

**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 February 23<sup>rd</sup>, 2021**

**5:00 p.m. – Open Public Session**

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Julie Lyon\_\_\_\_, Dan Thomas\_\_\_\_\_**

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

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

**V. OPEN SESSION**

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

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

**General Public / Community Groups**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff-**

**Office Staff-**

**Board Members-**

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

**General Manager—Ralph Emerson Pg. 4**

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



**C. POLICY REVISION / ADOPTION**

C.1 Personnel Policy—Vacation 5.1 **Pg. 49-50**  
(discussion-no action) 2nd reading

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

C.2 Water Ordinance- Discontinuance of Service, Sec10.9 **Pg. 51-55**  
(discussion—action requested) 4th reading, resolution #21-001

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

**IX. CLOSED SESSION**

Pursuant to Government Code Section

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

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

**XII. ADJOURNMENT**

Posting of Notice at the District Office no later than Date: **Saturday, February 20<sup>th</sup>, 2021**. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

# Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)

## GENERAL MANAGER REPORT

Date: February 23, 2021

There have been multiple meetings with State and Local agencies to address the impact of State mandated shutdowns and the lost revenue that we are unable to collect or be reimbursed for. All Districts are suffering from the effects of harmful regulations that make it difficult for Districts to operate as more unfunded mandates are approaching with regard to climate and environmental requirements that will be forced upon Districts throughout California.

The 2020 Audit is underway with Keith Borges, while Mary and Jennie are providing the information needed to complete the audit with draft audit in consent agenda.

Operations staff have repaired multiple water leaks this past month and we will be repairing more during this week. We have a goal of replacing 40 water meters per year which will ensure correct water use data and revenue from water demand. Brian and Rick replaced 5 meters in one day and we will continue replacing 5-10 meters per month until all meters have been replaced.

I met with Dough and Rio about cannabis water use and the permit process moving forward, while ensuring we don't exceed water demand and treatment demands. This topic is on the agenda and we will discuss it in detail.

The 2021-2022 [Budget Meeting](#) will be held at GSD office on Monday March 22<sup>nd</sup>-11:00AM  
Linda & Rio are on the Budget Committee

The 2021 Strategic Planning Meeting will be held at GSD office, Thursday March 25<sup>th</sup> 3:00—5:00PM  
All Board Members and Staff are invited to participate

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: February 23 2021  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: PRELIMINARY December 2020 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for December 2020 and are preliminary until the audit is completed.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,065,045.00	514,160.74	498,373.49	15,787.25	😊
Total Expense (excl. Depreciation)	843,336.78	426,748.00	421,414.53	5,333.47	😞
Net Income (excl. Depreciation)	221,708.22	87,412.74	76,958.96	10,453.78	😊
Payroll	423,040.00	211,721.83	211,520.04	201.79	😞
Repair & Maintenance	65,000.00	54,205.72	32,500.00	21,705.72	😞

As can be seen on the “Statement of Cash Flows Report for Board - December 2020” and the “Balance Sheet Report for Board As of December 2020”:

- Operational revenues are **OVER** the budgeted amount by \$ 33,905.26. Operational expenses are \$4,438.93 **OVER** budget.
- Net cash **DECREASE** for December is \$ **(40,291.86)** and the year to date is a net cash **DECREASE** of **(\$105,029.20)**. This net cash decrease year to date of \$105K comes from:

Description	\$ in Thousands
Net Income	87
Increase in AR	-11
Decrease in AP	-12
Fine	-40
Loan Payments	-76
Backhoe Loan	60
Assets	-72
Prepays	-41
Total	-105

- Total payments on loans so far this year total \$ **76,623.19** of a budgeted year-end total of \$125,158.
- Total payroll costs are \$ **201.79** higher than the year to date budgeted amount.
- The overtime wages are \$**1,598.53** lower than the year to date budgeted amount.
- The repair and maintenance expenses are \$ 21,705.72 **OVER** the YTD budgeted amount, but is still \$10,000 under the total annual budget amount.
- Expenditures for fixed asset acquisition so far this year total \$**72,155.02** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	4,191.00
Meadows Aerial Waterline SRF Grant/Loan	0	400.00
Bear Canyon Sewer Aerial Preliminary Design	5,000	483.75
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000.00
Backhoe Bucket and Pins	0	1,577.46
Pumps		502.81
Total:	54,000	72,155.02

## RECOMMENDED BOARD ACTIONS

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

## ATTACHMENTS

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

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
 July through December 2020

	Jul - Dec 20	Dec 20
<b>OPERATING ACTIVITIES</b>		
Net Income	(150,108.72)	(44,139.47)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(268.58)	
1100 · Accounts Receivable	(10,305.14)	4,878.52
1110 · Accts Receivable Over Payments	(205.59)	(399.89)
1500 · Prepaid Insurance	(21,861.98)	3,497.10
1501 · Prepaid Workers Comp	(5,074.76)	632.75
1510 · Prepaid Licenses and Permits	(14,077.50)	2,346.25
2000 · Accounts Payable	(14,170.18)	(21,895.17)
20000 · Account Payable	2,100.00	
2300 · Service Deposits	200.00	(100.00)
2238 · SWRCB Settlement	(40,000.00)	
Net cash provided by Operating Activities	(253,772.45)	(55,179.91)
<b>INVESTING ACTIVITIES</b>		
Equipment	(66,577.46)	
Accumulated Depreciation-Water	153,666.48	25,611.08
Accumulated Depreciation-Sewer	83,854.98	13,975.83
CIP- Bear Canyon Sewerline	(483.75)	
CIP - Meadows Aerial Waterline	(400.00)	
CIP - Wallan & Robertson Tank	(4,191.00)	(140.00)
WATER:Pumps	(502.81)	39,446.91
Net cash provided by Investing Activities	165,366.44	
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB	(24,103.28)	
2605 · RCAC Loan #6200-GSD-02	(23,296.92)	
2700 · SRF Loan - Water	(22,991.18)	(22,991.18)
2665 · RCAC Loan - #0998 Backhoe	53,768.19	(1,567.68)
Net cash provided by Financing Activities	(16,623.19)	(24,558.86)
Net cash increase for period	(105,029.20)	(40,291.86)
Cash at beginning of period	823,078.76	758,341.42
Cash at end of period	718,049.56	718,049.56

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of December 31, 2020

	Jun 30, 20	Dec 31, 20	Difference
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	84,661.03	29,590.64	(55,070.39)
1006 · Umpqua System Reserve - Water	25,806.44	5,807.98	(19,998.46)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.87	(29,999.59)
1011 · Water Enterprise Fund	46,804.01	46,816.05	12.04
1030 · County Treasury - Sewer Reserve	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	241.60	27.20
<b>Total Checking/Savings</b>	<b>823,078.76</b>	<b>718,049.56</b>	<b>(105,029.20)</b>
Accounts Receivable			
11000 · Accounts Receivable - Other	5,423.63	5,692.21	268.58
<b>Total Accounts Receivable</b>	<b>5,423.63</b>	<b>5,692.21</b>	<b>268.58</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,688.68)	(1,483.09)	205.59
1100 · Accounts Receivable - Other	112,393.96	122,699.10	10,305.14
<b>Total 1100 · Accounts Receivable</b>	<b>110,705.28</b>	<b>121,216.01</b>	<b>10,510.73</b>
1500 · Prepaid Insurance	3,439.66	25,301.64	21,861.98
1501 · Prepaid Workers Comp	0.00	5,074.76	5,074.76
1510 · Prepaid Licenses and Permits	0.00	14,077.50	14,077.50
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>109,144.94</b>	<b>160,669.91</b>	<b>51,524.97</b>
<b>Total Current Assets</b>	<b>937,647.33</b>	<b>884,411.68</b>	<b>(53,235.65)</b>
Fixed Assets			
CIP- Bear Canyon Sewerline	280.00	763.75	483.75
CIP - Meadows Aerial Waterline	5,441.76	5,841.76	400.00
CIP - Wallan & Robertson Tank	18,368.48	22,559.48	4,191.00
<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	70,773.43	70,773.43	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	2,909.87	3,412.68	502.81
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,118,264.08</b>	<b>8,118,766.89</b>	<b>502.81</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>
<b>SEWER</b>			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,387,355.88	2,387,355.88	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	16,931.99	16,931.99	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>Total SEWER</b>	<b>5,834,103.05</b>	<b>5,834,103.05</b>	<b>0.00</b>
Office Equipment	38,244.29	38,244.29	0.00



**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of December 31, 2020

	Jun 30, 20	Dec 31, 20	Difference	
Equipment	158,306.60	224,884.06	66,577.46	Backhoe
Vehicles	121,205.99	121,205.99	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(2,188,691.30)	(2,342,357.78)	(153,666.48)	
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,257,158.08)	(83,854.98)	
<b>Total Fixed Assets</b>	<b>10,232,061.90</b>	<b>10,066,695.46</b>	<b>(165,366.44)</b>	
<b>TOTAL ASSETS</b>	<b>11,169,709.23</b>	<b>10,951,107.14</b>	<b>(218,602.09)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	34,297.40	20,127.22	(14,170.18)	
<b>Total Accounts Payable</b>	<b>34,297.40</b>	<b>20,127.22</b>	<b>(14,170.18)</b>	
<b>Other Current Liabilities</b>				
2300 · Service Deposits	6,600.00	6,800.00	200.00	
20000 · Account Payable	0.00	2,100.00	2,100.00	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2230 · Accrued Vacation	33,096.87	33,096.87	0.00	
2238 · SWRCB Settlement	40,000.00		(40,000.00)	Paid Fine
2250 · Loans Payable - Current Portion	70,391.37	70,391.37	0.00	
<b>Total Other Current Liabilities</b>	<b>149,986.78</b>	<b>112,286.78</b>	<b>(37,700.00)</b>	
<b>Total Current Liabilities</b>	<b>184,284.18</b>	<b>132,414.00</b>	<b>(51,870.18)</b>	
<b>Long Term Liabilities</b>				
2665 · RCAC Loan - #0998 Backhoe	0.00	53,768.19	53,768.19	\$60k - pmts
2500 · N/P - SWRCB	99,343.91	75,240.63	(24,103.28)	1 of 2 pmts
2605 · RCAC Loan #6200-GSD-02	23,296.92	0.00	(23,296.92)	Paid Off
2700 · SRF Loan - Water	1,172,550.38		(1,172,550.38)	
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,224,799.84</b>	<b>1,208,176.65</b>	<b>(16,623.19)</b>	
<b>Total Liabilities</b>	<b>1,409,084.02</b>	<b>1,340,590.65</b>	<b>(68,493.37)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,080,715.76	3,631,133.46	(449,582.30)	
Net Income	(449,582.30)	(150,108.72)	299,473.58	
<b>Total Equity</b>	<b>9,760,625.21</b>	<b>9,610,516.49</b>	<b>(150,108.72)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,169,709.23</b>	<b>10,951,107.14</b>	<b>(218,602.09)</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**December 2020**

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	36,639.65	253,836.70	161,867.26	340,125.00	91,969.44
4110 · Commercial	5,984.50	46,718.05	111,903.74	234,375.00	(65,185.69)
Total Water Charges	42,624.15	300,554.75	273,771.00	574,500.00	26,783.75
4200 · Sewer Charges	32,942.30	212,029.19	206,392.49	421,125.00	5,636.70
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	4,000.00	0.00
4700 · Other Operating Revenue	40.00	1,484.81	0.00	5,000.00	1,484.81
Total Income	75,606.45	514,068.75	480,163.49	1,028,625.00	33,905.26
Gross Profit	75,606.45	514,068.75	480,163.49	1,028,625.00	33,905.26
Expense					
Administrative and General					
5025 - Discount Program	45.00	165.00	1,800.00	3,600.00	(1,635.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	2,679.00	4,458.45	1,750.00	3,500.00	2,708.45
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	328.86	1,757.44	1,500.00	3,000.00	257.44
5010 · Bank Charges - Other	158.23	988.74	999.96	2,000.00	(11.22)
Total 5010 · Bank Charges	487.09	2,746.18	2,499.96	5,000.00	246.22
5020 · Directors Fees	600.00	1,250.00	1,000.00	2,000.00	250.00
5030 · Dues and Memberships	0.00	3,891.00	2,000.04	4,000.00	1,890.96
5035 · Education and Training	0.00	0.00	1,500.00	3,000.00	(1,500.00)
5036 · Education and Training - B.O.D.	0.00	0.00	150.00	300.00	(150.00)
Insurance					0.00
5040 · Liability	3,497.10	21,092.52	20,982.60	41,965.14	109.92
5050 · Workers' Comp	632.75	4,399.99	4,620.00	9,240.00	(220.01)
5055 · Health					0.00
5055.1 · Employee Portion	(607.62)	(3,653.01)	(3,650.04)	(7,300.00)	(2.97)
5055 · Health - Other	3,778.56	20,976.86	20,217.48	40,435.00	759.38
Total 5055 · Health	3,170.94	17,323.85	16,567.44	33,135.00	756.41
Total Insurance	7,300.79	42,816.36	42,170.04	84,340.14	646.32
5060 · Licenses, Permits, and Fees	3,248.65	15,299.13	12,250.02	24,500.00	3,049.11
5065 · Auto	1,260.37	1,396.26	1,000.00	2,000.00	396.26
5070 · Miscellaneous	0.00	12.44	100.00	100.00	(87.56)
5080 · Office Expense	308.66	7,571.92	4,700.04	7,000.00	2,871.88
5085 · Outside Services	1,073.72	4,228.84	4,325.04	8,650.00	(96.20)
5090 · Payroll Taxes	2,929.62	13,279.46	15,385.02	30,770.00	(2,105.56)
5100 · Postage	773.52	1,732.06	1,400.04	2,800.00	332.02
5110 · Professional Fees					
TA Project	70.00	140.00			140.00
SWRCB Complaint	0.00	700.50			700.50
5110 · Professional Fees - Other	2,163.00	28,611.75	40,599.96	81,200.00	(11,988.21)
Total 5110 · Professional Fees	2,233.00	29,452.25	40,599.96	81,200.00	(11,147.71)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	13.55	250.00	500.00	(236.45)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**December 2020**

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5130 · Rents	0.00	4,195.00	5,010.00	10,020.00	(815.00)
5135 · Retirement	998.47	4,291.36	4,012.56	8,025.00	278.80
5137 · Supplies	133.58	276.02	600.00	1,200.00	(323.98)
5140 · Telephone	874.81	6,509.98	5,562.48	11,125.00	947.50
5145 · Tools	0.00	267.59	999.96	2,000.00	(732.37)
5150 · Travel and Meetings	66.61	247.82	500.00	1,000.00	(252.18)
5155 · Utilities	215.92	1,363.21	2,750.04	5,500.00	(1,386.83)
5160 · Wages					0.00
5165 · Wages - Overtime	454.38	3,670.12	1,749.96	3,500.00	1,920.16
5160 · Wages - Other	23,870.44	84,378.97	83,272.56	166,545.00	1,106.41
Total 5160 · Wages	24,324.82	88,049.09	85,022.52	170,045.00	3,026.57
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
Total Administrative and General	49,553.63	233,512.97	237,387.72	475,575.14	(3,874.75)
Sewage Collection					
6010 · Fuel	60.27	976.18	1,500.00	3,000.00	(523.82)
6030 · Repairs and Maintenance	4,678.09	11,192.49	7,500.00	15,000.00	3,692.49
6040 · Supplies	0.00	173.30	1,500.00	3,000.00	(1,326.70)
6050 · Utilities	340.26	1,948.92	1,500.00	3,000.00	448.92
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	93.00	315.00	1,999.98	4,000.00	(1,684.98)
6060 · Wages - Other	3,267.61	17,133.67	16,590.00	33,180.00	543.67
Total 6060 · Wages	3,360.61	17,448.67	18,589.98	37,180.00	(1,141.31)
Total Sewage Collection	8,439.23	31,739.56	30,589.98	61,180.00	1,149.58
Sewage Treatment					
6075 · Fuel	60.27	976.18	1,500.00	3,000.00	(523.82)
6080 · Monitoring	645.00	1,495.00	3,499.98	7,000.00	(2,004.98)
6100 · Repairs and Maintenance	5.96	168.31	7,500.00	15,000.00	(7,331.69)
6110 · Supplies	0.00	1,361.80	4,500.00	9,000.00	(3,138.20)
6120 · Utilities	865.44	4,494.38	4,600.02	9,200.00	(105.64)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	499.98	1,000.00	(499.98)
6130 · Wages - Other	2,839.05	19,560.01	18,085.02	36,170.00	1,474.99
Total 6130 · Wages	2,839.05	19,560.01	18,585.00	37,170.00	975.01
Total Sewage Treatment	4,415.72	28,055.68	40,185.00	80,370.00	(12,129.32)
Water Trans and Distribution					
7075 · Fuel	60.27	976.18	1,500.00	3,000.00	(523.82)
7090 · Repairs and Maintenance	4,303.40	35,377.47	10,000.02	20,000.00	25,377.45
7100 · Supplies	0.00	152.76	4,999.98	10,000.00	(4,847.22)
7110 · Utilities	730.83	6,046.88	3,000.00	6,000.00	3,046.88
7120 · Wages					
7125 · Wages - Overtime Water Trans &	465.00	2,166.00	3,499.98	7,000.00	(1,333.98)
7120 · Wages - Other	3,735.60	23,041.24	20,297.52	40,595.00	2,743.72
Total 7120 · Wages	4,200.60	25,207.24	23,797.50	47,595.00	1,409.74
Total Water Trans and Distribution	9,295.10	67,760.53	43,297.50	86,595.00	24,463.03
Water Treatment					
7020 · Fuel	60.28	976.25	1,500.00	3,000.00	(523.75)
7010 · Monitoring	165.00	2,300.00	1,999.98	4,000.00	300.02

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**December 2020**

	Current Month Dec. 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7030 · Repairs and Maintenance	0.00	7,453.90	7,249.98	14,500.00	203.92
7040 · Supplies	170.44	1,639.24	7,000.02	14,000.00	(5,360.78)
7050 · Utilities	4,260.73	26,488.86	23,500.02	47,000.00	2,988.84
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	267.00	3,000.25	3,000.00	6,000.00	0.25
7060 · Wages - Other	3,303.60	19,161.91	21,940.02	43,880.00	(2,778.11)
Total 7060 · Wages	3,570.60	22,162.16	24,940.02	49,880.00	(2,777.86)
Total Water Treatment	8,227.05	61,020.41	66,190.02	132,380.00	(5,169.61)
Total Expense	79,930.73	422,089.15	417,650.22	836,100.14	4,438.93
Net Ordinary Income	(4,324.28)	91,979.60	62,513.27	192,524.86	29,466.33
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	0.00	950.00	1,900.00	(950.00)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	0.00	125.00	250.00	(125.00)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	0.00	13,855.00	27,710.00	(13,855.00)
8060 · Interest Income	2.29	13.99	3,000.00	6,000.00	(2,986.01)
8070 · Other Non-Operating Revenue	0.00	78.00	1,200.00	2,400.00	(1,122.00)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	2.29	91.99	18,210.00	36,420.00	(18,118.01)
Other Expense					
9010 · Other Expenses	0.00	669.01	999.96	2,000.00	(330.95)
9040 · Depreciation	39,586.91	237,521.46	245,000.04	490,000.00	(7,478.58)
9050 · Interest Expense	230.57	3,989.84	2,764.35	5,236.64	1,225.49
Total Other Expense	39,817.48	242,180.31	248,764.35	497,236.64	(6,584.04)
Net Other Income	(39,815.19)	(242,088.32)	(230,554.35)	(460,816.64)	(11,533.97)
Net Income	(44,139.47)	(150,108.72)	(168,041.08)	(268,291.78)	17,932.36
Add Back Depreciation	39,586.91	237,521.46	245,000.04	490,000.00	(7,478.58)
Net Income excluding Depreciation	(4,552.56)	87,412.74	76,958.96	221,708.22	10,453.78

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 December 2020

02/16/21

Accrual Basis

Date	Num	Memo	Amount
<b>101 Netlink</b>			
12/21/2020	10805		-180.00
Total 101 Netlink			-180.00
<b>Amazon.com</b>			
12/31/2020	DBT		-43.04
Total Amazon.com			-43.04
<b>Amillias</b>			
12/17/2020	DBT		-66.61
Total Amillias			-66.61
<b>Blue Star Gas</b>			
12/30/2020	10818		-58.89
Total Blue Star Gas			-58.89
<b>Brian Miller</b>			
12/21/2020	10810		-200.05
Total Brian Miller			-200.05
<b>Capital Bank &amp; Trust</b>			
12/03/2020	EFT	557880519	-859.96
12/03/2020	EFT	025158148	-359.76
12/17/2020	EFT	VOID: 557880519	0.00
12/17/2020	EFT	VOID: 025158148	0.00
12/17/2020	EFT	557880519	-1,537.63
12/17/2020	EFT	025158148	-638.71
Total Capital Bank & Trust			-3,396.06
<b>CSDA</b>			
12/14/2020	10789		-3,004.00
Total CSDA			-3,004.00
<b>Dazey's Building Center</b>			
12/21/2020	10811		-27.40
Total Dazey's Building Center			-27.40
<b>EDD</b>			
12/03/2020	EFT	499-0538-3	-777.65
12/17/2020	EFT	VOID: 499-0538-3	0.00
12/17/2020	EFT	499-0538-3	-1,218.99
Total EDD			-1,996.64
<b>Fluentstream Tech</b>			
12/03/2020	10783		-109.82
Total Fluentstream Tech			-109.82
<b>Frontier Communications</b>			
12/03/2020	10782		-365.90
12/21/2020	10806		-69.74
Total Frontier Communications			-435.64
<b>HughesNet</b>			
12/13/2020	DBT		-104.29
Total HughesNet			-104.29

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**December 2020**

Date	Num	Memo	Amount
<b>IRS</b>			
12/03/2020	EFT	68-0296323	-3,605.92
12/17/2020	EFT	VOID: 68-0296323	0.00
12/17/2020	EFT	68-0296323	-5,660.32
Total IRS			-9,266.24
<b>Jennie Short</b>			
12/03/2020	10769		-4,551.00
Total Jennie Short			-4,551.00
<b>Lori Ruiz</b>			
12/21/2020	10812		-200.00
Total Lori Ruiz			-200.00
<b>NAPA</b>			
12/09/2020	10785		-32.25
Total NAPA			-32.25
<b>NCUAQMD</b>			
12/17/2020	10804		-40.00
Total NCUAQMD			-40.00
<b>North Coast Laboratories Ltd.</b>			
12/07/2020	10784		-315.00
12/29/2020	10814		-840.00
Total North Coast Laboratories Ltd.			-1,155.00
<b>PACE Supply</b>			
12/14/2020	10790		-224.25
Total PACE Supply			-224.25
<b>PG&amp;E</b>			
12/14/2020	10791		-6,395.09
Total PG&E			-6,395.09
<b>Pitney Bowes Purchase Power</b>			
12/16/2020	10793		-208.99
Total Pitney Bowes Purchase Power			-208.99
<b>Ralph Emerson</b>			
12/29/2020	10815		-50.00
Total Ralph Emerson			-50.00
<b>Reamey Plumbing</b>			
12/29/2020	10816		-220.00
Total Reamey Plumbing			-220.00
<b>Recology Humboldt County</b>			
12/16/2020	10794		-12.00
Total Recology Humboldt County			-12.00
<b>Redway True Value</b>			
12/21/2020	10807		-13.55
Total Redway True Value			-13.55

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**December 2020**

Date	Num	Memo	Amount
<b>Redwood Merchant Services</b>			
12/02/2020	10885		-81.92
12/31/2020			-203.78
Total Redwood Merchant Services			-285.70
<b>RENNER</b>			
12/10/2020	DBT		-901.33
Total RENNER			-901.33
<b>Rural Community Assistance Prog - Backhoe</b>			
12/01/2020	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>SDRMA</b>			
12/07/2020	10770		-3,440.20
12/29/2020	10817		-338.36
Total SDRMA			-3,778.56
<b>State Board of Equalization</b>			
12/03/2020	10781		-647.00
Total State Board of Equalization			-647.00
<b>Streamline Inc</b>			
12/09/2020	10786		-100.00
Total Streamline Inc			-100.00
<b>SWRCB</b>			
12/03/2020	10767		-20,362.00
12/03/2020	10768		-2,848.00
Total SWRCB			-23,210.00
<b>SWRCB - 2013CX103</b>			
12/14/2020	10792		-22,991.18
Total SWRCB - 2013CX103			-22,991.18
<b>The Mitchell Law Firm, LLP</b>			
12/09/2020	10787		-93.00
Total The Mitchell Law Firm, LLP			-93.00
<b>Umpqua Bank</b>			
12/15/2020	10886		-160.47
Total Umpqua Bank			-160.47
<b>US Cellular</b>			
12/01/2020	10780		-273.39
Total US Cellular			-273.39
<b>USABUEBOOK</b>			
12/21/2020	10808		-160.43
Total USABUEBOOK			-160.43
<b>Van Meter Construction</b>			
12/21/2020	10809		-3,600.00
Total Van Meter Construction			-3,600.00
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
12/16/2020	10795		-1,085.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,085.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**December 2020**

02/16/21

Accrual Basis

Date	Num	Memo	Amount
<b>WYCKOFF'S Inc</b>			
12/10/2020	10788		-184.14
Total WYCKOFF'S Inc			-184.14
<b>Arreguin, Daniel J</b>			
12/03/2020	10762		-3,212.82
12/17/2020	10796		-3,086.62
12/17/2020	10801		-2,465.84
Total Arreguin, Daniel J			-8,765.28
<b>Emerson, Ralph K</b>			
12/03/2020	10763		-2,801.41
12/17/2020	10797		-2,801.41
12/17/2020	10802		-3,105.22
Total Emerson, Ralph K			-8,708.04
<b>Miller, Brian A</b>			
12/03/2020	10764		-2,118.13
12/17/2020	10798		-1,984.44
12/17/2020	10803		-1,480.48
Total Miller, Brian A			-5,583.05
<b>Nieto, Mary</b>			
12/03/2020	10765		-1,628.40
12/17/2020	10799		-1,614.72
Total Nieto, Mary			-3,243.12
<b>Ruiz, Ricardo</b>			
12/03/2020	10766		-423.86
12/17/2020	10800		-233.86
Total Ruiz, Ricardo			-657.72
<b>TOTAL</b>			<b>-118,216.47</b>



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

**Date of Meeting: Tuesday January 26<sup>th</sup>, 2021**

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**5:03 p.m.**

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

**Motion: Julie Lyon                      Second: Dan Thomas                      Vote: 5-0**

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

**V. OPEN SESSION**

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

*Peter Connolly attended the meeting.*

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff- 0**

**Office Staff- 0**

**Board Members- Rio Anderson was sworn into office December 21<sup>st</sup>, 2020**

**Correspondence-**

**General Manager—Ralph Emerson   Pg. 4**

Ralph will apply for Measure Z funding again this year.

There was a sewer spill inside a customer’s house on upper maple. The District is paying for the cleanup and repairs.

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1    Approve Financials Date November 2020 - Pg. 5-16

A.2    Approve Date: December 15<sup>th</sup>, 2020, Regular Meeting Minutes - Pg. 17-19

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

**Motion: Rio Anderson                      Second: Doug Bryan                      Vote: 5-0**

**B. GENERAL BUSINESS – Action items**

- B.1 Audit Update  
Information at Meeting

**The Audit should be completed by the end of March 2021. The District was approved for a 3 year waiver to continue using Keith Borges for the annual Audit.**

- B.2 Strategic Planning and Budget Meeting—Appoint Committee Members  
(direction requested)

**Budget Committee- Linda Brodersen, Rio Anderson**

- B.3 Grant and Projects Update  
(discussion-possible action) Jennie Short

- B.4 Cannabis Water Use-Will Serve Applications-Ag Meters  
(discussion-possible action) (update from staff and Jennie Short)

**The District has three pending cannabis will serve applications. At this point the District needs a committee to review each application and its effects on the District. The Board Chairperson appointed Rio Anderson and Doug Bryan to the cannabis committee. Each application is different and needs to be dealt with on a case by case basis. Staff will look into what other Districts are doing with their cannabis customers. Connick Creek is a private waterline that the District serves. The District has some responsibility to make sure we supply an adequate water supply to the residents that were already in place in Connick Creek.**

- B.5 Update on River Conditions and Water Demand  
Information Only – at meeting

**The CFS was 340 on January 26, 2021. Looking at years past the river levels vary year to year.**

- B.6 Call-Outs for Emergencies after hours  
(discussion—possible action) Update from Staff

**The operators had a lot of call outs this last month. The water treatment plant needs the media replaced. This happens roughly every 5 years. Garberville and The Redway District both need their media replaced, we are trying to get a bulk price.**

- B.7 Ethics and Harassment Training (Required)  
(information Only)

**Management and the Board Members are required to have this training. The training is available online.**

- B.8 Emergency Procedures Update  
(discussion possible action)

**Motion: Dan Thomas**

**Second: Rio Anderson**

**Vote: 5-0**

**This list will be added to the District website.**

**C. POLICY REVISION / ADOPTION**

- C.1 Personnel Policy-Vacations 5.1  
(discussion-no action) 1st reading

**Bring Back.**

- C.2 Water Ordinance- Discontinuance of Service, Sec 10.9  
(discussion—action requested) 3<sup>rd</sup> reading resolution# 21-001

**Bring Back. Add to the application a \$200 sewer discontinuance of service fee.**

**IX. CLOSED SESSION**

(No Items For Closed Session)

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Personnel Policy—Vacation pay 5.1
2. Discontinuance of Service Sec 10.1
3. Cannabis Will-Serve Application Process
4. Connick Creek Water Distribution Planning
5. *700 Forms*

**XII. ADJOURNMENT**

**@ 6:28 p.m.**

FEB 04 2021



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 2/17/21 Leader Name: Ralph Emerson

Instructions:

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

Name (print)

Name (signature)

Table with 2 columns: Name (print) and Name (signature). Rows 1-4 contain handwritten entries: Ralph Emerson, Ricardo Ruiz, Brian Miller, and Mary Nieto.

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

# ps, Trips and Falls

## plit Second Safety





# GARBERVILLE SANITARY DISTRICT

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

## BOARD OF DIRECTORS MEETING MEMORANDUM

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

### GENERAL OVERVIEW

#### Robertson and Wallan Tank Replacement Project      SWRCB-SRF Planning Grant

The grant application for planning project funding was submitted in Nov 2019, and is now in its final stages. It has four of the four clearances given. The State appears to be preparing the Funding Agreement and my hope is that we will have it to execute in March or April. The compliance order was modified to include deadlines for design and construction that should be consistent with receiving funding by March 31, 2021.

#### Meadows Aerial Waterline Reroute Project      SWRCB-SRF Planning Grant

The grant application for planning project funding was submitted in November 2019. The application has two of four clearances completed.

#### Bear Canyon Aerial Sewerline Repair Project      Technical Assistance Grant

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

#### District Wide Water System Assessment      Technical Assistance Grant

The application for technical assistance was submitted on October 7, 2020. This project has been approved for funding and is progressing into the phase of setting up a scope of work with the consultant. The project kickoff meeting was held on January 11<sup>th</sup>. I am coordinating with the CRWA staff and the State on the preparation of the WORK PLAN. The next step will be a site visit and preparation of a Needs Assessment which will be used by the State to finalize the overall services and deliverables for the project.

## **Cal OES: Community Power Resiliency Allocation to Special Districts Program Grant Proposal**

Submitted to Cal OES on October 28, 2020. We were denied award for this proposal. 233 Special Districts submitted proposals but ours did not rank high enough to fall within the allocated funding available. We had 15 days to appeal their decision, but chose not to pursue that option. We will keep watching for future opportunities for this critical equipment.

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

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

### **FINANCIAL IMPLICATIONS**

Vary by grant funding source. For SWRCB-SRF Planning Grants, as a small severely disadvantaged community we should be eligible for 100% grant funds (classified as loan forgiveness) and these are processed as reimbursements for expenses the District incurs directly. For the Technical Assistance grants, the state enters into the contract with the consultant and the expenses do not run through the District's financials.

### **RECOMMENDATIONS**

None

### **ATTACHMENTS**

CalOES Denial Letter

GAVIN NEWSOM  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



February 4, 2021

Linda Brodersen  
Chair of the Board of Directors  
Garberville Sanitary District  
P.O. Box 211  
Garberville, CA 95542-0211

SUBJECT: **NOTIFICATION OF AWARD DENIAL**  
Fiscal Year (FY) 2020 Community Power Resiliency Allocation to Special Districts

Dear Ms. Brodersen:

The California Governor's Office of Emergency Services (Cal OES) received your agency's proposal for the FY 2020 Community Power Resiliency Allocation Program Request for Proposal (RFP). Through the competitive RFP process, we received 233 proposals. Unfortunately, your proposal was not selected for funding. Your proposal score was 106.67 out of a possible 156 points. Please find enclosed a copy of the appeal guidelines and your agency's scores.

You have 15 calendar days from the date of this letter to appeal. All appeals must adhere to the procedures detailed in the appeal guidelines. Formal letters of appeal should be directed to:

Cal OES Office of Legal Affairs  
3650 Schriever Avenue  
Mather, California 95655  
appeals@caloes.ca.gov

We encourage your agency to check the Cal OES website for future funding opportunities. Thank you for your interest in this RFP.

Sincerely,

GINA BUCCIERI-HARRINGTON  
Assistant Director

Enclosure



3650 SCHRIEVER AVENUE, MATHER, CA 95655  
(916) 845-8513 TELEPHONE



**PROGRAM NAME: COMMUNITY POWER RESILIENCY ALLOCATION TO SPECIAL DISTRICTS PROGRAM**

ID#	SUBRECIPIENT	RAW SCORE	a. Program Plan				b. Emergency Plan	c. Priority Funding	Budget Narrative	COMP. ASSESSMENT	TOTAL
			20	20	20	20					
			1	2	3	4					
029	Garberville Sanitary District	106.67	16.00	14.67	16.33	10.67	22.00	7.67	9.67	9.67	106.67
			20	20	20	20	40	12	12	12	156



## Appeal Guidelines for Competitive Funding Decisions For State and Federal Grant Money

Effective for appeals received on or after September 1, 2011.

### **PURPOSE**

The purpose of these Guidelines is to provide a process for resolution of disputes between a Grant Applicant and The California Governor's Office of Emergency Services (Cal OES) concerning a competitive funding decision. These Guidelines supersede the appeals procedure formerly administered by the California Council on Criminal Justice.

### **GROUND'S FOR APPEAL**

Any Applicant who is denied state or federal funding by Cal OES may appeal Cal OES's decision in this regard. There is no particular format required for an appeal, but the documents supporting the appeal must clearly establish that the appealing party (hereafter Appellant) has standing to appeal and sufficient grounds to proceed with an appeal.

**Standing:** An Appellant must have standing to appeal; i.e., the appeal must demonstrate that the Appellant is directly affected by the funding decision. Only those who have submitted a proposal have standing to appeal Cal OES's decision to deny state or federal funding for that particular proposal.

**Grounds:** The appeal documents shall identify grounds for appeal. The appeal must show that (a) Cal OES did not follow its criteria or priorities (as specified in the applicable Request for Proposal (RFP) with respect to evaluating the Appellant's proposal; AND (b) this failure constitutes a sufficiently substantial error justifying a change in the funding decision. An appeal will be rejected if it fails to show that both of these criteria are met. Only the information provided by the Appellant in the original RFP will be considered as part of the appeal process. The Appellant cannot provide new or different information to support their original RFP.

**Appeal Address:** A hard copy of all documents referred to in this procedure shall be emailed, mailed, faxed, or hand-delivered to:

Cal OES Office of Legal Affairs  
California Governor's Office of Emergency Services  
3650 Schriever Avenue  
Mather, CA 95655  
appeals@caloes.ca.gov

### **APPEAL PROCESS AND TIMELINES**

In case of a dispute regarding compliance with timelines, the date the document was postmarked or date stamped by Cal OES (in the case of a fax or hand-delivery) shall govern. Failure of the appealing party to comply with timelines shall constitute grounds for rejection of the appeal.

#### **Level One Appeal to Cal OES Assistant Director**

**Step 1 Standing:** Within fifteen (15) calendar days of the date of the letter from Cal OES denying funding, the Appellant shall file an appeal in writing, together with any supporting documents or information necessary to determine standing for the appeal and grounds on which to base the appeal. (See Above). If the Cal OES Chief Counsel does not establish standing for an appeal, the appeal and decision will be returned.

**Step 2 Review:** If it is determined that there is standing for the appeal to advance, the Cal OES Assistant Director of Finance and Administration, or his or her designee, will review the issues in the documentation submitted by the Appellant to determine if there are sufficient grounds to overturn the original grant decision. It is critical that the Appellant submit all documentation that may support their appeal. Appellant cannot however amend or supplement their original proposal as part of the appeal process. The Assistant Director shall make a written determination on the appeal within ten (10) calendar days, or as soon as practical, after receipt of the Level One appeal. This decision shall indicate the decision reached and the reasons therefore.

### **Level Two Appeal to Cal OES Chief Deputy Director**

A second level appeal may only be submitted if there are new facts or documentation that was not available at the time of the first level appeal. Cal OES will not reconsider previously submitted materials. Within five (5) calendar days of receiving the Level One appeal decision, the Appellant may file a Level Two appeal in writing with the Cal OES Chief Deputy Director, or his/her designee (same address as above), together with any supporting documents or information, including a copy of the Level One decision.

The appeal must state the issues in the dispute, and the relevance of the documentation not submitted under the first level appeal. The Chief Deputy Director shall issue a written decision on the appeal that includes the Chief Deputy Director's ruling and the basis for his/her ruling.

The Chief Deputy Director's decision shall be deemed a final judgment and is non-appealable.

Cal OES reserves the right to request a telephone meeting or personal meeting with any Appellant. However, there is no requirement under this appeal process for a hearing or meeting with the Appellant and Cal OES.

### **Third-Party Rights**

No rights or remedies will accrue to third parties as a result of this appeals process, or the actions or consequences stemming from this process.



# GARBERVILLE SANITARY DISTRICT

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

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## BOARD OF DIRECTORS MEETING MEMORANDUM

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Meeting Date: February 23, 2021  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: CalFIRE Easement for Relocated Waterline

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### GENERAL OVERVIEW

The District has a waterline that crosses the property owned by the State of California known as the CalFIRE station. As part of the project for constructing the search and rescue building, the waterline needed to be relocated. The District required that an easement be granted for the new location. The attached documents are the agreement for conveying the new easement and releasing the old easement.

### FINANCIAL IMPLICATIONS

None

### RECOMMENDATIONS

1. Review and Approve the AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE and the Certificate of Acceptance for the easement
2. Review and Adopt Resolution 21-002 authorizing the Chair to sign the Agreement and the Certificate of Acceptance

### ATTACHMENTS

Resolution 21-002  
AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE with Exhibits A, B and C  
Certificate of Acceptance



# **GARBERVILLE SANITARY DISTRICT**

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

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## **RESOLUTION NO. 21-002**

**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO SIGN THE “AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE”, BY AND BETWEEN THE STATE OF CALIFORNIA AND THE GARBERVILLE SANITARY DISTRICT, FOR THE ACQUISITION OF A PERPETUAL EASEMENT OVER AND ACROSS A PORTION OF REAL PROPERTY IN GARBERVILLE, CA (APN 223-183-003) AND THE CERTIFICATE OF ACCEPTANCE.**

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A. WHEREAS, The State of California (State) owns certain real property generally known as the CalFIRE station, in Garberville, California (APN 223-183-003) (“Property”); and

B. WHEREAS, the Garberville Sanitary District (“District”) owns a treated waterline in an existing easement on the Property; and

C. WHEREAS, the State and Garberville Sanitary District (GSD) have negotiated the terms for the relocation of the waterline easement as described in the AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE (AGREEMENT), a copy of which is attached hereto as “Exhibit A”; and

D. WHEREAS, The State agrees to grant and convey a perpetual easement over and across a portion of the Property (“Easement”) to GSD for the newly relocated waterline alignment and GSD agrees to remise, release and quitclaim to the State any easement for the old waterline in its original location; and

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

F. WHEREAS, The Board has determined that the Project is categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262; and

F. WHEREAS, The Board of Directors desires to accept the easement for the purpose of continuing to operate a water storage tank with associated infrastructure.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZES THE CHAIR OF THE BOARD OF DIRECTORS TO SIGN THE "AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE", BY AND BETWEEN THE STATE OF CALIFORNIA AND THE GARBERVILLE SANITARY DISTRICT, FOR THE ACQUISITION OF A PERPETUAL EASEMENT OVER AND ACROSS A PORTION OF REAL PROPERTY IN GARBERVILLE, CA (APN 223-183-003) AND THE CERTIFICATE OF ACCEPTANCE.

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

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

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

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

\_\_\_\_\_, Chair of the Board

---

ATTEST:

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

RECORDING REQUESTED BY AND  
WHEN RECORDED MAIL TO:

GARBERVILLE SANITARY DISTRICT  
919 Redwood Drive  
Garberville, CA 95542

Copy to:  
THE STATE OF CALIFORNIA  
Department of General Services  
RESD/Real Property Services Section  
707 3rd Street, Fifth Floor  
West Sacramento, CA 95605

OFFICIAL STATE BUSINESS  
NO RECORDING FEES  
Per Government Code 27383  
NO DOCUMENTARY TRANSFER TAX  
Per Revenue and Taxation Code 11922

**SPACE ABOVE THIS LINE FOR RECORDER'S USE ONLY**

<b>AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE</b>	DGS FILE NO.:	TR19-0212
	AGENCY:	Department of Forestry and Fire Protection
	PROJECT:	Garberville FS Easement
	PROJECT NO.:	DGS000000000006130
Portion of Humboldt County APN: 223-183-003-000.		

THIS AGREEMENT AND GRANT OF EASEMENT ("Easement") is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2021 by and between the STATE OF CALIFORNIA acting by and through its Director of the Department of General Services with the approval of the California Department of Forestry and Fire Protection (collectively, the "State") and GARBERVILLE SANITARY DISTRICT ("Grantee").

State, pursuant to the provisions of the State of California Government Code Section 14666, hereby grants unto Grantee, its successors and assigns forever, a non-exclusive easement to locate, relocate, construct, reconstruct, alter, use, maintain, inspect, repair and remove an underground water pipeline, together with appurtenant valves and other facilities together with appurtenant fixtures and equipment deemed necessary therefor by Grantee, over, on, under and across that certain real property situated in the County of Humboldt, State of California, as described in **Exhibit A**, consisting of one page, and depicted on **Exhibit B**, consisting of one page, attached hereto and by reference both **Exhibit A** and **Exhibit B** are made a part hereof.

This Easement is subject to the terms, limitations, conditions, and covenants in attached **Exhibit C**, consisting of two pages attached here to and by this reference made a part hereof, which shall run with the Easement granted herein, and the Grantee successors and assigns, by acceptance of this Easement agrees to abide by, perform and observe each and all of said terms, limitations, conditions, and covenants set forth therein.



IN WITNESS WHEREOF, the State and Grantee have each caused this instrument to be duly executed as of the date written above.

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

**STATE**

**STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES  
JENNIFER OSBORN, DIRECTOR (A)**

**GRANTEE**

**GARBERVILLE SANITARY DISTRICT**  
a California Public Entity

BY: \_\_\_\_\_  
MICHAEL BUTLER, CHIEF  
Real Property Services Section

BY: \_\_\_\_\_  
LINDA BRODERSEN  
Chair of the Board of Directors

**APPROVAL**

**STATE OF CALIFORNIA  
DEPARTMENT OF FORESTRY AND FIRE  
PROTECTION**

BY: \_\_\_\_\_  
JAMES DeGRAFF  
Real Property Manager

**EXHIBIT A  
LEGAL DESCRIPTION**

PAGE 1 OF 1

**Land Description for a Water Line Easement at the Garberville Forest Fire Station**

A portion of the Northeast quarter of Section 24, Township 4 South, Range 3 East, Humboldt Base and Meridian, being a portion of the 4.652 acre parcel described in the Amended Final Order and Decree of Condemnation No. 47986, recorded in Volume 1105, at Page 598 on September 27, 1971, in the Official Records of Humboldt County, California, described as follows:

Two strips of land ten (10.00) feet in width over existing water lines, lying five (5.00) feet on each side, measured at right angles, of the following described centerlines, extending or shortening the sidelines to terminate at intersected boundary lines, said centerlines being more particularly described as follows:

**CENTERLINE 1: Commencing** at a found 3/4 inch iron pipe with a 2-1/4 inch brass cap stamped "CALIFORNIA DIVISION OF FORESTRY" marking the southeasterly terminus of that certain course described in above referenced Amended Final Order of Decree and Condemnation as "South 77 degrees 20 minutes East 229.60 feet" and from said found 3/4 inch iron pipe another found 3/4 inch iron pipe with a 2-1/4 inch brass cap stamped "CALIFORNIA DIVISION OF FORESTRY" marking the northwesterly terminus of that certain course described in the above referenced Amended Final Order of Decree and Condemnation as "South 49 degrees 53 minutes East 78.55 feet" bears the following two courses:

- 1) North 77°20' West, 229.60 feet,
- 2) North 49°53' West, 78.55 feet,

Thence, from said **Point of Commencement**, North 77°20' West, 113.37 feet to the **Point of Beginning**; thence, from said **Point of Beginning** the following three (3) courses:

- 1) North 88°40'30" East, 124.87 feet,
- 2) North 79°08'18" East, 42.57 feet to a point herein designated as **Point A** for further reference,
- 3) North 79°08'18" East, 180.54 feet to a point in the southeasterly line of said parcel and the end of herein described Centerline 1.

**CENTERLINE 2: Beginning** at that point herein designated as **Point A** in said Centerline 1 above; Thence from said **Point of Beginning** the following ten (10) courses:

- 1) North 30°02'24" West, 128.52 feet,
- 2) North 76°32'32" West, 51.16 feet,
- 3) North 28°58'16" West, 47.62 feet,
- 4) North 08°51'52" East, 58.92 feet,
- 5) North 34°49'45" West, 52.40 feet,
- 6) North 31°26'07" West, 117.65 feet,
- 7) North 54°49'10" West, 12.47 feet,
- 8) North 88°22'00" West, 63.16 feet,
- 9) North 53°30'25" West, 17.58 feet,
- 10) North 40°36'56" West, 107.15 feet

to a point in the westerly line of said parcel and the end of herein described Centerline 2.

End of Description.

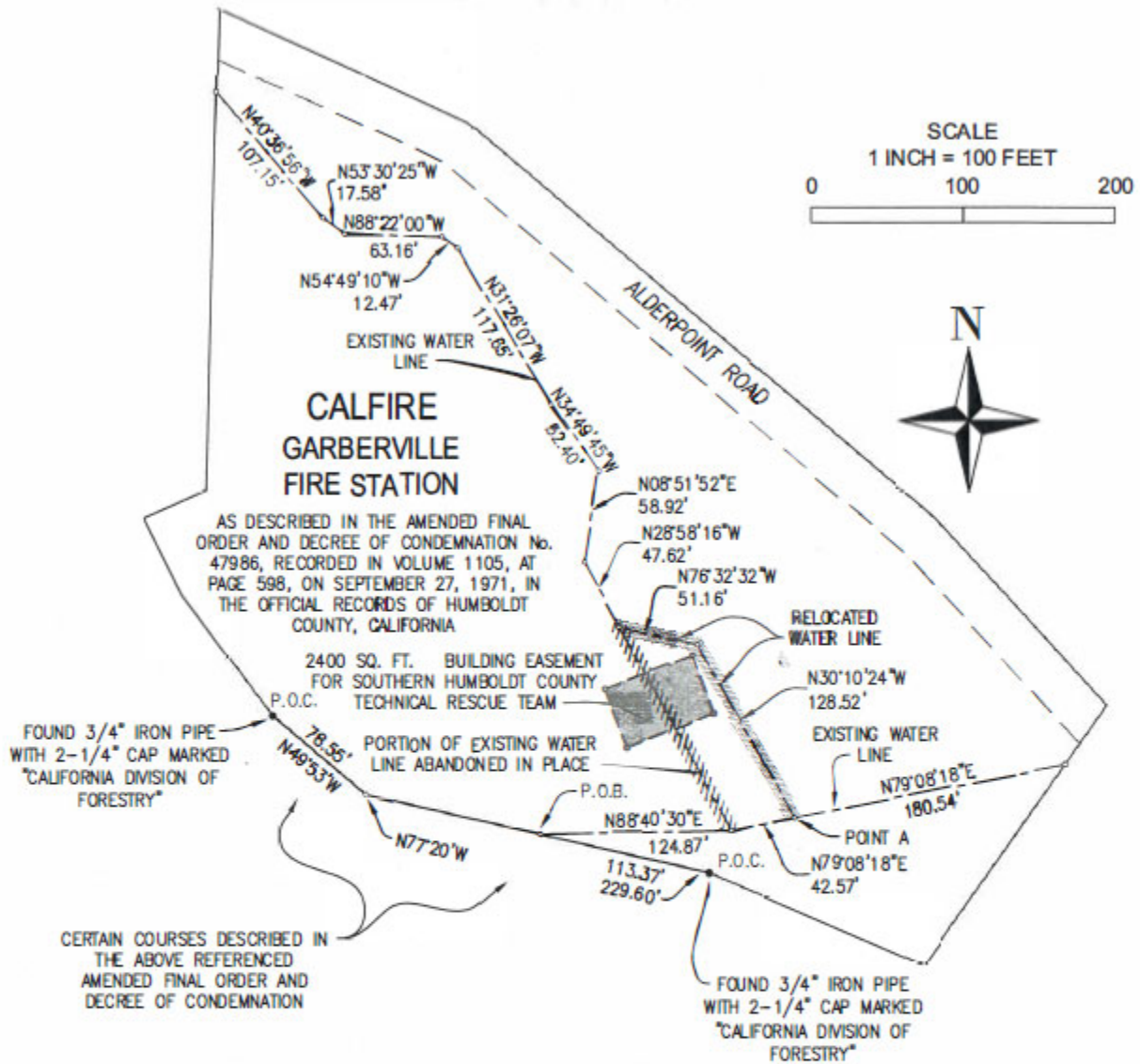
This description is prepared pursuant to Sections 8708 and 8761 of the Professional Land Surveyors Act.

  
Jeffrey Gawronski PLS No. 7733

10.07.2020  
Date



**EXHIBIT B**  
**PAGE 1 OF 1**



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



F:\Data\Tech Services\FordFiles\Garberville FS\2018 SHORT Shed Easement\Garberville FFS 2018.dwg Revised 10/07/2020, JDC

**EXHIBIT C**  
**TERMS, CONDITIONS, LIMITATIONS AND COVENANTS**  
PAGE 1 of 2

PROVIDED, this Easement is subject to the following terms and conditions:

1. This Easement is subject to existing contracts, leases, licenses, easements, encumbrances, and claims which may affect said real property and the use of the word "Grant" herein shall not be construed as a covenant against the existence of any thereof.
2. Grantee waives all claims against State, its officers, agents, and employees, for loss or damage caused by, arising out of, or in any way connected with the exercise of this Easement, and Grantee agrees to protect, save harmless, indemnify, and defend State, its officers, agents and employees, from any and all loss, damage or liability, including, without limitation, all legal fees, expert witness or consultant fees and expenses related to the response to, settlement of, or defense of any claims or liability, which may be suffered or incurred by State, its officers, agents and employees caused by, arising out of, or in any way connected with exercise by Grantee of the rights hereby granted, except those arising out of the sole negligence of State.
3. State reserves the right to use said real property in any manner, provided such use does not unreasonably interfere with Grantee's rights hereunder.
4. State reserves the right to require Grantee, at State's expense, to remove and relocate all improvements placed by Grantee upon said real property, upon determination by State that the same interfere with future development of State's property. Within 180-days after State's written notice and demand for removal and relocation of the improvements, Grantee shall remove and relocate the improvements to a feasible location on the property of State, as designated by State, and State shall furnish Grantee, with an Easement in such new location, on the same terms and conditions as herein stated, all without cost to Grantee, and Grantee thereupon shall reconvey to State the Easement herein granted.
5. This Easement shall terminate in the event Grantee fails for a continuous period of 18-months to use this Easement for the purposes herein granted. Upon such termination Grantee shall forthwith upon service of written demand, deliver to State, at no cost to State a quitclaim deed, to its right, title and interest hereunder. Should Grantee fail or refuse to deliver said quitclaim deed, State may record in the Recorder's Office of the County in which said real property is located, a written notice reciting said failure, and such recordation shall, after 10-days from the recordation of said notice, be conclusive evidence of such termination against Grantee. Grantee shall, upon State's request, without cost to State, and within 90-days from written demand by State, remove all property placed by or for Grantee upon said real property and restore said premises as nearly as possible to the same condition they were in prior to the execution of this Easement. In the event Grantee should fail to restore the premises in accordance with such request, State may do so at the risk of Grantee, and all costs of such removal and restoration shall be paid by Grantee upon demand.
6. In performing any work, including excavation, on said real property of State, Grantee shall take all reasonable measures to make the same in such manner will cause the least injury to the surface of the ground around such excavation, and replace the earth so removed by it and restore the surface of the ground and any improvement thereon to as near the same condition as they were immediately prior to commencement of Grantee activities pursuant to this Easement as is practicable.
7. Grantee understands that said Easement is within a State fire station and Grantee agrees to abide by certain regulations and restrictions concerning Grantee's access to said Easement:
  - a. Prior to any entry upon said land for any of the purposes herein set forth, Grantee shall notify State by written or oral notice to the authorities in charge of said fire station;
  - b. Grantee shall restrict travel to such roads or routes within said fire station as said authorities in charge may reasonably designate;
  - c. Use of said roads or routes by Grantee shall be restricted to that use reasonably necessary in connection with the construction, operation, maintenance and repair of said water pipeline;

**EXHIBIT C**  
**TERMS, CONDITIONS, LIMITATIONS AND COVENANTS**  
PAGE 2 of 2

- d. Grantee shall not consent to the use of any of said roads or routes by members of the public without approval of State;
  - e. Access rights granted by this Easement may be restricted by said authorities in charge in the event that turmoil or emergency conditions are occurring at said fire station; and
  - f. Any access to the fire station by Grantee and agents of Grantee to conduct the activities permitted under this Easement shall be as directed by the authorities in charge of the fire station. Additional escort and security may be required by said administrator(s).
8. Grantee agrees to comply with the following conditions:
- a. In the event an emergency develops on the site, Grantee agrees to cooperate with respect to State's security concerns and to allow State to respond to such emergency;
  - b. Grantee will comply with all reasonable rules and regulations adopted by fire station authorities. No article or material deemed by fire station authorities to be considered as contraband shall be brought on said real property. Contraband includes, but is not limited to, beer, alcoholic beverages, narcotics, tobacco, the possession or use of firearms, explosives, edged weapons, and restricted controlled substances;
  - c. Grantee may only use such equipment in the Easement area that is reasonably necessary to exercise Grantee's rights under this Easement. Grantee agrees to remove all equipment from the Easement area within 24-hours of completion of work; and
  - d. Grantee shall conduct all activities so as to protect the health, safety, and well-being of those people upon the Easement area of the fire station facilities.
9. Grantee has the right, from time to time, to trim or to cut roots and brush now or hereafter within, or alongside the Easement area, which now or hereafter may interfere with or be a hazard to the fire station installed hereunder, or as Grantee deem necessary to comply with applicable State or federal regulations.
10. In the event a waterline easement exists where the existing water pipeline is to be abandoned, Grantee does hereby, REMISE, RELEASE AND QUITCLAIM to the State, its successors and assigns, any and all of its right, title interest, and claim in and to that portion of real property situated in State of California, County of Humboldt as described in the Amended Final Order of Condemnation Recorded September 27, 1971 in Book 1105 at page 598 of the County of Humboldt Official Records.

**End of Exhibit C - Terms, Conditions, Limitations and Covenants**

**GARBERVILLE SANITARY DISTRICT  
P.O. BOX 211  
GARBERVILLE, CA 95542**

**CERTIFICATE OF ACCEPTANCE**

This is to certify that the interest in real property conveyed by the AGREEMENT AND GRANT OF EASEMENT WATER PIPELINE, dated February 23, 2021 from The State of California (Grantor) to Garberville Sanitary District (Grantee), a political corporation and/or governmental agency is hereby accepted by the undersigned officer or agent on behalf of the Board of Directors of said Garberville Sanitary District pursuant to authority of the Board of Directors action on February 23, 2021, at a regular board meeting, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: February 23, 2021

Garberville Sanitary District  
Board of Directors

By: \_\_\_\_\_  
Linda Brodersen,  
Chair of the Board

ATTEST:

\_\_\_\_\_  
Clerk of Board of Directors



February 17, 2021

Angie Wei  
Legislative Affairs Secretary  
Office of the Governor  
State Capitol  
Sacramento, CA 95814

Keely Martin Bosler  
Finance Director  
California Department of Finance  
State Capitol, Room 1145  
Sacramento, CA 95814

**RE: Special District COVID-19 Impacts and Priorities**

Dear Ms. Wei and Ms. Bosler:

On behalf of over 1,000 independent special districts and affiliates, the California Special Districts Association (CSDA) appreciates the opportunity to meet with you to discuss special district COVID-19 response and impacts and to have a conversation about how we can best work with the administration to address special district concerns moving forward.

In preparation for our February 18, 2021 discussion, below we provide an update on our requests of the administration and background on special district COVID-19 response and impacts. Additionally, we have enclosed an updated infographic on special district impacts and two one-pagers on priority policy issues that could have a marked impact on special district finances and local economic recovery.

**REQUEST FOR RELIEF AND GUIDING PRINCIPLES**

**Unlike the State, cities, counties, businesses, and non-profits, special districts have not received direct access to coronavirus relief funding. In fact, based on a survey of our membership only about 11 percent of special districts have received any form of federal, state, or local COVID-19 financial support.**

**Special districts project \$2.43 billion in fiscal impacts due to COVID-19 response by December 2021, with \$1.92 billion in budget impacts already realized since the Governor's March 2020 emergency orders. Without special district access to state and/or federal assistance, communities statewide will experience further reductions to essential services and to the 120,000 front-line workers employed by special districts.**

**CSDA respectfully requests the following actions to provide relief to special districts in the ongoing efforts to confront the pandemic:**

**1. EQUITABLE ACCESS TO COVID-19 FUNDING ASSISTANCE AND OTHER ECONOMIC RECOVERY MEASURES**

Where special districts are providing services prioritized by your administration, we ask that the special districts providing these services to local communities be equitably included, in the appropriate scope and scale, in local government investments:

**Access to Coronavirus Relief Funds.** Extend revenue relief to special districts, who have not been able to access prior state or federal funds to mitigate COVID-19 impacts, and explicitly include special districts when making future determinations. Like our city and county partners, special districts are delivering

essential services to our communities. However, unlike cities and counties, special districts have not been included in state or federal stimulus funding or received access to the same financial tools.

**Assistance in Accessing Future Federal Relief.** Support on special district efforts to secure access to federal local government coronavirus relief funding.

**Inclusive Investments in Infrastructure Projects and Economic Stimulus Funding.** As the state addresses the unmet needs and service gaps we are facing in communities across California, in addition to appropriately seeking answers to the vital needs of small businesses and schools it is imperative the administration simultaneously consider the essential role of local government – including special districts – as an economic driver. Many special districts report delaying capital improvement projects due to COVID-19 impacts, which translates to a lack of investment in local economies and a retraction of job opportunities in communities throughout California. Additionally, special districts employ an essential workforce of over 120,000. As a direct result of COVID-19 related budgetary challenges, 33 percent of special districts have or will have to reduce their workforce and 42 percent have or will have to reduce their services. In disadvantaged communities, the number of districts reducing service levels rises to 47 percent.

The consequences of special district revenue shortfalls and reduced staffing and service levels on the lives and livelihoods of communities must be a consideration in the overall context of these discussions. Compounding these challenges, over one-third of special districts report experiencing impacts from 2020 natural disasters. Commensurately, we ask that special districts be specifically included in any investments dedicated to a green economy and/or climate resiliency and adaptation projects as a way of boosting local economies today and laying the foundation for thriving communities for all Californians in the years ahead.

- 2. DO NO HARM.** Special Districts, like all local governments are meeting the moment, often with less resources. With special districts and other local governments striving to maintain operations and concurrently prepare for the next disaster, one of the most impactful measures that can be taken is to hold off on any new legislation and regulations that would create additional financial and staff burdens on local entities. While such proposals are well-intentioned, we ask for a pause on these discussions until local government can begin to rebound from the current crisis. New mandates, duties, compliance with new regulations, costs, or reductions in revenue only impede recovery and efficient delivery of service. Some ideas and proposals that warrant being paused or rejected during these difficult times include property tax deferrals, curbs on development impact fees and connection and capacity charges, revenue losses from new tax increment financing schemes, changes in pension law that would increase pension costs on public employers, and any new mandates.

## **DEMONSTRATED NEED**

**Notwithstanding an anticipated 2.43 Billion in fiscal impacts by the end of the year, special districts have not been included in the State and federal resources made directly available to cities, counties, small business, non-profits, and individuals to aid in COVID-19 response impacts.**

Special districts provide many of the same or similar types of services cities provide to their residents and provide the infrastructure and essential services that cities or counties do not otherwise provide to their communities. However, special districts receive neither sales nor income tax revenue, relying instead on property tax revenues, fees for service, and other sources of income such as leases and grants. Many of these funding streams have been dramatically compromised due to pandemic response operations.

The districts who have continually reported experiencing the highest proportions of financial duress also provide public services most critical to COVID-19 community response, including:

- Water treatment and delivery
- Sanitation and wastewater services



- Fire and police protection
- First response and emergency services and healthcare
- Parks and recreation or open space

Small and rural counties are often served by special districts, who provide the critical and life sustaining services in areas of the state that have received the least investment. As noted in the January 19, 2021 State Auditor Report, urban counties received twice the amount of Coronavirus Relief Funds compared to smaller counties in California, despite similar COVID-19 transmission rates and impacts. When special districts are additionally left out of funding opportunities for local government, the inequity in the state's investment in these smaller and often disadvantaged communities is further compounded. To secure a more equitable outcome, it is crucial the state not only target investments to smaller regions, disadvantaged communities, and vulnerable populations, but also prioritize the essential service providers to these same groups by including special districts in its funding and resource determinations.

Despite the challenges presented by revenue losses and pandemic response impacts, special districts continue to reliably operate and maintain the state's critical infrastructure and deliver essential local services to California's communities. However, local communities are experiencing direct impacts from reduced staffing and service levels as impacts continue to mount and assistance continues to be withheld.

### SUMMARY OF SPECIAL DISTRICT IMPACTS

**The pandemic's fiscal toll on special districts is greater than previously expected, with revenue losses most substantial among recreation and park, port and harbor/transit, fire protection, healthcare/emergency services, and water districts. As of February 5, 2021, special districts report:**

<b>Expected total impact, March 2020-December 2021:</b>	<b>\$2.43 billion</b>
<b>Experienced total impact as of Feb. 5, 2021:</b>	<b>\$1.92 billion</b>
<b>Proportion reducing essential services:</b>	<b>42 percent</b>
<b>Proportion reducing workforce:</b>	<b>33 percent</b>
<b>Proportion serving a disadvantaged community:</b>	<b>58 percent</b>
<b>Proportion impacted by 2020 disasters:</b>	<b>36 percent</b>
<b>Accessed relief funding:</b>	<b>11 percent</b>

#### **Budget Impacts Continue to Accelerate:**

- **\$250 Million:** Just two months into the state's orders, direct impact statewide as of May 5, 2020 to special districts was approximately \$250 million, with roughly \$80 million in unbudgeted emergency management costs and an estimated \$167 million in operating revenue loss due to COVID-19.
- **76 percent:** As of May 5, 2020, 24 percent of districts were currently experiencing significant budget or cash flow issues or would be by June 2020, and 76 percent expected to experience cashflow issues by June 2021, which means approximately 1,500 special districts experiencing financial duress by summer.
- **\$1.26 Billion:** Just four months into the state's orders, as of July 1, 2020 special districts reported an anticipated \$1.26 billion in budget impacts between the onset of the pandemic and July 2021 (the end of the fiscal year).
- **\$2.43 Billion:** As of February 5, 2021 reported budgetary impacts had dramatically increased to an estimated \$1.9 billion in actual revenue impacts and \$2.54 billion in anticipated total losses and expenditures projected through the end of the calendar year, with approximately 86 percent of the overall impacts reported as revenue loss.
- **11 percent:** Only an estimated 11 percent of California's approximately 2,000 independent special districts received any form of fiscal assistance from federal, state, or local COVID-19 relief programs. Those who were granted access received relief in the form of FEMA reimbursements, special CARES Act funding programs (healthcare, transit), and a handful of local county grant program assistance.

### Direct Community Impacts:

- **120,000+:** Special districts contribute to the vitality of their local economies, providing over 120,000 jobs statewide and creating many more employment opportunities in their communities through local infrastructure projects.
- **42 percent:** As of February 5, 2021, over the same period, 42 percent of special districts have reduced their workforce levels or plan to. **33 percent:** As of February 5, 2021, since the inception of the state's COVID-19 response measures in March 2020, one in three districts have established sustained cuts in service levels or plan to in the near future.
- **40 percent:** As of May 5, 2020, 40 percent of districts reported they anticipated cutting services critical to public health and safety, such as fire protection-related services, sanitation and wastewater services, utility-related services (water and electrical utility), or first response and healthcare services (including ambulance, emergency services, non-emergency medical transport, and hospital services).

While impacts span across all district types and services, districts of varying sizes and financial resources, and districts serving communities across California's geographical and socioeconomic spectrum, those most at risk have the smallest operating revenues often serving the most vulnerable populations.

- **55 percent** Have operating revenues \$1 million and below.
- **58 percent:** Of the special districts reporting COVID-19 fiscal impacts, 58 percent provide services to a disadvantaged community.
- **36 percent:** Of the special districts reporting COVID-19 fiscal impacts, 36 percent of districts were impacted by a 2020 natural disaster.
- **52 percent:** Of those districts who were disaster-impacted, 52 percent experienced direct impacts on budget and/or infrastructure.

### SPECIAL DISTRICTS CONFRONTING COVID-19

**Our members are on the front lines, ensuring the delivery of critical services to California's communities such as water, wastewater, electricity, fire and police protection, healthcare delivery and first response, access to parks and open space, transportation and commerce, and more.**

- **Utility services** provided by special districts have made it possible for California's stay at home orders to be successfully adhered to as residents' immediate needs for water, sanitation, and electricity continue to be provided for in a safe and reliable manner, even when customer payments are outstanding. Publicly owned utility providers have experienced soaring arrearages, with unpaid water bills totaling \$1 billion statewide according to the State Water Resources Control Board; juxtaposed against the Legislative Analyst Office's projection of \$400 million in statewide rental debt, utility arrearages cast a large shadow on the economic stability of Californians most impacted by coronavirus response impacts. Funding assistance would allow customers to receive relief from economic and utility debt and will stabilize utility agencies' impacts.

Despite the substantial revenue losses special districts who provide utility services are experiencing, these districts continue to work with their customers on payment plans and other options, including increasing public education and outreach. Some districts have postponed critical rate increases, while others are looking at whether future rate increases will be necessary, acknowledging affordability issues may be exacerbated in many communities least able to pay more. Unfortunately, in many cases, these actions have necessitated the deferral of maintenance and suspension of capital improvement projects fundamental to the immediate and long-term prosperity of local economies.

- **Fire and police protection, healthcare, and other districts with first responders**, health, and safety workers are critical to local COVID-19 response in communities throughout the state. Despite being the first line of defense and increasing their community responses to combat the pandemic, these districts have experienced notable revenue losses due to the state's COVID-19 measures. For example:
  - Healthcare districts shut down and then limited non-COVID19 hospital and community patient care services while simultaneously increasing staffing to prepare for a surge and equipping staff to be able to care for patients adequately and safely.
  - Fire protection districts curtailed ambulance services to reduce loads on hospitals, foregoing revenues critical to district operations, while many concurrently pivoted operations to address local needs, such as creating mobile units with physicians able to triage on site, placing nurses in dispatch centers, and assigning ambulance units to testing sites to expedite access.
- **Recreation and Park districts, Library districts, and Community Services districts** serve as the connective tissue for quality of life in their community, delivering critical childcare, educational, and health and wellness services local families depend on. Revenue losses have been substantial due to cancelled sports leagues, instructional classes, tours, fundraisers, facility rentals, and other programs that generate the revenues that sustain ongoing operations. At the same time, these districts have dedicated available resources to meet the specific needs of their communities during this public health crisis. For example:
  - Many Recreation and Parks districts developed programs to offer affordable child-care, assisting healthcare and essential workers with childcare needs.
  - Districts operating parks and open spaces have served as a mental health outlet for Californians throughout the state, ensuring access to trails, open spaces, and opportunities for physical activity and to connect with nature during the duration of the state's COVID-19 restrictions. These facilities have received exponentially greater usage than normal throughout the pandemic, with reduced funding to maintain them.
  - Library districts created innovative programming to fill gaps created by distance learning, providing virtual homework clubs, one-on-one tutoring, literacy programs, drive through material check out, and more to ensure equity in access to educational opportunity. Additionally, some of these districts diverted their staff resources to contribute to the immediate and urgent public health needs of their patrons, including making and distributing masks for their community before they were readily accessible and meal delivery for the elderly and vulnerable.

**Transit, Airport, and Port and Harbor districts** have experienced a sharp curtailment in ridership and operational revenues which have had an immediate impact on both employment and commerce and will continue to have lasting ripple effects on the process of economic development. While federal programming has targeted some transportation-based impacts, losses continue to significantly outpace resources. And yet these districts continue to serve as the backbone of local economies, maintaining services and keeping passengers who rely upon public transit safe.

Just as California is calling for federal assistance, we recognize this extraordinary crisis necessitates partnership from all levels of government to manage impacts over the longer term. We continue to seek your partnership and that of local, State, and federal leaders as we work to rebound from the mounting economic impacts of COVID-19 response. CSDA respectfully asks for your support and looks forward to meeting with you to discuss how we can best work toward solutions together.

Sincerely,



Alyssa Silhi  
Legislative Representative

CC: The Honorable Toni Atkins, President pro Tempore, California State Senate  
The Honorable Anthony Rendon, Speaker, California State Assembly

The Honorable Scott Wilk, Senate Republican Leader  
The Honorable Marie Waldron, Assembly Republican Leader  
The Honorable Nancy Skinner, Chair, Senate Committee on Budget and Fiscal Review  
The Honorable Jim Nielsen, Vice-Chair, Senate Committee on Budget and Fiscal Review  
The Honorable Phil Ting, Chair, Assembly Committee on Budget  
The Honorable Vince Fong, Vice-Chair, Assembly Committee on Budget  
The Honorable Mike McGuire, Chair, Senate Governance and Finance Committee  
The Honorable Cecilia Aguiar-Curry, Chair, Assembly Local Government Committee  
The Honorable Tom Lackey, Vice-Chair, Assembly Local Government Committee



# SPECIAL DISTRICTS COVID19 IMPACTS

More than 2,000 independent special districts continue providing critical infrastructure and essential services to millions of Californians. Unlike cities, counties, businesses, and non-profits, these local governments have not received direct federal or state Coronavirus relief funding.

**Total Fiscal Impact**

**\$2.43**  
*billion*  
March 2020 – December 2021, projected

**\$1.92**  
*billion*  
Realized by February 5, 2021

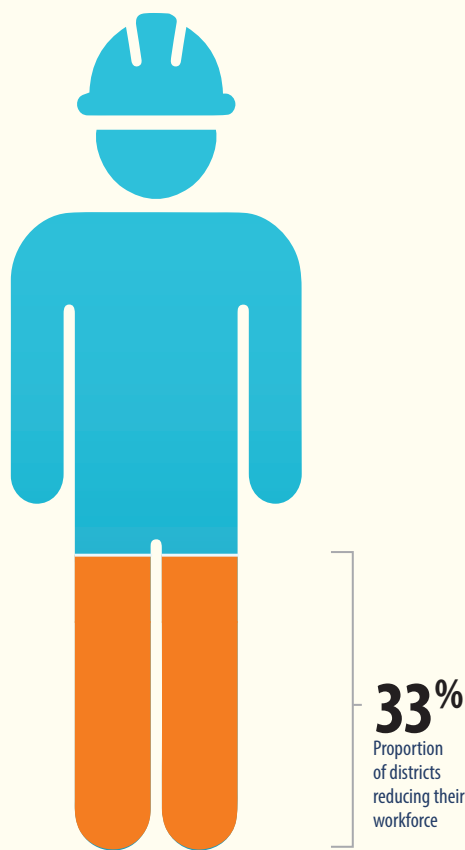
Approximately 86 percent of the overall impacts are reported as revenue losses.

**Community Impact: Economic Development**

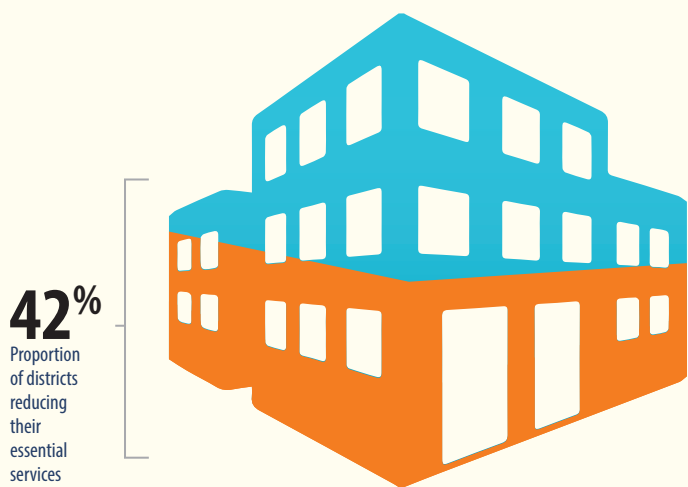
**120,000+**  
Special districts employ over 120,000 front-line workers statewide.

**58%**  
Special districts reporting COVID-19 fiscal impacts provide services to a disadvantaged community.

**Community Impacts: Reduced Workforce**



**Community Impacts: Reduced Essential Services**

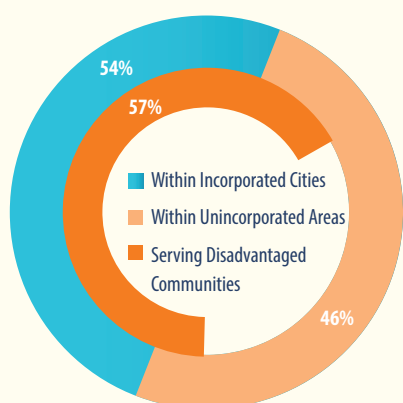


**SPECIAL DISTRICTS OPERATE CRITICAL FACILITIES AND INFRASTRUCTURE AND PROVIDE LOCAL SERVICES ESSENTIAL TO THE PUBLIC'S HEALTH AND SAFETY**  
Airport, Harbor/Port, Flood Control/Levee, Healthcare, Fire Protection, Sanitation, Utility/Energy, Water, Transit

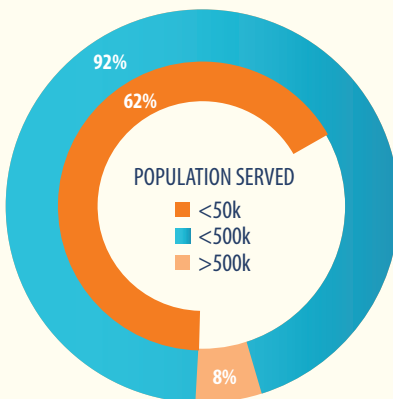


**SPECIAL DISTRICTS MEET THE NEEDS OF CALIFORNIA'S DIVERSE COMMUNITIES**

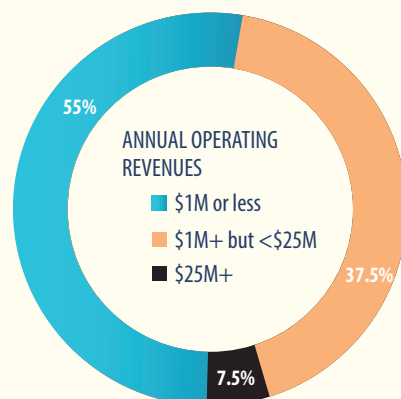
**SPECIAL DISTRICTS SERVE VARIED COMMUNITIES**



**SPECIAL DISTRICTS SERVE COMMUNITIES LARGE AND SMALL**



**SPECIAL DISTRICTS HAVE A SPECTRUM OF FINANCIAL RESOURCES**



Without special district access to COVID-19 funding relief, communities statewide will continue to experience reductions in essential services, cuts to front-line workforces, and deferrals of critical infrastructure projects.

**11%**

**ONLY 11% OF ALL CALIFORNIA SPECIAL DISTRICTS HAVE RECEIVED ANY FEDERAL, STATE, OR LOCAL COVID-19 FISCAL ASSISTANCE. WE CALL ON THE STATE TO ENSURE SPECIAL DISTRICT ACCESS TO COVID-19 FUNDING RELIEF.**

\*Data and assumptions: The California Special Districts Association conducted a statewide survey January 13 through February 5, 2021 open to all independent special districts across California regardless of membership status. Data captured for this survey represents individual responses from 223 special districts.



# Special Districts Are Essential To California's Climate Preparedness



## To Help Prepare Communities Against the Next Disaster the Governor and Legislature Must:

- 1. Create a reliable funding source** for projects related to community resiliency due to changing climate conditions.
- 2. Specify special districts are universally eligible** if they are also doing the work.
- 3. Prioritize equity and accessibility** by allowing for advance payment of grant funds, providing for technical assistance, streamlining the grants process, and expanding access for smaller communities and the agencies who serve them.
- 4. Ensure funding is adequate** to accomplish the goal of proposed projects and delivered in an efficient and timely manner.
- 5. Target funding to shovel-ready projects** to transition to climate resilient infrastructure faster and enhance economic recovery opportunities in local communities.

Special districts build, operate, and maintain the critical infrastructure and natural lands that will need to stand strong against rising temperatures and drought, increasingly severe storms, insect outbreak and catastrophic wildfire, sea level rise and ocean acidity, flooding, and erosion.



## Special Districts Are Innovative Leaders In Building Community Resiliency Against Climate Impacts

Many special districts throughout the state are leaders in climate adaptation, preparing their communities to be resilient. However these projects require substantial funding to plan and implement. To meet the needs of communities statewide, the state must allocate additional resources to prepare critical infrastructure against future disasters.

These local governments need the state, as a global leader on climate adaptation, to be a strong partner in order to meet the urgent and growing needs of California's communities to ensure the delivery of reliable and consistent essential local services that keep Californians healthy and safe.

- SEA WATER INTRUSION
- PROTECTING HEADWATERS
- FOREST MANAGEMENT
- DEFENSIBLE SPACE
- RESILIENT WATER SUPPLY
- ZERO EMISSIONS FUTURE
- RENEWABLE ENERGY
- ENVIRONMENTAL RESTORATION
- CLEAN POWER



### WHAT IS AN INDEPENDENT SPECIAL DISTRICT?

Independent special districts are local agencies, separate and apart from any counties, cities, or other government agencies. Often formed by the communities they serve, California's special districts provide vital services like water and energy, fire protection and public safety, wastewater treatment, parks and recreation, open space, and much more. They safeguard our communities, keep our families healthy, and help our state thrive. ([csda.net/special-districts/learn-about](https://csda.net/special-districts/learn-about))



#### WHAT IS AN INDEPENDENT SPECIAL DISTRICT?

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## What Are Development Impact Fees?

Development impact fees are those fees authorized by the Mitigation Fee Act that are assessed to mitigate the impact of development and help fund the infrastructure needed to provide essential services to growing communities.



### More About Development Impact Fees

All development: commercial, residential, or industrial comes with associated impacts and needs for services. Special districts use impact fees to fund the infrastructure necessary to provide essential services to the community such as fire protection, parks and open space, flood protection, libraries, and more.

Other fees such as “**connection and capacity charges**” are different from “impact fees”. While both are governed largely by the Mitigation Fee Act, and both provide essential local infrastructure, connection fees and capacity charges are one-time fees that reflect the reasonable cost of service provided to the customer by a water or sewer agency. In addition to the stringent requirements of the Mitigation Fee Act, connection and capacity charges are also governed by **Proposition 26**, which prohibits an agency from waiving, discounting, or establishing differential rates that pass on costs associated with obtaining water and/or wastewater service to the general customer base or to other fee payers.



### How Are Impact Fees Spent?

The Mitigation Fee Act allows local agencies to purchase real property such as land for parks, open space or other uses.

Fees may also be spent on related facilities and equipment such as a fire station with the associated fire-fighting apparatus, or a community park and recreation facility with playgrounds and athletic fields. Impact fees cannot be spent on general or ongoing operations or unrelated facilities.



### How Are Impact Fees Assessed?

Only those local agencies that have land-use authority (cities and counties) may impose impact fees. However, cities and counties may impose and collect fees on behalf of an independent special district to facilitate the delivery of essential services in a growing community.

Fees must meet several requirements, determined by a “nexus study”, which is an analysis to determine the appropriate fee based on its relationship to the planned development and associated services. This includes specifying the purpose and use of the fee, and may also include identifying what facilities will be built, the need for the planned facility, and the costs to construct it.



### How Are Districts Held Accountable for the Fees?

Special Districts are held to the same transparency standards that we have come to expect from our local agencies, including public records and public meetings law. Their boards are directly accountable to their community, with most board members directly elected by the public they serve or sometimes appointed to fixed-terms by another elected body.

Nexus studies and fee schedules are public and are presented at a public hearing. The land-use authority must also approve the fees. The funds collected can not be co-mingled with other funds. The fund balances and expenditures are public and subject to certain timelines and statutory requirements to ensure that the funds are spent as intended.

## CANNABIS WATER USE AND CAPACITY STUDY

February 16<sup>th</sup> 2021

Doug, Rio, Mary and I met on February 16<sup>th</sup> to discuss the changes in permitting for cannabis, the water capacity for GSD and how we can ensure adequate water for future growth of the District while having a water consumption limit.

I have included the talking points for you to consider as we continue meeting to prepare for all potential growth within the District and provide oversight on the various projects, scenarios and considerations of water consumption demands.

1. Develop a water demand cap for cannabis irrigation not to exceed 5,000,000 gallons annually.
2. Require applications be filled out completely before issuing a will serve letter
3. Update applications to include mandatory storage tanks, parcel size, all County permits
4. Review application annually and update as needed
5. Possible nonrefundable down payment with application with connection fee upon approval
6. Enforcement of cannabis irrigation and requirements for unpermitted farms which use GSD water.
7. How to enforce unpermitted cannabis irrigation? Can we turn water off for non-compliance even when service charges are paid but no application or permit?
8. Can permits be sold?
9. Should we have separate tiered rates for cannabis irrigation both permitted and not?
10. Can Ag-Meter connection fees be reimbursed if property sells or permit not obtained
11. Does Cannabis manufacturing require same oversight as irrigation?

Thank You for participating in this process as it is very important for our water use demands and planning for the future.



### 5.3.1 Vacation

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

- a. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee in an annual check at end of calendar year.
- b. **The General Manager will not be paid for vacation time accrued above 240 hours annually and will only be paid for unused vacation time, not to exceed 320 hours (2 months), when terminated from GSD employment.**
- c. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.
- d. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- e. After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.
- f. **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.**
- g. **Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee in an annual check at end of calendar year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.**

*Adopted: June 27, 2017*

**( If approved (I) will become (F) and then continue in order)**

- h. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.**
- i. An employee eligible for paid vacation may request approval by the General Manager or designee to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off. Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General manager or designee..
- j. 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.
- k. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- l. Full-time employees are eligible to use accrued vacation after six months of employment.

**Sec 10.9 Annual Fee for Discontinuance of Service.** Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years **or unless there is an approved justification for extension.**

**The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.**

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service **wants requires** reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension **beyond which exceeds** two years will only be granted if approved by the General Manager or designee.
- d. Any request for an approved “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.**
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.**

Adopted 4/26/16

# WATER/SEWER DISCONTINUANCE APPLICATION



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

## Applicant Information:

Name: (Owner) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Assessor Parcel Number: \_\_\_\_\_

## Garberville Sanitary District Requirements for [Discontinuance of Service](#)

1. A \$500 **water and \$200 Sewer** discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue **with payment required monthly** and if non- payment occurs, GSD will pursue every allowable legal option **including discontinuance of service, requiring a new connection fee.**
2. If you discontinue service **without paying the monthly service charges or annual discontinuance of Service fee**, there will be a connection fee due before any service will be provided to the property **or you must pay all past service charges; whichever is greater.**
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnection fee which will keep your account active without paying a monthly service charge.
4. **Discontinuance Fees must be approved by the General Manager or designee.**

### Please Contact District Office for options available

By signing this **Discontinuance of Service Application form** I acknowledge that **I will not have water/sewer service and may have to pay a new connection fee for service if not approved. GSD may not have adequate water to reconnect this property in the future and a reconnection fee will be due if water is available.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GSD: Account # \_\_\_\_\_ Meter # \_\_\_\_\_

General Manager Signature \_\_\_\_\_

**RESOLUTION 21-001**  
**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY**  
**DISTRICT TO CHANGE WATER ORDINANCE,**  
**SEC. 10.9 ANNUAL DISCONTINUANCE SERVICE FEE**

**A. WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 10.9, Discontinuance of Service

**B. WHEREAS,** Resolution 21-001 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, that discontinuance of service will only be allowed within the guidelines of this ordinance.

**C. WHEREAS,** This Resolution explains that it violates GSD Ordinance when you discontinue service without authorization and that you are responsible for monthly service charges unless qualified for a discontinuance of service fee.

**D WHEREAS,** The adaption of Resolution 21-001 will take effect immediately and will describe the Discontinuance of Service process and associated fees.

**E. WHEREAS,** The new Water Ordinance, Sec. 10.9 Discontinuance of Service, will replace the existing ordinance regarding water and sewer service to a customer who has lost their home or business due to circumstances outside of their control.

**WATER ORDINANCE, SECTION 10.9**

**Sec 10.9 Annual Fee For Discontinuance of Service**

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continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years or unless there is an approved justification for extension.

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- d. Any request for an approved "Discontinuance Fee" must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 10.9, Annual Fee For DISCONTINUANCE OF SERVICE.**

**RESOLUTION 21-001 WAS PASSED, APPROVED AND ADOPTED THIS 23rd DAY OF FEBRUARY 2021 BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Linda Brodersen, Board President**

**ATTEST:**

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**Ralph Emerson, General Manager**