

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, October 24th 2023
5:00 p.m. – Closed Session

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

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson __, **Doug Bryan** __, **Julie Lyon** ____, **Dan Thomas** ____, **Richard Landes** ____

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

Motion: Second: Vote:

IV. COMMENT ON CLOSED SESSION ITEM

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)

Motion: Second: Vote:

VI. OPEN 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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

Remote Public Comments:

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

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

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

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

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

A.1 Approve Financials Date July 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: Second: Vote:

B. GENERAL BUSINESS – *Action items*

Notice to the Public

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

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

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

Motion: Second: Vote:

- B.2 Update on Tank Replacement project Pg. 33-34
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B. 3 Meadows Aerial Water Line Project Update Pg. 35-36
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Management Discussion and Analysis (MD&A) Report
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 Complaint Regarding Fire Department Using GSD Water for Training Pg. 37-40
 (information only)
- B.6 Brisbin Easement through Wastewater Plant for Logging Pg. 41-44
 (discussion-possible action) Information at Meeting
Motion: **Second:** **Vote:**
- B.7 Emergency Water-Wastewater Treatment Operator Shortage Pg. 45-46
 (discussion-possible action)
Motion: **Second:** **Vote:**

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

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

XI. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, October 21st, 2023. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

September 21, 2023

Ms. Linda Brodersen
Board Chairperson
Garberville Sanitary District
Post Office Box 211
Garberville, California 95542-0211

Re: No Paid Property/Liability Claims in 2022-23

Dear Ms. Brodersen,

This letter is to formally acknowledge the dedicated efforts of the Garberville Sanitary District's Governing Body, management, and staff towards proactive risk management and loss prevention training. Your agency's efforts have resulted in no "paid" property/liability claims for program year 2022-23. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims. This is a great accomplishment!

In addition to this annual recognition, members with no "paid" claims during 2022-23 earned one credit incentive point (CIP), thereby reducing their annual contribution amount.

As SDRMA is dedicated to serving its members and preventing claims, we would appreciate your agency taking a moment and sharing with us what made your District successful in preventing property/liability losses. Our goal is to incorporate your successful ideas and suggestions into our loss prevention programs to benefit all members of SDRMA. Please forward any comments or suggestions to us at memberplus@sdrma.org.

On behalf of the SDRMA Board of Directors and staff, it is my honor to congratulate the Governing Body, management, and staff for their commitment to proactive risk management and loss prevention training.

Sincerely,
Special District Risk Management Authority



Sandy A. Seifert-Raffelson, President
Board of Directors

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: October 24th, 2023

I have been working with our attorney and the Timberland Resource Consultants about a timber harvest plan and logging truck road through middle of our wastewater treatment facility. This will be discussed on item B.6 of the agenda.

We have been preparing for winter by analyzing potential problem areas in the system and equipment. Part of the analysis is repairing or replacing the failing or low performance equipment and water meters. Our customers have assisted in identifying areas which may pose problems, such drainage issues, leaks or exposed pipes.

All employees and Jennie have been working on the tank replacement project, complying with reporting requirements and updating operational plans. There is much we have to do, but are making improvements in the direction which will assist us now and in future.

There are multiple meetings and trainings with regard to funding, planning and requirements from the various regulatory agencies and local improvement plans. We attend as many as possible but are unable to participate with all of them. We have a couple funding meetings in November which Jennie and I will participate in, so hopefully money will be available for the increased cost to conduct business and complete projects.

Michelle Bushnell contacted me about partnering with Humboldt County and California, in sponsoring a Large item Dump Day. Cal-Trans is promoting this program and I have presented you information with agenda item number B.1

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: October 24, 2023
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: **DRAFT** July 2023 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for July 2023 and are still a draft. WWA is finalizing the year end entries in preparation of the audit next month.

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	109,454.83	118,275.01	(8,820.18)	😞
Total Expense (excl. Depreciation)	1,018,257.74	78,574.92	85,447.10	(6,872.18)	😊
Net Income (excl. Depreciation)	656,762.26	30,879.91	32,827.91	(1,948.00)	😞
Payroll	492,785.99	40,642.63	40,506.53	136.10	😞
Repair & Maintenance + Supplies	106,900.00	3,709.62	8,991.67	(5,282.05)	😊

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

- Operational revenues are **\$(8,154.39) UNDER** budget.
- Operational expenses are **\$(6,598.82) UNDER** budget, which is not enough to offset the lower operational revenues.
- Net cash change for July (DRAFT) is **\$ (168,305.72)**.
- Overtime payroll costs are **\$1,965.07 OVER** budget and all payroll costs are barely OVER budget by \$136.10.

- The repair and maintenance plus supplies expenses are **\$5,282.05 UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$29,453.00** 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 July 31, 2023 total **\$4,959.40** 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	4,559.40
Meadows Aerial Waterline SRF Grant/Loan	10,000	400.00
Bear Canyon Sewer Aerial Preliminary Design	0	
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	4,959.40

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 2023

Jul 23

OPERATING ACTIVITIES	
Net Income	(3,695.51)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	(8,390.50)
1110 · Accts Receivable Over Payments	(1,038.50)
1500 · Prepaid Insurance	(63,786.47)
1501 · Prepaid Workers Comp	(7,254.12)
1510 · Prepaid Licenses and Permits	(23,390.66)
2000 · Accounts Payable	(86,857.88)
20000 · Account Payable (License + Permits)	26,144.90
2300 · Service Deposits	(200.00)
Net cash provided by Operating Activities	(168,468.74)
INVESTING ACTIVITIES	
Accumulated Depreciation-Water	23,227.17
Accumulated Depreciation-Sewer	11,348.25
CIP - Meadows Aerial Waterline	(400.00)
CIP-Robertson-Wallan-Hurlbutt T	(4,559.40)
Net cash provided by Investing Activities	29,616.02
FINANCING ACTIVITIES	
2500 · N/P - SWRCB	(25,578.42)
2661 · Ditchwitch Vacuum Trailer	(2,091.22)
2665 · RCAC Loan - #0998 Backhoe	(1,783.36)
Net cash provided by Financing Activities	(29,453.00)
Net cash increase for period	(168,305.72)
Cash at beginning of period	778,041.28
Cash at end of period	609,735.56

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

	Current Month Jul 31, 23	Begin Year July 1, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	45,428.88	113,735.48	(68,306.60)
1006 · Umpqua System Reserve - Water	25,814.73	25,814.51	0.22
1007 · Umpqua System Reserve - Sewer	31,273.59	31,273.32	0.27
1011 · Water Enterprise Fund	46,837.42	46,837.03	0.39
1030 · County Treasury - Sewer Reserve	371,892.23	471,892.23	(100,000.00)
1031 · County Treasury - Water Reserve	44,146.57	44,146.57	0.00
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	300.75	300.75	0.00
Total Checking/Savings	609,735.56	778,041.28	(168,305.72)
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	(3,934.20)	(4,972.70)	1,038.50
1100 · Accounts Receivable - Other	144,769.85	136,379.35	8,390.50
Total 1100 · Accounts Receivable	140,835.65	131,406.65	9,429.00
1121 · Payroll Tax Overpayment			0.00
1315 · Water Grant Receivable	379,229.00	379,229.00	0.00
1400 · Interest Receivable	8,765.87	8,765.87	0.00
1500 · Prepaid Insurance	68,016.99	4,230.52	63,786.47
1501 · Prepaid Workers Comp	7,254.12		7,254.12
1510 · Prepaid Licenses and Permits	26,843.66	3,453.00	23,390.66
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	625,945.29	522,085.04	103,860.25
Total Current Assets	1,233,468.84	1,297,914.31	(64,445.47)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	988.75	988.75	0.00
CIP - Meadows Aerial Waterline	9,533.44	9,133.44	400.00
CIP-Robertson-Wallan-Hurlbutt T	566,940.33	562,380.93	4,559.40
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 July 31, 2023

	Current Month Jul 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	(3,054,112.17)	(3,030,885.00)	(23,227.17)
Accumulated Depreciation-Sewer	(2,660,623.25)	(2,649,275.00)	(11,348.25)
Total Fixed Assets	9,677,494.65	9,707,110.67	(29,616.02)
TOTAL ASSETS	10,910,963.49	11,005,024.98	(94,061.49)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	96,279.30	183,137.18	(86,857.88)
Total Accounts Payable	96,279.30	183,137.18	(86,857.88)
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	248,083.43	308,996.41	(60,912.98)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	48,197.44	50,288.66	(2,091.22)
2665 · RCAC Loan - #0998 Backhoe	1,790.91	3,574.27	(1,783.36)
2500 · N/P - SWRCB	0.00	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	1,006,790.17	1,036,243.17	(29,453.00)
Total Liabilities	1,254,873.60	1,345,239.58	(90,365.98)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,530,293.65	3,530,293.65	0.00
Net Income	(3,695.51)	0.00	(3,695.51)
Total Equity	9,656,089.89	9,659,785.40	(3,695.51)
TOTAL LIABILITIES & EQUITY	10,910,963.49	11,005,024.98	(94,061.49)

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	34,869.85	34,869.85	35,405.00	365,000.00	(535.15)
4110 · Commercial	32,131.50	32,131.50	34,920.00	360,000.00	(2,788.50)
Total Water Charges	67,001.35	67,001.35	70,325.00	725,000.00	(3,323.65)
4200 · Sewer Charges	40,722.60	40,722.60	46,075.00	475,000.00	(5,352.40)
4650 · Late Charges	1,230.00	1,230.00	1,000.00	12,000.00	230.00
4700 · Other Operating Revenue	500.00	500.00	208.34	2,500.00	291.66
Total Income	109,453.95	109,453.95	117,608.34	1,214,500.00	(8,154.39)
Expense					
Administrative and General					
5025 · Discount Program	555.00	555.00	525.00	6,300.00	30.00
5000 · Advertising	0.00	0.00	100.00	300.00	(100.00)
5005 · Bad Debts	830.50	830.50	250.00	6,000.00	580.50
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	384.60	384.60	333.34	4,000.00	51.26
5010 · Bank Charges - Other	203.96	203.96	166.66	2,000.00	37.30
Total 5010 · Bank Charges	588.56	588.56	500.00	6,000.00	88.56
5020 · Directors Fees	0.00	0.00	83.33	2,000.00	(83.33)
5030 · Dues and Memberships	581.00	581.00	487.50	5,850.00	93.50
5035 · Education and Training	0.00	0.00	416.66	5,000.00	(416.66)
5036 · Education and Training - B.O.D.	0.00	0.00	25.00	300.00	(25.00)
Insurance					
5040 · Liability	5,818.78	5,818.78	5,416.66	65,000.00	402.12
5050 · Workers' Comp	1,029.02	1,029.02	780.00	9,360.00	249.02
5055 · Health					
5055.1 · Employee Portion	(790.94)	(790.94)	(877.50)	(10,530.00)	86.56
5055 · Health - Other	4,230.52	4,230.52	4,442.50	53,310.00	(211.98)
Total 5055 · Health	3,439.58	3,439.58	3,565.00	42,780.00	(125.42)
Total Insurance	10,287.38	10,287.38	9,761.66	117,140.00	525.72
5060 · Licenses, Permits, and Fees	2,754.24	2,754.24	2,862.50	34,350.00	(108.26)
5065 · Auto	253.77	253.77	1,000.00	2,500.00	(746.23)
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	154.55	154.55	416.66	5,000.00	(262.11)
5082 · Office Subscriptions	2,538.24	2,538.24	566.66	6,800.00	1,971.58
5085 · Outside Services	861.96	861.96	858.34	10,300.00	3.62
5090 · Payroll Taxes	2,551.04	2,551.04	2,928.33	35,140.00	(377.29)
5100 · Postage	9.35	9.35	291.66	3,500.00	(282.31)
5110 · Professional Fees	5,452.50	5,452.50	7,041.66	84,500.00	(1,589.16)
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	835.00	835.00	10,020.00	0.00
5135 · Retirement	812.49	812.49	699.19	9,097.99	113.30
5137 · Supplies	95.38	95.38	125.00	1,500.00	(29.62)
5140 · Telephone	972.58	972.58	958.34	11,500.00	14.24

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	132.16	132.16	166.66	2,000.00	(34.50)
5150 · Travel and Meetings	456.78	456.78	125.00	1,500.00	331.78
5155 · Utilities	11.00	11.00	291.66	3,500.00	(280.66)
5160 · Wages					
5165 · Wages - Overtime	714.00	714.00	435.26	5,223.00	278.74
5160 · Wages - Other	13,264.52	13,264.52	16,471.42	197,657.00	(3,206.90)
Total 5160 · Wages	13,978.52	13,978.52	16,906.68	202,880.00	(2,928.16)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	44,712.00	44,712.00	48,622.49	581,127.99	(3,910.49)
Sewage Collection					
6010 · Fuel	250.81	250.81	416.67	5,000.00	(165.86)
6030 · Repairs and Maintenance	479.51	479.51	1,083.33	13,000.00	(603.82)
6040 · Supplies	24.95	24.95	166.67	2,000.00	(141.72)
6050 · Utilities	0.00	0.00	375.00	4,500.00	(375.00)
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	3,120.00	3,120.00	1,000.00	12,000.00	2,120.00
6060 · Wages - Other	4,499.65	4,499.65	2,852.25	34,227.00	1,647.40
Total 6060 · Wages	7,619.65	7,619.65	3,852.25	46,227.00	3,767.40
Total Sewage Collection	8,374.92	8,374.92	5,893.92	70,727.00	2,481.00
Sewage Treatment					
6075 · Fuel	250.81	250.81	416.67	5,000.00	(165.86)
6080 · Monitoring	0.00	0.00	583.33	7,000.00	(583.33)
6100 · Repairs and Maintenance	25.85	25.85	1,250.00	15,000.00	(1,224.15)
6110 · Supplies	125.36	125.36	650.00	7,800.00	(524.64)
6120 · Utilities	0.00	0.00	1,416.67	17,000.00	(1,416.67)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	0.00	0.00	166.67	2,000.00	(166.67)
6130 · Wages - Other	4,444.88	4,444.88	3,105.33	37,264.00	1,339.55
Total 6130 · Wages	4,444.88	4,444.88	3,272.00	39,264.00	1,172.88
Total Sewage Treatment	4,846.90	4,846.90	7,588.67	91,064.00	(2,741.77)
Water Trans and Distribution					
7075 · Fuel	250.81	250.81	416.67	5,000.00	(165.86)
7090 · Repairs and Maintenance	2,925.08	2,925.08	2,500.00	30,000.00	425.08
7100 · Supplies	0.00	0.00	416.67	5,000.00	(416.67)
7110 · Utilities	0.00	0.00	1,041.67	12,500.00	(1,041.67)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	294.00	294.00	383.33	4,600.00	(89.33)
7120 · Wages - Other	3,034.18	3,034.18	3,742.58	44,911.00	(708.40)
Total 7120 · Wages	3,328.18	3,328.18	4,125.91	49,511.00	(797.73)
Total Water Trans and Distribution	6,504.07	6,504.07	8,500.92	102,011.00	(1,996.85)
Water Treatment					
7020 · Fuel	250.84	250.84	416.67	5,000.00	(165.83)
7010 · Monitoring	6,694.71	6,694.71	1,333.33	16,000.00	5,361.38
7030 · Repairs and Maintenance	33.49	33.49	1,250.00	15,000.00	(1,216.51)
7040 · Supplies	0.00	0.00	1,300.00	15,600.00	(1,300.00)
7050 · Utilities	2,994.82	2,994.82	5,166.67	62,000.00	(2,171.85)

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages					
7065 · Wages - Overtime Water Treatme	439.00	439.00	616.67	7,400.00	(177.67)
7060 · Wages - Other	3,000.27	3,000.27	3,760.50	45,126.00	(760.23)
Total 7060 · Wages	3,439.27	3,439.27	4,377.17	52,526.00	(937.90)
Total Water Treatment	13,413.13	13,413.13	13,843.84	166,126.00	(430.71)
Total Expense	77,851.02	77,851.02	84,449.84	1,011,055.99	(6,598.82)
Net Ordinary Income	31,602.93	31,602.93	33,158.50	203,444.01	(1,555.57)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	27,710.00	0.00
8053 · Water Capital Grant Income	0.00	0.00	0.00	420,000.00	0.00
8060 · Interest Income	0.88	0.88	0.00	4,500.00	0.88
8070 · Other Non-Operating Revenue	0.00	0.00	666.67	8,000.00	(666.67)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	0.88	0.88	666.67	460,520.00	(665.79)
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	0.00	0.00	861.00	0.00
9010 · Other Expenses	0.00	0.00	333.34	4,000.00	(333.34)
9040 · Depreciation	34,575.42	34,575.42	33,166.67	398,000.00	1,408.75
9050 · Interest Expense	723.90	723.90	663.92	2,340.75	59.98
Total Other Expense	35,299.32	35,299.32	34,163.93	405,201.75	1,135.39
Net Other Income	(35,298.44)	(35,298.44)	(33,497.26)	55,318.25	(1,801.18)
Net Income	(3,695.51)	(3,695.51)	(338.76)	258,762.26	(3,356.75)

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2023

Date	Num	Memo	Amount
101 Netlink			
07/26/2023	12171		-250.00
Total 101 Netlink			-250.00
Adobe			
07/20/2023	DBT		-19.99
Total Adobe			-19.99
Bank Of The West			
07/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Best Western Plus			
07/20/2023	DBT		-456.78
Total Best Western Plus			-456.78
Blue Star Gas			
07/03/2023	12124		-11.00
Total Blue Star Gas			-11.00
Capital Bank & Trust			
07/05/2023	EFT	557880519	-907.71
07/05/2023	EFT	025158148	-388.41
07/19/2023	EFT	025158148	-424.08
07/19/2023	EFT	557880519	-946.17
Total Capital Bank & Trust			-2,666.37
Clear Rate Communications			
07/27/2023	12174		-380.44
Total Clear Rate Communications			-380.44
CWEA			
07/17/2023	12158		-221.00
Total CWEA			-221.00
Daniel Thomas			
07/25/2023	12167		-150.00
Total Daniel Thomas			-150.00
Dazey's Building Center			
07/31/2023	12177		-358.54
Total Dazey's Building Center			-358.54
Doug Bryan			
07/25/2023	12168		-150.00
Total Doug Bryan			-150.00
EDD			
07/05/2023	EFT	499-0538-3	-22.72
07/05/2023	EFT	499-0538-3	-814.86
07/19/2023	EFT	499-0538-3	-937.20
07/19/2023	EFT	499-0538-3	-18.31
Total EDD			-1,793.09
Fluentstream Tech			
07/12/2023	12147		-227.22
Total Fluentstream Tech			-227.22
Frontier Communications			
07/06/2023	12142		-107.63

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GARBERVILLE SANITARY DISTRICT

Check Register Report for Board

July 2023

Date	Num	Memo	Amount
07/31/2023	12178		-107.63
Total Frontier Communications			-215.26
IRS			
07/05/2023	EFT	68-0296323	-3,872.36
07/19/2023	EFT	68-0296323	-4,249.66
Total IRS			-8,122.02
Jennie Short			
07/10/2023	12140		-9,948.30
Total Jennie Short			-9,948.30
Julie Lyon			
07/25/2023	12169		-150.00
Total Julie Lyon			-150.00
Laura Sweet			
07/03/2023	12125		-24.01
Total Laura Sweet			-24.01
MILT'S SAW SHOP			
07/26/2023	12172		-157.25
Total MILT'S SAW SHOP			-157.25
NAPA			
07/10/2023	12146		-821.28
Total NAPA			-821.28
NCUAQMD			
07/11/2023	12141		-5,735.30
Total NCUAQMD			-5,735.30
North Coast Laboratories Ltd.			
07/06/2023	12143		-400.00
Total North Coast Laboratories Ltd.			-400.00
PACE Supply			
07/17/2023	12151		-1,159.09
Total PACE Supply			-1,159.09
Peterson CAT			
07/10/2023	12139		-15,141.28
Total Peterson CAT			-15,141.28
PG&E			
07/17/2023	12152		-7,146.86
Total PG&E			-7,146.86
Pitney Bowes Purchase Power			
07/17/2023	12154		-491.40
Total Pitney Bowes Purchase Power			-491.40
Points West Surveying Co.			
07/03/2023	12126		-540.00
Total Points West Surveying Co.			-540.00
Postmaster			
07/11/2023	DBT		-9.35

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2023

Date	Num	Memo	Amount
Total Postmaster			-9.35
R. Anderson			
07/25/2023	12170		-100.00
Total R. Anderson			-100.00
Recology Humboldt County			
07/10/2023	12145		-226.25
Total Recology Humboldt County			-226.25
Redwood Merchant Services			
07/02/2023	12302		-143.19
07/31/2023			-242.85
Total Redwood Merchant Services			-386.04
RENNER			
07/10/2023	DBT		-1,003.27
Total RENNER			-1,003.27
Richard Landes			
07/13/2023	12150		-150.00
Total Richard Landes			-150.00
Rogers Machinery			
07/03/2023	12127		-408.00
Total Rogers Machinery			-408.00
Rural Community Assistance Prog - Backhoe			
07/01/2023	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
07/05/2023	12129		-69,105.25
07/05/2023	12130		-8,283.14
07/12/2023	12148		-500.00
07/17/2023	12153		-4,230.52
Total SDRMA			-82,118.91
SHN Consulting Engineers & Geologists			
07/05/2023	12131		-36,337.46
Total SHN Consulting Engineers & Geologists			-36,337.46
Staples Credit Plan			
07/03/2023	12128		-117.92
07/27/2023	12175		-154.55
Total Staples Credit Plan			-272.47
Starlink			
07/05/2023	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
07/17/2023	12156		-126.00
Total Streamline Inc			-126.00
SWRCB-SRF Program			
07/17/2023	12155		-26,089.94
Total SWRCB-SRF Program			-26,089.94
SWRCB DFA Arrearages Program			

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2023

Date	Num	Memo	Amount
07/27/2023	12176	VOID:	0.00
Total SWRCB DFA Arrearages Program			0.00
Umpqua Bank			
07/15/2023	12301		-178.36
Total Umpqua Bank			-178.36
US Cellular			
07/06/2023	12144		-207.27
Total US Cellular			-207.27
USABLUBOOK			
07/12/2023	12149		-859.72
Total USABLUBOOK			-859.72
Wahlund Construction, Inc.			
07/05/2023	12132		-33,135.61
Total Wahlund Construction, Inc.			-33,135.61
Wyatt & Whitchurch, E.A. Inc.			
07/17/2023	12157		-815.00
Total Wyatt & Whitchurch, E.A. Inc.			-815.00
WYCKOFF'S Inc			
07/26/2023	12173		-552.35
Total WYCKOFF'S Inc			-552.35
Arreguin, Daniel J			
07/05/2023	12133		-3,481.03
07/19/2023	12159		-4,027.77
Total Arreguin, Daniel J			-7,508.80
Emerson, Ralph K			
07/05/2023	12134		-2,950.97
07/19/2023	12160		-3,079.32
Total Emerson, Ralph K			-6,030.29
Miller, Brian A			
07/05/2023	12135		-2,275.86
07/19/2023	12161		-2,353.06
Total Miller, Brian A			-4,628.92
Nieto, Mary			
07/05/2023	12136		-1,528.71
07/19/2023	12162		-1,631.18
Total Nieto, Mary			-3,159.89
Ruiz, Ricardo			
07/05/2023	12137		-492.59
07/19/2023	12163		-520.67
Total Ruiz, Ricardo			-1,013.26
Sweet, Laura D.			
07/05/2023	12138		-240.97
07/19/2023	12164		-219.48
Total Sweet, Laura D.			-460.45
Samantha Harnisch			
07/10/2023	12188	Deposit Refund (296-05)	-100.00

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
July 2023

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Samantha Harnisch			-100.00
TOTAL			<u>-266,846.05</u>

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

**Date of Meeting: Tuesday, September 26th 2023
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA –

Motion: Richard Landes Second: Dan Thomas Vote: 4-0

IV. (NO CLOSED SESSION)

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No members of the public were present.

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

Dan and Brian - River Levels—Fires---Power Outages—Water Leaks

Mary Nieto – Payment Option Update (LIHWAP—Website)

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

Ralph mentioned the sewer plug up the District had on Redwood Dr by chevron. Ralph called in Wahlund construction to fix the break.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve August 22, 2023 Regular Meeting Minutes - pg. 5-7

A.2 Operations Safety Report- pg. 8-10

A.3 Renew Audit Service Agreement with Anderson, Lucas, Somerville & Borges, LLP(Handout)

Motion: Dan Thomas

Second: Richard Landes

Vote: 4-0

B. GENERAL BUSINESS

- B.1 Update on Tank Replacement project pg. 11-15
(discussion—possible action)
Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

Doug asked for a motion to authorize himself to sign the appraisal contract with Bender Rosenthal.

- B.2 Meadows Aerial Water Line Project Update
(discussion-possible action)

This project has basically become phase 2 of the tanks project.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes Sec 3.0-4.0 pg. 16-17
(discussion-action requested) **2nd reading**
Motion: Richard Landes Second: Dan Thomas Vote: 4-0

Doug asked for a motion to approve the updated employment process policy with the changes in blue notes, everything in red being pulled and everything in black stays.

- C.2 Use Agreement for Supplies, Parts and Chemicals pg. 18-21
(action requested) Ordinance 15.10 **3rd reading** (resolution 23-011)
Motion: Dan Thomas Second: Rio Anderson Roll Call Vote: 4-0

Doug asked for a motion to approve the new ordinance 15-10 and accompanied Resolution 23-011, establish a new use agreement for services, parts, and equipment along with the application.

- C.3 Emergency Preparedness Policy pg. 22-33
(discussion-possible action) 3rd reading
Motion: Richard Landes Second: Dan Thomas Vote: 4-0

Doug asked for a motion to approve the emergency preparedness policy with the updated phone number for the county road department.

- C.4 GSD Staff Training Policy pg. 34
(discussion-action requested) 2nd reading
Motion: Richard Landes Second: Rio Anderson Vote: 4-0

Doug asked for a motion to approve 7.10 A Employee training requirements policy

IX. CLOSED SESSION

No Closed Session Items

X. RETURN TO OPEN SESSION

No Action Taken

XI. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Update on River Gauge vs actual data
3. In House Projects
4. Emergency Preparedness Plan
- 5.

The next board meeting is October 24th, 2023

*there will be a closed session at the beginning of the October meeting

XII. ADJOURNMENT

Doug ended the meeting at 5:50 p.m.



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Ralph Emerson
Training Topic: Earthquake Readiness Training Date: 10/18/23

EMPLOYEE NAME	SIGNATURE
Ralph Emerson	Ralph Emerson
Mary Nieto	Mary Nieto
Dan Arrequin	Dan Arrequin
Laura Sweet	

Earthquake Readiness

Did you know California averages 100 earthquakes a day? Nearly all of these are minor, but because of the elevated risk, everyone should know what to do in the event of an earthquake.

This Safety Talk reviews best practices to take before, during, and after an earthquake.

Source: Earthquake Ready.gov

WHAT'S YOUR RISK?

Let's first start with an understanding of your location-specific earthquake risk. Enter your work address in [California's Office of Emergency Services \(Cal/OES\) earthquake risk calculator](#) to discover the likelihood of an earthquake in your area.

The higher the risk, the more vigilance required.



BEFORE AN EARTHQUAKE

Most injuries and property damage occur when objects fall, tip over, or are shaken off shelves.



Reduce your injury risk by inspecting your work area to ensure:

- Shelves, bookcases, ladders, tools, equipment, and stored chemical products are secured or anchored. Pay special attention to items over 42" in height.
- Lips or seismic restraints are installed on open shelves containing chemical products, glassware, or other types of hazardous equipment.
- Emergency exit routes are kept clear with no combustible materials stored in the pathway (i.e., space under stairs).

Other risk mitigation best practices include:

- Knowing the location of gas shut off valves, first aid kits, and other emergency supplies.
- Ensuring fire extinguishers and emergency lighting are available and in good working condition.
- Reviewing your District's Emergency Action Plan.

DURING AN EARTHQUAKE



1. Wherever you are drop down to your hands and knees and hold onto something sturdy. If using a wheelchair, make sure your wheels are locked and remain seated.
2. If a sturdy table or desk is nearby, crawl underneath it for shelter. If no shelter is nearby, crawl next to an interior wall (away from windows). Crawl only if you can reach better cover without going through an area with more debris. Stay on your knees or bent over to protect vital organs.
3. If you are under a table or desk, hold on with one hand and be ready to move with it as it shakes. If seated and unable to drop to the floor, bend forward, cover your head with your arms and hold on to your neck with both hands.

Also...

- Stand away from windows and outside doors
- Do not use elevators
- Do not use matches, candles, or any flame as a gas leak precaution

If outdoors:

- Stand in the open; away from buildings, power lines, trees, and anything that might fall.
- If driving, stop the vehicle and stay inside until the shaking stops.

WHAT TO DO AFTER AN EARTHQUAKE

- Check yourself and others for injuries. Provide first aid, if trained.
- Expect aftershocks to occur. Be ready to once again Drop, Cover, and Hold On.
- If in a damaged building, go outside and quickly move away from potentially falling objects.
- Meet at your District's predesignated assembly area (refer to Emergency Action Plan).
- If trapped, send a text or bang on a pipe or wall.
- If you're able, check water, gas, and electric lines in your area for damage. If necessary, shut off valves.
- If a gas leak is detected, open all the windows and doors, leave immediately, and report to supervisor/authorities.

This *Safety Talk* provides awareness level training on what to do before, during, and after an earthquake. Refer to your District's Emergency Action Plan for additional information.

If this information is unclear or if you have any additional questions, please talk to your supervisor.



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](#)

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)*

<i>(Name)</i> <i>(Caltrans Authorized Representative Title)</i>	<i>Date</i>	<i>(Name)</i> <i>(City Authorized Representative Title)</i>	<i>Date</i>
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DRAFT



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: October 24, 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:

- Received payment for DFA Invoices #2 and #3 in the amounts of \$71,396.46 and \$52,220.29
- Executed the Department of Water Resources Funding Agreement Amendment #1
- Completed the 60% plans
- Uploaded the required documents to begin the grant funding application process
- Met with the property owners along Hillcrest Drive to coordinate road impacts and property acquisition issues
- produced the public circulation draft of the CEQA document

Over the next month SHN will have:

- completed the 60% specifications and provided an updated engineer's estimate
- identified the county, state, and federal permits needed for the project

The rest of the project team will be working on:

- Modifying 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
- DWR quarterly report #3
- DFA quarterly report #6
- DWR Invoice #3 in the amount of \$ for reimbursement of expenses
- DFA Invoice #4 in the amount of \$ for reimbursement of expenses
- 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

DFA notified me that our project has been removed from the list of potential applicants to the Expedited Drinking Water Fund Program in the next round because they are only including categories A - C and our project is a category D project.

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through August 31, 2023, and the reimbursement status/amounts.

<u>Description</u>	<u>Amount</u>
Ineligible Expenses	\$ 35,253.70
Arthur Road PRV Construction Costs	\$ 57,610.01
DFA Reimbursement Invoice #1 (paid)	\$ 64,007.74
DFA Reimbursement Invoice #2 (paid)	\$ 71,396.46
DFA Reimbursement Invoice #3 (paid)	\$ 52,220.29
DWR Reimbursement Invoice #1 (paid)	\$165,759.30
DWR Reimbursement Invoice #2 (submitted)	\$ 64,055.91
DWR Retention Due	\$ 25,535.02
Expenses Awaiting Invoicing	\$112,269.60
Expenses Awaiting FA Amendment for Reimbursement	\$ 26,542.50
Total Project Costs to Date	\$ 674,650.53

Since the last board meeting, we have received \$123,616.75 in payments from the state.

RECOMMENDATIONS

1. None

ATTACHMENTS

Items available on the GSD Website at:

<https://www.garbervillesd.org/robertson-hurlbutt-wallan-tanks-replacement-project>

- 60% plans
- Environmental Initial Study - Checklist with proposed mitigated negative declaration



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 24, 2023
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Project Application
Meadows Aerial Waterline Reconstruction Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The DFA project manager has requested that GSD update specific documents in preparation for the final approval.

The documents that need to be updated are:

Description	Status/Notes
G4- Organizational Chart	JMS completed & uploaded
G5 - Pending Litigation	R. Gans completed & uploaded
G11 - Potential DWSRF Flags Worksheet	JMS completed & uploaded
Eligibility Start Date	JMS completed
T3 - Scope of Work	SHN completed proposal JMS to add the rest of the items
T5 - Contract for Professional Engineering Services with Schedule of Rates	SHN completed JMS to upload
F1 - Audited Financial Statements for the past 3 years	JMS completed & uploaded
F2 - Budget Projections (Revenue/Expenses)	JMS completed & uploaded

I have uploaded G4, G5, G11, F1 and F2 into the FAAST system. SHN has prepared a draft proposal for the scope of work, fee and schedule for this second phase of the project. Their proposal, along with the various tasks completed by GSD staff or myself will be combined into the updated T3 submittal as part of this update in the next few weeks.

Once all of the updated project documents have been uploaded into FAAST, DFA will circulate the updates to all three sections for final review (Technical, Environmental and Financial). Once all three sections have signed off, the project will go into "legal" for preparation of the Planning Project Funding Agreement. I anticipate that best case scenario is that the FA is presented to GSD in 6 - 9 months (maybe June 2024).

FINANCIAL CONSIDERATIONS

The financial aspects of this project will be similar to the tanks project. GSD will front the expenses for the project and request reimbursement - which can take 3-6 months once the funding agreement has been executed. DWSRF normally has a loan/grant split of 80/20, but with the recent inflow of state funding, as a small severely disadvantaged community, we will likely receive 100% grant funding for this project as we have for the tanks project.

RECOMMENDED ACTIONS

None

ATTACHMENTS

The 2019 Planning Project Application package is available online at:

<https://www.garbervillesd.org/meadows-aerial-waterline-reconstruction-project>

Complaint Report

COMP-57401

Complaint Information

Complaint Number	COMP-57401	Date Received	06/24/2023 02:08AM
Date of Occurrence	06/11/2023 08:00AM	On-going Occurrence	No
Spill	No	Refinery	No
EJ Complaint	No	Tribal Complaint	No

The complainant previously contacted the following organization(s)
Garberville Sanitary District

Complainant Information

First Name	██████████	Last Name	██████████
Complainant Street	██	Complainant City	██████████
Complainant State	California	Complainant Zip Code	██████████
Complainant Phone	████████████████████	Complainant Mobile	
Complainant Email	██		

Complaint Location

Address	1144 Sprowl Creek Rd	City	Garberville
County	Humboldt County	State	California
Zip Code	95542		
Latitude	40.08491	Longitude	-123.80019

Location Description
Southern Humboldt Community Park

Alleged Responsible Party

Name	Ralph Emerson		
Company	Garberville Sanitary District		
Address	919 Redwood Drive		
City	Garberville	State	California
Zip Code	95542		
Phone	(707) 923-9566		

Complaint Description

On June 11, 2023, the Garberville Sanitary District (GSD) knowingly allowed 16 volunteer fire departments from around Southern Humboldt County, Cal Fire and over 130 fire personnel training to use water outside the GSD Water Rights Place of Use for Wild Fire Training. I emailed the GSD General Manager, Ralph Emerson, on June 13, 2023 if he got permission from the Division of Water Rights to allow this to happen and he never replied. This training lasted from 8 am till approx 6 pm.

Here are a couple of local news articles links about the Fire Training

<https://kymkemp.com/2023/06/11/large-firefighter-training-being-held-at-southern-humboldt-community-park->

<https://kymkemp.com/2023/06/13/southern-humboldt-hosts-historically-large-fire-training/>

Area of Concern

Water

Watershed	Eel River	Name of Affected Water Source	South Fork Eel River
Drinking Water	No	Cannabis/Marijuana	No
Water Quality	No	Other Water Related Concern	No
Water Rights	Yes		
Water Rights Number	Diversion Permit 20789 (Application A029981)	Water Rights Owner	Alleged Responsible Party
Water Rights Description	Diversion License 3404 (Application A009686)		



State Water Resources Control Board

October 10, 2023

In reply, refer to:
JB: CID 6702 /
INV 15105

Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542

CONCLUSION OF COMPLAINT AGAINST GARBERVILLE SANITARY DISTRICT (GSD) REGARDING DIVERSION FROM EEL RIVER IN HUMBOLDT COUNTY

Dear GSD:

The State Water Resources Control Board (State Water Board), Division of Water Rights (Division) received a complaint on June 11, 2023, alleging that you diverted water outside the authorized place of use as specified in Applications A009686 and A029981 from Eel River.

The complaint alleges that on June 11, 2023, GSD provided water for the Wildland Fire Safety Training Annual Refresher was held at the Southern Humboldt Community Park (Park). Division staff have completed their investigation into the complaint allegations and found no evidence that the activities at the Park were conducted outside of GSD's authorized place of use.

The Division has concluded its investigation into the complaint and no further action is needed regarding the complaint. If you have any questions regarding this matter, please contact Jordan Baser by phone at (916) 341-5801 or by e-mail at Jordan.Baser@waterboards.ca.gov. Written correspondence or inquiries should be addressed as follows: State Water Resources Control Board Division of Water Rights, Attn: Jordan Baser, P.O. Box 2000, Sacramento, CA 95812-2000.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

1001 I Street, Sacramento, CA 95814 | Mailing Address: P.O. Box 100, Sacramento, CA 95812-0100 | www.waterboards.ca.gov

Sincerely,

ORIGINAL SIGNED BY:

Jordan Baser
Senior Environmental Scientist
Enforcement Unit
Division of Water Rights

ecc: jmshort@garbervillesd.org



165 South Fortuna Boulevard, Fortuna, CA 95540
707-725-1897 • fax 707-725-0972
trc@timberlandresource.com

Garberville Sanitary District
PO Box 211
Garberville, CA 95542

September 21, 2023

SUBJECT: BRISBIN THP

This letter is to inform you of your responsibilities as a listed Timberland Owner on the Timber Harvest Plan (THP) I am preparing for Marshall Brisbin in portions of Sections 23 & 24, Township 4 South, Range 3 East, HB&M, Humboldt County. I am required to inform the Timberland Owner of their responsibility pursuant to 14CCR 1035.1 for compliance with the requirements of the Act and, where applicable, Board rules regarding site preparation, stocking, and maintenance of roads, landings, and erosion control facilities.

TIMBERLAND OWNER'S RESPONSIBILITIES

The forest practice rules require that the Licensed Timber Operator listed on the THP be responsible for the proper construction, inspection, and maintenance of erosion controls during the prescribed maintenance period until the work completion report is approved by CDF (see rules below). Thereafter, the rules require that the Timberland Owner (you) be responsible for inspection and any needed repair and maintenance of erosion controls within the THP area during the remainder of the prescribed maintenance period which lasts three years.

923.4 Road Maintenance

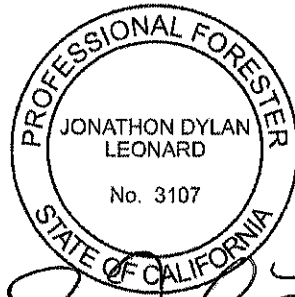
Logging roads, landings, and associated drainage structures used in a timber operation shall be maintained in a manner which minimizes concentration of runoff, soil erosion, and slope instability and which prevents degradation of the quality and beneficial uses of water during timber operations and throughout the prescribed maintenance period. In addition, those roads, which are used in connection with stocking activities, shall be maintained throughout their use even if this is beyond the prescribed maintenance period.

1050 Erosion Control Maintenance

- (a) Where necessary to minimize soil erosion or slope instability or to prevent degradation of the quality and beneficial uses of water, the department may require that erosion controls be maintained prior to the beginning of a winter period and prior to filing of a work completion report.
- (b) The Director may deem completion report as described in PRC 4585 to have been filed upon the date of receipt if the department finds that all erosion controls have been constructed and maintained in compliance with the Forest Practice Rules upon the first inspection after receipt of the completion report. Otherwise, the Director shall accept a work completion report for filing only after the department finds that all erosion controls have been constructed in compliance with the Forest Practice Rules.
- (c) The LTO is responsible for proper construction, inspection and maintenance of erosion control during the prescribed maintenance period until the work completion report as described in PRC 4585 is approved by the Director. The landowner is responsible for inspection and any needed repair and maintenance of erosion controls during the remainder of the prescribed maintenance period. Responsibility for erosion control maintenance may be assumed at an earlier date by the landowner or can be delegated to a third party, provided that the assuming party acknowledges such responsibility in writing to the Director.
- (d) Upon approving a work completion report, the Director may prescribe a maintenance period which extends for as much as three years after filing the work completion report based on physical evidence (such as location of erosion controls in disturbed areas with high or extreme erosion hazard, on steep or unstable slopes, or within or adjacent to the standard width of a water course or

- lake protection zone) that erosion controls need to be maintained for the extended maintenance period in order to minimize soil erosion or slope instability or to prevent degradation of the quality and beneficial uses of water.
- (e) After approving the work completion report, the Director may extend the prescribed maintenance period for as much as three years after filing of the work completion report if subsequent inspections by the department during the prescribed maintenance period show that erosion controls have failed or are likely to fail to minimize soil erosion or slope instability or to prevent degradation of the quality and beneficial uses of water

Sincerely,















[Handwritten Signature]
Jon Dylan Leonard, RPF# 3107
Timberland Resource Consultants

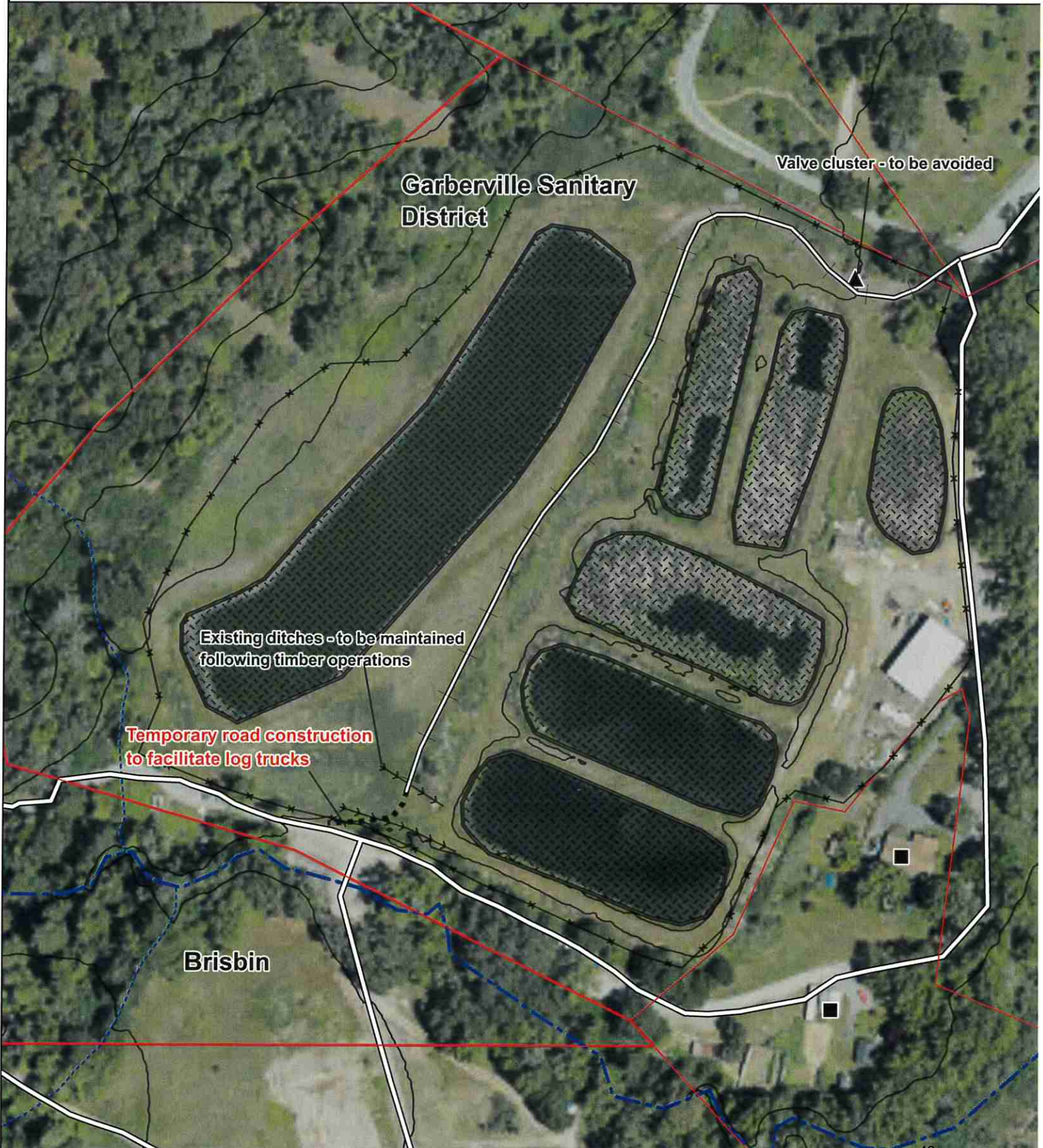
Brisbin THP

Road Easement Map

Sections 23 & 24; T4S; R3E;
HBM; Humboldt County
Garberville 7.5' USGS Quad
1:1,800 1 inch = 150 feet

-  Property boundary
-  Seasonal road
-  GSD easement road
-  Temporary road construction
-  Ditch
-  Fence line
-  Valve cluster

- Watercourses
-  Class I
 -  Class II-L
 -  Class II-S
 -  Class III
 -  Spring
 -  Class IV pond









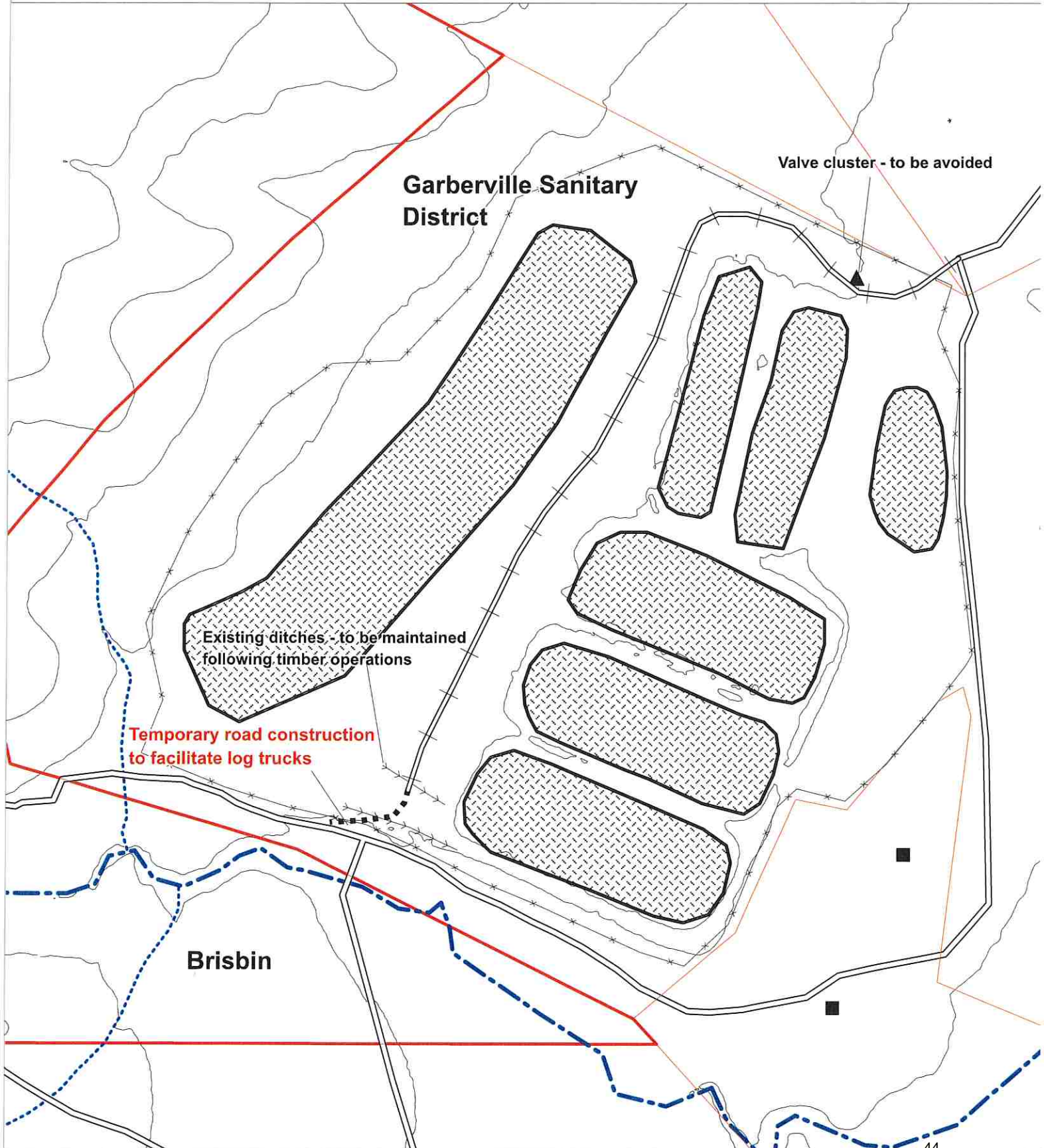
Brisbin THP

Road Easement Map

Sections 23 & 24; T4S; R3E;
HBM; Humboldt County
Garberville 7.5' USGS Quad
1:1,800 1 inch = 150 feet

-  Property boundary
-  Seasonal road
-  GSD easement road
-  Temporary road construction
-  Ditch
-  Fence line
-  Valve cluster

- ### Watercourses
-  Class I
 -  Class II-L
 -  Class II-S
 -  Class III
 -  Spring
 -  Class IV pond



Staffing Shortages During Emergencies: A Crisis for Water Treatment Professionals

- October 17, 2023
- 411, Water Treatment 411



Desirée Sykes

In the world of water treatment, maintaining a consistent and trained staff is crucial. Clean water is a fundamental necessity for health, safety, and economic well-being. However, when emergencies strike and staffing levels are already strained, the consequences can be dire. For example, in 2022, [water treatment plants in Jackson](#) were facing severe staffing challenges, prompting local officials to implement emergency measures. The city had to approve the hiring of contract workers from Los Angeles-based WaterTalent LLC to supplement the workforce at the O.B. Curtis and J.H. Fewell treatment plants, tanks, and well facilities.

When there is a lack of staffing at water treatment facilities, several challenges arise: overworked staff, delayed maintenance, and increased risk of contamination, to name a few. With fewer hands on deck, there is also a higher likelihood of oversights, which can lead to contamination and public health risks. Also, emergencies, whether they are

natural disasters like floods or hurricanes or human-made crises, exacerbate staffing challenges.

Possible Solutions

While the challenges are significant, several strategies can be employed to mitigate staffing shortages, especially during emergencies:

1. **Cross-Training:** Training staff in multiple roles ensures that, in times of shortages, personnel can perform a variety of tasks, ensuring that essential functions are not neglected.
2. **Temporary Staffing Agencies:** Contracting with agencies that specialize in water treatment professionals can provide a quick boost in staffing during critical times.
3. **Remote Monitoring:** Implementing technology that allows for remote monitoring and control can ease the need for on-site staff.
4. **Community Partnerships:** Collaborating with neighboring municipalities or private entities can provide mutual aid in times of need.
5. **Emergency Protocols:** Having a clear, regularly updated, and rehearsed emergency plan ensures that, when a crisis hits, the team knows how to respond swiftly and effectively.

While the importance of water treatment professionals cannot be overstated, neither can the challenges they face, especially during emergencies compounded by staffing shortages. As our reliance on clean, safe water remains paramount, so does the need for investment in the professionals and systems that ensure its consistent delivery. With strategic planning and a focus on both immediate and long-term solutions, municipalities can navigate these challenges and ensure the health and safety of their communities.

Sources: [AP News](#)

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.

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.