

**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, November 14th 2023
5:00 p.m. – Closed Session with Open Public Session to Follow

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

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Doug Bryan___, Julie Lyon_____, Dan Thomas_____, Richard Landes_____

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

IV. THE BOARD WILL ENTER CLOSED SESSION (5:00pm)

IVa. Questions or Comments about Closed Session Items

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

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 032-211-011, APN 032-211-035, APN 032-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

Motion:

Second:

Vote:

V. RETURN TO OPEN SESSION

Report of action taken in Closed Session

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: November 14th, 2023

In preparation for winter, drainages are being cleaned out, leaks repaired and water meters replaced, while analyzing potential problem areas in the system and equipment. We have been working with customers to address problems they find, while having the meter readers, be observant and report areas of concern, which includes leaking water meters and wet areas in the road or on property.

Mir Holmes has been working with Rick and staff as needed to learn our system, read meters and assist in all areas of operations, when need arises. She has received her Water and Distribution Certificates because she wants to enter this field as a career.

I participated in a State funding fair (on line), and although informative, it was a very broad presentation about shared resources within State, Local and Federal funding sources. I have included a few pages of content in the agenda and if interested, you can go to the website listed to have detailed information about funding opportunities, which we will also pursue. Much of the funding, had very defined requirements that must be met, for approval, such as, drought preparedness measures, climate consideration, diversity and equity staffing and energy efficiency. With Jennie's expertise and contacts, we have used some of the funding opportunities available but will continue to find any grants available.

All employees and Jennie have been working on the tank replacement project, complying with reporting requirements and updating operational plans. The tank project is moving forward, as additional reports are required for compliance. All of us participate in completing the many reports, of which many are now monthly reports and they require a large amount of staff time and Jennie's time.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: November 14, 2023
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: **DRAFT** August 2023 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for August 2023 and are still a draft. WWA has finalized the year end entries in preparation of the audit.

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)	1,675,020.00	219,507.13	230,550.02	(11,042.89)	☹
Total Expense (excl. Depreciation)	1,018,257.74	163,161.20	168,928.99	(5,767.79)	☺
Net Income (excl. Depreciation)	656,762.26	56,345.93	61,621.03	(5,275.10)	☹
Payroll	492,785.99	80,850.74	81,059.33	(208.59)	☹
Repair & Maintenance + Supplies	106,900.00	7,048.90	17,733.34	(10,684.44)	☺

As can be seen on the “Statement of Cash Flows Report for Board - August 2023” and the “Balance Sheet Report for Board as of August 31, 2023”:

- Operational revenues are **\$(11,979.88) UNDER** budget.
- Operational expenses are **\$(5,205.19) UNDER** budget, which is not enough to offset the lower operational revenues.
- Net cash change for August (DRAFT) is **\$ 119,891.19** which goes a long way towards offsetting the large negative cash flow in July.
- Overtime payroll costs are **\$3,128.14 OVER** budget and all payroll costs are barely UNDER budget by **\$(208.59)**.

- The repair and maintenance plus supplies expenses are **\$(10,684.44)** **UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$33,343.54** of a budgeted year-end total of \$100,785.11. We made the final payment on the WWTP SWRCB Loan.
- Expenditures for fixed asset acquisition through August 31, 2023 total **\$49,466.25** of a budgeted year-end total of \$739,00.00. The anticipated expenditures were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	584,000	47,816.25
Meadows Aerial Waterline SRF Grant/Loan	10,000	1,600.00
Bear Canyon Sewer Aerial Preliminary Design	0	50.00
Sunnybank Pump and Motor Replacement + Telemetry	10,000	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Loprest Actuators for SWTP Filters	35,000	
Unspecified	10,000	
Total:	739,000	49,466.25

RECOMMENDED BOARD ACTIONS

1. Review and file the draft reports.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2023.
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 Current Month

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through August 2023

	<u>Current Month</u>	<u>Year to Date</u>
OPERATING ACTIVITIES		
Net Income	(7,096.90)	(12,804.91)
Adjustments to reconcile Net Income to net cash provided by operations:		
1100 · Accounts Receivable	4,279.27	(4,111.23)
1110 · Accts Receivable Over Payments	(874.67)	(1,913.17)
1500 · Prepaid Insurance	5,818.78	(57,967.69)
1501 · Prepaid Workers Comp	919.84	(6,334.28)
1510 · Prepaid Licenses and Permits	2,754.24	(20,636.42)
2000 · Accounts Payable	(43,202.98)	(128,048.36)
20000 · Account Payable		26,144.90
2300 · Service Deposits		(200.00)
Net cash provided by Operating Activities	<u>(37,402.42)</u>	<u>(205,871.16)</u>
INVESTING ACTIVITIES		
1315 · Water Grant Receivable	165,759.30	165,759.30
Accumulated Depreciation-Water	23,227.17	46,454.34
Accumulated Depreciation-Sewer	11,348.25	22,696.50
CIP- Bear Canyon Sewerline	(50.00)	(50.00)
CIP - Meadows Aerial Waterline	(1,200.00)	(1,600.00)
CIP-Robertson-Wallan-Hurlbutt T	(43,256.85)	(47,816.25)
Net cash provided by Investing Activities	<u>155,827.87</u>	<u>185,443.89</u>
FINANCING ACTIVITIES		
1400 · Interest Receivable	5,356.28	5,356.28
2500 · N/P - SWRCB	0.00	(25,578.42)
2661 · Ditchwitch Vacuum Trailer	(2,099.63)	(4,190.85)
2665 · RCAC Loan - #0998 Backhoe	(1,790.91)	(3,574.27)
Net cash provided by Financing Activities	<u>1,465.74</u>	<u>(27,987.26)</u>
Net cash increase for period	<u>119,891.19</u>	<u>(48,414.53)</u>
Cash at beginning of period	609,735.56	778,041.28
Cash at end of period	<u><u>729,626.75</u></u>	<u><u>729,626.75</u></u>

GARBERVILLE SANITARY DISTRICT
Balance Sheet with Prev Year Comparison

As of August 31, 2023

	Current Month Aug 31, 23	Begin Year July 1, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	157,674.34	113,735.48	43,938.86
1006 · Umpqua System Reserve - Water	25,814.95	25,814.51	0.44
1007 · Umpqua System Reserve - Sewer	31,273.85	31,273.32	0.53
1011 · Water Enterprise Fund	46,837.82	46,837.03	0.79
1030 · County Treasury - Sewer Reserve	378,495.48	471,892.23	(93,396.75)
1031 · County Treasury - Water Reserve	45,168.17	44,146.57	1,021.60
1035 · Water Capital Improvement Fund	26,001.84	26,001.84	0.00
1036 · Sewer Capital Improvement Fund	18,000.04	18,000.04	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
Total Checking/Savings	729,626.75	778,041.28	(48,414.53)
Accounts Receivable			
11000 · Accounts Receivable - Other	(2,212.01)	(2,212.01)	0.00
Total Accounts Receivable	(2,212.01)	(2,212.01)	0.00
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,109.94)	(4,972.70)	3,862.76
1100 · Accounts Receivable - Other	142,317.44	136,379.35	5,938.09
Total 1100 · Accounts Receivable	141,207.50	131,406.65	9,800.85
1121 · Payroll Tax Overpayment			0.00
1315 · Water Grant Receivable	213,469.70	379,229.00	(165,759.30)
1400 · Interest Receivable	3,409.59	8,765.87	(5,356.28)
1500 · Prepaid Insurance	62,198.21	4,230.52	57,967.69
1501 · Prepaid Workers Comp	6,334.28		6,334.28
1510 · Prepaid Licenses and Permits	24,089.42	3,453.00	20,636.42
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	445,708.70	522,085.04	(76,376.34)
Total Current Assets	1,173,123.44	1,297,914.31	(124,790.87)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	988.75	50.00
CIP - Meadows Aerial Waterline	10,733.44	9,133.44	1,600.00
CIP-Robertson-Wallan-Hurlbutt T	610,197.18	562,380.93	47,816.25
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	15,842.30	15,842.30	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,173,478.62	8,173,478.62	0.00
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet with Prev Year Comparison
As of August 31, 2023

	Current Month Aug 31, 23	Begin Year July 1, 23	\$ Change
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,859,324.31	5,859,324.31	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	315,872.29	315,872.29	0.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,077,339.34)	(3,030,885.00)	(46,454.34)
Accumulated Depreciation-Sewer	(2,671,971.50)	(2,649,275.00)	(22,696.50)
Total Fixed Assets	9,687,426.08	9,707,110.67	(19,684.59)
TOTAL ASSETS	10,860,549.52	11,005,024.98	(144,475.46)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	55,088.82	183,137.18	(128,048.36)
Total Accounts Payable	55,088.82	183,137.18	(128,048.36)
Other Current Liabilities			
2300 · Service Deposits	5,600.00	5,800.00	(200.00)
20000 · Account Payable	26,144.90	0.00	26,144.90
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2225 · Accrued Workers Comp	1,625.45	1,625.45	0.00
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	77,801.48	77,801.48	0.00
Total Other Current Liabilities	151,804.13	125,859.23	25,944.90
Total Current Liabilities	206,892.95	308,996.41	(102,103.46)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	46,097.81	50,288.66	(4,190.85)
2665 · RCAC Loan - #0998 Backhoe		3,574.27	(3,574.27)
2500 · N/P - SWRCB		25,578.42	(25,578.42)
2700 · SRF Loan - Water	1,034,603.30	1,034,603.30	0.00
2900 · Less Current Portion	(77,801.48)	(77,801.48)	0.00
Total Long Term Liabilities	1,002,899.63	1,036,243.17	(33,343.54)
Total Liabilities	1,209,792.58	1,345,239.58	(135,447.00)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,534,070.10	3,530,293.65	3,776.45
Net Income	(12,804.91)	0.00	(12,804.91)
Total Equity	9,650,756.94	9,659,785.40	(9,028.46)
TOTAL LIABILITIES & EQUITY	10,860,549.52	11,005,024.98	(144,475.46)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2023

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	33,430.65	68,300.50	68,985.00	365,000.00	(684.50)
4110 · Commercial	32,274.00	64,405.50	68,040.00	360,000.00	(3,634.50)
Total Water Charges	65,704.65	132,706.00	137,025.00	725,000.00	(4,319.00)
4200 · Sewer Charges	40,693.20	81,415.80	89,775.00	475,000.00	(8,359.20)
4650 · Late Charges	1,305.00	2,535.00	2,000.00	12,000.00	535.00
4700 · Other Operating Revenue	80.00	580.00	416.68	2,500.00	163.32
Total Income	107,782.85	217,236.80	229,216.68	1,214,500.00	(11,979.88)
Expense					
Administrative and General					
5025 · Discount Program	711.00	1,266.00	1,050.00	6,300.00	216.00
5000 · Advertising	0.00	0.00	100.00	300.00	(100.00)
5005 · Bad Debts	4,125.50	4,956.00	500.00	6,000.00	4,456.00
5010 · Bank Charges					
5012 · Merchant Account Fees	346.75	731.35	666.68	4,000.00	64.67
5010 · Bank Charges - Other	212.37	416.33	333.32	2,000.00	83.01
Total 5010 · Bank Charges	559.12	1,147.68	1,000.00	6,000.00	147.68
5020 · Directors Fees	0.00	0.00	166.66	2,000.00	(166.66)
5030 · Dues and Memberships	0.00	581.00	975.00	5,850.00	(394.00)
5035 · Education and Training	0.00	0.00	833.32	5,000.00	(833.32)
5036 · Education and Training - B.O.D.	0.00	0.00	50.00	300.00	(50.00)
Insurance					
5040 · Liability	5,818.78	11,637.56	10,833.32	65,000.00	804.24
5050 · Workers' Comp	919.84	1,948.86	1,560.00	9,360.00	388.86
5055 · Health					
5055.1 · Employee Portion	(835.64)	(1,626.58)	(1,755.00)	(10,530.00)	128.42
5055 · Health - Other	4,230.52	8,461.04	8,885.00	53,310.00	(423.96)
Total 5055 · Health	3,394.88	6,834.46	7,130.00	42,780.00	(295.54)
Total Insurance	10,133.50	20,420.88	19,523.32	117,140.00	897.56
5060 · Licenses, Permits, and Fees	2,864.24	7,630.98	5,725.00	34,350.00	1,905.98
5065 · Auto	1,309.47	1,563.24	1,000.00	2,500.00	563.24
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	70.91	225.46	833.32	5,000.00	(607.86)
5082 · Office Subscriptions	19.99	2,558.23	1,133.32	6,800.00	1,424.91
5085 · Outside Services	533.00	1,394.96	1,716.68	10,300.00	(321.72)
5090 · Payroll Taxes	2,507.61	5,058.65	5,856.66	35,140.00	(798.01)
5095 · Penalties and Fines	6.19	6.19	0.00	0.00	6.19
5100 · Postage	190.30	199.65	583.32	3,500.00	(383.67)
5110 · Professional Fees	4,125.00	9,577.50	14,083.32	84,500.00	(4,505.82)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	2,000.00	(250.00)
5130 · Rents	835.00	1,670.00	1,670.00	10,020.00	0.00
5135 · Retirement	795.78	1,608.27	1,444.65	9,097.99	163.62
5137 · Supplies	93.89	189.27	250.00	1,500.00	(60.73)
5140 · Telephone	859.84	1,832.42	1,916.68	11,500.00	(84.26)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2023

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	32.38	164.54	333.32	2,000.00	(168.78)
5150 · Travel and Meetings	0.00	456.78	250.00	1,500.00	206.78
5155 · Utilities	663.39	674.39	583.32	3,500.00	91.07
5160 · Wages					
5165 · Wages - Overtime	174.00	888.00	870.52	5,223.00	17.48
5160 · Wages - Other	14,511.21	27,775.73	32,942.84	197,657.00	(5,167.11)
Total 5160 · Wages	14,685.21	28,663.73	33,813.36	202,880.00	(5,149.63)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	45,121.32	91,845.82	95,791.25	581,127.99	(3,945.43)
Sewage Collection					
6010 · Fuel	496.68	747.49	833.34	5,000.00	(85.85)
6030 · Repairs and Maintenance	1,219.19	1,698.70	2,166.66	13,000.00	(467.96)
6040 · Supplies	66.89	91.84	333.34	2,000.00	(241.50)
6050 · Utilities	555.60	555.60	750.00	4,500.00	(194.40)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	2,454.00	5,574.00	2,000.00	12,000.00	3,574.00
6060 · Wages - Other	4,424.76	8,924.41	5,704.50	34,227.00	3,219.91
Total 6060 · Wages	6,878.76	14,498.41	7,704.50	46,227.00	6,793.91
Total Sewage Collection	9,217.12	17,592.04	11,787.84	70,727.00	5,804.20
Sewage Treatment					
6075 · Fuel	496.68	747.49	833.34	5,000.00	(85.85)
6080 · Monitoring	505.00	505.00	1,166.66	7,000.00	(661.66)
6100 · Repairs and Maintenance	629.85	655.70	2,500.00	15,000.00	(1,844.30)
6110 · Supplies	0.00	125.36	1,300.00	7,800.00	(1,174.64)
6120 · Utilities	2,836.91	2,836.91	2,833.34	17,000.00	3.57
6130 · Wages					0.00
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	333.34	2,000.00	(333.34)
6130 · Wages - Other	3,989.75	8,434.63	6,210.66	37,264.00	2,223.97
Total 6130 · Wages	3,989.75	8,434.63	6,544.00	39,264.00	1,890.63
Total Sewage Treatment	8,458.19	13,305.09	15,177.34	91,064.00	(1,872.25)
Water Trans and Distribution					
7075 · Fuel	496.68	747.49	833.34	5,000.00	(85.85)
7090 · Repairs and Maintenance	589.08	3,514.16	5,000.00	30,000.00	(1,485.84)
7100 · Supplies	66.89	66.89	833.34	5,000.00	(766.45)
7110 · Utilities	1,701.54	1,701.54	2,083.34	12,500.00	(381.80)
7120 · Wages					0.00
7125 · Wages - Overtime Water Trans &	888.00	1,182.00	766.66	4,600.00	415.34
7120 · Wages - Other	3,413.67	6,447.85	7,485.16	44,911.00	(1,037.31)
Total 7120 · Wages	4,301.67	7,629.85	8,251.82	49,511.00	(621.97)
Total Water Trans and Distribution	7,155.86	13,659.93	17,001.84	102,011.00	(3,341.91)
Water Treatment					
7020 · Fuel	496.70	747.54	833.34	5,000.00	(85.80)
7010 · Monitoring	520.00	7,214.71	2,666.66	16,000.00	4,548.05
7030 · Repairs and Maintenance	673.49	706.98	2,500.00	15,000.00	(1,793.02)
7040 · Supplies	0.00	0.00	2,600.00	15,600.00	(2,600.00)
7050 · Utilities	7,999.95	10,994.77	10,333.34	62,000.00	661.43
7060 · Wages					

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2023

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatment	249.00	688.00	1,233.34	7,400.00	(545.34)
7060 · Wages - Other	2,485.61	5,485.88	7,521.00	45,126.00	(2,035.12)
Total 7060 · Wages	2,734.61	6,173.88	8,754.34	52,526.00	(2,580.46)
Total Water Treatment	12,424.75	25,837.88	27,687.68	166,126.00	(1,849.80)
Total Expense	82,377.24	162,240.76	167,445.95	1,011,055.99	(5,205.19)
Net Ordinary Income	25,405.61	54,996.04	61,770.73	203,444.01	(6,774.69)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8045 · PILT Revenue	9.04	9.04	0.00	0.00	9.04
8010 · Secured	1,845.07	1,845.07	0.00	25,500.00	1,845.07
8020 · Unsecured	52.74	52.74	0.00	1,900.00	52.74
8025 · Prior Years	3.75	3.75	0.00	10.00	3.75
8030 · Supplemental - Current	309.33	309.33	0.00	250.00	309.33
8035 · Supplemental - Prior Years	4.79	4.79	0.00	50.00	4.79
Total Property Tax Revenue	2,224.72	2,224.72	0.00	27,710.00	2,224.72
8053 · Water Capital Grant Income	0.00	0.00	0.00	420,000.00	0.00
8060 · Interest Income	0.88	1.76	0.00	4,500.00	1.76
8070 · Other Non-Operating Revenue	0.00	0.00	1,333.34	8,000.00	(1,333.34)
9030 · Homeowners' Tax Relief	43.85	43.85	0.00	310.00	43.85
Total Other Income	2,269.45	2,270.33	1,333.34	460,520.00	936.99
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	0.00	0.00	861.00	0.00
9010 · Other Expenses	0.00	0.00	666.68	4,000.00	(666.68)
9040 · Depreciation	34,575.42	69,150.84	66,333.34	398,000.00	2,817.50
9050 · Interest Expense	196.54	920.44	816.36	2,340.75	104.08
Total Other Expense	34,771.96	70,071.28	67,816.38	405,201.75	2,254.90
Net Other Income	(32,502.51)	(67,800.95)	(66,483.04)	55,318.25	(1,317.91)
Net Income	(7,096.90)	(12,804.91)	(4,712.31)	258,762.26	(8,092.60)

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
101 Netlink			
08/21/2023	12218		-250.00
Total 101 Netlink			-250.00
Adobe			
08/21/2023	DBT		-19.99
Total Adobe			-19.99
Anthony Boyd			
08/15/2023	12214		-500.00
Total Anthony Boyd			-500.00
Bank Of The West			
08/21/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
08/10/2023	12196		-11.00
08/28/2023	12224		-13.00
Total Blue Star Gas			-24.00
Capital Bank & Trust			
08/03/2023	EFT	557880519	-936.78
08/03/2023	EFT	025158148	-393.48
08/16/2023	EFT	557880519	-939.58
08/16/2023	EFT	025158148	-402.30
Total Capital Bank & Trust			-2,672.14
Cash			
08/10/2023	12198		-20.00
08/10/2023	12199		-1,500.00
Total Cash			-1,520.00
Clear Rate Communications			
08/16/2023	12215		-383.55
Total Clear Rate Communications			-383.55
Coastal Business Systems			
08/15/2023	12200		-2,518.25
Total Coastal Business Systems			-2,518.25
CUMMINS PACIFIC LLC.			

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
08/29/2023	12225		-242.65
Total CUMMINS PACIFIC LLC.			-242.65
Dazey's Building Center			
08/22/2023	12222		-2,280.22
Total Dazey's Building Center			-2,280.22
EDD			
08/03/2023	EFT	499-0538-3	-8.00
08/03/2023	EFT	499-0538-3	-876.60
08/16/2023	EFT	499-0538-3	-875.35
08/16/2023	EFT	499-0538-3	-6.48
Total EDD			-1,766.43
Fluentstream Tech			
08/07/2023	12190		-111.38
Total Fluentstream Tech			-111.38
Frontier Communications			
08/29/2023	12226		-107.63
Total Frontier Communications			-107.63
Glacier Water Vending			
08/02/2023	DBT		-2.60
08/02/2023	DBT		-2.60
Total Glacier Water Vending			-5.20
HACH COMPANY			
08/15/2023	12205		-6,469.57
Total HACH COMPANY			-6,469.57
IRS			
08/03/2023	EFT	68-0296323	-4,117.74
08/16/2023	EFT	68-0296323	-4,016.52
Total IRS			-8,134.26
Jennie Short			
08/15/2023	12201		-8,617.90
Total Jennie Short			-8,617.90
Lori Ruiz			
08/24/2023	12223		-300.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
Total Lori Ruiz			-300.00
MILT'S SAW SHOP			
08/21/2023	12219		-67.96
Total MILT'S SAW SHOP			-67.96
North Coast Laboratories Ltd.			
08/08/2023	12191		-215.00
Total North Coast Laboratories Ltd.			-215.00
PACE Supply			
08/16/2023	12216		-844.19
Total PACE Supply			-844.19
Parkinson Building Materials			
08/09/2023	12194		-51.00
Total Parkinson Building Materials			-51.00
PG&E			
08/14/2023	12166		-8,530.65
Total PG&E			-8,530.65
Points West Surveying Co.			
08/15/2023	12202		-14,373.75
Total Points West Surveying Co.			-14,373.75
Ralph Emerson			
08/17/2023	12217		-100.00
Total Ralph Emerson			-100.00
Recology Humboldt County			
08/08/2023	12192		-40.96
Total Recology Humboldt County			-40.96
Redway Tire Service Inc			
08/21/2023	12220		-238.17
Total Redway Tire Service Inc			-238.17
Redwood Merchant Services			
08/02/2023	12339		-141.75
08/31/2023			-215.71
Total Redwood Merchant Services			-357.46

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
RENNER			
08/10/2023	DBT		-1,886.74
Total RENNER			-1,886.74
Rural Community Assistance Prog - Backhoe			
08/01/2023	DBT		-1,798.37
Total Rural Community Assistance Prog - Backhoe			-1,798.37
SDRMA			
08/08/2023	12165		-4,230.52
Total SDRMA			-4,230.52
Sentry III Center			
08/01/2023	12179		-835.00
08/01/2023	12180		-835.00
Total Sentry III Center			-1,670.00
Shell Oil			
08/24/2023	DBT		-100.00
Total Shell Oil			-100.00
SHN Consulting Engineers & Geologists			
08/15/2023	12203		-62,166.94
Total SHN Consulting Engineers & Geologists			-62,166.94
Staples Credit Plan			
08/21/2023	DBT		-65.71
Total Staples Credit Plan			-65.71
Starlink			
08/06/2023	DBT		-145.00
Total Starlink			-145.00
State Water Resources Control Board WWOCP			
08/29/2023	12227		-110.00
Total State Water Resources Control Board WWOCP			-110.00
Streamline Inc			
08/07/2023	12189		-126.00
Total Streamline Inc			-126.00
SWRCB-DWOCP			

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
08/15/2023	12204		-60.00
Total SWRCB-DWOCP			-60.00
Umpqua Bank			
08/15/2023	12338		-203.96
Total Umpqua Bank			-203.96
Underground Service Alert			
08/10/2023	12197		-300.00
Total Underground Service Alert			-300.00
US Cellular			
08/01/2023	12181		-207.29
Total US Cellular			-207.29
USPS			
08/16/2023	DBT		-20.71
Total USPS			-20.71
Wyatt & Whitchurch, E.A. Inc.			
08/09/2023	12195		-845.00
Total Wyatt & Whitchurch, E.A. Inc.			-845.00
WYCKOFF'S Inc			
08/21/2023	12221		-412.61
Total WYCKOFF'S Inc			-412.61
Arreguin, Daniel J			
08/03/2023	12182		-3,107.36
08/16/2023	12206		-3,375.13
Total Arreguin, Daniel J			-6,482.49
Emerson, Ralph K			
08/03/2023	12183		-3,079.32
08/16/2023	12207		-3,079.32
Total Emerson, Ralph K			-6,158.64
Miller, Brian A			
08/03/2023	12184		-2,511.96
08/16/2023	12208		-2,466.82
Total Miller, Brian A			-4,978.78

4:50 PM

11/08/23

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2023

Date	Num	Memo	Amount
Nieto, Mary M			
08/03/2023	12185		-1,740.83
08/16/2023	12209		-1,610.58
Total Nieto, Mary M			-3,351.41
Ruiz, Ricardo			
08/03/2023	12186		-655.76
08/16/2023	12210		-367.66
Total Ruiz, Ricardo			-1,023.42
Sweet, Laura D.			
08/03/2023	12187		-270.70
08/16/2023	12211		-219.48
Total Sweet, Laura D.			-490.18
Sofia Chavira			
08/29/2023	12247	Deposit Refund (328-06)	-65.50
Total Sofia Chavira			-65.50
TOTAL			-159,930.29

GARBERVILLE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Date of Meeting: Tuesday, October 24th 2023
5:00 p.m. – Closed Session

I. REGULAR MEETING CALLED TO ORDER

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

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Present
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Absent
Richard Landes- Present

III. APPROVAL OF AGENDA Motion: Rio Anderson Second: Richard Landes Vote: 4-0

IV. COMMENT ON CLOSED SESSION ITEM

No comments

V. CLOSED SESSION

Conference with real property negotiators (Government Code §54956.8)

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 031-211-011, APN 031-211-035, APN 031-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

VI. OPEN SESSION

The Board returned to open session at 5:32 p.m.

No action was taken in closed session.

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Remote Public Comments:

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

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Dan and Brian - River Levels—Call-Outs—Operational Concerns

Mary Nieto – Payment Option Update (LIHWAP—Website)

Board Members-

Correspondence- SDRMA No-Claim Recognition Pg. 4

General Manager—Ralph Emerson Pg. 5

Ralph added to his managers’ report. He mentioned a Kimtu resident was allowing a friend to take water to their property, which is out of the District boundaries. The Kimtu resident was told immediately to stop allowing the water to be taken off of their property.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date July 2023 - pg. 6-18

A.2 Approve September 26th, 2023 Regular Meeting Minutes - pg.19-21

A.3 Operations Safety Report- pg. 22-24

Motion: Julie Lyon Second: Richard Landes Vote: 4-0

B. GENERAL BUSINESS – Action items

B.1 Clean California--Large Item Dump Day pg. 25-32

(discussion—possible action) Julia Peterson (Cal-Trans)

Motion: Richard Landes Second: Julie Lyon Vote: 4-0

Doug asked for a motion to direct staff to pursue the clean California large item dump day planning potential.

B.2 Update on Tank Replacement project Pg. 33-34

(discussion-possible action)

Resolution 23-012 **Motion: Richard Landes Second: Rio Anderson Roll Call Vote: 4-0**

Resolution was a handout at the meeting. The Board made a motion on the resolution with one correction made.

B. 3 Meadows Aerial Water Line Project Update Pg. 35-36

(discussion-possible action)

Jennie Short updated the Board on this project.

B.4 Management Discussion and Analysis (MD&A) Report

(discussion-possible action)

The purpose of this report is to take 28 pages of Audit information and summarize it into words that the average person can read and understand.

B.5 Complaint Regarding Fire Department Using GSD Water for Training Pg. 37-40

A complaint was filed with the state water board regarding the fire department using GSD water for training. The letter on pages 37-40 showcase the states answer on the complaint.

B.6 Brisbin Easement through Wastewater Plant for Logging Pg. 41-44

(discussion-possible action) Information at Meeting

Marshall Brisbin wants to haul logs through the waste water pond property. The District is working with legal counsel and the Timberland Resource Consultants on this request.

Board and staff discussion only.

C. POLICY REVISION / ADOPTION

- C.1 Use Ordinance—Work Performed on Private Property Sec 4.10a, Sec 7.3a Pg. 47
(discussion—no action) **1st reading**
Bring back with more information.

X. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Personnel Policy
3. In House Projects
4. Use Ordinance –Work on Private Property
5. Clean California Dump Day

Next Board Meeting November 14th, 2023

XI. ADJOURNMENT

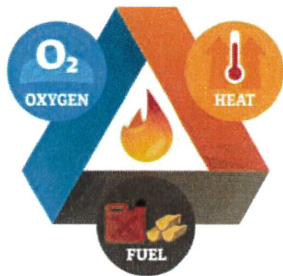
Doug Bryan ended the meeting at 6:51 p.m.

Fire Extinguisher Safety

While other trainings focus on fire prevention, this safety talk discusses how to select, use, store, and maintain fire extinguishers.

Before learning the basics of fire extinguisher safety, you need to understand how a fire burns and the different classes of fire.

FUEL + OXYGEN + HEAT = FIRE



A fire needs to maintain a balance of three things to sustain itself: fuel, oxygen, and heat. Control any of these elements and the fire will be extinguished.

Imagine if your flammable liquid cabinet was on fire. Would a water-based (Class A) fire extinguisher work?

No, it would make the fire worse for several reasons. Although it appears to eliminate oxygen, water-based extinguishers work by quickly absorbing heat which stops the exothermic reaction extinguishing the fire, but this only applies to ordinary combustibles involving wood, paper, cloth, rubber and plastics.

Flammable liquid fires generate higher temperatures boiling the water instead of suppressing the heat. Additionally, water is denser than many flammable liquids sinking below the liquid fuel where it evaporates and carries the flammable liquid into the air causing further spread and intensifying the fire. If the fire is hot enough, water can quickly vaporize causing a steam explosion.

CLASSES OF FIRE

Before grabbing a fire extinguisher, identify the type of materials fueling the fire, for example:



Wood, paper cloth, rubber, and many plastics



Gasoline, petroleum, greases, tars, oils, Oil-based paints, solvents, alcohols, propane, butane



Computers, servers, motors, transformers, appliances



Magnesium, titanium, zirconium, lithium, potassium



Animal & vegetable fats

For each type of fire, there is a corresponding extinguisher. Most fire extinguishers can be used on multiple types of fire and are labeled A-B-C. Always use the appropriate type of extinguisher for the fuel involved in the fire.

WHEN TO USE A FIRE EXTINGUISHER

After identifying the type of fire involved, don't reach for the fire extinguisher just yet. First, notify others of the workplace fire. Sound the alarm, call 911, and assess the situation.

Only use a fire extinguisher if you have a clear escape route, **and** the fire is small. Fire extinguishers are designed for use on small fires. If a fire is too large or spreading rapidly, it's important to evacuate immediately.

REMEMBER 'PASS'

When using a fire extinguisher remember the acronym **PASS – Pull, Aim, Squeeze, Sweep**

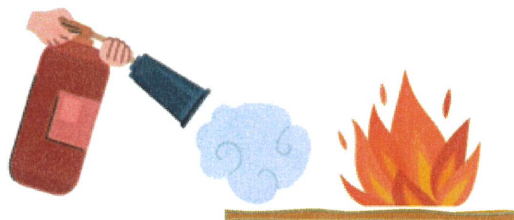
PULL the pin at the top of the fire extinguisher. This will break the tamper seal and allow you to discharge the extinguisher.



AIM the nozzle or hose at the base of the fire. Do not aim at the flames; instead, direct the extinguishing agent at the source of the fire.



SQUEEZE the handle to discharge the extinguishing agent. Release the handle to stop the discharge. Use short bursts rather than a continuous stream to conserve the extinguishing agent.



SWEEP the nozzle or hose from side to side while continuing to aim at the base of the fire. This sweeping motion helps to ensure that the entire area of the fire is covered.



OTHER TIPS:

- ✓ Stand at a safe distance from the fire, but close enough to effectively aim and control the extinguisher
- ✓ Even if you think you've extinguished the fire, keep an eye on the area in case it reignites
- ✓ If you're unable to control the fire, if it's spreading rapidly, or if you're uncertain, evacuate the area immediately and call emergency services.
- ✓ Ensure that fire extinguishers are regularly inspected and maintained to ensure they are in working order.

This *Safety Talk* provides awareness level training on fire extinguisher safety. If this information is unclear or if you have any additional questions, please talk to your supervisor.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: November 14, 2023
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Completed the 60% Engineer's Estimate
- Produced the initial draft of the project specifications excluding technical
- Completed the Humboldt County General Plan Conformance and Special Permit (for SMA) application
- Modified DWR Invoice #2 in the amount of \$64,291.73 (they have a 10% retention until the project is complete) to remove markups and limits for lodging per diem
- Submitted DWR quarterly report #3
- Submitted DFA quarterly report #6
- Met with PG&E representative for new/relocated service applications
- Coordinated with CDFW for 1600 Notification for construction project and intake
- Coordinated with NCRWQCB for WDR permit
- Contracted for lead and asbestos survey for project elements

Over the next month SHN and Points West will have:

- Reviewed public comments on the Draft IS/MND and put together the resolutions, NOD, and documentation for the public hearing to be held during the December BOD meeting
- Worked on applying for the county, state, and federal permits needed for the project
- Prepared the plat map for property acquisition @ the Main Tank site
- Prepare permit applications to NCRWQCB
- Receive clearance from ACOE for the project

The rest of the project team will be working on:

- DWR Invoice #3 in the amount of \$146,302.24 for reimbursement of expenses
- DFA Invoice #4 in the amount of \$45,308.00 for reimbursement of expenses
- Submit initial draft encroachment permit application to Caltrans D1
- Completion of the lead and asbestos survey report
- property acquisition
- appraisal of the easements needed for the project
- coordination with the Real Estate Branch of DWR and General Services as needed
- coordination with Caltrans and CalFire
- preparation of the TMF attachments for the report

- continued oversight of the finances
- preparation of the State Revolving Fund Construction Funding application

Attached you will find the Project Tracking Report that list all the tasks in the DFA and DWR funding agreements along with the amounts requested for reimbursement, spent with SHN, estimated completion date and status of completion/submittal.

The request for an amendment to our Planning Project Funding Agreement by DFA has not yet been fully processed. We are still awaiting determination of the amount of additional funding that will be allocated to this project and whether they will add PERMITTING and PROPERTY ACQUISITION to this agreement of have us include it in the Construction Phase application.

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through September 30, 2023, and the reimbursement status/amounts.

Description	Amount
Ineligible Expenses	\$31,964.28
Ineligible Expenses due to DWR removing all subconsultant markups in SHN contract	3,996.85
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	-2.51
DFA Reimbursement Invoice #1 (paid)	64,008.00
DFA Reimbursement Invoice #2 (paid)	71,398.00
DFA Reimbursement Invoice #3 (paid)	52,221.00
DWR Reimbursement Invoice #1 (paid)	165,759.30
DWR Reimbursement Invoice #2 (submitted)	64,077.51
DFA Reimbursement Invoice #4 (preparing)	45,308.00
DWR Reimbursement Invoice #3 (preparing)	131,672.02
DWR Retention Due	40,167.64
Expenses Awaiting Invoicing	0
Expenses Awaiting FA Amendment for Reimbursement	26,542.50
Total Project Costs to Date	\$754,722.60

Since the last board meeting, we have received no payments from the state.

RECOMMENDATIONS

1. None

ATTACHMENTS

Project Tracking Report

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

Through Sept 30, 2023

DFA FA Item	SHN Task # Description	DFA Funding Agmt \$	Reimb. Amount \$	DWR Grant Agmt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 9/30/23	Estimated Completion Date	Completion Status *	Comments
1	DWR Task 2 - Project Development Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection & System Evaluation 5 Draft PER Deliver: Draft Preliminary Engineering Report	35,000	44,655	362,000	318,056	28,000 106,000	27,983 94,031	03/31/23	C C	Includes DFA#1,2,3 & 5 Submitted 04/04/23
2	2 Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: Geotechnical Report	20,000 15,000	38,602			1,820 60,000	1,820 51,389	07/31/23 07/31/23	C C	Submitted 09/19/23 Submitted 08/31/23
3	3 Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans Deliver: Final Preliminary Engineering Report Preliminary Design	55,000	54,900			20,000 118,500	19,757 115,675	05/31/23 07/31/23	C C	Submitted 06/15/23 Submitted 08/01/23
4	4 Environmental Documents (CEQA) DWR#3 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources 7 CEQA Document + NOD Permitting- County, State, Federal Deliver: Draft Environmental Documents Final Environmental Documents	60,000 20,000	49,607	63,000 45,000	53,467	69,750 50,000 55,000	69,735 30,023 7,069	08/31/23 01/31/24 05/31/24 10/31/23 02/28/24	C IP IP C	Submitted 08/17/23 Submitted 10/23/23
5	5 Plans & Specifications Deliver: Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%)	70,000	27,158			431,240	75,278	08/31/23 12/31/23	C IP	Submitted 09/29/23

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item	SHN Task # Description	DFA Funding Agmt \$	Reimb. Amount \$	DWR Grant Agmt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 9/30/23	Estimated Completion Date	Completion Status *	Comments
6	Technical, Managerial and Financial Deliver: Draft TMF Assessment form & supporting documentation Final TMF Assessment form & supporting documentation	20,000	4,469					09/30/23 12/31/23	IP	Draft Assessment Done Attachments In Progress
7	Water Rate Study Deliver: Draft Rate Study Final Rate Study	10,000							C	June 2020 Increases implemented June '21, '22 & '23
8	Administration (DWR #1) Deliver: Quarterly Progress Reports	20,000	13,543	15,000	8,625			12/31/25	P	Rpt#5 Submitted and Reimbursement Req #3&4
9	Work Completion (Planning Phase)							03/31/24		
TOTAL:		\$ 325,000	\$ 188,278	\$ 485,000	\$ 380,148	\$ 940,310	\$ 492,759			
Post Planning Phase Major Milestones										
	Right of Way Acquisition			140,000	21,528				U	Coord w/ prop owners
	Issuance of Federal, State & County permits								U	Being Submitted
	Application for Construction Funding							11/30/23	U	DFA Const App
	Execution of FA for Construction Phase							11/30/24		DFA CPFA, DWR Done
	Bid Project			10,000						
	Award Project									
	Begin Construction Work									
	Construction			3,630,000						
	CM, DA, CPM			280,000						
	Complete Construction Work									
	Final Funding Reimbursement							12/31/25		
Total:		325,000	188,278	4,545,000	401,676					492,759
<p>* Notes: Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project</p>										

Financial Policy

Prepared for:
Garberville Sanitary District
Robertson/Hurlbutt/Wallan Tanks Replacement Project
PROJECT No. 1210008-008P
Funding Agreement No. D2102010

Prepared by:
Jennie Short
Consultant Project Manager

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



November 2023

Table of Contents

Description of Section	Pages
Staff and Consultant Positions with Summary of Tasks and Duties	1-3
Organizational Chart	4
Budget Control Procedures	5
Withdrawal guidelines for cash accounts	5
Procurement Policy	5
Reserves Policy	6-8

List of Related Resolutions

Att#	Res #	Title
1	15-004	A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT ESTABLISHING PROCUREMENT PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT AND BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPTING THE AND ALTERNATIVE BIDDING PRODEDURES
2	22-007	A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2022-23 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007
3	20-007	A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS AMENDS THE DISTRICT'S WATER AND SEWER ORDINANCES BY ESTABLISHING NEW WATER AND SEWER RATES, FEES, AND CHARGE METHODOLOGY
4	23-003	A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT UPDATING THE ELECTION TO UTILIZE SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION WITH A THRESHOLD OF \$5,000 PER INVOICE OR INDIVIDUAL ITEM IN ACCORDANCE WITH INTERNAL REVENUE SERVICE IN NOTICE 2015-82.
5	23-004	ESTABLISHING UPDATED CHECK SIGNING AUTHORIZATIONS WITH UMPQUA BANK
6	23-005	A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AMENDING THE PROCUREMENT POLICY AND CHECK SIGNING AUTHORIZATIONS FOR THE CAPITAL IMPROVEMENT PROJECT TITLED: ROBERTSON/ WALLAN/ HURLBUTT TANKS REPLACEMENT PROJECT
7	23-006	A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2023-24 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007 AS REVISED HEREIN
8	23-008	ESTABLISHING UPDATED SIGNING AUTHORIZATIONS FOR THE DISTRICT'S RESERVE ACCOUNTS #2200 AND 2201 HELD WITH COUNTY OF HUMBOLDT

Staff and Consultant Positions with Summary of Tasks and Duties

The Garberville Sanitary District (GSD) hires staff and contracts with various consultants to provide the work force necessary to complete the numerous financial tasks, to provide redundancy for review, and a hierarchy that separates financial decisions so as to remove the potential for fraudulent transactions. The District uses QuickBooks as the overall accounting program and JUS for the utility billing for water and sewer services. JUS creates the monthly bills and payments for customer accounts are all processed through this software. JUS produces journal entries into QB for all transactions. Accounts Payable, Payroll, and General Ledger tasks are all completed directly in QB. The financial statements are produced from the exported reports from QB.

The Board of Directors is a five-person volunteer board. The current board members are Doug Bryan, Chair; Rio Anderson, Vice-Chair; Julie Lyon, Treasurer; Dan Thomas; and Rich Landis. They are responsible for:

- Overall fiduciary responsibility
- Reviewing the monthly financial statements including the check register
- Adopting the annual budget
- Adopting the annual resolutions, adopting the budget, establishing reserve account targets, and making necessary financial findings
- Annually reviewing the authorization levels and signatories on all cash accounts
- Approving alterations to the budget
- Making representations to the auditor each year
- Receiving and approving the final audit
- Cosigning larger checks in accordance with Authorization Resolutions for each institution or filling in when the General Manager is not available to sign checks

The General Manager is a full-time staff position currently filled by Ralph Emerson. He is responsible for:

- Reviewing each invoice before it is posted into QuickBooks for payment
- Verifying purchases and providing input on the classification of expenses
- Reviewing timecards
- Signing checks
- Approving or denying requests for utility bill payment plans
- Approving or denying leak credits
- Authorizing debt collection of bad debt write offs for utility customers

The Financial Manager is a contract consultant currently filled by Jennie Short. She is responsible for:

- Preparing the monthly financial statements that are provided to the Board of Directors. These financial statements include:
 - Monthly and fiscal year to date cash flow report
 - Monthly Comparative Balance Sheet report
 - Monthly and fiscal year to date revenue and expense report with budget comparison
 - Monthly Check Register

- Evaluating the performance of the District’s financial status in comparison with the Board adopted budget, the adopted debt service schedule, and asset acquisitions for the fiscal year to date
- Preparing a report to the Board each month detailing the performance
- Reviewing each month every transaction by GL account as part of the preparation of the monthly F/S
- Preparing various drafts of the annual budget and presenting those drafts to GSD staff, the Financial/Budget Committee, and ultimately the Board of Directors
- Preparing the adopted budget for entry into QB by month and by class each F/Y
- Analyzing anticipated versus realized revenues from adopted rate increases
- Preparing future year projections for revenues, expenditures, debt service payments, and CIPs to verify viability of existing revenue structure and asset replacement frequency
- Reviewing large repair and maintenance or fixed asset invoices within the transactions report
- Completing all the capital project specific accounts and processing requests for reimbursement to various state and/or federal agencies that have provided funding for capital projects
- Preparing the annual financial statements by class to verify budget vs. actual for water and sewer classes independently and presentation to the Board
- Preparing the annual resolution adopting the budget and making the necessary findings
- Evaluating the DeMinimus Safe Harbor Election in accordance with IRS guidelines for acquisition of fixed assets and recommending changes as deemed necessary

The Accounts Clerk/Administrative Assistant is a full-time staff position currently filled by Mary Nieto. She is responsible for:

- All of the day-to-day entry of data into QB and JUS
- Processing the meter readings and producing monthly utility bills
- Receiving and payments (cash, check, and credit card) and posting them into JUS
- Preparing and making deposits into Umpqua Bank
- Evaluating requests for leak credits and recommending approval or denial to the General Manager
- Evaluating the past due balances for debt collection of bad debt write off and making recommendations to the General Manger
- Preparing the monthly customer account receivables report
- Entering all invoices into QB Accounts Payable module
- Signing small checks
- Preparing the monthly Accounts Payable Outstanding Report
- Processing payroll bimonthly and preparing checks
- Making payments to the FTB and IRS for payroll taxes and with holdings
- Preparing annual worker’s compensation report with assistance from Financial Manager and CPA
- Procuring office supplies and software for the office computers

The District’s Operators are full time staff positions currently filled by Dan Arreguin and Brian Miller. They are allowed to:

- Making smaller purchases in accordance with the Procurement Policy
- Ordering parts and supplies as needed for the operation of the District
- Submitting samples for monitoring as required by District permits

- Coordinate with contractors for the completion of repairs and maintenance projects already approved as part of the budget

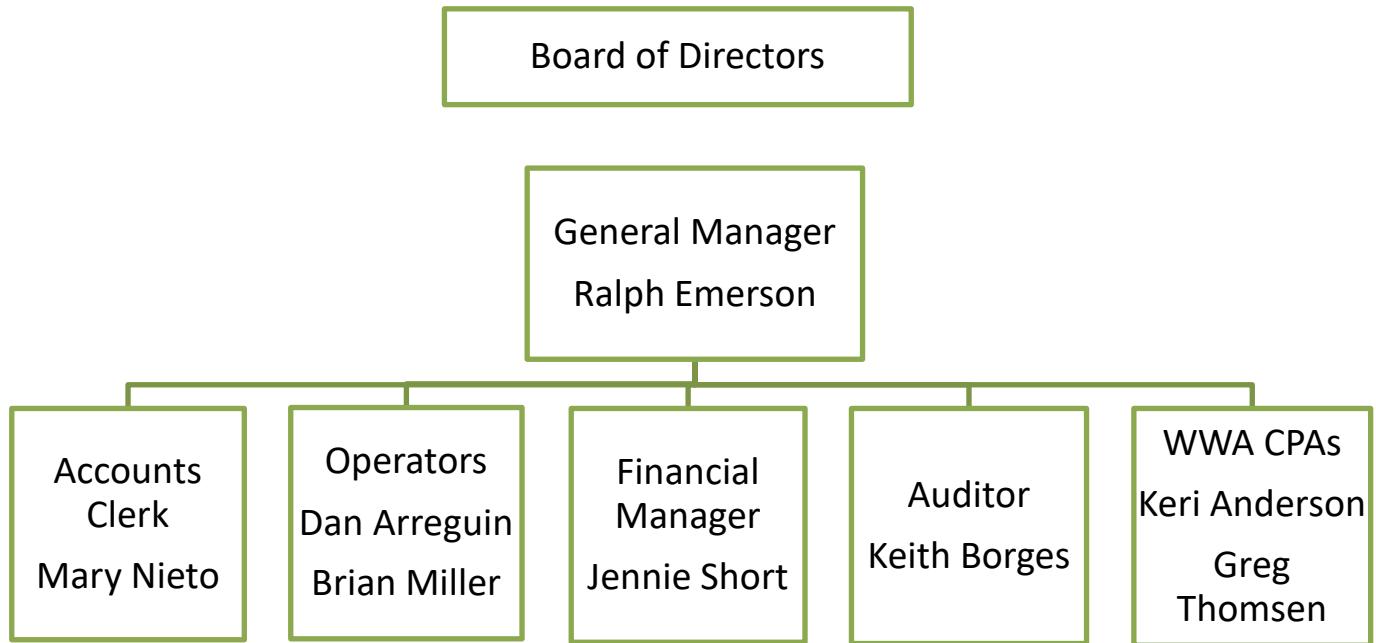
The Certified Public Accountant is a contract consultant currently filled by Wyatt Whitchurch and Anderson. They are responsible for:

- Monthly reconciliation of all cash accounts
- Monthly reconciliation of accounts receivable between QB and JUS
- Monthly reconciliation of Service Deposits
- Preparing monthly journal entries for prepaid expenses and depreciation
- Making adjustments to JUS journal entries posted to QB when errors are found
- Posting entries via journal entry for all deposits and withdrawals from the treasury accounts with Humboldt County
- Preparing the annual and quarterly payroll tax reports

The Auditor is a contract consultant currently filled by Anderson Summerville Lucas and Borges. Keith Borges has been the assigned auditor for the past few years. He is responsible for:

- Audit the financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements in compliance professional standards within auditing standards generally accepted in the United States of America (GAAS).
- Obtaining reasonable assurance as to whether the financial statements as a whole are free from material misstatement, whether due to fraud or error; issue an auditor's report that includes our opinion about whether the District's financial statements are fairly presented, in all material respects, in conformity with GAAP
- Evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management
- Evaluating, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.
- Testing of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, creditors, and financial institutions
- Performing an A-133 Single Audit when the District expends \$750,000 or more in federal financial awards for any given fiscal year

GSD Financial Team Organizational Chart



Budget Control Procedures

GSD operates on a fiscal year that is consistent with that of the State of California: July 1 to June 30. Each year the budget process starts with the Financial Manager preparing a first draft of the proposed budget for the next fiscal year for each class (water and sewer) and presenting it to the General Manger and Chief Operator to get input on changes that need to be made or fixed assets that they would like to see included in the budget. In April an updated draft is presented to the Budget Committee for their review and input. Included in that discussion is an analysis of how the existing rates are performing against anticipated revenue projections. Iterations are completed by the Financial Manager until the Budget Committee is satisfied and they recommend the budget to the Board of Directors. The Financial Manager presents the final draft of the budget with debt service projections to the Board in May, along with the budget adoption resolution, and recommendations on changes that should be made to the targets for the reserve account balances. Historically the Board has adopted the budget in May. If any alterations are needed, the budget would be brought back in June so that the Board could make sure they have an adopted budget in place before the beginning of the next fiscal year.

Once the budget has been adopted, it is separated out by month and class for every line item, then it is entered into QB. This becomes the amounts reported on the monthly financial statements for budgeted revenues and expenditures. As these monthly amounts accumulate, we use them to track whether the budget is performing as expected and to inform decisions on what can be procured while staying within the budgeted amounts. The General Manager is responsible for making sure that all purchases authorized are within the overall budget. This is especially critical in expenditure groups like supplies, repairs and maintenance, and fixed asset acquisition. Coordination with the Financial Manager by the General Manager or Account Clerk is completed as needed. The Board ultimately reviews the budget's performance as part of approving the monthly financial statements provided at their monthly public meetings.

Withdrawal guidelines for cash accounts

GSD maintains a number of accounts at Umpqua Bank including the operational checking account and several savings accounts for connections fees. GSD also has two accounts with the Humboldt County Treasurer that are used for reserve balances – one for water and one for sewer. As the County periodically collects taxes on behalf of GSD, they deposit these property tax revenues into the sewer account. This generally occurs twice a year. Each of these institutions have adopted resolutions establishing who is authorized to sign checks, what limit they are authorize for, and whether two signatures are required. Every few years the GSD Board adopts new resolutions. Umpqua Bank then requires that each signatory come in and sign a new signature card to be kept on file. Withdrawals from the County require signatures by the appropriate person or they will not issue checks to GSD. There is a form that must be filled out, signed, and submitted to the County when a withdrawal is requested. All withdrawals from the County accounts show up on the monthly balance sheet report and the cash flow reports. GSD's CPA is responsible for reconciling each of the cash account every month to maintain assurance that inappropriate withdraws are not being made.

Procurement Policy

GSD adopted a procurement policy in 2015. It is detailed within the resolution in Attachment #1. Each staff member and consultant are responsible for making sure that the procurement policy is being followed.

Reserves Policy

A key element of prudent financial planning is to ensure that sufficient funding is available for current operating, capital, and debt service needs. Additionally, fiscal responsibility requires anticipating the likelihood of, and preparing for, unforeseen events. GSD strives to have sufficient funding available to meet its operating, capital, and debt service obligations. This policy is to develop and ensure the appropriate and necessary funds are accumulated and maintained in a manner consistent with the District's guiding financial policies and Capital Improvement Plan. Furthermore, the Reserves Policy will aid in the prevention of significant rate fluctuations due to unforeseen changes in cash flow requirements.

Utility Rate and Connection Fee Reviews

The primary requirement for maintaining adequate District reserves is a regular review of the District's utility rates and capacity fee structures. Accordingly, the District requires that regular utility rate and connection fee analyses be completed every five (5) years as allowed by California state law.

Categories of Reserves

Reserves are categorized in various ways, including by the level of legal restrictions on use, and by how the reserves are held. Currently, district reserves that are legally restricted for a particular use will be labeled Restricted. These reserves may not be used for any purpose other than that for which they are legally restricted.

Reserves that are designated by the Board for a purpose, but not legally restricted, will be labeled Designated. These reserves may be shifted or re-designated for any lawful purpose at the discretion of the District's elected Board of Directors.

Reserves that need to be readily available to meet the District's operating cash-flow needs can be held in a savings account at the same institution as the District's operating checking account. These will be labeled Working Capital reserves.

WORKING CAPITAL RESERVES

The balances in the District's Checking and Savings accounts at Umpqua Bank should never be less than the liabilities shown for the Reserves included in this category. Sufficient funds to cover Compensated Absences, Customer Deposits, and the Operating Reserve should be maintained.

Compensated Absences Reserve

This Reserve is included in the Working Capital balance, as it is used to pay for vacation and sick leave during each fiscal year, as required. The total retained in this Reserve will equal the totals of the compensated absences liability accounts by fund, which are calculated annually as part of the year-end process.

Customer Deposits Fund

This Reserve is included in the Working Capital balance and used to refund Customer Deposits on a regular monthly cycle per the District's policy. Customer Deposit refunds payable is verified every month, so the payables balance is always current. This balance is carried in GL account 2300.

Operating Reserve

The Operating Reserve is intended to act as a short-term line of credit for the District, covering unanticipated timing gaps between expenditures and revenues, or unanticipated necessary expenditures. As a current and short-term reserve, it will be held in the savings or checking account with the other working capital reserves.

The Operating reserve will be calculated at thirty (30) days of total District expenditures, based on the currently approved budget. If any major Board-approved capital project temporarily requires additional working capital to bridge between the cash expenditure and the receipt of grant or loan funds, the

General Manager may draw from the short-term CIP reserve to supplement the Operating reserve for the duration of the project.

LEGALLY RESTRICTED RESERVES

These reserves are held in separate accounts to assure that any interest received is accumulated into the account and used for the legally restricted purpose. These are Savings accounts at Umpqua Bank.

State Loan Payment Reserve

This legally restricted reserve account is a separate account at Umpqua Bank that was established as part of the 2012-2015 Drinking Water Improvement Project (No. 1210008-006) that was funded by the State. The funding agreement required in Section 13 that the District establish an account that always contains at least one year's worth of debt service payments for the project's loan. A Deposit Account Maintenance Agreement was executed on March 30, 2011 which covenants to the State of California that the account will remain funded and will not be closed prior to the termination or expiration of the Funding Agreement. This balance is carried in GL account 1011.

Connection Fees

Connection Fees are a legally restricted reserve to be used to fund the expansion of the District's capacity to provide water and wastewater services to rate payers. Any unused balance of the Capacity Reserve can be held in Invested Reserves.

The draw from this Reserve will be calculated annually according to the percentage capacity increase from completed capital projects or debt service on capital projects that increased the capacity of the system. The amount to be drawn from the Connection Fees Reserve into the District's working capital is comprised of the total capacity increase percentage from all completed capital projects in a year. For example, if the SWTP upgrade that was completed in 2015 increased overall District water treatment capacity by 50%, then 50% of the overall project cost was therefore related to increasing District capacity, so 50% of the overall project cost would be drawn into working capital from the Connection Fee Reserves or 50% of the annual debt service payment can with withdrawn from the Connection Fee Reserves.

The capacity increase percentage of each capital project completed in a given fiscal year would be added together to create the total capacity increase for the year. Connection Fees equal to that total would be drawn into the District's working capital funds. If the balance in the Connection Fees Reserve is less than the total capacity increase, the entire balance could be moved into Working Capital. Connection Fees collected in future years would be drawn into working capital until the entire total of capital project costs related to increased capacity is fully funded. Annual tracking and reconciliation of the multiple capital projects comprising this total is a necessary part of the District's year-end closing process.

DESIGNATED RESERVES

Designated Reserves are held in the District's Treasury Accounts at Humboldt Count.

Catastrophe Reserve

This Reserve consists of funds that may be drawn to pay for operations during a catastrophic event, and to begin repair of the water and wastewater systems, and other District assets after such an event. Examples of catastrophic events include, but are not limited to, a severe earthquake, drought, storm, or fire. Unanticipated catastrophic spikes in expenditures or drops in revenue from any unforeseeable event would also be included in this category. Funds should be held in Invested Reserves and may be drawn from this account into working capital while long-term financing is being arranged or insurance claims are being processed.

Annual Capital Projects Reserve

This Reserve exists to allow the District to attend to smaller Capital Projects (less than \$500,000) as approved during the Budget process, without incurring additional debt. It is a Designated reserve amount that can be changed by the Board with the adoption or modification of the annual budget and is held with the Working Capital reserves.

Long Term Capital Improvement Project Reserve

This Reserve exists to allow the District to save towards larger long term capital improvement projects that are shown on the CIP. Larger projects may be financed by grants, single-project loans, reserves, or other legal and financially sound methods according to the market conditions that pertain when the project is funded. These projects are often partially funded with State or Federal grant funds that require the District to supply funding as matching funds, which is regularly required with these types of grant funds. The long-term CIP Reserve is held with the Designated reserves in the Treasury Accounts at the County. Transfer from these accounts to an authorized CIP project expenditure will be approved by the Board as needed to fund CIP projects that have been approved as part of the budget adoption process.

Prioritization of Reserves

Legally restricted reserves will be prioritized first for funding in any given fiscal year. Customer Deposits and Compensated Absences reserves would be funded next, as those are a necessary part of operational cash flow. Any new Loan or Bond reserves will be funded and placed in appropriate accounts according to whether they are legally allowed to accumulate interest or not. Connection Fees and any reserve with a legally dedicated rate-funding stream will be sequestered into the appropriate reserve account.

The third group of reserves funded would be the Annual Capital Projects and Operating reserves, which are held in the working capital account and are needed for operational cash flow. The remaining two reserves funded would be the long-term CIP reserve, followed by the Catastrophe reserve. While the last-listed reserves will always be at greatest risk of reduced funding during any budget shortfall, the prioritization is designed to reduce risk produced by a lack of appropriate reserves to the District as a whole.

Attachment #1
Resolution 15-004



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 2015-004

AN RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT ESTABLISHING PROCUREMENT PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT AND BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPTING THE AND ALTERNATIVE BIDDING PRODEDURES

The Board of Directors of the Garberville Sanitary District, Humboldt County California, ordains as follows;

SECTION 1. PURPOSE

A. The purpose of this Purchasing Resolution is to establish efficient procedures for the purchase of supplies, equipment and services at the lowest possible cost commensurate with quality needed, to exercise positive financial control over purchases, to define purchasing authority, and to assure the quality of purchases.

SECTION 2. AUTHORITY

A. The adoption of this Purchasing Resolution is intended to meet the requirements of state law including but not limited to the following; (i) Government Code Sections 54201 to 54205 regarding the purchase of supplies and equipment; (ii) Public Contract Code Sections 20780 to 20784 regarding public works construction projects; (iii) Government Code Section 4526 regarding professional services; (iv) Labor Code requirements for prevailing wages; and (v) other applicable state laws.

SECTION 3. PURCHASES AND CONTRACTS THAT ARE NOT PUBLIC PROJECTS

A. Procedures for Specific Amounts.

The following procedures shall be followed when purchasing or leasing materials, supplies, equipment or services:

1. **\$0 to \$1,000** - The General Manager shall ensure that the District pays fair prices and receives commensurate value for amounts expended.
2. **\$1,001 - to \$2,500** - Price quotes must be solicited, either verbally or in writing, from a minimum of three vendors, if available. The low price quote must be confirmed in writing.
3. **\$2,501 or higher** - Written specifications describing the delivery schedule, materials, supplies, equipment or services must be prepared. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low price quote must be confirmed in writing.

B. Purchase Order or Contract Required.

Purchases of supplies, equipment, and services shall be made only by written purchase order or contract.

C. Emergency Purchases and Contracts under \$35,000.

In an emergency, the General Manager may make purchases and execute contracts without following the foregoing requirements provided that the purchase is of an urgent nature, directly and immediately required by the emergency. An emergency is defined as a sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent and mitigate the loss or impairment of life, health, property, or essential public services. The General Manager shall provide a written report to the Board with a copy of any contract or invoice within seven days or at the next regularly scheduled meeting of the Board, whichever occurs first. The report shall detail the emergency and reasons justifying the action taken.

SECTION 4. PROCEDURES FOR PUBLIC PROJECTS

A. Definition of Terms.

As used in this section, the words, terms and phrases shall have the following meanings, as defined in Section 22002 of the Public Contract Code, unless otherwise apparent from the context:

1. "Facility" means any plant, building, structure, ground facility real property, street, highway or other public work improvement.
2. "Maintenance Work" includes all of the following:
 - a. Routine, recurring, and usual work for the preservation or protection of any publicly owned or publicly operated facility for its intended purposes.
 - b. Minor repainting.
 - c. Resurfacing of streets and highways at less than one inch.
 - d. Landscape maintenance including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems.
3. "Public Project" means any of the following:
 - a. Construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operated facility.
 - b. Painting or repainting any publicly owned, leased, or operated facility.
 - c. Public project does not include maintenance work.

B. Dollar Amount of Public Project Determines Process to be Used.

The dollar amount thresholds provided in this section shall automatically adjust upon the effectiveness of any adjustment notification by the State Controller in accordance with Public Contract Code Section 22020, without the necessity of amending this section or any subdivision herein to reflect any such adjustment.

1. Public projects of **forty-five thousand dollars (\$45,000.00) or less** may be performed by District General Manager by force account, by negotiated contractor by purchase order. The contract or

purchase order for contracts over \$45,000 shall be awarded by the Board and signed by the General Manager.

2. Public projects of **one hundred seventy-five thousand dollars (\$175,000) or less** may be awarded by a contract which follows **informal bidding procedures** as set forth in this section.

3. Public projects of **more than one hundred seventy-five thousand dollars (\$175,000)** shall, except as otherwise provided in this section, be awarded by contract that follow **formal bidding procedures** as set forth in this section.

C. Procedures to Be Used for Contracts Regarding Public Projects.

1. **Written specifications.** Public works projects which come within the dollar amount set forth in section (B)(1) above are subject to written specifications describing the delivery schedule, materials, supplies, equipment and services. Price quotes must be solicited in writing from a minimum of three vendors, if available. The low price quote must be confirmed in writing.

2. **Informal bidding procedures.** Public Works project which are subject to the informal bidding procedures as set forth in section (B)(2) above shall be awarded to the lowest responsive and responsible bidder in accordance with the Section 22032 *et seq.* of the Public Contract Code, as follows:

a. **Contractors List.** A list of qualified contractors shall be developed and maintained in accordance with the provisions of Section 22034 of the Public Contract Code and criteria promulgated from time to time by the California Uniform Construction Cost Accounting Commission.

b. **Notice Inviting Informal Bids.** A notice inviting informal bids shall be prepared, which shall describe the project in general terms, describe how to obtain more detailed information about the project, and state the time and place for the submission of bids. The notice shall be mailed not less than ten (10) days before bids are due, to either all the contractors on the Contractors List for the category of work to be bid, or to all construction trade journals specified in the California Public Contract Code Section 22036, or both, unless the product or service delivery is proprietary. The Notice shall specify that bids must be received in written form and that bids must be received by mail, courier, hand-delivery or facsimile (fax).

c. The informal bids for public projects shall be awarded to the lowest responsive and responsible bidder. Contracts will be awarded by the Board and signed by the General Manager.

d. If all bids received are in excess of one hundred seventy-five thousand dollars (\$175,000), the Board may, by adoption of a resolution with a four-fifths vote, award the contract, at one hundred eighty-seven thousand five hundred dollars (\$187,500) or less, to the lowest responsive and responsible bidder, if it determines the cost estimate of the public agency was reasonable.

3. **Formal bidding procedures.** Public work projects which are subject to formal bidding procedures as set forth in section (C)(3), above, shall be awarded to the lowest responsive and responsible bidder in accordance with, but not limited to, the following procedures:

a. Preparation of a notice inviting bids including bid specifications, bid security, and setting of the time and place for receiving and opening of sealed bids;

b. Publication of such notice at least ten (10) days prior to bid opening. Notice shall be published at least twice, not less than five days apart, in a newspaper of general circulation. It shall also be sent electronically, if available, and mailed to all construction trade journals specified in Section 22036, at least fifteen days prior to bid opening;

- c. The submission of sealed bids;
- d. A public bid opening;
- e. Award to the lowest, responsive and responsible bidder;
- f. District reservation in notice inviting bids of the right to reject any or all bids;
- g. Award and execution of a written contract; and
- h. Reference to applicable state or federally funded project requirements;

E. Authority to Prepare and Issue Notice Inviting Bids.

The General Manager or his or her designee is authorized to prepare and issue notices inviting bids and to establish such additional bidding procedures as are not inconsistent with those stated herein.

F. Prohibition against splitting or separating projects.

It is unlawful to separate into smaller work orders or projects for the purpose of evading the provisions of this article requiring work to be done by contract after competitive bidding.

G. Board Authority to Reject, Re-advertise, or Otherwise Award.

1. In its discretion, the Board may reject any and all bids presented under the informal and formal bidding procedures described above if the Board, prior to rejecting all bids and declaring that the project can be more economically performed by employees of the District, furnishes a written notice to an apparent low bidder. The notice shall inform the bidder of the District's intent to reject the bid and shall be mailed at least two business days prior to the Board meeting at which the District intends to reject the bid. If after the first invitation for bids all bids are rejected, after reevaluating its cost estimates of the project, the Board shall have the option of either of the following:

- a. Abandoning the project or re-advertising for bids in the manner described in Section D-2 or D-3 as applicable.
- b. By passage of a resolution by a four-fifths vote of the Board declaring that the project can be performed more economically by the employees of the District, the District may have the project done by force account without further complying with this Section.

2. If the contract is awarded, it shall be awarded to the lowest responsive and responsible bidder. If two (2) or more bids are the same and the lowest, the District may accept the one it chooses.

3. If no bids are received through the informal or formal bidding procedures described above, the project may be performed by employees of the District by force account or by informal bidding procedures set forth above.

H. Emergency.

1. In case of an emergency regarding a public project which requires competitive bidding, the Board may pass a resolution by a four-fifths vote of its members declaring that the public interest and necessity demand the immediate expenditure of public money to safeguard life, health, or property. The resolution shall specify findings as required in Public Contracts Code Section 22050.

2. "Emergency" as used in this section means a ⁷sudden, unexpected occurrence that poses a clear and

imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services.

I. Written Contracts Required.

All contracts for public projects shall be in writing; all amendments to contracts shall be in writing. The General Manager shall work with District Counsel to ensure that the contract includes language protecting the District's interest and language required by law. This language shall include, but is not limited to: specified term, scope of services, termination language, insurance, warranties, indemnification, non-collusion, contractor license, security, bonds, liquidated damages, change orders, retention, prevailing wages, and compliance with applicable laws.

J. Exception to Competitive Bidding for Purchases from State and Public Agencies.

1. In accordance with Public Contract Code Section 10299, the District may, without formal or informal bidding, contract with suppliers who have been awarded contracts by the state for the purchase of goods, information technology, and services under the competitive process in Public Contract Code Sections §12100 to 12113. Such contracts typically take the form of master agreements, price schedules, or multiple award schedules.
2. If the District is part of a joint powers agreement or consortium that utilizes competitive procurement procedures, the District may contract with suppliers/vendors who have been awarded contracts by the joint powers authority or consortium.
3. The District may also utilize a competitive procurement process utilized by the County of Humboldt for goods or for public projects.
4. The District may make purchases under this section directly from the vendors, the state or public agency or through the State or public agency. Such contracts are subject to Board approval.

K. Sole-Source Purchases.

In the event that there is one, and only one, source for a product or equipment in excess of \$35,000, a sole-source contract may be used. When the District wishes to purchase a product or equipment over \$35,000 from a sole-source without competitive bidding, a sole-source resolution is to be prepared and submitted with a District agenda item. In order to establish a legal basis for a sole-source exception, the following statements and findings must be made and set forth in every sole-source resolution:

1. A statement describing every unique or specialized feature of the product;
2. A statement of the General Manager's efforts to locate all possible suppliers of such product;
3. A statement that, in spite of its efforts, the General Manager has been able to locate only one supplier of the product in question
4. A statement that indicates the ultimate cost of the product and the process used to determine the cost of the product; and
5. A finding that it is, therefore, proper for the District to dispense with competitive bidding requirement and to authorize the General Manager to purchase the product in question under the sole-source exception.

SECTION 5. PREVAILING WAGES

A. Under Labor Code Section 1771, all work performed under contract for public works projects of more than \$1,000 shall be subject to prevailing wages. The Labor Code defines the term "public works project" broader than the Public Contract Code and Section 3 above requiring procedures to use for "public project." There may be instances in which bidding is not required but payment of prevailing wages is required.

B. "Public works project" or the purpose of prevailing Wages only means:

1. Construction, alteration, demolition, installation, or repair work done under contract and paid for in whole or in part from District funds. For purposes of this paragraph, "construction" includes work performed during the design and preconstruction phases of construction, including, but not limited to, inspection and land surveying work. For purposes of this paragraph, "installation" includes, but is not limited to the assembly and disassembly of freestanding and affixed modular office systems.

2. The laying of carpet done under a building lease-maintenance contract and paid for out of public funds.

3. The laying of carpet in a public building done under contract and paid for in whole or in part out of public funds.

C. Prevailing wage requirements do not apply to work performed by the District with its own forces.

D. The General Manager is authorized to establish guidelines for implementing prevailing wages requirements that are consistent with this section and with the Labor Code.

SECTION 6. EFFECTIVE DATE.

This Resolution shall become effective: April 28, 2015

The foregoing Resolution No. 2015-004 was adopted on April 28, 2015, by the following vote:

AYES:	Directors	<u>Anderson, Brodersen, Bryan</u>
NOES:	Directors	<u>0</u>
EXCUSED:	Directors	<u>0</u>
absent:		<u>Stewart.</u>
		<u>[Signature]</u> , Chairperson

ATTEST: Tina Stillwell,
Tina Stillwell
Clerk of Board of Directors

Attachment #2
Resolution 22-007



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 22-007

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2022-23 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007

WHEREAS, the Garberville Sanitary District is a Special District that operates as an enterprise fund for water and sewer services on a fiscal year ending June 30th; and

WHEREAS, the GSD Board adopted a five-year rate increase schedule for water and sewer rates in Resolution 20-007 on June 23, 2020 to meet the expected inflation increases and capital project expenditures as follows;

Table 1. Amended Residential Water Rates

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

Table 2. Amended Commercial and Multifamily Water Rates

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

Table 3. Amended Residential and Commercial Sewer Rates

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

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

WHEREAS, the District annually reviews the current year's budget progress and prepares a proposed budget for the Budget Committee's review and recommendation; and

WHEREAS, the District's Budget Committee met on April 22nd and May 13th to review the draft proposed budget and the necessity for implementation of the scheduled rate increase effective July 1, 2022; and

WHEREAS, the budget as recommended by the Budget Committee including the rate increase has been reviewed by the Board during a regular board meeting.

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

1. The FY 22/23 budget as presented by the Consultant Project Manager in the Board Memorandum and at the meeting on May 24, 2022 including all budget and fiscal policies outlined therein is hereby adopted
2. The scheduled rate increase is hereby approved for implementation
3. Reserves are anticipated to increase by \$8,226

Passed and adopted by the Garberville Sanitary District's Board of Directors on May 24, 2022 during a special meeting, by the following vote:

AYES: Directors Rio, Doug, Julie, Dan

NOES: Directors Ø

EXCUSED: Directors Ø

Doug Bryan
 Doug Bryan, Chair of the Board

ATTEST:

Ralph Emerson
 Ralph Emerson
 Clerk of Board of Directors

Attachment #3
Resolution 20-007



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-007

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

WHEREAS, in accordance with GSD RESOLUTION NO. 19-001 - APPROVAL OF GUIDELINES FOR THE SUBMISSION AND TABULATION OF PROTESTS IN CONNECTION WITH RATE HEARINGS CONDUCTED PURSUANT TO ARTICLE XIID, SECTION 6 OF THE CALIFORNIA CONSTITUTION, at the conclusion of the public hearing, the District Clerk tabulated all protests received, including those received during the public hearing, and reported the result to the Board of Directors; and

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

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

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

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

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

AYES: Directors Rio Anderson, Linda Brodersen, Doug Bryan, Julie Lyon, Dan Thomas

NOES: Directors Ø

ABSENT: Directors Ø

ABSTAIN: Directors Ø

Ames Brodersen, Chair of the Board

ATTEST:

Ralph Emerson
Ralph Emerson
Clerk of Board of Directors

Resolution 20-007 – Attachment #1

Table 1. Amended Residential Water Rates

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

Table 2. Amended Commercial and Multifamily Water Rates

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

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

Table 3. Amended Residential and Commercial Sewer Rates

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

Details for consumption strength multiplier (CSM) and Equivalent Residential Units (ERU) for each commercial and multifamily customer can be found in Appendix B and C in the 2020 WATER AND SEWER RATE STUDY. The explanation for the changes in charge calculation methodology can be found in the rate study.

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

WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION

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

Establishment	Unit	ERU Factor	Consumption Strength Multiplier
Single Family Residence (includes manufactured homes and mobile homes that are on private lots)	Per Dwelling Unit	1.000	N/A
Multifamily - (0-2 bedrooms per unit) Multifamily - (3 or more bedrooms per unit)	Per Individual Living Unit	0.800 1.000	1.0
Apartments, Condominiums, or accessory units without separate meters	Per Individual Living Unit	0.800	1.0
Mobile home and trailer parks (Any accessory facilities such as laundry, dining, residences, etc. shall be considered separately in addition to trailer spaces as per this table.)			
Mobile home or trailer park	Space	0.800	1.0
Recreational Vehicle Park (occupied or not)	Space	0.500	1.4
Hotel, Motel, lodging house, boarding house, or other multiple dwelling designed for sleeping accommodations for one or more individuals (not including food service, dining, meeting rooms, or laundries for boarder's use)			
Without Cooking Facilities (can include in room fridge)	Room	0.600	1.2
With Cooking Facilities (i.e. stove, microwave, and refrigerator)	Room	1.000	1.4
Churches, theaters, and Auditoriums (does not include office spaces, school rooms, day care facilities, food prep areas, etc.) See other sections in table to add for those uses.	Seat	0.017	1.0
Barber/Beauty Salon	Opr. Station	0.300	2.0
Theater	Per Seat	0.010	1.0
Theater (Dinner)	Per Seat	0.067	1.4

Resolution 20-007 - Attachment #2

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

Resolution 20-007 - Attachment #2

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

GENERAL NOTES

- ONE (1) equivalent residential unit (ERU) shall, for the purposes of this Section, have an assigned value of 1.000. One (1) ERU is hereby established and determined to be equal to a flow of **two hundred (200) gallons per day (GPD)**. The "total equivalent residential unit value" for an establishment shall be calculated by multiplying the ERU factor listed above times the number of units. A developer may request a calculation in lieu of selecting directly from the list. The District may at it's discretion require additional information as it deems necessary to support any calculations provided.
- The General Manager shall be responsible for determining the number of equivalent residential units for various building, structures or uses in accordance with the provisions of this section. For proposed new construction, the General Manager shall review the building plans and ascertain the use of the proposed structure and then determine the number of equivalent dwelling units required by an application of the tables listed above. For an existing structure and use, the General Manager shall apply this table to that structure and use. For the alteration, remodeling or expansion of an existing structure or use, the General Manager shall determine the number of equivalent dwelling units being used by the existing structure or use by applying this section. The General Manager shall then determine, in the same manner as new construction, the number of equivalent dwelling units required after completion of the alteration, remodeling or expansion. The equivalent dwelling units in such cases shall be the amount of the increase in such units, if any. The general manager's determinations under this section may be appealed to the board of directors, whose decision shall be final.
- During initial implementation of this ordinance, the General Manager shall use historical data on actual flows for each commercial customer to determine the initial ERU calculation. Each commercial customer shall be informed of the ERU determined for their property and shall be provided with this table. Each customer may choose to provide to the General Manager data sufficient to recalculate the appropriate ERU for their property. If no data is supplied, then the account will be billed based upon the initial ERU until such time as there is sufficient data to revise the initial ERU calculation.
- In no event shall the total ERU for any separate establishment be less than 1.000.
- The Strength Consumption Factor shall be used by multiplying by the commercial sewer unit price to determine the monthly sewer consumption rate.

Example: (Unit price) X (Consumption Strength Multiplier) X (Units Consumed) = Monthly Charge
 \$5.00 X 1.4 X 15 = \$105

Attachment #4
Resolution 23-003



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 23-003

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT UPDATING THE ELECTION TO UTILIZE SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION WITH A THRESHOLD OF \$5,000 PER INVOICE OR INDIVIDUAL ITEM IN ACCORDANCE WITH INTERNAL REVENUE SERVICE IN NOTICE 2015-82.

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

WHEREAS, the Garberville Sanitary District incurs expenditures related to tangible property for both water and sewer enterprise funds; and

WHEREAS, the Internal Revenue Service issued the final tangible property regulations on Sept. 17, 2013, [Treasury Decision 9636 ("final tangibles regulations")]; and

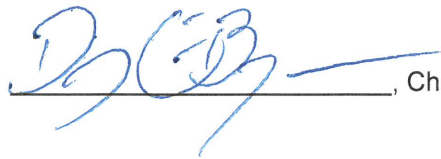
WHEREAS, the de minimis safe harbor election does not include amounts paid for inventory (to be resold) and land; and

WHEREAS, the District has audited financial statements prepared each year but does not have a current written accounting policy manual.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the District is electing to utilize Section 1.263(a)-1(f) de minimis safe harbor election, with a threshold of \$5,000 per invoice or individual item, in accordance with Internal Revenue Service Publication 5712 "Capitalization of Tangible Property Audit Technique Guide Revision Date: 9/14/2022", and all items in excess of this threshold will be booked as capital assets and will be depreciated in accordance with District policy and Appendix B of Publication 946. This election is effective as of January 1, 2023, replaces Resolution 17-012, and will remain in effect until such time as a new resolution is adopted.

Passed and adopted by the Garberville Sanitary District's Board of Directors on **January 31, 2023** during a regular business meeting, by the following vote:

AYES:	Directors	<u>R. Anderson, D. Bryan, J. Lyon, D. Thomas, R. Landes</u>
NOES:	Directors	<u>None</u>
EXCUSED:	Directors	<u>None</u>

 _____, Chairperson

ATTEST:


Ralph Emerson
Clerk of Board of Directors

Attachment #5
Resolution 23-004



GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-8566

RESOLUTION NO. 23-004

ESTABLISHING UPDATED CHECK SIGNING AUTHORIZATIONS WITH UMPQUA BANK

WHEREAS, the Board of Directors of the Garberville Sanitary District, (the District) has determined it to be in the best interest of the District to establish updated authorizations with Umpqua Bank, (the Bank).

WHEREAS, the District has one business checking account no. 991328238, two public funds money market accounts no. 991328220 and 991328212, and one public funds checking account no. 992322057, and two capital improvement project savings account no. 4862571330 and no. 4864706678 with Umpqua Bank,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that all checks shall require the following signatures for authenticity:

Minimum	Maximum	Signatures Required
\$0	\$2,000	One Signature
\$2,000	None	Two Signatures including one Board Member
All Payroll Checks Regardless of Value		Two Signatures including one Board Member

BE IT FURTHER RESOLVED AND ORDERED, that the District's independent accountant will perform all bank reconciliations and will notify the Board should any discrepancies be found; and

BE IT FURTHER RESOLVED AND ORDERED, that Doug Bryan, Chairperson of this District is hereby authorized and empowered to certify and to execute a signature card, or cards, including the following persons as authorized signatory on any or all of the above referenced accounts as well as written authorizations as needed or required by the Bank:

Name	Title	Name	Title
Ralph Emerson	General Manager	Soran Rio Anderson	Vice Chairperson
Mary Nieto	Administrative Assistant	Julie Lyon	Treasurer
Doug Bryan	Chairperson	Dan Thomas	Board Member
Richard Landes	Board Member		


Passed and adopted by the Garberville Sanitary District's Board of Directors on February 21, 2023 during a regular business meeting, by the following vote:

AYES: Directors *Rio Anderson, Dan Thomas, Richard Lances, Doug Bryan*

NOES: Directors

EXCUSED: Directors *Julie Lyon*

ATTEST:


_____, Doug Bryan
Chair Person


_____, Ralph Emerson
Clerk of Board of Directors

Attachment #6
Resolution 23-005



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 23-005

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AMENDING THE PROCUREMENT POLICY AND CHECK SIGNING AUTHORIZATIONS FOR THE CAPITAL IMPROVEMENT PROJECT TITLED: ROBERTSON/WALLAN/HURLBUTT TANKS REPLACEMENT PROJECT

WHEREAS, the Garberville Sanitary District Board adopted Resolution 2015-004 "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT ESTABLISHING PROCUREMENT PROCEDURES FOR PURCHASING OF SUPPLIES AND EQUIPMENT AND BIDDING PROCEDURES FOR PUBLIC PROJECTS; ADOPTING THE AND ALTERNATIVE BIDDING PRODEDURES" on April 28, 2015 ; and

WHEREAS, the GSD Board adopted Resolution 2023-004 "ESTABLISHING UPDATED CHECK SIGNING AUTHORIZATIONS WITH UMPQUA BANK" on February 21, 2023; and

WHEREAS, the GSD Board desires to set up project specific limits regarding check signing and contract change order authorization levels.

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

1. The following table summarizes the signatures that are required for checks written to pay expenses incurred, within contracts already executed by the Board, on the ROBERTSON/WALLAN/HURLBUTT TANKS REPLACEMENT PROJECT:

<i>Check Amount</i>	<i>Required Signature(s)</i>
\$0 - 25,000	One signature - either General Manager or any Board Member
\$25,001 - 250,000	Two signatures - General Manager + any Board Member
\$250,001 +	Payment authorization will be reviewed by Board prior to check being signed with two signatures

2. The Board hereby authorizes execution of contract change orders or service contract amendments within contracts already executed by the Board as follows:

<i>Contract Change Order Amount</i>	<i>Execution can be authorized by:</i>
\$0 - 25,000	One signature - General Manager or any one Board Member
\$25,001 - 100,000	Two signatures - General Manager + any Board Member
\$100,001 +	Contract Change Order will be reviewed and approved by the Board prior to execution

Passed and adopted by the Garberville Sanitary District's Board of Directors on April 4, 2023 during a regular meeting, by the following vote:

AYES: Directors Doug, Rio, Julie, Dan, Richard

NOES: Directors Ø

EXCUSED: Directors Ø

Doug Bryan
Doug Bryan, Chair of the Board

ATTEST:

Ralph Emerson
Ralph Emerson
Clerk of Board of Directors

Attachment #7
Resolution 23-006



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 23-006

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2023-24 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007 AS REVISED HEREIN

WHEREAS, the Garberville Sanitary District is a Special District that operates as an enterprise fund for water and sewer services on a fiscal year ending June 30th; and

WHEREAS, the GSD Board adopted a five-year rate increase schedule for water and sewer rates in Resolution 20-007 on June 23, 2020 to meet the expected inflation increases and capital project expenditures as follows;

Table 1. Residential Water Rates

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

Table 2. Commercial and Multifamily Water Rates

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

Table 3. Residential and Commercial Sewer Rates

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

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

WHEREAS, the District annually reviews the current year’s budget progress and prepares a proposed budget for the Budget Committee’s review and recommendation; and

WHEREAS, the District’s Budget Committee met on May 17th to review the draft proposed budget and the necessity for implementation of the scheduled rate increase effective July 1, 2023; and

WHEREAS, the Board has previously established a Reserve Balance minimum of \$700,000 and the Budget as presented continues to result in a reserve balance in excess of this minimum; and

WHEREAS, the budget as recommended by the Budget Committee including the REVISED rate increase has been reviewed by the Board during a regular board meeting.

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

1. The FY 23/24 budget as presented by the Consultant Project Manager in the Board Memorandum and at the meeting on May 23, 2023 including all budget and fiscal policies outlined therein is hereby adopted.
2. The scheduled rate increase is hereby REVISED for implementation this year (column headed “Revised July 2023”) and a further review will be conducted as needed during the fiscal year to verify that this lesser implementation schedule will be sufficient to cover annual expenditures and debt service payments.

Table 4. **Revised** Residential Water Rates

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - all meter sizes (\$/mo.)	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	12.00
Consumption Charges:			
Residential Tier 1: 0-8 units (\$/hcf)	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	12.00	13.00	12.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00

Table 5. Commercial and Multifamily Water Rates

Description	Current	Adopted July 2023	Revised July 2023
Base Rate (\$/mo.)			
Tier 1 - 0-8 units annual average	75.00	79.00	NO
Tier 2 - 9-40 units annual average	140.00	150.00	CHANGE
Tier 3 - 41 + units annual average	280.00	300.00	PROP-
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	OSD
Consumption Charges			
Commercial Tier 1: 0-40 units (\$/hcf)	4.50	5.00	
Commercial Tier 2: 41 + units (\$/hcf)	3.75	4.25	
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	

Table 6. Revised Residential and Commercial Sewer Rates

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - per ERU (\$/mo.)	48.00	51.00	48.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier (SFR CSM = 1.0)	4.00	5.00	3.00


3. The cash on hand balance as of March 31, 2023 is \$817,093.57 of which \$770,257.71 is unrestricted. Reserves are anticipated to increase by \$ 3,911.14, which keeps the reserve balance above the \$700,000 threshold.

Passed and adopted by the Garberville Sanitary District's Board of Directors on May 23, 2023 during a regular meeting, by the following vote:

AYES: Directors BRYAN, LYON, THOMAS, LANDES

NOES: Directors —

EXCUSED: Directors ANDERSON



Doug Bryan, Chair of the Board

ATTEST:



Ralph Emerson
Clerk of Board of Directors

Attachment #8
Resolution 23-008



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

Resolution #23-008

**Establishing updated signing authorization for the District's
 Reserve accounts #2200 and 2201 held with County of Humboldt**

WHEREAS, the Board of Directors of the Garberville Sanitary District, (the District) has determined it to be in the best interest of the District to establish updated authorizations for its reserve accounts 2200 and 2201 at the County of Humboldt (the Treasury); and

WHEREAS, THE District has two reserve accounts—account 2201 for water and 2200 for sewer.

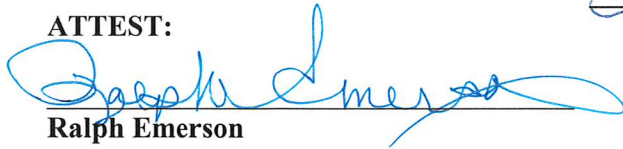
NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that all requests for transfers or issuance of checks from these accounts up to \$50,000 must be signed by General Manager or designee and the acting Board Chairperson. All transfers or issuance of checks in amounts over \$50,000, will require board action.


BE IT FURTHER RESOLVED AND ORDERED, All transfers or issuance of check from the District Reserve accounts, must be reported to the Board Members at next Board Meeting.

BE IT FURTHER RESOLVED AND ORDERED, that the Chairperson of the District is hereby authorized and empowered to certify and to execute any written authorizations as needed or required to implement these protocols.

Passed and adopted by the Garberville Sanitary District Board of Directors on July 25th, 2023 during a regular business meeting, by the following vote:

AYES: Directors: Doug Bryan, Rio Anderson, Richard Landes
NOES: Directors: Ø
EXCUSED: Directors: Julie Lyon, Dan Thomas

ATTEST:

 Ralph Emerson
 Clerk of Board


 Doug Bryan
 Chairperson



CLEAN CA - LARGE ITEM DUMP DAY PLANNING

Caltrans District One Clean CA Program invites your community to partner on a Large Item Dump Day event. The purpose for these events is to support communities in reducing road-side litter and illegal dumping by providing a framework for a Dump Day event. The hope is that with Caltrans assistance, communities will learn how to hold similar events for the future betterment of our communities.

Below is an event timeline followed by more in-depth information on the responsibilities of Caltrans and Community Partners.

EVENT SCHEDULING AND TIMELINE:

- ✓ 4 months in advance:
 - Community partner review items noted below and present Caltrans with:
 - Secured location
 - Available equipment and operators
 - Workers compensation coverage
 - List of available staff or volunteers for event
 - Approval to move forward with draft Dump Day Agreement
- ✓ 3 months advance:
 - Caltrans and partner execute Dump Day Agreement
 - Caltrans confirms tire and mattress trailers and provides partner with contact info for billing
 - Community partner provides logos for advertising
 - Caltrans provides draft flyer and other promotional material to partner for review
- ✓ 6 weeks in advance:
 - Caltrans schedules site-visit to plan day-of logistics
 - Partner, equipment operators and garbage hauler to attend site-visit
 - Review staffing plan
 - Caltrans releases advertising materials

CALTRANS PROVIDES:

- Event organization and planning:
 - Schedule meetings with stakeholders
 - Secure garbage hauler through bid process in accordance with allotted budget
 - Assist in developing list of items to be disposed of
- Advertising:



- Promotes partners with logos on print materials
- Banners to hang in town
- Flyers to post and hand-out
- PSA radio ads
- Social Media: Facebook, Twitter, Instagram
- Fiscal Agreement to reimburse community partner for costs incurred (garbage hauler, tire trailers, metal recyclers)
- Site visit with land-owner, equipment operators and garbage hauler to develop layout plan for traffic queue and garbage bin spacing
- Day-of logistics:
 - Signage to location
 - Cones for traffic
 - Porta-potty if other restroom access is not available
 - Station signs (Metal, recycling, freon appliances, etc.)
 - PPE for partners (vests, gloves, safety glasses)
 - Radios for communication during the event
 - Check-in and data collection station with pop-up tent.
- Day-of staffing:
 - Operations manager to oversee event and provide tailgate safety talk
 - Traffic handling and incidental support
 - Route traffic through lines and to dump areas
 - Public Information Officer
 - CHP presence if requested

COMMUNITY PARTNER PROVIDES:

- Location for event: large open area with plenty of room for traffic to queue without impacting side-streets, residents, or other businesses. Ideally the location will be paved to prevent tripping and to assist in easy clean-up.
- Mechanism for payment to vendors, to be reimbursed by Caltrans in arrears.
- Advertising: use Caltrans materials to promote within community, tag Caltrans with partner social media accounts.
- Equipment and operators: various forms of equipment will suffice depending on area and items being accepted. 3 pieces is ideal in most situations: a loader with a 4:1 bucket, a mini-excavator, and a backhoe with a thumb and/or 4:1 bucket. Water trucks if the area is gravel.
- Staffing Liability Coverage – event insurance or other workers compensation coverage for any non-Caltrans employees working the event
- Event Staffing - depends on size and location of event, 5-15 people to assist with:
 - Routing traffic
 - Collecting surveys



- Unloading vehicles
- Clean-up after event
- Load mattresses into trailers (if mattresses are accepted). 2 staff per mattress trailer
- Load tires into trailers (if tires are accepted). 4 staff per tire trailer
- Other incidental support as needed

CALTRANS CONTACTS:

District Clean CA Coordinator:

- Julia Peterson 707-497-9027; julia.peterson@dot.ca.gov

District Field Coordinator:

- Brenda Rose 707-572-7266 brenda.rose@dot.ca.gov

Public Information Officer:

- Rhiannon Montgomery 707-601-9913 rhiannon.montgomery@dot.ca.gov

MEDIA:

Facebook: [@CaltransD1](https://www.facebook.com/CaltransD1),

Twitter: [@CaltransDist](https://twitter.com/CaltransDist),

Instagram: [@CaltransDist1](https://www.instagram.com/CaltransDist1)

RESOURCES

[Caltrans District 1 Clean CA Website](#)

[Klamath Large Item Dump Day video](#)

[Covelo Large Item Dump Day video](#)

Hello Ralph,

Caltrans Clean CA proposed partnering with Garberville Sanitary District to hold a Dump Day. At this time, Caltrans is in discussion with the County of Humboldt to determine the partners, roles and best course of action to host the event. I expect by your next Board meeting we will have more information to share.

Thank you,

Brenda Rose

Caltrans District 1 Maintenance

[Clean California](#) Field Coordinator

DUMP DAY EVENT AGREEMENT

THIS AGREEMENT is made this _____ day of _____, 20__, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as CALTRANS; and the City/County of _____, hereinafter referred to as “LOCAL AGENCY”; and collectively referred to as “PARTIES.”

The Clean California initiative is a multiyear clean-up effort led by CALTRANS to keep roads and waterways free of litter, create thousands of jobs, and transform state and local public spaces through beautification efforts. As part of the litter collection component, CALTRANS is proposing free dump day events where the public can dispose of household waste safely and properly for free (Dump Day events).

CALTRANS and LOCAL AGENCY, agree to provide free Dump Day events for LOCAL AGENCY’s residents as part of the Clean California initiative.

PARTIES are authorized to enter into an agreement for improvements to the State Highway System per the California Streets and Highways Code, Sections 114 and 130.

PARTIES MUTALLY AGREE TO DO THE FOLLOWING:

1. PARTIES shall publicize Dump Day events by informing the public that they may dispose of certain household waste items safely and properly for free, at the following locations and dates:
 - *(Date)* between *(event hours)* at the *(Transfer/Landfill name and address)*
 - *(Date)* between *(event hours)* at the *(Transfer/Landfill name and address)*
 - *(Date)* between *(event hours)* at the *(Transfer/Landfill name and address)*

¹Dates and times in the locations identified above is to be determined and mutually agreed upon in writing (sample attached as Exhibit A) by authorized representatives of the PARTIES.
2. CALTRANS agrees to reimburse the LOCAL AGENCY ___% **(one hundred percent)** of cost for, including but not limited to **labor, equipment and/or dumping fees** expended for Dump Day events (Dump Day Costs) up to the maximum Contract Sum stated in this Agreement.
3. CALTRANS has agreed to reimburse LOCAL AGENCY, an amount not to exceed **(\$X,XXX,XXX)** to fulfill its obligations under this AGREEMENT.
4. CALTRANS’ obligations under this AGREEMENT are subject to the appropriation of resources by the Legislature and the State Budget Act authority.

¹ Remove language if dates and times are determined at the execution of the agreement. This language is to only be used if dates and times are to be determined after the execution of this agreement.

² Any specific item highlighted that will not be reimbursed by Caltrans can be removed. Additional language CANNOT be added, and existing language CANNOT be changed, only removed.

5. Based on the amount of trash collected during the Dump Day events, LOCAL AGENCY shall send its invoices to CALTRANS within 45 days of the Dump Day event for the latter's share of the Dump Day Costs.
6. LOCAL AGENCY shall send invoices to the Caltrans District Clean CA District (xx) Coordinator. The itemized invoice shall contain the following:
 - (a) STATE's Clean California Program Code: CLEANCADMP;
 - (b) AGREEMENT number;
 - (c) Date(s) of services;
 - (d) Location of services;
 - (e) Number of hours and hourly rates;
 - (f) Receipts for trash disposal;
 - (g) Receipts for equipment, materials, and supplies; and
 - (h) LOCAL AGENCY's Performance Report that includes tonnage and/or cubic yard measurement of litter/debris disposed.

CALTRANS

«Caltrans contact name », «Caltrans contact title»

«Caltrans contact street address»

«Caltrans contact city», CA «Caltrans contact ZIP code»

Office Phone: «Caltrans contact phone»

Mobile Phone: «Caltrans contact mobile phone»

Fax Number: «Caltrans contact fax»

Email: «Caltrans contact email address»

LOCAL AGENCY contact is the following:

«Party contact name», «Party contact job title»

«Party contact street address»

«Party contact city», «Party contact state MC» «Party contact ZIP code»

Office Phone: «Party contact phone»

Mobile Phone: «Party contact mobile phone»

Fax Number: «Party contact fax»

Email: «Party contact email address»

7. Upon review and approval of invoice by the District Clean California Coordinator, CALTRANS shall pay LOCAL AGENCY within forty-five (45) calendar days of receipt

of invoices. Payment will be made in accordance with the CA Prompt Payment Act, and within the time specified in Chapter 4.5, sections 927-927.13 of the Government Code.

8. When publicizing the Dump Day events, PARTIES shall inform the public that no hazardous materials will be accepted at the Transfer Stations/Landfills. However, if LOCAL AGENCY accepts hazardous materials, it shall do so at its own risk and responsibility and CALTRANS shall not pay disposal fees for such hazardous material.
9. Participating members of the public will be responsible for legally transporting waste to the Dump Day event.
10. LOCAL AGENCY shall provide the necessary equipment, tools, personal protective equipment, materials, supplies and products necessary to perform the services under this AGREEMENT including refuse intake inspection by staff qualified to identify hazardous materials, transportation, loading and unloading, and handling of Dump Day refuse.
11. CALTRANS does not accept nor take any responsibility for generation of any waste streams, including hazardous materials, associated with the Dump Day event(s).
12. All services performed by LOCAL AGENCY pursuant to this AGREEMENT are intended to be performed in accordance with all applicable Federal, State and LOCAL AGENCY laws, ordinances, and regulations. In case of a conflict between Federal, State and LOCAL AGENCY laws, ordinances, or regulations, the order of precedence applicability of these laws shall be Federal, State and then LOCAL AGENCY laws and regulations, respectively.
13. The total amount CALTRANS will reimburse to LOCAL AGENCY pursuant to this AGREEMENT shall not exceed **[\$X,XXX,XXX]** (“Contract Sum”). Costs incurred by LOCAL AGENCY for PROJECT work under this AGREEMENT in excess of the Contract Sum will be borne by LOCAL AGENCY. It is understood and agreed that this AGREEMENT fund limit is an estimate, and that CALTRANS will only reimburse the actual cost of services rendered as authorized by the CALTRANS Contract Manager or designee at or below the fund limitation amount set forth in this AGREEMENT.
14. This AGREEMENT may only be amended or modified by mutual written agreement of the PARTIES.
15. This AGREEMENT will end on June 30, 2024. This AGREEMENT may be terminated by the PARTIES upon mutual written agreement. In the event of a termination CALTRANS will reimburse LOCAL AGENCY all allowable, authorized, and non-cancellable obligations and costs incurred by LOCAL AGENCY prior to the termination.
16. Neither CALTRANS nor any officer or employee thereof is responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by LOCAL AGENCY, its contractors, sub-contractors, general public, and/or its agents under or in connection with any work (including hazardous materials), authority, or jurisdiction conferred upon LOCAL AGENCY under this AGREEMENT. It is understood and agreed that LOCAL AGENCY, to the extent permitted by law will

defend, indemnify, and save harmless CALTRANS and all of its officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by LOCAL AGENCY, its contractors, sub-contractors, general public, and/or its agents under this AGREEMENT. PARTIES will continue to work together to plan future events.

PARTIES are authorized to enter into this AGREEMENT and have delegated to the undersigned the authority to execute this AGREEMENT on behalf of the respective agencies and hereby covenant to have followed all the necessary legal requirements to validly execute this AGREEMENT. By signing below, the PARTIES each expressly agree to execute this AGREEMENT electronically.

XXXXXX
Deputy District Director Maintenance
Caltrans District *(xx)*

Date

XXXXXX
(Local Agency name)

Date

DRAFT

DUMP DAY Locations and Schedule

- *(Date) between (event hours) at the (Transfer/Landfill name and address)*

(Name)
(Caltrans Authorized Representative Title)

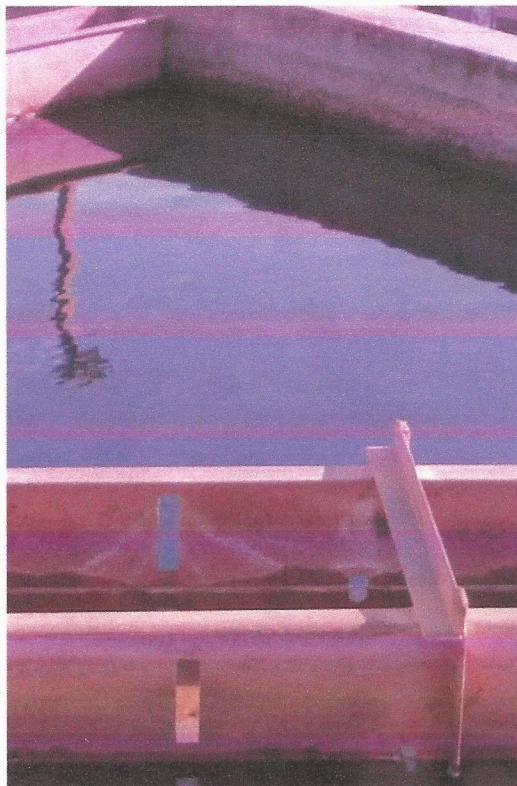
Date

(Name)
(City Authorized Representative Title)

Date

DRAFT

2023 HANDBOOK



California Financing Coordinating Committee
Fall Funding Fair
Seeking Funding For Your Infrastructure Project?



MISSION STATEMENT

Infrastructure Financing for the 21st Century

The purpose of the California Financing Coordinating Committee (CFCC) is to foster cooperation among the many funding agencies that administer water, wastewater, and other public infrastructure needs. The CFCC encourages the efficient use of funds by reducing administrative costs for recipients and funding agencies and evaluating methods for improved performance. CFCC members provide a forum to resolve State and federal program requirement conflicts that may make multi-funded projects difficult to administer. Additionally, funding fairs provide the CFCC with an opportunity to present current program information to the public. Attendees will also have the opportunity to speak with program staff directly.



What is CFCC?

Formed in 1998, CFCC composed of many State, federal, and local agencies. CFCC members facilitate and expedite the completion of various types of infrastructure projects helping customers combine the resources of different agencies. Project information is shared between members in support of identifying additional resources. Each year, CFCC members conduct free funding fairs to educate the public and potential customers about the different member agencies and the financial and technical resources available.

Who Should Attend

Representatives from water industry professionals, public works, local governments, and California Native American Tribes should attend. This includes city managers and planners, economic development and engineering professionals, officials from privately owned facilities, water and irrigation district managers, financial advisors, and project consultants.

Eligible Project Types

CFCC agencies fund the following types of eligible infrastructure projects: drinking water, wastewater, water quality, water supply, water conservation, water use efficiency, energy efficiency, and flood management. Some of the participating agencies also fund other types of infrastructure projects including streets and highways, emergency response vehicles, and community facilities.

CFCC Information

Please visit the CFCC website at www.cfcc.ca.gov for the CFCC member directory and general information.

Contents

California Financing Coordinating Committee – State Agencies	Page 1
California Department of Resources, Recycling, and Recovery (CalRecycle)	Page 3
California Department of Water Resources (DWR)	Page 9
California Governor’s Office of Emergency Services (Cal OES) Hazard Mitigation Assistance (HMA) Branch	Page 23
California Governor’s Office of Planning and Research (ORP) Integrated Climate Adaptation and Resiliency Program (ICARP)	Page 27
California Infrastructure and Economic Development Bank (IBank)	Page 35
California Strategic Growth Council (SGC)	Page 39
California State Water Resources Control Board (State Water Board)	Page 51
California Financing Coordinating Committee – Federal Agencies	Page 95
Federal Bipartisan Infrastructure Law and Justice40 Initiative Information and Links	Page 97
U.S. Department of the Interior, Bureau of Reclamation (Reclamation)	Page 103
USDA Rural Development	Page 119
U.S. Environmental Protection Agency Brownfields Program	Page 135
California Financing Coordinating Committee – Technical and Other Assistance	Page 147
California State Library – Grants Portal	Page 149
Rural Community Assistance Corporation (RCAC)	Page 151
Acronyms and Abbreviations	Page 159
Useful Web Links	Page 163
CFCC Common Funds Inquiry Form	Page 177

California Financing Coordinating Committee

State Agencies

California Department of Resources, Recycling, and Recovery

California Department of Water Resources

**California Governor's Office of Emergency Services
Hazard Mitigation Assistance Branch**

**California Governor's Office of Planning and Research
Integrated Climate Adaptation and Resiliency Program**

California Infrastructure and Economic Bank

California Strategic Growth Council

California State Water Resources Control Board

Sec 4.10 Maintenance of Service Connections. The District will maintain the service line from the water main to the property line. This includes the meter, meter box, and curb stop. All pipes and fixtures extending or lying within the property line shall be installed and maintained by the owner of the property. Problems with pressure, line size etc., may be discussed with the Manager for better service by the District

Sec 4.10a District Responsibility on Private Property. The District is not responsible for leaks or maintenance of water/sewer pipes on private property or on customer side of water meter. Any assistance will be in an effort to help the customer, while sharing no responsibility for damage or responsibility presently or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.

Sec 7.3 Damage to Water System Facilities. The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The District shall be reimbursed by the customer for any such damage promptly on presentation of a bill.

Sec 7.3a Water-Sewer Pipe Damage and Responsibility. The District is not responsible for damage to water/sewer pipes on private property and will not enter property for inspection without approval from property owner/tenant and General Manager. When District employees assist a customer on private property, they will not be responsible for damage, now or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.



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

WAIVER AND RELEASE OF LIABILITY

OWNER OR PROPERTY MANAGER:

Address: _____ Date: _____

Name of Business: _____

Owner or Property Manager Name: _____

Phone Number: _____

Email Address: _____

RELEASE OF LIABILITY:

I agree to indemnify and hold harmless, Garberville Sanitary District, Employee's and necessary Contractors, against any and all claims, suits or actions of any kind whatsoever for liability or damages, because of work performed on the property, business or residence listed above. This includes any cost incurred from work performed and necessary repairs caused from damage while assisting property owner, tenant, or customer.

I ACKNOWLEDGE THAT I HAVE CAREFULLY READ THIS "WAIVER AND RELEASE" AND FULLY UNDERSTAND THAT IT IS A RELEASE OF LIABILITY. I EXPRESSLY AGREE TO RELEASE AND DISCHARGE GARBERVILLE SANITARY DISTRICT AND ALL OF ITS BOARD MEMBERS, MANAGERS, EMPLOYEES AND AUTHORIZED CONTRACTORS, FROM ANY AND ALL CLAIMS OR CAUSES OF ACTION, AND I AGREE TO VOLUNTARILY GIVE UP OR WAIVE ANY RIGHT THAT I OTHERWISE HAVE TO BRING A LEGAL ACTION AGAINST GARBERVILLE SANITARY DISTRICT FOR PERSONAL INJURY OR PROPERTY DAMAGE.

Received By: _____ Date: _____

GSD Employee

Signature: _____

Owner or Property Manager

RESOLUTION 23-013

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT CHANGING THE REQUIREMENTS FOR GSD STAFF WORKING ON PRIVATE PROPERTY AS DESCRIBED IN SEC 4.10a AND SEC 7.3a DAMAGE TO PIPES

A. **WHEREAS**, the Board of Directors of the Garberville Sanitary District, has determined that that Sec 4.10a (District Responsibility on Private Property) and Sec 7.3a (Water-Sewer Pipe Damage and Responsibility) must be changed to include direction for entering private property.

B. **WHEREAS**, Sec 4.10a (District Responsibility on Private Property) and Sec 7.3a (Water-Sewer Pipe Damage and Responsibility) are new ordinances and will be included with the GSD ordinances.

C. **WHEREAS**, GSD staff will not perform work on private/public property without consent of owner or manager.

D. **WHEREAS**, all work performed on private/public property requires a damage/liability waiver filled out at the GSD office or presented to the GSD staff accessing property.

E. **WHEREAS**, Garberville Sanitary District will not be responsible for any damages, when assisting owner/manager with repairs or installation of equipment.

Sec 4.10a District Responsibility on Private Property. The District is not responsible for leaks or maintenance of water/sewer pipes on private property or on customer side of water meter. Any assistance will be in an effort to help the customer, while sharing no responsibility for damage or responsibility presently or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.

Sec 7.3a Water-Sewer Pipe Damage and Responsibility. The District is not responsible for damage to water/sewer pipes on private property and will not enter property for inspection without approval from property owner/tenant and General Manager. When District employees assist a customer on private property, they will not be responsible for damage, now or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.

NOW, THEREFORE BE IT RESOLVED, THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 23-013, APPROVING NEW MAINTENANCE—REPAIR ORDINANCE SEC 4.10a and SEC 7.3a

PASSED, APPROVED AND ADOPTED this **14th** day of **November 2023** by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary