

**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**

**July 24, 2018  
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\_\_\_**

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

**Motion:                      Second:                      Vote:**

**IV. 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*

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

*All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of 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 – Pg. 5-19
- A.2 Approve 6/19/2018 Regular Meeting Minutes - Pg. 20-22
- A.3 Operations Safety Report- Handout at Meeting

**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 Eel River Flow Data Compared to Last Year Pg. 23  
(discussion-possible action)  
**Motion:                      Second:                      Vote:**
- B.2 Water Treatment Plant Contact Chamber installation  
(discussion-possible action) update  
**Motion:                      Second:                      Vote:**
- B.3 CSDA Sponsored Sexual Harassment Training Pg. 24-25  
(information)
- B.4 Water Use Study Session-Assist Cannabis Growers Pg. 26  
(discussion-possible action)  
**Motion:                      Second:                      Vote:**
- B.5 Participation with Local Agencies and Businesses Pg. 27  
(discussion-possible action)  
**Motion:                      Second:                      Vote:**
- B.6 Rate Study Update Pg. 28

**C. POLICY REVISION / ADOPTION**

- C.1 Payment of Bills, Late Fees, Sec 9.5 Pg. 29-32  
(discussion possible action) second reading—resolution #18-008  
**Motion:                      Second:                      Vote:**
- C.2 Hazardous Conditions, Water Ordinance, Sec. 7.7(a) Pg. 33  
(discussion—no action) First Reading
- C.3 Personnel Policy, Safety Policy, Sec. 7.1(a) Hazardous Work Conditions Pg. 34  
(discussion—no action) First Reading

**X. ITEMS FOR NEXT BOARD MEETING**

1. Rate Study
2. Water Balance Presentation
3. Agricultural Water Use Ordinance –Sec 15.9
4. Chlorine Contact Chamber---Site Visit

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than July 20, 2018: 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: July 24, 2018

The District has been doing projects identified in the 2018-2019 budget and we are optimistic that prior to winter, we will have the larger projects completed. We have completed the Wallen Rd. back up tank (10,000 gallons) tie in to the existing redwood tank (20,000 gallons). This gives additional storage as well as a backup tank when the redwood tank fails. We have connected the 10,000 gallon tank to our distribution system in a manner which will require no additional work, at such time we build a new tank in place of the 20,000 gallon tank which has a small leak.

During inspection of our primary wastewater treatment pond, we identified 4 dead deer in the pond and saw that an oak tree had fallen across the back fence which created access to the property and our ponds. We have removed the deer and repaired the fence. This was truly an unfortunate event that we will do a better job of monitoring in the future as we conduct daily rounds and look for maintenance problems which can stop this type of event.

We are required to submit an annual water report which is an accumulation of the monthly reports but more importantly, it gives us a good idea of our water transmission and distribution system efficiency. Dan and Mary have been collecting data to complete this report and we will be sending to the State water Board when complete. I will present the report at our August meeting and have Dan and Brian give a report on the data collected.

I recently attended the CSDA General Manager Conference and appreciate allowing me to participate because it was very useful in learning what the State is planning with regard to Public Utility mandates. There is discussion of a "pass through tax" which would be required of water districts. The Governor feels that Districts that operate efficiently and have excess water, should tax their customers through service charges and then give that money to the State to disburse to districts that are not efficient or do not have adequate water.

There was a lot of discussion about sharing resources to be more efficient and cost effective but also how to manage the new work force which has less experience or loyalty to a company but has more education. Nonbinary employees "The binary gender cannot describe me, I may be both, another, all, none or beyond", are a factor to consider when hiring because this is a reality with some employees and they know their rights so be cautious what you say and how you advertise for positions or write policies.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: July 24, 2018  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: May 2018 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for May 2018. As can be seen on the "Combined Revenue & Expense Report for Board" in the YTD Actual (first 11 months of year) column:

- The total revenue is **\$938,849.16**, which is **\$38,184.16** over budget so far this year
- The total expenses are **\$642,417.63**, which is **\$4,580.63** over budget
- The net income excluding depreciation is **\$296,431.53**, which is **\$33,603.53** over budget (good news) but note that this includes \$60,000 in "income" for the reimbursement of the Measure Z hydrants from the County

As can be seen on the "Statement of Cash Flows Report for Board - July through May 2018":

- Net cash **INCREASE** year to date is **\$37,111.64** which is a change from last month's net decrease
- Expenditures for fixed asset acquisition so far this year total **\$176,317.99**
- Total payments on long term debt so far this year total **\$127,503.58**. We will still need to make one more monthly payments on the Alderpoint Tank Loan and Copier Lease which total about **\$5,000**.

Payroll related expenses currently exceed the budget by \$19,357.97 estimated to exceed the budget by about \$ 22,000. In addition, there have been some unanticipated repairs and equipment purchases which include:

Description	Amount
Security Cameras for Office and Plant	5,000.00
Redwood Dr/Sprowel Creek Rd Repair	14,612.72
SWTP Backwash Pumps & RW Check Valves	5,451.90
Main Tank Distribution Pumps	10,197.36
Sunnybank Lane Valves	4,026.98
Installation of Manhole & Later on Maple Ln	7,532.00
Measure Z Fire Hydrant Project	10,000
Attorney & CPA fees	14,500
<b>TOTAL</b>	<b>71,320.96</b>

These expenditures will necessitate postponing purchasing the trailer, installing the dual LMI pumps at the SWTP, and telemetry upgrades to Wallen Road, Arthur Road, Alderpoint Road Tanks and the WWTP until a future fiscal year. This will save the District approximately \$33,600 to offset the list above.

Moreover, the **\$33,603.53** in excess revenue will almost cover the rest, leaving the District with a positive net cash flow of about **\$40,000** so long as the insurance company reimburses the expenses for the replacement of the Chlorine Contact Chamber as they are incurred. The insurance company deposited \$100,000 into our operations account to cover the expenses we have paid so far (\$56,591.47 thru 05/31/18). Construction costs will far exceed the remaining amount, but we anticipate that the insurance company will be paying for the expenses fairly close to when they are incurred.

## ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
3. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2017
4. Check Register Report for all checks issued in May 2018

**Garberville Sanitary District**  
**Statement of Cash Flows Report for Board**  
 July 2017 through May 2018

	May 18	Year to Date	Notes
<b>OPERATING ACTIVITIES</b>			
Net Income	75,248.81	(139,001.77)	Includes Depreciation & Measure Z reimbursement for Hydrants
Adjustments to reconcile Net Income to net cash provided by operations:			
11000 · Accounts Receivable - Other		599.70	
1100 · Accounts Receivable	(5,236.30)	10,121.45	
1110 · Accts Receivable Over Payments	(1,175.48)	289.41	
1450 · Prepaid Rent		835.00	
1500 · Prepaid Insurance	1,911.23	378.54	
1501 · Prepaid Workers Comp	695.46	9,407.32	
1502 · Prepaid Expenses	549.18	6,040.98	
1510 · Prepaid Licenses and Permits	1,635.00	(1,677.06)	
2000 · Accounts Payable	35,334.36	21,624.99	SWRCB Pmt + Wahlund Included
20000 · *Accounts Payable		(1,227.86)	
2205 · Accrued Simple		(41.46)	
2220 · Accrued State PR Taxes		(29.71)	
2225 · Accrued Workers Comp		(2,019.62)	
2300 · Service Deposits	200.00	200.00	
Net cash provided by Operating Activities	109,162.26	(94,500.09)	
<b>INVESTING ACTIVITIES</b>			
SEWER:Collection		(22,420.32)	
Accumulated Depreciation-Water		287,650.80	
Accumulated Depreciation-Sewer		147,782.50	
CIP-Meas-Z-Fire Hydrant Replace		(70,000.00)	
CIP-CL2 Contact Chamber Replace	(15,079.37)	(56,591.47)	
CIP - Bear Canyon Aerial		(1,529.96)	
WATER:Treatment		(5,501.90)	
WATER:Distribution		(16,247.36)	
SEWER:Pumps		(4,026.98)	
Net cash provided by Investing Activities	(15,079.37)	259,115.31	
<b>FINANCING ACTIVITIES</b>			
2500 · N/P - SWRCB		(22,713.22)	All Pmts
2605 · RCAC Loan #6200-GSD-02	(4,147.25)	(44,685.00)	11 of 12 Pmts
2655 · Lease Payable - Copier	(82.31)	(883.82)	11 of 12 Pmts
2700 · SRF Loan - Water	(22,991.18)	(45,982.36)	All Pmts
2660 · Lease Payable - Ford Motor Cred		(13,239.18)	All Pmts
Net cash provided by Financing Activities	(27,220.74)	(127,503.58)	
Net cash increase for period	66,862.15	37,111.64	Positive Cash for YTD & Current Mo
Cash at beginning of period	778,513.18	808,263.69	
Cash at end of period	845,375.33	845,375.33	

**Garberville Sanitary District**  
**Combined Revenue & Expense Report for Board**  
**May 2018**

	May 2018 Actual	YTD Actual	YTD Budget	Total Annual Budget	YTD Actual to Budget Difference	Notes
<b>Ordinary Income/Expense</b>						
<b>Income</b>						
<b>Water Charges</b>						
4100 · Residential	21,891.57	263,563.08	261,030.00	290,000.00	(2,533.08)	
4110 · Commercial	17,648.03	197,884.54	195,726.00	215,000.00	(2,158.54)	
4150 · Bulk Water Sales	0.00	22,764.00			(22,764.00)	Unplanned Revenue
<b>Total Water Charges</b>	<b>39,539.60</b>	<b>484,211.62</b>	<b>456,756.00</b>	<b>505,000.00</b>	<b>(27,455.62)</b>	
4200 · Sewer Charges	29,336.03	329,288.19	333,868.00	365,000.00	4,579.81	
4300 · Connection Fees	0.00	34,500.00	32,000.00	64,000.00	(2,500.00)	
4650 · Late Charges	495.00	5,550.00	4,583.00	5,000.00	(967.00)	
4700 · Other Operating Revenue	460.00	7,211.50	188.00	200.00	(7,023.50)	Reconnection fees
49900 · Uncategorized Income	0.00	135.00			(135.00)	Bid package pmt
<b>Total Income</b>	<b>69,830.63</b>	<b>860,896.31</b>	<b>827,395.00</b>	<b>939,200.00</b>	<b>(33,501.31)</b>	\$46,729 over Budget
<b>Gross Profit</b>	<b>69,830.63</b>	<b>860,896.31</b>	<b>827,395.00</b>	<b>939,200.00</b>	<b>(33,501.31)</b>	
<b>Expense</b>						
<b>Administrative and General</b>						
5000 · Advertising	0.00	0.00	321.00	350.00	321.00	
5005 · Bad Debts	422.12	1,850.42	5,041.00	5,500.00	3,190.58	
5010 · Bank Charges					0.00	
5012 · Merchant Account Fees	216.87	2,219.04	1,374.00	1,500.00	(845.04)	More CC pmts
5010 · Bank Charges - Other	303.94	1,619.64	1,237.00	1,350.00	(382.64)	
<b>Total 5010 · Bank Charges</b>	<b>520.81</b>	<b>3,838.68</b>	<b>2,611.00</b>	<b>2,850.00</b>	<b>(1,227.68)</b>	
5020 · Directors Fees	0.00	2,900.00	1,650.00	1,800.00	(1,250.00)	16/17 paid in 17/18
5030 · Dues and Memberships	0.00	4,360.27	2,934.00	3,200.00	(1,426.27)	CSDA \$1622 -> \$2658 Rotary \$180 Qtly
5035 · Education and Training	180.00	1,557.44	3,116.00	3,400.00	1,558.56	
5036 · Education and Training - B.O.D.	0.00	0.00	274.00	299.00	274.00	
<b>Insurance</b>						
5040 · Liability	1,911.23	21,023.53	18,929.00	20,649.00	(2,094.53)	Comprehensive on autos
5050 · Workers' Comp	695.46	9,407.32	14,300.00	15,600.00	4,892.68	Corrections on Admin wages
5055 · Health						
5055.1 · Employee Portion	(607.62)	(6,987.63)	(6,579.00)	(7,177.00)	408.63	
5055 · Health - Other	3,257.77	31,888.32	32,900.00	35,890.00	1,011.68	Mary 1/2 year; budgeted for full year
<b>Total 5055 · Health</b>	<b>2,650.15</b>	<b>24,900.69</b>	<b>26,321.00</b>	<b>28,713.00</b>	<b>1,420.31</b>	
<b>Total Insurance</b>	<b>5,256.84</b>	<b>55,331.54</b>	<b>59,550.00</b>	<b>64,962.00</b>	<b>4,218.46</b>	
5060 · Licenses, Permits, and Fees	1,635.00	20,274.69	20,350.00	22,200.00	75.31	
5065 · Auto	84.59	539.03	3,833.00	4,000.00	3,293.97	
5070 · Miscellaneous	0.00	56.58	92.00	101.00	35.42	



**Garberville Sanitary District**  
**Combined Revenue & Expense Report for Board**  
**May 2018**

	May 2018 Actual	YTD Actual	YTD Budget	Total Annual Budget	YTD Actual to Budget Difference	Notes
5080 · Office Expense	759.94	6,740.83	5,134.00	5,600.00	(1,606.83)	Quickbooks in Here
5085 · Outside Services	553.00	7,016.22	11,031.00	11,344.00	4,014.78	
5090 · Payroll Taxes	1,903.79	22,339.28	26,482.00	28,890.00	4,142.72	
5100 · Postage	208.99	2,213.57	2,380.00	2,596.00	166.43	
5110 · Professional Fees	3,046.26	66,801.15	55,000.00	60,000.00	(11,801.15)	Attorney, CPA transition
5130 · Rents	835.00	10,020.00	9,846.00	10,740.00	(174.00)	
5135 · Retirement	589.16	6,679.21	6,803.00	7,422.00	123.79	
5137 · Supplies	0.00	951.61	2,475.00	2,700.00	1,523.39	
5140 · Telephone	819.74	6,637.46	2,566.00	2,800.00	(4,071.46)	Moved from Utilities
5145 · Tools	0.00	596.33	3,833.00	4,000.00	3,236.67	
5150 · Travel and Meetings	92.32	1,187.83	1,466.00	1,600.00	278.17	
5155 · Utilities	177.61	2,208.02	2,200.00	2,400.00	(8.02)	
5160 · Wages						
5165 · Wages - Overtime	333.00	2,201.86	0.00	0.00	(2,201.86)	
5160 · Wages - Other	9,543.71	110,561.85	113,799.00	124,144.00	3,237.15	
Total 5160 · Wages	9,876.71	112,763.71	113,799.00	124,144.00	1,035.29	
Total Administrative and General	26,961.88	336,863.87	342,787.00	372,898.00	5,923.13	
Sewage Collection						
6010 · Fuel	271.05	2,082.95	2,612.00	2,850.00	529.05	
6020 · Pumping	3,436.46	3,436.46	0.00	0.00	(3,436.46)	
6030 · Repairs and Maintenance	13.06	4,618.89	18,333.00	20,000.00	13,714.11	
6040 · Supplies	(33.45)	1,829.96	1,467.00	1,600.00	(362.96)	Rock/AC stockpile
6050 · Utilities	244.29	3,679.95	4,492.00	4,900.00	812.05	Telephone
6060 · Wages						
6065 · Wages - Overtime Sewer Collecti	0.00	1,041.00	1,833.00	2,000.00	792.00	
6060 · Wages - Other	2,729.68	29,486.25	17,212.00	18,776.00	(12,274.25)	
Total 6060 · Wages	2,729.68	30,527.25	19,045.00	20,776.00	(11,482.25)	
Sewage Collection - Other	0.00	6.26			(6.26)	
Total Sewage Collection	6,661.09	46,181.72	45,949.00	50,126.00	(232.72)	
Sewage Treatment						
6075 · Fuel	271.05	2,082.94	2,383.00	2,600.00	300.06	
6080 · Monitoring	245.00	2,943.23	7,333.00	8,000.00	4,389.77	
6100 · Repairs and Maintenance	7.08	9,216.86	11,458.00	12,500.00	2,241.14	
6110 · Supplies	1,536.96	6,568.85	6,967.00	7,600.00	398.15	
6120 · Utilities	706.46	8,855.02	11,000.00	12,000.00	2,144.98	Telephone
6130 · Wages					0.00	
6135 · Wages - Overtime Sewer Treatmen	0.00	1,033.50	1,375.00	1,500.00	341.50	
6130 · Wages - Other	2,375.70	26,151.66	29,242.00	31,900.00	3,090.34	

**Garberville Sanitary District**  
**Combined Revenue & Expense Report for Board**  
**May 2018**

	May 2018 Actual	YTD Actual	YTD Budget	Total Annual Budget	YTD Actual to Budget Difference	Notes
Total 6130 · Wages	2,375.70	27,185.16	30,617.00	33,400.00	3,431.84	
Total Sewage Treatment	5,142.25	56,852.06	69,758.00	76,100.00	12,905.94	
Water Trans and Distribution					0.00	
7075 · Fuel	271.05	2,082.95	2,292.00	2,500.00	209.05	
7090 · Repairs and Maintenance	116.02	21,294.29	13,750.00	15,000.00	(7,544.29)	SCR & Redwood Dr
7100 · Supplies	0.00	2,015.76	3,667.00	4,000.00	1,651.24	
7110 · Utilities	440.21	5,815.20	8,250.00	9,000.00	2,434.80	Telephone
7120 · Wages					0.00	
7125 · Wages - Overtime Water Trans &	457.50	5,337.25	4,125.00	4,500.00	(1,212.25)	
7120 · Wages - Other	3,027.05	41,439.59	26,000.00	28,364.00	(15,439.59)	
Total 7120 · Wages	3,484.55	46,776.84	30,125.00	32,864.00	(16,651.84)	
Total Water Trans and Distribution	4,311.83	77,985.04	58,084.00	63,364.00	(19,901.04)	
Water Treatment					0.00	
7020 · Fuel	0.00	1,249.56	2,750.00	3,000.00	1,500.44	
7010 · Monitoring	355.00	5,901.87	4,583.00	5,000.00	(1,318.87)	HACH equip \$2,336.38
7030 · Repairs and Maintenance	829.65	15,462.25	4,583.00	5,000.00	(10,879.25)	2 Valves for SWTP Filer
7040 · Supplies	1,543.59	11,887.96	11,000.00	12,000.00	(887.96)	
7050 · Utilities	3,126.53	34,712.87	36,667.00	40,000.00	1,954.13	Telephone
7060 · Wages					0.00	
7065 · Wages - Overtime Water Treatmen	678.00	6,285.50	4,583.00	5,000.00	(1,702.50)	CL2 Emergency
7060 · Wages - Other	4,434.00	36,558.51	42,570.00	46,440.00	6,011.49	
Total 7060 · Wages	5,112.00	42,844.01	47,153.00	51,440.00	4,308.99	
Total Water Treatment	10,966.77	112,058.52	106,736.00	116,440.00	(5,322.52)	
Total Expense	54,043.82	629,941.21	623,314.00	678,928.00	(6,627.21)	Over Budget - bad
Net Ordinary Income	15,786.81	230,955.10	204,081.00	260,272.00	(26,874.10)	Over Budget - good
Other Income/Expense						
Other Income						
Property Tax Revenue						
8010 · Secured	0.00	12,284.19	11,500.00	23,000.00	(784.19)	
8020 · Unsecured	0.00	833.93	750.00	1,500.00	(83.93)	
8025 · Prior Years	0.00	0.00	0.00	25.00	0.00	
8030 · Supplemental - Current	0.00	128.12	75.00	150.00	(53.12)	
8035 · Supplemental - Prior Years	0.00	25.92	25.00	50.00	(0.92)	
Total Property Tax Revenue	0.00	13,272.16	12,350.00	24,725.00	(922.16)	
8053 · Water Capital Grant Income	60,000.00	60,000.00	60,000.00	60,000.00	0.00	Reimbursement - Not really Revenue
8060 · Interest Income	39.66	4,510.49	920.00	1,000.00	(3,590.49)	Budget Incorrect
8070 · Other Non-Operating Revenue	1.10	11.64			(11.64)	

**Garberville Sanitary District**  
**Combined Revenue & Expense Report for Board**  
 May 2018

	May 2018 Actual	YTD Actual	YTD Budget	Total Annual Budget	YTD Actual to Budget Difference	Notes
9030 · Homeowners' Tax Relief	0.00	158.56	0.00	350.00	(158.56)	
<b>Total Other Income</b>	<b>60,040.76</b>	<b>77,952.85</b>	<b>73,270.00</b>	<b>86,075.00</b>	<b>(4,682.85)</b>	
<b>Other Expense</b>						
9040 · Depreciation	0.00	435,433.30	481,250.00	525,000.00	45,816.70	
9050 · Interest Expense	578.76	12,476.42	14,523.00	15,843.00	2,046.58	
<b>Total Other Expense</b>	<b>578.76</b>	<b>447,909.72</b>	<b>495,773.00</b>	<b>540,843.00</b>	<b>47,863.28</b>	
<b>Net Other Income</b>	<b>59,462.00</b>	<b>(369,956.87)</b>	<b>(422,503.00)</b>	<b>(454,768.00)</b>	<b>(52,546.13)</b>	
<b>Net Income</b>	<b>75,248.81</b>	<b>(139,001.77)</b>	<b>(218,422.00)</b>	<b>(194,496.00)</b>	<b>(79,420.23)</b>	More Profit than Budgeted
					0.00	
9040 · Depreciation	0.00	435,433.30	481,250.00	525,000.00	45,816.70	
					0.00	
<b>Net Income Excluding Depreciation</b>	<b>75,248.81</b>	<b>296,431.53</b>	<b>262,828.00</b>	<b>330,504.00</b>	<b>(33,603.53)</b>	More Revenue than Budgeted
<b>Total Revenue</b>		<b>938,849.16</b>	900,665.00	1,025,275.00	38,184.16	Over Budget - good
<b>Total Expense</b>		<b>642,417.63</b>	637,837.00	694,771.00	4,580.63	Over Budget - bad
<b>Net Income</b>		<b>296,431.53</b>	262,828.00	330,504.00	33,603.53	Over Budget - good
Payroll - RT		244,197.86	228,823.00	249,624.00	15,374.86	Over Budget - bad
Payroll - OT		15,899.11	11,916.00	13,000.00	3,983.11	Over Budget - bad
					19,357.97	

**Garberville Sanitary District**  
**Balance Sheet Prev Year Comparison**

As of May 31, 2018

	Jun 30, 2017	May 31, 2018	\$ Change June 30-May 31	Notes
<b>ASSETS</b>				
<b>Current Assets</b>				
<b>Checking/Savings</b>				
1005 · Umpqua Checking - Operating	13,489.99	34,808.53	21,318.54	
1006 · Umpqua System Reserve - Water	56,039.48	75,974.49	19,935.01	
1007 · Umpqua System Reserve - Sewer	80,228.22	58,410.51	(21,817.71)	
1011 · Water Enterprise Fund	46,354.75	46,503.87	149.12	
1030 · County Treasury - Sewer Reserve	373,134.13	388,962.96	15,828.83	1st Inst. Of Prop Taxes
1031 · County Treasury - Water Reserve	238,854.09	240,393.83	1,539.74	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	200.00	281.63	81.63	
<b>Total Checking/Savings</b>	<b>808,340.17</b>	<b>845,375.33</b>	<b>37,035.16</b>	
<b>Accounts Receivable</b>				
11000 · Accounts Receivable - Other	814.70	215.00	(599.70)	
<b>Total Accounts Receivable</b>	<b>814.70</b>	<b>215.00</b>	<b>(599.70)</b>	
<b>Other Current Assets</b>				
<b>1100 · Accounts Receivable</b>				
1110 · Accts Receivable Over Payments	(1,481.30)	(1,770.71)	(289.41)	
1100 · Accounts Receivable - Other	99,758.38	89,636.93	(10,121.45)	Down for year but up since last month
<b>Total 1100 · Accounts Receivable</b>	<b>98,277.08</b>	<b>87,866.22</b>	<b>(10,410.86)</b>	
1450 · Prepaid Rent	835.00	0.00	(835.00)	
1500 · Prepaid Insurance	2,468.34	2,089.80	(378.54)	
1501 · Prepaid Workers Comp	10,225.31	817.99	(9,407.32)	
1502 · Prepaid Expenses	6,590.16	549.18	(6,040.98)	
1510 · Prepaid Licenses and Permits	0.00	1,677.06	1,677.06	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
<b>Total Other Current Assets</b>	<b>113,395.89</b>	<b>88,000.25</b>	<b>(25,395.64)</b>	
<b>Total Current Assets</b>	<b>922,550.76</b>	<b>933,590.58</b>	<b>11,039.82</b>	
<b>Fixed Assets</b>				
CIP-Meas-Z-Fire Hydrant Replace	0.00	70,000.00		
CIP-CL2 Contact Chamber Replace	0.00	56,591.47	56,591.47	Emergency Project
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	1,236.10	2,766.06	1,529.96	
<b>WATER</b>				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	59,930.27	65,432.17	5,501.90	SWTP BW Pump and RW Check Valve
Distribution	2,696,416.81	2,712,664.17	16,247.36	Main Tank Dist Pumps
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
<b>Total WATER</b>	<b>7,993,457.56</b>	<b>8,015,206.82</b>	<b>21,749.26</b>	
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>	
<b>SEWER</b>				
Land - Sewer	129,810.68	129,810.68	0.00	

**Garberville Sanitary District**  
**Balance Sheet Prev Year Comparison**

As of May 31, 2018

	Jun 30, 2017	May 31, 2018	\$ Change June 30-May 31	Notes
Collection	2,311,580.70	2,334,001.02	22,420.32	Headworks Flow Maple Manhole/ Lateral
Treatment	507,552.59	507,552.59	0.00	
Pumps	9,881.98	13,908.96	4,026.98	Sunnybank Valve
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
<b>Total SEWER</b>	<b>5,751,277.86</b>	<b>5,777,725.16</b>	<b>26,447.30</b>	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,183,142.26)	(1,470,793.06)	(287,650.80)	
Accumulated Depreciation-Sewer	(1,636,657.06)	(1,784,439.56)	(147,782.50)	
<b>Total Fixed Assets</b>	<b>11,502,888.17</b>	<b>11,243,772.86</b>	<b>(259,115.31)</b>	
<b>TOTAL ASSETS</b>	<b>12,425,438.93</b>	<b>12,177,363.44</b>	<b>(248,075.49)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
Accounts Payable				
2000 · Accounts Payable	26,541.07	48,040.23	21,499.16	SWRCB Loan + Wahlund CL2
<b>Total Accounts Payable</b>	<b>26,541.07</b>	<b>48,040.23</b>	<b>21,499.16</b>	
Other Current Liabilities				
20000 · *Accounts Payable	1,227.86	0.00	(1,227.86)	
2205 · Accrued Simple	0.00	(41.46)	(41.46)	
2220 · Accrued State PR Taxes	29.71	0.00	(29.71)	
2225 · Accrued Workers Comp	2,019.62	0.00	(2,019.62)	
2230 · Accrued Vacation	16,720.85	16,720.85	0.00	
2250 · Loans Payable - Current Portion	131,750.84	131,750.84	0.00	
2300 · Service Deposits	0.00	200.00	200.00	New Account for new policy
<b>Total Other Current Liabilities</b>	<b>151,748.88</b>	<b>148,630.23</b>	<b>(3,118.65)</b>	
<b>Total Current Liabilities</b>	<b>178,289.95</b>	<b>196,670.46</b>	<b>18,380.51</b>	
<b>Long Term Liabilities</b>				
2500 · N/P - SWRCB	168,855.28	146,142.06	(22,713.22)	Full Year Pmt made
2605 · RCAC Loan #6200-GSD-02	177,471.14	132,786.14	(44,685.00)	11 of 12 pmts
2655 · Lease Payable - Copier	2,526.29	1,642.47	(883.82)	11 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	27,338.94	14,099.76	(13,239.18)	Full Year Pmt made
2700 · SRF Loan - Water	1,310,497.46	1,264,515.10	(45,982.36)	Both Pmts Made
2900 · Less Current Portion	(131,750.84)	(131,750.84)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,554,938.27</b>	<b>1,427,434.69</b>	<b>(127,503.58)</b>	
<b>Total Liabilities</b>	<b>1,733,228.22</b>	<b>1,624,105.15</b>	<b>(109,123.07)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,845,044.92	4,562,768.31	(282,276.61)	
Net Income	(282,325.96)	(139,001.77)	143,324.19	
<b>Total Equity</b>	<b>10,692,210.71</b>	<b>10,553,258.29</b>	<b>(138,952.42)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,425,438.93</b>	<b>12,177,363.44</b>	<b>(248,075.49)</b>	

**Garberville Sanitary District  
Check Register Report for Board  
May 2018**

Date	Num	Memo	Amount
<b>Carol Terry</b>			
05/15/2018	9343		-6.68
Total Carol Terry			-6.68
<b>101 Netlink</b>			
05/14/2018	9334		-229.00
Total 101 Netlink			-229.00
<b>Blue Star Gas</b>			
05/22/2018	9360		-29.43
Total Blue Star Gas			-29.43
<b>Brenntag Pacific, Inc.</b>			
05/22/2018	9358		-3,017.19
Total Brenntag Pacific, Inc.			-3,017.19
<b>Brian Miller</b>			
05/31/2018	9370		-9.27
Total Brian Miller			-9.27
<b>Capital Bank &amp; Trust</b>			
05/03/2018	EFT	557880519	-714.25
05/03/2018	EFT	025158148	-288.75
05/16/2018	EFT	557880519	-736.86
05/16/2018	EFT	025158148	-300.41
Total Capital Bank & Trust			-2,040.27
<b>Copiers Plus</b>			
05/03/2018	9325		-315.72
Total Copiers Plus			-315.72
<b>Crystal Springs Bottled Water</b>			
05/14/2018	9335		-20.00
Total Crystal Springs Bottled Water			-20.00
<b>EDD</b>			
05/03/2018	EFT	499-0538-3	-67.43
05/03/2018	EFT	499-0538-3	-565.61
05/16/2018	EFT	499-0538-3	-32.55
05/16/2018	EFT	499-0538-3	-586.12
Total EDD			-1,251.71
<b>Fluentstream Tech</b>			

**Garberville Sanitary District  
Check Register Report for Board  
May 2018**

Date	Num	Memo	Amount
05/24/2018	9362		-107.84
Total Fluentstream Tech			-107.84
<b>Frontier Communications</b>			
05/07/2018	9333		-168.12
05/14/2018	9336		-171.22
05/22/2018	9359		-62.40
05/29/2018	9364		-348.72
Total Frontier Communications			-750.46
<b>I.M.S. Consulting</b>			
05/22/2018	9361		-3,500.00
Total I.M.S. Consulting			-3,500.00
<b>IRS</b>			
05/03/2018	EFT	68-0296323	-2,726.22
05/16/2018	EFT	68-0296323	-2,743.40
Total IRS			-5,469.62
<b>Jamie Corsetti, CPA</b>			
05/14/2018	9337		-240.00
Total Jamie Corsetti, CPA			-240.00
<b>Lori Ruiz</b>			
05/16/2018	9350		-200.00
Total Lori Ruiz			-200.00
<b>MILT'S SAW SHOP</b>			
05/17/2018	9351		-28.02
Total MILT'S SAW SHOP			-28.02
<b>NAPA</b>			
05/14/2018	9338		-4.93
Total NAPA			-4.93
<b>North Coast Laboratories Ltd.</b>			
05/03/2018	9326		-750.00
05/17/2018	9352		-160.00
05/29/2018	9365		-325.00
Total North Coast Laboratories Ltd.			-1,235.00
<b>PG&amp;E</b>			

**Garberville Sanitary District  
Check Register Report for Board  
May 2018**

Date	Num	Memo	Amount
05/14/2018	9339		-4,413.66
Total PG&E			-4,413.66
<b>Pitney Bowes Purchase Power</b>			
05/14/2018	9340		-208.99
Total Pitney Bowes Purchase Power			-208.99
<b>QuickBooks</b>			
05/24/2018	ACH		-559.95
Total QuickBooks			-559.95
<b>Ralph Emerson</b>			
05/03/2018	9327		-50.00
05/29/2018	9366		-50.00
Total Ralph Emerson			-100.00
<b>Recology Humboldt County</b>			
05/17/2018	9353		-36.00
Total Recology Humboldt County			-36.00
<b>Redway True Value</b>			
05/17/2018	9354		-18.31
Total Redway True Value			-18.31
<b>Redwood Liquors</b>			
05/15/2018	DBT		-53.85
Total Redwood Liquors			-53.85
<b>Redwood Merchant Services</b>			
05/02/2018	ACH		-108.43
05/29/2018	ACH		-108.73
Total Redwood Merchant Services			-217.16
<b>RENNER</b>			
05/10/2018	DBT		-813.15
Total RENNER			-813.15
<b>Rural Community Assistance Program</b>			
05/01/2018	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
<b>SDRMA</b>			



**Garberville Sanitary District  
Check Register Report for Board  
May 2018**

Date	Num	Memo	Amount
05/03/2018	9328		-335.47
05/14/2018	9341		-2,922.30
05/29/2018	9367		-335.47
Total SDRMA			-3,593.24
<b>Sentry III Center</b>			
05/30/2018	9368		-835.00
Total Sentry III Center			-835.00
<b>Shop Smart</b>			
05/15/2018	DBT		-7.47
Total Shop Smart			-7.47
<b>Staples Credit Plan</b>			
05/03/2018	9329		-100.75
05/30/2018	9369		-174.99
Total Staples Credit Plan			-275.74
<b>Streamline</b>			
05/17/2018	9355		-100.00
Total Streamline			-100.00
<b>The Lost French Man</b>			
05/15/2018	DBT		-31.00
Total The Lost French Man			-31.00
<b>Tim Lanphear</b>			
05/24/2018	9363		-150.00
Total Tim Lanphear			-150.00
<b>Umpqua Bank</b>			
05/22/2018	ACH	Monthly maintenance analysis fee	-149.18
Total Umpqua Bank			-149.18
<b>US Cellular</b>			
05/03/2018	9330		-295.78
Total US Cellular			-295.78
<b>Wahlund Construction, Inc.</b>			
05/03/2018	9331		-3,436.46
Total Wahlund Construction, Inc.			-3,436.46

**Garberville Sanitary District**  
**Check Register Report for Board**  
 May 2018

Date	Num	Memo	Amount
<b>Wells Fargo</b>			
05/17/2018	9356		-90.51
Total Wells Fargo			-90.51
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
05/14/2018	9342		-1,045.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,045.00
<b>WYCKOFF'S</b>			
05/03/2018	9332		-60.10
05/17/2018	9357		-16.15
Total WYCKOFF'S			-76.25
<b>Arreguin, Daniel J</b>			
05/03/2018	9319		-2,026.30
05/16/2018	9344		-2,194.36
Total Arreguin, Daniel J			-4,220.66
<b>Emerson, Ralph K</b>			
05/03/2018	9320		-2,946.20
05/16/2018	9345		-2,946.21
Total Emerson, Ralph K			-5,892.41
<b>LaFond, Jamie L</b>			
05/03/2018	9321		-568.36
05/16/2018	9346		-246.64
Total LaFond, Jamie L			-815.00
<b>Miller, Brian A</b>			
05/03/2018	9322		-1,594.85
05/16/2018	9347		-1,678.75
Total Miller, Brian A			-3,273.60
<b>Nieto, Mary</b>			
05/03/2018	9323		-928.94
05/16/2018	9348		-927.75
Total Nieto, Mary			-1,856.69
<b>Ruiz, Ricardo</b>			
05/03/2018	9324		-411.07
05/16/2018	9349		-232.94
Total Ruiz, Ricardo			-644.01

9:25 AM

07/18/18

Accrual Basis

**Garberville Sanitary District**  
**Check Register Report for Board**  
May 2018

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<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
TOTAL			<u><u>-56,382.02</u></u>

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

**919 Redwood DR. Garberville, CA**

**June 19, 2018**

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

Meeting started at 5:08 p.m.

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson- Absent**

**Linda Brodersen- Present**

**Doug Bryan**

**Richard Thompson**

**III. APPROVAL OF AGENDA**

**Motion: Richard**

**Second: Doug**

**Vote: 3-0**

**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**

Kristen Vogul inquired about the study addressing what caused the explosion which will be discussed later during General Business B.2 on pages 22-42.

**General Public / Community Groups**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff-** Nothing to report

**Office Staff-** Will address later

**Board Members-** Inquired about the Rate Study report on the May 30<sup>th</sup> meeting

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

See General Managers Report on Page 4 in the BOD Agenda Packet.

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials – pg. 5-17

**Motion: Doug                                Second: Richard                                Vote: 3-0**

Pulled financials for Questions. Jennies answer is the wrong date is on the reports but the information is correct. Adjustments need to be made to have the heading match the column.

A.2 Approve May 22, 2018 Regular Meeting Minutes - pg. 18-19

A.3 Operations Safety Report- pg. 20  
**Motion: Doug                                Second: Richard                                Vote: 3-0**

**B. GENERAL BUSINESS**

B.1 **Hazardous Work Conditions ---Needles-Dogs-Angry Customers** pg. 21

Possible actions that could be taken:

1. Aggressive dogs
2. Needles in the workplace
3. Working alone in the office
4. Working alone in the field and during hazardous weather conditions
5. Interaction with mentally ill people or transients
6. Being asked to do favors and/or work for customers that are not the responsibility of GSD
7. Other hazards that have yet to be identified

To help counteract and address the above hazards a policy will be drafted to protect the members of our community, as well as, the employees.

**Motion: No Action**

B.2 **Water Treatment Plant Contact Chamber repairs** pg. 22-42

Ms. Vogel commented on the backwash at the water plant; the current backwash pump uses more gallons per minute than what we can produce. Therefore, GSD developed an operator’s plan to troubleshoot this situation. Any questions concerning why this happened should be directed to the engineer, as of now there is not a concrete answer to why this occurred. We are putting in an above ground tank with serge protection.

B.3 **Multi Family-Single Family-Commercial Residence Differences** pg. 43  
(discussion-possible action)

The question came up if there should be a differentiation between high rate residential use and commercial use. On certain accounts, there is only one meter that multiple households are using. By identifying this we can charge accordingly. Therefore, everyone is being treated and charged equally.

**Motion: No Action**

B.4 **Rate Study Meeting--Summary** pg. 44  
(discussion-possible action)

The Rate Study is providing data to help identify the customers we have, as well as, helping  
No action

B.5 **Alternative Electricity Planning**  
(update only)

**Tabled**

B.6 **Residential Customer Water Waste** pg. 45

(discussion-possible action)

A policy concerning drought conditions is being drafted, so that customer needs can be met. Questions such as how to determine if the property is residential or commercial or should there be an extra fee for water being used to cultivate a sellable product. This will be brought to the agricultural committee.

C. **POLICY REVISION / ADOPTION**

C.1 **Agricultural Water use Ordinance –Section 15.9** pg. 46-52  
(discussion possible action) second reading—resolution # 17-013

**Motion: Tabled                      Second:                      Vote:**

C.2 **Payment of Bills Ordinance, Late Charges. Section 9.5** pg. 53

(discussion—no action) first reading (Mary Report)

The late charge should be an incentive for customers to pay on time. Currently, the \$5 late fee is not effective. Staff requests to raise the late fee to \$15.00. We want to help detour customers from being late. The shut off letter will be reworded so that customers will not be confused on the day that their water will be turned off. (Three dates are needed; the date when the shut off letter is being sent out, the date payment is due, and the date that the water will be turned off).

C.3 **Personnel Policy Introduction—4.2.2 and (Appendix B) Job Descriptions** pg. 54-69  
(discussion-no action) first reading

GSD is updating our personnel policy to provide the title of employees, job descriptions, and the qualifications required to obtain the position. GSD will define how many hours constitutes as an appropriate work week and specific licenses that are required for certain positions.

X. **ITEMS FOR NEXT BOARD MEETING**

1. Rate Study
2. 10 year Capital Improvement Plan
3. Agricultural Water Use Ordinance –Sec 15.9
4. Payment of Bills (late charges) Ordinance. Section 9.5 (payment of bills)

XI. **ADJOURNMENT**

6:41 P.M.

**00060, Discharge, cubic feet per second,**

**Monthly mean in ft<sup>3</sup>/s (Calculation Period: 2000-01-01 -> 2018-02-28)**

YEAR	Period-of-record for statistical calculation restricted by user											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
<b>2000</b>	4,399	6,725	2,399	742.0	423.7	161.2	73.1	38.0	32.7	97.8	153.1	393.4
<b>2001</b>	770.5	3,037	1,750	534.5	206.0	82.0	45.7	21.7	25.7	18.2	1,530	6,408
<b>2002</b>	5,233	2,980	1,820	645.8	286.8	131.8	56.2	27.7	19.8	17.4	283.0	10,190
<b>2003</b>	5,537	2,394	2,429	4,899	2,174	320.6	122.2	52.5	45.8	31.1	146.4	5,230
<b>2004</b>	4,186	7,399	1,523	727.4	327.4	126.0	53.9	29.5	28.8	167.9	98.5	2,491
<b>2005</b>	3,221	1,938	3,763	2,636	2,580	1,297	360.9	119.5	76.2	72.0	957.6	13,080
<b>2006</b>	7,994	4,748	7,010	4,572	629.1	233.1	86.2	39.1	37.5	30.9	345.6	2,825
<b>2007</b>	1,347	4,528	1,846	563.4	349.0	118.7	60.5	27.8	30.5	249.0	119.9	1,566
<b>2008</b>	5,134	4,518	922.0	439.7	220.6	94.9	39.4	19.3	13.5	44.3	257.7	1,186
<b>2009</b>	842.4	2,937	2,906	531.2	1,407	224.3	77.1	34.9	25.0	97.6	201.6	951.3
<b>2010</b>	5,599	3,026	2,835	3,941	1,336	816.6	201.7	80.1	50.8	618.8	1,161	5,280
<b>2011</b>	1,756	2,625	8,278	1,547	510.4	342.8	148.7	60.9	39.5	161.4	246.0	124.8
<b>2012</b>	2,444	1,003	5,726	3,396	531.1	203.4	87.9	39.9	27.4	36.3	858.9	7,744
<b>2013</b>	1,073	444.6	958.0	994.0	236.8	122.5	54.4	21.8	28.1	63.0	74.2	58.9
<b>2014</b>	53.2	1,373	3,891	1,468	223.9	84.0	36.1	14.3	18.8	129.8	668.3	5,445
<b>2015</b>	1,028	4,541	546.9	374.6	139.8	58.3	27.0	17.1	22.8	23.8	62.3	4,808
<b>2016</b>	8,346	2,329	8,425	904.3	305.0	135.8	60.6	23.4	15.8	1,071	2,506	6,258
<b>2017</b>	10,920	11,490	3,411	3,012	715.9	256.0	106.8	45.8	28.8	32.2	1,091	309.8
<b>2018</b>	2,520	665.3										
<b>Mean of monthly Discharge</b>	3,810	3,620	3,360	1,770	700	267	94	40	32	165	598	4,130

CSDA Humboldt County Members,

-SAVE THE DATE-

Sexual Harassment Prevention Training

Presenters: Traci Park and Kelly Trainer, Burke Williams Sorensen

AB 1825 and AB 1661 makes sexual harassment prevention training mandatory for supervisory employees

and officials receiving any compensation. This legislation requires employers to ensure that all supervisors

and officials receive at least two hours of sexual harassment prevention training every two years.

Receive your AB 1825/AB 1661 compliance training for special districts with this workshop.

\$25 CSDA member

\$40 Non-member

WHEN:

8/6/2018 9:00 AM - 1:00 PM

WHERE:

McKinleyville Community Services District, Azalea Hall

1620 Pickett Road

McKinleyville 95519



AGENDA:

9:00 – 9:30 a.m. Registration

9:30 – 10:00 a.m. Grassroots Outreach and Legislative Updates for Special Districts

10:00 a.m. – 12:00 p.m. Professional Development Harassment Prevention Program (with Q&A)

12:00 - 1:00 p.m. Network discussion and lunch sponsored by the California Special Districts Alliance

Immediately Following

1:00 – 3:00 p.m. Humboldt Area Chapter of CSDA Meeting

## WATER USE ORDINANCE STUDY SESSION

July 10, 2018

Doug and Rio met with me to discuss water use within GSD boundaries and from that study session, there was a consensus that we want to be community leaders while assisting our customers and those working or visiting Garberville.

A few highlights from that meeting are what water use differences are there between residential, commercial and agricultural water use customers?

Is it possible to identify the high water users that use water for personal use and those growing agricultural crops for sale and if so, should we have a separate policy addressing those differences?

It was determined that any decision we make regarding cannabis should be consistent with State and County regulations. The discussion transitioned to those cannabis growers with permits and those without permits that use treated water from GSD.

1. How do we monitor or should we monitor permitted and non-permitted grows?
2. Do we want to participate in assisting cannabis growers get permits so that we can regulate water use through our approved agriculture procedures or do we let them do whatever they want?
3. Do we want to notify the customers using treated water for cannabis and require them to comply with our agricultural water use program or do we want the County to enforce the cannabis laws within GSD boundaries?



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

**PUBLIC FUNDS TO SUPPORT COMMUNITY EVENTS OR ACTIVITIES**

We are approached on a regular basis to put flyers in the window for upcoming events and activities or to support candidates or bond measures. We try to accommodate if not being biased toward one group over another but they also ask us to support the function with donations. There have been some who are agitated when we decline the donations because in past practice, GSD has made donations to some events or organizations.

The law is very clear about what you can spend public funds on although there seems to be some flexibility when supporting a specific organization or event that benefits all of the District customers.



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## **RATE STUDY MEETING**

July 11, 2018

Linda, Rich and Mary participated in discussing customer water and sewer rates. The new rate structure will provide financial relief for over half of our customers and reward them for conserving or using average amounts of water.

We will be proposing that all rates are rounded off to whole numbers and that there will be a simplified calculation to determine sewer charges. We also want to simplify some of the additional calculations based on meter size and wastewater water strength.

Sewer rates will be calculated by water usage between November and April while commercial customer rates will be calculated during a complete calendar year.

We plan on having 2 rate study meetings in August and I am optimistic that we can present a proposal to the Board and Public for approval by September.

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30pm on the 25<sup>th</sup> of each month and if not paid a ~~\$5~~ \$15 late charge will be applied.

- (a) Customer Bills:  
Bills will be mailed by the first day of each month.
- (b) Late Payment Procedures:  
Bills past due—Courtesy call  
35 days past due – Shut off notice – Hand delivered to service address  
7 days after shut off notice is delivered – Water will be turned off – Owner will be notified.  
60 days past due – Lien on building/property – Small claims  
120 days past due – Turn over to collection agency
- (c) Adjustment 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 to 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.

Approved: 2/27/2018

## RESOLUTION 18-008

### THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE WATER ORDINANCE, SEC. 9.5 PAYMENT OF BILLS AND LATE CHARGES

A. **WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 9.5 Payment of Bills and Late Charges.

B. **WHEREAS,** Resolution 18-008 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what the billing procedures are along with late charge fee.

C. **WHEREAS,** This Resolution will give clear direction that there will be a \$15 late charge added when payment is not received on time.

D. **WHEREAS,** The adaption of Resolution 18-008 will take effect immediately and will describe the billing requirements and late fee amount.

E. **WHEREAS,** The new Water Ordinance, Sec. 9.5 Payment of Bills, Late Fee of \$15, will replace the existing ordinance.

#### WATER ORDINANCE, SECTION 9.5 PAYMENT OF BILLS-LATE FEE

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

(a) Customer Bills:

Bills will be mailed by the first day of each month.

(b) Late Payment Procedures:

Bills past due—Courtesy call

35 days past due - Shut off notice - Hand delivered to service address

7 days after shut off notice is delivered - Water will be turned off

Owner will be notified.

60 days past due - Lien on building/property - Small claims

120 days past due - Turn over to collection agency

(c) Adjustment 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.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 9.5, PAYMENT OF BILLS AND LATE FEE TO \$15.**

**RESOLUTION 18-008 WAS PASSED, APPROVED AND ADOPTED THIS 24<sup>th</sup> DAY OF JULY 2018 BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Linda Broderson, Board President**

**ATTEST:**

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**Ralph Emerson, General Manager**



**Sec 7.7 Special Cases.** In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the back flow preventive devices.

**Sec 7.7(a) Hazardous Conditions** The employees of Garberville Sanitary District work with customers, visitors and professional service personnel on a regular basis and their safety is of the utmost importance which is why this ordinance addresses the hazards and responsibilities of those living, working or recreating within GSD boundaries.

When illness, injury or death occurs to an employee of GSD as a result of the negligence of anybody within District Boundaries, the District and or the employee will seek damages from the individual or individuals that created the hazardous condition.

Examples of hazardous conditions are: animals biting, threatening customers or people, unsafe working environment and needles or dangerous paraphernalia in work areas.

Garberville Sanitary District reserves the right to call the police, use pepper spray or alternative deterrent and or deny service for continuous obstruction or hazardous work conditions.

**Note:** The Employee Personnel Policy, Safety Sec. 7.1 will address the specific precautions and remediation procedures when confronted with hazardous work conditions.

## 7.1 Safety Policy

The District recognizes its responsibility for providing the safest possible conditions for its employees and customers. This responsibility is met by means of a safety program that is applied through the development of safety awareness among employees, the use of up to date safety equipment, and the continual inspection of conditions and practices by all levels of supervision. It is the responsibility of every employee to develop safe working habits. The development of proper attitudes toward safety is the only method to improve safe working habits. Therefore, training sessions play a large part in the safety program. The District wants to protect all employees and the public from injury and accidents. To accomplish this goal, the safety program involves all employees, and requires the active participation and cooperation of all to make it operate effectively.

Safety training sessions are conducted for all District employees, and employees are expected to perform in a safe manner. Negligent or unsafe conduct by an employee will result in disciplinary action. All employees must follow the safety procedures established by management. The Chief Operator will report to the Board on annual completion of Safety training programs which he or she personally completes as well as certification of successful completion of the training program by all employees pursuant to the Chief Operator's job description set out in Appendix "B."

### 7.1(a) Hazardous Work Conditions

**Employees are expected to perform their duties without fear of dangerous hazards prohibiting their ability to safely complete those duties. The District has identified specific hazards, along with remediation measures.**

- a. Animals biting or attacking---contact owner, deterrent spray, call for assistance**
- b. Angry and threatening people---Calmly talk, call for assistance, leave, notify General Manager or designee**
- c. Needles and dangerous paraphernalia—Notify police and General Manager immediately, carefully remove object and bring to office or to police. If injured by object, go directly to the emergency room and notify General Manager or designee.**
- d. Being asked to do work for Customers—Notify General Manager or designee and only assist customers if it does not involve going in their house or on their premises to perform work.**
- e. Working alone---When you feel the conditions are dangerous, call for assistance, notify General Manager or designee**
- f. Working in confined spaces or with chemicals---Always notify co-worker, General Manager or designee**

**You are responsible for your own safety and when conditions appear to be hazardous or you are uncomfortable, notify a co-worker, General Manager or designee.**

**All incidents MUST be documented regardless of what the hazard or incident**