - a. Assessments/dividends will be used sparingly. Generally, any over/under funding will be factored into renewal rates.
 - b. If a dividend/assessment is declared, allocation will be based upon each ENTITY's proportional share of total premiums paid for the preceding 3 years. An ENTITY must be a current participant to receive a dividend, except upon termination of the PROGRAM and distribution of assets.
 - c. ENTITY will be liable for assessments for 12 months following withdrawal from the PROGRAM.
 - d. Fund equity will be evaluated on a total PROGRAM-wide basis as opposed to each year standing on its own.
9. **WITHDRAWAL.** ENTITY may withdraw subject to the following condition: ENTITY shall notify SDRMA and the PROGRAM in writing of its intent to withdraw at least 90 days prior to their requested withdrawal date. ENTITY may rescind its notice of intent to withdraw. Once ENTITY withdraws from the PROGRAM, there is a 3-year waiting period to come back into the PROGRAM, and the ENTITY will be subject to underwriting approval again.
10. **LIAISON WITH SDRMA.** Each ENTITY shall maintain staff to act as liaison with the SDRMA and between the ENTITY and the SDRMA's designated PROGRAM representative.
11. **GOVERNING LAW.** This MEMORANDUM shall be governed in accordance with the laws of the State of California.
12. **VENUE.** Venue for any dispute or enforcement shall be in Sacramento, California.
13. **ATTORNEY FEES.** The prevailing party in any dispute shall be entitled to an award of reasonable attorney fees.
14. **COMPLETE AGREEMENT.** This MEMORANDUM together with the related PROGRAM documents constitutes the full and complete agreement of the ENTITY.
15. **SEVERABILITY.** Should any provision of this MEMORANDUM be judicially determined to be void or unenforceable, such determination shall not affect any remaining provision.
16. **AMENDMENT OF MEMORANDUM.** This MEMORANDUM may be amended by the SDRMA Board of Directors and such amendments are subject to approval of ENTITY's signatory to this MEMORANDUM.



Any ENTITY who fails or refuses to execute an amendment to this MEMORANDUM shall be deemed to have withdrawn from the PROGRAM on the next annual renewal date.

17. EFFECTIVE DATE. This MEMORANDUM shall become effective upon the signing of this MEMORANDUM by the ENTITY and Chief Executive Officer or Board President of SDRMA.
18. EXECUTION IN COUNTERPARTS. This MEMORANDUM may be executed in several counterparts, each of which shall be an original, all of which shall constitute but one and the same instrument.

In Witness Whereof, the undersigned have executed the MEMORANDUM as of the date set forth below.

Dated: _____

By: _____

Special District Risk
Management Authority

Dated: _____

By: _____

Garberville Sanitary District

To: Garberville Sanitation District
From: EIA Underwriting
Date: November 11, 2015
Re: Garberville Sanitary District: Small Group Program Application

We are happy to approve the application of Garberville Sanitary District for acceptance and participation in the EIA Small Group program.

As part of this acceptance you will find two additional attachments to this letter:

1. Program Underwriting & Eligibility Rules
2. Program Participation Agreement

The Underwriting and Eligibility Rules are to serve as a general guide for program rules and expectations. These rules serve as expectations of member conduct within the program and are designed to protect both the pool and the member from actions that may increase the cost and risk in the program.

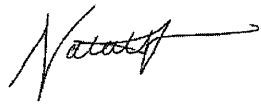
The Program Participation Agreement details the final terms of acceptance and any special exceptions or terms that have been made as part of this approval. Please read these terms carefully and contact your representative at SDRMA if you have any questions or clarifications.

Acceptance of the terms, completion and execution of the participation agreement will constitute full acceptance of the organization as a member of the program and eligible to participate in the insurance coverage program(s) applied for and accepted in this agreement. **Please return the signed Program Participation Agreement to SDRMA.**

We thank you for your interest in the EIA Small Group program and look forward to your participation in the program.

Sincerely,

Natasha Illam

FOR INTERNAL USE ONLY			
Application is:	<input checked="" type="checkbox"/> Accepted	<input type="checkbox"/> Rejected	Case No. _____
Effective:	_____ 1/1/2016 _____	Underwriter:	_____ Natasha Illam _____
Date:	_____ 11/16/2015 _____	By:	 _____ (Signature)

SMALL GROUP PROGRAM UNDERWRITING & ELIGIBILITY GUIDELINES

(Subject to attached Custom Contingencies and Caveats section)

Health Program Eligibility

Active Employees	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
Part-Time Employees	Part-time employees who are actively at work at least 20 hours per week.
Dependent Eligibility	Eligible dependents are covered to age 26 and will terminate coverage first of the month following 26th Birthday. Disabled dependents are covered regardless of age but must be approved by the plan administrator (claim fiduciary medical management) prior to annual enrollment.
COBRA Participants	Eligible to elect coverage through COBRA.
Board members, Trustees, Council Members, or Other Elected officials	Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees.
Retirees	To qualify for Medicare plans and rates, retiree must be enrolled in Medicare Parts A&B.
	Retired employees who are currently eligible and participating on the plan will be eligible to continue coverage under the program, if the coverage permits. Retirees who declined coverage may not enroll in any coverage at a subsequent enrollment date.
	Medicare eligible retirees must enroll in Medicare parts A&B.

Health Program Underwriting (Continued on next page)

Group Size Requirements	
Minimum/Maximum	Minimum: 2 Full-Time Active Employees. Maximum: 200-250 Employees
Participation Guidelines	
Active Employees or Retirees	<ul style="list-style-type: none"> • Minimum participation of 75% of all eligible. • Non-Medicare Retirees cannot exceed 20% of the total covered population.
Employer Contributions	
Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not permitted unless a specific exception* has been made.	
Active Employees	Minimum 75% of employee-only cost, 50% suggested contribution for dependents.
Retirees	No minimum employer contribution.
Waiting Period	
Date of hire is not allowed unless hire date is on the first of the month. All plan changes resulting from Qualifying Events will be effective on the 1st of the month following the event.	
Waivers	
Coverage can only be waived with proof of group coverage through spouse, other group coverage, Medicare/Medical or COBRA.	

Carrier Guidelines	
Carrier: Blue Shield and Anthem Blue Cross	Carrier Limitations apply: "Blue on Blue" rules apply.
Alongside Another Carrier (Slice Coverage)	
Slice coverage (i.e. offering Kaiser as well as EIA Small Group plans) is not permitted as a rule, unless a specific exception* has been provided for.	
Lock-out period	
Groups that leave the EIA program are not allowed to return (re-apply) to the program for a 3-year period.	
Plan Selections and Combinations Guidelines	
Plan Selection	Subject to underwriting review and approval: <ul style="list-style-type: none"> • 2-100 enrolled lives: 2 plans • 101-200 enrolled lives: 3 plans
Plan Combinations	<ul style="list-style-type: none"> • Only 1 HMO or HDHP plan may be offered to an employee group • Plans requested in addition to HMO or HDHP require approval from EIA underwriting. • Future plan changes are subject to review and approval by EIA underwriting

Eligibility Guidelines: Dental, Vision, Life, Disability and EAP

The following underwriting guidelines assume the employer will only be offering the EIA Small Group coverage plans.

Active Employees	Full-time salaried or hourly employees who are actively at work at least 30 hours per week.
Part-Time Employees	Part-time employees who are actively at work at least 20 hours per week.
COBRA Participants	<ul style="list-style-type: none"> • Dental & Vision: Eligible to elect coverage through COBRA. • Life/AD&D, Disability, EAP: Not eligible to elect coverage through COBRA.
Board members, Trustees, Council Members, or Other Elected officials	<ul style="list-style-type: none"> • Dental, Vision, Life/AD&D,EAP: Directors, board members, and other elected/appointed officials can only elect plan if they are eligible on the current plan and are subject to the same requirements as Active employees. • Supplemental Life and Disability: Not eligible.
Retirees	<ul style="list-style-type: none"> • Dental and Vision: Retirees are eligible • Life/AD&D, Disability, and EAP: Not eligible

Underwriting Guidelines: Dental, Vision, Life, Disability and EAP

Group Size Requirements	
Minimum/Maximum	Min: 2 Full-Time Active Employees Max: Up to 50 Employees*
Participation Guidelines	
Active Employees	<ul style="list-style-type: none"> • Dental and Vision: 75% of all eligible. • Life/AD&D, Disability, and EAP: 100% of all eligible
Employer Contributions	
Contributions should be structured to allocate cost for tiers with dependent coverage. Cash-Back or "Cash-in-lieu-of" employer contributions are not permitted unless a specific exception* has been made.	
Active Employees	Employer pays 100% of the employee only cost, except for Supplemental Life.
Retirees	No minimum employer contribution (for eligible lines of coverage).
Carrier Guidelines	
Cannot be a current client of the following carriers: Delta, VSP, ING or MHN.	
Lock-out period	
Groups that leave the EIA program are not allowed to return (re-apply) to the program for a 3-year period.	
Plan Selection Guidelines	
Plan Selection	<ul style="list-style-type: none"> • Employers can select only one plan to offer their employees and dependents. • Basic Life and AD&D: Employer must select a plan for each class of employee (Designated by level of benefit)

* At the discretion of EIA Underwriting. See Special Acceptance Terms section of Participation Agreement for further detail.

PROGRAM PARTICIPATION AGREEMENT

The coverage and premiums offered under this agreement are based on the information provided. The submission of any false information may result in the denial of coverage. The provision of known false or misleading information shall render this agreement null and void, and any insurance coverage offered hereunder shall be withdrawn retroactively to the effective date of the policy.

Special Acceptance Terms

- Rate proposal assumes full takeover of existing benefit plans and carriers
- This proposal provides Garberville Sanitary District approval to join SDRMA's Dental and Vision Programs

Standard Acceptance Terms

- The Underwriting & Eligibility Rules are part of the terms of this agreement and apply unless stated otherwise in the Special Acceptance Terms.
- Proposed rates are guaranteed ONLY for the current population of **Garberville Sanitary District**, including all currently covered active employees, retirees and public officials (where approved).
- This proposal includes the following Affordable Care Act Government Fees (Health plans only)
 - Reinsurance Fee
 - PCORI Fee
 - Insurer Fee (where applicable)
- Rate proposal assumes current enrollment as provided in census file submitted in Interest Packet. The EIA reserves the right to potentially non-renew if the following changes occur and no corrective action is taken by the member organization:
 - If total program enrollment changes by more than 10%.
 - If the distribution of Actives versus non-Medicare Retirees changes by more than 10%.
 - If the tiered enrollment distribution changes by more than 10%.
 - If employer's contribution towards the employee only cost falls below 75%. This proposal assumes current employer contribution is at least 75% of employee-only cost unless a specific exception has been provided by underwriting.

GENERAL AGREEMENT AND SIGNATURE

Effective date requested: 1/1/2016 (Actual date will be assigned by EIA if application is accepted).
Application is hereby made to EIA or the appropriate affiliated company for Employee benefits coverage identified above. If this application is accepted, this Program Participation Agreement will become part of the agreement to join the program.

Upon Acceptance of the application, the **Garberville Sanitary District** will inform all persons who are eligible for coverage that they may apply for EIA coverage under the Agreement/Policy. By signing below applicant acknowledges receipt and adherence of EIA's underwriting and eligibility guidelines and terms of the Participation Agreement.

By: _____ Title: _____
(Authorized Signature)

Printed Name: _____

ARTICLE 9 BILLING

Sec 9.1 Billing Period. The regular billing period will be monthly.

Sec 9.2 Meter Reading. Meters will be read as nearly as possible on the same day of each month.

Sec 9.3 Opening and Closing Bills. Opening and closing bills for less than the normal billing period shall be prorated as to quantity used.

Sec 9.4 Water Charges. Any residential multiple unit dwelling exceeding 2 units will be billed to the owner or property management at the appropriate unit equivalency rate. Water charges are calculated and billed on the 1st of each month due and payable at the office of the District on the date of mailing the bill to the property owner or his agent as designated in the application, and are considered delinquent 15 days after issued after the 25th of each month. Service may be discontinued without further notice if payment is not made by the delinquent date.

Sec 9.5 Payment of Bills. Bills are due and payable by the 25th of each month and if not paid a \$5 late charge will be applied. Bills for water service shall be rendered at the end of each billing period and combined with sewer bills that shall be payable on presentation and if not paid within 10 days of date on bill shall bear a \$5 late charge.

A. Late Payment Procedures:

1-30 days past due—Courtesy Call—Notify Owner

30-35 days past due—Shut Off Notice

60 days past due—Lien on Building/Property—Small Claims

120 days past due—Turn Over to Collection Agency

B. Adjustments—Payment Plans

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

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

meter installation.

Sec 9.7 Customer's Guarantee. Responsibility: 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 **connection being connected**. In which **he** guarantees payment of future water bills for service required.

- a. **Owner or** renters are required to place a deposit of \$ 100.00 **which may be applied to bill refundable** after 2 years of good payment history.
- b. Owner **may waive deposit for renter, and** will be responsible for charges. **and** **a**ccount must be current before tenant'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.

Sec 9.8 Water Used Without Application Being Made. A person taking possession of premises and using water from an active service connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District and if accumulated bills for service are not paid immediately, the service may be discontinued by the District without further notice.