

**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: January 28, 2020

**5:00 p.m. – Open Public Session
Convene to Closed Session**

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Julie Lyon_____

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. CLOSED SESSION

Public Comment on any item in Closed Session

a) Conference with Legal Counsel – Anticipated Litigation

Significant exposure to litigation pursuant to Gov. Code § 54956.9(d)(2):

(1 potential case) Claimant California State Water Resources Control Board, Bulk Water Sales

b) Conference with Legal Counsel – Anticipated Litigation

Initiation of litigation pursuant to § 54956.9(d)(4):

(1 potential case) Facts and circumstances unknown to adverse party.

c) PROPERTY ACQUISITION. Property Acquisition in accordance with Section 54956.8 of the Government Code.

Property Acquisition Site: Robertson Water Tank site at Humboldt County Assessor Parcel Numbers (APN)

223-181-020 at 595 Alderpoint Road, Garberville California. Agency Negotiator(s): Ralph Emerson, Jennie

Short, and Russell Gans, District legal counsel. Negotiating Parties: Linda Wallan representing the Kenneth &

Meredith Wallan Trust

Under Negotiation: Price and terms of payment.

V. RECONVENE TO OPEN SESSION

Report of any actions taken in Closed Session

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

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 Pg. 4

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-November 2019 - pg. 5-17

A.2 Approve Regular Meeting Minutes of: December 17th, 2019 pg. 18-20

A.3 Operations Safety Report- pg. 21-22

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 Property Adjustment and Acquisition, Robertson Tank pg. 23-28
(discussion-action requested) presentation by Jennie Short—resolution #20-001

Motion: Second: Vote:

B.2 Update on SHCP Request for Potable Water
(discussion-possible action) Update at Meeting

Motion: Second: Vote:

B.3 Board Member Vacancy Update pg.
(discussion-possible action)

Motion: Second: Vote:

- B.4 Request From Customer to Install a Well pg.
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 Marcus Schaible Requirements for Sewer Service pg. 29-30
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.6 Rate Study Presentation and Timeline pg. 31
 (discussion-possible action) presentation by Jennie Short
Motion: **Second:** **Vote:**
- B.7 Progress of Grant Funding for Multiple Projects pg.
 (information Only)
- B.8 Humboldt County Mini Complex Project
 (information only)

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance-Payment of Bills: Late Payment Procedures, Sec 9.5(b) pg. 32-36
 (discussion-action requested) 2nd reading—Resolution #20-002
- C.2 Water Ordinance— Service Connections, Section 4.9 pg. 37-40
 (discussion—action requested) 2nd reading—Resolution #20-003

XI. ITEMS FOR NEXT BOARD MEETING

1. Late Payment Procedures
2. Introduction of New Board Member
3. Rate Study Presentation

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: January 24, 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: January 28, 2020

Happy New Year, it is hard to believe 2019 disappeared as fast it started but with a new year, we are working on budget and project development along with analyzing operational plans and updating manuals that are outdated.

Assignments have been made to staff and contract professionals to make improvements on manuals, plans and data analysis so that we can remain accurate on our project and financial projections while finding ways to complete projects and remain fiscally responsible.

The Humboldt County Mini-Complex which will combine the Library, Sherriff's office and Supervisors office is moving forward with a few changes which will not impact GSD because the water use will be less than what they currently use. I presented the preliminary plan to you on June 18, 2019. We have not received updated plans but have received a list of water demand equipment and receptacles. This building will be on the current Library and Supervisors office site. This update is for your information and included as an agenda item.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: January 28, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: November 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for November 2019.

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 | 404,189.53 | 406,704.80 | (2,515.27) | ☹ |
| Total Expenses | 1,269,091.00 | 567,370.41 | 527,933.70 | 39,436.71 | ☹ |
| Net Income (excluding Depreciation) | (292,571.00) | (163,180.88) | (121,228.90) | (41,951.98) | ☹ |
| Payroll | 383,338.00 | 167,417.96 | 159,724.10 | 7,693.86 | ☹ |
| Repair & Maintenance | 48,500.00 | 47,610.66 | 20,208.30 | 27,402.36 | ☹ |

As can be seen on the “Statement of Cash Flows Report for Board - November 2019” and the “Balance Sheet Report for Board As of November 2019”:

- In general water revenues are under budget (\$8,829.47 shortfall), expenses are over budget, and the purchase of the truck has resulted in a significant negative cash flow.
- Net **cash DECREASE** for November is **(\$27,754.57)**, and the year to date cash **DECREASE** is **(\$75,787.76)**. The negative cash flow has continued to increase. The budgeted negative cash flow was **(\$46,474)**.
- Expenditures for **fixed asset** acquisition so far this year total **\$ 46,046.83**. The projects anticipated were:

| Asset Description | Amount Budgeted | Amount Spent |
|---|-----------------|--------------|
| Robertson + Wallen Tank Replacement - SRF Grant App | 10,000 | 3,406.80 |
| Meadows Aerial (Bear Canyon) SRF Grant App & Prelim | 15,000 | 2,605.70 |
| Utility Truck | 0 | 40,034.33 |
| Utility Trailer | 7,000 | 0 |

| Asset Description | Amount Budgeted | Amount Spent |
|---|-----------------|--------------|
| 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 | 46,046.83 |

- Total payments on loans so far this year total **\$46,238.72** of an expected year-end total of \$164,903.
- Total payroll costs are just slightly higher than the YTD budgeted amount.
- The overtime wages are **\$7,341.65** higher than the YTD budgeted amount and are growing.
- The repair and maintenance expenses are way 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 November, basically the entire year's budget for repairs and maintenance has been spent. All further spending for this category will be beyond the budget amount.
- A significant expense is being incurred for the additional work under construction at the Bank Building. The developer is paying for the portion related to the development, but the District is having the contractor perform work in the area beyond the developer's area and install isolation valves, etc. The costs for this extra work will be borne by the District.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
4. Check Register Report for all checks issued in November 2019

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through November 2019

| | YTD July - Nov (5 mo) | Current Month Nov 19 |
|--|-----------------------------|----------------------------|
| OPERATING ACTIVITIES | | |
| Net Income | (163,180.88) | (36,928.43) |
| Adjustments to reconcile Net Income to net cash provided by operations: | | |
| 11000 · Accounts Receivable - Other | (23.79) | 135.25 |
| 1100 · Accounts Receivable | (2,284.85) | (1,467.88) |
| 1110 · Accts Receivable Over Payments | (462.28) | (822.92) |
| 1500 · Prepaid Insurance | (16,961.96) | 2,401.01 |
| 1501 · Prepaid Workers Comp | (4,393.54) | 804.68 |
| 1510 · Prepaid Licenses and Permits | (14,832.99) | (1,752.99) |
| 2000 · Accounts Payable | 10,520.98 | (8,876.61) |
| 20000 · Accounts Payable | 2,100.00 | (17,520.00) |
| 2300 · Service Deposits | 700.00 | 100.00 |
| Net cash provided by Operating Activities | <u>(188,819.31)</u> | <u>(63,927.89)</u> |
| INVESTING ACTIVITIES | | |
| Vehicles | (40,034.33) | |
| Accumulated Depreciation-Water | 130,852.30 | 26,170.46 |
| Accumulated Depreciation-Sewer | 74,464.80 | 14,892.96 |
| CIP:CIP - Wallan Road Tank | (3,406.80) | |
| CIP:CIP - Bear Canyon Aerial | (2,605.70) | (330.70) |
| Net cash provided by Investing Activities | <u>159,270.27</u> | <u>40,732.72</u> |
| FINANCING ACTIVITIES | | |
| 2500 · N/P - SWRCB | (23,630.72) | |
| 2605 · RCAC Loan #6200-GSD-02 | (22,163.13) | (4,469.56) |
| 2655 · Lease Payable - Copier | (444.87) | (89.84) |
| Net cash provided by Financing Activities | <u>(46,238.72)</u> | <u>(4,559.40)</u> |
| Net cash increase for period | <u>(75,787.76)</u> | <u>(27,754.57)</u> |
| Cash at beginning of period | 924,987.95 | 876,954.76 |
| Cash at end of period | <u><u>849,200.19</u></u> | <u><u>849,200.19</u></u> |

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board

As of November 30, 2019

| | Jun 30, 19 | Nov 30, 19 | Difference | Notes |
|--|--------------|--------------|-------------|-------|
| ASSETS | | | | |
| Current Assets | | | | |
| Checking/Savings | | | | |
| 1005 · Umpqua Checking - Operating | 135,036.46 | 57,874.88 | (77,161.58) | |
| 1006 · Umpqua System Reserve - Water | 25,738.24 | 25,776.03 | 37.79 | |
| 1007 · Umpqua System Reserve - Sewer | 31,183.83 | 31,229.61 | 45.78 | |
| 1011 · Water Enterprise Fund | 46,680.32 | 46,748.85 | 68.53 | |
| 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 | 849,200.19 | (75,787.76) | |
| Accounts Receivable | | | | |
| 11000 · Accounts Receivable - Other | 1,415.00 | 1,438.79 | 23.79 | |
| Total Accounts Receivable | 1,415.00 | 1,438.79 | 23.79 | |
| Other Current Assets | | | | |
| 1111 · Insurance Proceeds Receivable | 0.00 | 0.00 | 0.00 | |
| 1100 · Accounts Receivable | | | | |
| 1110 · Accts Receivable Over Payments | (1,208.29) | (746.01) | 462.28 | |
| 1100 · Accounts Receivable - Other | 97,849.33 | 100,134.18 | 2,284.85 | |
| Total 1100 · Accounts Receivable | 96,641.04 | 99,388.17 | 2,747.13 | |
| 1500 · Prepaid Insurance | 3,342.54 | 20,304.50 | 16,961.96 | |
| 1501 · Prepaid Workers Comp | 0.00 | 4,393.54 | 4,393.54 | |
| 1502 · Prepaid Expenses | 0.00 | 0.00 | 0.00 | |
| 1510 · Prepaid Licenses and Permits | 0.00 | 14,832.99 | 14,832.99 | |
| 1550 · Allowance for Doubtful Accounts | (5,000.00) | (5,000.00) | 0.00 | |
| Total Other Current Assets | 94,983.58 | 133,919.20 | 38,935.62 | |
| Total Current Assets | 1,021,386.53 | 984,558.18 | (36,828.35) | |
| Fixed Assets | | | | |
| CIP - Wallan Road Tank | 13,789.78 | 17,196.58 | 3,406.80 | |
| CIP - Bear Canyon Aerial | 2,766.06 | 5,371.76 | 2,605.70 | |
| 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 | 2,712,614.17 | 0.00 | |
| 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 | 8,090,498.08 | 0.00 | |
| Water System | 142,474.97 | 142,474.97 | 0.00 | |
| SEWER | | | | |
| Land - Sewer | 129,810.68 | 129,810.68 | 0.00 | |
| Collection | 2,387,355.88 | 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 | |

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

As of November 30, 2019

| | Jun 30, 19 | Nov 30, 19 | Difference | Notes |
|--|----------------------|----------------------|---------------------|----------------------|
| 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) | (1,997,267.60) | (130,852.30) | |
| Accumulated Depreciation-Sewer | (1,990,685.10) | (2,065,149.90) | (74,464.80) | |
| Total Fixed Assets | 10,652,358.25 | 10,493,087.98 | (159,270.27) | |
| TOTAL ASSETS | 11,673,744.78 | 11,477,646.16 | (196,098.62) | |
| LIABILITIES & EQUITY | | | | |
| Liabilities | | | | |
| Current Liabilities | | | | |
| Accounts Payable | | | | |
| 2000 · Accounts Payable | 13,511.11 | 24,032.09 | 10,520.98 | |
| Total Accounts Payable | 13,511.11 | 24,032.09 | 10,520.98 | |
| Other Current Liabilities | | | | |
| 2300 · Service Deposits | 5,100.00 | 5,800.00 | 700.00 | |
| 20000 · Accounts Payable | 0.00 | 2,100.00 | 2,100.00 | |
| 2205 · Accrued Simple | (41.46) | (41.46) | 0.00 | |
| 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 | 157,634.91 | 2,800.00 | |
| Total Current Liabilities | 168,346.02 | 181,667.00 | 13,320.98 | |
| Long Term Liabilities | | | | |
| 2500 · N/P - SWRCB | 122,974.63 | 99,343.91 | (23,630.72) | 1 of 2 payment |
| 2605 · RCAC Loan #6200-GSD-02 | 77,272.82 | 55,109.69 | (22,163.13) | 5 of 12 pmts |
| 2655 · Lease Payable - Copier | 535.15 | 90.28 | (444.87) | 5 of 12 pmts |
| 2700 · SRF Loan - Water | 1,218,532.74 | 1,218,532.74 | 0.00 | |
| 2900 · Less Current Portion | (124,124.09) | (124,124.09) | 0.00 | |
| Total Long Term Liabilities | 1,295,191.25 | 1,248,952.53 | (46,238.72) | |
| Total Liabilities | 1,463,537.27 | 1,430,619.53 | (32,917.74) | |
| 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) | (163,180.88) | 129,295.88 | |
| Total Equity | 10,210,207.51 | 10,047,026.63 | (163,180.88) | |
| TOTAL LIABILITIES & EQUITY | 11,673,744.78 | 11,477,646.16 | (196,098.62) | |

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2019

| | Nov 19 | Jul - Nov 19 | YTD Budget | Annual Budget | Δ YTD Actual vs. Budget |
|--|-----------|--------------|------------|---------------|-------------------------|
| Ordinary Income/Expense | | | | | |
| Income | | | | | |
| Water Charges | | | | | |
| 4100 · Residential | 23,151.92 | 133,040.13 | 136,632.60 | 300,000.00 | (3,592.47) |
| 4110 · Commercial | 17,658.42 | 94,936.25 | 100,197.25 | 220,000.00 | (5,261.00) |
| 4150 · Bulk Water Sales | 0.00 | 24.00 | 0.00 | 0.00 | 24.00 |
| Total Water Charges | 40,810.34 | 228,000.38 | 236,829.85 | 520,000.00 | (8,829.47) |
| 4200 · Sewer Charges | 29,770.29 | 156,617.68 | 152,083.35 | 365,000.00 | 4,534.33 |
| 4300 · Connection Fees | 0.00 | 8,000.00 | 8,000.00 | 40,000.00 | 0.00 |
| 4650 · Late Charges | 1,380.00 | 6,435.00 | 3,958.30 | 9,500.00 | 2,476.70 |
| 4700 · Other Operating Revenue | 69.54 | 617.87 | 2,083.30 | 5,000.00 | (1,465.43) |
| Total Income | 72,030.17 | 399,670.93 | 402,954.80 | 939,500.00 | (3,283.87) |
| Gross Profit | 72,030.17 | 399,670.93 | 402,954.80 | 939,500.00 | (3,283.87) |
| Expense | | | | | |
| Administrative and General | | | | | |
| 5000 · Advertising | 0.00 | 0.00 | 145.80 | 350.00 | (145.80) |
| 5005 · Bad Debts | 551.62 | 1,169.08 | 1,458.30 | 3,500.00 | (289.22) |
| 5010 · Bank Charges | | | | | |
| 5012 · Merchant Account Fees | 279.57 | 1,308.26 | 1,083.30 | 2,600.00 | 224.96 |
| 5010 · Bank Charges - Other | 144.37 | 756.97 | 791.70 | 1,900.00 | (34.73) |
| Total 5010 · Bank Charges | 423.94 | 2,065.23 | 1,875.00 | 4,500.00 | 190.23 |
| 5020 · Directors Fees | 0.00 | 600.00 | 833.30 | 2,000.00 | (233.30) |
| 5030 · Dues and Memberships | 0.00 | 3,600.00 | 1,604.20 | 3,850.00 | 1,995.80 |
| 5035 · Education and Training | 1,346.32 | 2,324.32 | 1,250.00 | 3,000.00 | 1,074.32 |
| 5036 · Education and Training - B.O.D. | 0.00 | 0.00 | 125.00 | 300.00 | (125.00) |
| Insurance | | | | | |
| 5040 · Liability | 2,401.01 | 11,850.28 | 11,231.20 | 26,954.96 | 619.08 |
| 5050 · Workers' Comp | 804.68 | 4,332.35 | 3,354.15 | 8,050.00 | 978.20 |
| 5055 · Health | | | | | |
| 5055.1 · Employee Portion | (607.62) | (3,038.10) | (3,250.00) | (7,800.00) | 211.90 |
| 5055 · Health - Other | 3,342.54 | 16,712.66 | 18,250.00 | 43,800.00 | (1,537.34) |
| Total 5055 · Health | 2,734.92 | 13,674.56 | 15,000.00 | 36,000.00 | (1,325.44) |
| Total Insurance | 5,940.61 | 29,857.19 | 29,585.35 | 71,004.96 | 271.84 |
| 5060 · Licenses, Permits, and Fees | 2,763.40 | 10,180.58 | 8,333.35 | 20,000.00 | 1,847.23 |
| 5065 · Auto | 171.23 | 690.54 | 1,041.70 | 2,500.00 | (351.16) |
| 5070 · Miscellaneous | 0.00 | 0.00 | 41.70 | 100.00 | (41.70) |
| 5080 · Office Expense | 688.13 | 3,157.88 | 2,916.70 | 7,000.00 | 241.18 |
| 5085 · Outside Services | 1,103.25 | 3,484.98 | 3,604.20 | 8,650.00 | (119.22) |
| 5090 · Payroll Taxes | 2,182.58 | 10,588.49 | 12,174.15 | 29,218.00 | (1,585.66) |
| 5100 · Postage | 13.85 | 1,110.35 | 1,166.70 | 2,800.00 | (56.35) |
| 5110 · Professional Fees | 6,141.20 | 32,851.20 | 31,333.30 | 75,200.00 | 1,517.90 |
| 5120 · Property Taxes | 6.00 | 40.89 | 0.00 | 50.00 | 40.89 |
| 5125 · Repairs and Maintenance | 0.00 | 29.49 | 208.30 | 500.00 | (178.81) |
| 5130 · Rents | 835.00 | 5,010.00 | 4,175.00 | 10,020.00 | 835.00 |
| 5135 · Retirement | 704.37 | 3,347.86 | 3,187.50 | 7,650.00 | 160.36 |
| 5137 · Supplies | 0.00 | 1,063.86 | 500.00 | 1,200.00 | 563.86 |
| 5140 · Telephone | 872.92 | 4,367.87 | 4,635.40 | 11,125.00 | (267.53) |

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2019

| | Nov 19 | Jul - Nov 19 | YTD Budget | Annual Budget | Δ YTD Actual vs. Budget |
|---|------------------|-------------------|-------------------|-------------------|-------------------------------|
| 5145 · Tools | 0.00 | 0.00 | 833.30 | 2,000.00 | (833.30) |
| 5150 · Travel and Meetings | 566.56 | 683.15 | 416.70 | 1,000.00 | 266.45 |
| 5155 · Utilities | 1,402.83 | 2,582.01 | 1,250.00 | 3,000.00 | 1,332.01 |
| 5160 · Wages | | | | | |
| 5165 · Wages - Overtime | 463.52 | 2,303.30 | 833.30 | 2,000.00 | 1,470.00 |
| 5160 · Wages - Other | 10,673.13 | 55,321.11 | 67,175.00 | 161,220.00 | (11,853.89) |
| Total 5160 · Wages | 11,136.65 | 57,624.41 | 68,008.30 | 163,220.00 | (10,383.89) |
| 5170 · Vacation Accrual Adjustment | 0.00 | 0.00 | | 2,000.00 | 0.00 |
| Total Administrative and General | 36,850.46 | 176,429.38 | 180,703.25 | 435,737.96 | (4,273.87) |
| Sewage Collection | | | | | |
| 6010 · Fuel | 668.21 | 1,368.49 | 1,175.50 | 2,821.25 | 192.99 |
| 6030 · Repairs and Maintenance | 0.00 | 5,801.05 | 3,333.35 | 8,000.00 | 2,467.70 |
| 6040 · Supplies | 84.39 | 916.82 | 1,250.00 | 3,000.00 | (333.18) |
| 6050 · Utilities | 0.00 | 1,428.44 | 2,083.35 | 5,000.00 | (654.91) |
| 6060 · Wages | | | | | |
| 6065 · Wages - Overtime Sewer Collecti | 258.00 | 3,183.00 | 833.35 | 2,000.00 | 2,349.65 |
| 6060 · Wages - Other | 3,220.80 | 13,120.39 | 12,500.00 | 30,000.00 | 620.39 |
| Total 6060 · Wages | 3,478.80 | 16,303.39 | 13,333.35 | 32,000.00 | 2,970.04 |
| Total Sewage Collection | 4,231.40 | 25,818.19 | 21,175.55 | 50,821.25 | 4,642.64 |
| Sewage Treatment | | | | | |
| 6075 · Fuel | 668.21 | 1,368.49 | 1,175.50 | 2,821.25 | 192.99 |
| 6080 · Monitoring | 407.50 | 1,022.50 | 2,916.65 | 7,000.00 | (1,894.15) |
| 6100 · Repairs and Maintenance | 158.64 | 3,676.44 | 4,166.65 | 10,000.00 | (490.21) |
| 6110 · Supplies | 1,636.51 | 3,502.34 | 3,958.35 | 9,500.00 | (456.01) |
| 6120 · Utilities | 0.00 | 3,708.05 | 3,833.35 | 9,200.00 | (125.30) |
| 6130 · Wages | | | | | |
| 6135 · Wages - Overtime Sewer Treatme | 90.00 | 292.50 | 416.65 | 1,000.00 | (124.15) |
| 6130 · Wages - Other | 4,774.72 | 20,955.15 | 10,416.65 | 25,000.00 | 10,538.50 |
| Total 6130 · Wages | 4,864.72 | 21,247.65 | 10,833.30 | 26,000.00 | 10,414.35 |
| Total Sewage Treatment | 7,735.58 | 34,525.47 | 26,883.80 | 64,521.25 | 7,641.67 |
| Water Trans and Distribution | | | | | |
| 7075 · Fuel | 668.21 | 1,368.49 | 1,175.50 | 2,821.25 | 192.99 |
| 7090 · Repairs and Maintenance | 3,699.59 | 33,268.69 | 6,250.00 | 15,000.00 | 27,018.69 |
| 7100 · Supplies | 441.96 | 3,605.54 | 5,000.00 | 12,000.00 | (1,394.46) |
| 7110 · Utilities | 0.00 | 2,919.52 | 3,833.35 | 9,200.00 | (913.83) |
| 7120 · Wages | | | | | |
| 7125 · Wages - Overtime Water Trans & | 2,292.00 | 6,818.00 | 2,083.35 | 5,000.00 | 4,734.65 |
| 7120 · Wages - Other | 3,663.77 | 18,663.34 | 12,500.00 | 30,000.00 | 6,163.34 |
| Total 7120 · Wages | 5,955.77 | 25,481.34 | 14,583.35 | 35,000.00 | 10,897.99 |
| Total Water Trans and Distribution | 10,765.53 | 66,643.58 | 30,842.20 | 74,021.25 | 35,801.38 |
| Water Treatment | | | | | |
| 7020 · Fuel | 668.23 | 1,368.61 | 1,175.50 | 2,821.25 | 193.11 |
| 7010 · Monitoring | 197.50 | 1,112.50 | 1,458.35 | 3,500.00 | (345.85) |
| 7030 · Repairs and Maintenance | 36.62 | 4,834.99 | 6,250.00 | 15,000.00 | (1,415.01) |
| 7040 · Supplies | 1,991.55 | 3,751.92 | 5,833.35 | 14,000.00 | (2,081.43) |
| 7050 · Utilities | 1,739.18 | 20,302.56 | 19,166.65 | 46,000.00 | 1,135.91 |
| 7060 · Wages | | | | | |

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2019

| | Nov 19 | Jul - Nov 19 | YTD Budget | Annual Budget | Δ YTD Actual vs. Budget |
|---|-------------|--------------|--------------|---------------|-------------------------------|
| 7065 · Wages - Overtime Water Treatment | 174.00 | 1,411.50 | 2,500.00 | 6,000.00 | (1,088.50) |
| 7060 · Wages - Other | 2,920.83 | 13,406.41 | 16,750.00 | 40,200.00 | (3,343.59) |
| Total 7060 · Wages | 3,094.83 | 14,817.91 | 19,250.00 | 46,200.00 | (4,432.09) |
| Total Water Treatment | 7,727.91 | 46,188.49 | 53,133.85 | 127,521.25 | (6,945.36) |
| Total Expense | 67,310.88 | 349,605.11 | 312,738.65 | 752,622.96 | 36,866.46 |
| Net Ordinary Income | 4,719.29 | 50,065.82 | 90,216.15 | 186,877.04 | (40,150.33) |
| Other Income/Expense | | | | | |
| Other Income | | | | | |
| Property Tax Revenue | | | | | |
| 8010 · Secured | 0.00 | 0.00 | 0.00 | 25,500.00 | 0.00 |
| 8020 · Unsecured | 0.00 | 1,028.56 | 0.00 | 1,900.00 | 1,028.56 |
| 8025 · Prior Years | 0.00 | 0.00 | 0.00 | 10.00 | 0.00 |
| 8030 · Supplemental - Current | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 |
| 8035 · Supplemental - Prior Years | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 |
| Total Property Tax Revenue | 0.00 | 1,028.56 | 0.00 | 27,710.00 | 1,028.56 |
| 8060 · Interest Income | 29.85 | 152.10 | 3,750.00 | 9,000.00 | (3,597.90) |
| 8070 · Other Non-Operating Revenue | 1.60 | 3,337.94 | | | 3,337.94 |
| 9030 · Homeowners' Tax Relief | 0.00 | 0.00 | 0.00 | 310.00 | 0.00 |
| Total Other Income | 31.45 | 4,518.60 | 3,750.00 | 37,020.00 | 768.60 |
| Other Expense | | | | | |
| 9010 · Other Expenses | 367.50 | 8,467.54 | | | 8,467.54 |
| 9040 · Depreciation | 41,063.42 | 205,317.10 | 210,416.65 | 505,000.00 | (5,099.55) |
| 9050 · Interest Expense | 248.25 | 3,980.66 | 4,778.40 | 11,468.04 | (797.74) |
| Total Other Expense | 41,679.17 | 217,765.30 | 215,195.05 | 516,468.04 | 2,570.25 |
| Net Other Income | (41,647.72) | (213,246.70) | (211,445.05) | (479,448.04) | (1,801.65) |
| Net Income | (36,928.43) | (163,180.88) | (121,228.90) | (292,571.00) | (41,951.98) |
| 9040 · Depreciation | 41,063.42 | 205,317.10 | 210,416.65 | 505,000.00 | (5,099.55) |
| Net Income excluding Depreciation | 4,134.99 | 42,136.22 | 89,187.75 | 212,429.00 | (47,051.53) |

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2019

| Date | Num | Memo | Amount |
|---|-------|------------|-----------|
| 101 Netlink | | | |
| 11/20/2019 | 10207 | | -198.00 |
| Total 101 Netlink | | | -198.00 |
| Amazon.com | | | |
| 11/26/2019 | DBT | | -73.24 |
| Total Amazon.com | | | -73.24 |
| Anderson, Lucas, Somerville & Borges | | | |
| 11/19/2019 | 10197 | | -4,500.00 |
| Total Anderson, Lucas, Somerville & Borges | | | -4,500.00 |
| Blue Star Gas | | | |
| 11/26/2019 | 10217 | | -26.07 |
| Total Blue Star Gas | | | -26.07 |
| Brenntag Pacific, Inc. | | | |
| 11/19/2019 | 10198 | | -3,099.16 |
| Total Brenntag Pacific, Inc. | | | -3,099.16 |
| Capital Bank & Trust | | | |
| 11/05/2019 | EFT | 025158148 | -385.62 |
| 11/05/2019 | EFT | 557880519 | -950.10 |
| 11/19/2019 | EFT | 025158148 | -318.75 |
| 11/19/2019 | EFT | 557880519 | -808.75 |
| Total Capital Bank & Trust | | | -2,463.22 |
| Cash | | | |
| 11/06/2019 | 10184 | | -200.00 |
| Total Cash | | | -200.00 |
| CUMMINS PACIFIC LLC. | | | |
| 11/19/2019 | 10199 | | -1,117.18 |
| Total CUMMINS PACIFIC LLC. | | | -1,117.18 |
| Dazey's Building Center | | | |
| 11/20/2019 | 10208 | | -1,138.28 |
| Total Dazey's Building Center | | | -1,138.28 |
| EDD | | | |
| 11/05/2019 | EFT | 499-0538-3 | -875.67 |
| 11/19/2019 | EFT | 499-0538-3 | -632.35 |
| Total EDD | | | -1,508.02 |
| Embassy Suites | | | |
| 11/18/2019 | DBT | | -811.32 |
| Total Embassy Suites | | | -811.32 |
| Emerald Technologies | | | |
| 11/20/2019 | 10209 | | -20.00 |
| Total Emerald Technologies | | | -20.00 |
| Fluentstream Tech | | | |
| 11/08/2019 | 10189 | | -113.39 |
| Total Fluentstream Tech | | | -113.39 |

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 November 2019

| Date | Num | Memo | Amount |
|--|-------|------------|-----------|
| Frontier Communications | | | |
| 11/05/2019 | 10169 | | -370.72 |
| 11/20/2019 | 10210 | | -70.49 |
| Total Frontier Communications | | | -441.21 |
| HACH COMPANY | | | |
| 11/08/2019 | 10190 | | -166.12 |
| Total HACH COMPANY | | | -166.12 |
| Harbor Freight Tools | | | |
| 11/14/2019 | DBT | | -883.93 |
| Total Harbor Freight Tools | | | -883.93 |
| HughesNet | | | |
| 11/13/2019 | DBT | | -104.29 |
| Total HughesNet | | | -104.29 |
| Humboldt County Dept. of Health & Human S | | | |
| 11/05/2019 | 10170 | | -877.18 |
| Total Humboldt County Dept. of Health & Human S | | | -877.18 |
| IRS | | | |
| 11/05/2019 | EFT | 68-0296323 | -3,933.62 |
| 11/19/2019 | EFT | 68-0296323 | -3,084.54 |
| Total IRS | | | -7,018.16 |
| Jennie Short | | | |
| 11/07/2019 | 10187 | | -2,732.78 |
| Total Jennie Short | | | -2,732.78 |
| KEENAN SUPPLY | | | |
| 11/05/2019 | 10171 | | -810.76 |
| Total KEENAN SUPPLY | | | -810.76 |
| Melissa Martini | | | |
| 11/07/2019 | 10186 | | -75.00 |
| Total Melissa Martini | | | -75.00 |
| NAPA | | | |
| 11/05/2019 | 10181 | | -75.80 |
| Total NAPA | | | -75.80 |
| Nieto Mary | | | |
| 11/06/2019 | 10185 | | -200.00 |
| 11/20/2019 | 10216 | | -366.56 |
| Total Nieto Mary | | | -566.56 |
| North Coast Laboratories Ltd. | | | |
| 11/07/2019 | 10188 | | -775.00 |
| 11/26/2019 | 10218 | | -605.00 |
| Total North Coast Laboratories Ltd. | | | -1,380.00 |
| PAPER MILL | | | |
| 11/08/2019 | 10191 | | -22.55 |
| Total PAPER MILL | | | -22.55 |

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2019

| Date | Num | Memo | Amount |
|---|-------|---|-----------|
| PG&E | | | |
| 11/19/2019 | 10200 | | -4,883.40 |
| Total PG&E | | | -4,883.40 |
| Pitney Bowes Purchase Power | | | |
| 11/20/2019 | 10211 | | -435.27 |
| Total Pitney Bowes Purchase Power | | | -435.27 |
| Postmaster | | | |
| 11/21/2019 | DBT | | -13.85 |
| Total Postmaster | | | -13.85 |
| Recology Humboldt County | | | |
| 11/01/2019 | 10157 | Ck voided in QB's but cleared bank account. | -28.96 |
| 11/08/2019 | 10192 | | -27.15 |
| Total Recology Humboldt County | | | -56.11 |
| Redway True Value | | | |
| 11/20/2019 | 10212 | | -82.11 |
| Total Redway True Value | | | -82.11 |
| Redwood Merchant Services | | | |
| 11/10/2019 | 10302 | | -111.71 |
| 11/30/2019 | | | -155.82 |
| Total Redwood Merchant Services | | | -267.53 |
| RENNER | | | |
| 11/10/2019 | DBT | | -2,672.86 |
| Total RENNER | | | -2,672.86 |
| Rural Community Assistance Program | | | |
| 11/01/2019 | DBT | | -4,717.81 |
| Total Rural Community Assistance Program | | | -4,717.81 |
| SDRMA | | | |
| 11/05/2019 | 10172 | | -332.52 |
| 11/05/2019 | 10182 | | -3,010.02 |
| 11/26/2019 | 10219 | | -332.52 |
| Total SDRMA | | | -3,675.06 |
| Sentry III Center | | | |
| 11/05/2019 | 10173 | | -835.00 |
| Total Sentry III Center | | | -835.00 |
| Staples Credit Plan | | | |
| 11/26/2019 | 10220 | | -205.26 |
| Total Staples Credit Plan | | | -205.26 |
| State Board of Equalization | | | |
| 11/20/2019 | 10213 | | -644.39 |
| Total State Board of Equalization | | | -644.39 |
| Streamline Inc | | | |
| 11/05/2019 | 10174 | | -100.00 |
| Total Streamline Inc | | | -100.00 |

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2019

| Date | Num | Memo | Amount |
|--|-------|------|------------|
| Suncoast Learning Systems | | | |
| 11/15/2019 | DBT | | -305.00 |
| 11/15/2019 | DBT | | -230.00 |
| Total Suncoast Learning Systems | | | -535.00 |
| SWRCB | | | |
| 11/19/2019 | 10201 | | -21,392.00 |
| Total SWRCB | | | -21,392.00 |
| The Mitchell Law Firm, LLP | | | |
| 11/08/2019 | 10193 | | -201.50 |
| Total The Mitchell Law Firm, LLP | | | -201.50 |
| Umpqua Bank | | | |
| 11/20/2019 | 10303 | | -143.98 |
| Total Umpqua Bank | | | -143.98 |
| US Cellular | | | |
| 11/05/2019 | 10175 | | -266.93 |
| Total US Cellular | | | -266.93 |
| USABLUBOOK | | | |
| 11/05/2019 | 10183 | | -2,120.99 |
| 11/08/2019 | 10194 | | -463.06 |
| 11/26/2019 | 10221 | | -377.20 |
| Total USABLUBOOK | | | -2,961.25 |
| Van Meter Construction | | | |
| 11/20/2019 | 10214 | | -1,457.00 |
| Total Van Meter Construction | | | -1,457.00 |
| Wells Fargo | | | |
| 11/20/2019 | 10215 | | -90.51 |
| Total Wells Fargo | | | -90.51 |
| Wyatt & Whitchurch, E.A. Inc. | | | |
| 11/08/2019 | 10195 | | -1,405.00 |
| Total Wyatt & Whitchurch, E.A. Inc. | | | -1,405.00 |
| WYCKOFF'S Inc | | | |
| 11/08/2019 | 10196 | | -124.28 |
| Total WYCKOFF'S Inc | | | -124.28 |
| Arreguin, Daniel J | | | |
| 11/05/2019 | 10176 | | -3,652.57 |
| 11/19/2019 | 10202 | | -2,849.69 |
| Total Arreguin, Daniel J | | | -6,502.26 |
| Emerson, Ralph K | | | |
| 11/05/2019 | 10177 | | -2,448.78 |
| 11/19/2019 | 10203 | | -2,448.78 |
| Total Emerson, Ralph K | | | -4,897.56 |
| Miller, Brian A | | | |
| 11/05/2019 | 10178 | | -2,479.55 |
| 11/19/2019 | 10204 | | -1,921.93 |
| Total Miller, Brian A | | | -4,401.48 |

9:30 AM

01/22/20

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2019

| <u>Date</u> | <u>Num</u> | <u>Memo</u> | <u>Amount</u> |
|----------------------|------------|-------------|-------------------|
| Nieto, Mary | | | |
| 11/05/2019 | 10179 | | -1,611.82 |
| 11/19/2019 | 10205 | | -1,382.21 |
| Total Nieto, Mary | | | -2,994.03 |
| Ruiz, Ricardo | | | |
| 11/05/2019 | 10180 | | -557.65 |
| 11/19/2019 | 10206 | | -467.72 |
| Total Ruiz, Ricardo | | | -1,025.37 |
| TOTAL | | | -97,409.02 |

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

Date of Meeting: December 17th, 2019

5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

5:02 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson-Present
Linda Brodersen
Doug Bryan**

Julie Lyon- Arrived at 5:06 p.m.

III. APPROVAL OF AGENDA

Motion: Rio Anderson Second: Doug Bryan Vote: 3-0

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Andrew Fowlkes received approval for a well drilling permit through Humboldt County Department of Environmental Health. Andrew is hoping the District will approve the well and allow the process to be completed. This matter will be on the January 2020 Agenda.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

**REPORTS AND PRESENTATIONS –
Operations Staff- 0**

Office Staff- 0

Board Members- Doug had a question on the 2019 Audit.

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date October 2019

A.2 Approve Date: November 19, 2019 Regular Meeting Minutes

A.3 Operations Safety Report

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

B. GENERAL BUSINESS – *Action items*

B.1 Board Organization and Duties
(action required)

Nomination of Chairperson

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

Doug nominated Linda Brodersen as Board Chairperson.

Nomination of Vice Chairperson

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

Rio nominates Doug Bryan as Board Vice Chairperson.

Nomination of Secretary

Motion: Doug Bryan Second: Rio Anderson Vote: 4-0

Doug nominates Ralph Emerson as Board Secretary.

Nomination of Treasurer

Motion: Rio Anderson Second: Linda Brodersen Vote: 4-0

Rio nominates Julie Lyon as Board Treasurer.

Authorized Signatures to Sign For The District

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

The authorized signatures are Ralph, Mary, Doug, Rio, Julie and Linda.

B.2 Approve 2020 Board Calendar
(action requested)

Motion: Doug Bryan Second: Rio Anderson Vote: 4-0

B.3 Board Member Vacancy Update
(discussion-possible action)

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

Dan Thomas is interested in the vacant board position. The board of supervisors has to approve and appoint Dave Thomas for the GSD board.

B.4 Marcus Schaible Request for Sewer Service
(discussion-possible action)

Motion: Rio Anderson Second: Doug Bryan Vote: 4-0

The board approves Marcus Schaible's request for a new sewer connection. The District will be involved in the detailed planning of this project.

B.5 Connick Creek Customer Request for Annexation
(discussion-possible action) information at meeting

The District is not responsible for the waterline behind the master meter in Connick Creek. The liability is too high for the District to Annex this waterline.

B.6 Update on Operations During Storms
(discussion—possible action) Update from Staff

The operators reported issues with the water treatment plant. The issues get worse during a storm. Note the water quality is exceptional with the filtration system we have. That part of the system was built correctly.

B.7 Rate Study Update
(information Only)

The rate study report will be available at the January 2020 board meeting. The plan is to be able to adopt these rates by the May 2019 billing.

B.8 SHCP Water Service Update Including Protests for change in Place of Use
(discussion possible action)

First motion is to approve Ralph and Jennie coordinating the responses.

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

Second Motion is to remove a line out of the annexation consent agreement and covenant as shown. Which is to delete including the applicable processing fees for the annexation of the park property.

Motion: Rio Anderson Second: Doug Bryan Vote: 4-0

The application was sent into the State Water Board to change the place of use to include portions of the Southern Humboldt Community Park property. There was a notice given by the Water Board that closed in December. Out of that notice 27 letter of support were received by the water board, along with 4 protest applications.

B.9 Grant and Funding Process for GSD Projects Update
(discussion only)

Combine tank projects for savings.

C. POLICY REVISION / ADOPTION

C.1 Water Ordinance-Payment of Bills: Late Payment Procedures, Sec 9.5(b)
(discussion-no action) 1st reading

Discussion on what to do with delinquent accounts with the District.

C.2 Water Ordinance— Service Connections, Section 4.9
(discussion—no action) 1st reading

Bring Back.

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. Late Payment Procedures
2. New Board Member Update
3. Rate Study Presentation
4. 2019-2020 Budget Update
5. SHCP Request for Potable Water Update

XII. ADJOURNMENT

6:35 p.m.



ATTENDANCE ROSTER

BY:

Safety Meeting

Date of Meeting: 1/22/20 Leader Name: Ralph Emerson

Instructions:

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

Name (print)

Name (signature)

Table with 2 columns: Name (print) and Name (signature). Contains handwritten entries for Ralph Emerson, Mary Nieto, Dan Arrequin, and Brian Miller.

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



Workplace
Violence

LOOKING OUT FOR EACH OTHER



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: January 28, 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 first step is for the Board to agree to the price conditional upon the review and approval of the preliminary title report yet to be provided by the title company. The title company will prepare escrow instructions that will need to be signed by the Chair of the Board and the grant deed. The District must provide a Certificate of Acceptance for the property prior to recordation of the grant deed. Resolution 20-001 will go with the Certificate of Acceptance.

STAFF RECOMMENDATION FOR BOARD ACTIONS

Staff recommends that the Board:

1. Adopt Resolution 20-001
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

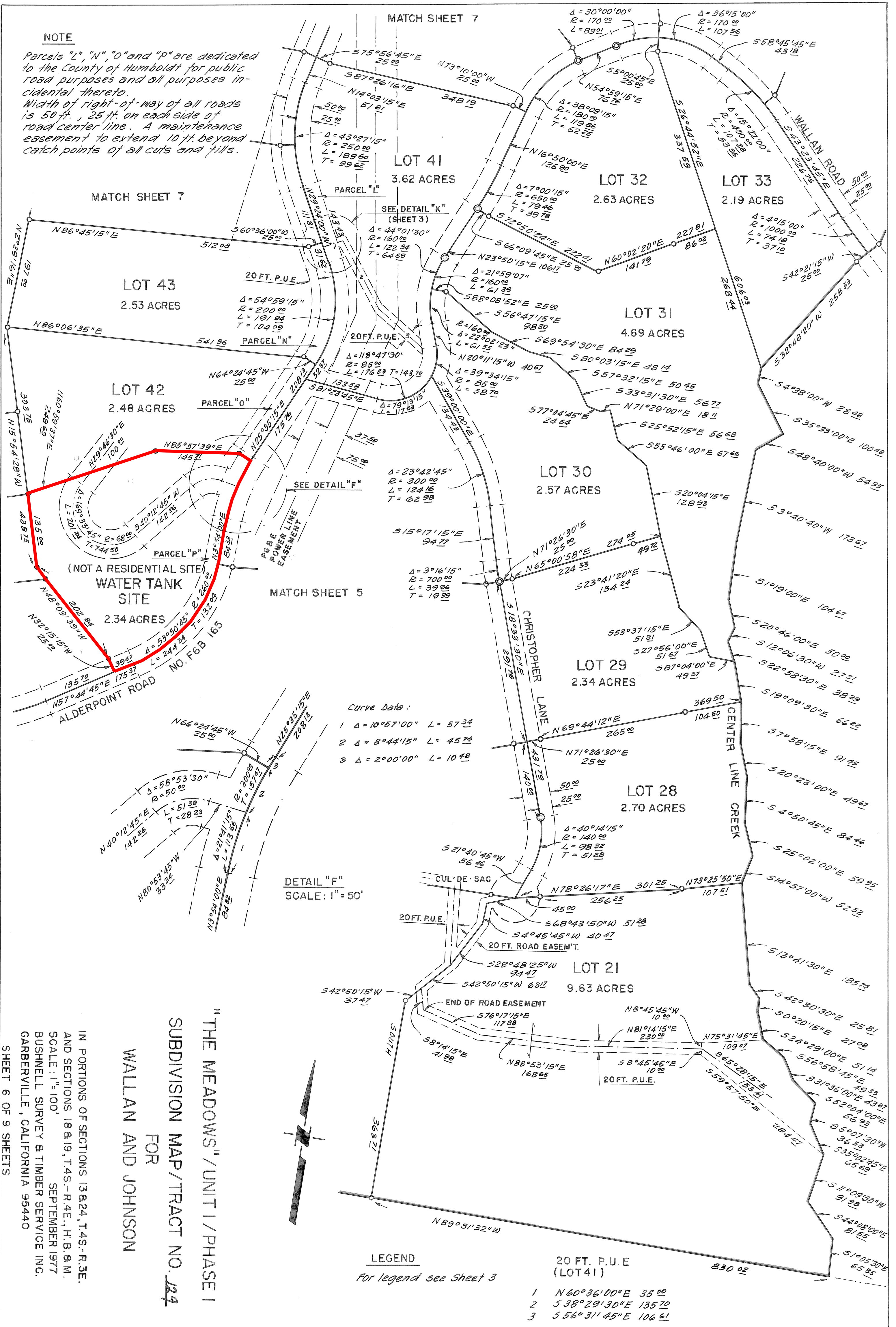
3. Direct Staff to coordinate the steps necessary to close the escrow on behalf of the Board.

ATTACHMENTS

1. Sheet 6 of 9 recorded in Book 16 of Maps, Page 121 with tank site marked
2. Resolution 20-001
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 Δ = 10°57'00" L = 57.34
 2 Δ = 8°44'15" L = 45.74
 3 Δ = 2°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°36'00"E 35.00
 2 S 38°29'30"E 135.70
 3 S 56°31'45"E 106.61

"THE MEADOWS" / UNIT 1 / 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

BOOK 16 OF MAPS, PAGE 121



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 20-001

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 KENNETH WALLAN AND THE GARBERVILLE SANITARY DISTRICT, FOR THE ACQUISITION OF REAL PROPERTY LOCATED IN GARBERVILLE, CA (APN 223-181-020).

- A. WHEREAS, Kenneth Wallan owns certain real property generally known as the Robertson Water Tank Site, in Garberville, California (APN 223-181-020) (“Property”);
- B. WHEREAS, Kenneth Wallan 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, Kenneth Wallan 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 KENNETH WALLAN 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 **January 28, 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 Kenneth Wallan (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 20-001 by the Board of Directors adopted on January 28, 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:

Ralph Emerson
Clerk of Board of Directors



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

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 Schable

707 601 8291

marcusschable@gmail.com



GARBERVILLE SANITARY DISTRICT

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BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: January 28, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: 2020 Water and Sewer Rate Study

The Rate Committee's proposed rates were brought before the Board of Directors in January of 2019 and the Board reviewed the conceptual proposed changes to the methodology for calculating water and sewer rates in May 2019. Since then the 2020 Water and Sewer Rate Study report has been produced. The report is available in the GSD office or it can be downloaded from the [GSD Website](#). The report contains two sections; one for water and one for sewer. Each section details:

- Existing Rates,
- Summary of Existing Customers,
- Financial Needs for Capital Improvement Projects,
- Existing Financial Condition,
- Proposed Changes to Rate Structure,
- Proposed Rates,
- Financial Impact of Proposed Rates & Cash Flow Projections
- Rate Survey

There are examples of how existing and proposed rates are calculated for a variety of customer types.

There are also four appendices:

- Last 10-years of Audited Revenue and Expenditures
- Multi-Family Mixed Use Customer Information
- Commercial Customer Information
- EDU and CSM Table

A detailed presentation of the contents of the report will be made during the board meeting.

RECOMMENDATIONS

1. Review and approve the 2020 Water and Sewer Rate Study (including the proposed rate changes)
2. Direct staff to coordinate completion of the Prop 218 noticing for the proposed rate changes

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due – Courtesy Call
 - (2) 35 days past due – Shut off notice – Hand delivered to service address.
Owner or Property Manager Notified
 - (3) 7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.
 - (4) **60 days One Year** past due – Lien on building/property – **File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.**
 - (5) **120 days Two Years** past due – Turn over to collection agency.
 - (6) **2 years of non-payment, meter will be removed and owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.**
- c. Adjustments to bills – Payment Plans:
The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

Adopted 10/23/2018

Sec 9.6 Billing of Separate Meters. Separate bills will be rendered for each meter installation.

Sec 9.7 Customer's Guarantee. The water charge begins when a service connection is installed and the meter is set. The property owner must sign the customer service agreement form prior to being connected. This agreement guarantees that the owner is responsible for their property and for all unpaid service charges.

- a. Customers are required to place a deposit of \$100, refundable or applied to account after 2 years of good payment history.
- b. Owner will be responsible for any unpaid charges. Account must be current before

customer's account can be established.

- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

Adopted 4/24/2018

RESOLUTION 20-002
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 9.5 PAYMENT OF BILLS

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 9.5 Payment of Bills

B. WHEREAS, Resolution 20-002 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what the billing procedures are.

C. WHEREAS, This Resolution will explain each step of the billing procedures while providing time lines and specific days for each step of the process.

D. WHEREAS, The adaption of Resolution 20-002 will take effect immediately and will describe the billing requirements and procedures.

E. WHEREAS, The new Water Ordinance, Sec. 9.5, 1-6 Payment of Bills, will replace the existing ordinance and will address the time line for actions which will be followed by staff to collect service charges.

WATER ORDINANCE, SECTION 9.5 PAYMENT OF BILLS

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

a. Customer Bills:

Bills will be mailed by the first of each month.

b. Late Payments Procedure:

(1) Bills past due - Courtesy Call

(2) 35 days past due - Shut off notice - Hand delivered to service

address. Owner or Property Manager Notified.

(3) 7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.

(4) One Year past due – Lien on building/property – File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.

(5) Two Years past due – Turn over to collection agency.

(6) 2 years of non-payment, meter will be removed and owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.

c. Adjustments to bills – Payment Plans:

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.

e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.

f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.

g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF

**THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER
ORDINANCE, SEC. 9.5, PAYMENT OF BILLS**

**RESOLUTION 20-002 WAS PASSED, APPROVED AND ADOPTED THIS 28th DAY OF
JANUARY 2020 BY THE FOLLOWING ROLL CALL VOTE:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager

Sec 4.9 Service Connection. It shall violates District Ordinance be unlawful to install a well without GSD approval, or to use a water connection that does not conform maintain a connection excepting in conformity with the following rules:

- a. Multiple service connections for single parcel are allowed under these conditions, if approved by General Manager or designee:
 1. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.
 2. A master meter is installed at the property line.
 3. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
 4. Supply line from master meter to each of the units shall be installed and maintained by owner.
 5. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
 6. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
 8. **Wells or alternative water sources are prohibited unless approved by the GSD Board.**
 9. **Violation of this Ordinance may result in legal action and fines of \$100/day for every day unauthorized water is used.**
- b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
- c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

Adopted 03/28/2017

RESOLUTION 20-003
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 4.9 SERVICE CONNECTION

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 4.9, Service Connection

B. WHEREAS, Resolution 20-003 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what water service connections are allowed within GSD boundaries.

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you install or utilize any water source including wells without authorization of the GSD General Manager and Governing Board.

D WHEREAS, The adaption of Resolution 20-003 will take effect immediately and will describe the service connection ordinance.

E. WHEREAS, The new Water Ordinance, Sec. 4.9, 1-9 Service Connection, will replace the existing ordinance and will address customer water usage requirements along with actions taken when a violation occurs within GSD boundaries.

WATER ORDINANCE, SECTION 4.9, 1-9

Sec 4.9 Service Connection. It violates District Ordinance to install a well without GSD approval, or to use a water connection that does not conform with the following rules:

- a. Multiple service connections for single parcel are allowed under these conditions, if approved by General Manager or designee:
 1. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings

under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.

2. A master meter is installed at the property line.
 3. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
 4. Supply line from master meter to each of the units shall be installed and maintained by owner.
 5. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
 6. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
 8. Wells or alternative water sources are prohibited unless approved by the GSD Board.
 9. Violation of this Ordinance may result in legal action and fines of \$100/day for every day unauthorized water is used.
- b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
 - c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 4.9 SERVICE CONNECTION

RESOLUTION 20-002 WAS PASSED, APPROVED AND ADOPTED THIS 28th DAY OF JANUARY 2020 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager