





**IX. CLOSED SESSION**

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. Grant and Project Update
2. Update on SWTP Filter Media Replacement
3. Water Balance Report
- 4.
- 5.

**XII. ADJOURNMENT**

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Posting of Notice at the District Office no later than Date: Saturday, March 20<sup>th</sup>, 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](mailto:remerson@garbervillesd.org)

## **GENERAL MANAGER REPORT**

Date: March 23, 2021

There have been multiple conversations with members of the Governors and Senator McGuire's staff over the past month regarding covid relief stimulus funds and making that money available to small districts like GSD. We are scheduled to continue those conversations but have not received confirmation that we will receive funding.

We have been identifying areas of concern and developing projects which will address those concerns while working within the 2021-2022 budget projections.

Staff have done a great job providing uninterrupted service to our customers during this winter, while contending with heavy rain, power outages and multiple water leaks and equipment failures.

I have been working on an updated cannabis will-serve application and agreement with Doug, Rio and staff and through this process we are analyzing water capacity and the ability to provide water to future GSD customers while putting a cap on the amount of water available for future demand. We are using Jennie's water capacity study as a guide in determining the amount of water not already obligated for the hospital or other projects and potential residences.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: March 23 2021  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: PRELIMINARY February 2021 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for January 2021 and are preliminary until the audit is completed.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,065,045.00	608,049.37	578,467.18	29,582.19	😊
Total Expense (excl. Depreciation)	843,336.78	501,258.77	492,511.06	8,747.71	😞
Net Income (excl. Depreciation)	221,708.22	106,790.60	85,956.12	20,834.48	😊
Payroll	423,040.00	247,082.42	246,773.38	309.04	😞
Repair & Maintenance + Supplies	102,200.00	67,410.51	59,825.00	7,585.51	😞

As can be seen on the “Statement of Cash Flows Report for Board - January 2021” and the “Balance Sheet Report for Board As of January 2021”:

- Operational revenues are **OVER** the budgeted amount by \$ 29,582.19. Operational expenses are \$4,438.93 **OVER** budget.
- Total payments on loans so far this year total **\$ 78,197.41** of a budgeted year-end total of \$125,158.
- Total payroll costs are only **\$ 309.04** higher than the year to date budgeted amount.
- The overtime wages are **\$1,605.18** lower than the year to date budgeted amount.
- The repair and maintenance plus supplies expenses are \$ 7,585.51 **OVER** the YTD budgeted amount, but is still \$34,789.49 under the total annual budget amount. Supplies have been combined with R&M because the distinction between parts purchased for inventory and parts purchased for a specific R&M project is grey.

- Expenditures for fixed asset acquisition so far this year total **\$72,225.02** 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	4,261.00
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	72,225.02

## RECOMMENDED BOARD ACTIONS

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

## ATTACHMENTS

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

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
January 2021

	Current Month January 2021	Fiscal Year To Date July - Jan, 2021
<b>OPERATING ACTIVITIES</b>		
Net Income	(20,209.05)	(170,317.77)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other		(268.58)
1100 · Accounts Receivable	561.02	(9,744.12)
1110 · Accts Receivable Over Payments	2,185.51	1,979.92
1500 · Prepaid Insurance	3,826.86	(18,035.12)
1501 · Prepaid Workers Comp	592.15	(4,482.61)
1510 · Prepaid Licenses and Permits	2,346.25	(11,731.25)
2000 · Accounts Payable	7,921.91	(6,248.27)
20000 · Account Payable		2,100.00
2300 · Service Deposits		200.00
2238 · SWRCB Settlement		(40,000.00)
Net cash provided by Operating Activities	(2,775.35)	(256,547.80)
<b>INVESTING ACTIVITIES</b>		
Equipment		(66,577.46)
Accumulated Depreciation-Water	25,611.08	179,277.56
Accumulated Depreciation-Sewer	13,975.83	97,830.81
CIP- Bear Canyon Sewerline		(483.75)
CIP - Meadows Aerial Waterline		(400.00)
CIP - Wallan & Robertson Tank	(70.00)	(4,261.00)
WATER:Pumps		(502.81)
Net cash provided by Investing Activities	39,516.91	204,883.35
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB		(24,103.28)
2605 · RCAC Loan #6200-GSD-02		(23,296.92)
2700 · SRF Loan - Water		(22,991.18)
2665 · RCAC Loan - #0998 Backhoe	(1,574.22)	52,193.97
Net cash provided by Financing Activities	(1,574.22)	(18,197.41)
Net cash increase for period	35,167.34	(69,861.86)
Cash at beginning of period	718,049.56	823,078.76
Cash at end of period	753,216.90	753,216.90

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of January 31, 2021

	Jun 30, 20	Jan 31, 21	Difference
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	84,661.03	46,700.75	(37,960.28)
1006 · Umpqua System Reserve - Water	25,806.44	5,808.23	(19,998.21)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.92	(29,999.54)
1011 · Water Enterprise Fund	46,804.01	46,818.04	14.03
1030 · County Treasury - Sewer Reserve	444,956.82	462,023.80	17,066.98
1031 · County Treasury - Water Reserve	189,330.09	190,318.05	987.96
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	241.60	27.20
Total Checking/Savings	823,078.76	753,216.90	(69,861.86)
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)	(3,668.60)	(1,979.92)
1100 · Accounts Receivable - Other	112,393.96	122,138.08	9,744.12 ↑ Old A/R
Total 1100 · Accounts Receivable	110,705.28	118,469.48	7,764.20
1500 · Prepaid Insurance	3,439.66	21,474.78	18,035.12
1501 · Prepaid Workers Comp	0.00	4,482.61	4,482.61
1510 · Prepaid Licenses and Permits	0.00	11,731.25	11,731.25
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	109,144.94	151,158.12	42,013.18
Total Current Assets	937,647.33	910,067.23	(27,580.10)
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	22,629.48	4,261.00
WATER			
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
Pumps	16,931.99	16,931.99	0.00



**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of January 31, 2021

	Jun 30, 20	Jan 31, 21	Difference
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
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)	(2,367,968.86)	(179,277.56)
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,271,133.91)	(97,830.81)
Total Fixed Assets	10,232,061.90	10,027,178.55	(204,883.35)
<b>TOTAL ASSETS</b>	<b>11,169,709.23</b>	<b>10,937,245.78</b>	<b>(232,463.45)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	34,297.40	28,049.13	(6,248.27)
Total Accounts Payable	34,297.40	28,049.13	(6,248.27)
<b>Other Current Liabilities</b>			
2300 · Service Deposits	6,600.00	6,800.00	200.00
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	112,286.78	(37,700.00)
Total Current Liabilities	184,284.18	140,335.91	(43,948.27)
2665 · RCAC Loan - #0998 Backhoe	0.00	52,193.97	52,193.97
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	1,149,559.20	(22,991.18)
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00
Total Long Term Liabilities	1,224,799.84	1,206,602.43	(18,197.41)
Total Liabilities	1,409,084.02	1,346,938.34	(62,145.68)
<b>Equity</b>			
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)	(170,317.77)	279,264.53
Total Equity	9,760,625.21	9,590,307.44	(170,317.77)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,169,709.23</b>	<b>10,937,245.78</b>	<b>(232,463.45)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**January 2021**

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	21,322.35	189,508.55	188,118.95	340,125.00	1,389.60
4110 · Commercial	21,394.75	153,763.30	129,932.80	234,375.00	23,830.50
Total Water Charges	42,717.10	343,271.85	318,051.75	574,500.00	25,220.10
4200 · Sewer Charges	32,711.80	244,740.99	240,005.43	421,125.00	4,735.56
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	4,000.00	0.00
4700 · Other Operating Revenue	0.00	1,484.81	1,500.00	5,000.00	(15.19)
Total Income	75,428.90	589,497.65	559,557.18	1,028,625.00	29,940.47
Gross Profit	75,428.90	589,497.65	559,557.18	1,028,625.00	29,940.47
Expense					
Administrative and General					
5025 - Discount Program	120.00	285.00	2,100.00	3,600.00	(1,815.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	0.00	4,458.45	1,750.00	3,500.00	2,708.45
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	310.21	2,067.65	1,750.00	3,000.00	317.65
5010 · Bank Charges - Other	142.07	1,130.81	1,166.62	2,000.00	(35.81)
Total 5010 · Bank Charges	452.28	3,198.46	2,916.62	5,000.00	281.84
5020 · Directors Fees	0.00	1,250.00	1,500.00	2,000.00	(250.00)
5030 · Dues and Memberships	128.22	4,019.22	2,333.38	4,000.00	1,685.84
5035 · Education and Training	0.00	0.00	1,750.00	3,000.00	(1,750.00)
5036 · Education and Training - B.O.D.	0.00	0.00	175.00	300.00	(175.00)
Insurance					0.00
5040 · Liability	3,826.86	24,919.38	24,479.70	41,965.14	439.68
5050 · Workers' Comp	592.15	4,992.14	5,390.00	9,240.00	(397.86)
5055 · Health					0.00
5055.1 · Employee Portion	(746.24)	(4,399.25)	(4,258.38)	(7,300.00)	(140.87)
5055 · Health - Other	3,778.56	24,755.42	23,587.06	40,435.00	1,168.36
Total 5055 · Health	3,032.32	20,356.17	19,328.68	33,135.00	1,027.49
Total Insurance	7,451.33	50,267.69	49,198.38	84,340.14	1,069.31
5060 · Licenses, Permits, and Fees	2,346.25	17,645.38	14,291.69	24,500.00	3,353.69
5065 · Auto	456.03	1,852.29	2,000.00	2,000.00	(147.71)
5070 · Miscellaneous	0.00	12.44	100.00	100.00	(87.56)
5080 · Office Expense	153.23	7,725.15	5,083.38	7,000.00	2,641.77
5085 · Outside Services	696.29	4,925.13	5,045.88	8,650.00	(120.75)
5090 · Payroll Taxes	3,366.74	16,646.20	17,949.19	30,770.00	(1,302.99)
5100 · Postage	210.01	1,942.07	1,633.38	2,800.00	308.69
5110 · Professional Fees					
TA Project	735.00	875.00			875.00
SWRCB Complaint	0.00	700.50			700.50
5110 · Professional Fees - Other	10,860.00	39,471.75	47,366.62	81,200.00	(7,894.87)
Total 5110 · Professional Fees	11,595.00	41,047.25	47,366.62	81,200.00	(6,319.37)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 January 2021

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	13.55	500.00	500.00	(486.45)
5130 · Rents	835.00	5,030.00	5,845.00	10,020.00	(815.00)
5135 · Retirement	684.38	4,975.74	4,681.32	8,025.00	294.42
5137 · Supplies	7.91	283.93	700.00	1,200.00	(416.07)
5140 · Telephone	888.84	7,398.82	6,489.56	11,125.00	909.26
5145 · Tools	249.98	517.57	1,166.62	2,000.00	(649.05)
5150 · Travel and Meetings	102.35	350.17	1,000.00	1,000.00	(649.83)
5155 · Utilities	242.22	1,605.43	3,208.38	5,500.00	(1,602.95)
5160 · Wages					0.00
5165 · Wages - Overtime	1,089.00	4,759.12	2,041.62	3,500.00	2,717.50
5160 · Wages - Other	13,003.93	97,382.90	97,151.32	166,545.00	231.58
Total 5160 · Wages	14,092.93	102,142.02	99,192.94	170,045.00	2,949.08
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
Total Administrative and General	44,078.99	277,591.96	278,027.34	475,575.14	(435.38)
Sewage Collection					
6010 · Fuel	176.88	1,153.06	1,750.00	3,000.00	(596.94)
6030 · Repairs and Maintenance	2,806.07	13,998.56	8,750.00	15,000.00	5,248.56
6040 · Supplies	0.00	173.30	1,750.00	3,000.00	(1,576.70)
6050 · Utilities	363.19	2,312.11	1,750.00	3,000.00	562.11
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	87.00	402.00	2,333.31	4,000.00	(1,931.31)
6060 · Wages - Other	3,044.57	20,178.24	19,355.00	33,180.00	823.24
Total 6060 · Wages	3,131.57	20,580.24	21,688.31	37,180.00	(1,108.07)
Total Sewage Collection	6,477.71	38,217.27	35,688.31	61,180.00	2,528.96
Sewage Treatment					
6075 · Fuel	176.88	1,153.06	1,750.00	3,000.00	(596.94)
6080 · Monitoring	550.00	2,045.00	4,083.31	7,000.00	(2,038.31)
6100 · Repairs and Maintenance	172.13	340.44	8,750.00	15,000.00	(8,409.56)
6110 · Supplies	1,542.84	2,904.64	5,250.00	9,000.00	(2,345.36)
6120 · Utilities	958.19	5,452.57	5,366.69	9,200.00	85.88
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	583.31	1,000.00	(583.31)
6130 · Wages - Other	3,949.01	23,509.02	21,099.19	36,170.00	2,409.83
Total 6130 · Wages	3,949.01	23,509.02	21,682.50	37,170.00	1,826.52
Total Sewage Treatment	7,349.05	35,404.73	46,882.50	80,370.00	(11,477.77)
Water Trans and Distribution					
7075 · Fuel	176.88	1,153.06	1,750.00	3,000.00	(596.94)
7090 · Repairs and Maintenance	656.81	36,034.28	11,666.69	20,000.00	24,367.59
7100 · Supplies	0.00	152.76	5,833.31	10,000.00	(5,680.55)
7110 · Utilities	615.19	6,662.07	3,500.00	6,000.00	3,162.07
7120 · Wages					
7125 · Wages - Overtime Water Trans &	0.00	2,166.00	4,083.31	7,000.00	(1,917.31)
7120 · Wages - Other	2,852.25	25,893.49	23,680.44	40,595.00	2,213.05
Total 7120 · Wages	2,852.25	28,059.49	27,763.75	47,595.00	295.74
Total Water Trans and Distribution	4,301.13	72,061.66	50,513.75	86,595.00	21,547.91

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**January 2021**

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Water Treatment					
7020 · Fuel	176.89	1,153.14	1,750.00	3,000.00	(596.86)
7010 · Monitoring	165.00	2,465.00	2,333.31	4,000.00	131.69
7030 · Repairs and Maintenance	485.88	7,939.78	8,458.31	14,500.00	(518.53)
7040 · Supplies	3,930.03	5,569.27	8,166.69	14,000.00	(2,597.42)
7050 · Utilities	3,662.82	30,151.68	27,416.69	47,000.00	2,734.99
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	609.00	3,609.25	3,500.00	6,000.00	109.25
7060 · Wages - Other	3,050.24	22,212.15	25,596.69	43,880.00	(3,384.54)
Total 7060 · Wages	3,659.24	25,821.40	29,096.69	49,880.00	(3,275.29)
Total Water Treatment	12,079.86	73,100.27	77,221.69	132,380.00	(4,121.42)
Total Expense	74,286.74	496,375.89	488,333.59	836,100.14	8,042.30
Net Ordinary Income	1,142.16	93,121.76	71,223.59	192,524.86	21,898.17
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	14,307.79	14,307.79	12,750.00	25,500.00	1,557.79
8020 · Unsecured	1,028.88	1,028.88	950.00	1,900.00	78.88
8025 · Prior Years	11.37	11.37	5.00	10.00	6.37
8030 · Supplemental - Current	144.06	144.06	125.00	250.00	19.06
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	15,492.10	15,492.10	13,855.00	27,710.00	1,637.10
8060 · Interest Income	2,814.66	2,828.65	3,500.00	6,000.00	(671.35)
8070 · Other Non-Operating Revenue	0.00	78.00	1,400.00	2,400.00	(1,322.00)
9030 · Homeowners' Tax Relief	152.97	152.97	155.00	310.00	(2.03)
Total Other Income	18,459.73	18,551.72	18,910.00	36,420.00	(358.28)
Other Expense					
9010 · Other Expenses	0.00	669.01	1,166.62	2,000.00	(497.61)
9040 · Depreciation	39,586.91	277,108.37	285,833.38	490,000.00	(8,725.01)
9050 · Interest Expense	224.03	4,213.87	3,010.85	5,236.64	1,203.02
Total Other Expense	39,810.94	281,991.25	290,010.85	497,236.64	(8,019.60)
Net Other Income	(21,351.21)	(263,439.53)	(271,100.85)	(460,816.64)	7,661.32
Net Income	(20,209.05)	(170,317.77)	(199,877.26)	(268,291.78)	29,559.49
Add Back Depreciation	39,586.91	277,108.37	285,833.38	490,000.00	(8,725.01)
Net Income excluding Depreciation	19,377.86	106,790.60	85,956.12	221,708.22	20,834.48

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 January 2021

Date	Num	Memo	Amount
<b>101 Netlink</b>			
01/21/2021	10848		-180.00
Total 101 Netlink			-180.00
<b>Amazon.com</b>			
01/04/2021	DBT		-128.22
01/06/2021	DBT		-249.98
01/25/2021	DBT		-42.36
Total Amazon.com			-420.56
<b>Blue Star Gas</b>			
01/25/2021	10859		-84.85
Total Blue Star Gas			-84.85
<b>Branscomb Center</b>			
01/28/2021	DBT		-48.46
Total Branscomb Center			-48.46
<b>Capital Bank &amp; Trust</b>			
01/05/2021	EFT	025158148	-343.32
01/05/2021	EFT	557880519	-837.78
01/20/2021	EFT	025158148	-341.06
01/20/2021	EFT	557880519	-839.58
Total Capital Bank & Trust			-2,361.74
<b>Daniel Thomas</b>			
01/20/2021	10837		-100.00
Total Daniel Thomas			-100.00
<b>Dazey's Building Center</b>			
01/25/2021	10857		-42.34
Total Dazey's Building Center			-42.34
<b>Doug Bryan</b>			
01/20/2021	10838		-150.00
Total Doug Bryan			-150.00
<b>EDD</b>			
01/05/2021	EFT	499-0538-3	-878.17
01/05/2021	EFT	499-0538-3	-739.28
01/20/2021	EFT	499-0538-3	-762.97
01/20/2021	EFT	499-0538-3	-370.67
Total EDD			-2,751.09
<b>EUREKA FIRE EXT.</b>			
01/06/2021	10828		-453.90
Total EUREKA FIRE EXT.			-453.90
<b>Fluentstream Tech</b>			
01/21/2021	10849		-116.12
Total Fluentstream Tech			-116.12
<b>Frontier Communications</b>			
01/06/2021	10830		-370.53
01/21/2021	10850		-71.78
Total Frontier Communications			-442.31

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 January 2021

Date	Num	Memo	Amount
<b>HughesNet</b>			
01/13/2021	DBT		-104.29
Total HughesNet			-104.29
<b>Humboldt County Dept. of Health &amp; Human S</b>			
01/02/2021	10821		-380.05
Total Humboldt County Dept. of Health & Human S			-380.05
<b>IRS</b>			
01/05/2021	EFT	68-0296323	-3,485.10
01/20/2021	EFT	68-0296323	-3,320.70
Total IRS			-6,805.80
<b>Jennie Short</b>			
01/20/2021	10834		-3,995.50
01/26/2021	10860		-1,932.00
Total Jennie Short			-5,927.50
<b>Julie Lyon</b>			
01/20/2021	10839		-150.00
Total Julie Lyon			-150.00
<b>Linda Broderson</b>			
01/20/2021	10840		-150.00
Total Linda Broderson			-150.00
<b>Lori Ruiz</b>			
01/26/2021	10861		-200.00
Total Lori Ruiz			-200.00
<b>MILT'S SAW SHOP</b>			
01/21/2021	10851		-102.27
Total MILT'S SAW SHOP			-102.27
<b>New Life Service Co.</b>			
01/20/2021	10835		-4,394.28
Total New Life Service Co.			-4,394.28
<b>North Coast Laboratories Ltd.</b>			
01/21/2021	10856		-90.00
Total North Coast Laboratories Ltd.			-90.00
<b>PG&amp;E</b>			
01/20/2021	10836		-5,961.88
Total PG&E			-5,961.88
<b>Pitney Bowes Purchase Power</b>			
01/21/2021	10852		-564.53
Total Pitney Bowes Purchase Power			-564.53
<b>R. Anderson</b>			
01/20/2021	10841		-50.00
Total R. Anderson			-50.00
<b>Ralph Emerson</b>			
01/26/2021	10862		-50.00
Total Ralph Emerson			-50.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 January 2021

Date	Num	Memo	Amount
<b>Recology Humboldt County</b>			
01/13/2021	10832		-23.53
01/21/2021	10853		-12.00
Total Recology Humboldt County			-35.53
<b>Redway Tire Service Inc</b>			
01/21/2021	10854		-1,260.37
Total Redway Tire Service Inc			-1,260.37
<b>Redwood Merchant Services</b>			
01/02/2021	10930		-125.08
01/31/2021			-185.76
Total Redwood Merchant Services			-310.84
<b>RENNER</b>			
01/10/2021	DBT		-707.53
Total RENNER			-707.53
<b>Rural Community Assistance Prog - Backhoe</b>			
01/01/2021	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>SDRMA</b>			
01/11/2021	10813		-3,440.20
Total SDRMA			-3,440.20
<b>Sentry III Center</b>			
01/02/2021	10819		-835.00
Total Sentry III Center			-835.00
<b>Staples Credit Plan</b>			
01/02/2021	10822		-265.62
Total Staples Credit Plan			-265.62
<b>Streamline Inc</b>			
01/06/2021	10829		-100.00
01/21/2021	10855		-100.00
Total Streamline Inc			-200.00
<b>The Mitchell Law Firm, LLP</b>			
01/13/2021	10833		-62.00
Total The Mitchell Law Firm, LLP			-62.00
<b>Umpqua Bank</b>			
01/20/2021	10929		-158.23
Total Umpqua Bank			-158.23
<b>US Cellular</b>			
01/02/2021	10820		-274.72
Total US Cellular			-274.72
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
01/11/2021	10831		-380.00
Total Wyatt & Whitchurch, E.A. Inc.			-380.00
<b>WYCKOFF'S Inc</b>			
01/25/2021	10858		-63.81
Total WYCKOFF'S Inc			-63.81

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 January 2021

Date	Num	Memo	Amount
<b>Arreguin, Daniel J</b>			
01/05/2021	10823		-2,888.83
01/20/2021	10842		-2,781.03
Total Arreguin, Daniel J			-5,669.86
<b>Emerson, Ralph K</b>			
01/05/2021	10824		-2,736.47
01/20/2021	10843		-2,718.47
Total Emerson, Ralph K			-5,454.94
<b>Miller, Brian A</b>			
01/05/2021	10825		-2,080.06
01/20/2021	10844		-2,097.68
Total Miller, Brian A			-4,177.74
<b>Nieto, Mary</b>			
01/05/2021	10826		-1,712.27
01/20/2021	10845		-1,531.41
Total Nieto, Mary			-3,243.68
<b>Ruiz, Ricardo</b>			
01/05/2021	10827		-394.64
01/20/2021	10846		-130.39
Total Ruiz, Ricardo			-525.03
<b>TOTAL</b>			<b>-60,945.32</b>



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

**Date of Meeting: Tuesday February 23<sup>rd</sup>, 2021**

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

@ 5:04 p.m.

**II. ESTABLISHMENT OF QUORUM**

Rio Anderson-Present  
Linda Brodersen- Present  
Doug Bryan- arrived before consent agenda items 5:07 p.m.  
Julie Lyon- Present  
Dan Thomas- Absent

**III. APPROVAL OF AGENDA**

Pull A.4 approve separately from the consent agenda.

**Motion: Julie Lyon    Second: Rio Anderson    Vote: 3-0**

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

**V. OPEN SESSION**

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

General Public / Community Groups

**VII. ANNOUNCEMENTS AND COMMUNICATIONS  
REPORTS AND PRESENTATIONS**

Operations Staff- 0

Office Staff- Absent

Board Members- Linda completed the 2021 Ethics Compliance Training, and 2021 Sexual Harassment Prevention Training.

Correspondence- Letter of Grant Denial from Cal OES—Handout at Meeting

General Manager—Ralph Emerson    Pg. 4

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date    **December 2020 - Pg. 5-16**

A.2 Approve Date: January 26<sup>th</sup>, 2021 Regular Meeting Minutes – **Pg. 17-19**

A.3 Operations Safety Report- **Pg. 20-21**

**Motion: Rio Anderson**

**Second: Julie Lyon**

**Vote: 4-0**

A.4 Sacred Artifacts Tattoo (New Business) 818 Redwood Drive  
**Motion: Rio Anderson Second: Linda Brodersen Vote: 4-0**

**Remodel next to Calicos and Sherwood Forest Motel. Using the same amount of water, adding a sink and toilet. There is an existing bathroom. Need to send a response to the county for the change in business.**

**B. GENERAL BUSINESS – Action items**

B.1 Grant Update and Process Time Line  
(Update Only)-- Jennie

B.2 Projects Update  
Information at Meeting--Jennie

B.3 Cal-Fire Updated Easement for new Main water line  
(discussion-possible action) Resolution 21-002

**1<sup>st</sup> Recommendation Motion: Rio Anderson Second: Doug Bryan Vote: 4-0**  
**2<sup>nd</sup> Recommendation Motion: Julie Lyon Second: Doug Bryan Roll Call Vote: 4-0**

**Linda Brodersen signature needs to be notarized and sent back to Cal-Fire.**

B.4 Update on Special Districts Covid19 Relief and Governors Meeting  
(information only) Hand out at meeting

**During COVID-19 the District has lost revenue do to past due service charges and restrictions placed on the District from the Governor. We were invited to participate in a conference call with the office of the Governor. We were the only water district that participated. Ralph sent a letter today to Governor Newsom and several representatives.**

B.5 Connick Creek Water Distribution Plan  
(discussion-possible action) information at meeting

**Not really ready for going into a specific distribution plan yet. Will be talking more about it with will serve requests. 2” waterline isn’t adequate for the demand. Discussion on cannabis uses vs residential uses. 8 lots and the 2 residences that are served off the 2” line. Possible that we look at a master plan where we take over the line with Connick Creek lots paying for upgrades as needed. Right now one customer pays for the “overage” that goes through the master meter that isn’t read at the individual meters. Need to eventually look at increasing the pipe size. Will need verbiage to change the agreement with Connick Creek.**

B.6 Cannabis Will Serve Permits Pending  
(discussion—action requested) Information at meeting

Discuss Blank-Conditional Will Serve Agreement for Agricultural Water Use. Problems with collecting \$8,000 connection fee and then when they don’t get approval from the County they want a refund. Now proposing a \$1,000 non-refundable deposit for processing and then they pay the \$7,000 before the meter is set and service is begun. Discussion on the Agreement form and its contents. Will come back with some revisions for next meeting.

Jomra Kan – was approved in 2019. Needed additional meter beyond the historical residential meter.

Jim Clary – Austin Clary waiting for a permit from the County to grow on his dad’s property. He has filled out the application. The property is on Wallan Road. Requirements for annual reporting and grow can’t be connected to the existing residential meter. Ralph recommends that the Board approve the will serve agreement. Have paid the \$8,000.

**Motion: Rio Anderson Second: Julie Lyon Vote 4-0**

Young Jacobsen – Discuss project, the amount of water being requested and approval of converting the residential meter in the agreement to a commercial cannabis irrigation meter.

**Motion: Julie Lyon      Second: Doug Bryan      Vote: 4-0**

Peter Connolly – Has a residence, entitled to a residential meter, and was using a spring above his house. He has been using the water from the residential meter we set and the water from the spring for his house. He wanted to use the water from the residential meter for cannabis. He must disconnect the residential meter from the spring water to continue to use it. Backflow prevention problem. He will have to get a new water meter for the cannabis irrigation. He is entitled to one meter under the agreement. Will have to pay the \$8,000 for the new connection.

**Recommend approval with the requirements in the amended draft will serve agreement.**

**Motion: Doug Bryan      Second: Rio Anderson      Vote: 4-0**

B.7      Cannabis Water Use Planning Meeting  
(discussion-possible action)      Doug-Rio-Ralph-Mary

Rio Andersons comments: wants to work with the rest of the district and prioritize that all of our customers have access to water. Will ask people to store water and cap usage in months when there are water restrictions. We need a permit process that allows the District to prioritize needs beyond cannabis uses.

**C.      POLICY REVISION / ADOPTION**

C.1      Personnel Policy—Vacation 5.1  
(discussion-no action) 2nd reading  
**Motion: Julie Lyon                      Second: Doug Bryan                      Vote: 4-0**

C.2      Water Ordinance- Discontinuance of Service, Sec10.9  
(discussion—action requested) 4th reading, resolution #21-001  
**Motion: Rio Anderson                      Second: Doug Bryan                      Roll Call Vote: 4-0**  
**Motion Carried**

**IX.      CLOSED SESSION**

No Closed Session

**X.      RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI.      ITEMS FOR NEXT BOARD MEETING**

1. Update on District in-house projects
2. Covid19 Relief Stimulus Update
3. Grant Update
4. Cannabis Water Use Planning
- 5.

**XII.      ADJOURNMENT**  
**@ 6:15 p.m.**



**IT'S ABOUT RESPECT**

Recognizing Harassment  
in a Diverse Workplace



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: March 23, 2021  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: DWSRF Planning Application and Notice of Exemption  
Hurlbutt Tank Replacement Project

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The leak in the 200,000-gallon in-ground concrete tank on Hillcrest Drive is getting progressively worse. The tank does not meet the current Waterworks Standards and the tank needs to be replaced. The tank is fed from the finish water pumps at the new Surface Water Treatment Plant. The tank was reportedly constructed in 1940 and was part of one of the old water systems that was consolidated into the Garberville Water Company. During 2012 the District bid a project that included replacing the Hurlbutt Tank with a new 1,000,000-gallon tank at the Upper Hurlbutt site as part of the a much larger project including construction of the Surface Water Treatment Plant. When the bids were opened, it became evident that the costs for the project were far in excess of what the District could afford because at that time there was a limit of \$3,000,000 in grant funds per construction project. The resulting loan amount was so much more than we could afford that the tank had to be removed from the bid documents and the project rebid.

On February 23, 2021, I met with a SWRCB DDW District staff member to tour the major infrastructure of the District. When observing the Hurlbutt Tank he indicated that it needed to be replaced as soon as possible and that he would coordinate with his supervisor to begin the process of issuing a Compliance Order for the Hurlbutt Tank.

The State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) oversees the Drinking Water State Revolving Fund (DWSRF). There are two types of applications that can be submitted to this funding source. The first is a planning project and the second is a construction project. As the District does not have the environmental or technical phases of the project completed, it is best to apply for a planning project and complete those tasks utilizing the DWSRF funds. Once the planning phase is complete, the District can apply for the construction project funding and move forward with the construction of the project.

The Planning Project application consists of four main “packages” that must be submitted before a funding agreement can be forwarded to the District for execution - General, Financial, Technical and Environmental. There are a number of documents that need to be reviewed and approved by the Board as part of these packages. In addition to the SRF forms and attachments, I have prepared drafts of each of the following for your consideration:

1. Authorization Resolution
2. CEQA document (Notice of Exemption)
3. NOE Resolution

Under CEQA, a Notice of Exemption is appropriate for this project under Section 15306 as a categorical exemption for any project that is for the purpose of Information Collection; and section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies. This planning project falls into both categories.

## **FINANCIAL CONSIDERATIONS**

The DWSRF funding program is a loan-based program with a 20-year repayment term at low interest rates for the construction phase and a 5-year term for the planning phase. The District is a severely disadvantaged community and as such is eligible for significant “loan forgiveness” under the program as well as extended repayment terms and a zero percent interest rate. For the recent Drinking Water project, the loan forgiveness was 80% of the total loan amount with a 30-year term and 0% interest rate. Based upon the attached Appendix E of the current Intended Use Plan and the IUP Fact Sheet, the District should plan for a 90% grant and 10% loan that has a 30-year term and 0% interest rate.

Under the requirements of the funding program, there are numerous reports and processes that the District will need to complete before we can proceed to the construction phase. These items add to the cost of the overall project, but this is offset by the fact that the State covers most if not all of the costs of the whole project.

The amount being applied for on the planning application is \$300,000.

## **RECOMMENDED ACTIONS**

1. Review and Adopt the Notice of Exemption
2. Review and Approve Resolution 21-003: RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE HURLBUTT TANK REPLACEMENT PROJECT PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION
3. Review and Approval Resolution 21-004: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE HURLBUTT TANK REPLACEMENT PROJECT

## **ATTACHMENTS**

1. Notice of Exemption
2. Resolution 21-003
3. Resolution 21-004
4. Application Forms
5. IUP Appendix E and Fact Sheet

The Full Planning Project Application package is available in the District Office and on the GSD Website.



# GARBERVILLE SANITARY DISTRICT

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

## NOTICE OF EXEMPTION

TO: Humboldt County Clerk  
825 5th Street, 5<sup>th</sup> Floor  
Eureka, CA 95501

Office of Planning and Research  
P.O. Box 3044  
Sacramento, CA 95812-3044

PROJECT TITLE: Hurlbutt Tank Replacement Project - Planning Phase

PROJECT LOCATION: CITY: GARBERVILLE COUNTY: HUMBOLDT  
Hurlbutt Treated Water Storage Tank off Hillcrest Drive.  
40°05'44.4"N 123°47'35.8"W

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:

The project consists of the planning phase for a project to replace the existing leaking concrete water storage tank. The beneficiaries are the community of Garberville.

NAME OF PUBLIC AGENCY APPROVING PROJECT: Garberville Sanitary District

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: Garberville Sanitary District

Exempt Status:

<input type="checkbox"/>	Ministerial (Sec. 21080(b)(1); 15268);
<input type="checkbox"/>	Declared Emergency (Sec. 21080(b)(3); 15269(a));
<input type="checkbox"/>	Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
<input checked="" type="checkbox"/>	Categorical Exemption. <b>Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)</b>
<input checked="" type="checkbox"/>	Statutory Exemption. <b>Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)</b>

Reason why this project is exempt:

The work in the planning stage will be for feasibility and planning studies and may include geotechnical borings that are categorically exempt under Class 6.

Lead Agency Contact Person: Jennie Short

Phone Number: (707)223-4567

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project?  Yes  No

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Title: Chair of the Board  
Linda Brodersen



# GARBERVILLE SANITARY DISTRICT

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

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## RESOLUTION NO. 21-003

RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE **HURLBUTT TANK REPLACEMENT PROJECT** PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION

---

WHEREAS, the Board of Directors (“Board”) reviewed and considered the planning phase components of the Hurlbutt Tank Replacement Project (“Project”); and

WHEREAS, the Board has determined that commencing the planning phase of the project to further study the possible components of a future construction project to replace the leaking tank; and

WHEREAS, CEQA requires the Board, as a lead agency under CEQA, to consider the potential environmental effects of any project approved by the Board; and

WHEREAS, the Board’s approval of the Application for Drinking Water State Revolving Funds might be considered a “project” under CEQA and the Board must therefore determine what level of CEQA review is appropriate; and

WHEREAS, CEQA Guidelines section 15306 categorically exempts from CEQA any project that is for the purpose of Information Collection; and

WHEREAS, CEQA Guidelines section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies; and

WHEREAS, categorical exemptions shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances (CEQA Guidelines, § 15300.2 (c)); and

WHEREAS, the purpose of the planning phase of the Project is to further evaluate the possible construction project and determine the details and impacts of said project; and

WHEREAS, the Board has reviewed the attached Notice of Exemption.

NOW, THEREFORE, BE IT RESOLVED by the Garberville Sanitary District Board of Directors:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has reviewed and analyzed applicable law and determined that the Project is Class 6 categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262.



3. The categorical exemptions applicable to the Planning Phase of the Project are not subject to any applicable exception, including the “unusual circumstances” exception.
4. In light of the foregoing, the Board adopts the Notice of Exemption, attached hereto as Exhibit 1 and finds that the Project is exempt from CEQA review.
5. The General Manager is hereby directed to file the Notice of Exemption as attached for the Planning Phase of the Project with the County Clerk of Humboldt County and the Office of Planning and Research in conformance with the procedures provided for the filing of such notices in CEQA and the CEQA Guidelines.
6. No activities other than the feasibility studies/assessments will be completed/conducted without further CEQA evaluation and compliance.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on March 23, 2021 during a regular business meeting, by the following vote:

AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

EXCUSED: Directors \_\_\_\_\_

\_\_\_\_\_  
Chair of the Board of Directors

ATTEST:

\_\_\_\_\_  
Ralph Emerson  
Clerk of Board of Directors



# GARBERVILLE SANITARY DISTRICT

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

---

## RESOLUTION NO. 21-004

### AUTHORIZING RESOLUTION/ORDINANCE

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE **HURLBUTT TANK REPLACEMENT PROJECT**

---

WHEREAS, the Garberville Sanitary District operates a public water system that includes treatment, distribution, and storage facilities; and

WHEREAS, the **Hurlbutt Tank** is the main treated water storage tank for the District, was built in 1940, does not meet the current Drinking Water Standards, and is a partially in-ground concrete tank that has been leaking for many years; and

WHEREAS, the SWRCB-DDW District staff has indicated that the tank should be replaced during the February 23, 2021, Field Inspection.

IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT (the "Entity"), AS FOLLOWS:

The CHAIR OF THE BOARD OF DIRECTORS (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, design, and construction of the HURLBUTT TANK REPLACEMENT PROJECT (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Passed and adopted by the Garberville Sanitary District's Board of Directors on March 23, 2021 during a regular business meeting, by the following vote:

AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

EXCUSED: Directors \_\_\_\_\_

\_\_\_\_\_  
Chair of the Board of Directors

**CERTIFICATION**

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the GARBERVILLE SANITARY DISTRICT held on March 23, 2021.

\_\_\_\_\_, SEAL  
Ralph Emerson  
Clerk of Board of Directors

# General Application Package

**PLANNING**

**CONSTRUCTION**

I. APPLICANT INFORMATION			
Applicant Name: GARBERVILLE SANITARY DISTRICT			
Street Address: 919 REDWOOD DRIVE	City: GARBERVILLE	State: CA	Zip+4 Code: 95542
Mailing Address: P.O. BOX 411	City: GARBERVILLE	State: CA	Zip+4 Code: 95542
Applicant Total Population: 913			
Applicant Total Number of Service Connections: 471			
Current year median household income (MHI): \$28,265			
Congressional District(s): CA2			
State Senate District(s): SD02			
State Assembly District(s): AD02			
Data Universal Numbering System (DUNS) No.: 827063041		Federal Tax ID No.: 68-0296323	
Authorized Representative Name: RALPH EMERSON		Title: GENERAL MANAGER	
Phone No.: 209-743-0125		Email Address: remerson@garberillesd.org	
Contact Person Name: JENNIE SHORT			
Phone No.: 707-223-4567		Email Address: jmshort@garberillesd.org	
Local Counsel Name: Russ Gans of Mitchell Law Firm			
Phone No.: 707-443-5643		Email Address: rgans@mitchelllawfirm.com	
II. PROJECT INFORMATION AND PROPOSED SCHEDULE			
Project Title: HURLBUTT TANK REPLACEMENT PROJECT			
Project Description and Objectives: Replace existing leaking broken 200,000-gallon, 80 year old, partially in ground concrete treated water storage tank.			
Current Status of Plans & Specifications, Percent (%): 0			
Estimated Amount of Financial Assistance Requested: \$300,000			
Total Project Cost (If More Than the Amount of Assistance Requested):			
Water Supply Permit Number ( <b>Attachment G1</b> ): 01-01-19(P)001 WATER SYSTEM# 1210008			
Population Served by Project: 913			
Currently Estimated Project Schedule:			<b>Estimated or Actual Date</b>
Adopt Environmental Documents:			SEPTEMBER 2022
100% Plans & Specifications:			NOVEMBER 2022
Start of Construction/Implementation:			APRIL 2023
Complete Construction/Implementation:			OCTOBER 2023

**Consultation with Other Agencies**

Please list other federal and state agencies that have been involved in this project (e.g. planning, CEQA/NEPA consultation, funding, etc.), their contact information if known, and estimated dates for resolution of any issues.

None to date.

**Partnering Agencies**

Please list all other agencies that have an interest in this project, their contact information if known, and brief descriptions of their roles.

None other than DDW of SWRCB

**Other Funding Sources**

List any other funding sources for this project, along with the amount of additional funding and date of availability

None.

**III. MANAGERIAL INFORMATION**

**Classification of Water System:**

- Community     Non-transient non-community     Transient non-community
- Not currently classified as a public water system

**Indicate the Ownership of the Water System (check all that apply):**

- Include the ownership documentation (See instructions for further information) (label as **Attachment G2**)

**Public Ownership**

- Municipality     County Agency     Special District     State Agency
- Public School     Other:

**Private Ownership**

- Corporation     Limited Liability Corporation     Partnership     Sole Proprietorship
- Non-profit Organization     Other:

- If the water system is privately-owned, indicate the name and title of the individual with authority to engage the water system in a DWSRF financing agreement. Click or tap here to enter text.
- If the Water System is a Municipality, is the Water System a Charter City?     Yes     No
- If the Water System is a Corporation, Limited Liability Company, or Partnership, complete the following:
  - A. California Secretary of State Entity Number:

B. Status with California Secretary of State:

Active

Suspended

Forfeited

Dissolved

Is the Water System regulated by the California Public Utilities Commission (CPUC)?  Yes  No

If **yes**, the Water System must obtain CPUC approval. Attach a list and a description of all matter(s) relating to your Water System that are currently pending before the CPUC (label as **Attachment G3**).

List the names, titles and duties of key officers and attach an organization chart providing this information (label as **Attachment G4**).

Is there any litigation pending relative to the operation of the water system or the proposed project?

Yes  No

If **yes**, attach a description of the litigation and the potential costs (label as **Attachment G5**).

Is the Water System leasing land or major water system facilities?  Yes  No

If **yes**, describe the terms of the lease or attach a copy of the lease agreement (label as **Attachment G6**). (NOTE: If the lease is critical to the location or operation of the proposed project facilities, the term of the lease must be equal to or greater than the loan repayment period.)

Include a general map of the service area/boundaries (label as **Attachment G7**):

[For Construction Projects Only] Does the Water System have a contract with a private firm or another agency for the operation of the facility to be financed?  Yes  No

If **yes**, provide the name of the firm or agency and term (in years) of the agreement and attach a copy of the agreement (label as **Attachment G8**)

#### Water Conservation

1. Are you an urban water supplier as defined in Water Code Section 10608.12?

YES  NO

Urban water suppliers must submit one of the following (Label as **Attachment G9**):

Water Conservation Program

Signed the Memorandum of Understanding regarding urban water conservation in California

Urban Water Management Plan per Water Code Section 10653

2. Attach Certification for Compliance with Water Metering Form (label as **Attachment G10**).

**IV. ATTACHMENTS**

<input checked="" type="checkbox"/>	G1 – Water Supply Permit and Enforcement Orders
<input checked="" type="checkbox"/>	G2 – Ownership Documentation
<input type="checkbox"/>	G3 – CPUC Documentation (if applicable)
<input checked="" type="checkbox"/>	G4 – Organization Chart
<input type="checkbox"/>	G5 – Pending Litigation (if applicable)
<input type="checkbox"/>	G6 – Lease Agreement (if applicable)
<input checked="" type="checkbox"/>	G7 – Service Area Map
<input type="checkbox"/>	G8 – Operating Agreement
<input type="checkbox"/>	G9 – Urban Water Supplier Conservation Document (if applicable)
<input checked="" type="checkbox"/>	G10 – Certification of Compliance with Water Metering Form (if applicable)
<input checked="" type="checkbox"/>	G11 – Potential DWSRF Flags Worksheet

**CERTIFICATION AND SIGNATURE OF AUTHORIZED REPRESENTATIVE**

To the best of my knowledge and belief, I certify that I am authorized to submit this application; the information provided in this application is true and correct; the documentation has been duly authorized by the governing body of the applicant; and the entity possesses the legal authority to apply for the financing and enter into a financing agreement with the State Water Resources Control Board and to finance and construct the proposed facilities.

Name of Authorized Representative: Linda Brodersen

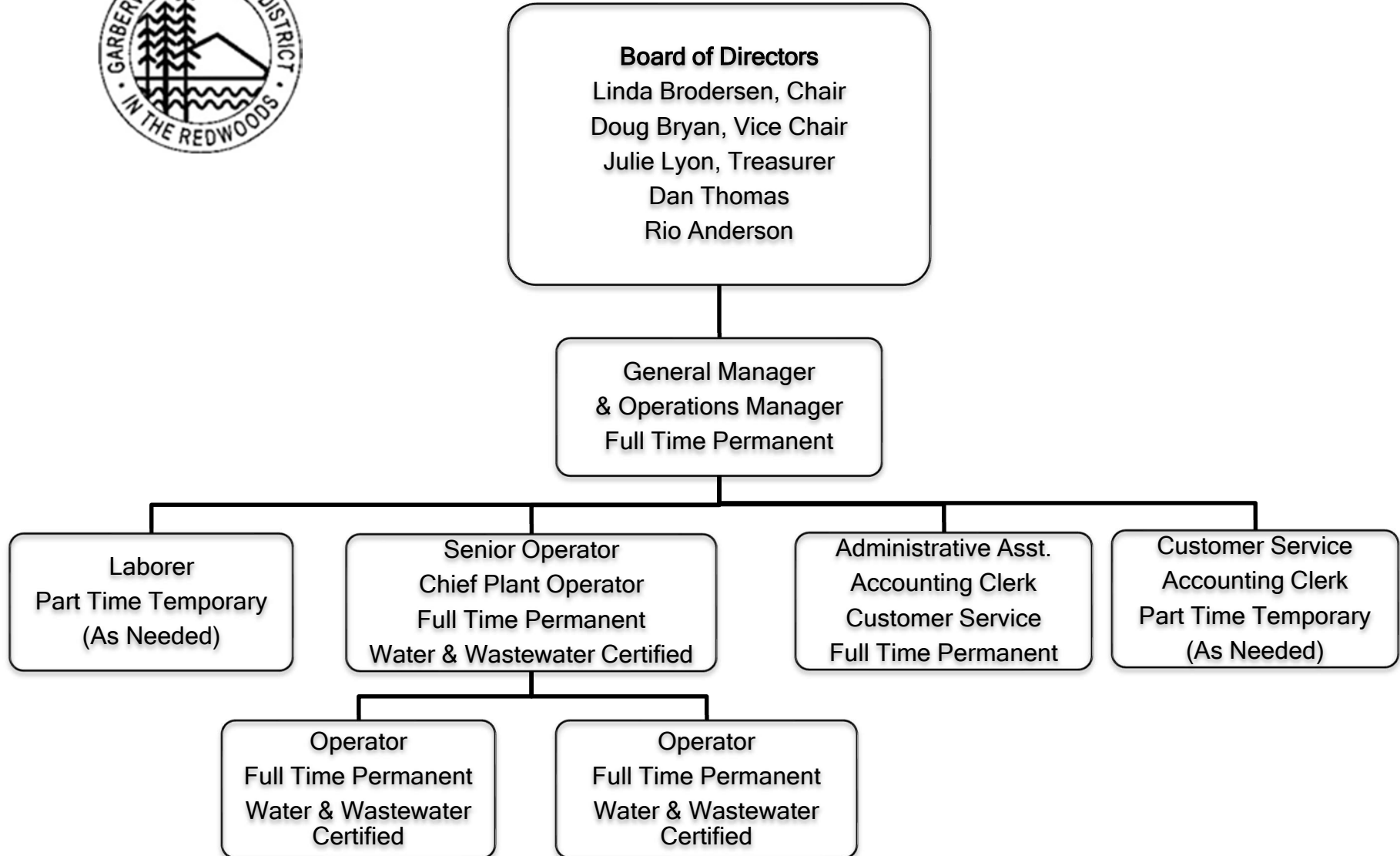
Title: Chair of the Board

Signature of Authorized Representative:

Date: March 23, 2021

GARBERVILLE SANITARY DISTRICT  
ORGANIZATIONAL CHART MARCH 2021

ATTACHMENT G4





**CERTIFICATION FOR COMPLIANCE WITH WATER METERING  
REQUIREMENTS FOR FUNDING APPLICATIONS**



<b>Funding Agency Name:</b>	<b>State Water Resources Control Board</b>
<b>Funding Program Name:</b>	<b>Drinking Water State Revolving Fund</b>
<b>Applicant (Agency Name):</b>	GARBERVILLE SANITARY DISTRICT

Please check one of the boxes below and sign and date this form.

- As the authorized representative for the applicant agency, I certify under penalty of perjury that the agency is not an urban water supplier, as that term is understood pursuant to the provisions of section 529.5 of the Water Code.
- As the authorized representative for the applicant agency, I certify under penalty of perjury that the applicant agency has fully complied with the provisions of Division 1, Chapter 8, Article 3.5 of the California Water Code (sections 525 through 529.7 inclusive) and that the ordinances, rules, or regulations submitted with this certification as listed below have been duly adopted and are in effect as of this date.

I understand that the Funding Agency will rely on this signed certification in order to approve funding and that false and/or inaccurate representations in this Certification Statement may result in loss of all funds awarded to the applicant for its project. Additionally, for the aforementioned reasons, the Funding Agency may withhold disbursement of project funds, and/or pursue any other applicable legal remedy.

Name of Authorized Representative: <u>LINDA BRODERSEN</u>	Title: <u>CHAIR OF THE BOARD</u>
Signature of Authorized Representative: _____	Date: <u>MARCH 23, 2021</u>

# TECHNICAL PACKAGE (PLANNING)

It is important that you read and understand the Application Information and Instructions before you complete this application. Submit this application along with required attachments through the [Financial Assistance Application Submittal Tool \(FAAST\)](#). All fields are required.

<b>Project Name:</b> HURBUTT TANK REPLACEMENT PROJECT
<b>Water System Number:</b> 1210008
<b>Applicant (Entity) Name:</b> GARBERVILLE SANITARY DISTRICT
<b>Project Type (Check all That Apply):</b> <input type="checkbox"/> Treatment <input type="checkbox"/> Distribution/Transmission <input type="checkbox"/> Water Supply <input checked="" type="checkbox"/> Water Storage <input type="checkbox"/> Other:

## I. TECHNICAL INFORMATION

**Describe the water system and its facilities.** Include details relating to source, storage, treatment, and distribution system. Attach a schematic/map of the system which includes existing facilities (label as **Attachment T1**).

SEE ATTACHMENT T1 FOR AN OVERVIEW OF THE WATER SOURCES, WATER TREATMENT, WATER STORAGE AND TRANSMISSION INFRASTRUCTURE

## II. PROJECT SUMMARY

1. **Problem Description:** Describe the problem being addressed by the planning project and attach supporting documents of the problem (label as **Attachment T2**).

The HURLBUTT Tank is an old leaking concrete water storage tank that was reportedly constructed in 1940. It has been leaking for decades. The leak has continued to expand

2. Attach a **Scope of Work** for the Project (label as **Attachment T3**).
3. Attach an Engineering Report or similar Technical report if available (label as **Attachment T4**).
4. Attach a copy of the applicable professional engineering services contract (label as **Attachment T5**).

### III. WATER RIGHTS

#### DESCRIPTION OF WATER SOURCE (label as **Attachment T6**):

1. **Surface Water** – Is the source of water for this project a stream or other surface water body, or subterranean stream flowing through a known and definite channel to another location?
  - No (If No, proceed to question 2.)
  - Yes - If Yes,
    - a. Does the entity currently hold sufficient water rights for the project?
      - Yes – Provide a copy of the water right(s) (label as **Attachment T6**).
      - No – Proceed to question 1.b and 1.c.
    - b. If a new water right permit is required, has an application for a water right been filed with the State Water Board, Division of Water Rights?
      - Yes – Provide a copy of the water right application (label as **Attachment T6**).  
Provide the status of the Petition for Change or the Order Number and Date of the Order Approving the Change:
        - NO – Provide the date you anticipate submitting the water right application:
        - N/A
      - c. Is a change to a water right or transfer required to implement the project, and has a Petition for Change been filed with the State Water Board, Division of Water Rights?
        - Yes – Provide a copy of the Petition for Change (label as Attachment T6).
        - No – Provide the date you anticipate submitting the Petition for Change: NONE NEEDED.
2. **Groundwater** – Is the groundwater an adjudicated or unadjudicated source?
  - Unadjudicated (Provide documentation and label as **Attachment T6**).
  - Adjudicated (Provide documentation and label as **Attachment T6**).
3. **Purchased Water** – Is the water for this project purchased?
  - Yes     No (If Yes, provide purchasing agreement and label as **Attachment T6**).
 Name of Wholesaler:  
 What is the length of purchasing agreement?

#### WATER DIVERSION REPORTING

Are you a water diverter in compliance with Water Code Section 5103?

- YES     NO

For information see: [https://www.waterboards.ca.gov/waterrights/water\\_issues/programs/diversion\\_use/](https://www.waterboards.ca.gov/waterrights/water_issues/programs/diversion_use/)

#### IV. COMPREHENSIVE RESPONSE TO CLIMATE CHANGE (OPTIONAL)

Identify how the current water system facilities are vulnerable to climate change and the potential impact the proposed project may have on climate change. (Detailed study, analysis, and description to be included in this project as part of the engineering report.)

1. Vulnerability – Identify effects of climate change to which the facility may be susceptible.

- Sea Level Rise       Water Supply Depletion       Water Supply Quality  
 Flooding/Storm Surges       Forest Fires       Drought  
 Other (Explain below):

2. Adaptation – Identify Measures taken in response to climate change.

- Alternative Energy Sources       Drought Resiliency and Flood Contingency  
 Permeable Pavements       Elevated construction, Sea Walls, and Levees  
 Green Roofing       Fire Resistant Water Connections and Hydrants  
 Other (Explain below):

3. Mitigation – Identify actions taken to reduce concentration of greenhouse gases in the atmosphere.

- Renewable Energy Sources       Energy Conservation  
 Water Conservation  
 Other (Explain below):

#### V. ATTACHMENT CHECKLIST

Check the box next to each item attached to your application.

- T1 – Schematic/Map of System and Facilities  
 T2 – Supporting Documents of the Problem  
 T3 – Scope of Work (see application instructions)  
 T4 – Engineering Report (or Similar, i.e. Feasibility Studies, Pre-design, or Conceptual Design) TBD in Planning  
 T5 – Contract for Professional Engineering Services Consulting Firm yet to be selected  
 T6 – Water Rights Documentation  
 T7 – Supporting Documents for Climate Change Response (Optional) To be prepared during Planning

# FINANCIAL SECURITY PACKAGE (PLANNING)

<b>Applicant (Entity) Legal Name:</b> GARBERVILLE SANITARY DISTRICT	
<b>Pledged Revenues And Fund(s) For The Project:</b> WATER REVENUES FROM SERVICE CHARGES	
<b>Project Title:</b> HURLBUTT TANK REPLACEMENT PROJECT	
<b>Contact Person:</b> JENNIE SHORT	<b>Phone:</b> 707-223-4567

**1. Amount of Assistance Requested:** \$ 300,000

**2. Other Project Funding Sources**

Name and Type of Funding Sources	Amount	Applied	Approved	Received
NONE	\$			
	\$			
	\$			

**3. Current Year Median Household Income:** \$ 28,265

**5a. Current Year Estimated Population Served:** 913

**5b. Current Year Estimated Number of Residences:** 340

**5c. Current Year Estimated Number of Permanently Occupied Residences:** 339  
(Only required if applying for grant funding/principal forgiveness)

**6. Active Service Connections**  Not Applicable

Service Connection Type	Number of Service Connections	Average Monthly Billing (Last 12 months) Per Connection
Residential	323	\$ 340,100
Commercial	139	\$ 244,300
Industrial	0	\$ 0
Other	5	\$ 0
<b>TOTAL</b>	467	\$ 584,400

**Rate increase effective date for projected monthly service charges:** SEPTEMBER 1, 2020

**7. Discussion of Material Events, Material Obligation Conditions, and Any Debt Limit**

Identify any current prior material events such as bankruptcy, defaults, litigation, grand jury findings, unscheduled draws on reserve funds, substitution of insurers or their failure to perform, unscheduled draws on credit enhancements, actions taken in anticipation of filing Chapter 9, rating changes, relevant conditions in material obligations, and any local debt limit.

NONE.

**8. Rate Study**

Has a rate study been conducted for your system?  Yes  No

If **yes**, please submit a complete copy of the Rate Study.

**9. Debt Management Policy**

Please provide a copy of your Debt Management Policy (If Applicable).

**ATTACHMENTS (Check the box next to each item attached to your application.)**

- |                                     |   |
|-------------------------------------|---|
| <input checked="" type="checkbox"/> | <b>F1 – AUDITED FINANCIAL STATEMENTS OR TAX RETURNS (3 Years)</b>   |
| <input checked="" type="checkbox"/> | <b>F2 – BUDGET PROJECTIONS (REVENUE/EXPENSE) (2 years – or more if needed)<br/>(See Sample in Application Instructions)</b> |
| <input checked="" type="checkbox"/> | <b>F3a – AUTHORIZING RESOLUTION</b>   |
| <input type="checkbox"/>            | <b>F3b – CORPORATE RESOLUTION</b>   |
| <input type="checkbox"/>            | <b>F3c – OTHER ENTITY TYPE</b>  |
| <input checked="" type="checkbox"/> | <b>F4 – RATE ADOPTION RESOLUTION, COPY OF RATES, AND PUBLIC NOTICE OF<br/>PROPOSITION 218 MEETING</b>                       |
| <input checked="" type="checkbox"/> | <b>F5 – SCHEDULE OF ALL MATERIAL DEBT OR NO DEBT LETTER<br/>(See Application Instructions)</b>                              |
| <input type="checkbox"/>            | <b>F6 – DEBT MANAGEMENT POLICY (If Applicable)</b>  |
| <input type="checkbox"/>            | <b>F7 – NEW SPECIAL TAX, ASSESSMENT DISTRICT, OR SERVICE CHARGE<br/>PROJECTIONS (If Applicable)</b>                         |
| <input type="checkbox"/>            | <b>F8 – RELEVANT SERVICE, MANAGEMENT, OPERATING, OR JOINT POWERS<br/>AGREEMENTS (If Applicable)</b>                         |
| <input type="checkbox"/>            | <b>F9 – SCHOOL DISTRICT CERTIFICATION OF INTERIM REPORT (If Applicable)</b>   |

## Environmental Planning Application

**Applicant (Entity) Name:** GARBERVILLE SANITARY DISTRICT

**Project Title:** HURLBUTT TANK REPLACEMENT PROJECT

**Project Number:**

**Contact Person:** JENNIE SHORT

**Phone:** (707) 223-4567

### I. California Environmental Quality Act (CEQA) Status

1. Has a CEQA document been completed which identifies any portion of the planning project?

**NOTE: All funded projects must be circulated at the Office of Planning and Research, State Clearinghouse (OPR)**

Yes - Document name: HURLBUTT TANK REPLACEMENT PROJECT - NOE  
Lead agency approval date: 03/23/2021  
State Clearinghouse Number:

**Attach a copy of the Notice of Exemption (label as Attachment E1).**

No



2. Has a CEQA lead agency been identified for the planning project?

**Note: If the applicant is a public agency, then they are their own CEQA lead agency and must file a Notice of Exemption stating the water system will be utilizing State Revolving Funds to conduct a planning study.**

Yes - CEQA lead agency: GARBERVILLE SANITARY DISTRICT

Attach a copy of the Notice of Exemption that was filed at OPR and the County (label as Attachment E1).

The following exemptions can be applied to planning / feasibility studies:

- Statutory Exemption (no ground disturbing activities)  
Feasibility and Planning Studies (Cal. Code Regs, title 14, article 18, section 15262)
- Categorical Exemption (if project includes pilot studies, test wells, grading, boreholes, etc.)  
Class 6, Information Collection (Cal. Code Regs, title 14, article 19, section 15306)

NOTE: This exemption class may need further evaluation if the planning project is located in an area where the project could result in impacts to an environmental resource of hazardous or critical concern.

No - For private, mutual and investor-owned utilities, the State Water Board may be the CEQA Lead Agency and will file a Notice of Exemption to conduct a planning study.

## II. General Information

1. Describe any grading, excavation, pilot wells, or other ground-breaking activities that may be a part of the planning project. Include a parcel or project schematic map (label as **Attachment E2**).

Depending upon the evaluation of the existing foundation, some geotechnical borings may need to be accomplished during the planning/design phase.

2. List and describe any other related permits and/or other public approvals required including those requiring local or state approvals.

General Plan conformance determination by Humboldt County  
SWRCB-DDW Permit Amendment

3. Is the project located in an area designated as:

- |    | Yes                      | No                                  |  |
|----|--------------------------|-------------------------------------|--|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Critical habitat for special status species                  |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Critical habitat for an endangered species                   |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Unique habitat (e.g., wildlife refuge, deer wintering range) |
| d. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Important farmland   |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Wetlands   |
| f. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Wild and scenic rivers                                       |
| g. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Officially designated scenic area                            |
| h. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Archeological sites  |
| i. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Floodplains  |
| j. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Hazardous Waste and Substances Site                          |

Explain:

This existing water storage tank is not within the viewshed of the South Fork of the Eel River although the river corridor is designated as Wild and Scenic. The new tank will likely be constructed at or near the same location when the existing tank is demolished.

4. Unusual Circumstances: Evaluate the following elements to determine if there are any unusual circumstances. For any "Yes" answers discuss the possibility of significant environmental impact resulting from the unusual circumstance. Use attachments if necessary, or reference any attached documents (label as **Attachment E3**).

- |    | Yes                      | No                                  |   |
|----|--------------------------|-------------------------------------|---|
| a. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In an area of undisturbed, unique, or high-quality habitat  |
| b. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | On or adjacent to wildlife migration routes   |
| c. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In an area of unique recreational facilities or resources   |
| d. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | On or adjacent to a unique stream or water body   |
| e. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves removal of mature, scenic trees  |
| f. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves grading in a waterway or wetland   |
| g. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves a substantial alteration of ground contours  |
| h. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves new or increased use of a critically depleted groundwater basin or groundwater basin subject to salinity intrusion |
| i. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In an area with important mineral resources   |
| j. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves production of significant amounts of solid wastes or litter  |
| k. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves substantial new or increased emission of dust, ash, smoke, fumes, odors, or other pollutants                       |
| l. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves substantial change in noise or vibration levels in vicinity (beyond the property line)                             |
| m. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In an area of sensitive noise receptors   |
| n. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | On slopes of 10 percent or more or on highly erodible soil  |
| o. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | In an officially mapped area of severe geologic hazard  |
| p. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves new or increased use or disposal of hazardous materials, flammables, or explosives                                 |
| q. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves substantial change in demand for municipal services  |
| r. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves traffic impacts in an area with traffic problems   |
| s. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Involves substantial increase in fuel consumption (electricity, oil, natural gas, etc.)                                     |
| t. | <input type="checkbox"/> | <input checked="" type="checkbox"/> | On United States Forest Service land  |

Explain:

### Attachment Checklist

Check the box next to each item attached to your application.

- E1 – CEQA Document (if applicable)
- E2 – Parcel or Project Schematic Map
- E3 – Unusual Circumstances (if applicable)

This figure was prepared based upon data from Humboldt County and is for planning purposes only. While every effort has been made by Humboldt County to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.

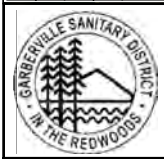
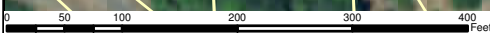


032-211-011



Existing  
200,000-gallon  
Water Tank

HILLCREST DRIVE



**DWSRF Grant Application**

Garberville Sanitary District (707) 923-9566

**HURLBUTT TANK  
PROJECT SCHEMATIC**

SCALE:  
1:2,000

DRAWN BY:  
J. SHORT

DATE:  
03/13/21

Exhibit  
**E2**  
45

**APPENDIX E: Construction Project Financing Limitations for an Eligible SCWS, ESCWS, or NTNC that Serves a SMALL DAC or SMALL SDAC or a PWS Extending Water Service to a SMALL DAC or SMALL SDAC Not Currently Served by a PWS**

<b>Maximum PF, Grant or Combination Thereof Per Construction Project<sup>25</sup></b>				
<b>Type of Community<sup>26</sup>Served by CWS</b>	<b>Residential Water Rates as a Percentage of MHI<sup>27</sup></b>	<b>Percentage of Total Eligible Project Cost<sup>28</sup></b>	<b>Maximum Amount Per Connection/<sup>29, 30</sup></b>	
<b>Category A – C Projects</b>				
Small DAC, Small SDAC or Eligible NTNC That Serves a Small DAC	N/A	up to 100%	\$60,000 <sup>31</sup>	
Expanded Small DAC/SDAC or Small Non-DAC		up to 75% <sup>33</sup>		
<b>Category D – F Projects<sup>32</sup></b>				
Small SDAC or Eligible NTNC That Serves a Small DAC	N/A	up to 90% <sup>33</sup>	\$45,000 <sup>34</sup>	
Small DAC	>=1.5%	up to 75% <sup>33</sup>		
	<1.5%	Not Eligible for PF, Grant or Combination Thereof		
Expanded Small SDAC	>=1.5%	up to 50%	\$45,000 <sup>34</sup>	
	<1.5%	Not Eligible for PF, Grant or Combination Thereof		
Expanded Small DAC	>=1.5%	up to 25%	\$45,000 <sup>34</sup>	
	<1.5%	Not Eligible for PF, Grant or Combination Thereof		
<b>Repayable Construction Financing Terms</b>				
<b>Type of Community<sup>26</sup>Served by SCWS</b>	<b>Residential Water Rates as a Percentage of MHI</b>	<b>Interest Rate</b>	<b>Maximum Financing Term<sup>35</sup></b>	<b>Local Cost Share<sup>36</sup></b>
Small SDAC or Eligible NTNC That Serves a Small DAC	N/A	0%	40 Years	Waived
Small DAC or Expanded Small DAC/SDAC	>=1.5%			
	<1.5%	½ General Obligation Bond Rate		

<sup>25</sup> The Deputy Director of DFA has the discretion as to which IUP (2019-20 or 2020-21) rules apply to projects with complete applications submitted to the DFA before June 30, 2020.

<sup>26</sup> See Section I.E. of this IUP for the specific definitions of each type of community.

<sup>27</sup> For the purposes of a consolidation or intertie project, the residential water rate of the consolidated or intertied system resulting from the consolidation or intertie may be considered.

<sup>28</sup> The Deputy Director of DFA may approve up to 100% grant for capital costs required to complete a mandatory or voluntary consolidation.

<sup>29</sup> The Deputy Director of DFA may approve financing for construction projects with a total eligible project cost less than \$2,000,000 regardless of the amount per connection.

<sup>30</sup> The maximum grant/PF for a community is based on all funding the community receives in a five-year period. This includes planning, TA, and construction funding for all DWSRF projects for the community.

<sup>31</sup> The Deputy Director of DFA may approve up to \$80,000 per connection for good cause.

<sup>32</sup> Funding priority will be given to Category A-C Projects and consolidation projects ranked D-F.

<sup>33</sup> The Deputy Director of DFA may approve up to 100% for good cause.

<sup>34</sup> The Deputy Director of DFA may approve up to \$60,000 per connection for good cause.

<sup>35</sup> Financing Term shall not exceed the useful life of the facilities being financed.

<sup>36</sup> The applicant may choose to fund the remainder of the total project cost (Local Cost Share) from other sources (e.g. repayable DWSRF/Prop 1/Prop 68 financing; grant funding from sources other than the State Water Board; or other sources).

Regardless of population/connection criteria applicable to SCG-DW Grant Funds, the following may be eligible for Groundwater Grant Funds: CWS serving SDACs of any size; and CWS serving DACs of any size if Residential Water Rates as a Percentage of MHI > +1.5%. Eligible projects include drinking water treatment projects that treat groundwater for direct potable use, with no cleanup or remediation of the aquifer. Eligible drinking water treatment projects generally address regional contamination, ongoing discharge, or naturally elevated levels of the contaminant.

In making Small DAC determinations, the State Water Board will consider whether the households benefitting from the project are primary homes. If a community includes secondary homes that are greater than 50 percent of the total number of dwellings, the community will not be considered a DAC. A community with between 25 percent and 50 percent secondary homes will be evaluated on a case-by-case basis to determine eligibility for grant or partial grant. Typically, permanent residents are those residing in the community at least six months out of the year; however, seasonal, migrant laborers can also be counted as permanent residents.

NOTE: DFA may deny DWSRF/SCG-DW grant, PF or a combination thereof if the construction project has already been funded in part by other drinking water funding sources, including DWSRF and SCG-DW funding. Where a PWS is privately owned by an entity, DFA may also consider the private owner's assets and ability to afford a loan before otherwise awarding PF, grant or combination thereof.



# Fact Sheet

## Drinking Water State Revolving Fund (DWSRF) 2020-21 Intended Use Plan (IUP)

### Overview

The [IUP](#) describes the State Water Resources Control Board's (State Water Board's) plan for implementing the DWSRF and its complementary financing programs for drinking water projects to be funded in state fiscal year (SFY) 2020-21.

### What is New?

#### ***Small Disadvantaged Communities (DAC) and Small Severely Disadvantaged Communities (SDAC)***

#### Helpful Definitions

- **Small Community Water System:** serves < 3,300 connections or population < 10,000 persons
- **Expanded Small Community Water System:** serves between 3,300 – 6,600 connections or population between 10,000 – 20,000 persons
- **DAC:** median household income (MHI) < 80% of statewide MHI
- **SDAC:** MHI < 60% of statewide MHI
- **Consolidation Incentive:** Construction project that solely benefits a receiving public water system (PWS) when the PWS fully consolidates one or more small water systems or extends service to one or more communities having at least 15 service connections or year-round population of at least 25 people.

The State Water Board's drinking water funding priorities in SFY 2020-21 will stress helping small SDACs and small DACs solve their drinking water problems. Priority will be given to systems experiencing serious drinking water public health issues (Category A-C as defined in the DWSRF Policy) and consolidation projects. Grant/principal forgiveness (PF) criteria can be found in [Appendix E](#) (page 80) of the IUP.

#### Per Connection Grant/PF Funding Cap

- Applies to total grant/PF for system over 5 years (planning, technical assistance and construction)
- Higher cap of \$60,000 per connection for projects that address the most serious human health risks (Category A-C Projects)
- Category D-F Projects eligible for partial grant/PF up to \$45,000 per connection
- Smaller systems can receive up to \$2 M regardless of per connection cost
- Small non-DACs and expanded small DACs may be eligible for grant
- Private for-profit systems may be eligible for 100% planning grants for Category A-C or consolidation projects. Construction of consolidation projects are eligible for grant for work outside of private property and reasonable connection fees. The system owner's ability to pay will be considered for work on private property.



### Consolidation Incentive

The following incentives are available when a PWS fully consolidates one or more small water systems or extends service to one or more communities having at least 15 service connections. The incentives are available for a construction project that solely benefits the receiving PWS. Additional grant may be available for the actual consolidation project (see above and Appendix E of the IUP).

- Up to \$10 M in 0% loan
- Up to \$ 5 M grant/PF
  - Up to \$5,000 per connection for consolidating a small DAC
  - Up to \$10,000 per connection for consolidating a small SDAC

### ***Additional Supplemental Appropriations for Disaster Relief Act, 2019 (ASADRA)***

ASADRA became law on June 6, 2019 to provide additional funding for water and wastewater infrastructure to aid in recovery from specific natural disasters. The funds are available to help any DWSRF-eligible entity that was damaged, demonstrates an impact, or had a loss or disruption of a mission-essential function, including loss of function where there was potential impact to public health, from calendar year 2018 wildfires.

**Eligible Applicants:** Public water systems affected by the 2018 calendar year wildfires

**Eligible Projects:** Projects related to wildfire or earthquakes. For additional examples, refer to the May 2019, Memorandum of Understanding between U.S. EPA and FEMA regarding coordination pertaining to State Revolving Fund Programs [https://www.epa.gov/sites/production/files/2019-05/documents/mou\\_between\\_epa\\_and\\_dhs.pdf](https://www.epa.gov/sites/production/files/2019-05/documents/mou_between_epa_and_dhs.pdf)

**How and When to Apply:** Applications may be submitted at any time through FFAST (<https://faast.waterboards.ca.gov/>) and are evaluated on an ongoing basis. However, funding will be prioritized based on complete applications by September 30, 2020.

### **Financing Terms:**

- 30% PF
- 70% loan at zero percent (0%) interest
- Repayment will be over 30 years (40 years for DAC/SDAC) or useful life of project

### ***DWSRF Policy Amendment***

The [DWSRF Policy](#) was amended by the State Water Board on December 3, 2019. The major change made in the December 3<sup>rd</sup> Policy amendment was to streamline the final budget approval process to allow most recipients to draw construction funds without the need for a “Final Budget” amendment. This streamlined procedure includes finalizing project budgets during the application review step and establishing these final project budgets in the agreements from the outset which will minimize agreement amendments.



# GARBERVILLE SANITARY DISTRICT

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

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## BOARD OF DIRECTORS MEETING MEMORANDUM

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Meeting Date: March 23, 2021  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Planning Projects Update

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### 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 four of the four clearances given. The State appears to be preparing the Funding Agreement and my hope is that we will have it to execute in March or April. The compliance order was modified to include deadlines for design and construction that should be consistent with receiving funding by March 31, 2021. In February the DDW District staff toured the District's major facilities including both of these tanks. After viewing the sites he is much more informed on the topography and geographic limitations at the sites. He is coordinating with DFA staff on the scope of work needed to deal with taking the Robertson Tank offline as soon as possible while still replacing the water storage capacity of the tank. We should have more detailed information in the next couple of months.

The grant deed for the transfer of the property from the original subdividers to the District is completed.

#### Hurlbutt Tank Replacement Project      SWRCB-SRF Planning Grant

The grant application for planning project funding is being considered by the Board at the March 2021 meeting. Once the NOE is adopted and the application is approved, it will be submitted to SWRCB via FFAST.

#### 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**

## **Technical Assistance Grant**

This project will have a technical assistance grant application completed in the near future.

## **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 11<sup>th</sup>. I am coordinating with the CRWA staff and the State on the preparation of the WORK PLAN. This effort has experienced some delay due to the concerns at DFA on the necessity of the administrative work proposed by CRWA on the project. 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.

## **SHCP Request for Potable Water Service**

The protest process was transferred to the SWRCB Administrative Hearings Office. As of February 10<sup>th</sup>, they have now indicated that they are preparing to issue a notice of public hearing within 30 days with a hearing scheduled mid-year, although this tentative schedule is subject to change.

## **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)** so long as the project funding is approved under the old Intended Use Plan. I have petitioned the State to approve the Wallan and Robertson Tank project under the old IUP because the application had been deemed complete before the new IUP was in place. We will find out in the near future if this request is approved. If it is not, then the projects will be **90% grant and 10% as a loan**. These projects 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



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: March 23, 2021  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Draft Audit for Fiscal Year 2019/20

### 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. The February 1, 2021 deadline for the Special District's Financial Transactions Report remains the same for the FY 2019-20, and was submitted on time.

The District contracted with Anderson, Lucas, Somerville, and Borges to perform the annual audit for the 2019-20 fiscal year. Again this year, the staff person performing the audit was Keith Borges. The preparatory and onsite portions of the audit went very smoothly even with the additional COVID accommodations. The Draft Audit was presented to the District on February 17, 2020. GSD staff and I have reviewed the draft audit. All necessary changes to the draft audit have been incorporated into the final draft as attached.

Again this year the management report received from the auditor was very complementary.

All of these findings summarize the efforts that our accounting team has made over the past three years in accurately recording and reviewing the business of the District.

### **STAFF RECOMMENDATION FOR BOARD ACTIONS**

1. Review the Draft Audit as presented
2. Review the Representations Letter, approve it, and authorize the Chair of the Board to sign on behalf of the District.

### **ATTACHMENTS**

GSD Board Representations Letter to Auditor

The DRAFT Audit is available in the GSD office or can be downloaded or viewed on the GSD website.



# **GARBERVILLE SANITARY DISTRICT**

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

March 23, 2021

Anderson, Lucas, Somerville & Borges  
1338 Main Street  
Fortuna, CA 95540

We are providing this letter in connection with your audits of the financial statements of Garberville Sanitary District as of June 30, 2020 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the business-type activities, each major fund and the aggregate remaining fund information of Garberville Sanitary District and the respective changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would be changed or influenced by the omission or misstatements. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 10, 2019, the following representations made to you during your audits.

1. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds and other financial information of the business-type activities required by generally accepted accounting principles to be included in the financial reporting entity.
2. We have made available to you all —
  - a. Financial records and related data.
  - b. Minutes of the meetings of the Board of Directors of the Garberville Sanitary District or summaries of actions of recent meetings for which minutes have not yet been prepared.

3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule, if any, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, you have proposed adjusting journal entries that have been posted. We are in agreement with those adjustments.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
  - a. Management,
  - b. Employees who have significant roles in internal control, or
  - c. Others where the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
9. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
10. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
11. The following, if any, have been properly recorded or disclosed in the financial statements:
  - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
  - b. Guarantees, whether written or oral, under which the District is contingently liable.
  - c. All accounting estimates that could be material to the financial

statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances, consistently applied and adequately disclosed.

12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
13. There are no —
  - a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
  - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles (Statement of Financial Accounting Standards No. 5).
  - c. Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board (FASB) Statement No. 5.
  - d. Reservations or designation of fund equity that were not properly authorized and approved.
14. As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
15. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you.
16. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.



17. We have followed all applicable laws and regulations in adopting, approving and amending budgets.
18. The financial statements properly classify all funds and activities.
19. All funds that meet the quantitative criteria in GASB Statement Nos. 34 & 37 for presentation as major are identified and presented.
20. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
21. Provisions for uncollectible receivables have been properly identified and recorded.
22. Interfund, internal and inter-entity activity and balances have been appropriately classified and reported.
23. Deposits and investment securities, if any, are properly classified as to risk, and investments are properly valued.
24. Capital assets are properly capitalized, reported, and, if applicable, depreciated.
25. We acknowledge our responsibility for the required supplementary information (RSI), if any. The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used on the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurements and presentations of the RSI.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed:

\_\_\_\_\_  
Linda Brodersen, Chair of the GSD Board of Directors



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

**CONDITIONAL WILL SERVE AGREEMENT**  
**FOR AGRICUTURAL WATER USE**

DATE: \_\_\_\_\_

CUSTOMER NAME: \_\_\_\_\_

**CONTACT INFORMATION:**

PHYSICAL ADDRESS: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

Email: \_\_\_\_\_

Phone #(Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Cell Phone# \_\_\_\_\_

Do you prefer calls or texts? \_\_\_\_\_

EMERGENCY CONTACT PERSON: \_\_\_\_\_

Phone # \_\_\_\_\_

**DESCRIBE COMMERCIAL ACTIVITY**

\_\_\_\_\_

BUSINESS NAME: \_\_\_\_\_

BUSINESS ADDRESS: \_\_\_\_\_

PRODUCTS TO BE CULTIVATED, MANUFACTURED OR DISPENSED:

\_\_\_\_\_

TOTAL SQUARE FOOTAGE OF "IRRIGABLE" LAND UNDER CULTIVATION:

\_\_\_\_\_

**ESTIMATED WATER USE DEMANDS IN GALLONS PER MONTH AND YEAR:**

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**GARBERVILLE SANITARY DISTRICT AGREEMENT**

Garberville Sanitary District agrees to provide water/sewer service for commercial agricultural, manufacturing, research or distribution at

(ADDRESS)\_\_\_\_\_

(APN#)\_\_\_\_\_ as long as water is monitored monthly through a separate Garberville Sanitary District approved water meter.

**REQUIREMENTS NOW AND IN THE FUTURE:**

1. Customer Pays a “non-refundable” \$1,000 handling fee, reduced from connection fee.
2. Customer pays \$8,000 connection fee for agricultural water meter when permit received.
3. Install an agricultural water meter approved by GSD Manager or designee.
4. Provide a site plan and map
5. Provide an operational plan.
6. Provide water storage plan
7. Include contact information for your consultant and County representative
8. Provide a copy of your County application or permit.
9. Fill out annual GSD application for reporting and monitoring.
10. Include \$150 with annual application for handling and site visit from GSD management.
11. Comply with all water ordinance conditions and requirements now and in the future.
12. Provide annual reconciliation report for water use efficiency.
13. Notify Garberville Sanitary District of any changes in agreement or water use demands.

**CANNABIS MANUFACTURING REQUIRING SEWER DISPOSAL**

14. Customer to pay \$8,000 connection fee for (sewer service) if required by GSD .
15. Customer to install an approved backflow device if required by GSD.
16. Lab testing of sewer collection waste must meet GSD requirements prior to acceptance into the sewer collection system.
17. If applicable, a storage tank must be installed to hold wastewater until lab results have been approved by GSD staff.
18. All chemicals used and the process of cultivation or manufacturing must be provided.
19. The approved cannabis permit must be provided to GSD once received.
20. Water usage must be provided so GSD can determine what upgrades must be made with all expenses paid by applicant.

If the above requirements and conditions are not met, this “Will Serve” letter will be revoked and the commercial agricultural water meter will be turned off and locked out until compliance is achieved and approved by the General Manager or designee.

**CHECK EVERY BOX THAT APPLIES:**

- I am providing accurate information.
- I will only use GSD water as stated in this agreement.
- I have read this agreement and agree to the terms, conditions and requirements.
- I understand that violation of this agreement will result in termination of water service.
- I have a County approved permit or have a permit pending.

**\*\*\*Please contact Garberville Sanitary District for questions or clarification\*\*\***

**GSD REQUIREMENTS**

- 1. Garberville Sanitary District reserves the right to reduce water usage or disconnect your Agricultural Meter at any time that drought conditions are declared.**
- 2. Your agricultural meter will only be used for the APN# listed on this application and any water removed will result in water being disconnected.**
- 3. You will not be allowed to connect an agricultural meter to a residence or for any other potable water use.**
- 4. Residential water meters are not permitted to provide water for a commercial cannabis business.**
- 5. Garberville Sanitary District staff will be permitted on your property at any time for inspection, with 24hr notice.**

**ADDITIONAL REQUIREMENTS**

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**APPROVED BY:**

**Ralph Emerson**

**Date** \_\_\_\_\_

**General Manager  
Garberville Sanitary District**

**Owner-Applicant Signature:**

**Date:**

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

**WILL SERVE AGREEMENT---COMMERCIAL CANNABIS USE**

**Name on Application:** \_\_\_\_\_

**Business Name if Different:** \_\_\_\_\_

**APN#** \_\_\_\_\_ **Type of Business** \_\_\_\_\_

**Property Address** \_\_\_\_\_

**Contact Information: Phone#** \_\_\_\_\_

**Email Address** \_\_\_\_\_

**Mail Address** \_\_\_\_\_

**Permit#** \_\_\_\_\_

**GSD Application#** \_\_\_\_\_

Garberville Sanitary District agrees to provide water for APN# \_\_\_\_\_ as long as \$1,000 handling fee is paid, along with current connection fee. We will not serve water to this property if owner uses unapproved alternative water sources or violates the terms of the cannabis application and this "Will-Serve" letter.

All District ordinances and policies will be complied with, along with a site visit and inspection from the General Manager or designee but if an inspection is not completed, water will not be provided to this address.

Additional Requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please contact Garberville Sanitary District for questions or clarification.

**Ralph Emerson**

**Date:** \_\_\_\_\_

**General Manager**  
**Garberville Sanitary District**

**WATER ORDINANCE NO. 1**  
**GARBERVILLE SANITARY DISTRICT**

AN ORDINANCE ESTABLISHING RATES, RULES AND REGULATIONS FOR WATER SERVICE.

Be it ordained by the Board of Directors of the Garberville Sanitary District, Humboldt County, California, as follows:

**ARTICLE 1 - GENERAL RULES**

**Sec 1.1 Short Title.** This ordinance shall be known and cited as “G.S.D. Water Code”.  
Adopted 6/23/15

**Sec 1.2 Words and Phrases.** For the purpose of this ordinance, all words used herein shall be considered present and future as well as singular and plural. ????????  
Adopted 6/23/15

**Sec 1.3 Water system.** The District **will furnish and operate operates** a water system **that diverts and treats water from the South Fork of the Eel river while providing potable water to the customers of Garberville Sanitary District through a network of distribution pumps and pipes. comprised of pumps, a water treatment facility, distribution system, easements, property buildings and equipment.**  
Adopted 6/23/15

**Sec 1.4 Enforcement.** If any **section, subsection, sentence, clause, or phase part** of this ordinance is **for any reason held found** to be unconstitutional, such decision shall not affect the validity of **the** remaining portions of this ordinance.

**Sec 1.5 Pressure Conditions.** All applicants for **service connections or** water service shall be required to accept such conditions of pressure and service as are provided by the **distributing distribution** system at the location of **the** proposed service connection, and to hold the District harmless for any damage arising out of low pressure or high-pressure conditions or interruptions in service. ??????

**Sec 1.6 Maintenance and Emergency Repairs of Water Distribution System.** **Pressure/Shutting Down for Emergency Repairs.** The Board shall not accept any responsibility for the maintenance of **water** pressure, and it reserves the right to discontinue service while making emergency repairs due to natural disasters or other circumstances beyond the District’s control. Customers that are dependent upon a continuous supply should have independent emergency storage.

**Sec 1.7 Tampering with District Property.** No one except a district employee **or representative of the Board with a district employee**, shall **at any time in any manner** operate the curb cocks **or valves, main cocks, gates** or valves of the Districts' system, or interfere with meters or their connections, street mains, or other parts of the water system.

**Sec 1.8 Penalty for Violation.** For **the** failure of the customer to comply with all or any part of this ordinance, **resolution or order fixing rates and charges of this District, a penalty for which has not hereafter been specifically fixed**, the customer's service shall be discontinued until they have complied with the rule or regulation, rate or charge which was violated. **The resolution of this violation will be approved by the General Manager or designee.**  
Adopted 6/23/15

**Sec 1.9 Ruling Final.** All rulings of the Board shall be final.

## **ARTICLE 2 – DEFINITIONS**

**Sec 2.1 Board** - The Board of Directors of the District.

**Sec 2.2 Connection** - The pipeline and appurtenant facilities such as the curb stop, meter and meter box used to extend **water** service from a **water** main to **service address premise. the laying thereof and the tapping of the main.** Where services are divided at the curb or property line **to serve several customers**, each such branch service shall be deemed a separate service.

**Sec 2.3 Cost** - The cost of labor, material, transportation, supervision, engineering, and all other necessary overhead expenses.

**Sec 2.4 Cross-Connection** - Exposure to drinking water contamination or pollution due to the backflow or back-siphonage of contaminants or pollutants through the water service connection, including sewerage.  
Adopted 6/23/15

**Sec 2.5 District** - The Garberville Sanitary District.

**Sec 2.6 Main** - A water **transmission** line **used to provide water to customers in a street, highway, alley, or easement used for public and private fire protection** and for general distribution of water.

**Sec 2.7 Person** - An individual, **or a** company, association, co-partnership or public or private corporation.

**Sec 2.8 Premises** - A lot or parcel of real property, commercial buildings, apartments or multiple dwellings.  
Adopted 6/23/15



**Sec 2.9 Private Fire Protection Service** - Water service and facilities for building sprinkler systems, hydrants, hose reels, and other facilities installed on private property for fire protection.

**Sec 2.10 Public Fire Protection Service** - The service and facilities of the entire water supply, storage, and distribution system of the District, including the fire hydrants affixed thereto, and the water available for fire protection.

**Sec 2.11 Owner** - The person whose name the legal title to the property appears, by deed duly recorded in the County Recorder's office, or the person in possession of the property of buildings under claim of, or exercising acts of ownership **over same for himself, or** as executor, administrator, guardian, or trustee of the owner.  
Adopted 6/23/15

**Sec 2.12 Regular Water Service** - Water service for normal domestic, commercial and industrial facilities, and the water available for domestic use.  
Adopted 6/23/15

**Sec 2.13 Temporary Water Service** - Water service and facilities rendered for construction work and other uses of limited duration established by the District per incident.

**Sec 2.14 General Manager** - The person appointed by the Board to administer **the Mission and Vision of the Board** and **to** enforce the rules and regulations of the District.  
Adopted 6/23/15

**Sec 2.15 District Engineer** - The **Registered Civil** Engineer employed and acting for the Board of Directors, under the direction of the General Manager. **and shall be a Registered Civil Engineer.**  
Adopted 6/23/15

**Sec 2.16 Permit** - Any written authorization required pursuant to this or any other regulation of the District for the installation of any water works.

**Sec 2.17 Applicant** - The person making application for a permit for a water installation and shall be the owner of premises, or his authorized agent, for which a permit is requested.

**Sec 2.18 Contractor** - Any individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit.

**Sec 2.19 Single Family Unit** - Refers to the place of residence for a single family.

**Sec 2.20 Multiple Dwelling** - A building for residential purposes containing more than one kitchen or having facilities for the occupancy of more than one person or families, including but not limited to the following: hotels, motels, mobile home parks, recreational vehicle parks, apartment houses, duplex, rooming houses, boarding houses, and dormitories.

**Sec 2.21 Street** - Any public highway, road, street, avenue, alleyway, public place, public easement, or right-of-way.

**Sec 2.22 Additional Definitions** - For the purposes of this ordinance, additional terms shall have the meaning indicated in **Chapter 1 of** the most recent edition of the “Uniform Plumbing Code” **adopted by the International Association of Plumbing and Mechanical Officials.**

### **ARTICLE 3 - NOTICES**

**Sec 3.1 Notice to Customers.** Notice from the District to a customer will normally be given in writing, and either delivered or mailed to him/her at his/her last known address. Where conditions warrant and in emergencies, the District may resort to notification either by telephone or messenger.

**Sec 3.2 Correspondence from Customers.** A customer or their authorized representative may present correspondence to the District Board of Directors or to the District Office.

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

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

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

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

**Sec 4.4 Installation Charges.** New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided  
Adopted 9/22/15

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

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

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

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