

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

**There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the  
GSD District Office  
919 Redwood DR. Garberville, CA**

**Date of Meeting: July 23<sup>rd</sup>, 2019  
5:00 p.m. – Open Public Session**

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Richard Thompson\_\_\_, Julie Lyon\_\_\_\_\_**

**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 May 2019 – pg. 5-15
- A.2 Approve June 18, 2019 Regular Meeting Minutes - pg. 16-18
- A.3 Operations Safety Report- pg. 19-20

**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 Rate Structure Process  
(discussion-action required) Presentation by Jennie Short  
**Motion:**                      **Second:**                      **Vote:**

- B.2 Contract with Jennie Short (4 Js Engineering)                      pg. 21-25  
(action requested)  
**Motion:**                      **Second:**                      **Vote:**

- B.3 RCSD—GSD Joint Use Projects and Shared Operators                      pg. 26-27  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**

- B.4 SHCP Potable Water Progress  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**

- B.5 GSD Improvements and Projects Completed  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**

- B.6 Potable Water for Cannabis Cultivation Update  
(discussion—possible action)  
**Motion:**                      **Second:**                      **Vote:**

- B.7 Update on Bank Building, New Inn and Theater Project  
(info only)

- B.8 Purchase Utility Truck  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**

- B.9 Surplus Property-1999 Ford f350 pg. 28-34  
 (discussion—possible action) Resolution 19-003  
**Motion:** **Second:** **Vote:**
- B.10 Cal-Fire water line easement for Search and Rescue building pg. 35-37  
 (discussion—possible action)  
**Motion:** **Second:** **Vote:**
- B.11 Request for Cannabis-Manufacturing, Joe Bilandzija pg. 38-65  
 (discussion—possible action)  
**Motion:** **Second:** **Vote:**

**C. POLICY REVISION / ADOPTION**

- C.1 Personnel Policy-4.2—5.3.3 pg. 66-71  
 (discussion possible action)  
**Motion:** **Second:** **Vote:**

**IX. CLOSED SESSION**

- A. No Items For Closed Session

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Rate Process Update
2. SHCP Potable Water Process
- 3.
- 4.

**XII. ADJOURNMENT**

Posting of Notice at the District Office no later than Date: July 19, 2019. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

*In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Garberville Sanitary District Office at (707)923-9566 at least 48 hours in advance.*

**Garberville Sanitary District  
PO Box 211  
Garberville, CA. 95542  
(707)923-9566**

**GENERAL MANAGER REPORT**

Date: July 23, 2019

We have been identifying leaks and finding ways to make the appropriate repairs while performing maintenance on equipment and vehicles during this good weather. We are having mechanical issues on our older utility truck which may require sending in for repairs if we are unable to solve the problems. This truck is a 1999 Ford Utility Truck and will need to be replaced in the near future because of ongoing mechanical problems. This item is on the agenda for discussion.

Mary has switched back to the old bills which has made her life much easier, as she has reduced her time to send out bills and saved money doing so. You have authorized us to send out periodic information flyers as needed to educate and inform customers of ongoing issues or of operational concerns including drought conditions.

It was brought to my attention that of our 461 customers, we consistently have over 100 people receiving late charges but everyone seems to like going back to our old billing cards.

The new budget year has begun, so we are in the process of developing plans to accomplish the approved projects while purchasing a backhoe and utility trailer which will allow us to do more in-house work.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: July 23, 2019  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: May 2019 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for May 2019.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	868,519.54	894,400.59	(20,249.22)	☹
Total Expenses	1,298,062.59	1,147,956.08	1,191,826.14	(35,826.33)	☺
Net Income (excluding Depreciation)	279,422.41	279,436.54	297,425.55	15,577.11	☺
Payroll	375,271.63	356,093.85	344,332.32	10,075.69	☹
Repair & Maintenance	66,000.00	43,635.75	61,708.34	(19,852.53)	☺

As can be seen on the “Statement of Cash Flows Report for Board - May 2019” and the “Balance Sheet Report for Board As of May 2019”:

- Net cash **INCREASE** for May is \$ **43,196.31**, and the year to date cash **DECREASE** is **\$(23,907.03)** which is significantly better than last month.
- Expenditures for fixed asset acquisition so far this year total \$ **333,629.91**, which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$53,354.86 for the Maple Lane sewer line replacement (of which \$14,844.86 is still unpaid).
- As of May 31, 2019, the total reimbursement from the insurance company for the CCC replacement so far is **\$350,525.62**.
- Total payments on loans so far this year total **\$108,166.48** of an expected year-end total of **\$135,461.31**.
- The overage on total payroll costs is continuing to grow, and is now \$11,761.53 over the budgeted amount.
- The overtime wages are also continuing to grow and are approximately \$7,240.27 higher than the budgeted 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, 2018
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 May 2019

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
July 2018 through May 2019

	YTD July - May	Current Month May 19
<b>OPERATING ACTIVITIES</b>		
Net Income	(279,436.54)	(1,608.46)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	1,776.00	0.00
1100 · Accounts Receivable	639.70	(1,799.43)
1110 · Accts Receivable Over Payments	(712.53)	(145.38)
1450 · Prepaid Rent	835.00	0.00
1500 · Prepaid Insurance	(1,955.97)	1,871.16
1501 · Prepaid Workers Comp	(332.77)	689.53
1502 · Prepaid Expenses	3,091.04	556.04
1510 · Prepaid Licenses and Permits	(1,784.53)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	0.00
2000 · Accounts Payable	(3,996.48)	18,872.44
20000 · Accounts Payable	2,520.00	0.00
2210 · Accrued Federal PR Taxes	(0.07)	0.00
2002 · Accounts Payable Audit Entry	(14,006.85)	0.00
2300 · Service Deposits	3,900.00	300.00
Net cash provided by Operating Activities	(143,815.00)	20,562.53
<b>INVESTING ACTIVITIES</b>		
SEWER:Collection	(53,354.86)	(14,844.86)
Accumulated Depreciation-Water	299,228.93	27,202.63
Accumulated Depreciation-Sewer	161,949.81	14,722.71
CIP - CCC Replace - Insurance	100,525.62	0.00
CIP-CL2 Contact Chamber Replace	(280,275.05)	0.00
Net cash provided by Investing Activities	228,074.45	27,080.48
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB	(23,167.43)	0.00
2605 · RCAC Loan #6200-GSD-02	(46,971.19)	(4,359.44)
2655 · Lease Payable - Copier	(936.92)	(87.26)
2700 · SRF Loan - Water	(22,991.18)	0.00
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	0.00
Net cash provided by Financing Activities	(108,166.48)	(4,446.70)
Net cash increase for period	(23,907.03)	43,196.31
Cash at beginning of period	950,961.46	883,858.12
Cash at end of period	927,054.43	927,054.43

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**May 2019**

	Current Month May 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	23,027.43	265,516.23	277,231.99	308,000.00	(11,715.76)
4110 · Commercial	17,379.26	200,379.47	213,932.95	235,000.00	(13,553.48)
4150 · Bulk Water Sales	0.00	14,784.00	15,000.00	20,000.00	(216.00)
Total Water Charges	40,406.69	480,679.70	506,164.94	563,000.00	(25,485.24)
4200 · Sewer Charges	29,986.72	321,166.15	333,868.18	365,000.00	(12,702.03)
4300 · Connection Fees	24,000.00	24,000.00	24,000.00	80,000.00	0.00
4650 · Late Charges	1,665.00	12,550.00	5,958.31	6,500.00	6,591.69
4700 · Other Operating Revenue	1,000.00	4,920.00	6,416.66	7,000.00	(1,496.66)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	97,058.41	844,815.85	876,408.09	1,021,500.00	(31,592.24)
Gross Profit	97,058.41	844,815.85	876,408.09	1,021,500.00	(31,592.24)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	320.80	350.00	320.80
5005 · Bad Debts	69.26	2,289.43	3,208.30	3,500.00	918.87
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	242.79	2,292.78	2,108.34	2,300.00	(184.44)
5010 · Bank Charges - Other	154.61	1,525.95	1,283.34	1,400.00	(242.61)
Total 5010 · Bank Charges	397.40	3,818.73	3,391.68	3,700.00	(427.05)
5020 · Directors Fees	0.00	2,100.00	1,650.00	1,800.00	(450.00)
5030 · Dues and Memberships	188.00	4,224.00	4,033.34	4,400.00	(190.66)
5035 · Education and Training	525.00	5,047.86	1,833.34	2,000.00	(3,214.52)
5036 · Education and Training - B.O.D.	0.00	84.72	275.00	300.00	190.28
Insurance					
5040 · Liability	1,871.16	20,582.76	20,582.80	22,453.96	0.04
5050 · Workers' Comp	689.53	7,712.86	7,375.17	8,045.63	(337.69)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(6,683.82)	(7,150.00)	(7,800.00)	(466.18)
5055 · Health - Other	3,342.54	36,259.32	38,830.00	42,360.00	2,570.68
Total 5055 · Health	2,734.92	29,575.50	31,680.00	34,560.00	2,104.50
Total Insurance	5,295.61	57,871.12	59,637.97	65,059.59	1,766.85
5060 · Licenses, Permits, and Fees	1,826.63	22,022.78	21,541.67	23,500.00	(481.11)
5065 · Auto	0.00	1,237.79	2,933.34	3,200.00	1,695.55
5070 · Miscellaneous	0.00	66.03	91.66	100.00	25.63
5080 · Office Expense	371.82	7,375.03	5,133.34	5,600.00	(2,241.69)
5085 · Outside Services	625.01	6,891.79	7,791.66	8,500.00	899.87
5090 · Payroll Taxes	2,165.67	24,485.60	24,599.66	26,836.00	114.06
5100 · Postage	208.99	2,086.74	2,566.66	2,800.00	479.92
5110 · Professional Fees	3,128.60	66,781.34	70,950.00	77,400.00	4,168.66
5120 · Property Taxes	0.00	30.42	11.00	12.00	(19.42)
5125 · Repairs and Maintenance	0.00	23.14	458.34	500.00	435.20
5130 · Rents	0.00	8,370.00	11,000.00	12,000.00	2,630.00
5135 · Retirement	627.07	7,252.62	7,012.50	7,650.00	(240.12)
5137 · Supplies	53.86	2,017.65	1,100.00	1,200.00	(917.65)



**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 May 2019

	Current Month May 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5140 · Telephone	780.38	9,787.34	6,966.66	7,600.00	(2,820.68)
5145 · Tools	0.00	0.00	3,666.66	4,000.00	3,666.66
5150 · Travel and Meetings	0.00	198.22	1,375.00	1,500.00	1,176.78
5155 · Utilities	192.61	2,344.56	2,530.00	2,760.00	185.44
5160 · Wages					
5165 · Wages - Overtime	767.56	3,258.01	916.66	1,000.00	(2,341.35)
5160 · Wages - Other	11,814.29	128,032.30	146,945.34	160,304.00	18,913.04
<b>Total 5160 · Wages</b>	<b>12,581.85</b>	<b>131,290.31</b>	<b>147,862.00</b>	<b>161,304.00</b>	<b>16,571.69</b>
<b>Total Administrative and General</b>	<b>29,037.76</b>	<b>367,697.22</b>	<b>391,940.58</b>	<b>427,571.59</b>	<b>24,243.36</b>
<b>Sewage Collection</b>					
6010 · Fuel	352.16	2,443.49	2,951.67	3,220.00	508.18
6030 · Repairs and Maintenance	109.20	4,493.17	19,500.00	20,000.00	15,006.83
6040 · Supplies	17.80	3,149.89	1,833.33	2,000.00	(1,316.56)
6050 · Utilities	276.93	3,664.41	5,270.83	5,750.00	1,606.42
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	594.00	2,419.50	2,000.00	2,000.00	(419.50)
6060 · Wages - Other	2,881.18	27,842.07	26,499.92	28,909.00	(1,342.15)
<b>Total 6060 · Wages</b>	<b>3,475.18</b>	<b>30,261.57</b>	<b>28,499.92</b>	<b>30,909.00</b>	<b>(1,761.65)</b>
<b>Total Sewage Collection</b>	<b>4,231.27</b>	<b>44,012.53</b>	<b>58,055.75</b>	<b>61,879.00</b>	<b>14,043.22</b>
<b>Sewage Treatment</b>					
6075 · Fuel	352.16	2,443.48	2,740.83	2,990.00	297.35
6080 · Monitoring	250.00	3,422.50	12,833.33	14,000.00	9,410.83
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	178.72	5,034.96	11,500.00	12,500.00	6,465.04
6110 · Supplies	32.31	7,294.84	6,966.67	7,600.00	(328.17)
6120 · Utilities	739.93	7,652.26	12,650.00	13,800.00	4,997.74
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmer	252.00	1,186.50	2,000.00	2,000.00	813.50
6130 · Wages - Other	3,193.87	34,589.74	21,828.58	23,813.00	(12,761.16)
<b>Total 6130 · Wages</b>	<b>3,445.87</b>	<b>35,776.24</b>	<b>23,828.58</b>	<b>25,813.00</b>	<b>(11,947.66)</b>
<b>Total Sewage Treatment</b>	<b>4,998.99</b>	<b>62,424.28</b>	<b>70,519.41</b>	<b>76,703.00</b>	<b>8,095.13</b>
<b>Water Trans and Distribution</b>					
7075 · Fuel	352.16	2,443.47	2,635.42	2,875.00	191.95
7090 · Repairs and Maintenance	3,233.92	15,572.12	18,333.33	20,000.00	2,761.21
7100 · Supplies	0.00	12,720.11	3,666.67	4,000.00	(9,053.44)
7110 · Utilities	431.45	6,050.47	9,487.50	10,350.00	3,437.03
7120 · Wages					
7125 · Wages - Overtime Water Trans &	147.00	4,129.50	4,583.33	5,000.00	453.83
7120 · Wages - Other	3,747.19	35,335.27	27,548.58	30,053.00	(7,786.69)
<b>Total 7120 · Wages</b>	<b>3,894.19</b>	<b>39,464.77</b>	<b>32,131.91</b>	<b>35,053.00</b>	<b>(7,332.86)</b>
<b>Total Water Trans and Distribution</b>	<b>7,911.72</b>	<b>76,250.94</b>	<b>66,254.83</b>	<b>72,278.00</b>	<b>(9,996.11)</b>
<b>Water Treatment</b>					
7020 · Fuel	352.16	2,443.48	2,016.67	2,200.00	(426.81)
7010 · Monitoring	100.00	3,200.53	4,583.33	5,000.00	1,382.80
7015 · Outside Services	0.00	175.00			(175.00)
7030 · Repairs and Maintenance	3,049.76	18,512.36	11,916.67	13,000.00	(6,595.69)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**May 2019**

	Current Month May 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	56.28	12,723.39	12,833.33	14,000.00	109.94
7050 · Utilities	3,661.87	40,262.26	42,166.67	46,000.00	1,904.41
7060 · Wages					
7065 · Wages - Overtime Water Treatmer	262.50	11,246.75	5,500.00	6,000.00	(5,746.75)
7060 · Wages - Other	2,748.37	39,027.63	35,842.58	39,101.00	(3,185.05)
Total 7060 · Wages	3,010.87	50,274.38	41,342.58	45,101.00	(8,931.80)
Total Water Treatment	10,230.94	127,591.40	114,859.25	125,301.00	(12,732.15)
Total Expense	56,410.68	677,976.37	701,629.82	763,732.59	23,653.45
Net Ordinary Income	40,647.73	166,839.48	174,778.27	257,767.41	7,938.79
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	12,735.14	11,750.00	23,500.00	(985.14)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	0.00	28.56	25.00	50.00	(3.56)
Total Property Tax Revenue	0.00	13,863.47	12,337.50	24,675.00	(1,525.97)
8060 · Interest Income	30.77	8,032.45	5,500.00	6,000.00	(2,532.45)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	0.00	155.56	155.00	310.00	(0.56)
Total Other Income	30.77	23,703.69	17,992.50	30,985.00	(5,711.19)
Other Expense					
9040 · Depreciation	41,925.34	461,178.74	481,250.00	525,000.00	20,071.26
9050 · Interest Expense	361.62	8,800.97	8,946.32	9,330.00	145.35
Total Other Expense	42,286.96	469,979.71	490,196.32	534,330.00	20,216.61
Net Other Income	(42,256.19)	(446,276.02)	(472,203.82)	(503,345.00)	(25,927.80)
Net Income	(1,608.46)	(279,436.54)	(297,425.55)	(245,577.59)	(17,989.01)
9040 · Depreciation	41,925.34	461,178.74	481,250.00	525,000.00	(20,071.26)
Net Income excluding Depreciation	40,316.88	181,742.20	183,824.45	279,422.41	(2,082.25)

**Garberville Sanitary District**  
**Balance Sheet Report for Board**  
As of May 2019

	June 30, 18	May 31, 19	Difference	Notes
<b>ASSETS</b>				
<b>Current Assets</b>				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	154,196.35	8,656.37	
1006 · Umpqua System Reserve - Water	53,000.76	25,730.84	(27,269.92)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,174.86	(27,252.45)	
1011 · Water Enterprise Fund	46,517.25	46,666.90	149.65	
1030 · County Treasury - Sewer Reserve	405,174.27	423,994.67	18,820.40	
1031 · County Treasury - Water Reserve	242,088.40	244,953.25	2,864.85	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	298.05	124.07	
<b>Total Checking/Savings</b>	<b>950,961.46</b>	<b>927,054.43</b>	<b>(23,907.03)</b>	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	1,175.00	(1,776.00)	
<b>Total Accounts Receivable</b>	<b>2,951.00</b>	<b>1,175.00</b>	<b>(1,776.00)</b>	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00		(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(1,044.51)	712.53	
1100 · Accounts Receivable - Other	94,498.02	93,858.32	(639.70)	
<b>Total 1100 · Accounts Receivable</b>	<b>92,740.98</b>	<b>92,813.81</b>	<b>72.83</b>	
1120 · A/R - Employee	0.00	0.00	0.00	
1450 · Prepaid Rent	835.00	0.00	(835.00)	
1500 · Prepaid Insurance	3,257.77	5,213.74	1,955.97	
1501 · Prepaid Workers Comp	89.30	422.07	332.77	
1502 · Prepaid Expenses	3,647.00	555.96	(3,091.04)	
1510 · Prepaid Licenses and Permits	42.06	1,826.59	1,784.53	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
<b>Total Other Current Assets</b>	<b>241,261.11</b>	<b>95,832.17</b>	<b>(145,428.94)</b>	
<b>Total Current Assets</b>	<b>1,195,173.57</b>	<b>1,024,061.60</b>	<b>(171,111.97)</b>	
<b>Fixed Assets</b>				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
<b>WATER</b>				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
<b>Total WATER</b>	<b>8,015,106.82</b>	<b>8,015,106.82</b>	<b>0.00</b>	
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>	

**Garberville Sanitary District**  
**Balance Sheet Report for Board**  
As of May 2019

	June 30, 18	May 31, 19	Difference	Notes
<b>SEWER</b>				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,334,001.02	2,387,355.88	53,354.86	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
<b>Total SEWER</b>	<b>5,777,725.16</b>	<b>5,831,080.02</b>	<b>53,354.86</b>	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,831,620.19)	(299,228.93)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,975,369.87)	(161,949.81)	
<b>Total Fixed Assets</b>	<b>10,930,543.04</b>	<b>10,702,468.59</b>	<b>(228,074.45)</b>	
<b>TOTAL ASSETS</b>	<b>12,125,716.61</b>	<b>11,726,530.19</b>	<b>(399,186.42)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	32,592.27	28,595.79	(3,996.48)	
<b>Total Accounts Payable</b>	<b>32,592.27</b>	<b>28,595.79</b>	<b>(3,996.48)</b>	
<b>Other Current Liabilities</b>				
2002 · Accounts Payable Audit Entry	14,006.85	0.00	(14,006.85)	
2300 · Service Deposits	700.00	4,600.00	3,900.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07	0.00	(0.07)	
2220 · Accrued State PR Taxes	0.00	0.00	0.00	
2225 · Accrued Workers Comp	0.00	0.00	0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
<b>Total Other Current Liabilities</b>	<b>148,133.55</b>	<b>140,546.63</b>	<b>(7,586.92)</b>	
<b>Total Current Liabilities</b>	<b>180,725.82</b>	<b>169,142.42</b>	<b>(11,583.40)</b>	
<b>Long Term Liabilities</b>				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	81,650.42	(46,971.19)	11 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	622.83	(936.92)	11 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,442,306.52</b>	<b>1,334,140.04</b>	<b>(108,166.48)</b>	
<b>Total Liabilities</b>	<b>1,623,032.34</b>	<b>1,503,282.46</b>	<b>(119,749.88)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(279,436.54)	(89,910.10)	
<b>Total Equity</b>	<b>10,502,684.27</b>	<b>10,223,247.73</b>	<b>(279,436.54)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,125,716.61</b>	<b>11,726,530.19</b>	<b>(399,186.42)</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2019**

07/11/19

Accrual Basis

Date	Num	Memo	Amount
<b>Blue Star Gas</b>			
05/21/2019	9925		-24.95
Total Blue Star Gas			-24.95
<b>Branscomb Center</b>			
05/21/2019	DBT		-53.86
Total Branscomb Center			-53.86
<b>Capital Bank &amp; Trust</b>			
05/02/2019	EFT	025158148	-316.22
05/02/2019	EFT	557880519	-743.18
05/20/2019	EFT	025158148	-310.85
05/20/2019	EFT	557880519	-725.28
Total Capital Bank & Trust			-2,095.53
<b>CSDA</b>			
05/17/2019	DBT		-525.00
Total CSDA			-525.00
<b>Dazey's Building Center</b>			
05/23/2019	9929		-123.59
Total Dazey's Building Center			-123.59
<b>Del Rey Penetrating Radar, LLC</b>			
05/09/2019	9908		-750.00
Total Del Rey Penetrating Radar, LLC			-750.00
<b>EDD</b>			
05/02/2019	EFT	499-0538-3	-641.05
05/02/2019	EFT	499-0538-3	-86.05
05/20/2019	EFT	499-0538-3	-636.86
05/20/2019	EFT	499-0538-3	-59.41
Total EDD			-1,423.37
<b>Fluentstream Tech</b>			
05/15/2019	9909		-112.58
Total Fluentstream Tech			-112.58
<b>Frontier Communications</b>			
05/08/2019	9906		-519.49
05/23/2019	9930		-65.44
Total Frontier Communications			-584.93
<b>Glacier Water Vending</b>			
05/29/2019	DBT		-2.35
05/29/2019	DBT		-2.35
Total Glacier Water Vending			-4.70
<b>HughesNet</b>			
05/13/2019	DBT		-104.29
Total HughesNet			-104.29
<b>IRS</b>			
05/02/2019	EFT	68-0296323	-3,109.56
05/20/2019	EFT	68-0296323	-3,037.86
Total IRS			-6,147.42
<b>Jamie Corsetti, CPA, Inc</b>			
05/15/2019	9910		-440.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2019**

Date	Num	Memo	Amount
Total Jamie Corsetti, CPA, Inc			-440.00
<b>Jennie Short</b>			
05/21/2019	9926		-2,483.60
Total Jennie Short			-2,483.60
<b>Lori Ruiz</b>			
05/23/2019	9931		-200.00
Total Lori Ruiz			-200.00
<b>Melissa Martini</b>			
05/20/2019	9924		-240.00
Total Melissa Martini			-240.00
<b>Mitchell, Brisso, Delaney &amp; Vrieze</b>			
05/15/2019	9911		-201.00
Total Mitchell, Brisso, Delaney & Vrieze			-201.00
<b>North Coast Laboratories Ltd.</b>			
05/15/2019	9917		-315.00
Total North Coast Laboratories Ltd.			-315.00
<b>PAPER MILL</b>			
05/15/2019	9912		-21.55
Total PAPER MILL			-21.55
<b>PG&amp;E</b>			
05/15/2019	9913		-4,917.56
Total PG&E			-4,917.56
<b>Pitney Bowes Purchase Power</b>			
05/21/2019	9927		-208.99
Total Pitney Bowes Purchase Power			-208.99
<b>Ralph Emerson</b>			
05/02/2019	9903		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
05/21/2019	9928		-16.29
Total Recology Humboldt County			-16.29
<b>Redwood Merchant Services</b>			
05/02/2019	10000		-96.91
05/31/2019			-133.71
Total Redwood Merchant Services			-230.62
<b>RENNER</b>			
05/10/2019	DBT		-1,408.64
Total RENNER			-1,408.64
<b>Rural Community Assistance Program</b>			
05/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
<b>SDRMA</b>			
05/15/2019	9914		-3,010.02
Total SDRMA			-3,010.02

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 May 2019

Date	Num	Memo	Amount
<b>Sentry III Center</b>			
05/02/2019	9904		-835.00
Total Sentry III Center			-835.00
<b>Streamline Inc</b>			
05/08/2019	9907		-100.00
Total Streamline Inc			-100.00
<b>Umpqua Bank</b>			
05/21/2019	10001		-143.93
Total Umpqua Bank			-143.93
<b>US Cellular</b>			
05/02/2019	9905		-256.30
Total US Cellular			-256.30
<b>Wells Fargo</b>			
05/15/2019	9915		-90.51
Total Wells Fargo			-90.51
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
05/15/2019	9916		-1,415.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,415.00
<b>Arreguin, Daniel J</b>			
05/02/2019	9897		-2,419.78
05/20/2019	9918		-2,419.76
Total Arreguin, Daniel J			-4,839.54
<b>Curnow, Laura B</b>			
05/02/2019	9898		-760.98
05/20/2019	9919		-560.09
Total Curnow, Laura B			-1,321.07
<b>Emerson, Ralph K</b>			
05/02/2019	9899		-3,110.98
05/20/2019	9920		-3,110.98
Total Emerson, Ralph K			-6,221.96
<b>Miller, Brian A</b>			
05/02/2019	9900		-1,671.92
05/20/2019	9921		-1,575.47
Total Miller, Brian A			-3,247.39
<b>Nieto, Mary</b>			
05/02/2019	9901		-1,157.46
05/20/2019	9922		-1,322.19
Total Nieto, Mary			-2,479.65
<b>Ruiz, Ricardo</b>			
05/02/2019	9902		-501.99
05/20/2019	9923		-315.16
Total Ruiz, Ricardo			-817.15
<b>TOTAL</b>			<b>-52,178.80</b>

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

**Date of Meeting: June 18<sup>th</sup>, 2019  
5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**5:01 p.m.**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson-Present  
Linda Brodersen  
Richard Thompson  
Julie Lyon**

**Doug Bryan -Absent**

**III. APPROVAL OF AGENDA**

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

**IV. NO ITEMS FOR CLOSED SESSION**

**V. OPEN SESSION**

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

**General Public / Community Groups**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Office Staff- 0**

**Board Members- 0**

**Correspondence- Email from Ed Voice concerning the SHCP.**

**General Manager—Ralph Emerson**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

- A.1 Approve Financials Date: April 2019
- A.2 Approve Date: May 28, 2019 Regular Meeting Minutes
- A.3 Operations Safety Report

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

**A. GENERAL BUSINESS**

B.1 SHCP Water Application for LAFCo



**Motion: Richard Thompson**

**Second: Julie Lyon**

**Roll Call Vote: 3-0-1**

**Rio Anderson recused himself from this agenda item for any possible conflicts of interest.**

**The SHCP is requesting potable water for the park and events held by the community park. The District is approving the process to move forward, and to see what LAFCo has to say. The SHCP will be responsible for all cost, except for those incurred like any other development or request for water service.**

- B.2 2018/2019 Rainfall, River Projections and Water Demand  
Handout at meeting

**Rio Anderson came back to meeting for agenda item B.2. The river is doing a lot better than previously. The District is trying to be more efficient on water leaks/water loss. The District has to protect the resource in which we get the water.  
No questions from the board on this agenda item.**

- B.3 Presentation on Meter Reading and Billing Process  
(Presentation by Mary)

**Discussion on how much time staff spends on collecting payments from the customers.**

- B.4 Board Member Election, Appointment and Questions

**Motion: Richard Thompson**

**Second: Rio Anderson**

**Vote: 4-0**

- B.5 Garberville Mini Complex

**Portable offices will be brought in place of existing buildings.**

- B.6 Residential/Cannabis-Water Use Letter

**This pertains to any one in the District who is using District water for agricultural purposes. The District is not concerned with the cannabis permit process. Our concern is the water, the source it comes from, and where it goes to.  
Richard Thompson explained that Section 3 was confusing. Bring back with changes the board made.**

**C. POLICY REVISION / ADOPTION**

- C.1 Personnel Policy-4.2—5.3.3  
First reading

**IX. CLOSED SESSION**

- A. No Items for Closed Session

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. SHCP Water Use process
2. Rate Structure Update
3. Jennie Short Contract
4. Personnel Policy Update

**XII. ADJOURNMENT**

6:30 p.m.



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: July 2, 2019 Leader Name: Ralph Emerson

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
b. Have all safety meeting participants sign this roster.
c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

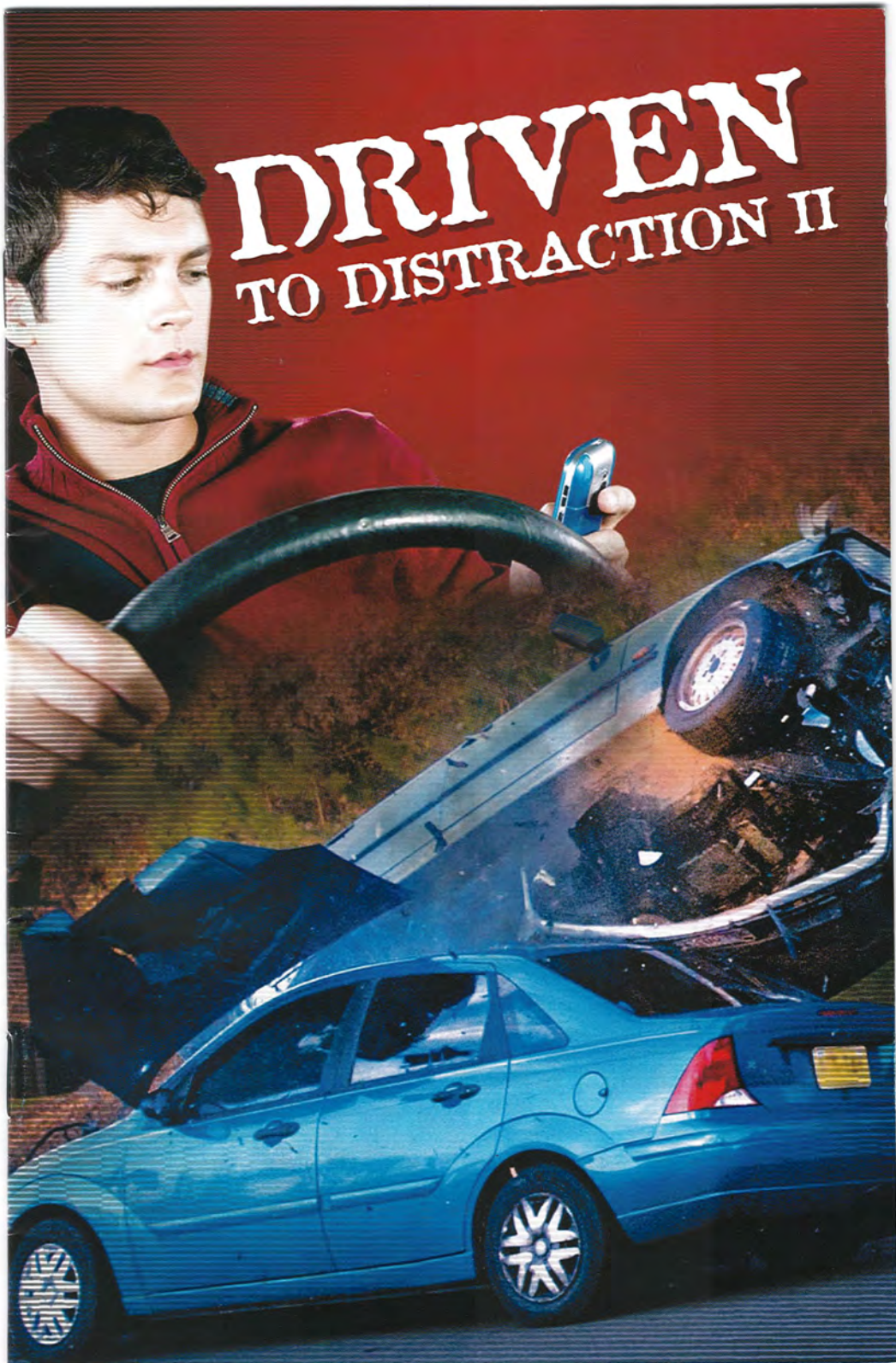
Name (print)

Name (signature)

Table with 2 columns: Name (print) and Name (signature). Rows 1-4 contain handwritten entries for Ralph Emerson, Bonni Malk, Dan Arsequin, and Mary Nieth. Rows 5-20 are blank.

Attachments: 1. Leader Discussion Guide 2. Safety Meeting Booklet





Garberville Sanitary District  
PO Box 211, Garberville, California 95542  
Telephone (707) 923-9566

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Consultant Services Agreement Renewal

This Consultant Services Agreement (this "Agreement") Renewal is made and entered between the parties listed below as of the date(s) set forth below. For your protection, make sure that you read and understand all provisions before signing. The terms recited as sections a through m on Pages 3-2 through 6-3 is incorporated in this document, along with this page, constitute material terms and conditions of the Agreement between the parties. This contract will be evaluated annually by both parties before renewal. General Manager may renew the contract so long as terms are not changed. Any change in terms will require Board of Directors approval.

TO: Jennie Short

Date: July 1, 2019

Agreement Number: 2

The undersigned Consultant offers to furnish the following services (the "Services"): Jennie Short ("Consultant") agrees to provide capital project management services and related consultant services as requested by Garberville Sanitary District ("Client"). Consultant shall only be authorized to perform Services on specified projects/tasks as identified by the GSD General Manager or a Board representative.

Consultant shall submit a monthly detailed invoice to Client which must include: (1) a description of the specific Services performed; (2) the date(s) the Services were performed; (3) the time spent providing the Services ;(4) an itemized summary of any pre approved reimbursable expenses; and (5) the amount due for the Services. The GSD General Manager or a Board representative shall approve the invoice and Client shall provide payment to Consultant within 15 days of receipt of the invoice. Any dispute of payment with the General Manager or a Board representative can be appealed to the GSD Board for final decision.

For the full and satisfactory completion of the Services, Client shall compensate Consultant at a rate of \$70.00 per hour. Consultant shall be authorized to spend a maximum an annual average of ten (10) hours per week providing Services to Client. ~~Consultant will not be compensated for any time exceeding ten (10) hours in any week unless approved in writing by the General Manager or Board representative.~~

Instructions: Sign and return original. Upon acceptance by Garberville Sanitary District, a copy will be signed by its authorized representative and returned to you with an effective date of July 1, 2019.

Accepted: Garberville Sanitary District

Consultant: Jennie Short

By \_\_\_\_\_

By \_\_\_\_\_  
Jennie Short

Title \_\_\_\_\_

PO Box 653 Blue Lake, CA. 95525

Date:

Date:

---

Consultant agrees with Garberville Sanitary District that:

- a. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- b. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the person(s) whose name(s) is (are) inserted on Page 1 as "other authorized representative(s)" on behalf of the District.
- c. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 15 days after acceptance of a written invoice by the District.
- d. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements.
- e. **Amendments and Modifications.** Any change in the scope of the consulting Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by the District and Consultant.
- f. **Warranties** Consultant represents and warrants that the Services shall be completed in strict accordance with this Agreement. Consultant further represents and warrants that the Services and the sale or use of the Services shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, defend and hold harmless the District from and against any and all claims and causes of action based on alleged or actual infringements thereof. These warranties shall survive the expiration or termination of this Agreement, and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by the District against Consultant relating to the Services.
- g. **Termination.** The District may, at its option, terminate this Agreement without cause at any time. If at the time of any such termination, any Services that have already been provided by Consultant but are unpaid, are the District's only obligation, if Consultant is not in default, shall be to pay for such Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by the District. Likewise, Consultant may, at its option, terminate this Agreement without cause at any time, by submitting a notice of termination to the Board or the GSD General Manager.

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

- h. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, the District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by the District). Consultant shall be liable to the District for all expenses incurred by the District in finishing the Services and any damage incurred through any default, which at the option of the District, may be charged against any amounts due from the District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- i. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to Garberville Sanitary District, **PO Box P.O. Box 211, Garberville, CA 95542, Attention: Ralph Emerson**, and to Consultant at the address set forth below its signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date three (3) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- j. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- k. **Interpretation.** Both Consultant and the District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and the District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- l. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.
- m. **Cell Phone and Computer.** Consultant shall have the use of a cell phone belonging to the District. Upon termination of this Agreement by either party, Consultant shall return



the cell phone to the District within five (5) days of the date of termination. Consultant may use GSD email for communications related to GSD services.

## COLLABORATING WITH LOCAL UTILITY DISTRICTS

We have discussed multiple times about working with neighboring Districts including Redway but have not found the opportunity to work together in a strategic planning effort and identify the needs of each District.

I recommend sending an invitation to all Districts in Southern Humboldt, to have a joint meeting where we can discuss the needs of each District with the intent of finding commonality and areas we can assist each other.

### AREAS OF INTEREST

1. What equipment is available and how we can share that equipment
2. Share on-call operators so Districts have a backup Operator that lowers costs because they rotate between Districts and gives operators more time between being on-call
3. Install water transmission line between Redway and Garberville. This would provide a back-up emergency plan, while allowing both Districts to meter water used between Districts and be reimbursed for water used if approved by both Boards.
4. Develop a joint use emergency preparedness plan and task force to assist each other
5. Determine if there are projects which can be developed and completed together that benefit
6. Identify what certificates and experience are possessed by the local Operators and Managers so we can share experience and abilities with each other.

### SUMMARY

All of the water and service Districts are responsible for their respective Districts and Customers but as cost to do business and operate efficiently increase, our budgets are impacted tremendously as we try to make improvements and retain qualified staff.

Working together will reduce our budgets and we will become more efficient through shared staff, operators and resources.



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

**SOUTHERN HUMBOLDT SERVICE DISTRICTS**

**Collaboration—Strategic Planning Meeting**

**You are invited to participate in a strategic planning meeting on \_\_\_\_\_  
at \_\_\_\_\_. The meeting will be held at \_\_\_\_\_.**

**The purpose of this meeting is to introduce each other to local service and utility providers  
in Southern Humboldt County and find ways in which we can assist with operational,  
staffing and budgetary needs.**

**Please respond if you want to participate in this meeting and if you have thoughts on how  
we can better assist each other.**

**Respectively,**

**Ralph Emerson**

**General Manager  
Garberville Sanitary District**

## 1999 Ford F350 Utility Truck

We are requesting authorization through a resolution that we sell this truck as surplus property because it is dangerous to drive and in need of expensive repairs.

The odometer is broke and showing 211,957 miles

February 12, 2012—New motor installed

March 14, 2012—Motor not working correctly and needed more work

December 20, 2016—Rebuild transmission and do over \$11,000 in repairs from front end to miscellaneous items throughout truck

The truck has had multiple problems since 2016 which we have repaired but once again, we have problems throughout the truck which have made the truck virtually unsafe to drive and rather than spend additional money on such an old truck which is vital to daily operations, I am recommending that we sell this truck and purchase a new truck or a truck with less than 50,000 miles.











CUSTOMER  
PARKING ONLY  
UNAUTHORIZED VEHICLES WILL BE  
TOWED AWAY  
AT OWNER'S RISK

GA EXEMPT  
1260400





CUSTOMER  
UNLOADING ONLY  
PLEASE STAY AWAY  
FROM THE TRUCK

CA EXEMPT  
1260400

**RESOLUTION 19-003**

**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO  
DECLARE AS SURPLUS PROPERTY A 1999 FORD UTILITY TRUCK**

**A. WHEREAS,** The Garberville Sanitary District is selling a 1999 Ford utility truck which needs to be upgraded to a newer model with less miles.

**B. WHEREAS,** The Garberville Sanitary District declares this truck surplus property and available for the public to give a sealed bid which will be awarded at a regular Board meeting.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DECLARES THAT THIS FORD PICKUP IS DECLARED SURPLUS PROPERTY AND AVAILABLE FOR PURCHASE BY THE HIGHEST BIDDER.**

**PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2019  
by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Linda Broderson, Board President**

**ATTEST:**

---

**Ralph Emerson, General Manager**

**DEPARTMENT OF FORESTRY AND FIRE PROTECTION**

P.O. Box 944246  
SACRAMENTO, CA 94244-2460  
(916) 653-7772  
Website: [www.fire.ca.gov](http://www.fire.ca.gov)



July 8, 2019

Ralph Emerson  
General Manager  
Garberville Sanitary District  
919 Redwood Drive  
Garberville, California 95542

RE: Garberville Forest Fire Station – Ground Lease for Apparatus Storage Building  
Operated by Southern Humboldt County Technical Rescue Team

The California Department of Forestry and Fire Protection (CAL FIRE), has executed a ground lease with the Southern Humboldt County Technical Rescue Team (SHCTRT) to allow SHCTRT to erect a prefabricated steel apparatus building on a portion of the Garberville Forest Fire Station, a State-owned facility.

A review of existing utilities as part of the due-diligence process revealed that an existing water line owned by Garberville Sanitary District (GSD), is located within the construction area and a portion of said water line will need to be relocated (see attached Exhibit).

It is understood that the portion of the GSD water line to be relocated outside the construction area and within a new easement, will not affect ownership and the water line will remain the property of GSD, with all preexisting rights of access for maintenance.

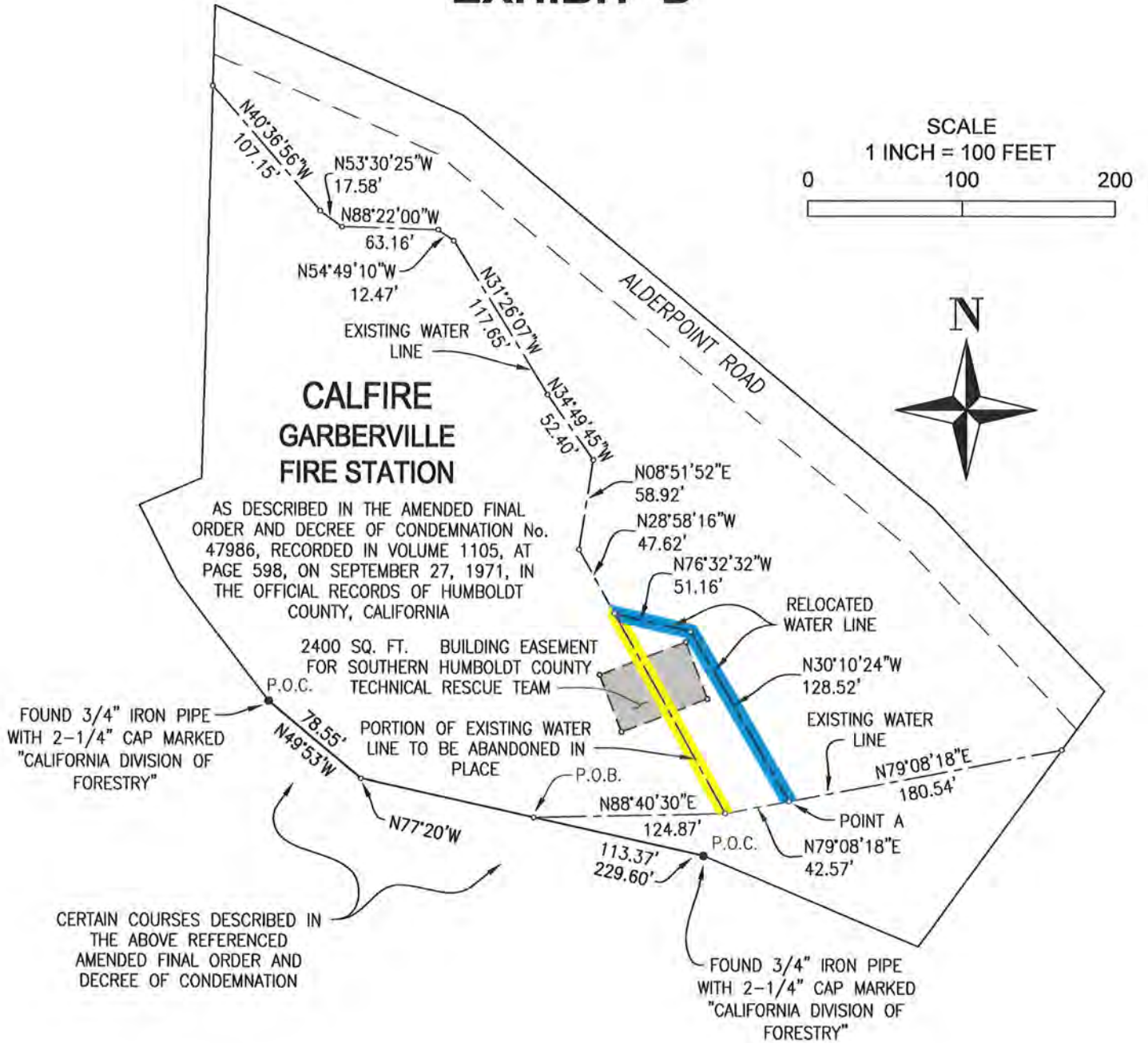
All insurance requirements for the relocation of the water line are to be obtained by SHCTRT.




 7/8/19

JAMES DeGRAFF  
Real Property Manager  
Technical Services Section



# EXHIBIT 'D'



-  EXISTING WATER LINE
-  EXISTING WATER LINE TO BE ABANDONED
-  RELOCATED WATER LINE
- FOUND 3/4" IRON PIPE WITH 2-1/4" CAP MARKED "CA. DIV. OF FORESTRY"
- CALCULATED POINT, NOT FOUND OR SET



6-07-2019









**COUNTY OF HUMBOLDT**  
**PLANNING AND BUILDING DEPARTMENT**  
**CURRENT PLANNING**  
3015 H STREET, EUREKA, CA 95501 ~ PHONE (707) 445-7245

7/10/2019

**Project Referred To The Following Agencies:**

Environmental Health, County Counsel, Cal Fish & Wildlife, Bear River Band, RWQCB, NCUAQMD, District Attorney, AG Commissioner, Intertribal Sinkyone Wilderness Council, School District: Southern Humboldt JUSD, FPD: Garberville, Division of Water Resources, Sheriff, CalFire, NWIC, Building Inspections, PW Land Use, Other: Garberville Sanitation District

---

**Applicant Name** Key Parcel Number 032-051-032-000

**Application (APPS#)** PLN-12733-SP **Assigned Planner** Stephen Luther

---

Please review the above project and provide comments with any recommended conditions of approval. To help us log your response accurately, please include a copy of this form with your correspondence.

Questions concerning this project may be directed to the assigned planner for this project between 8:30am and 5:30pm Monday through Friday.

County Zoning Ordinance allows up to 15 calendar days for a response. If no response or extension request is received by the response date, processing will proceed as proposed.

If this box is checked, please return large format maps with your response.

**Return Response No Later Than: 7/25/2019**

Planning Clerk  
County of Humboldt Planning and Building Department  
3015 H Street  
Eureka, CA 95501  
**Email:** PlanningClerk@co.humboldt.ca.us **Fax:** (707) 268 - 3792

---

**We have reviewed the above application and recommend the following (please check one):**

- Recommend Approval. The department has no comment at this time.
- Recommend Conditional Approval. Suggested conditions attached.
- Applicant needs to submit additional information. List of items attached.
- Recommend Denial. Attach reasons for recommended denial.

Other Comments: \_\_\_\_\_

\_\_\_\_\_

DATE: \_\_\_\_\_ PRINT NAME: \_\_\_\_\_



**COUNTY OF HUMBOLDT**  
**Planning and Building Department – Current Planning**  
 3015 H Street, Eureka, CA 95501 ~ PHONE (707) 445-7541  
**PROJECT TRANSMITTAL**

APPLICANT KEY PARCEL 032-051-032-000 Garberville DATE 7/10/2019 CONTACT Stephen Luther APPS# PLN-12733-SP

**PROJECT INFORMATION**

<b>SUBJECT</b> Emerald Triangle Group LLC - Cannabis distribution facility and transportation	<b>PROJECT TYPE</b> Special Permit (CCLUO1)
---	---

**PROJECT DESCRIPTION** A Special Permit for a distribution facility.

**PROJECT LOCATION**  
 The project is located in Humboldt County, in the Garberville area, on the East side of Redwood Drive, approximately 80 feet North from the intersection of Sprowel Creek Road and Redwood Drive, on the property known as 829 Redwood Drive.

**PRESENT PLAN DESIGNATIONS** Commercial General (CG), 2017 General Plan, Density: NA; Slope Stability: Moderate Instability (2)

**PRESENT ZONING**  
 Community Commercial (C-2), Design Review (D)

**KEY PARCEL NUMBER** 032-051-032-000

**ADDITIONAL PARCEL #S**

APPLICANT INFORMATION	OWNER INFORMATION	AGENT INFORMATION
<b>Name</b> <b>Address 1</b> PO Box 262 <b>Address 2</b> <b>City</b> Alderpoint <b>State</b> CA <b>Zip</b> 95511 <b>Phone</b> <b>E-Mail</b> coach@thehumboldtcare.com	<b>Name</b> Emerald Triangle Group Llc Co <b>Address 1</b> C/O Joseph Bilandzija <b>Address 2</b> Po Box 262 <b>City</b> Alderpoint <b>State</b> CA <b>Zip</b> 95511 <b>Phone</b> <b>E-Mail</b>	<b>Name</b> Omsberg Preston <b>Address 1</b> 402 E Street <b>Address 2</b> <b>City</b> Eureka <b>State</b> CA <b>Zip</b> 95501 <b>Phone</b> (707)443-8651 <b>E-Mail</b> kpreston@omsberg.com

**ADDITIONAL PROJECT INFORMATION**

**ADDITIONAL OWNERS**  
 Emerald Triangle Group Llc Co

**DECISION MAKER** Zoning Administrator  
**ENVIRONMENTAL REVIEW REQUIRED?** Yes  
**MAJOR ISSUES** None  
**STATE APPEAL STATUS** Project is NOT appealable to the California Coastal Commission  
**PRELIMINARY CEQA FINDINGS**  
**CEQA EXEMPTION SECTION**  
**EXEMPTION DESCRIPTION**





**AERIAL MAP  
 PROPOSED TERRI SUTALO-FLORES & MAUREEN HOPE  
 GARBERVILLE AREA**

**SP-16-627**

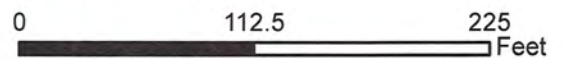
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**T04S R03E S24 HB&M (GARBERVILLE)**

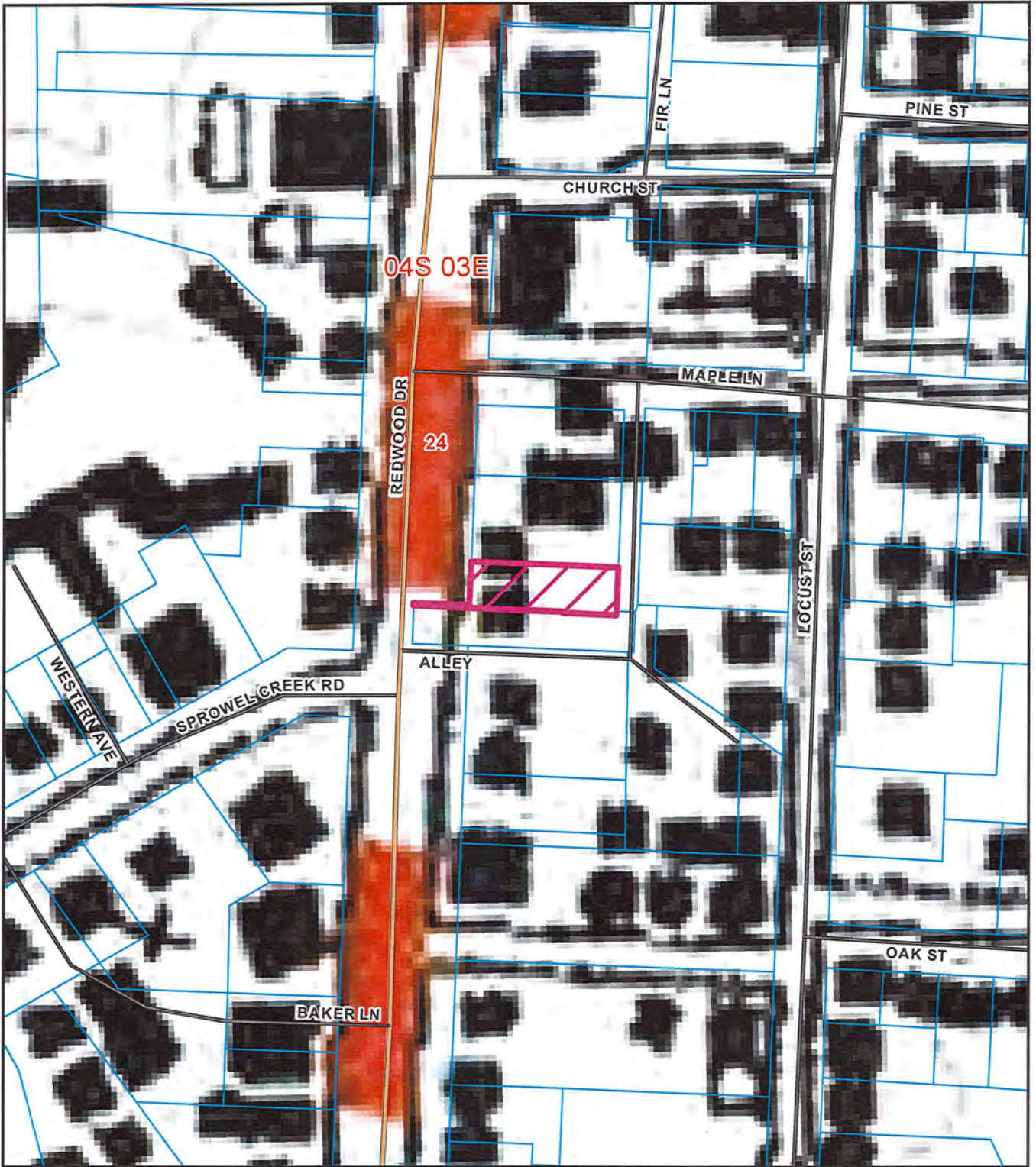
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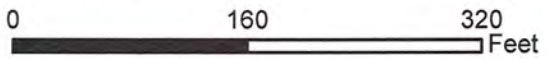


**TOPO MAP**  
**PROPOSED TERRI SUTALO-FLORES & MAUREEN HOPE**  
**GARBERVILLE AREA**  
**SP-16-627**  
**APN: 032-051-032**  
**T04S R03E S24 HB&M (GARBERVILLE)**

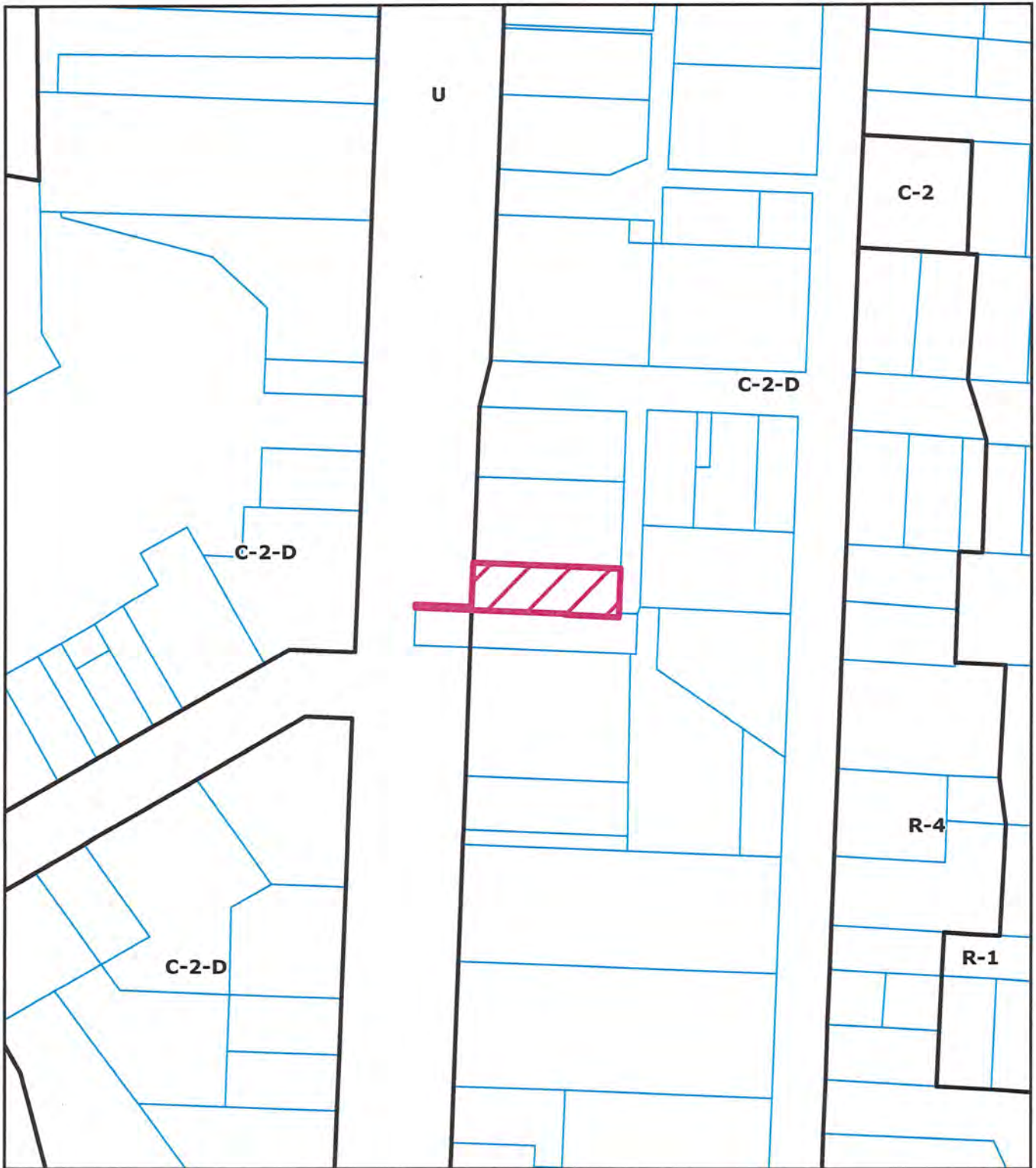
Project Area =



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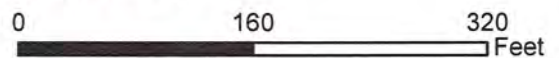


**ZONING MAP  
 PROPOSED TERRI SUTALO-FLORES & MAUREEN HOPE  
 GARBERVILLE AREA**

**SP-16-627  
 APN: 032-051-032**

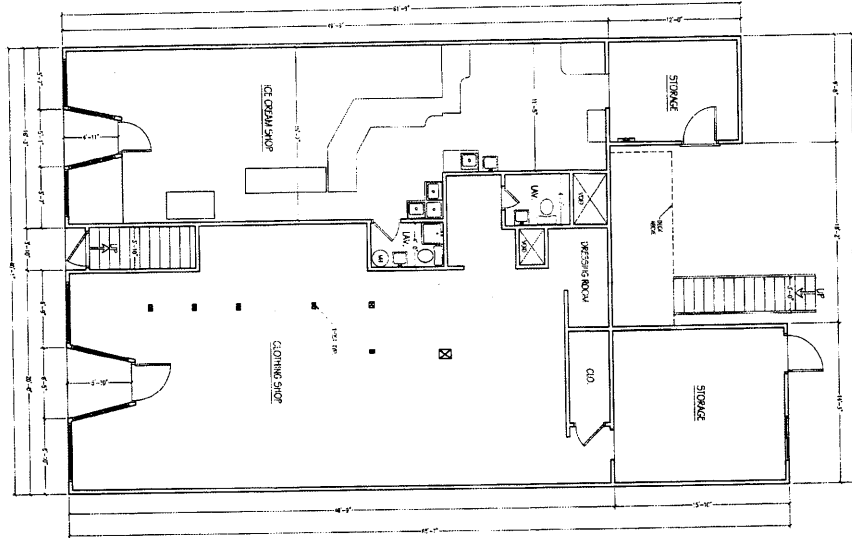
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**Project Area =** 

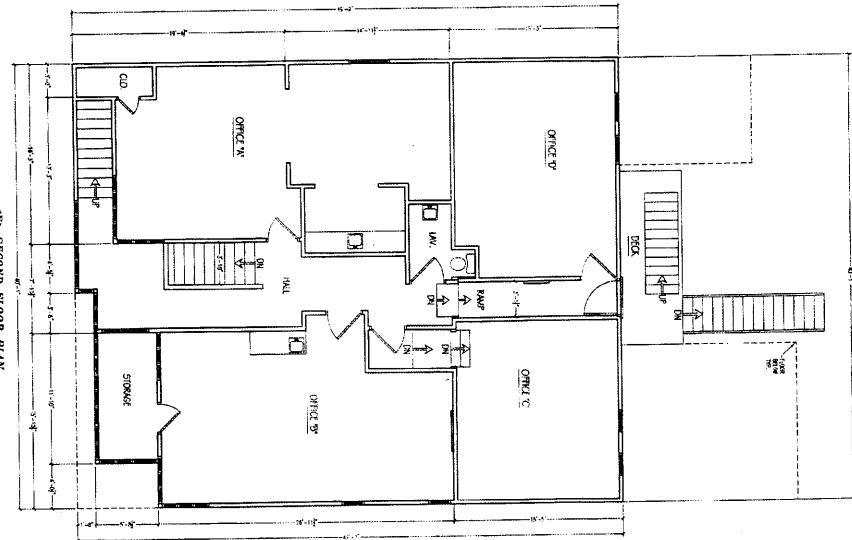


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**COMMERCIAL PROPERTY ASBLUTS FOR JOE BILANDZIJA**

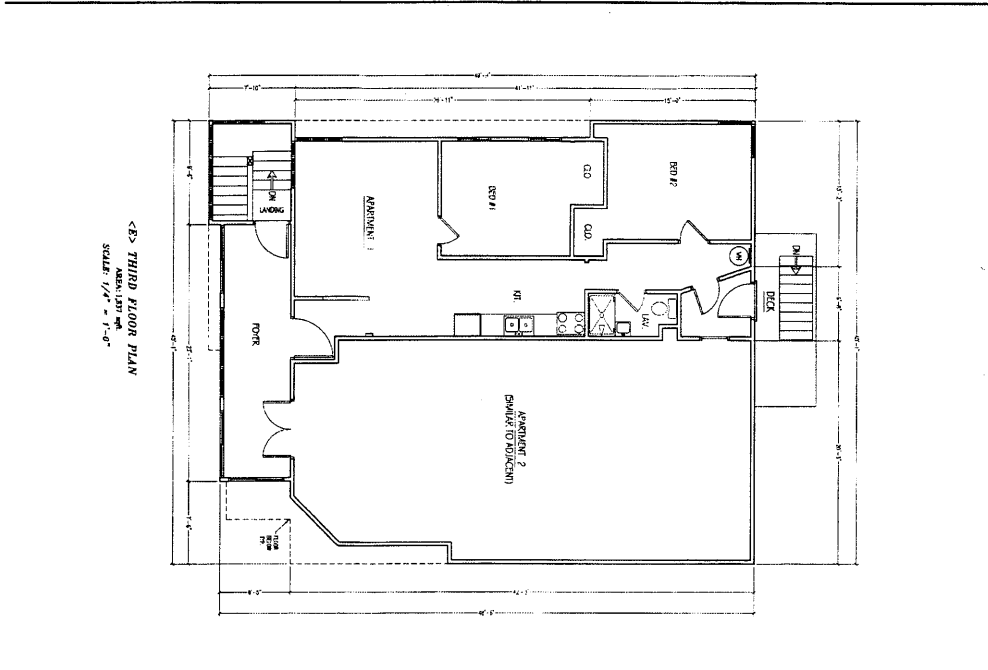
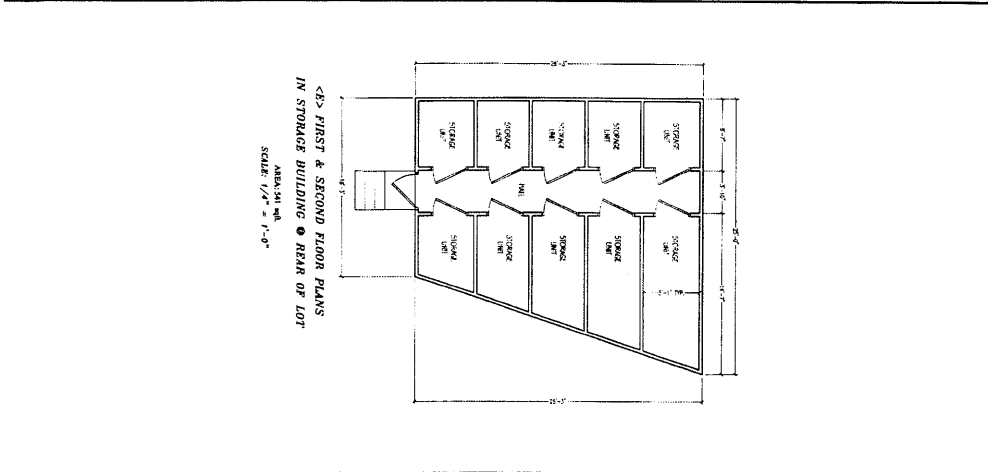
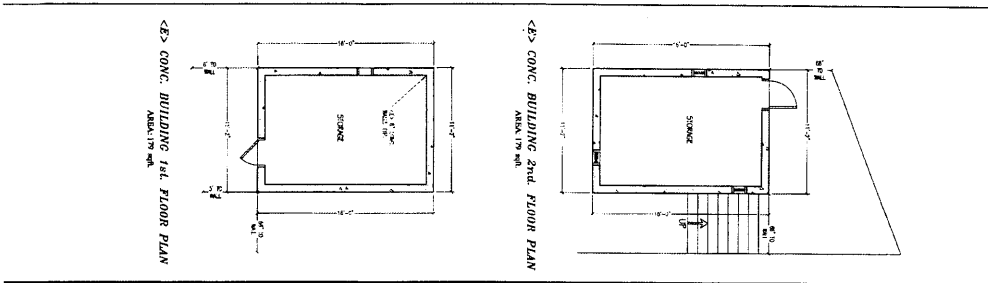


<A> FIRST FLOOR PLAN  
ASBLUTS W/4  
SCALE 1/4" = 1'-0"



<B> SECOND FLOOR PLAN  
ASBLUTS W/4  
SCALE 1/4" = 1'-0"

SHEET NO. 1 OF 2 DATE: 03-20-03 JOB NO. 032-051-032	JOE BILANDZIJA AP# 032-051-032 825 REDWOOD DRIVE GARBERVILLE, CA. 95540			<b>A.M. Baird</b> Engineering & Surveying 1277 Main St., P.O. Box 306, Fortuna, CA 95540 (707)725-5182 e-mail: am Baird@austinin.net.com	NO. DATE DESCRIPTION
	COMMERCIAL PROPERTY ASBLUTS <A> FLOOR PLAN				NO. DATE DESCRIPTION

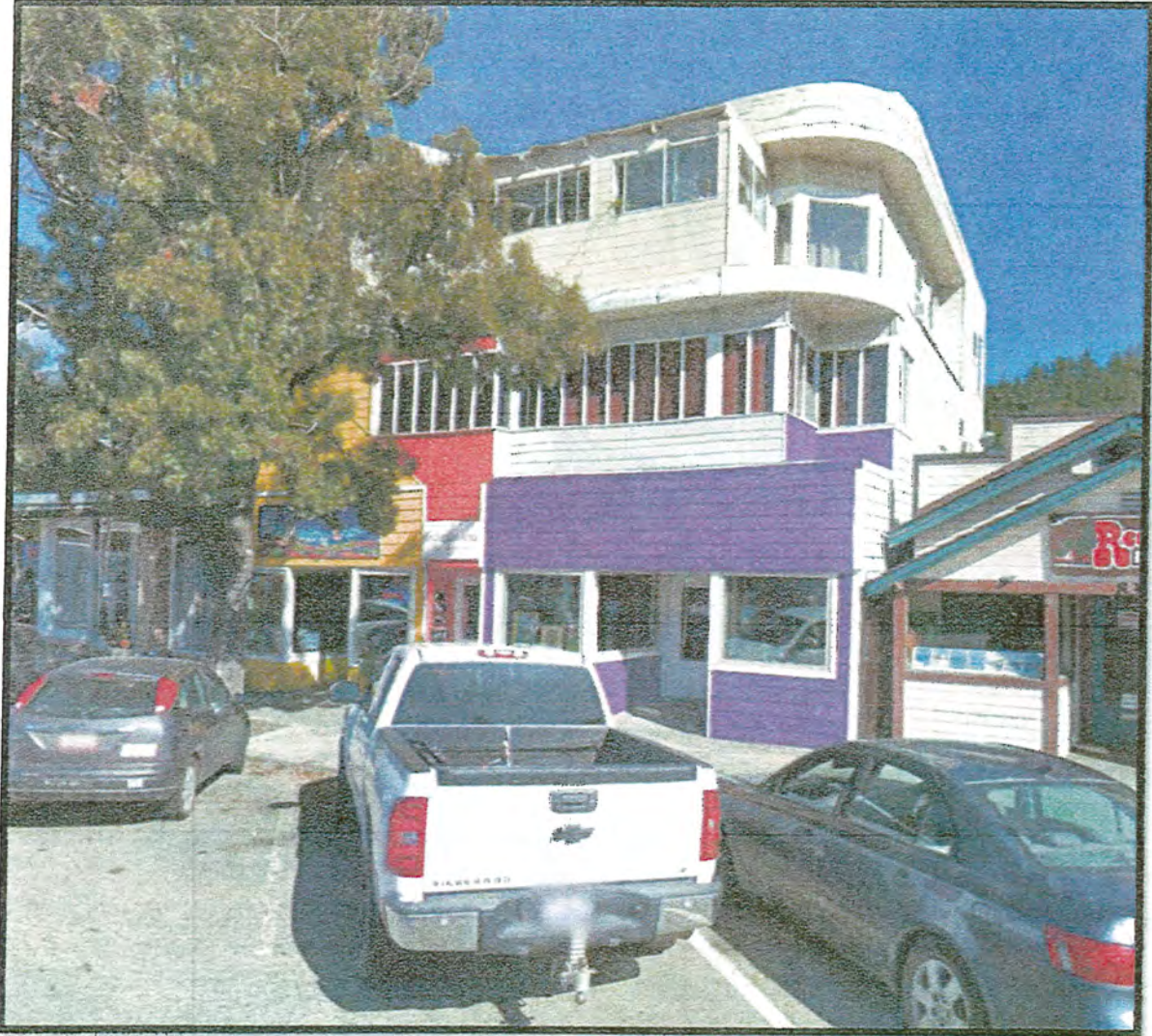


JOE BILANDZIC AP# 032-051-032 825 REDWOOD DRIVE GARBERVILLE, CA. 95540 COMMERCIAL PROPERTY ASBULTS <B> FLOOR PLAN			<b>A.M. Baird</b> Engineering & Surveying 1257 Main St. 3rd. Fl. 308, Fortuna, CA 95540 (707) 772-5122, e-mail: amba@redsear.com	1		
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# Development & Operations Plan Emerald Triangle Group



Humboldt County  
APN 032-051-032-000

Submitted to:



Type 6 Solventless Manufacturing  
Type 11 Distribution

December 26, 2018 (v2.1)

Prepared by:



CannaFarms Consulting, LLC  
PO Box 272  
Fields Landing, CA 95537  
(707)741-1261  
[cannafarmsconsulting@gmail.com](mailto:cannafarmsconsulting@gmail.com)

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## I. Site Description

The project is located in the heart of the Emerald Triangle. Southern Humboldt's traditional cannabis market center, Garberville, is at the heart of local economic activity. It has traditionally embraced its connection to Emerald Triangle SoHum cannabis. The town is going through a transitional shift from trimmigrants and extractions within a shed to safe and sanitary business providing a legal product in demand. Local cannabis cultivators are in need of distribution and nonsolvent manufacturing services which is the intent of the project.

825 and 827 Redwood Drive is commercial frontage property with zero lot lines in downtown Garberville (Figure 1). It has a three-story stick-built structure, with a two-story concrete water tank outbuilding in the back, and in the rear a two-story storage facility. Current use is commercial retail on the first floor, offices on the second, and a residence on the third completely under control of the Operator. The project shall be using the bottom floor for commercial cannabis distribution and manufacturing activities while no change or commercial use occurs above (Figure 2).

This location provides easy access to Highway 101 and most county roads that local cultivators and a commercial delivery vehicle would use. Main entries are via Redwood Drive and an alley in the rear from Maple Lane. On the commercial frontage there are privately owned ADA-compliant and three (3) standard parking stalls.

Downtown Garberville and the project site are a commercial area zoned Community Commercial (C-2). This zone is intended to apply to areas where more complete commercial facilities are necessary for community convenience. Principally permitted uses include stores, office, and services of a light commercial character, whereas, wholesale outlets and light manufacturing are uses permitted with a Special Use Permit. Other uses not enumerated, but allow under ordinance, require a Conditional Use Permit.

Conditions of use shall apply to the permit and are typically based upon potential for impacts of externalities of business. The area, for the most part, is suitable for commercial cannabis development, though there are potential sensitive receptors within three hundred feet (300') of the business. Specifically, there is a residential area a block behind the site, which may be impacted by smells. Further, adjacent business may also have to deal with smell, increased traffic, and other impacts to their business. Therefore, it shall be essential to plan and develop the site accordingly.



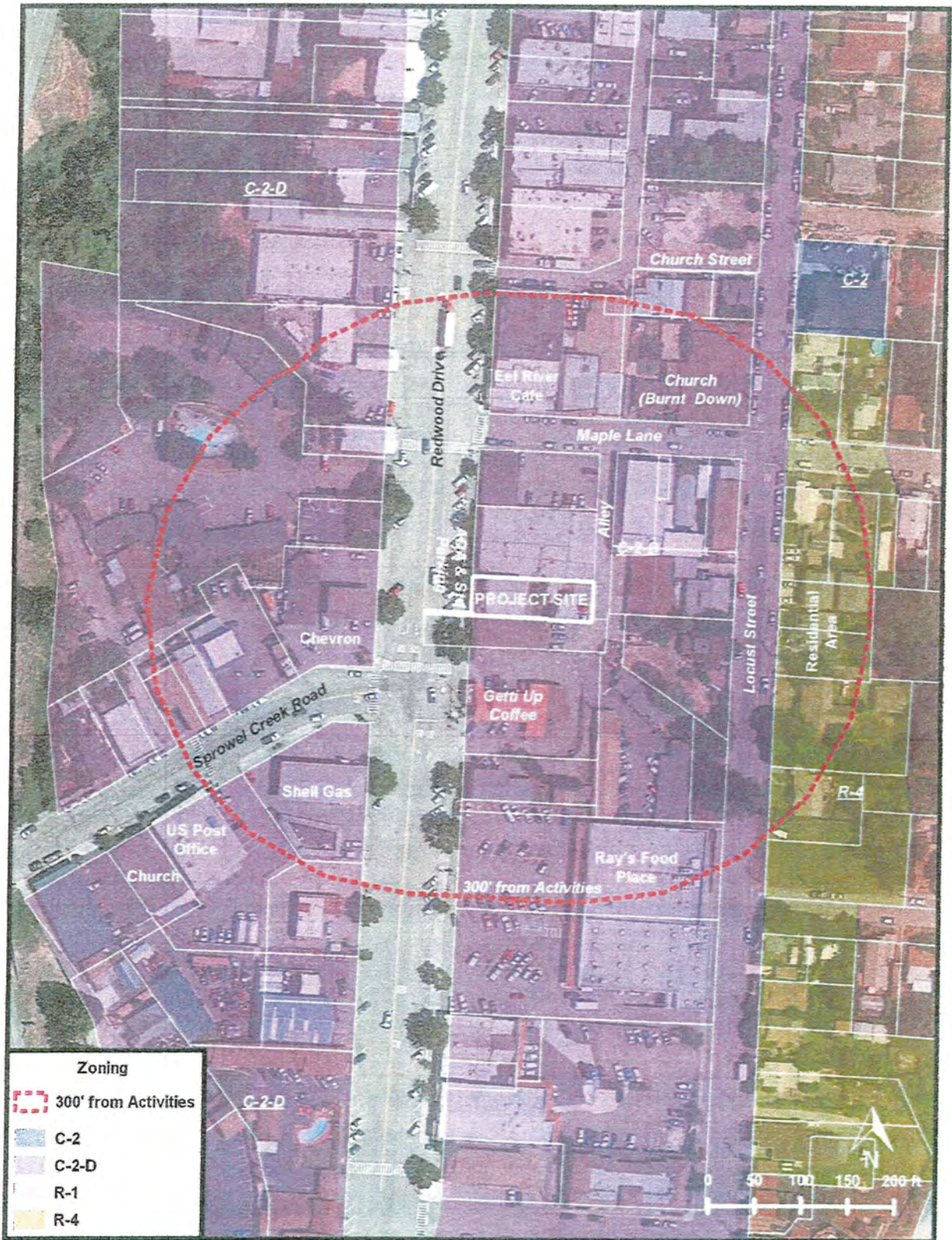
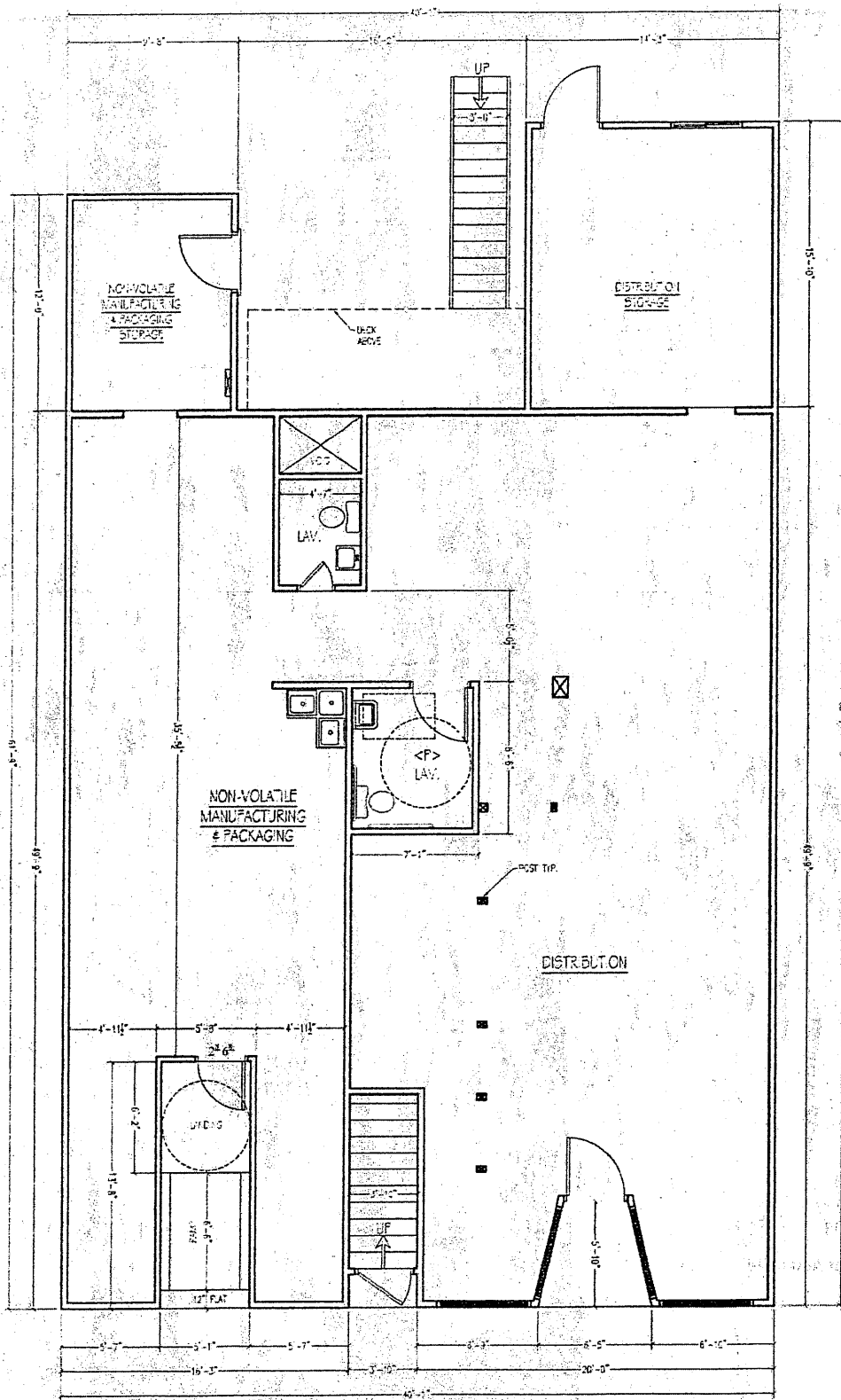


Figure 1: Project Location and Zoning



**Figure 2: 1<sup>st</sup> Floor Schematics**



## II. Development Plan

The proposal is to develop a commercial cannabis Type 11 Distribution and Type 6 Solventless Manufacturing Facility meeting or exceeding Humboldt County Code and State Law. Retail frontage sales are not intended nor shall they be undertaken. All development shall be fully engineered, equipment CL-Certified, and operations licensed as required by law. All commercial cannabis activity shall take place on the 1<sup>st</sup> Floor of the frontage building, the backyard area, and within the two-story storage units. Use of the upper floors would not change and would remain under the control of the operator.

Development is proposed as follows which shall meet all County and State laws:

### A. Commercial Frontage

1. Type-6 Manufacturing of Solventless extracts including the production of kief, hash, rosin, steam distilled terpenes, and pre-rolls.
2. Type-11 Distribution of raw and packaged cannabis goods.
3. Remove of a wall partition to create a single location with access to a shared ADA-compliant restroom.
4. Safety upgrades including fire suppression.
5. ADA-Compliance upgrades.
6. Occupancy change of first floor to a F-1 processing use, no change to second floor, and the third floor from R-3 to R-1.
7. ADA-compliant secure front entrances.
8. ADA-compliant exterior ramp from the rear alley parking lot to the rear entrance.
9. Stairs on entrance from alley to be rebuilt to be upgraded with a current code compliant design

### B. Two-Story Outbuilding (Figure 3)

1. Shall be demolished as it is unsafe for employees and operations. It represents a safety risk and would be costly to retrofit.
2. Shall install in its footprint a fully engineered, modern, and safe twelve feet by fifteen feet (12'x15') single story metal building.
3. Shall develop within the updated metal building a small fully engineered closed loop ethanol extraction facility.

### C. Two-Story Twenty (20) Unit Mini Storage

1. First floor shall be outfitted with a walk-in refrigeration unit to store cannabis at optimum temperatures.
2. Second floor shall be used to store cannabis product produced and packaged at the facility.

### D. Parking

1. ADA-compliant van accessible parking shall be on the commercial frontage.
2. Three (3) standards stall shall be provided on the commercial frontage.
3. The delivery vehicle may be stored within the rear delivery space, or, within a leased unit at Evergreen Self Storage located two (2) miles north of Garberville.



**Figure 3: Two-Story Outbuilding**

### **III. Operations, Employment, and Safety**

The Operator shall implement safety protocols to protect the health and safety of its employees and consumers. Operations shall meet all State and County laws and any required health and safety laws. The integrity of the end product and safety of use for the consumer while maintaining the welfare of employees is of the utmost concern.

#### **A. Days and Hours of Operation**

1. The facility is not open to the public and shall not accept visitors without a specific business purpose.
2. Hours of operation shall typically be from 7am to 7 pm; however, during periods of seasonally high workload, the hours of operations within the facility may increase to 24 hours per day. During such extend hours of operations, shipping, receiving, and any other traffic or noise generating activities shall be limited to normal working hours.

#### **B. Use of Labor**

1. The Operator shall comply with all applicable federal, state, and local laws and regulations governing California Employers, which may include: federal and state wage and hour laws, CAL/OSHA, OSHA, California labor laws, all State and County laws, and the Humboldt County Code (including the Building Code).
2. The Operator shall implement safety protocols and provide all employees with adequate safety training relevant to their specific job functions.
3. At all times, employees shall have access to safe drinking water and toilets and handwashing facilities that comply with applicable federal, state, and local laws and regulations.

#### **C. Employee Screening Processes**

1. It is anticipated that the operation shall employ up to five (±5) full-time employees.
2. Employees must be able to perform all tasks as described by their job description.
3. Operations shall be overseen at all times by an owner or manger.
4. All candidates for staff positions shall undergo criminal background checks as part of the standard screening process.
5. To the maximum effect allowed by California and federal employment law, candidates with a criminal, violent, and/or drug abuse history shall be screened from employment.

#### **D. Product Safety**

1. Prior to engaging in the manufacture of any cannabis product the owner(s) and/or manager(s) shall have successfully passed an approved and accredited food safety certification examination as specified in Sections 113947.2 and 113947.3 of the California



Retail Food Code and any other certifications required by all State and County laws.

2. Food safety certification shall be achieved by successfully passing an examination from an accredited food protection manager certification organization. The certification organization shall be accredited by the American National Standards Institute as meeting the requirements of the Conference for Food Protection's "Standards for Accreditation of Food Protection Manager Certification Programs."
3. All employees shall have adequate knowledge of, and shall be properly trained in, product safety as it relates to their assigned duties.
4. There shall be at least one food safety certified owner or employee at the facility responsible at all times.
5. The certified owner or employee shall be responsible for ensuring sufficient training of all employees in the safe preparation of cannabis products of any kind.

**E. Emergency Action Response Planning**

1. Employees shall be trained and certified in basic CPR & 1<sup>st</sup> Aid.
2. Two (2) CPR& 1<sup>st</sup> Aid Kit Stations shall be provided on adjacent sides of the manufacturing facility. There may be an Automated External Defibrillator (AED) onsite.
3. Employees with known allergies that could be a health concern shall inform management, and if require an EpiPen, shall carry said provisions with them at all times while on-site.
4. Within the processing facility a working phone connection or emergency call button connected to a monitored security system shall be put into use.
5. Emergency call buttons, depending on circumstances, may or may not be placed throughout the facility.
6. The facility shall be outfitted with an internal intercom system.

**F. Employee Accident Reporting and Investigation Policies**

1. All accidents shall be reported to management.
2. Management shall investigate and keep written reports of accidents.
3. Reporting to authorities shall be accordingly to the requirements of law.

**G. Fire Prevention**

1. Automated chemical and/or water fire sprinkler suppression systems shall be installed within the facility.
2. A fire monitoring system shall be installed in conjunction with the monitored security system.
3. Each of the partitions shall have at minimum (1) dry chemical fire extinguisher with a twenty pound (20lb) capacity.

4. All employees shall be trained with fire safe methods and in the proper use of fire extinguishers.
5. Fire extinguishers shall be maintained and certified on an annual basis.

**H. Hazard Communication Policies, Including Maintenance of Material Safety Data Sheets (MSDS)**

1. Employees shall be trained in the proper handling of all hazardous materials, if any are ever used.
2. If any regulated substances are ever used MSDS of any applicable hazardous materials shall be posted visibly on-site at all times.

**I. Job Hazard Analysis**

1. Employees may be exposed to industrial related risks.
2. Within the first year risks shall be assessed by an independent expert to reduce job hazards as applicable by law.
3. A risk management plan shall be implemented to reduce identified issues.

**J. Personal Protective Equipment Policies**

1. The Operator shall provide personal safety equipment for use such as OSHA certified safety glasses, hardhats, nitrile gloves, disposable face masks, and filtered respiratory protection.
2. Employees shall be trained in the use, expected to make use, and shall have ample access to personal protective equipment provided by the Operator.
3. Storage areas for personal safety equipment shall be provided.

**K. Emergency Contacts**

The Operator's facilities shall visibly post and maintain an emergency contact list which includes at a minimum:

1. Operation manager contact(s):
  - a. Owner/Operations Manager: Joseph Bilandzija (707)951-7185
  - b. Owner/Facility Manager: Francesco Galafaro (707)951-6521
2. Emergency responder contact(s):
  - a. EMERGENCY CALL 911
  - b. Nonemergency Sheriff: (707) 445-7251
  - c. Garberville CalFire: (707) 923-2645
  - d. City Ambulance: (707) 445-4907
3. Poison control contact(s):
  - a. EMERGENCY CALL 911
  - b. Poison Control Centers 1-800-222-1222

#### IV. Products

The Operator intends distribute cannabis in bulk and to produce a wide range of solventless cannabis products utilizing ethanol and mechanical based extraction methods. Value added products shall include those made from on-site raw or manufactured goods and processed crude material transferred from a Licensed Off-site Type 7 Manufacturer. Edibles such as cookies, chocolate, and baked goods are not proposed. The following list are intended products that shall be produced:

Distillate	Pre-rolls
Rick Simpson Oil (RSO)	Ice Bubble Hash
Shatter	Water Hash Rosin
Isolates	Dry Sift
Tinctures	Dry Sift Rosin
Sauce	Flower Rosin
Budder	Steam Distilled Terpenes
Wax	Vape Cartridges
Packaged Flower	Dab Syringes

#### V. Cannabis Concentrate Production

The Operator is proposing to manufacturing products using differing methods to produce cannabis extracts. Cannabis extracts shall be produced with solventless nonflammable methods. Systems shall utilize water, ice, screens, presses, centrifuges, trimmers, and steam distiller. All development shall be fully engineered, equipment CL-Certified, food or laboratory grade, and operations licensed as required by law. The facility complex shall feature the following equipment:

1. Ethanol Closed Loop Extraction (Figure 4)
2. Evaporator Unit
3. RSO Machine with Scientific Hood
4. Twenty liter (20L) or less Rotary Evaporator with Scientific Hood
5. Vacuum Ovens
6. Chillers
7. Food-Grade Water Hash Extraction (Figure 5)
8. Rosin Presses
9. Ice Machine
10. Freeze Dryer
11. Ice Extract Bags
12. Kief Tumblers
13. Stainless Thirty to Fifty Gallon (30-50gal) Steam Distiller
14. Autoclave
15. Ultrasonic Homogenizer
16. Preroll Machines
17. Stainless Steel Shelves and Tables



- 18. Cleaning Area
- 19. Centrifuge
- 20. Measuring Devices
- 21. Packaging Equipment



**Figure 4: Delta Separations Ethanol Extraction Units**  
Video: <https://www.deltaseparations.com/cup15/>





**Figure 5: Delta Separations Frenchy Cannoli Hash Machine**

The Operator shall, regardless of the method of the category of concentrate or packaged cannabis being produced, do the following:

- A. Ensure that the space in which any cannabis product is to be produced within a fully enclosed room and clearly designated on the site map.
- B. Ensure that all applicable sanitary rules are followed.
- C. Ensure that the standard operating procedures for each extraction method includes, but not limited to, step-by-step instructions on how to safely and appropriately:
  - 1. Extract cannabinoids and other essential components;
  - 2. Purge any unwanted components from extractions;
  - 3. Clean all equipment, counters and surfaces thoroughly meeting sanitary food standards; and
  - 4. Dispose of any waste produced with all applicable local, state and federal laws, rules and regulations.

- D. Establish written and documentable quality control procedures designed to maximize safety for employees and minimize potential product contamination.
- E. Establish written contingency plans to be followed by employees in case of a fire, chemical spill or other emergency.
- F. Have a comprehensive training manual that provides step-by-step. The training manual shall include, but not limited to, the following:
  - 1. All standard operating procedures for each method of concentrate production;
  - 2. Quality control procedures;
  - 3. Emergency procedures;
  - 4. Appropriate use of any necessary safety or sanitary equipment;
  - 5. The hazards presented by all solvents used in the material safety data sheet;
  - 6. Clear instructions on the safe use of all equipment in accordance with manufacturer's instructions; and,
  - 7. Periodic cleaning required to comply with all applicable sanitary rules.
- G. Provide adequate training to every employee prior to that individual undertaking any process involving equipment.
  - 1. Adequate training shall include, but not limited to, providing a copy of the training manual and live, in-person instruction, and hand's on instruction.
  - 2. The trainer shall sign and date a document attesting that all required aspects of training were conducted and that he or she is confident that the trainee can safely operate within the facility. The trainee shall also sign said document that they feel confident to operate safely within the facility.
- H. Maintain clear, comprehensive records with the name and signature of every individual who engaged in any step related to the creation of a production batch and the procedure that individual executed.

## **VI. Hazardous Materials Business Plan**

Health and Safety Code (HSC) Section 25505(a)(3) requires business have a Hazardous Materials Business Plan (HMBP) that contains an Emergency Response Plan and procedures to follow in the event of a release, or threatened release of a hazardous material. Each business shall prepare an HMBP and submit to the Hazardous Materials Division of the Department of Environmental Health using the California Environmental Reporting System (CERS) if that business uses, handles, or stores a hazardous material (including hazardous waste) or an extremely hazardous material in quantities greater than or equal to the following:

- A. 500 pounds of a solid substance
- B. 55 gallons of a liquid
- C. 200 cubic feet of a compressed gas
- D. Any amount of a hazardous compressed gas (highly toxic gases with a Threshold Limit Value of 10 ppm or less)
- E. Extremely hazardous substances in threshold planning quantities as defined in 40 CFR Part 355

Ethanol extraction, although considered a safe solventless nonflammable extraction method, is treated as Hazardous Material. There shall be storage and use of ethanol in quantities greater than fifty-five gallons (55gal) and no more than one hundred ten gallons (110gal) at any time.

Therefore, based upon the amounts of liquid alcohol that could be on premises at any time a HMBP shall be required. HSC Section 25505(a)(4) requires that the HMBP contain training for employees taking into consideration their position and duties relative to the handling of hazardous materials. The training must be conducted when employees are first hired, and refresher training sessions given annually. The training must be documented and training records must be maintained readily available for three years. At a minimum, the training plan must include:

- A. Familiarity with the Emergency Response Plan;
- B. Emergency response procedures in the event of a release or threatened release of a hazardous material;
- C. Immediate notification procedures for reporting releases of hazardous materials or other emergencies; and,
- D. Procedures for the mitigation of a release to minimize potential harm to humans or the environment.

The CERS Consolidated Emergency Response/Contingency Plan is a statewide form in CERS to assist businesses in addressing the Emergency Response Plan, Employee Training and Hazardous Waste Contingency Plan requirements in one comprehensive document. The CERS Consolidated Emergency Response/Contingency Plan has been developed to:

- A. Unify emergency response plan, employee training plan, and contingency plan requirements for hazardous substances and hazardous wastes
- B. Provide for basic contingency planning for an average small to mid-size facility
- C. Impose minimal regulatory requirements on businesses

## **VII. Production Quality Control, Consumer Safety, and Processes**

The Operator shall implement quality control and consumer safety control processes, procedures, and documentation that meets all state and local requirements, including but not limited to State and Humboldt County Code:

### **A. Quality Control**

1. Samples of all raw materials shall be screened and tested by an independent State licensed and/or locally permitted licensed laboratory.
2. All raw materials shall meet state requirements for pesticides, mold, and other undesirable qualities prior to extraction.
3. Samples from each batch of finished product shall be screened and tested by a State licensed and/or locally permitted licensed independent laboratory.
4. The facilities inventory control process includes tracking of all incoming raw and processed materials, including the name and state license number of the

cultivator, the testing lab data (as applicable), the strain, the supplier's product tracking identification data, and bill of lading from the transport company.

5. All incoming raw materials shall be assigned a batch number that can be cross-referenced to the above referenced data and stays with the product through the manufacturing process and to final sale to distributors and/or retailers.
6. All finished product shall meet state requirements for pesticides, mold, and other undesirable qualities prior to release for sale to wholesalers and retailers.
7. All outgoing product shall be tracked by SKU, batch number, invoice, and shipping documents; unless the product is not for sale which shall be destroyed and documented.
8. Documentation of all lab test results shall be kept on file.

## **B. Packaging**

1. All packaging shall meet state requirements.
2. Labeling shall include a warning if nuts or other known allergens are used.
3. Labeling shall include the total weight in grams of cannabis or milligrams of THC in the package.
4. A warning that the item is cannabis and not a food shall be distinctly and clearly legible on the front of the package.
5. The package label shall have a warning that's clearly legible and emphasizes that the product is to be kept away from children.
6. The label shall also state that the product contains cannabis.
7. The label shall specify the date of manufacture and batch number.
8. Packaging that makes the product attractive to children shall not be used.
9. The methodologies for tracking and inventory of cannabis and cannabis extracts may be subject to requirements imposed by the State Licensing Authority and Humboldt County which shall be adjusted accordingly as required.

## **C. Sanitary Practices**

1. All reasonable measures and precautions shall be taken to ensure the following sanitary conditions:
  - a. Any person who, by medical examination or supervisory observation, is shown to have, or appears to have, an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination for whom there is a reasonable possibility of contact with cannabis or cannabis extracts shall be excluded from any operations which may be expected to result in contamination until the condition is corrected;
  - b. Hand-washing facilities shall be adequate and convenient and be furnished with running water at a suitable temperature throughout the facility.
  - c. Sanitary practices shall require employees to wash or sanitize their hands, and provide effective hand-cleaning and sanitizing preparations and sanitary towel service or suitable drying devices;



- d. Nitrile gloves shall be donned after sanitizing hands;
- e. All persons working in direct contact with cannabis and cannabis extracts shall conform to hygienic practices while on duty, including but not limited to:
  - i. Maintaining adequate personal cleanliness;
  - ii. Wash hands thoroughly before starting work and at any other time when the hands may have become soiled or contaminated; and
  - iii. Refrain from having direct contact with cannabis and cannabis extracts if the person has or may have an illness, open lesion, including boils, sores, or infected wounds, or any other abnormal source of microbial contamination, until such condition is corrected.

#### **D. Waste Management**

1. Litter and waste are properly removed;
2. Operating systems for waste disposal are maintained in an adequate manner so that they do not constitute a source of contamination in areas where cannabis and cannabis extracts are exposed;
3. Floors, walls, and ceilings are constructed in such a manner that they may be adequately cleaned and each is kept clean and in good repair;
4. That there is adequate lighting in all areas where cannabis and cannabis extracts are produced or stored or sold and where equipment or utensils are cleaned;
5. That there is adequate screening or other protection against the entry of pests.
6. Rubbish shall be disposed of so as to minimize the development of odor and minimize the potential for the waste becoming an attractant, harborage, or breeding place for pests;
7. That fixtures and other facilities are maintained in a sanitary condition;
8. That toxic cleaning compounds, sanitizing agents, and other chemicals shall be identified, held, stored and disposed of in a manner that protects against contamination of cannabis and cannabis extracts and in a manner that is in accordance with any applicable local, state or federal law, rule, regulation or ordinance;
9. That all operations in the receiving, inspecting, transporting, segregating, preparing, manufacturing, packaging, and storing of cannabis and cannabis extracts shall be conducted in accordance with adequate sanitation principles;
10. That employees are provided with adequate and readily ADA accessible toilet facilities that are maintained in a sanitary condition and good repair; and
11. That cannabis and cannabis extracts that can support the rapid growth of undesirable microorganisms are held in a manner that prevents the growth of these microorganisms.
12. The facility shall be open to inspection by the local fire department, building inspector, or code enforcement officer to confirm that no health or safety concerns are present. It is understood that:

- a. Inspections may result in additional specific standards to meet local jurisdiction restrictions.
- b. An annual fire safety inspection may result in the required installation of fire suppression devices, or other means necessary for adequate fire safety.
- c. Cannabis and cannabis extract waste shall be rendered unusable and unrecognizable prior to leaving the facility through one of the following methods unless another method is prescribed by the County of Humboldt or the State of California:
  - i. Paper waste;
  - ii. Plastic waste;
  - iii. Cardboard waste;
  - iv. Food waste;
  - v. Grease or other compostable oil waste;
  - vi. Bokashi, or other compost activators;
  - vii. Other wastes approved by the State Licensing Authority that shall render the cannabis and cannabis extracts waste unusable and unrecognizable as cannabis; and

13. The methodology for destroying and disposing of cannabis and cannabis extracts shall be subject to requirements imposed by the State Licensing Authority and shall be adjusted accordingly as required.

14. Records of destroyed raw materials and product shall be kept and cross-referenced by batch number and SKU. The weight or volume, as appropriate, shall be recorded along with the method of disposal.

15. The methodology for recording destroyed cannabis and cannabis extracts shall be subject to requirements imposed by the State Licensing Authority and shall be adjusted accordingly as required.

### **VIII. Security**

The facility is for the purpose of the distribution and manufacturing of cannabis products according to State and Humboldt County Code standards. All products shall be sold to State licensed facilities on a wholesale basis. The facility shall not be open to the public and shall not accept visitors without a specific pre-authorized business purpose.

Visitors of the facilities shall be monitored by video at all times. Only authorized representatives of state licensed wholesalers and licensed vendors shall be allowed to enter the facility, be in close proximity to products and raw materials, and shall be supervised at all times. Any other vendors or maintenance workers allowed in the facility shall at all times be escorted and separated from finished products and raw materials.



The Operator shall protect against diversion of cannabis by theft of not only intruders, but also from staff members, and visitors. This shall be achieved by limiting access both into and within different areas of the facility as necessary. Surveillance monitoring of personnel and visitors shall occur at all times. Strict inventory control measures shall also be engaged to prevent and detect diversion. The security measures located on the premises shall include the following:

- A. Indoor and outdoor lighting controlled by photocell switching, timers, infrared motion sensors and/or other state-of-the-art control systems to maintain an adequate light level at the interior and exterior of the facilities to ensure that personnel and the video surveillance system can effectively monitor the space in and around the facility at all times. Exterior lighting shall be directed so as to not pose a nuisance to neighboring properties.
- B. An independently monitored third party security and fire alarm system shall be installed and operated at all appropriate times within the facility.
- C. Communications between the facilities alarm system and the central control station shall be uninterruptible by power outage and/or disability of the telephone system. Communications shall be powered by an uninterruptible power supply, and transmission shall either be by cellular or radio.
- D. All entrances to the occupied building space of the facility shall be restricted by an access control system capable of identifying authorized personnel. The system may also be capable of limiting personnel access to the appropriate locations within the facility depending on the person's job and responsibilities, and also limit facility access to certain times and days as appropriate.
- E. All cannabis raw material deliveries shall be received at the facility from a State licensed and/or locally permitted licensed transport company or individual
- F. All cannabis product deliveries shall be transported to State licensed and/or locally permitted licensed Wholesale/Distribution companies by a State licensed and/or locally permitted licensed transport company.
- G. 24 hour access to the facility by emergency responders shall be provided via a KNOX Box.

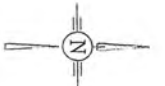




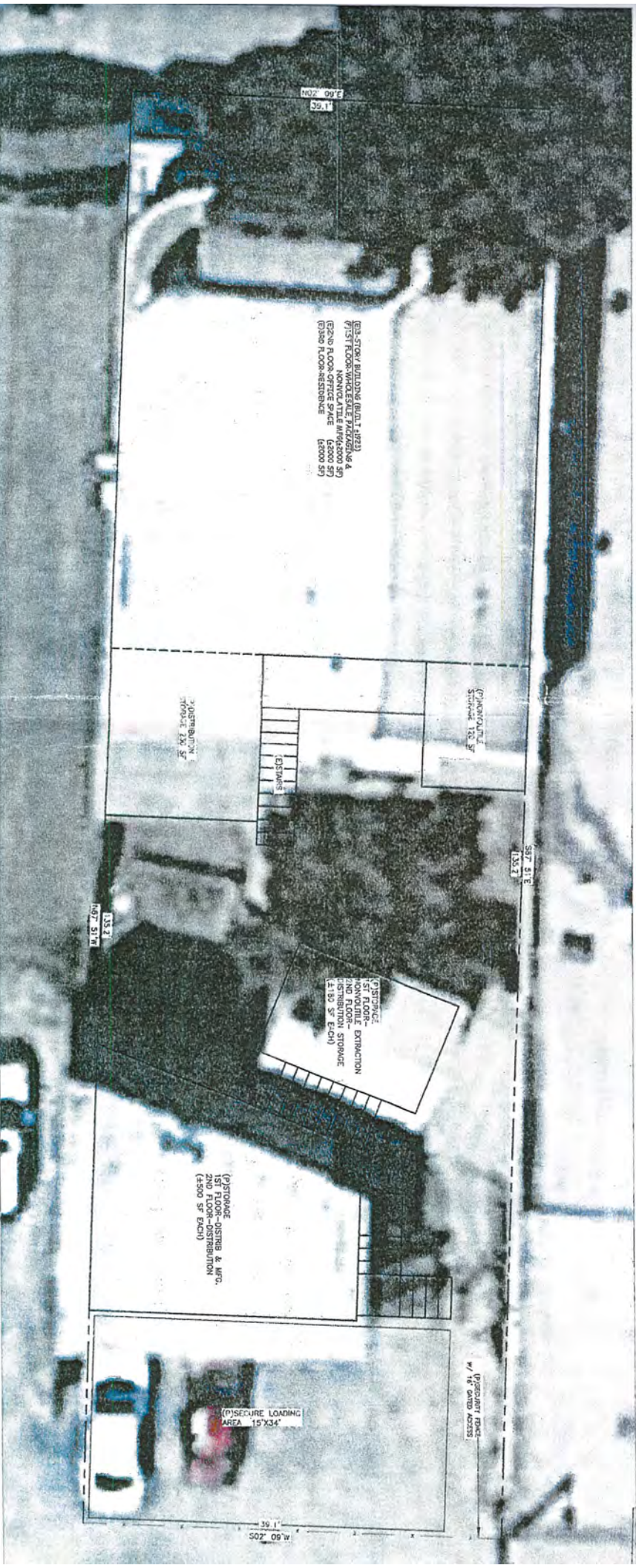
SCALE 1" = 100'

SITE PLAN (DETAIL A)

0 100 200 Feet



DISCLAIMER:  
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SCALE 1" = 6'

SITE PLAN (DETAIL B)

0 10 20 Feet



## 4.2 Workweek

The work week begins at 12:01 am on Monday morning and ends at 12:00 midnight on the following Sunday night.

### 4.2.1 Work Hours

The work hours consist of up 30 hours or more between Monday through Sunday in a 7 day period. The work day is defined as 8 hours worked during a 24 hour period with the period beginning at midnight and ending at the following midnight.

- a. The General Manager is intended to be a full time position. This position is exempt from the Fair Labor Standards Act Overtime. The General manager will attend all scheduled and special Board meetings.
- b. Part-time office staff will work as scheduled by the General Manager or designee, with hours not to exceed 8 hours per day or 30 hours per week.
- c. The District office will be open Monday through Thursday between 9:00am to 5:00pm and closed on Fridays. Office staff will schedule time so that at least one office staff person will be in the office during business hours.
- d. The Chief Operator and Field Staff will, if necessary, work 40 hours per 7-day workweek, scheduled to avoid overtime.
- e. The Chief Operator will attend all scheduled Board meetings and special Board meetings as required, to be compensated by overtime if over 8 hours per day.
- f. Part-time Field Staff will work as scheduled by the General Manager or Chief Operator, with hours not to exceed 24 hours per 7-day workweek. Overtime will not be allowed unless authorized by the General Manager or Chief Plant Operator.

### 4.2.2 Meal Time and Breaks

A half-hour, unpaid meal break will be taken each day. Two, 15-minute breaks, one to be taken in the morning and one to be taken in the afternoon. These breaks are to be taken based on the employee's work schedule.

Any modifications of meal time or breaks must be approved by the General Manager or designee.

6/1/2018 modified

## 5.0 Pay and Benefits

Prior to the adoption of the current Personnel Policy dated June 6, 2006, Garberville Sanitary District did not have a personnel policy in place. Therefore any benefits approved by the adoption of the Personnel Policy will commence from June 6, 2006 forward. 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 **and a determination will be made to hire for the position or terminate employment.**

### **5.1.2 Regular full-time employees**

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

### **5.1.3 Regular part-time employees are wage-earning employees.**

They may work no more than 30 hours per week. The **District Administrator General Manager or designee** may limit a part-time position to less than 30 hours per week. If hours are to be more than 30 hours per week on a long term basis, the **District Administrator General Manager or designee will determine if the additional hours were needed and inform the Governing Board. need to get Board approval.** 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, **or less** as approved by the **District Administrator General Manager**. 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 or wage of the General Manager. motion of the Board of Directors, except as already agreed with existing employees prior to adoption of this policy and previously approved by the Board.**

### **5.2.2 Time Cards**

All **non-exempt** employees are required to maintain an accurate record of **all** time worked. All **non-exempt** employees must complete time cards and submit them to the office **prior to pay day as determined by the General Manager or designee. by 10 am on the 1<sup>st</sup> and 16<sup>th</sup> of the month. Time cards must be approved and signed off by the District Administrator. The District Administrator is exempt from submitting a time card.**

### **5.2.3 Paydays**

Paychecks shall be issued on the 5<sup>th</sup> and on the 20<sup>th</sup>. 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. the District will pay on the preceding Friday. If it falls on a Sunday, the District will pay on the following Monday. If it falls on a holiday, paychecks will be given on the preceding workday.** 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. Pay advances against paychecks or against un-accrued vacation will not be granted to employees.**

### 5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The **District Administrator General Manager** is exempt from this law. All overtime must be approved in advance by the **District Administrator 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.

**Personnel Policy - 6 - Adopted 6/6/06 Amended 10/23/2018**

### 5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all emergencies **via telephone, cell phone, or pager** and must be able to respond within 30 minutes to a required call. **The District will pay \$12.00 per day as on-call compensation.**

#### 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 callout. This will be in addition to daily or “On-Call” compensation.

### 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 one-half for hours worked. Comp time will not be accrued nor will the District provide compensation time off in lieu of pay.

### 5.2.9 Raises

Depending upon the employee’s performance a pay raise may be made when there has been an improvement in or sustainment of an already good performance during the review period.

**a. Cost of Living:** All permanent employees will 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**. Cost of Living increases will be reviewed **at prior to** the **annual** fiscal year meeting of the Board. The **District Administrator General Manager or designee** will provide information on **any** cost of living increase in the packet **provided to for** the Board **for said** Meeting.



**b. Merit In grade Pay Raise:** All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit **In grade pay** adjustment, the **District Administrator General Manager or designee** will evaluate the employee's willingness to work, ability to learn and record of accomplishments. The **District Administrator General Manager or designee** will provide a recommendation to the Board of Directors for approval if the employee is to receive a Merit **In grade pay** raise.

**c. Salary Schedule Increase**

All employees on a salary schedule will receive the annual wage increase based on where the employee is at on that salary schedule. At such time the employee is no longer on the salary schedule, the General Manager or designee will consider a wage increase annually based on performance and longevity.

**5.3 Time Off**

Time off will be granted according to category specified below **and only after 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 **from day of hire.**

**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 (current employees only) with prior District Administrator General Manager or designee approval. Any employees hired after January 2007 will be required to wait the full year from date of hire before they are eligible to use vacation time. All vacation time must be taken within the anniversary year after it is earned (Example: Hired in October 2006 – Anniversary year is October 2007 – October 2008. Employee must use all vacation time by October 2008), unless the District Administrator approves an employee's request to carry vacation time to the next year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.**

**b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. 10 years of employment, a full-time employee is entitled to 20 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 30 days paid vacation.**

**c. An employee eligible for paid vacation may request approval by the District Administrator to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off.**

**d c.** 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.

**E d.** Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

**f. e.** Full-time employees are eligible to use accrued vacation after six months of employment.

### 5.3.2 Holidays

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

New Year's Day (Jan 1 <sup>st</sup> )	Labor Day (Sept-1 <sup>st</sup> Mon)
M. L. King Day (Jan-3 <sup>rd</sup> Mon)	Columbus Day (Oct-2 <sup>nd</sup> Mon)
Presidents' Day (Feb-3 <sup>rd</sup> Mon)	Thanksgiving Day (Nov-4 <sup>th</sup> Thurs)
Memorial Day (May-Last Mon)	Day after Thanksgiving
Independence Day (July 4 <sup>th</sup> )	Christmas Day (Dec 25 <sup>th</sup> )

**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 get paid at a rate of time and one-half for hours worked only. The employee does not receive additional holiday paid on top of time worked. If the employee only works a portion of the day, the hours worked will be paid at a rate of time and one-half and the remaining hours will be paid at straight holiday pay.

**e.** Personal Day Off: Full-time employees and permanent part-time employees will receive 2 (two) 8-hour paid personal holidays after 3 years of service to used within the anniversary year. In the event the employees fail to take the paid personal holidays off within the anniversary year, they will expire and not be carried over to the following year.

**f.** A floating day for holidays is provided to employees who work non-standard workweeks (for example, Wednesday through Sunday). These employees are entitled to the same number of holidays per year as those employees who work a normal schedule. The floating day for holidays is as follows: On holidays that fall on the scheduled work day of the operator, the operator will take off the day before or after the holiday depending on the work schedule. For example, on holidays that fall on Monday the operator that works Monday through Friday is entitled to take off the Friday before the Monday of the holiday. For an operator that works Wednesday through Sunday, they are entitled to take off the Wednesday after the holiday. The floating day for holidays will change based on work schedule. A floating holiday day is to be taken before or after the holiday and is not to be banked. Operations will need to provide the **District Administrator General Manager or designee** a schedule of holidays off at the beginning of each year. Operations will make sure that the days off does not impact the District's operation.

The **District Administrator General Manager or designee** will review, modify and **approved approve** the floating holiday day off schedule before it becomes effective.

g. 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. This may accrue to a total of 24 working days.

b. **Sick leave Use:**

Paid sick leave may be used for doctor/dentist/**counseling** visits. **in not less than four-hour units.**

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 **but may require a statement from physician after a 2 day absence.**

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.