

**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**

**June 27, 2017  
5:00 p.m. – Open Public Session**

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Richard Thompson\_\_\_, Gary Wellborn\_\_\_**

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

**IV. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA**

**V. CLOSED SESSION**

**A. No items for closed session**

**VI. OPEN SESSION**

**A. Board Report of action, if any, taken during closed session—No action**

**VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

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

**General Public / Community Groups**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff-**

**Office Staff-**

**Board Members-**

**General Manager—Ralph Emerson pg. 4**

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



**X. ITEMS FOR NEXT BOARD MEETING**

1. Copier-Printer
2. Commercial Cannabis Rates-Permitting
3. Andy Sundquist (Candor Rock LLP) Contract for Services
4. Water Ordinance—Payment of Bills Article 9, Billing: Sec 9.5—2<sup>nd</sup> reading

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than June 23, 2017, Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

**GENERAL MANAGER REPORT**

Date: June 27, 2017

I have been meeting with and communicating with General Managers, Supervisors and County officials throughout Humboldt County and California to pass ordinances, which prohibit accessory dwellings without input from the County, service agencies or towns that are impacted. All of those I have talked with are equally as concerned, so we will be meeting to develop ordinances to protect from excessive dwelling impacts to a community or infrastructure. Counties have approved accessory dwellings for many years but have always requested input from local service agencies and the planning departments prior to approval but this new policy, bypasses the County and local agencies that will be impacted. There is language within the policy to address what impact accessory dwellings will make on infrastructures, roadways and communities through the permitting process. I will keep you updated on when the next meeting will take place.

I have been coordinating with the Park and rodeo administrators in an effort to ensure we are able to access the water treatment facility and respond to emergencies. They have been helpful and willing to notify us of any problems during park events. The Rodeo was held on Father's Day weekend and did not create any access problems.

There was a fire on Friday June 16, on Locust st. at about 3:00am which required large amounts of water through our new hydrant and distribution system. At one point there were 7 fire hoses drafting from our system and we were able to provide sufficient water without depleting tanks or forcing us to increase the amount of water we draft from the river. The Fire Department liked the hydrants we installed because the discharge pipes could be isolated from rest of hydrant. This was a very good test of what we are able to provide in the event of a fire and I want to thank Dan for showing up early and working with Brian to make sure all water needs were met.

I participated with the Garberville Rotary Club to install a roof on a school in Guatemala and although it was a 5.5 hour bumpy ride from the airport, the Mayan students were very grateful for our effort to keep them dry while at school. Local residents and business owners donated money and resources for the project, while Dennis Bourassa, Brian Walker, Tina Tvedt Schaible and Marcus Schaible were in the group that did the work.

The State Water Resource Control Board inspector did a site visit on Monday June 10<sup>th</sup> and we were able to talk about upcoming State regulations, permit process and efficiency of our wastewater treatment facility. Our current (WDP) Waste Discharge Permit was issued in 2011 and is usually updated every 8-10 years, so we will most likely be issued a new WDP during the next 12 months.

Respectfully Submitted:                      Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: June 27, 2017

To: Garberville Sanitary District Board of Directors

From: Jennie Short, Consultant Project Manager

Subject: March & April 2017 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The water Profit and Loss Budget Performance can be summarized as:

Description	YTD Amount	YTD over (under) budget	% over (under) budget
Total income	425,021.58	22,741.48	5.4%
Total Administrative & General Expense	149,807.46	(824.54)	-0.6%
Total Water Trans & Distribution	59,357.92	417.92	0.7%
Total Water Treatment	102,452.95	4,432.95	4.3%
Total Expenses	311,618.33	4,026.33	1.3%
<b>Net Ordinary Income</b>	<b>113,403.25</b>	<b>18,715.15</b>	<b>16.5%</b>
Net Other (Income) Expense	295,249.37	21,599.37	7.3%
Net Income	(181,846.12)	(2,884.22)	1.6%

The financial statements for this month show that the operational budget is within acceptable tolerances for this month. The water fund is 16.5 percent over budget for net ordinary income, which is good news.

There are some unanticipated expenses for water transmission repairs and maintenance that will be posted prior to the end of the fiscal year.

The sewer Profit and Loss Budget Performance can be summarized as:

Description	YTD Amount	YTD over (under) budget	% over (under) budget
Total income	304,755.86	(161.55)	-0.1%
Total Administrative & General Expense	148,481.16	(6,278.84)	-4.2%
Total Sewage Collection	64,788.69	27,998.69	43.2%
Total Sewage Treatment	52,321.54	(14,628.46)	-28.0%
Total Expenses	265,591.39	7,091.39	2.7%
Net Ordinary Income	39,164.47	(7,252.94)	-18.5%
Net Other (Income) Expense	128,604.32	8,974.32	7.0%
Net Income	(89,439.85)	(16,227.26)	18.1%

The shortfall for Net Ordinary Income in sewer is concerning but is less than the water overage, so the net between the two is a positive. There have been several unanticipated expenses in the sewer collection repair and maintenance line item. Meredith Lane and Thomas Lane experienced emergency failure and necessitated significant repairs that were not budgeted for. The Board had budgeted for repairs to the Linda Lane pump station access including replacing the culvert and reconstructing an all-weather accessible roadway.

As seen on the Balance Sheet, there have been significant expenditures for asset acquisition totaling \$131,751.94 through April 30, 2017. There are additional asset acquisitions that will occur prior to the end of the fiscal year. The total payment on long term debt through April 30, 2017, is \$103,541.37.

Between the Net Ordinary Income, the asset acquisition, and the loan payments, the net cash flow is **(\$83,840.84)**. I anticipate that by the end of the fiscal year, the projected cash flow will be slightly better at **(\$76,533)**.

#### STAFF RECOMMENDATION FOR BOARD ACTIONS

Approve the Financial Statements as presented.

#### ATTACHMENTS

1. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2016 for both water and sewer
2. Statement of Cash Flows - July 1, 2017 through April 30, 2017
3. Revenue and Expense Report with current month actual, fiscal year to date actual, and annual budget - one for water and one for sewer
4. Check Register Report for all checks issued in March 2017
5. Check Register Report for all checks issued in April 2017

	Balance as of Apr 30, 17	Balance as of Jun 30, 16	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
1005 · Umpqua Checking - Operating	20,456.25	110,627.79	(90,171.54)
1006 · Umpqua System Reserve - Water	56,006.71	72,592.66	(16,585.95)
1007 · Umpqua System Reserve - Sewer	80,181.31	75,153.24	5,028.07
1011 · Water Enterprise Fund	46,327.65	46,192.82	134.83
1030 · County Treasury - Sewer Reserve	359,443.56	344,370.84	15,072.72
1031 · County Treasury - Water Reserve	238,854.09	236,225.85	2,628.24
1040 · Petty Cash	39.51	49.51	(10.00)
1050 · Cash Drawer	249.35	186.56	62.79
<b>Total Checking/Savings</b>	<b>801,558.43</b>	<b>885,399.27</b>	<b>(83,840.84)</b>
Accounts Receivable			
11000 · Accounts Receivable - Other	582.25	415.00	167.25
<b>Total Accounts Receivable</b>	<b>582.25</b>	<b>415.00</b>	<b>167.25</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,378.86)	(809.85)	(1,569.01)
1100 · Accounts Receivable - Other	93,289.47	90,007.92	3,281.55
<b>Total 1100 · Accounts Receivable</b>	<b>90,910.61</b>	<b>89,198.07</b>	<b>1,712.54</b>
1120 · A/R - Employee	0.00	256.30	(256.30)
1450 · Prepaid Rent	835.00	0.00	835.00
1455 · Prepaid Interest - RCAC Loan	772.41	0.00	772.41
1500 · Prepaid Insurance	3,939.26	4,164.15	(224.89)
1501 · Prepaid Workers Comp	1,598.95	0.00	1,598.95
1502 · Prepaid Expenses	2,079.09	0.00	2,079.09
1510 · Prepaid Licenses and Permits	3,256.20	0.00	3,256.20
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>98,391.52</b>	<b>88,618.52</b>	<b>9,773.00</b>
<b>Total Current Assets</b>	<b>900,532.20</b>	<b>974,432.79</b>	<b>(73,900.59)</b>
<b>Fixed Assets</b>			
CIP - Leino Ln	585.00	585.00	0.00
CIP - Bear Canyon Aerial	1,236.10	576.10	660.00
CIP - Alderpoint Tank (Water)	82.06	(52.94)	135.00
CIP - Wallan Road Tank	58,313.00	0.00	58,313.00
Fire Hydrant Project	23,980.03	0.00	23,980.03
Tobin Well Project 2014	40,189.31	40,189.31	0.00
Melville Project Lines 2015	59,612.79	59,612.79	0.00
Alderpoint Tank Project (Water)	671,516.84	671,516.84	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Collection Facilities			
Cost - Coll Fac	44,170.59	44,170.59	0.00
Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
Cost - Lines	2,080,180.29	2,080,180.29	0.00
<b>Total Collection Facilities</b>	<b>4,154,300.10</b>	<b>4,154,300.10</b>	<b>0.00</b>

	Balance as of Apr 30, 17	Balance as of Jun 30, 16	\$ Change
Office Equipment	32,004.40	32,004.40	0.00
Equipment	158,306.60	158,306.60	0.00
Land - Water	88,698.62	88,698.62	0.00
Land - Sewer	129,810.68	129,810.68	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Sewer Treatment Facilities			
Cost - Equipment	14,492.40	8,069.38	6,423.02
Cost - Sewer Plant	488,193.00	488,193.00	0.00
Sewer Treatment Facilities - Other	4,500.00	4,500.00	0.00
Total Sewer Treatment Facilities	507,185.40	500,762.38	6,423.02
SWTP Office	19,740.96	19,740.96	0.00
Vehicles	81,171.66	48,023.52	33,148.14
Water Easements & Intangibles	177,397.11	177,397.11	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Water System	142,474.97	133,382.22	9,092.75
Accumulated Depreciation-Water	(1,122,300.26)	(836,116.26)	(286,184.00)
Accumulated Depreciation-Sewer	(1,605,905.06)	(1,469,251.06)	(136,654.00)
Total Fixed Assets	11,536,324.18	11,827,410.24	(291,086.06)
<b>TOTAL ASSETS</b>	<b>12,436,856.38</b>	<b>12,801,843.03</b>	<b>(364,986.65)</b>
<b>LIABILITIES &amp; EQUITY</b>			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	10,671.03	24,926.63	(14,255.60)
Total Accounts Payable	10,671.03	24,926.63	(14,255.60)
Other Current Liabilities			
2205 · Accrued Simple	0.00	1,437.87	(1,437.87)
2230 · Accrued Vacation	9,089.67	25,910.51	(16,820.84)
2250 · Loans Payable - Current Portion	115,634.01	115,634.01	0.00
Total Other Current Liabilities	124,723.68	142,982.39	(18,258.71)
Total Current Liabilities	135,394.71	167,909.02	(32,514.31)
Long Term Liabilities			
2500 · N/P - SWRCB	168,855.28	191,123.20	(22,267.92)
2605 · RCAC Loan #6200-GSD-02	181,432.98	223,943.09	(42,510.11)
2655 · Lease Payable - Copier	2,681.97	3,438.07	(756.10)
2660 · Lease Payable - Ford Motor Cred	27,338.94	0.00	27,338.94
2700 · SRF Loan - Water	1,333,488.64	1,356,479.82	(22,991.18)
2900 · Less Current Portion	(115,634.01)	(115,634.01)	0.00
Total Long Term Liabilities	1,598,163.80	1,659,350.17	(61,186.37)
Total Liabilities	1,733,558.51	1,827,259.19	(93,700.68)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,845,092.09	5,105,728.46	(260,636.37)
3200 · Prior Period Adjustment	0.00	2,960.00	(2,960.00)
Net Income	(271,285.97)	(263,596.37)	(7,689.60)
Total Equity	10,703,297.87	10,974,583.84	(271,285.97)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,436,856.38</b>	<b>12,801,843.03</b>	<b>(364,986.65)</b>



	YTD Actual Jul '16 - Apr 17
<b>OPERATING ACTIVITIES</b>	
Net Income	(271,285.97)
Adjustments to reconcile Net Income to net cash provided by operations:	
11000 · Accounts Receivable - Other	(167.25)
1100 · Accounts Receivable	(3,281.55)
1100 · Accounts Receivable:1110 · Accts Receivable Over Payments	1,569.01
1120 · A/R - Employee	256.30
1450 · Prepaid Rent	(835.00)
1500 · Prepaid Insurance	224.89
1501 · Prepaid Workers Comp	(1,598.95)
1502 · Prepaid Expenses	(2,079.09)
1510 · Prepaid Licenses and Permits	(3,256.20)
2000 · Accounts Payable	(14,255.60)
2205 · Accrued Simple	(1,437.87)
2230 · Accrued Vacation	(16,820.84)
Net cash provided by Operating Activities	(312,968.12)
<b>INVESTING ACTIVITIES</b>	
CIP - Alderpoint Tank (Water)	(135.00)
Sewer Treatment Facilities:Cost - Equipment	(6,423.02)
Vehicles	(33,148.14)
Water System	(9,092.75)
Accumulated Depreciation-Water	286,184.00
Accumulated Depreciation-Sewer	136,654.00
CIP - Bear Canyon Aerial	(660.00)
CIP - Wallan Road Tank	(58,313.00)
Fire Hydrant Project	(23,980.03)
Net cash provided by Investing Activities	291,086.06
<b>FINANCING ACTIVITIES</b>	
1455 · Prepaid Interest - RCAC Loan	(772.41)
2500 · N/P - SWRCB	(22,267.92)
2605 · RCAC Loan #6200-GSD-02	(42,510.11)
2655 · Lease Payable - Copier	(756.10)
2700 · SRF Loan - Water	(22,991.18)
2660 · Lease Payable - Ford Motor Cred	27,338.94
3100 · Retained Earnings	2,960.00
3200 · Prior Period Adjustment	(2,960.00)
Net cash provided by Financing Activities	(61,958.78)
Net cash increase for period	(83,840.84)
Cash at beginning of period	885,399.27
Cash at end of period	801,558.43

	Current Month Apr 17	YTD Actual Jul '16 - Apr 17	YTD Budget	Annual Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 · Residential	19,299.48	236,371.60	223,097.84	272,535.37
4110 · Commercial	21,077.32	181,967.30	176,962.26	214,309.79
Total Water Charges	40,376.80	418,338.90	400,060.10	486,845.16
4650 · Late Charges	257.65	2,599.67	2,090.00	2,508.00
4700 · Other Operating Revenue	162.50	4,083.01	130.00	156.00
Total Income	40,796.95	425,021.58	402,280.10	489,509.16
Gross Profit	40,796.95	425,021.58	402,280.10	489,509.16
Expense				
Administrative and General				
5000 · Advertising	0.00	135.00	130.00	156.00
5005 · Bad Debts	0.00	0.00	2,090.00	2,508.00
5010 · Bank Charges				
5012 · Merchant Account Fees	118.85	706.60	630.00	756.00
5010 · Bank Charges - Other	87.85	667.00	420.00	504.00
Total 5010 · Bank Charges	206.70	1,373.60	1,050.00	1,260.00
5020 · Directors Fees	0.00	662.50	750.00	900.00
5030 · Dues and Memberships	97.50	1,653.56	1,340.00	1,608.00
5035 · Education and Training	366.88	907.87	1,670.00	2,004.00
5036 · Education and Training - B.O.D.	0.00	0.00	130.00	156.00
Insurance				
5040 · Liability	674.70	6,596.53	6,000.00	7,200.00
5050 · Workers' Comp	550.76	5,560.07	4,870.00	5,844.00
5055 · Health				
5055.1 · Employee Portion	(687.83)	(6,299.95)	(5,990.00)	(7,188.00)
5055 · Health - Other	1,848.10	18,987.52	20,940.00	25,128.00
Total 5055 · Health	1,160.27	12,687.57	14,950.00	17,940.00
Total Insurance	2,385.73	24,844.17	25,820.00	30,984.00
5060 · Licenses, Permits, and Fees	270.00	3,261.99	3,090.00	3,708.00
5065 · Auto	84.00	1,394.04	3,550.00	4,260.00
5070 · Miscellaneous	22.50	34.31		
5080 · Office Expense	738.27	2,889.72	1,670.00	2,004.00
5085 · Outside Services	453.50	3,366.81	4,170.00	5,004.00
5090 · Payroll Taxes	1,145.51	12,096.98	11,460.00	13,752.00
5100 · Postage	40.40	929.49	1,000.00	1,200.00
5110 · Professional Fees	1,552.38	19,533.75	23,340.00	28,008.00
5120 · Property Taxes	0.00	12.00	12.00	12.00
5125 · Repairs and Maintenance	200.00	446.74	0.00	0.00
5130 · Rents	417.50	4,175.00	4,670.00	5,604.00
5135 · Retirement	370.74	4,046.06	3,400.00	4,080.00
5137 · Supplies	0.00	123.71	1,130.00	1,356.00
5140 · Telephone	116.96	1,174.87	2,170.00	2,604.00
5145 · Tools	240.76	3,530.30	1,250.00	1,500.00

	Current Month Apr 17	YTD Actual Jul '16 - Apr 17	YTD Budget	Annual Budget
5150 · Travel and Meetings	31.86	565.87	670.00	804.00
5155 · Utilities	83.88	968.86	1,000.00	1,200.00
5160 · Wages				
5165 · Wages - Overtime	27.23	69.98	0.00	0.00
5160 · Wages - Other	4,718.90	61,610.28	54,230.00	65,076.00
Total 5160 · Wages	4,746.13	61,680.26	54,230.00	65,076.00
5170 · Vacation Accrual Adjustment	0.00	0.00	840.00	1,008.00
Total Administrative and General	13,571.20	149,807.46	150,632.00	180,756.00
Water Trans and Distribution				
7075 · Fuel	211.31	2,171.41	2,550.00	3,060.00
7090 · Repairs and Maintenance	0.00	13,805.36	12,500.00	15,000.00
7100 · Supplies	0.00	2,563.89	3,340.00	4,008.00
7110 · Utilities	557.61	7,089.74	5,590.00	6,708.00
7120 · Wages				
7125 · Wages - Overtime Water Trans &	0.00	3,671.50	4,370.00	5,244.00
7120 · Wages - Other	4,858.68	30,056.02	30,590.00	36,708.00
Total 7120 · Wages	4,858.68	33,727.52	34,960.00	41,952.00
Total Water Trans and Distribution	5,627.60	59,357.92	58,940.00	70,728.00
Water Treatment				
7020 · Fuel	211.32	2,171.46	2,380.00	2,856.00
7010 · Monitoring	300.00	4,774.20	2,500.00	3,000.00
7030 · Repairs and Maintenance	3,312.69	14,542.28	4,170.00	5,004.00
7040 · Supplies	0.00	12,340.82	9,170.00	11,004.00
7050 · Utilities	2,891.89	32,329.31	28,420.00	34,104.00
7060 · Wages				
7065 · Wages - Overtime Water Treatmen	598.50	4,971.00	5,880.00	7,056.00
7060 · Wages - Other	3,599.45	31,323.88	45,500.00	54,600.00
Total 7060 · Wages	4,197.95	36,294.88	51,380.00	61,656.00
Total Water Treatment	10,913.85	102,452.95	98,020.00	117,624.00
Total Expense	30,112.65	311,618.33	307,592.00	369,108.00
Net Ordinary Income	10,684.30	113,403.25	94,688.10	120,401.16
Other Income/Expense				
Other Income				
Gain on Asset Disposal	0.00	5,445.69		
8060 · Interest Income	31.54	2,977.12	250.00	300.00
Total Other Income	31.54	8,422.81	250.00	300.00
Other Expense				
9040 · Depreciation	29,499.00	294,990.00	264,590.00	317,508.00
9050 · Interest Expense	795.40	8,682.18	9,310.00	11,172.00
Total Other Expense	30,294.40	303,672.18	273,900.00	328,680.00
Net Other Income	(30,262.86)	(295,249.37)	(273,650.00)	(328,380.00)
Net Income	(19,578.56)	(181,846.12)	(178,961.90)	(207,978.84)

	Current Month Apr 17	YTD Actual Jul '16 - Apr 17	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>				
Income				
4200 · Sewer Charges	29,778.98	301,883.19	302,787.41	364,000.00
4650 · Late Charges	257.65	2,599.67	2,080.00	2,496.00
4700 · Other Operating Revenue	162.50	273.00	50.00	60.00
<b>Total Income</b>	<b>30,199.13</b>	<b>304,755.86</b>	<b>304,917.41</b>	<b>366,556.00</b>
<b>Gross Profit</b>	<b>30,199.13</b>	<b>304,755.86</b>	<b>304,917.41</b>	<b>366,556.00</b>
Expense				
Administrative and General				
5000 · Advertising	0.00	135.00	170.00	204.00
5005 · Bad Debts	0.00	0.00	2,500.00	3,000.00
5010 · Bank Charges				
5012 · Merchant Account Fees	118.86	706.66	630.00	756.00
5010 · Bank Charges - Other	87.85	666.99	420.00	504.00
<b>Total 5010 · Bank Charges</b>	<b>206.71</b>	<b>1,373.65</b>	<b>1,050.00</b>	<b>1,260.00</b>
5020 · Directors Fees	0.00	662.50	750.00	900.00
5030 · Dues and Memberships	97.50	1,653.56	1,080.00	1,296.00
5035 · Education and Training	366.89	1,618.97	1,060.00	1,272.00
5036 · Education and Training - B.O.D.	0.00	0.00	130.00	156.00
Insurance				
5040 · Liability	674.68	6,596.36	6,000.00	7,200.00
5050 · Workers' Comp	336.62	4,313.98	4,870.00	5,844.00
5055 · Health				
5055.1 · Employee Portion	-527.41	-5,839.46	-5,980.00	-7,176.00
5055 · Health - Other	1,848.10	19,291.30	20,940.00	25,128.00
<b>Total 5055 · Health</b>	<b>1,320.69</b>	<b>13,451.84</b>	<b>14,960.00</b>	<b>17,952.00</b>
<b>Total Insurance</b>	<b>2,331.99</b>	<b>24,362.18</b>	<b>25,830.00</b>	<b>30,996.00</b>
5060 · Licenses, Permits, and Fees	1,418.08	14,741.40	15,420.00	18,504.00
5065 · Auto	84.00	1,394.02	3,540.00	4,248.00
5070 · Miscellaneous	22.50	34.31		
5080 · Office Expense	738.27	2,889.71	1,670.00	2,004.00
5085 · Outside Services	453.50	3,183.58	2,920.00	3,504.00
5090 · Payroll Taxes	757.34	9,270.38	7,960.00	9,552.00
5100 · Postage	40.41	929.51	1,000.00	1,200.00
5110 · Professional Fees	1,012.38	15,563.07	23,340.00	28,008.00
5125 · Repairs and Maintenance	200.02	498.94	0.00	0.00
5130 · Rents	417.50	4,175.00	4,180.00	5,016.00
5135 · Retirement	233.15	3,123.89	2,360.00	2,832.00
5137 · Supplies	0.00	414.30	1,130.00	1,356.00
5140 · Telephone	116.95	1,174.91	2,330.00	2,796.00
5145 · Tools	240.77	2,885.75	1,250.00	1,500.00
5150 · Travel and Meetings	31.85	489.29	670.00	804.00
5155 · Utilities	83.88	968.87	1,000.00	1,200.00
5160 · Wages				
5165 · Wages - Overtime	27.23	69.98	0.00	0.00
5160 · Wages - Other	4,719.25	56,868.39	52,590.00	63,108.00

	Current Month Apr 17	YTD Actual Jul '16 - Apr 17	YTD Budget	Annual Budget
Total 5160 · Wages	4,746.48	56,938.37	52,590.00	63,108.00
5170 · Vacation Accrual Adjustment	0.00	0.00	830.00	996.00
Total Administrative and General	13,600.17	148,481.16	154,760.00	185,712.00
Sewage Collection				
6010 · Fuel	211.31	2,171.44	2,380.00	2,856.00
6030 · Repairs and Maintenance	0.00	33,574.16	12,500.00	15,000.00
6040 · Supplies	0.00	1,826.81	1,670.00	2,004.00
6050 · Utilities	410.63	4,016.63	3,750.00	4,500.00
6060 · Wages				
6065 · Wages - Overtime Sewer Collecti	63.00	2,430.00	900.00	1,080.00
6060 · Wages - Other	2,487.87	20,769.65	15,590.00	18,708.00
Total 6060 · Wages	2,550.87	23,199.65	16,490.00	19,788.00
Total Sewage Collection	3,172.81	64,788.69	36,790.00	44,148.00
Sewage Treatment				
6075 · Fuel	211.31	2,171.44	2,580.00	3,096.00
6080 · Monitoring	300.00	3,851.67	8,330.00	9,996.00
6100 · Repairs and Maintenance	0.00	9,105.86	10,420.00	12,504.00
6110 · Supplies	0.00	6,898.04	6,330.00	7,596.00
6120 · Utilities	942.15	10,226.69	9,830.00	11,796.00
6130 · Wages				
6135 · Wages - Overtime Sewer Treatmen	0.00	383.25	640.00	768.00
6130 · Wages - Other	1,649.90	19,684.59	28,820.00	34,584.00
Total 6130 · Wages	1,649.90	20,067.84	29,460.00	35,352.00
Total Sewage Treatment	3,103.36	52,321.54	66,950.00	80,340.00
Total Expense	19,876.34	265,591.39	258,500.00	310,200.00
Net Ordinary Income	10,322.79	39,164.47	46,417.41	56,356.00
Other Income/Expense				
Other Income				
Gain on Asset Disposal	0.00	5,445.68		
Property Tax Revenue				
8010 · Secured	0.00	11,052.08	18,670.00	22,404.00
8020 · Unsecured	0.00	843.53	1,250.00	1,500.00
8025 · Prior Years	0.00	5.13	20.00	24.00
8030 · Supplemental - Current	0.00	205.25	60.00	72.00
8035 · Supplemental - Prior Years	0.00	19.43	40.00	48.00
Total Property Tax Revenue	0.00	12,125.42	20,040.00	24,048.00
8060 · Interest Income	23.06	3,021.94	1,250.00	1,500.00
9030 · Homeowners' Tax Relief	0.00	153.43	290.00	348.00
Total Other Income	23.06	20,746.47	21,580.00	25,896.00
Other Expense				
9040 · Depreciation	14,546.00	145,460.00	137,170.00	164,604.00
9050 · Interest Expense	6.62	3,890.79	4,040.00	4,848.00
Total Other Expense	14,552.62	149,350.79	141,210.00	169,452.00
Net Other Income	-14,529.56	-128,604.32	-119,630.00	-143,556.00
Net Income	-4,206.77	-89,439.85	-73,212.59	-87,200.00

## Garberville Sanitary District Check Register Report for Board

March 2017

Date	Num	Memo	Amount
<b>101 Netlink</b>			
03/01/2017	8593	internet	-227.00
Total 101 Netlink			-227.00
<b>Blue Star Gas</b>			
03/01/2017	8594	office	-82.56
03/29/2017	8649		-1,458.64
Total Blue Star Gas			-1,541.20
<b>C &amp; K Market Inc.</b>			
03/07/2017	8617	water	-6.18
Total C & K Market Inc.			-6.18
<b>Candor Rock, LLP</b>			
03/14/2017	8628	WT Facility BOD limit Revision	-332.50
Total Candor Rock, LLP			-332.50
<b>Capital Bank &amp; Trust</b>			
03/02/2017	91022	557880519	-569.52
03/02/2017	71022	025158148	-286.34
03/22/2017	8731	VOID: 557880519 - VOIDED BY SS ON 5/9/17	0.00
03/22/2017	8732	VOID: 025158148 - VOIDED BY SS ON 5/9/17	0.00
03/22/2017	ACH	025158148	-307.87
03/22/2017	ACH	557880519	-591.11
03/28/2017	EFT 3/24	025158148, 557880519	-1,532.01
Total Capital Bank & Trust			-3,286.85
<b>CRWA</b>			
03/24/2017	POS		-425.00
Total CRWA			-425.00
<b>Crystal Springs Bottled Water</b>			
03/07/2017	8618	water	-5.00
03/29/2017	8650	water	-5.00
Total Crystal Springs Bottled Water			-10.00
<b>CUMMINS PACIFIC LLC.</b>			
03/07/2017	8619		-1,378.34
Total CUMMINS PACIFIC LLC.			-1,378.34
<b>Dazey's Building Center</b>			
03/01/2017	8595		-1,493.88
03/07/2017	8620		-223.48
Total Dazey's Building Center			-1,717.36
<b>EDD</b>			
03/03/2017	972915	499-0538-3	-169.78
03/03/2017	972906	499-0538-3	-475.32
03/22/2017	EFT	499-0538-3	-492.46
03/22/2017	EFT	499-0538-3	-36.58
03/27/2017	EFT	499-0538-3	-738.60
Total EDD			-1,912.74
<b>Eel River Disposal &amp; Resource Recovery</b>			
03/29/2017	8651	Trash run	-30.77
Total Eel River Disposal & Resource Recovery			-30.77

**Garberville Sanitary District**  
**Check Register Report for Board**  
**March 2017**

Date	Num	Memo	Amount
<b>Emerald Technologies</b>			
03/01/2017	8596		-162.00
03/07/2017	8621	Web Hosting 3/4/2017 - 3/4/2018	-129.00
Total Emerald Technologies			-291.00
<b>Fluentstream Tech</b>			
03/02/2017	26768	office phones	-114.41
Total Fluentstream Tech			-114.41
<b>Frontier Communications</b>			
03/01/2017	8597		-348.19
03/14/2017	8629	swtp	-62.09
Total Frontier Communications			-410.28
<b>G.R. Wilcox Enterprises, Inc</b>			
03/14/2017	8630	New Flat for Wallan Tank, temp tank, install culvert for Moody's Rd, Rock at linda Ln	-13,000.00
Total G.R. Wilcox Enterprises, Inc			-13,000.00
<b>Harveys</b>			
03/13/2017	03/135297	Brian Miller to CRWA EXPO	-200.01
Total Harveys			-200.01
<b>Ironhorse Welding</b>			
03/22/2017	8645	Welding Table	-1,862.82
Total Ironhorse Welding			-1,862.82
<b>IRS</b>			
03/03/2017	43929	68-0296323	-2,685.34
03/22/2017	EFT	68-0296323	-2,617.34
03/27/2017	EFT	68-0296323	-3,535.42
Total IRS			-8,838.10
<b>Jamie Corsetti, CPA</b>			
03/14/2017	8631	Monthly Accounting	-400.00
Total Jamie Corsetti, CPA			-400.00
<b>John Neill</b>			
03/01/2017	8598	Water Leak at the Wastewater Plant	-570.00
Total John Neill			-570.00
<b>Mitchell, Brisso, Delaney &amp; Vrieze</b>			
03/07/2017	8622		-2,681.50
Total Mitchell, Brisso, Delaney & Vrieze			-2,681.50
<b>NALCO</b>			
03/01/2017	8599	Ulttion	-2,436.40
Total NALCO			-2,436.40
<b>North Coast Laboratories Ltd.</b>			
03/01/2017	8600		-590.00
Total North Coast Laboratories Ltd.			-590.00
<b>PAPER MILL</b>			
03/07/2017	8623	file box and paper tray	-6.23
Total PAPER MILL			-6.23

**Garberville Sanitary District**  
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Date	Num	Memo	Amount
<b>PG&amp;E</b>			
03/01/2017	8601		-2,605.14
03/07/2017	8624	SWTP	-1,665.06
Total PG&E			-4,270.20
<b>Pitney Bowes Purchase Power</b>			
03/14/2017	8632	postage	-208.99
Total Pitney Bowes Purchase Power			-208.99
<b>Ralph Emerson</b>			
03/01/2017	8602	2/17 phone	-50.00
Total Ralph Emerson			-50.00
<b>Redway True Value</b>			
03/07/2017	8625		-36.16
03/29/2017	8652	cleaning supplies	-104.80
Total Redway True Value			-140.96
<b>Redwood Merchant Services</b>			
03/02/2017	3/2deb	2/17 Bank Card Fees	-57.40
03/31/2017	3/17	3/17 total bank card fees	-82.49
Total Redwood Merchant Services			-139.89
<b>RENNER</b>			
03/10/2017	3/10debit	fuel	-786.76
03/29/2017	8653		-83.35
Total RENNER			-870.11
<b>Rural Community Assistance Program</b>			
03/01/2017	3/17stmt	3/17 Ln 6200GSD-02 Pmt	-4,717.81
Total Rural Community Assistance Program			-4,717.81
<b>SDRMA</b>			
03/01/2017	8603		-3,696.20
03/14/2017	8633	medical	-3,294.00
Total SDRMA			-6,990.20
<b>Sears</b>			
03/10/2017	3/10tool	Shop Tool	-33.61
03/10/2017	03/105826	shop tools	-917.84
Total Sears			-951.45
<b>Sentry III Center</b>			
03/01/2017	8604	rent	-835.00
Total Sentry III Center			-835.00
<b>Staples Credit Plan</b>			
03/01/2017	8605		-79.70
Total Staples Credit Plan			-79.70
<b>Streamline</b>			
03/01/2017	8606	website	-100.00
03/29/2017	8654	website	-100.00
Total Streamline			-200.00
<b>Umpqua Bank</b>			
03/21/2017	SS	2/17 bank fees	-120.40
03/29/2017	8655	VOID: 2/17 bank fees	0.00
Total Umpqua Bank			-120.40



## Garberville Sanitary District Check Register Report for Board

March 2017

Date	Num	Memo	Amount
<b>US Cellular</b>			
03/07/2017	8626		-243.48
Total US Cellular			-243.48
<b>USABLUBOOK</b>			
03/01/2017	8607		-2,935.93
03/29/2017	8656	44 gallon tank and support frame 3/1/17 didn't receive the support frame	-1,328.45
Total USABLUBOOK			-4,264.38
<b>USPS</b>			
03/24/2017	debit		-31.97
Total USPS			-31.97
<b>Wahlund Construction</b>			
03/14/2017	8634		-4,448.37
Total Wahlund Construction			-4,448.37
<b>Wells Fargo</b>			
03/14/2017	8635	copier	-90.51
Total Wells Fargo			-90.51
<b>WYCKOFF'S</b>			
03/01/2017	8608		-46.61
03/07/2017	8627		-44.41
Total WYCKOFF'S			-91.02
<b>Arias, Jose I</b>			
03/02/2017	8609		-695.25
03/20/2017	8636		-178.32
Total Arias, Jose I			-873.57
<b>Arreguin, Daniel J</b>			
03/02/2017	8610		-1,619.12
03/20/2017	8637		-1,814.95
Total Arreguin, Daniel J			-3,434.07
<b>Emerson, Ralph K</b>			
03/02/2017	8611		-2,678.45
03/20/2017	8638		-2,678.46
Total Emerson, Ralph K			-5,356.91
<b>Miller, Brian A</b>			
03/02/2017	8612		-1,381.83
03/20/2017	8639		-1,450.46
Total Miller, Brian A			-2,832.29
<b>Nieto, Mary</b>			
03/02/2017	8613		-541.16
03/20/2017	8640		-319.22
Total Nieto, Mary			-860.38
<b>Ruiz, Lori A</b>			
03/02/2017	8614		-102.06
03/20/2017	8641		-32.01
Total Ruiz, Lori A			-134.07
<b>Ruiz, Ricardo</b>			
03/02/2017	8615		-205.76
Total Ruiz, Ricardo			-205.76

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06/19/17

Accrual Basis

**Garberville Sanitary District**  
**Check Register Report for Board**  
March 2017

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Date	Num	Memo	Amount
<b>Stillwell, Christina</b>			
03/02/2017	8616		-662.09
03/20/2017	8643		-900.22
03/24/2017	8646	Final Pay	-341.76
03/24/2017	8647	Final Vacation Pay	-5,222.51
03/24/2017	8648	VOID: 2 Week Administrative Leave	0.00
Total Stillwell, Christina			-7,126.58
<b>TOTAL</b>			<b>-91,836.76</b>

**Garberville Sanitary District**  
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 April 2017

Date	Num	Memo	Amount
<b>101 Netlink</b>			
04/24/2017	8701		-227.00
Total 101 Netlink			-227.00
<b>Blue Star Gas</b>			
04/18/2017	8697		-47.68
Total Blue Star Gas			-47.68
<b>C &amp; K Market Inc.</b>			
04/13/2017	04/13 Debit		-27.95
04/25/2017	D - SS	Originally posted to bank charges	-35.76
Total C & K Market Inc.			-63.71
<b>Capital Bank &amp; Trust</b>			
04/06/2017	EFT	025158148	-325.45
04/06/2017	EFT	557880519	-625.55
04/18/2017	EFT	557880519	-519.74
04/18/2017	EFT	025158148	-262.23
04/24/2017	EFT	557880519	-100.00
04/25/2017	EFT	025158148	-41.40
Total Capital Bank & Trust			-1,874.37
<b>Cash</b>			
04/06/2017	8682	VOID:	0.00
04/06/2017	8682		-45.00
Total Cash			-45.00
<b>Crystal Springs Bottled Water</b>			
04/06/2017	8664		-10.00
04/11/2017	8684		-10.00
Total Crystal Springs Bottled Water			-20.00
<b>CSDA</b>			
04/20/2017	D - SS		-233.77
Total CSDA			-233.77
<b>Dazey's Building Center</b>			
04/06/2017	8665		-420.36
Total Dazey's Building Center			-420.36
<b>EDD</b>			
04/06/2017	EFT	499-0538-3	-87.14
04/06/2017	EFT	499-0538-3	-550.80
04/18/2017	EFT	499-0538-3	-75.33
04/19/2017	EFT	499-0538-3	-491.09
04/25/2017	EFT	499-0538-3	-24.36
Total EDD			-1,228.72
<b>Emerald Technologies</b>			
04/18/2017	8698		-174.00
Total Emerald Technologies			-174.00
<b>Eureka Oxygen Company</b>			
04/06/2017	8666		-349.00
Total Eureka Oxygen Company			-349.00
<b>Fluentstream Tech</b>			
04/06/2017	8667		-114.41
04/06/2017	D	Duplicate payment - see chk #8667	-114.41
Total Fluentstream Tech			-228.82

**Garberville Sanitary District**  
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**April 2017**

Date	Num	Memo	Amount
<b>Frontier Communications</b>			
04/06/2017	8668		-345.75
04/24/2017	8702		-61.18
04/27/2017	8707		-332.41
Total Frontier Communications			-739.34
<b>G.R. Wilcox Enterprises, Inc</b>			
04/11/2017	8690	New Flat for Wallan Tank, temp tank, install culvert for Moody's Rd, Rock at linda Ln	-28,049.00
Total G.R. Wilcox Enterprises, Inc			-28,049.00
<b>Garberville Rotary</b>			
04/06/2017	8669		-195.00
Total Garberville Rotary			-195.00
<b>IRS</b>			
04/06/2017	EFT	68-0296323	-3,020.78
04/18/2017	EFT	68-0296323	-2,486.28
04/24/2017	EFT	68-0296323	-82.70
04/25/2017	EFTPS	68-0296323	-286.14
Total IRS			-5,875.90
<b>Jamie Corsetti, CPA</b>			
04/18/2017	8699		-325.00
Total Jamie Corsetti, CPA			-325.00
<b>JAYHAWK SOFTWARE</b>			
04/06/2017	8670		-500.00
Total JAYHAWK SOFTWARE			-500.00
<b>Jennie Short</b>			
04/06/2017	8671		-2,094.30
Total Jennie Short			-2,094.30
<b>LOCK DOKTOR</b>			
04/24/2017	8703		-680.00
Total LOCK DOKTOR			-680.00
<b>Mitchell, Brisso, Delaney &amp; Vrieze</b>			
04/06/2017	8672		-1,379.50
Total Mitchell, Brisso, Delaney & Vrieze			-1,379.50
<b>NAPA</b>			
04/06/2017	8673		-6.66
Total NAPA			-6.66
<b>North Coast Laboratories Ltd.</b>			
04/06/2017	8674	VOID:	0.00
04/06/2017	8681		-445.00
04/24/2017	8706		-95.00
04/27/2017	8708		-455.00
Total North Coast Laboratories Ltd.			-995.00
<b>PG&amp;E</b>			
04/06/2017	8675		-4,113.24
Total PG&E			-4,113.24
<b>Pitney Bowes Purchase Power</b>			
04/11/2017	8689		-80.81
Total Pitney Bowes Purchase Power			-80.81

**Garberville Sanitary District**  
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Date	Num	Memo	Amount
<b>QuickBooks</b>			
04/12/2017	D - SS	Payroll subscription	-565.00
Total QuickBooks			-565.00
<b>Redway True Value</b>			
04/11/2017	8685		-140.96
Total Redway True Value			-140.96
<b>Redwood Merchant Services</b>			
04/03/2017	SS - D	3/17 Bank Card Fees	-74.18
04/20/2017	D - SS	3/17 Maint Fee Analysis	-133.13
04/30/2017	4/17	4/17 Bank Card Fees	-133.46
Total Redwood Merchant Services			-340.77
<b>RENNER</b>			
04/06/2017	8676		-845.25
04/10/2017	D	Duplicate payment - see chk #8676	-845.25
Total RENNER			-1,690.50
<b>Rogers Machinery</b>			
04/17/2017	8696		-6,351.65
Total Rogers Machinery			-6,351.65
<b>Rural Community Assistance Program</b>			
04/03/2017	4/17stmt	4/17 Ln 6200GSD-02 Pmt	-4,717.81
04/06/2017	8677		-4,717.81
Total Rural Community Assistance Program			-9,435.62
<b>SDRMA</b>			
04/06/2017	8678		-402.20
04/11/2017	8686		-1,098.00
04/27/2017	8709		-142.48
Total SDRMA			-1,642.68
<b>Sentry III Center</b>			
04/06/2017	8679	rent	-835.00
04/27/2017	8710		-1,670.00
Total Sentry III Center			-2,505.00
<b>Staples</b>			
04/06/2017	8680		-106.83
Total Staples			-106.83
<b>SWRCB</b>			
04/27/2017	8711		-2,520.00
Total SWRCB			-2,520.00
<b>SWRCB-DWOCP</b>			
04/27/2017	8712		-60.00
Total SWRCB-DWOCP			-60.00
<b>Umpqua Bank</b>			
04/06/2017		VOID:	0.00
04/06/2017		VOID: By SS on 5/9/17	0.00
04/12/2017	04/12debit	VOID: SS entered as a bill on 3/31/17	0.00
04/19/2017	04/19debit	VOID:	0.00
04/20/2017	04/20debit	VOID: Wrong period	0.00
Total Umpqua Bank			0.00

**Garberville Sanitary District**  
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Date	Num	Memo	Amount
<b>US Cellular</b>			
04/06/2017	8683		-246.61
Total US Cellular			-246.61
<b>USABLUBOOK</b>			
04/24/2017	8704		-2,508.54
Total USABLUBOOK			-2,508.54
<b>Wells Fargo</b>			
04/11/2017	8687		-90.51
Total Wells Fargo			-90.51
<b>WYCKOFF'S</b>			
04/11/2017	8688		-231.07
Total WYCKOFF'S			-231.07
<b>Arreguin, Daniel J</b>			
04/05/2017	8657		-2,078.16
04/17/2017	8691		-1,551.52
Total Arreguin, Daniel J			-3,629.68
<b>Emerson, Ralph K</b>			
04/05/2017	8658		-2,678.45
04/17/2017	8692		-2,678.46
Total Emerson, Ralph K			-5,356.91
<b>Miller, Brian A</b>			
04/05/2017	8659		-1,568.33
04/17/2017	8693		-1,652.07
Total Miller, Brian A			-3,220.40
<b>Nieto, Mary</b>			
04/05/2017	8660		-839.11
04/17/2017	8694		-713.01
Total Nieto, Mary			-1,552.12
<b>Ruiz, Lori A</b>			
04/05/2017	8661		-91.45
04/17/2017	8695		-321.72
Total Ruiz, Lori A			-413.17
<b>Ruiz, Ricardo</b>			
04/05/2017	8662		-246.91
Total Ruiz, Ricardo			-246.91
<b>Stillwell, Christina</b>			
04/05/2017	8663	VOID:	0.00
04/05/2017	8705		-221.19
04/20/2017	8700		-771.26
Total Stillwell, Christina			-992.45
<b>TOTAL</b>			<b>-93,793.56</b>

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

May 23, 2017

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**5:05 p.m**

**II. ESTABLISHMENT OF QUORUM**

**Present:**

**Rio Anderson**

**Linda Brodersen**

**Richard Thompson**

**Gary Wellborn**

**Doug Bryan- Absent**

**III. APPROVAL OF AGENDA**

**Motion: Rio Anderson**

**Second: Linda Brodersen**

**Vote: 4-0**

**IV.**

**V.**

**VI. OPEN SESSION**

A. Board Report of action, if any, taken during closed session—No action

**VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**General Public / Community Groups**

**Charlie Butterworth**-Charlie submitted request for an amendment of the Garberville Sanitary District Ordinance May 23, 2017.

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff- Finally found a proper home for the Salt.**

**Office Staff-**

**Board Members- Rio and Linda attended the budget meeting, very informative.**

**General Manager—Ralph Emerson**

**See General Managers Report Page 4**

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials – pg

Gary- Pull Financials. During the Districts Transitional period the Financials needed more time to be corrected.

**The QuickBooks Check Register: Motion: Rio Second: Richard Vote: 4-0**

A.2 Approve 4/25/17 Regular Meeting Minutes - pg 5-7

Pull- Linda Mentioned that the minutes needed to be edited. Change 8 toilets to a Restroom. Rio-Received feedback concerning the minutes/ Community Park Update. The correct changes were made to fix the minutes.

A.3 Operations Safety Report- pg 8

**Motion: Gary**

**Second: Richard**

**Vote: 4-0**

**A. GENERAL BUSINESS**

**B. B.1 Update on County patch-pave project and Water leaks**

No Water Leaks were found on the District side.

- B.2 Strategic Plan Update pg.9  
The District staff is diligently working on the top priorities discussed.
- B.3 Measure Z Update—Hydrant Replacement pg.10  
The District Received Measure Z Funding to replace as many fire hydrants as possible around town.
- B.4 Credit Union Apartment Project--Locust Street

C. **POLICY REVISION / ADOPTION**

- C.1 Policy Manual—Approval of Expenditures: sec 7.7 pg.11  
(discussion possible action) 1<sup>st</sup> reading  
All Payroll checks need to have two signatures. Two Signatures are required on any check written for two thousand dollars or more.
- C.2 Water Ordinance—Article 10: Sec 10.1-10.2 Reconnection Fees pg.12  
(discussion—no action) First Reading  
The District would like to raise its reconnection fee from \$25 to \$100 to help encourage customers to pay their bill on time.
- C.3 Sewer Ordinance—Discontinuance Fee 83-1, Chapter 7, Section 25 pg.13-16  
(discussion—possible action) 2<sup>nd</sup> reading—Resolution #17-007  
**Motion: Gary Second: Richard Roll Call Vote: 4-0 Doug Absent.**  
The Districts water ordinance allows for properties/buildings/businesses that were burned down, allows a \$500 annual discontinuance of service fee. This means your lines stay active with the District. The District would like to have a matching Sewer Discontinuance Annual Fee of \$200.
- C.4 Accrued Vacation Hours-Personnel Policy 5.3.1 pg.17  
(discussion—no action) 1<sup>st</sup> reading  
The District would like to put a cap on Employee Vacation Hours Accrued.
- C.5 Appointment of Personnel Committee—Skelly Hearing Officer, Employee Hearing Requests pg.18-20  
(discussion—action) Resolution #17-008 (Roll Call Vote)  
**Motion: Gary Second: Richard Roll Call Vote: 4-0 Doug Absent**  
The Resolution was not accurate and needed to be cleaned up.

X. **ITEMS FOR NEXT BOARD MEETING**

1. Job Descriptions
2. 2017-2018 Budget

**June 27<sup>th</sup>, 2017 Next Board Meeting**

XI. **ADJOURNMENT**  
**6:38 P.M.**



RECEIVED  
JUN 06 2017



ATTENDANCE ROSTER

**Safety Meeting**

Date of Meeting: 6/13/17 Leader Name: Ralph Emerson

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Brian Miller</u>	<u>Brian Miller</u>
3. <u>Don Arcequin</u>	<u>Don Arcequin</u>
4. <u>Wendy Wilder</u>	<u>Wendy Wilder</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



# Heat Stress for Public Employees

## SEEING RED





# GARBERVILLE SANITARY DISTRICT

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

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## BOARD AGENDA MEMORANDUM

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Meeting Date: June 27, 2017

To: Garberville Sanitary District Board of Directors

From: Jennie Short, Consultant Project Manager

Subject: Fiscal Year 2017/18 Budget

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### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

A detailed presentation of the attached proposed budget will be made during the board meeting.

### STAFF RECOMMENDATION FOR BOARD ACTIONS

Discuss the budget as presented, make adjustments, and adopt a final budget for FY 2017/18.

### ATTACHMENTS

1. Cash Flow Statement - summary of water and sewer revenues and expenses, cash spent for asset acquisition, cash spent for payments on long term debt
2. Statement of Revenues & Expenditures from Operations with fiscal year to date actual, projected End of Year amount, Current Year annual budget, and proposed next year budget for WATER
3. Statement of Revenues & Expenditures from Operations with fiscal year to date actual, projected End of Year amount, Current Year annual budget, and proposed next year budget for WATER
4. Summary of Payroll for FY 2017/18

Garberville Sanitary District  
Cash Flow Statement

06/20/17

	FY 2016/17			FY 2017/18
	Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	First Draft Budget
<b>Cash Accounts</b>	7/1/16 Starting			7/1/17 Projected
1005 · Umpqua Checking- Operating	110,628			
1006 · Umpqua System Reserve - Water	72,593			
1007 · Umpqua System Reserve - Sewer	75,153			
1011 · Water Enterprise Fund	46,193			
1030 · County Treasury - Sewer Reserve	344,371			
1031 · County Treasury - Water Reserve	236,226			
1040 · Petty Cash	50			
1050 · Cash Drawer	187			
<b>Total Cash and Cash Equivalents: Starting Balance</b>	<b>885,399</b>			<b>808,866</b>
<b>Net Cash Provided by Operating Gain</b> (excludes depreciation)				
Water Revenue	489,795	433,444	516,900	540,150
Sewer Revenue	392,450	325,502	400,619	425,125
Payroll Expenses	(325,450)	(296,459)	(352,401)	(350,291)
Admin & Overhead Expenses	(177,110)	(130,473)	(174,264)	(176,575)
Water Supplies/Maintenance/Monitoring/Utilities	(84,700)	(88,692)	(114,077)	(95,500)
Sewer Supplies/Maintenance/Monitoring/Utilities	(79,350)	(72,452)	(86,250)	(72,050)
Savings towards Capital Improvement Projects	0	0	0	(5,000)
Savings of Connection Fees				(64,000)
Measure Z Hydrant Grant				60,000
<b>Net Operating Gain Cash Added</b>	<b>215,635</b>	<b>170,871</b>	<b>190,527</b>	<b>261,859</b>
<b>Change in Assets</b>				
<u>Change in Current Assets</u>				
Accounts Receivable	0	3,231	0	0
Prepaid Insurance	11,973	(225)	0	0
Prepaid Workers Comp	14,387	1,599	0	0
Other Receivables	0	5,335		0
Subtotal Change In Current Assets	26,360	9,940		0
<u>Change in Major Capital Improvement Assets</u>				
Need Adjustment		1,842	0	
CIP - Bear Canyon Aerial		660	660	10,000
Subtotal Major Capital Assets	0	2,502	660	10,000
<u>Change in Fixed Assets</u>				
<u>Equipment</u>				
Utility Truck	42,355	42,355	42,355	
Sale of Surplus Truck	(5,000)	(20,722)	(20,722)	
Depreciation on Surplus Truck		17,612	17,612	
Repairs to 1999 Ford		11,515	11,515	
Utility Trailer				6,500
<u>Treatment Facilities</u>				
Electric Actuator Valves SWTP		2,651	2,651	2,700
SWTP Recirculation Pump Replacement				1,000
SWTP Dual LMI Pump Installation		4,132	4,132	8,500

# Cash Flow Statement

06/20/17

	FY 2016/17			FY 2017/18
	Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	First Draft Budget
SWTP - Add CL2 Valve				8,600
WWTP switch to liquid Hypochlorite	6,500	6,423	6,423	
<u>Distribution/Collection Facilities</u>				
Wallen Road Tank Access Road - Temp Fix	38,000	43,713	43,713	
Telemerty Replcmnt: Wallen, Arthur, WWTP, Alderpt	15,000	14,600	14,600	10,000
Paving on Hillcrest Drive		2,310	2,310	
Replace (2) Downtown Hydrants	21,000	23,980	23,980	
Measure Z Hydrants				60,000
Flow Meter Data Capture	5,000			15,000
Maple Lane Sewerline			7,000	
Subtotal Change in Fixed Assets	122,855	148,569	155,569	112,300
<b>Total Change in Assets {Cash Used}</b>	<b>149,215</b>	<b>161,011</b>	<b>156,229</b>	<b>122,300</b>
<b>Change in Liabilities</b>				
Accounts Payable	0	(14,256)	1,000	0
Current Liabilities - Other	Vac Payout	(18,259)	(19,000)	0
<u>Loans</u>				
2500 SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	(21,831)	(22,268)	(22,268)	(21,831)
2700 SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	(45,982)	(22,991)	(45,982)	(45,982)
2605 RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	(46,472)	(42,510)	(51,012)	(46,472)
2655 Lease Payable - copier	(862)	(756)	(907)	(862)
Utility Truck Loan Disbursement	42,425	42,355	42,355	0
2660 Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	(13,442)	(15,016)	(15,016)	(15,016)
<b>Total Change in Liabilities {Cash Added or (Spent)}</b>	<b>(86,165)</b>	<b>(93,701)</b>	<b>(110,831)</b>	<b>(130,164)</b>
<b>Sum of Change in Cash by Fiscal Year</b>	<b>(19,745)</b>	<b>(83,841)</b>	<b>(76,533)</b>	<b>9,395</b>
<b>Total Cash and Cash Equivalents: Ending Balance</b>	<b>865,654</b>	<b>801,558</b>	<b>808,866</b>	<b>818,261</b>

# Statement of Revenues & Expenditures from Operations

## Water Fund

Description		FY 2016/17			FY 2017/18
		Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	DRAFT Budget 06/20/17
<b>Revenues</b>					
1	4100 · Residential	272,535	236,372	291,000	290,000
2	4110 · Commercial	214,310	181,967	216,000	215,000
3	4120 · System Reserve Fee	0		0	0
4	4125 · Employee Discts	0		0	0
5	4150 · Bulk Water Sales	0		0	0
6	Total Water Charges	486,845	418,339	507,000	505,000
7	4300 - Connection Fee	0		0	32,000
8	4650 · Late Charges	2,500	2,600	2,800	2,500
9	4700 · Other Operating Revenue	150	4,083	4,100	150
10	<b>Total Water Revenues</b>	<b>489,495</b>	<b>425,022</b>	<b>513,900</b>	<b>539,650</b>
<b>Expenses</b>					
12	Admin. & General				
13	5000 · Advertising	150	135	150	150
14	5005 · Bad Debts	2,500		100	2,500
15	5010 · Bank Charges				
16	5012 · Merchant Account Fees	750	707	850	750
17	5010 · Bank Charges - Other	500	667	800	650
18	5015 · Conservation	0		0	0
19	5020 · Directors Fees	900	663	900	900
20	5030 · Dues and memberships	1,600	1,654	1,600	1,600
21	5035 · Ed & Training	2,000	908	1,000	2,000
22	5036 · Ed & Training - B.O.D.	150	0	150	150
23	Insurance				
24	5040 · Liability	7,194	6,597	8,000	7,800
25	5050 · Workers' Comp	5,840	5,560	6,750	10,323
26	5055 · Health				
27	5037 - Employee Benefits	0		0	0
28	5055.1 · Empl. Portion	(7,178)	(6,300)	(7,178)	(3,589)
29	5055 · Health - Other	22,430	18,988	22,430	17,945
30	Total 5055 · Health	15,252	12,688	15,252	14,356
31	Total Insurance	28,286	24,844	30,002	32,479
32	5060 · Licenses, permits & fees	3,700	3,262	3,700	3,700
33	5065 · Auto	4,250	1,394	2,000	2,000
34	5070 · Miscellaneous	0	34	0	0
35	5080 · Office expense	2,000	2,890	3,000	2,800
36	5085 · Outside Services	5,000	3,367	4,300	5,240
37	5090 · Payroll taxes	12,358	12,097	14,300	15,840
38	5100 · Postage	1,200	929	1,200	1,300
39	5110 · Professional Fees	28,000	19,534	25,000	30,000
40	5120 · Property taxes	12	12	12	12
41	5125 - Repair and Maint.	0	447	3	0
42	5130 · Rents	5,610	4,175	5,010	5,370
43	5135 · Retirement	3,579	4,046	4,800	3,710
44	5137 · Supplies	1,350	124	850	1,350
45	5140 · Telephone	2,600	1,175	1,400	1,400

# Statement of Revenues & Expenditures from Operations

## Water Fund

		FY 2016/17			FY 2017/18
Description		Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	DRAFT Budget 06/20/17
46	5145 · Tools	2,785	4,921	5,000	2,000
47	5150 · Travel & Meetings	800	566	800	800
48	5155 · Utilities	1,200	969	1,200	1,200
49	5160 · Wages	73,285	61,610	74,000	62,072
50	5165 - OT Wages	0	70	70	0
51	5170 · Vacation accrual adjustm	1,000		1,000	1,000
<b>53</b>	<b>Total Admin. &amp; General</b>	<b>185,564</b>	<b>151,198</b>	<b>183,197</b>	<b>180,973</b>
<b>54</b>	<b>Water Transmission &amp; Distribution</b>				
55	7075 · Fuel	3,050	2,171	3,050	2,500
56	7080 · Pumping	0		0	0
57	7090 · Repairs & Maint.	15,000	13,805	21,000	15,000
58	7100 · Supplies	4,000	1,869	4,000	4,000
59	7110 · Utilities	6,700	7,090	10,635	9,000
60	7120 · Wages	30,685	30,056	30,685	28,364
61	7125 - OT Wages	3,000	3,672	5,500	4,500
<b>62</b>	<b>Total Water Trans &amp; Distr</b>	<b>62,435</b>	<b>58,663</b>	<b>74,870</b>	<b>63,364</b>
<b>63</b>	<b>Water Treatment</b>				
64	7010 · Monitoring	3,000	4,774	6,000	5,000
65	7015 · Outside Services	0		0	0
66	7020 · Fuel	2,850	2,171	2,850	3,000
67	7030 · Repairs & Maint.	5,000	14,542	14,542	5,000
68	7040 · Supplies	11,000	11,646	12,000	12,000
69	7050 · Utilities	34,100	30,623	40,000	40,000
70	7060 · Wages	35,815	31,324	35,815	46,440
71	7065 - OT Wages	4,005	4,971	5,400	5,000
<b>72</b>	<b>Total Water Treatment</b>	<b>95,770</b>	<b>100,051</b>	<b>116,607</b>	<b>116,440</b>
<b>73</b>	<b>Total All Expenses</b>	<b>343,769</b>	<b>309,912</b>	<b>374,674</b>	<b>360,777</b>
<b>74</b>	<b>Net Operating Revenue</b>	<b>145,726</b>	<b>115,110</b>	<b>139,226</b>	<b>178,874</b>
<b>75</b>	<b>Other Income/Expense</b>				
76	Other Income				
	Gain on Asset Disposal		5,446	5,446	
78	8060 · Interest Income	300	2,977	3,000	500
80	Total Other Income	300	8,423	8,446	500
81	Other Expense				
83	9040 · Depreciation (and loss on	317,500	294,990	350,000	350,000
84	9050 · Interest Expense	11,163	8,682	11,163	11,000
85	Total Other Expense	328,663	303,672	361,163	361,000
86	Net Other Income	(328,363)	(295,249)	(352,717)	(360,500)
<b>87</b>	<b>Net Gain (Loss)</b>	<b>(182,637)</b>	<b>(180,140)</b>	<b>(213,491)</b>	<b>(181,627)</b>
88	Depreciation (added back since not cash flow item)	317,500	294,990	350,000	350,000
<b>90</b>	<b>Net Operating Gain</b>	<b>134,863</b>	<b>114,850</b>	<b>136,509</b>	<b>168,374</b>

Statement of Revenues & Expenditures from Operations  
Wastewater Fund

Description	FY 2016/17			FY 2017/18
	Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	DRAFT Budget 06/20/17
<b>Revenues</b>				
1 4200 · Sewer Charges	364,000	301,883	364,000	365,000
2 4300 - Connection Fees	0		0	32,000
3 4650 · Late Charges	2,500	2,600	3,000	2,500
4 4700 · Other Operating Revenue	50	273	273	50
<b>5 Total Sewer Revenues</b>	<b>366,550</b>	<b>304,756</b>	<b>367,273</b>	<b>399,550</b>
<b>6 Expense</b>				
<b>7 Administrative &amp; General</b>				
8 5000 · Advertising	200	135	200	200
9 5005 · Bad Debts	3,000		3,000	3,000
10 5012 - Merchant Account Fees	750	707	850	750
11 5010 · Bank Charges	500	667	800	700
12 5020 · Directors Fees	900	663	900	900
13 5030 · Dues and memberships	1,300	1,654	1,654	1,600
14 5035 · Education & Training	1,275	1,619	1,620	1,400
15 5036 · Education & Training - B.C	150	0	150	150
16 Insurance				
17 5040 · Liability	7,194	6,596	8,000	7,800
18 5050 · Workers' Comp	5,840	4,314	5,840	10,323
19 Health				
20 5037 - Employee Benefits	0		0	0
21 5055.1 · Employee Portion	(7,178)	(5,839)	(7,178)	(3,589)
22 5055 · Health	22,430	19,291	22,430	17,945
23 Total 5055 · Health	15,252	13,452	15,252	14,356
24 Total Insurance	28,286	24,362	29,092	32,479
25 5060 · Licenses, permits & fees	18,500	14,741	18,500	18,500
26 5065 · Auto	4,250	1,394	8,000	2,000
27 5070 · Miscellaneous	100	34	100	100
28 5080 · Office expense	2,000	2,890	3,000	2,800
29 5085 · Outside Services	3,500	3,184	3,500	3,740
30 5090 · Payroll taxes	8,587	9,270	10,539	13,050
31 5100 · Postage	1,200	930	1,200	1,300
32 5110 · Professional Fees	28,000	15,563	25,000	30,000
34 5125 · Repairs & Maintenance	0	499	500	0
35 5130 · Rents	5,010	4,175	5,010	5,370
36 5135 · Retirement	2,487	3,124	4,000	3,710
37 5137 · Supplies	1,350	414	850	1,350
38 5140 · Telephone	2,800	1,175	1,400	1,400
39 5145 · Tools	2,875	4,276	5,000	2,000
40 5150 · Travel & Meetings	800	489	800	800
41 5155 · Utilities	1,200	969	1,200	1,200
42 5160 · Wages	70,415	56,868	70,415	62,072
43 5165 - OT Wages	0	70	70	0
44 5170 · Vacation accrual adjustment	1,000		1,000	1,000
<b>45 Total Administrative &amp; General</b>	<b>190,435</b>	<b>149,871</b>	<b>198,350</b>	<b>191,571</b>



Statement of Revenues & Expenditures from Operations  
Wastewater Fund

Description	FY 2016/17			FY 2017/18
	Board Adopted Budget	YTD 10 mo. 04/30/17	Projected Year End	DRAFT Budget 06/20/17
<b>46 Wastewater Collection</b>				
47 6010 · Fuel	2,850	2,171	2,850	2,850
48 6030 · Repairs & Maintenance	25,000	33,574	37,000	20,000
49 6040 · Supplies	2,000	1,132	2,000	1,600
50 6050 · Utilities	4,500	4,017	4,900	4,900
51 6060 · Wages	14,715	20,770	22,073	18,776
52 6065 · OT Wages	660	2,430	3,500	2,000
<b>53 Total Wastewater Collection</b>	<b>49,725</b>	<b>64,094</b>	<b>72,323</b>	<b>50,126</b>
<b>54 Wastewater Treatment</b>				
55 6075 · Fuel	3,100	2,171	2,600	2,600
56 6080 · Monitoring	10,000	3,852	5,000	8,000
57 6085 · Outside Services	0		0	0
58 6100 · Repairs & Maintenance	12,500	9,106	12,500	12,500
59 6110 · Supplies	7,600	6,203	7,600	7,600
60 6120 · Utilities	11,800	10,227	11,800	12,000
61 6130 · Wages	21,035	19,685	25,500	31,900
62 6135 · OT Wages	640	383	640	1,500
<b>63 Total Wastewater Treatment</b>	<b>66,675</b>	<b>51,626</b>	<b>65,640</b>	<b>76,100</b>
<b>64 Total Expense</b>	<b>306,835</b>	<b>265,591</b>	<b>336,313</b>	<b>317,797</b>
<b>68 Net Operating Revenues</b>	<b>59,715</b>	<b>39,164</b>	<b>30,960</b>	<b>81,754</b>
<b>69 Other Revenue/Expense</b>				
72 Property Tax Revenue				
73 8010 · Secured	22,400	11,052	22,400	23,000
74 8020 · Unsecured	1,500	844	1,500	1,500
75 8025 · Prior Years	25	5	25	25
76 8030 · Supplemental - Current	75	205	75	150
77 8035 · Supplemental - Prior Ye	50	19	50	50
78 Total Property Tax Revenue	24,050	12,125	24,050	24,725
79				
80 8060 · Interest Income	1,500	3,022	3,500	500
Gain on Asset Disposal		5,446	5,446	
81 8070 - Other non-operating reve	0		0	0
82 9030 · Homeowners' Tax Relief	350	153	350	350
<b>83 Total Other Revenue</b>	<b>25,900</b>	<b>20,746</b>	<b>33,346</b>	<b>25,575</b>
84 Other Expense				
86 9040 - Depreciation	164,600	145,460	175,000	175,000
87 9050 · Interest Expense	4,843	3,891	4,843	4,843
<b>88 Total Other Expense</b>	<b>169,443</b>	<b>149,351</b>	<b>179,843</b>	<b>179,843</b>
<b>89 Net Other Revenue</b>	<b>(143,543)</b>	<b>(128,604)</b>	<b>(146,497)</b>	<b>(154,268)</b>
<b>90 Net Gain (Loss)</b>	<b>(83,828)</b>	<b>(89,440)</b>	<b>(115,537)</b>	<b>(72,514)</b>
91 Depreciation (added back since not cash flow item)	164,600	145,460	175,000	175,000
<b>92 Net Operating Gain</b>	<b>80,772</b>	<b>56,020</b>	<b>59,463</b>	<b>102,486</b>

## Fiscal Year 2017/18 Payroll Summary for Budget

Employee	R. Emerson	Lori	Mary	D. Arreguin	Brian	Rick	Total
Rate	\$8,500	\$20.00	\$16.00	\$23.00	\$22.00	\$15.00	
# Hours Per Week	Salary	10	32	40	40		
Wages	114,000	10,400	26,624	47,840	45,760	5,000	249,624
OT and On-Call	0	0	0	6,500	6,500	0	13,000
Total Gross Pay	114,000	10,400	26,624	54,340	52,260	5,000	262,624
Employer Taxes & Contributions	12,540	1,144	2,929	5,977	5,749	550	28,889
Retirement	3,420		799	1,630	1,568		7,417
Health Insurance	7,178		7,178	7,178	7,178		28,712
Adjustment for Vacation Value							2,000
Worker's Compensation	4,560	416	1,065	2,989	2,874	275	12,179
Total	141,698	11,960	38,594	72,114	69,629	5,825	341,820



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

The Board has made it clear that we should follow the ordinances and policies in place so as not to create confusion or a precedent of making up conflicting policies for different situations or customers.

With that being said, we don't currently have an ordinance in place which addresses a situation like adding a food truck grease interceptor to the approved Town Square restroom project.

The Restroom group has paid for a water and sewer connection which will not be a substantial impact to our collection system. I have estimated that if the restroom is used 50 times per day, it will use 250 gpd and 10 units per month. This is within the average single family household range for water usage.

I have been monitoring the food truck which is on site and all the water they use is currently self-contained but if they are allowed to dump their storage tank, it could be 25-50 gpd. This combined with the restroom is still not excessive impact to the collection system.

The Board approved a restroom in June 2015 but a food truck grease interceptor was not considered at that time and has been included by the Town Square group since that time. I met with both groups and their engineer on Wednesday June 14<sup>th</sup>, in an effort to coordinate and find a plan that all parties agree with. The meeting ended with an agreed conception to include a grease interceptor, which will only help ensure cleaner wastewater entering our collection system.

What is before you is whether to charge an additional fee for that grease interceptor and the impact food trucks will have on our collection system or to waive additional fees and allow a grease interceptor to be installed prior to entering our collection system.

Our current connection fees are \$8,000 water and \$8,000 for sewer.

## VII. ACTION and/or DISCUSSION ITEMS

1. Garberville Public Restroom Fees—Discussion/Action      Garberville Redway Public Restroom Working Group (GRPRWG) is working together with the Garberville Town square in implementing a public restroom on the square. They are in the process of formalizing their agreement with the Town Square. GRPRWG understands that the sewer hookup fees will be increasing in the near future. They are asking the GSD Board to consider “freezing” their cost for the sewer hookup at the current \$1200.00 in case their agreement is not reached with the Town Square until after the hookup fees are increased.

June 23, 2015

## VII. ACTION and/or DISCUSSION ITEMS

### 1. Garberville Public Restroom Fees—Discussion/Action

Garberville Redway Public Restroom Working Group (GRPRWG) is working together with the Garberville Town square in implementing a public restroom on the square. They are in the process of formalizing their agreement with the Town Square. GRPRWG understands that the sewer Hookup fees will be increasing in the near future. They are asking the GSD Board to consider “freezing” their cost for the sewer hookup at the current \$1200.00 in case their agreement is not reached with the Town Square until after the hookup fees are increased.

Chairperson moved to discuss the heart of the meeting. Action and discussion items. First issue on the agenda is Garberville Public Restroom Fees.

Would R. Emerson take the lead on this issue.

Emerson stated GSD was approach by the Group (GRPRWG) that is trying to put a Public rest room in the Town Square. Emerson requested that they produce a map or drawing of the location they are planning to place restroom. Emerson informed them there is water already available at the Town Square, all they needed was a sewer connection fee of \$1200. They were also informed that the sewer rate will go up in the near future and to consider making an application as soon as possible to keep the now rate of \$1200. As this group is in the process of securing funds for the project they ask GSD if we could hold that rate until they are able to come up with the secured funding after donation. A few members from the group are here to address the board of Directors about holding the now rate of \$1200 in the case the funding is not secure before rates change in the near future.

Bob Froehlich gave presentation with two other members present Suzel, and Leo Pollard, three other core members of group Dave O, Jim T, and Mike M could not make it to the presentation to the board. Bob then explained about the groups activities around Garberville and Redway communities. They are a group that have been together about 4 years and would like to put a Public restroom in Garberville.. At first they were working with the Transit department to place the toilet next to the bus stop at the south entrance into Garberville. However in the end that felt thru. They put up a porta-potty in Redway and a dumpster for a length of time. The group have also had a number of town meetings and eventually this group realize that the town Square would not be able to fund a restroom but the square would be an idea spot to put a public restroom. Bob said we proceeded to meet with the town square board and drew up a MOU with them stating that the Group will go out and fund raise and be responsible for building and getting the money together for putting a

new Restroom up there. Including a new sewer hookup and developing a maintenance plan for maintaining the restroom.

The group came to a point where both the Town Square Committee and their Group was going to sign off on the MOU but in the MOU there are two other items that have to be sign off on or the MOU is null or void.

1. The Town Square wanted to have final say about the design of project.
2. The Group(GRPRWG) wanted to sign off on the overall cost of project.

They are then waiting for the design from the Town Square so as to move forward with this project. As the design is key to the funding of the project they are still waiting for all their ducks to be in a row before going out and fundraising. In the process they are hoping not to lose out on the opportunity to acquire the lowest or best possible rate from GSD or even to donate or waive the fee for the sewer connection. The letter that was written to GSD from GRPRWG is asking for a freeze on the now rate until they could get their ducks in a row or waive the fee as a community service would be ideal.

R. Emerson replied cannot grant a waiver on the connection fee as a public agency. What he recommends to the board is have them fill out an application with what the rate is now and then give them a time period they would have to meet, whether it'd be a year or two or something that would be an appropriate time line, until they could get the appropriate funding.

R. Copenhafer Question? Would it be possible to have a person donate the money for their application and if the project did not come thru, can GSD return their money?

R. Emerson; So your saying a kind Samaritans would pay the money on the application and it falls thru. I would think that is possible only if construction have not been started.

Chairperson confirmed with Emerson, they start the application now and in the application we give them two years to do construction. The \$1200 could be the rate with any hookup within the two year time frame.

R Emerson: Yes which would not be unusual for any other customer application that came in and had an empty lot and would be building in the future and apply at this time for sewer hookup. The rate would be what it is now and that would be following the Ordinance that we already have. That is my recommendation.

B. Stewart suggest that we accept their application and make the fee acceptable for now until June 30th 2016. One year.

D. Bryan What if they pay that fee? What would the time line for them to build in.

B. Stewart if they pay the fee he suggest they be given a reasonable time to complete the project. Two years.

D. Bryan confirmed that the application be fill out now with present rate and have a year June 30th 2015 -June 30th 2016 to pay the fee. With an addition 2 years beyond that to complete job.

L. Brodersen suggested that this be in consideration for all other contractors or customers applying for sewer hookups with the going rate of \$1200 with the thought of future building. Being careful to set precedence for all customers and not for one group.

Doug- GSD is looking at changing the rate pretty soon in the next couple of months.

Suzel- made comment that it is a Garberville Sanitary Service project. It is just to help with the Sanitation of Garberville. It is not a money making project and that GSD should keep that in mind when they make this decision.

Chairperson stated that the property is own by the Town square and not GSD and they will be the one signing the application.

B. Stewart made a motion to accept the application by the Town Square at the current fee, with one year to pay the \$1200. to June 30, 2016. Also they will have two years in which to build the restroom.

D. Bryan seconded the motion.

Chairperson: Motion was approved

Chairperson: Mr. Dazey came in to the meeting and he was then inform that he had received the bid for the redwood lumber from the old Alderpoint Road Water Tank. He said he was a big fan of GSD and was happy with GSD decision.

## 2. 2015–2016 Budget Adoption

R. Emerson reported Tina, Linda as a part personnel committee and Jenny have been working on budget and on getting reimbursement for the Drinking water project claim 10 and 11. GSD have fronted some of the money for the drinking water project. We got a loan and grant and we were working on getting the some of that money back we have already received \$343,462.

And on the water budget on the last page, we also have \$311,445 that is expected to be here by the end of July that will help set our cost, expenses, and what we have in reserve for the next years budget. R Emerson stated that is the last off it, we wont have any more reimbursement and we would be operating on our receivables, service charges water and waste water. Also to be able to use this money carefully whether it'd be as a reserve account for emergencies or for matching loans or grants. Keep that as procuring interest for insurance and protection of GSD.

### 7.7 Approval of Expenditures

- a. Total expenditures for one calendar day by any employee for any single item or group of related items, may not exceed \$200.00, without advance **District Administrator's General Manager** approval. Managers may set lower limits for expenditures by their staff.
- b. Exceptions to the above limits are chemical, materials and services for routine operation of water and wastewater plants and systems, and routine office supplies and expenses.
- c. Employees must follow the chain of command to obtain approval for emergency expenditures.
- d. The **District Administrator General Manager** shall prepare a written report to the Board for all emergency expenditures exceeding \$2,000.00 for any single item for the next Board Meeting.
- e. **Any checks above \$2,000.00 shall have two signatures, including the Board Chairperson or alternate Board Member.**
- f. **All employee pay checks shall include two signatures, including the Board Chairperson or alternate Board Member.**



**Sec 9.5 Payment of Bills.** Bills are due and payable by the 25<sup>th</sup> of each month and if not paid a \$5 late charge will be applied. Late Payment Procedures:

**1-30 days Bills** past due **from billing date**—Courtesy Call—Notify Owner

**30-35 days** past due **from billing date**—Shut Off Notice **will be hand delivered**

**40 days past due from billing date**---**Water will be turned off**

60 days past due **from billing date**—Lien on Building/Property—Small Claims

120 days past due **from billing date**—Turn Over to Collection Agency

A. Adjustments **of Bills**—Payment Plans

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

Approved: November 24, 2015

**Summary of Proposed Rates – Approved by the Board of Directors on August 25, 2009**

**SCHEDULE OF MONTHLY WATER RATES**

<b>Meter Size</b>	<b>Proposed 35% Increase 9/2009</b>	<b>Proposed 20% Increase 7/2010</b>	<b>Proposed 10% Increase 7/2011</b>	<b>Proposed 3% Increase 7/2012</b>	<b>Proposed 3% Increase 7/2013</b>
<u>5/8" &amp; 3/4"</u>	\$43.00	\$51.60	\$56.76	\$58.46	<u>\$60.22</u>
1"	86.00	103.20	113.52	116.93	120.43
<u>1.5"</u>	172.00	206.40	227.04	233.85	<u>240.87</u>
2"	258.00	309.60	340.56	350.78	361.30
Upper Zone Fixed Surcharge	\$5.00	\$6.00	\$6.60	\$6.80	\$7.00
Tier 1 0-5 hcf (\$/hcf)	\$0.50	\$0.60	\$0.66	\$0.68	\$0.70
Tier 2 Over 5 hcf (\$/hcf)	\$2.75	\$3.30	\$3.63	\$3.74	\$3.85
Non-Single Family Residential/Commercial (\$/hcf)	\$1.90	\$2.28	\$2.51	\$2.59	\$2.67
Upper Zone Variable Surcharge (\$/hcf)	\$0.40	\$0.48	\$0.53	\$0.54	\$0.56

**SCHEDULE OF MONTHLY SINGLE FAMILY RESIDENTIAL WASTEWATER RATES**

<b>Single Family Residential</b>	<b>Proposed 50% Increase 9/2009</b>	<b>Proposed 3% Increase 7/2010</b>	<b>Proposed 3% Increase 7/2011</b>	<b>Proposed 3% Increase 7/2012</b>	<b>Proposed 3% Increase 7/2013</b>
Base Monthly Charge	\$31.09	\$32.02	\$32.98	\$33.97	\$34.99
<u>Consumption per hcf</u>	2.58	2.66	2.74	2.82	<u>2.90</u>

**SCHEDULE OF MONTHLY NON-SINGLE FAMILY  
RESIDENTIAL/COMMERCIAL WASTEWATER RATES**

<b>Non-Single Family Residential/Commercial</b>	<b>Proposed 50% Increase 9/2009</b>	<b>Proposed 3% Increase 7/2010</b>	<b>Proposed 3% Increase 7/2011</b>	<b>Proposed 3% Increase 7/2012</b>	<b>Proposed 3% Increase 7/2013</b>
Base Monthly Charge	varies	varies	varies	varies	varies
Consumption Charge \$/hcf					
Low	\$1.89	\$1.95	\$2.01	\$2.07	\$2.13
Domestic	2.36	2.43	2.50	2.58	2.66
Medium	3.54	3.65	3.76	3.87	3.98
<u>High</u>	4.72	4.86	5.01	5.16	<u>5.31</u>

All non-single family water customers (multi-family, commercial, irrigation) will be billed a monthly meter charge based on meter size plus a uniform consumption charge for all water consumed.

**SCHEDULE OF MONTHLY WATER RATES**

Meter Size	Proposed 35% Increase 9/2009	Proposed 20% Increase 7/2010	Proposed 10% Increase 7/2011	Proposed 3% Increase 7/2012	Proposed 3% Increase 7/2013
<u>5/8" &amp; 3/4"</u>	\$43.00	\$51.60	\$56.76	\$58.46	<u>\$60.22</u>
1"	86.00	103.20	113.52	116.93	120.43
<u>1.5"</u>	172.00	206.40	227.04	233.85	<u>240.87</u>
2"	258.00	309.60	340.56	350.78	361.30
Upper Zone Fixed Surcharge	\$5.00	\$6.00	\$6.60	\$6.80	\$7.00
Tier 1 0-5 hcf (\$/hcf)	\$0.50	\$0.60	\$0.66	\$0.68	\$0.70
Tier 2 Over 5 hcf (\$/hcf)	\$2.75	\$3.30	\$3.63	\$3.74	\$3.85
Non-Single Family Residential/Commercial (\$/hcf)	\$1.90	\$2.28	\$2.51	\$2.59	\$2.67
Upper Zone Variable Surcharge (\$/hcf)	\$0.40	\$0.48	\$0.53	\$0.54	\$0.56

**Current Charges With 1.5" Meter**

WAC15---Commercial Water Base Rate (**1.5" meter**) and Consumption: \$240.87 + (15 Units x 2.67)=\$40.05--Total=\$280.92

CSB01---Commercial Sewer Base Rate: \$184.17

CSC03---Commercial Sewer Consumption (15 Units) x \$3.59 = \$53.73

Total Monthly Charge Water and Sewer---**\$518.82**

**Possible Action With 3/4" Meter**

WAC15---Commercial Water Base Rate (**3/4" meter**) and Consumption: \$60.22 + (15 Units x 2.67) = \$40.05---Total= \$100.27

CSB01---Commercial Sewer Base Rate: \$2.67 x 15 units (\$40.05) + (\$79.65) Sewer Consumption= \$119.70

CSC03---Commercial Sewer Consumption 15 Units x \$5.31 = \$79.65

Total Monthly Charge-Water and Sewer---**\$299.62**

## **ARTICLE 4 APPLICATION FOR WATER SERVICE**

**Sec 4.1 Application.** A property owner or his/her authorized agent **who provides authorization letter from owner** may make an application for Water Service. (See attached application form).  
Adopted 7/28/15

**Sec 4.2 Undertaking of Applicant.** Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service.

**Sec 4.3 Payment for Previous Service.** An application will not be honored unless payment in full has been made for water service previously rendered to the applicant.

**Sec 4.4 Installation Charges.** New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided

Adopted 9/22/15

**Sec 4.5 Installation of Service.** Service installations will be made only to property within GSD boundaries. Adopted 8/25/15

**Sec 4.6 Changes in Customer Equipment.** Customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application. Changes to existing services is also subject to but not limited to sections 2.6 and 4.4

**Sec 4.7 Size and Location.** The District reserves the right to determine the size of service connections and their locations with respect to the boundaries of the premises to be served.  
Adopted 7/28/15

**Sec 4.8 Curb Cock.** Every service connection installed by the District shall be equipped with a curb cock on the inlet side of the meter. The curb cock is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb cock is damaged by the consumers use to an extent requiring replacement, such replacement shall be at the customer's expense.

**Sec 4.9 Service Connection.** It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- a. 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 authorized by the General Manager or GSD Board.

Adopted 8/25/15

## **ARTICLE 10 DISCONTINUANCE OF SERVICE**

**Sec 10.1 Disconnection for Non-Payment.** Service may be discontinued for non-payment of bills after ~~(15)~~ **(30)** days ~~late.~~ **following the billing date.** ~~A customer service that is terminated for non-payment will be charged a \$ 25.00~~

**Sec 10.2 Reconnection Charge.** A nonrefundable reconnection charge of ~~twenty-five dollars (\$25.00)~~ **\$100** will be made and collected prior to renewing service following disconnection.



# GARBERVILLE SANITARY DISTRICT

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

## RESOLUTION NO. 17-009

**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE WATER ORDINANCE, ARTICLE 10: SEC 10.1—10.2 BE CHANGED AND INCLUDE AN INCREASE TO THE RECONNECTION FEE**

**WHEREAS**, the Garberville Sanitary will increase the water reconnection fee to \$100

**WHEREAS**, This new ordinance will require customers to pay all outstanding service fees including the \$100 reconnection fee before water service will be continued after disconnection.

**WHEREAS**, When service charges and reconnection fee are not paid, the bill will be sent to the owner of the property and the GSD collection process will proceed.

-----

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, that on this day, June 27, 2017, Garberville Sanitary District approves a \$100 reconnection fee to replace the current \$25 fee and this change will be included in the Water Ordinance Article 10. Sec 10.1-10.2.

### **1. ARTICLE 10 DISCONTINUANCE OF SERVICE**

2.

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

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

**PASSED, APPROVED AND ADOPTED this 27 day of June 2017  
by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

**ATTEST:**

**Board Chair Person:**

\_\_\_\_\_

**Linda Brodersen**

\_\_\_\_\_

**Date**

**Clerk of Board:**

\_\_\_\_\_

**Ralph Emerson, General Manager**

\_\_\_\_\_

**Date**

### 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 (**current employees only**) with prior **District Administrator General Manager** 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 in an annual check at end of calendar year. Any employees hired after January 2007 will be required to wait the full year from date of hire before they are eligible to use vacation time. All vacation time must be taken within the anniversary year after it is earned (Example: Hired in October 2006 – Anniversary year is October 2007 – October 2008. Employee must use all vacation time by October 2008), unless the District Administrator approves an employee's request to carry vacation time to the next year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.**
- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- c. An employee eligible for paid vacation may request approval by the District Administrator to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off.
- d. 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.
- e. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- f. Full-time employees are eligible to use accrued vacation after six months of employment.