

**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: Tuesday, December 17th, 2024**  
**5:00 p.m. – Closed Session with Open Public Session to Follow**

*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.*

**NOTE:** The Board of Directors may require staff and the public to participate, via teleconference or Otherwise electronically. This meeting is compliant with AB361 which allows for a deviation of Teleconference rules required by the Brown Act during a proclaimed state of emergency.

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_\_, Doug Bryan\_\_\_\_, Julie Lyon\_\_\_\_, Dan Thomas\_\_\_\_, Richard Landes\_\_\_\_**

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

**Motion:                                  Second:                                  Vote:**

**IV. Questions or Comments about Closed Session Items**

**Conference with Real Property Negotiators (Government Code § 54956.8):**

**1. Cal Fire Property (State of California)**

Property under consideration: Acquisition of approximately 874± SF of a Waterline and Maintenance Easement; 5,145 ± SF of a Pump Station Easement and 5,733± SF of a Utility Easement as a portion of the parcel designated as Site Address: 324 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-003.

Garberville Sanitary District Negotiating Team with Jennie Short and Russ Gans if available (GSD attorney) will participate.

Under negotiation: Price and/or terms of payment, conditions for acquisition, Easement Agreements and/or Easement vacation (1,683± SF) verbiage.

(discussion—possible action)

**Motion:                                  Second:                                  Vote:**

**V. RETURN TO OPEN SESSION**

Report of action taken in Closed 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**

**Remote Public Comments:**

- 1. Submit public comments in writing or by Email to the Garberville Board of Directors and Staff prior to meeting, so Board and staff have time to review the information provided. All public Comments sent to office or by email, must be received prior to 1:00PM on day of meeting.**

**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*

**Operators—Dan, Mir and Brian- Water Leaks—Operational Demands**

**Office---Mary Nieto—Office and Customer Update**

**Board Members-**

**Correspondence-**

**General Manager—Ralph Emerson Pg. 5**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

*All matters listed under Consent Agenda are considered to be routine and non-controversial, require no discussion and are expected to have unanimous Board support and may be enacted by the Board by one motion and voice vote. There will be no separate discussion of these items; however, before the Board votes on the motion to adopt, members of the Board may request that specific items be removed from the Consent Agenda for separate discussion and action. Any items will be considered after the motion to approve the Consent Agenda as time permits.*

A.1 Approve Financials Date- July & August 2024 - pg. 6-29

A.2 Approve October 22nd, 2024 Regular Meeting Minutes - pg. 30-32

A.3 Operations Safety Report-November & December 2024 pg. 33-37

**Motion: Second: Vote:**

*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 before consideration of that item. The Board reserves the right to limit the time of presentation by individuals and groups*

**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

*The Board of Directors will allow public comment on agenda items at the time the agenda item is considered. However We ask that any person who wishes to speak on an agenda item submit a request prior to the meeting being called to order. You will be given 3 minutes on each agenda item that you wish to comment on and the Board of Directors will discuss the item amongst themselves with no other public comment.*

B.1 Board Member Appointments pg. 38-41  
(discussion—action required)  
Oath of Office (Rio Anderson, Dan Thomas)

Board Member Officers-Assignments  
(discussion—action required)

Nomination of Chairperson (Doug Bryan-Past Chairperson)  
**Motion: Second: Vote:**

Nomination of Vice Chairperson (Rio Anderson-Past Vice Chairperson)  
**Motion: Second: Vote:**

Nomination of Secretary---Ralph Emerson

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

Nomination of Treasurer                      (Julie Lyon-Past Treasurer)

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

Authorized Signatures to Sign For District

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

## **Committee Member Assignments**

Budget and Rate Committee                      (Julie Lyon and Dan Thomas-Past Members)

Personnel Committee                      (No Members)

B.2                      Board Calendar 2025                      pg. 42

(discussion—action requested)

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

B.3                      Hurlbutt Tank Replacement Project-Swaffar Property Exchange Agreement

Property under consideration: Acquisition of approximately 17,644+ SF of fee interest;7,230+ SF of a Waterline and Maintenance Easement; 10,012+ SF of Access Easement; 224+ SF of a Drainage Easement; 5,580+ SF of a Utility Easement; and 51,767+ SF of a Temporary Construction Easement as A portion of the parcel designated as Site Address: 1003 & 1160 Hillcrest Drive, Garberville, Ca 95542 Assessor's Parcel Nos: 032-211-021 & 032-211-035

(discussion-possible action)                      Jennie

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

B.4                      DWR Garberville Tanks Replacement Project Property Acquisition- Souvanna Property

Acquisition of approximately 2,436+ SF of a Utility Easement as a portion of the parcel designated as Site Address: 414 Alderpoint Road, Garberville, California 95542;

Assessor's Parcel No. 223-183-005                      pg. 43-49

(discussion—possible action)

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

B.5                      DWR Tanks Replacment Project (Wallan & Robertson)- Construction Phase

(discussion-possible action)                      Jennie Short                      pg. 50-51

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

B.6                      Robertson/Wallan/Hurlbutt Tank Replacement Project- Planning Phase Closed-Out

(discussion-possible action)

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

B.7                      Daupler-Operations and Customer Notification Program                      pg. 52-60

(discussion-possible action)                      Ralph and Mary

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

B.8                      FY 24/25: Budget Modifications and delayed Implementation of Adopted Sewer Rates

(discussion-possible action)                      Jennie Short                      **Resolution 24-016**                      pg. 61-66

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

B.9 Rate Study Update pg. 67  
(discussion-possible action) Jennie Short  
**Motion:** **Second:** **Vote:**

B.10 Metron Smart Meter Replacement Plan pg. 68-70  
(discussion-possible action) Ralph and Mary  
**Motion:** **Second:** **Vote:**

**C. POLICY REVISION / ADOPTION**

C.1 Personnel Policy pages 1-11 pg. 71-77  
(discussion-possible action)  
**Motion:** **Second:** **Vote:**

**IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—January 28<sup>th</sup>, 2025**

1. Daupler accounting and notification program
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay
5. Metron Smart Meter Replacement
6. Small Claims Progress
7. Eco-Green Audit Update

**X. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, December 14th, 2024. The agenda will be on the GSD website and 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: December 17<sup>th</sup>, 2024

The past two months have been filled with storms, wind, power outages and earthquakes which all contributed to the already busy days of leaks, customer concerns and work related to normal winter operations.

The GSD staff worked together to address all the problems which arose and were able to continue planning for the upcoming years budget, project planning and rate study.

The water tank replacement project has continued forward with a few problems that are being addressed by all those participants involved in the planning and construction phases.

The holidays are upon us and in many years, they can be stressful for some and this year seems to be more of an issue with some customers trying to pay bills, service charges and provide for their personal and family needs.

There is a new fake ice skating rink at Sherwood Forest site, which has generated a lot of excitement from locals, so perhaps Rio or one of you more knowledgeable with this project, can share with us the details.

Respectfully Submitted:

Ralph Emerson

# **July 2024 Financial Statements**

**Cash Flow  
Balance Sheet  
Revenue & Expense**

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2024**

	Jul 24
<b>OPERATING ACTIVITIES</b>	
Net Income	(30,422.88)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	9,801.15
1110 · Accts Receivable Over Payments	29.01
1500 · Prepaid Insurance	(61,512.44)
1501 · Prepaid Workers Comp	(8,444.90)
1510 · Prepaid Licenses and Permits	(25,931.04)
2000 · Accounts Payable	(2,445.59)
20000 · Account Payable	28,288.40
2205 · Accrued Simple	0.00
2210 · Accrued Federal PR Taxes	0.00
2220 · Accrued State PR Taxes	0.00
2225 · Accrued Workers Comp	0.00
2300 · Service Deposits	100.00
Net cash provided by Operating Activities	(90,538.29)
<b>INVESTING ACTIVITIES</b>	
Accumulated Depreciation-Water	23,022.67
Accumulated Depreciation-Sewer	11,116.42
CIP R-W-H Project:CIP-Hurlbutt Tank Reimbursement	(5,197.50)
CIP R-W-H Project:CIP Robertson-Wallen-Hurlbutt T	(3,041.00)
Net cash provided by Investing Activities	25,900.59
<b>FINANCING ACTIVITIES</b>	
2661 · Ditchwitch Vacuum Trailer	(2,194.48)
Net cash provided by Financing Activities	(2,194.48)
Net cash increase for period	(66,832.18)
Cash at beginning of period	615,729.43
Cash at end of period	548,897.25

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**

As of July 31, 2024

	Jun 30, 24	Jul 31, 24	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	3,927.28	28,104.43	24,177.15
1006 · Umpqua System Reserve - Water	807.02	797.03	(9.99)
1007 · Umpqua System Reserve - Sewer	31,276.46	31,276.72	0.26
1011 · Water Enterprise Fund	46,841.72	46,842.12	0.40
1030 · County Treasury - Sewer Reserve	425,899.93	350,899.93	(75,000.00)
1031 · County Treasury - Water Reserve	46,610.27	46,610.27	0.00
1035 · Water Capital Improvement Fund	34,004.55	26,004.55	(8,000.00)
1036 · Sewer Capital Improvement Fund	26,001.94	18,001.94	(8,000.00)
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	320.75	0.00
<b>Total Checking/Savings</b>	<b>615,729.43</b>	<b>548,897.25</b>	<b>(66,832.18)</b>
Accounts Receivable			
1316 · Water Grant Reimb. Receivable	583,956.20	583,956.20	0.00
11000 · Accounts Receivable - Other	(2,167.01)	(2,167.01)	0.00
<b>Total Accounts Receivable</b>	<b>581,789.19</b>	<b>581,789.19</b>	<b>0.00</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,651.02)	(2,680.03)	(29.01)
1100 · Accounts Receivable - Other	163,139.37	153,338.22	(9,801.15)
<b>Total 1100 · Accounts Receivable</b>	<b>160,488.35</b>	<b>150,658.19</b>	<b>(9,830.16)</b>
1121 · Payroll Tax Overpayment	667.63	667.63	0.00
1500 · Prepaid Insurance	5,790.57	67,303.01	61,512.44
1501 · Prepaid Workers Comp	0.00	8,444.90	8,444.90
1510 · Prepaid Licenses and Permits	0.00	25,931.04	25,931.04
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>161,946.55</b>	<b>248,004.77</b>	<b>86,058.22</b>
<b>Total Current Assets</b>	<b>1,359,465.17</b>	<b>1,378,691.21</b>	<b>19,226.04</b>
Fixed Assets			
CIP R-W-H Project			
CIP-Hurlbutt Tank Reimbursement	38,726.49	43,923.99	5,197.50
CIP Robertson-Wallen-Hurlbutt T	1,358,200.39	1,361,241.39	3,041.00
<b>Total CIP R-W-H Project</b>	<b>1,396,926.88</b>	<b>1,405,165.38</b>	<b>8,238.50</b>
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	1,038.75	0.00
CIP - Meadows Aerial Waterline	11,458.44	11,458.44	0.00
<b>WATER</b>			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	25,957.27	25,957.27	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00



**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**

As of July 31, 2024

	Jun 30, 24	Jul 31, 24	\$ Change
Total WATER	8,183,593.59	8,183,593.59	0.00
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,423,606.90	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,887,636.09	5,887,636.09	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	318,645.03	0.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,310,097.00)	(3,333,119.67)	(23,022.67)
Accumulated Depreciation-Sewer	(2,786,277.00)	(2,797,393.42)	(11,116.42)
Total Fixed Assets	10,169,017.11	10,143,116.52	(25,900.59)
<b>TOTAL ASSETS</b>	<b>11,528,482.28</b>	<b>11,521,807.73</b>	<b>(6,674.55)</b>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	214,863.39	212,417.80	(2,445.59)
Total Accounts Payable	214,863.39	212,417.80	(2,445.59)
Other Current Liabilities			
2300 · Service Deposits	3,700.00	3,800.00	100.00
20000 · Account Payable		28,288.40	28,288.40
2205 · Accrued Simple	(1,007.72)	(1,007.72)	0.00
2225 · Accrued Workers Comp	2,095.13	2,095.13	0.00
2230 · Accrued Vacation	43,173.74	43,173.74	0.00
2250 · Loans Payable - Current Portion	47,622.23	47,622.23	0.00
Total Other Current Liabilities	95,583.38	123,971.78	28,388.40
Total Current Liabilities	310,446.77	336,389.58	25,942.81
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	24,631.05	22,436.57	(2,194.48)
2700 · SRF Loan - Water	988,620.94	988,620.94	0.00
2900 · Less Current Portion	(47,622.23)	(47,622.23)	0.00
Total Long Term Liabilities	965,629.76	963,435.28	(2,194.48)
Total Liabilities	1,276,076.53	1,299,824.86	23,748.33
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	4,122,914.00	584,894.26
Net Income	584,894.26	(30,422.88)	(615,317.14)
Total Equity	10,252,405.75	10,221,982.87	(30,422.88)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,528,482.28</b>	<b>11,521,807.73</b>	<b>(6,674.55)</b>

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

July 2024

	Jul 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 · Residential	36,239.00	33,659.00	347,000.00	2,580.00
4110 · Commercial	32,091.00	33,950.00	350,000.00	(1,859.00)
Total Water Charges	68,330.00	67,609.00	697,000.00	721.00
4200 · Sewer Charges	40,024.20	45,590.00	470,000.00	(5,565.80)
4300 · Connection Fees	0.00	0.00	0.00	-
4650 · Late Charges	1,425.00	1,166.66	14,000.00	258.34
4700 · Other Operating Revenue	240.00	291.66	3,500.00	(51.66)
<b>Total Income</b>	<b>110,019.20</b>	<b>114,657.32</b>	<b>1,184,500.00</b>	<b>(4,638.12)</b>
Expense				
Administrative and General				
5025 · Discount Program	777.00	633.34	7,600.00	143.66
5000 · Advertising	0.00	100.00	100.00	(100.00)
5005 · Bad Debts	75.00	291.67	7,000.00	(216.67)
5010 · Bank Charges				-
5012 · Merchant Account Fees	384.20	383.34	4,600.00	0.86
5010 · Bank Charges - Other	438.33	166.66	2,000.00	271.67
Total 5010 · Bank Charges	822.53	550.00	6,600.00	272.53
5020 · Directors Fees	0.00	83.33	2,000.00	(83.33)
5030 · Dues and Memberships	539.00	541.66	6,500.00	(2.66)
5035 · Education and Training	0.00	291.66	3,500.00	(291.66)
5036 · Education and Training - B.O.D.	0.00	25.00	300.00	(25.00)
Insurance				
5040 · Liability	5,592.04	6,166.66	74,000.00	(574.62)
5050 · Workers' Comp	1,151.57	838.33	10,060.00	313.24
5055 · Health				-
5055.1 · Employee Portion	-955.22	-1,026.66	-12,320.00	71.44
5055 · Health - Other	5,790.57	6,224.16	74,690.00	(433.59)
Total 5055 · Health	4,835.35	5,197.50	62,370.00	(362.15)
Total Insurance	11,578.96	12,202.49	146,430.00	(623.53)
5060 · Licenses, Permits, and Fees	2,357.36	3,333.34	40,000.00	(975.98)
5065 · Auto	1,819.29	1,000.00	2,500.00	819.29
5070 · Miscellaneous	0.00	100.00	100.00	(100.00)
5080 · Office Expense	81.65	500.00	6,000.00	(418.35)
5082 · Office Subscriptions	3,480.16	625.00	7,500.00	2,855.16
5085 · Outside Services	956.00	858.34	10,300.00	97.66
5090 · Payroll Taxes	3,431.47	3,133.34	37,600.00	298.13
5095 · Penalties and Fines	0.00	0.00	0.00	-
5100 · Postage	486.82	291.66	3,500.00	195.16
5110 · Professional Fees	1,142.50	6,750.00	81,000.00	(5,607.50)
5120 · Property Taxes	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	250.00	2,000.00	(250.00)
5130 · Rents	835.00	835.00	10,020.00	-

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

July 2024

	Jul 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	748.40	858.34	10,300.00	(109.94)
5137 · Supplies	0.00	166.66	2,000.00	(166.66)
5140 · Telephone	1,147.43	958.34	11,500.00	189.09
5145 · Tools	0.00	166.66	2,000.00	(166.66)
5150 · Travel and Meetings	0.00	125.00	1,500.00	(125.00)
5155 · Utilities	362.97	291.66	3,500.00	71.31
5160 · Wages				
5165 · Wages - Overtime	570.00	214.58	2,575.00	355.42
5160 · Wages - Other	14,399.54	16,957.50	203,490.00	(2,557.96)
Total 5160 · Wages	14,969.54	17,172.08	206,065.00	(2,202.54)
5170 · Vacation Accrual Adjustment	0.00	0.00	6,000.00	-
<b>Total Administrative and General</b>	<b>45,611.08</b>	<b>52,184.57</b>	<b>623,465.00</b>	<b>(6,573.49)</b>
Sewage Collection				-
6010 · Fuel	346.40	416.67	5,000.00	(70.27)
6030 · Repairs and Maintenance	825.44	1,083.33	13,000.00	(257.89)
6040 · Supplies	96.08	166.67	2,000.00	(70.59)
6050 · Utilities	430.24	375.00	4,500.00	55.24
6060 · Wages				-
6065 · Wages - Overtime Sewer Collecti	0.00	458.33	5,500.00	(458.33)
6060 · Wages - Other	6,841.52	4,423.08	53,077.00	2,418.44
Total 6060 · Wages	6,841.52	4,881.41	58,577.00	1,960.11
Total Sewage Collection	8,539.68	6,923.08	83,077.00	1,616.60
Sewage Treatment				
6075 · Fuel	346.40	416.67	5,000.00	(70.27)
6080 · Monitoring	0.00	583.33	7,000.00	(583.33)
6100 · Repairs and Maintenance	53.85	1,250.00	15,000.00	(1,196.15)
6110 · Supplies	96.09	650.00	7,800.00	(553.91)
6120 · Utilities	1,516.67	1,416.67	17,000.00	100.00
6130 · Wages				-
6135 · Wages - Overtime Sewer Treatmen	0.00	212.50	2,550.00	(212.50)
6130 · Wages - Other	4,460.28	4,339.67	52,076.00	120.61
Total 6130 · Wages	4,460.28	4,552.17	54,626.00	(91.89)
Total Sewage Treatment	6,473.29	8,868.84	106,426.00	(2,395.55)
Water Trans and Distribution				
7075 · Fuel	346.40	416.67	5,000.00	(70.27)
7090 · Repairs and Maintenance	7,890.66	2,500.00	30,000.00	5,390.66
7100 · Supplies	0.00	416.67	5,000.00	(416.67)
7110 · Utilities	1,251.22	1,041.67	12,500.00	209.55
7120 · Wages				-
7125 · Wages - Overtime Water Trans &	1,593.75	408.33	4,900.00	1,185.42
7120 · Wages - Other	2,891.32	3,782.00	45,384.00	(890.68)
Total 7120 · Wages	4,485.07	4,190.33	50,284.00	294.74
Total Water Trans and Distribution	13,973.35	8,565.34	102,784.00	5,408.01
Water Treatment				

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

July 2024

	Jul 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7020 · Fuel	346.40	416.67	5,000.00	(70.27)
7010 · Monitoring	7,760.28	833.33	10,000.00	6,926.95
7030 · Repairs and Maintenance	12,916.46	1,250.00	15,000.00	11,666.46
7040 · Supplies	0.00	1,300.00	15,600.00	(1,300.00)
7050 · Utilities	7,159.79	5,166.67	62,000.00	1,993.12
7060 · Wages				
7065 · Wages - Overtime Water Treatmen	408.00	400.00	4,800.00	8.00
7060 · Wages - Other	3,079.12	3,617.75	43,413.00	(538.63)
Total 7060 · Wages	3,487.12	4,017.75	48,213.00	(530.63)
Total Water Treatment	31,670.05	12,984.42	155,813.00	18,685.63
Total Expense	106,267.45	89,526.25	1,071,565.00	16,741.20
Net Ordinary Income	3,751.75	25,131.07	112,935.00	(21,379.32)
Other Income/Expense				
Other Income				
Property Tax Revenue				
8045 · PILT Revenue	0.00	0.00	0.00	-
8010 · Secured	0.00	0.00	33,000.00	-
8020 · Unsecured	0.00	0.00	1,300.00	-
8025 · Prior Years	0.00	0.00	10.00	-
8030 · Supplemental - Current	0.00	0.00	500.00	-
8035 · Supplemental - Prior Years	0.00	0.00	50.00	-
Total Property Tax Revenue	0.00	0.00	34,860.00	-
8053 · Water Capital Grant Income	0.00	0.00	1,500,000.00	-
8060 · Interest Income	0.67	0.00	4,500.00	0.67
8061 · Interest Income (Prior Year)	0.00		0.00	-
8070 · Other Non-Operating Revenue	144.21	166.67	2,000.00	(22.46)
9030 · Homeowners' Tax Relief	0.00	0.00	310.00	-
Total Other Income	144.88	166.67	1,541,670.00	(21.79)
Other Expense				
8041 · Emergency Wage Reimbursement	0.00		0.00	-
9010 · Other Expenses	0.00	166.66	2,000.00	(166.66)
9040 · Depreciation	34,139.09	35,416.67	425,000.00	(1,277.58)
9050 · Interest Expense	94.23	45.40	544.76	48.83
9999 · Suspense	86.19			86.19
Total Other Expense	34,319.51	35,628.73	427,544.76	(1,309.22)
Net Other Income	-34,174.63	-35,462.06	1,114,125.24	1,287.43
Net Income	-30,422.88	-10,330.99	1,227,060.24	(20,091.89)

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 July 2024

Date	Num	Memo	Amount
<b>101 Netlink</b>			
07/25/2024	12740		-250.00
Total 101 Netlink			-250.00
<b>Adobe</b>			
07/20/2024	DBT		-19.99
Total Adobe			-19.99
<b>Amazon.com</b>			
07/29/2024	DBT		-86.19
Total Amazon.com			-86.19
<b>Bank Of The West</b>			
07/17/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Blue Star Gas</b>			
07/02/2024	12713		-11.00
07/31/2024	12754		-11.00
Total Blue Star Gas			-22.00
<b>Brenntag Pacific, Inc.</b>			
07/15/2024	12720		-5,979.97
Total Brenntag Pacific, Inc.			-5,979.97
<b>Brian McNeill</b>			
07/25/2024	12741		-1,200.00
Total Brian McNeill			-1,200.00
<b>Capital Bank &amp; Trust</b>			
07/01/2024	EFT	557880519	-865.39
07/01/2024	EFT	025158148	-358.44
07/17/2024	EFT	557880519	-1,018.95
07/17/2024	EFT	025158148	-389.96
Total Capital Bank & Trust			-2,632.74
<b>Clear Rate Communications</b>			
07/25/2024	12742		-580.76
Total Clear Rate Communications			-580.76
<b>Colantuono, Highsmith &amp; Whatley, PC</b>			
07/22/2024	12736		-38.50

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board July 2024

Date	Num	Memo	Amount
Total Colantuono, Highsmith & Whatley, PC			-38.50
<b>CWEA</b>			
07/25/2024	12743		-239.00
Total CWEA			-239.00
<b>Dazey's Building Center</b>			
07/26/2024	12751		-386.79
Total Dazey's Building Center			-386.79
<b>EDD</b>			
07/01/2024	EFT	499-0538-3	-22.88
07/01/2024	EFT	499-0538-3	-799.83
07/17/2024	EFT	499-0538-3	-21.35
07/17/2024	EFT	499-0538-3	-929.38
07/29/2024	E-pay	499-0538-3 QB Tracking # -792882990	-767.62
Total EDD			-2,541.06
<b>Fluentstream Tech</b>			
07/08/2024	12718		-111.99
Total Fluentstream Tech			-111.99
<b>Frontier Communications</b>			
07/02/2024	12714		-108.11
07/31/2024	12755		-108.11
Total Frontier Communications			-216.22
<b>HACH COMPANY</b>			
07/02/2024	12696		-7,970.28
Total HACH COMPANY			-7,970.28
<b>IRS</b>			
07/01/2024	EFT	68-0296323	-3,827.56
07/17/2024	EFT	68-0296323	-4,312.68
Total IRS			-8,140.24
<b>JAYHAWK SOFTWARE</b>			
07/25/2024	12739		-720.00
Total JAYHAWK SOFTWARE			-720.00
<b>Lori Ruiz</b>			
07/25/2024	12744		-200.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 July 2024

Date	Num	Memo	Amount
Total Lori Ruiz			-200.00
<b>Microbac Laboratories Inc.</b>			
07/18/2024	12735		-500.00
Total Microbac Laboratories Inc.			-500.00
<b>NAPA</b>			
07/08/2024	12716		-59.73
Total NAPA			-59.73
<b>Nieto Mary</b>			
07/26/2024	12753		-50.00
Total Nieto Mary			-50.00
<b>PACE Supply</b>			
07/26/2024	12747		-1,810.07
Total PACE Supply			-1,810.07
<b>PG&amp;E</b>			
07/16/2024	12724		-9,718.31
Total PG&E			-9,718.31
<b>Pitney Bowes Purchase Power</b>			
07/26/2024	12752		-486.82
Total Pitney Bowes Purchase Power			-486.82
<b>Points West Surveying Co.</b>			
07/02/2024	12697		-5,070.00
Total Points West Surveying Co.			-5,070.00
<b>Ralph Emerson</b>			
07/26/2024	12748		-100.00
Total Ralph Emerson			-100.00
<b>Recology Humboldt County</b>			
07/25/2024	12745		-36.67
Total Recology Humboldt County			-36.67
<b>Redway Tire Service Inc</b>			
07/26/2024	12749		-1,424.65
Total Redway Tire Service Inc			-1,424.65
<b>Redway True Value</b>			

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 July 2024

Date	Num	Memo	Amount
07/25/2024	12746		-32.29
Total Redway True Value			-32.29
<b>Redwood Merchant Services</b>			
07/02/2024	12953		-128.72
07/31/2024			-259.34
Total Redwood Merchant Services			-388.06
<b>RENNER</b>			
07/10/2024	DBT		-1,385.60
Total RENNER			-1,385.60
<b>Reveal Tactacam</b>			
07/01/2024			-85.00
Total Reveal Tactacam			-85.00
<b>SDRMA</b>			
07/02/2024	12711		-67,104.48
07/02/2024	12712		-9,596.47
07/15/2024	12721		-5,790.57
Total SDRMA			-82,491.52
<b>Sentry III Center</b>			
07/02/2024	12715		-835.00
Total Sentry III Center			-835.00
<b>Starlink</b>			
07/07/2024	DBT		-145.00
Total Starlink			-145.00
<b>Streamline Inc</b>			
07/16/2024	DBT		-126.00
07/22/2024	12737		-126.00
Total Streamline Inc			-252.00
<b>SWRCB Storm Water Section</b>			
07/15/2024	12719		-704.00
Total SWRCB Storm Water Section			-704.00
<b>The Mitchell Law Firm, LLP</b>			
07/26/2024	12732		-3,233.00



## GARBERVILLE SANITARY DISTRICT Check Register Report for Board July 2024

Date	Num	Memo	Amount
Total The Mitchell Law Firm, LLP			-3,233.00
<b>Umpqua Bank</b>			
07/22/2024	12954		-174.78
07/23/2024	DBT	Returned item fee	-85.00
07/31/2024	DBT		-85.00
Total Umpqua Bank			-344.78
<b>Umpqua Bank Credit Cards</b>			
07/22/2024	12738		-81.65
Total Umpqua Bank Credit Cards			-81.65
<b>US Cellular</b>			
07/08/2024	12717		-251.48
07/31/2024	12756		-246.57
Total US Cellular			-498.05
<b>Van Meter Construction</b>			
07/16/2024	12723		-16,000.00
Total Van Meter Construction			-16,000.00
<b>Workhorse Welding LLC</b>			
07/01/2024	12703		-1,600.00
Total Workhorse Welding LLC			-1,600.00
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
07/15/2024	12722		-830.00
Total Wyatt & Whitchurch, E.A. Inc.			-830.00
<b>WYCKOFF'S Inc</b>			
07/26/2024	12750		-123.64
Total WYCKOFF'S Inc			-123.64
<b>Arreguin, Daniel J</b>			
07/01/2024	12704		-3,229.61
07/17/2024	12725		-3,014.56
Total Arreguin, Daniel J			-6,244.17
<b>Emerson, Ralph K</b>			
07/01/2024	12705		-3,023.38
07/17/2024	12726		-3,023.38
Total Emerson, Ralph K			-6,046.76

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Accrual Basis

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
July 2024

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>Holmes, Mir L</b>			
07/01/2024	12706		-1,286.57
07/17/2024	12727		-1,428.37
Total Holmes, Mir L			-2,714.94
<b>Miller, Brian A</b>			
07/01/2024	12707		-1,781.85
07/17/2024	12728		-2,480.40
Total Miller, Brian A			-4,262.25
<b>Nieto, Mary M</b>			
07/01/2024	12708		-1,634.35
07/17/2024	12729		-1,758.18
Total Nieto, Mary M			-3,392.53
<b>Ruiz, Ricardo</b>			
07/01/2024	12709		-217.18
07/17/2024	12730		-231.68
Total Ruiz, Ricardo			-448.86
<b>Sweet, Laura D.</b>			
07/01/2024	12710		-555.98
07/17/2024	12731		-488.65
Total Sweet, Laura D.			-1,044.63
<b>TOTAL</b>			<b>-186,064.42</b>

# **August 2024 Financial Statements**

**Cash Flow  
Balance Sheet  
Revenue & Expense**

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**August 2024**

	Aug 24	Jul - Aug 24
<b>OPERATING ACTIVITIES</b>		
Net Income	(13,570.09)	(43,992.97)
Adjustments to reconcile Net Income to net cash provided by operations:		
1100 · Accounts Receivable	(14,755.10)	(4,953.95)
1110 · Accts Receivable Over Payments	(1,454.98)	(1,425.97)
1500 · Prepaid Insurance	5,592.04	(55,920.40)
1501 · Prepaid Workers Comp	1,313.98	(7,130.92)
1510 · Prepaid Licenses and Permits	2,357.36	(23,573.68)
1121 · Payroll Tax Overpayment	(50.00)	(50.00)
2000 · Accounts Payable	(10,132.08)	(12,577.67)
20000 · Account Payable	0.00	28,288.40
2205 · Accrued Simple	0.00	0.00
2210 · Accrued Federal PR Taxes	0.00	0.00
2220 · Accrued State PR Taxes	0.00	0.00
2225 · Accrued Workers Comp	0.00	0.00
2300 · Service Deposits	(200.00)	(100.00)
Net cash provided by Operating Activities	(30,898.87)	(121,437.16)
<b>INVESTING ACTIVITIES</b>		
Accumulated Depreciation-Water	23,022.67	46,045.34
Accumulated Depreciation-Sewer	11,116.42	22,232.84
CIP R-W-H Project:CIP-Hurlbutt Tank Reimbursement	(1,156.00)	(6,353.50)
CIP R-W-H Project:CIP Robertson-Wallen-Hurlbutt T		(3,041.00)
Net cash provided by Investing Activities	32,983.09	58,883.68
<b>FINANCING ACTIVITIES</b>		
2661 · Ditchwitch Vacuum Trailer	(2,203.32)	(4,397.80)
Net cash provided by Financing Activities	(2,203.32)	(4,397.80)
Net cash increase for period	(119.10)	(66,951.28)
Cash at beginning of period	548,897.25	615,729.43
Cash at end of period	548,778.15	548,778.15

## GARBERVILLE SANITARY DISTRICT Balance Sheet Report for Board

As of August 31, 2024

	Jun 30, 24	Aug 31, 24	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	3,927.28	27,994.65	24,067.37
1006 · Umpqua System Reserve - Water	807.02	787.04	(19.98)
1007 · Umpqua System Reserve - Sewer	31,276.46	31,276.99	0.53
1011 · Water Enterprise Fund	46,841.72	46,842.52	0.80
1030 · County Treasury - Sewer Reserve	425,899.93	350,899.93	(75,000.00)
1031 · County Treasury - Water Reserve	46,610.27	46,610.27	0.00
1035 · Water Capital Improvement Fund	34,004.55	26,004.55	(8,000.00)
1036 · Sewer Capital Improvement Fund	26,001.94	18,001.94	(8,000.00)
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	320.75	0.00
Total Checking/Savings	615,729.43	548,778.15	(66,951.28)
Accounts Receivable			
1316 · Water Grant Reimb. Receivable	583,956.20	583,956.20	0.00
11000 · Accounts Receivable - Other	(2,167.01)	(2,167.01)	0.00
Total Accounts Receivable	581,789.19	581,789.19	0.00
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,651.02)	(1,225.05)	1,425.97
1100 · Accounts Receivable - Other	163,139.37	168,093.32	4,953.95
Total 1100 · Accounts Receivable	160,488.35	166,868.27	6,379.92
1121 · Payroll Tax Overpayment	667.63	717.63	50.00
1500 · Prepaid Insurance	5,790.57	61,710.97	55,920.40
1501 · Prepaid Workers Comp	0.00	7,130.92	7,130.92
1510 · Prepaid Licenses and Permits	0.00	23,573.68	23,573.68
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	161,946.55	255,001.47	93,054.92
Total Current Assets	1,359,465.17	1,385,568.81	26,103.64
Fixed Assets			
CIP R-W-H Project			
CIP-Hurlbutt Tank Reimbursement	38,726.49	45,079.99	6,353.50
CIP Robertson-Wallen-Hurlbutt T	1,358,200.39	1,361,241.39	3,041.00
Total CIP R-W-H Project	1,396,926.88	1,406,321.38	9,394.50
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	1,038.75	0.00
CIP - Meadows Aerial Waterline	11,458.44	11,458.44	0.00
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	25,957.27	25,957.27	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00

## GARBERVILLE SANITARY DISTRICT Balance Sheet Report for Board

As of August 31, 2024

	Jun 30, 24	Aug 31, 24	\$ Change
Total WATER	8,183,593.59	8,183,593.59	0.00
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,423,606.90	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,887,636.09	5,887,636.09	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	318,645.03	0.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,310,097.00)	(3,356,142.34)	(46,045.34)
Accumulated Depreciation-Sewer	(2,786,277.00)	(2,808,509.84)	(22,232.84)
Total Fixed Assets	10,169,017.11	10,110,133.43	(58,883.68)
<b>TOTAL ASSETS</b>	<b>11,528,482.28</b>	<b>11,495,702.24</b>	<b>(32,780.04)</b>
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	214,863.39	202,285.72	(12,577.67)
Total Accounts Payable	214,863.39	202,285.72	(12,577.67)
Other Current Liabilities			
2300 · Service Deposits	3,700.00	3,600.00	(100.00)
20000 · Account Payable		28,288.40	28,288.40
2205 · Accrued Simple	(1,007.72)	(1,007.72)	0.00
2225 · Accrued Workers Comp	2,095.13	2,095.13	0.00
2230 · Accrued Vacation	43,173.74	43,173.74	0.00
2250 · Loans Payable - Current Portion	47,622.23	47,622.23	0.00
Total Other Current Liabilities	95,583.38	123,771.78	28,188.40
Total Current Liabilities	310,446.77	326,057.50	15,610.73
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	24,631.05	20,233.25	(4,397.80)
2700 · SRF Loan - Water	988,620.94	988,620.94	0.00
2900 · Less Current Portion	(47,622.23)	(47,622.23)	0.00
Total Long Term Liabilities	965,629.76	961,231.96	(4,397.80)
Total Liabilities	1,276,076.53	1,287,289.46	11,212.93
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	4,122,914.00	584,894.26
Net Income	584,894.26	(43,992.97)	(628,887.23)
Total Equity	10,252,405.75	10,208,412.78	(43,992.97)
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,528,482.28</b>	<b>11,495,702.24</b>	<b>(32,780.04)</b>

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

August 2024

	Aug 24	Jul - Aug 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	35,068.00	71,307.00	65,583.00	347,000.00	5,724.00
4110 · Commercial	31,752.00	63,843.00	66,150.00	350,000.00	(2,307.00)
Total Water Charges	66,820.00	135,150.00	131,733.00	697,000.00	3,417.00
4200 · Sewer Charges	40,883.40	80,907.60	88,830.00	470,000.00	(7,922.40)
4300 · Connection Fees	0.00	0.00	0.00	0.00	-
4650 · Late Charges	1,650.00	3,075.00	2,333.32	14,000.00	741.68
4700 · Other Operating Revenue	240.00	480.00	583.32	3,500.00	(103.32)
<b>Total Income</b>	<b>109,593.40</b>	<b>219,612.60</b>	<b>223,479.64</b>	<b>1,184,500.00</b>	<b>(3,867.04)</b>
Expense					
Administrative and General					
5025 · Discount Program	837.00	1,614.00	1,266.68	7,600.00	347.32
5000 · Advertising	0.00	0.00	100.00	100.00	(100.00)
5005 · Bad Debts	1,210.27	1,285.27	583.34	7,000.00	701.93
5010 · Bank Charges					
5012 · Merchant Account Fees	512.34	896.54	766.68	4,600.00	129.86
5010 · Bank Charges - Other	218.33	656.66	333.32	2,000.00	323.34
Total 5010 · Bank Charges	730.67	1,553.20	1,100.00	6,600.00	453.20
5020 · Directors Fees	0.00	0.00	166.66	2,000.00	(166.66)
5030 · Dues and Memberships	0.00	539.00	1,083.32	6,500.00	(544.32)
5035 · Education and Training	0.00	0.00	583.32	3,500.00	(583.32)
5036 · Education and Training - B.O.D.	0.00	0.00	50.00	300.00	(50.00)
Insurance					
5040 · Liability	5,592.04	11,184.08	12,333.32	74,000.00	(1,149.24)
5050 · Workers' Comp	1,313.98	2,465.55	1,676.66	10,060.00	788.89
5055 · Health					
5055.1 · Employee Portion	-955.22	-1,910.44	-2,053.32	-12,320.00	142.88
5055 · Health - Other	5,790.57	11,581.14	12,448.32	74,690.00	(867.18)
Total 5055 · Health	4,835.35	9,670.70	10,395.00	62,370.00	(724.30)
Total Insurance	11,741.37	23,320.33	24,404.98	146,430.00	(1,084.65)
5060 · Licenses, Permits, and Fees	2,357.36	4,714.72	6,666.68	40,000.00	(1,951.96)
5065 · Auto	81.29	1,900.58	1,000.00	2,500.00	900.58
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	38.78	120.43	1,000.00	6,000.00	(879.57)
5082 · Office Subscriptions	19.99	3,500.15	1,250.00	7,500.00	2,250.15
5085 · Outside Services	507.00	1,463.00	1,716.68	10,300.00	(253.68)
5090 · Payroll Taxes	2,813.45	6,244.92	6,266.68	37,600.00	(21.76)
5095 · Penalties and Fines	0.00	0.00	3.09	0.00	(3.09)
5100 · Postage	222.44	709.26	583.32	3,500.00	125.94
5110 · Professional Fees	1,444.00	2,586.50	13,500.00	81,000.00	(10,913.50)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	2,000.00	(250.00)
5130 · Rents	835.00	1,670.00	1,670.00	10,020.00	-

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**August 2024**

	Aug 24	Jul - Aug 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	785.92	1,534.32	1,716.68	10,300.00	(182.36)
5137 · Supplies	37.65	37.65	333.32	2,000.00	(295.67)
5140 · Telephone	1,138.79	2,286.22	1,916.68	11,500.00	369.54
5145 · Tools	0.00	0.00	333.32	2,000.00	(333.32)
5150 · Travel and Meetings	0.00	0.00	250.00	1,500.00	(250.00)
5155 · Utilities	314.20	677.17	583.32	3,500.00	93.85
5160 · Wages					
5165 · Wages - Overtime	342.00	912.00	429.16	2,575.00	482.84
5160 · Wages - Other	13,805.04	28,204.58	33,915.00	203,490.00	(5,710.42)
Total 5160 · Wages	14,147.04	29,116.58	34,344.16	206,065.00	(5,227.58)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	-
<b>Total Administrative and General</b>	<b>39,262.22</b>	<b>84,873.30</b>	<b>102,872.23</b>	<b>623,465.00</b>	<b>(17,998.93)</b>
Sewage Collection					-
6010 · Fuel	409.26	755.66	833.34	5,000.00	(77.68)
6030 · Repairs and Maintenance	1,046.26	1,871.70	2,166.66	13,000.00	(294.96)
6040 · Supplies	156.23	252.31	333.34	2,000.00	(81.03)
6050 · Utilities	457.17	887.41	750.00	4,500.00	137.41
6060 · Wages					
6065 · Wages - Overtime Sewer Collect	99.00	99.00	916.66	5,500.00	(817.66)
6060 · Wages - Other	6,668.54	13,510.06	8,846.16	53,077.00	4,663.90
Total 6060 · Wages	6,767.54	13,609.06	9,762.82	58,577.00	3,846.24
Total Sewage Collection	8,836.46	17,376.14	13,846.16	83,077.00	3,529.98
Sewage Treatment					
6075 · Fuel	409.26	755.66	833.34	5,000.00	(77.68)
6080 · Monitoring	0.00	0.00	1,166.66	7,000.00	(1,166.66)
6100 · Repairs and Maintenance	33.15	87.00	2,500.00	15,000.00	(2,413.00)
6110 · Supplies	199.27	295.36	1,300.00	7,800.00	(1,004.64)
6120 · Utilities	1,358.96	2,875.63	2,833.34	17,000.00	42.29
6130 · Wages					-
6135 · Wages - Overtime Sewer Treatr	0.00	0.00	425.00	2,550.00	(425.00)
6130 · Wages - Other	4,935.96	9,396.24	8,679.34	52,076.00	716.90
Total 6130 · Wages	4,935.96	9,396.24	9,104.34	54,626.00	291.90
Total Sewage Treatment	6,936.60	13,409.89	17,737.68	106,426.00	(4,327.79)
Water Trans and Distribution					
7075 · Fuel	409.26	755.66	833.34	5,000.00	(77.68)
7090 · Repairs and Maintenance	1,104.78	8,995.44	5,000.00	30,000.00	3,995.44
7100 · Supplies	156.23	156.23	833.34	5,000.00	(677.11)
7110 · Utilities	1,075.90	2,327.12	2,083.34	12,500.00	243.78
7120 · Wages					-
7125 · Wages - Overtime Water Trans	884.25	2,478.00	816.66	4,900.00	1,661.34
7120 · Wages - Other	4,107.34	6,998.66	7,564.00	45,384.00	(565.34)
Total 7120 · Wages	4,991.59	9,476.66	8,380.66	50,284.00	1,096.00
Total Water Trans and Distribution	7,737.76	21,711.11	17,130.68	102,784.00	4,580.43



**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**August 2024**

	Aug 24	Jul - Aug 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
<b>Water Treatment</b>					
7020 · Fuel	409.29	755.69	833.34	5,000.00	(77.65)
7010 · Monitoring	235.00	7,995.28	1,666.66	10,000.00	6,328.62
7030 · Repairs and Maintenance	9,827.47	22,743.93	2,500.00	15,000.00	20,243.93
7040 · Supplies	3,060.50	3,060.50	2,600.00	15,600.00	460.50
7050 · Utilities	7,089.99	14,249.78	10,333.34	62,000.00	3,916.44
7060 · Wages					
7065 · Wages - Overtime Water Treatm	1,170.75	1,578.75	800.00	4,800.00	778.75
7060 · Wages - Other	4,373.65	7,452.77	7,235.50	43,413.00	217.27
<b>Total 7060 · Wages</b>	<b>5,544.40</b>	<b>9,031.52</b>	<b>8,035.50</b>	<b>48,213.00</b>	<b>996.02</b>
<b>Total Water Treatment</b>	<b>26,166.65</b>	<b>57,836.70</b>	<b>25,968.84</b>	<b>155,813.00</b>	<b>31,867.86</b>
<b>Total Expense</b>	<b>88,939.69</b>	<b>195,207.14</b>	<b>177,555.59</b>	<b>1,071,565.00</b>	<b>17,651.55</b>
<b>Net Ordinary Income</b>	<b>20,653.71</b>	<b>24,405.46</b>	<b>45,924.05</b>	<b>112,935.00</b>	<b>(21,518.59)</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Property Tax Revenue</b>					
8045 · PILT Revenue	0.00	0.00	0.00	0.00	-
8010 · Secured	0.00	0.00	0.00	33,000.00	-
8020 · Unsecured	0.00	0.00	0.00	1,300.00	-
8025 · Prior Years	0.00	0.00	0.00	10.00	-
8030 · Supplemental - Current	0.00	0.00	0.00	500.00	-
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	-
<b>Total Property Tax Revenue</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>34,860.00</b>	<b>-</b>
8053 · Water Capital Grant Income	0.00	0.00	0.00	1,500,000.00	-
8060 · Interest Income	0.68	1.35	0.00	4,500.00	1.35
8070 · Other Non-Operating Revenue	0.00	144.21	333.34	2,000.00	(189.13)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	-
<b>Total Other Income</b>	<b>0.68</b>	<b>145.56</b>	<b>333.34</b>	<b>1,541,670.00</b>	<b>(187.78)</b>
<b>Other Expense</b>					
9010 · Other Expenses	0.00	0.00	333.32	2,000.00	(333.32)
9040 · Depreciation	34,139.09	68,278.18	70,833.34	425,000.00	(2,555.16)
9050 · Interest Expense	85.39	179.62	90.80	544.76	88.82
9999 · Suspense	0.00	86.19			86.19
<b>Total Other Expense</b>	<b>34,224.48</b>	<b>68,543.99</b>	<b>71,257.46</b>	<b>427,544.76</b>	<b>(2,713.47)</b>
<b>Net Other Income</b>	<b>-34,223.80</b>	<b>-68,398.43</b>	<b>-70,924.12</b>	<b>1,114,125.24</b>	<b>2,525.69</b>
<b>Net Income</b>	<b>-13,570.09</b>	<b>-43,992.97</b>	<b>-25,000.07</b>	<b>1,227,060.24</b>	<b>(18,992.90)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**August 2024**

Date	Num	Memo	Amount
<b>101 Netlink</b>			
08/16/2024	12782		-250.00
Total 101 Netlink			-250.00
<b>Adobe</b>			
08/20/2024	DBT		-19.99
Total Adobe			-19.99
<b>Amazon.com</b>			
08/07/2024		USB Fast Charging Cable	-7.17
08/09/2024		UPS Battery Backup Surge Protector X4	-624.92
08/14/2024		Electrical Box 16 x 16 x 6	-86.09
08/22/2024		Reflective safety vest	-19.38
08/26/2024		Electrical Box 20 x 20 x 6	-150.74
08/26/2024		Band aid twin pack	-18.27
Total Amazon.com			-906.57
<b>Bank Of The West</b>			
08/17/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Bender Rosenthal, INC</b>			
08/22/2024	12793		-2,180.98
Total Bender Rosenthal, INC			-2,180.98
<b>Capital Bank &amp; Trust</b>			
08/01/2024	EFT	557880519	-1,005.43
08/01/2024	EFT	025158148	-399.57
08/20/2024	EFT	557880519	-946.89
08/20/2024	EFT	025158148	-386.35
Total Capital Bank & Trust			-2,738.24
<b>Clear Rate Communications</b>			
08/22/2024	12794		-522.08
Total Clear Rate Communications			-522.08
<b>Coastal Business Systems</b>			
08/16/2024	12765		-2,740.17
Total Coastal Business Systems			-2,740.17
<b>Colantuono, Highsmith &amp; Whatley, PC</b>			
08/16/2024	12783		-38.50
Total Colantuono, Highsmith & Whatley, PC			-38.50
<b>Daniel Thomas</b>			
08/14/2024	12774		-100.00
Total Daniel Thomas			-100.00
<b>Dazey's Building Center</b>			
08/26/2024	12796		-520.45
Total Dazey's Building Center			-520.45
<b>Doug Bryan</b>			
08/14/2024	12775		-150.00
Total Doug Bryan			-150.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**August 2024**

Date	Num	Memo	Amount
<b>EDD</b>			
08/01/2024	EFT	499-0538-3	-13.96
08/01/2024	EFT	499-0538-3	-1,040.20
08/20/2024	EFT	499-0538-3	-15.91
08/20/2024	EFT	499-0538-3	-889.68
Total EDD			-1,959.75
<b>Fluentstream Tech</b>			
08/08/2024	12773		-162.03
Total Fluentstream Tech			-162.03
<b>HACH COMPANY</b>			
08/26/2024	12792		-7,545.28
Total HACH COMPANY			-7,545.28
<b>IRS</b>			
08/01/2024	EFT	68-0296323	-50.00
08/01/2024	EFT	68-0296323	-4,709.38
08/20/2024	EFT	68-0296323	-4,152.78
Total IRS			-8,912.16
<b>Jennie Short</b>			
08/08/2024	12769		-1,395.00
08/30/2024	12766		-4,100.00
Total Jennie Short			-5,495.00
<b>Julie Lyon</b>			
08/14/2024	12776		-150.00
Total Julie Lyon			-150.00
<b>Lori Ruiz</b>			
08/22/2024	12795		-100.00
Total Lori Ruiz			-100.00
<b>Microbac Laboratories Inc.</b>			
08/08/2024	12770		-215.00
Total Microbac Laboratories Inc.			-215.00
<b>NAPA</b>			
08/08/2024	12772		-394.64
Total NAPA			-394.64
<b>Nieto Mary</b>			
08/28/2024	12799		-50.00
Total Nieto Mary			-50.00
<b>PG&amp;E</b>			
08/13/2024	12764		-10,832.57
Total PG&E			-10,832.57
<b>R. Anderson</b>			
08/14/2024	12777		-100.00
Total R. Anderson			-100.00
<b>Ralph Emerson</b>			
08/28/2024	12800		-50.00
Total Ralph Emerson			-50.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**August 2024**

Date	Num	Memo	Amount
<b>Recology Humboldt County</b>			
08/16/2024	12784		-24.00
Total Recology Humboldt County			-24.00
<b>Redwood Merchant Services</b>			
08/03/2024	12956		-124.86
08/31/2024			-322.42
Total Redwood Merchant Services			-447.28
<b>RENNER</b>			
08/10/2024	DBT		-1,637.07
Total RENNER			-1,637.07
<b>Richard Landes</b>			
08/14/2024	12778		-150.00
Total Richard Landes			-150.00
<b>SDRMA</b>			
08/08/2024	12733		-5,790.57
Total SDRMA			-5,790.57
<b>Sentry III Center</b>			
08/05/2024	12767		-835.00
Total Sentry III Center			-835.00
<b>Staples Credit Plan</b>			
08/06/2024	DBT		-38.78
Total Staples Credit Plan			-38.78
<b>Starlink</b>			
08/05/2024	DBT		-145.00
Total Starlink			-145.00
<b>The Mitchell Law Firm, LLP</b>			
08/08/2024	12771		-705.00
Total The Mitchell Law Firm, LLP			-705.00
<b>Umpqua Bank</b>			
08/15/2024	12955		-258.33
Total Umpqua Bank			-258.33
<b>Underground Service Alert</b>			
08/16/2024	12779		-300.00
Total Underground Service Alert			-300.00
<b>Van Meter Construction</b>			
08/05/2024	12768		-1,360.00
08/12/2024	12734		-3,405.00
Total Van Meter Construction			-4,765.00
<b>WECO Industries, LLC</b>			
08/16/2024	12780		-1,121.82
Total WECO Industries, LLC			-1,121.82
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
08/16/2024	12781		-1,075.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,075.00

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board August 2024

Date	Num	Memo	Amount
<b>WYCKOFF'S Inc</b>			
08/29/2024	12803		-60.33
Total WYCKOFF'S Inc			-60.33
<b>Arreguin, Daniel J</b>			
08/01/2024	12757		-3,420.24
08/20/2024	12806		-3,464.38
Total Arreguin, Daniel J			-6,884.62
<b>Emerson, Ralph K</b>			
08/01/2024	12758		-3,023.38
08/20/2024	12786		-3,023.38
Total Emerson, Ralph K			-6,046.76
<b>Holmes, Mir L</b>			
08/01/2024	12759		-1,988.85
08/20/2024	12787		-1,350.48
Total Holmes, Mir L			-3,339.33
<b>Miller, Brian A</b>			
08/01/2024	12760		-2,349.86
08/20/2024	12807		-2,092.67
Total Miller, Brian A			-4,442.53
<b>Nieto, Mary M</b>			
08/01/2024	12761		-2,025.50
08/20/2024	12789		-1,730.09
Total Nieto, Mary M			-3,755.59
<b>Ruiz, Ricardo</b>			
08/01/2024	12762		-201.66
08/20/2024	12790		-294.50
Total Ruiz, Ricardo			-496.16
<b>Sweet, Laura D.</b>			
08/01/2024	12763		-270.22
08/20/2024	12791		-235.32
Total Sweet, Laura D.			-505.54
<b>TOTAL</b>			<b>-91,245.83</b>

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

**Date of Meeting: Tuesday, October 22<sup>nd</sup> 2024**  
**5:00 p.m. – Closed Session with Open Public Session to Follow**

**I. REGULAR MEETING CALLED TO ORDER**

Doug Bryan called the meeting to order at 5:06 p.m.

**II. ESTABLISHMENT OF QUORUM**

Rio Anderson-Present  
Doug Bryan- Present  
Julie Lyon- Present  
Dan Thomas- Present (by phone)  
Richard Landes- Present

**III. APPROVAL OF AGENDA**

**Motion: Rio Anderson                      Second: Julie Lyon                      Vote: 5-0**

**IV. Questions or Comments about Closed Session Items**

**Conference with Real Property Negotiators (Government Code § 54956.8):**

**1. Cal Fire Property (State of California)**

Property under consideration: Acquisition of approximately 874± SF of a Waterline and Maintenance Easement; 5,145 ± SF of a Pump Station Easement and 1,792± SF of a Utility Easement as a portion of the parcel designated as Site Address: 324 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-003.

Garberville Sanitary District Negotiating Team with Jennie Short and Russ Gans if available (GSD attorney) will participate.

Under negotiation: Price and/or terms of payment, conditions for acquisition, Easement Agreements and/or Easement vacation verbiage.

(discussion—possible action)

**2. Souvanna Property**

Property under consideration: Acquisition of approximately 761± SF of a Utility Easement as a portion of the parcel designated as Site Address: 414 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-005.

Garberville Sanitary District Negotiating Team with Jennie Short will participate.

Under negotiation: Price and/or terms of payment, PG&E Easement Agreement verbiage.

(discussion—possible action)

**V. RETURN TO OPEN SESSION**

No action was taken in Closed Session.

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

No audience in attendance at the meeting

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

**Operators—Dan, Mir and Brian- Water Leaks—Operational Demands**

**Office----Mary Nieto—Office and Customer Update**

**Board Members-**

**Correspondence-**

**General Manager—Ralph Emerson pg. 5**

**No additional comments were made during the meeting.**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve September 24th, 2024 Regular Meeting Minutes - pg. 6-8

A.2 Operations Safety Report- pg. 9-11

**Motion: Julie Lyon**

**Second: Richard Landes**

**Vote: 5-0**

**B. GENERAL BUSINESS – *Action items***

B.1 Draft Management Discussion and Analysis Report with June 30, 2024 Draft Financial Statements (discussion-possible action) Jennie pg. 12-39

Management highly recommends that a thorough evaluation of the rates and the impacts of the southern Humboldt economy and the rate increases have had on consumption along with a hard look at what rates will be necessary to cover the expenses of the district while saving for asset replacement and capital improvement projects. For more details see the report in the agenda packet.

B.2 Tank Replacement Project- Project Development and Planning Phase pg. 40-41  
(discussion-possible action) Jennie

Russ Gans and Jennie Short are working on preparing what should be the final version of the Property Exchange Agreement to incorporate minor changes to verbiage and to provide a response to Swaffar for his comments on the draft waterline easement along with preparing the drainage easements and the temporary construction easements.

We anticipate having an open session item on the November board agenda for the Board to consider executing the agreements with Swaffar.

B.3 Tank Replacement Project –Construction Phase pg. 42-43  
(discussion-possible action) Jennie

The District received a check from the State in the amount of \$294,972 last week and was able to pay the last 6 months of SHN & 4Js Consulting invoices. That brings the amount due from the State not including retainage to \$230,297.59 for expenses incurred prior to June 30, 2024. They owe for additional expenses that have not yet been invoiced.

- B.4 (Next-Bill Pay) Customer Billing Program pg. 44-61  
(discussion-possible action) Mary

Nextbillpay is the one-stop solution for rural utilities, providing comprehensive payment and notification services. Their platform is designed to cater to the specific business requirements of rural utilities while delivering security, flexibility, and value. Nextbillpay integrates with Jayhawk to provide customers with user-friendly portal, featuring real-time payment posting, account verification, usage/billing presentment, payment storage, notification options, e-billing services, linked accounts and more.

- B.5 Code of Conduct Policy pg. 62-66  
(discussion-possible action) Resolution #24-013  
**Tabled**

- B.6 Metron Smart Meter Replacement Plan pg. 67-69  
(discussion-possible action) Ralph and Mary  
**Tabled**

**C. POLICY REVISION / ADOPTION**

- C.1 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 70-75  
(discussion-action requested) Ralph and Mary Resolution #24-012  
**Motion: Richard Landes Second: Julie Lyon Roll Call Vote: 5-0**
- C.2 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 76-79  
(discussion-possible action) Resolution #24-014  
**Motion: Richard Landes Second: Dan Thomas Roll Call Vote: 5-0**
- C.3 Work Place Violence Prevention Plan Per (Senate Bill 553) pg. 80-84  
(discussion-possible action) Resolution #24-015  
**Motion: Dan Thomas Second: Richard Landes Roll Call Vote: 5-0**

**IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—November 19th, 2024**

1. In House Projects
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay Proposal
5. Metron Smart Meter Replacement
6. Small Claims Progress

**X. ADJOURNMENT**

**Doug Bryan called the meeting to an end at 6:53 p.m.**



**SAFETY TRAINING SIGN-IN SHEET**

District Name: Garberville Sanitary District

Training Topic(s): Defensive Driving in Wet Weather

Trainer: Ralph Emerson Training Date: 11/14/2024

EMPLOYEE NAME	SIGNATURE
Mary Nieto	Mary Nieto
Ralph Emerson	Ralph Emerson
Mir Holmes	Mir Holmes
Dan Arzquin	Dan Arzquin

## DEFENSIVE DRIVING IN WET WEATHER



Defensive driving is especially important when roads are wet and slippery. The general response is to slow down, and while this is critical, let's also take a look at other factors to consider while driving in the rain.

### BE PREPARED

- When it's raining always plan for longer travel times.
- Don't let your vehicle's condition contribute to the dangers.
  - Make sure your breaks are in good condition.
  - Clean your windshield and windows and make certain your front & rear defrosters work.
  - Check the wiper blades and level of your washer fluid.
  - Regularly check your headlights, taillights, turn signals, and tire tread.

### STAY FOCUSED

- Turn on headlights to increase visibility.
- Avoid distractions (phone use, grooming, reading, eating & drinking).
- Be attentive to what's happening all around you.
- When changing lanes always check your blind spots.

### SLOW DOWN

Always maintain a safe following distance and turn off cruise control. If you start to skid or hydroplane the cruise control could hamper your efforts to slow down.

Leave at least five seconds between you and the vehicle in front of you. This gives you more time to react to what's ahead.

### USING YOUR BRAKES

Brake gently and early. Hard braking in wet conditions can cause your vehicle to slide. This is a primary reason for rear end collisions. Braking early will also alert the driver behind you that you are slowing down.

### ROAD POSITION

- While driving on highways, try to drive in the middle lanes and avoid driving through large puddles where possible.
- Try to avoid large trucks, tire spray can reduce visibility.
- Be prepared for wind and keep a firm grip on the steering wheel.

### HYDROPLANING

Hydroplaning occurs when a layer of water builds between the tires and the road surface. If you start to hydroplane do not brake or turn suddenly. Ease your foot off the gas until the vehicle slows and you can feel traction on the road again. Turn your steering wheel in the direction of the skid. As you recover, straighten the wheels. If needed, brake gently.



This *Safety Talk* provides general awareness training on defensive driving in wet weather. If this information is unclear or if you have any additional questions, please talk to your supervisor.

# SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District

Training Topic(s): Preventing Slips/Falls in Winter

Trainer: Ralph Emerson Training Date: 12/11/2024

EMPLOYEE NAME	SIGNATURE
Mary Nieto	Mary Nieto
Ralph Emerson	Ralph Emerson
Mir Holmes	Mir Holmes
Dan Arsequin	Dan Arsequin

## ➤ Preventing Slips/Falls in Winter

Depending on where you live, California winters can be wet, icy, or both. Use these tips to prevent slipping during the wettest and coldest period of the year.

### THE SCIENCE OF SLIPPING

Newton's Laws of Motion describes the science of why slips occur. Without it getting too complicated, slips happen when there is inadequate traction between your shoe and the surface you are walking on. All safe work practices are designed to tip the science in your favor to prevent a slip and fall. Dirt, leaves, trash, water, grease, and yes, ice can reduce traction making us more likely to lose our balance.

### SURFACES

Pay attention to what type of flooring you are walking on. If not treated with a special finish, smooth floors such as marble, terrazzo, wood, and concrete are more prone to slips and falls, *especially when wet*.

Street and parking lot curbs painted yellow or red to increase visibility also significantly decrease traction during rain and snowy conditions. Exercise caution.

### FOOTWEAR

The condition of your footwear will increase or decrease your risk of slipping. Check your tread to ensure you have adequate depth. Whenever possible wear slip/resistant footwear.



### WALK LIKE A PENGUIN

The gait and body mechanics of how we walk are other factors influencing the likelihood of slipping on wet or icy surfaces. A certain set of flightless birds have perfected how to walk on slippery surfaces. It goes without saying that you should avoid walking on slippery surfaces but that is not always feasible. When there is no other choice, walk like penguin.

- Keeps your knees somewhat bent in a slightly wider than shoulder width stance
- Slightly extend your arms away from your body to help with balance
- Point your feet out slightly
- Take short steps and shuffle your feet slowly, sort of like you're waddling

Using this technique will keep your center of gravity over your feet increasing traction with the floor. If you do slip using this technique you will have less momentum than you normally would decreasing your risk of a serious injury.

## FLOOR MATS

By strategically placing and maintaining floor mats, you can significantly reduce the amount of water, mud, and debris brought into your building during winter weather.

Place a large outdoor scraper mat just outside the entrance to the building. This mat should be designed to scrape off large debris, snow, or mud from shoes. Inside the entrance, use an absorbent mat to capture additional moisture from shoes. Select mats that are designed to soak up water to prevent it from being tracked farther into the building. Add additional absorbent mats as necessary for maximum effectiveness.



## PRO TIPS

- Use handrails when walking on stairs
- Wear snow cleats over shoes on icy walkways
- Ensure pathways are well-lit
- Wipe your feet on a mat(s) when entering a building
- Keep your hands free when walking
- Use wet floor signs
- Report damaged mats or any other unsafe conditions to your supervisor ASAP



## HOW TO FALL SAFELY

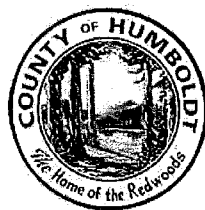
Did you know the [AARP](#) teaches senior citizens how to fall safely? While we do not want you slipping and falling, these tips can help minimize a serious injury if the worst happens:

**STAY LOOSE** - It's easier said than done, but do not tense up and make your body rigid. Protect your head and spine. Tuck your chin to your chest if falling backward and turn your face to the side if falling forward.

**FALL SIDEWAYS** - if possible, and land on the softer fleshy places like your butt, thighs, and the side of your body. Large soft tissues can absorb the impact better than bone, lessening the risk of wrists and arm fractures that sometimes happens when people use their hands to absorb the impact of a fall.

**LEAN INTO THE FALL** to help give you some control and aim for the most suitable landing such as grass and avoid anything that could puncture your body.

This *Safety Talk* provides awareness level training on Preventing Slips/Falls during Winter. If this information is unclear or if you have any additional questions, please talk to your supervisor.



COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6<sup>th</sup> Street  
Eureka, CA 95501-0788  
707-445-7481  
Fax 707-445-7204

TO: Garberville Sanitary District  
PO Box 211  
Garberville, CA 95542

FROM: Wojciech Czyz, Administrative Analyst

DATE: November 29, 2024

SUBJECT: Presidential General Election on November 5, 2024  
**Appointments to District Boards**

---

Garberville Sanitary District has 2 terms to expire on December 6, 2024.

Elections Code, Section 10551, provides direction when the number of qualified candidates exceeds the number of available seats, resulting in an election. The Monday before the first Friday in December the county elections official shall declare the elected candidate(s). Attached is a Certificate of Results of Canvass and Statement of Votes Cast with results of the Presidential General Election held on November 5, 2024.

Elections Code, Section 10515, provides direction for special district appointments when either the number equals to or is less than the number of available seats. When the number of qualified candidates equals the number of available seats and no petition requesting an election has been filed, the Registrar of Voters is directed to request the Humboldt County Board of Supervisors to appoint those qualified candidates in lieu of an election.

When the number of qualified candidates is fewer than the number of available seats, the Board of Supervisors is directed to appoint a qualified person as of the date an election would have been held: November 5, 2024. In this latter scenario special districts are allowed to make recommendations to the Board of Supervisors for appointment.

On November 12, 2024, the Humboldt County Board of Supervisors considered and approved appointments to special district boards either (1) in lieu of an election, or (2) pursuant to district recommendation.

**APPOINTMENTS & ELECTION RESULTS**

Based on appointment and November 5<sup>th</sup> election results, the following Garberville Sanitary District board seats have been filled:

<b>Division</b>	<b>Term</b>	<b>Board Member</b>	<b>Type</b>
	4-year	SORAN ZACHERY ANDERSON	District Recommendation
	4-year	DANIEL DAVIES THOMAS	District Recommendation

**CERTIFICATES & ROSTER**

Board members will assume office on December 6, 2024. Attached are **Notices of Appointment** for new members to your special district board, and a **Roster of Public Officials**. Please complete these documents and return signed originals to the Office of Elections by **December 31, 2024**.

**FORM 700 – STATEMENT OF ECONOMIC INTERESTS**

All board members assuming office are required to submit an original, signed Statement of Economic Interests (Form 700) within 30 days of assuming office. Additionally, all board members leaving office are required to submit an original, signed Form 700 within 30 days of leaving office. Previous filers also have to option to file their Leaving Office Form 700 electronically at <https://humboldtcounty.southtechhosting.com/eDisclosure/>

Please coordinate with board members assuming or leaving office to complete and return a Form 700 to the Office of Elections. Both the Form 700 and instructions are available online at <https://www.fppc.ca.gov>. (Note: Board members who currently hold an office and have either been reappointed or reelected to that office where there is no break in service do not need to file a Form 700 at this time.)

Please feel free to contact our office anytime with questions.

**ATTACHMENTS**

- Notice
- Statement of Economic Interests (Form 700)
- Roster of Public Officials



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

**2025**  
**BOARD MEMBER OFFICERS--DUTIES**

**BOARD CHAIRPERSON:**

**BOARD VICE CHAIRPERSON:**

**BOARD SECRETARY:** Ralph Emerson

**BOARD TREASURER:**

**BOARD CLERK:** Ralph Emerson

**BUDGET COMMITTEE:** BOARD MEMBER \_\_\_\_\_

**RATES:** BOARD MEMBER \_\_\_\_\_

**PERSONNEL COMMITTEE:** BOARD MEMBER \_\_\_\_\_

BOARD MEMBER \_\_\_\_\_

**WATER ORDINANCE** BOARD MEMBER \_\_\_\_\_

**COMMITTEE:** BOARD MEMBER \_\_\_\_\_

**BOARD MEMBER AUTHORIZED SIGNATORIES:**

**Signatory**-----Mary Nieto

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_



## **BOARD MEMBER INFORMATION**

### **December 2024**

1. Richard Landes----- Term Begins (2022)----Term Expires (2026)
2. Doug Bryan-----Term Began (2014)-----Term Expires (2026)
3. Dan Thomas----Appointment by supes 2020----Term Expires (2028)
4. Rio Anderson---Appointment by supes Term Began (2011)----Term Expires (2028)
5. Julie Lyon -----Term Began (2018)----Term Expires (2026)

Note:

Rio Anderson and Dan Thomas have been appointed to the GSD Board for the 2024—2028 term by the Humboldt County Supervisors



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

## 2025 BOARD CALENDAR

JANUARY 28th—BOARD MEETING

FEBRUARY 25<sup>TH</sup>--BOARD MEETING

MARCH 25<sup>th</sup>—BOARD MEETING

APRIL 22<sup>nd</sup>—BUDGET MEETING (3:00)

APRIL 22<sup>nd</sup>—BOARD MEETING

MAY 20<sup>th</sup>—BOARD MEETING (Memorial day 26<sup>th</sup>)

JUNE 24<sup>TH</sup>—BOARD MEETING

JULY 22<sup>nd</sup>—BOARD MEETING

AUGUST 26<sup>TH</sup>—BOARD MEETING

SEPTEMBER 23<sup>RD</sup>—BUDGET MEETING (3:00)

SEPTEMBER 23<sup>rd</sup>—BOARD MEETING

OCTOBER 28<sup>th</sup>—BOARD MEETING

NOVEMBER 18<sup>TH</sup>—BOARD MEETING (Thanksgiving 27<sup>th</sup>)

DECEMBER 16<sup>TH</sup>—BOARD MEETING (Christmas 25<sup>th</sup>)



# GARBERVILLE SANITARY DISTRICT

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

## BOARD MEETING MEMORANDUM

Meeting Date: December 17, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Garberville Tanks Replacement Project - Property Acquisition  
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS - DWR

### OVERVIEW

There are two property owners that must provide easements to PG&E for the new electrical service line to the new Alderpoint Pump Station at the CalFire station. One of those is obviously CalFire, but the other is Ms. Souvanna. A portion of the 32' wide easement from the existing pole to the easterly property line of CalFire's site is on APN 223-183-005. The attached aerial map of the easements is attached. Ms. Souvanna has executed the PG&E easement documents, which can be recorded once CalFire executes their documents. Payment in the amount of \$10,000 was made to Ms. Souvanna for the 2,436 square feet of easement. This is higher than the \$1 per square foot appraised for CalFire's property, but we felt that the cost saving in not having a full appraisal prepared (\$6,000) and the fact that she was leaving the country that week and would not be available to execute the document until this summer, lead us to decide that payment of her asking price was the best overall financial decision.

Since this is an easement to PG&E and not GSD, there is no need for the Board to accept the easement.

### RECOMMENDATIONS

None

### ATTACHMENTS

PG&E Easement document signed by Ms. Souvanna  
Points West aerial exhibit of conceptual easement locations

**RECORDING REQUESTED BY AND RETURN TO:**

**PACIFIC GAS AND ELECTRIC COMPANY**  
300 Lakeside Drive, Suite 210  
Oakland, CA 94612  
Attn: Land Rights Library

Location: City/Uninc \_\_\_\_\_

Recording Fee \$ \_\_\_\_\_

Document Transfer Tax \$ \_\_\_\_\_ 0.00 \_\_\_\_\_

- This is a conveyance where the consideration and Value is less than \$100.00 (R&T 11911).
- Computed on Full Value of Property Conveyed, or
- Computed on Full Value Less Liens & Encumbrances Remaining at Time of Sale
- Exempt from the fee per GC 27388.1 (a) (2); This document is subject to Documentary Transfer Tax

(SPACE ABOVE FOR RECORDER'S USE ONLY)

\_\_\_\_\_  
Signature of declarant or agent determining tax

LD# 1204-03-10011

**EASEMENT DEED**

PM# 35525718

CHANPHENG SOUVANNA,

hereinafter called Grantor, hereby grants to PACIFIC GAS AND ELECTRIC COMPANY, a California corporation, hereinafter called Grantee, the right from time to time to excavate for, construct, reconstruct, replace (of initial or any other size), remove, maintain, inspect, and use facilities and associated equipment for public utility purposes, including, but not limited to electric, gas, and communication facilities, together with a right of way therefor, on, over, and under the easement area as hereinafter set forth, and also ingress thereto and egress therefrom, over and across the lands of Grantor situated in the unincorporated area of the County of Humboldt, State of California, described as follows:

(APN 223-183-005)

LOT 23 as shown upon the map entitled "THE MEADOWS / UNIT I / PHASE I SUBDIVISION MAP / TRACT NO. 129 FOR WALLAN AND JOHNSON" filed for record October 3, 1978 in Book 16 of Maps at page 116, Humboldt County Records.

The easement area is described as follows:

The strip of land described in EXHIBIT "A" and shown on EXHIBIT "B" attached hereto and made a part hereof.

Grantor further grants to Grantee the right to install, replace, maintain, and use anchors with appurtenant guy wires, which will extend outside of said easement area, at locations Grantee shall from time to time deem necessary.

Grantor further grants to Grantee the right, from time to time, to trim or to cut down, without Grantee paying compensation, any and all trees and brush now or hereafter within said easement area, and shall have the further right, from time to time, to trim and cut down trees and brush along each side of said easement area which now or hereafter in the opinion of Grantee may interfere with or be a hazard to the facilities installed hereunder, or as Grantee deems necessary to comply with applicable state or federal regulations.

Grantor also grants to Grantee the right to use such portion of said lands contiguous to said easement area as may be reasonably necessary in connection with the excavation, construction, reconstruction, replacement, removal, maintenance and inspection of said facilities.

Grantor hereby covenants and agrees not to place or construct, nor allow a third party to place or construct, any building or other structure, or store flammable substances, or drill or operate any well, or construct any reservoir or other obstruction within said easement area, or diminish or substantially add to the ground level within said easement area, or construct any fences that will interfere with the maintenance and operation of said facilities.

Grantor further grants to Grantee the right to apportion to another public utility (as defined in Section 216 of the California Public Utilities Code) the right to excavate for, construct, reconstruct, replace, remove, maintain, inspect, and use the communications facilities within said easement area including ingress thereto and egress therefrom.

Grantor acknowledges that they have read the "Grant of Easement Disclosure Statement", EXHIBIT "C", attached hereto and made a part hereof

This document may be executed in multiple counterparts, each of which shall be deemed an original, but all of which, together, shall constitute one and the same instrument.

The provisions hereof shall inure to the benefit of and bind the successors and assigns of the respective parties hereto, and all covenants shall apply to and run with the land.

Dated: 11-15-24, \_\_\_\_\_.

  
Chanpheng Souvanna

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Humboldt )

On Nov 15, 2024, before me, Jessica P. Wygala Insert name Notary Public,  
personally appeared Chan pheng Souvanna

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Jessica P. Wygala  
Signature of Notary Public

(Seal)



**CAPACITY CLAIMED BY SIGNER**

- Individual(s) signing for oneself/themselves
- Corporate Officer(s) of the above named corporation(s)
- Trustee(s) of the above named Trust(s)
- Partner(s) of the above named Partnership(s)
- Attorney(s)-in-Fact of the above named Principal(s)
- Other \_\_\_\_\_

Utility Distribution Easement (02/2020)  
Attach to LD: 1204-03-10011  
Area, Region or Location: 7  
Land Service Office: Eureka  
Line of Business: Electric Distribution (43)  
Business Doc Type: Easements  
MTRSQ: 12.04.03.24.11; 12.04.03.24.12; 12.04.03.24.14  
FERC License Number: N/A  
PG&E Drawing Number: N/A  
Plat No.: (E) EE1624  
LD of Affected Documents: N/A  
LD of Cross Referenced Documents: 1204-03-10012  
Type of interest: Electric Pole Line Easements (3), Utility Easement (86)  
SBE Parcel: N/A  
% Being Quitclaimed: N/A  
Order or PM: 35525718  
JCN: N/A  
County: Humboldt  
Utility Notice Number: N/A  
851 Approval Application No: N/A ;Decision: N/A  
Prepared By: MY10  
Checked By: J728 *JB*  
Checked By: KCCD *KM*  
Approved By: N/A (N/A)  
Revised by: N/A (N/A)

**GARBERVILLE SANITARY DISTRICT**  
 919 REDWOOD DR  
 GARBERVILLE, CA 95542-3108

UMPQUA BANK  
 (866) 486-7782

12920

96-505/1232

90081

CHECK ARMOR  
 TRADE PROTECTION

11/15/2024

PAY TO THE ORDER OF Chanpheng Souvanna

\$ \*\*10,000.00

Ten Thousand and 00/100\*\*\*\*\*

DOLLARS

Chanpheng Souvanna  
 414 Alderpoint Rd  
 Garberville, Ca 95542



*[Handwritten Signature]*  
 AUTHORIZED SIGNATURE

MEMO

⑈012920⑈ ⑆123205054⑆ 991328238⑈

12920

Date	Type	Reference	Original Amt.	Balance Due	11/15/2024 Discount	Payment
11/15/2024	Bill	414 Alderpoint Rd	10,000.00	10,000.00		10,000.00
					Check Amount	10,000.00

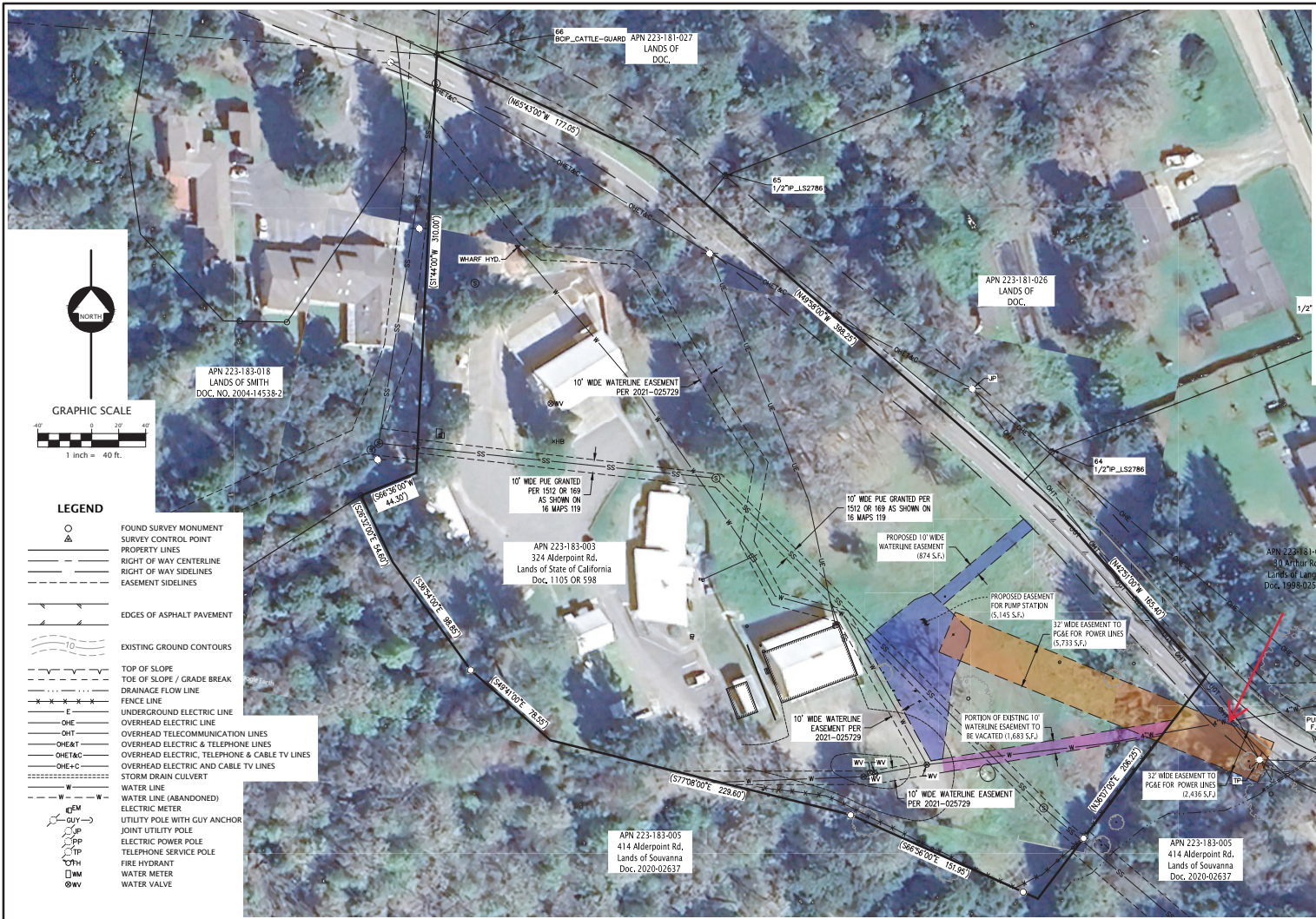
Umpqua Checking - O 10,000.00

12920

Date	Type	Reference	Original Amt.	Balance Due	11/15/2024 Discount	Payment
11/15/2024	Bill	414 Alderpoint Rd	10,000.00	10,000.00		10,000.00
					Check Amount	10,000.00

Umpqua Checking - O 10,000.00





- SURVEY NOTES:**
1. The purpose of this survey is to identify topography on a portions of the Water Tank Site, as dedicated on Tract No. 129 as recorded Book 16 of Maps, Pages 116-124.
  2. Coordinates for this survey are California Coordinate System of 1983 (CCS83) Zone 1, NAD 83 (2011), Epoch 2010.0, based on a static GPS Control Survey utilizing the NGS OPUS Post Processing Software. The control point in the drawing file shown as PWS Control Point No. 100 was held for horizontal positions hereon. Grid distances should be divided by Combined Scale Factor (CSF) of 0.99993494 to obtain ground distances. Rotate grid bearings counterclockwise 1'09'53" to obtain Geodetic or True Bearings. Elevations are NAVD83 datum based on the same OPUS solution utilizing the Geoid8 model; an elevation of 915.43 feet was measured at the aforementioned Control Point 100. This point is located within the fenced area of the Alderpoint Tank Site.
  3. The boundary information shown hereon is based on ties to monuments as set by Donald Bushnell (LS 2786) in the Meadows Unit I, Phase 1, Subdivision (Tract 129) for Wallan and Johnson recorded in Book 16 of Maps, Pages 116-124. Measurements made to monuments as part of this survey did not match monuments found for the previous survey for the Robertson Tank survey by approximately 1 foot. For easement preparation additional boundary ties may be necessary. See easement notes hereon for additional information.
  4. Contours and spot elevations were obtained by conventional survey techniques. Only trees 12 inch diameter and bigger were located; other smaller trees exist within the surveyed area are not shown. Tree locations are generally shown at breast height and are approximate due to the fact that not all trees are growing vertically.



- LEGEND**
- FOUND SURVEY MONUMENT
  - △ SURVEY CONTROL POINT
  - PROPERTY LINES
  - RIGHT OF WAY CENTERLINE
  - RIGHT OF WAY SIDELINES
  - - - EASEMENT SIDELINES
  - EDGES OF ASPHALT PAVEMENT
  - EXISTING GROUND CONTOURS
  - TOP OF SLOPE
  - TOE OF SLOPE / GRADE BREAK
  - DRAINAGE FLOW LINE
  - FENCE LINE
  - UNDERGROUND ELECTRIC LINE
  - OVERHEAD ELECTRIC LINE
  - OHT — OVERHEAD TELECOMMUNICATION LINES
  - OHEAT — OVERHEAD ELECTRIC & TELEPHONE LINES
  - OHEATC — OVERHEAD ELECTRIC, TELEPHONE & CABLE TV LINES
  - OHEIC — OVERHEAD ELECTRIC AND CABLE TV LINES
  - STORM DRAIN CULVERT
  - WATER LINE
  - WATER LINE (ABANDONED)
  - ELECTRIC METER
  - UTILITY POLE WITH GUY ANCHOR
  - JOINT UTILITY POLE
  - ELECTRIC POWER POLE
  - TELEPHONE SERVICE POLE
  - FIRE HYDRANT
  - WATER METER
  - WATER VALVE

**UNDERGROUND UTILITY NOTE**

Underground utilities are shown based on a combination of visible physical evidence and records made available to the surveyor.

The surveyor makes no guarantees that the underground utilities shown comprise all such utilities in the area, either in service or abandoned. The surveyor further does not warrant that the underground utilities are in the exact locations indicated. The surveyor has not physically located the underground utilities.

Call Underground Service Alert (USA) 1-800-642-2444 a minimum of 48 hours prior to any excavations.

- EASEMENT NOTES:**
1. Easements shown hereon are those dedicated on said Tract No 129 and those provided by Garberville Sanitary District. It is possible that other easements exist within the project area, but no Preliminary Title Report was provided to Points West Surveying as part of this project. PWS does not guarantee that all easements are mapped hereon.
  2. The parent deed of the CALFIRE property and the easement deed for the newer waterline easement (2021-025729) have a variation in bearing of 0'12" from the bearings on Tract 129. Easements shown hereon have been rotated that 0'12" to match said tract and then rotated and scaled by the grid factor described in the Survey Notes.

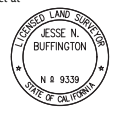
**SURVEYOR'S STATEMENT**

This map correctly represents a survey made by me or under my direction in conformance with the requirements of the Professional Land Surveyor's Act at the request of **Garberville Sanitary District** in 2023.

SIGNED \_\_\_\_\_

DATED \_\_\_\_\_

Jesse N. Buffington  
P.L.S. 9339



**EASEMENT EXHIBIT**  
for  
**GARBERVILLE SANITARY DISTRICT**  
**CALFIRE SITE**  
**ALDERPOINT ROAD**  
SECTIONS 18 & 19, T4S, R4E &  
SECTIONS 13 & 24, T4S, R3E  
HUMBOLDT MERIDIAN  
IN THE UNINCORPORATED AREA OF GARBERVILLE  
HUMBOLDT COUNTY, STATE OF CALIFORNIA  
Date: JULY 2023

SCALE: 1" = 40' SHEET 1 OF 1

**POINTS WEST SURVEYING CO.**  
5201 Carlson Park Dr., Suite 3 - Arcata, CA 95521  
707-840-9510 • Phone 707-840-9542 • Fax



# GARBERVILLE SANITARY DISTRICT

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

## BOARD MEETING MEMORANDUM

Meeting Date: December 17, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Garberville Tanks Replacement Project - Construction Phase  
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS - DWR

### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- BRI and I have continued to coordinated with the State Department of General Services for the CalFire site easement acquisition
- Answer DGS questions about the project for their FWO review
- Coordinated with RCAC for the Bridge Loan - documents have been executed
- Coordinated with Souvanna to sign the PG&E easement
- Prepared the fifth and sixth reimbursement request to DWR
- Prepared the quarterly report for period ending September 30, 2024
- Reviewed dozens of submittals and Requests for Information
- Held biweekly Construction Progress Meetings with the contractor

The project team will be working on:

- Field construction is scheduled to begin on December 16, 2024
- Coordination with BRI and the State Department of General Services for the CalFire site easement acquisition
- Coordination with PG&E to get all the easements recorded for their new service
- Continued oversight of the finances
- Processing submittals and Requests for Information from the construction contractor
- Updating the construction project's proposed schedule
- Construction Management, Engineering, and Inspection
- Environmental Compliance Inspections and oversight/reporting

### FINANCIAL IMPLICATIONS

DWR approved invoice #5 and #6. The District should soon receive payments totaling \$30,930.80.

The RCAC bridge loan documents have been executed and we will be able to draw from them as needed as we progress into full blown construction of the project.

No progress payment requests have been received yet from Wahlund Construction, but I anticipate receiving one for December's construction work.

Table 1. Summary of Construction Budget

Description	Budget Amount	Contract Amount	Amount Spent
Construction Administration & Legal	25,000		
Bid Support (SHN)	11,700	15,000	7,473
Construction Management (4Js)	150,000	75,000	15,659
Construction Engineering (SHN + ATEEM)	157,900	143,200	3,966
SWPPP Support Services (SHN)	35,000	30,500	808
Survey Coordination (Points West)	11,000	11,000	
Materials Testing & Special Inspections (SHN)	44,000	27,000	
Environmental Compliance Monitoring (SHN)	62,000	15,000	
Construction Permits + fees	10,000	4,000	704
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	
PG&E Direct Costs for Service	30,000	29,713	29,713
Wahlund Construction Agreement	3,686,400	3,686,400	0
<u>Post Construction Items</u>			
Revegetation Planting	20,000		
Record Drawings	10,000		
Warranty Inspection (SHN)	10,000		
O&M Manual	10,000		
<b>Total Construction Project Costs</b>	<b>4,338,000</b>	<b>4,051,813</b>	<b>58,322</b>
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	56,240
GSD Amount (Grant Shortfall) or Ineligible	418,000	131,813	2,082
Arthur Rd PRV already built	57,610	---	57,610
Additive Alt. Not Awarded (Tobin Generator)	104,800	0	0
Construction Contingency	300,000	0	0

## RECOMMENDATIONS

None

## ATTACHMENTS

None



# Daupler RMS Overview

Daupler’s response management system, Daupler RMS, provides unparalleled communication, automation, and data management tools to optimize response during emergencies and service disruptions. Daupler RMS is currently used in more than 100 utilities, public works departments and other service organizations to increase efficiency, safety, and cost savings in communities across North America.

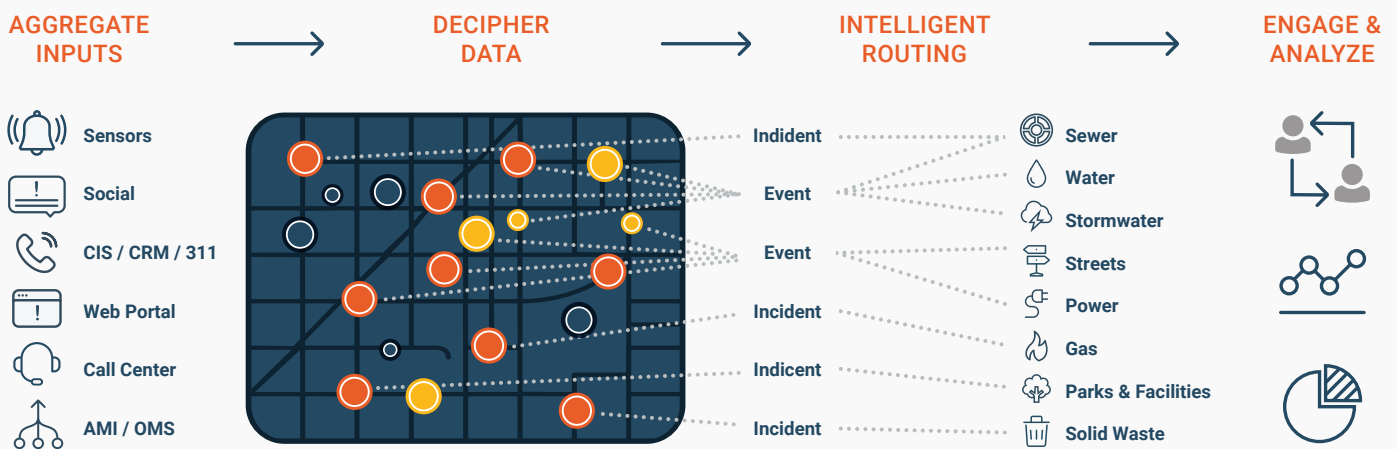
## Daupler RMS addresses common response challenges, including but not limited to:

- Making sense of ambiguous or high-volume data related to potential issues and service requests.
- Unnecessary overtime due to non-critical after-hours callouts.
- Long crew formation times due to manual calling trees.
- Compliance with union contract requirements or organizational protocols.
- Repetitive calls about the same issue, potentially causing resource strain and dispatch duplication.
- Manual documentation that can be time-consuming and prone to errors.

## How it works:

Daupler RMS receives inputs from customers and system sensors. The system uses proprietary technology to decipher the data and categorize issues and requests by type and severity. It also determines if data is related to a larger event or indicative of a standalone incident.

Daupler RMS then intelligently routes the information to the appropriate department using client-defined processes. It also includes tools to engage customers and analytics to support preventative maintenance and improve team performance.





## System components:

**Daupler RMS includes the following functionality:**

- **Daupler AI:** the proprietary technology that analyzes and categorizes incoming data along with web-based tools that make it easier to gather and share critical information
- **Event Detection:** a feature of Daupler AI that identifies related incidents, prevents unnecessary dispatches for related calls, and enables callers to opt in to receive event updates
- **Daupler Answering:** call center services for after-hours, overflow, or 24/7 call management
- **Daupler Callout:** team administration and calling tools that automate roster callouts
- **Daupler Engage:** tools that allow customers to upload photos and status updates while tracking incident progress
- **Daupler Notify:** an easy-to-use mass notification system for efficient and accurate customer communication

## How is Daupler RMS unique?

Daupler RMS takes response management to the next level by giving organizations a fully integrated system that optimizes data management and response efforts. Daupler RMS:

- Aggregates incident information from disparate sources, including service requests, customer request portals, customer information and billing systems, work order systems, GIS data, and more.
- Incorporates data analysis to improve response and cost performance.
- Provides tools to enhance response efficiency.
- Improves customer communication and engagement.
- Automatically documents incident data for compliance, analytics, and reporting purposes.

**No other system comprehensively addresses response management from beginning to end.**

Discover how Daupler RMS can benefit your organization today.  
Learn more at [daupler.com](https://daupler.com), or by emailing us at [question@daupler.com](mailto:question@daupler.com).





# Engaging Customers

Daupler Engage provides customers with access to incident information, status updates, and two-way online communications.

## KEY BENEFITS:



### Keep customers informed

Customers can view the details of their incident online, via any device. This includes the reported issue, address, and their own contact information, which they can update if needed. They can also follow the status of their incident, eliminating extra calls to your team.



### Eliminate imposter risk

Customers can also see the name and photo of the primary crew member working the incident. This safety precaution ensures they let the right person on to their property and prevents imposters from trying to represent your organization.



### Equip your crew with customer data

Customers can upload notes to the incident page, including address corrections, updates, and additional details. They can also upload photos that give crews a better understanding of what to expect.



### Receive thanks

Too often, work goes by unrecognized, which can be disheartening. Happily, many customers use Daupler Engage to share their gratitude for team members and jobs well done.

## Components of an Incident Page

**A Crew Member is Working on Your Request.**  
Thank you for your patience. Check back here for the latest updates.

**Request Confirmation**  
Request date and time: January 10, 2021 @ 4:00pm CST  
Reporting Party:  
Name: \_\_\_\_\_  
Phone number: \_\_\_\_\_  
Description:  
\_\_\_\_\_

**Crew Information**  
Crew Member: John Doe  
Vehicle: \_\_\_\_\_

**Additional Information**  
Additional Request/Update(s)  
\_\_\_\_\_  
Submit  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Would you like to add more images? Upload

**Address Confirmation**  
Address:  
\_\_\_\_\_  
Special instructions:  
\_\_\_\_\_  
Something incorrect? Update

**Annotations:**  
 - Customers can follow the status of the incident the same way they would track a delivery.  
 - Add your own logo to the incident page.  
 - Customers can review basic incident information.  
 - Address information: an image from Google Maps is used as a simple way to confirm the correct location.  
 - Customers can easily verify that the person on their property is from your organization.  
 - Customers can add notes and photos from the incident page.  
 - Customers can easily note address or image updates here (ex: if their house color has changed).  
 - The incident page can be accessed by mobile devices.

## Examples: Customer data can make a difference



### Sinkhole

In one instance, a customer reported a "sinkhole" but left no information on size.

Fortunately, they provided a picture that gave the crew the information they needed.



### Tree on wire

A customer called to say a tree was touching the power line. Without additional information, the on-call person didn't know if this meant a tree was barely touching the wire or it was a larger issue.

The customer did also upload a photo, which helped the responder know who and what to bring with him.

## Recognition from Customers

"Adam was so helpful in the rain and cold!"

"Great service. Quickly returned my call with an update. Excellent service."

"Thank you! Very grateful for the rapid response this morning."

"Once again, THANK YOU SO MUCH for a quick fix. I appreciate your great work."

"Thank you so much, Nathan, for quickly solving my mom's problem."

Discover how Daupler Engage can benefit your organization today.

Contact us today at **888-201-5652** or **question@daupler.com**,

or complete the demo request form at **daupler.com**.



## Incident and performance analytics

Daupler Analytics uncovers trends from your data. It provides the insights you need to optimize your response process and share your hard work with customers, supervisors, and others.

### KEY BENEFITS:



#### Determine root cause

Incident heat maps can lead crew members to the source of the issue quickly.



#### See incident distributions by type and time

View heat maps over time to find clusters of incidents by type and date. This can help identify areas for proactive maintenance and visualize the scope of large events.



#### Identify top performers

Daupler Analytics offers insights into callout answer times and who accepts or declines callout requests.



#### Share response times

Easily summarize average response times to demonstrate your team's dedication and hard work to stakeholders and customers.



#### Demonstrate adherence to policies

Report on data related to union callout requirements, consent decrees, and other stakeholder requirements.

### Features:

Daupler's Response Management System, Daupler RMS, automatically documents data throughout the response process, from sensor and customer inputs to crew callouts to final issue resolution. Data can be accessed through dashboards or through custom reports. Gain insights around:

- After hours call types
- Organizational, team, and individual performance related to call responsiveness
- Organizational, team, and individual performance related to call acceptance
- Callbacks to customers
- Crew arrival and departure times
- Incident resolution times
- Incidents by date range, type, and area
- Large scale events

**"[Daupler's system] really allowed us to rate people on their ability to perform in the job and maybe give more specific training to people."**

**– Meg Cody, Data Collection Supervisor  
The City of Durham**

Discover how Daupler Analytics can benefit your organization today. Call **888-201-5652**, email **question@daupler.com**, or complete the demo request form at **daupler.com**.





## Water and Wastewater

### Daupler + City of St. Peters

In the City of St. Peters, after-hours water and wastewater calls were sent to the Water Treatment Plant. While effective on low-volume nights, operators struggled to manage all their tasks during larger events. St. Peters turned to Daupler to manage after-hours dispatch to improve customer service and keep operators focused on the tasks at hand.

Shifting after-hours dispatch from the plant improves focus and service.

### The challenge:

When an emergency strikes, solving the problem as quickly as possible is the number one priority. Situations such as a water main break or heavy rain complications like flooding can be critical and leave citizens calling for answers.

Before Daupler, St. Peters' water treatment plant operators fielded incoming calls from concerned citizens, while also trying to fix the issue at hand. Operators would often have to call additional staff after-hours to help manage the large volume of calls.

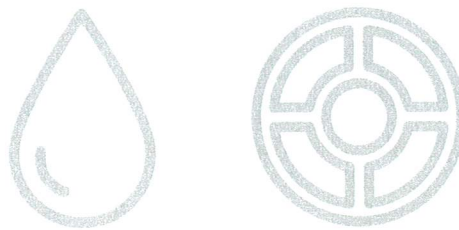
Plant operators are crucial when it comes to city operations, and the distraction of answering customer calls on top of an infrastructure emergency can have serious consequences to the health, safety, and happiness of the whole city.

### The solution:

St. Peters partnered with Daupler to manage after-hours dispatch. Now, Daupler fields calls from concerned residents and updates them on the status of the situation through Daupler's response management system.

**Plant operators can focus their attention on maintaining system pressure and ensuring water quality meets regulatory standards.** They no longer need to manage incoming calls or call-in administrative staff after-hours.





**Example:**

**Streamlined city communications during a summer storm**

In the early evening of June 19, 2021, a thunderstorm created widespread power outages and damage throughout St. Charles County. When St. Peters briefly lost power to the water treatment plant, high service pumps turned off and on, creating a water hammer which caused a break on a primary transmission line leaving the plant. Power went out at a secondary pump station, eliminating the city’s other primary water source. With both systems down, the city was unable to maintain system pressure.

As a result, water outages and low-pressure reports affected thousands of people. With Daupler RMS, more than eleven hundred calls were fielded by Daupler’s call centers. Previously those calls would have gone to plant operators until admin support arrived.

The IVR immediately greeted citizens with a message informing them of the outage and asking if they needed to speak with a representative. Eighty-seven percent of citizens chose to report their outage and receive updates via a text message link rather than continue the call. Those who wanted to speak to someone were connected to a live representative within two rings.

City staff and department managers used Daupler’s heat mapping feature to alert supervisors early to the scope of the outage, as well as keep an eye on other issues being called in that were unrelated to the outage.

Without Daupler, an outage of this size would have tied up phone lines at the plant, the main office, and the police department as citizens tried to get through to the city by any means possible. By moving after-hours dispatch to Daupler, the City of St. Peters developed a streamlined, well documented response to the widespread outage.

**By the Numbers:**



**4.5 hours**  
duration of the outage.



**~1200 calls**



**87% of citizens**  
opted to submit reports and receive updates via text.



**271 citizens**  
provided additional information and photos through the Daupler portal.

**“Daupler was able to capture the hundreds of calls and get a record of the reporting party, much, much faster than we would have been able to. St. Peters call volume capability is much smaller than what Daupler can handle. I was able to use Daupler to send text messages out to those residents that opted in.”**

**— Amy Haddock, Director of Utilities**

To learn how Daupler can free your operational staff from after-hours dispatch, set up a time to chat here, or email [question@daupler.com](mailto:question@daupler.com).



## Pleasant View Water and Sanitation District

How a utility locate dispatch solution provided relief for a short-staffed utility.

By addressing their utility locates dispatch problems, Pleasant View Water & Sanitation District solved additional after-hours and overflow issues faced by the district. PVWSD created a more efficient system to dispatch incidents through Daupler, improving their customer service and reducing the burden on employees.

### The Challenge

Pleasant View Water & Sanitation District (PVWSD), serving over 5,000 people in the Denver metro, strives for efficiency and accuracy in their operations. A lack of funding and staff makes that difficult. One of their most challenging processes was their utility locates dispatch, which they had been working on improving for several years.

Initially, their utility locates were dispatched by a local vendor. Per the terms of their agreement, the vendor only dispatched utility locates to one phone number and made one outbound call. To comply with their after-hours procedures, PVWSD instructed the vendor to call a designated phone number and leave a message, which was transcribed and forwarded via text message to their weekly on-call. When the vendor changed its call dispatch method without notice, PVWSD's voicemail forwarding set-up no longer worked.

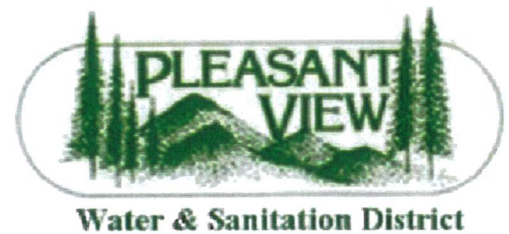
They then attempted to use email, relying on the on-call person to check for emergency locates every hour. This process was inefficient and problematic in situations when the on-call person did not have cellular data, which happens frequently in the Front Range district.

Finally, they tried a traditional call center, but the call center would only dispatch to a supervisor who would then reroute to responding staff. This process didn't meet their service level requirements and was not cost-effective.

### The Solution

In 2021, the PVWSD district manager discovered Daupler. With the implementation of Daupler RMS, the District established rules for defining emergency and non-emergency calls. Daupler's system could then filter and categorize utility locate requests for dispatch based on emergency status. This reduced the total number of calls reaching staff after-hours and alleviating the burden and burnout experienced by crew members.

Emergency requests are dispatched via text and call. If they have cell coverage, staff receive a link via text message to incident details, where they can access directions to the locate, a picture of the area, and quick links to the ticket map and Positive Response posting. If they do not have coverage, they receive a phone call immediately and can access the link later. The system also allows crew members to route dispatch calls through both their personal and work phones for added flexibility while on call.



## The Benefits

Daupler RMS solves the challenges PVWSD had around timely dispatch and reaching on call personnel. The use of phone and text ensures crew members receive notifications regardless of their phone's data capabilities or location. Daupler RMS ensures emergency requests are dispatched instantly, and most requests made to PVWSD are acknowledged within 2 minutes.

In addition, PVWSD has been able to use Daupler RMS to reduce the burden on team members caused by staffing shortages. Managers can easily make after-hours scheduling changes using Daupler RMS without requiring a visit to the office. PVWSD can use it 24/7 to handle calls, alarms, and other emergency management tasks that office staff don't have time for. They have even programmed Daupler to function in emergency situations, such as when power or service to the building is lost.

As a software system, pricing is flat rate and cost-effective, making it an ideal solution for a district of their size and resources.

When Pleasant View Water and Sanitation District implemented Daupler RMS, they hoped to solve one problem but ended up creating processes that benefited their entire operation. Their innovative approach to utility locates dispatch allowed them to better serve customers and appropriately utilize employee time.



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"The ease of changing the call out tree is a big time-saver. It was inconvenient on our side before, we like it now because it's really easy to change."

— David Councilman, District Manager

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Learn more about Daupler RMS at [daupler.com](https://daupler.com), or call 888-201-5652.



# GARBERVILLE SANITARY DISTRICT

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

## RESOLUTION NO. 24-016

**A RESOLUTION AMENDING RESOLUTION 24-007 WHICH APPROVED THE FY 2024-25 BUDGET AND MODIFIED FOR IMPLEMENTATION THE SCHEDULE FOR RATE INCREASE AS ADOPTED IN RESOLUTION 20-007**

**WHEREAS**, on May 21, 2024 in Resolution 24-007, the Garberville Sanitary District Board of Directors adopted the FY 2024-25 budget and implemented a modified rate schedule to the approved rate increases from Resolution 20-007; and

**WHEREAS**, it is the duty of the GSD Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

**WHEREAS**, the GSD Board resolved and ordered in item #2 that:

*There will be no change to the residential, commercial, or multi-family water rates this year. The scheduled rate increase for sewer will not be implemented at this time. Table 4 details the rates for implementation this year (column headed "Revised July 2024") but a further review will be conducted as needed during the upcoming fiscal year to verify that this lesser implementation schedule will be sufficient to cover annual expenditures and debt service payments.*

*Table 4. Revised Residential and Commercial Sewer Rates*

Description	Current	Adopted July 2024	Revised July 2024
Base Rate - per ERU (\$/mo.)	48.00	53.00	48.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier (SFR CSM = 1.0)	3.00	5.50	3.00

**WHEREAS**, the Board reduced the consumption charge for sewer customers from \$4.00 to \$3.00 per unit in FY 23/24, which resulted in a decrease in sewer revenue of approximately \$20,000 annually; and

**WHEREAS**, the Consultant Project Manager has conducted a review of the progress of the revenues and expenditures of the adopted budget and has informed the Board that the target for the sewer revenues will be deficient by an estimated \$19,000 this fiscal year and the water revenues will be deficient by an estimated \$30,000; and

**WHEREAS**, the Board must implement the approved rate increases if it is necessary to attain the needed revenues to meet the District's expenses, debt service payments, and capital projects underway; and

**WHEREAS**, the GSD Rate Committee met on November 1, 2024 to review the approved sewer rate structure in comparison with the implemented rate structure and to review the projected expenses for FY 24/25 to determine if any cuts could be made to offset the deficiency in revenue; and

**WHEREAS**, after much discussion, the Rate Committee unanimously recommends to the Board that the rates for the sewer base per ERU approved in Resolution 20-007 for FY 24/25 be implemented effective January 1, 2025 and the consumption charge remain at the discounted rate of \$3.00 per unit instead of the adopted rate of \$5.50 per unit.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, by the GSD Board of Directors as follows:

1. The listed changes to the previously adopted FY 2024-25 budget, are hereby adopted.

<b>Account Name</b>	<b>Change in Amount</b>
4100 Residential Water Charges	(20,000.00)
4110 Commercial Water Charges	(15,000.00)
8010 Secured Property Tax Revenue	+ 7,500.00
8020 Unsecured Property Tax Revenue	(600.00)
8030 Supplemental Current Property Tax Revenue	+ 250.00
9040 Depreciation Expense	+ 75,000.00

2. The adopted rate increase for sewer base rates will be implemented for the second half of the fiscal year with an effective date of January 1, 2025.

Table 1. Amended Residential and Commercial Sewer Rates

Description	Current	Adopted July 2024	Revised Jan 2025
Base Rate - per ERU (\$/mo.)	48.00	53.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier (SFR CSM = 1.0)	3.00	5.50	3.00

Passed and adopted by the Garberville Sanitary District’s Board of Directors on **December 17, 2024** during a regular meeting, by the following vote:

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

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

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

\_\_\_\_\_  
Doug Bryan, Chair of the Board

ATTEST:

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

GARBERVILLE SANITARY DISTRICT  
 Combined Revenue Expense Report with Cash Flow  
**Adopted Budget with Updated Projections Split by Class**

Description	Adopted FY2024/25 Budget	Updates to FY2024/25 Budget	Split Water	Split Sewer
<b>Income</b>				
<b>Operating Income</b>				
Water Charges				
4100 · Residential	370,000.00	350,000.00	347,000.00	
Leak Credits	(3,000.00)	(3,000.00)		
4110 · Commercial	365,000.00	350,000.00	350,000.00	
<b>Total Water Charges</b>	<b>732,000.00</b>	<b>697,000.00</b>	<b>697,000.00</b>	<b>0.00</b>
4200 · Sewer Charges	470,000.00	470,000.00		470,000.00
4300 · Connection Fees	0.00	0.00	0.00	0.00
Back out Connection Fees	0.00	0.00	0.00	0.00
4650 · Late Charges	14,000.00	14,000.00	7,000.00	7,000.00
4700 · Other Operating Revenue	3,500.00	3,500.00	1,750.00	1,750.00
<b>Total Operating Income</b>	<b>1,219,500.00</b>	<b>1,184,500.00</b>	<b>705,750.00</b>	<b>478,750.00</b>
<b>Other Income</b>				
Property Tax Revenue				
8010 · Secured	25,500.00	33,000.00		33,000.00
8020 · Unsecured	1,900.00	1,300.00		1,300.00
8025 · Prior Years	10.00	10.00		10.00
8030 · Supplemental - Current	250.00	500.00		500.00
8035 · Supplemental - Prior Years	50.00	50.00		50.00
<b>Total Property Tax Revenue</b>	<b>27,710.00</b>	<b>34,860.00</b>	<b>0.00</b>	<b>34,860.00</b>
8060 · Interest Income	4,500.00	4,500.00	500.00	4,000.00
8070 · Other Non-Operating Revenue	2,000.00	2,000.00	1,000.00	1,000.00
9030 · Homeowners' Tax Relief	310.00	310.00		310.00
<b>Total Other Income</b>	<b>34,520.00</b>	<b>41,670.00</b>	<b>1,500.00</b>	<b>40,170.00</b>
<b>TOTAL INCOME</b>	<b>1,254,020.00</b>	<b>1,226,170.00</b>	<b>707,250.00</b>	<b>518,920.00</b>
<b>Total Income Excluding Connection Fees</b>	<b>1,254,020.00</b>	<b>1,226,170.00</b>	<b>707,250.00</b>	<b>518,920.00</b>

**Expenses**

**Payroll Related Expenses**

**Wages**

Wages	417,765.00			
5160 · Wages - Admin		203,490.00	101,745.00	101,745.00
5165 · Wages - Admin OT		2,575.00	1,287.50	1,287.50
6060 · Wages - Sewer Collection		53,077.00		53,077.00
6065 · Wages - Overtime Sewer Collecti		5,500.00		5,500.00
6130 · Wages - Sewer Treatment		52,076.00		52,076.00
6135 · Wages - Overtime Sewer Treatmen		2,550.00		2,550.00
7060 · Wages - Water Treatment		43,413.00	43,413.00	
7065 · Wages - Overtime Water Treatmen		4,800.00	4,800.00	
7120 · Wages - Water Trans & Distribution		45,384.00	45,384.00	
7125 · Wages - Overtime Water Trans &		4,900.00	4,900.00	
<b>Total Wages</b>	<b>417,765.00</b>	<b>417,765.00</b>	<b>201,529.50</b>	<b>216,235.50</b>

GARBERVILLE SANITARY DISTRICT  
 Combined Revenue Expense Report with Cash Flow  
**Adopted Budget with Updated Projections Split by Class**

Description	Adopted FY2024/25 Budget	Updates to FY2024/25 Budget	Split Water	Split Sewer
<b>Other Payroll</b>				
5050 · Workers' Comp	10,060.00	10,060.00	4,852.94	5,207.06
5055 · Health Insurance	74,690.00	74,690.00	37,345.00	37,345.00
5055.1 · Health - Employee Portio	(12,320.00)	(12,320.00)	-6,160.00	-6,160.00
5090 · Payroll Taxes	37,600.00	37,600.00	19,610.00	17,990.00
5135 · Retirement	10,300.00	10,300.00	5,150.00	5,150.00
5170 · Vacation Accrual Adjustme	6,000.00	6,000.00	3,000.00	3,000.00
<b>Total Payroll Related Expenses</b>	<b>544,095.00</b>	<b>544,095.00</b>	<b>265,327.44</b>	<b>278,767.56</b>
<b>Administrative and General</b>				
5000 · Advertising	100.00	100.00	50.00	50.00
5005 · Bad Debts	7,000.00	7,000.00	3,500.00	3,500.00
5010 · Bank Charges	2,000.00	2,000.00	1,000.00	1,000.00
5012 · Merchant Account Fees	4,600.00	4,600.00	2,300.00	2,300.00
5020 · Directors Fees	2,000.00	2,000.00	1,000.00	1,000.00
5025 - Discount Program	7,600.00	7,600.00	3,800.00	3,800.00
5030 · Dues and Memberships	6,500.00	6,500.00	3,250.00	3,250.00
5035 · Education and Training	3,500.00	3,500.00	1,750.00	1,750.00
5036 · Education and Training - B.	300.00	300.00	150.00	150.00
5040 · Liability Insurance	74,000.00	74,000.00	37,000.00	37,000.00
5060 · Licenses, Permits, and Fees	40,000.00	40,000.00	6,962.00	33,038.00
5065 · Auto	2,500.00	2,500.00	1,250.00	1,250.00
5070 · Miscellaneous	100.00	100.00	50.00	50.00
5080 · Office Expense	6,000.00	6,000.00	3,000.00	3,000.00
5082 Software Subscriptions, Up	7,500.00	7,500.00	3,750.00	3,750.00
5085 · Outside Services	10,300.00	10,300.00	5,150.00	5,150.00
5100 · Postage	3,500.00	3,500.00	1,750.00	1,750.00
5110 · Professional Fees (WWA, 4	81,000.00	81,000.00	40,500.00	40,500.00
5120 · Property Taxes	50.00	50.00	25.00	25.00
5130 · Rents	10,020.00	10,020.00	5,010.00	5,010.00
5137 · Supplies	2,000.00	2,000.00	1,000.00	1,000.00
5140 · Telephone	11,500.00	11,500.00	5,750.00	5,750.00
5145 · Tools	2,000.00	2,000.00	1,000.00	1,000.00
5150 · Travel and Meetings	1,500.00	1,500.00	750.00	750.00
5155 · Utilities	3,500.00	3,500.00	1,750.00	1,750.00
<b>Total Administrative and General</b>	<b>289,070.00</b>	<b>289,070.00</b>	<b>131,497.00</b>	<b>157,573.00</b>
<b>Operational Expenses</b>				
<b>Repair and Maintenance</b>				
5125 · Repairs and Maintenance	2,000.00	2,000.00	1,000.00	1,000.00
6030 · Repairs and Maintenance -	13,000.00	13,000.00		13,000.00
6040 · Supplies-Sewage Collectior	2,000.00	2,000.00		2,000.00
6100 · Repairs and Maintenance ·	15,000.00	15,000.00		15,000.00
6110 · Supplies-Sewage Treatmen	7,800.00	7,800.00		7,800.00
7030 · Repairs and Maintenance -	15,000.00	15,000.00	15,000.00	



GARBERVILLE SANITARY DISTRICT  
 Combined Revenue Expense Report with Cash Flow  
**Adopted Budget with Updated Projections Split by Class**

Description	Adopted FY2024/25 Budget	Updates to FY2024/25 Budget	Split Water	Split Sewer
7040 · Supplies-Water Treatment	15,600.00	15,600.00	15,600.00	
7090 · Repairs and Maintenance -	30,000.00	30,000.00	30,000.00	
7100 · Supplies-Water Trans	5,000.00	5,000.00	5,000.00	
Total Repair and Maintenance	105,400.00	105,400.00	66,600.00	38,800.00
<b>Other Operational Expenses</b>				
6010 · Fuel	5,000.00	5,000.00		5,000.00
6075 · Fuel	5,000.00	5,000.00		5,000.00
7020 · Fuel	5,000.00	5,000.00	5,000.00	
7075 · Fuel	5,000.00	5,000.00	5,000.00	
6050 · Utilities - Collection	4,500.00	4,500.00		4,500.00
6120 · Utilities - WWTP	17,000.00	17,000.00		17,000.00
7050 · Utilities - SWTP	62,000.00	62,000.00	62,000.00	
7110 · Utilities - Trans & Dist	12,500.00	12,500.00	12,500.00	
6080 · Monitoring - WWTP	7,000.00	7,000.00		7,000.00
7010 · Monitoring - SWTP	10,000.00	10,000.00	10,000.00	
Total Operational Expense	238,400.00	238,400.00	161,100.00	77,300.00
<b>Other Expense</b>				
8041 · Emergency Wage Reimbursement	0.00	0.00		
9010 · Other Expenses	2,000.00	2,000.00	1,000.00	1,000.00
9040 · Depreciation	350,000.00	425,000.00	285,000.00	140,000.00
9050 · Interest Expense	544.76	544.76	272.38	272.38
Total Other Expense	352,544.76	427,544.76	286,272.38	141,272.38
Total Expenses	1,424,109.76	1,499,109.76	844,196.82	654,912.94
Net Income	(170,089.76)	(272,939.76)	(136,946.82)	(135,992.94)
Add back Depreciation	350,000.00	425,000.00	285,000.00	140,000.00
<b>Net Operational Income w/o Depreciation</b>	<b>179,910.24</b>	<b>152,060.24</b>	<b>148,053.18</b>	<b>4,007.06</b>
<b>Loan, AP and AR cash to be paid out from Net Operational Income</b>				
<b>Loans</b>				
2700 - SWRCB DWIP Principle Pmt (until 01/20)	45,982.36	45,982.36	45,982.36	
2665 DitchWitch Loan - Vac Trailer (until 6/30)	24,631.05	24,631.05	12,315.53	12,315.53
Total Loans	70,613.41	70,613.41	58,297.89	12,315.53
<b>Net Cash Available after Loan Payments</b>	<b>109,296.83</b>	<b>81,446.83</b>	<b>89,755.30</b>	<b>(8,308.47)</b>

GARBERVILLE SANITARY DISTRICT  
 Combined Revenue Expense Report with Cash Flow  
**Adopted Budget with Updated Projections Split by Class**

Description	Adopted FY2024/25 Budget	Updates to FY2024/25 Budget	Split Water	Split Sewer
<b>Fixed Assets</b>				
Capital Improvement Projects				
CIP- Bear Canyon Sewerline	1,000.00	1,000.00		1,000.00
CIP - Meadows Aerial Waterline	3,000.00	3,000.00	3,000.00	
<u>CIP - Hurlbutt Tank</u>				
8053 - Water Grant Income	(4,102,898.57)	(1,500,000.00)	(1,500,000.00)	
New Grant Income Receivable	600,000.00	750,000.00	750,000.00	
New Grant Receivable (Retainage) = 10%	410,289.86	150,000.00	150,000.00	
Previous FY Grant Receivable (Retainage)	40,168.01	0.00	0.00	
Grant Receivable Received from previous	(317,947.39)	(525,269.13)	(525,269.13)	
Pay consultants from Grant Payments Received		162,644.35	162,644.35	
Bridge Loan Proceeds?	(1,010,289.86)	(900,000.00)	(900,000.00)	
CIP - Robertson/Wallan/Hurlbutt Tank Re	4,302,898.57	1,520,000.00	1,520,000.00	
Subtotal of CIP Investments	(73,779.38)	(338,624.78)	(339,624.78)	1,000.00
Long Term Assets				
Raw Water Intake Pumps & Casing	60,000.00	60,000.00	60,000.00	
Unspecified	20,000.00	20,000.00	10,000.00	10,000.00
Subtotal Long Term Asset Investments	80,000.00	80,000.00	70,000.00	10,000.00
<b>Total AR, AP, Loans and Fixed Asset</b>	<b>76,834.03</b>	<b>(188,011.37)</b>	<b>(211,326.90)</b>	<b>23,315.53</b>
<b>Final Operational Cash Flow</b>	<b>103,076.21</b>	<b>340,071.61</b>	<b>359,380.08</b>	<b>(19,308.47)</b>
<b>Final Operational Cash Flow w/o Tanks C</b>	<b>25,296.83</b>	<b>(2,553.17)</b>	<b>16,755.30</b>	<b>(19,308.47)</b>



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: December 17, 2024  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: Rate Structure Review and Rate Study Preparation

### GENERAL OVERVIEW

The Rate Committee has met several times in the past few months. Much progress has been made on possible changes to the methodology and tiers for water and sewer rates. Additional efforts are underway in December to finalize the five-year financial projections and identifying the various capital improvement projects for the next twenty years. For all fiscal years showing an estimated financial deficiency, an increase in rates necessary to cover the shortfall will be proposed.

### SCHEDULE

Task#	Description	Date	Status
1	Review existing Rates and resulting annual increase in income by customer type and consumption tier		Complete
2	Meet with Rate Committee to look at rate calculation methodology and consider changes		Complete
3	Prepare updated CIP and 10-year financial forecasts	Dec 2024	
4	Produce Draft Rate Study for Board review	Feb 2025	
5	Prop 218 Noticing	March 2025	
6	Hold Public Hearing during Board Meeting and count protests	June 2025	
7	Potentially adopt new rate structure	June 2025	



Company 5665 Airport Blvd  
 Address: Boulder, Colorado 80301  
 United States

Purchase Order #:  
 Quote Number: Q-03353  
 Created Date: 09/30/2024  
 Expiration Date: 10/30/2024

Prepared By: Brian Tomari  
 Email: brian@metronfarnier.com

Bill To Name: Garberville Sanitary District  
 Bill To: 2 Tooby Ranch Road  
 Garberville, California 95542  
 United States

Ship To Name: Garberville Sanitary District  
 Ship To: 2 Tooby Ranch Road  
 Garberville, California 95542  
 United States

Quote To: Ralph Emerson  
 707-923-9566  
 remerson@garbervillesd.org

Additional To:

Quantity	Product	Line Item Description	Sales Price	Total Price
10	Innov8-VN	This package contains the following products: Innov8-VN Antenna-Local Paddle	\$320.00	\$3,200.00
10	Cellular Connectivity	10 Year Annual Service Plan	\$0.00	\$0.00
10	Badger Housing Kit	Universal Housing Kit Badger	\$0.00	\$0.00

Residential Programming:

Commercial Programming:

Description:

Terms and Conditions:

- FOB Boulder, CO
- Quote is good for 30 days
- Payment net 30 days from date of shipment
- All Non-Stock/Custom product sales are non-returnable and non-refundable

Subtotal: \$3,200.00  
 Shipping Cost: \$40.00  
 Tax: \$248.00

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Grand Total: \$3,488.00

**Advantage Computer**

1000 W Miller RD, PO Box 385  
Iola, KS 66749

Phone: (620) 365-5156  
Fax: (620) 365-7980  
www.ac-js.com



**Quote**

No.: **49079**  
Date: 10/10/2024

Prepared for:  
Mary Nieto (707) 923-9566

Acct ID: J0709  
Phone: (707) 923-9566  
Fax: (707) 923-3130

**Garberville Sanitary District**

919 Redwood Drive  
PO Box 211  
Garberville, CA 95542-0211 USA

Quantity	Item ID	Description	UOM	Discount	Sell	Total
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----- JUS Add-On:

1	SOL AMI Metron	AMI Interface for Solus with Metron WaterScope <i>Interface to communicate with Kamstrup AMI solution and electronically import meter reading information into Solus, as well as export meter information to AMI.</i>	EA	\$0.00	\$1,800.00	\$1,800.00
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QUOTE NOTE:

---- Mass Meter Change Out not needed. They are changing out a few a month.

**Your Price:** \$1,800.00

**Total:** \$1,800.00

**Prices are firm until 11/29/2024**

Terms: Cash - Prepay

**Prepared by:** Terri Stewart, terri@jayhawksoftware.com

**Date:** 10/10/2024

**Accepted by:** \_\_\_\_\_

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

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.

# GARBERVILLE SANITARY DISTRICT

## PERSONNEL POLICY

### 1.0 EMPLOYMENT AT WILL

Garberville Sanitary District is an “at-will” employer. GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. There are no express or limited covenants and no statements in this manual that shall in any way conflict with this mutual right and obligation. This type of employment is intended to be employment “at will” under California law. No one other than the Board of Directors has the authority to alter this arrangement, to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to this “at will” policy. Any agreement that in any way alters the “at will” status of an employee must be authorized by a specific Resolution of the Board of Directors.

### 2.0 ORGANIZATION

#### 2.1 Chain of Command

The chain of command is shown in the diagram in Appendix “A.” The General Manager or designee will be the Chief Executive Officer responsible for all day-to-day operations. If the General Manager or designee is not available then the Board Chair will be consulted and if **a decision must be made, a Board meeting must be called to have a quorum and provide input for any decision.** **the Board chair is not available, next in line is the Vice Chair, and then decision making authority extends to any Board Member that is available.**

#### 2.2 Absence of General Manager or Designee:

When the General Manager or designee is absent, or otherwise not available, his/her staff will report to the **Administrative Assistant and Senior Operator and then the** Board Chair, as per chain of command in all matters requiring a managerial decision, or as specified by their manager before his/her absence.

### 3.0 EMPLOYMENT PROCESS

#### 3.1 Equal Opportunity

The Garberville Sanitary District will recruit, hire, train, promote and administer human resource activities without regard to age, sex, race, creed, color or national origin, or any other legally protected status, and shall comply with the intent and the letter of all applicable laws which prohibit discrimination and affirm equal opportunity.

#### 3.2 Qualifications

- a. All employees must be at least 18 years of age.
- b. Other qualifications are listed in the job descriptions attached in Appendix “B.”

### 3.3 Employment Process

All individuals seeking employment with GSD must complete a written application. The General Manager or designee will conduct an interview of candidates qualified for the position and may give applicant skills tests, which may include but are not limited to: communications, basic math, computer, and job-related **skills**. **Certificates**, licenses, and other **abilities may be required because of certain job requirements**. **qualifications**.

The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The General Manager or designee will make the final hiring decision. Hiring is contingent upon the new employee's passing a physical exam and appropriate or necessary drug, background, or other screening deemed necessary by GSD.

### 3.4 Evaluation Period and Notice of Termination

Following successful completion of a **6 3**-month evaluation period, the employee will be considered a permanent employee. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory **6 3**-month evaluation period, both GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. Notwithstanding this absolute right on the part of GSD or the employee to terminate with or without cause and with or without notice, and without any intention to limit or restrict such rights, both GSD and the employee are encouraged by this policy to provide as much advance notice of termination as reasonable under the circumstances.

## 4.0 JOB DESCRIPTIONS

### 4.1 General Manager

The General Manager serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board, executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and staffing to departments and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies. A complete job description can be found in Appendix B.

#### 4.1.1 Chief / **Senior** Operator

The Chief / **Senior** Operator reports to the General Manager or designee and is responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work. The Chief / **Senior** Operator is responsible for all activities in the operations, maintenance and construction of District facilities. The Chief Operator is also responsible for supervising Operators and Field Staff.

The Chief / **Senior** Operator is directly responsible to notify the General Manager or designee of any unusual occurrence or emergency situations. When the General Manager **or designee** is not available, the Chief / **Senior** Operator will follow the chain of command **as described in Section 2.1 and 2.2**. A job description can be found in Appendix B.



#### 4.1.2 Water/Wastewater Operator

The Water/Wastewater Operator reports to the Chief /**Senior** Operator and is responsible for performing water and wastewater treatment processing work in conformance with routine processes, treatment methods and in conformance with regulations and standard work and safety techniques. A complete job description can be found in Appendix B.

#### 4.1.3 Field Staff—**Operator in Training**—Permanent and Part Time

Permanent and temporary part-time field staff **or Operator in Training**, report to and are supervised by the Chief /**Senior** Operator and are responsible for completion of all work assigned to them by the Chief / **Senior** Operator or General Manager / **Administrative Assistant**.

#### 4.1.4 Account Clerk/Administrative Assistant

The Account Clerk/Administrative Assistant reports to the General Manager and is responsible for performing accounting and bookkeeping work in conformance with routine processes, accounting and financial transactions. **processing methods and accounting operations scheduling and control techniques**. Responsible for performing a wide variety of general administrative support work and secretarial duties in conformance with established procedures. **Responsible for assisting the General Manager in all administrative duties while overseeing accurate job duties, meter reading and accumulation of time worked. Responsible for audit compliance and all customer or finance related reports**. A complete job description can be found in Appendix B.

#### 4.2 Workweek

Because of the nature of our business, the District's work schedule may vary depending on the employee's job. The District's normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Thursday. The water/wastewater operator's work 7:00 a.m. to 3:30 p.m., Monday through Friday. **The General Manager or designee are the only people who can modify the hours required in a work week.**

##### 4.2.1 Work Hours

The work week is defined as the 7-day period beginning at 00:01 Monday and ending at 24:00 the following Sunday.

The work day is defined as 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, **Administrative Assistant, or** designee, with hours not to exceed 8 hours per day or 30 hours per week.
- c. Office staff will schedule time so that at least one office staff person will be in the office during business hours.
- d. The Chief / **Senior** Operator and Field Staff will, if necessary, work 40 hours per 7-day workweek, scheduled to avoid overtime.

- e. The Chief / **Senior** 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 Chief / **Senior** Operator, with hours not to exceed 30 hours per 7-day workweek, scheduled to avoid overtime.

#### 4.2.2 Meal Time and Breaks

A “half-hour”, unpaid lunch break will be taken each day. (Two) (paid), 15-minute breaks will be taken daily, 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. The employee is to check with their supervisor if they have questions. The two 15 minute breaks cannot be used concurrent with the unpaid lunch break.

### 5.0 PAY AND BENEFITS

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

#### 5.1 Categories of Employment

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

5.1.2 Regular full-time employees (General Manager, Chief/**Senior** Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the **3 6**-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 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 General Manager or designee will determine if the additional hours were needed and inform the governing Board. Permanent part-time employees are entitled to limited benefits as described below.

5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary parttime employees do not receive benefits **except what is legally required by State law.**

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

#### 5.2.2 Time Cards

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

#### 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. 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 **200 240** and must first be approved by the General Manager, or designee.

#### 5.2.5 Overtime

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

#### 5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all emergencies and must be able to respond within 30 minutes to all call-outs.

- 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 employees rate of pay the appropriate rate**, if they are **called** out. This will be in addition to daily or “On-Call” compensation.

### 5.2.8 Compensatory Time

Compensatory (comp) time will only be approved by the General Manager or designee and only for specific incidents. 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 can be banked if approved by General Manager or designee. 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 prior to the fiscal year meeting of the Board. The General Manager or designee will provide information on cost of living increase in the packet for the Board Meeting.
- b. **Merit Pay Increase:** All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit pay adjustment, the General Manager or designee will evaluate the employee's willingness to work, ability to learn, interact with co-workers and customers, along with any and record of accomplishments. The General Manager or designee will provide a recommendation to the Board of Directors for approval if the employee is to receive a Merit Pay Raise.

### 5.3 Time Off

Time off will be granted according to category specified below.

#### 5.3.1 Vacation

Full-time employees are eligible for paid vacation, that Vacation is calculated according to the date you were hired your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after
- b. 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 General Manager or designee approval.
- c. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 days paid vacation.

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