

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

**There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the
GSD District Office
919 Redwood DR. Garberville, CA**

**Date of Meeting: Tuesday, July 25th, 2023
5:00 p.m. – Open Public Session**

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

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

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

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

IV. NO CLOSED SESSION

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

Remote Public Comments:

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

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

VII. 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- River Levels—Operational Demands

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

- A.1 Approve Financials Date- May 2023 - pg. 5-17
- A.2 Approve June 27th, 2023 Regular Meeting Minutes - pg. 18-20
- A.3 Operations Safety Report- pg. 21-23

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

B. GENERAL BUSINESS – Action items

Notice to the Public

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

- B.1 Update on Tank Replacement Project- Jennie
(discussion—possible action) **Handout at Meeting**
Motion: **Second:** **Vote:**
- B.2 Update on SHCP Water Service pg. 24-28
(discussion-possible action) Jennie
Motion: **Second:** **Vote:**
- B.3 New Inn Conditional Will-Serve Letter pg. 29-42
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Removing Vagrants from Property pg. 43-50
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 Signing Authorization for Reserve Accounts pg. 51
(discussion-possible action) Resolution #23-008
Motion: **Second:** **Vote:**
- B.6 Customer 3 year Water Use Comparison pg. 52
(discussion-possible action)
Motion: **Second:** **Vote:**

B.7 Update on Insurance Costs—SDRMA
(information only)

pg. 53

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy Changes Sec 3.0—4.0
(discussion-possible action)

pg. 54-55

Motion:

Second:

Vote:

C.2 Use Agreement for Equipment, Supplies, Parts and Chemicals
(discussion only) Ordinance 15.10 1st reading

pg. 56-57

IX. CLOSED SESSION

No Closed Session Items

X. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project Update
2. Update on SHCP
3. Use agreement for supplies—Ordinance 15.10
4. Personnel Policy
- 5.

XI. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, July 22nd. 2023. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: July 25th, 2023

Board Member required trainings can be done on-line which is the easiest way to receive the required training and can be done by accessing: California Special Districts Association, web site.

Once on website, type in Board Member required training and you will be able to choose what on-line course you are taking. You can sign up under your own log-in name or by using mine. Please call Mary or me for passwords, if using my account. There is no cost for these trainings.

Laura has sent you links to access Board Member trainings and they are also located on our web site under transparency.

On July 11th I received a call from Dan, that our transfer switch at the water treatment plant caught on fire and this is what transfers electricity between PG&E and our generator. We contacted Wahlund Construction about this being an emergency, so they sent their electrician to make necessary repairs on July 12th. Dan & Brian presented a plan to fill the water tanks up manually while using generator power on July 11th and then turning plant off for night. This plan worked as they pumped water for apx 5 hours into night and then the electrician made some creative changes to transfer switch so we can operate it manually but it does not work in auto mode. We are working with electrician to get needed parts or to buy a new transfer switch so plant will transfer electricity automatically in case of power outage.

Thank You to Dan, Brian and Ryan Wahlund for prompt assistance and keeping the water tanks full.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: July 25, 2023
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: May 2023 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for May 2023.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☺
Total Revenue (excl. connection fees)	1,183,185.00	1,154,419.47	1,171,534.63	-17,115.16	☹
Total Expense (excl. Depreciation)	904,855.00	834,973.99	882,495.18	-47,521.19	☺
Net Income (excl. Depreciation)	278,330.00	319,445.48	289,039.45	30,406.03	☺
Payroll	456,015.00	443,017.76	427,655.36	15,362.40	☹
Repair & Maintenance + Supplies	101,200.00	53,405.21	98,158.37	-44,753.16	☺

As can be seen on the “Statement of Cash Flows Report for Board - July 2022 - May 2023” and the “Balance Sheet Report for Board as of May 31, 2023”:

- Operational revenues are **\$30,005.20 UNDER** budget.
- Operational expenses are **\$52,230.28 UNDER** budget, which is enough to offset the lower operational revenues.
- Net cash **INCREASE** for May is **\$53,208.93** and the year to date is a net cash **DECREASE** of **\$92,597.80**.
- Overtime payroll costs are **\$6,530.36 OVER** budget and all payroll costs are OVER budget by **\$15,362.40**.

- The repair and maintenance plus supplies expenses are **\$44,753.16** UNDER the YTD budgeted amount.
- Total payments on loans so far this year total **\$89,032.27** of a budgeted year-end total of \$115,467.61.
- Total payments on grant reimbursements in the amount of **\$55,266.74** was made by the State Water Resources Control Board for the grant funding on the Robertson/Wallan/Hurlbutt Tanks Replacement Project of a budgeted year-end total of \$325,000. Two reimbursement requests have been made: one to DFA in the amount of \$71,396.46 and the other to DWR in the amount of \$184,177.00, which has been approved for payment (minus 10% retention results in upcoming payment of \$165,759.30).
- Expenditures for fixed asset acquisition through May 31, 2023 total **\$328,348.32** of a budgeted year-end total of \$478,000.00. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	350,000	316,520.40
Meadows Aerial Waterline SRF Grant/Loan	8,000	
Bear Canyon Sewer Aerial Preliminary Design	5,000	
WWTP Flow Meters/Reprogram	7,500	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Pumps - Rebuild FW @ SWTP	7,500	
LMI Pumps-Water		5,793.31
LMI Pump - Sewer		1,565.61
Unspecified	10,000	4,469.00
Total:	478,000	328,348.32

RECOMMENDED BOARD ACTIONS

Review, approve and file the reports.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2022.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in Current Month

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July 2022 through May 2023

	Current Month	Year To Date
OPERATING ACTIVITIES		
Net Income	17,756.00	(49,255.27)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	421.78	6,385.24
1100 · Accounts Receivable	1,494.75	(26,344.34)
1110 · Accts Receivable Over Payments	(272.85)	1,587.20
1500 · Prepaid Insurance	4,775.79	(9,888.93)
1510 · Prepaid Licenses and Permits	2,543.17	(443.13)
1121 · Payroll Tax Overpayment		304.15
2000 · Accounts Payable	(10,833.27)	(32,657.65)
20000 · Account Payable		(2,100.00)
2225 · Accrued Workers Comp	963.40	3,493.90
2300 · Service Deposits	100.00	(400.00)
Net cash provided by Operating Activities	16,948.77	(109,318.83)
INVESTING ACTIVITIES		
1315 · Water Grant Receivable		55,266.74
Equipment		(4,469.00)
Accumulated Depreciation-Water	22,315.92	245,475.12
Accumulated Depreciation-Sewer	11,202.33	123,225.63
CIP-Robertson-Wallan-Hurlbutt T	(3,549.15)	(316,520.40)
WATER:Pumps		(5,793.31)
SEWER:Pumps		(1,565.61)
Net cash provided by Investing Activities	29,969.10	95,619.17
FINANCING ACTIVITIES		
1400 · Interest Receivable	10,134.13	10,134.13
2500 · N/P - SWRCB		(25,076.93)
2700 · SRF Loan - Water		(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,074.48)	(21,908.32)
2665 · RCAC Loan - #0998 Backhoe	(1,768.59)	(19,055.84)
Net cash provided by Financing Activities	6,291.06	(78,898.14)
Net cash increase for period	53,208.93	(92,597.80)
Cash at beginning of period	727,010.90	872,817.63
Cash at end of period	780,219.83	780,219.83

GARBERVILLE SANITARY DISTRICT

Balance Sheet Comparison

As of May 31, 2023

	Jun 30, 22	May 31, 23	Difference
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	115,915.99	(49,175.67)
1006 · Umpqua System Reserve - Water	25,811.93	25,814.30	2.37
1007 · Umpqua System Reserve - Sewer	31,270.19	31,273.06	2.87
1011 · Water Enterprise Fund	46,832.34	46,836.64	4.30
1030 · County Treasury - Sewer Reserve	434,307.06	471,892.23	37,585.17
1031 · County Treasury - Water Reserve	141,265.36	44,146.57	(97,118.79)
1035 · Water Capital Improvement Fund	17,999.37	26,001.19	8,001.82
1036 · Sewer Capital Improvement Fund	9,998.37	17,999.59	8,001.22
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	300.75	100.00
Total Checking/Savings	872,816.54	780,219.83	(92,596.71)
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
11000 · Accounts Receivable - Other	4,668.04	(1,717.20)	(6,385.24)
Total Accounts Receivable	4,668.04	(1,717.20)	(6,385.24)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(4,101.97)	(1,587.20)
1100 · Accounts Receivable - Other	105,064.11	131,408.45	26,344.34
Total 1100 · Accounts Receivable	102,549.34	127,306.48	24,757.14
1121 · Payroll Tax Overpayment	304.15		(304.15)
1315 · Water Grant Receivable	55,266.74		(55,266.74)
1400 · Interest Receivable	18,900.00	8,765.87	(10,134.13)
1500 · Prepaid Insurance	3,893.74	9,006.78	5,113.04
1510 · Prepaid Licenses and Permits	0.00	443.13	443.13
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	175,913.97	140,522.26	(35,391.71)
Total Current Assets	1,053,398.55	919,024.89	(134,373.66)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	988.75	988.75	0.00
CIP - Meadows Aerial Waterline	9,133.44	9,133.44	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	458,843.63	316,520.40
WATER			0.00
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	15,842.30	5,793.31
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,134,549.70	8,140,343.01	5,793.31
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet Comparison
As of May 31, 2023

	Jun 30, 22	May 31, 23	Difference
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	34,214.01	1,565.61
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,857,758.70	5,859,324.31	1,565.61
Office Equipment	38,244.29	38,244.29	0.00
Equipment	311,403.29	315,872.29	4,469.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(2,760,532.30)	(3,006,007.42)	(245,475.12)
Accumulated Depreciation-Sewer	(2,504,788.10)	(2,628,013.73)	(123,225.63)
Total Fixed Assets	9,656,929.04	9,616,576.61	(40,352.43)
TOTAL ASSETS	10,710,327.59	10,535,601.50	(174,726.09)
LIABILITIES & EQUITY			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,597.50	25,939.85	(32,657.65)
Total Accounts Payable	58,597.50	25,939.85	(32,657.65)
Other Current Liabilities			
20001 · Accounts Payable - SWRCB	763.50	763.50	0.00
2300 · Service Deposits	6,400.00	6,000.00	(400.00)
20000 · Account Payable	2,100.00		(2,100.00)
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2220 · Accrued State PR Taxes	0.00		0.00
2225 · Accrued Workers Comp	0.00	3,493.90	3,493.90
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	93,065.47	93,065.47	0.00
Total Other Current Liabilities	143,180.26	144,174.16	993.90
Total Current Liabilities	201,777.76	170,114.01	(31,663.75)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	74,279.81	52,371.49	(21,908.32)
2665 · RCAC Loan - #0998 Backhoe	24,406.07	5,350.23	(19,055.84)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,057,594.48	(22,991.18)
2900 · Less Current Portion	(93,065.47)	(93,065.47)	0.00
Total Long Term Liabilities	1,136,861.42	1,047,829.15	(89,032.27)
Total Liabilities	1,338,639.18	1,217,943.16	(120,696.02)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,360,781.06	3,237,421.86	(123,359.20)
Net Income	(118,584.40)	(49,255.27)	69,329.13
Total Equity	9,371,688.41	9,317,658.34	(54,030.07)
TOTAL LIABILITIES & EQUITY	10,710,327.59	10,535,601.50	(174,726.09)

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	26,662.05	312,640.45	326,520.00	360,000.00	(13,879.55)
4110 · Commercial	26,278.50	305,051.75	312,915.00	345,000.00	(7,863.25)
4150 · Bulk Water Sales	73.00	73.00			73.00
Total Water Charges	53,013.55	617,765.20	639,435.00	705,000.00	(21,669.80)
4200 · Sewer Charges	40,060.00	460,215.30	471,640.00	520,000.00	(11,424.70)
4300 · Connection Fees	0.00	16,000.00	16,000.00	24,000.00	0.00
4650 · Late Charges	1,395.00	13,590.00	11,000.00	12,000.00	2,590.00
4700 · Other Operating Revenue	(400.00)	3,249.30	2,750.00	3,000.00	499.30
Total Income	94,068.55	1,110,819.80	1,140,825.00	1,264,000.00	(30,005.20)
Expense					
Administrative and General					
5025 · Discount Program	600.00	3,960.00	3,300.00	3,600.00	660.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	15.00	15,573.95	3,291.63	5,000.00	12,282.32
5010 · Bank Charges					
5012 · Merchant Account Fees	387.84	5,360.16	3,666.74	4,000.00	1,693.42
5010 · Bank Charges - Other	181.12	1,957.74	1,833.26	2,000.00	124.48
Total 5010 · Bank Charges	568.96	7,317.90	5,500.00	6,000.00	1,817.90
5020 · Directors Fees	0.00	1,450.00	1,666.63	2,000.00	(216.63)
5030 · Dues and Memberships	0.00	5,614.87	4,959.24	5,410.00	655.63
5035 · Education and Training	0.00	1,416.44	2,750.00	3,000.00	(1,333.56)
5036 · Education and Training - B.O.D.	0.00	0.00	275.00	300.00	(275.00)
Insurance					
5040 · Liability	4,775.79	47,758.60	50,248.88	54,817.00	(2,490.28)
5050 · Workers' Comp	963.40	10,537.48	6,456.56	7,043.58	4,080.92
5055 · Health					
5055.1 · Employee Portion	(746.24)	(8,208.64)	(8,479.24)	(9,250.00)	270.60
5055 · Health - Other	4,230.52	44,515.04	44,595.76	48,650.00	(80.72)
Total 5055 · Health	3,484.28	36,306.40	36,116.52	39,400.00	189.88
Total Insurance	9,223.47	94,602.48	92,821.96	101,260.58	1,780.52
5060 · Licenses, Permits, and Fees	2,543.17	29,317.35	28,907.01	31,535.00	410.34
5065 · Auto	34.67	3,510.68	2,000.00	2,500.00	1,510.68
5070 · Miscellaneous	0.00	5.30	100.00	100.00	(94.70)
5080 · Office Expense	1,990.46	10,310.45	7,333.26	8,000.00	2,977.19
5085 · Outside Services	719.67	8,022.78	8,268.26	9,020.00	(245.48)
5090 · Payroll Taxes	2,451.23	28,743.74	31,075.00	33,900.00	(2,331.26)
5100 · Postage	504.08	2,740.64	3,208.26	3,500.00	(467.62)
5110 · Professional Fees	7,704.15	61,890.10	78,833.26	86,000.00	(16,943.16)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	62.48	2,000.00	2,000.00	(1,937.52)
5130 · Rents	835.00	8,350.00	9,185.00	10,020.00	(835.00)
5135 · Retirement	764.45	8,815.99	8,515.76	9,290.00	300.23
5137 · Supplies	52.54	2,118.35	1,375.00	1,500.00	743.35
5140 · Telephone	1,049.21	9,419.81	10,321.74	11,260.00	(901.93)
5145 · Tools	95.22	1,910.28	1,833.26	2,000.00	77.02

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5150 · Travel and Meetings	0.00	933.17	1,375.00	1,500.00	(441.83)
5155 · Utilities	255.83	3,022.11	4,010.38	4,375.00	(988.27)
5160 · Wages					0.00
5165 · Wages - Overtime	544.50	4,026.00	3,735.38	4,075.00	290.62
5160 · Wages - Other	13,805.57	157,998.85	167,790.26	183,044.00	(9,791.41)
Total 5160 · Wages	14,350.07	162,024.85	171,525.64	187,119.00	(9,500.79)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	43,757.18	471,133.72	484,681.29	536,539.58	(13,547.57)
Sewage Collection					
6010 · Fuel	341.79	4,225.77	4,583.37	5,000.00	(357.60)
6030 · Repairs and Maintenance	408.00	5,551.56	11,916.63	13,000.00	(6,365.07)
6040 · Supplies	42.33	252.15	1,833.37	2,000.00	(1,581.22)
6050 · Utilities	268.34	2,986.52	4,583.37	5,000.00	(1,596.85)
6060 · Wages					
6065 · Wages - Overtime Sewer Collect	2,775.00	24,094.50	10,541.63	11,500.00	13,552.87
6060 · Wages - Other	4,445.93	46,078.40	30,248.13	32,998.00	15,830.27
Total 6060 · Wages	7,220.93	70,172.90	40,789.76	44,498.00	29,383.14
Total Sewage Collection	8,281.39	83,188.90	63,706.50	69,498.00	19,482.40
Sewage Treatment					
6075 · Fuel	341.79	4,380.92	4,583.37	5,000.00	(202.45)
6080 · Monitoring	597.50	6,535.50	6,416.63	7,000.00	118.87
6100 · Repairs and Maintenance	288.30	1,725.52	13,750.00	15,000.00	(12,024.48)
6110 · Supplies	42.33	12,062.86	7,150.00	7,800.00	4,912.86
6120 · Utilities	1,339.42	14,614.42	12,604.13	13,750.00	2,010.29
6130 · Wages					
6135 · Wages - Overtime Sewer Treatr	0.00	2,393.50	3,208.37	3,500.00	(814.87)
6130 · Wages - Other	3,149.45	39,155.51	32,956.00	35,952.00	6,199.51
Total 6130 · Wages	3,149.45	41,549.01	36,164.37	39,452.00	5,384.64
Total Sewage Treatment	5,758.79	80,868.23	80,668.50	88,002.00	199.73
Water Trans and Distribution					
7075 · Fuel	341.79	4,164.76	4,583.37	5,000.00	(418.61)
7090 · Repairs and Maintenance	1,111.38	14,393.42	27,500.00	30,000.00	(13,106.58)
7100 · Supplies	42.33	716.15	4,583.37	5,000.00	(3,867.22)
7110 · Utilities	771.12	9,240.20	11,458.37	12,500.00	(2,218.17)
7120 · Wages					
7125 · Wages - Overtime Water Trans	384.00	4,215.50	7,791.63	8,500.00	(3,576.13)
7120 · Wages - Other	2,892.86	35,835.00	39,934.62	43,565.00	(4,099.62)
Total 7120 · Wages	3,276.86	40,050.50	47,726.25	52,065.00	(7,675.75)
Total Water Trans and Distribution	5,543.48	68,565.03	95,851.36	104,565.00	(27,286.33)
Water Treatment					
7020 · Fuel	341.82	4,164.95	4,583.37	5,000.00	(418.42)
7010 · Monitoring	202.50	3,222.50	7,333.37	8,000.00	(4,110.87)
7030 · Repairs and Maintenance	916.66	4,269.57	13,750.00	15,000.00	(9,480.43)
7040 · Supplies	110.51	12,253.15	14,300.00	15,600.00	(2,046.85)
7050 · Utilities	4,154.61	49,602.92	60,156.25	65,625.00	(10,553.33)

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages					
7065 · Wages - Overtime Water Treatm	0.00	6,244.50	9,166.63	10,000.00	(2,922.13)
7060 · Wages - Other	3,350.45	38,572.39	40,118.87	43,766.00	(1,546.48)
Total 7060 · Wages	3,350.45	44,816.89	49,285.50	53,766.00	(4,468.61)
Total Water Treatment	9,076.55	118,329.98	149,408.49	162,991.00	(31,078.51)
Total Expense	72,417.39	822,085.86	874,316.14	961,595.58	(52,230.28)
Net Ordinary Income	21,651.16	288,733.94	266,508.86	302,404.42	22,225.08
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	29,365.29	29,365.29	12,750.00	25,500.00	16,615.29
8020 · Unsecured	213.51	1,162.18	950.00	1,900.00	212.18
8025 · Prior Years	9.54	9.54	5.00	10.00	4.54
8030 · Supplemental - Current	192.83	260.31	125.00	250.00	135.31
8035 · Supplemental - Prior Years	61.42	61.42	25.00	50.00	36.42
Total Property Tax Revenue	29,842.59	30,858.74	13,855.00	27,710.00	17,003.74
8053 · Water Capital Grant Income	0.00	8,741.26	8,741.26	325,000.00	0.00
8060 · Interest Income	0.88	11.49	3,375.00	4,500.00	(3,363.51)
8070 · Other Non-Operating Revenue	0.00	3,739.67	4,583.37	5,000.00	(843.70)
9030 · Homeowners' Tax Relief	248.51	248.51	155.00	310.00	93.51
Total Other Income	30,091.98	43,599.67	30,709.63	362,520.00	12,890.04
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	861.00			861.00
9010 · Other Expenses	225.00	7,021.75	3,666.74	4,000.00	3,355.01
9040 · Depreciation	33,518.25	368,700.75	380,416.63	415,000.00	(11,715.88)
9050 · Interest Expense	243.89	5,005.38	4,512.30	4,830.51	493.08
Total Other Expense	33,987.14	381,588.88	388,595.67	423,830.51	(7,006.79)
Net Other Income	(3,895.16)	(337,989.21)	(357,886.04)	(61,310.51)	19,896.83
Net Income	17,756.00	(49,255.27)	(91,377.18)	241,093.91	42,121.91

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 May 2023

Date	Num	Memo	Amount
101 Netlink			
05/15/2023	12066		-250.00
Total 101 Netlink			-250.00
Amazon.com			
05/08/2023	DBT		-105.31
05/08/2023	DBT		-12.99
Total Amazon.com			-118.30
Bank Of The West			
05/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
05/25/2023	12083		-52.61
Total Blue Star Gas			-52.61
Capital Bank & Trust			
05/04/2023	EFT	557880519	-901.54
05/04/2023	EFT	025158148	-380.49
05/16/2023	EFT	557880519	-905.01
05/16/2023	EFT	025158148	-383.96
Total Capital Bank & Trust			-2,571.00
Clear Rate Communications			
05/18/2023	12081		-364.18
Total Clear Rate Communications			-364.18
Dazey's Building Center			
05/18/2023	12082		-1,008.82
Total Dazey's Building Center			-1,008.82
EDD			
05/04/2023	EFT	499-0538-3	-28.53
05/04/2023	EFT	499-0538-3	-792.48
05/16/2023	EFT	499-0538-3	-24.60
05/16/2023	EFT	499-0538-3	-813.74
Total EDD			-1,659.35
Fluentstream Tech			
05/09/2023	12061		-112.86
Total Fluentstream Tech			-112.86

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 May 2023

Date	Num	Memo	Amount
Frontier Communications			
05/01/2023	12049		-107.63
05/31/2023	12086		-107.63
Total Frontier Communications			-215.26
IRS			
05/04/2023	EFT	68-0296323	-3,834.80
05/16/2023	EFT	68-0296323	-3,884.40
Total IRS			-7,719.20
Jamie Corsetti, CPA, Inc			
05/09/2023	12062		-500.00
Total Jamie Corsetti, CPA, Inc			-500.00
Jennie Short			
05/09/2023	12029		-8,107.50
Total Jennie Short			-8,107.50
Lori Ruiz			
05/18/2023	12078		-200.00
Total Lori Ruiz			-200.00
MILT'S SAW SHOP			
05/18/2023	12079		-21.43
Total MILT'S SAW SHOP			-21.43
NAPA			
05/09/2023	12063		-47.17
Total NAPA			-47.17
North Coast Laboratories Ltd.			
05/15/2023	12065		-265.00
05/30/2023	12085		-725.00
Total North Coast Laboratories Ltd.			-990.00
PACE Supply			
05/15/2023	12067		-562.98
Total PACE Supply			-562.98
PG&E			
05/16/2023	12031		-7,325.26

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 May 2023

Date	Num	Memo	Amount
Total PG&E			-7,325.26
QuickBooks			
05/12/2023	DBT		-1,830.00
Total QuickBooks			-1,830.00
Ralph Emerson			
05/16/2023	12077		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
05/02/2023	12052		-36.20
Total Recology Humboldt County			-36.20
Redwood Merchant Services			
05/01/2023	12151		-123.71
05/31/2023			-243.14
Total Redwood Merchant Services			-366.85
RENNER			
05/10/2023	DBT		-1,367.19
Total RENNER			-1,367.19
Rogers Machinery			
05/25/2023	12084		-1,045.67
Total Rogers Machinery			-1,045.67
Rural Community Assistance Prog - Backhoe			
05/01/2023	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
05/09/2023	12030		-4,230.52
Total SDRMA			-4,230.52
Sentry III Center			
05/01/2023	12050		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
05/23/2023	12075		-11,585.33
Total SHN Consulting Engineers & Geologists			-11,585.33

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 May 2023

Date	Num	Memo	Amount
Starlink			
05/05/2023	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
05/02/2023	12053		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
05/15/2023	12068		-22.50
Total The Mitchell Law Firm, LLP			-22.50
The Paper Mill			
05/23/2023	DBT		-42.16
Total The Paper Mill			-42.16
Umpqua Bank			
05/14/2023	12152		-188.06
Total Umpqua Bank			-188.06
US Cellular			
05/02/2023	12054		-207.27
05/31/2023	12087		-207.27
Total US Cellular			-414.54
Wahlund Construction, Inc.			
05/01/2023	12051		-529.00
Total Wahlund Construction, Inc.			-529.00
Wyatt & Whitchurch, E.A. Inc.			
05/09/2023	12064		-610.00
Total Wyatt & Whitchurch, E.A. Inc.			-610.00
WYCKOFF'S Inc			
05/18/2023	12080		-260.86
Total WYCKOFF'S Inc			-260.86
Arreguin, Daniel J			
05/04/2023	12055		-3,277.92
05/16/2023	12069		-3,358.68
Total Arreguin, Daniel J			-6,636.60

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
May 2023

Date	Num	Memo	Amount
Emerson, Ralph K			
05/04/2023	12056		-2,950.97
05/16/2023	12070		-2,950.98
Total Emerson, Ralph K			-5,901.95
Miller, Brian A			
05/04/2023	12057		-2,288.92
05/16/2023	12071		-2,288.92
Total Miller, Brian A			-4,577.84
Nieto, Mary			
05/04/2023	12058		-1,451.59
05/16/2023	12072		-1,609.74
Total Nieto, Mary			-3,061.33
Ruiz, Ricardo			
05/04/2023	12059		-681.10
05/16/2023	12073		-562.31
Total Ruiz, Ricardo			-1,243.41
Sweet, Laura D.			
05/04/2023	12060		-219.72
05/16/2023	12074		-226.80
Total Sweet, Laura D.			-446.52
TOTAL			-81,439.41

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

Date of Meeting: Tuesday, June 27th, 2023
5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

Doug Bryan called the meeting to order at 5:01 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Dan Thomas

Second: Julie Lyon

Vote: 5-0

IV. NO CLOSED SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Meeting Attendance

Kristin Vogel

Bob Weiner- Bob asked the Board if they were interested in more information concerning solar battery backup storage. Doug asked Bob to send the information to Ralph.

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

Operations Staff- River Levels/Operational Demands- Dan reported the river level was 135 CFS.

Office Staff--LIHWAP Program Update- The program has ran out of funding. Mary was told not to send customers towards the program until further notice. The District has received \$11,890.71 from LIHWAP.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date-April 2023 - pg. 5-16

A.2 Approve May 23rd, 2023 Regular Meeting Minutes - pg. 17-19

A.3 Operations Safety Report- pg. 20-22

Motion: Dan Thomas Second: Richard Landes Vote: 5-0

B. GENERAL BUSINESS – Action items

- B.1 Update on Southern Humboldt Community Park Water pg. 23-39
(discussion—possible action) Jennie

The District received from the Park a request for a few changes to the WSA that mainly consist of changing the financial burden associated with installation of the new meter and water service lateral from the Park to GSD. The Park has provided a letter requesting the Board modify their stance that the costs associating with installing the meter are the Park’s responsibility since the District told the Park back in 2009 when the meter was turned off that we would install a new meter once the waterline in Sprowel Creek Road or Tooby Ranch Road was completed. They feel that the District should fulfil that promise and bear the cost for installation of the meter.

Doug asked for a motion to approve the updated water service agreement with the changes and language noticed in the agreement after the board discussion.

Motion: Julie Lyon Second: Rio Anderson Vote: 5-0

- B.2 Update on Tank Replacement Project pg. 40-53
(discussion-possible action) Jennie

Jennie gave an update on tank replacement project. SHN is working on the 30% design of the project, which should be complete by the end of July. The geotechnical investigation is completed. Late biological field studies will be completed in July, which will allow SHN’s Environmental staff to begin production of the CEQA document.

- B.3 Drought Preparedness and River Level
(discussion-possible action)

The District will implement the drought phases once the river level gets to that point.

- B.4 Customer Water Usage Update
(discussion-possible action)
TABLE

- B.5 Vagrants Damaging District Property
(discussion-possible action)

The District has been unsuccessful at getting any help from the local authorities on the vagrant issues we are having. The District has had to clean up two different properties of ours that has been trashed from the vagrants. The district is in the process of implementing a policy to deal with the vagrants.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes pg. 54-106
(discussion-possible action)

Bring back for further board discussion. The board wants to go section by section making changes to the personnel policy.

IX. CLOSED SESSION

No Closed Session Items

X. ITEMS FOR NEXT BOARD MEETING

1. River Level and Water Conservation
2. Update on SHCP
3. Tank Replacement Project Update

- 4.
- 5.


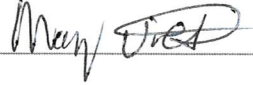
XI. ADJOURNMENT

Doug Bryan ended the meeting at 6:28 p.m.

SAFETY TRAINING SIGN-IN SHEET

District Name: Gosherville Sanitary District Trainer: Ralph Emerson

Training Topic: Trench Safety Training Date: 7/19/23

EMPLOYEE NAME	SIGNATURE
Ralph Emerson	
Dan Ayer	
Brian Miller	BRIAN MILLER
Mary Vieto	

Working Safely in Trenches

Over a five-year period, 26 California workers died, and 207 others were injured in trench related accidents. This Safety Talk provides a basic overview of Cal/OSHA requirements that keep you safe when working inside trenches.



Before the Job Begins

Assess the worksite before the start of the project to determine:

- Will surface encumbrances (sprinklers, utilities, etc.), sidewalks, or buildings require support during the excavation?
- Will the trench be at least five feet? If yes, obtain either a project or annual permit through [Cal/OSHA](#).
- Have underground utilities been identified in the area being excavated? Call 811 (national call-before-you-dig number) at least two business days before your project begins. Use white spray paint to mark the proposed excavation. Underground utilities will then indicate if and where utility lines are located using the below color code.

PROPOSED EXCAVATION	TEMPORARY SURVEY MARKINGS
ELECTRIC	GAS-OIL-STEAM CHEMICAL
COMMUNICATION CATV	WATER
RECLAIMED WATER IRRIGATION SLURRY	SEWER STORM DRAIN

Cave-In Protection

Cave-ins are the biggest hazard to life when working inside a trench. A cave-in occurs when the wall(s) of a trench collapse burying the worker(s). One cubic yard of soil can weigh as much as a small car! Workers have died in trenches as little as three feet because the weight of the soil impeded their ability to expand their lungs even though their head was well above the trench's opening.

All trenches deeper than five feet *must* have protective systems such as shoring or trench boxes. In shallower trenches the competent person at your site will determine if protective systems should be installed.



Trench Box/Shield



Hydraulic Shoring

General Requirements

- Only authorized/trained employees are allowed in trenches.
- The competent person must perform an inspection before each shift, after a rainstorm/earthquake, or if there is standing water to inspect for cave-in hazards, atmospheric hazards, or other conditions that could result in an injury.
- When locating buried utilities, use hand tools such as shovels and pickaxes instead of heavy equipment.
- Barriers or a warning system should be employed to prevent mobile equipment or vehicles from falling into the trench.
- Use signage to alert workers of any overhead powerlines that could strike equipment or vehicles.



Falling Loads

Do not work directly underneath loads handled by equipment. Stand away from any vehicle being loaded or unloaded to avoid being struck by spillage of falling materials. Drivers may remain inside the cabs of vehicles being loaded or unloaded, but only if vehicles are equipped with adequate protection from falling objects.

Any excavated materials or equipment that could fall into an excavation must be kept at least two feet from the edge of the excavation. If the site does not permit a two-foot setback, spoils may need to be temporarily hauled to another location.

Access/Egress

Employees working in trenches four feet or more in depth must have an entry/exit at least every twenty-five feet. Usually, this consists of ladders that extend at least 3 feet outside the trench.

Fall Protection

Guardrails or other forms of fall protection are not required **unless** a walkway or bridge is used to cross over an excavation more than six feet deep, **and** the trench is wider than thirty inches.

Atmospheric Hazards

Your District's competent person will determine if there is a potential for a hazardous atmosphere while working inside the trench. This typically happens when the trench is located next to a busy highway as carbon monoxide which is heavier than air sinks to the bottom of the trench displacing oxygen. This also occurs when tasks involve a lot of welding, brazing, or use of products with toxic fumes.

While technically a trench is a confined space, it is exempt from the traditional confined space program requirements unless there is a secondary confined space inside the trench such as pipe. Your District's competent person will make that determination.

Report Unsafe Conditions

Follow these safe work practices and those outlined in your Injury, Illness and Prevention Plan. Immediately report unsafe conditions and hazards to your supervisor or the competent person.

More Resources:

- [Cal/OSHA §1540](#)
- [Cal/OSHA Pocket Guide for Construction](#)
- [Cal/OSHA Excavation Permit Webpage](#)
- [SDRMA Risk Control Team](#)

This *Safety Talk* provides awareness level training on Trench Safety.

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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: July 25, 2023
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: SHCP Water Service Request
LAFCo Approval of Modifications Update

GENERAL OVERVIEW

Humboldt LAFCo, during their July 19, 2023 meeting considered GSD Resolution 23-007 and the executed Update Water Service Agreement between GSD and SHCP including moving the location for service to the Kimtu Waterline. Their agenda item was:

“Updated Water Service Agreement between the Garberville Sanitary District and the Southern Humboldt Community Park (SHCP) and Amendment to LAFCo Resolution No. 19-05

The Commission will consider adopting Resolution No. 23-04, a resolution amending Resolution No. 19-05, adopted on September 18, 2019, authorizing the Garberville Sanitary District to extend water services outside its jurisdictional boundary to designated areas and uses on APN 222-091-015, the Southern Humboldt Community Park property, in accordance with California Government Code Section 56133. An amendment to Resolution No. 19-05 is necessary to document the following changes: 1) the change in location for the connection from Tooby Ranch Road to the existing 8” waterline in Sprowel Creek Road near SHCP’s existing driveway; 2) the conversion of an old garage into a small office for the SHCP Executive Director; and 3) the Updated Water Service Agreement executed between the District and SHCP on June 27, 2023. As part of this action, the Commission finds that the proposed change is so minor in nature that it does not present any new environmental impacts not already considered, does not constitute a substantial change, and that no subsequent or supplemental environmental documentation is required.”

LAFCo took action to adopt said Resolution No. 23-04, which is attached for your reference.

RECOMMENDED BOARD ACTIONS

None.

ATTACHMENTS

- LAFCo Resolution 23-04

RESOLUTION NO. 23-04

**AMENDING RESOLUTION NO. 19-05, A RESOLUTION AUTHORIZING THE
GARBERVILLE SANITARY DISTRICT TO PROVIDE WATER SERVICES
OUTSIDE THE DISTRICT BOUNDARY TO APN 222-091-015 (SOUTHERN
HUMBOLDT COMMUNITY PARK)**

WHEREAS, the Humboldt Local Agency Formation Commission (hereinafter referred to as "Commission") adopted Resolution No. 19-05 on September 18, 2019, authorizing the Garberville Sanitary District (hereinafter referred to as "District") to extend water services outside its jurisdictional boundary to designated areas and uses on APN 222-091-015, the Southern Humboldt Community Park property (hereinafter referred to as "property owner" or "SHCP") in accordance with California Government Code Section 56133; and

WHEREAS, the Commission wishes to amend Resolution No. 19-05 to document the following: 1) the change in location for the connection from Tooby Ranch Road to the existing 8" waterline in Sprowel Creek Road near SHCP's existing driveway; 2) the conversion of an old garage into a small office for the SHCP Executive Director; and 3) the Updated Water Service Agreement executed between the District and SHCP on June 27, 2023; and

WHEREAS, all other particulars related to the District's original proposal to provide new or extended services to the SHCP property have not changed, including the size of the lateral, the amount of water to be delivered, and the locations to which the service will be provided to the SHCP property.

NOW, THEREFORE, BE IT RESOLVED that Resolution No. 19-05 be amended by the Commission as follows:

1. The conditions of approval for authorizing the District to provide water services outside its jurisdictional boundary to APN 222-091-015, are amended as follows:
 - a. The Garberville Sanitary District and property owner shall enter into Water Service Agreement regarding Out of District Services to APN 222-091-015, originally approved August 28, 2019, and updated June 27, 2023, as attached in Exhibit B, and appropriately recorded with Humboldt County. The Agreement shall include a provision that limits the extension of water services to designated areas of the subject property, as shown in Exhibit A, updated to show the change in location for the connection from Tooby Ranch Road to the existing 8" waterline in Sprowel Creek Road near SHCP's existing driveway, and not to any other properties. Any expansion or intensification of water services on said property, beyond those uses presented in the Service Agreement as shown in Attachment B, shall be considered a new request, and subject to LAFCo review. This Service Agreement shall automatically terminate

at such time as the subject property is annexed to the Garberville Sanitary District.

- b. The Owner enters into agreement with the District consenting to future District Annexation or Reorganization. The agreement shall include the following terms and be appropriately recorded with County of Humboldt: Owner hereby irrevocably consents to and petitions for the future annexation of his or her property to the Garberville Sanitary District and agrees to cooperate in such annexation upon the District's or LAFCo's request, including the payment of applicable processing fees for the annexation of the Property. Owner understands and agrees that this consent/petition to annexation includes all obligations attendant upon annexation, including all taxes, assessments, and fees that the District imposes upon property within the District.

Owner and the District also agree that any lease, rental agreement, or other agreement now or hereafter executed by Owner, or by any person succeeding to Owner's interest in the fee title to the Property or any part thereof, which grants to a natural person or persons the right to possess and occupy the Property or any part thereof as a personal residence shall contain the following covenant:

"This agreement and the right of lessee or tenant to possess and occupy the property leased or rented pursuant to this agreement shall be subject to the provisions of the Annexation Agreement which was executed and recorded against such property at the time of and as a condition of extending services to the property. That agreement contains a complete and irrevocable consent to annexation of the property leased or rented pursuant to this agreement to the Garberville Sanitary District and is binding on all persons possessing and occupying such property."

Owner and the District agree that in the event that Owner and/or any other person or legal entity hereafter succeeding to Owner's interest in and to the Property or any part thereof seek to protest annexation of the Property or any part thereof to District contrary to and in breach of the provisions of this agreement, LAFCo and the District shall be entitled to take the following actions:

- i. LAFCo shall treat this consent as the binding decision and action of the Owner for all purposes under the Cortese-Knox-Hertzberg Act (Government Codes Sections 56000 et. seq.) and any objection or protest shall be null and void and may be disregarded by LAFCo in determining objections and/or the value of all protests to such annexation.
- ii. In addition to the above, if deemed necessary, LAFCo and the District may legally enforce this agreement and covenant against Owners or their successors in the state courts of Humboldt County.

- c. All LAFCo fees must be paid in full, or a payment plan in place, prior to the extension of service authorization becoming effective.
- 2. The Commission hereby finds that the proposed change is so minor in nature that it does not present any new environmental impacts not already considered, does not constitute a substantial change, and that no subsequent or supplemental environmental documentation is required.

PASSED AND ADOPTED at a meeting of the Humboldt Local Agency Formation Commission on the 19th of July, 2023, by the following roll call vote:

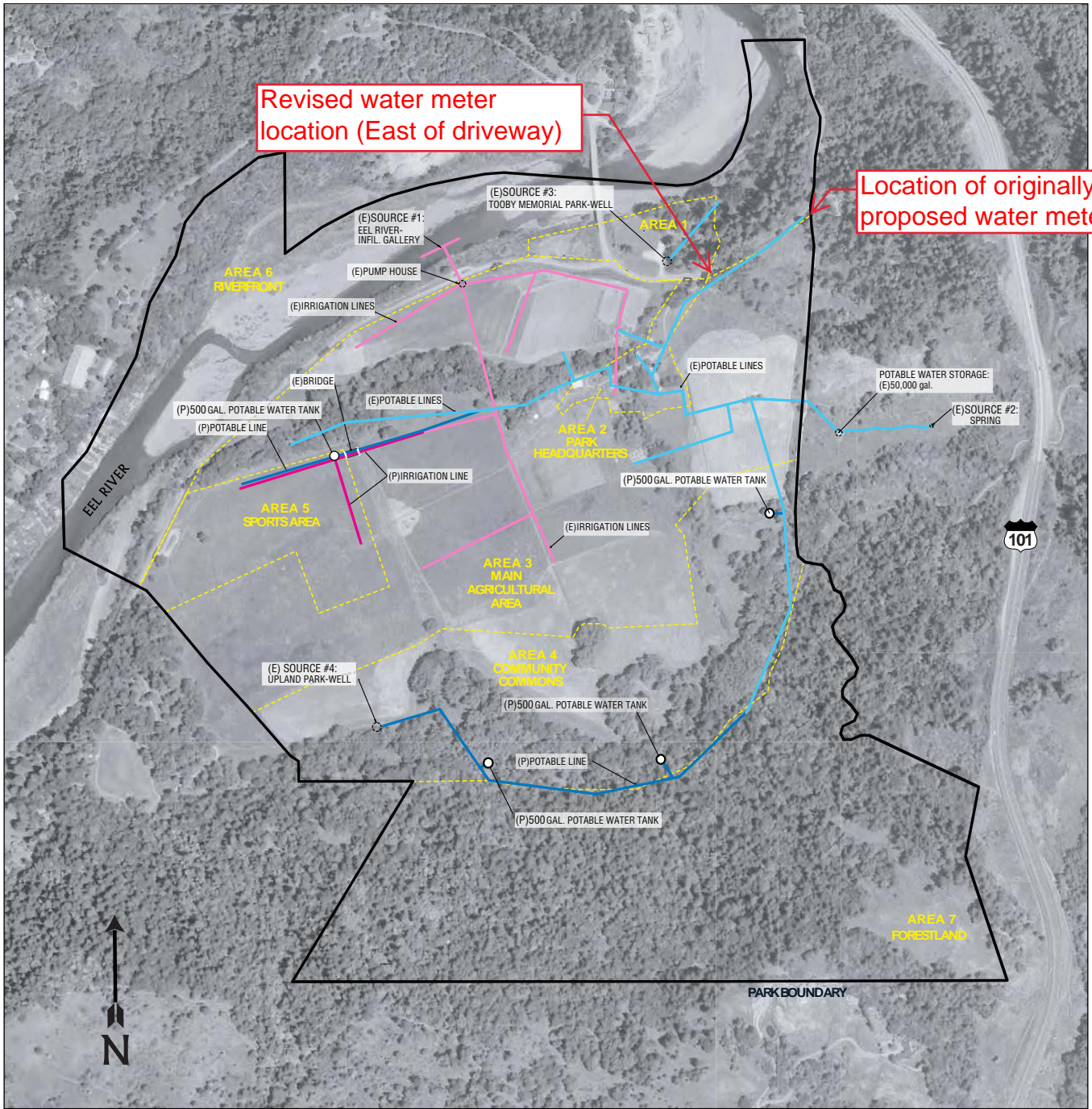
AYES: Commissioners:
NOES: Commissioners:
ABSENT: Commissioners:
ABSTAIN: Commissioners:

Michelle Bushnell, Chair
Humboldt LAFCo

Attest:

Colette Santsche, Executive Officer
Humboldt LAFCo

Attachment: Exhibit A, Updated Service Areas map (with new meter location)
Attachment: Exhibit B, Updated Water Service Agreement



- (E) EXISTING POTABLE LINES
- (P) PROPOSED POTABLE LINE
- (E) EXISTING IRRIGATION LINES
- (P) PROPOSED IRRIGATION LINES
- (P) PROPOSED POTABLE WATER TANKS
- AREA BOUNDARY

Figure 3-11

WATER INFRASTRUCTURE

SOURCE: Ross Huber, 2014



GARBERVILLE SANITARY DISTRICT

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

July 25, 2023

SoHum Inn
Attn: Trent Sanders
401 Redwood Drive
Garberville, CA 95542

Humboldt County Building Department
Attn: Permit Issuance
3015 H St.
Eureka, CA 95501

SUBJECT: Conditional Water and Sewer Will Serve Commitment
Proposed Development of the SoHum Inn Project
401 Redwood Drive, Garberville
APN 032-141-010

Dear Mr. Sanders;

The Garberville Sanitary District ("District") is in receipt of the SoHum Inn's ("Developer") Updated Preliminary Water and Wastewater Usage Estimates for the construction of fifteen (15) guest suites, retail and lobby spaces, a commercial kitchen, and a residential unit at 401 Redwood Drive, Garberville, CA (the "Project"). This project location is within the GSD jurisdictional boundary and Place of Use and we can supply both water and sewer service to this location subject to the conditions listed in this letter, which include significant off-site improvements to our water and sewer infrastructure.

CONDITIONS OF COMMITMENT

Project Specific Conditions:

1. There is no existing infrastructure for water or sewer service to this parcel. The Developer will be responsible for all design, construction and inspection costs associated with both on-site and off-site improvements necessary to extend both water and sewer service to this site. All review comments from GSD must be addressed prior to GSD approval of the project. This will include at a minimum:
 - a. Installation of a new waterline from NAPA on the east side of the Redwood Drive/ Hwy 101 Overcrossing, through the overcrossing, and to the project site. Fire flow to the site may not be achievable with the existing waterline in Redwood Drive and upsizing may be needed farther back to satisfy the Fire Marshall.
 - b. Installation of a sewer collection line from the project site to either:
 - i. through the longitudinally controlled Hwy 101 right of way to the existing sewer main in the south-bound shoulder, or
 - ii. a pressurized sewer main from the project site to the Blue Star Headworks station at the intersection of Redwood Drive and Alderpoint Road.

2. The Developer shall provide copies of all plans for off-site water and sewer infrastructure for review and approval by GSD, in conjunction with obtaining encroachment permits from Caltrans and Humboldt County Land Use Division.
3. All on-site and off-site improvements must be analyzed and evaluated within the Developer's CEQA documents for the Project.

Equivalent Residential Units and Connection Fees:

4. The Developer shall pay to the District, water and sewer connection fees as determined by the District in accordance with the District's Connection Fee rates in effect at the time water and/or sewer service is scheduled to commence to the Project. Charges for residential, industrial, commercial and professional office development shall be based on ultimate tenant improvements. Resolution 20-007 Attachment #2 contains the District's Wastewater Equivalent Residential Unit Determination table. Alternative calculation methodology may be submitted, but must be compared with the resulting calculations from this table.
5. Atlas Engineering provided updated water and wastewater usage estimates on June 7, 2023 (attached) which utilized the ERU table and requested three modifications, which are hereby accepted.
6. Based upon the information provided by Atlas Engineering, the District has agreed that this project will generate sewage equivalent to **13 ERUs**. Should the scope of the Project change significantly, the District will need to review updated demand calculations and modification of the resulting Equivalent Residential Units and associated connection fees.
7. The connection fees for the project are **\$208,000** based upon 13 ERUs (\$8,000 water and \$8,000 sewer per ERU). Should the scope of the project change, these fees would also change.
8. Payment of one water and one sewer connection fees (**\$16,000**) AND all connection fees related to the Bank Building project (**\$24,000**) must be made prior to this Conditional Will Serve Letter being valid, and prior to issuance of the Building Permit by Humboldt County. The remainder, (**\$192,000**) must be paid within 90 days from the date of issuance of the Building Permit.
9. In addition, the Developer must provide a **\$2,500 deposit** for reimbursable expenses associated with plan review and project processing to the District at the time of acceptance of this letter.

Standard Conditions:

10. All rights, privileges, and conditions of this Commitment are made to the Developer for this specific Development and may not be transferred or assigned to any other person, firm or entity, or for any other purpose without the District's written consent. The District reserves the right to impose further requirements, which it deems appropriate.
11. This letter and any representations or assurances made herein, shall expire and be null and void at the sooner to occur of either twenty-four (24) months from the date hereof if water and/or sewer service has not been installed to the Development or upon the termination or expiration of any building permit issued to the Developer for construction of improvements on the real property which is the subject of the Commitment. The Developer and the Development shall not be entitled to any individual water and/or sewer service connections not installed prior to expiration of this letter. Upon expiration of the Commitment, the Developer must submit a request for a new Commitment to the District for review and approval.

12. At any time prior to connection to the existing water system, and upon a finding by the Board of Directors of the District that it is unable to serve the Development for reasons beyond District's control, this letter may be revoked by the District.
13. The District can provide safe and reliable water service to Development, and fully expects to be able to continue providing safe and reliable water service into the future. In relying upon this letter and District's ability to provide water service to the Development, Developer is aware of the restrictions and limitations contained in this letter and the reliance of District upon its wells and surface water from the SF Eel River under the District' License and Permit to Divert Water for municipal water purposes, both of which are subject to restriction.
14. By issuing this letter, the District does not guarantee any specific quantities or quality of water, pressures or flows with respect to water service provided by the District.
15. This Will-Serve letter does not imply that that any required California Environmental Quality Act (CEQA) analysis of project-related utility impacts has been conducted.
16. The provision of water or sewer service to the Development is conditioned upon the Developer meeting all requirements of any other governmental entity having jurisdiction over the Development.
17. Developer, for itself and on behalf of its successors, agrees to defend at Developer's expense, any action brought against District, its agents, officers or employees because of the issuance of this letter or any approvals or authorizations obtained in connection with the Development, or in the alternative, to relinquish any such approvals or authorizations. Developer shall reimburse District for any costs, fees or expenses District may incur as a result of any such legal action. Further, Developer agrees that in conducting the defense of such action, District shall be entitled to engage its own attorneys, the entire expense of which shall be paid by Developer.
18. The Developer shall construct, at no cost to the District, any and all on-site and/or off-site potable water and sewer facilities ("Facilities") needed to provide service to the Property, as determined by the District, in its sole and absolute discretion, so that District may establish and maintain its ability to meet the water and sewer demands of the Property.
19. Prior to the construction of the Facilities or alteration to the District's existing facilities, the Developer shall prepare and submit to the District, detailed construction plans and specifications for the Facilities and extensions and modifications to the District's existing facilities in full and complete accordance with District's design criteria and standards. Fire flow requirements shall be determined by the regulatory agency with applicable jurisdiction (e.g., Garberville Volunteer Fire Department or State Fire Marshal). The size and scope of any facilities required to deliver adequate fire flow will be confirmed by the District based upon design prepared by Developer's Engineer.
20. No alteration of the District's existing facilities shall take place until the District has approved the plans.
21. In the event District disapproves the plans and specifications, the Developer shall modify the plans and specifications in accordance with the reasons given for disapproval and shall within sixty (60) days after disapproval by District submit the revised construction plans and specifications to District for approval or disapproval. The foregoing procedure shall be continued until the construction plans and specifications have been approved by District. District may approve or disapprove the Developer's planning and design work and/or plans and specifications, in District's sole discretion.
22. District shall have the right, in District's sole determination and at any time and at the Developer's cost and expense, to procure consulting engineering services to verify the ability of the existing water and sewer systems to meet the demands of the Project. The

cost of such services shall be reimbursed by the Developer prior to the District's sign off on a Certificate of Occupancy.

23. Any insurance maintained by the Developer and/or any contractor of the Developer to construct the Facilities shall (a) name District, its officers and agents as additional insureds, (b) apply severally to the Developer and District, its officers, employees and agents; (c) cover the Developer and District as insureds in the same manner as if separate policies had been issued to each of them, (d) contain no provisions affecting the rights, which either of them would have as claimants if not so named as insureds; and (e) be primary insurance with any other valid and collectible insurance available to the aforesaid additional insureds constituting excess insurance.
24. As part of the approval of the construction plans as stipulated above, the Developer shall, at its sole cost and expense, prepare and duly executed by the property Developer(s) the easements, rights of way, exhibits and any other instruments required to assure the District's unequivocal right to own, operate, maintain, replace, repair, enlarge, reconstruct, remove and improve the Facilities which the District shall own after they are constructed. The Developer shall ensure that all deeds of trust and mortgages are subordinated to the easements set forth in this Section.
25. Receipt of all applicable fees are due and payable prior to issuance of the County Building Permit for the Project and the initiation of water and/or sewer service pursuant to this Commitment.

If you concur with the terms and conditions contained herein, please sign the acceptance statement below and return this letter to the District with the required payments to validate the Commitment by the District and obtain the Chair's signature below. If you have any questions regarding the calculations of the ERUs and connection fees, don't hesitate to contact Jennie Short by phone at (707)223-4567 or email at jmshort@garbervillesd.org.

Sincerely,

Doug Bryan, Chair
GSD Board of Directors

AGREED AND ACCEPTED BY DEVELOPER:

SoHum Inn

Signature _____

Name _____

Position _____

Date _____

Attach acceptable documentation for authority to bind DEVELOPER
(i.e., Resolution, Minutes of Board Meeting, etc.)



June 7, 2023

Ralph Emerson
Garberville Sanitary District
919 Redwood Drive
Garberville, CA 95542

RE: The SoHum Inn
APN 032-141-010
Water Usage Estimates

Dear Mr. Emerson,

Trent Sanders is proposing to build a new 15-room Inn with multiple outbuildings at Assessor's Parcel Number (APN) 032-141-010, located at 410 Redwood Drive. The parcel is approximately 1.2 acres in size and is adjacent to Redwood Drive and Highway 101. The site will contain fifteen (15) guest suites, retail and lobby spaces, a commercial kitchen, and a residential unit. The overall Site Plan is provided as Attachment A. ATLAS Engineering was retained by Trent Sanders to develop estimates for wastewater production and drinking water demand for the site of the proposed Inn.

Estimation Methods

An Equivalent Residential Unit (ERU) table was provided by the Garberville Sanitary District (GSD) on February 6, 2020, to be used for estimating the drinking water demand and wastewater production of the Inn. This ERU table is provided as Attachment B. The current plans were analyzed based on square footage and area usage in accordance with the ERU table and this data was used to produce a value for the wastewater production for the site. The ERU table from GSD did not provide wastewater usage estimates for the pool on site, so wastewater estimates were prepared using the "Expected Daily Wastewater Flows" from the Humboldt County Department of Health and Human Services; see Attachment C.

It can be assumed that wastewater production is approximately 90 percent of the drinking water usage, therefore calculating the ERU for wastewater can result in a reasonable estimate for the drinking water demand for the site.

The ERU table provides estimates based on hotel rooms, retail spaces, apartments, dining/bar areas, industrial spaces, office space, laundry machines, and commercial kitchens. Specific values for Food Service, Laundry, and Hotel Rooms from that table do not accurately depict the actual use that is anticipated at this site, and those values have been reduced in the final calculations. The supporting documentation for those reductions is provided in Attachment E. As a result of there being many different uses on site, it is necessary to look at each individual space and building and calculate individual ERUs for each specific location. See Attachment D for the relevant Excel spreadsheet containing the ERU Calculations.

Assumptions

1. Wastewater production will be 90 percent of the drinking water demand.

Calculations

Provided below is an example calculation to show the usage of the ERU method:

Based on the information shown in the ERU table, Office spaces are measured and counted in square feet. There is a base consumption factor for the first 1,000 square feet, and then increases at a rate of 0.5 for each 1,000 square feet of area after that. Building A on site can be classified as office space and totals roughly 2,102 sf. So the base 1.0 factor is applied to the first 1,000 sf, and then a factor of 1.0 is applied for the next 1,102 sf total. As one ERU is defined as a wastewater production of 200 gallons per day, then the office space in Building A produces an estimated 400 gallons per day. This is shown in Table 1 below.

Table 1: Example ERU Calculation

Description	Type	Total	Unit	Consumption Factor	Note/Unit	ERUs	Usage (gpd)
Building A	Office Building	2102	sq ft	2	1 for first 1000sq ft, 0.5 for each 1000sq ft following	2	400

The drinking water demand can then be calculated from this wastewater production:

$$\text{Drinking water demand (gallons per day)} = \text{Wastewater Production (gpd)} / 0.90$$

$$\text{Drinking water demand (gpd)} = 400 \text{ gpd} / 0.90 = \underline{444 \text{ gallons per day}}$$

Water and Wastewater Usage Estimates

Applying the above calculations to each building on the parcel provides a full estimate of the water use and wastewater production on site. The estimate is shown below in Table 3.

Table 3: Total Wastewater and Potable Water Usage Estimate

Description	Wastewater Production (gpd)	Drinkable Water Demand (gpd)
Estimate for All Buildings on Site	2,531	2,813
Total	2,531	2,813

Conclusion

Based on our calculations, the proposed Inn will generate approximately 2,531 gpd of wastewater and require 2,813 gpd of drinking water. The full table of wastewater calculations is provided in Attachment D.

Feel free to give me a call with any questions or if you require additional information. I look forward to speaking with you soon.

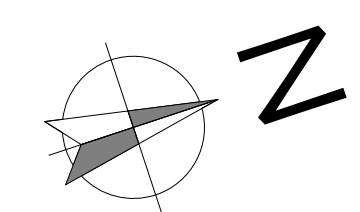
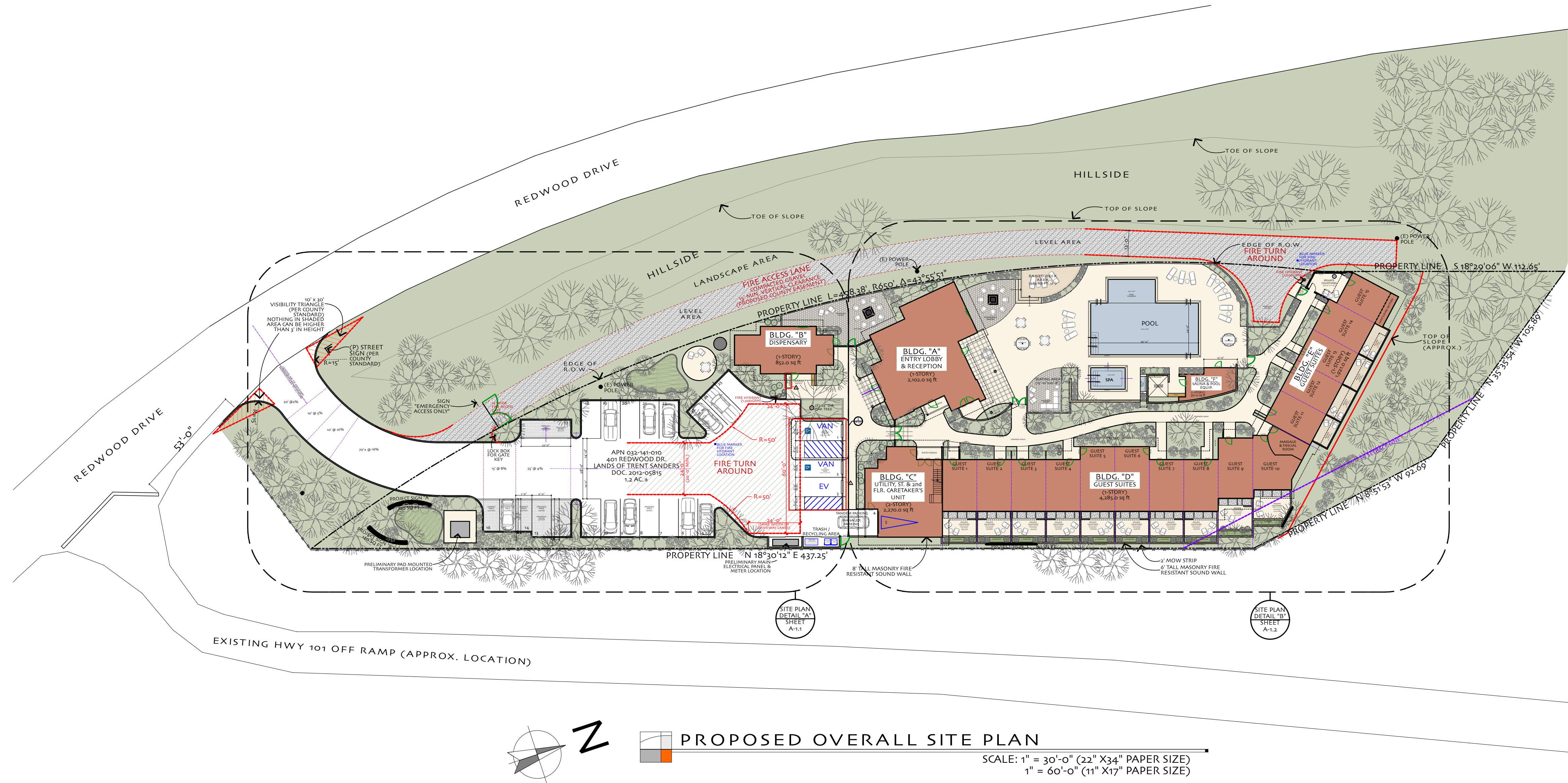
Sincerely,



Michael Taylor

Attachments:

- A. Site Map
- B. Wastewater Equivalent Residential Unit Determination (by GSD)
- C. Humboldt County Expected Daily Wastewater Flows
- D. Wastewater Usage Estimates
- E. ERU Report



PROPOSED OVERALL SITE PLAN
 SCALE: 1" = 30'-0" (22" X34" PAPER SIZE)
 1" = 60'-0" (11" X17" PAPER SIZE)

ZONING: C-2 "COMMERCIAL GENERAL"
 APN 032-141-010
 401 REDWOOD DR.
 GARBERVILLE, CA 95542
 1.2± TOTAL SITE ACRES

UTILITY CONNECTIONS:
 COMMUNITY WATER - NEW 8" WATER LINE SUPPLY
 PUBLIC SEWER - NEW LINE TO CONNECT TO G.S.D.
 PG&E - TBD
 PHONE - TBD
 CABLE - SUDENLINK
 GAS - PROPANE TANK

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

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)

EV PARKING:

- 1 EV CHARGING STATION REQUIRED FOR PARKING LOTS W/ 25 OR LESS VEHICLE SPACES, PER CALIFORNIA GREEN BUILDING STANDARDS TABLE 5.106.5.3.3

ADA PARKING:

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

COMPACT PARKING:

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

BICYCLE PARKING:

- 1 BICYCLE RACK REQUIRED FOR SHORT TERM PARKING, PER SECTION 5.106.4.1.1
- 0 BICYCLE RACKS REQUIRED FOR SHORT TERM PARKING (FACILITY WILL HAVE LESS THAN 10 TENANT-OCCUPANTS) PER SECTION 5.106.1.2

22 TOTAL SPACES REQUIRED (INCLUDING 1 ADA VAN SPACE)
25 TOTAL SPACES PROPOSED (INCLUDING 2 ADA VAN SPACE, 2 TANDEM SPACES, 1 EV CHARGING SPACE & 5 COMPACT SPACES)

REVISIONS:

1	10/30/2019

JULIAN BERG DESIGNS
 ARCHITECTURE & PLANNING
 846 A STREET
 ARCATA, CALIFORNIA, 95521
 TEL: (707) 407-8870
 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 OVERALL SITE PLAN**
 ASSESSOR'S PARCEL NUMBER: 032-141-010

PROJECT NO.: SoHum - 1630
 DRAWN BY: JAB/DHV
 DATE: 12/10/2020

SHEET # :
A-1

GRAPHIC SCALE BAR MEASURES:
 1 INCH ON 22X34 PAPER
 1/2 INCH ON 11X17 PAPER

PLAN CHECK SET

ATTACHMENT B

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 Recreational Vehicle Park (occupied or not)	Space Space	0.800 0.500	1.0 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) With Cooking Facilities (i.e. stove, microwave, and refrigerator)	Room Room	0.600 1.000	1.2 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 Bar/Cocktail Lounge	Base Seat Seat	2.500 0.050 0.067	1.4
Industrial Building (not including food service; not including industrial waste flows): Without Showers With Showers	Employee Employee	0.050 0.117	1.0
Laundry/Self-Service	Per Machine	1.333	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 or Care Provider	0.833	1.4
Veterinarian Office	Per Veterinarian Per Operating Room	0.833 0.667	1.4
Hospital	Per Bed	0.833	1.4
Nursing Home, extended care facilities, other similar uses	Per Bed	0.500	1.4
Warehouse space excluding office space, etc.	Per 1,000 sq. ft.	0.334	1.0
Meeting and/or Banquet Rooms	Per Occupant by Max Fire Code Amt	0.020	1.0
Grocery Store with Deli	Per 1,000 sq. ft.	1.000	1.4
Town Square Vendors	Per Trailer/ Connection Point	1.500	1.4
Automotive Repair & Maintenance	Per Bay	0.250	2.0
Service Station Add: Add:	Per Bay Per Wash Bay Per Toilet Room	1.000 3.200 1.000	2.0
Service Station with Restaurant Add:	Base Per Toilet Room	2.500 1.000	1.4
Retail Store with Self Service Gas Pumps & Restroom	Per Restroom	1.000	1.4
Convenience Store without Gas Pump or Restrooms With Restrooms	Per 1,000 sq. ft. Per Toilet Room	1.000 1.000	1.0 1.4

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

GENERAL NOTES

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 it's 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

Humboldt County Department of Health and Human Services
ATTACHMENT C – EXPECTED DAILY WASTEWATER FLOWS

<u>Type of Establishment</u>	<u>Gallons/person/day</u> <u>(unless otherwise noted)</u>
Apartments, multiple family (per resident).....	60
→ Bathhouses and swimming pools.....	10
Camps:	
Campground with central comfort stations.....	35
With flush toilets, no showers	25
Construction camps (semi-permanent)	50
Day Camps (no meals served)	15
Resort camps (night and day) with limited plumbing	50
Luxury camps	100
Cottages and small dwellings with seasonal occupancy	50
Country clubs (per resident member)	100
Country Clubs (per non-resident member present)	25
Dwellings:	
Boarding houses	50
Additional for non-resident boarders	10
Luxury residence and estates	150
Multiple family dwellings (apartments)	60
Rooming houses	40
Single family dwellings (per bedroom, up to 3)	150
Hospitals (per bed space)	250+
Hotels with private baths (2 persons per room)	60
Institutions other than hospitals (per bed space)	125
Laundries, self service (gallons per customer)	50
Mobile home parks (per space)	250
Motels, with kitchen (per bed space)	50
Motels, (per bed space)	40
Picnic Parks (toilet wastes only, per person)	5
Picnic Parks (bathhouses, showers, toilets)	10
Restaurants (toilets and kitchen wastes per patron)	10
Restaurants (kitchen wastes per meal served)	3
Restaurants, additional for bars and cocktail lounges	2
Schools:	
Boarding	100
Day, without gyms, cafeterias, or showers	15
Day, with gyms, cafeterias, and showers	25
Day, with cafeteria, but without gyms or showers	20
Service stations (per vehicle served)	10
Theaters, Movie (per seat or car space)	5
Travel trailer parks without individual sewer hook-ups (per space)	50
Travel trailer parks with individual water and sewer hook-ups (per space)	100
Workers, day, at schools and offices (per shift)	15
Stores (per toilet room).....	400
Factories (gallons per person, per shift, exclusive of industrial wastes).....	35

ATTACHMENT D - Wastewater Usage Estimates

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

Description	Type	Total	Unit	Consumption Factor	Note/Unit	ERUs	Usage (gpd)
Building A	Office Building	2102	sq ft	2	1 for first 1000sq ft, 0.5 for each 1000sq ft following	2	400
	Food Service: Bar/Cocktail Lounge	12	seats	0.804	0.067 per seat	0.804	160.8
Building B	Retail Store	852	sq ft	1	1 per 1000 sq ft	1	200
	with Restrooms	1	room	1	1 per toilet room	1	200
Building C	Food Service: Base	1	Kitchen	2.5	1.0 Based on usage of Kitchen	1	200
	Industrial Building without Showers	5	employees	0.25	.050 per employee	0.25	50
	Laundry/Self Service	3	machines	3.99	1.0 Total based on off-site laundry/linen usage	1	200
	Residence	1	dwelling unit	1	1 per unit	1	200
Building D-E	Hotel	15	rooms	3	0.2 per room without cooking facilities	3	600
Building F	Industrial Building with Showers	2	employees	0.1	.050 per employee	0.1	20
Pool		30	people	300	10 gal/person/day	1.5	300
						12.654	2531

ATTACHMENT E - ERU REPORT



ATLAS
ENGINEERING

252 G ST. ARCATA, CA 95521 (707) 822-2822 PH & FAX WWW.ATLASENG.NET CA LIC. NO. C68893

June 6, 2023

Ralph Emerson
Garberville Sanitary District
919 Redwood Dr.
Garberville, CA 95542

RE: The SoHum Inn
APN 032-141-010
ERU Report

Dear Ralph,

We, on behalf of Trent Sanders (The Applicant), are pursuing a reduction in the number of Equivalent Residential Units (ERU) at the subject property as the ERU Factors in the Wastewater Equivalent Residential Unit Determination document provided by the Garberville Sanitary District (GSD) do not accurately portray the realistic daily use expected. The SoHum Inn was designed as a 'Green' hotel with the intent to minimize daily water usage through a number of means. The items in the ERU Determination list we wish to reexamine are as follows:

(1) Food Service (Base) at 2.5 ERU

The Kitchen located in Building C will be used for preparing appetizers and small snacks to be served at the Bar and Lobby in Building A. It is not going to be used to provide full meals daily to patrons of the Inn. A full service kitchen using 2.5 ERU (500 gallons per day), is not reflective of the more limited use that is expected here. As a result of this reduced scope of use, a lowered ERU Factor of 1.0 should be considered.

(2) Laundry/Self Service at 1.33 ERU per machine (3.99 ERU Total)

The three washing machines located in Building C are not intended to be used for the full servicing of the linens and towels used by the hotel suites in Buildings D and E. That large quantity of laundry will be collected and washed off-site at another location by an outside company. This greatly reduces the potential water usage of these machines and a lowered ERU Factor of 1.0 total should be considered.

(3) Hotel at 0.6 ERU per room (9 ERU Total)

Most of the guests at the Inn are not expected to be in their room for any long portion of the day. It is expected that most guests will be staying for only one or two nights, and that the water consumption in a room will be limited to a brief shower and minimal toilet usage. As the Inn was designed to be a 'Green' hotel, each toilet, shower, and sink in the rooms on-site will be low-flow. There is no space for food preparation/meals in the rooms. Many of the typical water usages associated with a single family residence will not apply in a hotel room, and as such a lowered ERU Factor of 0.2 per room should be considered.

With the information presented here, we believe that adhering to the Factors in the ERU Determination document is a misrepresentation of the actual water usage that is expected at the SoHum Inn. There would be an undue burden placed upon the Applicant for the cost of hookups at the current ERU count, and if the count is not reconsidered it could place the future of the entire project in jeopardy.



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

VAGRANCY DAMAGE TO BUILDINGS AND PROPERTY

We have had multiple incidents recently and damage over the years, from vagrants on our property, cutting fences, breaking into buildings, stealing electricity and water and then leaving truck loads of garbage and drug paraphernalia.

We recently had a lady set up camp in 3 locations during 6 month period and she vandalized property in all locations.

The County, including Sherriff will not remove them and leave it to the property owners, although we are told that forcing them out is a violation of the law.

I am presenting this to you for discussion because, it appears that we have more leverage to remove vagrants if we have a vagrancy policy and no trespassing signs posted on all sites of concern.

We have spent more than \$5,000 removing people, garbage and vehicles from our property since January of this year, so we certainly need a plan and policy moving forward.

I have contacted Redwood Rural Health Center and the Southern Humboldt Community Healthcare District about programs that assist with housing, rehab and counseling. They are available to assist if people voluntarily enter the available programs.

Chapter 39

VAGRANCY, LOITERING AND PROWLING*

* **Cross References:** Streets, sidewalks and other public places, ch. 46.

Article I. In General

Sec. 39-4. Penalty.

Article II. Vagrancy, Loitering and Prowling Prohibited.

Sec. 39-1. Definitions.

Sec. 39-2. Policy.

Sec. 39-3. Procedure.

Sec. 39-4. Penalty.

ARTICLE I.

IN GENERAL

Sec. 39-4. Penalty.

Any person convicted of violating any provisions of this chapter shall be subject to section 1-11.
(Ord. No. 6-91, § 10, 6-13-1991)

ARTICLE II.

VAGRANCY, LOTERING AND PROWLING PROHIBITED

Sec. 39-1. Definitions.

For purposes of this Chapter, the following terms shall have the following meaning unless the context otherwise requires:

a) *Loitering/Prowling* means:

- To loaf, lounge, lurk, sit or stand about public buildings, places or premises.
- Wander about/obstruct any street, alley road, highway, park or other public places.
- Remain on any said property after being asked or requested to move on or vacate the area.

b) *Vagrancy* means:

- A person, with the physical ability to work, who is without lawful means of support and does not seek employment.
- A prostitute or person who loiters on the streets, public or private, or in a place where intoxicating liquors are sold, or a person who in public or from a public or private business building, solicits another to commit a crime against sexual morality.
- A person known to be a professional gambler or known as a frequenter of gambling places or who derives part of his or her support from begging or as a fortune teller or similar imposter, including, but not limited to, gypsies.

Sec. 39-2. Policy.

The North Prairie Police Department shall maintain a policy for the enforcement of Loitering, Prowling and Vagrancy for a person 18 years of age or older within the village limits of North Prairie, Waukesha County, WI. No person 18 years of age or older shall be vagrant, stand, sit, loaf or loiter or engage in any sport, exercise or gathering on any public street, sidewalk or public grounds within the Village of North Prairie in such a manner as to prevent, hinder or obstruct the free passage of pedestrian or vehicular traffic including, but not limited to, trains or to prevent or hinder free ingress or egress to or

from any place of business, amusement, church, public hall, school or meeting place either by day or night, whose actions may give rise to a suspicion of wrongdoing, and, who is unable to give a credible, satisfactory account of him/herself.

(Ord. No. 05-2015, § 1, 10-09-2015)

Sec. 39-3. Procedure.

No person shall loiter or prowl in a place (public or private) at a time or in a manner not usual for law-abiding individuals under circumstances that warrant alarm for the safety of persons or property in the vicinity. Among these circumstances, which may be considered in determining whether such alarm is warranted, is the fact that the person takes flight upon the appearance of a police officer, refuses to identify him/herself or manifestly endeavors to conceal him/herself or any object. Unless flight by the person or other circumstances makes it impracticable, the police officer shall, prior to arrest for an offense under this section, if possible and when reasonable, afford the person an opportunity to dispel any alarm which would otherwise be warranted, by requesting him/her to identify him/herself and explain his/her presence and conduct. When possible and prior to arrest or citation of this offense, the officer shall make a determination whether the person would be better served as a candidate for public assistance such as the Salvation Army services or another form of County assistance for people or families in need.

(Ord. No. 05-2015, § 1, 10-09-2015)

Sec. 39-4. Penalties.

Violations of any section of this ordinance shall also constitute a public nuisance, which the Village may enforce by action or proceeding to enjoin or abate such public nuisance. Any person who shall violate any provision of this chapter or any order, rule or regulation made herein shall be subject to a penalty as provided in Sec. 1.11 of the Municipality's Municipal Code.

(Ord. No. 05-2015, § 1, 10-09-2015)

Secs. 39-5--39-30. Reserved.



Garberville Sanitary District
PO Box 211
919 Redwood DR.
Garberville, CA. 95542
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VAGRANCY AND THE LAW

Vagrancy laws conjure up a distant past when authorities punished people without a home or permanent residence. Whether the objects of pity or scorn, vagrants could be cited or jailed under laws selectively enforced against anyone deemed undesirable. Although such laws have generally been struck down by courts as unconstitutionally vague, today's "vagrants" are homeless people, who face growing harassment and punishment for their presence in public.

More than one in five homeless people in the country lives in California, and two-thirds are unsheltered. The state legislature has done little to respond to this widespread problem, forcing municipal governments to address homelessness with local laws and resources. Cities have responded by enacting and enforcing new vagrancy laws — a wide range of municipal codes that target or disproportionately impact homeless people.

Through extensive archival research and case studies of several cities, the report presents detailed evidence of the growing enactment and enforcement of municipal anti-homeless laws in recent decades as cities engage in a race to the bottom to push out homeless people. It concludes with a call for a state-level solution to end the expensive and inhumane treatment of some of California's most vulnerable residents.

Instead of viewing homelessness as a criminal misdemeanor, California's laws towards vagrancy would do better to view homelessness as a social and economic issue. Using the vagrancy law that way has only continued to negatively impact homeless people disproportionately (U.S. et al. 5). Although the 1872 vagrancy law was intended to satisfy the need to control disorder, it has now continued the broader pattern of becoming more targeted towards the poor and seemingly less constitutionally problematic (Feldman 28). Therefore, the goals of the law must be

reformed to include rehabilitation and housing, rather than just arrests, in order to make it more effective. Thus, it would change its inequitable enforcement against homelessness.

The Homeless Courts Pilot Program was also created, which will remain active until January 1, 2028. They passed a law that prohibits a person from sitting, lying, sleeping, or storing, using, maintaining, or placing personal property upon any street in California. May 10, 2023



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ORDINANCE 7.6a--VAGRANCY - DAMAGE TO DISTRICT PROPERTY

14.2(a) It is prohibited for any person or persons to sit, lay, sleep or store personal property on Garberville Sanitary District Property without prior written approval. Violation of this policy will result in removal of person or persons and all belongings if not vacated within 24hr after receiving written notice. There is no exception. Trespassing and Vagrancy is a violation of State Law and this Policy.

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission.

Sec 14.2 Responsibility for Equipment. The customer shall, at his own risk and expense, furnish, install, and keep in good and safe condition all equipment that may be required for receiving, controlling, applying, and utilizing water, and the District shall not be responsible for

any loss or damage caused by the improper installation of such equipment, or their negligence or wrongful act of the customer or of any of the customers tenants, agents, employees, contractors, licensees or permittees installing, maintaining, operating, or interfering with such equipment. The District shall not be responsible for damage to property caused by faucets, valves, and other equipment that are open when water is turned on at the meter, either originally or when turned on after temporary shutdown.

Sec 14.2a Vagrancy and Damage to District Property

It is prohibited for any person or persons to sit, lay, sleep or store personal property on Garberville Sanitary District Property without prior written approval. Violation of this policy will result in removal of person or persons and all belongings if not vacated within 24hr after receiving written notice. There is no exception. Trespassing and Vagrancy is a violation of State Law and this Ordinance.



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Resolution #23-008

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

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

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

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that all requests for transfers or issuance of checks from these accounts up to ~~\$25,000~~ \$50,000 must be signed by General Manager or designee and the acting Board Chairperson. All transfers or issuance of checks in amounts over ~~\$25,000~~ \$50,000, will require board action.

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

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

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

AYES: Directors: _____
NOES: Directors: _____
EXCUSED: Directors: _____

ATTEST: _____ Doug Bryan Chairperson

**Ralph Emerson
Clerk of Board**



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METERED WATER USE COMPARISON

2020-2021-2022

	<u>January</u>	<u>April</u>	<u>July</u>	<u>October</u>	<u>Annual Total</u>
<u>2020</u>					
Residential	973,148	999,328	2,223,804	1,563,320	17,897,396
Multi Family	268,532	338,096	513,128	338,844	4,329,424
Mixed Use	91,256	95,744	134,640	130,152	1,374,824
Commercial	1,279,080	718,080	1,259,632	979,880	12,926,188
<u>2021</u>					
Residential	941,732	1,075,624	2,085,424	1,193,808	16,457,496
Multi Family	343,332	261,052	374,000	305,932	3,885,112
Mixed Use	93,500	98,736	134,640	114,444	1,356,872
Commercial	768,196	976,888	1,409,232	1,309,748	13,364,516
<u>2022</u>					
Residential	985,116	1,137,708	1,617,924	1,152,668	13,940,476
Multi Family	265,540	308,924	306,680	299,948	3,578,432
Mixed Use	n/a	n/a	n/a	n/a	n/a
Commercial	907,324	1,196,052	1,452,616	1,354,628	14,434,156

Not all categories are listed in this chart



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CHANGES TO INSURANCE HEALTH INSURANCE AND CAL-PERS
Special District Risk Management Authority (SDRMA)

Insurance costs continue to rise, which has a direct impact on budget planning and being able to provide much needed health benefits for our employees, that we rely on to remain healthy and perform their duties.

I participated in a conference call with hundreds of participants in California on July 11th, where the future of insurance and benefits was discussed. I have outlined the meeting below.

1. Because of all outside costs going up, SDRMA may pass along 15% increase to all Districts.
2. Some of increase is based on (a) Covid related claims are still coming in with no further reimbursement from State or Feds. (b) Decrease in health care workers so health providers are using "contract health services which has increased cost by 258%. (c) 286 new expensive drugs are coming onto market this year with one new drug for a single person, will cost (\$3.5 million dollars for single dose. (FACT) (d) Kaiser had a \$1.4 BILLION loss last year (e) All medical facilities are operating with negative budgets because of increasing costs and staffing shortages.
3. SDRMA is working with health care providers to lower costs where possible.
 - (a) Working with other health care providers
 - (b) New plans will be coming for coverage based on multiple factors, including age and need
 - (c) Digital Therapy is cutting costs
 - (d) Remote health diagnosis, including diabetes monitoring is cutting costs
 - (e) There is a mobile health app that allows you to ask questions and share information, which may eliminate office visits and cost for those visits
4. SDRMA has a blended pool of resources and healthcare options which allows for a single premium payment but CAL PERS has had multiple pools that require multiple premium or participation payments. They are going to a single pool program like SDRMA, to simplify the program and cut staffing costs.
5. Many people are entering the healthcare and retirement programs but have paid little or nothing into the programs which has increased the overall cost across all agencies and Districts.

This and other factors contribute to cost of insurance and services to increase 30-70% over next two years.

SDRMA is committed to providing quality service for the lowest price but they also are concerned about these uncertain changes and increases, but will continue fighting for us.

3.0 EMPLOYMENT PROCESS

3.1 Equal Opportunity

The Garberville Sanitary District will recruit, hire, train, promote and administer human resource activities without regard to age, sex, race, creed, color or national origin, or any other legally protected status, and shall comply with the intent and the letter of all applicable laws which prohibit discrimination and affirm equal opportunity.

3.2 Qualifications

- a. All employees must be at least 18 years of age.
- b. Other qualifications are listed in the job descriptions attached in Appendix "B."

3.3 Employment Process

All individuals seeking employment with GSD must complete a written application. The General Manager or designee will conduct an interview of candidates qualified for the position and may give applicant skills tests, which may include but are not limited to: communications, basic math, computer, and job-related **skills. Certificates**, licenses, and other qualifications **may be required as necessary for job.**

The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The General Manager or designee will make the final hiring decision **of qualified applicants.**

(1) Hiring is contingent upon the new employee's passing a physical exam and appropriate or necessary drug, background, or other screening deemed necessary by GSD.

3.3 (a) Evaluation Period and Notice of Termination

Following successful completion of a 3-month evaluation period, the employee will be considered a permanent employee.

(b) All employees are "At Will", which means that the employee may be terminated at any time, with or without cause. By signing the employment agreement, the employee acknowledges that they may be terminated at any time and that they have no legal rights to remain employed, if terminated from employment. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory 3-month evaluation period, both GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. Notwithstanding this absolute right on the part of GSD or the employee to terminate with or without cause and with or without notice, and without any intention to limit or restrict such rights, both GSD and the employee are encouraged by this policy to provide as much advance notice of termination as reasonable under the circumstances.

4.0 JOB DESCRIPTIONS

4.1 General Manager

The General Manager serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board. **The General Manager oversees all operations, while executing District Policy and Ordinances.** **executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and The General Manager is responsible for staffing of all departments to departments** and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies.



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USE AGREEMENT FOR EQUIPMENT, SERVICES, PARTS AND CHEMICALS

Ordinance # 15.10

Any Person, District or Agency that requests, services, chemicals, parts or equipment, must fill out an application at the District office. Once the application has been received, the General Manager or designee will determine what cost is associated with any request and whether GSD will be able to provide what is wanted.

Parts, Valves, Supplies and Fittings will be replaced or paid for at market value within 30 days of being received. There will be no additional charge unless staff is required to make installation and then the rate will be \$100/hr, which includes truck and staff time. When invoices must be sent out and money received, there will be a \$50 handling fee included with reimbursement cost.

Chlorine and Chemicals will be paid at market value plus \$50 for staff time, invoicing and accounting. (7/25/2023---Sodium Hypochlorite is currently \$4.50/gallon).

When Backhoe, Hydro Jetter or Vacuum Trailer are requested, they will be operated by a GSD employee and the rate will be \$150/hr from time they leave shop until they return.

Operator rate will be \$50/hr if required without equipment.

There will be no charge for operator time if an emergency is declared.

Rate and Cost are subject to increase if GSD cost goes up.

All consideration for providing parts, service, equipment or chemicals, will depend on the availability of equipment and staff, and must be approved by the General Manager or designee.



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USE APPLICATION FOR SUPPLIES, CHEMICALS, PARTS, EQUIPMENT

District, Person or Agency Information:

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Why Do You Require GSD Supplies, Chemicals, Equipment or Parts:

What Do You Need From Garberville Sanitary District and How Much

Commitment To Replace or Reimburse:

Garberville is committed to assisting the neighboring Districts and Agencies but must have parts and supplies replaced or be reimbursed for chemical, equipment, supplies, parts or labor costs.

Staff Time: \$50/hr

Chemicals at Market Value (Currently) \$4.50/gallon

Parts and Supplies: Current Value from Supplier

Equipment: (Hydro Jetter, Vacuum Trailer, Backhoe): \$150/hr

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this agreement in the name of the Owner, District or Agency and in so doing, accept the conditions of the Garberville Sanitary District reimbursement requirements for, supplies, chemicals, parts or equipment.

Name _____ Date _____

Authorized Person for Approving Agreement

Name _____ Date _____

GSD General Manager or Designee