

**GARBERVILLE SANITARY DISTRICT
BOARD OF DIRECTORS**

**AGENDA
REGULAR BUSINESS MEETING**

Location: Garberville Sanitary District Office
919 Redwood Dr. Garberville, CA
Date: March 31, 2015
Time: Close Session 5:00 P.M.
Regular Session 6:00 P. M.
Posted: March 27, 2015

I. CALL TO ORDER

II. ROLL CALL

___ Rio Anderson, Chairperson
___ Doug Bryan, Vice-Chairperson
___ Linda Brodersen, Treasurer
___ Bill Stewart, Director
___ Vacant

III. PUBLIC COMMENT ON CLOSED SESSION ITEM

Members of the public may address the Board on items on the Closed Session Agenda.

IV. CLOSED SESSION

With respect to every item of business to be discussed in closed session pursuant to Section 54957:

General Manager Evaluation

REPORT OUT OF CLOSED SESSION

V. BOARD MEMBER, COMMITTEE & GM REPORT

1 Directors' Report

- A. Rio Anderson
- B. Doug Bryan
- C. Linda Brodersen
- D. Bill Stewart

2. General Manager's Report

VI. PUBLIC COMMENT

An opportunity for any member of the public to address the Board of Directors on any matter not on the Agenda, but which is within the jurisdiction of the Board. The Board may limit time allowed for each speaker. The public will also be allowed to speak concurrently with the calling of an agenda item following the staff presentation of that item.

Pursuant to the Brown Act, the District Board may discuss an item but may not take action on an item that does not appear on the Agenda.

VII. ANOUNCEMENTS AND COMMUNICATIONS

1. None

VIII. CONSENT AGENDA

These matters are routine in nature and will be approved by a single vote. Prior to the meeting, any member of the public may request any member of the Board to pull a particular item for further discussion. Any member of the Board may pull a particular item for discussion. The intent of the consent agenda is to acknowledge that the Board members have read the consent agenda reports and no further discussion is necessary. The consent agenda will be enacted by one motion.

1. Approval of the February 2015 Regular Business Meeting Minutes
2. Approval of the February 2015 Financials
3. Plant, Systems and Safety Report

Motion to Approve Consent Agenda

IX. ACTION and/or DISCUSSION ITEMS

1. Introduction of new part time employees / No Action Needed

Tiffane Baptist-Chavez part time office assistant - backup for full time person days off, vacation, sick, special projects, and research.

Rick Ruiz part time operations - meter reading and maintenance

2. Eel River Restoration Project (ERRP): Cyanobacteria toxins in water sources - Direction

Would GSD like to support ERRP in studying the potential of toxins penetrating the treatment process?

Presented by Michael Mckaskle

3. Drinking Water Project / No Action Needed

Report from Ralph and Jennie

4. General Manager Evaluation

5. Alderpoint Road Tank Project / Action

1. Award the construction contract to Canyon Springs Enterprises dba RSH Construction in the amount of \$457,575.00 and direct staff to issue the Notice of Award

2. Authorize the General Manager to execute the contract on behalf of the Board with RSH Construction once the necessary documents have been provided by the Contractor

3. Approve the amendment to LACO's contract for construction services and authorize the General Manager to execute the amendment

4. Increase the 2014-15 fiscal year budget for this project by \$218,800

6. Annexation / No Action Needed

Agreement with Brisbin to correct the parcel number on original Connick Creek Agreement with GSD filed with the county recorder's office on March 19, 2015.

7. Drought Planning / Discussion / Possible Action

Newly proposed regulations for non-urban water suppliers: Limit the use of drinkable water for landscaping to two days a week, or implement measures that reduce the amount of water consumed to 80 percent of 2013 levels.

Ralph / Tina verbal report

X. ITEMS FOR NEXT BOARD MEETING

XI. ADJOURNMENT OF MEETING

Next Board Meeting April 28, 2015 at 5:00 pm

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the Garberville Sanitary District at (707) 923-9566. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 - 35.104 ADA Title II).

Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: March 24, 2015

I have been working on a budget for this upcoming year and met with Linda, Jennie and Tina on March 16th to look at some of the large budget expenses and do some preliminary planning. We will continue adjusting the budget so as to present you a balanced budget with a healthy reserve. During the Board study session on April 15 at 3:00 we will discuss some budget strategies along with what direction the District should go and how to achieve those goals?

Brian Miller has been hired as a water/wastewater operator and is being trained so he can be put in the on-call rotation. He currently lives in Fortuna but looking for a place to live within District boundaries. We have also been training Tiffane Baptist Chavez and Rick Reiz to assist where necessary in the office, meter reading and in the field. We have been training Tiffane and Rick so we have back up in case of emergency or at times when there is excessive work to be done with existing staff.

I continue reaching out to RCSD in an effort to share costs on equipment, manpower and a potential joint water line between the District's but they have not agreed to anything as of yet. I will continue to develop a relationship between Districts in an effort to be good neighbors and resources for each other.

I continue working on a fire hydrant replacement/maintenance plan which we can work jointly with the fire department to implement. When completed, I will present a contract to the Board for consideration.

Drought preparedness is taking a lot of time because the realization of another drought year is a reality and is in the forefront of State and county planning.

In conclusion:

I was hired in March of 2014 at a very tumultuous time for the District, with the DWTP in mid construction along with finding a way to integrate into the GSD system while watching, learning and implementing a modified new direction. This has not been without a few challenges and growing pains but through diversity and a common goal of providing the best quality service and water for our customers, I am very optimistic about the course we have set.

I want to thank the Board for giving me the opportunity to work with you and staff to help Garberville Sanitary District and change the perception and procedures of the past.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

CONSENT AGENDA

GARBERVILLE SANITARY DISTRICT
BOARD MEETING MINUTES
February 24th, 2015

CALL TO ORDER:

Chairperson Anderson called the, February 24th, 2015 Regular Business Meeting, of the Garberville Sanitary District Board of Directors to order at 5:10 P.M at the Garberville Sanitary District Business Office. Meeting was re-opening at 6:00 pm after close session...

ROLL CALL:

Present: Rio Anderson, chairperson
Linda Brodersen, Treasurer
Doug Bryan Vice- Chairperson
Bill Stewart, Director ,
Vacant

STAFF / MEDIA

Present: Ralph Emerson, Ron Copenhafer, Dan Arreguin, Tina Stillwell
Media: Sandy Feretto - Redwood Times
Public: Kristin Vogel.

Report out of close session

nothing to report

BOARD MEMBER OR COMMITTEE REPORT

Directors' Reports

- A. Rio Anderson - **No Report**
- B. Doug Bryan - **No Report**
- C. Linda Brodersen - **Linda, reported that she was apart of personnel committee for the interviews Monday February 2, 2015.**
- D. Bill Stewart - **No Report**

General Manager's Report: R. Emerson spoke about several items that were not on the agenda that needed to be proposed.

A. Emerson spoke about going over to the new and progressing Dave Winter's apartment buildings along with Dan A. and Ron C. In their investigation they agreed to install a Master meter according to GSD ordinance and provide the other meters necessary for the 16 unit apartment building. The meters will be installed by Dave Winter with supervision from GSD. Anything after the Master Meter is the responsibility of Mr. Winter's. Emerson and company also found out that there were 5 meters per unit instead of 4 meters for each unit. This is because of a Laundry room in each unit to be metered separately. Emerson was concern about this and gave Dave Winters a call. He was told that those meters were going to be billed to the owner of apartment buildings. A question was asked about their irrigation system and if they will be a meter for that. They were told that the meter was going to be attached to one of the apartment meters.

B. Since they were upgrading their water and sewer lines all the way to Redwood Dr Emerson proposed an upgrade to the rest of the system which includes the service lines. These lines according to Emerson, is in a dilapidated condition, with need of sewer maintenance, sewer lateral and possible ditches on both sides of the street. It's a perfect opportunity to connect them. There are 9 water and 8 sewer upgrades that can benefit from this upgrade and the district will

pay for the service lines. He also notified John Neil about the proposed requirement as he may possibly be the Contractor on the projects infrastructure. Changing out these lines will make that section complete and updated. Emerson mentioned that Walhund Construction inc. did a study a few months ago on that section. They were looking at those lines he does not know what their findings was and believe they will do another one when this construction project is over.

C. Emerson Proposed A Work Shop. Dated between March 10 - 20, and April 13 -24.

Board and Staff working together: in planning for the future and meeting our goals as a team. What can be done to expand our capital improvement plan, policies, ordinances, Visions and Mission statement. A study session less restrictive to government procedures as to have more interaction with the public in our agenda, board meetings, junctions etc.

Tina was to know at some point when is that best time for everyone because he wanted to finalize before going into the Budget assumptions. Emerson wanted the board to be involved on what GSD are looking to accomplish. This will be a one day Workshop on district goal and planning.

D. Emerson met with John Rogers trying to pursue a correspondence, and collaboration between Redway District and GSD sharing information on who they certifies, their employees and ours, their equipment and ours. It was a corrigible, informative meeting. He hopes the districts can work together. Especially since we are small communities with limited resources it is vital to form an alliance and work together.

E. Emerson also proposed to Katharine Labato to put a gate on the other side of water treatment plant. In the past it has been a big concern about the gate. Now the gate has been broken down by a tree. Residence want to replace it with an electric gate at the cost of \$4000.

He stated it is not on the agenda but felt he needed to report about it. He proposed to split the cost at \$2000 with the property owners who disagree with this idea. Therefore Emerson has no clue who will be responsible for it. But GSD is investing no more that \$2000 on the gate or replacing the one that is broken down by the tree.

F. Gyppo Ale has retained Mitchell, Brisso, Delaney & Vrieze law firm to represent them with Redway CSD. This is the same law firm that represents GSD. Emerson did not feel it is an conflict of interest as long as they represented Gyppo Ale for their water issues only.

G. Emerson Met with Fire Chief along with Ron C. They were looking at Fire Hydrants and found 32. 11 of them don't need work and 21 need to be repaired. He proposed to share cost with fire department for the 21 Fire Hydrant needing repair because of leaking, rehab, painting etc. repairing about 2 to 3 per year and have a 5 to 6 year plan starting with the ones that need the most immediate upgrade. Ralph proposes to split the cost with the fire department.

PUBLIC COMMENT:

No comments

Announcements and Communications:

1. Work shop notice: Introduction to Good governance principles,

A one day work shop provided by LAFCO'S in Mckinleyville. Work shop will be on April 16, 2015 at the Mckinleyville Community Services District Azalea Hall, Hewitt room

Anyone interested should contact Tina at GSD.

2. Notice of Nominations for the SDRMA Board of Directors 2015 Election.

There was no nomination for SDRMA Board of Directors

CONSENT AGENDA:

1. Approval of January 2015 Regular Business Meeting Minutes.
2. Approval of the December 2014 Financials
3. Approval of the January 2015 Financials
4. Plant, Systems, and Safety Report

Vice-Chair made a motion to approve the consent agenda Treasurer Brodersen seconded the motion. The motion was passed by unanimous vote.

ACTION / DISCUSSION ITEMS:

1. **Gyppo Ale Mill**

Adopt Resolution 15-003 by Board members. A Resolution of the Garberville Sanitary District Board of Directors approving Wastewater Treatment Service Agreement with Gyppo Ale Mill. Treasurer Brodersen motion to adopt Resolution 15-003 with the amended changes to section D by adding "When" after whereas and section G by adding "GSD" between "all" and "treatment" services. The motion was seconded by Chairperson Anderson. Registration of a no vote by Bill Stewart, he doesn't think the resolution should be change, with a vote of three to one the motion was pass.

2. **Drinking Water Project**

Partial Notice of Completion for Walhund Construction Inc. with a few contingencies which includes electrical as built, low prest operating manual, generator operating manual etc this took place on January 30, 2015. Which leave GSD with a 1 year under warranty.

3. **Annexation Project**

A. Approve the attached agreement entitled "AGREEMENT BETWEEN GARBEVILLE SANITARY DISTRICT AND PROPERTY OWNER SERVED BY A WATER LINE CONSTRUCTED BY CONNICK CREEK ASSOCIATION"

The agreement clarifies and corrects the parcel number listed on the Connick Creek agreement. Treasurer Brodersen made a motion to Authorization the Chair to sign the agreement to correct the parcel number from 222-156-012-000 to parcel number 223-061-025-000. Bill second that motion. All those in Favor, ayes all around the motion was pass.

4. **Alder point Road Tank Update:**

Emerson reported that 14 people attended the mandatory pre-bid walk thru . These are the only Attendees that will be allowed to bid on the project. The ones that did not show up to the mandatory pre-bid walk thru will be allowed to enter bids however their bid will not be looked at unless the bids of the attendees of the pre-bid walk thru were tossed out, be a sub contractor. The dead line to receive bids is March 5, 2015. A time shortly after that will be set up to open them.

5. **Approve New Employee for Water/Wastewater Operator Position.**

Brian Miller is being recommended to the board for employment. He has all the required licenses. Brian will start working on March 9, 2015 with wage starting at \$18.00. There will be a 3 months probation period without benefits after which his benefits will commence. Brodersen motion to approve Brian Miller for the Job and Stewart second that motion. Motion to approved was ask by chairperson. Motion was pass.

6. **Wage Increase and Salary Schedule for employees**

Emerson reported that the employees have been here along time and they work far beyond sometimes what the budget allows to pay them, but before the next budget is adopted Emerson proposes a salary schedule which makes it easy to allow employees to plan for perhaps cost of living increases and this would be discussed at the next closed section. Emerson said for now he recommends an increase to \$21.00 for Tina and Brian coming in at \$18.00 per hour and Dan at \$18.00 per hour. Stewart made a motion to approved wage increase and Brodersen seconded the motion. Motion was approved.

Q. When will it take effect?

A. The next pay period.

7. Purchase of water leak detector

Emerson reported that he was asked to look into water leak detectors which indentify leaks in roads or private property, he thinks it would be beneficial to have a water leak detector to aid in solving our present water leakage problem. Emerson and Ron did some research and they found out that these range between \$2,500 to \$20,000. A decision was made on an affordable water detector with good frequency readings. Therefore we are asking an authorization to purchase a water leak detector for price range \$2,500 to \$3,000.

Brodersen motion to authorize the purchase of a water leak detector for no more that \$3000.

Bryan seconded the motion, Stewart abstain. Motion was passed 3 to 1 vote.

Bill Stewart abstain because of personal reasons. He explain that he had just recently purchase a leak detector not to the grade or price range of approve expenditure but would be willing to donate it to the district when he is finish with it.

8. Aeration for Primary wastewater pond.

Aeration is the only way to regulate or re-circulate oxygen in a pond that becomes stagnant. This is very important for the treatment of the GSD Wastewater Pond which at the moment doesn't have an aeration system. Emerson is still researching and is hoping to find a good price range that GSD will be able to afford. There are various kinds of aeration system and Emerson will keep pursuing and continue to investigate.

9. Purchase of portable generator

The recommendation for the purchase of a new portable generator is requested due to increase power outages in our communities. GSD knows that we are in the middle of two power grids Meadows and Southern Humboldt. However, whenever the power goes out it causes the risk for failure in supplying our customers with water. A recommendation of a trailer mounted generator that can be moved from site to site is preferable. GSD can not really afford the cost of two portable generators within the price range of \$26,602 to \$32,350. Emerson recommended purchasing one portable generator.

It was also suggested by Chairperson to look into Dale's generators located in Whitethorn on the possibility of leasing a generator. Emerson will continue to do research to find out more about this.

10. Budget committee

A need to form a budget committee is necessary to go over a pre GSD Budget in the hopes to finalize and adopt a budget by June. An elected group was decided. Brodersen and Anderson volunteered then it was decided that Stewart will be on the committee and Anderson is the alternate for Stewart if he cannot make these appointments. March 16, 2015 3:00 p.m. will be the first meeting of the budget committee.

11. Purchase of Wastewater Pipe Camera and Hydro Flusher for Maintenance

Emerson said that part of the maintenance plan is to find out where your problem is. The camera goes down the sewer lines and can tell you of any problem there may be in the pipe. The camera

cost approximately \$10,000. The hydro flusher cost approximately \$55,000. He recommended that the budget committee go over the importance of what is needed and necessary for GSD but would like them to consider the purchase of a wastewater pipe camera and hydro flusher for the sewer system clogs. A continued research for better prices and options will be necessary. Also to consider doing a monthly lease with 3T Equipment Company Inc. located in Santa Rosa CA.

The Board scheduled April 15, 2015 at 3:00 p.m. for the Planning Meeting

Items for next board meeting
Procurement Resolution

2. Adjournment of Meeting

Next Meeting March 31, 2015 at 5:00 pm

Chair Anderson adjourned the meeting at 7:45 p.m.

Respectfully Submitted,

Tina Stillwell



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 31, 2015
To: Garberville Sanitary District Board of Directors
From: Tina Stillwell, Business Manager
Subject: February 2015 Financial Statements

GENERAL OVERVIEW AND STATUS

The Revenue & Expense Financial Statement for the month of February water and wastewater combined has a net ordinary revenue of \$14,259.43

Water Revenue	\$ 38,173.18
Water Total Expenses	(\$ 27,243.67)
Water Net Ordinary Revenue was	\$ 10,929.51
Water Depreciation & Interest -	<u>(\$ 4,369.53)</u>
Water Net Revenue	\$ 6,559.98

Wastewater Revenue	\$ 29,690.94
Wastewater Total Expenses	(\$26,361.02)
Wastewater Net Ordinary Revenue	\$3,329.92
Wastewater Depreciation & Interest	<u>- (\$12,368.21)</u>
Wastewater Net Revenue	(\$9,038.29)

ATTACHMENTS

1. Financial Report Condensed for February 28, 2015
2. Check Register
3. Balance Sheet with Comparison to Fiscal Year ending June 30, 2014
4. Revenue and Expense Report by Class



GARBERVILLE SANITARY DISTRICT

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

Financial Report as of February 28, 2015				
Operating Account				\$287,695.44
WRF Account				\$64,867.95
SRF Account				\$70,015.21
Water Enterprise Fund				\$20,184.44
County Treasury - Sewer Reserve				\$291,145.64
County Treasury - Water Reserve				\$5,222.71
Cash Drawer/Petty Cash				\$249.51
				\$739,380.90
Revenue and Expenses for February (2-1-15 to 2-28-15)				
Revenue				
Water Charges				\$37,875.68
Sewer Charges				\$29,393.44
Late Charges				\$575.00
Other Revenue				\$20.00
Total Revenue				\$67,864.12
Expenses				
Administrative				\$10,840.11
Payroll				\$10,184.43
Rent				\$800.00
Sewer (PR, monitoring, repairs & Utilities)				\$15,297.12
Water (PR, monitoring, pumping, repairs, & Utilities)				\$16,483.03
Total Expenses				\$53,604.69
Net Operating Revenue				\$14,259.43
Depreciation				
Water Depreciation				\$4,384.00
Sewer Depreciation				\$12,383.00
Total Depreciation				\$16,767.00
Interest expense				\$0.00
Interest revenue				\$29.26
Other revenue				\$0.00
NET REVENUE				-\$2,478.31

Garberville Sanitary District
Register QuickReport
February 2015

			Date	Num	Memo	Amount
1	101 Netlink					
2			02/18/2015	7312	internet	-200.00
3	Total 101 Netlink					-200.00
4	Anderson, Lucas, Somerville & Borges					
5			02/18/2015	7313	Final billing for annual audit and	-1,250.00
6	Total Anderson, Lucas, Somerville & Borges				single A-133 ending 6-30-14	-1,250.00
7	Best Western Motel - Garberville					
8			02/08/2015	2/89368	Power Out - Ralph	-180.62
9	Total Best Western Motel - Garberville					-180.62
10	Bruce Whittle Electric					
11			02/18/2015	7314	DWTP - Downloaded Software & Met with	-4,615.00
12	Total Bruce Whittle Electric				GM and Operators	-4,615.00
13	Capital Bank & Trust					
14			02/06/2015	74006	025158148	-213.25
15			02/06/2015	84006	557880519	-760.37
16			02/25/2015	11104	025158148	-211.41
17			02/25/2015	11105	557880519	-761.41
18	Total Capital Bank & Trust					-1,946.44
19	Chem Quip Inc					
20			02/18/2015	7315	Treatment supplies	-4,015.23
21	Total Chem Quip Inc					-4,015.23
22	CITRIX					
23			02/17/2015	2/17debit	Go To Meeting	-98.00
24	Total CITRIX					-98.00
25	Dennis Ryan					
26			02/05/2015	7309	DWTP - 1/16-1/30 Mileage	-54.32
27			02/20/2015	7347	DWTP - 2/1-2/15 mileage	-35.28
28	Total Dennis Ryan					-89.60
29	EDD					
30			02/09/2015	790056	499-0538-3	-623.19
31			02/09/2015	791056	499-0538-3	-413.91
32			02/25/2015	47056	499-0538-3	-558.14
33			02/25/2015	48056	499-0538-3	-252.37
34	Total EDD					-1,847.61
35	Emerald Technologies					
36			02/20/2015	7348	DWTP computer repair	-73.48
37	Total Emerald Technologies					-73.48
38	HACH COMPANY					
39			02/18/2015	7316	supplies	-180.21
40	Total HACH COMPANY					-180.21

Garberville Sanitary District
Register QuickReport
February 2015

			Date	Num	Memo	Amount
41 Humboldt Fence Co.						
42			02/18/2015	7317	Repaired Damaged Fence @ 410 Bear	-1,350.00
43	Total Humboldt Fence Co.				Canyon Rd	-1,350.00
44 IRS						
45			02/06/2015	5054513	68-0296323	-3,471.84
46			02/25/2015	84433	68-0296323	-3,200.38
47	Total IRS					-6,672.22
48 Jamie Corsetti, CPA						
49			02/18/2015	7318	monthly accounting	-543.36
50	Total Jamie Corsetti, CPA					-543.36
51 Jennie Short						
52			02/18/2015	7319	Contract services	-3,669.00
53	Total Jennie Short					-3,669.00
54 KEENAN SUPPLY						
55			02/18/2015	7320	Gauge, TCone, Test Plug, Tape Measure, and Cla	-50.31
56	Total KEENAN SUPPLY					-50.31
57 Kolstad Land Surveyors						
58			02/18/2015	7321	Annexation - Humboldt County GIS fee	-224.92
59	Total Kolstad Land Surveyors					-224.92
60 LACO						
61			02/18/2015	7322	Alderpoint Rd Tank Project services ending 1-24-1	-1,138.75
62	Total LACO					-1,138.75
63 Liquivision Technology, Inc.						
64			02/18/2015	7323	Cleaned Hurlbutt Tank	-3,450.00
65	Total Liquivision Technology, Inc.					-3,450.00
66 Michael Dunphy						
67			02/05/2015	7310	Check Plants & Stations	-150.00
68	Total Michael Dunphy					-150.00
69 Mitchell, Brisso, Delaney & Vrieze						
70			02/18/2015	7324	outside services	-449.00
71	Total Mitchell, Brisso, Delaney & Vrieze					-449.00
72 NAPA						
73			02/18/2015	7325	supplies	-138.82
74	Total NAPA					-138.82
75 North Coast Laboratories Ltd.						
76			02/18/2015	7326	monitoring	-705.00
77	Total North Coast Laboratories Ltd.					-705.00

Garberville Sanitary District
Register QuickReport
February 2015

			Date	Num	Memo	Amount
78 PG&E						
79			02/18/2015	7327	utilities	-3,836.54
80	Total PG&E					-3,836.54
81 Pitney Bowes Purchase Power						
82			02/05/2015	52832	postage	-208.99
83	Total Pitney Bowes Purchase Power					-208.99
84 R COPENHAFFER						
85			02/18/2015	7328	Diesel for headworks and battery for headworks Dc	-157.00
86	Total R COPENHAFFER					-157.00
87 Ralph Emerson						
88			02/18/2015	7329		-96.26
89	Total Ralph Emerson					-96.26
90 Recology Humboldt County						
91			02/18/2015	7330	trash pick up	-17.07
92	Total Recology Humboldt County					-17.07
93 Redway True Value						
94			02/18/2015	7331		-259.21
95	Total Redway True Value					-259.21
96 Redwood Merchant Services						
97			02/02/2015	2/2debit	1/15 bank card processing fee	-55.49
98			02/28/2015	2/15bkcdchg	2/15 bank card charge	-30.96
99	Total Redwood Merchant Services					-86.45
100 RENNER						
101			02/10/2015	2/10debit	fuel	-662.38
102	Total RENNER					-662.38
103 Rural Community Assistance Program						
104			02/02/2015	2/2debit	DWTP - RCAC Interest for January 2015	-1,171.23
105	Total Rural Community Assistance Program					-1,171.23
106 SDRMA						
107			02/18/2015	7332	medical insurance	-3,372.12
108	Total SDRMA					-3,372.12
109 Sentry III Center						
110			02/12/2015	7311	rent	-800.00
111	Total Sentry III Center					-800.00
112 Staples						
113			02/02/2015	2/2crd	Office Supllies purchased by Ralph	-181.52
114	Total Staples					-181.52

Garberville Sanitary District
Register QuickReport
February 2015

		Date	Num	Memo	Amount
115 Staples Credit Plan					
116		02/18/2015	7333	office supplies	-53.32
117	Total Staples Credit Plan				-53.32
118 TIMES-STANDARD					
119		02/18/2015	7334		-510.24
120	Total TIMES-STANDARD				-510.24
121 Tina Stillwell					
122		02/18/2015	7335	Postage for Financial audits	-33.80
123	Total Tina Stillwell				-33.80
124 U-NAME-IT					
125		02/03/2015	2/3crd	Director Plaques	-181.86
126	Total U-NAME-IT				-181.86
127 Umpqua Bank					
128		02/20/2015	2/20debit	Jan 2015 tmfees	-76.37
129	Total Umpqua Bank				-76.37
130 UPS Shipping Service					
131		02/23/2015	2/23debit	Alpn Rd Tank Project Plans to Spiess	-19.74
132	Total UPS Shipping Service				-19.74
133 US Cellular					
134		02/18/2015	7336	cell phones	-390.96
135	Total US Cellular				-390.96
136 VERIZON					
137		02/18/2015	7337		-570.56
138	Total VERIZON				-570.56
139 Wells Fargo					
140		02/18/2015	7338	VOID:	0.00
141		02/18/2015	7340		-255.60
142	Total Wells Fargo				-255.60
143 WYCKOFF'S					
144		02/18/2015	7339		-185.23
145	Total WYCKOFF'S				-185.23
146 Arreguin, Daniel J					
147		02/05/2015	7302		-1,671.09
148		02/20/2015	7341		-1,695.30
149	Total Arreguin, Daniel J				-3,366.39
150 Baptist-Chavez, Tiffane T					
151		02/05/2015	7303		-96.02
152		02/20/2015	7342		-651.58

Garberville Sanitary District
Register QuickReport
February 2015

			Date	Num	Memo	Amount
153	Total Baptist-Chavez, Tiffane T					-747.60
154	Copenhafer, Ronald					
155			02/05/2015	7304		-1,795.48
156			02/20/2015	7343		-1,843.52
157	Total Copenhafer, Ronald					-3,639.00
158	Emerson, Ralph K					
159			02/05/2015	7305		-2,058.67
160			02/20/2015	7344		-2,058.67
161	Total Emerson, Ralph K					-4,117.34
162	Ruiz, Ricardo					
163			02/05/2015	7306		-253.77
164	Total Ruiz, Ricardo					-253.77
165	Ryan, Dennis M					
166			02/05/2015	7307		-2,609.25
167			02/20/2015	7345		-1,884.84
168	Total Ryan, Dennis M					-4,494.09
169	Stillwell, Christina					
170			02/05/2015	7308		-1,142.77
171			02/20/2015	7346		-1,008.98
172	Total Stillwell, Christina					-2,151.75
173	TOTAL					-64,933.96

Garberville Sanitary District
Balance Sheet Prev Year Comparison
As of February 28, 2015

	<u>Feb 28, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
1 ASSETS			
2 Current Assets			
3 Checking/Savings			
4 1005 · Umpqua Checking- Operating	287,695.44	1,514,954.09	(1,227,258.65)
5 1006 · Umpqua System Reserve - Water	64,867.95	49,766.45	15,101.50
6 1007 · Umpqua System Reserve - Sewer	70,015.21	50,708.11	19,307.10
7 1011 · Water Enterprise Fund	20,184.44	20,177.76	6.68
8 1030 · County Treasury - Sewer Reserve	291,145.64	291,145.64	0.00
9 1031 · County Treasury - Water Reserve	5,222.71	5,222.71	0.00
10 1040 · Petty Cash	49.51	49.51	0.00
11 1050 · Cash Drawer	200.00	200.00	0.00
12 Total Checking/Savings	<u>739,380.90</u>	<u>1,932,224.27</u>	<u>(1,192,843.37)</u>
13 Accounts Receivable			
14 11000 · Accounts Receivable - Other	415.00	772.00	(357.00)
15 Total Accounts Receivable	<u>415.00</u>	<u>772.00</u>	<u>(357.00)</u>
16 Other Current Assets			
17 1100 · Accounts Receivable	102,397.56	110,860.91	(8,463.35)
18 1315 · Water Grant Receivable	0.00	480,848.82	(480,848.82)
19 1500 · Prepaid Insurance	6,913.89	2,255.22	4,658.67
20 1510 · Prepaid Licenses and Permits	6,745.33	0.00	6,745.33
21 Total Other Current Assets	<u>116,056.78</u>	<u>593,964.95</u>	<u>(477,908.17)</u>
22 Total Current Assets	855,852.68	2,526,961.22	(1,671,108.54)
23 Fixed Assets			
24 CIP - Alderpoint Tank (Water)	157,390.10	75,710.35	81,679.75
25 CIP - DWTP (Water)			
26 Tobin Well 2014	40,189.31	34,363.51	5,825.80
27 CIP - DWTP (Water) - Other	4,915,780.50	3,993,476.70	922,303.80
28 Total CIP - DWTP (Water)	<u>4,955,969.81</u>	<u>4,027,840.21</u>	<u>928,129.60</u>
29 Collection Facilities			
30 Cost - Coll Fac	44,670.59	44,170.59	500.00
31 Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
32 Cost - Lines	2,081,173.11	2,080,180.29	992.82
33 Total Collection Facilities	<u>4,155,792.92</u>	<u>4,154,300.10</u>	<u>1,492.82</u>
34 Land - Sewer	129,810.68	129,810.68	0.00
35 Land - Water	88,698.62	88,698.62	0.00
36 MSR/SOI and Annexation Project	154,504.42	145,075.86	9,428.56
37 Office Equipment	18,510.72	17,764.97	745.75
38 Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
39 Treatment Facilities			
40 Cost - Equipment	7,887.37	3,381.24	4,506.13
41 Cost - Plant	488,193.00	488,193.00	0.00
42 Total Treatment Facilities	<u>496,080.37</u>	<u>491,574.24</u>	<u>4,506.13</u>

Garberville Sanitary District
Balance Sheet Prev Year Comparison
As of February 28, 2015

	<u>Feb 28, 15</u>	<u>Jun 30, 14</u>	<u>\$ Change</u>
43 Vehicles	48,023.52	48,023.52	0.00
44 Water Easements & Intangibles	177,397.11	177,397.11	0.00
45 Water System	146,217.04	120,924.22	25,292.82
46 Accumulated Depreciation-Water	(399,500.26)	(364,428.26)	(35,072.00)
47 Accumulated Depreciation-Sewer	(1,253,684.06)	(1,154,620.06)	(99,064.00)
48 Total Fixed Assets	<u>11,667,662.90</u>	<u>10,750,523.47</u>	<u>917,139.43</u>
49 TOTAL ASSETS	<u><u>12,523,515.58</u></u>	<u><u>13,277,484.69</u></u>	<u><u>(753,969.11)</u></u>
50 LIABILITIES & EQUITY			
51 Liabilities			
52 Current Liabilities			
53 Accounts Payable			
54 2000 - Accounts Payable	393,427.42	699,157.36	(305,729.94)
55 Total Accounts Payable	<u>393,427.42</u>	<u>699,157.36</u>	<u>(305,729.94)</u>
56 Other Current Liabilities			
57 Accrued Interest	0.00	4,280.75	(4,280.75)
58 *Accounts Payable	0.00	17,107.68	(17,107.68)
59 2205 - Accrued Simple	0.00	1,251.41	(1,251.41)
60 2225 - Accrued Workers Comp	13,784.60	0.00	13,784.60
61 2230 - Accrued Vacation	17,273.49	17,273.49	0.00
62 2235 - Customer Deposits	0.00	3,000.00	(3,000.00)
63 2250 - Loans Payable - Current Portion	1,011,084.00	1,011,084.00	0.00
64 Total Other Current Liabilities	<u>1,042,142.09</u>	<u>1,053,997.33</u>	<u>(11,855.24)</u>
65 Total Current Liabilities	1,435,569.51	1,753,154.69	(317,585.18)
66 Long Term Liabilities			
67 2500 - N/P - SWRCB	212,954.55	234,357.88	(21,403.33)
68 2605 - RCAC Loan #0789-GSD-01	247,298.60	925,268.67	(677,970.07)
69 2700 - SRF Loan - Water	930,484.69	739,247.17	191,237.52
70 2800 - Municipal Fin.Corp. WWTP CCOs	65,835.35	97,647.70	(31,812.35)
71 2900 - Less Current Portion	(1,011,084.00)	(1,011,084.00)	0.00
72 Total Long Term Liabilities	<u>445,489.19</u>	<u>985,437.42</u>	<u>(539,948.23)</u>
73 Total Liabilities	1,881,058.70	2,738,592.11	(857,533.41)
74 Equity			
75 3000 - Contributed Capital	6,129,491.75	6,129,491.75	0.00
76 3100 - Retained Earnings	4,409,400.83	2,518,805.63	1,890,595.20
77 3200 - Prior Period Adjustment	(5,512.28)	0.00	(5,512.28)
78 Net Income	109,076.58	1,890,595.20	(1,781,518.62)
79 Total Equity	<u>10,642,456.88</u>	<u>10,538,892.58</u>	<u>103,564.30</u>
80 TOTAL LIABILITIES & EQUITY	<u><u>12,523,515.58</u></u>	<u><u>13,277,484.69</u></u>	<u><u>(753,969.11)</u></u>

Garberville Sanitary District
Statement of Profit and Loss

For the One and Eight Months Ended February 28, 2015

		Total Water		Total Sewer	
		Feb 15	Jul '14 - Feb 15	Feb 15	Jul '14 - Feb 15
1	Ordinary Revenue/Expense				
2	Revenue				
3	Water Charges				
4	4100 · Residential	21,019.68	189,947.86	0.00	0.00
5	4110 · Commercial	16,856.00	143,818.87	0.00	0.00
6	Total Water Charges	37,875.68	333,766.73	0.00	0.00
7	4200 · Sewer Charges	0.00	0.00	29,393.44	245,255.12
8	4300 · Connection Fees	0.00	15,000.00	0.00	20,200.00
9	4650 · Late Charges	287.50	2,315.00	287.50	2,315.00
10	4700 · Other Operating Revenue	10.00	108.50	10.00	40.00
11	Total Revenue	38,173.18	351,190.23	29,690.94	267,810.12
12	Gross Revenue	38,173.18	351,190.23	29,690.94	267,810.12
13	Expense				
14	Administrative and General				
15	5000 · Advertising	0.00	390.66	0.00	390.64
16	5005 · Bad Debts	0.00	2,234.58	0.00	3,048.24
17	5010 · Bank Charges				
18	5012 · Merchant Account Fee	32.55	312.90	32.55	312.86
19	5010 · Bank Charges - Other	0.00	138.19	0.00	138.15
20	Total 5010 · Bank Charges	32.55	451.09	32.55	451.01
21	5020 · Directors Fees	0.00	350.00	0.00	350.00
22	5030 · Dues and Memberships	0.00	1,271.22	0.00	1,115.22
23	5035 · Education and Training	0.00	697.81	0.00	622.80
24	Insurance				
25	5040 · Liability	442.73	3,541.84	442.72	3,541.76
26	5050 · Workers' Comp	1,119.24	7,520.74	832.05	6,623.03
27	5055 · Health				
28	5037 · Employee Benefits	0.00	982.37	0.00	592.39
29	5055.1 · Employee Portio	(392.74)	(2,328.75)	(369.93)	(2,242.95)
30	5055 · Health - Other	1,686.06	10,137.78	1,686.06	10,137.78
31	Total 5055 · Health	1,293.32	8,791.40	1,316.13	8,487.22
32	Total Insurance	2,855.29	19,853.98	2,590.90	18,652.01
33	5060 · Licenses, Permits, and Fee	210.00	2,652.64	1,476.34	12,116.02
34	5065 · Auto	70.30	414.86	70.30	414.84
35	5070 · Miscellaneous	0.00	286.59	0.00	0.00
36	5080 · Office Expense	45.15	1,829.37	45.15	1,617.08
37	5085 · Outside Services	187.54	2,327.37	127.53	1,964.92
38	5090 · Payroll Taxes	1,163.09	6,677.67	807.94	5,086.42
39	5100 · Postage	225.90	771.33	225.88	771.28
40	5110 · Professional Fees	355.92	9,508.24	681.42	10,539.71
41	5120 · Property Taxes	0.00	12.00	0.00	0.00
42	5130 · Rents	400.00	3,200.00	400.00	3,200.00
43	5135 · Retirement	235.77	1,608.70	172.07	1,187.27

See Accountant's Report

**Garberville Sanitary District
Statement of Profit and Loss**

For the One and Eight Months Ended February 28, 2015

		Total Water		Total Sewer	
		Feb 15	Jul '14 - Feb 15	Feb 15	Jul '14 - Feb 15
44	5137 · Supplies	5.53	180.68	5.53	180.67
45	5140 · Telephone	325.24	2,261.58	325.23	2,261.55
46	5145 · Tools	439.12	2,203.50	174.58	1,091.18
47	5150 · Travel and Meetings	117.35	214.34	117.35	175.35
48	5155 · Utilities	48.73	661.31	48.73	661.28
49	5160 · Wages				
50	5165 · Wages - Overtime	0.00	23.29	0.00	31.05
51	5160 · Wages - Other	4,043.16	28,610.80	3,762.40	25,519.14
52	Total 5160 · Wages	4,043.16	28,634.09	3,762.40	25,550.19
53	Total Administrative and General	10,760.64	88,693.61	11,063.90	91,447.68
54	Sewage Collection				
55	6010 · Fuel	0.00	0.00	987.01	1,999.74
56	6030 · Repairs and Maintenance	0.00	0.00	1,544.40	11,266.51
57	6040 · Supplies	0.00	0.00	196.32	792.74
58	6050 · Utilities	0.00	0.00	411.34	3,358.89
59	6060 · Wages				
60	6065 · Wages - Overtime Sew	0.00	0.00	198.00	942.99
61	6060 · Wages - Other	0.00	0.00	906.00	7,845.30
62	Total 6060 · Wages	0.00	0.00	1,104.00	8,788.29
63	Total Sewage Collection	0.00	0.00	4,243.07	26,206.17
64	Sewage Treatment				
65	6075 · Fuel	0.00	0.00	148.51	1,161.24
66	6080 · Monitoring	0.00	0.00	500.00	3,981.37
67	6100 · Repairs and Maintenance	0.00	0.00	6,850.00	7,046.13
68	6110 · Supplies	0.00	0.00	32.45	5,451.74
69	6120 · Utilities	0.00	0.00	635.09	6,216.20
70	6130 · Wages				
71	6135 · Wages - Overtime Sew	0.00	0.00	714.00	2,322.17
72	6130 · Wages - Other	0.00	0.00	2,174.00	20,242.99
73	Total 6130 · Wages	0.00	0.00	2,888.00	22,565.16
74	Total Sewage Treatment	0.00	0.00	11,054.05	46,421.84
75	Water Trans and Distribution				
76	7075 · Fuel	148.51	1,161.26	0.00	0.00
77	7090 · Repairs and Maintenance	3,450.00	13,987.09	0.00	0.00
78	7100 · Supplies	3,010.71	8,143.75	0.00	0.00
79	7110 · Utilities	747.25	7,292.91	0.00	0.00
80	7120 · Wages				
81	7125 · Wages - Overtime Wat	368.30	2,848.76	0.00	0.00
82	7120 · Wages - Other	1,937.77	13,363.73	0.00	0.00
83	Total 7120 · Wages	2,306.07	16,212.49	0.00	0.00
84	Total Water Trans and Distribution	9,662.54	46,797.50	0.00	0.00

See Accountant's Report

Garberville Sanitary District
Statement of Profit and Loss

For the One and Eight Months Ended February 28, 2015

		Total Water		Total Sewer	
		Feb 15	Jul '14 - Feb 15	Feb 15	Jul '14 - Feb 15
85	Water Treatment				
86	7020 · Fuel	148.54	2,465.09	0.00	0.00
87	7010 · Monitoring	65.00	1,834.26	0.00	0.00
88	7030 · Repairs and Maintenance	27.91	2,084.07	0.00	0.00
89	7040 · Supplies	99.92	10,779.12	0.00	0.00
90	7050 · Utilities	2,397.66	25,233.89	0.00	0.00
91	7060 · Wages				
92	7065 · Wages - Overtime Wat	983.44	2,790.45	0.00	0.00
93	7060 · Wages - Other	3,098.02	24,141.78	0.00	0.00
94	Total 7060 · Wages	4,081.46	26,932.23	0.00	0.00
95	Total Water Treatment	6,820.49	69,328.66	0.00	0.00
96	Total Expenses	27,243.67	204,819.77	26,361.02	164,075.69
97	Net Ordinary Revenue	10,929.51	146,370.46	3,329.92	103,734.43
98	Other Revenue/Expense				
99	Other Revenue/Expense				
100	8060 · Interest Revenue	14.47	108.18	14.79	107.10
101	Total Other Revenue	14.47	108.18	14.79	107.10
102	Other Expense				
103	9040 · Depreciation	4,384.00	35,072.00	12,383.00	99,064.00
104	9050 · Interest Expense	0.00	1,816.35	0.00	5,291.24
105	Total Other Expense	4,384.00	36,888.35	12,383.00	104,355.24
106	Net Other Revenue	(4,369.53)	(36,780.17)	(12,368.21)	(104,248.14)
107	Net Revenue	6,559.98	109,590.29	(9,038.29)	(513.71)

See Accountant's Report

Garberville Sanitary District
Statement of Profit and Loss

For the One and Eight Months Ended February 28, 2015

		TOTAL	
		Feb 15	Jul '14 - Feb 15
1	Ordinary Revenue/Expense		
2	Revenue		
3	Water Charges		
4	4100 · Residential	21,019.68	189,947.86
5	4110 · Commercial	16,856.00	143,818.87
6	Total Water Charges	37,875.68	333,766.73
7	4200 · Sewer Charges	29,393.44	245,255.12
8	4300 · Connection Fees	0.00	35,200.00
9	4650 · Late Charges	575.00	4,630.00
10	4700 · Other Operating Revenue	20.00	148.50
11	Total Revenue	67,864.12	619,000.35
12	Gross Revenue	67,864.12	619,000.35
13	Expense		
14	Administrative and General		
15	5000 · Advertising	0.00	781.30
16	5005 · Bad Debts	0.00	5,282.82
17	5010 · Bank Charges		
18	5012 · Merchant Account Fee	65.10	625.76
19	5010 · Bank Charges - Other	0.00	276.34
20	Total 5010 · Bank Charges	65.10	902.10
21	5020 · Directors Fees	0.00	700.00
22	5030 · Dues and Memberships	0.00	2,386.44
23	5035 · Education and Training	0.00	1,320.61
24	Insurance		
25	5040 · Liability	885.45	7,083.60
26	5050 · Workers' Comp	1,951.29	14,143.77
27	5055 · Health		
28	5037 · Employee Benefits	0.00	1,574.76
29	5055.1 · Employee Portio	(762.67)	(4,571.70)
30	5055 · Health - Other	3,372.12	20,275.56
31	Total 5055 · Health	2,609.45	17,278.62
32	Total Insurance	5,446.19	38,505.99
33	5060 · Licenses, Permits, and Fee	1,686.34	14,768.66
34	5065 · Auto	140.60	829.70
35	5070 · Miscellaneous	0.00	286.59
36	5080 · Office Expense	90.30	3,446.45
37	5085 · Outside Services	315.07	4,292.29
38	5090 · Payroll Taxes	1,971.03	11,764.09
39	5100 · Postage	451.78	1,542.61
40	5110 · Professional Fees	1,037.34	20,047.95
41	5120 · Property Taxes	0.00	12.00
42	5130 · Rents	800.00	6,400.00
43	5135 · Retirement	407.84	2,795.97

See Accountant's Report

Garberville Sanitary District
Statement of Profit and Loss

For the One and Eight Months Ended February 28, 2015

			TOTAL	
			Feb 15	Jul '14 - Feb 15
44	5137	Supplies	11.06	361.35
45	5140	Telephone	650.47	4,523.13
46	5145	Tools	613.70	3,294.68
47	5150	Travel and Meetings	234.70	389.69
48	5155	Utilities	97.46	1,322.59
49	5160	Wages		
50		5165 · Wages - Overtime	0.00	54.34
51		5160 · Wages - Other	7,805.56	54,129.94
52		Total 5160 · Wages	7,805.56	54,184.28
53		Total Administrative and General	21,824.54	180,141.29
54		Sewage Collection		
55	6010	Fuel	987.01	1,999.74
56	6030	Repairs and Maintenance	1,544.40	11,266.51
57	6040	Supplies	196.32	792.74
58	6050	Utilities	411.34	3,358.89
59	6060	Wages		
60		6065 · Wages - Overtime Sew	198.00	942.99
61		6060 · Wages - Other	906.00	7,845.30
62		Total 6060 · Wages	1,104.00	8,788.29
63		Total Sewage Collection	4,243.07	26,206.17
64		Sewage Treatment		
65	6075	Fuel	148.51	1,161.24
66	6080	Monitoring	500.00	3,981.37
67	6100	Repairs and Maintenance	6,850.00	7,046.13
68	6110	Supplies	32.45	5,451.74
69	6120	Utilities	635.09	6,216.20
70	6130	Wages		
71		6135 · Wages - Overtime Sew	714.00	2,322.17
72		6130 · Wages - Other	2,174.00	20,242.99
73		Total 6130 · Wages	2,888.00	22,565.16
74		Total Sewage Treatment	11,054.05	46,421.84
75		Water Trans and Distribution		
76	7075	Fuel	148.51	1,161.26
77	7090	Repairs and Maintenance	3,450.00	13,987.09
78	7100	Supplies	3,010.71	8,143.75
79	7110	Utilities	747.25	7,292.91
80	7120	Wages		
81		7125 · Wages - Overtime Wat	368.30	2,848.76
82		7120 · Wages - Other	1,937.77	13,363.73
83		Total 7120 · Wages	2,306.07	16,212.49
84		Total Water Trans and Distribution	9,662.54	46,797.50

See Accountant's Report

Garberville Sanitary District
Statement of Profit and Loss

For the One and Eight Months Ended February 28, 2015

		TOTAL	
		Feb 15	Jul '14 - Feb 15
85	Water Treatment		
86	7020 · Fuel	148.54	2,465.09
87	7010 · Monitoring	65.00	1,834.26
88	7030 · Repairs and Maintenance	27.91	2,084.07
89	7040 · Supplies	99.92	10,779.12
90	7050 · Utilities	2,397.66	25,233.89
91	7060 · Wages		
92	7065 · Wages - Overtime Wat	983.44	2,790.45
93	7060 · Wages - Other	3,098.02	24,141.78
94	Total 7060 · Wages	4,081.46	26,932.23
95	Total Water Treatment	6,820.49	69,328.66
96	Total Expenses	53,604.69	368,895.46
97	Net Ordinary Revenue	14,259.43	250,104.89
98	Other Revenue/Expense		
99	Other Revenue/Expense		
100	8060 · Interest Revenue	29.26	215.28
101	Total Other Revenue	29.26	215.28
102	Other Expense		
103	9040 · Depreciation	16,767.00	134,136.00
104	9050 · Interest Expense	0.00	7,107.59
105	Total Other Expense	16,767.00	141,243.59
106	Net Other Revenue	(16,737.74)	(141,028.31)
107	Net Revenue	(2,478.31)	109,076.58

See Accountant's Report



GARBERVILLE SANITARY DISTRICT

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

Date: 03/31/15
To: GSD Board of Directors
From: Operations Manager
Subject: Monthly Reports

Sampling and Testing
All required samples tested O.K.

No Safety Incidents or near misses.

Ron Copenhafer
Operations Manager
Garberville Sanitary District



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

ACTION and/or DISCUSSION ITEMS



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 31, 2015
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Projects Manager
 Subject: Alderpoint Road Tank Replacement Project

GENERAL OVERVIEW

The Alderpoint tank replacement project as bid, consisted of both the installation of the temporary tank and the permanent tank construction. The project was advertised on January 23rd and bids were publicly opened on March 12th. Six bids were received ranging from \$457,575.00 to \$570,860.00. LACO has reviewed the bids, which are summarized in their attached letter, and has vetted the construction company that is the low bidder. LACO recommends that the Board award the contract to the low bidder, Canyon Springs Enterprises dba RSH Construction in the amount of \$457,575.00. The 6 bid packages are in the District office should the Board desire to review them. No bid protests were received.

As staff requested, LACO has provided a contract amendment to cover the needed construction engineering and materials testing services for the next phase of the contract. This amendment is attached for the Board's review. District staff will provide the day to day site inspections and construction management tasks.

FINANCIAL CONSIDERATIONS

The following table summarizes the updated project budget based upon the low bid amount.

Description	Updated Project Budget	Spent Thru 03-18-15
Planning and Environmental	\$ 25,000	\$ 24,605
Pre engineering	7,500	5,268
Property Acquisition & Permitting	5,000	611
Final Design	65,976	70,442
Temporary Tank	35,825	35,814
Construction Contract	457,575	0
Construction Management	20,000	0
GSD Staff Time	40,000	16,639
GSD Administration	8,500	4,480
10% Contingency	46,000	0
Total	\$ 711,376	\$ 157,859

This means that the amount which remains to be spent on this project is \$553,517.

The Rural Community Assistance Corporation (RCAC) approved a construction loan for this project. An overview of the loan terms are:

Description	Specifics
Loan Amount	Up to \$500,000
Interest Rate	5%
Loan Fee	1% (\$5,000)
Loan Term	60 months First 12 months - interest only 48 months of payments
48 monthly payments of	\$11,514.65 each (annual payment = \$138,175.80)
Close Loan by	April 1, 2015
Estimated Total Interest Over 5 year period	\$77,700

If the District was to use the full \$500,000 in loan funds, that would leave **\$53,517** which would need to be paid for out of the operations funds. The District has the option of only drawing down a portion of this \$500,000 loan amount. The decision on how much to draw down will be directly related to the timing of the necessary payments to the contractor as compared with the timing of the receipt of claim reimbursements 10 and 11 from the State for the water project. When those 2 claim reimbursements have been received, the District will have approximately \$700,000 in the operations checking account that could be used to fund this project. It is anticipated that these 2 payments will not be received until mid-summer 2015. The Board will need to decide at that point how much of this \$700,000 should be put into the reserve account at Humboldt County and how much should be used to pay for this project's expenses to minimize the loan amount carried with RCAC.

For now, it is necessary for the Board to increase the FY 14/15 budget for this project consistent with moving into the construction phase. Staff has estimated the portion of the total construction contract amount that will be incurred prior to the end of this fiscal year. The rest would be incurred next fiscal year. The following table outlines the line items that need to be increased.

Description of expense	Amount
Construction Contract incurred prior to 6-30-15	\$ 160,000
10% Contingency	16,000
Overrun on Temporary Tank costs	22,800
Construction Services by LACO	20,000
Total Increase to FY14-15 Budget Amount	\$ 218,800

STAFF RECOMMENDATION FOR BOARD ACTIONS

Staff recommends that the Board:

1. Award the construction contract to Canyon Springs Enterprises dba **RSH Construction** in the amount of **\$457,575.00** and direct staff to issue the Notice of Award
2. Authorize the General Manager to execute the contract on behalf of the Board with RSH Construction once the necessary documents have been provided by the Contractor
3. Approve the amendment to LACO's contract for construction services and authorize the General Manager to execute the amendment
4. Increase the 2014-15 fiscal year budget for this project by **\$218,800**.

ATTACHMENTS

LACO Bid Summary & Recommendation
LACO Contract Amendment for Construction Services

March 16, 2015

7714.02

Garberville Sanitary District
 Post Office Box 211
 Garberville, California 95542-0211

Attention: Ralph Emerson, District Manager

 Subject: Alderpoint Road Tank Replacement Project
 Bid Summary & Recommendation

Dear Ralph:

We have reviewed the bids for the Alderpoint Road Tank Replacement Project, and have prepared this summary and recommendation for awarding the construction contract.

Six bids were received. The totals are listed in the table below, and the full bid results are indicated in the attached Bid Summary.

Contractor	Total Bid Amount	Rank
Canyon Springs Enterprises dba RSH Construction	\$457,575.00	1
Farr Construction California dba Resource Development Corporation	\$463,500.00	2
Mercer-Fraser Company	\$474,875.00	3
Van Meter Logging, Inc.	\$499,021.80	4
Pacific Underground Services	\$518,420.00	5
E.C. Smith, Inc.	\$570,860.00	6

We found two minor discrepancies in the bid forms. First, in the Farr Construction California dba Resource Development Corporation (hereafter Resource Development) bid, the submitted "Total of All Unit Price Bid Items" was listed as \$463,490.00. However, using the contractor's itemized amounts, the total should have been \$463,500.00, a difference of \$10. Second, in Van Meter Logging's bid the extended amount for Item 17 was listed as \$11,660.00, but using the submitted unit cost, this should be \$11,600.00, a difference of \$60. Neither of these minor discrepancies affected the ranking.

As you requested, we checked the complete bid documents for the two lowest bidders; Canyon Springs Enterprises dba RSH Construction (hereafter RSH Construction), and Resource Development. Both contractors submitted the required bid bonds, and both submitted signed copies confirming receipt of both bid addenda. Both contractors have type A-General Engineering Construction licenses which are "Current and Active" according to the California Department of Consumer Affairs website. Both contractors are registered with the California Department of Industrial Relations, as required by the bid documents and state law.

Although not required with their bid, RSH Construction submitted a list of references and projects

Ralph Emerson
March 16, 2015
Page 2

completed. I have called and left messages with four agencies to check RSH's references. I'll send you any feedback I receive.

In summary, we have found the bids from both RSH Construction and Resource Development to be responsive. Based on the bid amounts, we recommend you consider awarding the construction contract to RSH Construction in the amount of \$457,575.

Please let me know if you have any questions or need additional information at this time.

Sincerely,
LACO Associates

A handwritten signature in blue ink, appearing to read "T. Scott Kelly". The signature is stylized and overlaps the printed name below it.

T. Scott Kelly, PE
Project Manager

Enclosure

cc: Jennie Short, GSD (via email)
David Nicolleti, LACO
Andy Sundquist, LACO

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Bid Results for the Garberville Sanitary District Alderpoint Road Tank Construction Project

Bid Date March 12, 2015

Item #	Item Description	Unit	Quantity	Canyon Springs Enterprises DBA RSH Construction		Farr Construction California dba Resource Development Company		Mercer-Fraser Company		Van Meter Logging, Inc.		Pacific Underground Services		E.C. Smith, Inc.	
				Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount	Unit Cost	Amount
1	Mobilization/Demobilization	LS	1	\$20,000.00	\$20,000.00	\$41,800.00	\$41,800.00	\$10,500.00	\$10,500.00	\$23,765.80	\$23,765.80	\$25,000.00	\$25,000.00	\$12,000.00	\$12,000.00
2	Erosion & Sediment Control	LS	1	\$2,000.00	\$2,000.00	\$5,600.00	\$5,600.00	\$2,600.00	\$2,600.00	\$11,300.00	\$11,300.00	\$1,750.00	\$1,750.00	\$3,000.00	\$3,000.00
3	Traffic Control	LS	1	\$500.00	\$500.00	\$250.00	\$250.00	\$3,000.00	\$3,000.00	\$800.00	\$800.00	\$1,625.00	\$1,625.00	\$1,000.00	\$1,000.00
4	Structure Demolition	LS	1	\$11,200.00	\$11,200.00	\$4,000.00	\$4,000.00	\$20,000.00	\$20,000.00	\$9,130.00	\$9,130.00	\$9,500.00	\$9,500.00	\$14,000.00	\$14,000.00
5	Site Clearing	LS	1	\$10,500.00	\$10,500.00	\$500.00	\$500.00	\$4,000.00	\$4,000.00	\$12,300.00	\$12,300.00	\$8,250.00	\$8,250.00	\$14,000.00	\$14,000.00
6	Rough Grading	LS	1	\$21,500.00	\$21,500.00	\$13,000.00	\$13,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$10,200.00	\$10,200.00	\$35,000.00	\$35,000.00
7	Aggregate Base	Ton	80	\$30.00	\$2,400.00	\$92.50	\$7,400.00	\$150.00	\$12,000.00	\$100.00	\$8,000.00	\$78.00	\$6,240.00	\$70.00	\$5,600.00
8	Unsuitable Material	CY	25	\$100.00	\$2,500.00	\$80.00	\$2,000.00	\$170.00	\$4,250.00	\$100.00	\$2,500.00	\$50.00	\$1,250.00	\$130.00	\$3,250.00
9	Rock Slope Protection	Ton	14	\$300.00	\$4,200.00	\$180.00	\$2,520.00	\$200.00	\$2,800.00	\$100.00	\$1,400.00	\$267.00	\$3,738.00	\$100.00	\$1,400.00
10	Replacement Tree Planting	EA	36	\$330.00	\$11,880.00	\$175.00	\$6,300.00	\$165.00	\$5,940.00	\$235.00	\$8,460.00	\$210.00	\$7,560.00	\$200.00	\$7,200.00
11	Bollards	EA	9	\$300.00	\$2,700.00	\$250.00	\$2,250.00	\$325.00	\$2,925.00	\$800.00	\$7,200.00	\$800.00	\$7,200.00	\$500.00	\$4,500.00
12	6-Foot Security Fence & Gate	LF	320	\$45.00	\$14,400.00	\$35.00	\$11,200.00	\$33.00	\$10,560.00	\$33.00	\$10,560.00	\$37.50	\$12,000.00	\$53.00	\$16,960.00
13	200,000 Gallon Welded Steel Tank & Concrete Ring Foundation	LS	1	\$306,215.00	\$306,215.00	\$251,800.00	\$251,800.00	\$280,000.00	\$280,000.00	\$291,000.00	\$291,000.00	\$338,782.00	\$338,782.00	\$363,000.00	\$363,000.00
14	8-Inch Pipe and Fittings	LF	120	\$74.00	\$8,880.00	\$143.00	\$17,160.00	\$140.00	\$16,800.00	\$131.00	\$15,720.00	\$175.00	\$21,000.00	\$165.00	\$19,800.00
15	Seismic Connections and Fittings	EA	2	\$6,000.00	\$12,000.00	\$18,300.00	\$36,600.00	\$15,000.00	\$30,000.00	\$7,150.00	\$14,300.00	\$10,000.00	\$20,000.00	\$9,500.00	\$19,000.00
16	8-Inch Swing Check Valve	EA	1	\$2,800.00	\$2,800.00	\$8,400.00	\$8,400.00	\$3,000.00	\$3,000.00	\$7,074.00	\$7,074.00	\$7,900.00	\$7,900.00	\$7,800.00	\$7,800.00
17	8" Gate Valves	EA	4	\$700.00	\$2,800.00	\$2,440.00	\$9,760.00	\$2,500.00	\$10,000.00	\$2,900.00	\$11,600.00	\$1,650.00	\$6,600.00	\$2,200.00	\$8,800.00
18	8-Inch One-Way Altitude Control Valve	EA	1	\$12,000.00	\$12,000.00	\$17,000.00	\$17,000.00	\$10,000.00	\$10,000.00	\$15,256.00	\$15,256.00	\$13,000.00	\$13,000.00	\$15,700.00	\$15,700.00
19	6-Inch Gate Valve	EA	3	\$500.00	\$1,500.00	\$2,200.00	\$6,600.00	\$2,000.00	\$6,000.00	\$1,552.00	\$4,656.00	\$1,350.00	\$4,050.00	\$1,600.00	\$4,800.00
20	6-Inch Pipe & Fittings	LF	25	\$100.00	\$2,500.00	\$170.00	\$4,250.00	\$425.00	\$10,625.00	\$140.00	\$3,500.00	\$225.00	\$5,625.00	\$165.00	\$4,125.00
21	6-Inch Storm Drain Pipe	LF	25	\$100.00	\$2,500.00	\$310.00	\$7,750.00	\$95.00	\$2,375.00	\$100.00	\$2,500.00	\$120.00	\$3,000.00	\$65.00	\$1,625.00
22	Temporary Tank Connection, Plumbing & District Coordination	LS	1	\$2,600.00	\$2,600.00	\$7,360.00	\$7,360.00	\$7,500.00	\$7,500.00	\$18,000.00	\$18,000.00	\$4,150.00	\$4,150.00	\$8,300.00	\$8,300.00
Total of All Unit Price Bid Items					\$457,575.00		\$463,500.00		\$474,875.00		\$499,021.80		\$518,420.00		\$570,860.00

Amount Indicated in Contractor's Bid Form

\$463,490.00

\$499,081.80

Discrepancies:

1. For Farr Construction, the correct amount for "Total of All Unit Price Bid Items" should be \$463,500.00, rather than \$463,490.00 indicated on the Contractor's bid form, a difference of \$10.00.
2. For Van Meter Logging, Inc., the correct extended Amount for Item 17 should be \$11,600.00. The extended Amount listed in the Contractor's bid form is \$11,660.00. The correct resulting "Total of All Unit Price Bid Items" is \$499,021.80, rather than \$499,081.80 indicated in the Contractor's bid form, a difference of \$60.00.

ENGINEERING SERVICES AGREEMENT AMENDMENT No.5

Date Initiated: March 26, 2015

Client: Garberville Sanitary District

Project: GSD: Alderpoint Road Tank - Engineering Services

Project Manager: Andrew Sundquist

Project Location: Garberville, California

Description of Amended Scope of Services

- Please refer to attached Exhibit A dated March 26, 2015

Description and Scope of Services Not Provided

- Please refer to attached Exhibit A dated March 26, 2015

Time & Materials Estimated Fee: \$17,965

Payment Terms: Net 90

A retainer of \$waived (50% of the estimated fee), to be applied to the final invoice, must accompany signed agreement.

Reason and Justification for Amendment

- Please refer to attached Exhibit A dated March 26, 2015

Prevailing Wage rates **do** apply to this project.

Recommended: Andrew Sundquist

Scope of Services Approved by: David T. Nicoletti

Authorizations

By executing this Engineering Services Agreement Amendment, the undersigned CLIENT authorized LACO Associates to proceed with the amended services in accordance with the scope, timing and fees, or estimated fees, as shown above. The terms and conditions of our original agreement, dated the 11th day of December, 2012, remain in effect unless modified above.

SIGNED _____

LACO Associates
 PO Box 1023
 Eureka, CA 95502
 (707) 443-5054
 (707) 443-0553 Fx
Principal: David T. Nicoletti
PM: T. Scott Kelly

SIGNED _____

DATE _____

CLIENT: Garberville Sanitary District
 Ralph Emerson
Address: PO Box 211
 Garberville, CA 95542-0211
Phone No.: 707-923-9566
Fax No.: 707-923-3130
Email: remerson@garbervillesd.org

RECEIVED ON ACCOUNT _____

EXHIBIT A

Engineering Services Agreement Amendment No. 5

Garberville Sanitary District

Construction Phase Services

Alderpoint Road Tank Replacement Project

LACO Project No. 7714.02

March 26, 2015

SCOPE OF SERVICES

LACO is pleased to present the Garberville Sanitary District (GSD) with the following Scope of Services to support the construction of the new Alderpoint Road Tank Replacement Project. LACO has completed its review and recommendation of the recently submitted bids for the construction of the new 200,000-gallon welded steel tank which fulfills the original Scope of Services dated March 31, 2014 for tank design, construction documents, and bid solicitation. Construction Phase Scope of Services included in this Amendment will support GSD through construction of the tank. Generally, this Scope of Services will provide GSD with construction management and administration, survey staking, materials testing and inspection, and system startup support and monitoring.

LACO's specific proposed services are divided into the following tasks. Estimated fees are included for each task; actual billing will be on a Time and Materials basis, with specific assumptions as listed for each task.

Task 1 – Construction Management and Administration

Construction Management and Administration consists of receipt, review, processing, and tracking of construction documentation and activities. Specifically, Task 1 provides GSD with the following services:

Submittal Review and Processing

Product submittals will be reviewed by LACO for conformance with the contract documents, plans, and specifications. LACO will return submittals with a cover sheet showing response comments. LACO will retain one copy for record and will maintain one copy to be included in the Project Binder issued upon project completion. LACO assumes that GSD will not be performing independent review and comment on submittals. The estimated fee for this service assumes not more than 20 submittals, including initial and re-submittal of products in response to review comments.

Deliverables

- One copy of each submittal and LACO's response for GSD Records. Submittals and submittal review comments will be maintained in a Project Binder, to be provided to GSD upon project completion.

RFI Response

LACO will receive and respond to RFI's issued by the Contractor for clarifications on the intent of the plans and specifications. LACO will issue written responses to RFIs and maintain copies in a Project Binder issued to GSD upon project completion. LACO's estimated fee assumes not more than ten RFI responses issued over the course of construction.

Deliverables

- One copy of each RFI response to be included in the Project Binder issued to GSD upon completion of construction.

Change Order Review and Processing

Change Order Requests (COR) initiated by the contractor or GSD related to, or affecting the design will be received by LACO for initial review and, if justified, LACO will make a recommendation for approval to GSD. LACO will perform a secondary review of non-design related COR's on an as requested basis by GSD. All COR's and Change Orders will be compiled in the Project Binder issued to GSD upon project completion. LACO's estimated fee assumes not more than five change orders issued over the course of construction.

Deliverables

- Change Order Approval Forms

Construction Close-out

Construction close-out services provided by LACO will consist of issuing the Notice of Substantial Completion and punch list, Notice of Completion, receipt and review of contractor marked up construction drawings, design modifications made during construction (if applicable), and design changes noted by engineering field observations. Close-out also includes compilation and reproduction of submittal and Project Binders.

Deliverables (One each)

- Notice of Substantial Completion
- Punch List
- Notice of Completion
- Compiled Project Binder
- One set of Red Lined As Built Drawings

Task 2 – Engineering Field Observation

LACO staff will visit the site during construction to observe compliance with the construction drawings. Depending on the nature of the current work activities, LACO's geologists will perform the observation services to inspect earthwork and grading activities. LACO's estimated fee assumes a total of not more than 15 half-day site visits (2-hours travel & 2-hours onsite) for construction observation. LACO will perform observation of holiday and paint thickness testing (performed by the contractor) under this task to verify conformance with the contract documents. Observation reports will be prepared following each day on-site and will be compiled in the Project Binder.

Deliverables

- Observation Reports (issued via email within 48-hours of the site visit)

Task 3 – Site Survey and Staking

LACO will provide construction staking for the project. LACO's fee assumes the project will require one site visit for construction staking. Additional staking or move-ins will be charged at LACO's hourly rate for a two-man crew, in addition to the fee estimate presented in this agreement.

Deliverables

- Survey Cut Sheets

Task 4 – Materials Testing and Inspection

LACO anticipates that Materials Testing and Inspection for this project will generally consist of concrete laboratory testing, field concrete sampling and testing, soil compaction testing, and laboratory testing of backfill and subgrade materials. The actual cost of services will be determined by the contractor's construction schedule and construction techniques and the impacts these efforts have on the total number of site visits and the amount of on-site time required for each visit. Note that LACO only bills for the actual materials and time involved; there is no minimum labor charge per visit.

Subgrade Inspection

We have assumed one site visit of four hours by a professional geologist to verify that the soils under the building pad and tank site improvements are consistent with the project soils memorandum.

Maximum Density of Soils Lab Testing

We have assumed two laboratory tests to determine the maximum density of soils for native subgrade and aggregate base import material will be required for the project.

Soil Compaction Testing

We have assumed 4 compaction tests be required for the project. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental.

Concrete Field Sampling, Testing and Rebar Verification

We anticipate three site visits for the tank's ring foundation structural concrete pour. One site visit for rebar and form verification, one site visit for the concrete pour and sampling, and one site visit to retrieve the cylinders between 24-hours & 48-hours of being cast. Each site visit is inclusive of portal to portal labor, vehicle charge, and equipment rental.

Concrete Cylinder Lab Testing for Compressive Strength

We have assumed one set of concrete cylinders will be required to meet the project requirement of one set per 50 yards of structural concrete or fraction thereof. Compressive strength testing of each set is inclusive of lab testing, engineer review of results, and distribution of results to GSD, design team, and the contractor.

Engineering Oversight, Administrative Processing, and Project Management & Communications

We will be in communication with the project inspector, engineer, contractor, and construction manager during the project for quality assurance. Other project management tasks include certified payroll compliance, invoicing, budget monitoring, status reporting, resource scheduling, and internal LACO quality review procedures.

Deliverables

- Materials Testing Results and Field Reports will be mailed and emailed to GSD as well as included in the Project Binder. Draft results will be emailed within 48-hours of the site visit being performed.

Testing and Observation Assumptions

- The actual sequencing of work by the contractor has the potential to significantly change the final cost of the services LACO will provide for this project. Fees will likely vary depending on contractor performance and scheduling and may exceed the estimate presented herein if the stated assumptions are exceeded. Note that costs for re-testing, when initial tests do not meet specified requirements due to materials or workmanship of the Contractor, will be at the Contractor's

expense and not the responsibility of GSD.

- Each site visit represents a typical site visit, portal to portal, inclusive of labor, vehicle charges, and equipment charges.
- LACO will rely on others (owner or contractor authorized representative) to coordinate the total number of site visits needed to meet the quality assurance and testing requirements of the project.
- LACO assumes submittals for imported backfill will include the proper documentation certifying that the materials meet the project requirements. Material testing or observation performed by LACO shall not be relied upon as acceptance of the work and in no way relieves the Contractor of their obligation to perform the work in accordance with the requirements of the Contract Documents, including commonly accepted industry practices.
- Prevailing wage rates for on-site time for LACO staff has been assumed. We will submit weekly certified payroll to the designated compliance person if required.
- LACO requests CLIENT or CLIENT representative assist in providing safe access during on-site visits to facilitate required field testing and sampling.

ESTIMATED FEE

Our estimated time and expense fee for the Alderpoint Road Tank Replacement Project construction services is shown below for each task listed above. LACO's total billing will not exceed the total estimated fee without prior authorization from GSD. Billings will be made monthly on a time and expense basis in accordance with LACO's standard schedule of rates. LACO reserves the right to transfer funds between tasks as warranted during construction.

ESTIMATED FEE			
Task 1	Construction Management & Administration	\$	2,050
Task 2	Engineering Field Observation	\$	9,915
Task 3	Construction Staking	\$	1,500
Task 4	Materials Testing & Inspection	\$	4,500
TOTAL		\$	17,965

ASSUMPTIONS

- LACO assumes there will be 90-days to substantial competition and 105-days to final completion. If there are more than 105-days of construction, a contract amendment may be required to increase the budget accordingly.
- Contractor will issue one pay application per month, as needed.
- LACO will not be required to verify or track contractor lien releases.

EXCLUSIONS

- Value engineering
- Hazardous material identification or remediation
- Labor Compliance Monitoring
- Coordination with Funding Agencies

Initials: LACO _____ CLIENT _____

NOTICE OF PROPOSED EMERGENCY RULEMAKING

Information Order

Amendment of Article 24, Section 879, subdivision (c), in Chapter 2, Division 3 of Title 23 of the California Code of Regulations

Required Notice of Proposed Emergency Action

Government Code section 11346.1, subdivision (a)(2) requires that, at least five working days prior to submission of a proposed emergency action to the Office of Administrative Law (OAL), the adopting agency must provide a notice of the proposed emergency action to every person who has filed a request for notice of regulatory action with the agency. After the submission of the proposed emergency to OAL, OAL shall allow interested persons five calendar days to submit comments on the proposed emergency regulations as set forth in Government Code section 11349.6. This document provides the required notice.

Proposed Emergency Action

On January 17, 2014, Governor Brown declared a drought state of emergency. On March 1, 2014, Governor Brown signed a drought relief package, Senate Bill 104 (Statutes 2014, Chapter 3, Committee on Budget and Fiscal Review), which, among other things, expanded the State Water Board's authority under Water Code section 1058.5.

Water Code section 1058.5 grants the State Water Board the authority to adopt emergency regulations in certain drought years in order to: "prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports."

On April 25, 2014, the Governor issued a Proclamation of a Continued State of Emergency to strengthen the state's ability to manage water and habitat effectively in drought conditions. The April 2014 Proclamation ordered that the provisions of the January 2014 Proclamation remain in full force and also added several new provisions. As part of the April 2014 Proclamation, the Governor directed the State Water Board to adopt and implement emergency regulations pursuant to Water Code section 1058.5, as it deems necessary to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, to promote water recycling or water conservation, and to require curtailment of diversions when water is not available under the diverter's priority of right. The Governor's April 2014 Proclamation also suspended environmental review under the California Environmental Quality Act for certain activities, including adoption of emergency regulations but the State Water Board pursuant to Water Code section 1058.5. On December 22, 2014, Governor Brown issued Executive Order B-28-14, which extended the suspension of the California Environmental

Quality Act for certain activities through May 31, 2016, including for the adoption of emergency regulations pursuant to Water Code section 1058.5.

On January 23, 2015, the State Water Board issued a Notice of Surface Water Shortage and Potential for Curtailment of Water Right Diversions. The notice advised that if dry weather conditions persist, the State Water Board will notify water right holders in critically dry watersheds of the requirement to limit or stop diversions of water under their water right, based on their priority. Due to the dry hydrologic conditions, the State Water Board issued Water Diversion Curtailment Notices in 2014 and is planning to issue Water Diversion Curtailment Notices in 2015 to water right holders within the some critically dry watersheds if the dry trend continues.

On July 2, 2014, the State Water Board approved Resolution No. 2014-0031, adding sections 875 and 878.3 and amending section 878.1 and 879 in title 23, division 3, chapter 2, article 24 of the California Code of Regulations (2014 emergency regulation). The 2014 emergency regulation went into effect on July 16, 2014 and would expire automatically on April 14, 2015 (effective for 270 days).

In general, the 2014 emergency regulation provides the State Water Board with a more streamlined process to curtail diversions of water to prevent unreasonable diversion or use of water when water is not available under the diverter's priority of right and to require reporting relative to the curtailments. Under the 2014 emergency regulation, the State Water Board can require water users to report certain information to inform curtailment and enforcement actions by the State Water Board.

As part of this proposed rulemaking, the State Water Board proposes to update and readopt only section 879, subdivision (c). The updates to subdivision (c) in the proposed emergency regulation would provide the Board with a more enforceable mechanism to investigate drought-related water right matters, including (1) complaints of interference with water rights by other water right holders, diverters or users; (2) claims of previously unasserted riparian or pre-1914 right in response to curtailment notices or investigations; (3) claims of a right to divert under a contract or water transfer not previously approved by or filed with the Board; and (4) receipt of information that indicates actual or threatened waste, unreasonable use, unreasonable method of diversion, or unlawful diversions.

The State Water Board is scheduled to consider a proposed resolution to update and readopt California Code of Regulations, title 23, section 879, subdivision (c) at its March 17, 2015 meeting.

Proposed Text of Emergency Regulations

See the attached proposed text of the emergency regulation.

Finding of Emergency (Gov. Code, § 11346.1, subd. (b))

The State Water Board or Board finds that an emergency exists due to severe drought conditions and that adoption of the proposed emergency regulation is necessary to address the emergency. Specifically, immediate action is needed to effectively and efficiently administer and enforce the state's water rights system in light of significant reductions in water availability due to the current drought.

The State Water Board is unable to address the situation through non-emergency regulations because the need for this regulation has arisen due to the current drought emergency and would not be timely addressed by non-emergency regulations. Furthermore, as noted above, the Governor's April 2014 Proclamation directs the State Water Board to adopt and implement emergency regulations pursuant to Water Code section 1058.5, as it deems necessary to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion of water, to promote water recycling or water conservation, and to require curtailment of diversions when water is not available under the diverter's priority of right.

Authority and Reference (Gov. Code, § 11346.5, subd. (a)(2))

Water Code sections 1058 and 1058.5 provide authority for the emergency regulation. The proposed regulation implements, interprets, or makes specific sections 100, 186, 187, 275, 348, 1050, 1051, 1058 and 1058.5 of the Water Code.

Informative Digest (Gov. Code, § 11346.5, subd. (a)(3))

Water Code section 1058.5 specifically recognizes the need for the State Water Board to timely access information regarding water diversions and their validity during the drought emergency.

The proposed update and readoption of section 879, subdivision (c) authorizes the State Water Board to issue an informational order in response to (1) complaints allege interference with a water right by a water right holder, diverter or user (not just pre-1914 or riparian claimants); (2) parties claiming previously unasserted senior rights in response to an investigation, curtailment order or curtailment notice; (3) parties claiming unverified and previously unnoticed water transfers or contract purchases; or (4) threats of waste, unreasonable use, unreasonable method of diversion, unlawful diversion of water by any water right holder, diverter or user. Under the proposed regulation, the State Water Board could issue an informational order requiring the water right holder, diverter or user to provide additional information related to a diversion or use, including: (1) the claim of right; (2) property patent date; (3) date of initial appropriation; (4) diversions made or anticipated during the current drought year; (5) compliance with transfer law if the transfer diversion was not subject to approval of the board or the Department of Water Resources; or (5) any other information relevant to authenticating the right or forecasting use and supplies in the current drought year.

There is no comparable federal statute or regulation. The proposed regulation is not inconsistent or incompatible with existing state regulations.

Other Matters Prescribed by Statute (Gov. Code, § 11346.5, subd. (a)(4))

The proposed emergency regulation would be updated and readopted to prevent the waste, unreasonable use, unreasonable method of use, or unreasonable method of diversion, of water, to promote water recycling or water conservation, to require curtailment of diversions when water is not available under the diverter's priority of right, or in furtherance of any of the foregoing, to require reporting of diversion or use or the preparation of monitoring reports. The proposed updated emergency regulation would be adopted in response to conditions which exist, or are threatened, in a critically dry year immediately preceded by two or more consecutive below normal, dry, or critically dry years or during a period for which the Governor has issued a proclamation of a state of emergency under the California Emergency Services Act (Chapter 7 (commencing with Section 8550) of Division 1 of Title 2 of the Government Code) based on drought conditions.

Local Mandate (Gov. Code, § 11346.5, subd. (a)(5))

The proposed emergency regulation does not impose a mandate on local agencies or school districts because it does not mandate a new program or a higher level of service of an existing program. The regulation is generally applicable to public and private entities, and is not unique to local government. No state reimbursement is required by part 7 (commencing with section 17500) of division 4 of the Government Code.

Estimate of Cost or Savings (Gov. Code, § 11346.5, subd. (a)(6))

The only fiscal effect of the proposed regulation relevant to Government Code section 11346.5, subdivision (a)(6) is the cost that would be incurred by state and local government agencies to complete and submit the information requested in any Informational Order issued under section 879, subdivision (c).

Based on information prepared by economists at the University of California, Davis, and using assumptions that show a higher projection of the potential range of costs, the State Water Board estimates that the cost to state and local agencies and governments to complete and submit the online Informational Order form and provide the supporting documentation will be approximately \$561,958. The proposed regulation is not anticipated to have a fiscal impact on school districts or to result in costs or savings in federal funding to the State.

All of the above are explained in greater detail in the State Water Board's Emergency Regulation Digest, which is available at:

http://www.waterboards.ca.gov/waterrights/water_issues/programs/drought/emergency_regulations.shtml



Media Release

State Water Board Expands and Extends Emergency Water Conservation Regulation

For Immediate Release
March 17, 2015

Contact: George Kostyrko
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SACRAMENTO -- As California enters a fourth year of severe drought, the State Water Resources Control Board Tuesday adopted an expanded emergency regulation to safeguard the state's remaining water supplies. While Californians have made great strides to conserve water, more effort is needed.

"We are experiencing the lowest snowpack and the driest January in recorded history, and communities around the state are already suffering severely from the prior three years of drought," said State Water Board Chair Felicia Marcus. "If the drought continues through next winter and we do not conserve more -- the consequences could be even more catastrophic than they already are. Today's action is just a tune-up and a reminder to act, and we will consider more significant actions in the weeks to come."

While communities and water suppliers have saved substantial amounts of water since the water conservation [emergency regulation](#) was first adopted in July 2014, there are many more opportunities for Californians to conserve in even greater amounts. The expanded emergency regulation captures some of these opportunities while continuing to give urban water suppliers flexibility to take actions that reflect their local conditions as long as they meet the minimum requirements. The State Water Board strongly encourages water suppliers to do much more than the minimum required by the regulation.

Today's action incorporates lessons learned from implementation of the emergency regulation approved in 2014 and feedback from urban water suppliers and the public.

Prohibited Water Use

Under today's action, the prohibitions on potable water use, first adopted in 2014, will continue, and new prohibitions will go into effect. All Californians are now prohibited from:

- washing down sidewalks and driveways;
- watering outdoor landscapes in a manner that causes excess runoff;
- washing a motor vehicle with a hose, unless the hose is fitted with a shut-off nozzle;
- operating a fountain or decorative water feature, unless the water is part of a recirculating system; and



- irrigating turf or ornamental landscapes during and 48 hours following measurable precipitation (new).

(New) Prohibitions affecting commercial businesses include:

- restaurants and other food service establishments can only serve water to customers on request; and
- operators of hotels and motels must provide guests with the option of choosing not to have towels and linens laundered daily and prominently display notice of this option.

Water Agency Requirements

The biggest change for urban water suppliers is the creation of a floor, or minimum standard, for outdoor irrigation restrictions. Outdoor irrigation represents 50 to 80 percent of all water use for some communities in the state. Irrigating outdoor ornamental landscapes is a questionable use of a limited resource when some communities are running out of water in this fourth consecutive year of drought. Urban water suppliers must now limit the number of days per week that customers can irrigate outdoors. The limit must either be specified in their drought contingency plans; or if their plan contains no specific limit, irrigation is limited to no more than two days per week.

Water agencies will also be required to notify customers when they are aware of leaks that are within the customer’s control. Finally, monthly reporting requirements will be expanded to include the limit on days for outdoor irrigation and a description of compliance and enforcement efforts.

For smaller water suppliers, the expanded regulation clarifies that if they choose to implement alternate mandatory measures, in lieu of limiting outdoor irrigation to twice a week; those measures should be designed to achieve a 20 percent reduction in water consumption.

Local agencies can fine property owners up to \$500 a day for failure to implement conservation requirements and the State Water Board can issue cease and desist orders against water agencies that don’t impose mandatory conservation measures upon their retail customers. Water agencies that violate cease and desist orders are subject to civil liability of up to \$10,000 a day.

“In a drought this severe, we need to think differently about our daily water use, and need to sacrifice emerald green lawns and other water use luxuries,” Marcus said. “At a time when hundreds of thousands of acres of farmland lie fallow, thousands are out of work, communities are running out of water, and fish and wildlife are devastated, and when locally stored urban water supplies are shrinking, we need to step up the pace of conservation. Water agencies should be motivating customers to take even more responsibility for the amount of water used in homes, backyards, businesses, parks and everywhere else.”

Following Board adoption, the regulation will be submitted to the Office of Administrative Law, which has 10 days to approve or deny the regulation. If approved by the Office of

Administrative Law, the regulation will take effect immediately and remain in effect for 270 days from that date.

For more information, please visit the [Emergency Water Conservation](#) website.

Governor Brown has called on all Californians to reduce their water use by 20 percent and prevent water waste – visit [SaveOurWater.com](#) to find out how everyone can do their part, and visit [Drought.CA.Gov](#) to learn more about how California is dealing with the effects of the drought.

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