

**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: Tuesday January 26th, 2021

5:00 p.m. – Open Public Session

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Julie Lyon____, 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

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson Pg. 4

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Approve Financials Date November 2020 - Pg. 5-16
- A.2 Approve Date: December 15th, 2020, Regular Meeting Minutes - Pg. 17-19
- A.3 Operations Safety Report- Pg. 20-21

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

B. GENERAL BUSINESS – Action items

Notice to the Public

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

- B.1 Audit Update **Pg. 22-28**
Information at Meeting
- B.2 Strategic Planning and Budget Meeting—Appoint Committee Members **Pg. 29**
(direction requested)
- B.3 Grant and Projects Update **Pg. 30-31**
(discussion-possible action) Jennie Short
Motion: **Second:** **Vote:**
- B.4 Cannabis Water Use-Will Serve Applications-Ag Meters
(discussion-possible action) (update from staff and Jennie Short)
Motion: **Second:** **Vote:**
- B.5 Update on River Conditions and Water Demand
Information Only – at meeting
- B.6 Call-Outs for Emergencies after hours
(discussion—possible action) Update from Staff
Motion: **Second:** **Vote:**
- B.7 Ethics and Harassment Training (Required) **Pg. 32-33**
(information Only)
- B.8 Emergency Procedures Update **Pg. 34-39**
(discussion possible action)
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy-Vacations 5.1 **Pg. 40-41**
(discussion-no action) 1st reading

C.2 Water Ordinance- Discontinuance of Service, Sec 10.9 **Pg. 42-52**
(discussion—action requested) 3rd reading resolution# 21-001

IX. CLOSED SESSION

Pursuant to Government Code Section (No Items For Closed Session)

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Personnel Policy—Vacation pay 5.1
2. Discontinuance of Service Sec 10.1
3. Cannabis Will-Serve Application Process
4. Connick Creek Water Distribution Planning
- 5.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Saturday, January 23rd, 2021, 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

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: January 26, 2021

I have contacted Laura Curnow to update and format all ordinances and policies to have consistency and accuracy. We will have all revisions on website and will have a hard copy in office. Laura has worked with us prior to having a baby. She is also the person who has done work on our ordinances and policies in the past. I am hopeful that she is willing to help us and be available to assist Mary when needed.

During the holidays we experienced higher water demand as expected but there were multiple call-outs for customer water leaks or sewer backups which staff responded to promptly while working with customers to develop remediation plans.

We are preparing for the upcoming audit which will be done mostly by zoom meetings or by delivering information to the Auditors office because of Covid-19 safety precautions.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: January 26, 2021
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: PRELIMINARY November 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for November 2020 and are preliminary until the audit is completed.

In November, the final payment on the RCAC construction loan for the replacement of the Alderpoint Road Tank was made.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excluding connection fees)	1,071,045.00	438,552.00	404,506.43	34,045.57	😊
Total Expenses	1,370,378.85	544,521.25	552,758.89	(8,237.64)	😊
Net Income (excluding Depreciation)	(299,333.85)	91,965.30	55,914.24	36,051.06	😊
Payroll	423,040.00	165,694.37	176,266.70	(10,572.33)	😊
Repair & Maintenance	65,000.00	45,218.27	27,125.00	18,093.27	😞

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

- Operational revenues are **OVER** the budgeted amount by \$ 37,455.87. Expenses are \$(4,558.43) **UNDER** budget.
- Net **cash INCREASE** for November is \$ **12,445.23** and the year to date is a net cash **DECREASE** of **(64,737.34)**.
- Total payments on loans so far this year total \$ **52,064.33** of a budgeted year-end total of \$125,158.
- Total payroll costs are \$ **10,572.33** lower than the year to date budgeted amount.

- The overtime wages are \$ 1,086.26 lower than the year to date budgeted amount.
- The repair and maintenance expenses are \$ 18,093.27 **OVER** the YTD budgeted amount, but is still under the total annual budget amount.
- Expenditures for fixed asset acquisition so far this year total **\$72,015.02** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	4,051.00
Meadows Aerial Waterline SRF Grant/Loan	0	400.00
Bear Canyon Sewer Aerial Preliminary Design	5,000	483.75
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000.00
Backhoe Bucket and Pins	0	1,577.46
Pumps		502.81
Total:	54,000	72,015.02

RECOMMENDED BOARD ACTIONS

Review the preliminary reports and approve them with the consent agenda.

ATTACHMENTS

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

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2020

	Current Month Nov. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	41,702.65	217,197.05	135,615.57	340,125.00	81,581.48
4110 · Commercial	5,726.00	40,733.55	93,874.68	234,375.00	(53,141.13)
Total Water Charges	47,428.65	257,930.60	229,490.25	574,500.00	28,440.35
4200 · Sewer Charges	34,505.30	179,086.89	171,516.18	421,125.00	7,570.71
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	10,000.00	0.00
4700 · Other Operating Revenue	0.00	1,444.81	0.00	5,000.00	1,444.81
Total Income	81,933.95	438,462.30	401,006.43	1,034,625.00	37,455.87
Expense					
Administrative and General					
5025 - Discount Program	45.00	120.00	1,500.00	3,600.00	(1,380.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	0.00	1,779.45	0.00	3,500.00	1,779.45
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	257.71	1,428.58	1,250.00	3,000.00	178.58
5010 · Bank Charges - Other	160.47	830.51	833.30	2,000.00	(2.79)
Total 5010 · Bank Charges	418.18	2,259.09	2,083.30	5,000.00	175.79
5020 · Directors Fees	0.00	650.00	1,000.00	2,000.00	(350.00)
5030 · Dues and Memberships	0.00	3,891.00	1,666.70	4,000.00	2,224.30
5035 · Education and Training	0.00	0.00	1,250.00	3,000.00	(1,250.00)
5036 · Education and Training - B.O.D.	0.00	0.00	125.00	300.00	(125.00)
Insurance					
5040 · Liability	3,497.10	17,595.42	17,485.50	41,965.14	109.92
5050 · Workers' Comp	548.67	3,767.24	3,850.00	9,240.00	(82.76)
5055 · Health					0.00
5055.1 · Employee Portion	(607.62)	(3,045.39)	(3,041.70)	(7,300.00)	(3.69)
5055 · Health - Other	3,439.66	17,198.30	16,847.90	40,435.00	350.40
Total 5055 · Health	2,832.04	14,152.91	13,806.20	33,135.00	346.71
Total Insurance	6,877.81	35,515.57	35,141.70	84,340.14	373.87
5060 · Licenses, Permits, and Fees	3,373.30	12,050.48	10,208.35	24,500.00	1,842.13
5065 · Auto	44.15	135.89	1,000.00	2,000.00	(864.11)
5070 · Miscellaneous	0.00	12.44	100.00	100.00	(87.56)
5080 · Office Expense	21.50	7,263.26	4,316.70	7,000.00	2,946.56
5085 · Outside Services	608.29	3,155.12	3,604.20	8,650.00	(449.08)
5090 · Payroll Taxes	1,934.52	10,349.84	12,820.85	30,770.00	(2,471.01)
5100 · Postage	47.12	958.54	1,166.70	2,800.00	(208.16)
5110 · Professional Fees					
SWRCB Complaint	0.00	700.50			
5110 · Professional Fees - Other	4,703.50	26,518.75	33,833.30	81,200.00	
Total 5110 · Professional Fees	4,703.50	27,219.25	33,833.30	81,200.00	(6,614.05)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2020

	Current Month Nov. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5125 · Repairs and Maintenance	13.55	13.55	250.00	500.00	(236.45)
5130 · Rents	835.00	4,195.00	4,175.00	10,020.00	20.00
5135 · Retirement	626.61	3,292.89	3,343.80	8,025.00	(50.91)
5137 · Supplies	13.46	142.44	500.00	1,200.00	(357.56)
5140 · Telephone	800.11	5,635.17	4,635.40	11,125.00	999.77
5145 · Tools	205.83	267.59	833.30	2,000.00	(565.71)
5150 · Travel and Meetings	103.50	181.21	500.00	1,000.00	(318.79)
5155 · Utilities	185.01	1,147.29	2,291.70	5,500.00	(1,144.41)
5160 · Wages					
5165 · Wages - Overtime	398.37	3,215.74	1,458.30	3,500.00	1,757.44
5160 · Wages - Other	11,725.43	60,508.53	69,393.80	166,545.00	(8,885.27)
Total 5160 · Wages	12,123.80	63,724.27	70,852.10	170,045.00	(7,127.83)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
Total Administrative and General	32,980.24	183,959.34	197,248.10	475,575.14	(13,288.76)
Sewage Collection					
6010 · Fuel	330.12	915.91	1,250.00	3,000.00	(334.09)
6030 · Repairs and Maintenance	7.12	6,514.40	6,250.00	15,000.00	264.40
6040 · Supplies	0.00	173.30	1,250.00	3,000.00	(1,076.70)
6050 · Utilities	303.92	1,608.66	1,250.00	3,000.00	358.66
6060 · Wages					
6065 · Wages - Overtime Sewer Coll	0.00	222.00	1,666.65	4,000.00	(1,444.65)
6060 · Wages - Other	2,644.28	13,866.06	13,825.00	33,180.00	41.06
Total 6060 · Wages	2,644.28	14,088.06	15,491.65	37,180.00	(1,403.59)
Total Sewage Collection	3,285.44	23,300.33	25,491.65	61,180.00	(2,191.32)
Sewage Treatment					
6075 · Fuel	330.12	915.91	1,250.00	3,000.00	(334.09)
6080 · Monitoring	550.00	850.00	2,916.65	7,000.00	(2,066.65)
6100 · Repairs and Maintenance	0.00	162.35	6,250.00	15,000.00	(6,087.65)
6110 · Supplies	1,361.80	1,361.80	3,750.00	9,000.00	(2,388.20)
6120 · Utilities	814.52	3,628.94	3,833.35	9,200.00	(204.41)
6130 · Wages					
6135 · Wages - Overtime Sewer Trea	0.00	0.00	416.65	1,000.00	(416.65)
6130 · Wages - Other	3,332.73	16,720.96	15,070.85	36,170.00	1,650.11
Total 6130 · Wages	3,332.73	16,720.96	15,487.50	37,170.00	1,233.46
Total Sewage Treatment	6,389.17	23,639.96	33,487.50	80,370.00	(9,847.54)
Water Trans and Distribution					
7075 · Fuel	330.12	915.91	1,250.00	3,000.00	(334.09)
7090 · Repairs and Maintenance	3,891.75	31,074.07	8,333.35	20,000.00	22,740.72
7100 · Supplies	0.00	152.76	4,166.65	10,000.00	(4,013.89)
7110 · Utilities	978.39	5,316.05	2,500.00	6,000.00	2,816.05

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2020

	Current Month Nov. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7120 · Wages					
7125 · Wages - Overtime Water Tran	186.00	1,701.00	2,916.65	7,000.00	(1,215.65)
7120 · Wages - Other	3,383.35	19,305.64	16,914.60	40,595.00	2,391.04
Total 7120 · Wages	3,569.35	21,006.64	19,831.25	47,595.00	1,175.39
Total Water Trans and Distribution	8,769.61	58,465.43	36,081.25	86,595.00	22,384.18
Water Treatment					
7020 · Fuel	330.12	915.97	1,250.00	3,000.00	(334.03)
7010 · Monitoring	165.00	2,135.00	1,666.65	4,000.00	468.35
7030 · Repairs and Maintenance	0.00	7,453.90	6,041.65	14,500.00	1,412.25
7040 · Supplies	1,361.80	1,468.80	5,833.35	14,000.00	(4,364.55)
7050 · Utilities	4,132.66	22,228.13	19,583.35	47,000.00	2,644.78
7060 · Wages					
7065 · Wages - Overtime Water Trea	0.00	2,733.25	2,500.00	6,000.00	233.25
7060 · Wages - Other	3,617.71	15,858.31	18,283.35	43,880.00	(2,425.04)
Total 7060 · Wages	3,617.71	18,591.56	20,783.35	49,880.00	(2,191.79)
Total Water Treatment	9,607.29	52,793.36	55,158.35	132,380.00	(2,364.99)
Total Expense	61,031.75	342,158.42	347,466.85	836,100.14	(5,308.43)
Net Ordinary Income	20,902.20	96,303.88	53,539.58	198,524.86	42,764.30
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	27,710.00	0.00
8060 · Interest Income	2.21	11.70	2,500.00	6,000.00	(2,488.30)
8070 · Other Non-Operating Revenue	0.00	78.00	1,000.00	2,400.00	(922.00)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	2.21	89.70	3,500.00	36,420.00	(3,410.30)
Other Expense					
9010 · Other Expenses	175.00	1,419.01	833.30	2,000.00	585.71
9040 · Depreciation	39,586.91	197,934.55	204,166.70	490,000.00	(6,232.15)
9050 · Interest Expense	256.65	3,009.27	292.04	2,278.67	2,717.23
Total Other Expense	40,018.56	202,362.83	205,292.04	494,278.67	(2,929.21)
Net Other Income	(40,016.35)	(202,273.13)	(201,792.04)	(457,858.67)	(481.09)
Net Income	(19,114.15)	(105,969.25)	(148,252.46)	(259,333.81)	42,283.21
Add Back Depreciation	39,586.91	197,934.55	204,166.70	490,000.00	(6,232.15)
Net Income excluding Depreciation	20,472.76	91,965.30	55,914.24	230,666.19	36,051.06

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of November 30, 2020

	Jun 30, 20	Nov 30, 20	Difference
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	84,661.03	69,884.79	(14,776.24)
1006 · Umpqua System Reserve - Water	25,806.44	5,807.74	(19,998.70)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.81	(29,999.65)
1011 · Water Enterprise Fund	46,804.01	46,814.06	10.05
1030 · County Treasury - Sewer Reserve	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	241.60	27.20
Total Checking/Savings	823,078.76	758,341.42	(64,737.34)
Accounts Receivable			
11000 · Accounts Receivable - Other	5,423.63	5,692.21	268.58
Total Accounts Receivable	5,423.63	5,692.21	268.58
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,688.68)	(1,882.98)	(194.30)
1100 · Accounts Receivable - Other	112,393.96	127,577.62	15,183.66
Total 1100 · Accounts Receivable	110,705.28	125,694.64	14,989.36
1500 · Prepaid Insurance	3,439.66	28,798.74	25,359.08
1501 · Prepaid Workers Comp	0.00	5,707.51	5,707.51
1510 · Prepaid Licenses and Permits	0.00	16,423.75	16,423.75
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	109,144.94	171,624.64	62,479.70
Total Current Assets	937,647.33	935,658.27	(1,989.06)
Fixed Assets			
CIP- Bear Canyon Sewerline	280.00	763.75	483.75
CIP - Meadows Aerial Waterline	5,441.76	5,841.76	400.00
CIP - Wallan & Robertson Tank	18,368.48	22,419.48	4,051.00
WATER			
Fire Hydrants (Measure Z)		0.00	0.00
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	70,773.43	70,773.43	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	2,909.87	3,412.68	502.81
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,118,264.08	8,118,766.89	502.81
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,387,355.88	2,387,355.88	0.00
Treatment	507,552.59	507,552.59	0.00

↑ Old A/R

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of November 30, 2020

	Jun 30, 20	Nov 30, 20	Difference	
Pumps	16,931.99	16,931.99	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,834,103.05	5,834,103.05	0.00	
Office Equipment	38,244.29	38,244.29	0.00	
Equipment	158,306.60	224,884.06	66,577.46	Backhoe
Vehicles	121,205.99	121,205.99	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(2,188,691.30)	(2,316,746.70)	(128,055.40)	
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,243,182.25)	(69,879.15)	
Total Fixed Assets	10,232,061.90	10,106,142.37	(125,919.53)	
TOTAL ASSETS	11,169,709.23	11,041,800.64	(127,908.59)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	34,297.40	42,022.39	7,724.99	
Total Accounts Payable	34,297.40	42,022.39	7,724.99	
Other Current Liabilities				
2300 · Service Deposits	6,600.00	6,900.00	300.00	
20000 · Account Payable	0.00	2,100.00	2,100.00	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2230 · Accrued Vacation	33,096.87	33,096.87	0.00	
2238 · SWRCB Settlement	40,000.00		(40,000.00)	
2250 · Loans Payable - Current Portion	70,391.37	70,391.37	0.00	
Total Other Current Liabilities	149,986.78	112,386.78	(37,600.00)	
Total Current Liabilities	184,284.18	154,409.17	(29,875.01)	
Long Term Liabilities				
2665 · RCAC Loan - #0998 Backhoe	0.00	55,335.87	55,335.87	\$60k - pmts
2500 · N/P - SWRCB	99,343.91	75,240.63	(24,103.28)	
2605 · RCAC Loan #6200-GSD-02	23,296.92	0.00	(23,296.92)	
2700 · SRF Loan - Water	1,172,550.38	1,172,550.38	0.00	
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00	
Total Long Term Liabilities	1,224,799.84	1,232,735.51	7,935.67	
Total Liabilities	1,409,084.02	1,387,144.68	(21,939.34)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,080,715.76	3,631,133.46	(449,582.30)	
Net Income	(449,582.30)	(105,969.25)	343,613.05	
Total Equity	9,760,625.21	9,654,655.96	(105,969.25)	
TOTAL LIABILITIES & EQUITY	11,169,709.23	11,041,800.64	(127,908.59)	

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through November 2020

	<u>Current Month</u>	<u>Year to Date</u>
	<u>Nov 20</u>	<u>Jul - Nov 20</u>
OPERATING ACTIVITIES		
Net Income	(19,114.15)	(105,969.25)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	587.49	(268.58)
1100 · Accounts Receivable	6,807.12	(15,183.66)
1110 · Accts Receivable Over Payments	(326.30)	194.30
1500 · Prepaid Insurance	3,497.10	(25,359.08)
1501 · Prepaid Workers Comp	548.67	(5,707.51)
1510 · Prepaid Licenses and Permits	(3,343.75)	(16,423.75)
2000 · Accounts Payable	10,081.40	7,724.99
20000 · Account Payable	(17,520.00)	2,100.00
2300 · Service Deposits	(200.00)	300.00
2238 · SWRCB Settlement		(40,000.00)
Net cash provided by Operating Activities	<u>(18,982.42)</u>	<u>(198,592.54)</u>
INVESTING ACTIVITIES		
Equipment	(1,577.46)	(66,577.46)
Accumulated Depreciation-Water	25,611.08	128,055.40
Accumulated Depreciation-Sewer	13,975.83	69,879.15
CIP- Bear Canyon Sewerline	(35.00)	(483.75)
CIP - Meadows Aerial Waterline	(287.50)	(400.00)
CIP - Wallan & Robertson Tank		(4,051.00)
WATER:Pumps		(502.81)
Net cash provided by Investing Activities	<u>37,686.95</u>	<u>125,919.53</u>
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(24,103.28)
2605 · RCAC Loan #6200-GSD-02	(4,698.12)	(23,296.92)
2665 · RCAC Loan - #0998 Backhoe	(1,561.18)	55,335.87
Net cash provided by Financing Activities	<u>(6,259.30)</u>	<u>7,935.67</u>
Net cash increase for period	<u>12,445.23</u>	<u>(64,737.34)</u>
Cash at beginning of period	<u>745,896.19</u>	<u>823,078.76</u>
Cash at end of period	<u><u>758,341.42</u></u>	<u><u>758,341.42</u></u>

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2020

Date	Num	Memo	Amount
101 Netlink			
11/18/2020	10754		-180.00
Total 101 Netlink			-180.00
Blue Star Gas			
11/23/2020	10774		-18.76
Total Blue Star Gas			-18.76
Brenntag Pacific, Inc.			
11/23/2020	10760		-2,723.60
Total Brenntag Pacific, Inc.			-2,723.60
Capital Bank & Trust			
11/04/2020	EFT	557880519	-793.46
11/04/2020	EFT	025158148	-319.86
11/19/2020	EFT	557880519	-756.27
11/19/2020	EFT	025158148	-306.75
Total Capital Bank & Trust			-2,176.34
Cash			
11/16/2020	10750		-27.20
Total Cash			-27.20
CUMMINS PACIFIC LLC.			
11/05/2020	10716		-2,663.87
Total CUMMINS PACIFIC LLC.			-2,663.87
Daniele Hoffman			
11/18/2020	10753		-130.00
Total Daniele Hoffman			-130.00
Dazey's Building Center			
11/16/2020	10746		-84.67
Total Dazey's Building Center			-84.67
EDD			
11/04/2020	EFT	499-0538-3	-655.35
11/19/2020	EFT	499-0538-3	-611.76
Total EDD			-1,267.11
Emerald Technologies			
11/10/2020	10741		-30.00
Total Emerald Technologies			-30.00
Fluentstream Tech			
11/09/2020	10737		-109.70
Total Fluentstream Tech			-109.70
Frontier Communications			
11/18/2020	10755		-1.12
Total Frontier Communications			-1.12
HughesNet			
11/13/2020	DBT		-104.29
Total HughesNet			-104.29

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2020

Date	Num	Memo	Amount
Humboldt County Dept. of Health & Human S			
11/02/2020	10725		-877.18
Total Humboldt County Dept. of Health & Human S			-877.18
IRS			
11/04/2020	EFT	68-0296323	-3,150.30
11/19/2020	EFT	68-0296323	-2,940.74
Total IRS			-6,091.04
JAYHAWK SOFTWARE			
11/16/2020	10747		-825.00
Total JAYHAWK SOFTWARE			-825.00
Jennie Short			
11/09/2020	10734		-6,134.75
11/17/2020	10751		-6,246.00
Total Jennie Short			-12,380.75
Lori Ruiz			
11/23/2020	10771		-200.00
Total Lori Ruiz			-200.00
NAPA			
11/10/2020	10742		-22.62
Total NAPA			-22.62
North Coast Laboratories Ltd.			
11/23/2020	10772		-190.00
Total North Coast Laboratories Ltd.			-190.00
PACE Supply			
11/05/2020	10736		-268.60
11/25/2020	10778		-249.94
Total PACE Supply			-518.54
Peterson CAT			
11/25/2020	DBT		-1,577.46
Total Peterson CAT			-1,577.46
PG&E			
11/10/2020	10735		-6,947.57
Total PG&E			-6,947.57
Pitney Bowes Purchase Power			
11/16/2020	10748		-40.72
Total Pitney Bowes Purchase Power			-40.72
Postmaster			
11/20/2020	DBT		-6.40
Total Postmaster			-6.40
Ralph Emerson			
11/24/2020	10777		-50.00
Total Ralph Emerson			-50.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 November 2020

Date	Num	Memo	Amount
Recology Humboldt County			
11/09/2020	10738		-12.00
11/24/2020	10775		-12.00
Total Recology Humboldt County			-24.00
Redwood Merchant Services			
11/02/2020	10834		-101.84
11/30/2020			-175.79
Total Redwood Merchant Services			-277.63
RENNER			
11/10/2020	DBT		-660.24
Total RENNER			-660.24
Rural Community Assistance Prog - Backhoe			
11/01/2020	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
Rural Community Assistance Program #6200			
11/01/2020	DBT		-4,717.69
Total Rural Community Assistance Program #6200			-4,717.69
SDRMA			
11/03/2020	10727		-816.20
11/10/2020	10743		-3,111.00
11/23/2020	10773		-328.66
Total SDRMA			-4,255.86
Sentry III Center			
11/30/2020	10779		-835.00
Total Sentry III Center			-835.00
Staples Credit Plan			
11/04/2020	10728		-127.03
11/24/2020	10776		-21.51
Total Staples Credit Plan			-148.54
Streamline Inc			
11/09/2020	10739		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
11/10/2020	10744		-556.50
Total The Mitchell Law Firm, LLP			-556.50
Umpqua Bank			
11/20/2020	10835		-158.57
Total Umpqua Bank			-158.57
US Cellular			
11/03/2020	10726		-264.59
Total US Cellular			-264.59
Van Meter Construction			
11/24/2020	10761		-3,930.00
Total Van Meter Construction			-3,930.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2020

Date	Num	Memo	Amount
Wyatt & Whitchurch, E.A. Inc.			
11/10/2020	10745		-920.00
11/30/2020	10752	VOID: GJE, RGJE created on 01/19/2021	0.00
Total Wyatt & Whitchurch, E.A. Inc.			-920.00
WYCKOFF'S Inc			
11/16/2020	10749		-82.50
Total WYCKOFF'S Inc			-82.50
Arreguin, Daniel J			
11/04/2020	10729		-2,545.44
11/19/2020	10756		-2,480.23
Total Arreguin, Daniel J			-5,025.67
Emerson, Ralph K			
11/04/2020	10730		-2,801.41
11/19/2020	10757		-2,801.41
Total Emerson, Ralph K			-5,602.82
Miller, Brian A			
11/04/2020	10731		-1,918.99
11/19/2020	10758		-1,735.59
Total Miller, Brian A			-3,654.58
Nieto, Mary			
11/04/2020	10732		-1,540.48
11/19/2020	10759		-1,532.56
Total Nieto, Mary			-3,073.04
Ruiz, Ricardo			
11/04/2020	10733		-350.78
Total Ruiz, Ricardo			-350.78
Ethan Robinson			
11/02/2020	10740	Deposit Refund (192-02)	-100.00
Total Ethan Robinson			-100.00
No name			
11/16/2020			-660.24
Total no name			-660.24
TOTAL			-76,440.44

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

Date of Meeting: December 15th, 2020

5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

5:00 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Dan Thomas Vote: 4-0 Motion Carried

IV. COMMENTS ON CLOSED SESSION ITEM

V. THE BOARD WILL ENTER CLOSED SESSION

Conference with Legal Counsel Regarding Stillwell vs Garberville Sanitary District Pending Litigation.
Paragraph (2) of subdivision (d) of Government Code Section 54956.9

VI. OPEN SESSION

1. Report any action taken in closed session
2. Action if required from closed session item

The Board upon Motion of Director Doug Bryan and a Second from Director Dan Thomas was unanimously to approve the final settlement agreement in the litigation of Stillwell Vs Garberville Sanitary District. Directors Doug Bryan, Julie Lyon, Dan Thomas and Linda Brodersen each voted to approve the settlement agreement in that matter. A copy of the settlement agreement will be available by request.

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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No Public Attendance

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

**REPORTS AND PRESENTATIONS –
Operations Staff- 0**

Office Staff- 0

Board Members- Dan Thomas asked what the rivers flow was currently. CFS 211

Correspondence- Letter from Erica Boyd

General Manager—Ralph Emerson Pg. 4

(discussion—action requested) 2nd reading –resolution 20-014

Bring back with the changes made at the meeting.

C.2 Board Policy-Roles and Responsibility
(discussion-no action) 1st reading

The Board will review this policy and bring back to the next meeting.

X. ITEMS FOR NEXT BOARD MEETING

1. Update on River Conditions
 2. Update on Grant process
 3. GSD Staff Projects
 4. Veterans Memorial Building
- The next board meeting is January 26, 2021

XI. ADJOURNMENT

@ 6:45 p.m.

RECEIVED
JAN 11 2021



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 1/20/21 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>Dan Freguin</u>	<u>Dan Freguin</u>
3. <u>Brian Miller</u>	<u>Brian Miller</u>
4. <u>Mary Nieto</u>	<u>Mary Nieto</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

EMERGENCY EVACUATION: Getting Out Alive





GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: January 26, 2021
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Audit Update

GENERAL OVERVIEW

In July 2020, the District was informed by our auditor Keith Borges that we were in the sixth consecutive fiscal year of having the same lead audit partner with primary responsibility for the audit and that according to Assembly Bill 1345 section 12410.6(b) that we would need to use an alternative firm for at least one year or request an Audit Partner Rotation Waiver. We contacted every firm within 100 miles of the District and could find no firm that conducted audits which was willing to take on a new client. We also researched firms farther away conducting other agency's audits that we might be able to coordinate combined field work trips, etc. In the end, no firm was available to perform the 2019-20 audit.

On October 30, 2020, I submitted a request for audit partner rotation waiver according to the protocol and included all the documentation of the attempts we had made to find an alternative auditor and an explanation of how geographically remote our location is. In December we received notice that an exemption waiver had been granted for three years.

I then contacted Keith Borges, who provided us with an engagement letter, and we have moved forward with starting the audit process. The deadline for the 2019-20 audit was extended by the California State Controller until September 30, 2021. We should have the audit completed months prior to that deadline. The February 1, 2021 deadline for the Special District's Financial Transactions Report remains the same for the FY 2019-20.

FINANCIAL IMPLICATIONS

The payments to Anderson, Lucas, Sommerville and Borges will be on a time and materials basis, but generally costs about \$10,000 annually.

RECOMMENDATIONS

None

ATTACHMENTS

Waiver Exemption Approval Letter
ALSB Engagement Letter



BETTY T. YEE
California State Controller

December 2, 2020

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

Re: Waiver Request for the Audit Partner Rotation Requirement of Government Code section 12410.6(b)

Dear Mr. Emerson,

The State Controller's Office reviewed your Request for the Waiver of the Audit Partner Rotation requirements and approved for the following reasons:

1. The other qualifying firms geographically located within 100 miles of the local agency do not have capacity to perform the District's annual audit; and the District has documented that it made an attempt to hire a different firm but was unsuccessful.
2. The Garberville Sanitary District provided a compelling reason to establish that the Garberville Sanitary District will sustain a hardship by allowing a different firm to perform the annual audit.

This exemption waiver will expire on December 2, 2023, three years after the date of this letter.

If you have any questions regarding this letter, please contact a member of my Single Audit staff by telephone at (916) 324-6442 or by email at singleaudits@sco.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read "Joel James", is written over a light gray circular stamp.

Joel James, Chief
Financial Audits Bureau
Division of Audits

MAILING ADDRESS P.O. Box 942850, Sacramento, CA 94250-5874
SACRAMENTO 3301 C Street, Suite 700, Sacramento, CA 95816 (916) 324-8907
LOS ANGELES 901 Corporate Center Drive, Suite 200, Monterey Park, CA 91754-7619 (323) 981-6802



ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

CERTIFIED PUBLIC ACCOUNTANTS

KEITH D. BORGES, CPA
BARBARA J. GUEST, CPA
RITA CHISM
VANESSA ANDERSON, EA

1338 MAIN STREET
FORTUNA, CALIFORNIA 95540
(707) 725-4483 & (707) 725-4442
FAX: (707) 725-6340
Email: team@alsb.com
www.alsb.com

JAMES M. ANDERSON (1964-2001)
EUGENE B. LUCAS (1950-2013)
DAVID A. SOMERVILLE, INACTIVE

December 18, 2020

Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542

We are pleased to confirm our understanding of the services we are to provide the Garberville Sanitary District for the year ended June 30, 2020. We will audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, which collectively comprise the basic financial statements of the Garberville Sanitary District as of and for the year ended June 30, 2020. Accounting standards generally accepted in the United States provide for certain supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the Garberville Sanitary District's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the Garberville Sanitary District's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

1. Management's discussion and analysis, if provided
2. Budgetary comparison schedule

Audit Objective

The objective of our audit is the expression of opinions as to whether your basic financial statements are fairly presented, in all material respects, in conformity with generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our

audit will be conducted in accordance with auditing standards generally accepted in the United States of America and will include tests of the accounting records and other procedures we consider necessary to enable us to express such opinions. If our opinions on the financial statements are other than unqualified, we will fully discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or to issue a report as a result of this engagement.

Management Responsibilities

Management is responsible for the basic financial statements and all accompanying information as well as all representations contained therein. You are also responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee our assistance with the preparation of your financial statements and related notes and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of the respective financial position of the governmental activities, the business-type activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the Garberville Sanitary District and the respective changes in financial position and where applicable, cash flows, in conformity with U.S. generally accepted accounting principles.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, regulators, or others. In addition, you are responsible for identifying and ensuring that the entity complies with applicable laws and regulations. You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information.

You also agree to present the supplementary information with the audited financial statements.

Audit Procedures — General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity.

Because an audit is designed to provide reasonable, but not absolute assurance and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us. In addition, an audit is not designed to detect immaterial misstatements, or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about the financial statements and related matters.

Audit Procedures — Internal Control

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. An audit is not designed to provide assurance on internal control or to identify deficiencies in internal control. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards.

Audit Procedures — Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Garberville Sanitary District's compliance with applicable laws and regulations and provisions of contracts and agreements. However the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Engagement Administration, Fees and Other

We may from time to time, and depending on the circumstances, use third-party service providers in serving your account. We may share confidential information about you with these service providers, but remain committed to maintaining the confidentiality and security of your information. Accordingly, we maintain internal policies, procedures, and safeguards to protect the confidentiality of your personal information. In addition, we will secure confidentiality agreements with all service providers to maintain the confidentiality of your information and we will take reasonable precautions to determine that they have appropriate procedures in place to prevent the unauthorized release of your confidential information to others. In the event that we are unable to secure an appropriate confidentiality agreement, you will be asked to provide your consent prior to the sharing of your confidential information with the third-party service provider. Furthermore, we will remain responsible for the work provided by any such third-party service providers.

We understand that your employees will prepare all confirmations we request and will locate any documents selected by us for testing.

We expect to begin our audit in December 2020, to issue our draft reports by approximately February 15, 2021, and to issue our final reports pending management review and approval. Keith Borges is the engagement partner and is responsible for supervising the engagement and signing the report or authorizing another individual to sign it. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses will not exceed \$11,000. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 90 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. The above fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be

Garberville Sanitary District
December 18, 2020
Page 5

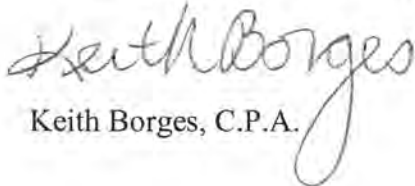
encountered during the audit. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs.

If the District expends \$750,000 or more in federal financial awards for the year ended June 30, 2020, the District will be required to have an A-133 Single Audit. Based on information provided by Jennie Short, our proposed fee does not include a Single Audit.

We appreciate the opportunity to be of service to the Garberville Sanitary District and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Sincerely,

ANDERSON, LUCAS, SOMERVILLE & BORGES


Keith Borges, C.P.A.

Response:

This letter correctly sets forth the understanding of the Garberville Sanitary District.

By: 
Title: Board Chair
Date: 12/21/2020

STRATEGIC PLANNING AND BUDGET MEETING

Thank You for the feedback you provided on available dates to have a budget meeting and to have our annual strategic planning meeting. Based on your responses, I have listed the potential dates and times for us to meet.

STRATEGIC PLANNING

Tuesday, February 16th-----3:00---5:00

Wednesday February 17th-----3:00---5:00

Tuesday March 16th-----3:00---5:00

Wednesday March 17th-----3:00---5:00

Thursday March 25th-----3:00---5:00

Wednesday April 21st-----3:00---5:00

BUDGET MEETING

Monday March 15th-----11:00---1:00 or 2:00---4:00

Monday March 22nd-----11:00---1:00 or 2:00---4:00



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: January 26, 2021
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Planning Projects Update

GENERAL OVERVIEW

Robertson and Wallan Tank Replacement Project SWRCB-SRF Planning Grant

The grant application for planning project funding was submitted in Nov 2019, and is now in its final stages. It has three of the four clearances given. The compliance order was modified to include deadlines for design and construction that should be consistent with receiving funding by March 31, 2021.

Meadows Aerial Waterline Reroute Project SWRCB-SRF Planning Grant

The grant application for planning project funding was submitted in November 2019. The application has two of four clearances completed.

Bear Canyon Aerial Sewerline Repair Project SWRCB-SRF Plan. Grant or TA

This project will have a technical assistance grant application completed after coordination with SWRCB staff. I have reached out to SWRCB staff and am awaiting their input prior to submitting the TA application.

District Wide Water System Assessment Technical Assistance Grant

The application for technical assistance was submitted on October 7, 2020. This project has been approved for funding and is progressing into the phase of setting up a scope of work with the consultant. The project kickoff meeting was held on January 11th. I am coordinating with the CRWA staff to get them documentation and review their proposed scope of work. The next step will be a site visit and preparation of a Needs Assessment which will be used by the State to finalize the overall services and deliverables for the project.

Cal OES: Community Power Resiliency Allocation to Special Districts Program Grant Proposal

Submitted to Cal OES on October 28, 2020. This project is awaiting processing of the grant proposals by OES. The grant coordinator has indicated that it will probably be weeks as opposed to months before the notices are sent out to the applicants.

SHCP Request for Potable Water Service

The protest process was transferred to the SWRCB Administrative Hearings Office. They have indicated that they anticipate scheduling the hearing and sending notice out by the end of January. If I don't hear anything by February, I will check in with them again on timing.

FINANCIAL IMPLICATIONS

Vary by grant funding source. For SWRCB-SRF Planning Grants, as a small severely disadvantaged community we should be eligible for 100% grant funds (classified as loan forgiveness) and these are processed as reimbursements for expenses the District incurs directly. For the Technical Assistance grants, the state enters into the contract with the consultant and the expenses do not run through the District's financials.

RECOMMENDATIONS

None

ATTACHMENTS

None



California Special Districts Association

Districts Stronger Together

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²

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2021 Ethics Compliance Training AB1234



On-Demand Webinar

Presenter: Richard D. Pio Roda, Principal, Meyers Nave

This two-hour webinar covers general ethics principles and state laws related to: personal gain by public servants, conflict of interest, bribery and nepotism; gift, travel, and mass mailing restrictions; honoraria, financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; The Brown Act Open meeting law and The Public Records Act.



California Special Districts Association
Districts Stronger Together

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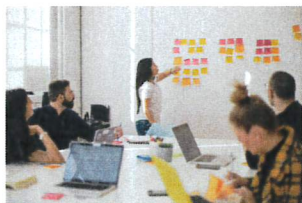
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2021 Sexual Harassment Prevention Training



On-Demand Webinar

This two hour presentation will comply with the requirement of AB 1825 and AB 1661 and cover: what constitutes sexual harassment and discrimination in the workplace, how to recognize and avoid harassment, what procedures to follow if you witness harassment or are harassed yourself, the potential consequences - including personal liability - of harassment, what constitutes abusive conduct in the workplace in compliance to AB 2053, and orientation, gender identity & gender expression in compliance with SB396.



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

EMERGENCY OPERATIONS PLAN

Garberville Sanitary District is committed to providing the best service possible for our customers but we also want to provide leadership, a remediation plan and assistance in surviving and escaping emergencies which may arise.

Southern Humboldt is vulnerable to a host of hazards and natural disasters such as earthquakes, floods, winter storms, landslides, droughts and fires; which is why Garberville Sanitary District is providing this Emergency Operational Plan, to assist in protecting our environment and customers.

Garberville is located in an area which has had many natural disaster emergencies over the years and because Cal-Trans, Cal-Fire, Sheriff's Office, PG&E, Humboldt County Road Department, The Hospital, Water District and the Garberville Fire Department are all located within the GSD boundaries, we must work together and coordinate effectively to survive any emergency.

EMERGENCY CONTACTS

Call 911

Garberville Sanitary District—(707)923-9569
<https://garbervillesd.specialdistrict.org/>

Office of Emergency Services—(707)445-7251
<https://humboldt.gov/356/Office-of-Emergency-Services>

Sheriff's Office--(707)923-2761
<https://humboldt.gov/2350/Sheriffs-Office-Newsroom>

Cal Fire—(707)923-2645
<https://www.fire.ca.gov/incidents/>

Humboldt County Road Department—(707) 445-7491
<https://humboldt.gov/CivicAlerts.aspx?CID=14>

Cal-Trans—(707)923-9374
<https://roads.dot.ca.gov/roadscell.php>

EMERGENCY CONTACTS

Humboldt County Public Health—(707)445-6200
<https://humboldt.gov/330/Public-Health>

PG&E—(800) 743-5000
<https://www.pgecurrents.com/>

Hospital—(707)923-3921
info@shchd.org

KMUD News— (707)-923-2605
<https://kmud.org/>

Redwood Rural Health Center—(707)923-2783
ttvedt@rrhc.org

Garberville Fire Department—(707)923-3196

Search & Rescue—911

Humboldt County Evacuation and Information Center—(707)268-2500
<https://humboldt.gov/374/Emergency-Operations-Plan>

Emergency Alert Notification-- <https://member.everbridge.net/453003085616405/login>

Southern Humboldt Amateur Radio Club— <http://www.sharc-ca.org> , info@sharc-ca.org
Patte Rae: 707-223-1560

Redheaded Black Belt News Online
<https://kymkemp.com/>

Lost Coast Outpost News
<https://lostcoastoutpost.com/>

USGS River Conditions
https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, food, water, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and know how to use it

ACTION TAKEN FOR EMERGENCIES

Fires

1. Don't try to be a hero
2. Be prepared to survive or get out
3. Fires can happen at any time for a variety of reasons so be aware of the conditions.
 - a) Call 911
 - b) Lightening is notorious for starting multiple fires that can halt escape
 - c) Debris and anything flammable is an accelerant so remove it from around house
 - d) Fires typically move faster uphill and slower downhill but wind blows fire everywhere
 - e) As fire becomes close, wet yard, house and roof while removing anything flammable
 - f) Grass fires move quickly but generate less heat than brush and heavy timber
4. Store water and a fire backpack with spray nozzle along with fire extinguisher
5. Always have a fire retardant blanket or clothing available if unable to get out
6. Garberville Sanitary District will make water available to anyone in danger during a fire
7. We will keep our website updated with current conditions of the emergency so continue to check in for road closures and updates www.garbervillesd.org
8. You can call our emergency number at (707)923-9569

Floods

There have been floods in the past which have closed roads, destroyed buildings and property, along with causing mass destruction, including death so although floods are a minimal risk, we must plan for the unexpected.

As the South Fork Eel River rises, you can check the Garberville Sanitary District website for local flood concerns, along with the emergency contacts above. You can also check river conditions on your own by going to the USGS Water Information Center - https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

Flood stage for the Eel River is 33ft, so being prepared for road closures and flood damage is important for all people living near the river or along the highway 101 corridor from Leggett to Fortuna.

Assuming the water will not affect you is the wrong plan for survival because once the water has breached the banks and closed roads, you are at the mercy of the flood so best practice is to leave the area before road closes and seek higher ground to ensure your safety.

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. Have portable submersible pump available with hose
12. Have emergency floatation devices for everyone in your home or business
13. Boats will not help during a flood so do not try to leave in a boat
14. Have security ropes, cables or lines attached to anything you want to secure as water rises.
15. First Aid Kit and know how to use it

Earthquake

Earthquakes are difficult to prepare for because unlike fires and floods, they can happen at any time and with no warning, weather or environmental indicators or rain which causes river to rise. An earthquake can destroy everything within the area impacted so being prepared or surviving an earthquake requires knowing how to protect yourself quickly.

Have a place to go where you can quickly be safe from falling objects, broken glass and other objects that can move and cause harm. Make sure that where you go for safety, there is access to a phone or device to contact others and that you protect your face and vital organs from moving objects

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and knowledge of use

ROAD CLOSURES

You know how to access your property, business or home during normal conditions but you need to know how to access or leave property quickly and safely in the event of emergencies, disasters or road closures.

Have an escape route with all possibilities and a map in your car and programmed on your phone.

The roads might be closed so locate the escape routes which may require a river or overland escape. Are you prepared to leave by boat if required or do you have a survival backpack, clothing and shoes to walk to safety?

GARBERVILLE SANITARY DISTRICT RESPONSIBILITY

NOTIFY CUSTOMERS

Garberville Sanitary District will notify all customers of local disasters and emergencies through our Call system and we will give updates as we get them, which include escape routes, road closures, evacuation centers and all pertinent information to assist our customers. We will have all emergency and preparedness information updated hourly during all local disasters and emergency events.

ESCAPE ROUTES

Know your escape routes and check our website frequently because we will maintain the most current information about what is happening with the disaster or emergency.

We will keep you informed on road closures as well as alternative routes that can be taken to help you leave the area safely and expediently.

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 prior 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.
- b. **The General Manager will not be paid for vacation time accrued above 240 hours annually and will only be paid for unused vacation time, not to exceed 320 hours, when terminated from GSD employment.**
- c. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.
- d. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- e. After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.
- f. 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.
- g. 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 prior 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. Carry over of vacation time will be discouraged and only approved under extreme circumstances.

Adopted: June 27, 2017

- h. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- i. An employee eligible for paid vacation may request approval by the General Manager or designee to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off. Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General manager or designee..
- j. 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.
- k. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- l. Full-time employees are eligible to use accrued vacation after six months of employment.

WATER/SEWER DISCONTINUANCE APPLICATION



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

Applicant Information:

Name: (Owner) _____
Mailing Address: _____
Telephone Number: _____ Email: _____
Property Address: _____
Mailing Address: _____
Assessor Parcel Number: _____

Garberville Sanitary District Requirements for Discontinued Service

1. A \$500 discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue and if non- payment occurs, GSD will pursue **every allowable legal option legal action for collection.**
2. If you discontinue service there will be a connection fee due before any service will be provided to the property **or you must pay all past service charges; whichever is greater.**
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnect fee which will keep your account active without monthly service charges.
4. **Disconnection Fees must be approved by the General Manager or designee.**

Please Contact District Office for options available

By signing this Discontinued Service Application **form** I acknowledge that **I will not have water/sewer service and may have to pay a new connection fee for service. GSD may not have adequate water to reconnect this property in the future and a reconnection fee will be due if water is available.**

Owner Signature: _____ Date: _____

GSD: Account # _____ Meter # _____

General Manager Signature _____

WATER/SEWER DISCONTINUANCE APPLICATION

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

The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service **wants requires** reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension **beyond which exceeds** two years will only be granted if approved by the General Manager or designee.
- d. Any request for a “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and cannot be used.**
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to monthly base rate and service charges.**

Adopted 4/26/16

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. Service may be discontinued for non-payment of bills after (30 42) days late. (see payment of bills) Sec 9.5, (b)3

Adopted 06/27/2017

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

Adopted 06/27/2017

Sec 10.3 Unsafe Apparatus. Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service of other customers.

Sec 10.4 Cross-Connection. Water service may be refused or discontinued to any premises where exists a cross-connection in violation of State or Federal laws.

Sec 10.5 Fraud or Abuse. Service may be discontinued if necessary to protect the District against fraud or abuse.

Sec 10.6 Non-Compliance with Regulations. Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service.

Sec 10.7 Upon Vacating Premises. Customers desiring to discontinue service shall notify the District two (2) or more days prior to the date of disconnect. Customers who fail to notify the District as provided in this section shall be liable for regular water service charges whether or not any water is used.

Sec 10.8 Abandonment Charge. Any person abandons service to a building from the District's water system or to abandon service to a property, shall pay to the District an

Abandonment Charge. When no abandonment fee is received by the District, legal action may be taken to collect the abandonment fee. If the fee is not received from the renter, the property owner will be responsible for payment and service charges, including late fees and if payment is not received from the owner, all charges will be paid by the new owner along with a new connection fee before service will be provided.

The Abandonment Charge shall consist of:

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover District costs.
- c. Owner must fill out the District Discontinuance application. (Appendix A)
 1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Adopted 12/18/2018

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

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

Adopted 4/26/16

Sec 7.10 Discontinued Service. The District may immediately discontinue the service of water to any premises if any defect is found in the check valve installations or other protective devices, or if it is found that dangerous unprotected cross-connections exist. Service will not be restored until such defects are corrected.

Sec 7.11 Interruptions in Service. The District shall not be liable for damage that may result from an interruption in service from a cause beyond the control of the District.

Sec 7.12 Ingress and Egress. Representatives from the District shall have the right of ingress and egress to the customer's premises at reasonable hours for any purpose reasonably connected with the furnishing of water services.

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

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due – Courtesy Call
 - (2) 35 days past due – Shut off notice – Hand delivered to service address.
Owner or Property Manager Notified
 - (3) 7 days after shut off notice is delivered – Water **service** will be **turned off discontinued**. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. **(See Sec 10.1 Disconnection for non-payment)**
 - (4) One Year past due – Lien on building/property – File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.
 - (5) Two Years past due – Turn over to collection agency.
 - (6) 2 years of non-payment, meter will be removed with owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.
- c. Adjustments to bills – Payment Plans:
The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

Adopted 10/23/2018

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

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

- a. Customers are required to place a deposit of \$100, refundable or applied to account after 2 years of good payment history.

- b. Owner will be responsible for any unpaid charges. Account must be current before customer's account can be established.
- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

Adopted 4/24/2018

RESOLUTION 21-001

THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE WATER ORDINANCE, SEC. 10.9 ANNUAL DISCONTINUANCE SERVICE FEE

A. **WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 10.9, Discontinuance of Service

B. **WHEREAS,** Resolution 21-001 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, that discontinuance of service will only be allowed within the guidelines of this ordinance.

C. **WHEREAS,** This Resolution explains that it violates GSD Ordinance when you discontinue service without authorization and that you are responsible for monthly service charges unless qualified for a discontinuance of service fee.

D **WHEREAS,** The adaption of Resolution 21-001 will take effect immediately and will describe the Discontinuance of Service process and associated fees.

E. **WHEREAS,** The new Water Ordinance, Sec. 10.9 Discontinuance of Service, will replace the existing ordinance regarding water and sewer service to a customer who has lost their home or business due to circumstances outside of their control.

WATER ORDINANCE, SECTION 10.9

Sec 10.9 Discontinuance of Service

Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if

discontinuance exceeds two years or unless there is an approved justification for extension.

The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service requires reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension which exceeds two years will only be granted if approved by the General Manager or designee.
- d. Any request for a “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and cannot be used.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to monthly base rate and service charges.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 10.9, DISCONTINUANCE OF SERVICE

RESOLUTION 21-001 WAS PASSED, APPROVED AND ADOPTED THIS 26th DAY OF JANUARY 2021 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager