

**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: March 24, 2020

5:00 p.m. – Open Public Session

IMPORTANT MEETING PARTICIPATION NOTICE:

Following the Direction of Governor Newsom in stopping the spread of the COVID-19 virus, the Board Meeting referenced in this Agenda will be conducted through teleconference. Members of the public are encouraged to participate. In order to participate, please call the following teleconference phone number: (916) 588-9668 at/prior to the meeting start time. When prompted, please enter 2451 (then press #), the password is 1234 (then press #). You are encouraged to join the conference line prior to the meeting start time in the event of conferencing difficulties.

If you are unable to access the teleconference line, please call the District main line: (707) 923-9566, and the District will attempt to accommodate you.

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

II. ESTABLISHMENT OF QUORUM

Rio Anderson____, Linda Brodersen____, Doug Bryan____, Julie Lyon____, Dan Thomas____

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

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Approve Financials Date—financials - pg
- A.2 Approve Regular Meeting Minutes-Date: January 28, 2020 pg
- A.3 Operations Safety Report- pg

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

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 GSD Board Appointment (Dan Thomas) pg.
(Action Requested) (Oath of Office)
Motion: **Second:** **Vote:**
- B.2 Corona Virus Precautions and Pandemic Planning pg.
(discussion--possible only)
Motion: **Second:** **Vote:**
- B.3 Robertson Tank Contract-Easement Agreement pg.
(discussion-possible action)
Motion: **Second:** **Vote:**

B.4 Water Balance and Capacity Report pg.
(discussion--possible action)
Motion: **Second:** **Vote:**

B.6 Replace Copier/Printer pg.
(discussion—possible action) report by Mary
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

No Items

IX. CLOSED SESSION

No items for Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Personnel Policy-Vacation Days-Personal Days-Sick Leave
2. Water Source Capacity Report
3. Rate Study
4. Projects update
5. Water Disconnection Ordinance
6. Drought Contingency Plan

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Friday, February 21, 2020. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: March 24, 2020

There have been multiple requests for water on proposed new cannabis farms in the permitting process and additional water for existing farms that are expanding so we are investigating the viability of providing water and gathering information to bring before the Board for discussion and action.

We are working on the 2020-2021 budget and will be having a budget meeting at the end of April. This meeting will include staff and the budget committee while preparing the final draft for our May board meeting.

The addition of rain has been a welcome event which has delayed implementing our drought contingency plan but depending on the amount of rainfall during the next couple months, we may require customers to conserve water which will be necessary to ensure all customers have sufficient water for their personal living needs.

We have been given direction to identify how many active wells are located within GSD boundaries so we continue our research and hopefully will have more information for you at the April board meeting.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 24, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: January 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for January 2020.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☺
Total Revenue	976,520.00	548,832.36	555,547.03	(6,714.67)	☹
Total Expenses	1,269,091.00	797,482.76	739,941.76	57,541.00	☹
Net Income (excluding Depreciation)	(292,571.00)	(248,650.40)	(184,394.73)	(64,255.67)	☹
Payroll	383,338.00	241,421.78	223,613.74	17,808.04	☹
Repair & Maintenance	48,500.00	60,477.80	28,291.62	32,186.18	☹

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

- Operational revenues are below the budgeted amount by \$6,714.67. Expenses are over budget, and the purchase of the truck has resulted in a significant negative cash flow.
- Net cash **INCREASE** for January is **\$22,719.52**, and the year to date cash **DECREASE** is **\$73,465.80**. The budgeted negative cash flow was **\$46,474**.
- Total payments on loans so far this year total **\$78,405.54** of an expected year-end total of \$164,903.
- Total payroll costs are **\$17,808.04** higher than the YTD budgeted amount.
- The overtime wages are **\$8,776.01** higher than the YTD budgeted amount and are growing.
- Utilities and Fuel are both within tolerance for the budget.

- Expenditures for fixed asset acquisition so far this year total **\$69,266.23**. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	10,000	3,756.20
Meadows Aerial (Bear Canyon) SRF Grant App & Prelim	10,000	2,605.70
Meadows Sewer Aerial Preliminary Design	5,000	0
Utility Truck	0	40,034.33
CL2 Contact Basin	0	1,000.00
Waterline Replacement	0	21,870.00
Utility Trailer	7,000	0
Backhoe (\$150,000) - pmt	30,000	0
Sunnybank Telemetry	10,000	0
Redwood Dr Sewer line Prelim Design (SCR-Calicos + Melville - Cecil's)	10,000	0
Total:	82,000	69,266.23

- The repair and maintenance expenses are \$32,186.18 over the YTD budgeted amount. The overage is because of a water leak at Conger & Redwood that needed to be fixed and the installation of water valves at the location. As of the end of January, \$11,977.80 has been spent above and beyond the entire year's budget for repairs and maintenance. All further spending for this category will be beyond the budget amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

- Statement of Cash Flows - Current Month and Fiscal Year to Date
- Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
- Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
- Check Register Report for all checks issued in January 2020

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
January 2020

	Jan 2020	YTD July '19 - Jan '20
OPERATING ACTIVITIES		
Net Income	(36,584.26)	(248,650.40)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(3,637.19)	(3,660.98)
1100 · Accounts Receivable	8,347.76	7,635.83
1110 · Accts Receivable Over Payments	273.59	659.42
1500 · Prepaid Insurance	2,401.01	(12,257.06)
1501 · Prepaid Workers Comp	726.47	(2,987.76)
1510 · Prepaid Licenses and Permits	2,119.01	(10,594.97)
1121 · Payroll Tax Overpayment		(743.93)
2000 · Accounts Payable	14,251.28	33,646.88
20000 · Accounts Payable		2,100.00
2205 · Accrued Simple		(60.00)
2300 · Service Deposits	200.00	1,300.00
Net cash provided by Operating Activities	(11,902.33)	(233,612.97)
INVESTING ACTIVITIES		
Vehicles		(40,034.33)
Accumulated Depreciation-Water	26,170.46	183,193.22
Accumulated Depreciation-Sewer	14,892.96	104,250.72
CCC Insurance	20,375.00	20,375.00
CIP:CIP - Wallan Road Tank	(349.40)	(3,756.20)
CIP:CIP - Bear Canyon Aerial		(2,605.70)
CIP-CL2 Contact Chamber Replace		(1,000.00)
WATER:Distribution	(21,870.00)	(21,870.00)
Net cash provided by Investing Activities	39,219.02	238,552.71
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(23,630.72)
2605 · RCAC Loan #6200-GSD-02	(4,506.89)	(31,158.21)
2655 · Lease Payable - Copier	(90.28)	(625.43)
2700 · SRF Loan - Water		(22,991.18)
Net cash provided by Financing Activities	(4,597.17)	(78,405.54)
Net cash increase for period	22,719.52	(73,465.80)
Cash at beginning of period	828,802.63	924,987.95
Cash at end of period	851,522.15	851,522.15

GARBERVILLE SANITARY DISTRICT
Combined Revenue and Expense Report for Board
January 2020

	Current Month Jan. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	21,697.04	176,746.34	176,516.59	300,000.00	229.75
4110 · Commercial	17,498.22	129,211.79	129,445.51	220,000.00	(233.72)
4150 · Bulk Water Sales	0.00	24.00	0.00	0.00	24.00
Total Water Charges	39,195.26	305,982.13	305,962.10	520,000.00	20.03
4200 · Sewer Charges	30,215.10	216,277.94	212,916.69	365,000.00	3,361.25
4300 · Connection Fees	0.00	8,000.00	8,000.00	40,000.00	0.00
4650 · Late Charges	1,275.00	8,760.00	5,541.62	9,500.00	3,218.38
4700 · Other Operating Revenue	300.00	1,257.87	2,916.62	5,000.00	(1,658.75)
Total Income	70,985.36	540,277.94	535,337.03	939,500.00	4,940.91
Gross Profit	70,985.36	540,277.94	535,337.03	939,500.00	4,940.91
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	204.12	350.00	(204.12)
5005 · Bad Debts	461.81	1,660.89	2,041.62	3,500.00	(380.73)
5010 · Bank Charges					
5012 · Merchant Account Fees	283.34	1,730.01	1,516.62	2,600.00	213.39
5010 · Bank Charges - Other	164.61	1,109.37	1,108.38	1,900.00	0.99
Total 5010 · Bank Charges	447.95	2,839.38	2,625.00	4,500.00	214.38
5020 · Directors Fees	0.00	1,100.00	1,166.62	2,000.00	(66.62)
5030 · Dues and Memberships	0.00	3,728.22	2,245.88	3,850.00	1,482.34
5035 · Education and Training	190.00	2,514.32	1,750.00	3,000.00	764.32
5036 · Education and Training - B.O.D.	0.00	0.00	175.00	300.00	(175.00)
Insurance					
5040 · Liability	2,401.01	16,652.30	15,723.68	26,954.96	928.62
5050 · Workers' Comp	726.47	5,738.13	4,695.81	8,050.00	1,042.32
5055 · Health					
5055.1 · Employee Portion	(607.62)	(4,253.34)	(4,550.00)	(7,800.00)	296.66
5055 · Health - Other	3,439.66	23,494.86	25,550.00	43,800.00	(2,055.14)
Total 5055 · Health	2,832.04	19,241.52	21,000.00	36,000.00	(1,758.48)
Total Insurance	5,959.52	41,631.95	41,419.49	71,004.96	212.46
5060 · Licenses, Permits, and Fees	2,174.01	15,716.05	11,666.69	20,000.00	4,049.36
5065 · Auto	0.00	690.54	1,458.38	2,500.00	(767.84)
5070 · Miscellaneous	0.00	0.00	58.38	100.00	(58.38)
5080 · Office Expense	186.52	4,374.31	4,083.38	7,000.00	290.93
5085 · Outside Services	589.96	4,225.71	5,045.46	8,650.00	(819.75)
5090 · Payroll Taxes	3,647.42	16,730.57	17,043.81	29,218.00	(313.24)
5100 · Postage	0.00	1,656.45	1,633.38	2,800.00	23.07
5110 · Professional Fees					
SWRCB Complaint	1,480.75	6,319.56	0.00	0.00	
5110 · Professional Fees - Other	10,567.50	46,310.70	43,866.62	75,200.00	
Total 5110 · Professional Fees	12,048.25	52,630.26	43,866.62	75,200.00	8,763.64

GARBERVILLE SANITARY DISTRICT
Combined Revenue and Expense Report for Board
January 2020

	Current Month Jan. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5120 · Property Taxes	0.00	40.89	0.00	50.00	40.89
5125 · Repairs and Maintenance	0.00	29.49	291.62	500.00	(262.13)
5130 · Rents	835.00	5,845.00	6,680.00	10,020.00	(835.00)
5135 · Retirement	646.56	4,844.36	4,462.50	7,650.00	381.86
5137 · Supplies	0.00	1,063.86	700.00	1,200.00	363.86
5140 · Telephone	873.98	6,070.15	6,489.56	11,125.00	(419.41)
5145 · Tools	0.00	26.93	1,166.62	2,000.00	(1,139.69)
5150 · Travel and Meetings	0.00	766.13	583.38	1,000.00	182.75
5155 · Utilities	226.10	3,141.43	1,750.00	3,000.00	1,391.43
5160 · Wages					
5165 · Wages - Overtime	485.26	3,080.32	1,166.62	2,000.00	1,913.70
5160 · Wages - Other	11,295.55	85,239.64	94,045.00	161,220.00	(8,805.36)
Total 5160 · Wages	11,780.81	88,319.96	95,211.62	163,220.00	(6,891.66)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	2,000.00	0.00
Total Administrative and General	40,067.89	259,646.85	253,819.13	435,737.96	5,827.72
Sewage Collection					
6010 · Fuel	153.04	1,695.41	1,645.70	2,821.25	49.71
6030 · Repairs and Maintenance	223.24	8,659.29	4,666.69	8,000.00	3,992.60
6040 · Supplies	8.36	941.90	1,750.00	3,000.00	(808.10)
6050 · Utilities	316.47	1,581.87	2,916.69	5,000.00	(1,334.82)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	84.00	3,267.00	1,166.69	2,000.00	2,100.31
6060 · Wages - Other	2,143.04	17,091.84	17,500.00	30,000.00	(408.16)
Total 6060 · Wages	2,227.04	20,358.84	18,666.69	32,000.00	1,692.15
Total Sewage Collection	2,928.15	33,237.31	29,645.77	50,821.25	3,591.54
Sewage Treatment					
6075 · Fuel	153.04	1,695.41	1,645.70	2,821.25	49.71
6080 · Monitoring	525.00	2,167.50	4,083.31	7,000.00	(1,915.81)
6100 · Repairs and Maintenance	110.85	5,717.25	5,833.31	10,000.00	(116.06)
6110 · Supplies	1,606.86	5,170.41	5,541.69	9,500.00	(371.28)
6120 · Utilities	981.15	5,626.97	5,366.69	9,200.00	260.28
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	67.50	528.00	583.31	1,000.00	(55.31)
6130 · Wages - Other	4,276.05	29,616.82	14,583.31	25,000.00	15,033.51
Total 6130 · Wages	4,343.55	30,144.82	15,166.62	26,000.00	14,978.20
Total Sewage Treatment	7,720.45	50,522.36	37,637.32	64,521.25	12,885.04
Water Trans and Distribution					
7075 · Fuel	153.04	1,695.41	1,645.70	2,821.25	49.71
7090 · Repairs and Maintenance	4,791.89	41,089.64	8,750.00	15,000.00	32,339.64
7100 · Supplies	0.00	3,605.54	7,000.00	12,000.00	(3,394.46)
7110 · Utilities	394.01	3,413.70	5,366.69	9,200.00	(1,952.99)

GARBERVILLE SANITARY DISTRICT
Combined Revenue and Expense Report for Board
January 2020

	Current Month Jan. 2020	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7120 · Wages					0.00
7125 · Wages - Overtime Water Trans &	432.00	7,913.00	2,916.69	5,000.00	4,996.31
7120 · Wages - Other	3,862.50	25,111.69	17,500.00	30,000.00	7,611.69
Total 7120 · Wages	4,294.50	33,024.69	20,416.69	35,000.00	12,608.00
Total Water Trans and Distribution	9,633.44	82,828.98	43,179.08	74,021.25	39,649.90
Water Treatment					
7020 · Fuel	153.05	1,695.56	1,645.70	2,821.25	49.86
7010 · Monitoring	320.00	2,352.50	2,041.69	3,500.00	310.81
7030 · Repairs and Maintenance	95.91	4,982.13	8,750.00	15,000.00	(3,767.87)
7040 · Supplies	1,549.58	7,860.95	8,166.69	14,000.00	(305.74)
7050 · Utilities	3,583.46	27,548.15	26,833.31	46,000.00	714.84
7060 · Wages					
7065 · Wages - Overtime Water Treatme	733.50	3,321.00	3,500.00	6,000.00	(179.00)
7060 · Wages - Other	3,403.36	19,697.89	23,450.00	40,200.00	(3,752.11)
Total 7060 · Wages	4,136.86	23,018.89	26,950.00	46,200.00	(3,931.11)
Total Water Treatment	9,838.86	67,458.18	74,387.39	127,521.25	(6,929.21)
Total Expense	70,188.79	493,693.68	438,668.69	752,622.96	55,024.99
Net Ordinary Income	796.57	46,584.26	96,668.34	186,877.04	(50,084.08)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	1,028.56	1,900.00	1,900.00	(871.44)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	0.00	125.00	250.00	(125.00)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	1,028.56	14,805.00	27,710.00	(13,776.44)
8060 · Interest Income	30.85	213.78	5,250.00	9,000.00	(5,036.22)
8070 · Other Non-Operating Revenue	3,862.89	7,312.08	0.00	0.00	7,312.08
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	3,893.74	8,554.42	20,210.00	37,020.00	(11,655.58)
Other Expense					
9010 · Other Expenses	0.00	11,923.48	0.00	0.00	11,923.48
9040 · Depreciation	41,063.42	287,443.94	294,583.31	505,000.00	(7,139.37)
9050 · Interest Expense	211.15	4,421.66	6,689.76	11,468.04	(2,268.10)
Total Other Expense	41,274.57	303,789.08	301,273.07	516,468.04	2,516.01
Net Other Income	(37,380.83)	(295,234.66)	(281,063.07)	(479,448.04)	(14,171.59)
Net Income	(36,584.26)	(248,650.40)	(184,394.73)	(292,571.00)	(64,255.67)
9040 · Depreciation	41,063.42	287,443.94	294,583.31	505,000.00	(7,139.37)
Net Income excluding Depreciation	4,479.16	38,793.54	110,188.58	212,429.00	(71,395.04)

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

	Jun 30, 19	Jan 31, 20	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	135,036.46	60,135.16	(74,901.30)	
1006 · Umpqua System Reserve - Water	25,738.24	25,791.35	53.11	
1007 · Umpqua System Reserve - Sewer	31,183.83	31,248.18	64.35	
1011 · Water Enterprise Fund	46,680.32	46,776.64	96.32	
1030 · County Treasury - Sewer Reserve	440,039.31	441,067.87	1,028.56	
1031 · County Treasury - Water Reserve	246,071.74	246,071.74	0.00	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	198.54	391.70	193.16	
Total Checking/Savings	924,987.95	851,522.15	(73,465.80)	
Accounts Receivable				
11000 · Accounts Receivable - Other	1,415.00	5,075.98	3,660.98	
Total Accounts Receivable	1,415.00	5,075.98	3,660.98	
Other Current Assets				
1111 · Insurance Proceeds Receivable	0.00		0.00	
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,208.29)	(1,867.71)	(659.42)	
1100 · Accounts Receivable - Other	97,849.33	90,213.50	(7,635.83)	
Total 1100 · Accounts Receivable	96,641.04	88,345.79	(8,295.25)	
		743.93		
1500 · Prepaid Insurance	3,342.54	15,599.60	12,257.06	
1501 · Prepaid Workers Comp	0.00	2,987.76	2,987.76	
1502 · Prepaid Expenses	0.00	0.00	0.00	
1510 · Prepaid Licenses and Permits	0.00	10,594.97	10,594.97	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	94,983.58	113,272.05	17,544.54	
Total Current Assets	1,021,386.53	969,870.18	(52,260.28)	
Fixed Assets				
CIP - Wallan Road Tank	13,789.78	17,545.98	3,756.20	Grant App.
CIP - Bear Canyon Aerial	2,766.06	5,371.76	2,605.70	Grant App.
	16,555.84	22,917.74	6,361.90	
CIP - CCC Replace - Insurance	0.00	(20,375.00)	(20,375.00)	
CIP-CL2 Contact Chamber Replace	0.00	1,000.00	1,000.00	
WATER				
Fire Hydrants (Measure Z)	70,000.00	70,000.00	0.00	
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	70,773.43	70,773.43	0.00	
Distribution	2,712,614.17	2,734,484.17	21,870.00	Church St
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,090,498.08	8,112,368.08	21,870.00	
Water System	142,474.97	142,474.97	0.00	

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

	Jun 30, 19	Jan 31, 20	Difference	Notes
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,387,355.88	2,387,355.88	0.00	
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,831,080.02	5,831,080.02	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	121,205.99	40,034.33	Purch. Utility Truck
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,866,415.30)	(2,049,608.52)	(183,193.22)	
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,094,935.82)	(104,250.72)	
Total Fixed Assets	10,652,358.25	10,413,805.54	(232,190.81)	
TOTAL ASSETS	11,673,744.78	11,383,675.72	(284,451.09)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	47,157.99	33,646.88	
Total Accounts Payable	13,511.11	47,157.99	33,646.88	
Other Current Liabilities				
2300 · Service Deposits	5,100.00	6,400.00	1,300.00	
20000 · Accounts Payable	0.00	2,100.00	2,100.00	
2205 · Accrued Simple	(41.46)	(101.46)	(60.00)	
2230 · Accrued Vacation	25,652.28	25,652.28	0.00	
2250 · Loans Payable - Current Portion	124,124.09	124,124.09	0.00	
Total Other Current Liabilities	154,834.91	158,174.91	3,340.00	
Total Current Liabilities	168,346.02	205,332.90	36,986.88	
Long Term Liabilities				
2500 · N/P - SWRCB	122,974.63	99,343.91	(23,630.72)	1 of 1 pmts
2605 · RCAC Loan #6200-GSD-02	77,272.82	46,114.61	(31,158.21)	7 of 12 pmts
2655 · Lease Payable - Copier	535.15	(90.28)	(625.43)	7 of 12 pmts
2700 · SRF Loan - Water	1,218,532.74	1,195,541.56	(22,991.18)	1 of 2 pmts
2900 · Less Current Portion	(124,124.09)	(124,124.09)	0.00	
Total Long Term Liabilities	1,295,191.25	1,216,785.71	(78,405.54)	
Total Liabilities	1,463,537.27	1,422,118.61	(41,418.66)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,373,192.52	4,080,715.76	(292,476.76)	
Net Income	(292,476.76)	(248,650.40)	43,826.36	
Total Equity	10,210,207.51	9,961,557.11	(248,650.40)	
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,383,675.72	(290,069.06)	

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2020

Date	Num	Memo	Amount
Amazon.com			
01/21/2020	DBT		-320.02
01/23/2020	DBT		-45.88
Total Amazon.com			-365.90
Blue Star Gas			
01/24/2020	10305		-93.90
Total Blue Star Gas			-93.90
Branscomb Center			
01/22/2020	DBT		-43.09
Total Branscomb Center			-43.09
Capital Bank & Trust			
01/02/2020	EFT	557880519	-833.80
01/02/2020	EFT	025158148	-323.43
01/16/2020	EFT	557880519	-844.70
01/16/2020	EFT	025158148	-323.13
Total Capital Bank & Trust			-2,325.06
Dazey's Building Center			
01/27/2020	10308		-230.18
Total Dazey's Building Center			-230.18
Doug Bryan			
01/27/2020	10309		-100.00
Total Doug Bryan			-100.00
EDD			
01/02/2020	EFT	499-0538-3	-844.01
01/02/2020	EFT	499-0538-3	-667.97
01/16/2020	EFT	499-0538-3	-754.52
01/16/2020	EFT	499-0538-3	-656.42
Total EDD			-2,922.92
Fluentstream Tech			
01/13/2020	10281		-113.19
Total Fluentstream Tech			-113.19
Frontier Communications			
01/03/2020	10273		-371.57
01/27/2020	10310		-68.85
Total Frontier Communications			-440.42
HLAFCO			
01/13/2020	10282		-3,245.94
Total HLAFCO			-3,245.94
HughesNet			
01/13/2020	DBT		-104.29
Total HughesNet			-104.29
Humboldt County Dept. of Health & Human S			
01/03/2020	10274		-380.05
Total Humboldt County Dept. of Health & Human S			-380.05

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2020

Date	Num	Memo	Amount
IRS			
01/02/2020	EFT	68-0296323	-3,315.82
01/16/2020	EFT	68-0296323	-3,211.96
Total IRS			-6,527.78
Jennie Short			
01/13/2020	10283		-3,445.70
01/27/2020	10303		-2,940.00
Total Jennie Short			-6,385.70
Julie Lyon			
01/27/2020	10311		-150.00
Total Julie Lyon			-150.00
Just Rent It, LLC			
01/24/2020	10306		-417.86
Total Just Rent It, LLC			-417.86
Linda Broderson			
01/27/2020	10312		-150.00
Total Linda Broderson			-150.00
Melissa Martini			
01/16/2020	10299		-30.00
01/28/2020	10315		-180.00
Total Melissa Martini			-210.00
NALCO			
01/13/2020	10284		-2,559.45
Total NALCO			-2,559.45
North Coast Laboratories Ltd.			
01/24/2020	10307		-385.00
Total North Coast Laboratories Ltd.			-385.00
Office Max			
01/31/2020	DBT		-68.92
Total Office Max			-68.92
Owsley Electric			
01/03/2020	10275	VOID:	0.00
01/13/2020	10292		-1,966.50
Total Owsley Electric			-1,966.50
PG&E			
01/13/2020	10285		-2,728.06
01/21/2020	10298		-2,484.77
Total PG&E			-5,212.83
Pitney Bowes Purchase Power			
01/21/2020	10300		-546.10
Total Pitney Bowes Purchase Power			-546.10
R. Anderson			
01/27/2020	10313		-100.00
Total R. Anderson			-100.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2020

Date	Num	Memo	Amount
Ralph Emerson			
01/27/2020	10314		-50.00
Total Ralph Emerson			-50.00
Redwood Merchant Services			
01/20/2020	10388		-96.31
01/31/2020			-156.46
Total Redwood Merchant Services			-252.77
RENNER			
01/10/2020	DBT		-612.17
Total RENNER			-612.17
Rogers Machinery			
01/13/2020	10286		-668.50
Total Rogers Machinery			-668.50
Rural Community Assistance Program			
01/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
SDRMA			
01/03/2020	10276		-1,000.00
01/13/2020	10287		-3,111.00
Total SDRMA			-4,111.00
Sentry III Center			
01/03/2020	10277		-835.00
Total Sentry III Center			-835.00
Staples Credit Plan			
01/03/2020	10278		-130.21
Total Staples Credit Plan			-130.21
Streamline Inc			
01/13/2020	10288		-100.00
Total Streamline Inc			-100.00
Suncoast Learning Systems			
01/28/2020	DBT		-190.00
Total Suncoast Learning Systems			-190.00
The Mitchell Law Firm, LLP			
01/27/2020	10304		-3,850.81
Total The Mitchell Law Firm, LLP			-3,850.81
Umpqua Bank			
01/15/2020	10387		-187.79
Total Umpqua Bank			-187.79
US Cellular			
01/03/2020	10279		-274.33
Total US Cellular			-274.33

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2020

Date	Num	Memo	Amount
Van Meter Construction			
01/03/2020	10280		-1,365.00
01/13/2020	10289		-2,985.00
01/24/2020	10302		-2,260.00
Total Van Meter Construction			-6,610.00
Wells Fargo			
01/21/2020	10301		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
01/13/2020	10290		-765.00
Total Wyatt & Whitchurch, E.A. Inc.			-765.00
WYCKOFF'S Inc			
01/13/2020	10291		-72.59
Total WYCKOFF'S Inc			-72.59
Arreguin, Daniel J			
01/02/2020	10264		-2,761.84
01/16/2020	10293		-2,642.53
Total Arreguin, Daniel J			-5,404.37
Emerson, Ralph K			
01/02/2020	10265		-2,455.81
01/16/2020	10294		-2,455.81
Total Emerson, Ralph K			-4,911.62
Miller, Brian A			
01/02/2020	10266		-2,082.35
01/16/2020	10295		-2,165.78
Total Miller, Brian A			-4,248.13
Nieto, Mary			
01/02/2020	10267		-1,610.74
01/16/2020	10296		-1,530.70
Total Nieto, Mary			-3,141.44
Ruiz, Ricardo			
01/02/2020	10268		-622.40
01/16/2020	10297		-365.40
Total Ruiz, Ricardo			-987.80
TOTAL			-77,256.93

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

Date of Meeting: February 25, 2020

5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

@ 5:01 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Present
Linda Brodersen
Doug Bryan
Julie Lyon

III. APPROVAL OF AGENDA

C.3 is combined with C.1

Motion: Julie Lyon Second: Doug Bryan Vote: 4-0

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

No additional comments.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date December 2019 - Pg. 5-16

A.2 Approve Regular Meeting Minutes-Date: January 28, 2020 Pg. 17-19

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

Motion: Rio Andersen Second: Julie Lyon Vote: 4-0

B. GENERAL BUSINESS

B.1 Update on GSD Board Appointment (Dan Thomas)

Tabled for the March 24, 2020 board meeting.

B.2 Update on New Rate Structure Process Pg. 22-23

The District will be sending out Rate Study Notices by mail to all the customers and landlords by March 12th.

B.3 Requirements for customers with wells
(information at meeting)

The District sought legal counsel concerning this issue. A customer will be able to have a well, only if there is not a residence or building on property. The District will have their own requirements. Requirements are being discussed under Agenda item C.2

B.4 Update on recent generator problems at raw water pump station
(discussion--possible direction)

Report by Dan and Brian.

B.5 Update on SHCP Water Service Pg. 24-25
(discussion only)

The board wants to acknowledge Jennie Short for all her hard work concerning the Park.

B.6 Replace Copier/Printer

Report by Mary. More information will be provided at the next board meeting.

B.7 Projects Update Pg. 26
(information Only)

The District is seeking funds from available grants. Applications have been submitted.

C. POLICY REVISION / ADOPTION

C.1 Sec 9.5 Payment of Bills. Pg. 27-31
(discussion-no action) 2nd reading—resolution #20-002

Table. Incorporate language from bill 998 in the Districts payments of bills.

C.2 Sec 4.9 Service Connection Pg. 32
(discussion—no action) 1st reading

It would be helpful to have a list of all the existing wells in the District boundaries. As well as a list of all the undeveloped properties in the District boundaries.

C.3 Sec 10.1 Disconnection for Non-Payment. Pg. 33-34
(discussion—no action) 1st reading
Combined with C.1

IX. CLOSED SESSION

No items for Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Dan Thomas appointment to GSD Board
2. Water Source Capacity Report
3. Rate Study Update
4. Projects update
5. Water Disconnection Ordinance

Next Board Meeting Is March 24, 2020

XII. ADJOURNMENT

6:08 p.m.

RECEIVED
MAR 02 2020



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: March 17, 2020 Leader Name: Joseph Emerson

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)

Name (signature)

Name (print)	Name (signature)
1. <u>Ralph Emerson</u>	<u>Joseph Emerson</u>
2. <u>Dani Walker</u>	<u>BRIAN WILLIAMS</u>
3. <u>Mary Vieto</u>	<u>Mary Vieto</u>
4. <u>Dan Arsequin</u>	<u>Dan Arsequin</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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

STAIRWAYS AND LADDERS A Safe Step



DIRECTOR - SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code 10515

NOTICE IS HEREBY GIVEN that on _____ (date), **DANIEL DAVIES THOMAS** was appointed to the office of Governing Board Member of the **GARBERVILLE SANITARY DISTRICT**, County of Humboldt, by the Governing Board of the above district. The term of this office is the remainder of 2 years ending on the first Friday of December, 2020.

Dated: _____
Kelly Sanders
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

Govt Code Sections 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **DANIEL DAVIES THOMAS**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

(Signed) _____

(Dated) _____

(Address) _____

Signature of person administering oath

EXECUTIVE DEPARTMENT
STATE OF CALIFORNIA

EXECUTIVE ORDER N-25-20

WHEREAS on March 4, 2020, I proclaimed a State of Emergency to exist in California as a result of the threat of COVID-19; and

WHEREAS despite sustained efforts, the virus remains a threat, and further efforts to control the spread of the virus to reduce and minimize the risk of infection are needed; and

WHEREAS state and local public health officials may, as they deem necessary in the interest of public health, issue guidance limiting or recommending limitations upon attendance at public assemblies, conferences, or other mass events, which could cause the cancellation of such gatherings through no fault or responsibility of the parties involved, thereby constituting a force majeure; and

WHEREAS the Department of Public Health is maintaining up-to-date guidance relating to COVID-19, available to the public at <http://cdph.ca.gov/covid19>; and

WHEREAS the State of California and local governments, in collaboration with the Federal government, continue sustained efforts to minimize the spread and mitigate the effects of COVID-19; and

WHEREAS there is a need to secure numerous facilities to accommodate quarantine, isolation, or medical treatment of individuals testing positive for or exposed to COVID-19; and

WHEREAS, many individuals who have developmental disabilities and receive services through regional centers funded by the Department of Developmental Services also have chronic medical conditions that make them more susceptible to serious symptoms of COVID-19, and it is critical that they continue to receive their services while also protecting their own health and the general public health; and

WHEREAS individuals exposed to COVID-19 may be temporarily unable to report to work due to illness caused by COVID-19 or quarantines related to COVID-19 and individuals directly affected by COVID-19 may experience potential loss of income, health care and medical coverage, and ability to pay for housing and basic needs, thereby placing increased demands on already strained regional and local health and safety resources such as shelters and food banks; and

WHEREAS in the interest of public health and safety, it is necessary to exercise my authority under the Emergency Services Act, specifically Government Code section 8572, to ensure adequate facilities exist to address the impacts of COVID-19; and

WHEREAS under the provisions of Government Code section 8571, I find that strict compliance with various statutes and regulations specified in this order would prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of the COVID-19 pandemic.

NOW, THEREFORE, I, GAVIN NEWSOM, Governor of the State of California, in accordance with the authority vested in me by the State Constitution and statutes of the State of California, and in particular, Government Code sections 8567, 8571 and 8572, do hereby issue the following order to become effective immediately:

IT IS HEREBY ORDERED THAT:

1. All residents are to heed any orders and guidance of state and local public health officials, including but not limited to the imposition of social distancing measures, to control the spread of COVID-19.
2. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 2627(b)(1) for disability insurance applicants who are unemployed and disabled as a result of the COVID-19, and who are otherwise eligible for disability insurance benefits.
3. For the period that began January 24, 2020 through the duration of this emergency, the Employment Development Department shall have the discretion to waive the one-week waiting period in Unemployment Insurance Code section 1253(d) for unemployment insurance applicants who are unemployed as a result of the COVID-19, and who are otherwise eligible for unemployment insurance benefits.
4. Notwithstanding Health and Safety Code section 1797.172(b), during the course of this emergency, the Director of the Emergency Medical Services Authority shall have the authority to implement additions to local optional scopes of practice without first consulting with a committee of local EMS medical directors named by the EMS Medical Directors Association of California.
5. In order to quickly provide relief from interest and penalties, the provisions of the Revenue and Taxation Code that apply to the taxes and fees administered by the Department of Tax and Fee Administration, requiring the filing of a statement under penalty of perjury setting forth the facts for a claim for relief, are suspended for a period of 60 days after the date of this Order for any individuals or businesses who are unable to file a timely tax return or make a timely payment as a result of complying with a state or local public health official's imposition or recommendation of social distancing measures related to COVID-19.
6. The Franchise Tax Board, the Board of Equalization, the Department of Tax and Fee Administration, and the Office of Tax Appeals shall use their administrative powers where appropriate to provide those individuals and businesses impacted by complying with a state or local public health official's imposition or recommendation of social

distancing measures related to COVID-19 with the extensions for filing, payment, audits, billing, notices, assessments, claims for refund, and relief from subsequent penalties and interest.

7. The Governor's Office of Emergency Services shall ensure adequate state staffing during this emergency. Consistent with applicable federal law, work hour limitations for retired annuitants, permanent and intermittent personnel, and state management and senior supervisors, are suspended. Furthermore, reinstatement and work hour limitations in Government Code sections 21220, 21224(a), and 7522.56(b), (d), (f), and (g), and the time limitations in Government Code section 19888.1 and California Code of Regulations, title 2, sections 300-303 are suspended. The Director of the California Department of Human Resources must be notified of any individual employed pursuant to these waivers.
8. The California Health and Human Services Agency and the Office of Emergency Services shall identify, and shall otherwise be prepared to make available—including through the execution of any necessary contracts or other agreements and, if necessary, through the exercise of the State's power to commandeer property – hotels and other places of temporary residence, medical facilities, and other facilities that are suitable for use as places of temporary residence or medical facilities as necessary for quarantining, isolating, or treating individuals who test positive for COVID-19 or who have had a high-risk exposure and are thought to be in the incubation period.
9. The certification and licensure requirements of California Code of Regulations, Title 17, section 1079 and Business and Professions Code section 1206.5 are suspended as to all persons who meet the requirements under the Clinical Laboratory Improvement Amendments of section 353 of the Public Health Service Act for high complexity testing and who are performing analysis of samples to test for SARS-CoV-2, the virus that causes COVID-19, in any certified public health laboratory or licensed clinical laboratory.
10. To ensure that individuals with developmental disabilities continue to receive the services and supports mandated by their individual program plans threatened by disruptions caused by COVID-19, the Director of the Department of Developmental Services may issue directives waiving any provision or requirement of the Lanterman Developmental Disabilities Services Act, the California Early Intervention Services Act, and the accompanying regulations of Title 17, Division 2 of the California Code of Regulations. A directive may delegate to the regional centers any authority granted to the Department by law where the Director believes such delegation is necessary to ensure services to individuals with developmental disabilities. The Director shall describe the need justifying the waiver granted in each directive and articulate how the waiver is necessary to protect the public health or safety from the threat of COVID-19 or necessary to ensure that services to individuals with developmental disabilities are not disrupted. Any waiver granted by a directive shall expire 30 days from the date of its issuance. The Director may grant one or more 30-day extensions if the waiver continues to be necessary

to protect health or safety or to ensure delivery of services. The Director shall rescind a waiver once it is no longer necessary to protect public health or safety or ensure delivery of services. Any waivers and extensions granted pursuant to this paragraph shall be posted on the Department's website.

11. Notwithstanding any other provision of state or local law, including the Bagley-Keene Act or the Brown Act, a local legislative body or state body is authorized to hold public meetings via teleconferencing and to make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to attend and to address the local legislative body or state body, during the period in which state or local public officials impose or recommend measures to promote social distancing, including but not limited to limitations on public events. All requirements in both the Bagley-Keene Act and the Brown Act expressly or impliedly requiring the physical presence of members, the clerk or other personnel of the body, or of the public as a condition of participation in or quorum for a public meeting are hereby waived.

In particular, any otherwise-applicable requirements that

- (i) state and local bodies notice each teleconference location from which a member will be participating in a public meeting;
- (ii) each teleconference location be accessible to the public;
- (iii) members of the public may address the body at each teleconference conference location;
- (iv) state and local bodies post agendas at all teleconference locations;
- (v) at least one member of the state body be physically present at the location specified in the notice of the meeting; and
- (vi) during teleconference meetings, a least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction

are hereby suspended, on the conditions that:

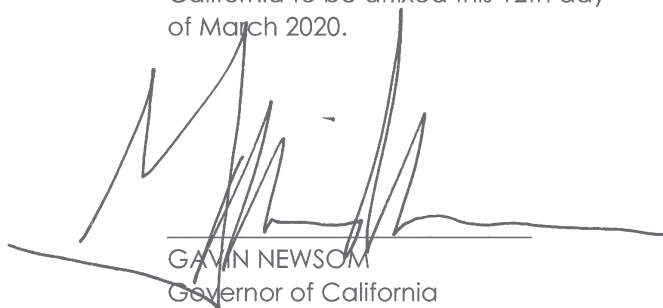
- (i) each state or local body must give advance notice of each public meeting, according to the timeframe otherwise prescribed by the Bagley-Keene Act or the Brown Act, and using the means otherwise prescribed by the Bagley-Keene Act or the Brown Act, as applicable; and
- (ii) consistent with the notice requirement in paragraph (i), each state or local body must notice at least one publicly accessible location from which members of the public shall have the right to observe and offer public comment at the public meeting, consistent with the public's rights of access and public comment otherwise provided for by the Bagley-Keene Act and the Brown Act, as applicable (including, but not limited to, the requirement that such rights of access and public comment be made available in a manner consistent with the Americans with Disabilities Act).

In addition to the mandatory conditions set forth above, all state and local bodies are urged to use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of the Bagley-Keene Act and the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.

IT IS FURTHER ORDERED that as soon as hereafter possible, this Order be filed in the Office of the Secretary of State and that widespread publicity and notice be given of this Order.

This Order is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the State of California, its agencies, departments, entities, officers, employees, or any other person.

IN WITNESS WHEREOF I have hereunto set my hand and caused the Great Seal of the State of California to be affixed this 12th day of March 2020.



GAVIN NEWSOM
Governor of California

ATTEST:

ALEX PADILLA
Secretary of State

Updated 3.13.2020

California's special districts are committed to ensuring that their business is conducted in open and public meetings where all persons are permitted to attend and participate. In the wake of concerns regarding the novel COVID-19 coronavirus, a recent thread on [CSDA's Open Forum](#) contemplated the options available under the Brown Act should health and safety conditions within a community require a special district to reconsider how it conducts board meetings. An accurate understanding of the parameters under state law is necessary to help special districts develop plans that permit for the conduct of ongoing business, reduce health risks, and ensure legal requirements are met for open and public meetings.

The fundamental principle of the Brown Act is that, "all meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body." Given this requirement, how can special districts reduce health risks should an emerging situation, such as COVID-19, evolve in a manner that could jeopardize the health of meeting participants?

On March 12, 2020, Governor Gavin Newsom issued [Executive Order N-25-20](#), which follows the [March 4 declaration](#) of a State of Emergency in California as a result of the threat of COVID-19. The provisions of the executive order apply during the period in which state or local public officials impose or recommend measures to promote social distancing, including limitations on public events.

Among other items, the order "[a]llows local or state legislative bodies to hold meetings via teleconference and to make meetings accessible electronically." Item #11 in the executive order waives or relaxes several of requirements related to teleconferencing of board meetings, while still seeking to strike a balance between public health and the public's interest in the conduct of their government and their right to access.

The executive order requires that special districts comply with at least two criteria when utilizing teleconferences:

1. Districts must provide advance notice (agenda) of the meeting in the same timeframe and manner currently required under the Brown Act; and
2. Districts must provide at least one physical location to remain open to the public from which members of the public can observe and offer public comment. This location must be Americans with Disabilities Act (ADA) compliant.

This means that during the time the Governor’s State of Emergency remains in effect, the members of a board of directors are permitted to each teleconference (or web-conference) from a remote location without the requirement to include the board members’ remote location on the agenda, or open that location to the public, or post an agenda at that location. Notably, the executive order urges all local governments to “use sound discretion and to make reasonable efforts to adhere as closely as reasonably possible to the provisions of...the Brown Act, and other applicable local laws regulating the conduct of public meetings, in order to maximize transparency and provide the public access to their meetings.”

Although the provisions of the executive order may be in effect for a limited time, the Brown Act provides local governments a degree of flexibility in determining the time, place, and manner in which meetings are conducted. Additional steps special districts may seek to take in the effort to reduce the potential for exposure to COVID-19 for board members, staff, and the public include:

The Brown Act provides local governments a degree of flexibility in determining the time, place, and manner in which meetings are conducted. Should local conditions warrant them based on guidance from state and federal authorities, special districts may seek to reduce the potential for exposure to COVID-19 for board members, staff, and the public by:

1. **Increasing Sanitation Efforts:** Many businesses, including airlines and hotels, are dedicating increased resources to sanitizing frequently touched spaces. Special districts may seek to adopt similar procedures for public meetings.
2. **Adjusting Meeting Space:** According to the Centers for Disease Control and Prevention (CDC), COVID-19 is thought to spread mainly between people who are in close contact with one another (within about 6 feet). Therefore, special districts may seek to adjust board meeting space to allow for greater physical distance between participants. This may require changing to a different meeting location within the boundaries of the district. In doing so, districts must meet all notification standards. (Government Code § 54954).
3. **Affording Virtual Public Engagement:** Special districts may choose to provide alternative means for viewing proceedings and submitting public input, such as using an Internet-based livestream and dedicated email address or text line. While the board meeting may not be legally closed to the public except when in closed session, taking such steps could encourage vulnerable populations, and residents who may have been exposed to COVID-19, to engage the board without physically attending the meeting.

4. **Allowing Board Members to Teleconference:** Depending on the meeting space available, board members within identified vulnerable populations may feel more comfortable participating from an alternative location via teleconference. The Brown Act permits such participation so long as:
 1. The agenda specifies all teleconference locations and is posted at each teleconference location;
 2. Public access is provided at each teleconference location;
 3. Public opportunity to speak is provided at each teleconference location;
 4. All votes are taken by roll call; and
 5. At least a quorum of the members of the legislative body participate within the boundaries of the district.

(Note that some requirements have been suspended pursuant to Executive Order N-25-20 during such time the order remains in effect).

5. **Communicating Proactively with the Public:** One of the best tools for public health remains active communication with residents. Some businesses, arenas, places of worship, and other venues are sharing the steps they are taking regarding COVID-19, and are also proactively encouraging those who are experiencing symptoms, or who believe they may have been exposed, to stay home and not visit public spaces. Such communication, in combination with the availability of online or virtual public engagement, may help reduce the potential COVID-19 risk at public meetings.
6. **Providing Staff with Flexibility to Operate and Inform the Board:** Special district boards may choose to delegate enhanced authority permitted under the law to their general manager to handle district business on an interim basis in a manner that could reduce the frequency and duration of board meetings.
7. **Cancelling or Delaying Non-Essential Business:** A last resort for special districts may be to simply cancel or delay non-essential board-related business as necessary. However, districts should be careful to monitor their respective minimum meeting requirements and understand that all applicable statutory requirements remain in effect.

As conditions evolve regarding COVID-19 it may be appropriate for special districts to reassess these steps and consider other approaches. **This communication is not intended as medical or legal advice and all districts are encouraged to consult their legal counsel when developing policies.** Special district officials may also wish to obtain a copy of CSDA's [Brown Act Compliance Manual](#) for Special Districts for a more detailed analysis of California's open meeting laws.

The California Department of Public Health (CDPH) is actively working with the White House, CDC, local governments, health facilities, and health care providers across the state to prepare and protect Californians from COVID-19. For the latest information and updates, please visit:

- **Guidance and Information:** For a complete [list of guidance](#) documents available for employers and other entities, please visit the [CDPH website](#).
- **Public:** For more information on COVID-19, please visit the [Centers for Disease Control and Prevention's website](#).
- **Coronavirus News Releases:** For the latest information on the 2019 Novel Coronavirus (2019-nCoV), please see the CDPH [News Releases](#)

Keeping the workplace safe

Encourage your employees to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and schedule regular hand washing reminders by email
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Be careful with meetings and travel



- Use videoconferencing for meetings when possible
- When not possible, hold meetings in open, well-ventilated spaces
- Consider adjusting or postponing large meetings or gatherings
- Assess the risks of business travel

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

Keeping the school safe

Encourage your faculty, staff, and students to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their faces and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Consider rearranging large activities and gatherings



- Consider adjusting or postponing gatherings that mix between classes and grades
- Adjust after-school arrangements to avoid mixing between classes and grades
- When possible, hold classes outdoors or in open, well-ventilated spaces

Handle food carefully



- Limit food sharing
- Strengthen health screening for cafeteria staff and their close contacts
- Ensure cafeteria staff and their close contacts practice strict hygiene

Stay home if...



- They are feeling sick
- They have a sick family member in their home

Keeping the home safe

Encourage your family members to...

All households



- Clean hands at the door and at regular intervals
- Create habits and reminders to avoid touching their face and cover coughs and sneezes
- Disinfect surfaces like doorknobs, tables, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Households with vulnerable seniors or those with significant underlying conditions



Significant underlying conditions include heart, lung, kidney disease; diabetes; and conditions that suppress the immune system

- Have the healthy people in the household conduct themselves as if they were a significant risk to the person with underlying conditions. For example, wash hands frequently before interacting with the person, such as by feeding or caring for the person
- If possible, provide a protected space for vulnerable household members
- Ensure all utensils and surfaces are cleaned regularly

Households with sick family members



- Give sick members their own room if possible, and keep the door closed
- Have only one family member care for them
- Consider providing additional protections or more intensive care for household members over 65 years old or with underlying conditions

Keeping commercial establishments safe

Encourage your employees and customers to...

Practice good hygiene



- Stop handshaking – use other noncontact methods of greeting
- Clean hands at the door, and schedule regular hand washing reminders by email
- Promote tap and pay to limit handling of cash
- Disinfect surfaces like doorknobs, tables, desks, and handrails regularly
- Increase ventilation by opening windows or adjusting air conditioning

Avoid crowding



- Use booking and scheduling to stagger customer flow
- Use online transactions where possible
- Consider limiting attendance at larger gatherings

For transportation businesses, taxis, and ride shares



- Keep windows open when possible
- Increase ventilation
- Regularly disinfect surfaces



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

The Garberville Sanitary District in compliance with Governor Newsom's recommendations and in an attempt to assist in stopping the COVID-19 Virus will continue working on your behalf to provide safe potable water and be available for customer service but the office will be closed to the public if you have any signs of illness.

We have provided a payment box beside the office door and will be available for appointment or to answer questions by calling the phone number above.

We apologize for the inconvenience

Ralph Emerson

General Manager
Garberville Sanitary District



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

The Garberville Sanitary District in compliance with Governor Newsom's recommendations and in an attempt to assist in stopping the COVID-19 Virus will conduct our regularly planned March 24th meeting but those members of the public who wish to participate must do so through teleconferencing which we have set up.

The meeting will start at 5:00 and agendas will be sent as usual or it will be on the website on Friday March 20th.

Call in Number is: (916)588-9668

When asked for conference room, it is: 2451

Pass Word is: 1234

We will be answering the phone throughout meeting so please call prior to or during meeting if you have questions and we are sorry for the inconvenience.

Ralph Emerson

General Manager
Garberville Sanitary District



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PO Box 211
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Do not enter if sick

**Garberville Sanitary District
Is working to keep our customers safe
from the COVID-19 virus and other
viruses which are prevalent this time
of year.**

**PLEASE USE PAYMENT BOX
BESIDE DOOR OR CALL FOR AN
APPOINTMENT**

**We are sorry for the inconvenience but are doing our part at this difficult
time to assist in stopping the spread of this virus and will work with you on
payments and District business if you call first.**

Thank You for your patience

Garberville Sanitary District Board and Staff



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 24, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Projects Manager
Subject: Robertson Tank Replacement Project
Property Acquisition for water tank site at Humboldt County
Assessor Parcel Number 223-181-020 at 595 Alderpoint Road

GENERAL OVERVIEW AND STATUS

“The Meadows”/Unit 1/Phase 1 subdivision was subdivided and recorded October 3, 1978 which created APN 223-181-020. This parcel was entitled “WATER TANK SITE” on sheet 6 of 9 recorded in Book 16 of Maps, Page 121 - attached for your reference. The Robertson water storage tank was in existence prior to the subdivision. Since this time the GSD has purchased the assets of the Garberville Water Company, which included this water storage tank. This tank is leaking and the District has applied for funding for the planning phase of replacing this storage tank.

During the preparation of the funding application it was found that the ownership of the Water Tank Site had never been transferred from the subdivision owner to the GWC nor GSD. District Staff contacted the property owners to determine if transfer of the parcel could be negotiated. The District and the Property Owners have reached an agreement for purchase of the property. The title company has begun preparing the preliminary title report and the necessary documents for escrow instructions and grant deeds which will need to be signed by the Chair of the Board. The District must provide a Certificate of Acceptance for the property prior to recordation of the grant deed. Resolution 20-004 will go with the Certificate of Acceptance.

STAFF RECOMMENDATION FOR BOARD ACTIONS

Staff recommends that the Board:

1. Adopt Resolution 20-004
2. Authorize the Chair to sign on behalf of the District:
 - a. the Escrow Instructions
 - b. Preliminary Change of Ownership Report
 - c. Certificate of Acceptance
 - d. Grant Deed
 - e. Any other documents needed to complete the purchase of the property

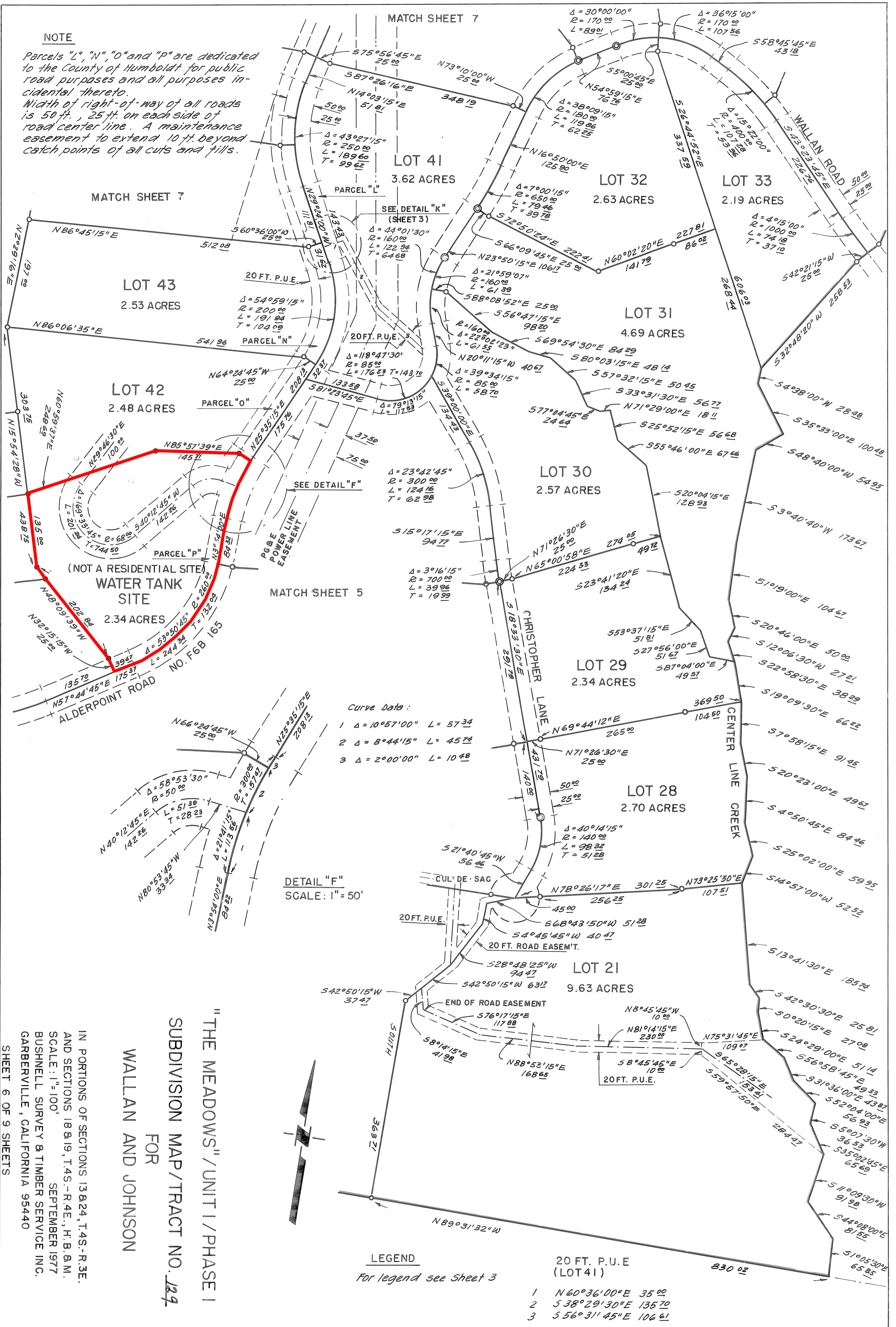
3. Direct Staff to coordinate the steps necessary to close the escrow on behalf of the Board.

ATTACHMENTS

1. Sheet 6 of 9 recorded in Book 16 of Maps, Page 121 with tank site marked
2. Resolution 20-004
3. Certificate of Acceptance

NOTE

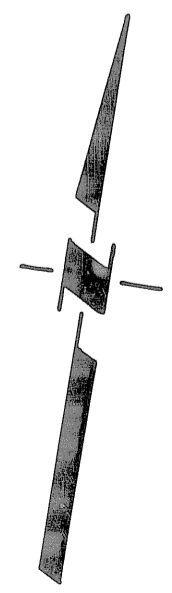
Parcels "L", "N", "O" and "P" are dedicated to the County of Humboldt for public road purposes and all purposes incidental thereto. Width of right-of-way of all roads is 50 ft., 25 ft. on each side of road center line. A maintenance easement to extend 10 ft. beyond catch points of all cuts and fills.



Curve Data:

1	$\Delta = 10^{\circ}57'00''$	L = 57.34
2	$\Delta = 8^{\circ}44'15''$	L = 45.74
3	$\Delta = 2^{\circ}00'00''$	L = 10.48

DETAIL "F"
SCALE: 1" = 50'



LEGEND
For legend see Sheet 3

20 FT. P.U.E (LOT 41)

1	$N 60^{\circ}36'00''E$	35.00
2	$S 38^{\circ}29'30''E$	135.70
3	$S 56^{\circ}31'45''E$	106.61

"THE MEADOWS" / UNIT I / PHASE I
SUBDIVISION MAP / TRACT NO. 129
FOR
WALLAN AND JOHNSON

IN PORTIONS OF SECTIONS 13 & 24, T.4S., R.3E.
AND SECTIONS 18 & 19, T.4S., R.4E., H.B.M.
SCALE: 1" = 100'
SEPTEMBER 1977
BUSHNELL SURVEY & TIMBER SERVICE INC.
GARBERVILLE, CALIFORNIA 95440
SHEET 6 OF 9 SHEETS



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-004

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO SIGN THE ESCROW INSTRUCTIONS, PRELIMINARY CHANGE OF OWNERSHIP REPORT, AND CERTIFICATE OF ACCEPTANCE, BY AND BETWEEN THE WALLAN TRUST, THE JOHNSON TRUST AND THE GARBERVILLE SANITARY DISTRICT, FOR THE ACQUISITION OF REAL PROPERTY LOCATED IN GARBERVILLE, CA (APN 223-181-020).

A. WHEREAS, The Wallan Trust and Johnson Trust owns certain real property generally known as the Robertson Water Tank Site, in Garberville, California (APN 223-181-020) (“Property”);

B. WHEREAS, Linda Wall, trustee of Wallan Trust, and James Johnson, trustee of Johnson Trust, and Garberville Sanitary District (GSD) have negotiated for purchase of the Water Tank Site as described in the escrow instructions, a copy of which is attached hereto as “Exhibit A”;

C. WHEREAS, The Wallan Trust and Johnson Trust agrees to grant via deed the Property (“Property”) to GSD; and

D. WHEREAS, The Property is the site for the project generally known as the Robertson Tank Replacement Project (the “Project”), pursuant to which a new water storage tank will be constructed and installed, including on and within the Property.

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

F. WHEREAS, The Board adopted Resolution 19-008 which documented the determination that the Project is Class 6 categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262.

G. WHEREAS, The Board adopted a Notice of Exemption which was filed with the County Clerk and the Office of Planning and Research (SCH# 2019100635), and the 30-day review period started Oct 30, 2019, and no challenge was received.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZES THE CHAIR OF THE BOARD OF DIRECTORS TO SIGN THE ESCROW INSTRUCTIONS, PRELIMINARY CHANGE OF OWNERSHIP REPORT, AND CERTIFICATE OF ACCEPTANCE, BY AND BETWEEN THE WALLAN TRUST, THE JOHNSON TRUST AND THE GARBERVILLE SANITARY DISTRICT, FOR THE ACQUISITION OF REAL PROPERTY LOCATED IN GARBERVILLE, CA (APN 223-181-020).

Passed and adopted by the Garberville Sanitary District's Board of Directors on **March 24, 2020** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chair of the Board

ATTEST:

_____,
Ralph Emerson
Clerk of Board of Directors

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

ROBERTSON TANK

CERTIFICATE OF ACCEPTANCE

This is to certify that the interest in real property conveyed by the Grant Deed, dated _____, 2020 from THE WALLAN TRUST AND THE JOHNSON TRUST (Grantor) to Garberville Sanitary District (Grantee), a political corporation and/or governmental agency is hereby accepted by the undersigned officer or agent on behalf of the Board of Directors of said Garberville Sanitary District pursuant to authority conferred by Resolution 20-004 by the Board of Directors adopted on March 24 2020, and the Grantee consents to recordation thereof by its duly authorized officer.

Dated: _____, 2020

Garberville Sanitary District
Board of Directors

By: _____

Linda Brodersen
Chair of the Board

ATTEST:

{ SEAL }

Ralph Emerson
Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 24, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: 2019 Annual Water Source Capacity Report

Attached is the 2019 Annual Water Source Capacity Analysis Report. The Appendices are in a separate document and can be found on the GSD Website at:

<https://www.garbervillesd.org/water-capacity>

The analysis provides an overview of the various water sources, infrastructure at those sources, treatment infrastructure, and historical water diversions from the sources. It identifies the different uses for the water diverted by calendar year. In the tables are:

- a summary of the intrinsic development potential for the parcels within the place of use (either because they are currently undeveloped or because they are under-developed for the zoning)
- a listing of the various projects that are approved and underway that will require water in the future
- a summary of the projects that are being considered but are not yet approved by the GSD board

DESCRIPTION	AMOUNT Gallons per Year
1977 - 2019 average water diversion	61,288,233
Undeveloped and under-developed (Table 4)	3,547,615
Approved Projects unconnected as of 12/31/19 (Table 3)	749,162
Total estimated annual water diversion needed	65,585,010

After evaluating the capacity of each water source, the water diversions over the past 40 years, the future development potential within the place of use, and the projects approved and under consideration, there are adequate water sources to serve all these purposes as well as possible additional development within the place of use or future annexations to the place of use and jurisdictional boundary.

Projects under “consideration” **could** total 14,414,990 gallons per year and still stay under the 80 million gallon maximum. Some cushion should be maintained, as this analysis is based upon AVERAGE annual flows. Conservatively keeping 5,000,000 gallons as a buffer would still leave **9.4M gallons of available water capacity per year** that could be diverted and sold to identified and/or unidentified future projects. We do not currently have any projects under consideration that will need nearly this quantity of water.

ATTACHMENTS

1. 2019 Annual Water Source Capacity Analysis Report with figures and graphs
2. Various Documents for Projects Under Consideration

2019 Annual Water Source Capacity Analysis

Prepared for:
Garberville Sanitary District
Board of Directors
March 24, 2020

Prepared by:
Jennie Short
Consultant Project Manager

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



March 2020

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APPENDICES

A	License and Permit for South Fork Eel River Diversion
B	DFG Agreement for South Fork Eel River Diversion
C	Division of Drinking Water Inspection Report
D	Division of Drinking Water: Public Water System - Water Supply Permit
E	Excerpts from Annexation IS/MND related to Water Capacity
F	December 2012 SWRCB Cease and Desist Order

HISTORY OF WATER SOURCES

In 2004 the Garberville Sanitary District (GSD) purchased the Garberville Water Company (GWC) from the Hurlbutt family. The GWC had a number of historical water sources which included:

- South Fork Eel River (SFER) Diversion
- Tobin Well
- Miller Well
- Unnamed Stream

In addition to these GWC water sources, GSD had the right to use water from an unnamed creek on Brisbin's property for the wastewater treatment plant. The right to this water source was relinquished as part of the lot line adjustment agreement for the acquisition of the new primary pond at the wastewater plant.

When the purchase of GWC was completed, only the South Fork Eel River diversion, Tobin well, and Miller well was transferred to GSD.

In recent history the GSD has used the water from the SFER and Tobin well. Some effort has been made to clean out the well casing on the Miller Street Well, but no water has been pumped from this well in the past 10 years.

INFRASTRUCTURE OF WATER SOURCES

The **South Fork of the Eel River Infiltration Gallery** provides collection of the main water source. It was originally installed in 1940. The water flows through a collection chamber into a corrugated metal pipe that is 4 feet in diameter by 55 feet in high. There are two 25 HP submersible pumps that supply up to 350 GPM to the system. The pump discharges to a 6" raw water pipeline that transports the raw water to the new surface water treatment plant (SWTP) on Tooby Ranch Road.

The **SWTP** consists of flocculation, direct filtration, chlorination, and finished water pumping system. The water treatment plant utilizes Catfloc L Polymer as a coagulant and filter aid. The polymer is injected into the raw water line prior to entering the flocculation basin located upstream of the filters. The baffled flocculation tank is 5,500 gallons, 8 feet in diameter and 14 feet straight shell length, 150 psi pressure tank.

The filtration system is a duplex Loprest model and generally consists of two 108" diameter x 72" straight shell length, 150 psi pressure tanks with 18" filter sand and 12" anthracite with two grades media support gravel and associated piping, valves, controls, and accessories. The filtrations system requires occasional backwash of the filter medium. The spent backwash water is stored in a 35,000 gallon, 18 feet diameter by 18 feet side water depth with overall height of 22 feet, steel welded storage tank. The clearwater from the backwash storage tank will be recycled back into the treatment plant system and the sediment will periodically be pumped from the tank and disposed of by the pumping company. The backwash recycling pump allows the clearwater from the storage tank to be pumped back into the treatment plant.

The water is chlorinated using liquid sodium hypochlorite. The liquid sodium hypochlorite can be injected prior to flocculation and after the water has been filtered. After the sodium

hypochlorite is injected, the chlorination detention time must be satisfied prior to the water being used. Originally the SWTP was constructed with an underground chlorine contact chamber of 30" serpentine pipe. That pipe failed in Nov. 2017 and had to be replaced. The construction of an above ground steel baffled pressure vessel was completed in 2018 to replace the underground chamber.

The finished water is pumped up Sprowel Creek Road, through town, and to the existing main storage tank on APN 032-211-012. These pumps are a duplex pumping system. The SWTP has a permanently mounted, diesel, 60 kW generator with a tank that will allow for 72 hours of continuous operation. This generator can power the entire SWTP facility during power outages.

Tobin Well is a groundwater source with a duplex pumping system with chlorination. From the January 25, 2013, report by SHN Engineers & Geologists entitled *Tobin Well Supplemental Project Report*, "The existing Tobin Well is located at 510 Pine Lane in Garberville, CA. The property is approximately 75 feet along Pine Lane and 150 feet deep. The well house is located along the front of the property with a storage building located at the rear of the property. The well is currently used to provide a backup water supply to the district during high turbidity events in the Eel River. The existing well produces approximately 45 GPM providing approximately 65,000 gallons per day. The well is housed in a 12-foot x 15-foot pump house. The existing pressure tank is functional but shows heavy signs of corrosion. The well is a 5 foot diameter well approximately 45 feet in depth with a concrete landing approximately 24 feet below the existing ground surface. The concrete landing has a 24 inch square access hatch. It appears the well draws water from an unconfined aquifer. Disinfection is provided through a chlorine drip into the well to provide a .5 to 1.0 mg/1 dose of sodium hypochlorite. The District's operations staff has conducted drawdown tests with the existing 45 gpm pump. After 12 hours of continuous pumping, the well stabilized at a depth of 36.4 with a drawdown of approximately 6 feet. The well reached a 95 percent recovery five hours after the pumps were turned off."

In 2014 the District installed duplex variable speed pumps sized to pump up to 100 gallons per minute (gpm) with level control. The specifics on the pumps are: Goulds model 95L07, 6" diameter, 5-stage submersible pump rated approximately 100 GPM @ 173' TDH, driven by a 7.5 HP, 3/60/230 volt motor. Pump has a 3" NPT discharge. The pumps can be controlled by the water level in the well and can vary the pump's output to maintain a preset water surface. The controller is a Goulds model CPC20311 Aquavar variable speed controller, 30.8 amp output with a Goulds model 9K396 submersible pressure transducer, 7.5 PSI with 100' cable. Most times this automation is not used since the cycle times for automated pumping are too short.

Miller Well is a groundwater source with no pumping system and is not currently operational. The Miller Street well is thirty-two feet deep with a water depth of fifteen feet. The well is 48" in diameter. In March of 2015 the water was tested and is safe for human consumption.

The existing system has adequate production, treatment, and storage capacities for the average peak daily demand. The maximum daily demand is 427,780 gpd recorded during the month of July in 1999. The total storage capacity for the system is approximately 500,000 gallons which is the sum of the four storage tanks in the system. This is sufficient to meet the average dry day water demand. The water treatment facility produces water that meets or exceeds the State regulations for drinking water and the Surface Water Treatment Regulations. The turbidity and residual free chlorine levels comply with the maximum allowable levels. The existing system provides four pressure zones with adequate pressure throughout the District.

EXCERPTS FROM SWRCB AND CDFG AFFECTING DIVERSION

The District holds a water diversion permit from the State Water Resources Control Board for appropriation of water from the South Fork of the Eel River. The permit is number 20789. This permit allows the District to divert a maximum of 0.595 cubic feet per second (267 gpm) from the river, year round. The District also has a fixed license that allows the District to divert an additional 0.155 cfs. The total maximum instantaneous diversion allowed is 0.75 cfs (336 gpm). This would equate to a maximum daily diversion of approximately 484,700 gallons and 177 million gallons per year. Both documents were amended as of October 11, 2013, and can be found in Appendix A. In September 2019 the District submitted a Petition for Change In Place of Use to add portions of the Southern Humboldt Community Park property. This petition is in the process for approval at the State Water Resources Control Board. In addition, GSD executed a Lake and Streambed Alteration Agreement with the California Department of Fish and Game dated June 26, 2012. This document can be found in Appendix B.

Some specific terms of the License are:

*#5. The water appropriated under this right shall be limited to the quantity which can be beneficially used and shall not exceed **0.155 cubic foot per second** by direct diversion to be diverted from January 1 to December 31 of each year. The maximum amount diverted under this right shall not exceed **112.2 acre-feet per year**.*

*#6. The total quantity of water diverted under this right and the right pursuant to Application 29981 shall not exceed **542.2 acre-feet per year**.*

*#7. The maximum simultaneous rate of diversion under this right and the right pursuant to Application 29981 shall not exceed **0.75 cubic foot per second**.*

Some specific terms of the Permit are:

*#5. The water appropriated under this right shall be limited to the quantity which can be beneficially used and shall not exceed **0.595 cubic foot per second** by direct diversion to be diverted from January 1 to December 31 of each year. The maximum amount diverted under this right shall not exceed **430 acre-feet per year**.*

#8. Construction work and complete application of the water to the authorized use shall be prosecuted with reasonable diligence and completed by December 31, 1999.

Some of the terms of the DFG Agreement for the diversion are:

2.15 The Permittee shall not divert more than 0.75 cfs or 10% of the streamflow as measured at the USGS Gauge Station No. 11476500 at Miranda.

This Agreement shall expire five years from execution, unless it is terminated or extended before then. All provisions in the Agreement shall remain in force throughout its term. Permittee shall remain responsible for implementing any provisions specified herein to protect fish and wildlife resources after the Agreement expires or is terminated, as FGC section 1605(a)(2) requires.

So in summary, GSD is allowed to divert at a rate up to **336 GPM** (0.75 cfs) with a maximum of up to 176 million gallons per year (442.2 acre-feet per year) limited to the maximum amount diverted during the 5-year construction period ending December 31, 1999; which was **80 million gallons** in one year.

For assessment of the amount allowable under the SFER diversion, we use this 80 million gallons per year maximum annual diversion at a rate of up to 336 GPM. The new SWTP is capable of treating 350 GPM.

In November 2019 the SWRCB Division of Drinking Water issued a replacement Domestic Water Supply Permit. It is included in Appendix D.

DIVERSION TRENDS AND WATER SALES

To follow are two graphs summarizing the District’s water diversions, metered customer sales, and bulk water sales. **Graph 1** depicts the annual diversions from the South Fork of the Eel River as reported to the SWRCB for the license plus the permit from 1977 to 2019. The average from 1977 to 2019 was **61,288,233** gallons per year. The average over the past 20 years was **62,967,191**. The average over the past 10 years was **57,692,657**. This 10-year average is lower than previous years in part because GSD implemented a new rate structure from 2009 - 2014 that increased rates and the District replaced the leaking Alderpoint Road Tank in 2014.

Graph 2 depicts the 2010 - 2019 diversions, metered customer sales, and bulk water sales.

Table 1. Type and Number of Water Customer Accounts

Customer Type	Number of Accounts
Residential	282
Commercial	110
Other (master meters and GSD premises)	8
Irrigation	5
Multi-family/Mixed Use	43
Discontinued	3
Vacant/Inactive	5
Total	456

PROJECTS APPROVED AND CONNECTED IN 2019

The following table lists various projects that have been approved by GSD within the last few years and were connected to the system during 2019. It details the type of development and the annual water consumed by those customers in 2019. These consumption amounts are already included in the total water sold and diverted for 2019. These project locations are illustrated in dark blue on Figure 1A and 1B in Attachment 1.

Table 2. Approved and Connected Projects

APN	Description	Actual 2019 Water Consumption (Gallon/year)	Conn Fee Paid?	In IS/MND?
032-012-012	Emerald Holdings - Ag Processing	32,912	N/A	Existing
223-191-006	2nd Dwelling Unit	53,108	Y (easement)	Existing
222-156-016	Commercial Ag - not cultivation	22,440	N.A	Y
222-091-011	SFR	58,344	N/A	Y
223-171-001	Ag Meter - Jamra	201,960	Yes	Existing
223-171-003	Ag Meter - Mohr	0	Yes	Existing
223-181-026	Permit Existing Construction	split	No	Existing
	Total for Section	368,764		

BULK WATER SALES

In December of 2012, the District received a Cease and Desist Order from the State Water Resources Control Board (see appendix F). The CDO in part required that the District “*cease and desist the bulk sale and delivery of water under its permit and license to areas outside the authorized place of use, unless the water is needed for emergency domestic water supply*”.

In an email from John O’Hagan, Manager of the SWRCB DWR Enforcement Unit dated Dec 03, 2012, responding to District staff inquiry on the definition of an “emergency domestic water supply” criteria, he states “*Our intent in providing an exception allowing for bulk water sales for Emergency Domestic Use is a limited and narrow exception available only in temporary circumstances where such deliveries are required for essential health and safety uses. State Water Board staff does not agree with your proposal to use the definition of Domestic use provided by section 660 of Title 23, California Code of Regulations to interpret the draft CDO. This section is the definition used by the State Water Board for a domestic beneficial uses of water when an applicant files for a water right permit. When referring to “emergency domestic”, the draft CDO was intentionally narrowing this broad definition of Domestic use down to the essential uses necessary to sustain human and animal life, and for the water necessary for sanitation. Uses for outside irrigation of lawns, gardens and landscaping, even if within ½ acre, would not be an emergency need of water.*”

In 2015, bulk water was sold to CalFIRE to fill water tender type trucks out of the fire hydrant near their complex on Alderpoint Road to fight the Buck Fire on Alderpoint Road. This water was used directly on the fire and for the personnel housed as the Eel River Fire Base Camp just outside of our POU. We deemed this to be an emergency that met the criteria of the CDO.

In 2017, we sold bulk water for several emergency projects. In April 2017 a large slide covered all lanes of Hwy 101 and closed the road to southern Humboldt County. Caltrans issued an emergency contract for the work with Mendocino Construction Services as a subcontractor. MCS needed water for the work to be done at the site. We also sold bulk water to Cox & Cox and Mercer Frasier for the work on the Garberville Airport.

In 2018 a complaint was filed, the District supplied the requested documents, and the SWRCB notified the District that bulk water sales for construction were a violation of the CDO. The District issued a notice that all bulk water sales outside of the Place of Use would cease. For bulk water sales the applicant must show that the water will be beneficially used within the POU.

In November 2019, Ed Voice and Jessie Jeffries filed complaints with the SWRCB-DWR that the County of Humboldt was trucking water from their road maintenance yard facility’s existing long-standing commercial water account to an emergency road project on Old Briceland Road. The SWRCB is investigating the circumstances and determining what the District’s responsibility is to monitor the transport of water sold via standard water meter service within the POU.

Graph 3 shows water uses by calendar year including the amount of “lost” water within our water system by year. Lost water exists within every water system, although the magnitude of the loss varies with the age of the system. This lost water was reduced with the replacement of the Alderpoint Road Tank.

WATER LOSS

From US EPA, Office of Water. 2013. Drinking Water Infrastructure Needs Survey and Assessment: Fifth Report to Congress. EPA 816-R-13-006, "The US EPA's fifth national assessment of public water system infrastructure needs documents a 20-year capital improvement need of over \$384 billion between 2011 and 2030." They also state, "Lost water from aging infrastructure is also costing local governments and utilities lost revenue or unrecovered costs of production. Thus, taxpayer and ratepayer dollars are being wasted along with the commodity itself. A positive return on investment is almost certain for many systems, and tools are available for determining the economic level of loss for an individual water supply system - the level at which the cost of investing in water loss management is less than the value of the lost water."

EPA's Document No EPA 816-F-13-002, dated July 2013, entitled "WATER AUDITS AND WATER LOSS CONTROL FOR PUBLIC WATER SYSTEMS" provides instructions and ideas for ways to identify unauthorized water consumption, leakage, by conducting a water audit of the system.

Some of the likely sources of the District's lost water are:

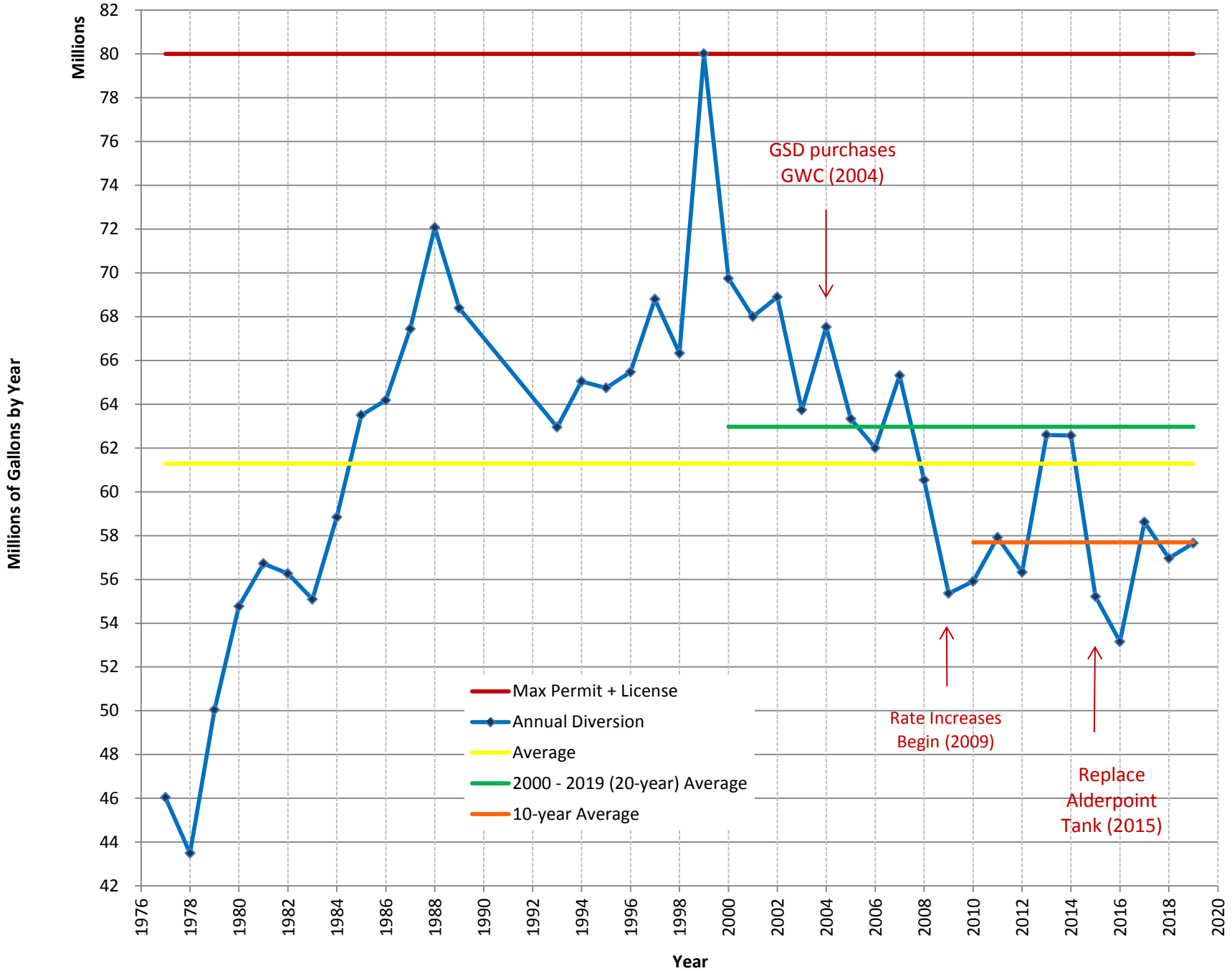
- Inaccurate (old) meters that do not record the total water actually coming through the meter
- Leaking waterlines (from old joints) and broken waterlines (cracks/holes in the waterline itself) especially with the amount of old clay and transite waterlines in the District's system
- Leakage from fire hydrants and valves
- Leakage and overflows from storage tanks
- Leakage from service connections (laterals) or service meters
- Unauthorized consumption (theft)
- systematic data handling errors in the meter reading and billing processes

The District has many miles of old waterline and replacement of this quantity of waterline for a small system is a massive undertaking. The District replaces sections as part of larger infrastructure projects. There are three older tanks in the system; one redwood tank and two in-ground concrete tanks. The District plans for eventual replacement of the three older tanks subject to funding availability.

Since last year's report, funding applications have been prepared and submitted for the replacement of the Wallan Road Tank and the Robertson Tank as well as rerouting the waterline over Bear Canyon. The State is processing these applications. As a temporary measure, the District has been operating the Wallan Road Tank at a lower level to minimize the amount of water that leaks from the redwood tank.

During 2019, the District has replaced approximately 500 lineal feet of waterline and 11 leaking valves at Church Street, Redwood Drive, Locust, and Maple. 17 Meters were replaced. Recordkeeping for unmetered water used was started. Examples include waterline breaks, fires, fire hydrant exercising, WWTP water use, etc.

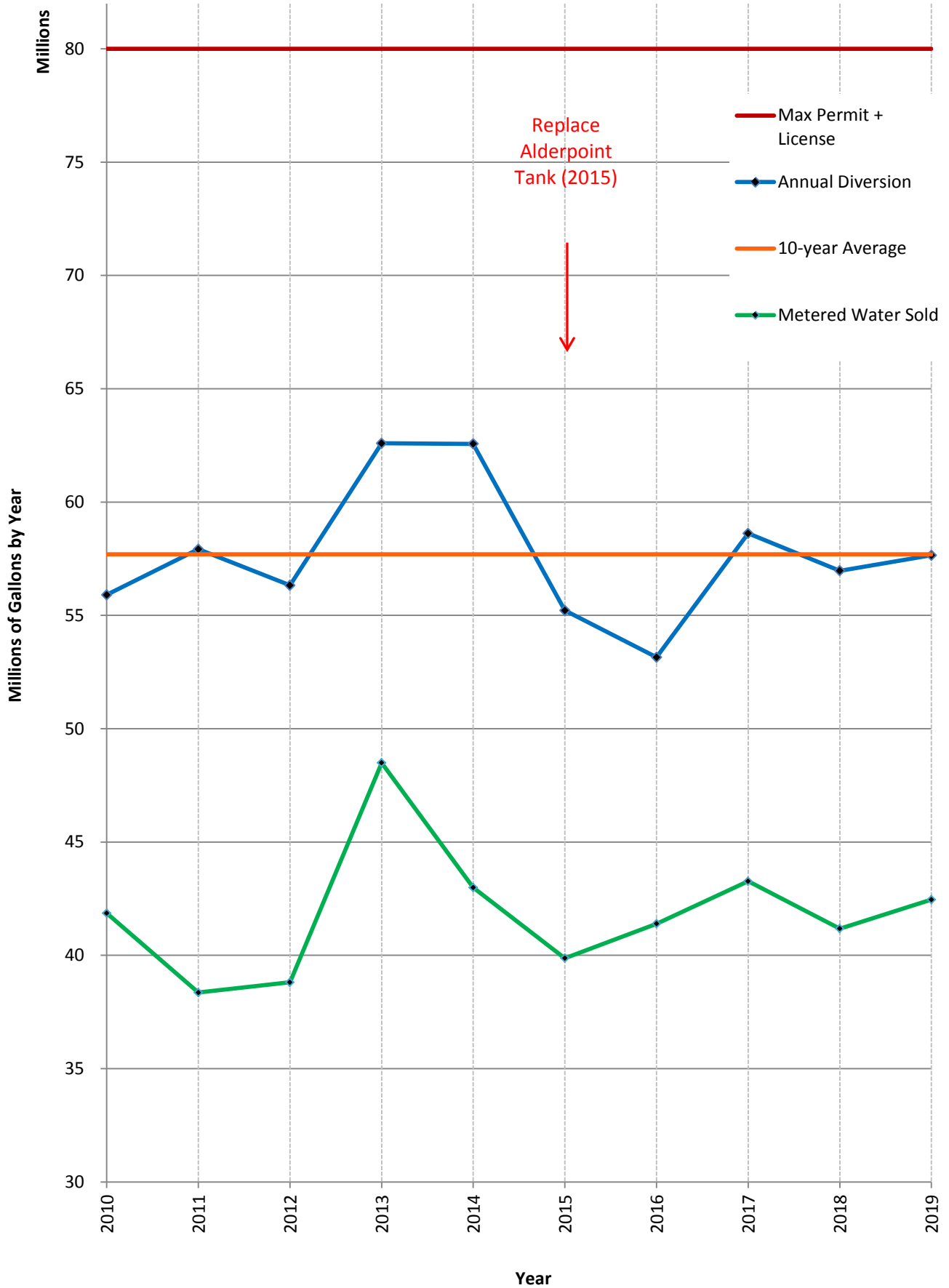
Summary by Year of Water Diversion Reported



Graph 1

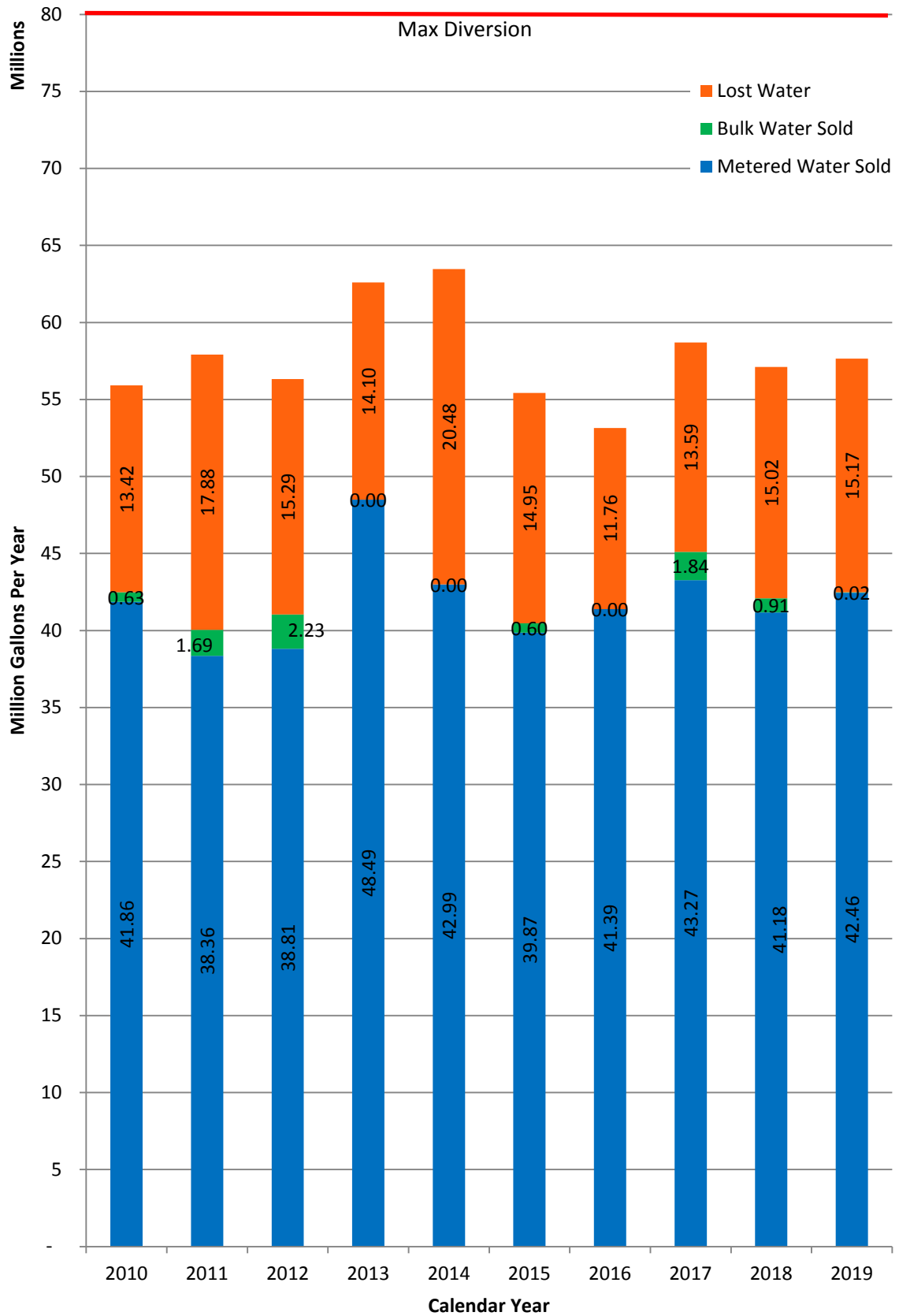
Summary by Year of Water Diversion Reported

Graph 2



Water Uses by Calendar Year

Graph 3



PROJECTS REVIEWED BY THE DISTRICT IN 2019

For all planning and building projects within the GSD place of use, Humboldt County is responsible for sending GSD a project referral asking for our input on whether the project will be served with GSD water and or sewer. As part of this referral process, GSD can and should enumerate any conditions that will be placed upon the applicant to receive or expand their service. When projects are at the planning stage, many applicants do not know exactly how much water and sewer capacity they will need. Staff works with the applicants to supply general information on our infrastructure and any concerns we have about connection so that the applicant can proceed with designing their project and eventually apply for new water or sewer services using our application. Future applicants can also contact GSD directly prior to applying for water or sewer service to receive information on possible service at a particular parcel. Projects that are commercial in nature or include four or more single family residential units will be reviewed by the Board prior to approval.

GSD receives numerous County referrals each year. Many do not include new water service. They are electrical, mechanical, roofing, or other non-expansion building permits. Some are planning actions that do not have a specific water service component. The table below lists the projects that do or could have an effect on the water consumption. They have been approved by the District but have yet to be connected to the District's water system. These project locations are illustrated in medium blue on Figure 1A and 1B in Attachment 1.

Table 3. Projects Approved by District with potential water use increase - unconnected as of 12/31/19

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-011-010	Cannabis + SFR	177,500	No	
032-011-029	Humboldt County Mini-Complex	No Change	N/A	Existing
032-012-007	Rehabilitate apartments	193,358	No	Existing
032-034-001	Remodel kitchen for new restaurant	89,012	N/A	Existing
032-044-007	Church Rebuild + 2843 Sq Ft Expansion	17,952	N/A	Existing
032-044-008 & -009	Bank Remodel - 2 commercial units, office space, 2 studio apartments; + 3 connections	211,500	Partial	Existing
222-156-018	Ag meter - Diem	Unknown	Yes	Y
223-191-002	Ag meter - Alban	59,840	PART	Existing
223-191-008	Ag meter - Clary (Lost Coast)	Split existing use between 2 accounts	Yes	Existing
	Total for Section	749,162		

PROJECTS BEING PROCESSES - UNAPPROVED AND UNCONNECTED

The following table lists some projects that are still in the planning phases for their total development type, needed off-site infrastructure, and associated water consumption estimates. Some are still in the preliminary stages of development so the specific amount of water consumption is not listed in the table if it has yet to be determined. These projects have yet to be approved with a specific water consumption amount from GSD. These project locations are illustrated in light blue on Figure 1A and 1B in Attachment 1.

Table 4. Projects Under Consideration

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-051-032	Emerald Triangle Group	24,000	No	Existing
222-091-015	SHCP	180,000	N/A	Y/Add
032-091-014	New Hospital at CR site Phase 1	Project Under Review	No	Existing
032-141-010	SoHum Inn: 17 Unit Hotel with Cannibas Dispensary	Requested	No	Y
032-171-027	HOZ/Second Dwellings (Schaible)	65,465	N	Y
223-183-007&008	Ag Meter - Cohn (Exist)	57,596	No	Existing
Total for Section		327,061		

Southern Humboldt Community Park.

In the area known as the SHCP, GSD & GWC water service has been previously provided to two residences and outbuildings, but they do not currently consume water. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies the history of the water service and lists conditions for future approval. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APNs 222-091-014 and 222-241-009. (these have recently been combined to be APN 222-091-015)

In June 2019, the SHCP came to the District Board of Directors to request that reestablishment of their water service be processed by the District through the Humboldt Local Agency Formation Commission (HLFACo) and the State Water Resource Control Board Division of Water Rights (SWRCB-DWR). The Board adopted Resolution 19-02 to begin the process. The District completed the application to HLAFCo for an Out of Agency Service Extension.

HLFACo reviewed the CEQA documents submitted and determined that an Addendum to the 2013 IS/MND would be necessary. They prepared the Addendum, circulated it for public comments, and held a public hearing in September 2019. During the September 2019 HLFACo meeting the Commission adopted RESOLUTION NO. 19-04: ADOPTING THE ADDENDUM TO THE GARBERVILLE SANITARY DISTRICT ANNEXATION PROJECT: CHANGE IN JURISDICTIONAL BOUNDARY AND PLACE OF USE FINAL RECIRCULATED INITIAL STUDY/ MITIGATED NEGATIVE DECLARATION and RESOLUTION NO. 19-05:

AUTHORIZING THE GARBERVILLE SANITARY DISTRICT TO PROVIDE WATER SERVICES OUTSIDE THE DISTRICT BOUNDARY TO APN 222-091-015 (SOUTHERN HUMBOLDT COMMUNITY PARK). HLAFCo also filed a Notice of Determination for the Addendum dated September 23, 2019.

The District then Petitioned the SWRCB-DWR to Change the Place of Use for the District's Permit and License. The Petition was noticed and four protests were received. The District has responded to the Protestants and is awaiting receipt of the Protestant's protest dismissal conditions for each remaining issue. At the expiration of the 180-day period, June 2020, the SWRCB-DWR will determine if anything further needs to be done to dismiss the Protests should the Petitioner and Protestant not come to a resolution amongst themselves. The 2,000 cubic feet per month allocation has been included in Table 4 above.

DEVELOPMENT POTENTIAL WITHIN PLACE OF USE

As stated in the Annexation IS/MND, in addition to the existing consumption, there are vacant APNs and/or APNs that are not GSD customers and are not consuming water within the existing permit and license POUs. For the purposes of determining potential water consumption within the existing license and permit POUs, the following table document (by APN) the potential water consumption in areas within the license POU and permit POU that may be realized in the future if the parcels not currently consuming water become GSD customers.

The potential water consumption in the table is based upon the customer type and zoning, then estimates the anticipated future consumption associated with each APN. The GSD customers' billing data was separated by billing code into two categories: residential and commercial /industrial. This separated data was then averaged. The average annual demand of the GSD commercial customers is 177,500 gallons or 237 units per year. This average has been applied to the properties that are commercially or industrially zoned. The average demand of the GSD residential customers is 70,500 gallons or 94 units per year, and this average has been applied to parcels that are residentially zoned. Agricultural meters can vary widely in the amount of water used.

There could be additional development as a result of "Housing Opportunity Zones" and second dwelling units, but this is considered unlikely due to the previous development history that does not include second dwelling units in the Garberville area. There are 14 APNs within "Housing Opportunity Zones," and 10 APNs that are allowed second dwelling units (these are all within the "Housing Opportunity Zones)," and one APN with Agriculture Exclusive zoning that allows 4 single detached dwelling units. One unit exists and was connected to the system in 2019. For planning purposes, water supplies were identified to include potential second dwelling units. Assuming that most second dwellings units are equivalent to an apartment type user, Metcalf & Eddy's estimates that apartment flows are approximately 93% of the average residential house. Using this ratio, the equivalent consumption per second dwelling unit would be 65,465 gallons per year. These locations are shown in yellow on both Figure 2A and 2B in Attachment 1.

When the parcel is unconnected **and** has an HOZ/second dwelling unit possibility, both turquoise and yellow are applied and they appear green.

The table below lists those APNs and estimates the future potential water consumption for each parcel and a brief description of the type of development anticipated on the parcel. None of these parcels have any indication that this potential development will actually occur in the near

future, or ever, but the water is allocated so that their right to develop in this manner and have water service is generally reserved.

Figure 2A and 2B (in Attachment 1) illustrate in turquoise, the APNs within the Place of Use that are not consuming water as of 2019.

Table 5. Potential Future Development within POU - Unconnected as of 12/31/19

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-042-017	Commercial	177,500	N	Y
032-102-028	SFR	70,500	N	Y
032-121-019	Commercial	177,500	N	Y
032-121-020	Commercial	177,500	N	Y
032-171-022	SFR	70,500	N	Y
032-171-023	SFR	70,500	N	Y
032-171-024	SFR	70,500	N	Y
032-211-003	HOZ/Second Dwellings	65,465	N	Y
032-211-010	HOZ/Second Dwellings	65,465	N	Y
032-211-012	HOZ/Second Dwellings	65,465	N	Y
032-211-034	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-015	HOZ/Second Dwellings	65,465	N	Y
032-211-018	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-021	SFR + HOZ/Second Dwellings	135,965	N	Y
032-231-016	RESIDENTIAL	70,500	N	Y
032-231-028	RESIDENTIAL	70,500	N	Y
032-231-043	RESIDENTIAL	70,500	N	Y
032-231-045	Has Shops	177,500	N	Y
032-231-053	RESIDENTIAL	70,500	N	Y
032-231-054	RESIDENTIAL	70,500	N	Y
032-231-056	RESIDENTIAL	70,500	N	Y
222-091-011	3 SFR (the 4 th connected in 2019)	211,500	N	Y
032-111-019	Burn Down; 821 Locust St.	70,500	N/A	Existing
222-156-014	SFR	70,500	N	Y
222-156-015	SFR	70,500	N	Y
222-156-019	Con Crk using alt source	70,500	N	Y
223-061-025	SFR (was APN 222-156-012)	70,500	N	Y
223-061-034	HOZ/Second Dwellings	65,465	N	Y
223-171-002	COMMERCIAL	177,500	N	Y
223-171-007	COMMERCIAL	177,500	N	Y
223-181-012	RESIDENTIAL	70,500	N	Y
223-181-017	RESIDENTIAL	70,500	N	Y

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
223-181-020	RESIDENTIAL	70,500	N	Y
223-181-031	HOZ/Second Dwellings	65,465	N	Y
223-181-043	HOZ/Second Dwellings	65,465	N	Y
223-181-044	HOZ/Second Dwellings	65,465	N	Y
223-183-010	RESIDENTIAL	70,500	N	Y
	Total for Section	3,547,615		

ANALYSIS OF DIVERSIONS AND DEVELOPMENT POTENTIAL

Using 1977 - 2018 average of 61,381,523. Then adding the estimated water consumption for the potential development in Table 1 for undeveloped and under-developed parcels plus future water consumption for recent county referral projects from Table 3, the total estimated average annual water diversion would be 66,190,430. See Table 5 below for details.

Table 5. Total Estimated Annual Water Diversion Needs

DESCRIPTION	AMOUNT Gallons per Year
1977 - 2019 average water diversion	61,288,233
Undeveloped and under-developed (Table 4)	3,547,615
Approved Projects unconnected as of 12/31/19 (Table 3)	749,162
Total estimated annual water diversion needed	65,585,010

This water diversion needed can be collected from any combination of the South Fork Eel River diversion and/or the Tobin Well. The total estimated annual water diversion needed can be easily diverted from the river with the Tobin well remaining as a backup water supply when river water quality is poorer than desirable for treatment at the new SWTP.

Projects under consideration could total 14,414,990 gallons per year and still stay under the 80 million gallon annual maximum. Some cushion needs to be maintained as this analysis is based upon AVERAGE annual flows. Conservatively keeping 5 million gallons per year as a buffer would still leave 9.4M gallons of available water capacity for future projects.

FINAL SUMMARY

After evaluating the capacity of each water source, the water diversions over the past 40 years, the future development potential within the place of use, and the projects both approved and under consideration, there are adequate water sources to serve all these purposes as well as possible additional development within the POU or future annexations to the POU and jurisdictional boundary.

ATTACHMENT 1

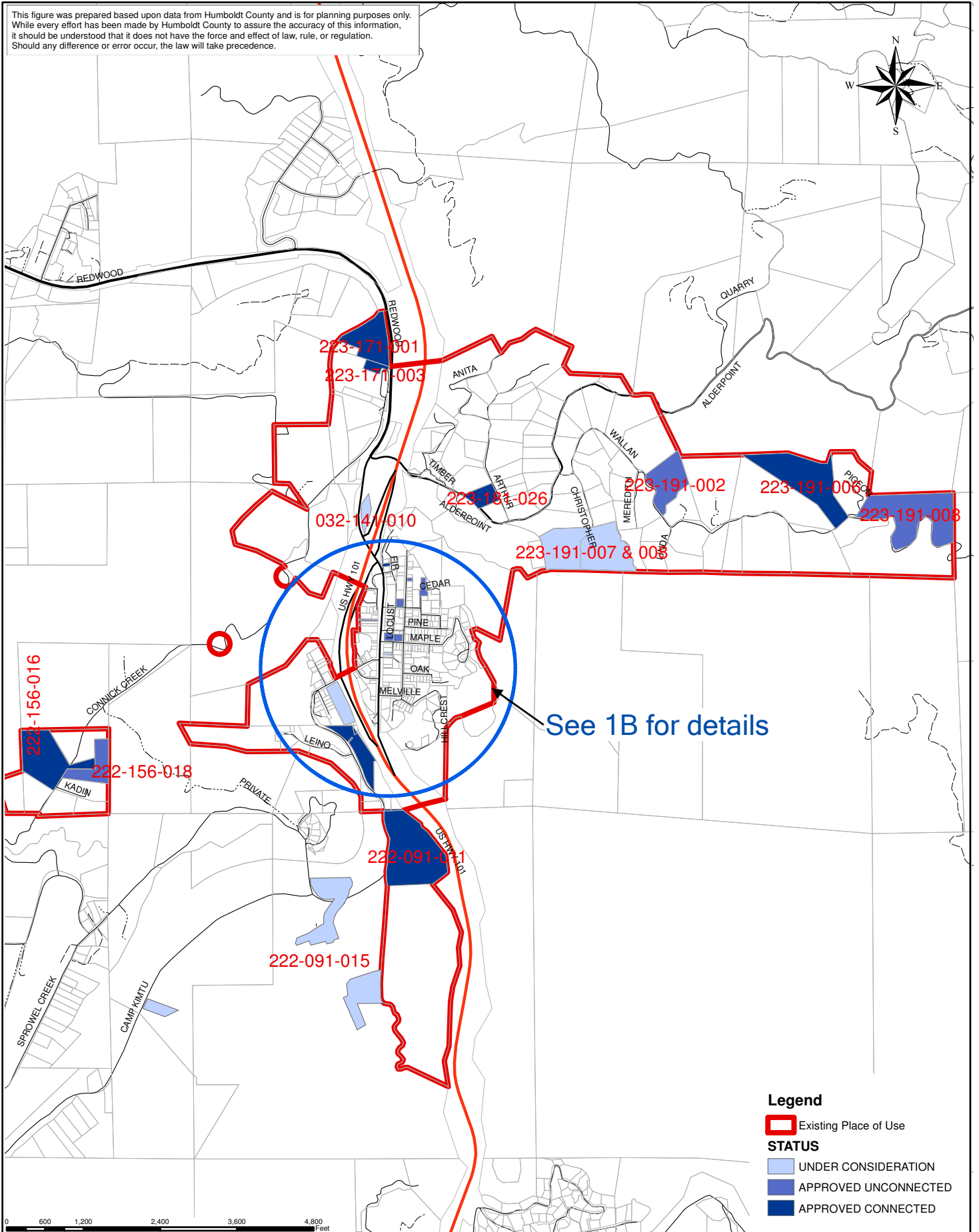
Figure 1A. Status of Projects as of 12/31/19 - Overview

Figure 1B. Status of Projects as of 12/31/19 - Downtown

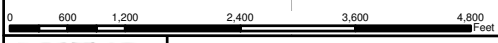
Figure 2A. Undeveloped or Under-developed Parcels - Overview

Figure 2B. Undeveloped or Under-developed Parcels - Downtown

This figure was prepared based upon data from Humboldt County and is for planning purposes only. While every effort has been made by Humboldt County to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.



- Legend**
- Existing Place of Use
- STATUS**
- UNDER CONSIDERATION
 - APPROVED UNCONNECTED
 - APPROVED CONNECTED

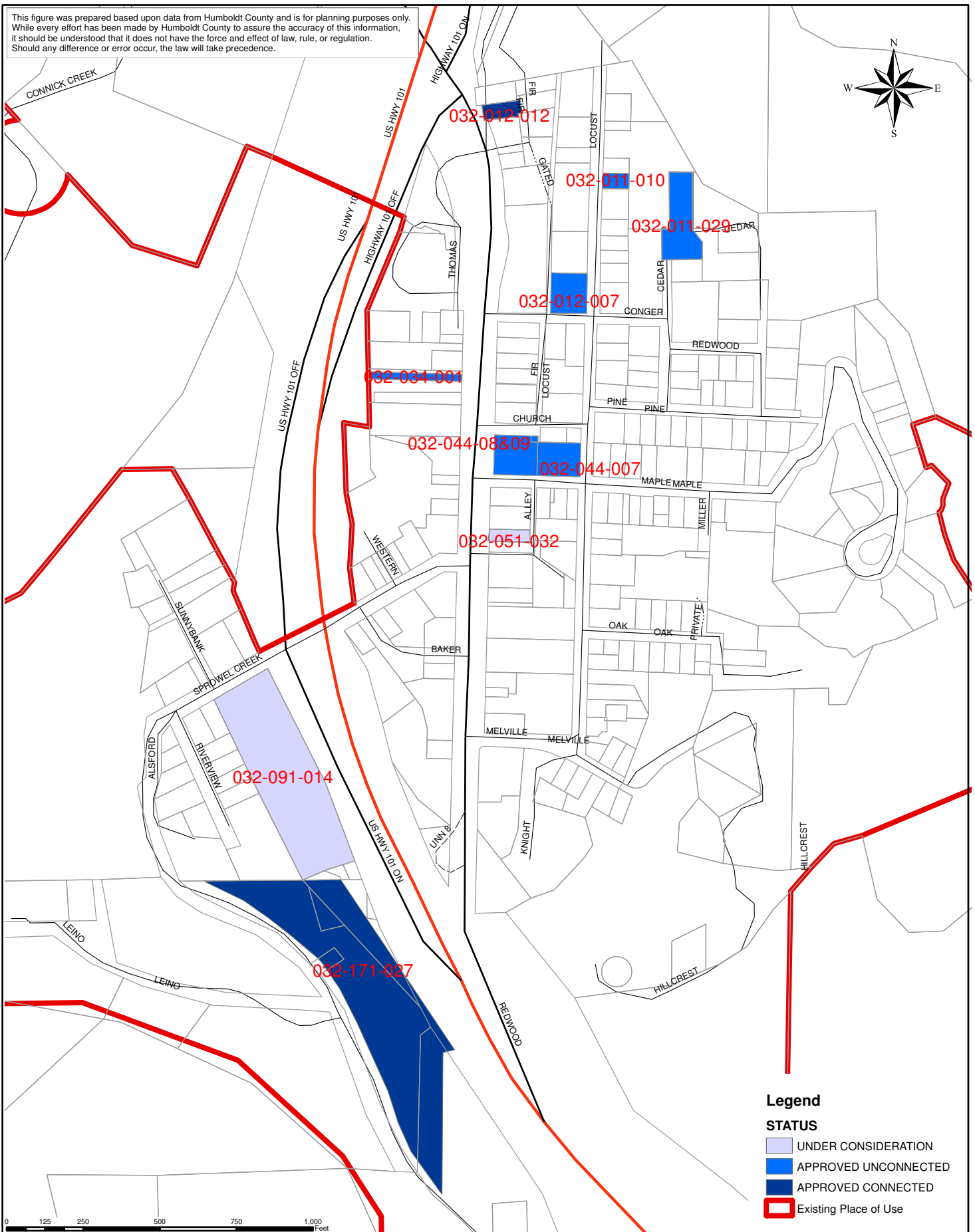
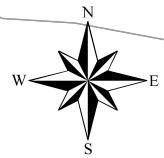


Water Capacity Report
 Garberville Sanitary District (707) 923-9566

PROJECT STATUS AS OF 12/31/19
 SCALE: 1:24,000
 DRAWN BY: J. SHORT
 DATE: 03/18/2020

Figure **1A**
 65

This figure was prepared based upon data from Humboldt County and is for planning purposes only. While every effort has been made by Humboldt County to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.



Legend

STATUS

- UNDER CONSIDERATION
- APPROVED UNCONNECTED
- APPROVED CONNECTED
- Existing Place of Use

0 125 250 500 750 1,000 Feet

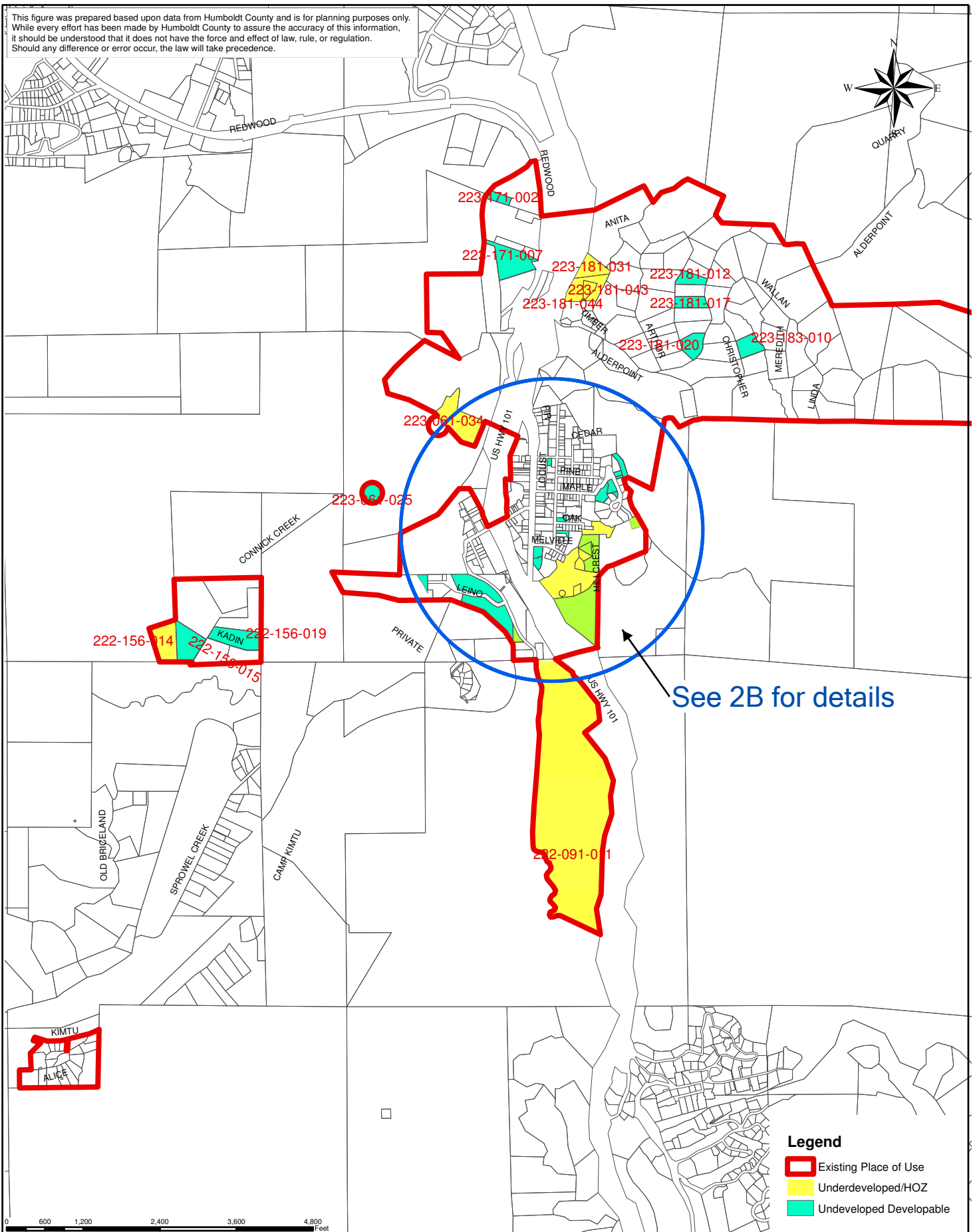


Water Capacity Report
 Garberville Sanitary District (707) 923-9566

PROJECT STATUS AS OF 12/31/19
 SCALE: 1:5,000
 DRAWN BY: J. SHORT
 DATE: 03/18/2020

Figure **1B**
 66

This figure was prepared based upon data from Humboldt County and is for planning purposes only. While every effort has been made by Humboldt County to assure the accuracy of this information, it should be understood that it does not have the force and effect of law, rule, or regulation. Should any difference or error occur, the law will take precedence.



- Legend**
- Existing Place of Use
 - Underdeveloped/HOZ
 - Undeveloped Developable



Water Capacity Report

Garberville Sanitary District (707) 923-9566

Undeveloped or Under-developed Parcels

SCALE: 1:24,000 DRAWN BY: J. SHORT DATE: 03/18/2020

Figure
2A
67

Attachment 2

Documents for Projects Under Consideration

Emerald Triangle Group

SHCP

New Hospital at CR site Phase 1

SoHum Inn: 17 Unit Hotel with cannabis Dispensary

Schaible - SFR add to Exist Cannabis

Ag Meter - Cohn (Exist)



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

**CONDITIONAL WILL SERVE AGREEMENT
 FOR AGRICUTURAL WATER USE**

DATE: 8-19-19

CUSTOMER NAME: Emerald Triangle Group

CONTACT INFORMATION:

PHYSICAL ADDRESS: 825, 827 Redwood Dr

MAILING ADDRESS: PO Box 262 Alderpoint CA 95511

Email: coach@thehumboldtcare.com

Phone #(Home) 707 951 4427 (Business) 707 951 7185

Cell Phone# _____

Do you prefer calls or texts? texts

EMERGENCY CONTACT PERSON: Leeana Schultz
 Phone # 707 616 3778

DESCRIBE COMMERCIAL ACTIVITY

BUSINESS NAME: Emerald Triangle Group

BUSINESS ADDRESS: 825, 827 Redwood Dr

PRODUCTS TO BE CULTIVATED, MANUFACTURED OR DISPENSED:

Floor, Bubble bath, tape, PMS

TOTAL SQUARE FOOTAGE OF "IRRIGABLE" LAND UNDER CULTIVATION:

2,000

ESTIMATED WATER USE DEMANDS IN GALLONS PER MONTH AND YEAR:

10,000 - 20,000

GARBERVILLE SANITARY DISTRICT AGREEMENT

Garberville Sanitary District agrees to provide water/sewer service for commercial agricultural, manufacturing, research or distribution at

(ADDRESS) 825, 827 Redwood Dr

(APN#) _____ as long as water is monitored monthly through a separate Garberville Sanitary District approved water meter.

REQUIREMENTS NOW AND IN THE FUTURE:

1. Customer pays a new \$8,000 connection fee for agricultural water meter.
2. Install an agricultural water meter approved by GSD Manager or designee.
3. Provide a site plan.
4. Provide an operational plan.
5. Provide a copy of your County application or permit.
6. Fill out annual GSD application for reporting and monitoring.
7. Include \$150 with annual application for handling and site visit from GSD management.
8. Comply with all water ordinance conditions and requirements now and in the future.
9. Provide annual reconciliation report for water use efficiency.
10. Notify Garberville Sanitary District of any changes in agreement or water use demands.
11. Customer to pay \$8,000 connection fee for sewer service if required by GSD staff.
12. Customer to install an approved backflow device if required by GSD staff.
13. Lab testing of sewer collection waste must meet GSD requirements prior to acceptance into the sewer collection system.
14. A storage tank must be installed to hold wastewater until lab results have been approved by GSD staff.
15. All chemicals used and the process of cultivation or manufacturing must be provided.
16. The approved cannabis permit must be provided to GSD once received.
17. Water usage must be provided so GSD can determine what upgrades must be made with all expenses paid by applicant.

If the above requirements and conditions are not met, this “Will Serve” letter will be revoked and the commercial agricultural water meter will be turned off and locked out until compliance is achieved and approved by the General Manager or designee.

CHECK EVERY BOX THAT APPLIES:

- I am providing accurate information.
- I will only use GSD water as stated in this agreement.
- I have read this agreement and agree to the terms, conditions and requirements.
- I understand that violation of this agreement will result in termination of water service.
- I have a County approved permit or have a permit pending.

******Please contact Garberville Sanitary District for questions or clarification******

GSD Board Requirements:

1. Sewer line shall be installed independent of other businesses or buildings
2. An approved GSD valve will be added to the waste discharge tank prior to entering the collection system.
3. GSD will do all sampling of waste discharged from the storage tank
4. ~~Two~~ ^{one} additional water meters with ~~\$16,000~~ ^{8,000} total connection fees must be received prior to construction. *RE*
5. ~~Two~~ ^{one} sewer connection fees of ~~\$16,000~~ ^{8,000} total must be received prior to construction. *RE*

APPROVED BY:

Ralph Emerson

Ralph Emerson

Date 9/19/19

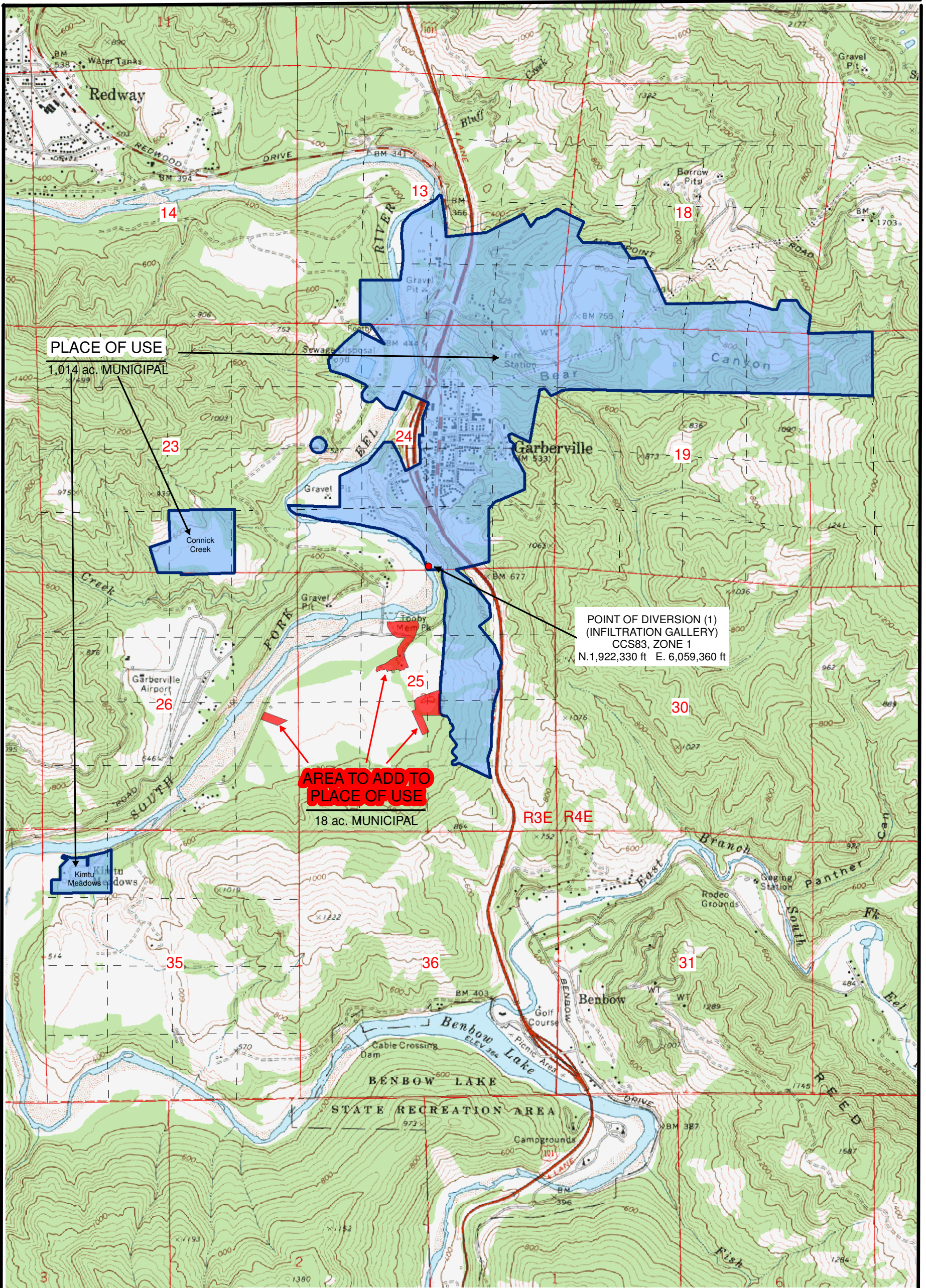
General Manager
Garberville Sanitary District

Owner-Applicant Signature:

[Signature]

Date:

9-19-19



OWNER	GARBERVILLE SANITARY DISTRICT		STATE OF CALIFORNIA CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY	
SOURCE	SOUTH FORK EEL RIVER		STATE WATER RESOURCES CONTROL BOARD DIVISION OF WATER RIGHTS	
POINT OF DIVERSION	SW 1/4 OF SE 1/4 OF PROJECTED SECTION 24, T4S, R3E, HB&M		APPLICATION NO.	9686 29981
WITHIN	SW 1/4 OF SE 1/4 OF PROJECTED SECTION 24, T4S, R3E, HB&M		PERMIT NO.	5487 20789
COUNTY OF	HUMBOLDT		LICENSE NO.	3404
U.S.G.S. QUAD:	GARBERVILLE	DATE:	1970	SCALE: 1:24,000
		DATE:	07-31-2019	DRAWN: JENNIE SHORT
				CHECKED:

DRAFT

Note: This map does not constitute a public land survey as defined by California Business & Professions Code section 8726. It has been prepared for descriptive purposes only.

March 11, 2019

8609.03

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

Attention: Ralph Emerson, General Manager

Subject: Preliminary Water and Wastewater Usage Estimates
Facility Expansion Project
Southern Humboldt Community Healthcare District (SHCHD)
286 Sprowl Creek Road, Garberville, Humboldt County, California
Assessor's Parcel Numbers (APNs) 032-091-014, 032-091-016, 032-091-018,
and 032-091-019

Dear Mr. Emerson:

The Southern Humboldt Community Health District (SHCHD) is proposing to build a new 15-bed hospital and medical clinic facility at the properties identified as Assessor's Parcel Numbers (APNs) 032-091-014, 032-091-016, 032-091-018, and 032-091-019, located at 286 Sprowl Creek Road in the unincorporated community of Garberville in Humboldt County, California (Site; see Figure 1). The properties, totaling approximately 3.25 acres in size, are located adjacent to Highway 101. The proposed facility, to replace the existing Jerold Phelps Community Hospital and Southern Humboldt Community Clinic, currently located at 733 Cedar Street (APNs 032-011-027 and 032-133-003) in Garberville, will contain 15 overnight hospital beds, along with specialized facilities for women's health, radiology, fluoroscopy, ultrasound, quarantine, two operating rooms, and an emergency department (see Figure 2).

LACO Associates (LACO), on behalf of SHCHD, submitted a "will-serve" request to the Garberville Sanitary District (GSD or District) on August 28, 2018, to determine if GSD has sufficient water and wastewater capacity to support the proposed project. On September 18, 2018, a response was received from GSD, in which additional information on the proposed project's anticipated water and wastewater needs was requested. In order to provide appropriate information to the District, SHCHD has retained LACO to develop estimates for drinking water demand and wastewater production at the new facility.

Estimation Methods

LACO used the Equivalent Dwelling Unit (EDU) estimation method for water and wastewater flows at the Site. The most recent set of facility plans were analyzed for usage types, and converted to either area-based (square footage) or unit-based wastewater production estimates. The draft Garberville Sanitary District EDU table, provided by the District on December 13, 2018 (see Appendix 1), was used for this conversion.

According to industry convention, a drinking water estimate was created using the "90 Percent Rule", wherein wastewater is assumed to account for approximately 90 percent of drinking water usage, allowing for an estimate of water usage based on wastewater production.

The EDU table provided by GSD includes distinct estimates of usage for hospitals, doctor's offices, meeting rooms, other office space, and dining/vending areas. As this is a multi-use facility, using a conventional

calculation based on one or two factors alone (i.e. number of hospital beds) may be a significant underestimate of actual usage. To this end, both a conservative (high) estimate and a conventional (low) estimate are provided below.

All calculations were performed within a Microsoft Excel® spreadsheet and will be provided in electronic format as needed.

Assumptions, Conventions, and Exclusions

The following assumptions were made in the process of calculating these estimates:

- "Warm shell" space will be used as general office space in the future
- Water usage for irrigation at the site is based on location and an estimate of irrigable area using the University of California Center for Landscape & Urban Horticulture Landscape Water Use Calculator
- Food will be prepared outside the hospital facility, and in the accessory building, and no formal cafeteria will exist (beyond vending machines)
- All space in the accessory (existing) 10,000 square foot building external to the approximately 2800 sf kitchen prep area will be used as office space or similar
- As a convention, all multipliers are rounded up if based on fractional components
- Each office space is considered separately for the conservative estimate, leading to a higher expected usage

Calculations

An example calculation is provided below to show methodology used:

For office space, measured in square feet, the consumption factor is calculated based on a minimum/base amount for the first 1,000 sf, and then incrementally increasing thereafter at a rate of 0.5 per 1,000 square feet. Related to the proposed project, the office space is 1,188 square feet, which is between 1,000 and 2,000 square feet, so a consumption factor of 1.5 is applied. With an EDU estimate of 200 gallons per day, this produces an estimated 300 gallons of wastewater per day, as shown in Table 1, below.

Table 1. Calculation Method Example

Description	Type	Total	Unit	Consumption Factor	Note/unit	Consumption Strength Multiplier	EDUs	Waste (gpd)
Upper Floor Office (Lab office, central/registration office, IT office)	Office	1,188	square feet (sf)	1.5	1 for first 1,000 sf, 0.5 for each 1,000 sf following	1	1.5	<u>300</u>

This wastewater estimate is then converted to a drinking water demand using the 90 Percent Rule:

$$\text{Water Demand (gpd)} = \text{Wastewater Produced (gpd)} / 0.9$$

$$\text{Water Demand} = 300 / 0.9 = \underline{333 \text{ gallons per day}}$$

Water and Wastewater Usage Estimates

Accessory Building and Other Uses Estimate

In addition to the new clinic and hospital buildings, an existing building will be renovated on-site to accommodate a kitchen for the hospital, administration offices, and education and other community services offices. The uses within this building were estimated based on the estimated size of the kitchen (approx. 2,800 square feet, according to the conceptual site plan) and the existing building square footage (10,000 square feet).

These estimates most likely reflect current demand at the Site and would be important in the case that only one service line will feed the Site, which will be upgraded from the existing line.

Irrigation demand is also considered as an accessory estimate due to the fact that planned landscaping around the new building will cover less area than is currently existing on the parcel and may be negligible

Table 2, below, provides the project's accessory uses and estimated wastewater production and potable water demand, in gallons per day (gpd).

Table 2. Accessory Uses Estimate

Accessory Area	Wastewater Production (gpd)	Potable Water Demand (gpd)
Kitchen	750	830
Office spaces	900	1000
Irrigation	-	730
Total	1,650	2,560

Conservative Estimate

As described above, the conservative estimate is intended to provide a likely high estimate for water use and wastewater production at the Site. The conservative estimate for the proposed project is provided in Table 3, below.

Table 3. Conservative Estimate

Description	Wastewater Production (gpd)	Potable Water Demand (gpd)
Conservative Estimate for Hospital and Clinic	11,100	12,300
Conservative Estimate including Accessory Uses	12,800	14,900

Conventional Estimate

As described above, the conventional estimate, provided in Table 4, below, is intended to provide a likely low estimate for water use and wastewater production at the Site. This estimate is based entirely off the number of hospital beds (hospital) and expected number of doctors (clinic), and assumes all other facilities are included in these EDUs.

Table 4. Conventional Estimate

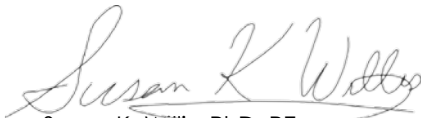
Description	Wastewater Production (gpd)	Potable Water Demand (gpd)
Conventional Estimate for Hospital and Clinic	7,700	8,600
Conventional Estimate including Accessory Uses	9,400	11,200

Conclusion

Based on LACO's calculations, the proposed project is anticipated to generate between 9,400 and 12,800 gpd of wastewater and require between 11,200 and 14,900 gpd of potable water. The wastewater usage and water demand estimate calculation tables are included in Appendix 2 of this letter.

Please do not hesitate to contact me at (707) 525-1222 or williss@lacoassociates.com, should you have any questions or require further information.

Sincerely,
LACO Associates



Susan K. Willis, PhD, PE
Civil Engineering Department Manager

Enclosures

Cc: Kent Scown, COO, Southern Humboldt Community Healthcare District

P:\8600\8609 SoHum Comm Health Dist\8609.03 Facility Expansion\10 Civil\Utilities\Water_Wastewater_Estimates\8609.03 Water-Wastewater Useage Estimates 20190307.docx

FIGURES

Figure 1: Location Map

**Figure 2: Draft Site Plan, Plausible Layout, and Size
Estimates**

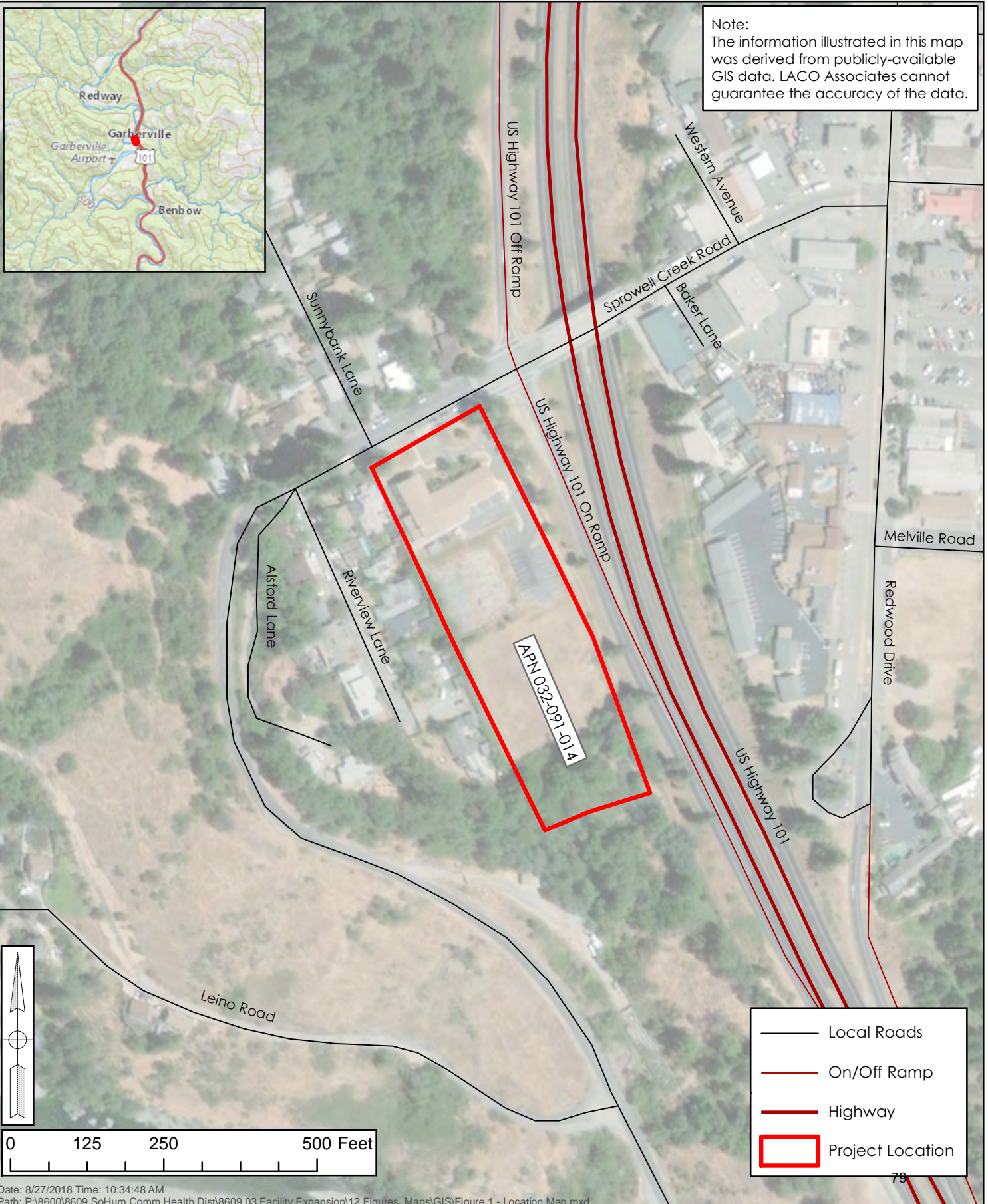
LACO

EUREKA • UKIAH • SANTA ROSA

1-800-515-5054 www.lacoassociates.com

PROJECT	SHCHD FACILITY EXPANSION	BY	IMH/CMB	FIGURE	1
CLIENT	SO. HUM. COMMUNITY HEALTHCARE DISTRICT	CHECK	MMM	JOB NO.	8609.03
LOCATION	286 SPROWL CREEK ROAD, GARBERVILLE, CA	DATE	8/27/2018		
LOCATION MAP					

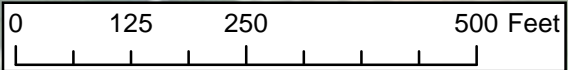
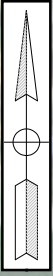
REUSE OF DOCUMENTS: This document and the ideas and design incorporated herein, as an instrument of professional service, is the property of LACO Associates and shall not be reused in whole or part for any other project without LACO Associates express written authorization.



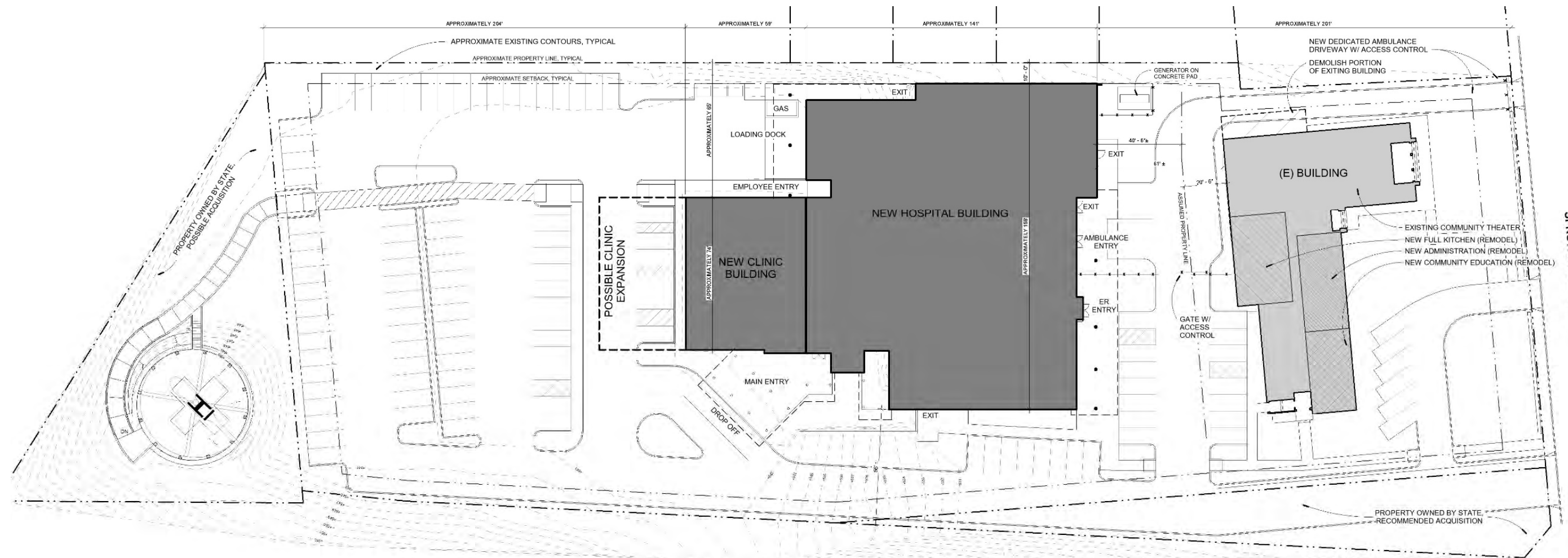
Note:
The information illustrated in this map was derived from publicly-available GIS data. LACO Associates cannot guarantee the accuracy of the data.

APN 032-091-01A

- Local Roads
- On/Off Ramp
- Highway
- Project Location



Conceptual Site Plan - 286 Sprowl Creek Rd, Garberville CA, Humboldt County

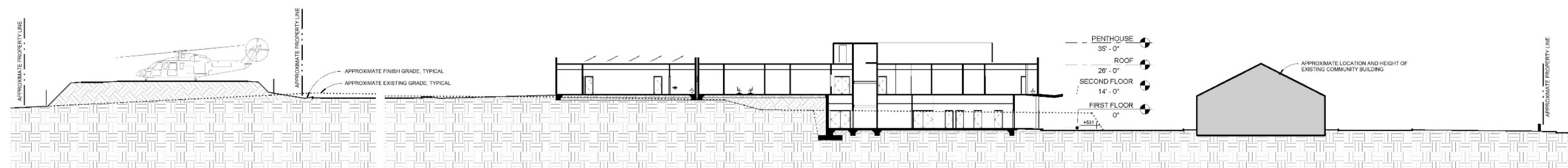


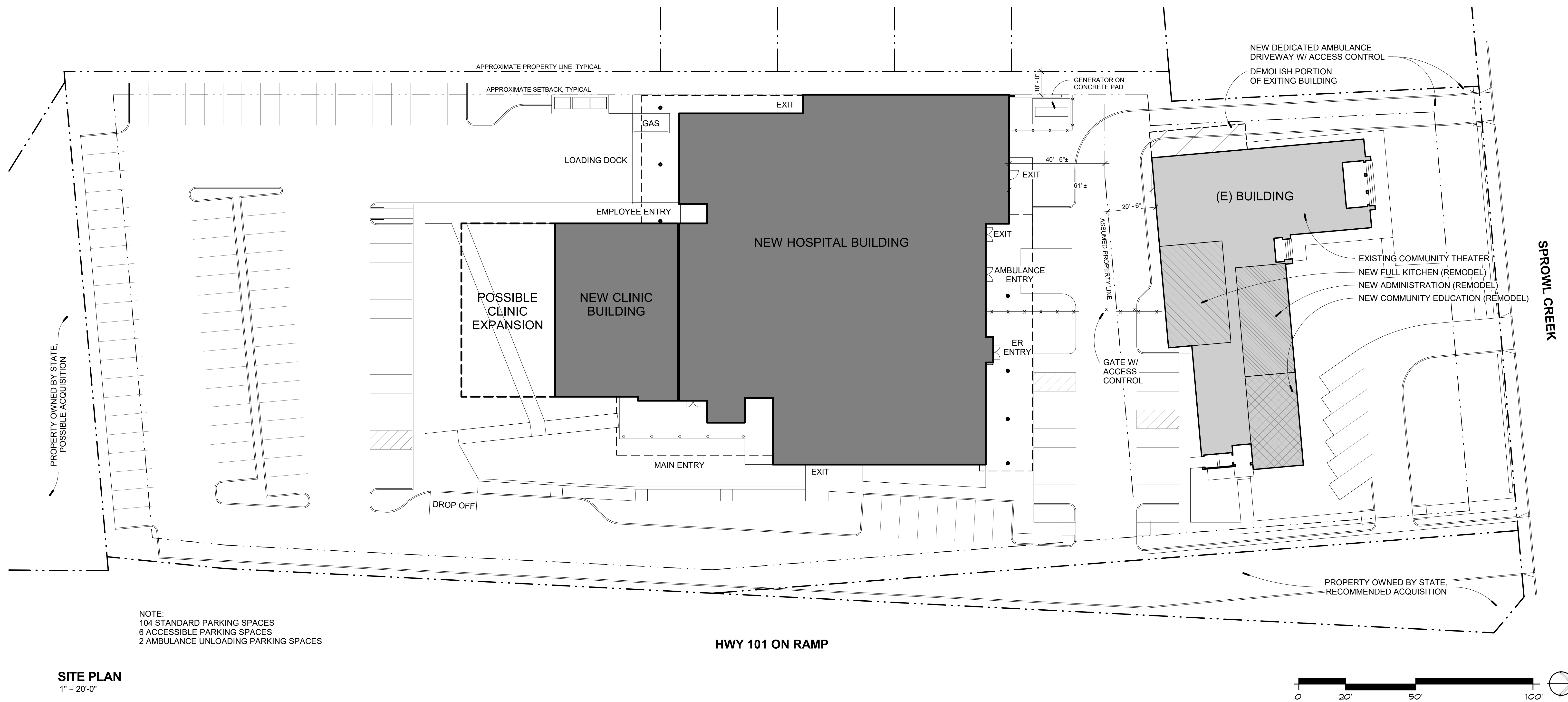
NOTE:
 100± STANDARD PARKING SPACES
 6 ACCESSIBLE PARKING SPACES
 2 AMBULANCE UNLOADING PARKING SPACES

CONCEPTUAL MATERIALS:
 ROOF: CLASS 'A' FIRE RESISTIVE SBS WITH GRANULATED CAP SHEET (BUILT UP ROOF) OR SINGLE PLY MEMBRANE ROOF
 EXTERIOR WALLS: CEMENT PLASTER, METAL PANELS, OR WOOD OVER FIRE RATED GYPSUM BOARD WITH TEMPERED GLAZING TO MEET WILDLAND FIRE INTERFACE REQUIREMENTS AND ONE-HOUR FIRE RESISTANCE RATING.

HWY 101 ON RAMP

Conceptual Site Section





NOTE:
 104 STANDARD PARKING SPACES
 6 ACCESSIBLE PARKING SPACES
 2 AMBULANCE UNLOADING PARKING SPACES

SITE PLAN
 1" = 20'-0"



2024 HOSPITAL BUILDING AND CLINIC

286 SPROWL CREEK ROAD

PLAUSIBLE SITE LAYOUT

GARBERVILLE, CALIFORNIA

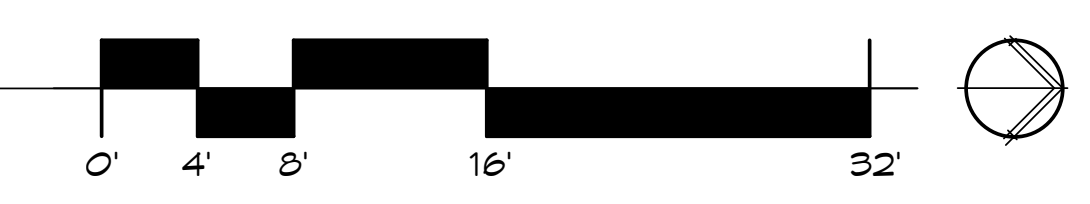


FEBRUARY 16th, 2017



AREA:
 CLINIC = 3,900±
 HOSPITAL = 32, 600SF± (INCLUDING 2,900± SF OF WARM SHELL SPACE)
 UPPER = 20,000±
 LOWER = 12,600±

UPPER FLOOR PLAN
 1/8" = 1'-0"



2024 HOSPITAL BUILDING AND CLINIC

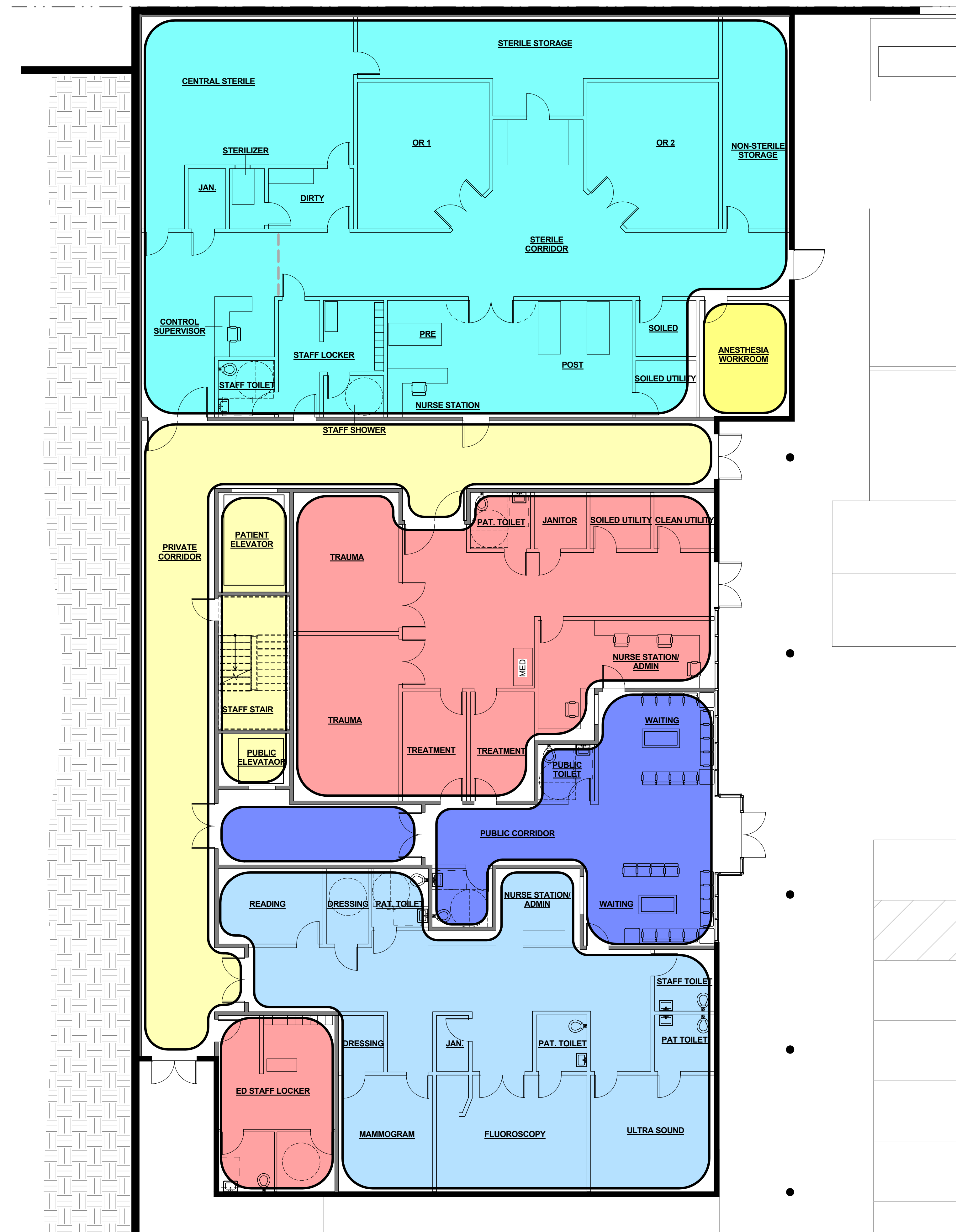
286 SPROWL CREEK ROAD

PLAUSIBLE FLOOR PLAN LAYOUT

GARBERVILLE, CALIFORNIA



FEBRUARY 16th, 2017



LOWER FLOOR PLAN
1/8" = 1'-0"



2024 HOSPITAL BUILDING AND CLINIC

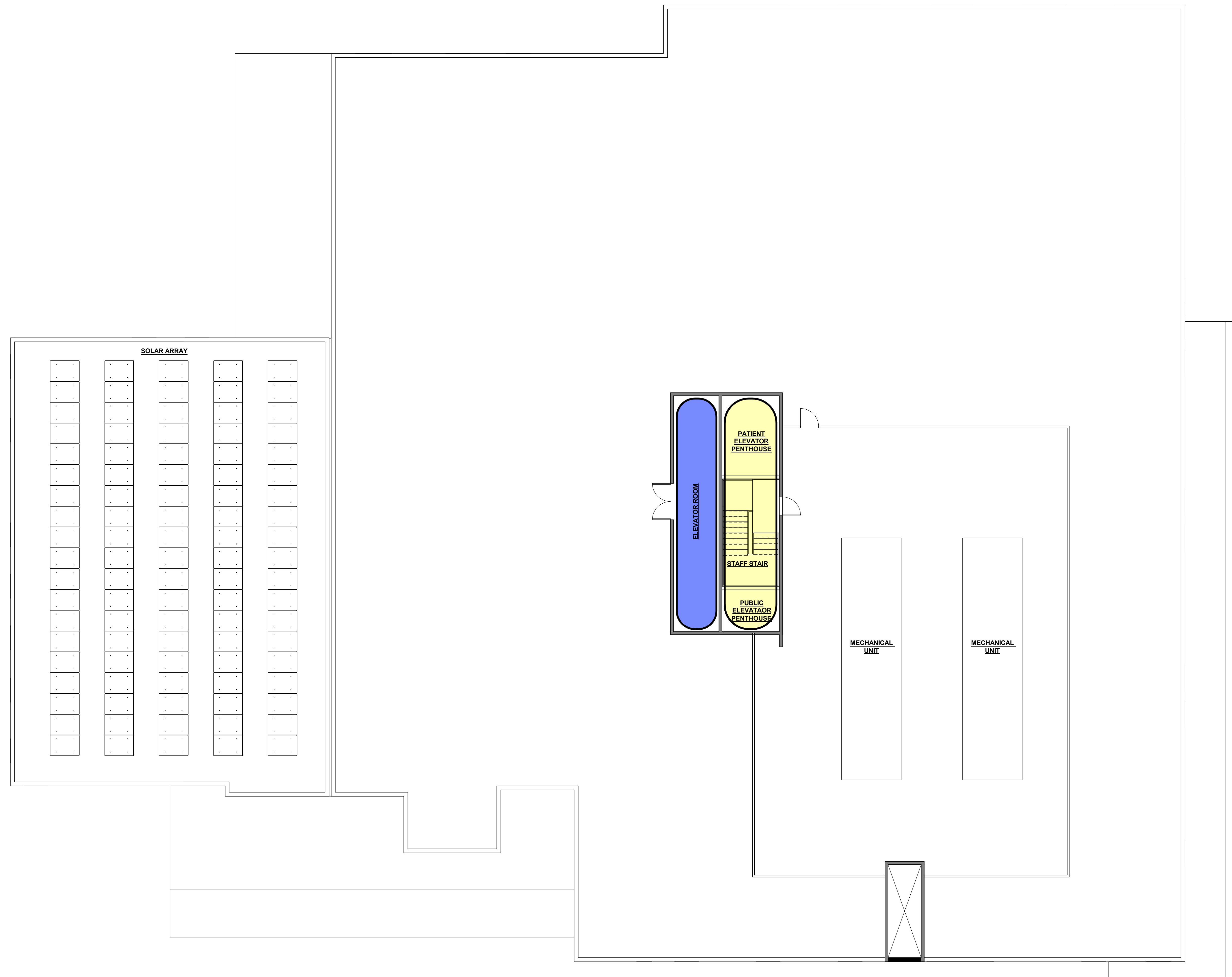
286 SPROWL CREEK ROAD

PLAUSIBLE FLOOR PLAN LAYOUT

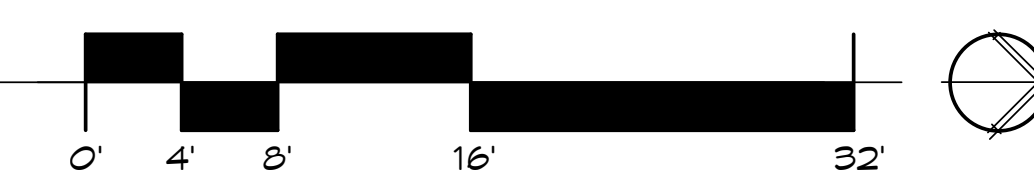
GARBERVILLE, CALIFORNIA



FEBRUARY 16th, 2017



ROOF PLAN
1/8" = 1'-0"



2024 HOSPITAL BUILDING AND CLINIC

286 SPROWL CREEK ROAD

PLAUSIBLE ROOF LAYOUT

GARBERVILLE, CALIFORNIA



FEBRUARY 16th, 2017

Jerold Phelps Community Hospital

New Hospital

Owners Program
Required
Elective
Not Required/ Not Provided

TOTAL SPACE PROGRAM:		32,805 ± SF
Multiplicative Load factor	Load Factor	
Function Totals		25,430 ± SF
Miscellaneous	5%	1,272 ± SF
Exterior Enclosure	4%	1,017 ± SF
Circulation	20%	5,086 ± SF

x			
x			
	x		
	x		
	x		
	x		
		x	
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
		x	
	x		
			x

1. Nursing Service Space	Quantity	Room SF	4,139 ± SF
Patient Rooms/Patient Toilets/Patient Showers	7	300 ± SF	2,100 ± SF
Negative pressure isolation room/Ante-room/Patient Toilet/Patient Shower	1	300 ± SF	300 ± SF
Isolation Anteroom	1	75 ± SF	75 ± SF
Nurse Station/CPR Cart Alcove	1	175 ± SF	175 ± SF
Supervisor Office/Charting	1	130 ± SF	130 ± SF
Staff Toilets M/F (Program Flex)	-	- ± SF	- ± SF
Multi Purpose Room	1	175 ± SF	175 ± SF
Exam room	0	0 ± SF	- ± SF
Clean Utility Workroom	1	80 ± SF	80 ± SF
Soiled Workroom	1	80 ± SF	80 ± SF
Medication Room/Area/Station	1	120 ± SF	120 ± SF
Clean Linen Storage (area)	1	70 ± SF	70 ± SF
Nourishment/ Ice Machine	1	100 ± SF	100 ± SF
Equipment Storage	1	80 ± SF	80 ± SF
Gurney and Wheelchair Storage	1	80 ± SF	80 ± SF
Gurney Shower	1	150 ± SF	150 ± SF
Patient Toilet	1	75 ± SF	75 ± SF
Emergency Equipment Storage (area)	1	20 ± SF	20 ± SF
Housekeeping	1	40 ± SF	40 ± SF
Protective Environment room	0	0 ± SF	- ± SF

x			
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		
	x		

2. Surgical Service Space	Quantity	Room SF	2,766 ± SF
OR	2	400 ± SF	800 ± SF
Clean Utility	1	0 ± SF	- ± SF
Pre-op Patient Holding	1	120 ± SF	120 ± SF
Control/Supervisor Office	1	65 ± SF	65 ± SF
Sterile Area	1	650 ± SF	650 ± SF
Medication Station	1	20 ± SF	20 ± SF
Scrub Alcove	1	125 ± SF	125 ± SF
Soiled Workroom	1	60 ± SF	60 ± SF
Non-Sterile Storage	1	250 ± SF	250 ± SF

	X		
	X		
	X		
	X		
	X		

Anesthesia Workroom	1	180 ± SF	180 ± SF
Equipment Storage Room	1	50 ± SF	50 ± SF
Staff Changing/Staff Toilets/ Staff Showers, (Program Flex for single occ.)	1	260 ± SF	260 ± SF
Housekeeping	1	40 ± SF	40 ± SF
Dirty	1	40 ± SF	40 ± SF

3. Anesthesia Service Space **879 ± SF**

X			
	X		
	X		
	X		
	X		
	X		
	X		

Post Op(PACU)	1	300 ± SF	300 ± SF
Soiled Utility	1	60 ± SF	60 ± SF
Nurse Station	1	100 ± SF	100 ± SF
ice machine/ Gurney storage	1	20 ± SF	20 ± SF
Staff toilet	1	65 ± SF	65 ± SF
Waiting area	1	200 ± SF	200 ± SF
Patient changing	1	100 ± SF	100 ± SF

4. Laboratory Service Space **1,269 ± SF**

X			
	X		
		X	
		X	
		X	

Lab (Urinalysis, Blood Count, et al)	1	600 ± SF	600 ± SF
Staff Toilet	1	65 ± SF	65 ± SF
Patient Toilet	1	65 ± SF	65 ± SF
Lab Office	1	140 ± SF	140 ± SF
Draw Room	1	350 ± SF	350 ± SF

5. Radiological Imaging **1,947 ± SF**

	X		
	X		
X			
X			
X			
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		
	X		

Nurse Station/Admin	1	140 ± SF	140 ± SF
Housekeeping	1	40 ± SF	40 ± SF
Fluoroscopy	1	300 ± SF	300 ± SF
Ultrasound/ Toilet	1	250 ± SF	250 ± SF
Mammo/ Toilet/ Dressing	1	325 ± SF	325 ± SF
Reading	1	140 ± SF	140 ± SF
Processing	1	137 ± SF	137 ± SF
Storage	1	100 ± SF	100 ± SF
Dressing	1	55 ± SF	55 ± SF
Patient toilet	2	65 ± SF	130 ± SF
Staff toilet	1	65 ± SF	65 ± SF
Waiting area	1	190 ± SF	190 ± SF

6. Pharmaceutical Service Space **884 ± SF**

X			
	X		
	X		

Pharmacy Office	1	150 ± SF	150 ± SF
Pharmacy/ staff toilet	1	600 ± SF	600 ± SF
Compounding room	1	100 ± SF	100 ± SF

7. Dietetic Service Space **1,009 ± SF**

			X
X			
	X		
	X		

Kitchen/Food Prep/Assembly and Distribution, (Program Flex)	0	0 ± SF	- ± SF
Plating Kitchen	1	225 ± SF	225 ± SF
Receiving/Control	0	0 ± SF	- ± SF
Food Storage	1	70 ± SF	70 ± SF

		X		Food service carts area	1	80 ± SF	80 ± SF	
	X			Waste Storage	1	80 ± SF	80 ± SF	
	X			Cleaning Supplies Storage	1	20 ± SF	20 ± SF	
	X			Dining	1	350 ± SF	350 ± SF	
		X		Vending	1	100 ± SF	100 ± SF	
	X			Office	1	50 ± SF	50 ± SF	
	X			Toilet/Lockers	2	75 ± SF	150 ± SF	
	X			Housekeeping	1	70 ± SF	70 ± SF	
8. Support Services								12,537 ± SF
X				Administrative Office Space/Records	1	700 ± SF	700 ± SF	
	X			Public Toilet	2	60 ± SF	120 ± SF	
	X			Waiting Area	1	525 ± SF	525 ± SF	
X				Central Sterile Supply	1	600 ± SF	600 ± SF	
	X			Soiled Work	1	90 ± SF	90 ± SF	
	X			Clean Work	1	90 ± SF	90 ± SF	
	X			Sterile Storage	1	450 ± SF	450 ± SF	
Storage								
	X			General Storage	1	900 ± SF	900 ± SF	
	X			Clean Linen Storage	1	140 ± SF	140 ± SF	
	X			Soiled Linen Storage	1	80 ± SF	80 ± SF	
	X			Supply Storage	1	60 ± SF	60 ± SF	
	X			Wheelchair Storage Area	1	50 ± SF	50 ± SF	
X				Employee Dressing and Lockers	1	280 ± SF	280 ± SF	
	X			Housekeeping (one per department and nursing service space)	1	140 ± SF	140 ± SF	
	X			Soiled Holding	1	135 ± SF	135 ± SF	
	X			Clean Receiving	1	192 ± SF	192 ± SF	
	X			Clean Storage	1	115 ± SF	115 ± SF	
X				IT room	1	125 ± SF	125 ± SF	
	X			Electrical Room	1	130 ± SF	130 ± SF	
X				Lobby	1	100 ± SF	100 ± SF	
Standby Emergency								
X				Treatment Room	2	123 ± SF	246 ± SF	
	X			Clean Utility	1	60 ± SF	60 ± SF	
	X			Soiled Utility	1	60 ± SF	60 ± SF	
		X		Trauma	2	0 ± SF	567 ± SF	
	X			Storage	1	80 ± SF	80 ± SF	
	X			Lobby with public toilets and phone	1	640 ± SF	640 ± SF	
	X			Patient Toilet	1	60 ± SF	60 ± SF	
			X	EMS Radio Room	1	20 ± SF	20 ± SF	
	X			Nurse Station/ Admin	1	250 ± SF	250 ± SF	

	X		
--	---	--	--

Housekeeping	1	50 ± SF	50 ± SF
---------------------	---	---------	---------

		X	
X			
		X	

Materials Handling, Receiving Control	1	1,500 ± SF	1,500 ± SF
Staff Locker w/ final to.zt	0	0 ± SF	- ± SF
Warm Shell Space	1	2,000 ± SF	2,000 ± SF

Jerold Phelps Community Hospital

New Clinic

Owners Program
Required
Elective
Not Required/ Not Provided

TOTAL SPACE PROGRAM:				4,322 ± SF			
Multiplicative Load factor			Load Factor				
Function Totals				3,250 ± SF			
Miscellaneous				4% 130 ± SF			
Exterior Enclosure				4% 130 ± SF			
Circulation				25% 812 ± SF			
1. Primary Care Clinics				1,008 ± SF			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Exam Room	12	80 ± SF	960 ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Treatment room	0	0 ± SF	- ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oral Surgery	0	0 ± SF	- ± SF
2. Support Services				578 ± SF			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Administrative Space/ nurse station/ Medication	1	300 ± SF	300 ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Medication	0	0 ± SF	- ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Clean utility	1	75 ± SF	75 ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Soiled Work/ Soiled Lin	1	75 ± SF	75 ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Consultation room	1	100 ± SF	100 ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Sterilization (Program Flex)	0	0 ± SF	- ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Lab (Program Flex)	0	0 ± SF	- ± SF
3. Patient Support Services				65 ± SF			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Patient toilet	1	65 ± SF	65 ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Specimen Collection (Program Flex)	0	0 ± SF	- ± SF
4. General Support Services				150 ± SF			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Garbage	1	100 ± SF	100 ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Housekeeping	1	50 ± SF	50 ± SF
5. Admin				1,292 ± SF			
Public							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Reception (See admin above)	0	0 ± SF	- ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waiting Room	1	400 ± SF	400 ± SF
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Public toilet/ Phone/ Drinking fountain	2	65 ± SF	130 ± SF
Admin							
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Records (electronic) (Program Flex, Hospital EMR)	0	0 ± SF	- ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Equipment Storage	1	100 ± SF	100 ± SF
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Provider Office	1	600 ± SF	600 ± SF
6. Staff Support				147 ± SF			
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff toilet	2	65 ± SF	130 ± SF
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Staff storage	1	10 ± SF	10 ± SF

APPENDIX 1

GSD Draft Wastewater Equivalent Residential Unit Determination Table

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	0.500	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

Establishment	Unit	Factor	Consumption Strength Multiplier
Food Service: Base plus add for: Restaurant/Cafeteria Restaurant (24 hours) Restaurant ("fast food") Bar/Cocktail Lounge	Base Seat Seat Seat Seat	2.500 0.011 0.167 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	2.0
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	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 (total sq. ft./15 sq. ft./person x .017 x # of seats)	Per Seat	0.017	1.0
Grocery Store with Deli	Per 1,000 sq. ft.	1.000	1.4
Town Square Vendors	Per Trailer?	1.000	1.4
Bowling Alley	Lane	0.333	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
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

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
Cannibas	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

1. 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 its discretion require additional information as it deems necessary to support any calculations provided.

2. 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.

3. 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.

4. In no event shall the total ERU for any separate establishment be less than 1.000.

5. 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

APPENDIX 2

Estimate Calculation Spreadsheets

CONVENTIONAL ESTIMATE

From Provided EDU (Equivalent Dwelling Unit) Table from Garberville Services District
 1.00 ERU = 200 gal/day

Hospital	Unit	ERU	Strength Multiplier	Total Wastewater Production Per Day
	Patient beds/ 25 treatment areas	0.833	1.4	5831 gal
Clinic	8 Doctors	0.833	1.4	1866 gal

Summary: Low-end Estimate for Hospital and Clinic		
Wastewater Production Estimate for Hospital and Clinic	7700	Gallons per day
Drinking Water Demand Estimate for Hospital and Clinic	8600	Gallons per day

Summary: Accessory Uses (see Accessory Uses Tab)		
Wastewater Production Estimate for Accessory Uses	1700	Gallons per day
Water Demand Estimate for Accessory Uses	2600	Gallons per day

SUMMARY: ALL USES (CONVENTIONAL)		
Wastewater	9400	Gallons per day
Drinking Water	11200	Gallons per day

6.5 GPM
7.8 GPM

Notes:

- Hospital and Clinical uses are the only uses assumed in this calculation; all other space (vending/dining, labs pace, exam rooms, meeting rooms, etc.) assumed to be included with EDU estimates for hospital/clinic
- Hospital beds calculated by patient rooms (15) and ER/OR (10 beds)

CONSERVATIVE ESTIMATE

Wastewater production is assumed to be 90% of water usage, per common estimates. Here, calculations are produced based on draft wastewater EDUs provided by GSD.

Description	Type	Total	Unit	Consumption		Consumption Strength		Usage (gpd)
				Factor	Note/unit	Multiplier	EDUs	
Hospital								
Upper Floor Waiting Area (with bathrooms and secondary area, not corridor)	Office	1488	sq ft	1.5	1 for first 1000sq ft, 0.5 for each 1000ft following	1	1.5	300
Waiting area (bottom floor, incl. restrooms)	Office	896	sq ft	1.5	1 for first 1000sq ft, 0.5 for each 1000ft following	1	1.5	300
Pharmacy	Retail w/out bathrooms	952	sq ft	1	1 per 1000sq ft	1	1	200
Upper Floor Office (Lab office, central (registration) office, IT office)	Office	1188	sq ft	1.5	1 for first 1000sq ft, 0.5 for each 1000ft following	1	1.5	300
Warm Shell	Office	3008	sq ft	2	1 for first 1000sq ft, 0.5 for each 1000ft following	1	2	400
Upper floor hospital (beds)	Hospital	15	beds	12.50	0.833 per bed	1.4	17.49	3498.6
Lower floor hospital: ER/Trauma/Treatment, OR	Hospital	9	beds	7.50	0.833 per bed	1.4	10.50	2099.2
lower floor treatment rooms: Mammogram/Fluoroscopy/Ultrasonid	Doctor Office	3	beds/Docto rs	2.50	0.833 per doctor	1.4	3.50	699.7
Lower floor storage	Warehouse	1496	sq ft	0.51	0.334 per 1000 sq ft	1	0.51	102.9
Dining area/ Vending	Cafeteria	12	seats	2.63	2.5 base + 0.011 per seat	1.4	3.68	737

*hospital sq ft estimated from plans

8637 gal per day

CONSERVATIVE ESTIMATE CONTINUED

Description	Type	Total	Unit	Consumption		Consumption	Usage (gpd)
				Factor	Note/unit	Strength Multiplier	
Clinic							
Upper floor clinic/office	Other Dr office	8	Doctor	6.664	0.833 per doctor	1.4	9.33 1865.9
Upper floor clinic waiting room	Office	465	sq ft	1	1 for first 1000sq ft, 0.5 for each 1000ft following	1	1 200
Other office space in clinic	Office	1605	sq ft	1.5	1 for first 1000sq ft, 0.5 for each 1000ft following	1	1.5 300
*clinic sq ft estimated from Plausible Space Use Report							2366 gal per day

Summary: Conservative (High) Estimate For Hospital and Clinic		
Wastewater Production Estimate for Hospital and Clinic	11100	Gallons per day
Water Demand Estimate for Hospital and Clinic	12300	Gallons per day

Summary: Accessory Uses (see Accessory Uses Tab)		
Wastewater Production Estimate for Accessory Uses	1700	Gallons per day
Water Demand Estimate for Accessory Uses	2600	Gallons per day

SUMMARY: ALL USES (CONSERVATIVE)		
Wastewater	12800	Gallons per day
Drinking Water	14900	Gallons per day

8.9 GPM
10.3 GPM

6580 558 1300 942

- Hospital plans do not include kitchen areas for food preparation and vending area is limited; may indicate an over-estimate of usage
- Each office area is considered separately for calculation purposes; summing all office space into one unit per level leads to a reduction of ~950 gpd wastewater

ACCESSORY USE ESTIMATES

Drinking Water Demand

Description	Type	Consumption				Consumption		Usage (gpd)
		Total	Unit	Factor	Note/unit	Strength Multiplier	EDUs	
Irrigation	Lawn and green l	0.25	acres	0.75	in/week		5091	727 ¹
Renovated Kitchen Space	See "wastewater" section							829
Renovated Office Space	See "wastewater" section							1000

¹ Utilizing University of California Center for Landscape and Urban Horticulture Estimates for nearest location

Accessory Drinking Water Demand	2600 gpd
---------------------------------	----------

Wastewater Production

Description	Type	Consumption				Consumption		Usage (gpd)
		Total	Unit	Factor	Note/unit	Strength Multiplier	EDUs	
Renovation of accessory building to serve hospital	Foodservice-Kitchen/Restaurant	1	Base	2.5	2.5 base	1.4	3.5	700 ²
		15	Seats	0.165	0.011 per seat	1.4	0.231	46.2 ³
Renovation of accessory building to offices/ community space	Office	7200	sq ft	4.5	1 for first 1000sq ft, 0.5 for each 1000ft following	1	4.5	900

² Base kitchen area plus 15 "seats" (hospital patients)

³ Approximately 2800 sq ft of 10000 sq ft existing building

Accessory Wastewater Production	1700 gpd
---------------------------------	----------

BUILDING SQ FT SUMMARY

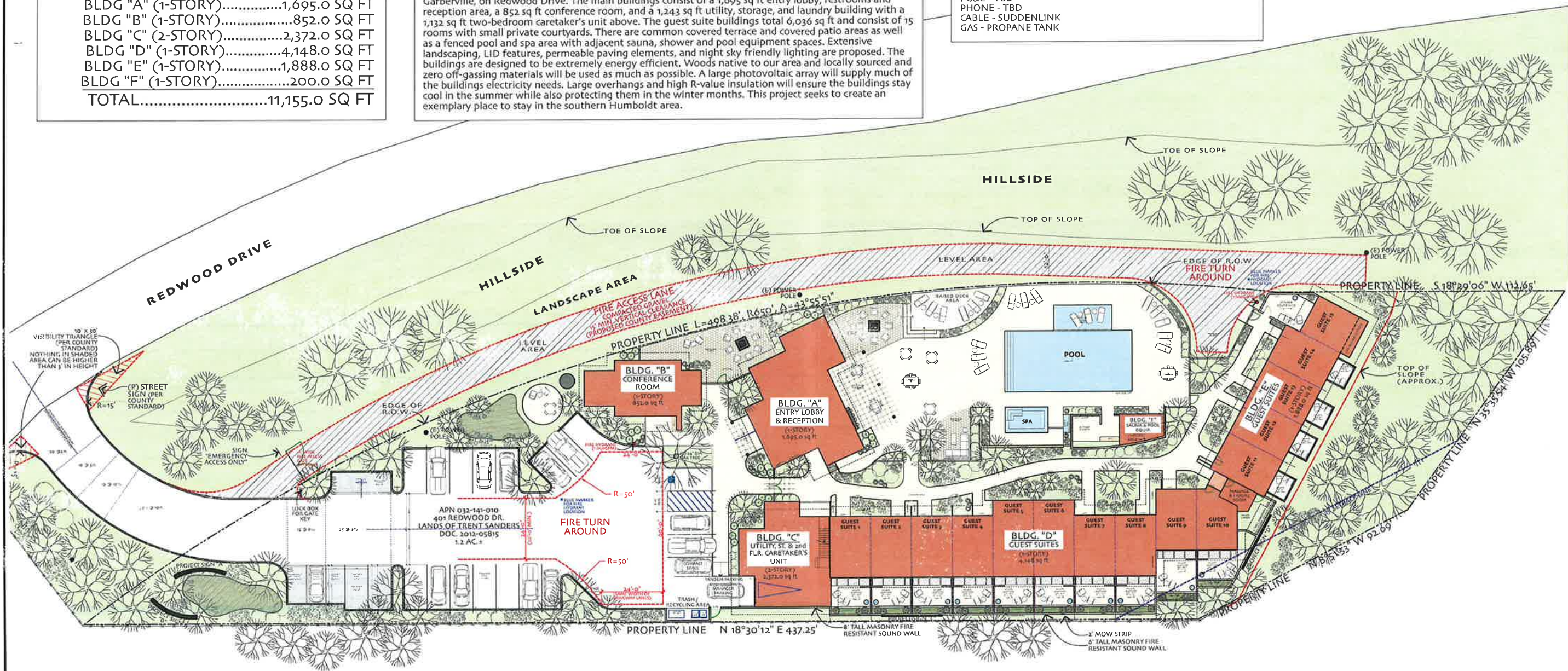
BLDG "A" (1-STORY).....	1,695.0 SQ FT
BLDG "B" (1-STORY).....	852.0 SQ FT
BLDG "C" (2-STORY).....	2,372.0 SQ FT
BLDG "D" (1-STORY).....	4,148.0 SQ FT
BLDG "E" (1-STORY).....	1,888.0 SQ FT
BLDG "F" (1-STORY).....	200.0 SQ FT
TOTAL.....	11,155.0 SQ FT

PROJECT DESCRIPTION

The "SoHum" is a new high quality inn located on a vacant 1.2 acre site just north of downtown Garberville, on Redwood Drive. The main buildings consist of a 1,695 sq ft entry lobby, restrooms and reception area, a 852 sq ft conference room, and a 1,243 sq ft utility, storage, and laundry building with a 1,132 sq ft two-bedroom caretaker's unit above. The guest suite buildings total 6,036 sq ft and consist of 15 rooms with small private courtyards. There are common covered terrace and covered patio areas as well as a fenced pool and spa area with adjacent sauna, shower and pool equipment spaces. Extensive landscaping, LID features, permeable paving elements, and night sky friendly lighting are proposed. The buildings are designed to be extremely energy efficient. Woods native to our area and locally sourced and zero off-gassing materials will be used as much as possible. A large photovoltaic array will supply much of the buildings electricity needs. Large overhangs and high R-value insulation will ensure the buildings stay cool in the summer while also protecting them in the winter months. This project seeks to create an exemplary place to stay in the southern Humboldt area.

UTILITY CONNECTIONS:

- COMMUNITY WATER - NEW 8" WATER LINE SUPPLY
- PUBLIC SEWER - NEW 6" LINE (UNDER CAL TRANS OFF RAMP)
- PG&E - TBD
- PHONE - TBD
- CABLE - SUDDENLINK
- GAS - PROPANE TANK



PARKING SUMMARY

PARKING REQUIREMENTS:

- 1 SPACE PER GUEST SUITE (15 SPACES REQUIRED)
- 2 MANAGERS SPACES (2 SPACES REQUIRED)
- COMMERCIAL USES, OFFICE (CONFERENCE ROOM) = 1 SPACE/300 SQ FT (WITH MIN. OF 4 SPACES) + 1 SPACE PER EMPLOYEE (5 SPACES REQUIRED)

ADA PARKING:

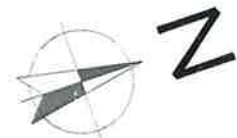
- 18'W X 18' LONG VAN PARKING SPACE
- 1 ADA VAN SPACE WITH UNLOADING ON PASSENGER SIDE (ONE ADA SPACE FOR EACH 25 SPACES)

ADA PARKING:

- 25% CAN BE COMPACT (7.5'W X 16' LONG) WITH COMPACT SIGNAGE (MAX. 6 COMPACT SPACES)

22 TOTAL SPACES REQUIRED (INCLUDING 1 ADA VAN SPACE)

27 TOTAL SPACES PROPOSED (INCLUDING 1 ADA VAN SPACE, 2 TANDEM SPACES & 5 COMPACT SPACES)



PROPOSED SITE PLAN
the SoHum

SCALE: 1" = 20'-0" (22" X34" PAPER SIZE)
1" = 40'-0" (11" X17" PAPER SIZE)

SITE PLAN BASED ON BOUNDARY AND TOPOGRAPHIC SURVEY BY POINTS WEST SURVEYING CO. APRIL 2016

GRAPHIC SCALE BAR MEASURES 1 INCH ON FULL SIZE PLANS

REVISIONS:

JULIAN BERG DESIGNS
ARCHITECTURE & PLANNING
846 A STREET
ARCATA, CALIFORNIA, 95521
TEL: (707) 447-8690
julianbergdesigns.com



PROJECT TITLE: THE SOHUM, NEW INN, GARBERVILLE, CA
TRENT SANDERS • P.O. BOX 1126 • REDWAY, CA 95560 • TEL: (707) 986-7068

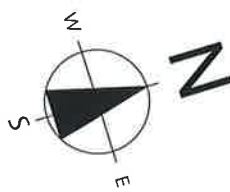
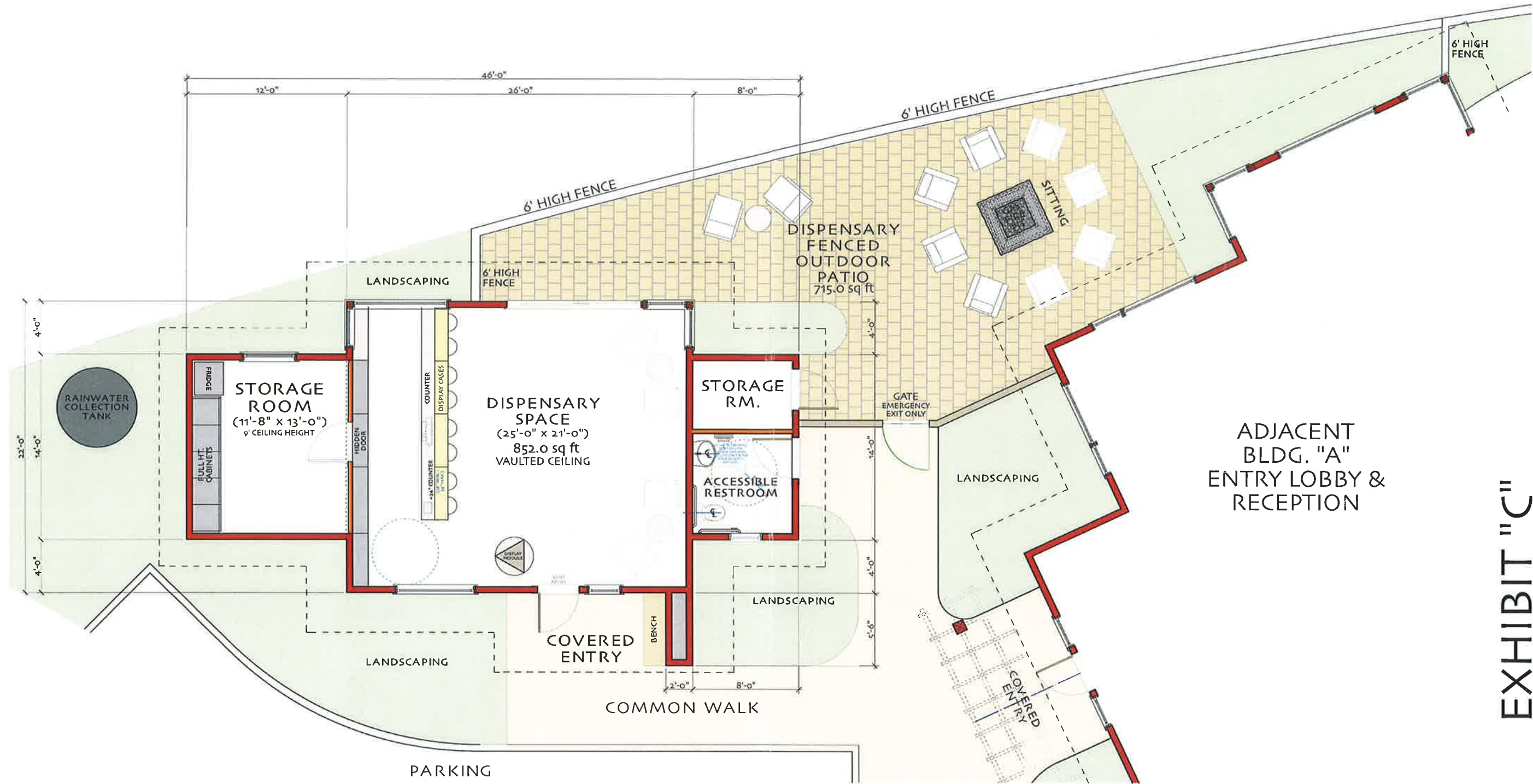
SHEET TITLE: PROPOSED SITE PLAN
ASSESSOR'S PARCEL NUMBER: 032-141-010

PROJECT NO.: GI-1630
DRAWN BY: JAB
DATE: 3/1/2017

SHEET # 1

A-1

99



BLDG. "B" - DISPENSARY
PROPOSED FLOOR PLAN

SCALE: 1/4" = 1'-0" (22"X34" PAPER SIZE)
SCALE: 1/8" = 1'-0" (11"X17" PAPER SIZE)

WALL LEGEND

	(N) 2x4 WALL (STUDS 16" O.C.)
	(N) 2x6 WALL (STUDS 16" O.C.)
	(N) CONCRETE GARDEN/SOUND WALL

GRAPHIC SCALE BAR
MEASURES 1 INCH ON
FULL SIZE PLANS

REVISIONS:

JULIAN BERG DESIGNS
ARCHITECTURE & PLANNING
846 A STREET
ARCATA, CALIFORNIA, 95521
TEL: (707) 467-8890
julianbergdesigns.com



EXHIBIT "C"

PROJECT TITLE: NEW DISPENSARY, GARBERVILLE, CA
TRISTEN OATES • P.O. BOX 1126 • REDWAY, CA 95560 • TEL: (707) 986-7068
SHEET TITLE: PROPOSED FLOOR PLAN
ASSESSOR'S PARCEL NUMBER: 032-141-010

PROJECT NO.:
G1-1630
DRAWN BY:
JAB
DATE:
12/21/2016

SHEET #:
A-3

COUNTY REVIEW SET

Dear Garberville Sanitary District (GSD) Board of Directors,

I would like to request permission to install a sewer pumping system on my property located at 1041 Sprowel Creek Rd. in Garberville 95542 APN: 032-171-027

Because of the poor soil drainage and limited space, it has been suggested to me that the best way to install a septic system would be to pump it from a holding tank up to Riverview rd. or the closest public sewer location.

SHN engineering has assigned an engineer to design the system. It would include a storage tank with a pump designed to grind up the waste and push it up the 2-inch pipe to the service location. Greg Williston, (707) 441-8855 gwilliston@shn-engr.com

This will be a low usage system located within a 1200 sf Shop with one toilet and one sink.

Thank you for your consideration,

Marcus Schaible

707 601 8291

marcusschaible@gmail.com



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

REQUEST FOR WATER AND SEWER SERVICE

Marcus Schaible
1041 Sprowel Creek Road
Garberville, CA. 95542

January 28, 2020

APN #032-171-027

Mr. Schaible,

The Garberville Sanitary District Board of Directors met and approved your request for water and sewer service at 1041 Sprowel Creek Drive if you comply with specific requirements of the Board and comply with GSD Ordinances.

- 1. Provide a plan for installing the sewer and water service line with the sewer pipe in a casing and dual check valves to ensure no sewer leaks.**
- 2. Include pipe and pump sizes along with type of pipe.**
- 3. Complete a GSD cannabis water usage application**
- 4. Pay the required water and sewer connection fees \$8,000 water and \$8,000 sewer.**
- 5. Provide copy of building permit issued by County**
- 6. Annual inspection of sewer pump system**

Contact me with any questions and how we can assist you with your project.

Respectively,

Ralph Emerson

General Manager
Garberville Sanitary District

Application Requirements Cannabis 2.0

Applicant Name: <u>WALTER COHN</u>	Permit #:
APN: <u>223-123-007, -008</u>	Permit Type(s): <u>SP</u>
AA Meeting Planner: <u>MJA</u>	AA Meeting Date: <u>DEC. 17, 2019</u>
Receiving CPOD:	Date Items Received:

X - Indicates item is Required for application submittal
 * Indicates item must be prepared by a licensed engineer or similarly licensed professional
 ** Indicates item must be prepared by a qualified biologist

General

- Application Form
- Signed and Dated Fee Schedule
- Copy Of Current Deed To Property, and Lease If Applicable
- Site Plan
- Indemnification and Hold Harmless Agreement
- Proof Of Cultivation Prior To 1/1/2016 (Pre-Existing Sites Only)
- Application Fees Paid

Operations Plan

- Cultivation Plan
- Water Source, Storage Plan, Irrigation Plan, and Estimated Use (Monthly and Annually; in Gallons)
- Summary Of Specific Measures For Compliance With SWRCB Order (New and Pre-Existing Unpermitted Sites)
- Stormwater Management Plan
- Invasive Species Control Plan
- Materials Management Plan
- Hazardous Waste Statement/Site Assessments
- Sewage Disposal Plan WILL SEND LTR
- Soils Management Plan
- Processing Plan
- Parking Plan
- Energy Plan
- Security Plan
- Noise Source Assessments and Mitigation Plan
- Light Pollution Control Plan

Water

- SWRCB/RWQCB Cannabis General Order Enrollment Filing Info (Only Req'd For Permitted Pre-Existing Sites Seeking Expansion)
- Water Source Documentation
- Small Parcel Well Testing Information

Services

- Onsite Wastewater Treatment System Information and Documentation
- Will Serve Letter From Water/Wastewater Service Provider

Biological

- **Biological Reconnaissance Survey For Special Status Species and Sensitive Habitat (FOR NEW CULT)
- ** Restoration/Remediation/Biological Resource Protection Plan
- Restoration Cost Estimate & Financial Assurance Mechanism
- RRR Plan

Roads

- Road System Assessment (may need to be prepared by engineer)
- *Draft list of improvements - Functional Capacity
- *Road System Assessment - Private Roads-Water Quality
- Road Maintenance Association Information (RMA)

Other

- \$30 Check(S) Or Money Order(S) To Bear River Band THPO, Wiyot Tribe, Blue Lake Rancheria
- Business Entity Documents Filed With the Secretary Of State
- Notarized Consent For Commercial Cannabis Activity From Property Owner
- DHHS - Division Of Environmental Health Worksheet
- Timberland Conversion Assessment Prepared By Registered Forester
- On-site Reconfiguration Plan

See Reverse

PROJECT INFORMATION CHECKLIST

Project: (777) 496-9512
WALTER COHN

Assessor Parcel No.(s): 223-183-007

192
191 CHRISTOPHER LN.
GARDENVILLE

Case No.(s): _____

Old APNs: /

OFF OF AIRPORT RD
OFF OF WALLAN RD
240 ST
TO CHRISTOPHER LN

Old Case No.(s): _____

Violations: 19 CEU-73 RESOLVED/CLOSED
PAUL B. BOWES 12/17/19 CANNA. OPOR. BILL 9100 ST TO PARCEL
/VIO. 19-283 PROCESSED

Zone: AE-B-0 DRAFT GPU = AG B5(20)

General Plan Designation: RA 5-20

Plan Document: CRPAP Density: 1 DU PER 5-20 PERES

Fire Safe: YES NO CDF Region - GARDENVILLE FPD Fire Hazard Rating: VERY HIGH Med. Low

Flood: 060060 1835 Effective Date: _____ Zone: A B (C)

Coastal Jurisdiction (circle): Inland CZ - State County Appeal Notes: _____

Slope Stability Rating: High Med Low Relatively Stable Notes - <15% TO >50%

Biological Resources: 100'S MA @ BEAR CANYON

Cultural/Historic Resource Protection: BEAR RIVER SINKYONE

Applicable Plan Policies: _____

Airport: FAR 77 = C (ONLY @ SMALL SW CORNER)

Alquist-Priolo: /

Issues/Notes: _____

LIS Notes: 8.25 ACRES PER

PARCEL CREATION = LOT 22 OF BK 16 RM, PG. 116

SEWER
WATER = GARDENVILLE SANITARY DISTRICT

WANTS 2500 SF ML (EX = 684 x 3 = 2052)



COASTAL
BUSINESS
SYSTEMS

Imagine the Possibilities.



2/26/2020

Proposal For:

Garberville Sanitary District

Sharp MX-3071 Full Color MFP

Includes:

- *Copies and Prints at 30 Pages Per Minute*
- *PostScript*
- *Scans 220 Images Per Minute*
- *10.1" inch Color Touch Screen Display*
- *100-Sheet Automatic Document Feeder*
- *100-Sheet Bypass Tray*
- *USB Port*
- *Delivery, Installation, Network Connection & Training*

Pricing:

Cash Price: \$7,218.77 + Tax

36 Month Lease Dollar Out Option \$243.99 per month + Tax

Sharp MX-3051 Full Color MFP

No PostScript for MAC Users
80 Images Per Minute

Pricing:

Cash Price: \$5,791.08 + Tax

36 Month Lease Dollar Out Option \$195.74 per month + Tax

*Unit comes with 90 day all parts and labor warranty or 12,000 pages, whichever comes first. After warranty, an **all-inclusive maintenance program** will be offered at a rate of \$.01 per monochrome page and \$.085 per color page. All inclusive maintenance includes all supplies (except paper) and service (parts & labor).



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: March 24, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: 2020 Water and Sewer Rate Study - Status Update

The following table summarizes the remaining steps, their target date, and the status.

Description	Target Date	Status
Board adopts resolution approving prop 218 notice of rate change and sets public hearing date (must be 45 calendar days or more after the notice)	01/28/20	Completed
Prepare database for Prop 218 Notice (tenants & owners of record)	03/12/20	Completed
Distribute Prop 218 notice of proposed rate change	03/13/20	Completed
Answer questions from the public and ratepayers		Ongoing
Hold Public Hearing at Board Meeting for receiving Protests and determining if the proposed fees should be imposed	04/28/20	Upcoming
Implementation of new rates - needs JUS programming	06/01/20	Upcoming
First billing with new rates	07/01/20	Upcoming

RECOMMENDATIONS

None.