

**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: August 23rd, 2022
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.

NOTE: The Board of Directors may require staff and the public to participate, via teleconference or otherwise electronically. This meeting is compliant with AB361 which allows for a deviation of Teleconference rules required by the Brown Act during a proclaimed state of emergency.

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Doug Bryan___, Julie Lyon___, Dan Thomas___

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.

Motion:

Second:

Vote:

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

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

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

Remote Public Comments:

- 1. Submit written public comments to [insert email address]. Emails are distributed to the Garberville Board of Directors and staff. To ensure the GSD Board has the opportunity to review information prior to the meeting, send emails by 1 p.m. on meeting date.**

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-

River Level and Operational Demands

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and non-controversial, require no discussion and are expected to have unanimous Board support and may be enacted by the Board by one motion and voice vote. There will be no separate discussion of these items; however, before the Board votes on the motion to adopt, members of the Board may request that specific items be removed from the Consent Agenda for separate discussion and action. Any items will be considered after the motion to approve the Consent Agenda as time permits.

- A.1 Approve Financials Date No Financials
- A.2 Approve July 19th, 2022 Regular Meeting Minutes - pg. 5-7
- A.3 Operations Safety Report- pg. 8-11

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

B. GENERAL BUSINESS – Action items

Notice to the Public

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

- B.1 Tank Replacement Project Update **pg. 12-28**
(discussion—possible action) Jennie
Motion: **Second:** **Vote:**
- B.2 LIHWAP-Customer Assistance Program--Update
(information only) Mary
- B.3 Joint Use Agreement for Equipment and Staff **pg. 29**
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Conflict of Interest Code **pg. 30-54**
(discussion—action requested)
Motion: **Second:** **Vote:**
- B.5 Southern Humboldt Community Healthcare District, **Pg. 55-61**
Conditional Will-Serve Agreement
(discussion-possible action) Agreement at meeting
Motion: **Second:** **Vote:**
- B.6 Update on Southern Humboldt Community Park **Pg. 62-71**
(information only)--Jennie

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance—Drought Plan-Enforcement-Sec 14.5 **pg. 72-76**
(discussion—action requested) Resolution-2nd reading-#22-010
Motion: **Second:** **Vote:**
- C.2 Required Water Meter Discontinuance—Base Rate Requirements **pg. 77**
(discussion—action requested) 2nd reading
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

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

Property: Approximately (*undetermined*) acres of land and is a portion of the parcel designated as Assessor’s Parcel Numbers APN 031-211-010, APN 031-211-012, APN 031-211-021, APN 223-061-016, APN 223-061-018

Garberville Sanitary District Negotiating Team with Russ Gans (GSD attorney) will participate and under negotiation: Price and/or terms of payment/conditions, Ground Lease and Development Agreement

(discussion—possible action)

Motion:

Second:

Vote:

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Conference with Real Property Negotiators
3. River and Drought Conditions
4. Water Meter Discontinuance-Policy

XII. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, August 20, 2022. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: August 23rd, 2022

The deadline for submitting a candidate application in the upcoming election to fill one of the 3 seats on the GSD Board, has passed but 3 candidates have submitted their application on time. This ensures we will have a full Board after the November election.

GSD staff have been meeting the additional demands of summer while performing their normal duties. Some of the additional work is research for the tank replacement project, unexpected repairs, educating customers on water reduction actions, assisting customers with the available programs which provide financial relief from less money and higher cost of services and Mary is training a new part time employee.

We are spending a lot of time working with engineers on site and online meetings to determine the best tank replacement plan, while Jennie has been interacting with funding agencies to secure any grant available for this project. We meet multiple times weekly to be working in unison, while figuring out possible problems.

A huge Thank You to all who are involved in this process and especially during this very busy time of year.

Respectfully Submitted:

Ralph Emerson

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

**Date of Meeting: July 19th, 2022
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Absent
Doug Bryan-Present
Julie Lyon- Present
Dan Thomas- Present

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Dan Thomas Vote: 3-0

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

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogel
Kent Scown
Lisa Music

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- The current river level is 69 CFS compared to last year which was 15 CFS.

Office Staff- 0

Board Members- Dan Thomas suggested the staff have a safety meeting about hydration.

Correspondence- Pg. 4-7

General Manager—Ralph Emerson Pg. 8

Ralph attended a fire safe meeting. The purpose of the meeting was to discuss funding for new fire hydrants in town.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date May 2022 - pg. 9-20

A.2 Approve June 28th, 2022 Regular Meeting Minutes - pg. 21-24

Approve May 3rd, 2022 Special Meeting Minutes

A.3 Operations Safety Report- pg. 25-28

Motion: Dan Thomas Second: Julie Lyon

Vote: 3-0

B. GENERAL BUSINESS – Action items

- B.1 Tank Replacement Project Update pg. 29-31
(action required)

The District is in the preliminary stages of design for the tank replacement project. More data will be collected in the months ahead.

- B.2 LIHWAP-Customer Assistance Program pg. 32
(discussion—possible action) Mary and Jennie
Jennie and Mary attended a zoom meeting on the LIHWAP Program. 32 LIHWAP flyers were sent out to the Districts past due customers. Jennie mentioned that the program has a sunset clause 2 years from now.

- B.3 Board Election Time Line and Process pg. 33
(discussion-possible action)

- B.4 Joint Use Agreement—Equipment and staff pg. 34-37
(discussion-possible action)

The District Board wants to focus on the emergency side of the agreement for the equipment and staff time.

- B.5 Possible Negotiations Regarding Property Required for Tank Project

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 031-211-010, APN 031-211-012, APN 031-211-021, APN 223-061-016, APN 223-061-018

Garberville Sanitary District Negotiator(s): Ralph Emerson (General Manager), Jennie Short (GSD Consultant Project Manager, and Russ Gans (GSD attorney)

Negotiating parties/Negotiating With: Gregory and Megan Swaffar.

Under negotiation: Price and/or terms of payment/conditions, Ground Lease, Development agreement and property size.

(discussion—possible action) (Negotiating team)
BRING BACK.

- B.6 Southern Humboldt Community Healthcare District, Conditional Will-Serve Agreement
(discussion-possible action) Agreement at meeting
Motion: Julie Lyon Second: Dan Thomas Vote: 3-0

The will serve letter is needed for the healthcare district to move forward with CEQA. Kent Scown mentioned that a two year term is unlikely to be adequate for this process. It is closer to three years before a shovel would touch the ground. The Board discussed Agenda Item B.6 before B.5

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance—Drought Plan-Enforcement-Sec 14.5 pg. 38-42
(discussion—action requested) Resolution-2nd reading-#22-009
More changes were made to the ordinance. Bring Back. The Resolution number is no longer 22-009 since the Board did not make a motion on this agenda item.

C.2 Required Water Meter Discontinuance—Base Rate Requirements pg. 43
(discussion—action requested) Resolution-2nd reading

C.3 Water Ordinance 14.1 and 15.7 – Filling Pools pg. 44-48
(discussion—action requested) Resolution-2nd reading- Resolution 22-010
Motion: Dan Thomas Second: Julie Lyon Roll Call Vote: 3-0

The Resolution number changed to 22-009. Make changes before Doug signs the Resolution.

IX. NO CLOSED SESSION

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

NO CLOSED SESSION

XI. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Conference with Real Property Negotiators
3. River and Drought Conditions
- 4.
- 5.

The Next Board Meeting is August 23, 2022

XII. ADJOURNMENT

Meeting ended at 6:32 p.m.



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Ralph Emerson

Training Topic: Safe Lifting Tips / Heat illness prevention Training Date: 8/16/22

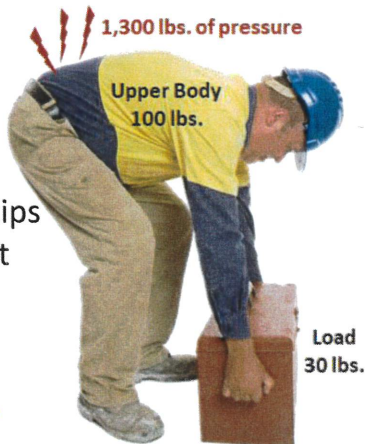
EMPLOYEE NAME	SIGNATURE
Many Nieto	
Dan Arreguin	
Benni Miller	BARREN MILLER
Ralph Emerson	by phone

Safe Lifting Tips

Back injuries are one of the most common types of soft tissue injuries and one of the most painful. It can happen when lifting a heavy load or bending down to pick up a pen.

Here's why: On average, our upper bodies weigh about 100 lbs. If you're not using proper lifting techniques, your spine must support your upper body as well as the load. This puts an additional 1,000 lbs. of pressure on your back.

This *Safety Talk* provides helpful tips on how to protect your back when handling loads.



BEFORE THE LIFT

- **Load weight** - Try to assess how heavy the load is before you lift. If you think the load is too heavy, ask for help.
- **Mechanical Aids** - If you're transporting the load a long distance or if it is too heavy, use a cart, dolly, or other lifting aids.
- **Plan ahead** - Determine the best path of travel. Check for obstacles. Know how to best lift the object, especially with awkward loads.

This *Safety Talk* provides awareness level training on safe lifting. If this information is unclear or if you have any additional questions, please talk to you supervisor.

DURING THE LIFT



- Stand close to the load.
- Position your feet shoulder width apart.
- Bend at your knees, not at your waist.
- Keep your head and chin up as you lift. This will help keep your back straight.
- Tighten stomach muscles to support the lower back.
- Grip the object firmly and keep arms close to your body.
- Lift with your legs, they are the strongest muscles.
- Keep the load close to your body.

STAY IN YOUR POWER ZONE

Mid-chest to mid-thigh

- Avoid twisting while carrying objects. Pivot your feet if you need to change directions.
- Always push, don't pull carts/hand trucks, etc. Less force is placed on your lower back.



HEAT ILLNESS PREVENTION

When outdoor temperatures exceed 80° Cal/OSHA requires employers to have additional prevention measures in place to protect employees from heat illnesses. Everyone can be susceptible to heat illness because it is about temperature, acclimatization, exertion, and hydration. This Safety Talk will help you understand the four types of heat illness and proactive measures you can take to prevent heat illness.

HEAT RASH

Heat rash is typically red clusters of small blisters/pimples on the skin. Usually on the neck, chest, groin, or in elbow creases.

What to do – Take a recovery break in a shady, cool area. Drink slightly cool water and keep rash dry.

HEAT CRAMPS

Cramps, muscle pain, or spasms are felt most in the arms and legs and can even occur after the work has stopped.

What to do – Take a recovery break in a shady, cool area. Drink slightly cool water. Wait for cramps to stop before doing any physical activity. Seek medical help if cramps last more than (1) hour or if you're on a low sodium diet or have heart problems.



HEAT EXHAUSTION

The body becomes overly stressed with symptoms such as:

- Cool, pale, clammy skin
- Heavy sweating
- Fatigue or weakness
- Shortness of breath
- Headache, dizziness, or fainting
- Nausea or vomiting
- Rapid heartbeat and breathing
- Thirst

What to do - Get out of the heat immediately. Loosen/remove clothing. Apply cool water/ice packs to the body. Drink slightly cool water and electrolytes. *Seek medical help.*

HEAT STROKE

This is the most serious stage of heat illness. Symptoms may include:

- Red, hot, dry skin with very little sweating
- High body temperature, 105° F or higher
- Headache, dizziness, confusion
- Nausea or vomiting
- Rapid pulse

What to do

CALL 911 IMMEDIATELY

- ✓ Get to a shady cool area and remove unnecessary clothing
- ✓ Drink slightly cool water if possible
- ✓ Fan vigorously
- ✓ Apply cool water to clothing or skin
- ✓ Apply ice packs under arms, to the neck, back, and groin area

How can you prevent heat illness?

DRINK WATER

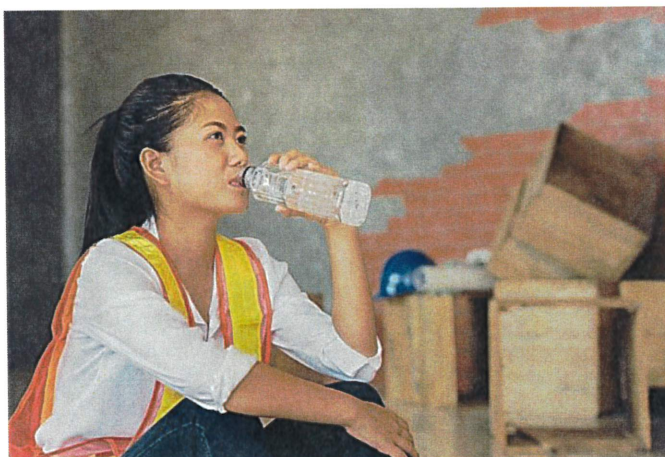
The most important thing you can do to prevent heat illness is drink plenty of water!!! The key is to drink water throughout your shift, even when you don't feel thirsty. When working in temperatures of 80° or more, Cal/OSHA requires employers to have one quart of water (4 cups) per hour available for each employee during their shift. Employees should encourage each other to drink water every hour.

ACCLIMATE

Acclimatization is a process where the body needs time to adjust to increased heat exposure. Cal/OSHA requires employers to observe and check in with employees during the acclimatization timeframe (4-14 days).

TAKE RECOVERY BREAKS IN THE SHADE

When working in temperatures of 80° or more, take regular breaks in the shade and drink water. Employees who wait until symptoms appear before seeking shade and recovery are at a higher risk of developing heat illness.



When outdoor temperatures exceed 80°, Cal/OSHA requires employers to have additional prevention measures in place.

ADDITIONAL PREVENTION CONSIDERATIONS

- If possible, wear long sleeves and pants to keep the radiant heat of the sun away from your skin.
- When wearing heavy personal protective equipment, respirators, or when conducting significant exertion pay extra attention to symptoms of heat illness you may be experiencing.
- Check the effects of your medications
- Avoid heavy meals, your body generates heat through digestion
- If you have a chronic disease, such as heart disease or diabetes, check with your doctor for heat illness prevention guidance.

Additional Resources:

- SDRMA Model Heat Illness Prevention Program Template
- Heat Illness Prevention on-line training course through Vector Solutions
- Cal/OSHA [§3395](#), Heat Illness Prevention Regulation
- Cal/OSHA [Heat Illness Prevention Resources](#)

This *Safety Talk* provides awareness level training on heat illness prevention. If this information is unclear or if you have any additional questions, please talk to you supervisor.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: August 23, 2022
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

Since the last Board Meeting, the SHN has created a model of the major components of the water system and used the various pressure readings to calibrate the model. A.T.E.E.M. (SHN's electrical and controls subconsultant) completed their site visit for the initial evaluation of the infrastructure and project elements. The project team has continued to coordinate with Greg Swaffar, owner of the parcels surrounding the existing Hurlbutt Tank and the Upper Tank Site from the 2012 project as bid, including a meeting on August 22, 2022 to discuss SHN's conceptual alternatives. As part of the closed session agenda item the Project Team will provide any confidential information associated with negotiations and get Board input if needed on how to proceed with terms and conditions of property acquisition. SHN delayed completion of the geotechnical or surveying until alternatives have been discussed with Mr. Swaffar.

Attached is the updated Project Tracking Report summarizes these FA items with their associated deliverables and the SHN tasks with estimated due dates and comments on the progress. It also contains several other major milestones that will be part of the property acquisition and construction phases of the project so that the Board can track the entire project with its various elements. Also attached is the first quarterly progress report submitted to the SWRCB DFA project manager.

FINANCIAL IMPLICATIONS

Details of the funding agreement and SHN billed to date amounts are attached. I continue to supply information to California Department of Water Resources staff for the Robertson/Hurlbutt/Wallan Tank Replacement Project Small Community Drought Relief Program Application for Grant Funding that was submitted in fall 2021. The funding application continues to work its way through the process and is still a possible source of funding for the final design, bidding and construction of this project.

RECOMMENDATIONS

Discussion item with no Board action recommended.

ATTACHMENTS

Project Tracking Report
Quarterly Progress Report #1

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item	SHN Task # Description	Funding Agreement \$	Reimb. Request \$	SHN Contract \$	SHN Billed \$	Estimated Completion Date	Completion Status *	Comments
1	Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection and Water System Evaluation 5 Draft PER Deliver: Draft Preliminary Engineering Report	35,000		28,000 29,000	27,983 4,268	09/30/22	U U	GSD Provided Data for Model and SHN calibrated for alt. analysis use. Begin documenting alternatives
2	Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: Geotechnical Report	35,000		42,000 42,500		09/30/22		
3	Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans Deliver: Final Preliminary Engineering Report Preliminary Design	55,000		47,500 46,000	4,301 15,491	12/31/22 12/31/22 12/31/22	U U	A TEEM Site Visit for Electrical and Controls Review
4	Environmental Documents (CEQA) 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources Deliver: Draft Environmental Documents Final Environmental Documents	80,000		43,000	24,997	10/31/22 11/25/23 01/27/23	U	Fieldwork completed

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item	SHN Task # Description	Funding Agreement \$	Reimb. Request \$	SHN Contract \$	SHN Billed \$	Estimated Completion Date	Completion Status *	Comments
5	Plans & Specifications Deliver: Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%)	70,000				02/10/23 04/10/23		
6	Technical, Managerial and Financial Deliver: Draft TMF Assessment form & supporting documentation Final TMF Assessment form & supporting documentation	20,000				05/08/23 06/30/23		
7	Water Rate Study Deliver: Draft Rate Study Final Rate Study	10,000				05/08/23 06/30/23	C	June 2022
8	Administration Deliver: Quarterly Progress Reports	20,000					P	Rpt#1 Submitted
9	Work Completion (Planning Phase)					03/31/24		
TOTAL:		\$325,000	\$0	\$278,000	\$77,039			
Post Planning Phase Major Milestones								
							U	Coord w/ prop owners
Right of Way Acquisition								
Issuance of Federal, State & County permits								
Application for Construction Funding								
Execution of FA for Construction Phase								
Bid Project								
Award Project								
Begin Construction Work								
Complete Construction Work								
Final Funding Reimbursement								
* Notes: Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project								



GARBERVILLE SANITARY DISTRICT

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PLANNING PROJECT PROGRESS REPORT #1

WALLAN & ROBERTSON TANK REPLACEMENT PROJECT
Reporting Period: 02/23/22 - 05/31/22

Project #: 1210008-008P
Agreement #: D2102010

Eligible Work Start Date	April 8, 2019
Work Completion Date	March 31, 2024
Grant Funding Amount	\$325,000
SHN Contract Execution Date	May 26, 2022
SHN PE Contract Amount	\$278,000
SHN Invoices Received as of 05/31/2022	\$0

General Progress to date:

This quarter's work consists of coordination with the engineering consultant for the project, creation and modification of the scope of work, fee and schedule and execution of the first phase engineering services contract. The fully executed contract with SHN Consulting Engineers was provided to the SWRCB Project Manager on June 2, 2022 via email.

SHN conducted the biological assessment of sensitive resources that have the potential to occur within the identified study area and site visits by SHN wetland delineators for the wetland delineation. This included literature review from several sources and the first of two seasonally appropriate site visits to document the habitat and species present within the specified project area. Results and recommendations will be provided for use in project planning and impact assessment as Task 1 progresses. We anticipate that invoicing for these efforts will be received in June 2022. Once we begin receiving SHN's invoices, we will prepare the first request for reimbursement.

The Rate Study for Task #7 is complete and the proposed rates were adopted in June 2020 with a 5-year implementation schedule in Resolution 20-007 (attached). The Final Rate Study was provided to DFA as part of the project funding approval process. It can also be found at: <https://www.garberillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report+Published.pdf>

GSD incurred expenses associated with the 2020 Rate Study and will include them in the first request for reimbursement next quarter.

During the May 24, 2022 GSD Board of Directors Meeting, the Board adopted Resolution 22-007 confirming implementation of the third year's rate increases effective July 1, 2022. This resolution is attached for your files. GSD's rates are already significantly higher than the Target Consumer Rate of 1.5% of median household income for a severely disadvantaged community. GSD's median household income is \$28,265 and effective July 1, an average (6 units/month) residential water bill of \$93.50 results in 3.97% of the median annual household income being

spent on water service. GSD can't increase their rates any farther than they were in June 2020 for this disadvantaged community.

General Progress since last report:

This is the first report.

Problems encountered, resolution, and schedule for resolution:

ISSUE DESCRIPTION	RESOLUTION or STATUS
None	

Critical Due Dates:

We are on track to meet all of the critical due dates.

Delivery Due Dates:

The estimated delivery due dates are summarized in the table on the following page including any updated due date caused by the Funding Agreement not being executed until January 2022 and the need to select a consulting firm and negotiate a contract. Now that we are under contract, GSD does not foresee any delays.

Project Schedule:

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ESTIMATED DUE DATE	UPDATED DUE DATE
SCOPE OF WORK				
1	Project Evaluation, Alternative Analysis and Pre-design <ul style="list-style-type: none"> Draft Preliminary Engineering Report 	N/A	2/21/2022	09/30/22
2	Surveying and Geotechnical Investigation <ul style="list-style-type: none"> Geotechnical Report 	N/A	3/18/2022	09/30/22
3	Final Preliminary Engineering Report <ul style="list-style-type: none"> Final Preliminary Engineering Report Preliminary Design 	N/A N/A	9/1/2022 9/1/2022	12/31/22 12/31/22
4	Environmental Documents (CEQA) <ul style="list-style-type: none"> Draft Environmental Documents Final Environmental Documents 	N/A N/A	11/25/2023 1/27/2023	Unknown
5	Plans & Specifications <ul style="list-style-type: none"> Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%) 	N/A N/A	2/10/2023 4/10/2023	Unknown
6	Technical, Managerial and Financial Assessment <ul style="list-style-type: none"> Draft TMF Assessment form and supporting documentation Final TMF Assessment form and supporting documentation 	N/A N/A	5/08/2023 6/30/2023	Unknown
7	Water Rate Study <ul style="list-style-type: none"> Draft Rate Study Final Rate Study 	N/A N/A	5/8/2023 6/30/2023	Complete Submitted
8	Administration <ul style="list-style-type: none"> Quarterly Progress Reports 	N/A	N/A	Ongoing
9	Work Completion	3/31/2024	N/A	No Change
REPORTING				
1	Progress Reports	N/A	Quarterly	
2	As Needed Information or Reports	N/A	As Requested by Division	
BUDGET COSTS AND REIMBURSEMENT				
1	Reimbursement Requests	N/A	Quarterly	
2	Final Disbursement Request	3/31/2024	N/A	No Change

Special Condition Compliance:

Special Condition Description	Status
D.2 ADDITIONAL REPRESENTATIONS AND WARRANTIES	Complete
D.3 ACKNOWLEDGEMENTS	Information on the funding source will be included in each of the Board Memorandum presented to the GSD Board in a public meeting each month.
D.4 RATES, FEES, AND CHARGES	We continue to do this each month.
D.6 SPECIAL CONDITIONS Technical: • Applicant shall obtain approval from DFA after completion of Task 1- Project Evaluation, Alternative Analysis and Predesign, prior to commencing other work.	Task 1 is not yet complete but concurrence from DFA and DDW will be obtained.
D.7 FUNDS RELATED TO CONTAMINATION	To date this event has not occurred and we do not anticipate it occurring in the future.
D.8 APPOINTMENT OF RECEIVER OR CUSTODIAN	To date this event has not occurred and we do not anticipate it occurring in the future.
D.9 DAMAGES FOR BREACH OF TAX-EXEMPT STATUS	To date this event has not occurred and we do not anticipate it occurring in the future.
D.10 RETURN OF FUNDS	To date this event has not occurred.
D.11 NOTICE	To date this event has not occurred.
D.12 FRAUD, WASTE, AND ABUSE	Ongoing completion as part of the oversight of the project.
D.13 DISPUTES	To date this event has not occurred and we do not anticipate it occurring in the future.
D.15 STATE CROSS-CUTTERS	
CEQA	Will be completed as part of the planning project
Water Conservation	WCL Primer shows not applicable at this time to Small Water Systems & Rural Communities
Monthly Water Diversion Reporting	Required annually and complete for current year
Registration with Department of Industrial Relations	Project will be registered now that the consultant has been selected for the planning phase
Volumetric Pricing & Water Meters	All our customers have meters that are read each month and invoiced based upon their consumption
Urban Water Management Plan	Not applicable to rural Small Water Systems with only 457 connections
Urban Water Demand Management	Not applicable to rural Small Water Systems
Delta Plan Consistency Findings	Not applicable to GSD
Agricultural Water Management Plan	Not applicable to GSD
Charter City Project Labor Req.	Not applicable to GSD
Compliance with directives or orders- Division 7 of the Water Code	GSD will comply if any such directive or order is received



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-007

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS AMENDS THE DISTRICT'S WATER AND SEWER ORDINANCES BY ESTABLISHING NEW WATER AND SEWER RATES, FEES, AND CHARGE METHODOLOGY

WHEREAS, the Garberville Sanitary District is a Special District that was formed by the Humboldt County Board of Supervisors on April 12, 1932, pursuant to the Sanitary District Act of 1923, after a majority vote was cast in a general election; and

WHEREAS, authority for rate increases as defined in Health and Safety Code, sections 6512 and 6520.5 require the Board of Directors to be fiscally responsive to the needs of the community,

WHEREAS, the District Board previously approved a 5-year water and sewer rate plan on July 28, 2009 authorizing annual water and sewer rate adjustments through fiscal year July 2013 - June 2014 in Resolution 09-004; and

WHEREAS, the District has not increased or changed the water or sewer rates since July 1, 2013; and

WHEREAS, the Garberville Sanitary District ("District") Board of Directors received a report for the Water and Sewer Rate Study at their January 28, 2020 meeting; and

WHEREAS, the District has identified additional costs associated with diverting, treating, storing, and delivering water into the District's water supply; and

WHEREAS, the District has identified additional costs associated with collecting, treating, storing, and transmitting sewer from the customers to the District's sewer treatment plant; and

WHEREAS, the District has identified ongoing operational, debt service, capital improvement, and asset replacement needs associated with the District's water and sewer utility systems; and

WHEREAS, District staff has, and will continue to, search for cost saving measures including the active pursuit of grant funding; and

WHEREAS, in order to fund the identified water and sewer system operational, debt service, capital improvement, and asset replacement needs, it will be necessary to make adjustments to the District's current water and sewer service fees; and

WHEREAS, the adoption of this resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080(b)(8) and Section 15273 of the State CEQA guidelines codified at 14 CCR § 15273 because the resolution pertains to the adoption of charges necessary to maintain services within the District's existing service area; and

WHEREAS, on November 5, 1996, California voters approved Proposition 218 Omnibus Implementation Act; Article XIID of the California State Constitution, requiring specific procedures be followed with regard to "property-related" fee increases, including the need to provide written notice at least 45 days in advance of a public hearing; and

WHEREAS, on July 24, 2006, the California Supreme Court confirmed that charges for water, wastewater, and sewer services are subject to Proposition 218 procedures (*Bighorn- Desert View Water Agency v. Verjil (2006) 39 Cal. 4th 205*).

WHEREAS, the District adopted Resolution 20-001 which set a public hearing on proposed water and sewer rate increases and change in calculation methodology at its regularly scheduled Board Meeting on April 28, 2020;

WHEREAS, GSD sent Proposition 218 Notice for Proposed Water and Sewer Rate Adjustments and Changes to the District's Water and Sewer Rate Calculation Methodology public hearing to all customers and property owners affected by the proposed increase in water and sewer rates;

WHEREAS, the Notice included instructions on how occupants and/or property owners could submit written protests by mail or in person to the Garberville Sanitary District offices prior to the hearing to protest the proposed rate increases and also permitted affected persons to attend the meeting to provide input or register their written protests at the meeting; and

WHEREAS, at the April 28, 2020 Board Meeting the Public Hearing was continued due to COVID-19 shelter in place limitations; and

WHEREAS, the District held the public hearing on June 23, 2020 during a duly noticed regular business meeting, and

WHEREAS, in accordance with GSD RESOLUTION NO. 19-001 - APPROVAL OF GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION, at the conclusion of the public hearing, the District Clerk tabulated all protests received, including those received during the public hearing, and reported the result to the Board of Directors; and

WHEREAS, the number of protests received is insufficient to constitute a majority protest.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Garberville Sanitary District Board of Directors does hereby:

1. Amend the Ordinances entitled DISTRICT'S WATER ORDINANCE, ARTICLE #15 and SEWER ORDINANCE NO. 83-1, CHAPTER 7. SECTION 18, to read as set forth in the Table 1. Amended Residential Water Rates, Table 2. Amended Commercial and Multifamily Water Rates, and Table 3. Amended Residential and Commercial Sewer Rates in Attachment #1 of this resolution.
2. Adopt WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION and the Consumption Strength Multiplier in Attachment #2 of this resolution.

BE IT FURTHER RESOLVED AND ORDERED, that these amended rates will take effect for water and sewer services starting August 1, 2020.

PASSED, APPROVED AND ADOPTED on the 23rd day of June, 2020 by the following roll call vote:

AYES: Directors Rio Anderson, Linda Brodersen, Doug Bryan, Julie Lyon, Dan Thomas

NOES: Directors Ø

ABSENT: Directors Ø

ABSTAIN: Directors Ø

Anna Brodersen, Chair of the Board

ATTEST:

Ralph Emerson
Ralph Emerson
Clerk of Board of Directors

Resolution 20-007 – Attachment #1

Table 1. Amended Residential Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	13.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 2. Amended Commercial and Multifamily Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Details for the proposed water tier base rate for each commercial and multifamily residential account is listed in Appendix B and C of the 2020 WATER AND SEWER RATE STUDY which is on file at the GSD office. Water tier base rates for commercial and multifamily residential accounts are determined by the District General Manager. Customers may petition to have their tier determination reviewed if conditions at the property change. The General Manager’s decision can be appealed to the District Board of Directors.

Table 3. Amended Residential and Commercial Sewer Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	5.50

Details for consumption strength multiplier (CSM) and Equivalent Residential Units (ERU) for each commercial and multifamily customer can be found in Appendix B and C in the 2020 WATER AND SEWER RATE STUDY. The explanation for the changes in charge calculation methodology can be found in the rate study.

Attachment #2 in this Resolution details the WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION and the Consumption Strength Multiplier by property utilization.

WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION

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

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

Resolution 20-007 - Attachment #2

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

Resolution 20-007 - Attachment #2

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

GENERAL NOTES

- ONE (1) equivalent residential unit (ERU) shall, for the purposes of this Section, have an assigned value of 1.000. One (1) ERU is hereby established and determined to be equal to a flow of **two hundred (200) gallons per day (GPD)**. The "total equivalent residential unit value" for an establishment shall be calculated by multiplying the ERU factor listed above times the number of units. A developer may request a calculation in lieu of selecting directly from the list. The District may at it's discretion require additional information as it deems necessary to support any calculations provided.
- The General Manager shall be responsible for determining the number of equivalent residential units for various building, structures or uses in accordance with the provisions of this section. For proposed new construction, the General Manager shall review the building plans and ascertain the use of the proposed structure and then determine the number of equivalent dwelling units required by an application of the tables listed above. For an existing structure and use, the General Manager shall apply this table to that structure and use. For the alteration, remodeling or expansion of an existing structure or use, the General Manager shall determine the number of equivalent dwelling units being used by the existing structure or use by applying this section. The General Manager shall then determine, in the same manner as new construction, the number of equivalent dwelling units required after completion of the alteration, remodeling or expansion. The equivalent dwelling units in such cases shall be the amount of the increase in such units, if any. The general manager's determinations under this section may be appealed to the board of directors, whose decision shall be final.
- During initial implementation of this ordinance, the General Manager shall use historical data on actual flows for each commercial customer to determine the initial ERU calculation. Each commercial customer shall be informed of the ERU determined for their property and shall be provided with this table. Each customer may choose to provide to the General Manager data sufficient to recalculate the appropriate ERU for their property. If no data is supplied, then the account will be billed based upon the initial ERU until such time as there is sufficient data to revise the initial ERU calculation.
- In no event shall the total ERU for any separate establishment be less than 1.000.
- The Strength Consumption Factor shall be used by multiplying by the commercial sewer unit price to determine the monthly sewer consumption rate.

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



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 22-007

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2022-23 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007

WHEREAS, the Garberville Sanitary District is a Special District that operates as an enterprise fund for water and sewer services on a fiscal year ending June 30th; and

WHEREAS, the GSD Board adopted a five-year rate increase schedule for water and sewer rates in Resolution 20-007 on June 23, 2020 to meet the expected inflation increases and capital project expenditures as follows;

Table 1. Amended Residential Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
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Table 2. Amended Commercial and Multifamily Water Rates

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Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
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Table 3. Amended Residential and Commercial Sewer Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	5.50

WHEREAS, it is the duty of the GSD Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

WHEREAS, the District annually reviews the current year's budget progress and prepares a proposed budget for the Budget Committee's review and recommendation; and

WHEREAS, the District's Budget Committee met on April 22nd and May 13th to review the draft proposed budget and the necessity for implementation of the scheduled rate increase effective July 1, 2022; and

WHEREAS, the budget as recommended by the Budget Committee including the rate increase has been reviewed by the Board during a regular board meeting.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the GSD Board of Directors as follows:

1. The FY 22/23 budget as presented by the Consultant Project Manager in the Board Memorandum and at the meeting on May 24, 2022 including all budget and fiscal policies outlined therein is hereby adopted
2. The scheduled rate increase is hereby approved for implementation
3. Reserves are anticipated to increase by \$8,226

Passed and adopted by the Garberville Sanitary District's Board of Directors on May 24, 2022 during a special meeting, by the following vote:

AYES: Directors Rio, Doug, Julie, Dan

NOES: Directors Ø

EXCUSED: Directors Ø

D. G. Bryan
 Doug Bryan, Chair of the Board

ATTEST:

Ralph Emerson
 Ralph Emerson
 Clerk of Board of Directors



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

JOINT USE—EQUIPMENT RENTAL AGREEMENT
August 2022

Garberville Sanitary District will provide emergency assistance to neighboring Public Agencies, as staff and equipment are available but all equipment will be operated by GSD staff.

The Public Agency which requires assistance, will be responsible to pay for the equipment time and any associated costs which will be determined at time of request.

Staff time will be included in the equipment costs but will be calculated separately if equipment is not required.

All insurance for liability or damage must be provided by the Public Agency receiving assistance and this policy must be available at all times.

Please Contact the GSD Office with Questions (707)923-9566

2021-2022 Statement of Economic Interests



Form 700

A Public Document

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Helpful Resources

- Video Tutorials
- Reference Pamphlet
- Excel Version
- FAQs
- Gift and Travel Fact Sheet for State and Local Officials

California Fair Political Practices Commission

1102 Q Street, Suite 3000 • Sacramento, CA 95811

Email Advice: advice@fppc.ca.gov

Toll-free advice line: 1 (866) ASK-FPPC • 1 (866) 275-3772

Telephone: (916) 322-5660 • Website: www.fppc.ca.gov

December 2021

Quick Start Guide

Detailed instructions begin on page 3.

WHEN IS THE ANNUAL STATEMENT DUE?

- March 1 – Elected State Officers, Judges and Court Commissioners, State Board and Commission members listed in Government Code Section 87200
- April 1 – Most other filers

WHERE DO I FILE?

Most people file the Form 700 with their agency. If you're not sure where to file your Form 700, contact your filing officer or the person who asked you to complete it.

ITEMS TO NOTE!

- The Form 700 is a public document.
- Only filers serving in active military duty may receive an extension on the filing deadline.
- You must also report interests held by your spouse or registered domestic partner.
- Your agency's conflict of interest code will help you to complete the Form 700. You are encouraged to get your conflict of interest code from the person who asked you to complete the Form 700.

NOTHING TO REPORT?

Mark the "No reportable interests" box on Part 4 of the Cover Page, and submit only the signed Cover Page. Please review each schedule carefully!

Schedule	Common Reportable Interests	Common Non-Reportable Interests
A-1: Investments	Stocks, including those held in an IRA or 401K. Each stock must be listed.	Insurance policies, government bonds, diversified mutual funds, funds similar to diversified mutual funds.
A-2: Business Entities/Trusts	Business entities, sole proprietorships, partnerships, LLCs, corporations and trusts. (e.g., Form 1099 filers).	Savings and checking accounts, and annuities.
B: Real Property	Rental property in filer's jurisdiction, or within two miles of the boundaries of the jurisdiction.	A residence used exclusively as a personal residence (such as a home or vacation property).
C: Income	Non-governmental salaries. Note that filers are required to report only half of their spouse's or partner's salary.	Governmental salary (from school district, for example).
D: Gifts	Gifts from businesses, vendors, or other contractors (meals, tickets, etc.).	Gifts from family members.
E: Travel Payments	Travel payments from third parties (not your employer).	Travel paid by your government agency.

Note: Like reportable interests, non-reportable interests may also create conflicts of interest and could be grounds for disqualification from certain decisions.

QUESTIONS?

- advice@fppc.ca.gov
- (866) 275-3772 Mon-Thurs, 9-11:30 a.m.

E-FILING ISSUES?

- If using your agency's system, please contact technical support at your agency.
- If using FPPC's e-filing system, write to form700@fppc.ca.gov.

What's New

Gift Limit Increase

The gift limit increased to **\$520** for calendar years **2021** and **2022**. The gift limit in 2020 was **\$500**.

Who must file:

- Elected and appointed officials and candidates listed in Government Code Section 87200
- Employees, appointed officials, and consultants filing pursuant to a conflict of interest code ("code filers"). **Obtain your disclosure categories, which describe the interests you must report, from your agency;** they are not part of the Form 700
- Candidates running for local elective offices that are designated in a conflict of interest code (e.g., county sheriffs, city clerks, school board trustees, and water board members)

Exception:

- Candidates for a county central committee are not required to file the Form 700
- Employees in newly created positions of existing agencies

For more information, see Reference Pamphlet, page 3, at www.fppc.ca.gov.

Where to file:

87200 Filers

State offices	⇒	Your agency
Judicial offices	⇒	The clerk of your court
Retired Judges	⇒	Directly with FPPC
County offices	⇒	Your county filing official
City offices	⇒	Your city clerk
Multi-County offices	⇒	Your agency

Code Filers — State and Local Officials, Employees, and Consultants Designated in a Conflict of Interest

Code: File with your agency, board, or commission unless otherwise specified in your agency's code (e.g., Legislative staff files directly with FPPC). In most cases, the agency, board, or commission will retain the statements.

Members of Newly Created Boards and Commissions: File with your agency or with your agency's code reviewing body pursuant to Regulation 18754.

Employees in Newly Created Positions of Existing Agencies:

File with your agency or with your agency's code reviewing body. (See Reference Pamphlet, page 3.)

Candidates file as follow:

State offices, Judicial offices and multi-county offices	⇒	County elections official with whom you file your declaration of candidacy
County offices	⇒	County elections official
City offices	⇒	City Clerk
Public Employee's Retirement System (CalPERS)	⇒	CalPERS
State Teacher's Retirement Board (CalSTRS)	⇒	CalSTRS

How to file:

The Form 700 is available at www.fppc.ca.gov. Form 700 schedules are also available in Excel format. Each Statement must have a handwritten "wet" signature or "secure electronic signature," meaning either (1) a signature submitted using an approved electronic filing system or (2) if permitted by the filing officer, a digital signature submitted via the filer's agency email address. (See Regulations 18104 and 18757.) Companies such as Adobe and DocuSign offer digital signature services. All statements are signed under the penalty of perjury and must be verified by the filer. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When to file:

Annual Statements

⇒ March 1, 2022

- Elected State Officers
- Judges and Court Commissioners
- State Board and State Commission Members listed in Government Code Section 87200

⇒ April 1, 2022

- Most other filers

Individuals filing under conflict of interest codes in city and county jurisdictions should verify the annual filing date with their filing official or filing officer.

Statements postmarked by the filing deadline are considered filed on time.

Statements of 30 pages or less may be emailed or faxed by the deadline as long as the originally signed paper version is sent by first class mail to the filing official within 24 hours.

Assuming Office and Leaving Office Statements

Most filers file within 30 days of assuming or leaving office or within 30 days of the effective date of a newly adopted or amended conflict of interest code.

Exception:

If you assumed office between October 1, 2021, and December 31, 2021, and filed an assuming office statement, you are not required to file an annual statement until March 1, 2023, or April 1, 2023, whichever is applicable. The annual statement will cover the day after you assumed office through December 31, 2022. (See Reference Pamphlet, page 6, for additional exceptions.)

Candidate Statements

File no later than the final filing date for the declaration of candidacy or nomination documents. A candidate statement is not required if you filed an assuming office or annual statement for the same jurisdiction within 60 days before filing a declaration of candidacy or other nomination documents.

Late Statements

There is no provision for filing deadline extensions unless the filer is serving in active military duty. (See page 19 for information on penalties and fines.)

Amendments

Statements may be amended at any time. You are only required to amend the schedule that needs to be revised. It is not necessary to amend the entire filed form. Obtain amendment schedules at www.fppc.ca.gov.

Types of Statements

Assuming Office Statement:

If you are a newly appointed official or are newly employed in a position designated, or that will be designated, in a state or local agency's conflict of interest code, your assuming office date is the date you were sworn in or otherwise authorized to serve in the position. If you are a newly elected official, your assuming office date is the date you were sworn in.

- Report: Investments, interests in real property, and business positions held on the date you assumed the office or position must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date you assumed the office or position.

For positions subject to confirmation by the State Senate or the Commission on Judicial Appointments, your assuming office date is the date you were appointed or nominated to the position.

- Example: Maria Lopez was nominated by the Governor to serve on a state agency board that is subject to state Senate confirmation. The assuming office date is the date Maria's nomination is submitted to the Senate. Maria must report investments, interests in real property, and business positions she holds on that date, and income (including loans, gifts, and travel payments) received during the 12 months prior to that date.

If your office or position has been added to a newly adopted or newly amended conflict of interest code, use the effective date of the code or amendment, whichever is applicable.

- Report: Investments, interests in real property, and business positions held on the effective date of the code or amendment must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the effective date of the code or amendment.

Annual Statement:

Generally, the period covered is January 1, 2021, through December 31, 2021. If the period covered by the statement is different than January 1, 2021, through December 31, 2021, (for example, you assumed office between October 1, 2020, and December 31, 2020 or you are combining statements), you must specify the period covered.

- Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement must be reported. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2021.

- If your disclosure category changes during a reporting period, disclose under the old category until the effective date of the conflict of interest code amendment and disclose under the new disclosure category through the end of the reporting period.

Leaving Office Statement:

Generally, the period covered is January 1, 2021, through the date you stopped performing the duties of your position. If the period covered differs from January 1, 2021, through the date you stopped performing the duties of your position (for example, you assumed office between October 1, 2020, and December 31, 2020, or you are combining statements), the period covered must be specified. The reporting period can cover parts of two calendar years.

- Report: Investments, interests in real property, business positions held, and income (including loans, gifts, and travel payments) received during the period covered by the statement. Do not change the preprinted dates on Schedules A-1, A-2, and B unless you are required to report the acquisition or disposition of an interest that did not occur in 2021.

Candidate Statement:

If you are filing a statement in connection with your candidacy for state or local office, investments, interests in real property, and business positions held on the date of filing your declaration of candidacy must be reported. In addition, income (including loans, gifts, and travel payments) received during the 12 months prior to the date of filing your declaration of candidacy is reportable. Do not change the preprinted dates on Schedules A-1, A-2, and B.

Candidates running for local elective offices (e.g., county sheriffs, city clerks, school board trustees, or water district board members) must file candidate statements, as required by the conflict of interest code for the elected position. The code may be obtained from the agency of the elected position.

Amendments:

If you discover errors or omissions on any statement, file an amendment as soon as possible. You are only required to amend the schedule that needs to be revised; it is not necessary to refile the entire form. Obtain amendment schedules from the FPPC website at www.fppc.ca.gov.

Note: Once you file your statement, you may not withdraw it. All changes must be noted on amendment schedules.

Expanded Statement:

If you hold multiple positions subject to reporting requirements, you may be able to file an expanded statement for each position, rather than a separate and distinct statement for each position. The expanded statement must cover all reportable interests for all jurisdictions and list all positions for which it is filed. The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1

**STATEMENT OF ECONOMIC INTERESTS
COVER PAGE
A PUBLIC DOCUMENT**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

State Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)

Multi-County County of

City of Other

3. Type of Statement (Check at least one box)

Annual: The period covered is January 1, 2021, through December 31, 2021.

-or-

The period covered is / / , through December 31, 2021.

Assuming Office: Date assumed / /

Candidate: Date of Election and office sought, if different than Part 1:

Leaving Office: Date Left / / (Check one circle.)

The period covered is January 1, 2021, through the date of leaving office.

-or-

The period covered is / / , through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

Schedule A-1 - Investments – schedule attached

Schedule A-2 - Investments – schedule attached

Schedule B - Real Property – schedule attached

Schedule C - Income, Loans, & Business Positions – schedule attached

Schedule D - Income – Gifts – schedule attached

Schedule E - Income – Gifts – Travel Payments – schedule attached

-or- **None - No reportable interests on any schedule**

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS
()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed (month, day, year)

Signature (File the originally signed paper statement with your filing official.)

Instructions Cover Page

Enter your name, mailing address, and daytime telephone number in the spaces provided. **Because the Form 700 is a public document, you may list your business/office address instead of your home address.**

Part 1. Office, Agency, or Court

- Enter the name of the office sought or held, or the agency or court. Consultants must enter the public agency name rather than their private firm's name. (Examples: State Assembly; Board of Supervisors; Office of the Mayor; Department of Finance; Hope County Superior Court).
- Indicate the name of your division, board, or district, if applicable. (Examples: Division of Waste Management; Board of Accountancy; District 45). **Do not use acronyms.**
- Enter your position title. (Examples: Director; Chief Counsel; City Council Member; Staff Services Analyst).
- If you hold multiple positions (i.e., a city council member who also is a member of a county board or commission) you may be required to file separate and distinct statements with each agency. To simplify your filing obligations, in some cases you may instead complete a single expanded statement and file it with each agency.
 - The rules and processes governing the filing of an expanded statement are set forth in Regulation 18723.1. To file an expanded statement for multiple positions, enter the name of each agency with which you are required to file and your position title with each agency in the space provided. **Do not use acronyms.** Attach an additional sheet if necessary. Complete one statement disclosing all reportable interests for all jurisdictions. Then file the expanded statement with each agency as directed by Regulation 18723.1(c).

If you assume or leave a position after a filing deadline, you must complete a separate statement. For example, a city council member who assumes a position with a county special district after the April annual filing deadline must file a separate assuming office statement. In subsequent years, the city council member may expand their annual filing to include both positions.

Example:

Brian Bourne is a city council member for the City of Lincoln and a board member for the Camp Far West Irrigation District – a multi-county agency that covers the Counties of Placer and Yuba. The City is located within Placer County. Brian may complete one expanded statement to disclose all reportable interests for both offices and list both positions on the Cover Page. Brian will file the expanded statement with each the City and the District as directed by Regulation 18723.1(c).

Part 2. Jurisdiction of Office

- Check the box indicating the jurisdiction of your agency and, if applicable, identify the jurisdiction. Judges, judicial candidates, and court commissioners have statewide jurisdiction. All other filers should review the Reference Pamphlet, page 13, to determine their jurisdiction.
- If your agency is a multi-county office, list each county in which your agency has jurisdiction.

- If your agency is not a state office, court, county office, city office, or multi-county office (e.g., school districts, special districts and JPAs), check the “other” box and enter the county or city in which the agency has jurisdiction.

Example:

This filer is a member of a water district board with jurisdiction in portions of Yuba and Sutter Counties.

1. Office, Agency, or Court	
Agency Name (Do not use acronyms) Feather River Irrigation District	
Division, Board, Department, District, if applicable N/A	Your Position Board Member
▶ If filing for multiple positions, list below or on an attachment. (Do not use acronyms)	
Agency: N/A	Position: _____
2. Jurisdiction of Office (Check at least one box)	
<input type="checkbox"/> State	<input type="checkbox"/> Judge or Court Commissioner (Statewide Jurisdiction)
<input checked="" type="checkbox"/> Multi-County Yuba & Sutter Counties	<input type="checkbox"/> County of _____
<input type="checkbox"/> City of _____	<input type="checkbox"/> Other _____

Part 3. Type of Statement

Check at least one box. The period covered by a statement is determined by the type of statement you are filing. If you are completing a 2021 annual statement, **do not** change the pre-printed dates to reflect 2022. Your annual statement is used for reporting the **previous year's** economic interests. Economic interests for your annual filing covering January 1, 2022, through December 31, 2022, will be disclosed on your statement filed in 2023. See Reference Pamphlet, page 4.

Combining Statements: Certain types of statements for the same position may be combined. For example, if you leave office after January 1, but before the deadline for filing your annual statement, you may combine your annual and leaving office statements. File by the earliest deadline. Consult your filing officer or the FPPC.

Part 4. Schedule Summary

- Complete the Schedule Summary after you have reviewed each schedule to determine if you have reportable interests.
- Enter the total number of completed pages including the cover page and either check the box for each schedule you use to disclose interests; **or** if you have nothing to disclose on any schedule, check the “No reportable interests” box. Please **do not** attach any blank schedules.

Part 5. Verification

Complete the verification by signing the statement and entering the date signed. Each statement must have an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) All statements must be signed under penalty of perjury and be verified by the filer pursuant to Government Code Section 81004. See Regulation 18723.1(c) for filing instructions for copies of expanded statements.

When you sign your statement, you are stating, under penalty of perjury, that it is true and correct. Only the filer has authority to sign the statement. An unsigned statement is not considered filed and you may be subject to late filing penalties.

SCHEDULE A-1

Investments

Stocks, Bonds, and Other Interests

(Ownership Interest is Less Than 10%)

Investments must be itemized.

Do not attach brokerage or financial statements.

Name

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

▶ NAME OF BUSINESS ENTITY _____

GENERAL DESCRIPTION OF THIS BUSINESS _____

FAIR MARKET VALUE

\$2,000 - \$10,000	\$10,001 - \$100,000
\$100,001 - \$1,000,000	Over \$1,000,000

NATURE OF INVESTMENT

Stock Other _____ (Describe)

Partnership Income Received of \$0 - \$499
Income Received of \$500 or More (Report on Schedule C)

IF APPLICABLE, LIST DATE:

_____/_____/21 ____/_____/21
ACQUIRED DISPOSED

Comments: _____

Instructions – Schedules A-1 and A-2 Investments

“Investment” means a financial interest in any business entity (including a consulting business or other independent contracting business) that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency’s jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more at any time during the reporting period. (See Reference Pamphlet, page 13.)

Reportable investments include:

- Stocks, bonds, warrants, and options, including those held in margin or brokerage accounts and managed investment funds (See Reference Pamphlet, page 13.)
- Sole proprietorships
- Your own business or your spouse’s or registered domestic partner’s business (See Reference Pamphlet, page 8, for the definition of “business entity.”)
- Your spouse’s or registered domestic partner’s investments even if they are legally separate property
- Partnerships (e.g., a law firm or family farm)
- Investments in reportable business entities held in a retirement account (See Reference Pamphlet, page 15.)
- If you, your spouse or registered domestic partner, and dependent children together had a 10% or greater ownership interest in a business entity or trust (including a living trust), you must disclose investments held by the business entity or trust. (See Reference Pamphlet, page 16, for more information on disclosing trusts.)
- Business trusts

You are not required to disclose:

- Government bonds, diversified mutual funds, certain funds similar to diversified mutual funds (such as exchange traded funds) and investments held in certain retirement accounts. (See Reference Pamphlet, page 13.) (Regulation 18237)
- Bank accounts, savings accounts, money market accounts and certificates of deposits
- Insurance policies
- Annuities
- Commodities
- Shares in a credit union
- Government bonds (including municipal bonds)

Reminders

- Do you know your agency’s jurisdiction?
- Did you hold investments at any time during the period covered by this statement?
- Code filers – your disclosure categories may only require disclosure of specific investments.

- Retirement accounts invested in non-reportable interests (e.g., insurance policies, mutual funds, or government bonds) (See Reference Pamphlet, page 15.)
- Government defined-benefit pension plans (such as CalPERS and CalSTRS plans)
- Certain interests held in a blind trust (See Reference Pamphlet, page 16.)

Use Schedule A-1 to report ownership of less than 10% (e.g., stock). Schedule C (Income) may also be required if the investment is not a stock or corporate bond. (See second example below.)

Use Schedule A-2 to report ownership of 10% or greater (e.g., a sole proprietorship).

To Complete Schedule A-1:

Do not attach brokerage or financial statements.

- Disclose the name of the business entity.
- Provide a general description of the business activity of the entity (e.g., pharmaceuticals, computers, automobile manufacturing, or communications).
- Check the box indicating the highest fair market value of your investment during the reporting period. If you are filing a candidate or an assuming office statement, indicate the fair market value on the filing date or the date you took office, respectively. (See page 20 for more information.)
- Identify the nature of your investment (e.g., stocks, warrants, options, or bonds).
- An acquired or disposed of date is only required if you initially acquired or entirely disposed of the investment interest during the reporting period. The date of a stock dividend reinvestment or partial disposal is not required. Generally, these dates will not apply if you are filing a candidate or an assuming office statement.

Examples:

Frank Byrd holds a state agency position. His conflict of interest code requires full disclosure of investments. Frank must disclose his stock holdings of \$2,000 or more in any company that is located in or does business in California, as well as those stocks held by his spouse or registered domestic partner and dependent children.

Alice Lance is a city council member. She has a 4% interest, worth \$5,000, in a limited partnership located in the city. Alice must disclose the partnership on Schedule A-1 and income of \$500 or more received from the partnership on Schedule C.

SCHEDULE A-2
Investments, Income, and Assets
of Business Entities/Trusts
(Ownership Interest is 10% or Greater)

CALIFORNIA FORM 700
FAIR POLITICAL PRACTICES COMMISSION

Name _____

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999	_____ / _____ / 21	_____ / _____ / 21
\$2,000 - \$10,000	_____ / _____ / 21	_____ / _____ / 21
\$10,001 - \$100,000	ACQUIRED	DISPOSED
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INVESTMENT
Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000	_____ / _____ / 21	_____ / _____ / 21
\$10,001 - \$100,000	_____ / _____ / 21	_____ / _____ / 21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST
Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

▶ 1. BUSINESS ENTITY OR TRUST

Name _____

Address (Business Address Acceptable) _____

Check one
Trust, go to 2 Business Entity, complete the box, then go to 2

GENERAL DESCRIPTION OF THIS BUSINESS

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$0 - \$1,999	_____ / _____ / 21	_____ / _____ / 21
\$2,000 - \$10,000	_____ / _____ / 21	_____ / _____ / 21
\$10,001 - \$100,000	ACQUIRED	DISPOSED
\$100,001 - \$1,000,000		
Over \$1,000,000		

NATURE OF INVESTMENT
Partnership Sole Proprietorship _____ Other

YOUR BUSINESS POSITION _____

▶ 2. IDENTIFY THE GROSS INCOME RECEIVED (INCLUDE YOUR PRO RATA SHARE OF THE GROSS INCOME TO THE ENTITY/TRUST)

\$0 - \$499	\$10,001 - \$100,000
\$500 - \$1,000	OVER \$100,000
\$1,001 - \$10,000	

▶ 3. LIST THE NAME OF EACH REPORTABLE SINGLE SOURCE OF INCOME OF \$10,000 OR MORE (Attach a separate sheet if necessary.)

None or Names listed below _____

▶ 4. INVESTMENTS AND INTERESTS IN REAL PROPERTY HELD OR LEASED BY THE BUSINESS ENTITY OR TRUST

Check one box:
INVESTMENT REAL PROPERTY

Name of Business Entity, if Investment, or Assessor's Parcel Number or Street Address of Real Property _____

Description of Business Activity or City or Other Precise Location of Real Property _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000	_____ / _____ / 21	_____ / _____ / 21
\$10,001 - \$100,000	_____ / _____ / 21	_____ / _____ / 21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST
Property Ownership/Deed of Trust Stock Partnership

Leasehold _____ Other _____
Yrs. remaining

Check box if additional schedules reporting investments or real property are attached

Comments: _____

Instructions – Schedule A-2

Investments, Income, and Assets of Business Entities/Trusts

Use Schedule A-2 to report investments in a business entity (including a consulting business or other independent contracting business) or trust (including a living trust) in which you, your spouse or registered domestic partner, and your dependent children, together or separately, had a 10% or greater interest, totaling \$2,000 or more, during the reporting period and which is located in, doing business in, planning to do business in, or which has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) A trust located outside your agency's jurisdiction is reportable if it holds assets that are located in or doing business in the jurisdiction. Do not report a trust that contains non-reportable interests. For example, a trust containing only your personal residence not used in whole or in part as a business, your savings account, and some municipal bonds, is not reportable.

Also report on Schedule A-2 investments and real property held by that entity or trust if your pro rata share of the investment or real property interest was \$2,000 or more during the reporting period.

To Complete Schedule A-2:

Part 1. Disclose the name and address of the business entity or trust. If you are reporting an interest in a business entity, check "Business Entity" and complete the box as follows:

- Provide a general description of the business activity of the entity.
- Check the box indicating the highest fair market value of your investment during the reporting period.
- If you initially acquired or entirely disposed of this interest during the reporting period, enter the date acquired or disposed.
- Identify the nature of your investment.
- Disclose the job title or business position you held with the entity, if any (i.e., if you were a director, officer, partner, trustee, employee, or held any position of management). A business position held by your spouse is not reportable.

Part 2. Check the box indicating **your pro rata** share of the **gross** income received **by** the business entity or trust. This amount includes your pro rata share of the **gross** income **from** the business entity or trust, as well as your community property interest in your spouse's or registered domestic partner's share. Gross income is the total amount of income before deducting expenses, losses, or taxes.

Part 3. Disclose the name of each source of income that is located in, doing business in, planning to do business in, or that has done business during the previous two years in your agency's jurisdiction, as follows:

- Disclose each source of income and outstanding loan **to the business entity or trust** identified in Part 1 if your pro rata share of the **gross** income (including your community property interest in your spouse's or registered domestic partner's share) to the business entity or trust from that source was \$10,000 or more during the reporting period. (See Reference Pamphlet, page 11, for examples.) Income from governmental sources may be reportable if not considered salary. See Regulation 18232. Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.
- Disclose each individual or entity that was a source of commission income of \$10,000 or more during the reporting period through the business entity identified in Part 1. (See Reference Pamphlet, page 8.)

You may be required to disclose sources of income located outside your jurisdiction. For example, you may have a client who resides outside your jurisdiction who does business on a regular basis with you. Such a client, if a reportable source of \$10,000 or more, must be disclosed.

Mark "None" if you do not have any reportable \$10,000 sources of income to disclose. Phrases such as "various clients" or "not disclosing sources pursuant to attorney-client privilege" are not adequate disclosure. (See Reference Pamphlet, page 14, for information on procedures to request an exemption from disclosing privileged information.)

Part 4. Report any investments or interests in real property held or leased **by the entity or trust** identified in Part 1 if your pro rata share of the interest held was \$2,000 or more during the reporting period. Attach additional schedules or use FPPC's Form 700 Excel spreadsheet if needed.

- Check the applicable box identifying the interest held as real property or an investment.
- If investment, provide the name and description of the business entity.
- If real property, report the precise location (e.g., an assessor's parcel number or address).
- Check the box indicating the highest fair market value of your interest in the real property or investment during the reporting period. (Report the fair market value of the portion of your residence claimed as a tax deduction if you are utilizing your residence for business purposes.)
- Identify the nature of your interest.
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property or investment during the reporting period.

SCHEDULE B
Interests in Real Property
 (Including Rental Income)

Name _____

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/21	____/____/21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

▶ ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS _____

CITY _____

FAIR MARKET VALUE IF APPLICABLE, LIST DATE:

\$2,000 - \$10,000		
\$10,001 - \$100,000	____/____/21	____/____/21
\$100,001 - \$1,000,000	ACQUIRED	DISPOSED
Over \$1,000,000		

NATURE OF INTEREST

Ownership/Deed of Trust	Easement
Leasehold _____	_____
Yrs. remaining	Other

IF RENTAL PROPERTY, GROSS INCOME RECEIVED

\$0 - \$499	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	

SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more.

None

* You are not required to report loans from a commercial lending institution made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

NAME OF LENDER* _____

ADDRESS (Business Address Acceptable) _____

BUSINESS ACTIVITY, IF ANY, OF LENDER _____

INTEREST RATE TERM (Months/Years)

_____%	None	_____
--------	------	-------

HIGHEST BALANCE DURING REPORTING PERIOD

\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000

Guarantor, if applicable _____

Comments: _____

Instructions – Schedule B Interests in Real Property

Report interests in real property located in your agency's jurisdiction in which you, your spouse or registered domestic partner, or your dependent children had a direct, indirect, or beneficial interest totaling \$2,000 or more any time during the reporting period. Real property is also considered to be "within the jurisdiction" of a local government agency if the property or any part of it is located within two miles outside the boundaries of the jurisdiction or within two miles of any land owned or used by the local government agency. (See Reference Pamphlet, page 13.)

Interests in real property include:

- An ownership interest (including a beneficial ownership interest)
- A deed of trust, easement, or option to acquire property
- A leasehold interest (See Reference Pamphlet, page 14.)
- A mining lease
- An interest in real property held in a retirement account (See Reference Pamphlet, page 15.)
- An interest in real property held by a business entity or trust in which you, your spouse or registered domestic partner, and your dependent children together had a 10% or greater ownership interest (Report on Schedule A-2.)
- Your spouse's or registered domestic partner's interests in real property that are legally held separately by him or her

You are **not** required to report:

- A residence, such as a home or vacation cabin, used exclusively as a personal residence (However, a residence in which you rent out a room or for which you claim a business deduction may be reportable. If reportable, report the fair market value of the portion claimed as a tax deduction.)
- Some interests in real property held through a blind trust (See Reference Pamphlet, page 16.)
 - **Please note:** A non-reportable property can still be grounds for a conflict of interest and may be disqualifying.

To Complete Schedule B:

- Report the precise location (e.g., an assessor's parcel number or address) of the real property.
- Check the box indicating the fair market value of your interest in the property (regardless of what you owe on the property).
- Enter the date acquired or disposed only if you initially acquired or entirely disposed of your interest in the property during the reporting period.
- Identify the nature of your interest. If it is a leasehold,

Reminders

- Income and loans already reported on Schedule B are not also required to be reported on Schedule C.
- Real property already reported on Schedule A-2, Part 4 is not also required to be reported on Schedule B.
- Code filers – do your disclosure categories require disclosure of real property?

disclose the number of years remaining on the lease.

- If you received rental income, check the box indicating the gross amount you received.
- If you had a 10% or greater interest in real property and received rental income, list the name of the source(s) if your pro rata share of the gross income from any single tenant was \$10,000 or more during the reporting period. If you received a total of \$10,000 or more from two or more tenants acting in concert (in most cases, this will apply to married couples), disclose the name of each tenant. Otherwise, mark "None."
- Loans from a private lender that total \$500 or more and are secured by real property may be reportable. **Loans from commercial lending institutions made in the lender's regular course of business on terms available to members of the public without regard to your official status are not reportable.**

When reporting a loan:

- Provide the name and address of the lender.
- Describe the lender's business activity.
- Disclose the interest rate and term of the loan. For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period. The term of a loan is the total number of months or years given for repayment of the loan at the time the loan was established.
- Check the box indicating the highest balance of the loan during the reporting period.
- Identify a guarantor, if applicable.

If you have more than one reportable loan on a single piece of real property, report the additional loan(s) on Schedule C.

Example:

Allison Gande is a city planning commissioner. During the reporting period, she received rental income of \$12,000, from a single tenant who rented property she owned in the city's jurisdiction. If Allison received \$6,000 each from two tenants, the tenants' names would not be required because no single tenant paid her \$10,000 or more. A married couple is considered a single tenant.

ASSESSOR'S PARCEL NUMBER OR STREET ADDRESS 4600 24th Street	
CITY Sacramento	
FAIR MARKET VALUE <input type="checkbox"/> \$2,000 - \$10,000 <input type="checkbox"/> \$10,001 - \$100,000 <input checked="" type="checkbox"/> \$100,001 - \$1,000,000 <input type="checkbox"/> Over \$1,000,000	IF APPLICABLE, LIST DATE: ____/____/XX ____/____/XX ACQUIRED DISPOSED
NATURE OF INTEREST <input type="checkbox"/> Ownership/Deed of Trust <input type="checkbox"/> Easement <input type="checkbox"/> Leasehold Yrs. remaining: _____ <input type="checkbox"/> Other	
IF RENTAL PROPERTY, GROSS INCOME RECEIVED <input type="checkbox"/> \$0 - \$499 <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
SOURCES OF RENTAL INCOME: If you own a 10% or greater interest, list the name of each tenant that is a single source of income of \$10,000 or more. <input type="checkbox"/> None Henry Wells	
NAME OF LENDER* Sophia Petroillo	
ADDRESS (Business Address Acceptable) 2121 Blue Sky Parkway, Sacramento	
BUSINESS ACTIVITY, IF ANY, OF LENDER Restaurant Owner	
INTEREST RATE 8 % <input type="checkbox"/> None	TERM (Months/Years) 15 Years
HIGHEST BALANCE DURING REPORTING PERIOD <input type="checkbox"/> \$500 - \$1,000 <input type="checkbox"/> \$1,001 - \$10,000 <input checked="" type="checkbox"/> \$10,001 - \$100,000 <input type="checkbox"/> OVER \$100,000	
<input type="checkbox"/> Guarantor, if applicable	
Comments: _____	

SCHEDULE C
Income, Loans, & Business
Positions
(Other than Gifts and Travel Payments)

▶ 1. INCOME RECEIVED		▶ 1. INCOME RECEIVED	
NAME OF SOURCE OF INCOME _____		NAME OF SOURCE OF INCOME _____	
ADDRESS <i>(Business Address Acceptable)</i> _____		ADDRESS <i>(Business Address Acceptable)</i> _____	
BUSINESS ACTIVITY, IF ANY, OF SOURCE _____		BUSINESS ACTIVITY, IF ANY, OF SOURCE _____	
YOUR BUSINESS POSITION _____		YOUR BUSINESS POSITION _____	
GROSS INCOME RECEIVED	No Income - Business Position Only	GROSS INCOME RECEIVED	No Income - Business Position Only
\$500 - \$1,000	\$1,001 - \$10,000	\$500 - \$1,000	\$1,001 - \$10,000
\$10,001 - \$100,000	OVER \$100,000	\$10,001 - \$100,000	OVER \$100,000
CONSIDERATION FOR WHICH INCOME WAS RECEIVED		CONSIDERATION FOR WHICH INCOME WAS RECEIVED	
Salary	Spouse's or registered domestic partner's income <small>(For self-employed use Schedule A-2.)</small>	Salary	Spouse's or registered domestic partner's income <small>(For self-employed use Schedule A-2.)</small>
Partnership <small>(Less than 10% ownership. For 10% or greater use Schedule A-2.)</small>		Partnership <small>(Less than 10% ownership. For 10% or greater use Schedule A-2.)</small>	
Sale of _____	<small><i>(Real property, car, boat, etc.)</i></small>	Sale of _____	<small><i>(Real property, car, boat, etc.)</i></small>
Loan repayment		Loan repayment	
Commission or	Rental Income, <small>list each source of \$10,000 or more</small>	Commission or	Rental Income, <small>list each source of \$10,000 or more</small>
_____		_____	
<small><i>(Describe)</i></small>		<small><i>(Describe)</i></small>	
Other _____	<small><i>(Describe)</i></small>	Other _____	<small><i>(Describe)</i></small>

▶ 2. LOANS RECEIVED OR OUTSTANDING DURING THE REPORTING PERIOD

* You are not required to report loans from a commercial lending institution, or any indebtedness created as part of a retail installment or credit card transaction, made in the lender's regular course of business on terms available to members of the public without regard to your official status. Personal loans and loans received not in a lender's regular course of business must be disclosed as follows:

NAME OF LENDER* _____	INTEREST RATE	TERM (Months/Years)
ADDRESS <i>(Business Address Acceptable)</i> _____	_____ % None	_____
BUSINESS ACTIVITY, IF ANY, OF LENDER _____	SECURITY FOR LOAN	
HIGHEST BALANCE DURING REPORTING PERIOD	None Personal residence	
\$500 - \$1,000	Real Property _____	
\$1,001 - \$10,000	<small>Street address</small>	
\$10,001 - \$100,000	_____	
OVER \$100,000	<small>City</small>	
	Guarantor _____	
	Other _____	
	<small><i>(Describe)</i></small>	

Comments: _____

Instructions – Schedule C

Income, Loans, & Business Positions

(Income Other Than Gifts and Travel Payments)

Reporting Income:

Report the source and amount of gross income of \$500 or more you received during the reporting period. Gross income is the total amount of income before deducting expenses, losses, or taxes and includes loans other than loans from a commercial lending institution. (See Reference Pamphlet, page 11.) You must also report the source of income to your spouse or registered domestic partner if your community property share was \$500 or more during the reporting period.

The source and income must be reported only if the source is located in, doing business in, planning to do business in, or has done business during the previous two years in your agency's jurisdiction. (See Reference Pamphlet, page 13.) Reportable sources of income may be further limited by your disclosure category located in your agency's conflict of interest code.

Reporting Business Positions:

You must report your job title with each reportable business entity even if you received no income during the reporting period. Use the comments section to indicate that no income was received.

Commonly reportable income and loans include:

- Salary/wages, per diem, and reimbursement for expenses including travel payments provided by your employer
- Community property interest (50%) in your spouse's or registered domestic partner's income - **report the employer's name and all other required information**
- Income from investment interests, such as partnerships, reported on Schedule A-1
- Commission income not required to be reported on Schedule A-2 (See Reference Pamphlet, page 8.)
- Gross income from any sale, including the sale of a house or car (Report your pro rata share of the total sale price.)
- Rental income not required to be reported on Schedule B
- Prizes or awards not disclosed as gifts
- Payments received on loans you made to others
- An honorarium received prior to becoming a public official (See Reference Pamphlet, page 10.)
- Incentive compensation (See Reference Pamphlet, page 12.)

Reminders

- Code filers – your disclosure categories may not require disclosure of all sources of income.
- If you or your spouse or registered domestic partner are self-employed, report the business entity on Schedule A-2.
- Do not disclose on Schedule C income, loans, or business positions already reported on Schedules A-2 or B.

You are not required to report:

- Salary, reimbursement for expenses or per diem, or social security, disability, or other similar benefit payments received by you or your spouse or registered domestic partner from a federal, state, or local government agency.
- Stock dividends and income from the sale of stock unless the source can be identified.
- Income from a PERS retirement account.

(See Reference Pamphlet, page 12.)

To Complete Schedule C:

Part 1. Income Received/Business Position Disclosure

- Disclose the name and address of each source of income or each business entity with which you held a business position.
- Provide a general description of the business activity if the source is a business entity.
- Check the box indicating the amount of gross income received.
- Identify the consideration for which the income was received.
- For income from commission sales, check the box indicating the gross income received and list the name of each source of commission income of \$10,000 or more. (See Reference Pamphlet, page 8.) **Note: If you receive commission income on a regular basis or have an ownership interest of 10% or more, you must disclose the business entity and the income on Schedule A-2.**
- Disclose the job title or business position, if any, that you held with the business entity, even if you did not receive income during the reporting period.

Part 2. Loans Received or Outstanding During the Reporting Period

- Provide the name and address of the lender.
- Provide a general description of the business activity if the lender is a business entity.
- Check the box indicating the highest balance of the loan during the reporting period.
- Disclose the interest rate and the term of the loan.
 - For variable interest rate loans, disclose the conditions of the loan (e.g., Prime + 2) or the average interest rate paid during the reporting period.
 - The term of the loan is the total number of months or years given for repayment of the loan at the time the loan was entered into.
- Identify the security, if any, for the loan.

SCHEDULE D
Income – Gifts

Name _____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

▶ NAME OF SOURCE *(Not an Acronym)*

ADDRESS *(Business Address Acceptable)*

BUSINESS ACTIVITY, IF ANY, OF SOURCE

DATE (mm/dd/yy)	VALUE	DESCRIPTION OF GIFT(S)
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____
___/___/___	\$ _____	_____

Comments: _____

Instructions – Schedule D Income – Gifts

A gift is anything of value for which you have not provided equal or greater consideration to the donor. A gift is reportable if its fair market value is \$50 or more. In addition, multiple gifts totaling \$50 or more received during the reporting period from a single source must be reported.

It is the acceptance of a gift, not the ultimate use to which it is put, that imposes your reporting obligation. Except as noted below, you must report a gift even if you never used it or if you gave it away to another person.

If the exact amount of a gift is unknown, you must make a good faith estimate of the item's fair market value. Listing the value of a gift as "over \$50" or "value unknown" is not adequate disclosure. In addition, if you received a gift through an intermediary, you must disclose the name, address, and business activity of both the donor and the intermediary. You may indicate an intermediary either in the "source" field after the name or in the "comments" section at the bottom of Schedule D.

Commonly reportable gifts include:

- Tickets/passes to sporting or entertainment events
- Tickets/passes to amusement parks
- Parking passes not used for official agency business
- Food, beverages, and accommodations, including those provided in direct connection with your attendance at a convention, conference, meeting, social event, meal, or like gathering
- Rebates/discounts not made in the regular course of business to members of the public without regard to official status
- Wedding gifts (See Reference Pamphlet, page 16)
- An honorarium received prior to assuming office (You may report an honorarium as income on Schedule C, rather than as a gift on Schedule D, if you provided services of equal or greater value than the payment received. See Reference Pamphlet, page 10.)
- Transportation and lodging (See Schedule E.)
- Forgiveness of a loan received by you

Reminders

- Gifts from a single source are subject to a \$520 limit in 2021. (See Reference Pamphlet, page 10.)
- Code filers – you only need to report gifts from reportable sources.

Gift Tracking Mobile Application

- FPPC has created a gift tracking app for mobile devices that helps filers track gifts and provides a quick and easy way to upload the information to the Form 700. Visit FPPC's website to download the app.

You are not required to disclose:

- Gifts that were not used and that, within 30 days after receipt, were returned to the donor or delivered to a charitable organization or government agency without being claimed by you as a charitable contribution for tax purposes
- Gifts from your spouse or registered domestic partner, child, parent, grandparent, grandchild, brother, sister, and certain other family members (See Regulation 18942 for a complete list.). The exception does not apply if the donor was acting as an agent or intermediary for a reportable source who was the true donor.
- Gifts of similar value exchanged between you and an individual, other than a lobbyist registered to lobby your state agency, on holidays, birthdays, or similar occasions
- Gifts of informational material provided to assist you in the performance of your official duties (e.g., books, pamphlets, reports, calendars, periodicals, or educational seminars)
- A monetary bequest or inheritance (However, inherited investments or real property may be reportable on other schedules.)
- Personalized plaques or trophies with an individual value of less than \$250
- Campaign contributions
- Up to two tickets, for your own use, to attend a fundraiser for a campaign committee or candidate, or to a fundraiser for an organization exempt from taxation under Section 501(c)(3) of the Internal Revenue Code. The ticket must be received from the organization or committee holding the fundraiser.
- Gifts given to members of your immediate family if the source has an established relationship with the family member and there is no evidence to suggest the donor had a purpose to influence you. (See Regulation 18943.)
- Free admission, food, and nominal items (such as a pen, pencil, mouse pad, note pad or similar item) available to all attendees, at the event at which the official makes a speech (as defined in Regulation 18950(b)(2)), so long as the admission is provided by the person who organizes the event.
- Any other payment not identified above, that would otherwise meet the definition of gift, where the payment is made by an individual who is not a lobbyist registered to lobby the official's state agency, where it is clear that the gift was made because of an existing personal or business relationship unrelated to the official's position and there is no evidence whatsoever at the time the gift is made to suggest the donor had a purpose to influence you.

To Complete Schedule D:

- Disclose the full name (not an acronym), address, and, if a business entity, the business activity of the source.
- Provide the date (month, day, and year) of receipt, and disclose the fair market value and description of the gift.

Name _____

**SCHEDULE E
Income – Gifts
Travel Payments, Advances,
and Reimbursements**

- Mark either the gift or income box.
- Mark the “501(c)(3)” box for a travel payment received from a nonprofit 501(c)(3) organization or the “Speech” box if you made a speech or participated in a panel. Per Government Code Section 89506, these payments may not be subject to the gift limit. However, they may result in a disqualifying conflict of interest.
- For gifts of travel, provide the travel destination.

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

▶ NAME OF SOURCE *(Not an Acronym)* _____

ADDRESS *(Business Address Acceptable)* _____

CITY AND STATE _____

501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE _____

DATE(S): ____/____/____ - ____/____/____ AMT: \$ _____
(If gift)

▶ MUST CHECK ONE: Gift **-or-** Income

 Made a Speech/Participated in a Panel _____

 Other - Provide Description _____

▶ If Gift, Provide Travel Destination _____

Comments: _____

Instructions – Schedule E Travel Payments, Advances, and Reimbursements

Travel payments reportable on Schedule E include advances and reimbursements for travel and related expenses, including lodging and meals.

Gifts of travel may be subject to the gift limit. In addition, certain travel payments are reportable gifts, but are not subject to the gift limit. To avoid possible misinterpretation or the perception that you have received a gift in excess of the gift limit, you may wish to provide a specific description of the purpose of your travel. (See the FPPC fact sheet entitled “Limitations and Restrictions on Gifts, Honoraria, Travel, and Loans” to read about travel payments under section 89506(a).)

You are not required to disclose:

- Travel payments received from any state, local, or federal government agency for which you provided services equal or greater in value than the payments received, such as reimbursement for travel on agency business from your government agency employer.
- A payment for travel from another local, state, or federal government agency and related per diem expenses when the travel is for education, training or other inter-agency programs or purposes.
- Travel payments received from your employer in the normal course of your employment that are included in the income reported on Schedule C.
- A travel payment that was received from a nonprofit entity exempt from taxation under Internal Revenue Code Section 501(c)(3) for which you provided equal or greater consideration, such as reimbursement for travel on business for a 501(c)(3) organization for which you are a board member.

Note: Certain travel payments may not be reportable if reported via email on Form 801 by your agency.

To Complete Schedule E:

- Disclose the full name (not an acronym) and address of the source of the travel payment.
- Identify the business activity if the source is a business entity.
- Check the box to identify the payment as a gift or income, report the amount, and disclose the date(s).
 - **Travel payments are gifts** if you did not provide services that were equal to or greater in value than the payments received. You must disclose gifts totaling \$500 or more from a single source during the period covered by the statement.

When reporting travel payments that are gifts, you must provide a description of the gift, the **date(s)** received, and the **travel destination**.

- **Travel payments are income** if you provided services that were equal to or greater in value than the

payments received. You must disclose income totaling \$500 or more from a single source during the period covered by the statement. You have the burden of proving the payments are income rather than gifts. When reporting travel payments as income, you must describe the services you provided in exchange for the payment. You are not required to disclose the date(s) for travel payments that are income.

Example:

City council member MaryClaire Chandler is the chair of a 501(c)(6) trade association, and the association pays for her travel to attend its meetings. Because MaryClaire is deemed to be providing equal or greater consideration for the travel payment by virtue of serving on the board, this payment may be reported as income. Payments for MaryClaire to attend other events for which she is not providing services are likely considered gifts. Note that the same payment from a 501(c)(3) would NOT be reportable.

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Health Services Trade Association	
<small>ADDRESS (Business Address Acceptable)</small>	
1230 K Street, Suite 610	
<small>CITY AND STATE</small>	
Sacramento, CA	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
Association of Healthcare Workers	
<small>DATE(S):</small> ___/___/___ <small>(if gift)</small> <small>AMT: \$</small> 550.00	
<small>▶ MUST CHECK ONE:</small> <input type="checkbox"/> Gift <small>-or-</small> <input checked="" type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for board meeting.</u>	
<small>▶ If Gift, Provide Travel Destination</small> _____	

Example:

Mayor Kim travels to China on a trip organized by China Silicon Valley Business Development, a California nonprofit, 501(c)(6) organization. The Chengdu Municipal People’s Government pays for Mayor Kim’s airfare and travel costs, as well as his meals and lodging during the trip. The trip’s agenda shows that the trip’s purpose is to promote job creation and economic activity in China and in Silicon Valley, so the trip is reasonably related to a governmental purpose. Thus, Mayor Kim must report the gift of travel,

<small>▶ NAME OF SOURCE (Not an Acronym)</small>	
Chengdu Municipal People’s Government	
<small>ADDRESS (Business Address Acceptable)</small>	
2 Caoshi St. CaoShiJie, Qingyang Qu, Chengdu Shi,	
<small>CITY AND STATE</small>	
Sichuan Sheng, China, 610000	
<input type="checkbox"/> 501 (c)(3) or DESCRIBE BUSINESS ACTIVITY, IF ANY, OF SOURCE	
<small>DATE(S):</small> <u>09/04/XX</u> <small>(if gift)</small> <small>AMT: \$</small> 3,874.38	
<small>▶ MUST CHECK ONE:</small> <input checked="" type="checkbox"/> Gift <small>-or-</small> <input type="checkbox"/> Income	
<input type="radio"/> Made a Speech/Participated in a Panel	
<input checked="" type="radio"/> Other - Provide Description <u>Travel reimbursement for trip to China.</u>	
<small>▶ If Gift, Provide Travel Destination</small> <u>Sichuan Sheng, China</u>	

but the gift is exempt from the gift limit. In this case, the travel payments are not subject to the gift limit because the source is a foreign government and because the travel is reasonably related to a governmental purpose. (Section 89506(a)(2).) Note that Mayor Kim could be disqualified from participating in or making decisions about The Chengdu Municipal People’s Government for 12 months. Also note that if China Silicon Valley Business Development (a 501(c)(6) organization) paid for the travel costs rather than the governmental organization, the payments would be subject to the gift limits. (See the FPPC fact sheet, Limitations and Restrictions on Gifts, Honoraria, Travel and Loans, at www.fppc.ca.gov.)

Restrictions and Prohibitions

The Political Reform Act (Gov. Code Sections 81000-91014) requires most state and local government officials and employees to publicly disclose their economic interests including personal assets and income. The Act's conflict of interest provisions also disqualify a public official from taking part in a governmental decision if it is reasonably foreseeable that the decision will have a material financial effect on these economic interests as well as the official's personal finances and those of immediate family. (Gov. Code Sections 87100 and 87103.) The Fair Political Practices Commission (FPPC) is the state agency responsible for issuing the attached Statement of Economic Interests, Form 700, and for interpreting the Act's provisions.

Gift Prohibition

Gifts received by most state and local officials, employees, and candidates are subject to a limit. In 2021-2022, the gift limit increased to \$520 from a single source during a calendar year. In 2019 and 2020, the gift limit was \$500 from a single source during a calendar year.

Additionally, state officials, state candidates, and certain state employees are subject to a \$10 limit per calendar month on gifts from lobbyists and lobbying firms registered with the Secretary of State. See Reference Pamphlet, page 10.

State and local officials and employees should check with their agency to determine if other restrictions apply.

Disqualification

Public officials are, under certain circumstances, required to disqualify themselves from making, participating in, or attempting to influence governmental decisions that will affect their economic interests. This may include interests they are not required to disclose. For example, a personal residence is often not reportable, but may be grounds for disqualification. Specific disqualification requirements apply to 87200 filers (e.g., city councilmembers, members of boards of supervisors, planning commissioners, etc.). These officials must publicly identify the economic interest that creates a conflict of interest and leave the room before a discussion or vote takes place at a public meeting. For more information, consult Government Code Section 87105, Regulation 18707, and the Guide to Recognizing Conflicts of Interest page at www.fppc.ca.gov.

Honorarium Ban

Most state and local officials, employees, and candidates are prohibited from accepting an honorarium for any speech given, article published, or attendance at a conference, convention, meeting, or like gathering. (See Reference Pamphlet, page 10.)

Loan Restrictions

Certain state and local officials are subject to restrictions on loans. (See Reference Pamphlet, page 14.)

Post-Governmental Employment

There are restrictions on representing clients or employers before former agencies. The provisions apply to elected state officials, most state employees, local elected officials, county chief administrative officers, city managers, including the chief administrator of a city, and general managers or chief administrators of local special districts and JPAs. The FPPC website has fact sheets explaining the provisions.

Late Filing

The filing officer who retains originally-signed or electronically filed statements of economic interests may impose on an individual a fine for any statement that is filed late. The fine is \$10 per day up to a maximum of \$100. Late filing penalties may be reduced or waived under certain circumstances.

Persons who fail to timely file their Form 700 may be referred to the FPPC's Enforcement Division (and, in some cases, to the Attorney General or district attorney) for investigation and possible prosecution. In addition to the late filing penalties, a fine of up to \$5,000 per violation may be imposed.

For assistance concerning reporting, prohibitions, and restrictions under the Act:

- Email questions to advice@fppc.ca.gov.
- Call the FPPC toll-free at (866) 275-3772.

Form 700 is a Public Document Public Access Must Be Provided

Statements of Economic Interests are public documents. The filing officer must permit any member of the public to inspect and receive a copy of any statement.

- Statements must be available as soon as possible during the agency's regular business hours, but in any event not later than the second business day after the statement is received. Access to the Form 700 is not subject to the Public Records Act procedures.
- No conditions may be placed on persons seeking access to the forms.
- No information or identification may be required from persons seeking access.
- Reproduction fees of no more than 10 cents per page may be charged.

Questions and Answers

General

- Q. What is the reporting period for disclosing interests on an assuming office statement or a candidate statement?
- A. On an assuming office statement, disclose all reportable investments, interests in real property, and business positions held on the date you assumed office. In addition, you must disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you assumed office.

On a candidate statement, disclose all reportable investments, interests in real property, and business positions held on the date you file your declaration of candidacy. You must also disclose income (including loans, gifts and travel payments) received during the 12 months prior to the date you file your declaration of candidacy.

- Q. I hold two other board positions in addition to my position with the county. Must I file three statements of economic interests?
- A. Yes, three are required. However, you may instead complete an expanded statement listing the county and the two boards on the Cover Page or an attachment as the agencies for which you will be filing. Disclose all reportable economic interests in all three jurisdictions on the expanded statement. File the expanded statement for your primary position providing an original “wet” signature unless filed with a secure electronic signature. (See page 3 above.) File copies of the expanded statement with the other two agencies as required by Regulation 18723.1(c). Remember to complete separate statements for positions that you leave or assume during the year.
- Q. I am a department head who recently began acting as city manager. Should I file as the city manager?
- A. Yes. File an assuming office statement as city manager. Persons serving as “acting,” “interim,” or “alternate” must file as if they hold the position because they are or may be performing the duties of the position.

- Q. My spouse and I are currently separated and in the process of obtaining a divorce. Must I still report my spouse’s income, investments, and interests in real property?
- A. Yes. A public official must continue to report a spouse’s economic interests until such time as dissolution of marriage proceedings is final. However, if a separate property agreement has been reached prior to that time, your estranged spouse’s income may not have to be reported. Contact the FPPC for more information.
- Q. As a designated employee, I left one state agency to work for another state agency. Must I file a leaving office statement?
- A. Yes. You may also need to file an assuming office statement for the new agency.

Investment Disclosure

- Q. I have an investment interest in shares of stock in a company that does not have an office in my jurisdiction. Must I still disclose my investment interest in this company?
- A. Probably. The definition of “doing business in the jurisdiction” is not limited to whether the business has an office or physical location in your jurisdiction. (See Reference Pamphlet, page 13.)
- Q. My spouse and I have a living trust. The trust holds rental property in my jurisdiction, our primary residence, and investments in diversified mutual funds. I have full disclosure. How is this trust disclosed?
- A. Disclose the name of the trust, the rental property and its income on Schedule A-2. Your primary residence and investments in diversified mutual funds registered with the SEC are not reportable.
- Q. I am required to report all investments. I have an IRA that contains stocks through an account managed by a brokerage firm. Must I disclose these stocks even though they are held in an IRA and I did not decide which stocks to purchase?
- A. Yes. Disclose on Schedule A-1 or A-2 any stock worth \$2,000 or more in a business entity located in or doing business in your jurisdiction.

Questions and Answers Continued

- Q. The value of my stock changed during the reporting period. How do I report the value of the stock?
- A. You are required to report the highest value that the stock reached during the reporting period. You may use your monthly statements to determine the highest value. You may also use the entity's website to determine the highest value. You are encouraged to keep a record of where you found the reported value. Note that for an assuming office statement, you must report the value of the stock on the date you assumed office.
- Q. I am the sole owner of my business, an S-Corporation. I believe that the nature of the business is such that it cannot be said to have any "fair market value" because it has no assets. I operate the corporation under an agreement with a large insurance company. My contract does not have resale value because of its nature as a personal services contract. Must I report the fair market value for my business on Schedule A-2 of the Form 700?
- A. Yes. Even if there are no *tangible* assets, intangible assets, such as relationships with companies and clients are commonly sold to qualified professionals. The "fair market value" is often quantified for other purposes, such as marital dissolutions or estate planning. In addition, the IRS presumes that "personal services corporations" have a fair market value. A professional "book of business" and the associated goodwill that generates income are not without a determinable value. The Form 700 does not require a precise fair market value; it is only necessary to check a box indicating the broad range within which the value falls.
- Q. I own stock in IBM and must report this investment on Schedule A-1. I initially purchased this stock in the early 1990s; however, I am constantly buying and selling shares. Must I note these dates in the "Acquired" and "Disposed" fields?
- A. No. You must only report dates in the "Acquired" or "Disposed" fields when, during the reporting period, you initially purchase a reportable investment worth \$2,000 or more or when you dispose of the entire investment. You are not required to track the partial trading of an investment.
- Q. On last year's filing I reported stock in Encoe valued at \$2,000 - \$10,000. Late last year the value of this stock fell below and remains at less than \$2,000. How should this be reported on this year's statement?
- A. You are not required to report an investment if the value was less than \$2,000 during the **entire** reporting period. However, because a disposed date is not required for stocks that fall below \$2,000, you may want to report the stock and note in the "comments" section that the value fell below \$2,000. This would be for informational purposes only; it is not a requirement.
- Q. We have a Section 529 account set up to save money for our son's college education. Is this reportable?
- A. If the Section 529 account contains reportable interests (e.g., common stock valued at \$2,000 or more), those interests are reportable (not the actual Section 529 account). If the account contains solely mutual funds, then nothing is reported.

Income Disclosure

- Q. I reported a business entity on Schedule A-2. Clients of my business are located in several states. Must I report all clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2, Part 3?
- A. No, only the clients located in or doing business on a regular basis in your jurisdiction must be disclosed.
- Q. I believe I am not required to disclose the names of clients from whom my pro rata share of income is \$10,000 or more on Schedule A-2 because of their right to privacy. Is there an exception for reporting clients' names?
- A. Regulation 18740 provides a procedure for requesting an exemption to allow a client's name not to be disclosed if disclosure of the name would violate a legally recognized privilege under California or Federal law. This regulation may be obtained from our website at www.fppc.ca.gov. (See Reference Pamphlet, page 14.)

Questions and Answers Continued

Q. I am sole owner of a private law practice that is not reportable based on my limited disclosure category. However, some of the sources of income to my law practice are from reportable sources. Do I have to disclose this income?

A. Yes, even though the law practice is not reportable, reportable sources of income to the law practice of \$10,000 or more must be disclosed. This information would be disclosed on Schedule C with a note in the "comments" section indicating that the business entity is not a reportable investment. The note would be for informational purposes only; it is not a requirement.

Q. I am the sole owner of my business. Where do I disclose my income - on Schedule A-2 or Schedule C?

A. Sources of income to a business in which you have an ownership interest of 10% or greater are disclosed on Schedule A-2. (See Reference Pamphlet, page 8.)

Q. My husband is a partner in a four-person firm where all of his business is based on his own billings and collections from various clients. How do I report my community property interest in this business and the income generated in this manner?

A. If your husband's investment in the firm is 10% or greater, disclose 100% of his share of the business on Schedule A-2, Part 1 and 50% of his income on Schedule A-2, Parts 2 and 3. For example, a client of your husband's must be a source of at least \$20,000 during the reporting period before the client's name is reported.

Q. How do I disclose my spouse's or registered domestic partner's salary?

A. Report the name of the employer as a source of income on Schedule C.

Q. I am a doctor. For purposes of reporting \$10,000 sources of income on Schedule A-2, Part 3, are the patients or their insurance carriers considered sources of income?

A. If your patients exercise sufficient control by selecting you instead of other doctors, then your patients, rather than their insurance carriers, are sources of income to you. (See Reference Pamphlet, page 14.)

Q. I received a loan from my grandfather to purchase my home. Is this loan reportable?

A. No. Loans received from family members are not reportable.

Q. Many years ago, I loaned my parents several thousand dollars, which they paid back this year. Do I need to report this loan repayment on my Form 700?

A. No. Payments received on a loan made to a family member are not reportable.

Real Property Disclosure

Q. During this reporting period we switched our principal place of residence into a rental. I have full disclosure and the property is located in my agency's jurisdiction, so it is now reportable. Because I have not reported this property before, do I need to show an "acquired" date?

A. No, you are not required to show an "acquired" date because you previously owned the property. However, you may want to note in the "comments" section that the property was not previously reported because it was used exclusively as your residence. This would be for informational purposes only; it is not a requirement.

Q. I am a city manager, and I own a rental property located in an adjacent city, but one mile from the city limit. Do I need to report this property interest?

A. Yes. You are required to report this property because it is located within 2 miles of the boundaries of the city you manage.

Q. Must I report a home that I own as a personal residence for my daughter?

A. You are not required to disclose a home used as a personal residence for a family member unless you receive income from it, such as rental income.

Q. I am a co-signer on a loan for a rental property owned by a friend. Since I am listed on the deed of trust, do I need to report my friend's property as an interest in real property on my Form 700?

A. No. Simply being a co-signer on a loan for property does not create a reportable interest in that real property.

Questions and Answers Continued

Gift Disclosure

- Q. If I received a reportable gift of two tickets to a concert valued at \$100 each, but gave the tickets to a friend because I could not attend the concert, do I have any reporting obligations?
- A. Yes. Since you accepted the gift and exercised discretion and control of the use of the tickets, you must disclose the gift on Schedule D.
- Q. Julia and Jared Benson, a married couple, want to give a piece of artwork to a county supervisor. Is each spouse considered a separate source for purposes of the gift limit and disclosure?
- A. Yes, each spouse may make a gift valued at the gift limit during a calendar year. For example, during 2021 the gift limit was \$520, so the Bensons may have given the supervisor artwork valued at no more than \$1,040. The supervisor must identify Jared and Julia Benson as the sources of the gift.
- Q. I am a Form 700 filer with full disclosure. Our agency holds a holiday raffle to raise funds for a local charity. I bought \$10 worth of raffle tickets and won a gift basket valued at \$120. The gift basket was donated by Doug Brewer, a citizen in our city. At the same event, I bought raffle tickets for, and won a quilt valued at \$70. The quilt was donated by a coworker. Are these reportable gifts?
- A. Because the gift basket was donated by an outside source (not an agency employee), you have received a reportable gift valued at \$110 (the value of the basket less the consideration paid). The source of the gift is Doug Brewer and the agency is disclosed as the intermediary. Because the quilt was donated by an employee of your agency, it is not a reportable gift.
- Q. My agency is responsible for disbursing grants. An applicant (501(c)(3) organization) met with agency employees to present its application. At this meeting, the applicant provided food and beverages. Would the food and beverages be considered gifts to the employees? These employees are designated in our agency's conflict of interest code and the applicant is a reportable source of income under the code.
- A. Yes. If the value of the food and beverages consumed by any one filer, plus any other gifts received from the same source during the reporting period total \$50 or more, the food and beverages would be reported using the fair market value and would be subject to the gift limit.
- Q. I received free admission to an educational conference related to my official duties. Part of the conference fees included a round of golf. Is the value of the golf considered informational material?
- A. No. The value of personal benefits, such as golf, attendance at a concert, or sporting event, are gifts subject to reporting and limits.



Knowledge Base Form

Subject: Ethics & Sexual Harassment Training

Question: Who is required to attend ethics training?

Answer: “The basic thrust of AB 1234 is to require covered officials...to take two hours of training in ethics principles and laws every two years.¹”

Basically, the requirement applies to those elected or appointed officials who are compensated for their service or reimbursed for their expenses (including meeting stipends).² The specific trigger for this requirement is whether the agency either compensates or reimburses expenses for members of any of its Brown Act covered bodies; if it does, then all elected and appointed “local agency officials” (as defined) must receive this training.³ “Local agency official” means any member of a legislative body or any elected local agency official who receives compensation or expense reimbursement.⁴ “Local agency” means “a city, county, city and county, charter city, charter county, charter city and county, or special district.”⁵ Thus the training requirement does not include agencies on which local officials serve (for example, redevelopment agency governing boards or joint powers agencies), although many such officials will likely be covered by virtue of their status with cities, counties and special districts. Note that local agencies also have the option of requiring certain employees to receive this training.⁶”

ILG State Ethics Training Requirements for Local Officials: Frequently Asked Questions (FAQs)

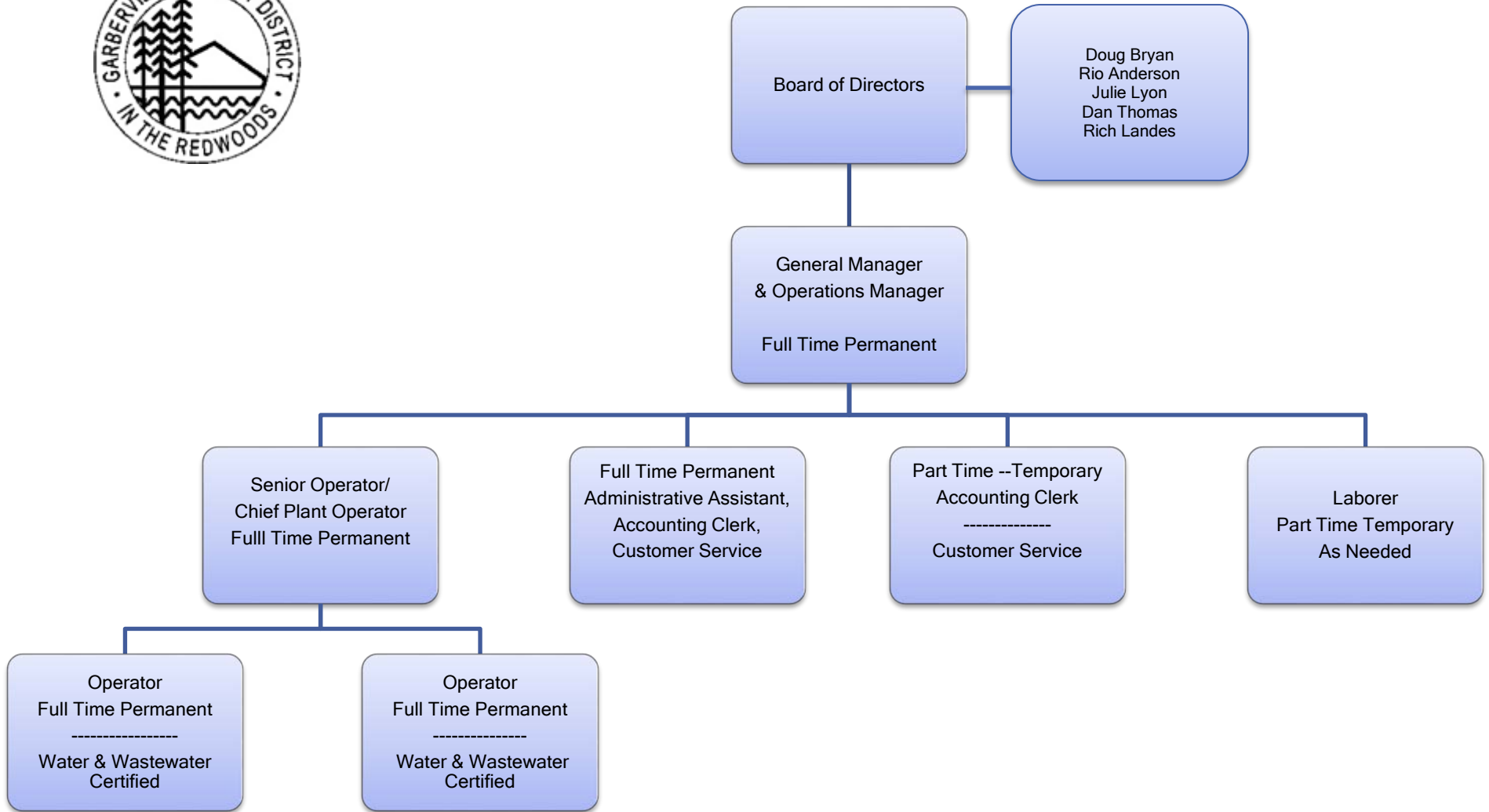
Question: Who is required to attend harassment prevention training?

Answer: Regarding Harassment Prevention training (AB1825, AB1661) board members and management staff (including supervisors) are required to take the two-hour mandatory training within six months of assuming a supervisory position and once every two years thereafter.

Further, SB1343 and SB 778 require employers with 5 or more employees to provide harassment prevention training to all employees. Non-supervisory employees must complete one hour of training once every two years. Seasonal employees are required to take the one-hour training within 60 days of hire.

** Please note that the information provided in this form is intended to be general in scope only. CSDA recommends consulting with legal counsel for detailed advice pertaining to any legal questions.*

GARBERVILLE SANITARY DISTRICT ORGANIZATIONAL CHART AUGUST 2022





GARBERVILLE SANITARY DISTRICT

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

August 23, 2022

Planning Clerk - Attn: Jacob Dunn
County of Humboldt Planning and Building Department
3015 H Street
Eureka, CA 95501

Email: PlanningClerk@co.humboldt.ca.us

SUBJECT: Conditional Water and Sewer Will Serve Commitment for Proposed Development of Provisional Healthcare Worker Hostelery Project
291 Sprowel Creek Road, Garberville
APN: 032-063-006-000
County APPS#: PLN-2022-17878

Dear Mr. Dunn;

The Garberville Sanitary District ("District") is in receipt of the Southern Humboldt Community Healthcare District's ("Developer") planning project referral documents from Humboldt County Building and Planning for the development of a Provisional Healthcare Worker Hostelery at 291 Sprowel Creek Road, Garberville, CA (the "Project"). This project location is within the GSD jurisdictional boundary and Place of Use and we can supply both water and sewer service to this location subject to the conditions listed in this letter.

The documents received from the County only included an overall site plan which is labeled sheet 1 of 7. The rest of the architectural sheets were not supplied. The plans do not include the level of detail that would normally accompany a building permit as this is a planning application, so GSD's review of this project is preliminary based upon this general information. Our commitment in this letter is based upon the following general understanding of the anticipated components of this project:

1. A 3,168 square-foot 12-room 5 ½-bathroom hostelery with no cooking facilities that will be utilized by the healthcare workers employed with the SHCHD.
2. A 484 square-foot 1-bedroom apartment.
3. The existing 840 square-foot building will continue to be utilized as SHCHD office space, and will not be remodeled to include any increase in occupancy or uses.

Should these change significantly, the District will need to review updated demand calculations and modification of the resulting Equivalent Residential Units and associated connection fees.

CONDITIONS OF COMMITMENT

Project Specific Conditions:

1. The new **Hostelry** building will need a new and separate sewer service lateral and water meter, with all on-site infrastructure need to be constructed as part of the development of the project. GSD will supervise the final connection in Sprowel Creek Road to the existing water and sewer lines.
2. The new **Apartment** will need a new and separate sewer service lateral and water meter, with all on-site infrastructure need to be constructed as part of the development of the project. GSD will supervise the final connection in Sprowel Creek Road to the existing water and sewer lines.

Standard Conditions:

3. All rights, privileges, and conditions of this Commitment are made to the Developer for this specific Development and may not be transferred or assigned to any other person, firm or entity, or for any other purpose without the District's written consent. The District reserves the right to impose further requirements, which it deems appropriate.
4. This letter and any representations or assurances made herein, shall expire and be null and void at the sooner to occur of either twenty-four (24) months from the date hereof if water and/or sewer service has not been installed to the Development or upon the termination or expiration of any building permit issued to the Developer for construction of improvements on the real property which is the subject of the Commitment. The Developer and the Development shall not be entitled to any individual water and/or sewer service connections not installed prior to expiration of this letter. Upon expiration of the Commitment, the Developer must submit a request for a new Commitment to the District for review and approval.
5. At any time prior to connection to the existing water system, and upon a finding by the Board of Directors of the District that it is unable to serve the Development for reasons beyond District's control, this letter may be revoked by the District.
6. The District can provide safe and reliable water service to Development, and fully expects to be able to continue providing safe and reliable water service into the future. In relying upon this letter and District's ability to provide water service to the Development, Developer is aware of the restrictions and limitations contained in this letter and the reliance of District upon its wells and surface water from the SF Eel River under the District' License and Permit to Divert Water for municipal water purposes, both of which are subject to restriction.
7. By issuing this letter, the District does not guarantee any specific quantities or quality of water, pressures or flows with respect to water service provided by the District.
8. This Will-Serve letter does not imply that that any required California Environmental Quality Act (CEQA) analysis of project-related utility impacts has been conducted.
9. The provision of water or sewer service to the Development is conditioned upon the Developer meeting all requirements of any other governmental entity having jurisdiction over the Development.
10. Developer, for itself and on behalf of its successors, agrees to defend at Developer's expense, any action brought against District, its agents, officers or employees because of the issuance of this letter or any approvals or authorizations obtained in connection with the

Development, or in the alternative, to relinquish any such approvals or authorizations. Developer shall reimburse District for any costs, fees or expenses District may incur as a result of any such legal action. Further, Developer agrees that in conducting the defense of such action, District shall be entitled to engage its own attorneys, the entire expense of which shall be paid by Developer.

11. District shall have the right, in District's sole determination and at any time and at the Developer's cost and expense, to procure consulting engineering services to verify the ability of the existing water and sewer systems to meet the demands of the Project. The cost of such services shall be reimbursed by the Developer prior to the District's sign off on a Certificate of Occupancy.
12. As part of the approval of the project, the Developer shall, at its sole cost and expense, prepare and duly executed by the property Developer(s) the easements, rights of way, exhibits and any other instruments required to assure the District's unequivocal right to own, operate, maintain, replace, repair, enlarge, reconstruct, remove and improve the Facilities which the District shall own after they are constructed. The Developer shall ensure that all deeds of trust and mortgages are subordinated to the easements set forth in this Section.

Equivalent Residential Units and Connection Fees:

13. The Developer shall pay to the District Water and/or Sewer Connection Fees as determined by the District in accordance with the District's Connection Fee rates in effect at the time water and/or sewer service is scheduled to commence to the Project. Charges for residential, industrial, commercial and professional office development shall be based on ultimate tenant improvements. Resolution 20-007 Attachment #2 (attached) contains the District's Wastewater Equivalent Residential Unit Determination table. Alternative calculation methodology may be submitted, but must be compared with the resulting calculations from this table.
14. Based upon the information provided on the plot plan, the District has determined that this project will generate sewage equivalent to **9.00 ERUs**.

Project Element	ERU Calculation Method	Element's Quantity	ERU for Element
Hostel Rooms without cooking facilities	0.600/Room	12	7.20
Apartment	0.800/Individual Living Unit	1	0.80
Office Space	1.00 for First 1,000 Sq Ft 0.500/Each addit. 1,000 sq. ft.	840 sq ft	1.00
		Total:	9.00

15. The District has determined that the credit for the existing office building is **1 ERUs**. This results in a net increase of **8 ERUs**.
16. The connection fees for the project are currently estimated at **\$128,000** based upon 8 ERUs. Should the scope of the project change, these fees would also change.
17. Receipt of all applicable fees are due and payable prior to issuance of the County Building Permit for the Project and the initiation of water and/or sewer service pursuant to this Commitment.

If there are any questions regarding the calculations of the ERUs and connection fees, don't hesitate to contact Jennie Short by phone at (707)223-4567 or email at jmshort@garbervillesd.org .

Sincerely,

Doug Bryan, Chair
GSD Board of Directors

jms

Enclosure: Resolution 20-007 Attachment #2 - Wastewater Equivalent Residential Unit Determination table

Cc: Southern Humboldt Community Health District
733 Cedar Street
Garberville, CA 95542

DRAFT

WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION

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

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

Resolution 20-007 - Attachment #2

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

Resolution 20-007 - Attachment #2

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

GENERAL NOTES

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

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

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

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

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

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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: August 23, 2022
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: SHCP Water Service Request
SWRCB DWR POU Petition Update

GENERAL OVERVIEW

On June 21, 2022, the Waterboard unanimously approved the Proposed Order on pending petitions of Garberville Sanitary District to change water-right License 3404 and Permit 20789 (Applications A009686 and A029981). Ed Voice has filed a request for a reconsideration of the action taken based upon his opinion that *"the Board decision or order is not supported by substantial evidence, reasonable diligence or follows CEQA whatsoever in this matter"*. To date I have received nothing from the Waterboard indicating that they intend on reconsidering their action and we continue to move forward on the remaining steps to turn on the water service to the Park.

FINANCIAL CONSIDERATIONS

Financial Amounts as of 6/30/2022:

<u>Description</u>	<u>Amount</u>
Total Expenditures	\$ 29,100.73
Credit from GSD Board	- 5,000.00
SHCP Payments made so far	- 19,647.69
SHCP Outstanding Balance	\$ 4,453.05
Current Amount Due	\$ 4,453.05

This is the final payment in the three-year reimbursement agreement. All future expenses will be billed as they are incurred on a quarterly basis.

RECOMMENDED BOARD ACTIONS

No action is recommended.

ATTACHMENTS

Ed Voice request for reconsideration and Waterboard letter
July 31, 2022 Quarterly Statement to SHCP

State Water Resources Control Board

July 8, 2022

Dear Interested Parties:

On June 21, 2022, the State Water Resources Control Board adopted its order approving Garberville Sanitary District's water-right change petition. We still are waiting for the Clerk of the Board to complete the final order, with order number, vote tally and clerk's certification. This Clerk's process has taken far longer than we anticipated. Because we do not know when we will receive the final order from the Clerk, we are sending you the attached file now. It contains a copy of the adopted order without this information. We will send you the final order with this information when we receive it from the Clerk.

No later than 30 days after June 21, 2022, the date the Board adopted this order, any interested party may file a petition with the Board for reconsideration of the order for any of the following causes (see Water Code, § 1122; Cal. Code Regs. tit. 23, § 768): (a) irregularity in the proceedings, or any ruling, or abuse of discretion, by which the person was prevented from having a fair hearing; (b) the decision or order is not supported by substantial evidence; (c) there is relevant evidence which, in the exercise of reasonable diligence, could not have been produced; or (d) error in law.

If you want to file a petition for reconsideration, you may e-mail it to:

Jeanine Townsend – Clerk to the Board
State Water Resources Control Board
jeanine.townsend@waterboards.ca.gov

Alternatively, you may send it by U.S. mail to:

Jeanine Townsend – Clerk to the Board
State Water Resources Control Board
P.O. Box 100
Sacramento, CA 95812-0100

Or you may arrange to have it hand delivered to:

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

Jeanine Townsend, c/o Water Rights Records Unit
State Water Resources Control Board
Joe Serna Jr. CalEPA Building
1001 I Street, 2nd Floor, Room 2-114
Sacramento, CA 95814

Couriers delivering petitions for reconsideration must check in with lobby security and have them contact the Division of Water Rights Records Unit, second floor, Room 2-114, at (916) 341-5421. The Records Unit will receive and date-stamp petitions.

Regardless of the delivery method you choose, your petition must be received by the State Water Board on or before the deadline described in the second paragraph of this letter.

If you file a petition for reconsideration, then please send copies of it to the State Water Board's Administrative Hearings Office ("AHO") and all other people on the enclosed service list for this proceeding, by either e-mail or U.S. mail.

If you have any questions regarding this letter, then please send your questions by e-mail to the AHO at adminhrgsoffice@waterboards.ca.gov, and include in the cc line of your e-mail the e-mail addresses of all other people on the service list for this proceeding.

Alternatively, you may mail a letter with your questions to the AHO. If you follow this procedure, then please mail copies of your letter to all other parties and people on the service list for this matter. There will be delays in the AHO's response if you use this alternative method of delivery.

If you send questions about this letter to the AHO, the deadlines described in the second paragraph of this letter will not change.

Sincerely,

Administrative Hearings Office
State Water Resources Control Board
AdminHrgOffice@waterboards.ca.gov
P. O. Box 100
Sacramento, CA 95812-0100

Encls:

- Service List (all copies sent by e-mail only, except to addressee without listed e-mail address)
- Adopted Board Order (without order number, vote tally or Clerk's certification)

Notice of Petition for Reconsideration of the State Water Resources Control Board's June 21, 2022 BOARD MEETING SESSION – ADMINISTRATIVE HEARINGS OFFICE Agenda Item 7

To: State Water Resources Control Board

SUBJECT: Consideration of a proposed Order prepared by the Administrative Hearings Office on petitions of Garberville Sanitary District to change water-right License 3404 (Application A009686) and water-right Permit 20789 (Application A029981), which authorize diversions of water from South Fork Eel River in Humboldt County.

RE: Pursuant to sections 1122 and 1126 of the California Water Code, section 769 of title 23 of the California Code of Regulations, and related authorities, I Edward Voice hereby petitions the State Water Resources Control Board (Board) to reconsider the June 21, 2022 Boards adoption of its order approving the Garberville Sanitary District's water-right change petition (GSD).

Dear Board,

Please see the attached public comments I submitted to the Board for the hearing on June 21, 2022, agenda item 7, as to my request and petition of reconsideration. It documents and spells out in great detail how the Board decision or order is not supported by substantial evidence, reasonable diligence or follows CEQA whatsoever in this matter.

In agenda item 7 for this matter, under "Proposed Order" it stated:

"If adopted by the Board, the proposed order would grant Garberville SD's petitions. The proposed order would conclude that the Board's approval of the petitions would not result in injury to any other legal user of water, would not unreasonably affect any fish, wildlife or other instream beneficial uses, would be in the public interest, would not cause the initiation of any new water right, and would comply with the California Environmental Quality Act."

In my view, this change petition did not comply to CEQA. Far from it. If anything, the LAFCo 2019 Addendum circumvented all aspects of CEQA, as I have stated in my public comments that I attached, of which the Board adopted on June 21, 2022 as Responsible Agency, with discretionary approval under CEQA in this matter.

As required, a copy of this petition has been transmitted by email on July 18, 2022 to:

Jeanine Townsend – Clerk to the Board
State Water Resources Control Board
jeanine.townsend@waterboards.ca.gov

1. Name and Address of Petitioner (23 Cal. Code Regs., § 769(a)(1)):

Edward Voice - Protestant of record and interested party.
PO Box 572
Nice, California 95464
707.349.1069
evoice@mchsi.com

2. The specific board action of which petitioner requests reconsideration (23 Cal. Code Regs., § 769(a)(2)):

State Water Resources Control Board’s June 21, 2022 BOARD MEETING SESSION – ADMINISTRATIVE HEARINGS OFFICE Agenda Item 7, GSD Change Petition.

3. The date on which the order or decision was made by the board (23 Cal. Code Regs., § 769(a)(3)):

June 21, 2022, Agenda Item 7

4. The reason the action was inappropriate or improper (23 Cal. Code Regs., § 769(a)(4)):

As discussed in the attached public comments, approval of GSD Change Petition is not supported by substantial evidence, did not comply with CEQA (Public Resources Code 21000–21189) and the CEQA Guidelines (California Code of Regulations, Title 14, Division 6, Chapter 3, Sections 15000–15387).

5. The specific action which petitioner requests (23 Cal. Code Regs., § 769(a)(5)):

To reverse the Board approval in this matter and have the LAFCo 2019 Addendum IS/MND sent back to GSD to eliminate all reference from the GSD 2013 Annexation IS/MND or SHCP 2016 EIR, since, as stated by the AHO and included in the Proposed Oder, "This proposed project did not include any proposed deliveries of water from Garberville SD to Southern Humboldt CP."

6. A statement that copies of the petition and any accompanying materials have been sent to all interested parties (23 Cal. Code Regs., § 769(a)(6)):

This petition and accompanying materials have been emailed to following instrested parties on July 18, 2022;

Administrative Hearings Office
State Water Resources Control Board
AdminHrgOffice@waterboards.ca.gov
P. O. Box 100
Sacramento, CA 95812-0100

Jennie Short
Ralph Emerson
Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542
jmshort@garbervillesd.org
remerson@garbervillesd.org

Russ Gans, Esq.
P.O. Drawer 1008
Eureka, CA 95501
rgans@mitchelllawfirm.com
Attorney for Garberville SD

Cody Cox
Redway Community Services District
1150 Evergreen Road, Unit 2
Redway, CA 95560
ccox.rcsd@gmail.com

Kristin Vogel
P.O. Box 453
Garberville, CA 95542
kv2@gotsky.com

Carolyn Hino-Bourassa
Laura Cochrane
South Humboldt Community Park
P.O. Box 185
Garberville, CA 95542
ceikoh@yahoo.com
laura@sohumpark.org

Colette Metz Santsche
Humboldt LAFCO
1125 16th Street, Suite 202
Arcata, CA 95521
colettem@humboldtlafco.org

Linda Sutton
P.O. Box 631
Redway, CA 95560

Conclusion

For the reasons set forth above and in the attached materials, Petitioner respectfully request that the Board grant reconsideration of the June 21, 2022 approval of the GSD Change Petition immediately and set aside that approval.

Thank you,
Edward Voice

Garberville Sanitary District

STATEMENT

P.O. Box 211
 Garberville, CA 95542
 (707)923-9566

INVOICE NO. 0013
 DATE 07/31/22
 CUSTOMER ID SHCP Water Service

TO **Southern Humboldt Community Park**
 Laura Cochran
 P.O. Box 185
 Garberville, CA 95542

Due Date: 08/15/2022

Payment Request	Expenses Incurred For:	Terms
12	April - June 2022	0% Interest, 3-years, Quarterly Payments

DATE	DESCRIPTION		AMOUNT
04/30/22	PREVIOUS BALANCE		\$7,406.09
5/19/22	Payment	Ck# 1817	-\$3,703.05
5/31/22	4Js Consulting	1091	\$56.25
6/30/22	4Js Consulting	1092	\$693.75

TOTAL DUE TO DATE: \$4,453.05

Current Payment Amount: **\$4,453.05**

4Js Consulting Services

INVOICE

Jennie Short
 P.O. Box 653
 Blue Lake, CA 95525

INVOICE NO. 1091
 DATE May 31, 2022
 PAYMENT TERMS Net 15 days
 DUE DATE June 30, 2022
 SERVICES FOR: May 2022
 HOURLY RATE: \$75.00

TO Garberville Sanitary District
 Ralph Emerson, General Manager
 P.O. Box 211
 Garberville, CA 95542

GL	Project Name/General Description of Work Performed	CLASS	HOURS	AMOUNT
5110	ADMINISTRATION: Accounting, Financial Stmts, Coordination, Communications, Board Mtg, WATER/SEWER Admin, Development Review, CPRAs, DitchWitch Financing	W/S	37.50	\$2,812.50
9010	SHCP: SWRCB-DWR POU PROCESSING	W	0.75	\$56.25
CIP	ROBERTSON/WALLAN/HURLBUTT TANK PROJECT: DFA Coordination, Engineer Contract Negotiation, Scoping, Project Site Walk	W	5.75	\$431.25
5110	LIHWAP/Arrearage Program	W	6.25	\$468.75
5110	Rate Analysis & FY 22/23 Budget	W/S	20.00	\$1,500.00
5110	Annual EAR	W/S	7.50	\$562.50
5110	Annual Diversion Reporting and Water Source Capacity Report Preparation	W	4.50	\$337.50
	MILEAGE: To Garberville & Back - Board Mtg			\$105.30
			TOTAL DUE:	\$6,274.05

THANK YOU FOR YOUR BUSINESS!

4Js Consulting Services

INVOICE

Jennie Short
 P.O. Box 653
 Blue Lake, CA 95525

INVOICE NO. 1092
 DATE June 30, 2022
 PAYMENT TERMS Net 15 days
 DUE DATE July 31, 2022
 SERVICES FOR: June 2022
 HOURLY RATE: \$75.00

TO Garberville Sanitary District
 Ralph Emerson, General Manager
 P.O. Box 211
 Garberville, CA 95542

GL	Project Name/General Description of Work Performed	CLASS	HOURS	AMOUNT
5110	ADMINISTRATION: ACCOUNTING, FINANCIAL STMTS, COORDINATION, COMMUNICATIONS, BOARD MTG, WATER/SEWER ADMIN, DEVELOPMENT REVIEW, CPRAS	W/S	35.70	\$2,677.50
9010	SHCP: SWRCB-DWR POU - Prepare for and attend Board Meeting for final approval	W	9.25	\$693.75
CIP	ROBERTSON/WALLAN/HURLBUTT TANK PROJECT: Collect and/or create data for SHN's water system model (infrastructure, meter locations, pressure zone designations, useage), attend bi-weekly project status meeting, review and approve payments, prepare 1st Quarterly Report to DFA, coordination with property owners, set up prevailing wage reporting portal	W	40.50	\$3,037.50
5110	Arrearage Program LIHWAP	W	1.50	\$112.50
	MILEAGE: To Garberville & Back		CIP TANKS	\$105.30
			TOTAL DUE:	\$6,626.55

THANK YOU FOR YOUR BUSINESS!

Sec 14.5 Drought Contingency Plan.

During drought conditions as identified by the State of California, Humboldt County or Garberville Sanitary District, the Drought Contingency Plan will go into effect immediately.

This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

Customers will be required to conserve water including but not limited to gallons per day water usage and if they don't comply, may be fined for gallons of water used above the maximum allowed.

Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system **which is why it is recommended to have enough storage for your personal use.**

Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board.

1. 1st phase of drought conservation plan will require all customers to voluntarily reduce water consumption. (10cfs) in South Fork of Eel River
2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit. (7cfs)
3rd phase will require only using water **for approved phase 2 uses on even days for even addresses and odd days for odd addresses.** (5cfs).
4th phase requires all customers to only use water for health and safety, with no outside watering (4cfs)
2. Continual updates to customers will educate and inform of conditions
3. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
4. Ongoing: gray water education for irrigation
5. Ongoing: educate customers on personal water storage opportunities and conservation measures
6. Ongoing: leak monitoring and repairs
7. Ongoing: build additional water storage tanks or ponds
8. Identify all diversions from the river or GSD distribution system and report to law enforcement.

Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities



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

DROUGHT PREPAREDNESS

As we start the warmer months of summer, it is once again time to plan for hot temperatures and low river levels, thus creating drought conditions, that must be planned for by all.

The river level is a key factor in determining the amount of water for use, so as the flow decreases, we may have to begin (drought contingency measures).

We recommend that you begin storing water required for your personal use, so that when conditions worsen, you have enough water to sustain you until river flow increases.

The normal daily water use for a single family home is 200gpd, while less water is required for health and safety. So plan accordingly.

Filling pools after July 1st is prohibited unless authorized by the GSD General Manager or designee.

Garberville Sanitary District will promote “Water Awareness Week” so that we can assist the community in reuse plans and to provide information regarding drought actions and river levels.

**The drought plan with phases of action is located on our web site.
garbervillesd.org**

Please call our office for more information and we will notify you as river conditions change.

Ralph Emerson

**General Manager
Garberville Sanitary District**

RESOLUTION 22-010
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 14.5 DROUGHT CONTINGENCY PLAN

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 14.5 drought contingency procedures.

B. WHEREAS, Resolution 22-010 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what is required when drought plan has been initiated

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you do not comply with the drought contingency procedures and restrictions on water use.

D WHEREAS, The adaption of Resolution 22-010 will take effect immediately and describes the drought contingency plan, with all of the associated actions required to conserve water.

E. WHEREAS, The new Water Ordinance, Sec. 14.5, drought contingency plan, will replace the existing ordinance of conserving water and water restriction steps.

Sec 14.5 Drought Contingency Plan.

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This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

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Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system which is why it is recommended to have enough storage for your personal use. Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board.

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8. Identify all diversions from the river or GSD distribution system and report to law enforcement.
Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 14.5 DROUGHT CONTINGENCY PLAN

RESOLUTION 22-010 WAS PASSED, APPROVED AND ADOPTED THIS 23rd DAY OF AUGUST 2022 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan, Chair Person

ATTEST:

Ralph Emerson, General Manager



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

MANDATED WATER DISCONTINUANCE POLICY

Garberville Sanitary District requires agricultural water meter be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use.

When District necessity or drought requires agricultural water meters to be disconnected, the customer's base rate will be removed until water is turned on. Base rate may be reduced if disconnection is required for a longer period.

Base rate and consumption charges will continue once the water is reconnected