

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

There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the

**Redwood Playhouse
286 Sprowel Creek Rd, Garberville**

Date of Meeting: June 23rd, 2020

5:00 p.m. – Open Meeting

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

I. REGULAR MEETING CALLED TO ORDER II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Julie Lyon___, Dan Thomas_____

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

IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members- Correspondence-

General Manager—Ralph Emerson Pg. 4

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

VIII. REGULAR AGENDA ITEMS A.
CONSENT AGENDA

Notice to the Public

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

- A.1 Approve Financials Date—April 2020 - **pg. 5-16**
- A.2 Approve Date: May 19th, 2020 Regular Meeting Minutes - **pg. 17-20**
- A.3 Operations Safety Report- **pg. 21**
- A.4 Approve Transfer of Funds from Humboldt County Treasury Accts to Umpqua—**pg. 22-23**

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

B. GENERAL BUSINESS – Action items

Notice to the Public

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

- B.1 Proposition 218 Public Hearing: Proposed Water and Sewer Rate Adjustments and Changes to the District’s Water and Sewer Rate Calculation Methodology – Public Hearing and Possible Action for adoption of new rate structure. Presentation by: Jennie Short **pg. 24-42**
(discussion-possible action) **Resolution 20-007**

Discussion/Recommendation and Proposed Action by the Board:

- (1) Conduct a public hearing to receive all written and verbal testimony regarding the proposed water and sewer rate adjustments and consider the results of protest proceeding in accordance with Proposition 218.
- (2) Adopt one of the following Resolutions:
 - A. For a non-majority protest – RESOLUTION NO. 20-007: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS AMENDS THE DISTRICT’S WATER AND SEWER ORDINANCES BY ESTABLISHING NEW WATER AND SEWER RATES, FEES, AND CHARGE METHODOLOGY effective August 1, 2020. **OR**
 - B. For a potential majority protest – Continue the item to allow the tabulation to be completed on another day or days by the District Clerk. The Board of Directors shall declare the time and place of tabulation, which shall be conducted in a place where interested members of the public may observe the tabulation, and the Board of Directors shall declare the time at which the item shall be resumed to receive and act on the tabulation report of the District Clerk.

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

- B.2 Purchase of Used Backhoe From Private Company **pg. 43-49**
(discussion-possible action) loan terms, purchase agreement, **resolution 20-008**

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

B.3 On-Line Payment Options---Mary Presentation
(discussion-possible action)

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

B.4 DWSRF Planning Application and Notice of Exemption Wallan and Robertson Tank
Replacement Project **pg. 50-55**

(discussion-action requested) *Resolution 20-009 and 20-010*

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

C. POLICY REVISION / ADOPTION

C.1 Water Ordinance- Sec. 14.5, Drought Plan and Requirements **pg. 56**
(discussion-possible action) 3rd reading (drought flyer at meeting)

C.2 Employee-Personnel Policy 5.0-5.3.2f **pg. 57-60**
(discussion—possible action) 3rd reading

IX. CLOSED SESSION

a. Public Employee Performance Evaluation: State Code, Section (54957) (Evaluation of the General Manager, Ralph Emerson)

X. RETURN TO OPEN SESSION

Report of action taken

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Proposal Process
2. Update on backhoe purchase
3. On-Line payment update
- 4.
- 5.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: June 19, 2020, 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

GENERAL MANAGER REPORT

Date: June 23, 2020

We have weathered the COVID-19 shut down but as we are surrounded by differing safety measures as businesses reopen, we are carrying our masks and maintaining social distancing as required.

There have been multiple small water leaks which have been repaired by staff and outside services as needed. We are aggressively looking for water loss and replacing water meters while repairing aged pipes as we identify them.

While the weather is cooperating, we are doing maintenance on equipment, and cleaning debris around property, buildings and ponds. We will be removing the aquatic plants from our wastewater ponds during the next 2 months so we can provide a larger treatment area that is free of dead plants which are counter productive in the treatment process.

Respectfully Submitted:

Ralph Emerson

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: June 23, 2020

To: Garberville Sanitary District Board of Directors



GARBERVILLE SANITARY DISTRICT

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

From: Jennie Short, Consultant Project Manager
 Subject: April 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for April 2020. The District's financial outlook for the 19/20 fiscal year is dire. We will need to begin transferring funds from our treasury accounts at Humboldt County to cover the operational expenses and loan payments for the remainder of the year.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☹
Total Revenue	976,520.00	773,668.70	772,382.68	1,286.02	☺
Total Expenses	1,269,091.00	1,113,426.94	1,056,702.10	56,724.84	☹
Net Income (excluding Depreciation)	(292,571.00)	(339,758.24)	(284,319.42)	(55,438.82)	☹
Payroll	383,338.00	338,457.59	319,448.22	19,009.37	☹
Repair & Maintenance	48,500.00	80,316.84	40,416.60	39,900.24	☹

As can be seen on the "Statement of Cash Flows Report for Board - April 2020" and the "Balance Sheet Report for Board As of April 2020":

- Operational revenues are under the budgeted amount by \$ (2,679.86). Expenses are over budget, and the purchase of the truck has resulted in a significant negative cash flow.
- Net cash **DECREASE** for April is \$(10,818.35), and the year to date cash **DECREASE** is \$(82,842.99). The budgeted negative cash flow was \$(46,474).
- The projected net cash **DECREASE** for this fiscal year is about \$(156,055).
- Total payments on loans so far this year total \$(91,948.91) of a budgeted year-end total of \$164,903. The projected year-end total loan payments are \$102,349.
- Total payroll costs are \$ 19,009.37 higher than the YTD budgeted amount and growing.
- The overtime wages are \$ 11,808.54 higher than the YTD budgeted amount and growing.

- Utilities and Fuel are both within tolerance for the budget.
- Expenditures for fixed asset acquisition so far this year total \$78,694.15 and we have received the payment for the FW pump from SDRMA. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,756.20
Meadows Aerial (Bear Canyon) SRF Grant App & Prelim	10,000	2,605.70
Meadows Sewer Aerial Preliminary Design	5,000	0
Utility Truck	0	40,034.33
Waterline Replacement	0	21,870.00
Utility Trailer	7,000	0
Backhoe (\$150,000) - pmt	30,000	0
Sunnybank Telemetry	10,000	0
Redwood Dr Sewer line Prelim Design (SCR-Calicos + Melville - Cecil's)	10,000	0
CCC SDRMA Claim Payment	-25,000	-20,375.00
CCC Expenses	25,000	21,540.00
Sewer Pumps	0	3,023.03
Office Copier	0	6,239.89
Total:	82,000	78,694.15

- The repair and maintenance expenses are \$39,900.24 over the YTD budgeted amount. The overage is because of a water leak at Conger & Redwood that needed to be fixed and the installation of water valves at the location. As of the end of April, \$31,816.84 has been spent above and beyond the entire year's budget for repairs and maintenance. All further spending for this category will be beyond the budget amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

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

Financial Statements for period ending: April 2020

GARBERVILLE SANITARY DISTRICT Statement of Cash Flows Report - July 2019 through April

	Current Month April 2020	YTD Jul '19 - Apr 20
OPERATING ACTIVITIES²⁰²⁰		
	(42,292.87)	(339,758.24)
	221.25	(2,885.98)
Net Income	2,638.34	2,204.09
Adjustments to reconcile Net Income to net cash provided by operations:	(4,769.15)	1,222.14
2401 · Accounts Receivable - Other	2,401.01	(5,054.03)
11000 · Accounts Receivable - Other	757.73	(784.30)
1100 · Accounts Receivable	4,219.01	(2,137.94)
1110 · Accts Receivable Over Payments	201.93	
1500 · Prepaid Insurance	21,142.36	23,120.13
1501 · Prepaid Workers Comp		(60.00)
1510 · Prepaid Licenses and Permits	(2,100.00)	
1121 · Payroll Tax Overpayment	(100.00)	1,300.00
2000 · Accounts Payable	(17,680.39)	(322,834.13)
2205 · Accrued Simple		
20000 · Account Payable	(6,239.89)	(6,239.89)
2300 · Service Deposits		(40,034.33)
Net cash provided by Operating Activities	26,170.46	261,704.60
INVESTING ACTIVITIES	14,892.96	148,929.60
Office Equipment		(2,605.70)
Vehicles		(3,756.20)
Accumulated Depreciation-Water		20,375.00
Accumulated Depreciation-Sewer	(20,375.00)	(21,540.00)
CIP - Bear Canyon Aerial		(21,870.00)
CIP - Wallan Road Tank	(3,023.03)	(3,023.03)
CIP - CCC Replace - Insurance	11,425.50	331,940.05
CIP-CL2 Contact Chamber Replace		
WATER:Distribution		(23,630.72)
SEWER:Pumps	(4,563.46)	(44,791.86)
Net cash provided by Investing Activities		(535.15)
FINANCING ACTIVITIES		(22,991.18)
2500 · N/P - SWRCB	(4,563.46)	(91,948.91)
2605 · RCAC Loan #6200-GSD-02		
2655 · Lease Payable - Copier	(10,818.35)	(82,842.99)
2700 · SRF Loan - Water	852,963.31	924,987.95
Net cash provided by Financing Activities	842,144.96	842,144.96
Net cash increase for period		
Cash at beginning of period		
Cash at end of period		

Balance Sheet Report for Board
As of April 30, 2020

	Jun 30, 19	Apr 30, 20	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	135,036.46	33,631.22	(101,405.24)	
1006 · Umpqua System Reserve - Water	25,738.24	25,804.29	66.05	
1007 · Umpqua System Reserve - Sewer	31,183.83	31,263.85	80.02	
1011 · Water Enterprise Fund	46,680.32	46,800.10	119.78	
1030 · County Treasury - Sewer Reserve	440,039.31	457,007.93	16,968.62	
1031 · County Treasury - Water Reserve	246,071.74	247,206.36	1,134.62	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	198.54	391.70	193.16	
Total Checking/Savings	924,987.95	842,144.96	(82,842.99)	
Accounts Receivable	1,415.00	4,300.98		
11000 · Accounts Receivable - Other			2,885.98	
Total Accounts Receivable	1,415.00	4,300.98	2,885.98	
Other Current Assets				
1111 · Insurance Proceeds Receivable	0.00		0.00	
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,208.29)	(2,430.43)	(1,222.14)	
1100 · Accounts Receivable - Other	97,849.33	95,645.24	(2,204.09)	
Total 1100 · Accounts Receivable	96,641.04	93,214.81	(3,426.23)	
1121 · Payroll Tax Overpayment			0.00	
1500 · Prepaid Insurance	3,342.54	8,396.57	5,054.03	
1501 · Prepaid Workers Comp	0.00	784.30	784.30	
1502 · Prepaid Expenses	0.00	0.00	0.00	
1510 · Prepaid Licenses and Permits	0.00	2,137.94	2,137.94	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	94,983.58	99,533.62	4,550.04	
Total Current Assets	1,021,386.53	945,979.56	(75,406.97)	
Fixed Assets				
CIP - Bear Canyon Aerial	2,766.06	5,371.76	2,605.70	Grant App.
CIP - Wallan Road Tank	13,789.78	17,545.98	3,756.20	Grant App.
CIP - CCC Replace - Insurance	0.00	(20,375.00)	(20,375.00)	SDRMA Pmt for FWP
CIP-Meas-Z-Fire Hydrant Replace		0.00	0.00	
CIP-CL2 Contact Chamber Replace	0.00	21,540.00	21,540.00	
CIP - Leino Ln		0.00	0.00	
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	70,773.43	70,773.43	0.00	

Distribution	2,712,614.17	2,734,484.17	21,870.00 Church St
Pumps	2,909.87	2,909.87	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,090,498.08	8,112,368.08	21,870.00
Water System	142,474.97	142,474.97	0.00

Balance Sheet Report for Board
As of April 30, 2020

	Jun 30, 19	Apr 30, 20	Difference	Notes
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	13,908.96	16,931.99	3,023.03	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,831,080.02	5,834,103.05	3,023.03	
Office Equipment	32,004.40	38,244.29	6,239.89	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	121,205.99	40,034.33	Purch. Utility Truck
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,866,415.30)	(2,128,119.90)	(261,704.60)	
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,139,614.70)	(148,929.60)	
Total Fixed Assets	10,635,802.41	10,320,418.20	(338,301.95)	
TOTAL ASSETS	11,657,188.94	11,266,397.76	(413,708.92)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	36,631.24	23,120.13	CCC FW Pumps
Total Accounts Payable	13,511.11	36,631.24	23,120.13	
Other Current Liabilities				
2300 · Service Deposits	5,100.00	6,400.00	1,300.00	
20000 · Accounts Payable	0.00	0.00	0.00	
2205 · Accrued Simple	(41.46)	(101.46)	(60.00)	
2230 · Accrued Vacation	25,652.28	25,652.28	0.00	
2250 · Loans Payable - Current Portion	124,124.09	124,124.09	0.00	
Total Other Current Liabilities	154,834.91	156,074.91	1,240.00	
Total Current Liabilities	168,346.02	192,706.15	24,360.13	

Long Term Liabilities			
2500 · N/P - SWRCB	122,974.63	99,343.91	(23,630.72) 1 of 1 pmts
2605 · RCAC Loan #6200-GSD-02	77,272.82	32,480.96	(44,791.86) 10 of 12 pmts
2655 · Lease Payable - Copier	535.15	0.00	(535.15) 10 of 12 pmts
2700 · SRF Loan - Water	1,218,532.74	1,195,541.56	(22,991.18) 1 of 2 pmts
2900 · Less Current Portion	(124,124.09)	(124,124.09)	0.00
Total Long Term Liabilities	1,295,191.25	1,203,242.34	(91,948.91)
Total Liabilities	1,463,537.27	1,395,948.49	(67,588.78)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,373,192.52	4,080,715.76	(292,476.76)
Net Income	(292,476.76)	(339,758.24)	(47,281.48)
Total Equity	10,210,207.51	9,870,449.27	(339,758.24)
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,266,397.76	(407,347.02)

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

	Current Month April 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	21,805.42	244,498.60	245,580.42	300,000.00	(1,081.82)
4110 · Commercial	15,693.30	179,183.30	180,092.32	220,000.00	(909.02)
4150 · Bulk Water Sales	-	24.00	-	-	24.00
Total Water Charges	37,498.72	423,705.90	425,672.74	520,000.00	(1,966.84)
4200 · Sewer Charges	28,112.45	304,164.05	304,166.70	365,000.00	(2.65)
4300 · Connection Fees	-	8,000.00	8,000.00	40,000.00	-
4650 · Late Charges	-	9,795.00	7,916.62	9,500.00	1,878.38
4700 · Other Operating Revenue	80.00	1,577.87	4,166.62	5,000.00	(2,588.75)
Total Income	65,691.17	747,242.82	749,922.68	939,500.00	(2,679.86)
Gross Profit	65,691.17	747,242.82	749,922.68	939,500.00	(2,679.86)
Expense					
Administrative and General					
5000 · Advertising	-	-	291.62	350.00	(291.62)
5005 · Bad Debts	3,543.51	5,485.98	2,916.62	3,500.00	2,569.36
5010 · Bank Charges					
5012 · Merchant Account Fees	243.97	2,551.78	2,166.62	2,600.00	385.16
5010 · Bank Charges - Other	145.40	1,550.67	1,583.40	1,900.00	(32.73)
Total 5010 · Bank Charges	389.37	4,102.45	3,750.02	4,500.00	352.43
5020 · Directors Fees	600.00	1,700.00	1,666.62	2,000.00	33.38
5030 · Dues and Memberships	-	3,728.22	3,208.40	3,850.00	519.82
5035 · Education and Training	-	3,454.75	2,500.00	3,000.00	954.75
5036 · Education and Training - B.O.D.	-	-	250.00	300.00	(250.00)
Insurance					
5040 · Liability	2,401.01	23,855.33	22,462.42	26,954.96	1,392.91
5050 · Workers' Comp	757.73	7,941.59	6,708.32	8,050.00	1,233.27
5055 · Health					
5055.1 · Employee Portion	(607.62)	(6,076.20)	(6,500.00)	(7,800.00)	423.80
5055 · Health - Other	3,439.66	33,813.84	36,500.00	43,800.00	(2,686.16)
Total 5055 · Health	2,832.04	27,737.64	30,000.00	36,000.00	(2,262.36)
Total Insurance	5,990.78	59,534.56	59,170.74	71,004.96	363.82

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

5060 · Licenses, Permits, and Fees	2,119.01	22,373.08	16,666.70	20,000.00	5,706.38
5065 · Auto	99.31	1,727.63	2,083.40	2,500.00	(355.77)
5070 · Miscellaneous	0.78	0.78	83.40	100.00	(82.62)
5080 · Office Expense	1,394.02	6,297.92	5,833.40	7,000.00	464.52
5085 · Outside Services	484.29	5,871.78	7,207.98	8,650.00	(1,336.20)
5090 · Payroll Taxes	2,084.79	23,080.03	24,348.30	29,218.00	(1,268.27)
5100 · Postage	500.28	2,611.01	2,333.40	2,800.00	277.61
5110 · Professional Fees					
SWRCB Complaint	766.50	10,859.43			10,859.43
5110 · Professional Fees - Other	3,827.00	61,340.24	62,666.60	75,200.00	(1,326.36)
Total 5110 · Professional Fees	4,593.50	72,199.67	62,666.60	75,200.00	9,533.07
5120 · Property Taxes	-	40.89	-	50.00	40.89
5125 · Repairs and Maintenance	-	29.49	416.60	500.00	(387.11)
5130 · Rents	-	8,350.00	9,185.00	10,020.00	(835.00)

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	Current Month April 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	659.61	6,636.86	6,375.00	7,650.00	261.86
5137 · Supplies	332.28	1,559.40	1,000.00	1,200.00	559.40
5140 · Telephone	861.41	8,779.90	9,270.80	11,125.00	(490.90)
5145 · Tools	-	26.93	1,666.60	2,000.00	(1,639.67)
5150 · Travel and Meetings	-	766.13	833.40	1,000.00	(67.27)
5155 · Utilities	220.46	3,783.77	2,500.00	3,000.00	1,283.77
5160 · Wages					
5165 · Wages - Overtime	105.76	4,356.84	1,666.60	2,000.00	2,690.24
5160 · Wages - Other	9,736.87	114,720.25	134,350.00	161,220.00	(19,629.75)
Total 5160 · Wages	9,842.63	119,077.09	136,016.60	163,220.00	(16,939.51)
5170 · Vacation Accrual Adjustment	-	-	-	2,000.00	-
Total Administrative and General	33,716.03	361,218.32	362,241.20	435,737.96	(1,022.88)
Sewage Collection					
6010 · Fuel	163.37	2,468.80	2,351.00	2,821.25	117.80
6030 · Repairs and Maintenance	5,406.36	16,928.65	6,666.70	8,000.00	10,261.95

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

6040 · Supplies	53.87	998.18	2,500.00	3,000.00	(1,501.82)
6050 · Utilities	319.25	2,541.50	4,166.70	5,000.00	(1,625.20)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	1,512.00	5,571.00	1,666.70	2,000.00	3,904.30
6060 · Wages - Other	3,355.30	27,057.18	25,000.00	30,000.00	2,057.18
Total 6060 · Wages	4,867.30	32,628.18	26,666.70	32,000.00	5,961.48
Total Sewage Collection	10,810.15	55,565.31	42,351.10	50,821.25	13,214.21
Sewage Treatment					
6075 · Fuel	163.37	2,468.80	2,351.00	2,821.25	117.80
6080 · Monitoring	390.00	3,752.50	5,833.30	7,000.00	(2,080.80)
6100 · Repairs and Maintenance	271.11	6,827.52	8,333.30	10,000.00	(1,505.78)
6110 · Supplies	53.87	5,224.28	7,916.70	9,500.00	(2,692.42)
6120 · Utilities	711.23	8,113.25	7,666.70	9,200.00	446.55
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	-	528.00	833.30	1,000.00	(305.30)
6130 · Wages - Other	2,839.04	38,443.39	20,833.30	25,000.00	17,610.09
Total 6130 · Wages	2,839.04	38,971.39	21,666.60	26,000.00	17,304.79
Total Sewage Treatment	4,428.62	65,357.74	53,767.60	64,521.25	11,590.14
Water Trans and Distribution					
7075 · Fuel	163.37	2,468.80	2,351.00	2,821.25	117.80
7090 · Repairs and Maintenance	2,452.09	48,044.68	12,500.00	15,000.00	35,544.68
7100 · Supplies	53.87	3,667.03	10,000.00	12,000.00	(6,332.97)
7110 · Utilities	447.91	4,720.72	7,666.70	9,200.00	(2,945.98)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	-	8,330.00	4,166.70	5,000.00	4,163.30
7120 · Wages - Other	4,570.87	38,517.70	25,000.00	30,000.00	13,517.70
Total 7120 · Wages	4,570.87	46,847.70	29,166.70	35,000.00	17,681.00
Total Water Trans and Distribution	7,688.11	105,748.93	61,684.40	74,021.25	44,064.53
Water Treatment					
7020 · Fuel	163.40	2,468.98	2,351.00	2,821.25	117.98
7010 · Monitoring	325.00	3,132.50	2,916.70	3,500.00	215.80
7015 · Outside Services	-	740.00			740.00
Page 5 of 6					
	Current Month April 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7030 · Repairs and Maintenance	2,394.21	8,486.50	12,500.00	15,000.00	(4,013.50)

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

7040 · Supplies	73.70	8,599.24	11,666.70	14,000.00	(3,067.46)
7050 · Utilities	3,367.11	37,959.56	38,333.30	46,000.00	(373.74)
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	1,140.00	6,356.00	5,000.00	6,000.00	1,356.00
7060 · Wages - Other	3,370.17	29,181.11	33,500.00	40,200.00	(4,318.89)
Total 7060 · Wages	4,510.17	35,537.11	38,500.00	46,200.00	(2,962.89)
Total Water Treatment	10,833.59	96,923.89	106,267.70	127,521.25	(9,343.81)
Total Expense	67,476.50	684,814.19	626,312.00	752,622.96	58,502.19
Net Ordinary Income	(1,785.33)	62,428.63	123,610.68	186,877.04	(61,182.05)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	-	13,494.39	12,750.00	25,500.00	744.39
8020 · Unsecured	-	1,028.56	1,900.00	1,900.00	(871.44)
8025 · Prior Years	-	-	5.00	10.00	(5.00)
8030 · Supplemental - Current	-	222.39	125.00	250.00	97.39
8035 · Supplemental - Prior Years	-	53.49	25.00	50.00	28.49
Total Property Tax Revenue	-	14,798.83	14,805.00	27,710.00	(6.17)
8060 · Interest Income	4.27	3,416.94	7,500.00	9,000.00	(4,083.06)
8070 · Other Non-Operating Revenue	705.96	8,056.79			8,056.79
9030 · Homeowners' Tax Relief	-	153.32	155.00	310.00	(1.68)
Total Other Income	710.23	26,425.88	22,460.00	37,020.00	3,965.88
Other Expense					
9010 · Other Expenses	-	13,037.11			13,037.11
9040 · Depreciation	41,063.42	410,634.20	420,833.30	505,000.00	(10,199.10)
9050 · Interest Expense	154.35	4,941.44	9,556.80	11,468.04	(4,615.36)
Total Other Expense	41,217.77	428,612.75	430,390.10	516,468.04	(1,777.35)
Net Other Income	(40,507.54)	(402,186.87)	(407,930.10)	(479,448.04)	5,743.23
Net Income	(42,292.87)	(339,758.24)	(284,319.42)	(292,571.00)	(55,438.82)
Net Income	(42,292.87)	(339,758.24)	(284,319.42)	(292,571.00)	(55,438.82)

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

9040 · Depreciation	41,063.42	410,634.20	420,833.30	505,000.00	(10,199.10)
Net Income excluding Depreciation	(1,229.45)	70,875.96	136,513.88	212,429.00	(65,637.92)

GARBERVILLE SANITARY DISTRICT Check Register Report for Board

Date	Num	Memo	Amount
Accrual Basis			
April 2020			
101 Netlink			
04/21/2020	10443		-
Total 101 Netlink			268.00
Amazon.com			268.00
04/24/2020	DBT		-59.29
04/24/2020	DBT		-70.43
Total Amazon.com			-
Blue Star Gas			129.72
04/27/2020	10446		-86.37
Total Blue Star Gas			-86.37
Branscomb Center			
04/01/2020	DBT		-21.54
Total Branscomb Center			-21.54
Capital Bank & Trust			
04/02/2020	EFT	557880519	-
04/02/2020	EFT	025158148	856.75
04/16/2020	EFT	025158148	-
04/16/2020	EFT	557880519	340.29
04/16/2020	EFT	557880519	-
04/16/2020	EFT	557880519	319.32
04/16/2020	EFT	557880519	-
04/16/2020	EFT	557880519	816.95
Total Capital Bank & Trust			-
Coastal Business Systems			2,333.31
04/16/2020	10437		-
04/17/2020	0000	Test Print-Check	6,239.89
04/17/2020	0000	Test Print-Check	0.00
Total Coastal Business Systems			6,239.89
Dazey's Building Center			
04/21/2020	10438		-
Total Dazey's Building Center			274.00
EDD			
04/02/2020	EFT	499-0538-3	-26.78
04/02/2020	EFT	499-0538-3	-
04/16/2020	EFT	499-0538-3	709.73
04/16/2020	EFT	499-0538-3	-
04/16/2020	EFT	499-0538-3	615.99
04/16/2020	EFT	499-0538-3	-20.83
Total EDD			-
Emerald Technologies			1,373.33
04/21/2020	10439		-
Total Emerald Technologies			560.03
Fluentstream Tech			
04/08/2020	10426	VOID:	0.00

Total Fluentstream Tech				0.00
Frontier Communications				
04/01/2020	10414			-
04/21/2020	10440			369.41
Total Frontier Communications				-67.82
				<hr/>
				-
				437.23
HughesNet				
04/13/2020	DBT			-
Total HughesNet				104.29
				<hr/>
				-
				104.29
				<hr/>
				104.29
				Page 1
IRS				
04/02/2020	EFT	68-0296323		-3,422.52
04/16/2020	EFT	68-0296323		-3,048.84
Total IRS				<hr/>
				-6,471.36
Jennie Short				
04/08/2020	10425			-5,832.99
Total Jennie Short				<hr/>
				-5,832.99
Manufacturers Edge Inc.				
04/07/2020	DBT			-2,337.89
Total Manufacturers Edge Inc.				<hr/>
				-2,337.89
NAPA				
04/08/2020	10429			-480.56
Total NAPA				<hr/>
				-480.56
North Coast Laboratories Ltd.				
04/21/2020	10441			-220.00
Total North Coast Laboratories Ltd.				<hr/>
				-220.00
Organic Grace				
04/23/2020	DBT			-181.02
Total Organic Grace				<hr/>
				-181.02
PG&E				
04/16/2020	10435			-5,069.65
Total PG&E				<hr/>
				-5,069.65
Pitney Bowes Purchase Power				
04/21/2020	10444			-500.28
Total Pitney Bowes Purchase Power				<hr/>
				-500.28
QuickBooks				

GARBERVILLE SANITARY DISTRICT Check Register Report for Board

Date	Num	Memo	Amount
Accrual Basis			
April 2020			
04/12/2020	DBT		-650.00
Total QuickBooks			-650.00
Ralph Emerson			
04/27/2020	10447		-50.00
Total Ralph Emerson			-50.00
Rays Food Place			
04/07/2020	DBT		-7.38
Total Rays Food Place			-7.38
Recology Humboldt County			
04/01/2020	10415		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
04/02/2020	10514		-101.96
04/30/2020	10508		-142.60
Total Redwood Merchant Services			-244.56
RENNER			
04/10/2020	DBT		-653.51
Total RENNER			-653.51
			Page 2
Rural Community Assistance Program			
04/01/2020	DBT		-
			4,717.8
Total Rural Community Assistance Program			1
SDRMA			4,717.8
04/01/2020	10416		1
			-
			328.6
04/16/2020	10436		6
			-
			3,111.0
04/30/2020	10449		0
			-
			328.6
Total SDRMA			6
Sentry III Center			-
04/01/2020	10417		2
			-
			835.0
Total Sentry III Center			0
Signa Mechanical			-
			835.0
			0

04/27/2020	10448	-	-
			3,023.0
			3
Total Signa Mechanical			-
Softwarekeep			3,023.0
04/16/2020	DBT		3
			-
			183.9
Total Softwarekeep			9
Staples Credit Plan			-
04/01/2020	10418		183.9
			9
			-
Total Staples Credit Plan			280.4
Streamline Inc			3
04/08/2020	10427		-
			-
			100.0
Total Streamline Inc			0
The Mitchell Law Firm, LLP			-
04/23/2020	10445		100.0
			0
			-
Total The Mitchell Law Firm, LLP			2,385.5
Umpqua Bank			0
04/15/2020	10513		2,385.5
			0
			-
Total Umpqua Bank			139.2
US Cellular			0
04/01/2020	10419		-
			-
			269.7
Total US Cellular			5
Van Meter Construction			-
04/30/2020	10450		269.7
			5
			-
			1,720.0
			0
			-
			465.0
Total Van Meter Construction			0
Wyatt & Whitchurch, E.A. Inc.			-
04/08/2020	10428		2,185.0
			0
			-
Total Wyatt & Whitchurch, E.A. Inc.			435.0
WYCKOFF'S Inc			0
04/21/2020	10442		-
			-
			417.8
Total WYCKOFF'S Inc			8
			-
			417.8
			8
			Page 3
Arreguin, Daniel J			
04/02/2020	10420		-3,096.10
04/16/2020	10430		-2,793.71

GARBERVILLE SANITARY DISTRICT

Check Register Report for Board

Date	Num	Memo	Amount
Accrual Basis			
April 2020			
Total Arreguin, Daniel J			-5,889.81
Emerson, Ralph K			
04/02/2020	10421		-2,455.81
04/16/2020	10431		-2,455.81
Total Emerson, Ralph K			-4,911.62
Miller, Brian A			
04/02/2020	10422		-2,127.11
04/16/2020	10432		-1,987.06
Total Miller, Brian A			-4,114.17
Nieto, Mary			
04/02/2020	10423		-1,623.80
04/16/2020	10433		-1,347.81
Total Nieto, Mary			-2,971.61
Ruiz, Ricardo			
04/02/2020	10424		-394.64
04/16/2020	10434		-306.94
Total Ruiz, Ricardo			-701.58
Nitzan Lutman			
04/30/2020	10462	Deposit Refund (442)	-36.98
Total Nitzan Lutman			-36.98
No name			
04/30/2020			-0.45
Total no name			-0.45
TOTAL			<u><u>-71,906.04</u></u>

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

Date of Meeting: May 19, 2020

**Closed Session: 5:00 P.M.
Regular (Open) Session: 5:45 P.M.**

IMPORTANT MEETING PARTICIPATION NOTICE:

TELECONFERENCE MEETING

Following the Direction of Governor Newsom in stopping the spread of the COVID-19 virus, the Board Meeting referenced in this Agenda will be conducted through teleconference. Members of the public are encouraged to participate. In order to participate, please call the following teleconference phone number: **(916) 588-9668** at/prior to the meeting start time. When prompted, please enter **2451** (then press #), the password is **1234** (then press #). You are encouraged to join the conference line prior to the meeting start time in the event of conferencing difficulties. Please remain on the line quietly until public comment is called.

If you are unable to access the teleconference line, please call the District main line: (707) 923-9566, and the District will assist you.

CLOSED SESSION AGENDA

5:00 P.M.

I. CALL TO ORDER

5:02 p.m.

A.1 ESTABLISHMENT OF QUORUM:

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

A.2 PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the Garberville Sanitary District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.

A.3 CLOSED SESSION DISCUSSION ANNOUNCEMENT:

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

- a. Conference with Legal Counsel-Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
- b. Public Employee Performance Evaluation: State Code, Section (54957) (Evaluation of the General Manager, Ralph Emerson)

A.4 RECESS INTO CLOSED SESSION: (Private Call-In Line Will Be Used by Board and Legal Counsel).

A.5 REPORT OUT OF CLOSED SESSION.

A. **No action taken**

B. **The Board approved the new contract with General Manager Ralph Emerson.**

Motion: Julie Lyon Second: Rio Anderson Vote: Unanimous

REGULAR MEETING AGENDA

5:45 P.M.

(Use Call-In Number Stated in Notice)

II. REGULAR MEETING CALLED TO ORDER

5:45 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

@ 5:52 p.m.

II. ESTABLISHMENT OF QUORUM

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

- B.2 CARES Act PPP Loan-Authorized Signer **pg. 34-39**
(discussion-action requested) Resolution 20-006 (roll call vote)
Motion: Rio Andersen Second: Doug Bryan Roll Call Vote: 5-0 Motion Carried

Linda was authorized by the Board to sign all documents required for the CARES ACT PPP Loan.

- B.3 2020-2021 Budget Presentation **pg.40-48**
(discussion--action requested) *presentation by Jennie Short*
Motion: Dan Thomas Second: Julie Lyon Roll Call Vote: 5-0

- B.4 SHCP Update **pg. 49-51**
Motion: Dan Thomas Second: Doug Bryan Roll Call Vote: 5-0

The District Board does not except the protest resolution conditions.

The Board directed staff to prepare the required response to the State Water Board by June 2nd 2020. The Board chair person was authorized to sign the response letter on behalf of the District.

- B.5 On-Line Payment Options **pg. 52-54**
(discussion-possible action) *Mary Presentation*

Mary will bring back more information to the next meeting.

C. POLICY REVISION / ADOPTION

- C.1 Sec 4.9 Service Connections **pg. 55-58**
(discussion-no action) 3rd reading—Resolution #20-003
Motion: Julie Lyon Second: Rio Anderson Roll Call Vote: 5-0 Motion Carried

- C.2 Water Ordinance- Sec. 14.5, Drought Plan and Requirements **pg. 59-61**
(discussion-possible action) 2nd reading

Bring Back

- C.3 Employee-Personnel Policy 5.0-5.3.2f **pg. 62-65**
(discussion—possible action) 2nd reading

Bring back with the changes the Board made.

IX. CLOSED SESSION

Pursuant to Government Code Section

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Study Public Hearing
2. Water Ordinance- Sec. 14.5, Drought Plan and Requirements
Policy-Employee vacation, personal and sick days
3. Personnel
- 4.
5. June 23, 2020

XII. ADJOURNMENT

7:16 p.m.



CPR and AED **The Chain of Survival**



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: June 23, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Transfer funds from Humboldt County Treasury Accounts to Umpqua Bank Operations Accounts

GENERAL OVERVIEW

GSD Resolution 15-008 states in part, "NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that all requests for transfers or issuance of checks from these accounts for amounts between \$0 and \$25,000 must be signed by the General Manager and a Board Member, and all transfers or issuance of checks in amounts over \$25,001, will require board action". The attached request is to move \$50,000 from the Humboldt County Treasury accounts for water and sewer into the Umpqua Bank operations account to cover various accounts payable and loan payments that are due during June and July 2020 requires GSD Board approval.

STAFF RECOMMENDATION FOR BOARD ACTIONS

Authorize the issuance of a check from Humboldt County in the amount of \$50,000 and authorize Mary Nieto, Ralph Emerson, and Linda Broderon to sign all necessary paperwork.

ATTACHMENTS

Humboldt County Claim Form for transfer Board of Directors Agenda Item for the June 23, 2020 Meeting Funds Transfer from Humboldt County to Umpqua Bank Accounts

COUNTY OF HUMBOLDT
State of California

Fiscal Year: 2019-20

Garberville Sanitary District

P.O. Box 211, Garberville, CA 95542

Pay to the order of:

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
		06/23/20	20,000.00	2201000		Garberville Water Reserve Fund		11
		06/23/20	30,000.00	2200000		Garberville Sewer Reserve Fund		11
TOTAL CLAIMED:			\$50,000.00					

DEPARTMENTAL NOTATIONS:

Notes:
Transfer to Umpqua Operations

Prepared by: Jennie Short, Consultant PM
Phone Number: 707-923-9566
Date: 06/23/20

The undersigned, under penalty of perjury, states that the items listed on the above claim are true **Approved by:**

and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 23, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: 2020 Water and Sewer Rate Study

The published January 2020 Water and Sewer Rate Study report is available in the GSD office or it can be downloaded from the GSD Website at:

https://www.garberillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report_Published.pdf

The report contains two sections; one for water and one for sewer. Each section details:

- Existing Rates,
- Summary of Existing Customers,
- Financial Needs for Capital Improvement Projects,
- Existing Financial Condition,
- Proposed Changes to Rate Structure,
- Proposed Rates,
- Financial Impact of Proposed Rates & Cash Flow Projections
- Rate Survey

There are examples of how existing and proposed rates are calculated for a variety of customer types.

There are also four appendices:

- Last 10-years of Audited Revenue and Expenditures
- Multi-Family Mixed Use Customer Information
- Commercial Customer Information
- EDU and CSM Table

The following excerpts and tables come directly from the published 2020 Water and Sewer Rate Study report. Water rates are covered first and then sewer rates follow.

In response to questions and comments received a modified recommendation is being made for the implementation of sewer rates on page 6. It reduces the base rate per ERU by \$3 per month for the first year and \$2 per month for the second, and the consumption charge by \$1 per unit for the first two years. This will allow the new charge methodology to be implemented while minimizing the increase to the total monthly bill for most customers.

2020 WATER AND SEWER RATE STUDY

Since the Rate Study was published, the District has completed the fiscal year 2020-21 budgeting process. At the May 2020 board meeting a budget was adopted for next year and projections for this year's ending amounts was reviewed. To follow is a summary of those numbers. The detailed budget is in an attachment.

Description	FY 2019/20				FY 2020/21
	Adopted Budget	YTD 9 mo. 03/31/20	Projected Year End	Adopted vs. Projected	Adopted Budget
Total Cash: Starting Balance	878,308				722,253
Net Cash Provided by Operating Gain (excludes depreciation)					
Water Revenue	551,750	397,560	529,175	(22,575)	532,500
Sewer Revenue	424,770	309,707	420,170	(4,600)	409,920
Payroll Expenses	(385,338)	(305,493)	(414,800)	(29,462)	(426,040)
Admin & Overhead Expenses	(201,068)	(176,902)	(263,891)	(62,823)	(225,639)
Water Supplies/Maintenance/Monitoring/Utilities	(119,775)	(110,847)	(141,000)	(21,225)	(121,500)
Sewer Supplies/Maintenance/Monitoring/Utilities	(57,910)	(41,791)	(58,690)	(780)	(67,200)
Savings of Connection Fees	(40,000)	(8,000)	(16,000)	24,000	(24,000)
Net Operating Gain Cash Added	172,429	64,233	54,964	(117,465)	78,041
Change in Assets					
Subtotal Change In Current Assets	0	13,106	20,000	20,000	10,000
<u>Change in Major Capital Improvement Assets</u>					
Robertson + Wallan Tank Replacement - SRF App	10,000	3,756	10,000	0	2,000
CIP - Bear Canyon Aerial	410,000	2,606	3,000	(407,000)	300,000
SRF Grant for Bear Canyon Aerial	(320,000)			320,000	(240,000)
SRF Loan for Bear Canyon Aerial	(80,000)			80,000	(60,000)
Meridith Ln Sewer Aerial Reroute Prelim Design	5,000			(5,000)	5,000
Subtotal Major Capital Assets	25,000	6,362	13,000	(12,000)	7,000
<u>Change in Fixed Assets</u>					
<u>Equipment</u>					
Utility Truck	0	40,034	40,034	40,034	
Backhoe	135,000	0	0	(135,000)	0
Loan Disbursement for Backhoe	(135,000)	0	0	135,000	0
Utility Trailer	7,000	0	0	(7,000)	7,000
<u>Office Equipment</u>					
Replace Operator Laptop + Assoc Software			1,000		0
Copier	0	0	6,240	6,240	0
<u>Treatment Facilities</u>					
SWTP CL2 Contact Basin Replacement	0	1,165	21,540	21,540	
Insurance Claim Reimbursement for CL2	0	(20,375)	(20,375)	(20,375)	
<u>Distribution/Collection Facilities</u>					
PUMPS: LMI, SWTP Lift	0	0	5,361	5,361	
BS Headworks - pump controls					10,000
Sunnybank Telemetry	10,000		0	(10,000)	5,000
Church St - Waterline Replacement	0	21,870	21,870	21,870	
Redwood Drive Sewerline PrelimDesign (SCR-Calicos + Melville - Cecils)	10,000		0	(10,000)	0
Unspecified Asset Purchase					25,000
Subtotal Change in Fixed Assets	27,000	42,694	75,670	47,670	47,000
Total Change in Assets {Cash Used}	52,000	62,162	108,670	55,670	64,000

Description	FY 2019/20				FY 2020/21
	Adopted Budget	YTD 9 mo. 03/31/20	Projected Year End	Adopted vs. Projected	Adopted Budget
Change in Liabilities					
Accounts Payable	0	3,950	20,375	20,375	(20,375)
Service Deposits	0	1,400	1,400	1,400	600
Current Liabilities - Other	0	(60)	0	0	0
Loans					
2500 SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	(23,631)	(23,631)	(23,631)	0	(24,103)
2700 SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	(45,982)	(22,991)	(45,982)	0	(45,982)
2605 RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	(53,976)	(40,228)	(53,976)	0	(23,297)
2655 Lease Payable - copier	(862)	(535)	(535)	327	0
SWRCB DDW SRF Planning - Bear Canyon Aerial (5 yr 0%)	(16,000)		0	16,000	(12,000)
2660 Utility Truck Principle Pmt (until 06/2019, 5%, \$42,425)	0		0	0	0
Total Change in Liabilities (Cash Added or (Spent))	(164,903)	(82,095)	(102,349)	62,554	(125,158)
Sum of Change in Cash by Fiscal Year	(44,474)	(72,025)	(156,055)	(110,581)	(111,116)
Total Cash and Cash Equivalents: Ending Balance	818,535		722,253		611,136

The projected June 30, 2020 fiscal year ending cash flow is a **NEGATIVE** \$156,055. The budgeted fiscal year 2020-21 cash flow is a **NEGATIVE** \$111,116.

Both of these negative cash flows do not include any significant capital improvement project expenditures. The FY 19/20 and 20/21 annual net operating gain is only \$54,964 and \$78,041 and the loan payments are \$124,124 and \$105,383 respectively. These means even if we replace no assets and complete no capital projects, the cash flow will be negative. These numbers are even more dire than those presented in the rate study because of the increase in property & liability insurance premiums {\$15,000}, payroll expenses {\$15,000}, repairs and maintenance expenses {\$10,000} on this antiquated system, and licenses {5,000} for a \$45,000 lesser amount available for loan payments and capital projects.

A rate increase is imperative to keep the District in a positive cash flow position.

Water Rates

Existing Water Rates

Water charges for both residential and commercial customers are set based upon the meter size and the consumption charge is for the actual monthly water usage.

Table 1. Water Rates for Residential and Commercial Customers

Description	Rate/mo.
Base Rate by meter size (\$/mo.)	
5/8" and 3/4"	60.22
1"	120.43
1.5"	240.87
2"	361.30
Upper Zone Surcharge -Meadows (\$/mo.)	7.00
Upper Zone Variable Surcharge (\$/hcf)	0.56
Consumption Charges:	
Residential Tier 1: 0-500 cu ft. (\$/hcf)	0.70
Residential Tier 2: Over 500 cu ft. (\$/hcf)	3.85
Commercial & Non-Single Family (\$/hcf)	2.67

Table 9. Proposed Residential Water Rates

Description	RATE PER MONTH STARTING				
	August 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	13.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00
Estimated Additional Revenue with Proposed Residential Rate by FY:	53,500	92,500	131,500	163,500	163,500

SINGLE FAMILY RESIDENTIAL WATER CUSTOMERS:

- Will all be charged the same base rate regardless of meter size
- There will continue be an upper zone base rate surcharge -
- There will be three tiers for water use charges:
 - Tier 1 is 0 - 8 units (hcf) per month - Essential Consumption
 - Tier 2 is 9 - 20 units per month - Efficient Consumption

- Tier 3 is 21 units and over per month - Excessive Consumption There will continue to be an upper zone surcharge for each unit of use

MULTI FAMILY/MIXED USE ACCOUNTS:

In the past, accounts that have multiple single family units served from a single meter have not been clearly identified and billed as a multifamily account. Installing additional meters for each unit and re-plumbing the uses behind the meter to be in accordance with GSD ordinances is not practical.

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Instead, each of these accounts will be evaluated and/or inventoried and the ERUs will be calculated for each account. The ERUs will be used for both sewer and water base rate calculations. The consumption for these accounts will be billed using commercial water and sewer rates.

The proposed change in structure and methodology for calculating the base rates affects these accounts the most. Appendix B is a table containing the accounts that have been identified as multifamily or mixed use accounts. The table lists the existing base rates and the proposed base rates for each of these accounts.

COMMERCIAL ACCOUNTS:

The existing water base rate for a commercial account is charged according to the size of the meter for the premise. This is a common way to charge for accounts and assumes that a larger meter has been installed for customers that use larger quantities of water. In Garberville's system, one restaurant or hotel will have a ¾" meter and another a 1 ½" meter and they will both use the same amount of water each month. The customer with the 1 ½" meter is paying a base rate that is four times as much as the customer with the ¾" meter.

In an effort to equalize the water base rates for commercial customers, a tiered base rate is being proposed. Instead of the meter size determining which base rate tier the customer pays, their average annual consumption will determine the tier. Three tiers are recommended:

- the first being for accounts that use one ERU of water; or 0 - 8 units on average per month.
- the second being for accounts that are mid-range user; or 9 to 40 units on average per month
- the third and final tier being for accounts that use significant amounts of water; 41 or more units on average each month.

Each commercial account has been evaluated to determine generally what the average units per month are. Appendix C is a table of the commercial accounts showing the existing water base rate and proposed water base rate by account number. For most accounts this change in structure does not have a significant effect on the base rates paid by the customers. For the accounts that do experience a change, the change results in the customer paying a more equitable amount with other accounts of similar use and consumption.

For the water usage component of the commercial water charges, instead of one tier there will now be two tiers.

COMMERCIAL, MULTIFAMILY RESIDENTIAL, AND MIXED-USE WATER CUSTOMERS:

- Base rates will be determined by average annual consumption and separated into three tiers:
 - Tier 1 is 0-8 units per month annual average
 - Tier 2 is 9 - 40 units per month annual average
 - Tier 3 is 40 or more units per month annual average
- If the account has more than one apartment, residence, or commercial unit on it, the minimum water tier to be set for the account will be tier 2.
- There will continue to be an upper zone base rate surcharge
- There will be two tiers for water use charges:
 - Tier 1 is 0 - 40 units (hcf) per month
 - Tier 2 is 41 units (hcf) and over per month
- There will continue to be an upper zone surcharge for each unit of use

Table 10. Proposed COMMERCIAL, MULTIFAMILY RESIDENTIAL, AND MIXED-USE WATER CUSTOMERS Water Rates

Description	RATE PER MONTH STARTING				
	August 2020	July 2021	July 2022	July 2023	July 2024
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00
Estimated Additional Revenue with Proposed Commercial Rate by FY:	23,500	54,500	85,500	111,000	111,000

Sewer Rates

Existing Sewer Rates

The commercial and residential sewer base rate is based upon an average of previous periods' consumption. Each year the District staff re-averages the customers' accounts so that this base rate is adjusted for the next 12 months.

Since the residential sewer base rate is based upon the consumption during January, February and March, this re-averaging has historically been completed shortly after April.

Table 13. Existing Sewer Rates for Residential Customers

Description	Rate/mo.
-------------	----------

Base Monthly Charge	34.99
Consumption Charge (\$/hcf)	2.90

For all sewer base rates, the minimum per month is \$34.99. The residential monthly consumption charge is calculated once a year using an average of the consumption during the months of January, February and March times the consumption charge rate (\$2.90/hcf) and that charge is then used for a 12 month period until the next time January, February and March usage is known and the accounts are re-averaged.

Table 14. Existing Sewer Rates for Commercial Customers

Description	Rate/mo.
Base Monthly Charge = Average Usage X 0.9 X \$5.35	varies
Consumption Charge (\$/hcf)	
Low:	2.13
Domestic	2.66
Medium	3.98
High	5.31

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The strength of the sewer discharge is based on California State Water Resources Control Board Sewer Strength Guidelines:

Waste Strength	Typical Customers
Low	Laundromat, schools, offices
Domestic	Residential, commercial, hospital, hotel
Medium	Mixed use with restaurant
High	Restaurant, bakery, mortuary

The non-single family residential and commercial sewer base rate calculation is more complicated than the residential. The average of the usage for a 12 month period is used to determine the base rate for the next 12 months. This usage average is multiplied by 90% and then multiplied by \$5.35. This amount is brought up to the minimum of \$34.99 should it be less when calculated. The consumption charge for non-single family residential and commercial customers is calculated by taking the month's usage, times 90%, times the rate for the strength of the sewer for the customer.

PROPOSED CHANGES TO SEWER RATE STRUCTURE AND PROPOSED RATES

Since the existing rates will not meet the projected operational expenses, existing debt service, projected CIPs and asset replacement costs, a rate adjustment will be needed. As part of the evaluation of the existing rates, there are elements of the methodology for residential customers that are resulting in similar types and customers with similar annual usage not paying similar sewer base rates nor were the residential and commercial customers utilizing an equal portion of the sewer system fixed expenses. The rate committee kept the goal of correcting these inequities as part of the rate adjustment process, so a change in base rate calculation methodology is included in these proposed changes to the sewer rates.

BOARD MEETING MEMO JUNE 23, 2020

The biggest change to the proposed rates is that regardless of whether an account is residential, commercial, multi family, or multi-use, they will all be charged the same base rate for each ERU. The ERU used to compute the base sewer rate will not be recalculated each year unless some change is made to the conditions at the premise. For example: a store becomes a restaurant, the ownership or tenancy changes and the use of water and or sewer at the premise changes. It will be at the General Manager’s discretion to make these changes. Any owner can appeal the General Manager’s decision to the Board of Directors of the District.

Appendix D is a table titled SEWER EQUIVALENT RESIDENTIAL UNIT (ERU) DETERMINATION that explains how ERUs are calculated and the consumption strength multiplier (CSM) for each type of establishment. A table of every commercial sewer account can be found in Appendix C showing the ERU and CSM for each account. ERUs will initially be calculated utilizing the past 12 months of consumption records. Single family residential is 1.0 ERU and a CSM of 1.0.

In the past, accounts that have multiple single family units served on a single meter has not been clearly identified or accurately billed as a multifamily account. Installing additional meters for each unit and re-plumbing the uses behind the meter to be in accordance with GSD ordinances is not practical. Instead each of these locations has been inventoried and the ERUs for sewer will be used for sewer base rate calculations. The consumption for these accounts will be billed as commercial accounts.

Residential multifamily uses will be billed at a CSM of 1.0 and multiuse locations will have a blended CSM determined by the General Manager based upon the approximate % of use for each type of use. Appendix B lists each of these locations by account number with an analysis of

the existing and proposed base and consumption rates for each account. These accounts will see the largest increase in their base rates as they will now be paying a portion of a base rate for each unit connected to the meter instead of a single base rate for the combined units. This will correct the inequitable way that they have been billed in the past.

RESIDENTIAL AND COMMERCIAL SEWER RATES

- Sewer rates will include a base rate fee and a consumption fee for single family residential, multifamily residential, and commercial customers
- Every account will be coded an ERU based upon the use calculated for it. (see tables) and based upon the average consumption for the past two years
- Sewer base rates will be set as the same \$ per ERU for commercial, residential, and multifamily/multi-use accounts.
- There will be a residential consumption fee per unit of water used
- There will be a commercial consumption fee per unit of water used
- Each account will be coded with a consumption strength multiplier (based upon the uses within the property) and that will be multiplied times the commercial consumption fee for calculating the consumption portion of the bill

Table 20. Proposed Residential and Commercial Sewer Rates from Report

Description	RATE PER MONTH STARTING				
	August 2020	July 2021	July 2022	July 2023	July 2024

Base Rate - per ERU (\$/mo.)	45.00	47.00	49.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	3.50	4.00	4.50	5.00	5.50
Estimated Additional Revenue with Proposed Rate	107,500	144,000	180,000	217,000	253,000

In response to questions and comments received we reviewed the impact of the proposed rates upon the budget for the first year implementation. We found that a more gradual implementation of the proposed sewer rates could be adopted and still balance the budget. That more gradual rate is presented in the next table and is the sewer rate that is being recommended.

REVISED Proposed Residential and Commercial Sewer Rates

Description	Existing Rates	RATE PER MONTH STARTING				
		August 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	34.99	42.00	45.00	48.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	Res=2.90 Com=2.13	2.50	3.00	4.00	5.00	5.50

Each year as part of the budget review and adoption process, the Board should evaluate the necessity of implementing the full adopted rate increase. Once the District has reached the maximum reserve balance of \$1.2 million and the adopted budget won't bring the balance below this maximum, any unimplemented rate increases should be foregone until such time as the reserve balance falls below the maximum. The Board can also choose to implement a lesser increase in any given year than that adopted as part of this rate review process.

EXAMPLE CALCULATION

Calculations for Existing Residential Rates with 7 units of water usage:

Description	Rate/mo.
Sewer Base Rate (\$/mo.) - minimum	34.99
Sewer Consumption \$2.90/unit (\$/mo.) x 7 units	20.30
Water Base Rate - ¾" meter (\$/mo.)	60.22
Water Consumption Tier 1: 0-5 units; \$0.70/unit x 5 units	3.50
Water Consumption Tier 2: 6 + units; \$3.85/unit x 2 units	7.70
Total Monthly Bill	126.71

Calculations for Proposed Residential Rates with 7 units of water usage:

Description	Rate/mo.
Sewer Base Rate (\$42.00/mo.) x 1 ERU	42.00
Sewer Consumption \$2.50/unit (\$/mo.) x 7 units	17.50

Water Base Rate - Residential (\$/mo.)	65.00
Water Consumption Rate 0-8 units; \$1.00/unit x 7 units	7.00
Total Monthly Bill	131.50

Difference Water: \$0.58
 Difference Sewer: \$4.21
 Total Difference: \$4.79 (3.7%)

In short, the new methodology provides a more equitable fee amongst customers that are utilizing the same volume of the system and is a more straightforward consistent calculation, which were the two main goals that the rate committee held.

RECOMMENDATIONS

1. Continue the Public Hearing for the Proposition 218
2. Close the public hearing once all comments have been received
3. Accept the report of the District Clerk for the tabulation of protests received by the close of the public hearing
4. Adopt the new rate structure and methodology with Resolution 20-007 - roll call vote with 2/3

ALTERNATIVES

The Board can modify the adopted rates to be equal to or lesser for each year as presented in the Rate Study Report and included in the Prop 218 Notice (Tables 9, 10, and 20).

If the Board desires to adopt rates that are in excess of those presented in the Rate Study Report and included in the Prop 218 Notice, then a modified Rate Study Report must be produced and published, and the Prop 218 Noticing must be redone and a new public hearing date set and held.

ATTACHMENTS

Resolution 20-007
 Adopted Combined Revenue and Expense Report for Budgeting
 Published 2020 Water and Sewer Rate Study dated January 2020 - GSD Website



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-007

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS AMENDS THE DISTRICT'S WATER AND SEWER ORDINANCES BY ESTABLISHING NEW WATER AND SEWER RATES, FEES, AND CHARGE METHODOLOGY

WHEREAS, the Garberville Sanitary District is a Special District that was formed by the Humboldt County Board of Supervisors on April 12, 1932, pursuant to the Sanitary District Act of 1923, after a majority vote was cast in a general election; and

WHEREAS, authority for rate increases as defined in Health and Safety Code, sections 6512 and 6520.5 require the Board of Directors to be fiscally responsive to the needs of the community,

WHEREAS, the District Board previously approved a 5-year water and sewer rate plan on July 28, 2009 authorizing annual water and sewer rate adjustments through fiscal year July 2013 - June 2014 in Resolution 09-004; and

WHEREAS, the District has not increased or changed the water or sewer rates since July 1, 2013; and

WHEREAS, the Garberville Sanitary District ("District") Board of Directors received a report for the Water and Sewer Rate Study at their January 28, 2020 meeting; and

WHEREAS, the District has identified additional costs associated with diverting, treating, storing, and delivering water into the District's water supply; and

WHEREAS, the District has identified additional costs associated with collecting, treating, storing, and transmitting sewer from the customers to the District's sewer treatment plant; and

WHEREAS, the District has identified ongoing operational, debt service, capital improvement, and asset replacement needs associated with the District's water and sewer utility systems; and

WHEREAS, District staff has, and will continue to, search for cost saving measures including the active pursuit of grant funding; and

WHEREAS, in order to fund the identified water and sewer system operational, debt service, capital improvement, and asset replacement needs, it will be necessary to make adjustments to the District's current water and sewer service fees; and

WHEREAS, the adoption of this resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080(b)(8) and Section 15273 of the State CEQA guidelines codified at 14 CCR § 15273 because the resolution pertains to the adoption of charges necessary to maintain services within the District's existing service area; and

WHEREAS, on November 5, 1996, California voters approved Proposition 218 Omnibus Implementation Act; Article XIID of the California State Constitution, requiring specific procedures be followed with regard to "property-related" fee increases, including the need to provide written notice at least 45 days in advance of a public hearing; and

WHEREAS, on July 24, 2006, the California Supreme Court confirmed that charges for water, wastewater, and sewer services are subject to Proposition 218 procedures (Bighorn-Desert View Water Agency v. Verjil (2006) 39 Cal. 4th 205).

WHEREAS, the District adopted Resolution 20-001 which set a public hearing on proposed water and sewer rate increases and change in calculation methodology at its regularly scheduled Board Meeting on April 28, 2020;

WHEREAS, GSD sent Proposition 218 Notice for Proposed Water and Sewer Rate Adjustments and Changes to the District's Water and Sewer Rate Calculation Methodology public hearing to all customers and property owners affected by the proposed increase in water and sewer rates;

WHEREAS, the Notice included instructions on how occupants and/or property owners could submit written protests by mail or in person to the Garberville Sanitary District offices prior to the hearing to protest the proposed rate increases and also permitted affected persons to attend the meeting to provide input or register their written protests at the meeting; and

WHEREAS, at the April 28, 2020 Board Meeting the Public Hearing was continued due to COVID-19 shelter in place limitations; and

WHEREAS, the District held the public hearing on June 23, 2020 during a duly noticed regular business meeting, and

WHEREAS, in accordance with GSD RESOLUTION NO. 19-001 - APPROVAL OF GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE

CALIFORNIA CONSTITUTION, at the conclusion of the public hearing, the District Clerk tabulated all protests received, including those received during the public hearing, and reported the result to the Board of Directors; and

WHEREAS, the number of protests received is insufficient to constitute a majority protest.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Garberville Sanitary District Board of Directors does hereby:

1. Amend the Ordinances entitled DISTRICT’S WATER ORDINANCE, ARTICLE #15 and SEWER ORDINANCE NO. 83-1, CHAPTER 7. SECTION 18, to read as set forth in the Table 1. Amended Residential Water Rates, Table 2. Amended Commercial and Multifamily Water Rates, and Table 3. Amended Residential and Commercial Sewer Rates in Attachment #1 of this resolution.
2. Adopt WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION and the Consumption Strength Multiplier in Attachment #2 of this resolution.

BE IT FURTHER RESOLVED AND ORDERED, that these amended rates will take effect for water and sewer services starting August 1, 2020.

PASSED, APPROVED AND ADOPTED on the 23rd day of June, 2020 by the following roll call vote:

AYES: Directors _____

NOES: Directors _____

ABSENT: Directors _____

ABSTAIN: Directors _____

_____, Chair of the Board

ATTEST:

_____,
Ralph Emerson, Clerk of Board of Directors

Resolution 20-007 – Attachment #1

Table 1. Amended Residential Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	13.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 2. Amended Commercial and Multifamily Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Details for the proposed water tier base rate for each commercial and multifamily residential account is listed in Appendix B and C of the 2020 WATER AND SEWER RATE STUDY which is on file at the GSD office. Water tier base rates for commercial and multifamily residential accounts are determined by the District General Manager. Customers may petition to have their tier determination reviewed if conditions at the property change. The General Manager’s decision can be appealed to the District Board of Directors.

Table 3. Amended Residential and Commercial Sewer Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	53.00

Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	5.50
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Details for consumption strength multiplier (CSM) and Equivalent Residential Units (ERU) for each commercial and multifamily customer can be found in Appendix B and C in the 2020 WATER AND SEWER RATE STUDY. The explanation for the changes in charge calculation methodology can be found in the rate study.

Attachment #2 in this Resolution details the WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION and the Consumption Strength Multiplier by property utilization.

WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION

Information presented below is subject to revision based upon passage, revision or amendment to any applicable GSD ordinance or resolution. The District will, by ordinance or resolution, specify the current wastewater capital charge per Equivalent Residential Unit (E.R.U.) and the wastewater base rate monthly charge per ERU. For the purpose of calculating and imposing the wastewater capital charge, and for the purpose of calculating the consumption charge for commercial wastewater service, the ERU factor and consumption strength factor for any particular connection shall be calculated and imposed in the following manner:

Establishment	Unit	ERU Factor	Consumption Strength Multiplier
Single Family Residence (includes manufactured homes and mobile homes that are on private lots)	Per Dwelling Unit	1.000	N/A
Multifamily - (0-2 bedrooms per unit) Multifamily - (3 or more bedrooms per unit)	Per Individual Living Unit	0.800 1.000	1.0
Apartments, Condominiums, or accessory units without separate meters	Per Individual Living Unit	0.800	1.0
Mobile home and trailer parks (Any accessory facilities such as laundry, dining, residences, etc. shall be considered separately in addition to trailer spaces as per this table.) Mobile home or trailer park Recreational Vehicle Park (occupied or not)	Space Space	0.800 0.500	1.0 1.4
Hotel, Motel, lodging house, boarding house, or other multiple dwelling designed for sleeping accommodations for one or more individuals (not including food service, dining, meeting rooms, or laundries for boarder's use) Without Cooking Facilities (can include in room fridge) With Cooking Facilities (i.e. stove, microwave, and refrigerator)	Room Room	0.600 1.000	1.2 1.4
Churches, theaters, and Auditoriums (does not include office spaces, school rooms, day care facilities, food prep areas, etc.) See other sections in table to add for those uses.	Seat	0.017	1.0
Barber/Beauty Salon	Opr. Station	0.300	2.0
Theater	Per Seat	0.010	1.0

Resolution 20-007 - Attachment #2

Theater (Dinner)	Per Seat	0.067	1.4
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Establishment	Unit	Factor	Consumption Strength Multiplier
Food Service: Base plus add for: Restaurant/Cafeteria Bar/Cocktail Lounge	Base Seat Seat	2.500 0.050 0.067	1.4
Industrial Building (not including food service; not including industrial waste flows): Without Showers With Showers	Employee Employee	0.050 0.117	1.0
Laundry/Self-Service	Per Machine	1.333	1.0
Office Building (add food service and retail space)	First 1,000 Sq Ft Each addit. 1,000 sq. ft.	1.000 0.500	1.0
Dentist Office	Per Dentist Per Wet Chair	0.833 0.667	1.4
Doctor Office	Per Doctor or Care Provider	0.833	1.4
Veterinarian Office	Per Veterinarian Per Operating Room	0.833 0.667	1.4
Hospital	Per Bed	0.833	1.4
Nursing Home, extended care facilities, other similar uses	Per Bed	0.500	1.4
Warehouse space excluding office space, etc.	Per 1,000 sq. ft.	0.334	1.0
Meeting and/or Banquet Rooms	Per Occupant by Max Fire Code Amt	0.020	1.0
Grocery Store with Deli	Per 1,000 sq. ft.	1.000	1.4
Town Square Vendors	Per Trailer/ Connection Point	1.500	1.4
Automotive Repair & Maintenance	Per Bay	0.250	2.0
Service Station Add: Add:	Per Bay Per Wash Bay Per Toilet Room	1.000 3.200 1.000	2.0

Resolution 20-007 - Attachment #2

Service Station with Restaurant Add:	Base Per Toilet Room	2.500 1.000	1.4
Retail Store with Self Service Gas Pumps & Restroom	Per Restroom	1.000	1.4
Convenience Store without Gas Pump or Restrooms With Restrooms	Per 1,000 sq. ft.	1.000	1.0
	Per Toilet Room	1.000	1.4

Page 2 of 3

Establishment	Unit	Factor	Consumption Strength Multiplier
Retail Store without Restrooms With Restrooms	Per 1,000 sq. ft.	1.000	1.0
	Per Toilet Room	1.000	1.4
Bowling Alley	Per Lane	0.333	1.4
Cannabis	Dependent upon Specific Use		2.0
Schools, Middle & High	Per Student	0.050	1.4
Schools, Elementary & Nursery including day care facilities	Per Student	0.025	1.4

GENERAL NOTES

- ONE (1) equivalent residential unit (ERU) shall, for the purposes of this Section, have an assigned value of 1.000. One (1) ERU is hereby established and determined to be equal to a flow of **two hundred (200) gallons per day (GPD)**. The "total equivalent residential unit value" for an establishment shall be calculated by multiplying the ERU factor listed above times the number of units. A developer may request a calculation in lieu of selecting directly from the list. The District may at its discretion require additional information as it deems necessary to support any calculations provided.
- The General Manager shall be responsible for determining the number of equivalent residential units for various building, structures or uses in accordance with the provisions of this section. For proposed new construction, the General Manager shall review the building plans and ascertain the use of the proposed structure and then determine the number of equivalent dwelling units required by an application of the tables listed above. For an existing structure and use, the General Manager shall apply this table to that structure and use. For the alteration, remodeling or expansion of an existing structure or use, the General Manager shall determine the number of equivalent dwelling units being used by the existing structure or use by applying this section. The General Manager shall then determine, in the same manner as new construction, the number of equivalent dwelling units required after completion of the alteration, remodeling or expansion. The equivalent dwelling units in such cases shall be the amount of the increase in such units, if any. The general manager's determinations under this section may be appealed to the board of directors, whose decision shall be final.
- During initial implementation of this ordinance, the General Manager shall use historical data on actual flows for each commercial customer to determine the initial ERU calculation. Each commercial customer shall be informed of the ERU determined for their property and shall be provided with this table. Each customer may choose to provide to the General Manager data sufficient to recalculate the

Resolution 20-007 - Attachment #2

appropriate ERU for their property. If no data is supplied, then the account will be billed based upon the initial ERU until such time as there is sufficient data to revise the initial ERU calculation.

4. In no event shall the total ERU for any separate establishment be less than 1.000.
5. The Strength Consumption Factor shall be used by multiplying by the commercial sewer unit price to determine the monthly sewer consumption rate.

Example: (Unit price) X (Consumption Strength Multiplier) X (Units Consumed) = Monthly Charge

$$\begin{array}{ccccccc} \$5.00 & X & 1.4 & & X & 15 & = \$105 \end{array}$$

**Garberville Sanitary District
Combined Revenue Expense Report for Budgeting**

05/19/2020

	FY 19-20 Adopted Budget	FY 19-20 YTD 9 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 ADOPTED Budget	Δ 20-21 Budget vs. 19-20 Budget
Ordinary Income/Expense						
Income						
Water Charges						
4100 · Residential	300,000.00	222,693.18	295,000.00	(5,000.00)	300,000.00	-
4110 · Commercial	220,000.00	163,490.00	215,000.00	(5,000.00)	210,000.00	(10,000.00)
4150 · Bulk Water Sales	-	24.00	25.00	25.00	-	-
Total Water Charges	520,000.00	386,207.18	510,025.00	(9,975.00)	510,000.00	(10,000.00)
4200 · Sewer Charges	365,000.00	276,051.60	365,000.00	-	357,000.00	(8,000.00)
4300 · Connection Fees	40,000.00	8,000.00	16,000.00	(24,000.00)	24,000.00	(16,000.00)
4650 · Late Charges	9,500.00	9,795.00	9,800.00	300.00	10,000.00	500.00
4700 · Other Operating Revenue	5,000.00	1,497.87	6,500.00	1,500.00	5,000.00	-
Total Income	939,500.00	681,551.65	907,325.00	(32,175.00)	906,000.00	(33,500.00)
Expense						
Administrative and General						
5000 · Advertising	350.00	-	350.00	-	350.00	-
5005 · Bad Debts	3,500.00	1,942.47	2,850.00	(650.00)	3,500.00	-
5010 · Bank Charges						
5012 · Merchant Account Fees	2,600.00	2,307.81	3,000.00	400.00	3,000.00	400.00
5010 · Bank Charges - Other	1,900.00	1,405.27	2,000.00	100.00	2,000.00	100.00
Total 5010 · Bank Charges	4,500.00	3,713.08	5,000.00	500.00	5,000.00	500.00
5020 · Directors Fees	2,000.00	1,100.00	2,000.00	-	2,000.00	-
5025 · Discount Program					3,600.00	3,600.00
5030 · Dues and Memberships	3,850.00	3,728.22	4,000.00	150.00	4,000.00	150.00
5035 · Education and Training	3,000.00	3,454.75	3,000.00	-	3,000.00	-
5036 · Education and Training - B.O.D.	300.00	-	100.00	(200.00)	300.00	-
Insurance						
5040 · Liability	26,954.96	21,454.32	28,500.00	1,545.04	41,965.14	15,010.18
5050 · Workers' Comp	8,050.00	7,183.86	9,800.00	1,750.00	9,240.00	1,190.00
5055 · Health						
5037 · Employee Benefits	-				-	-
5055.1 · Employee Portion	(7,800.00)	(5,468.58)	(7,300.00)	500.00	(7,300.00)	500.00
5055 · Health - Other	43,800.00	30,374.18	40,500.00	(3,300.00)	40,435.00	(3,365.00)

**Garberville Sanitary District
Combined Revenue Expense Report for Budgeting**

05/19/2020

Total 5055 · Health	36,000.00	24,905.60	33,200.00	(2,800.00)	33,135.00	(2,865.00)
Total Insurance	71,004.96	53,543.78	71,500.00	495.04	84,340.14	13,335.18
5060 · Licenses, Permits, and Fees	20,000.00	20,254.07	25,000.00	5,000.00	24,500.00	4,500.00
5065 · Auto	2,500.00	1,500.68	2,000.00	(500.00)	2,000.00	(500.00)
5070 · Miscellaneous	100.00	-	100.00	-	100.00	-
5080 · Office Expense	7,000.00	4,903.90	7,000.00	-	7,000.00	-
5085 · Outside Services	8,650.00	5,387.49	7,500.00	(1,150.00)	8,650.00	-
5090 · Payroll Taxes	29,218.00	20,995.24	29,000.00	(218.00)	30,770.00	1,552.00
5100 · Postage	2,800.00	2,110.73	2,800.00	-	2,800.00	-
5110 · Professional Fees	75,200.00			(75,200.00)	81,200.00	6,000.00
SWRCB Complaint		10,092.93	9,000.00			-
5110 · Professional Fees - Other		57,513.24	75,200.00			-
Total 5110 · Professional Fees	75,200.00	67,606.17	84,200.00	9,000.00		
5120 · Property Taxes	50.00	40.89	50.00		50.00	-
5125 · Repairs and Maintenance	500.00	29.49	100.00		500.00	-
5130 · Rents	10,020.00	8,350.00	10,020.00	-	10,020.00	-
5135 · Retirement	7,650.00	5,977.25	8,300.00	650.00	8,025.00	375.00
5137 · Supplies	1,200.00	1,227.12	1,800.00	600.00	1,200.00	-
5140 · Telephone	11,125.00	7,918.49	10,500.00	(625.00)	11,125.00	-

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	FY 19-20 Adopted Budget	FY 19-20 YTD 9 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 ADOPTED Budget	Δ 20-21 Budget vs. 19-20 Budget
5145 · Tools	2,000.00	26.93	100.00	(1,900.00)	2,000.00	-
5150 · Travel and Meetings	1,000.00	766.13	1,200.00	200.00	1,000.00	-
5155 · Utilities	3,000.00	3,563.31	5,400.00	2,400.00	5,500.00	2,500.00
5160 · Wages						
5165 · Wages - Overtime	2,000.00	4,251.08	5,500.00	3,500.00	3,500.00	1,500.00
5160 · Wages - Other	161,220.00	104,983.38	145,000.00	(16,220.00)	166,545.00	5,325.00
Total 5160 · Wages	163,220.00	109,234.46	150,500.00	(12,720.00)	170,045.00	6,825.00
5170 · Vacation Accrual Adjustment	2,000.00	-	2,000.00	-	3,000.00	1,000.00
Total Administrative and General	435,737.96	327,374.65	436,370.00	632.04	475,575.14	39,837.18
Sewage Collection						
6010 · Fuel	3,220.00	2,305.43	3,000.00	(220.00)	3,000.00	(220.00)

**Garberville Sanitary District
Combined Revenue Expense Report for Budgeting**

05/19/2020

6020 · Pumping						-
6030 · Repairs and Maintenance	8,000.00	11,522.29	16,000.00	8,000.00	15,000.00	7,000.00
6040 · Supplies	3,000.00	944.31	2,000.00	(1,000.00)	3,000.00	-
6050 · Utilities	5,000.00	2,222.25	3,000.00	(2,000.00)	3,000.00	(2,000.00)
6060 · Wages						-
6065 · Wages - Overtime Sewer Collection	2,000.00	4,059.00	6,000.00	4,000.00	4,000.00	2,000.00
6060 · Wages - Other	30,000.00	23,701.88	31,000.00	1,000.00	33,180.00	3,180.00
Total 6060 · Wages	32,000.00	27,760.88	37,000.00	5,000.00	37,180.00	5,180.00
Sewage Collection - Other			-	-		-
Total Sewage Collection	51,220.00	44,755.16	61,000.00	9,780.00	61,180.00	9,960.00
Sewage Treatment						-
6075 · Fuel	2,990.00	2,305.43	2,990.00	-	3,000.00	10.00
6080 · Monitoring	7,000.00	3,362.50	4,000.00	(3,000.00)	7,000.00	-
6085 · Outside Services				-		-
6100 · Repairs and Maintenance	10,000.00	6,556.41	10,000.00	-	15,000.00	5,000.00
6110 · Supplies	9,500.00	5,170.41	8,000.00	(1,500.00)	9,000.00	(500.00)
6120 · Utilities	9,200.00	7,402.02	9,700.00	500.00	9,200.00	-
6130 · Wages				-		-
6135 · Wages - Overtime Sewer Treatment	1,000.00	528.00	1,000.00	-	1,000.00	-
6130 · Wages - Other	25,000.00	35,604.35	50,000.00	25,000.00	36,170.00	11,170.00
Total 6130 · Wages	26,000.00	36,132.35	51,000.00	25,000.00	37,170.00	11,170.00
Total Sewage Treatment	64,690.00	60,929.12	85,690.00	21,000.00	80,370.00	15,680.00
Water Trans and Distribution						-
7075 · Fuel	2,875.00	2,305.43	3,000.00	125.00	3,000.00	125.00
7090 · Repairs and Maintenance	15,000.00	45,592.59	50,000.00	35,000.00	20,000.00	5,000.00
7100 · Supplies	12,000.00	3,613.16	7,000.00	(5,000.00)	10,000.00	(2,000.00)
7110 · Utilities	9,200.00	4,272.81	6,000.00	(3,200.00)	6,000.00	(3,200.00)
7120 · Wages				-		-
7125 · Wages - Overtime Water Trans	5,000.00	8,330.00	9,000.00	4,000.00	7,000.00	2,000.00
7120 · Wages - Other	30,000.00	33,946.83	44,000.00	14,000.00	40,595.00	10,595.00
Total 7120 · Wages	35,000.00	42,276.83	53,000.00	18,000.00	47,595.00	12,595.00
Total Water Trans & Distribution	74,075.00	98,060.82	119,000.00	44,925.00	86,595.00	12,520.00
Water Treatment						-
7020 · Fuel	2,200.00	2,305.58	3,000.00	800.00	3,000.00	800.00
7010 · Monitoring	3,500.00	2,807.50	4,000.00	500.00	4,000.00	500.00

**Garberville Sanitary District
Combined Revenue Expense Report for Budgeting**

05/19/2020

7015 · Outside Services	740.00	1,000.00	1,000.00	-	-
7030 · Repairs and Maintenance	15,000.00	6,092.29	9,000.00	(6,000.00)	(500.00)
7040 · Supplies	14,000.00	8,525.54	12,000.00	(2,000.00)	-
7050 · Utilities	46,000.00	34,592.45	46,000.00	-	1,000.00
				47,000.00	

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	FY 19-20 Adopted Budget	FY 19-20 YTD 9 mo	FY 19-20 Projected Year End	Δ Budget vs. Projected Year End	FY 20-21 ADOPTED Budget	Δ 20-21 Budget vs. 19-20 Budget
7060 · Wages						-
7065 · Wages - Overtime Water Treat	6,000.00	5,216.00	6,500.00	500.00	6,000.00	-
7060 · Wages - Other	40,200.00	25,810.94	34,500.00	(5,700.00)	43,880.00	3,680.00
Total 7060 · Wages	46,200.00	31,026.94	41,000.00	(5,200.00)	49,880.00	3,680.00
Total Water Treatment	126,900.00	86,090.30	116,000.00	(10,900.00)	132,380.00	5,480.00
Total Expense	752,622.96	617,210.05	818,060.00	65,437.04	836,100.14	83,477.18
Net Ordinary Income	186,877.04	64,341.60	89,265.00	(97,612.04)	69,899.86	(116,977.18)
Other Income/Expense						
Other Income						-
Property Tax Revenue						-
8010 · Secured	25,500.00	13,494.39	25,500.00	-	25,500.00	-
8020 · Unsecured	1,900.00	1,028.56	1,900.00	-	1,900.00	-
8025 · Prior Years	10.00	-	10.00	-	10.00	-
8030 · Supplemental - Current	250.00	222.39	250.00	-	250.00	-
8035 · Supplemental - Prior Years	50.00	53.49	50.00	-	50.00	-
Total Property Tax Revenue	27,710.00	14,798.83	27,710.00	-	27,710.00	-
8053 · Water Capital Grant Income				-		-
8060 · Interest Income	9,000.00	3,412.67	6,000.00	(3,000.00)	6,000.00	(3,000.00)
8070 · Other Non-Operating Revenue	-	7,350.83	8,000.00	8,000.00	2,400.00	2,400.00
9030 · Homeowners' Tax Relief	310.00	153.32	310.00	-	310.00	-
Total Other Income	37,020.00	25,715.65	42,020.00	5,000.00	36,420.00	(600.00)
Other Expense						-
9010 · Other Expenses		13,037.11	55,000.00		2,000.00	2,000.00
9040 · Depreciation	505,000.00	369,570.78	495,000.00	(10,000.00)	490,000.00	(15,000.00)
9050 · Interest Expense	11,468.04	4,787.09	5,321.13	(6,146.91)	2,278.65	(9,189.39)
Total Other Expense	516,468.04	387,394.98	555,321.13	38,853.09	494,278.65	(22,189.39)
Net Income	(292,571.00)	(297,337.73)	(424,036.13)	(131,465.13)	(387,958.79)	(95,387.79)
						-

**Garberville Sanitary District
Combined Revenue Expense Report for Budgeting**

05/19/2020

Add Back Depreciation and Connection Fees	465,000.00	361,570.78	479,000.00	14,000.00	466,000.00	1,000.00
Net Income excluding Depreciation & Connection Fees	172,429.00	64,233.05	54,963.87	(117,465.13)	78,041.21	(94,387.79)
TOTAL PAYROLL EXPENSES	385,338.00	305,493.41	414,800.00	29,462.00	426,040.00	40,702.00
TOTAL REPAIR & MAINT. EXPENSES (5 Accts)	48,500.00	69,793.07	85,100.00	36,600.00	65,000.00	16,500.00



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: June 23, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Purchase of Backhoe

GENERAL OVERVIEW

For over seven years the District has been planning to purchase a backhoe. We include it in the budget but other unexpected expenditures have caused us to have to postpone the purchase. We have always budgeted for purchase of a new backhoe, but recently the General Manager became aware of a gently used backhoe that was being traded in by a local construction company (GR Wilcox) for a larger backhoe. GR Wilcox is willing to allow the District to purchase the backhoe instead of trading it in which provides a significant cost savings to the District. The District's General Manager has previously operated this backhoe. GR Wilcox has agreed to complete the repairs listed in the purchase agreement prior to the District purchasing the backhoe.

FINANCIAL CONSIDERATIONS

The purchase price of a new backhoe is approximately \$130,000. The purchase price for this used backhoe is \$65,000.

The District has borrowed monies from the Rural Community Assistance Corporation (RCAC) several times for construction projects. RCAC has a loan program for purchasing equipment and used equipment is eligible. The loan terms are 5% interest over 3 years. The loan has a 1% origination fee = \$600.00. The total interest paid will be \$4,737.14. The monthly payment will be \$1,798.25.

RECOMMENDED BOARD ACTIONS

1. Approve the purchase of the backhoe.
2. Authorize the Chair of the Board to sign all documents necessary for the purchase and financing of the backhoe.
3. Adopt Resolution 20-008

ATTACHMENTS

1. Equipment Purchase Agreement

2. Loan Application for Rural Community Assistance Corporation
3. Loan Fund Business Lending Green Criteria
4. Resolution 20-008 - Resolution to Borrow

EQUIPMENT PURCHASE AGREEMENT

This Agreement is entered into by and between GR Wilcox Enterprises, hereinafter "Seller" and Garberville Sanitary District, hereinafter "Buyer" for the purposes herein stated.

For Sixty Five Thousand Dollars (\$65,000.00) and other valuable considerations, the receipt and sufficiency of which is hereby acknowledged, the undersigned do hereby covenant, contract and agree as follows:

1. **AGREEMENT:** Seller hereby sells, conveys and transfers to Buyer all rights, title and interest in and unto the Caterpillar 430 {Serial Number _____} with 4WD, ride control, extend-a-hoe, a 4 in 1 front bucket, 18" hoe bucket, and a thumb, hereinafter referred to collectively as equipment.
2. **DELIVERY AND ACCEPTANCE:** Upon acceptance by Buyer of the equipment, which acceptance shall be identified by Seller taking possession of the equipment, such acceptance shall acknowledge that the equipment is in good order and condition and that Buyer is satisfied with same and that Seller has made no representation or warranty, expressed or implied, with respect to such item of equipment. All equipment is sold in an "as is" condition.
3. **PURCHASE PAYMENTS:** Buyer agrees to pay unto Seller the sum of \$65,000 as payment under this agreement in two installments:

A \$5,000 down-payment upon seller and buyer's acceptance of this purchase agreement.

Final One Time Payment of \$60,000 shall be payable to Seller at his office or at any other place Seller may direct. Payment shall not be considered paid until received by Seller prior to July 30th, 2020.

4. **TITLE TO EQUIPMENT:** Seller represents that he owns all equipment described herein free and clear and that such equipment is free of all liens. Seller will provide documentation of title of ownership upon receipt of final payment.
5. **MAINTENANCE AND REPAIR:** Seller shall repair prior to transfer of title: Repair hydraulic leak on loader, replace turn signal lights and switch, new battery, and clean air filters. Buyer shall perform final inspection after all repairs are completed by Seller. All future maintenance and repair costs to the equipment shall be paid by Buyer, and Seller is hereby relieved from any responsibility to maintain or repair said equipment, all said equipment being sold in an "as is" condition as of the date of transfer of title.
6. **TAXES AND LICENSES:** All taxes, license fees and other expenses associated with the agreement equipment shall be paid by Buyer.
7. **INDEMNIFICATION OF SELLER:** Buyer shall indemnify, protect and hold harmless the Seller, its agents, servants, successors and assigns from and against all losses, damages, injuries, claims, demands and expenses, including legal expenses, of whatever nature, arising out of the use, condition or operation of any item of the equipment, regardless of where, how and by whom

operated. Buyer shall assume the settling of, and the defense of any suits or other legal proceedings brought to enforce all such losses, damages, injuries, claims, demands and expenses and shall pay all judgments entered in the suit for other legal proceedings. The indemnification and assumptions of liability and obligation herein provided shall continue in full force and effect notwithstanding the termination of this agreement, whether by expiration of time, by operation of law or otherwise.

8. ASSIGNMENT BY SELLER TO BANK: Seller shall be entitled to assign the payments due under this agreement, or any portion thereof, to any bank or other financial institution as security.

Backhoe Purchase Agreement

Page 1 of 2

9. "AS IS" CONDITION OF EQUIPMENT: Seller makes no warranties unto Buyer for the sale of the equipment and all equipment described herein is sold in its "as is" condition after completion of items in Section 5.

10. DEFAULT BY BUYER: Time is of the essence under this agreement and any of the following events shall constitute defaults on the part of Buyer hereunder:

- (a) failure of Buyer to pay any payment within fifteen (15) days in which same becomes due;
- (b) any breach or failure of Buyer to perform any of its obligations under this agreement; (c) insolvency of bankruptcy of Buyer or assignment for the benefit of creditors; (d) any other act of Buyer which will causes Seller to deem itself insecure.

Upon the occurrence of any default Seller may exercise this option without notice to or demand on the Buyer and thereupon all equipment and rights of Buyer therein shall be surrendered unto Seller; upon default, Seller may take possession of the equipment where found with or without process of law in court, may enter upon the agreed premises without liability for suit, action, or other proceedings by Buyer and remove same; hold, sell, agreement or otherwise dispose of the equipment or keeping of any of them as Seller so chooses without effecting the obligation of Buyers as providing by this agreement; collect all unpaid payments due without prejudice to Seller's right to regain possession of the equipment.

11. Upon receiving the final payment from Buyer under this agreement, Seller shall execute such further assurances as may be reasonably required by Buyer to insure that the equipment is free from all liens and encumbrances.

12. GOVERNING LAW: This agreement shall be governed by the laws of the State of California.

SELLER Signature:

BUYER Signature:

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

GR Wilcox Enterprises Inc.
PO Box 186, Whitethorn, CA 95589-0186
707-986-7486 | License No. 665454

Garberville Sanitary District
P.O. Box 211, Garberville, CA 95542
(707)923-9566

Attach Notary Page for Each Signatory to the Agreement



Rural Community Assistance Corporation

Loan Application – Small Business Loan Program

BUSINESS INFORMATION

Legal Business Entity:	Garberville Sanitary District		
Business Operating Name:	Garberville Sanitary District		
Date Established:	April 12, 1932	Contact Person:	Jennie Short
Mailing Address:	P.O. Box 211	Title:	Consult Project Manager
Physical Address:	919 Redwood Drive	Business Telephone:	707-923-9566
City, State:	Garberville, CA	Fax:	707-923-3130
County:	Humboldt	Cell:	707-223-4567
Zip Code:	95542	Email:	jmsshort@garbervillesd.org
Federal Tax ID Number:	68-0296323	Duns#:	827063041
Business Description/Products/Services:	Water and Sewer Services to the community of Garberville, California		
Legal Structure:	<input type="checkbox"/> Sole Proprietorship <input type="checkbox"/> Partnership <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Other (specify): Special District		
Requested Loan Amount:	60,000		
Loan Type:	<input type="checkbox"/> Line of Credit <input type="checkbox"/> Working Capital Loan <input checked="" type="checkbox"/> Term Loan		
Purpose:	Purchase Backhoe		
Term Requested:	3-years		
Security Offered:	Backhoe		
# of Job Retained:	Full Time: 4 Part Time: 1		
# of Jobs Created:	Full Time: Part Time:		

OWNERS/PRINCIPALS INFORMATION

Name	Social Security #	% Owned	Home Address	Home Telephone	Cell Phone
Linda Brodersen		0			
Doug Bryan		0			
Julie Lyon		0			
Soren Rio Andersen		0			
Dan Thomas		0			
All Elected Volunteer Board					

Credit: I hereby grant Rural Community Assistance Corporation (RCAC) permission to obtain credit reports, including personal credit reports, copies of tax returns and other information from the IRS and other taxing authorities, and to take such other steps RCAC deems appropriate to verify the information, including contacting borrower’s accountant. Applicant further agrees to execute and deliver to RCAC such other forms and take such other action, as RCAC requests in furtherance of the foregoing.

Certification: I certify that the information on this loan application and attachments hereto is complete and current to the best of my knowledge. Furthermore, I understand that intentional misrepresentation of facts may be a basis for denial of credit or an “event of default” as described in the Promissory Note which will evidence the loan request, if approved.

Authorized Signature*: _____ Date: 06/23/20

Authorized Signature*: _____ Date: _____

Authorized Signature*: _____ Date: _____

Authorized Signature*: _____ Date: _____

*All parties with 20% or more ownership interest must execute

Notice: The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant's income derives from any public assistance program; or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law concerning this credit is the Federal Trade Commission, Division of Credit Practices, 6th and Pennsylvania Avenue, NW, Washington, DC 20580.

RCAC

Loan Fund Business Lending Green Criteria

Purpose: To promote use of green products and practices.

Criteria: To provide for incorporation of practices, procedures and/or equipment that promotes conservation of energy on an ongoing basis. Loan application priority for funding as well as a credit in determining the loan interest rate is provided to businesses that incorporate three or more of the following:

**I will
incorporate**

Business Practices:

- Recycling program for waste (office and operations)
- Purchase of consumables with minimum of 50% recycled content
- Encourages employees to utilize energy savings outside of workplace, i.e., carpooling, recycling, etc.
- List specifics:
 - 1) walk to work when weather permits 2) recycling 3)
- Provides for a telecommute program, where applicable and practicable
- Other proposed energy savings practice or item in business practices area:*
- replace older equipment with more fuel efficient equipment
- _____
- _____

Business Facility:

- Has or will incorporate energy saving appliances and fixtures in business facility, e.g., Energy Star appliances, low flush toilets, etc.
- Will incorporate Green Build criteria in any new construction provided for in loan (see Green Build checklist)
- Utilizes or will incorporate energy savings equipment in product production, if applicable.
- Describe: N/A
- Other proposed energy savings practice or item in business facility area:*
- This loan is not associated with any business facility.
- _____
- _____

Certification: I certify that the Garberville Sanitary District will incorporate the above-checked/described business practices, procedures and equipment as part of the business operations for which a loan is being requested.

Signature of Authorized Signer DATE: June 23, 2020

Linda Brodersen, Chair of the Board of Directors
Name of Authorized Signer



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-008

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE THE LOAN APPLICATION, AGREEMENT, PROMISSORY NOTE, SECURITY, AND OTHER INSTRUMENTS TO MAKE AND SECURE THE LOAN FROM RURAL COMMUNITY ASSISTANCE CORPORATION FOR PURCHASE OF A BACKHOE AND ANY AMENDMENTS THERETO;

AUTHORIZING THE GENERAL MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT AND SIGN DOCUMENTATION REQUIRED BY RCAC FOR THE DISBURSEMENT OF FUNDS DURING THE TERM OF THE LOAN; AND DEDICATING REVENUES FROM WATER AND SEWER SALES AS THE SOURCE OF REVENUE TO REPAY SAID LOAN.

WHEREAS, the Garberville Sanitary District is a Special District that was formed by the Humboldt County Board of Supervisors on April 12, 1932, pursuant to the Sanitary District Act of 1923, after a majority vote was cast in a general election; and

WHEREAS, the Garberville Sanitary District performs maintenance on the water and sewer systems; and

WHEREAS, GR Wilcox has a backhoe for sale that meets the needs of the District; and

WHEREAS, the cost savings to the District for buying a used backhoe exceeds the value of owning a new backhoe; and

WHEREAS, the Garberville Sanitary District wishes to obtain from RCAC a loan for \$60,000 to cover most of the purchase price of the backhoe; and

WHEREAS, RCAC has a loan funding program that allows a 3-year term loan with a waiver approval; and

WHEREAS, this Resolution is being properly adopted in compliance with Article 7.4, Section 53838(a) of Chapter 4 of Part 1 of Division 2 of Title 5 of the California Government Code; and

WHEREAS, the Loan shall be made in accordance with the terms of a securitized limited obligation note to be authorized by the District's Board in a form acceptable to RCAC containing the following terms: monthly amortized payments based on a 36 month amortization schedule with the final payment due three years from the date of the note.

WHEREAS, Gov. Code, § 53838 states in part "principal of, and interest on, the securitized limited obligation notes are payable solely from the revenue pledged to the payment of the principal and interest and that the [District] is not obligated to pay the principal or interest except from the pledged revenue"; and

WHEREAS, the Board must approve issuance of a securitized limited obligation note;

WHEREAS, prior to the RCAC executing the Note and Loan Agreements, Garberville Sanitary District is required to pass a resolution formally establishing a dedicated source of revenue to repay the loan;

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the foregoing recitals are true and correct and shall be implemented as stated; and

Page 1 of 2

BE IT FURTHER RESOLVED AND ORDERED, that the District shall submit to RCAC an application for a loan in an amount not to exceed \$60,000 with a 3-year repayment term for purchase of a backhoe; and

BE IT FURTHER RESOLVED AND ORDERED, that if the loan is approved, the District's Board hereby authorizes the District to issue a securitized limited obligation note memorializing a Loan from RCAC in the amount of \$60,000 for the sole purpose of purchasing a backhoe; and

BE IT FURTHER RESOLVED AND ORDERED, that Garberville Sanitary District Board of Directors does hereby designate revenues from its Net Water and Sewer Revenues as the dedicated source of revenue to repay the loan and, subject to any existing priority security interests already pledged in Net Water and Sewer Revenues, pledges all remainder Net Water and Sewer Revenues as collateral for this RCAC loan. This dedication and pledge shall remain in full force and effect until such loan is fully discharged, unless modification or change of such dedication and pledge is approved in writing by RCAC; and

BE IT FURTHER RESOLVED AND ORDERED, that the District is further authorized to request amendments, including increases in the loan amount up to the amounts approved by RCAC and not to exceed Sixty Thousand Dollars (\$60,000), and to execute any and all documents required by RCAC to evidence and secure these amendments; and

BE IT FURTHER RESOLVED AND ORDERED, that the funds for the loan will only be used for the purchase of a backhoe; and

BE IT FURTHER RESOLVED AND ORDERED, that the CHAIRPERSON OF THE BOARD OF DIRECTORS is authorized to execute in the name of the District, the loan application and the loan agreement, promissory note, security and other instruments, and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto; and

BE IT FURTHER RESOLVED AND ORDERED, that the GENERAL MANAGER is authorized to execute in the name of the District, only that documentation required by RCAC for the disbursement of funds during the term of the loan.

Passed and adopted by the Garberville Sanitary District's Board of Directors on June 23, 2020 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

ATTEST:

Ralph Emerson, Clerk of Board of Directors _____

Linda Brodersen, Chair of the Board _____

Resolution 20-008

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GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: June 23, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Application and Notice of Exemption Wallan and Robertson Tank Replacement Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

In October 2019 the District applied for Planning Project funding through the Drinking Water State Revolving Fund (DWSRF) which is overseen by the State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) for three projects: Wallan Road Tank, Robertson Tank, and the Meadows Aerial Waterline. When the Division of Financial Assistance began processing the applications they inquired as to whether the District would be willing to combine them into one project. We chose to combine the two tanks into one project and leave the aerial waterline as its own independent project.

The SWRCB-DFA has requested that a Notice of Exemption for the combined water tank project be filed with the State Clearinghouse so that it matches with the revised project description. They have also requested that the Environmental Package be revised to combine the two tank projects into one. I have prepared the various documents that are necessary to combine these two tank projects into one project.

RECOMMENDED ACTIONS

1. Review and Adopt the Notice of Exemption
2. Review and Approve Resolution 20-009: RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE WALLAN AND ROBERTSON TANK REPLACEMENT PROJECT PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION
3. Review and Approval Resolution 20-010: 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 WALLAN AND ROBERTSON TANK REPLACEMENT PROJECT

ATTACHMENTS

1. Notice of Exemption



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2. Resolution 20-009 3. Resolution 20-010

Board of Directors Agenda Item for the June 23, 2020 Meeting
Notice of Exemption & Resolutions for Wallan and Robertson Tank Replacement Project

Page 1 of 1

NOTICE OF EXEMPTION

TO: Humboldt County Clerk
825 5th Street, 5th Floor
Eureka, CA 95501

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

PROJECT TITLE: Wallan Road and Robertson Tank Replacement Project - Planning Phase

PROJECT LOCATION: CITY: GARBERVILLE COUNTY: HUMBOLDT
Wallan Road Treated Water Storage Tank off Wallan Road. Lat 40.10774 Long -123.77043
Robertson Treated Water Storage Tank off Alderpoint Road. Lat 40.1062 Long -123.78646

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:
The project consists of the planning phase for a project to replace the existing leaking redwood water storage tank and 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:
	Ministerial (Sec. 21080(b)(1); 15268);
	Declared Emergency (Sec. 21080(b)(3); 15269(a));
	Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
XX	Categorical Exemption. Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)
XX	Statutory Exemption. Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)

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:



GARBERVILLE SANITARY DISTRICT

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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

Resolution 20-009 Exhibit 1

RESOLUTION NO. 20-009

RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE WALLAN AND ROBERTSON 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 Wallan and Robertson 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 tanks; 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



GARBERVILLE SANITARY DISTRICT

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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.

RESOLUTION NO. 20-010

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 WALLAN AND ROBERTSON TANK REPLACEMENT PROJECT

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

WHEREAS, the Wallan Road Tank is a redwood tank that was constructed as part of the Meadows Subdivision in the 1970s; and

WHEREAS, the Wallan Road Tank has been leaking for many years; and

WHEREAS, the Robertson Tank is a partially in-ground concrete tank that has been held together with cables for more than 20 years and has been leaking for many years; and

WHEREAS, the SWRCB-DDW District staff has indicated that the Robertson tank should be replaced in the February 5, 2019, Field Inspection Report.

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 and/or design of the WALLAN AND ROBERTSON 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 June 23, 2020 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 June 23, 2020.

_____, SEAL

Ralph Emerson
Clerk of Board of Directors

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 June 23, 2020 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

Sec 14.5 Drought Contingency Plan.

During drought conditions as identified by the State of California, Humboldt County or Garberville Sanitary District, the Drought Contingency Plan will go into effect immediately.

This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

1. A third rate tier may be implemented for excessive water usage

1. Customers will be required to conserve water including but not limited to gallons per day water usage and if they don't comply, may be fined for gallons of water used above the maximum allowed.
2. **1st phase of drought conservation plan will require all customers to voluntarily reduce water consumption.**
2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit.
3rd phase will require only using water on specific days, designated by GSD.
3. Continual updates to customers will educate and inform of conditions
4. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
5. Ongoing: gray water education for irrigation
6. Ongoing: educate customers on personal water storage opportunities and conservation measures
7. Ongoing: leak monitoring and repairs
8. Ongoing: build additional water storage tanks or ponds
9. Identify all diversions from the river or GSD distribution system and report to law enforcement.

Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities

5.0 PAY AND BENEFITS

Sick leave, holiday leave, vacation leave, health, and retirement benefits are some of the benefits approved by the District. Employee compensation will be based on work performed, knowledge of position and education required.

5.1 Categories of Employment

5.1.1 Introductory period: Full-time and part-time employees are on an introductory period during their first three months of employment. Upon completion of the introductory period, the employee's performance will be reviewed.

5.1.2 Regular full-time employees (General Manager, Chief Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the 3-month introductory period.

5.1.3 Regular part-time employees are wage-earning employees. They work no more than 30 hours per week.

The General Manager or designee may limit a part-time position to less than 30 hours per week or will determine if additional hours are needed and inform the governing Board. Permanent part-time employees are entitled to limited benefits as described below.

5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary part time employees do not receive benefits.

5.2 Pay 5.2.1 Wages and Salaries: Wages and salaries shall be determined by the General Manager or designee unless they are unavailable and at such time, the Board of Directors will make that decision. The Board of Directors will determine the salary of the General Manager.

5.2.2 Time Cards

All employees are required to maintain an accurate record of time worked. All employees must complete time cards and submit them to the office prior to pay day as determined by the General Manager or designee.

5.2.3 Paydays

Paychecks shall be issued on the 5th and on the 20th. If this date falls on a weekend, holiday or day in which two signatures cannot be obtained, pay day will be moved to the closest day preceding these dates. Checks will be available at the office by 3:00 pm on payday.

5.2.4 Pay Advances: There will no pay advances given on work performed. All vacation hours accrued at end of December will be paid above 200 and must first be approved by the General Manager or designee.

5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The General Manager is exempt from this law. All overtime must be approved in advance by the General Manager or designee. Hourly employees will be paid at a rate of time and one-half for hours worked over 8 in a day and/or 40 in a week. Hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay. Only actual hours worked count towards computing weekly overtime

5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all GSD emergencies and after regular work hour call-outs within 30 minutes.

- a. **On-Call Work Week** The on-call work week begins at 7:00AM Tuesday morning and ends at 6:59AM on Tuesday morning of the following week. These hours and days can be modified by Senior Operator, General Manager or designee.
- b. **On-Call Compensation:** Compensation for being on-call is \$25/day or \$175/week

5.2.7 Call-Out Time

“Call-Out” means an employee may be called to respond to emergencies on their scheduled time off. The District will pay a minimum of 2 hours pay, at the appropriate rate, if they are called out. This will be in addition to daily or “On-Call” compensation.

5.2.7a Call-Out and Overtime Compensation:

Employees that are required to work on their days off or after the normal work day must have their overtime approved by the General Manager or designee prior to performing the after-hours work.

5.2.8 Compensatory Time

Compensatory (comp) time policies are generally illegal under federal law. Therefore, the District has opted to comply with this federal policy and pay employees instead of accruing comp time. Employees that are called to work during vacations, holidays, emergencies, or when other staff are not available to complete necessary work, shall get paid at a rate of time and onehalf **or** Comp time **will not may** be accrued **nor will the District provide compensation time off** in lieu of pay, **if approved by the General Manager or designee. All comp time accumulated cannot exceed 80 hours or the amount over 80 hours will be paid at straight time, prior to end of calendar year.**

5.2.9 Raises

Pay raises may be given upon a positive evaluation or when additional education, licenses or certificates of experience have been received and will be determined by the General Manager or designee. If the General Manager or designee is unavailable, the GSD Board may issue pay raises.

- a. Cost of Living: All permanent employees may be eligible to receive annual cost of living increases at beginning of the fiscal year, based upon the Consumer Price Index and at the discretion of the General Manager, designee or Board.

Merit Pay Increase: All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit pay adjustment, the General Manager or designee will evaluate the employee's willingness to work, ability to learn and record of accomplishments. The General Manager or designee is responsible for determining pay increases and will provide those increases to the Board. The governing board will be responsible for any salary or wage increases to the General Manager.

5.3 Time Off

Time off will be granted according to category specified below and with approval from the General Manager or designee.

5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to Your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with General Manager or designee approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee at end of calendar year.
- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.
- c. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- d. After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.
- e. An employee eligible for paid vacation may request approval from the General Manager or designee to receive payment for one half of accrued vacation time in lieu of using vacation time but this is discouraged and may be denied.
- f. Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.
- g. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

5.3.2 Holidays

- a. Full-time employees receive the following paid Federal holidays:

New Year's Day (Jan 1 st)	Labor Day
M. L. King Day	Columbus Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day (July 4 th)	Christmas Day (Dec 25 th)
- b. Permanent part-time employees, after 2 years of employment, receive 2 (two) 8-hour paid holidays: Thanksgiving and Christmas Day.
- c. Holiday Schedule: If one of the above holidays falls on a Saturday, the District will take Friday as the holiday. If one of the above holidays falls on a Sunday, the District will take Monday as the holiday.
- d. If an employee has to work on a Holiday, that employee will be paid at a rate of time and one-half for hours worked. The employee does not receive additional holiday pay on top of time worked. If an employee works a portion of the day, the hours worked will be paid at time and one-half and the remaining hours will be paid at straight holiday pay.
- e. When an employee is required to work on a holiday, the holiday time off will be added to comp time and able to be used for time off when approved by General Manager or designee.
- f. Full-time employees are eligible for paid holidays after completing their 3-month introductory period.

5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. Sick leave may accrue up to 60 working days but will cease to accrue past 60 days.
- b. Sick leave Use: Paid sick leave may be used for health-related issues, including doctor or dentist visits but must be approved by General Manager or designee.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.