

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

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

Date of Meeting: May 19, 2020

**Closed Session: 5:00 P.M.
Regular (Open) Session: 5:45 P.M.**

IMPORTANT MEETING PARTICIPATION NOTICE:

TELECONFERENCE MEETING

Following the Direction of Governor Newsom in stopping the spread of the COVID-19 virus, the Board Meeting referenced in this Agenda will be conducted through teleconference. Members of the public are encouraged to participate. In order to participate, please call the following teleconference phone number: **(916) 588-9668** at/prior to the meeting start time. When prompted, please enter **2451** (then press #), the password is **1234** (then press #). You are encouraged to join the conference line prior to the meeting start time in the event of conferencing difficulties. Please remain on the line quietly until public comment is called.

If you are unable to access the teleconference line, please call the District main line: (707) 923-9566, and the District will assist you.

CLOSED SESSION AGENDA

5:00 P.M.

I. CALL TO ORDER

A.1 ESTABLISHMENT OF QUORUM:

Rio Anderson____, Linda Brodersen____, Doug Bryan____, Julie Lyon____, Dan Thomas_____

A.2 PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the Garberville Sanitary District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.

A.3 CLOSED SESSION DISCUSSION ANNOUNCEMENT:

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

- a. Conference with Legal Counsel-Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
- b. Public Employee Performance Evaluation: State Code, Section (54957) (Evaluation of the General Manager, Ralph Emerson)

A.4 RECESS INTO CLOSED SESSION: (Private Call-In Line Will Be Used by Board and Legal Counsel).

A.5 REPORT OUT OF CLOSED SESSION.

REGULAR MEETING AGENDA

5:45 P.M.

(Use Call-In Number Stated in Notice)

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. 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

II. REGULAR MEETING CALLED TO ORDER

5:45 p.m. – Open Public Session

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson____, **Linda Brodersen**____, **Doug Bryan**____, **Julie Lyon**____, **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.

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

V. OPEN SESSION

- B.2 CARES Act PPP Loan-Authorized Signer **pg. 34-39**
 (discussion-action requested) Resolution 20-006 (roll call vote)
Motion: **Second:** **Vote:**
- B.3 2020-2021 Budget Presentation **pg.40-48**
 (discussion--action requested) presentation by Jennie Short
Motion: **Second:** **Vote:**
- B.4 SHCP Update **pg. 49-51**
 (information only)
- B.5 On-Line Payment Options **pg. 52-54**
 (discussion-possible action) Mary Presentation
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Sec 4.9 Service Connections **pg. 55-58**
 (discussion-no action) 3rd reading—Resolution #20-003
Motion: **Second:** **Vote:**
- C.2 Water Ordinance- Sec. 14.5, Drought Plan and Requirements **pg. 59-61**
 (discussion-possible action) 2nd reading
- C.3 Employee-Personnel Policy 5.0-5.3.2f **pg. 62-65**
 (discussion—possible action) 2nd reading

IX. CLOSED SESSION

Pursuant to Government Code Section

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Study Public Hearing
2. Water Ordinance- Sec. 14.5, Drought Plan and Requirements
3. Personnel Policy-Employee vacation, personal and sick days
- 4.
- 5.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: May 15, 2020, Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

<jmshort@garbervillesd.org>

From: Baser, Jordan@Waterboards <Jordan.Baser@Waterboards.ca.gov>
To: evoice@mchsi.com <evoice@mchsi.com>
Cc: Anderson, Skyler@Waterboards <Skyler.Anderson@waterboards.ca.gov>, jmshort@garbervillesd.org <jmshort@garbervillesd.org>, Ralph Emerson <remerson@garbervillesd.org>
Date: Apr 15 '20 9:13am
Subject: Complaint Closure (COMP-39893)
Attach.: GSD ROI with Attachments.pdf (2.28 MB)

Hello Mr. Voice,

You are being notified because the CalEPA Complaint 39893 submitted by you on September 5, 2018 has been closed. Please see the attached Report of Investigation enclosed in this email.

Regards,
Jordan Baser
Environmental Scientist
North Coast Enforcement

DIVISION OF WATER RIGHTS REPORT OF INVESTIGATION

Date of Investigation: 12/31/2019
 Investigation Performed by: Jordan Baser, Environmental Scientist
 Investigation ID: 11742
 Complaint ID: 5955

Facility Owner Information:

Facility Owner: Garberville Sanitary District (GSD)
 Mailing Address: PO Box 211
 City and State: Garberville, CA
 Zip: 95542
 Phone: 707-923-9566
 Email: n/a

Water Rights Information:

	A009686	A029981
<i>Type</i>	License 3403	Permit 20789
<i>Source</i>	South Fork Eel River	South Fork Eel River
<i>Priority Year</i>	1939	1991
<i>Purpose of Use</i>	Municipal	Municipal
<i>Season of Diversion</i>	1/1-12/31	1/1-12/31
<i>Rate (cfs)</i>	0.155	0.595
<i>Max Rate (cfs)</i>	0.75	0.75
<i>Max Amount (acre-feet)</i>	112.2	430

2018 Annual Diversion and Use Reports:

A009686:

6. Amount of Water Diverted and Used			
Month	Amount directly diverted (Acre-Feet)	Amount diverted or collected to storage (Acre-Feet)	Amount used (Acre-Feet)
January	9.53	0	7.05
February	8.61	0	6.37
March	9.53	0	7.05
April	9.22	0	6.82
May	9.53	0	7.05
June	9.22	0	6.82
July	9.53	0	7.05
August	9.53	0	7.05
September	9.22	0	6.82
October	9.53	0	7.05
November	9.22	0	6.82
December	9.53	0	7.05
Total	112.2	0	83
Type of Diversion	Direct Diversion Only		

Notes: The amount diverted was reported as 112.2 acre-feet and the amount used was reported to be 83 acre-feet. There are 29.2 acre-feet from the annual report that remains unaccounted for.

A029981:

9. Amount of Water Diverted and Used			
Month	Amount directly diverted (Acre-Feet)	Amount diverted or collected to storage (Acre-Feet)	Amount used (Acre-Feet)
January	1.78	0	1.32
February	2.04	0	1.51
March	1.94	0	1.44
April	1.86	0	1.38
May	4.22	0	3.12
June	7.58	0	5.6
July	10.12	0	7.48
August	10.64	0	7.87
September	8.94	0	6.61
October	5.54	0	4.1
November	4.08	0	3.01
December	3.89	0	2.88
Total	62.63	0	46.32
Type of Diversion	Direct Diversion Only		

Notes: The amount diverted was reported to be 62.63 acre-feet and the amount used was reported to be 46.32 acre-feet. There are 16.31 acre-feet from the annual report that remains unaccounted for.

Attachment from 2018 Annual Report:

		Gallons	Gallons	Gallons	GPD	GPD	Gallons	Gallons	Gallons	Gallons	Gallons
Month	# days in Month	Total Volume Diverted	Volume Diverted under License	Volume Diverted under Permit	Volume Diverted under License	Volume Diverted under Permit	Volume Used to Meters	Volume Used Bulk Water Sales	Total Volume Sold	Volume Used under License	Volume Used under Permit
January	31	3,686,400	3,105,332	581,068	100,172	18,744	2,858,856	-	2,858,856	2,296,633	429,745
February	28	3,470,500	2,804,816	665,684	100,172	23,774	2,183,412	-	2,183,412	2,074,378	492,325
March	31	3,737,500	3,105,332	632,168	100,172	20,393	2,573,868	32,000	2,605,868	2,296,633	467,537
April	30	3,611,600	3,005,160	606,440	100,172	20,215	2,410,804	48,571	2,459,375	2,222,548	448,509
May	31	4,481,000	3,105,332	1,375,668	100,172	44,376	2,792,284	23,637	2,815,921	2,296,633	1,017,413
June	30	5,473,200	3,005,160	2,468,040	100,172	82,268	3,909,048	311,992	4,221,040	2,222,548	1,825,306
July	31	6,401,400	3,105,332	3,296,068	100,172	106,325	5,040,772	138,679	5,179,451	2,296,633	2,437,697
August	31	6,574,000	3,105,332	3,468,668	100,172	111,893	5,305,564	61,635	5,367,199	2,296,633	2,565,348
September	30	5,917,800	3,005,160	2,912,640	100,172	97,088	4,683,976	177,500	4,861,476	2,222,548	2,154,122
October	31	4,910,200	3,105,332	1,804,868	100,172	58,222	3,232,856	156,387	3,389,243	2,296,633	1,334,839
November	30	4,333,000	3,005,160	1,327,840	100,172	44,261	3,546,268	6,150	3,552,418	2,222,548	982,040
December	31	4,371,700	3,105,332	1,266,368	100,172	40,851	2,638,196	-	2,638,196	2,296,633	936,577
Total (gallons)	365	56,968,300	36,562,780	20,405,520			41,175,904	956,551	42,132,455	27,040,998	15,091,457
Total (acre-ft)		174.86	112.22	62.63			126.38	2.94	129.32	83.00	46.32

Summary of water used in 2018:

	Amount Directly Diverted (acre-feet)	Amount Used (acre-feet)	Amount Unaccounted for (acre-feet)
A009686	112.22	83	29.2
A029981	62.63	46.32	16.31
Total:	174.86	129.32	45.54

Notes from the Garberville 2018 Annual Water Capacity Analysis (Attachment A):

- “The total storage capacity for the system is approximately 500,000 gallons which is the sum of the four storage tanks in the system”
- The metered water sales are to 440 customers. There are 304 residential and 136 commercial customers”
- The amount of ‘lost’ water within our water system. That is the case with every water system, although the magnitude of the loss varies with the age of the system. This lost water was reduced with the replacement of the Alderpoint Road Tank.”

Figure 1.

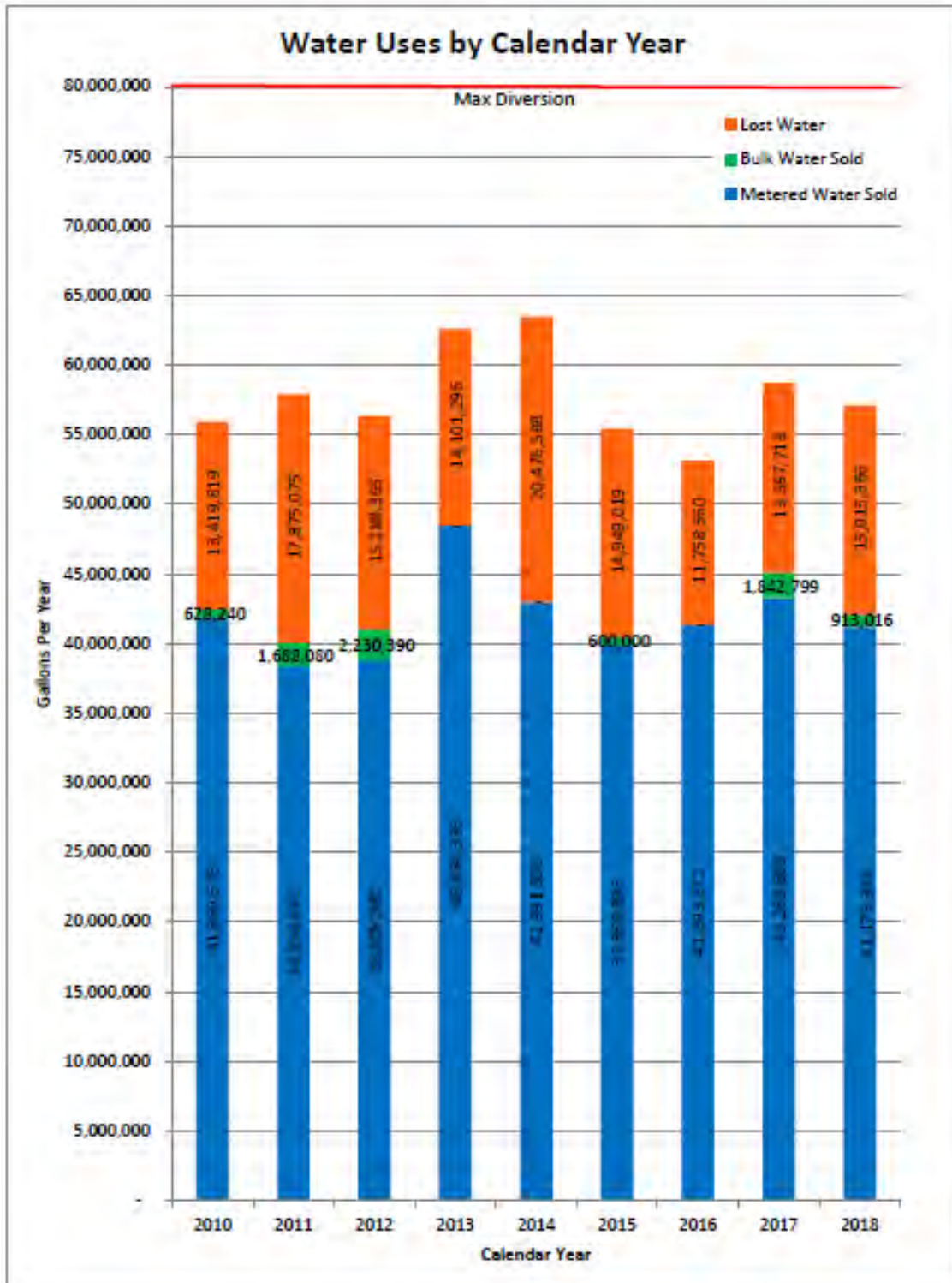


Figure 1. The orange portion on the bar graph indicates the estimated amount of water lost between 2010-2018. This figure was created by GSD from the 2018 Annual Water Capacity Analysis Report (Attachment A).

Sources of water loss:

1. Inaccurate (old) meters that do not record the total water actually coming through the meter
2. Leaking waterlines (from old joints) and broken waterlines (cracks/holes in the waterline itself) especially with the amount of old clay and transite waterlines in the District's system
3. Leakage from fire hydrants and valves
4. Leakage and overflows from storage tanks
 - Four water storage tanks
 - 1) Alderpoint storage tank
 - 2) Robinson concrete water tank
 - 3) Wallen Road redwood water tank
 - 4) 10,000 gallon back up tank
5. Leakage from service connections (laterals) or service meters
6. Unauthorized consumption (theft)
7. Systematic data handline errors in the meter reading and billing process

Efforts made by GSD in the last 20 years to reduce water loss:

- GSD has already identified the areas that need improvement and the areas that potentially have the highest chance for water loss in their 2018 Annual Water Capacity Analysis (Attachment A). The table below addresses each potential source of water loss and identifies the previous actions that have been taken to fix the corresponding source as well as the future intended actions.

	Potential Sources of Water Loss	Actions Taken	Future Plans
1.	Inaccurate (old) meters that do not record the total water actually coming through the meter		
2.	Leaking waterlines and broken waterlines	-Replace infrastructure in sections with General Fund money	-Replace infrastructure in sections with General Fund money
3.	Leakage from the fire hydrants and valves	-Repairs to 14 failing fire hydrants (Awarded \$60,000 from Measure Z Funding)	
4.	Leakage and overflows from the storage tanks	-Alderpoint storage tank replaced in October 2015 -Applied for funding in October 2019 to replace Robinson and Wallen Road water tank	-Replace all storage tanks or install a liner to stop leaks -Install additional plastic tanks to store water while replacement projects begin
5.	Leakage from service connections (laterals) or service meters	-Replace infrastructure in sections with General Fund money	-Replace infrastructure in sections with General Fund money

6.	Unauthorized consumption (theft)	-Implement language in City Ordinance to deter theft and meter tampering (Sec 7.2; Sec 7.3; Sec 9.9; Sec 9.10)	
7.	Systematic data handling errors in the meter reading and billing process		-Plans to combine resources with Shelter Cove, Redway, Myers Flat, and Briceland

10 Year Capital Projects Plan (Attachment B):

- Projects range anywhere from \$3,000-\$20,000
- Some projects classified as “maintenance projects” do not qualify for grant funding. Generally only projects that have immediate health and safety risks qualify for grand funding

Disadvantaged Community:

- GSD is a Disadvantaged Community (Figure 2) which has a population of less than 10,000 individuals that does not have the capacity to incur debt sufficient to finance a project to comply with the Safe Drinking Water Act (SDWA) (SDWA section 1452(d)(3)) (USEPA n.d.)
- GSD has a total of 4 full time employees
- “Due to their higher capital and operational costs per person, small water systems can find it challenging to maintain the technical, managerial, and financial (TMF) capacity necessary to meet critical needs, such as hiring experienced staff, conducting rate studies to determine the true cost of providing water service, or investing in and effectively managing physical infrastructure and other system assets or the condition of those assets, and may essentially be running their assets to the point of failure because they are unable to maintain or replace them” (Green et al. 2018).
- GSD plans to consolidate their resources with other neighboring small disadvantaged communities or disadvantaged communities. Green et al. (2018) discussed the advantages of consolidating community resources to benefit the community service districts who lack the resources of larger service districts. With the combined resources of the Southern Humboldt community resources, it is likely that the water infrastructure can be improved in the future, reducing the amount of water that might be lost.

Figure 2.

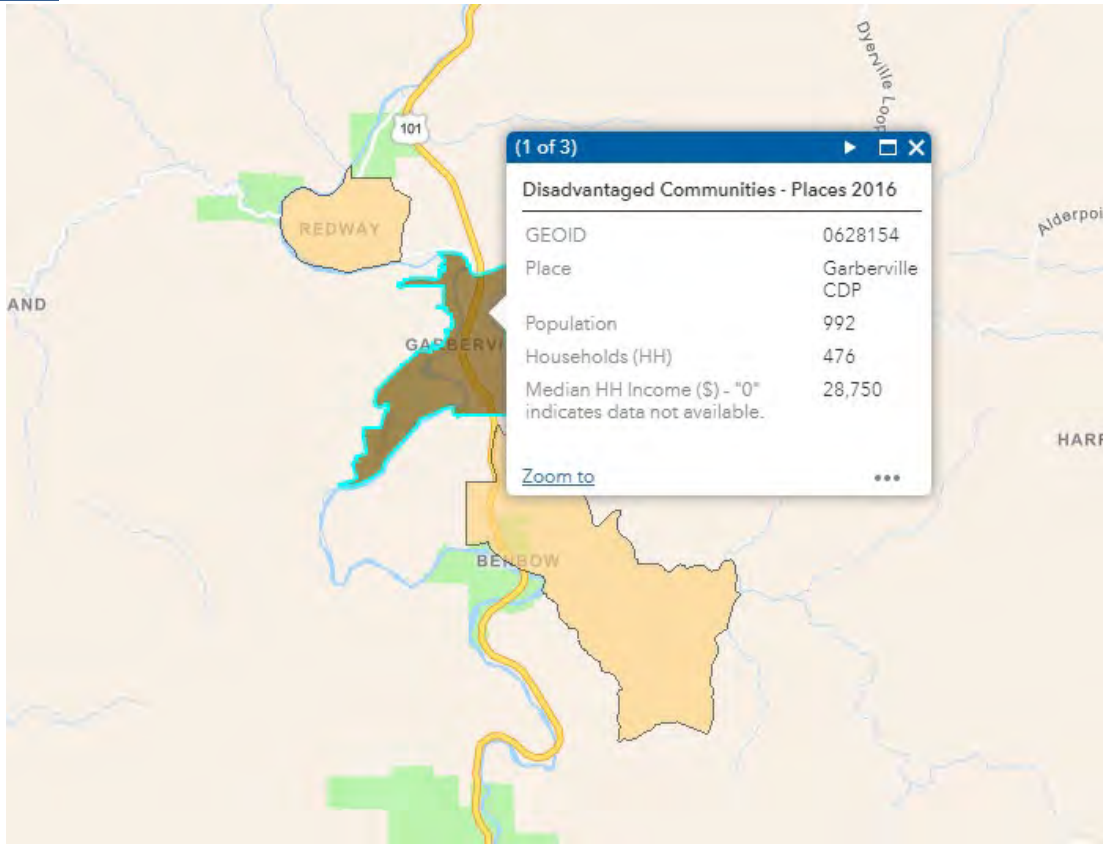


Figure 2. Department of Water Resources WebGIS portal indicates Garberville is a Disadvantaged Community. Retrieved from: <https://gis.water.ca.gov/app/dacs/>

Grant/Funding sources for infrastructure projects:

- Measure Z (County awarded funding)
- State Water Board, Division of Financial Assistance (DFA) funding requests/awards:

Below is a screenshot of what came up in LGTS (internal website available to DFA staff). The ones with agreement dates were executed and were given some sort of funding. The ones ending in 007P and 008P were submitted in October 2019 and were assigned to a project manager last month. The one with 4978-110 was withdrawn and never got funding.

Party	Project Name	Project Number	Contract Number	Agreement Date	Funding Program	ASBA Funded
Garberville Sanitary District	Planning Project - #1	1210008-002P	2007P103	5/26/2008	DWSRF	No
Garberville Sanitary District	Construction SWTR Compliance	1210008-006C	2013C0103	5/10/2013	DWSRF	No
Garberville Sanitary District	Planning Project - #2	1210008-006P	2011P124	4/22/2011	DWSRF	No
Garberville Sanitary District	Hedrows Aerial Waterline Reconstruction Project	1210008-007P			SCG - Drinking	No
Garberville Sanitary District	Robertson and Waller Road Tank Replacement Project	1210008-008P			SCG - Drinking	No
Garberville Sanitary District	Interceptor Relocation	4700-110	01-409	7/14/2003	DWSRF	No
Garberville Sanitary District	Wastewater Treatment Plant Expansion and Inflow and Infiltration Correction	4924-110	08-758	8/13/2009	DWSRF	Yes
Garberville Sanitary District	INFILTRATION AND INFLOW REDUCTION	4978-110			DWSRF	No

Summary:

Division staff investigated the waste allegations for complaint 5955 by reviewing available documents online such as local newspapers, annual reports submitted to the Water Board through the Report Management System (RMS), and GSD's Board meeting notes. These documents provided information between the amount of water diverted from the Eel River and the amount of water that is measured through metered connections. The difference between the water diverted and the water used in 2018 was a little over 15 million gallons of water; each year, this discrepancy varies and is assumed to be lost through the leaky/aging infrastructure.

GSD has completed a water capacity study (Attachment A) and a 10 Year Capital Project Plan (Attachment B), which assess the issue brought up in this complaint investigation. Division staff has researched the available information online which identifies that GSD is aware of their failing infrastructure and GSD actively working towards improving their water distribution system and its efficiency. GSD has recognized that water loss is occurring and has identified 7 major sources which contribute to the loss of water. The 10 Year Capital Project Plan lists 11 projects that could greatly reduce the amount of water lost through the distribution system.

GSD is a disadvantaged community, which means the district does not have the capacity to incur debt sufficient to finance a project to comply with the SDWA (SDWA section 1452(d)(3)) (USEPA n.d.). This means that funding for projects must come from grant or loan opportunities because the revenue paid by rate payers is not sufficient to fund all the projects listed in the 10 Year Capital Project Plan. GSD has a total of 4 employees and has demonstrated multiple efforts to obtaining funding to reduce the water lost in their water distribution system.

This report identifies the steps that GSD has taken to actively reduce the water loss issues through implementation of city ordinances, attempts for additional funding, water study reports, and project outlines to replace failing infrastructure. While the annual reports indicate a substantial amount of water loss through GSD's water infrastructure, the district does not have the necessary resources to fix these issues immediately. As unexpected, more pressing issues arise, it is possible that GSD will not be able to achieve the goals in their 10 Year Capital Project Plan, however, it is important to acknowledge the efforts and progress set forth by GSD.

Division staff concludes that GSD is taking the appropriate steps to prevent waste and unreasonable use. As a result, the Division staff is recommending closure of CalEPA complaint 39893.

References:

Green, N., Panu, N. C., & Kiparsky, M. (2018). Learning from California's Experience with Small Water System Consolidations. <https://doi.org/10.15779/J2BW6Q>

USEPA (n.d.). Retrieved from https://www.epa.gov/sites/production/files/2019-03/documents/assistance_for_small_and_disadvantaged_communities_factsheet_508.pdf

Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: May 19th 2020

The COVID-19 restrictions and operating procedures have inhibited our ability to conduct business as efficiently as we would like because of social distancing and some businesses closed or unable to provide the services we require in a timely manner.

We have also experienced the financial burdens placed on us by Governor Newsom as some customers struggle to make money and pay bills, including GSD service charges. I do not know what the future holds but we are developing plans to address this crisis in a fiscally responsible and efficient manner for our customers.

I am very proud of the GSD staff who continually support each other while providing exceptional service and safe potable water.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 19, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: March 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for March 2020.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue	976,520.00	707,267.30	699,135.88	8,131.42	😊
Total Expenses	1,269,091.00	1,004,605.03	951,115.30	53,489.73	😞
Net Income (excluding Depreciation)	(292,571.00)	(297,337.73)	(251,979.42)	(45,358.31)	😞
Payroll	383,338.00	305,493.41	287,503.39	17,990.02	😞
Repair & Maintenance	48,500.00	69,793.07	36,374.94	33,418.13	😞

As can be seen on the “Statement of Cash Flows Report for Board - March 2020” and the “Balance Sheet Report for Board As of March 2020”:

- Operational revenues are above the budgeted amount by \$4,125.77. Expenses are over budget, and the purchase of the truck has resulted in a significant negative cash flow.
- Net cash **INCREASE** for March is **\$7,770.76**, and the year to date cash **DECREASE** is **\$72,024.64**. The budgeted negative cash flow was **\$46,474**.
- The projected net cash **DECREASE** for this fiscal year is about **\$156,145**.
- Total payments on loans so far this year total **\$87,385.45** of a budgeted year-end total of \$164,903. The projected year-end total loan payments are **\$124,214**.
- Total payroll costs are **\$17,990.02** higher than the YTD budgeted amount.
- The overtime wages are **\$10,384.11** higher than the YTD budgeted amount and are growing.
- Utilities and Fuel are both within tolerance for the budget.

- Expenditures for fixed asset acquisition so far this year total **\$69,431.23** and we have received the payment for the FW pump from SDRMA. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,756.20
Meadows Aerial (Bear Canyon) SRF Grant App & Prelim	10,000	2,605.70
Meadows Sewer Aerial Preliminary Design	5,000	0
Utility Truck	0	40,034.33
Waterline Replacement	0	21,870.00
Utility Trailer	7,000	0
Backhoe (\$150,000) - pmt	30,000	0
Sunnybank Telemetry	10,000	0
Redwood Dr Sewer line Prelim Design (SCR-Calicos + Melville - Cecil's)	10,000	0
CCC SDRMA Claim Payment	-25,000	-20,375.00
CCC Expenses	25,000	1,165.00
Total:	82,000	49,056.23

- The repair and maintenance expenses are \$33,418.13 over the YTD budgeted amount. The overage is because of a water leak at Conger & Redwood that needed to be fixed and the installation of water valves at the location. As of the end of March, \$21,293.07 has been spent above and beyond the entire year's budget for repairs and maintenance. All further spending for this category will be beyond the budget amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

- Statement of Cash Flows - Current Month and Fiscal Year to Date
- Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2019
- Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
- Check Register Report for all checks issued in March 2020

	Mar 20	YTD July - March
OPERATING ACTIVITIES		
Net Income	(31,897.64)	(297,337.73)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	221.25	(3,107.23)
1100 · Accounts Receivable	(7,066.60)	(434.25)
1110 · Accts Receivable Over Payments	5,132.42	5,991.29
1500 · Prepaid Insurance	2,401.01	(7,455.04)
1501 · Prepaid Workers Comp	674.60	(1,542.03)
1510 · Prepaid Licenses and Permits	2,119.01	(6,356.95)
1121 · Payroll Tax Overpayment		(201.93)
2000 · Accounts Payable	(422.47)	1,850.13
20000 · Account Payable		2,100.00
2205 · Accrued Simple		(60.00)
2300 · Service Deposits		1,400.00
Net cash provided by Operating Activities	(28,838.42)	(305,153.74)
INVESTING ACTIVITIES		
Vehicles		(40,034.33)
Accumulated Depreciation-Water	26,170.46	235,534.14
Accumulated Depreciation-Sewer	14,892.96	134,036.64
CIP - Bear Canyon Aerial		(2,605.70)
CIP - Wallan Road Tank		(3,756.20)
CIP - CCC Replace - Insurance		20,375.00
CIP-CL2 Contact Chamber Replace		(1,165.00)
WATER:Distribution		(21,870.00)
Net cash provided by Investing Activities	41,063.42	320,514.55
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(23,630.72)
2605 · RCAC Loan #6200-GSD-02	(4,544.52)	(40,228.40)
2655 · Lease Payable - Copier	90.28	(535.15)
2700 · SRF Loan - Water		(22,991.18)
Net cash provided by Financing Activities	(4,454.24)	(87,385.45)
Net cash increase for period	7,770.76	(72,024.64)
Cash at beginning of period	845,192.55	924,987.95
Cash at end of period	852,963.31	852,963.31

	Jun 30, 19	Mar 31, 20	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	135,036.46	44,453.84	(90,582.62)	
1006 · Umpqua System Reserve - Water	25,738.24	25,803.23	64.99	
1007 · Umpqua System Reserve - Sewer	31,183.83	31,262.56	78.73	
1011 · Water Enterprise Fund	46,680.32	46,798.18	117.86	
1030 · County Treasury - Sewer Reserve	440,039.31	457,007.93	16,968.62	
1031 · County Treasury - Water Reserve	246,071.74	247,206.36	1,134.62	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	198.54	391.70	193.16	
Total Checking/Savings	924,987.95	852,963.31	(72,024.64)	
Accounts Receivable				
11000 · Accounts Receivable - Other	1,415.00	4,522.23	3,107.23	
Total Accounts Receivable	1,415.00	4,522.23	3,107.23	
Other Current Assets				
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,208.29)	(7,199.58)	(5,991.29)	
1100 · Accounts Receivable - Other	97,849.33	98,283.58	434.25	
Total 1100 · Accounts Receivable	96,641.04	91,084.00	(5,557.04)	
1121 · Payroll Tax Overpayment		201.93	201.93	
1500 · Prepaid Insurance	3,342.54	10,797.58	7,455.04	
1501 · Prepaid Workers Comp	0.00	1,542.03	1,542.03	
1502 · Prepaid Expenses	0.00	0.00	0.00	
1510 · Prepaid Licenses and Permits	0.00	6,356.95	6,356.95	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	94,983.58	104,982.49	9,998.91	
Total Current Assets	1,021,386.53	962,468.03	(58,918.50)	
Fixed Assets				
CIP - Bear Canyon Aerial	2,766.06	5,371.76		Grant App.
CIP - Wallan Road Tank	13,789.78	17,545.98	3,756.20	Grant App.
CIP - CCC Replace - Insurance	0.00	(20,375.00)	(20,375.00)	SDRMA Pmt for FWP
CIP-Meas-Z-Fire Hydrant Replace		0.00	0.00	
CIP-CL2 Contact Chamber Replace	0.00	1,165.00	1,165.00	
CIP - Leino Ln		0.00		
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	70,773.43	70,773.43	0.00	
Distribution	2,712,614.17	2,734,484.17	21,870.00	Church St
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,090,498.08	8,112,368.08	21,870.00	
Water System	142,474.97	142,474.97	0.00	

	Jun 30, 19	Mar 31, 20	Difference	Notes
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,387,355.88	2,387,355.88	0.00	
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,831,080.02	5,831,080.02	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	121,205.99	40,034.33	Purch. Utility Truck
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,866,415.30)	(2,101,949.44)	(235,534.14)	
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,124,721.74)	(134,036.64)	
Total Fixed Assets	10,635,802.41	10,331,843.70	(326,876.45)	
TOTAL ASSETS	11,657,188.94	11,294,311.73	(385,794.95)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	15,361.24	1,850.13	
Total Accounts Payable	13,511.11	15,361.24	1,850.13	
Other Current Liabilities				
2300 · Service Deposits	5,100.00	6,500.00	1,400.00	
20000 · Accounts Payable	0.00	2,100.00	2,100.00	
2205 · Accrued Simple	(41.46)	(101.46)	(60.00)	
2230 · Accrued Vacation	25,652.28	25,652.28	0.00	
2250 · Loans Payable - Current Portion	124,124.09	124,124.09	0.00	
Total Other Current Liabilities	154,834.91	158,274.91	3,440.00	
Total Current Liabilities	168,346.02	173,636.15	5,290.13	
Long Term Liabilities				
2500 · N/P - SWRCB	122,974.63	99,343.91	(23,630.72)	1 of 1 pmts
2605 · RCAC Loan #6200-GSD-02	77,272.82	37,044.42	(40,228.40)	9 of 12 pmts
2655 · Lease Payable - Copier	535.15	0.00	(535.15)	9 of 12 pmts
2700 · SRF Loan - Water	1,218,532.74	1,195,541.56	(22,991.18)	1 of 2 pmts
2900 · Less Current Portion	(124,124.09)	(124,124.09)	0.00	
Total Long Term Liabilities	1,295,191.25	1,207,805.80	(87,385.45)	
Total Liabilities	1,463,537.27	1,381,441.95	(82,095.32)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,373,192.52	4,080,715.76	(292,476.76)	
Net Income	(292,476.76)	(297,337.73)	(4,860.97)	
Total Equity	10,210,207.51	9,912,869.78	(297,337.73)	
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,294,311.73	(379,433.05)	

	Current Month Mar. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	25,083.80	222,693.18	222,000.54	300,000.00	692.64
4110 · Commercial	16,763.97	163,490.00	162,800.41	220,000.00	689.59
4150 · Bulk Water Sales	0.00	24.00	0.00	0.00	24.00
Total Water Charges	41,847.77	386,207.18	384,800.95	520,000.00	1,406.23
4200 · Sewer Charges	29,546.90	276,051.60	273,750.03	365,000.00	2,301.57
4300 · Connection Fees	0.00	8,000.00	8,000.00	40,000.00	0.00
4650 · Late Charges	0.00	9,795.00	7,124.95	9,500.00	2,670.05
4700 · Other Operating Revenue	0.00	1,497.87	3,749.95	5,000.00	(2,252.08)
Total Income	71,394.67	681,551.65	677,425.88	939,500.00	4,125.77
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	262.45	350.00	(262.45)
5005 · Bad Debts	0.00	1,942.47	2,624.95	3,500.00	(682.48)
5010 · Bank Charges					
5012 · Merchant Account Fees	238.89	2,307.81	1,949.95	2,600.00	357.86
5010 · Bank Charges - Other	139.20	1,405.27	1,425.06	1,900.00	(19.79)
Total 5010 · Bank Charges	378.09	3,713.08	3,375.01	4,500.00	338.07
5020 · Directors Fees	0.00	1,100.00	1,499.95	2,000.00	(399.95)
5030 · Dues and Memberships	0.00	3,728.22	2,887.56	3,850.00	840.66
5035 · Education and Training	940.43	3,454.75	2,250.00	3,000.00	1,204.75
5036 · Education and Training - B.O.D.	0.00	0.00	225.00	300.00	(225.00)
Insurance					
5040 · Liability	2,401.01	21,454.32	20,216.17	26,954.96	1,238.15
5050 · Workers' Comp	674.60	7,183.86	6,037.48	8,050.00	1,146.38
5055 · Health					
5055.1 · Employee Portion	(607.62)	(5,468.58)	(5,850.00)	(7,800.00)	381.42
5055 · Health - Other	3,439.66	30,374.18	32,850.00	43,800.00	(2,475.82)
Total 5055 · Health	2,832.04	24,905.60	27,000.00	36,000.00	(2,094.40)
Total Insurance	5,907.65	53,543.78	53,253.65	71,004.96	290.13
5060 · Licenses, Permits, and Fees	2,419.01	20,254.07	15,000.03	20,000.00	5,254.04
5065 · Auto	541.14	1,500.68	1,875.06	2,500.00	(374.38)
5070 · Miscellaneous	0.00	0.00	75.06	100.00	(75.06)
5080 · Office Expense	416.25	4,903.90	5,250.06	7,000.00	(346.16)
5085 · Outside Services	501.29	5,387.49	6,487.14	8,650.00	(1,099.65)
5090 · Payroll Taxes	1,905.82	20,995.24	21,913.47	29,218.00	(918.23)
5100 · Postage	245.29	2,110.73	2,100.06	2,800.00	10.67
5110 · Professional Fees					
SWRCB Complaint	2,058.00	10,092.93			10,092.93
5110 · Professional Fees - Other	6,490.49	57,513.24	56,399.94	75,200.00	1,113.30
Total 5110 · Professional Fees	8,548.49	67,606.17	56,399.94	75,200.00	11,206.23
5120 · Property Taxes	0.00	40.89	0.00	50.00	40.89
5125 · Repairs and Maintenance	0.00	29.49	374.94	500.00	(345.45)
5130 · Rents	835.00	8,350.00	8,350.00	10,020.00	0.00
5135 · Retirement	464.43	5,977.25	5,737.50	7,650.00	239.75

	Current Month Mar. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5137 · Supplies	159.67	1,227.12	900.00	1,200.00	327.12
5140 · Telephone	972.47	7,918.49	8,343.72	11,125.00	(425.23)
5145 · Tools	0.00	26.93	1,499.94	2,000.00	(1,473.01)
5150 · Travel and Meetings	0.00	766.13	750.06	1,000.00	16.07
5155 · Utilities	200.22	3,563.31	2,250.00	3,000.00	1,313.31
5160 · Wages					
5165 · Wages - Overtime	511.88	4,251.08	1,499.94	2,000.00	2,751.14
5160 · Wages - Other	9,764.73	104,983.38	120,915.00	161,220.00	(15,931.62)
Total 5160 · Wages	10,276.61	109,234.46	122,414.94	163,220.00	(13,180.48)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	2,000.00	0.00
Total Administrative and General	34,711.86	327,374.65	326,100.49	435,737.96	1,274.16
Sewage Collection					
6010 · Fuel	235.71	2,305.43	2,115.90	2,821.25	189.53
6030 · Repairs and Maintenance	2,452.99	11,522.29	6,000.03	8,000.00	5,522.26
6040 · Supplies	0.00	944.31	2,250.00	3,000.00	(1,305.69)
6050 · Utilities	298.17	2,222.25	3,750.03	5,000.00	(1,527.78)
6060 · Wages					
6065 · Wages - Overtime Sewer Collect	42.00	4,059.00	1,500.03	2,000.00	2,558.97
6060 · Wages - Other	3,226.58	23,701.88	22,500.00	30,000.00	1,201.88
Total 6060 · Wages	3,268.58	27,760.88	24,000.03	32,000.00	3,760.85
Total Sewage Collection	6,255.45	44,755.16	38,115.99	50,821.25	6,639.17
Sewage Treatment					
6075 · Fuel	235.71	2,305.43	2,115.90	2,821.25	189.53
6080 · Monitoring	670.00	3,362.50	5,249.97	7,000.00	(1,887.47)
6100 · Repairs and Maintenance	11.30	6,556.41	7,499.97	10,000.00	(943.56)
6110 · Supplies	0.00	5,170.41	7,125.03	9,500.00	(1,954.62)
6120 · Utilities	820.16	7,402.02	6,900.03	9,200.00	501.99
6130 · Wages					
6135 · Wages - Overtime Sewer Treat	0.00	528.00	749.97	1,000.00	(221.97)
6130 · Wages - Other	2,653.84	35,604.35	18,749.97	25,000.00	16,854.38
Total 6130 · Wages	2,653.84	36,132.35	19,499.94	26,000.00	16,632.41
Total Sewage Treatment	4,391.01	60,929.12	48,390.84	64,521.25	12,538.28
Water Trans and Distribution					
7075 · Fuel	235.71	2,305.43	2,115.90	2,821.25	189.53
7090 · Repairs and Maintenance	2,661.43	45,592.59	11,250.00	15,000.00	34,342.59
7100 · Supplies	0.00	3,613.16	9,000.00	12,000.00	(5,386.84)
7110 · Utilities	427.89	4,272.81	6,900.03	9,200.00	(2,627.22)
7120 · Wages					
7125 · Wages - Overtime Water Tr&Dist	84.00	8,330.00	3,750.03	5,000.00	4,579.97
7120 · Wages - Other	4,591.67	33,946.83	22,500.00	30,000.00	11,446.83
Total 7120 · Wages	4,675.67	42,276.83	26,250.03	35,000.00	16,026.80
Total Water Trans and Distribution	8,000.70	98,060.82	55,515.96	74,021.25	42,544.86
Water Treatment					
7020 · Fuel	235.71	2,305.58	2,115.90	2,821.25	189.68
7010 · Monitoring	130.00	2,807.50	2,625.03	3,500.00	182.47
7015 · Outside Services	740.00	740.00			740.00
7030 · Repairs and Maintenance	0.00	6,092.29	11,250.00	15,000.00	(5,157.71)

	Current Month Mar. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	664.59	8,525.54	10,500.03	14,000.00	(1,974.49)
7050 · Utilities	3,489.77	34,592.45	34,499.97	46,000.00	92.48
7060 · Wages					
7065 · Wages - Overtime Water Treatment	404.00	5,216.00	4,500.00	6,000.00	716.00
7060 · Wages - Other	2,946.43	25,810.94	30,150.00	40,200.00	(4,339.06)
Total 7060 · Wages	3,350.43	31,026.94	34,650.00	46,200.00	(3,623.06)
Total Water Treatment	8,610.50	86,090.30	95,640.93	127,521.25	(9,550.63)
Total Expense	61,969.52	617,210.05	563,764.21	752,622.96	53,445.84
Net Ordinary Income	9,425.15	64,341.60	113,661.67	186,877.04	(49,320.07)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	13,494.39	12,750.00	25,500.00	744.39
8020 · Unsecured	0.00	1,028.56	1,900.00	1,900.00	(871.44)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	222.39	125.00	250.00	97.39
8035 · Supplemental - Prior Years	0.00	53.49	25.00	50.00	28.49
Total Property Tax Revenue	0.00	14,798.83	14,805.00	27,710.00	(6.17)
8060 · Interest Income	18.92	3,412.67	6,750.00	9,000.00	(3,337.33)
8070 · Other Non-Operating Revenue	0.00	7,350.83			7,350.83
9030 · Homeowners' Tax Relief	0.00	153.32	155.00	310.00	(1.68)
Total Other Income	18.92	25,715.65	21,710.00	37,020.00	4,005.65
Other Expense					
9010 · Other Expenses	105.00	13,037.11			13,037.11
9040 · Depreciation	41,063.42	369,570.78	378,749.97	505,000.00	(9,179.19)
9050 · Interest Expense	173.29	4,787.09	8,601.12	11,468.04	(3,814.03)
Total Other Expense	41,341.71	387,394.98	387,351.09	516,468.04	43.89
Net Other Income	(41,322.79)	(361,679.33)	(365,641.09)	(479,448.04)	3,961.76
Net Income	(31,897.64)	(297,337.73)	(251,979.42)	(292,571.00)	(45,358.31)
9040 · Depreciation	41,063.42	369,570.78	378,749.97	505,000.00	(9,179.19)
Net Income excluding Depreciation	9,165.78	72,233.05	126,770.55	212,429.00	(54,537.50)

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Date	Num	Memo	Amount
101 Netlink			
03/23/2020	10401		-185.00
Total 101 Netlink			-185.00
3T Equipment Company Inc.			
03/19/2020	10397		-185.70
Total 3T Equipment Company Inc.			-185.70
Amazon.com			
03/02/2020	DBT		-48.62
Total Amazon.com			-48.62
Blue Star Gas			
03/30/2020	10411		-63.76
Total Blue Star Gas			-63.76
Brian Miller			
03/17/2020	10387		-3.59
Total Brian Miller			-3.59
Capital Bank & Trust			
03/04/2020	EFT	025158148	-233.80
03/04/2020	EFT	557880519	-707.35
03/18/2020	EFT	025158148	-230.63
03/18/2020	EFT	557880519	-784.20
Total Capital Bank & Trust			-1,955.98
CSDA			
03/02/2020	DBT		-625.00
03/09/2020	DBT		-65.00
Total CSDA			-690.00
CUMMINS PACIFIC LLC.			
03/12/2020	10383		-856.17
Total CUMMINS PACIFIC LLC.			-856.17
Dazey's Building Center			
03/23/2020	10402		-160.71
03/23/2020	DBT		-111.05
03/23/2020	DBT	VOID: Duplicate Entry	0.00
Total Dazey's Building Center			-271.76
DialMyCalls			
03/23/2020	DBT		-100.00
Total DialMyCalls			-100.00
EDD			
03/04/2020	EFT	499-0538-3	-33.73
03/04/2020	EFT	499-0538-3	-557.47
03/18/2020	EFT	499-0538-3	-565.45
03/18/2020	EFT	499-0538-3	-18.85
Total EDD			-1,175.50
Emerald Technologies			
03/09/2020	10380		-129.00
Total Emerald Technologies			-129.00

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Date	Num	Memo	Amount
Federal License Management			
03/24/2020	DBT		-100.00
03/24/2020	DBT		-100.00
03/24/2020	DBT		-100.00
Total Federal License Management			-300.00
Fluentstream Tech			
03/09/2020	10381		-114.33
Total Fluentstream Tech			-114.33
Frontier Communications			
03/05/2020	10378		-369.90
03/23/2020	10403		-68.98
Total Frontier Communications			-438.88
Glacier Water Vending			
03/18/2020	DBT		-2.35
03/18/2020	DBT		-2.35
03/18/2020	DBT		-2.35
Total Glacier Water Vending			-7.05
HughesNet			
03/13/2020	DBT		-104.29
Total HughesNet			-104.29
Humboldt County Assessor			
03/05/2020	10379		-48.20
Total Humboldt County Assessor			-48.20
I.M.S. Consulting			
03/17/2020	10391		-500.00
03/25/2020	10410		-240.00
Total I.M.S. Consulting			-740.00
IRS			
03/04/2020	EFT	68-0296323	-2,856.60
03/18/2020	EFT	68-0296323	-2,865.88
Total IRS			-5,722.48
Jennie Short			
03/24/2020	10409		-5,420.05
Total Jennie Short			-5,420.05
KEENAN SUPPLY			
03/17/2020	10388		-475.65
Total KEENAN SUPPLY			-475.65
Lori Ruiz			
03/23/2020	10404		-100.00
Total Lori Ruiz			-100.00
NAPA			
03/04/2020	10367		-36.39
Total NAPA			-36.39

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Date	Num	Memo	Amount
North Coast Laboratories Ltd.			
03/05/2020	10377		-830.00
03/23/2020	10405	VOID:	0.00
03/30/2020	10413		-645.00
Total North Coast Laboratories Ltd.			-1,475.00
Owsley Electric			
03/17/2020	10389		-225.00
Total Owsley Electric			-225.00
PG&E			
03/12/2020	10384		-5,466.79
Total PG&E			-5,466.79
Pitney Bowes Purchase Power			
03/19/2020	10398		-245.29
Total Pitney Bowes Purchase Power			-245.29
Ralph Emerson			
03/30/2020	10412		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
03/13/2020	10386		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
03/03/2020	10469		-99.63
03/31/2020			-136.93
Total Redwood Merchant Services			-236.56
RENNER			
03/10/2020	DBT		-942.84
Total RENNER			-942.84
Resort at Squaw Creek Lake Tahoe			
03/02/2020	DBT		-250.43
Total Resort at Squaw Creek Lake Tahoe			-250.43
Rural Community Assistance Program			
03/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
SDRMA			
03/04/2020	10368		-328.66
03/09/2020	10376		-3,111.00
Total SDRMA			-3,439.66
Sentry III Center			
03/04/2020	10369		-835.00
Total Sentry III Center			-835.00
Streamline Inc			
03/09/2020	10382		-100.00
Total Streamline Inc			-100.00

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Date	Num	Memo	Amount
The Mitchell Law Firm, LLP			
03/19/2020	10399		-1,581.00
Total The Mitchell Law Firm, LLP			-1,581.00
Umpqua Bank			
03/15/2020	10468		-156.70
Total Umpqua Bank			-156.70
US Cellular			
03/04/2020	10370		-269.75
Total US Cellular			-269.75
USABLUBOOK			
03/23/2020	10406		-559.01
Total USABLUBOOK			-559.01
Van Meter Construction			
03/19/2020	10400		-4,600.00
Total Van Meter Construction			-4,600.00
Wyatt & Whitchurch, E.A. Inc.			
03/12/2020	10385		-435.00
Total Wyatt & Whitchurch, E.A. Inc.			-435.00
WYCKOFF'S Inc			
03/17/2020	10390		-116.37
Total WYCKOFF'S Inc			-116.37
Arreguin, Daniel J			
03/04/2020	10371		-2,527.58
03/18/2020	10392		-2,536.60
Total Arreguin, Daniel J			-5,064.18
Emerson, Ralph K			
03/04/2020	10372		-2,455.81
03/18/2020	10393		-2,455.81
Total Emerson, Ralph K			-4,911.62
Miller, Brian A			
03/04/2020	10373		-1,805.30
03/18/2020	10394		-1,872.78
Total Miller, Brian A			-3,678.08
Nieto, Mary			
03/04/2020	10374		-1,369.07
03/18/2020	10395		-1,339.21
Total Nieto, Mary			-2,708.28
Ruiz, Ricardo			
03/04/2020	10375		-493.94
03/18/2020	10396		-277.70
Total Ruiz, Ricardo			-771.64
Ian Spindler			
03/23/2020	10408		-72.86
Total Ian Spindler			-72.86
TOTAL			-62,093.27

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

Date of Meeting: April 28, 2020

**Closed Session: 5:00 P.M.
Regular (Open) Session: 5:45 P.M.**

IMPORTANT MEETING PARTICIPATION NOTICE:

TELECONFERENCE MEETING

Following the Direction of Governor Newsom in stopping the spread of the COVID-19 virus, the Board Meeting referenced in this Agenda will be conducted through teleconference. Members of the public are encouraged to participate. In order to participate, please call the following teleconference phone number: **(916) 588-9668** at/prior to the meeting start time. When prompted, please enter **2451** (then press #), the password is **1234** (then press #). You are encouraged to join the conference line prior to the meeting start time in the event of conferencing difficulties. Please remain on the line quietly until public comment is called.

CLOSED SESSION AGENDA

5:00 P.M.

I. CALL TO ORDER

@ 5:00 p.m.

A.1 **ESTABLISHMENT OF QUORUM:**

Rio Anderson, Linda Brodersen, Doug Bryan, Julie Lyon, Dan Thomas -PRESENT

A.2 **PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

A.3 **CLOSED SESSION DISCUSSION ANNOUNCEMENT:**

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, and license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

- a. Conference with Legal Counsel – Anticipated Litigation
Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2):
(1 potential case) Claimant California State Water Resources Control Board, Bulk Water Sales

A.4 **RECESS INTO CLOSED SESSION:** (Private Call-In Line Will Be Used by Board and Legal Counsel).

A.5 REPORT OUT OF CLOSED SESSION.

No action was taken during the closed session.

REGULAR MEETING AGENDA

5:45 P.M.

II. REGULAR MEETING CALLED TO ORDER

@ 5:45 p.m.

III. APPROVAL OF AGENDA

Motion: Rio Anderson

Second: Dan Thomas

Roll Call Vote: 4-0

Note: Julie Lyon left the board meeting after the closed session agenda item.

IV. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Teleconference Audience-

Kristin Vogel

Ed Voice

Carolyn Bourassa

Tanya Stevens

Jennie Short

Keith Easthouse

Richard Thompson

V. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- Julie and Linda participated in the budget meeting with Ralph, Jennie and Mary.

Correspondence- 0

General Manager—Ralph Emerson Pg. 6

There has been a small reduction in the amount of water treated compared to last year at this time.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date—February 2020-financials - pg. 7-18

- A.2 Approve Date: March 24, 2020 Regular Meeting Minutes – pg. 19-21
A.3 Operations Safety Report – pg. 22-23

Motion: Doug Bryan Second: Rio Anderson Roll Call Vote: 4-0

B. GENERAL BUSINESS – *Action items*

- B.1 Proposition 218 Public Hearing: Proposed Water and Sewer Rate Adjustments and Changes to the District’s Water and Sewer Rate Calculation Methodology - Continuance of Public Hearing
(Discussion—Action requested): Resolution #20-005, Continuing Hearing

Motion: Doug Bryan Second: Dan Thomas Roll Call Vote: 4-0
Motion Carried. The District is requesting to continue the public hearing until the next board meeting May 19, 2020.

- B.2 Replace Copier-Printer
(Report from Mary—information only)

Total Cash Price \$6,239.89
The copier is a nice upgrade from the previous copier.

- B.3 Project—Grant Funding Update
(Discussion-possible action)
The District has sent in 3 applications for grant funding. Two of the projects were combined into one application.

- B.4 SHCP Water Service Update
(Discussion-possible action)

- B.5 Request for Water Service—Emerald Holdings, LLC
(Discussion-possible action)

Motion: Rio Anderson Second: Dan Thomas Roll Call Vote: 4-0

This account will be moved to a multi-use rate or a new meter will be required to separate Commercial water use from Residential.

C. POLICY REVISION/ADOPTION

- C.1 Sec 9.5 Payment of Bills—Discontinuance of Service Ordinance.
(Discussion—No action) 2nd reading—Resolution #20-002

Motion: Dan Thomas Second: Doug Bryan Roll Call Vote: 4-0

- C.2 Sec 4.9 Service Connections
(Discussion—No action) 2nd reading

Bring Back

C.3 Drought Contingency Plan--
(Discussion—No action) 1st reading
Clean up and add the District email.

C.4 Personnel Policy-Employee vacation, personal and sick days Policy
(Discussion—No action) 1st reading--information at meeting

Bring Back

VII. ITEMS FOR NEXT BOARD MEETING

1. 2020-2021 Budget
2. Public Hearing for Rate changes
3. Service Connection Ordinance Sec4.9
4. Drought Contingency Plan
5. *JUS Online Payment Options*

Next Board Meeting May 19, 2020

VIII. ADJOURNMENT

@ 7:00 p.m

Heat Stress for Public Employees

SEEING RED





GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: May 19, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: 2020 Water and Sewer Rate Study - Prop 218 Public Hearing

GENERAL OVERVIEW

Due to the continuing COVID-19 limitations on public meetings, this public hearing will need to be continued again. The Board will accept oral comments during the meeting via the teleconference access if a member of the public would like to comment, but receipt of written protests and counting the protests cannot occur until a public meeting may be held.

RECOMMENDED ACTIONS

Continue the Public Hearing

ATTACHMENTS

None

**ATTESTATION OF AUTHORIZED REPRESENTATIVE OF
PAYCHECK PROTECTION PROGRAM APPLICANT**

On behalf of the entity set forth below (the "Applicant"), and in connection with an application submitted to Umpqua Bank (the "Lender") by the Applicant for a loan (the "Loan") subject to the Coronavirus, Aid, Relief and Economic Security Act (CARES Act), Pub. Law 116-136, 134 Stat. 281 (2020) (the "CARES Act") and the terms of the Paycheck Protection Program of the U.S. Small Business Administration's ("SBA") 7(a) Loan Program, I hereby submit to the Lender documentation (collectively, the "Documentation"):

- (i) demonstrating that Applicant had employees for whom the borrower under the Loan paid salaries and payroll taxes on or around February 15, 2020;
- (ii) demonstrating the dollar amount of average monthly payroll costs for the preceding calendar year;
- (iii) verifying the eligibility of Applicant for the Loan under the SBA's rules; or
- (iv) verifying the number of full-time equivalent employees on the Applicant's payroll as well as the dollar amounts of payroll costs, covered mortgage interest payments, covered rent payments, and covered utilities.

By signing below, I make the following representations, authorizations, and certifications:

- (i) I certify that the information provided in the Documentation is true and accurate in all material respects.
- (ii) I understand that knowingly making a false statement to obtain a guaranteed loan from SBA is punishable under the law, including under 18 USC 1001 and 3571 by imprisonment of not more than five years and/or a fine of up to \$250,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.
- (iii) I acknowledge that the Lender will confirm the eligible loan amount using the Documentation and rely on the Documentation to make certifications to the SBA.
- (iv) I understand, acknowledge and agree that the Lender can share any tax information that I have provided with SBA's authorized representatives, including authorized representatives of the SBA Office of Inspector General, for the purpose of compliance with SBA Loan Program Requirements and all SBA reviews.

Terms used in this Attestation have the meanings provided in the CARES Act or the SBA's rules applicable to the Paycheck Protection Program.

Signature of Authorized Representative of Applicant

Title

Date: _____

Name: _____

CERTIFICATION REGARDING BENEFICIAL OWNERS OF LEGAL ENTITY CUSTOMERS

Business Name:	
Bank Name: Umpqua Bank	Store or Dept Name:
Associate Name:	Date:
Associate Phone:	Store Number or Cost Center:

I. GENERAL INSTRUCTIONS

What is this form?

To help the government fight financial crime, federal regulation requires certain financial institutions to obtain, verify, and record information about the beneficial owners of legal entity customers. Legal entities can be abused to disguise involvement in terrorist financing, money laundering, tax evasion, corruption, fraud, and other financial crimes. Requiring the disclosure of key individuals who ultimately own or control a legal entity (i.e., the beneficial owners) helps law enforcement investigate and prosecute these crimes.

Who has to complete this form?

This form must be completed by the person opening a new account on behalf of a legal entity with any of the following U.S. financial institutions: (i) a bank or credit union; (ii) a broker or dealer in securities; (iii) a mutual fund; (iv) a futures commission merchant; or (v) an introducing broker in commodities. For the purposes of this form, a legal entity includes a corporation, limited liability company, partnership, and any other similar business entity formed in the United States or a foreign country.

What information do I have to provide?

This form requires you to provide the name, address, date of birth and social security number (or passport number or other similar information, in the case of foreign persons) for the following individuals (i.e., the beneficial owners): (i) Each individual, if any, who owns, directly or indirectly, 25 percent or more of the equity interests of the legal entity customer (e.g., each natural person that owns 25 percent or more of the shares of a corporation); and (ii) An individual with significant responsibility for managing the legal entity customer. The financial institution may also ask to see a copy of a driver's license or other identifying document for each beneficial owner listed on this form.

II. CERTIFICATION OF BENEFICIAL OWNER(S)

Umpqua Bank may ask to see a physical copy of a driver's license or other identifying document for each beneficial owner listed on this form.

By signing this form, customer agrees to notify the Bank in writing of any change in information referenced below.

Persons opening an account on behalf of a legal entity must provide the following information:

- a. Name and title of natural person opening account or requesting a change:

Name:	Title:
-------	--------

- b. Name and physical address of legal entity for which the account is being opened:

Name:	TIN:
Physical Address:	

Beneficial Owner Information: Individual(s) with Ownership

- c. The following information identifies each individual/trustee, if any, who, directly or indirectly, through any contract, arrangement, understanding, relationship or otherwise, owns 25 percent or more of the equity interests of the legal entity listed above (if no individual meets this definition, mark "Not Applicable"):

Not Applicable – No individuals own 25 percent or more of the entity listed above.

Beneficial Owner 1 Information (_____ % of ownership):

Name:	Date of Birth:
Physical Address (Residential):	Social Security Number:
	<i>(For Foreign Persons – Complete a W-8.)</i>
	Phone (optional) :
Primary Identification	
State &Type:	Issue Date:
Number:	Expiration Date:

Beneficial Owner 2 Information (_____ % of ownership):

Name:	Date of Birth:
Physical Address (Residential):	Social Security Number:
	<i>(For Foreign Persons – Complete a W-8.)</i>
	Phone (optional):
Primary Identification	
State &Type:	Issue Date:
Number:	Expiration Date:

Beneficial Owner 3 Information (_____ % of ownership):

Name:		Date of Birth:
Physical Address (Residential):		Social Security Number:
		<i>(For Foreign Persons – Complete a W-8.)</i>
		Phone (optional):
Primary Identification		
State &Type:		Issue Date:
Number:		Expiration Date:

Beneficial Owner 4 Information (_____ % of ownership):

Name:		Date of Birth:
Physical Address (Residential):		Social Security Number:
		<i>(For Foreign Persons – Complete a W-8.)</i>
		Phone (optional):
Primary Identification		
State &Type:		Issue Date:
Number:		Expiration Date:

Individual with Control

- d. The following information is for a single individual with significant responsibility to control, manage, or direct the legal entity customer. If appropriate, the same individual may be listed under section c and d.

Individual with Control Information:

Name:		Date of Birth:
Physical Address (Residential or Business Street Address):		Social Security Number:
		<i>(For Foreign Persons – Complete a W-8.)</i>
		Phone (optional):
Primary Identification		
State &Type:		Issue Date:
Number:		Expiration Date:

I, _____ *(name of person opening account or requesting a change)*, hereby certify, to the best of my knowledge, that the information provided above is complete and correct.

If the undersigned will scan a copy of this Certification Regarding Beneficial Ownership of Legal Entity form to Umpqua Bank, the undersigned acknowledges that the scan is a true copy of the original Certification Regarding Beneficial Ownership of Legal Entity form and the undersigned's signature is his or her own.

Signature: _____ Date: _____

FID - Revised 7/15/2019



RESOLUTION 20-006

THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO AUTHORIZE THE GARBERVILLE SANITARY DISTRICT BOARD CHAIR PERSON, LINDA BRODERSEN TO SIGN THE CARES ACT PPP LOAN APPLICATION ON BEHALF OF THE DISTRICT

A. WHEREAS, It has been determined that the Garberville Sanitary District authorizes Linda Brodersen (Board Chair person) to sign the CARES Act PPP loan application documents on behalf of the District.

B. WHEREAS, Resolution 20-006 will allow the Board Chair Person to represent the District in securing CARES Act funding between Umpqua Bank and Garberville Sanitary District.

C. WHEREAS, The adaption of Resolution 20-006 will take effect immediately and will be binding for securing funding between Umpqua Bank and the CARES Act-PPP funding.

RESOLUTION 20-006

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF GARBERVILLE SANITARY DISTRICT AUTHORIZE LINDA BRODERSEN AS THE GARBERVILLE SANITARY DISTRICT BOARD CHAIR PERSON TO SIGN ALL DOCUMENTS REGARDING THE CARES ACT, PPP LOAN AND UMPQUA BANK

RESOLUTION 20-006 WAS PASSED, APPROVED AND ADOPTED THIS 19th DAY OF MAY 2020 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Broderson, Board President

ATTEST:

Ralph Emerson, General Manager



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 19, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: Draft FY 2020/21 Budget

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

Attached is a draft of the proposed fiscal year 2020/21 budget for the District. Staff has made several iterations of this budget. It was then presented to the budget committee for review and comment on April 20, 2020. The budget committee's recommended changes have been incorporated, and the estimates have been updated based upon additional information received since the budget committee meeting.

Very little expenditure for capital assets are planned to be paid for directly "out of pocket" this year:

Description	Amount
Unspecified Assets	\$25,000
Robertson & Wallen Tank Replacement Coordination for SRF Grant Application	2,000
Meadows/Meredith Ln Sewer Aerial Alternatives for funding consideration	5,000
Utility Trailer	7,000
Headworks Pump Controls	10,000
Sunnybank Sewer Pump Station Telemetry	5,000
Total	\$54,000

The planning phase of the Bear Canyon Aerial Waterline replacement project is proposed to be partially financed:

Description	Principle	Term	Interest Rate	Annual Payment
Bear Canyon Aerial Waterline Design, Environmental & Permitting *	\$60,000	5yr	0%	\$12,000.00
Total	\$60,000			\$12,000.00

* This item is dependent upon receipt of a \$240,000 grant from SWRCB DDW SRF program

The final payment for the Alderpoint Road Water Tank to RCAC will be made in November 2020. That frees up some operational cash to use for other assets.

An overall increase in payroll related expenses due to raises and additional hours worked by operators is estimated at \$40,700 more than the 2019/20 budget amount.

- Repairs and maintenance line items total \$65,000 this year, which is \$20,000 less than the amount spent so far this year. Most other expenses remain steadily climbing with the rate of inflation or are a given amount based upon service.
- General Liability, Errors & Omissions, Employee & Public Officials Dishonesty insurance went up \$11,000 for a total annual insurance premium increase of 56% this year.
- Since the reimbursement from SDRMA for the replacement of the finished water pump at the treatment plant was received in the 2019-20 fiscal year, and the payment for the pump likely won't be until after July 1st, the \$20,375 payment makes the cash flow for FY 2020-21 appear lower than it otherwise would be.
- A senior low-income discount program was previously adopted but never funded. This year the proposed budget sets aside \$3,600 (20 customers x \$15/mo. x 12 mo.) for the discount program. This will be on a first-come first-served basis for the first 20 eligible customers. The revenue source for this program is the interest income line item.

The revenues contained in the proposed draft budget are broken out into two parts: 1.) the amount under current water and sewer rates and 2.) the anticipated increase in revenue should the recommended rates be adopted by the Board and be implemented for 9 of 12 months this year. Should a rate increase not be adopted, the estimated cash flow for the budget would be negative \$111,116 instead of positive \$17,509. This large of a negative cash flow on top of the projected FY19/20 negative cash flow of \$156,055 would bring our reserve account balance well below the \$700,000 minimum set by the Board.

There are a number of {hopefully} conservative estimates that have been included in this budget to address the existing impacts of COVID19 and the unknown timing for removal of the shelter in place orders and of moving through the various phases of the reopening process:

- Estimates for amounts of accounts receivable that won't be paid for by customers that have been impacted by COVID-19 have been included in the budget.
 - \$20,000 in AR for F/Y 2019-20 will not be received and will eventually need to be written off.
 - \$10,000 in AR for F/Y 2020-21 will not be received and will eventually need to be written off.
- If water production quantities remain the same, commercial water revenue will be \$10,000 less than normal due to less water use with COVID-19 business closures and limitations in FY 20/21; and \$10,000 for FY 19/20
- Commercial sewer revenue will be \$8,000 less than normal due to COVID-19 business closures and limitations in FY 20/21
- No Paycheck Protection Program loan/grant income is included in the FY 19/20 final projections - should this come through it will change the estimated cash flow to be less negative than it currently is

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

ATTACHMENTS

1. Combined Revenue and Expense Report for Budgeting
2. Statement of Cash Flows - FY 2019/20 Projections and FY 2020/21 Proposed
3. Fiscal Year 2020/21 Payroll Projection for Initial Budget
4. Summary of Loan Payments for FY 20/21 and 19/20

	FY 19-20 Adopted Budget	FY 19-20 YTD 8 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 DRAFT Budget
Ordinary Income/Expense					
Water Charges					
4100 · Residential	300,000.00	222,693.18	295,000.00	(5,000.00)	300,000.00
4100 · + Rate - Residential					40,125.00
4110 · Commercial	220,000.00	163,490.00	215,000.00	(5,000.00)	210,000.00
4110 · + Rate - Commercial					24,375.00
4150 · Bulk Water Sales	-	24.00	25.00	25.00	-
Total Water Charges	520,000.00	386,207.18	510,025.00	(9,975.00)	574,500.00
4200 · Sewer Charges	365,000.00	276,051.60	365,000.00	-	357,000.00
4200 · + Rate - Sewer					64,125.00
4300 · Connection Fees	40,000.00	8,000.00	16,000.00	(24,000.00)	24,000.00
4650 · Late Charges	9,500.00	9,795.00	9,800.00	300.00	10,000.00
4700 · Other Operating Revenue	5,000.00	1,497.87	6,500.00	1,500.00	5,000.00
Total Income	939,500.00	681,551.65	907,325.00	(32,175.00)	1,034,625.00
Expense	939,500.00	681,551.65	907,325.00	(32,175.00)	1,034,625.00
Administrative and General					
5000 · Advertising	350.00	-	350.00	-	350.00
5005 · Bad Debts	3,500.00	1,942.47	2,850.00	(650.00)	3,500.00
5010 · Bank Charges					-
5012 · Merchant Account Fees	2,600.00	2,307.81	3,000.00	400.00	3,000.00
5010 · Bank Charges - Other	1,900.00	1,405.27	2,000.00	100.00	2,000.00
Total 5010 · Bank Charges	4,500.00	3,713.08	5,000.00	500.00	5,000.00
5020 · Directors Fees	2,000.00	1,100.00	2,000.00	-	2,000.00
5025 · Discount Program					3,600.00
5030 · Dues and Memberships	3,850.00	3,728.22	4,000.00	150.00	4,000.00
5035 · Education and Training	3,000.00	3,454.75	3,000.00	-	3,000.00
5036 · Education and Training - B.O.D.	300.00	-	100.00	(200.00)	300.00
Insurance					
5040 · Liability	26,954.96	21,454.32	28,500.00	1,545.04	41,965.14
5050 · Workers' Comp	8,050.00	7,183.86	9,800.00	1,750.00	9,240.00
5055 · Health					
5055.1 · Employee Portion	(7,800.00)	(5,468.58)	(7,300.00)	500.00	(7,300.00)
5055 · Health - Other	43,800.00	30,374.18	40,500.00	(3,300.00)	40,435.00
Total 5055 · Health	36,000.00	24,905.60	33,200.00	(2,800.00)	33,135.00
Total Insurance	71,004.96	53,543.78	71,500.00	495.04	84,340.14
5060 · Licenses, Permits, and Fees	20,000.00	20,254.07	25,000.00	5,000.00	24,500.00
5065 · Auto	2,500.00	1,500.68	2,000.00	(500.00)	2,000.00
5070 · Miscellaneous	100.00	-	100.00	-	100.00
5080 · Office Expense	7,000.00	4,903.90	7,000.00	-	7,000.00
5085 · Outside Services	8,650.00	5,387.49	7,500.00	(1,150.00)	8,650.00
5090 · Payroll Taxes	29,218.00	20,995.24	29,000.00	(218.00)	30,770.00
5100 · Postage	2,800.00	2,110.73	2,800.00	-	2,800.00
5110 · Professional Fees	75,200.00			(75,200.00)	
SWRCB Complaint		10,092.93	9,000.00		
5110 · Professional Fees - Other		57,513.24	75,200.00		81,200.00
Total 5110 · Professional Fees	75,200.00	67,606.17	84,200.00	9,000.00	
5120 · Property Taxes	50.00	40.89	50.00		50.00

	FY 19-20 Adopted Budget	FY 19-20 YTD 8 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 DRAFT Budget
5125 · Repairs and Maintenance	500.00	29.49	100.00		500.00
5130 · Rents	10,020.00	8,350.00	10,020.00	-	10,020.00
5135 · Retirement	7,650.00	5,977.25	8,300.00	650.00	8,025.00
5137 · Supplies	1,200.00	1,227.12	1,800.00	600.00	1,200.00
5140 · Telephone	11,125.00	7,918.49	10,500.00	(625.00)	11,125.00
5145 · Tools	2,000.00	26.93	100.00	(1,900.00)	2,000.00
5150 · Travel and Meetings	1,000.00	766.13	1,200.00	200.00	1,000.00
5155 · Utilities	3,000.00	3,563.31	5,400.00	2,400.00	5,500.00
5160 · Wages					
5165 · Wages - Overtime	2,000.00	4,251.08	5,500.00	3,500.00	3,500.00
5160 · Wages - Other	161,220.00	104,983.38	145,000.00	(16,220.00)	166,545.00
Total 5160 · Wages	163,220.00	109,234.46	150,500.00	(12,720.00)	170,045.00
5170 · Vacation Accrual Adjustment	2,000.00	-	2,000.00	-	3,000.00
Total Administrative and General	435,737.96	327,374.65	436,370.00	632.04	475,575.14
Sewage Collection					
6010 · Fuel	3,220.00	2,305.43	3,000.00	(220.00)	3,000.00
6030 · Repairs and Maintenance	8,000.00	11,522.29	16,000.00	8,000.00	15,000.00
6040 · Supplies	3,000.00	944.31	2,000.00	(1,000.00)	3,000.00
6050 · Utilities	5,000.00	2,222.25	3,000.00	(2,000.00)	3,000.00
6060 · Wages					
6065 · Wages - Overtime Sewer Colle	2,000.00	4,059.00	6,000.00	4,000.00	4,000.00
6060 · Wages - Other	30,000.00	23,701.88	31,000.00	1,000.00	33,180.00
Total 6060 · Wages	32,000.00	27,760.88	37,000.00	5,000.00	37,180.00
Total Sewage Collection	51,220.00	44,755.16	61,000.00	9,780.00	61,180.00
Sewage Treatment					
6075 · Fuel	2,990.00	2,305.43	2,990.00	-	3,000.00
6080 · Monitoring	7,000.00	3,362.50	4,000.00	(3,000.00)	7,000.00
6100 · Repairs and Maintenance	10,000.00	6,556.41	10,000.00	-	15,000.00
6110 · Supplies	9,500.00	5,170.41	8,000.00	(1,500.00)	9,000.00
6120 · Utilities	9,200.00	7,402.02	9,700.00	500.00	9,200.00
6130 · Wages					
6135 · Wages - Overtime Sewer Treat	1,000.00	528.00	1,000.00	-	1,000.00
6130 · Wages - Other	25,000.00	35,604.35	50,000.00	25,000.00	36,170.00
Total 6130 · Wages	26,000.00	36,132.35	51,000.00	25,000.00	37,170.00
Total Sewage Treatment	64,690.00	60,929.12	85,690.00	21,000.00	80,370.00
Water Trans and Distribution					
7075 · Fuel	2,875.00	2,305.43	3,000.00	125.00	3,000.00
7090 · Repairs and Maintenance	15,000.00	45,592.59	50,000.00	35,000.00	20,000.00
7100 · Supplies	12,000.00	3,613.16	7,000.00	(5,000.00)	10,000.00
7110 · Utilities	9,200.00	4,272.81	6,000.00	(3,200.00)	6,000.00
7120 · Wages					
7125 · Wages - Overtime Water Trans	5,000.00	8,330.00	9,000.00	4,000.00	7,000.00
7120 · Wages - Other	30,000.00	33,946.83	44,000.00	14,000.00	40,595.00
Total 7120 · Wages	35,000.00	42,276.83	53,000.00	18,000.00	47,595.00
Total Water Trans & Distribution	74,075.00	98,060.82	119,000.00	44,925.00	86,595.00

	FY 19-20 Adopted Budget	FY 19-20 YTD 8 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 DRAFT Budget
Water Treatment					
7020 · Fuel	2,200.00	2,305.58	3,000.00	800.00	3,000.00
7010 · Monitoring	3,500.00	2,807.50	4,000.00	500.00	4,000.00
7015 · Outside Services		740.00	1,000.00	1,000.00	-
7030 · Repairs and Maintenance	15,000.00	6,092.29	9,000.00	(6,000.00)	14,500.00
7040 · Supplies	14,000.00	8,525.54	12,000.00	(2,000.00)	14,000.00
7050 · Utilities	46,000.00	34,592.45	46,000.00	-	47,000.00
7060 · Wages					
7065 · Wages - Overtime Water Treat	6,000.00	5,216.00	6,500.00	500.00	6,000.00
7060 · Wages - Other	40,200.00	25,810.94	34,500.00	(5,700.00)	43,880.00
Total 7060 · Wages	46,200.00	31,026.94	41,000.00	(5,200.00)	49,880.00
Total Water Treatment	126,900.00	86,090.30	116,000.00	(10,900.00)	132,380.00
Total Expense	752,622.96	617,210.05	818,060.00	65,437.04	836,100.14
Net Ordinary Income	186,877.04	64,341.60	89,265.00	(97,612.04)	198,524.86
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	25,500.00	13,494.39	25,500.00	-	25,500.00
8020 · Unsecured	1,900.00	1,028.56	1,900.00	-	1,900.00
8025 · Prior Years	10.00	-	10.00	-	10.00
8030 · Supplemental - Current	250.00	222.39	250.00	-	250.00
8035 · Supplemental - Prior Years	50.00	53.49	50.00	-	50.00
Total Property Tax Revenue	27,710.00	14,798.83	27,710.00	-	27,710.00
8053 · Water Capital Grant Income				-	
8060 · Interest Income	9,000.00	3,412.67	6,000.00	(3,000.00)	6,000.00
8070 · Other Non-Operating Revenue	-	7,350.83	8,000.00	8,000.00	2,400.00
9030 · Homeowners' Tax Relief	310.00	153.32	310.00	-	310.00
Total Other Income	37,020.00	25,715.65	42,020.00	5,000.00	36,420.00
Other Expense					
9010 · Other Expenses		13,037.11	55,000.00		2,000.00
9040 · Depreciation	505,000.00	369,570.78	495,000.00	(10,000.00)	490,000.00
9050 · Interest Expense	11,468.04	4,787.09	5,321.13	(6,146.91)	2,278.65
Total Other Expense	516,468.04	387,394.98	555,321.13	38,853.09	494,278.65
Net Income	(292,571.00)	(297,337.73)	(424,036.13)	(131,465.13)	(259,333.79)
Add Back Depreciation and Connection Fees	465,000.00	72,233.05	479,000.00	14,000.00	466,000.00
Net Income excluding Depreciation & Connection Fees	172,429.00	144,466.10	54,963.87	(117,465.13)	206,666.21
TOTAL PAYROLL EXPENSES	385,338.00	305,493.41	414,800.00	29,462.00	426,040.00
TOTAL REPAIR & MAINT. EXPENSES (5 Accts)	48,500.00	69,793.07	85,100.00	36,600.00	65,000.00

Garberville Sanitary District
Cash Flow Summary for FY 20-21 Budget Projections

05/14/2020

Description	FY 2019/20				FY 2020/21
	Adopted Budget	YTD 9 mo. 03/31/20	Projected Year End	Adopted vs. Projected	Adopted Budget
Cash Accounts	<i>7/1/19 Audited</i>				
1005 · Umpqua Checking- Operating	135,036				
1006 · Umpqua System Reserve - Water	25,738				
1007 · Umpqua System Reserve - Sewer	31,184				
1008 · Umpqua - WRF funding					
1011 · Water Enterprise Fund	46,680	<i>Excluded - trust acct</i>			
1030 · County Treasury - Sewer Reserve	440,039				
1031 · County Treasury - Water Reserve	246,072				
1040 · Petty Cash	40				
1050 · Cash Drawer	199				
Total Cash and Cash Equivalents: Starting Balance	878,308	0	0	0	722,253
					<i>Estimated</i>
Net Cash Provided by Operating Gain (excludes depreciation)					
Water Revenue	551,750	397,560	529,175	(22,575)	532,500
Sewer Revenue	424,770	309,707	420,170	(4,600)	409,920
Estimated + Water Revenue - Rates					64,500
Estimated + Sewer Revenue - Rates					64,125
Payroll Expenses	(385,338)	(305,493)	(414,800)	(29,462)	(426,040)
Admin & Overhead Expenses	(201,068)	(176,902)	(263,891)	(62,823)	(225,639)
Water Supplies/Maintenance/Monitoring/Utilities	(119,775)	(110,847)	(141,000)	(21,225)	(121,500)
Sewer Supplies/Maintenance/Monitoring/Utilities	(57,910)	(41,791)	(58,690)	(780)	(67,200)
Savings of Connection Fees	(40,000)		(16,000)	24,000	(24,000)
Net Operating Gain Cash Added	172,429	72,233	54,964	(117,465)	206,666
Change in Assets					
<u>Change in Current Assets</u>					
Accounts Receivable	0	(2,450)	20,000	20,000	10,000
Prepaid Insurance	0	7,455	0	0	0
Prepaid Workers Comp	0	1,542	0	0	0
Prepaid Licenses and Permits	0	6,357	0	0	0
Payroll Tax Overpayment	0	202	0	0	0
Other Receivables	0		0	0	0
Subtotal Change In Current Assets	0	13,106	20,000	20,000	10,000
<u>Change in Major Capital Improvement Assets</u>					
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,756	10,000	0	2,000
CIP - Bear Canyon Aerial	410,000	2,606	3,000	(407,000)	300,000
SRF Grant for Bear Canyon Aerial	(320,000)			320,000	(240,000)
SRF Loan for Bear Canyon Aerial	(80,000)			80,000	(60,000)
Meridith Ln Sewer Aerial Reroute Prelim Design	5,000			(5,000)	5,000
Alderpoint Tank Replacement Project			0		
Subtotal Major Capital Assets	25,000	6,362	13,000	(12,000)	7,000
<u>Change in Fixed Assets</u>					
<u>Equipment</u>					
Utility Truck	0	40,034	40,034	40,034	
Backhoe	135,000	0	0	(135,000)	0
Loan Disbursement for Backhoe	(135,000)	0	0	135,000	0
Utility Trailer	7,000	0	0	(7,000)	7,000
<u>Office Equipment</u>					
Replace Operator Laptop + Assoc Software			1,000		0
Copier	0	0	6,240	6,240	0

Cash Flow Summary for FY 20-21 Budget Projections

05/14/2020

Description	FY 2019/20				FY 2020/21
	Adopted Budget	YTD 9 mo. 03/31/20	Projected Year End	Adopted vs. Projected	Adopted Budget
Treatment Facilities					
SWTP CL2 Contact Basin Replacement	0	1,165	21,540	21,540	
Insurance Claim Reimbursement for CL2	0	(20,375)	(20,375)	(20,375)	
Distribution/Collection Facilities					
PUMPS: LMI, SWTP Lift	0	0	5,361	5,361	
Linda Lane Pumps					
BS Headworks - pump controls					10,000
Sunnybank Pump/Motor Replacement					
Sunnybank Telemetry	10,000		0	(10,000)	5,000
Church St - Waterline Replacement	0	21,870	21,870	21,870	
Redwood Drive Sewerline PrelimDesign (SCR-Calicos + Melville - Cecils)	10,000		0	(10,000)	0
Unspecified Asset Purchase					25,000
Subtotal Change in Fixed Assets	27,000	42,694	75,670	47,670	47,000
Total Change in Assets {Cash Used}	52,000	62,162	108,670	55,670	64,000
Change in Liabilities					
Accounts Payable	0	3,950	20,375	20,375	(20,375)
Service Deposits	0	1,400	1,400	1,400	600
Current Liabilities - Other	0	(60)	0	0	0
Loans					
2500 SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	(23,631)	(23,631)	(23,631)	0	(24,103)
2700 SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	(45,982)	(22,991)	(45,982)	0	(45,982)
2605 RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	(53,976)	(40,228)	(53,976)	0	(23,297)
2655 Lease Payable - copier	(862)	(535)	(535)	327	0
Backhoe Principle Pmt (until 06/2025, 4.95%, \$135000)	(24,452)		0	24,452	0
SWRCB DDW SRF Planning - Bear Canyon Aerial (5 yr 0%)	(16,000)		0	16,000	(12,000)
Total Change in Liabilities {Cash Added or (Spent)}	(164,903)	(82,095)	(102,349)	62,554	(125,158)
Sum of Change in Cash by Fiscal Year	(44,474)	(72,025)	(156,055)	(110,581)	17,509
Total Cash and Cash Equivalents: Ending Balance	818,535		722,253		739,761
Sum of Change in Cash without Rate Change					(111,116)

Fiscal Year 2020/21 Payroll Projection for Initial Budget

05/14/2020

Position	Gen. Mgr	Admin. Asst (32hrs)	Office Help	Sr. Operator	Operator	Ops Help	Total
Wages	108,000	43,264	3,120	64,480	60,320	9,984	289,168
Extra RT				5,000	5,000		
Vacation Payout	4,500			3,720	3,480		11,700
Over Time	0	1,500	0	10,000	10,000	0	21,500
On-Call				4,750	4,750		9,500
Total Gross Pay	112,500	44,764	3,120	87,950	83,550	9,984	341,868
Employer Taxes & Contributions	10,127	4,029	281	7,916	7,520	899	30,770
Retirement - 3% Employer Match	2,880			2,639	2,507		8,025
Health Ins. - Employer Part	8,284	8,284		8,284	8,284		33,135
Adjustment for Vacation Value	1,500			750	750		3,000
Worker's Compensation	1,638	233	16	3,444	3,272	637	9,240
Total	136,929	57,309	3,417	110,982	105,882	11,520	426,038

SUMMARY OF LOANS - FY 2020-21

04/17/20

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	24,103.28	1,986.63	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	23,297.02	292.02	23,589.04
SWRCB DDW SRF Planning - Bear Canyon Aerial (\$60K, 5 yr, 0%)	12,000.00	-	12,000.00
Backhoe (60 mo. until 2026, 4.95%, \$135,287.39)			-
TOTAL	105,382.66	2,278.65	107,661.31

SUMMARY OF LOANS - FY 2019-20

5/23/19

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	23,630.72	2,459.19	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	53,975.86	2,637.82	56,613.68
Lease Payable - copier (till ??)	862.00	224.12	1,086.12
Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	Paid Off	-	-
SWRCB DDW SRF Planning - Bear Canyon Aerial (\$80K, 5 yr, 0%)	-	-	-
Backhoe (60 mo. until 2025, 4.95%, \$135,287.39)	Postponed		
TOTAL	124,450.94	5,321.13	129,772.07

SUMMARY OF LOANS - FY 2018-19

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



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: May 19, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: SHCP Water Service Update - Protest Dismissal Conditions

GENERAL OVERVIEW

The District applied to the SWRCB-DWR to change the Place of Use for the District's License and Permit to divert raw water from the SF Eel River. SWRCB noticed the project and protests were received, which began a one-hundred and eighty day protest resolution process. The goal is to resolve the specific issue(s) presented by the applicant in the main protest letter. The instructions provided to the protestant were, "*The protestant and the petitioner shall make a good faith effort to resolve the protest. Both the petitioner and the protestant are directed to send a response letter to the Division within 180 days from the date on which the protest period expired (by June 2, 2020) and advise the Division whether the protest has been resolved. The steps that have been taken to address the protest shall be clearly set forth in the response letters, together with a schedule for protest negotiations if the protest remains unresolved.*"

We received four letters that outline the protestant's dismissal conditions. To summarize the conditions in each letter:

Redway Community Services District

- 1) *The Southern Humboldt Community Park shall hold public meetings regulated by the Brown Act and all future development on Park property will be referred by the County, to all downstream users of the South Fork of the Eel River before permitting.*
- 2) *The Garberville Sanitary District will be required to publish the monthly meter reads of the Park Connection to the Board Meeting Agenda so that members of the general public can see that usage is within the allocated volumes. If usage exceeds allocated volumes, the discontinuation of service will be enforced by GSD. If the discontinuation of service is not enforced by GSD, GSD will receive enforcement action by the State Water Resources Control Board.*
- 3) *If any portion of the Park property that is served by GSD is sold or changes hands, the connection to the GSD will be terminated.*

Kristin Vogel

Because I reject the addition of commercial public drinking fountains into the SHCP Park without full annexation and consider the service unapproved future development, my condition of dismissal is: If GSD and SHCP will replace the current OAS application with the original offer, exactly as written, that GSD extended to SHCP in 2013 and which is printed out in full on Pages 4-6 in the GSD May 2013 I/S MND, then I will consider my protest resolved.

I followed up with Ms. Vogel to verify what verbiage on pages 4-6 she was specifically referring to, and she indicated that the page numbers from the 2013 IS/MND she meant were 25-26.

Ed Voice

With that being said, I stand by my protest, unless the language used in the original concession or sop, that was included in the GSD 2013 Annexation IS/MND (page 25-26), between GSD and the SHCP as stated is used:

“4. The one new ¾” meter is for residential use only and is not intended to be used to serve future development on the Property contemplated by SHCP in the application for a General Plan Amendment (and associated applications for a conditional use permit, the Operational Plan, and the CEQA Initial Study Checklist as submitted to the Humboldt County Planning Department by SHCP) currently on file with the Humboldt County Planning Department.”

This is my protest dismissal condition, that this wording and language be used, nothing more, nothing less.

Linda Sutton

1. GSD provides water only for the two existing residences as previously stated in the 2013 Annexation IS/MND. If either of the residences is repurposed for new development, the GSD water connection will be terminated. No GSD water will be used for new development or other park projects as stated in the 2013 Annexation IS/MND. If this occurs, the connection will be terminated.

2. GSD will provide ongoing public documentation by reporting monthly water usage by the Park at regular business meetings.

Monthly water usage by the Park has always been available upon request within existing laws and regulations and has always been made available when requested. The District is committed to supplying this information, but does not accept RCSD or Linda Sutton’s conditions which specify the frequency and/or methodology by which this information must be supplied. Best methods may change in the future and the District will need to be able to change as needed. This type of detail does not seem appropriate for a condition within a permit or license water right document.

The executed Water Service Agreement (between GSD and SHCP which will be recorded against the property as soon as the SWRCB issues an amended water license and permit) already stipulates in section 8, *“The approval by GSD to provide water to SHCP for use on the SHCP Property is extended solely to SHCP and cannot be assigned by SHCP to any future property owners of the SHCP Property without the express written consent of GSD. GSD may withhold its consent to any requested assignment by SHCP in GSD’s sole discretion. In the event the SHCP Property is transferred at any point in time including, without limitation, any transfer by sale, gift, foreclosure, or other means, the water connection and service contemplated by this Agreement will be subject to immediate termination unless and until the GSD Board of Directors reviews and approves, in GSD’s complete and sole discretion, an application by the new owner for water service and identifies the type of use, the use areas on the SHCP Property, and the quantity of use requested by any new owner or transferee of the SHCP Property. The GSD Board of Directors shall have complete discretion to approve or reject any application for continued water service in the event the SHCP Property is transferred or sold, and, if approved, may impose such conditions as the GSD Board of Directors deems appropriate.”*

The District believes this legally enforceable document provides more than enough protection for the concerns over possible future change in property ownership and that the SWRCB is not an appropriate agency from which to require approval for continued water service if a property within the District's POU merely changes ownership or a structure changes type of use.

The District Board of Directors has supported the Park's request to provide potable drinking water via water fountains to existing park users and has applied to HLAFCo and SWRCB accordingly. The 2019 IS/MND Addendum prepared by Humboldt Local Agency Formation Commission (HLAFCo) evaluated the addition of the water fountains using District water while maintaining the 2,000 cubic feet per month limitation. HLAFCo approved the service to the drinking fountains as well as the historic structures in all the areas included in the Petition to Change the Place of Use. The District does not accept any conditions that remove the drinking fountains as acceptable uses of the municipal water within the proposed amended Place of Use.

The District must provide a response letter to the SWRCB by June 2nd summarizing our efforts to resolve the protests and whether we are accepting any of the protest resolution conditions provided by the Protestants.

RECOMMENDED BOARD ACTIONS

1. Determine if any of the protest resolution conditions should be accepted - recommendation is not to accept any.
2. Direct staff to prepare the required response letter to SWRCB by June 2nd
3. Authorize the Chair of the Board of Directors to sign the response letter on behalf of the Board

ATTACHMENTS

Complete protest dismissal condition letters can be downloaded from:

<https://www.garbervillesd.org/southern-humboldt-community-park-water-service-update>

Advantage Computer

PO Box 385
Iola, KS 66749
Phone: (620) 365-5156
Fax: (620) 365-7980
www.ac-js.com



Quote
No.: **43008**
Date: 4/28/2020

Prepared for:
Mary Nieto
Garberville Sanitary District
919 Redwood Drive
PO Box 211
Garberville, CA 95542-0211 USA

Acct ID: J0709
Phone: (707) 923-9566
Fax: (707) 923-3130

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- Electronic Payment Add on Module for JUS:						
1	EP WEB OPT	Electronic Payment Interface (with selected vendor - approximate price)	HR	\$0.00	\$1,500.00	\$1,500.00

QUOTE NOTE: With the purchase of this module, customer's annual update/support contract will increase by \$50.

Jayhawk currently works with two payment processing vendors to provide electronic payment processing integration with our billing and court software products. While each interface with Jayhawk is similar in price and function, each payment processing vendor provides a variety of services to meet the different needs of our customers. It is up to you to decide which best meets your needs. Once you have selected a vendor, you will need to purchase the interface from Jayhawk for the selected vendor so that you have an integrated solution between your Jayhawk software and your payment processing solution, therefore eliminating any manual entry of payments in the Jayhawk software.

Both vendors provide the option of having all transaction/processing fees passed directly on to the City/District's customer, or having them billed to the City/District as an expense you pay.

For more information on what each payment processing vendor offers, please contact:

PACE Payment Systems - Chad Galloway - cgalloway@paceps.com - (661) 425-8674 - www.pacepayment.com

Payment Service Network - Tim Duhr - tduhr@paymentservicenetwork.com - (866)917-7368 ext 5113 - www.paymentservicenetwork.com

Your Price:	\$1,500.00
Total:	\$1,500.00

Prices are firm until 5/28/2020

Terms: Cash - Prepay

Prepared by: Terri Stewart, terri@jayhawksoftware.com

Date: 4/28/2020

Accepted by: _____

Date: _____

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.



For more information, please contact us: (620) 365-5156
P.O. Box 385 Iola, Kansas 66749
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- Utility billing
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- Municipal court
- Website development

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For a complete list of all products and services we have to offer, please visit
www.ac-js.com/products-services.



Jayhawk Payment Comparison Guide

Large enough to meet your needs,
small enough to care.





Online Payments

- ▶ Clerk has control over setting up and maintaining user names and passwords.
 - User name and password information is saved in the utility program.
- ▶ Clerk uploads a file that contains updated account information
 - This includes Name, Addresses, account charge breakdown, and usages.
 - Customers can see a breakdown of current bill and total past due amounts.
 - Customers can see the current and previous usage of their meter(s).

Office Payments

- ▶ No customer setup needed. (For walk-in or phone-in credit cards)
- ▶ Swipe cards or manually type payment info.
- ▶ NO credit card or bank acct. info is kept in the utility software.

Automatic Payments

- ▶ Clerk determines date to process the automatic payments.
- ▶ Clerk must download customer automatic payment sign-up information

Payment Processing

- ▶ Clerk downloads current payments and then imports them in the system.
 - This includes all Online and Office Payments
 - You will need to verify payments with PACE's reports.

Bank Deposit Options



- ▶ JUS supports multiple bank accounts with separate JUS customer accounts, and multiple PACE accounts.
- ▶ SOLUS supports multiple bank accounts for each SOLUS Customer account, using Billing Charge Groups and multiple PACE accounts.

Online Payments

- ▶ PSN & Customers have control over setting up and maintaining user names and passwords.
 - User name and password information is not saved in the utility program.
- ▶ Clerk uploads a file that contains updated account information.
 - This includes Name, Addresses, account number, and account balance.
 - Customers will see their total balance due with no breakdown of charges nor usages.
 - PSN's email billing solution is incompatible with our software.

Office Payments

- ▶ No customer setup needed. (For walk-in or phone-in credit cards)
- ▶ Swipe cards or manually type payment info.
- ▶ NO credit card or bank acct. info is kept in the utility software.

Automatic Payments

- ▶ Customers set their own date to process automatic payments.
- ▶ NO credit card or bank acct. info is kept in the utility software.

Payment Processing

- ▶ Clerk downloads current payments and then imports them in the system.
 - This includes all Online, Office and Automatic Payments.
 - You will need to verify payments with PSN's reports.

Bank Deposit Options



- ▶ JUS supports only one bank.
- ▶ SOLUS can support multiple banks using Billing Charge Groups and multiple PSN accounts.

- Sec 4.9 Service Connection.** It violates District Ordinance to install a well without GSD approval or to use a water connection that does not conform with the following rules:
- a. Multiple service connections for single parcel are allowed under these conditions, if approved by General Manager or designee:
 1. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.
 2. A master meter is installed at the property line.
 3. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
 4. Supply line from master meter to each of the units shall be installed and maintained by owner.
 5. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
 6. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
 8. Wells or alternative water sources are prohibited unless approved by the GSD Board.
 9. Customers with wells must conform with GSD requirements, which include (a) site inspection by General Manager or designee (b) installation of approved back-flow device (c) connection to GSD water if a residence is constructed or if sewer service is required.
 - b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
 - c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

Adopted 05/19/2020

RESOLUTION 20-003
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 4.9 SERVICE CONNECTION

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 4.9, Service Connection

B. WHEREAS, Resolution 20-003 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what water service connections are allowed within GSD boundaries.

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you install or utilize any water source including wells without authorization of the GSD General Manager and Governing Board.

D WHEREAS, The adaption of Resolution 20-003 will take effect immediately and will describe the service connection ordinance.

E. WHEREAS, The new Water Ordinance, Sec. 4.9, 1-9 Service Connection, will replace the existing ordinance and will address customer water usage requirements along with actions taken when a violation occurs within GSD boundaries.

WATER ORDINANCE, SECTION 4.9, 1-9

Sec 4.9 Service Connection. It violates District Ordinance to install a well without GSD

approval or to use a water connection that does not conform with the following rules:

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separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.

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 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
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 9. Customers with wells must conform with GSD requirements, which include (a) site inspection by General Manager or designee (b) installation of approved back-flow device (c) connection to GSD water if a residence is constructed or if sewer service is required.
- b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
 - c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 4.9 SERVICE CONNECTION

RESOLUTION 20-003 WAS PASSED, APPROVED AND ADOPTED THIS 19th DAY OF MAY 2020 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager

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.

1. A third rate tier may be implemented for excessive water usage

1. 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.

2. 1st phase of drought conservation plan will require all customers to voluntarily reduce water consumption.

2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit.

3rd phase will require only using water on specific days, designated by GSD.

3. Continual updates to customers will educate and inform of conditions
4. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
5. Ongoing: gray water education for irrigation
6. Ongoing: educate customers on personal water storage opportunities and conservation measures
7. Ongoing: leak monitoring and repairs
8. Ongoing: build additional water storage tanks or ponds
9. 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



**WE ARE IN A
DROUGHT**



**Please Conserve
Water**



**Think before using
water because
waste is life
threatening**

**Drips lead to gallons of water waste
and higher bills**

**Garberville Sanitary District
919 Redwood Drive
Garberville Sanitary District**

**Please Call For
Information How
to Conserve Water
(707)923-9566**



Sec14.5 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 and enforced by Garberville Sanitary District and the public will be made aware of this plan through customer outreach by the media, phone call, letter and the GSD website.

1. 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.



1st phase of drought conservation plan will require all customers to voluntarily reduce water consumption.

2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit.

3rd phase will require only using water on specific days, designated by GSD.

4th phase will require customers use water for personal health and safety only with no allowance for outside watering.

5th phase will be enforcement and if you have been given a final notice to comply and still violate this water ordinance, you will be fined a minimum of \$100 monthly, with continual disregard resulting in water discontinuance and reconnection fees.



5.0 PAY AND BENEFITS

Sick leave, holiday leave, vacation leave, health, and retirement benefits are some of the benefits approved by the District. Employee compensation will be based on work performed, knowledge of position and education required.

5.1 Categories of Employment

5.1.1 Introductory period: Full-time and part-time employees are on an introductory period during their first three months of employment. Upon completion of the introductory period, the employee's performance will be reviewed.

5.1.2 Regular full-time employees (General Manager, Chief Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the 3-month introductory period.

5.1.3 Regular part-time employees are wage-earning employees. They work no more than 30 hours per week.

The General Manager or designee may limit a part-time position to less than 30 hours per week or will determine if additional hours are needed and inform the governing Board. Permanent part-time employees are entitled to limited benefits as described below.

5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary part time employees do not receive benefits.

5.2 Pay 5.2.1 Wages and Salaries: Wages and salaries shall be determined by the General Manager or designee unless they are unavailable and at such time, the Board of Directors will make that decision. The Board of Directors will determine the salary of the General Manager.

5.2.2 Time Cards

All employees are required to maintain an accurate record of time worked. All employees must complete time cards and submit them to the office prior to pay day as determined by the General Manager or designee.

5.2.3 Paydays

Paychecks shall be issued on the 5th and on the 20th. If this date falls on a weekend, holiday or day in which two signatures cannot be obtained, pay day will be moved to the closest day preceding these dates. Checks will be available at the office by 3:00 pm on payday.

5.2.4 Pay Advances: There will no pay advances given on work performed. All vacation hours accrued at end of December will be paid above 200 and must first be approved by the General Manager or designee.

5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The General Manager is exempt from this law. All overtime must be approved in advance by the General Manager or designee. Hourly employees will be paid at a rate of time and one-half for hours worked over 8 in a day and/or 40 in a week. Hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay. Only actual hours worked count towards computing weekly overtime

5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all GSD emergencies and after regular work hour call-outs within 30 minutes.

- a. On-Call Work Week The on-call work week begins at 7:00AM Tuesday morning and ends at 6:59AM on Tuesday morning of the following week. These hours and days can be modified by Senior Operator, General Manager or designee.
- b. On-Call Compensation: Compensation for being on-call is \$25/day or \$175/week

5.2.7 Call-Out Time

“Call-Out” means an employee may be called to respond to emergencies on their scheduled time off. The District will pay a minimum of 2 hours pay, at the appropriate rate, if they are called out. This will be in addition to daily or “On-Call” compensation.

5.2.7a Call-Out and Overtime Compensation:

Employees that are required to work on their days off or after the normal work day must have their overtime approved by the General Manager or designee prior to performing the after-hours work.

5.2.8 Compensatory Time

Compensatory (comp) time policies are generally illegal under federal law. Therefore, the District has opted to comply with this federal policy and pay employees instead of accruing comp time. Employees that are called to work during vacations, holidays, emergencies, or when other staff are not available to complete necessary work, shall get paid at a rate of time and one-half. Comp time **will not may** be accrued **nor will the District provide compensation time off** in lieu of pay, **if approved by the General Manager or designee. All comp time accumulated cannot exceed 80 hours or the amount over 80 hours will be paid at straight time, prior to end of calendar year.**

5.2.9 Raises

Pay raises may be given upon a positive evaluation or when additional education, licenses or certificates of experience have been received and will be determined by the General Manager or designee. If the General Manager or designee is unavailable, the GSD Board may issue pay raises.

- a. Cost of Living: All permanent employees may be eligible to receive annual cost of living increases at beginning of the fiscal year, based upon the Consumer Price Index and at the discretion of the General Manager, designee or Board.

Merit Pay Increase: All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit pay adjustment, the General Manager or designee will evaluate the employee's willingness to work, ability to learn and record of accomplishments. The General Manager or designee is responsible for determining pay increases and will provide those increases to the Board. The governing board will be responsible for any salary or wage increases to the General Manager.

5.3 Time Off

Time off will be granted according to category specified below and with approval from the General Manager or designee.

5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to Your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with General Manager or designee approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee at end of calendar year.
- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.
- c. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- d. After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.
- e. An employee eligible for paid vacation may request approval from the General Manager or designee to receive payment for one half of accrued vacation time in lieu of using vacation time but this is discouraged and may be denied.
- f. Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.
- g. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

5.3.2 Holidays

- a. Full-time employees receive the following paid Federal holidays:

New Year's Day (Jan 1 st)	Labor Day
M. L. King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day (July 4 th)	Christmas Day (Dec 25 th)
- b. Permanent part-time employees, after 2 years of employment, receive 2 (two) 8-hour paid holidays: Thanksgiving and Christmas Day.
- c. Holiday Schedule: If one of the above holidays falls on a Saturday, the District will take Friday as the holiday. If one of the above holidays falls on a Sunday, the District will take Monday as the holiday.
- d. If an employee has to work on a Holiday, that employee will be paid at a rate of time and one-half for hours worked. The employee does not receive additional holiday pay on top of time worked. If an employee works a portion of the day, the hours worked will be paid at time and one-half and the remaining hours will be paid at straight holiday pay.
- e. When an employee is required to work on a holiday, the holiday time off will be added to comp time and able to be used for time off when approved by General Manager or designee.
- f. Full-time employees are eligible for paid holidays after completing their 3-month introductory period.

5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. Sick leave may accrue up to 60 working days but will cease to accrue past 60 days.
- b. Sick leave Use: Paid sick leave may be used for health-related issues, including doctor or dentist visits but must be approved by General Manager or designee.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.