

**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, August 22nd, 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 Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and 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- June 2023 Pg. 5-18

A.2 Approve July 25th, 2023 Regular Meeting Minutes - pg. 19-21

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

Motion: Second: Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

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

B.1 Update on Tank Replacement Project _____ Pg. 26-45
Robertson/Hurlbutt/Wallan Contract Amendment #3 with SHN,
Authorization Resolution for SWRCB Grant
(discussion—possible action) resolution #23-009

Motion: Second: Vote:

B.2 Meadows Aerial Waterline Reconstruction Project Update pg. 46-48
(discussion—possible action) Jennie

Motion: Second: Vote:

B.3 Update on SHCP Water Service pg.
(discussion-possible action) Jennie--Ralph

Motion: Second: Vote:

B.4 Preview of Draft Agency Profile (GSD) for the South County Municipal pg. 49-86
Service Review and Sphere of Influence Update by LAFCO
(discussion-possible action)

Motion: Second: Vote:

B.5 Emergency Preparedness Plan pg. 87-89
(discussion-possible action)

Motion: Second: Vote:

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes Sec 3.0—4.0 pg. 90-91
(discussion-possible action)
Motion: **Second:** **Vote:**
- C.2 Use Agreement for Equipment, Supplies, Parts and Chemicals pg. 92-95
(discussion only) Ordinance 15.10 2nd reading
Motion: **Second:** **Vote:**
- C.3 Vagrancy Ordinance Sec 14.2a pg. 96-97
(discussion-possible action) Resolution #23-010
Motion: **Second:** **Vote:**
- C.4 GSD Staff Training Policy pg. 98
(discussion-possible action)
Motion: **Second:** **Vote:**

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, August 19th, 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: August 22nd, 2023

We have participated in many meetings and onsite planning for the tank replacement project, which has involved coordination with many people and companies but Jennie has done a great job facilitating the many moving parts of this project. Dan has been the onsite liaison for GSD and his expertise has been very useful in designing this new system. There will more information on this project as an agenda item.

There have been multiple power outages which Brian and Dan have had to contend with, while not complaining about the long hours or working late into the night. We have been locating leaks and repairing them as we replace old water meters throughout District.

Mary has been working with customers to better understand their service charges and how to conserve water to lower water bills. We have a few customers per month that request assistance on paying their service charge or in getting leak credit for water leaks on their side of meter and repaired.

We are working on training policy which will be on the agenda but after discussing this with staff and Jennie, we will be requiring annual training for all employees, in the areas of their responsibility. Ongoing training will help us be more efficient and better at providing service to our customers and operating the water/wastewater system.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: August 22, 2023
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: **DRAFT** June 2023 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for June 2023 and are very much a draft. WWA has yet to complete the year end journal entries or reconciliations. The amounts for revenues and expenditures are close to what the final numbers will be. The Balance Sheet is likely to have some changes once year end is completed over the next couple of months in preparation for the audit.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,183,185.00	1,243,950.52	1,183,185.00	(57,569.48)	😞
Total Expense (excl. Depreciation)	904,855.00	912,174.59	904,855.00	(50,251.50)	😊
Net Income (excl. Depreciation)	278,330.00	331,775.93	278,330.00	(7,317.98)	😊
Payroll	456,015.00	484,221.26	456,015.00	11,687.68	😞
Repair & Maintenance + Supplies	101,200.00	71,617.22	101,200.00	(35,282.78)	😊

As can be seen on the “Statement of Cash Flows Report for Board - July 2022 - June 2023” and the “Balance Sheet Report for Board as of June 30, 2023”:

- Operational revenues are **\$46,909.85 UNDER** budget. This is concerning for the effect of the rate increase. Further investigation into where this deficit has come from is warranted.
- Operational expenses are **\$47,457.79 UNDER** budget, which is enough to offset the lower operational revenues. This is mostly in the line items for professional services and repairs & maintenance.

- Net cash **DECREASE** for June (DRAFT) is **\$2,355.11** and the year to date is a net cash **DECREASE** of **\$94,952.91**, which is due to the cash outflow from the Tanks Project.
- Overtime payroll costs are **\$7,414.50 OVER** budget and all payroll costs are OVER budget by **\$11,687.68**.
- The repair and maintenance plus supplies expenses are **\$35,282.78 UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$115,882.24** of a budgeted year-end total of \$115,467.61.
- Of a budgeted year-end total of \$325,000, payments have been made on grant reimbursements totaling **\$229,767.04**:
 - \$64,007.74 was made by the State Water Resources Control Board
 - DWR made payment of in the amount of \$165,759.30 (\$184,177.00 was approved minus 10% retention) in August for the March invoice
- In addition, reimbursements are due from the state totaling **\$195,052** that will be paid in FY 23-24:
 - DFA Reimbursement Invoice #2 for \$ 71,396.46
 - DWR Reimbursement Invoice #2 for \$ 71,435.25
 - DFA Reimbursement Invoice #3 for \$ 52,220.29
- Expenditures for fixed asset acquisition through June 30, 2023 total **\$465,021.23** 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	420,057.70
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
Loprest Actuators for SWTP Filters		33,135.61
Unspecified	10,000	4,469.00
Total:	478,000	465,021.23

RECOMMENDED BOARD ACTIONS

1. Review and file the draft reports.
2. Reconvene the Rate Committee to review information on actual revenues & expenses vs. projected revenues & expenses under the existing rate structure, water useage by category, and CIPs.

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
Combined Revenue & Expense Report for Board
 June 2023

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	28,643.55	341,284.00	360,000.00	360,000.00	(18,716.00)
4110 · Commercial	27,241.00	332,292.75	345,000.00	345,000.00	(12,707.25)
4150 · Bulk Water Sales	0.00	73.00			73.00
Total Water Charges	55,884.55	673,649.75	705,000.00	705,000.00	(31,350.25)
4200 · Sewer Charges	41,220.80	501,436.10	520,000.00	520,000.00	(18,563.90)
4300 · Connection Fees	0.00	16,000.00	24,000.00	24,000.00	(8,000.00)
4650 · Late Charges	1,065.00	14,655.00	12,000.00	12,000.00	2,655.00
4700 · Other Operating Revenue	100.00	3,349.30	3,000.00	3,000.00	349.30
Total Income	98,270.35	1,209,090.15	1,264,000.00	1,264,000.00	(54,909.85)
Expense					
Administrative and General					
5025 · Discount Program	600.00	4,560.00	3,600.00	3,600.00	960.00
5000 · Advertising	0.00	0.00	300.00	300.00	(300.00)
5005 · Bad Debts	195.00	15,768.95	5,000.00	5,000.00	10,768.95
5010 · Bank Charges					
5012 · Merchant Account Fees	369.28	5,729.44	4,000.00	4,000.00	1,729.44
5010 · Bank Charges - Other	178.36	2,136.10	2,000.00	2,000.00	136.10
Total 5010 · Bank Charges	547.64	7,865.54	6,000.00	6,000.00	1,865.54
5020 · Directors Fees	700.00	2,150.00	2,000.00	2,000.00	150.00
5030 · Dues and Memberships	60.00	5,674.87	5,410.00	5,410.00	264.87
5035 · Education and Training	0.00	1,416.44	3,000.00	3,000.00	(1,583.56)
5036 · Education and Training - B.O.D.	0.00	0.00	300.00	300.00	(300.00)
Insurance					
5040 · Liability	4,776.26	52,534.86	54,817.00	54,817.00	(2,282.14)
5050 · Workers' Comp	955.70	11,493.18	7,043.58	7,043.58	4,449.60
5055 · Health					
5055.1 · Employee Portion	(746.24)	(8,954.88)	(9,250.00)	(9,250.00)	295.12
5055 · Health - Other	4,230.52	48,745.56	48,650.00	48,650.00	95.56
Total 5055 · Health	3,484.28	39,790.68	39,400.00	39,400.00	390.68
Total Insurance	9,216.24	103,818.72	101,260.58	101,260.58	2,558.14
5060 · Licenses, Permits, and Fees	7,296.43	36,613.78	31,535.00	31,535.00	5,078.78
5065 · Auto	326.94	3,837.62	2,500.00	2,500.00	1,337.62
5070 · Miscellaneous	0.00	5.30	100.00	100.00	(94.70)
5080 · Office Expense	167.12	8,647.57	8,000.00	8,000.00	647.57
5082 · Office Subscriptions	0.00	1,830.00	0.00	0.00	1,830.00
5085 · Outside Services	1,106.25	9,129.03	9,020.00	9,020.00	109.03
5090 · Payroll Taxes	2,598.47	31,342.21	33,900.00	33,900.00	(2,557.79)
5100 · Postage	1,311.57	4,052.21	3,500.00	3,500.00	552.21
5110 · Professional Fees	4,765.00	66,655.10	86,000.00	86,000.00	(19,344.90)
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	9,185.00	10,020.00	10,020.00	(835.00)
5135 · Retirement	811.55	9,627.54	9,290.00	9,290.00	337.54
5137 · Supplies	167.61	2,285.96	1,500.00	1,500.00	785.96

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5140 · Telephone	729.08	10,148.89	11,260.00	11,260.00	(1,111.11)
5145 · Tools	48.98	1,959.26	2,000.00	2,000.00	(40.74)
5150 · Travel and Meetings	0.00	933.17	1,500.00	1,500.00	(566.83)
5155 · Utilities	216.34	3,238.45	4,375.00	4,375.00	(1,136.55)
5160 · Wages					
5165 · Wages - Overtime	424.50	4,450.50	4,075.00	4,075.00	375.50
5160 · Wages - Other	15,457.56	173,456.41	183,044.00	183,044.00	(9,587.59)
Total 5160 · Wages	15,882.06	177,906.91	187,119.00	187,119.00	(9,212.09)
5170 · Vacation Accrual Adjustment	0.00	0.00	6,000.00	6,000.00	(6,000.00)
Total Administrative and General	47,581.28	518,715.00	536,539.58	536,539.58	(17,824.58)
Sewage Collection					
6010 · Fuel	278.28	4,504.05	5,000.00	5,000.00	(495.95)
6030 · Repairs and Maintenance	5,486.96	11,038.52	13,000.00	13,000.00	(1,961.48)
6040 · Supplies	0.00	252.15	2,000.00	2,000.00	(1,747.85)
6050 · Utilities	276.00	3,262.52	5,000.00	5,000.00	(1,737.48)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	3,058.50	27,153.00	11,500.00	11,500.00	15,653.00
6060 · Wages - Other	4,238.11	50,316.51	32,998.00	32,998.00	17,318.51
Total 6060 · Wages	7,296.61	77,469.51	44,498.00	44,498.00	32,971.51
Total Sewage Collection	13,337.85	96,526.75	69,498.00	69,498.00	27,028.75
Sewage Treatment					
6075 · Fuel	278.28	4,659.20	5,000.00	5,000.00	(340.80)
6080 · Monitoring	0.00	6,535.50	7,000.00	7,000.00	(464.50)
6100 · Repairs and Maintenance	3,919.08	5,644.60	15,000.00	15,000.00	(9,355.40)
6110 · Supplies	57.37	12,120.23	7,800.00	7,800.00	4,320.23
6120 · Utilities	1,088.27	15,702.69	13,750.00	13,750.00	1,952.69
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	2,393.50	3,500.00	3,500.00	(1,106.50)
6130 · Wages - Other	3,589.69	42,745.20	35,952.00	35,952.00	6,793.20
Total 6130 · Wages	3,589.69	45,138.70	39,452.00	39,452.00	5,686.70
Total Sewage Treatment	8,932.69	89,800.92	88,002.00	88,002.00	1,798.92
Water Trans and Distribution					
7075 · Fuel	278.28	4,443.04	5,000.00	5,000.00	(556.96)
7090 · Repairs and Maintenance	4,169.76	18,563.18	30,000.00	30,000.00	(11,436.82)
7100 · Supplies	0.00	716.15	5,000.00	5,000.00	(4,283.85)
7110 · Utilities	596.58	9,836.78	12,500.00	12,500.00	(2,663.22)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	99.00	4,314.50	8,500.00	8,500.00	(4,185.50)
7120 · Wages - Other	3,128.97	38,963.97	43,565.00	43,565.00	(4,601.03)
Total 7120 · Wages	3,227.97	43,278.47	52,065.00	52,065.00	(8,786.53)
Total Water Trans and Distribution	8,272.59	76,837.62	104,565.00	104,565.00	(27,272.38)
Water Treatment					
7020 · Fuel	278.30	4,443.25	5,000.00	5,000.00	(556.75)
7010 · Monitoring	1,074.72	4,297.22	8,000.00	8,000.00	(3,702.78)
7030 · Repairs and Maintenance	4,411.23	8,680.80	15,000.00	15,000.00	(6,319.20)
7040 · Supplies	0.00	12,253.15	15,600.00	15,600.00	(3,346.85)
7050 · Utilities	4,806.10	54,409.02	65,625.00	65,625.00	(11,215.98)

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

	Current Month	Year to Date Amount	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	433.50	6,678.00	10,000.00	10,000.00	(3,322.00)
7060 · Wages - Other	2,923.67	41,496.06	43,766.00	43,766.00	(2,269.94)
Total 7060 · Wages	3,357.17	48,174.06	53,766.00	53,766.00	(5,591.94)
Total Water Treatment	13,927.52	132,257.50	162,991.00	162,991.00	(30,733.50)
Total Expense	92,051.93	914,137.79	961,595.58	961,595.58	(47,457.79)
Net Ordinary Income	6,218.42	294,952.36	302,404.42	302,404.42	(7,452.06)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	29,365.29	25,500.00	25,500.00	3,865.29
8020 · Unsecured	0.00	1,162.18	1,900.00	1,900.00	(737.82)
8025 · Prior Years	0.00	9.54	10.00	10.00	(0.46)
8030 · Supplemental - Current	0.00	260.31	250.00	250.00	10.31
8035 · Supplemental - Prior Years	0.00	61.42	50.00	50.00	11.42
Total Property Tax Revenue	0.00	30,858.74	27,710.00	27,710.00	3,148.74
8053 · Water Capital Grant Income	379,229.00	387,970.26	325,000.00	325,000.00	62,970.26
8060 · Interest Income	1.96	13.45	4,500.00	4,500.00	(4,486.55)
8070 · Other Non-Operating Revenue	0.00	3,739.67	5,000.00	5,000.00	(1,260.33)
9030 · Homeowners' Tax Relief	0.00	248.51	310.00	310.00	(61.49)
Total Other Income	379,230.96	422,830.63	362,520.00	362,520.00	60,310.63
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	861.00			861.00
9010 · Other Expenses	175.00	7,196.75	4,000.00	4,000.00	3,196.75
9040 · Depreciation	46,138.85	414,839.60	415,000.00	415,000.00	(160.40)
9050 · Interest Expense	228.17	5,233.55	4,830.51	4,830.51	403.04
Total Other Expense	46,542.02	428,130.90	423,830.51	423,830.51	4,300.39
Net Other Income	332,688.94	(5,300.27)	(61,310.51)	(61,310.51)	56,010.24
Net Income	338,907.36	289,652.09	241,093.91	241,093.91	48,558.18

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

	Jun 30, 22	Jun 30, 23	Difference
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	113,558.92	(51,532.74)
1006 · Umpqua System Reserve - Water	25,811.93	25,814.51	2.58
1007 · Umpqua System Reserve - Sewer	31,270.19	31,273.32	3.13
1011 · Water Enterprise Fund	46,832.34	46,837.03	4.69
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	18,000.01	26,001.84	8,001.83
1036 · Sewer Capital Improvement Fund	9,998.82	18,000.04	8,001.22
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	300.75	100.00
Total Checking/Savings	872,817.63	777,864.72	(94,952.91)
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
11000 · Accounts Receivable - Other	4,668.04	(2,212.01)	(6,880.05)
Total Accounts Receivable	4,668.04	(2,212.01)	(6,880.05)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(4,972.70)	(2,457.93)
1100 · Accounts Receivable - Other	105,064.11	136,379.35	31,315.24
Total 1100 · Accounts Receivable	102,549.34	131,406.65	28,857.31
1121 · Payroll Tax Overpayment	304.15		(304.15)
1315 · Water Grant Receivable	55,266.74	379,229.00	323,962.26
1400 · Interest Receivable	18,900.00	8,765.87	(10,134.13)
1500 · Prepaid Insurance	3,893.74	4,230.52	336.78
1510 · Prepaid Licenses and Permits	0.00	3,453.00	3,453.00
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	175,913.97	522,085.04	346,171.07
Total Current Assets	1,053,399.64	1,297,737.75	244,338.11
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	562,380.93	420,057.70
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	113,055.54	33,135.61
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	8,173,478.62	38,928.92
Water System	142,474.97	142,474.97	0.00

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

	Jun 30, 22	Jun 30, 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)	(3,030,885.00)	(270,352.70)
Accumulated Depreciation-Sewer	(2,504,788.10)	(2,649,275.00)	(144,486.90)
Total Fixed Assets	9,656,929.04	9,707,110.67	50,181.63
TOTAL ASSETS	10,710,328.68	11,004,848.42	294,519.74
LIABILITIES & EQUITY			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,597.50	183,137.18	124,539.68
Total Accounts Payable	58,597.50	183,137.18	124,539.68
Other Current Liabilities			
20001 · Accounts Payable - SWRCB	763.50		(763.50)
2300 · Service Deposits	6,400.00	5,800.00	(600.00)
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	4,449.60	4,449.60
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	93,065.47	77,801.48	(15,263.99)
Total Other Current Liabilities	143,180.26	128,902.37	(14,277.89)
Total Current Liabilities	201,777.76	312,039.55	110,261.79
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	74,279.81	50,288.66	(23,991.15)
2665 · RCAC Loan - #0998 Backhoe	24,406.07	3,574.27	(20,831.80)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,034,603.30	(45,982.36)
2900 · Less Current Portion	(93,065.47)	(77,801.48)	15,263.99
Total Long Term Liabilities	1,136,861.42	1,036,243.17	(100,618.25)
Total Liabilities	1,338,639.18	1,348,282.72	9,643.54
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)	(89,576.91)	29,007.49
Total Equity	9,371,688.41	9,277,336.70	(94,351.71)
TOTAL LIABILITIES & EQUITY	10,710,327.59	10,625,619.42	(84,708.17)

GARBERVILLE SANITARY DISTRICT Statement of Cash Flows Report for Board

July 2022 through June 2023

	Jun 23	Jul '22 - Jun 23
OPERATING ACTIVITIES		
Net Income	338,907.36	289,652.09
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	494.81	6,880.05
1100 · Accounts Receivable	(4,970.90)	(31,315.24)
1110 · Accts Receivable Over Payments	870.73	2,457.93
1500 · Prepaid Insurance	4,776.26	(5,112.67)
1510 · Prepaid Licenses and Permits	(3,009.87)	(3,453.00)
1121 · Payroll Tax Overpayment		304.15
2000 · Accounts Payable	156,433.83	124,539.68
20000 · Account Payable		(2,100.00)
2225 · Accrued Workers Comp	955.70	4,449.60
20001 · Accounts Payable - SWRCB		(763.50)
2300 · Service Deposits	(200.00)	(600.00)
Net cash provided by Operating Activities	494,257.92	384,939.09
INVESTING ACTIVITIES		
1315 · Water Grant Receivable	(379,229.00)	(323,962.26)
Equipment		(4,469.00)
Accumulated Depreciation-Water	24,877.58	270,352.70
Accumulated Depreciation-Sewer	21,261.27	144,486.90
CIP-Robertson-Wallan-Hurlbutt T	(103,537.30)	(420,057.70)
WATER:Treatment	(33,135.61)	(33,135.61)
WATER:Pumps		(5,793.31)
SEWER:Pumps		(1,565.61)
Net cash provided by Investing Activities	(469,763.06)	(374,143.89)
FINANCING ACTIVITIES		
1400 · Interest Receivable		10,134.13
2250 · Loans Payable - Current Portion	(15,263.99)	(15,263.99)
2500 · N/P - SWRCB		(25,076.93)
2700 · SRF Loan - Water	(22,991.18)	(45,982.36)
2900 · Less Current Portion	15,263.99	15,263.99
2661 · Ditchwitch Vacuum Trailer	(2,082.83)	(23,991.15)
2665 · RCAC Loan - #0998 Backhoe	(1,775.96)	(20,831.80)
Net cash provided by Financing Activities	(26,849.97)	(105,748.11)
Net cash increase for period	(2,355.11)	(94,952.91)
Cash at beginning of period	780,219.83	872,817.63
Cash at end of period	777,864.72	777,864.72

GARBERVILLE SANITARY DISTRICT Check Register Report for Board June 2023

Date	Num	Memo	Amount
101 Netlink			
06/22/2023	12115		-250.00
Total 101 Netlink			-250.00
Adobe			
06/21/2023			-19.99
Total Adobe			-19.99
Bank Of The West			
06/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Brown's Towing			
06/26/2023		Remove abandoned car	-200.00
Total Brown's Towing			-200.00
Capital Bank & Trust			
06/05/2023	EFT	025158148	-422.82
06/05/2023	EFT	557880519	-933.37
06/20/2023	EFT	557880519	-916.29
06/20/2023	EFT	025158148	-388.73
Total Capital Bank & Trust			-2,661.21
Clear Rate Communications			
06/19/2023	12112		-364.18
Total Clear Rate Communications			-364.18
Dazey's Building Center			
06/27/2023	12122		-743.38
Total Dazey's Building Center			-743.38
EDD			
06/05/2023	EFT	499-0538-3	-17.04
06/05/2023	EFT	499-0538-3	-952.03
06/20/2023	EFT	499-0538-3	-834.99
06/20/2023	EFT	499-0538-3	-29.88
Total EDD			-1,833.94
Glacier Water Vending			
06/23/2023	DBT		-2.60
06/23/2023	DBT		-2.60
Total Glacier Water Vending			-5.20

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2023

Date	Num	Memo	Amount
IRS			
06/05/2023	EFT	68-0296323	-4,329.64
06/20/2023	EFT	68-0296323	-3,964.46
Total IRS			-8,294.10
Jennie Short			
06/01/2023	12076		-7,560.31
Total Jennie Short			-7,560.31
Jessica Lorene Delos Reyes			
06/27/2023	12123		-1,500.00
Total Jessica Lorene Delos Reyes			-1,500.00
Lori Ruiz			
06/22/2023	12116		-200.00
Total Lori Ruiz			-200.00
NAPA			
06/05/2023	12092		-20.88
06/06/2023	12103		-28.52
Total NAPA			-49.40
NCUAQMD			
06/02/2023	12091		-150.00
Total NCUAQMD			-150.00
PACE Supply			
06/01/2023	12089		-498.67
Total PACE Supply			-498.67
PG&E			
06/21/2023	12101		-6,928.38
Total PG&E			-6,928.38
Pitney Bowes Purchase Power			
06/05/2023	12093		-169.59
06/06/2023	12102		-504.08
06/22/2023	12117		-474.58
Total Pitney Bowes Purchase Power			-1,148.25
Postmaster			
06/22/2023	12118		-176.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2023

Date	Num	Memo	Amount
Total Postmaster			-176.00
Ralph Emerson			
06/22/2023	12119		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
06/01/2023	12090		-24.67
Total Recology Humboldt County			-24.67
Redwood Merchant Services			
06/02/2023	12219		-144.70
06/30/2023			-226.09
Total Redwood Merchant Services			-370.79
RENNER			
06/10/2023	DBT		-1,113.14
Total RENNER			-1,113.14
Reveal Tactacam			
06/30/2023			-85.00
Total Reveal Tactacam			-85.00
Rural Community Assistance Prog - Backhoe			
06/01/2023	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
06/05/2023	12100		-4,230.52
Total SDRMA			-4,230.52
Sentry III Center			
06/01/2023	12088		-835.00
Total Sentry III Center			-835.00
Starlink			
06/05/2023	DBT		-145.00
Total Starlink			-145.00
SWRCB			
06/07/2023		Operator training	-308.00
06/23/2023	12111		-3,453.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2023

Date	Num	Memo	Amount
Total SWRCB			-3,761.00
SWRCB-DWOCP			
06/20/2023	12114		-60.00
06/26/2023	12120		-60.00
Total SWRCB-DWOCP			-120.00
SWRCB - 2013CX103			
06/19/2023	12104		-22,991.18
Total SWRCB - 2013CX103			-22,991.18
Umpqua Bank			
06/14/2023	12218		-181.12
Total Umpqua Bank			-181.12
Wyatt & Whitchurch, E.A. Inc.			
06/19/2023	12113		-755.00
Total Wyatt & Whitchurch, E.A. Inc.			-755.00
WYCKOFF'S Inc			
06/27/2023	12121		-866.64
Total WYCKOFF'S Inc			-866.64
Arreguin, Daniel J			
06/05/2023	12094		-4,323.36
06/20/2023	12105		-3,405.82
Total Arreguin, Daniel J			-7,729.18
Emerson, Ralph K			
06/05/2023	12095		-2,950.97
06/20/2023	12106		-2,950.98
Total Emerson, Ralph K			-5,901.95
Miller, Brian A			
06/05/2023	12096		-2,210.56
06/20/2023	12107		-2,338.11
Total Miller, Brian A			-4,548.67
Nieto, Mary			
06/05/2023	12097		-1,849.73
06/20/2023	12108		-1,656.11
Total Nieto, Mary			-3,505.84

2:08 PM

08/17/23

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
June 2023

Date	Num	Memo	Amount
Ruiz, Ricardo			
06/05/2023	12098		-409.30
06/20/2023	12109		-367.66
Total Ruiz, Ricardo			-776.96
Sweet, Laura D.			
06/05/2023	12099		-141.74
06/20/2023	12110		-623.69
Total Sweet, Laura D.			-765.43
No name			
06/07/2023		Operator Training	-40.00
06/15/2023	DBT		-560.00
Total no name			-600.00
TOTAL			-96,027.06

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

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

I. REGULAR MEETING CALLED TO ORDER

Doug Bryan called the meeting to order at 5:02 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Rio Anderson Second: Richard Landes Vote: 3-0

IV. NO CLOSED SESSION

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Kristen Vogel

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

Operations Staff- River Levels—Operational Demands

Office Staff- Online payments are active on the Districts website. Two payments received so far.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson

Ralph had no further additions to his report.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- 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: Rio Anderson Second: Richard Landes Vote: 3-0

B. GENERAL BUSINESS – Action items

B.1 Update on Tank Replacement Project- Jennie
(discussion—possible action) **Handout at Meeting**

Since the last Board Meeting, the Project Team has:

- Worked on completing the 30% Design Plans
- Review with Property Owner Swaffar to provide input to SHN
- I submitted the documentation needed to request an amendment to the Prop 68 DWSRF Planning Funding Agreement for \$347,000
- Worked on surveying at the Cal Fire property and the waterline route adjacent to Swaffar’s residence
- Late biological field studies were performed
- Cultural Resources and historical documentation were completed for CEQA

Next Steps:

- Produce 30% Design Plans and submit to DFA and DWR by the end of July
- Begin production of the CEQA IS/MND for the project
- SHN Contract Amendment to add Final Design to their existing contract

B.2 Update on SHCP Water Service pg. 24-28
(discussion-possible action) Jennie
LAFCo took action to adopt Resolution No. 23-04 on July 19th, 2023.

B.3 New Inn Conditional Will-Serve Letter pg. 29-42
(discussion-possible action)
A motion was made to approve the will-serve letter as presented with one change to the name of the fire department, and to authorize the chair of the board to sign on behalf of the District at such time as condition #8 & #9 are completed by developer.
Motion: Richard Landes Second: Rio Anderson Vote: 3-0

B.4 Removing Vagrants from Property pg. 43-50
(discussion-possible action)
1st Reading

B.5 Signing Authorization for Reserve Accounts pg. 51
(discussion-possible action) Resolution #23-008
Motion: Richard Landes Second: Rio Anderson Roll Call Vote: 3-0

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

B.6 Customer 3 year Water Use Comparison pg. 52
(discussion-possible action)

The overall water usage has gone down each of the years that Jennie Short has done the water capacity report. Customers are using less water.

B.7 Update on Insurance Costs—SDRMA pg. 53
(information only)

Ralph attended a conference call with SDRMA. Because of all outside costs going up, SDRMA may pass along 15% increase to all Districts.

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy Changes Sec 3.0—4.0 pg. 54-55
(discussion-possible action)

The board discussed changes to the personnel policy Sec 3.0-4.0

This ordinance will allow the GSD to help other neighboring Districts with equipment, supplies, parts and chemicals.

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.

The next BOD meeting is August 22, 2023

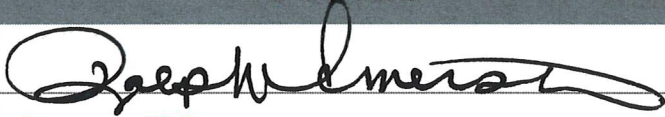


XI. ADJOURNMENT

Doug Bryan ended the meeting at 6:48 p.m.



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Ralph Emerson
Training Topic: Flammable Liquids Training Date: 8/16/23

EMPLOYEE NAME	SIGNATURE
Ralph Emerson	
Mary Nieto	
Dan Arreguin	
Brian Miller	B. m.

Flammable and Combustible Liquids Safe Handling and Storage

While workplace fires are less likely to occur than other types of incidents, its impact can be dangerous and cause significant property damage. This Safety Talk focuses on safe handling and storage of flammable and combustible liquids.

Key Facts

Flammability is determined by the flash point of a liquid. The flash point is the minimum temperature at which a liquid can form a vapor in sufficient concentration that it can be ignited. The primary difference between a flammable and a combustible liquid is the flash point.

Liquids are further categorized into classes used to determine the quantity that can be safely stored in the workplace.



Did you know that vapor is what burns and not the liquid itself? Vapor is directly affected by the ambient temperature, too. Consequently, flammable and combustible liquids are more hazardous as the temperature increases.

Flammable Liquids		
Class	Flash Point	Examples include:
1-A	Below 73°F	Diethyl ether, pentane, petroleum ether
1-B	Below 73°F but boiling point above 100 °F	Gasoline, benzene, acetone, isopropyl alcohol
1-C	Above 73°F but below 100 °F	Butyl alcohol, diethyl glycol, turpentine
Combustible Liquids		
Class	Flash Point	Examples include:
2	At or above 100°F but below 140 °F	Diesel fuel, pine tar, some cleaning solvents
3, 4	Above 140°F; Above 200°F	Creosote oil, formaldehyde, castor

Containers

Only use type 1 or 2 safety cans for gasoline or diesel fuel. Safety cans have a self-closing airtight lid, flexible metal dispensing nozzle, and a flame arrestor to protect from an external ignition source.



Storing

No more than 25 gallons of flammable and combustible liquids may be stored **outside** of a flammable liquid storage cabinet. No more than 10 gallons of that total may be flammable liquids.

Storage Cabinets

UL or FM approved flammable storage cabinets are engineered to protect the contents from sources of nearby ignition. In the event of a room fire, these special cabinets will provide an additional 10 minutes of safety before the contents ignite.

Do's and Don'ts

- Keep the area clear of spark generating tools and equipment.
- Not more than 120 gallons of flammable liquids may be stored inside a storage cabinet. Of this total, not more than 60 gallons may be category 1, 2 and 3 flammable liquids.
- Always ensure that the cabinet doors are fully closed and not malfunctioning.
- Do not store hazardous materials, such as acids, bases, or corrosive liquids. These should be stored in acid and corrosive storage cabinets, not flammable storage cabinets.
- Do not remove labels or warning signs from the cabinet.
- No more than three cabinets should be allowed in one room.
- Keep the lids closed on all containers inside the cabinet.

Transferring Liquids

Pouring flammable liquids can generate static electricity which could ignite a fire or cause an explosion. Bonding or grounding the two containers can prevent sparking.

Bonding refers to a technique used to ensure that all components (containers, piping, pumps, funnels) used in the dispensing process carry the same electrical potential.

Grounding is the process of carrying the electric charge to "earth" or "ground."

This *Safety Talk* provides awareness level training on Safe Handling and Storage of Flammables. If this information is unclear or if you have any additional questions, please talk to your supervisor.

Oily or Solvent Soaked Rags

Used rags containing solvents, thinners, and oils can spontaneously combust or ignite from nearby sources of ignition. To prevent this, store used oily or solvent soaked rags in an "oily waste can." The self-closing lid blocks fire transmission and works to extinguish a can fire by preventing additional oxygen from being introduced.



Responding to a Flammable Liquid Fire

Never use water to extinguish a flammable liquid fire as it will only splatter and spread the flame. Use a Class B fire extinguisher (or multi-class) and only if you are trained and not in danger. Note that most commercial buildings are equipped with multi-class fire extinguishers to be used on a variety of fires including flammable liquids.

More Resources:

- [Cal/OSHA §5415 - 5629](#)
- [NFPA 30 – Flammable and Combustible Liquids Code](#)
- [SDRMA Risk Control Team](#)



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: August 22, 2023
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Finalized the 30% Design Plans and submitted them to the State Water Resources Control Board and the Department of Water Resources (DWR) Project Mangers.
- Coordination for the amendment to the Prop 68 DWSRF Planning Funding Agreement to add \$347,000 and clarify the scope of work
- Request for an amendment to the DWR Small Community Drought Relief Program Grant Agreement to differentiate what portion of the larger project will be funded with these DWR funds.
- Received payment on DWR Invoice #1 in the amount of \$165,759.30 (they have a 10%retention until the project is complete)
- Coordination on the additional scope of work needed with SHN to complete the design of the project to 100% biddable plans and specifications
- Coordination on the last of the field surveying work for the project
- Started working on preparation of the CEQA document
- Submitted the second quarterly report to DWR and the fifth quarterly report to DFA July 31

Over the next 2 to 3 months, SHN will have:

- completed the 60% design
- produced the administrative draft of the CEQA document
- identified the county, state, and federal permits needed for the project

The rest of the project team will be working on property acquisition, coordination with Caltrans and CalFire, preparation of the Technical, Managerial, and Financial Assessment report, continued oversight of the finances, preparation of quarterly reports, and invoices to the state for reimbursement of expenses.

One of the other major tasks that I will be working on is securing construction funding for the portion of the project not already covered by the DWR funds. There are two options for construction funding, both of them through the State Water Resources Control Board Division of Financial Assistance. The first is the one I prefer, and in which we have tentatively been selected to participate: EXPEDITED DRINKING WATER GRANT FUNDING PROGRAM. This program will accelerate the authorization for funding by nine months to a year, or even more. The second option is the standard DWSRF Construction Application process, which is normally the next step

after completing a DWSRF Planning Project as we are. The expedited program is VERY new, and the program is still preparing the various application documents as they work their way through the first batch of applicants. I have reviewed the guidelines for the program, and our project should fit within these guidelines very well. In anticipation of our being invited to apply as early as September, I have prepared the attached Authorizing Resolution for the Board to review and adopt so that I will have all of the necessary attachments ready to go just as soon as we hear from the program.

Also attached for the Board’s review and approval is the third addendum to SHN’s contract for the final design work on the project. Their existing contract only covers up to 30% design plans, which they have completed and submitted and are available in the GSD office if anyone would like to view them. SHN now needs to move forward with 60% and 100% plans, specifications, and the engineer’s estimate for the selected project. The other major item being added in this addendum is the assistance with acquisition of permits for the project. In addition to the scope SHN has listed, GSD will pay for the permit fees directly (estimated at \$34,000), will be the primary on the Caltrans Encroachment permit, and GSD will contract with a specialist to complete the necessary report for the asbestos evaluation related to demolition of the tanks (estimated at \$15,000). The permitting scope is not currently included in Planning Project Grant Agreement with DFA, but is part of the amendment that is being processed by DFA. This should be the final addendum to their contract for the planning phase of the project, unless unforeseen circumstances arise.

Also attached is the updated Project Tracking Report, which summarizes these FA items with their associated deliverables and the SHN tasks with estimated due dates and comments on the progress.

FINANCIAL IMPLICATIONS

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

<u>Description</u>	<u>Amount</u>
Ineligible Expenses - Pre FA	\$ 32,796.28
Arthur Road PRV Construction Costs	\$ 57,610.01
DFA Reimbursement Invoice #1 (paid)	\$ 64,007.74
DWR Reimbursement Invoice #1 (paid)	\$165,759.30
DFA Reimbursement Invoice #2 (submitted)	\$ 71,396.46
DWR Reimbursement Invoice #2 (submitted)	\$ 71,435.25
DFA Reimbursement Invoice #3 (submitted)	\$ 52,220.29
DWR Retention Due	\$ 18,417.70
Expenses Awaiting Invoicing	0.00
Expenses Awaiting FA Amendment for Reimbursement	\$ 26,542.50
Total Project Costs to Date	\$ 562,380.93

The amount of SHN scope, GSD fees, and asbestos consultant costs that are not currently included in the existing DFA and DWR grant agreements is \$272,000. The Board should know that the amendment being requested is not guaranteed, but that these costs can be included in the future construction application. If they are part of the construction funding, I do not anticipate receiving reimbursement until summer 2025. That means the District needs to be comfortable with fronting these costs for two years out of our reserve funds until reimbursement is received.

RECOMMENDATIONS

1. Adopt Resolution 23-009: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE ROBERTSON/HURLBUTT/ WALLAN TANK REPLACEMENT PROJECT FOR FUNDING THROUGH THE: EXPEDITED DRINKING WATER GRANT FUNDING PROGRAM OF THE STATE WATER RESOURCES CONTROL BOARD
2. Approve SHN's contract Addendum and authorize the Chair of the Board to sign.

ATTACHMENTS

Resolution 23-009
Project Tracking Report
SHN Final PER Overall Project Costs Table with Funding
SHN Addendum #3



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 23-009

AUTHORIZING RESOLUTION

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE GRANT APPLICATION, ACCEPTANCE, AND EXECUTION FOR THE ROBERTSON/HURLBUTT/WALLAN TANK REPLACEMENT PROJECT FOR FUNDING THROUGH THE: **EXPEDITED DRINKING WATER GRANT FUNDING PROGRAM OF THE STATE WATER RESOURCES CONTROL BOARD**

WHEREAS, GARBERVILLE SANITARY DISTRICT is in the process of completing the planning phase of the ROBERTSON/ HURLBUTT/WALLAN TANK REPLACEMENT PROJECT (the "Project"); and

WHEREAS, GARBERVILLE SANITARY DISTRICT has an existing funding agreement number No. D2102010 in the amount of \$325,000 for a portion of the planning phase costs; and

WHEREAS, GARBERVILLE SANITARY DISTRICT has the legal authority and is authorized to enter into a funding agreement with the State of California; and

WHEREAS, GARBERVILLE SANITARY DISTRICT intends to apply for grant funding from the State Water Resources Control Board for the remaining planning project costs, property acquisition, permitting and construction related costs for the Project.

IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT (the "Entity"), AS FOLLOWS:

The GENERAL MANAGER, CONSULTANT PROJECTS MANAGER, and CHAIR OF THE BOARD are hereby designated as the "Authorized Representatives," or designee, and any one of them are hereby authorized and directed to sign and file, for and on behalf of the Entity, a financial assistance application for a financial assistance agreement from the State Water Resources Control Board for the planning, design, and construction of the "Project."

Any Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

Any Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financial assistance agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the BOARD OF DIRECTORS of the GARBERVILLE SANITARY DISTRICT held on AUGUST 22, 2023, motion by _____

and seconded by _____, motion passed by the following vote:

AYES: Directors _____

NOES: Directors _____

ABSTAIN: Directors _____

ABSENT: Directors _____

Chair of the Board of Directors

_____,
Ralph Emerson
Clerk of Board of Directors

SEAL:

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item	SHN Task # Description	DFA Funding Agmnt \$	Reimb. Amount \$	DWR Grant Agmnt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 6/30/23	Estimated Completion Date	Completion Status *	Comments
1	DWR Task 2 - Project Development Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection & System Evaluation 5 Draft PER Deliver: Draft Preliminary Engineering Report	35,000	44,655	362,000	231,920	28,000 106,000	27,983 95,099	03/31/23	C C	Submitted 04/04/23
2	2 Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: Geotechnical Report	20,000 15,000	29,095			4,500 60,000	1,820 31,444	07/31/23 07/31/23	U U	Field, Robertson, Wallan, Arthur PS Complete Field work complete, report to be produced
3	3 Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans Deliver: Final Preliminary Engineering Report Preliminary Design	55,000	54,900			20,000 118,500	19,757 115,675	05/31/23 07/31/23	C C	Submitted 06/15/23 Submitted 08/01/23
4	4 Environmental Documents (CEQA) 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources 7 CEQA Document + NOD Permitting Deliver: Draft Environmental Documents Final Environmental Documents	60,000 20,000	48,582	63,000 45,000	9,134	69,750 50,000	53,064 2,538	08/31/23 01/31/24 10/31/23 02/28/24	C IP	Complete
5	5 Plans & Specifications Deliver: Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%)	70,000	0			34,500		08/31/23 12/31/23		Not under contract yet

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item	SHN Task # Description	DFA Funding Agmnt \$	Reimb. Amount \$	DWR Grant Agmnt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 6/30/23	Estimated Completion Date	Completion Status *	Comments
6	Technical, Managerial and Financial Deliver: Draft TMF Assessment form & supporting documentation Final TMF Assessment form & supporting documentation	20,000	150					09/30/23 12/31/23		
7	Water Rate Study Deliver: Draft Rate Study Final Rate Study	10,000							C	June 2020 Increases implemented June '21, '22 & '23
8	Administration Deliver: Quarterly Progress Reports	20,000	10,243	15,000	5,325			12/31/25	P	Rpt#5 Submitted and Reimbursement Req #2
9	Work Completion (Planning Phase)							03/31/24		
TOTAL:		\$ 325,000	\$ 142,970	\$ 485,000	\$ 246,379	\$ 491,250	\$ 347,379			
Post Planning Phase Major Milestones										
	Right of Way Acquisition			140,000	9,234				U	Coord w/ prop owners
	Issuance of Federal, State & County permits									
	Application for Construction Funding								U	Researching Sources
	Execution of FA for Construction Phase									
	Bid Project			10,000						
	Award Project									
	Begin Construction Work									
	Construction			3,630,000						
	CM, DA, CPM			280,000						
	Complete Construction Work									
	Final Funding Reimbursement							12/31/25		
Total:		325,000	142,970	4,545,000	255,612					
<p>* Notes: Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project</p>										

Garberville Sanitary District Tanks (Robertson/Wallan/Hurlbutt) Replacement Project
 Overview of Project Cost Estimates from Final PER with Funding Sources

August 17, 2023

SHN Final PER Table 16. Overall Project Costs

Item	Amount	SHN Contract w/Add1+2	SHN Add 3	GSD Direct	Total by Item	Anticipated Funding Source			
						Existing DWR Grant	Existing Planning FA SWRCB DFA	Amendment to Planning FA SWRCB DFA	Future Construct FA SWRCB DFA
Table 15A 2024 Construction Total	\$5,222,000					\$3,620,000			\$1,602,000
Table 15B 2024 Construction Total	\$4,170,000								\$4,170,000
Grant Administration, Legal, and Closeout (3% of Construction)									
6 TMF	\$30,000			\$30,000			\$20,000	\$10,000	
7 Rate Study	\$10,000			\$10,000			\$10,000		
8 Planning Administration & Legal	\$30,000			\$30,000		\$15,000	\$20,000	\$20,000	
Admin Constr	\$192,000								\$157,000
Property Acquisition	\$140,000			\$140,000		\$140,000			
Environmental/Permitting Services									
Special Studies & Planning Assistance \		\$87,750			\$87,750	\$38,000	\$50,000		
4 CEQA Compliance \ →	\$237,800	\$50,000			\$50,000	\$20,000	\$30,000		
Permit Fees and Asbestos Testing /				\$27,000	\$27,000	\$10,000		\$20,000	
Permitting Assistance /			\$55,000	\$15,000	\$70,000	\$40,000	\$0	\$30,000	
Planning Phase Engineering Services						\$0			
2 Geotechnical Services \	\$144,500	\$60,000			\$60,000	\$30,000	\$15,000	\$15,000	
Survey /		\$4,500	-\$2,680	\$95,000	\$96,820	\$40,000	\$20,000	\$25,000	
1 Project Eval, Alt Analysis, Draft PER	\$189,500	\$189,500			\$189,500	\$105,000	\$35,000	\$37,000	
3 Final PER & 30%	\$65,000	\$65,000			\$65,000		\$55,000	\$10,000	
Controls and Electrical Design (by ATEEM) \		\$34,500	\$55,240		\$89,740				
5 Final Design (Development of PS&E) /	\$425,100		\$341,500		\$341,500	\$187,000	\$70,000	\$180,000	
Construction Phase Engineering Services									
Bid Support	\$20,000					\$10,000			\$10,000
Materials Testing & Special Inspections	\$51,000					\$30,000			\$21,000
Record Drawings	\$15,000								\$15,000
Construction Management and Administration	\$566,000					\$260,000			\$306,000
Total Project Development and Construction Administration Costs	\$2,115,900	\$491,250	\$449,060	\$137,000	\$1,077,310				
Total Estimated Project Costs	\$11,507,900					\$4,545,000	\$325,000	\$347,000	\$6,281,000
							Total SWRCB DFA \$:		\$6,953,000
		SHN Total	\$940,310						

**Addendum No. 3 To Agreement
Dated 26 May, 2022
GSD Water System Improvements**

Additional Scope of Work

See scope and fees provided in attached letter (Exhibit A).

Related Costs

- A. SHN agrees to provide services covered by this Addendum on a time and expenses basis (not to exceed). Fees are estimated as follows:

<u>Original Project Budget</u>	<u>\$ 278,000</u>
<u>Addendum 1 Budget Increase</u>	<u>\$ 196,750</u>
<u>Addendum 2 Budget Increase</u>	<u>\$ 16,500</u>
<u>Remaining SHN Survey Services Credit (Points West to handle all surveying efforts)</u>	<u>(-2,680)</u>
<u>A T.E.E.M Services Budget Credit (see Note 1 in fee summary table in Exhibit A)</u>	<u>\$ (-47,500)</u>
<u>Addendum 3 Budget Increase</u>	<u>\$ 499,240</u>
Revised Project Total	\$ 940,310

All other terms and conditions contained in the original Agreement shall apply to this Addendum.

In Witness Whereof, the parties have executed this Addendum to the Agreement the day and year first set forth.

SHN Consulting Engineers & Geologists, Inc.

Address: 812 W. Wabash Ave.
Eureka, CA 95501-2138

Client: Garberville Sanitary District

Address: P.O. Box 211
Garberville, CA 95542

By: _____

By: _____

Title: _____

Title: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

License #: _____





Reference: 022067

August 17, 2023

Exhibit "A"

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

Subject: Garberville Sanitary District Water System Improvements Project - Planning and Design Services Through Completion of Design and Permitting—Revision 1

Dear Jennie:

This letter presents our anticipated scope and fee for the remaining planning/permitting and design efforts for the Garberville Sanitary District Water System Improvements project. This scope of work is a continuation of our previously scoped efforts on the project, which included data collection, isolated water system evaluation, special studies, a geotechnical investigation, preparation of a preliminary engineering report, 30% engineering design, and California Environmental Quality Act (CEQA) compliance. For consistency, the task numbering in the scope of work below aligns with our previous scope of work from Addendum 1.

Project Scope of Work

Task 6A. 60% Engineering Design

SHN has completed the 30% design for the project, and this task will continue the work under our previous efforts. The 60% design phase is expected to consist of the following efforts:

- Site Visit: SHN anticipates conducting one site visit during the 60% design phase.
- Meetings: SHN anticipates participating in up to 4 bi-weekly coordination meetings with GSD staff and up to two funding coordination meetings with GSD staff and the funding agencies during this phase of the project. SHN will hold internal coordination meetings with SHN staff and design coordination meetings with A TEEM as needed to facilitate project progress.
- Prepare 60% plans.
- Prepare preliminary Opinion of Probable Construction Costs (OPCC).
- Prepare draft technical specifications, and bid schedule.

A T.E.E.M. Efforts:

- See Attachment 1 for A T.E.E.M.'s scope of work.



60% Phase Deliverables

- 60% Plans, OPCC, Draft Technical Specifications, Bid Schedule

Task 6B. 90% Engineering Design

The 90% design phase is expected to consist of the following efforts:

SHN Efforts:

- Site Visit: SHN anticipates conducting one site visit during the 90% design phase.
- Meetings: SHN anticipates participating in up to six bi-weekly coordination meetings with GSD staff and up to three funding coordination meetings with GSD staff and the funding agencies during this phase of the project. SHN will hold internal coordination meetings with SHN staff and design coordination meetings with A TEEM as needed to facilitate project progress.
- Prepare draft pump sizing calculations for each pump station.
- Prepare draft structural calculations for pump station buildings.
- Prepare 90% plans.
- Update preliminary OPCC.
- Prepare draft technical specifications, bid schedule, measurement and payment, and bid documents package.

A T.E.E.M. Efforts:

- See Attachment 1 for A T.E.E.M.'s scope of work.

90% Phase Deliverables

- 90% Plans, OPCC, Technical Specifications, Bid Schedule, Measurement & Payment, Bid Documents, and calculations.

Task 6C. 100% Engineering Design

The 100% design phase is expected to consist of the following efforts:

SHN Efforts:

- Meetings: SHN anticipates participating in up to four bi-weekly coordination meetings with GSD staff and up to two funding coordination meetings with GSD staff and the funding agencies during this phase of the project. SHN will hold internal coordination meetings with SHN staff and design coordination meetings with A TEEM as needed to facilitate project progress.
- Prepare project calculations package (Pump Sizing Calculations and Pump Selection, Structural Calculations for pump station buildings).
- Prepare 100% (stamped) plans.



- Prepare final OPCC.
- Prepare technical specifications, bid schedule, measurement & payment, and bid documents package.

A T.E.E.M. Efforts:

- See Attachment 1 for A T.E.E.M.'s scope of work.

100% Phase Deliverables

- Final Plans, OPCC, Technical Specifications, Bid Schedule, Measurement and Payment, Bid Documents, and calculations.

Task 8. Permitting

This task summarizes the steps anticipated to be necessary for permitting the project. Permit applications will be based on the 60% design plans.

- **Humboldt County General Plan Conformance Review, Conditional Use Permit, and Special Permit**—SHN will prepare and submit an application to Humboldt County for these listed permit types, which are anticipated to be needed for development of the proposed project.
- **USACE 404 Permit**—SHN will prepare and submit an application to U.S. Army Corps of Engineers (USACE) for a Section 404 permit due to anticipated work in jurisdictional waters.
- **RWQCB 401 Permit**—SHN will prepare and submit an application to North Coast Regional Water Quality Control Board (RWQCB) for a Section 401 water quality certification due to anticipated work in jurisdictional waters.
- **CDFW 1600 Notification**—SHN will prepare and submit a notification to California Department of Fish and Wildlife (CDFW) for a Section 1600 Lake and Streambed Alteration Agreement due to anticipated work in jurisdictional waters.
- **Caltrans Encroachment Permit**—It is assumed that the District will be responsible for filling out and submitting the encroachment permit application to California Department of Transportation (Caltrans) and for coordinating with Caltrans during the review and approval process. SHN will provide assistance and documentation as needed up to a maximum of \$5,000.
- **Revegetation Mitigation and Monitoring Plan**—SHN will prepare a revegetation mitigation and monitoring plan for impacts to mapped sensitive natural communities (purple needlegrass grassland and California oatgrass grassland) and/or jurisdictional wetlands and waters in coordination with the RWQCB, the USACE, and/or CDFW. Compensation for wetlands shall occur so there is no net loss of wetland habitat at ratios to be determined in consultation with the RWQCB. The plan will include the following elements: proposed mitigation ratios; description and size of the restoration or compensatory area; site preparation and design; plant species; planting design and techniques; maintenance activities; plant storage; irrigation requirements; success criteria; monitoring schedule; and remedial measures. The plan would be implemented by the District.



Project Assumptions

This scope of work is based on the following assumptions:

- A. SHN assumes that the project will not deviate substantially from the 30% design that has been submitted.
- B. It is assumed that the selected contractor will obtain the encroachment permit and National Emission Standards for Hazardous Air Pollutants (NESHAPs) approval from North Coast Unified Air Quality Management District (NCUAQMD) prior to construction.
- C. SHN assumes that the project will consist of a single set of plans, specifications, and bid package.
- D. SHN assumes that the District will be responsible for payment of agency permitting/review fees. Estimated permitting fees are provided in the fee summary section of this letter.

Project Exclusions

Any services not specifically outlined in the above scope of work are excluded, including but not limited to the following:

- A. Bid Assistance. SHN anticipates providing this service under a future agreement.
- B. Construction support services. SHN anticipates providing construction support services under a future agreement.
- C. Preparation of Record Drawings. SHN anticipates providing this service under a future agreement.
- D. Humboldt County Encroachment Permit. SHN's scope does not include obtaining the encroachment permit.
- E. Humboldt County Demolition, Grading, and/or Building Permits. Community service districts are exempt from needing these types of permits.
- F. National Emission Standards for Hazardous Air Pollutants (NESHAPs) approval from North Coast Unified Air Quality Management District (NCUAQMD).
- G. Permits to operate from NCUAQMD for generators.
- H. No additional special studies/reports beyond the revegetation mitigation and monitoring plan and the studies/reports included in previous scopes of work will be needed pursuant to permitting.
- I. This scope does not include preparation of a SWPPP document, SWPPP implementation and monitoring services, SWPPP amendments, annual reports, and notice of termination.



Project Schedule

A preliminary schedule for key milestones is provided below:

End of September (2023)	60% Plans and Draft IS/MND
End of October (2023)	60% Technical Specifications, OPCC, and permit applications based on 60% Plans
End of December (2023)	Submit Revegetation Mitigation and Monitoring Plan
End of December (2023)	90% Plans, Technical Specifications, OPCC
End of January (2024)	CEQA Compliance
End of February (2024)	100% Plans, Technical Specifications, OPCC
End of April (2024)	Anticipated Completion of Permitting

Fee Summary

SHN's primary staff for this project and our associated billing rates for 2023 are summarized below. (Billing rates will increase in 2024.) SHN's fee estimate accounts for completing the final portion of this project in 2024.

- Jared O'Barr, PE (Project Manager, Principal Engineer): \$195/hr
- Richard Culp, PE (Senior Design Engineer): \$170/hr
- Pieter Gustavson, PE (Project Engineer): \$145/hr
- Mike Malone, (Staff Engineer): \$110/hr
- Jared Goebel (Staff Engineer): \$100/hr
- Chris Newell (CAD Manager): \$130/hr
- Stein Coriell (Senior Planner): \$145/hr
- Joseph Saler (Botanist, Biologist): \$135/hr
- Cindy Wilcox (Soil Scientist): \$120/hr

Estimated permitting fees (to be paid by GSD):

- Humboldt County Estimated Fee: \$7,000
- Caltrans Estimated Fee: \$10,000
- USACE: No permitting fee anticipated
- RWQCB Estimated Fee: \$7,000
- CDFW Estimated Fee: \$3,000

Estimated asbestos testing for demolition of existing structures (GSD to contract directly with consultant): \$15,000 (SHN has reached out to Brunelle & Clark Consulting to obtain a proposal for this work—fee to be confirmed once the proposal is received.)



Jennie Short

Garberville Sanitary District Water System Improvements Project – Planning and Design Phase Services Through Completion of Design and Permitting—Revision 01

August 17, 2023

Page 6

SHN Fee Estimate

Compensation for services described herein will be on a time and expenses basis (not to exceed). The following table provides an anticipated budget breakdown by each task. SHN shall be free to adjust budgets between these tasks as needed, as long as the total fee is not exceeded. This total fee will not be exceeded without prior authorization.

Task		Fee
Task 6A	60% Engineering Phase	\$139,000
Task 6B	90% Engineering Phase	\$147,500
Task 6C	100% Engineering Phase	\$55,000
Task 8	Permitting	\$55,000
A T.E.E.M. Services (with 10% markup) – See Note 1		\$102,740
Addendum 3 Total Fee		\$499,240

Note 1: A T.E.E.M.'s fee includes all design services necessary for them to complete the project, including design services completed to date. Previous budget of \$47,500 for A T.E.E.M.'s services from the original project agreement to be credited back to GSD.

Thank you for providing SHN with the opportunity to propose on this project. If you have any questions or comments regarding the information provided in this proposal, please email me at jobarr@shn-engr.com.

Sincerely,

SHN



Jared O'Barr, PE
Civil Engineering Principal

JOB:lam

Attachment 1. A T.E.E.M. Scope



A T.E.E.M. Scope

1



August 14, 2023

Mr. Jared O'Barr, P.E.
SHN
812 W. Wabash Ave.
Eureka, CA 95501
E-mail: jobarr@shn-engr.com

Location: Garberville Sanitary District
Subject: Electrical Engineering Design Quotation & Scope of Work - revised
Project: Water System Improvements Project

We are pleased to submit this proposal for *A T.E.E.M.* Electrical Engineering design services for the Garberville Sanitary District, Water System Improvements Project. This quotation expands the scope of work from the 30% design to a complete electrical design. The main components of the project will be:

1. 30% Design Write-up (Completed)
2. New Main Tank and Upper Maple Lane Booster Pump Station including:
 - a. New Electrical Service, Generator and ATS.
 - b. Two 7.5hp pumps and controls.
 - c. Irrigation control panel.
 - d. Booster Pump control panel with PLC, Autodialer, Radio and HMI.
 - e. Level and Pressure transmitter and high/low level alarm floats.
 - f. Antenna mast for communication to WTP.
 - g. PG&E Application.
3. Replace Electrical Service at Main Tank property owner's home.
 - a. PG&E Application.
 - b. Remove pole from front yard.
 - c. Underground service to home.
4. Electrical Demolition plans for Hurlbutt Tank & Pump Station.
5. Electrical Demolition plans for Arthur Road Pump Station (replace with Alder Point).
6. New Alder Point Booster Pump Station including:
 - a. New Electrical Service, Generator and ATS.
 - b. Two 30hp pumps and controls.
 - c. Control panel with PLC, Autodialer, Radio, and HMI.
 - d. Computer based radio survey and antenna mast for communication to Alder Point Tank.
 - e. PG&E Application.
7. Alder Point Tank radio modifications if necessary.
8. Upgrade Wallen Road Pump Station including:
 - a. Two 7.5hp pumps and controls.
 - b. Control panel with PLC, Autodialer, Radio, and HMI.
 - c. Manual transfer switch and temporary generator.
9. Electrical Demolition plans for Wallen Tank.
10. New Wallen Tank site including new Level Transmitter, Radio, and solar power for both.

11. Upgrade Tobin Well site including:
 - a. One 7.5hp pump and controls.
 - b. Chlorine Pump control, well level and system pressure indication.
 - c. New Generator and Manual Transfer Switch.
12. Upgrade Water Treatment Plant control panel including:
 - a. Replace existing PLC and Radio.
 - b. Control panel modification drawings.
 - c. Autodialer.
13. Upgrade River Pump Station control panel including:
 - a. Replace existing PLC and Radio.
 - b. Control panel modification drawings.
14. Electrical construction cost estimate at each submittal including PG&E costs.
15. SCADA graphical user interface integration will not be included in this design.

The following is a summary of *A T.E.E.M.* electrical and instrumentation services for the project:

1. Meetings
 - a. Six (6) Virtual
 - b. Two (2) In-person meetings at Garberville to collect information on existing conditions.
2. Project Drawings – The attached spreadsheet contains the list of drawings to be prepared:
 - a. Electrical (E-Series) drawings (27 total)
 - b. Instrumentation (I-Series) drawings (8 total)

All drawings will be produced with AutoCAD computer aided drafting.
3. Provide Preliminary Engineering Report utilizing Microsoft Word.
4. Provide Load calculations.

All spreadsheets will be produced with Microsoft Excel.
5. Provide electrical and instrumentation cost estimate at each submittal.

A T.E.E.M. not-to-exceed Design Services proposed fees are listed on the attached spreadsheet.

Notes:

1. Construction Services, such as PLC/SCADA Programming, submittal review, startup/testing, construction inspection, etc. are not included, but can be quoted separate from this proposal.
2. Design will be submitted at 60%, 90% and Final stages.
3. Fire protection, security and camera system is not included.
4. *A T.E.E.M.* standard specifications will be utilized on this project.
5. Title 24 Compliance is not included.

6. Unless otherwise indicated by the Scope of Work above, quote is to furnish only engineering services and does not include any trade labor, trade work, construction work, site improvement, contractor services or any trade installation services. Any trade labor and/or related trade work shall be performed by others/contractor.

All prices include overhead, profit, and insurance. Currently *A T.E.E.M.* has \$2,000,000 general liability and \$2,000,000 professional liability insurance in force.

A T.E.E.M. is dedicated to meeting your needs by providing specialized design, consultant and management services. Please give us a call if you have any questions or require further information.

Sincerely,

Erik Burns, P.E.
A T.E.E.M. Electrical Engineering

**A T.E.E.M.
ELECTRICAL & INSTRUMENTATION DRAWINGS
GARBERVILLE SANITARY DISTRICT
WATER SYSTEM IMPROVEMENTS PROJECT**

DWG NO.	DESCRIPTION
E1	ELECTRICAL SYMBOLS & ABBREVIATIONS
E2	UPPER MAPLE LANE PUMP STATION ONE LINE DIAGRAM
E3	ALDER POINT PUMP STATION ONE LINE DIAGRAM
E4	WALLEN ROAD PUMP STATION ONE LINE DIAGRAM
E5	TOBIN WELL ONE LINE DIAGRAM
E6	FULL SPEED ELEMENTARY DIAGRAM
E7	SOFT START ELEMENTARY DIAGRAM
E8	BPS CONTROL PANEL ELEVATION & BACKPAN
E9	WELL CONTROL PANEL ELEVATION & BACKPAN
E10	CONTROL PANEL ELEMENTARY DIAGRAMS
E11	EXAMPLE INTERCONNECT DIAGRAM
E12	TYPICAL ELECTRICAL DETAILS NO. 1
E13	TYPICAL ELECTRICAL DETAILS NO. 2
E14	ALDER POINT PUMP STATION MCC ELEVATION
E15	HURLBUTT TANK AND BPS DEMOLITION PLAN
E16	ARTHUR ROAD PUMP STATION DEMOLITION PLAN
E17	WALLEN ROAD TANK DEMOLIITON PLAN
E18	WALLEN ROAD PUMP STATION DEMOLIITON PLAN
E19	TOBIN WELL DEMOLITION PLAN
E20	MAIN TANK AND UPPER MAPLE LANE PUMP STATION ELECTRICAL SITE PLAN
E21	ALDER POINT TANK ELECTRICAL SITE PLAN
E22	ALDER POINT PUMP STATION ELECTRICAL SITE PLAN
E23	WALLEN ROAD TANK ELECTRICAL SITE PLAN
E24	WALLEN ROAD PUMP STATION ELECTRICAL SITE PLAN
E25	TOBIN WELL ELECTRICAL SITE PLAN
E26	RIVER PUMP STATION CONTROL PANEL MODIFICATIONS
E27	WATER TREATMENT PLANT CONTROL PANEL MODIFICATIONS
I1	INSTRUMENTATION SYMBOLS & ABBREVIATIONS
I2	SCADA BLOCK DIAGRAM
I3	MAIN TANK AND UPPER MAPLE LANE PUMP STATION P&ID
I4	ALDER POINT TANK AND PUMP STATION P&ID
I5	WALLEN ROAD TANK AND PUMP STATION P&ID
I6	TOBIN WELL P&ID
I7	RIVER PUMP STATION P&ID
I8	WATER TREATMENT PLANT P&ID

A T.E.E.M. Electrical Engineering
8/14/2023

Type of Service: Electrical Design Services
 Customer Name: SHN
 Location: Garberville Sanitary District
 Project Name: Water System Improvements - Revised

Project No.: _____ Work Order No.: _____ Task No.: _____

		Field Eng = FE Office Eng = OE Technical = TA					
		Hourly Rate:			\$230	\$220	\$130
Task	Description	FE	OE	TA			
Electrical Design Services							
1	30% Design Write-up (Completed)				=	\$	11,430
2	Meetings (6 virtual; 2 in-person)	50	24	8	=	\$	17,820
3	E & I Drawings	0	124	62	=	\$	35,340
4	Division 16 Specifications	0	36	24	=	\$	11,040
5	Preparation of Schedules	0	28	9	=	\$	7,330
6	Electrical & Instrumentation Cost Estimate	0	18	6	=	\$	4,740
7	PG&E applications	0	12	6	=	\$	3,420
8	Bid Period Service (no meeting or conformed docs)	0	8	4	=	\$	2,280
		50	250	119		\$	93,400

Total not to exceed cost: **\$93,400**

Notes:

- 1) Extra meetings, Construction Services and SCADA configuration and PLC Programming are not included in this scope of work, but can be quoted separately.
- 2) SCADA upgrade is not included in this scope of work.
- 3) Lights, security gate and camera system are not included.
- 4) Unless otherwise indicated by the Scope of Work above, quote is to furnish only and does not include any trade labor, trade work, construction work, site improvement, contractor services or any trade installation services. Any trade labor and/or related trade work shall be performed by other/contractor.

 Signature : Erik Burns, P.E. Date _____

Approval _____ Date _____
 Signature
 CHARGE NO.:



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: August 22, 2023
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Project Application
Meadows Aerial Waterline Reconstruction Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The existing 4”/6” aerial waterline over Bear Gulch transmits treated water from the main town of Garberville to the Meadows Subdivisions. It serves approximately one quarter of the GSD customers including the Cal FIRE station, Caltrans maintenance yard, Humboldt County Road Maintenance yard, PG&E maintenance yard, and Renner stations. These are some of the critical customers during emergency conditions. Maintaining water service to these locations is crucial for the Garberville community.

The waterline in the slope of Bear Gulch has had numerous failures in the past 15 years. The slope is extremely steep and access to the waterline can only be made on foot or with very small equipment. As part of the 2010 failure, the District had the problem evaluated by David Lindberg, Certified Engineering Geologist. Mr. Lindberg described the problem and the landslide(s) that has occurred on the slope of Bear Gulch. Mr. Lindberg’s letter states, “For the long term, however, the water supply to the District’s northern customers would be more reliable if the water line crossing Bear Canyon could be abandoned and rerouted to a more stable and accessible location.” This project’s goal is to relocate the waterline to a new location.

The State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) oversees the Drinking Water State Revolving Fund (DWSRF). In October 2019, I submitted the application for the Meadows Aerial Waterline Reconstruction Project. That application has been working its way through the review and approval processes amongst various departments with the Waterboard. It has received approval from Environmental and Technical but still needs final sign off by Financial. Since it has been 4 years since the application were submitted, many of the documents are old and no longer meet the requirement for “past 3 years”, etc. Hence, the project manager has requested that GSD update specific documents in preparation for the final approval.

The documents that need to be updated are:

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

This aerial waterline project and the associated transmission waterline has become like a “Phase 2” to the current tank replacement project. In addition to the basic project evaluation that is normally completed with a planning project, the District is proposing to incorporate the water system modelling project that was approved under the Technical Assistance program. The scope of the project has drastically increased since the original application in 2019 and SHN will be preparing a proposal for the scope of work, fee and schedule for this second phase of the project. Their proposal, along with the various tasks completed by GSD staff or myself will be combined into the updated T3 submittal as part of this update.

The footprint of this project is significantly larger than that of the Tank Replacement Project, which causes the costs to be significantly higher. There will be three bridge crossings to evaluate, a very long section of Redwood Drive to survey, design, etc. The coordination with Caltrans and Humboldt County for Encroachment Permits will be time intensive. GSD has already adopted a NOE for the planning phase of this project. The Planning Project will produce all the necessary CEQA documents for the construction phase. With the project being within existing roadways, I anticipate that we should be able to avoid any wetlands or botanical species, but the field work and production of a report documenting those conditions will need to be prepared.

Basically, this project will contain all the same steps as we are currently going through for the tanks project, but as of now will not be funded by more than one agency.

The proposed schedule for the project would result in the planning work being completed at the same time as the construction work for the tanks. This could overextend existing staff’s available time.

FINANCIAL CONSIDERATIONS

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

community, we will likely receive 100% grant funding for this project as we have for the tanks project.

RECOMMENDED ACTIONS

None

ATTACHMENTS

The 2019 Planning Project Application package is available online at:

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



AGENDA ITEM 8A

MEETING: July 19, 2023
TO: Humboldt LAFCo Commissioners
FROM: Krystle Heaney, Clerk/Analyst
SUBJECT: **Preview of Draft Agency Profiles for the South County Municipal Service Review and Sphere of Influence Update**
The Commission will receive an update on the status of document preparation along with an overview of two of the eight agency profiles. The report is being presented for information only.

BACKGROUND

The Cortese-Knox-Hertzberg Local Government Reorganization Act directs Local Agency Formation Commissions (LAFCOs) to regularly prepare municipal service reviews (MSRs) in conjunction with establishing and updating each local agency's sphere of influence (SOI). The legislative intent of MSRs is to proactively assess the availability, capacity, and efficiency of local governmental services. MSRs may also lead LAFCOs to take other actions under their authority, such as forming, consolidating, or dissolving one or more local agencies in addition to any related sphere changes. As part of the Commission's work plan, staff has been preparing a regional MSR for water and wastewater services for the south county region which can be generally described as all districts south of Rio Dell/Scotia.

DISCUSSION

Southern Humboldt County includes multiple small to medium sized water and wastewater districts. A total of eight districts will be included in the South County Regional Water and Wastewater MSR/SOI Update (Alderpoint CWD, Briceland CSD, Garberville SD, Miranda CSD, Phillipsville CSD, Redway CSD, Resort Improvement District No. 1 (Shelter Cove), and Weott CSD) which will allow staff and Commissioners to take a comprehensive look at services in the region.

LAFCo staff has prepared initial drafts of seven of the eight agency profiles for public review and comment of which four were presented at the March 15, 2023 Regular Commission meeting and two were presented at the May 17, 2023 meeting. The agency profile for Garberville Sanitation District is being presented today. Staff are continuing to work with the remaining agency profile for Miranda CSD and will be bringing a draft of the entire document to the September 20, 2023 Regular Commission meeting.

RECOMMENDATION

Staff recommends the Commission receive and file this report and provide direction to staff as necessary.

Attachments

Attachment A: Draft Garberville Sanitation Agency Profile

GARBERVILLE SANITATION DISTRICT

1.0 DISTRICT BACKGROUND

1.1 Agency Overview

The Garberville Sanitary District (hereinafter referred to as “GSD” or “District”) provides water and wastewater services to the community of Garberville, located along U.S. Highway 101 and bordered by the South Fork of the Eel River. Garberville is the center of commercial activity for the south county region and is located on the ancestral tribal lands of the Sinkyone people.

Table 1: Contact Information

Primary Contact	Ralph Emerson, General manager
E-mail	remerson@garbervillesd.org
Address	919 Redwood Drive, Garberville, CA 95542
Phone	707-923-9566
Website	www.garbervillesd.org

1.2 District Principal Act

The District’s principal act is the Sanitary District Act of 1923 (Health and Safety Code Section 6400 *et seq.*) which authorizes Sanitary District’s to provide a number of services related to waste management and disposal within their boundaries. This includes operation of garbage disposal sites, wastewater collection and treatment systems, stormwater systems, and water recycling and distribution related to other services. GSD is currently authorized to provide water and wastewater services only.

1.3 Formation and Development

GSD was formed in 1932 to provide sewer services to the community. In November 2004, the District acquired the Garberville Water Company (GWC), a privately held water company, and began providing water services. Since then, the District has indicated that active powers are water and wastewater services. Other services, facilities, functions, or powers enumerated in the District’s principal act but not currently provided are “latent,” meaning that they are authorized by the principal act under which the District is formed but are not being exercised as determined by the Commission. Latent powers and services activation require LAFCo authorization in accordance with Government Code §56824.10 *et seq.*

1.4 Boundary and Sphere of Influence

The District's boundary encompasses 966 acres (1.5 square miles) and includes the town of Garberville along Redwood Drive and Highway 101 and parcels along Alderpoint Road, Wallan Road, Bear Canyon Road, and portions of Sprowel Creek Road. Within the District there are approximately 416 parcels consisting of mostly low and medium density residential and commercial uses in the downtown area and lower density residential and resource-related uses in the surrounding areas. The District's current SOI encompasses an additional 1,258 acres beyond the district boundary, including areas surrounding Connick Creek Road, Sprowel Creek Road, and Camp Kimtu Road. The SOI was last updated in March 2013. At this time, no adjustments to the SOI are proposed. See Figure 1 for the District boundary and SOI.

Annexation History

The Garberville Sanitary District has revised its borders several times since its founding. The original service area of the sewer treatment plant was expanded during the annexation of the Meadows Subdivision Unit #1 in June 1977, which added 69 lots on approximately 427 acres (LAFCo Resolution No. 77-8¹), with additional annexations receiving approval from LAFCo in April 1995 (Horvath Annexation; LAFCo Resolution No. 95-01²) and March 2002 (County Yard, Maple Lane and Sunnybank Lane; LAFCo Resolution No. 02-02³). In November 2004, GSD purchased the assets of the Garberville Water Company (GWC), a privately held water company, and the Public Utilities Commission approved service area of the GWC was significantly larger than the GSD jurisdictional boundary. In July of 2014, GSD received LAFCo approval for an annexation of 75 Assessor's parcels in 5 areas to remedy the discrepancy between areas served and the jurisdictional boundary (LAFCo Resolution No. 14-05⁴). Below is a description of the annexation areas (See Figure 2).

Area 1: Bear Canyon Road and Redwood Drive (163 acres)

This annexation area included existing water connections along Bear Canyon Road, Redwood Drive, and Bushnell Lane, as well as the District's Wastewater Treatment Plant (WWTP). A total of 17 parcels were annexed, with 6 parcels designated by the District for water and sewer service and the remaining 11 parcels designated by the District for water-only service. Out of these 11 parcels, 7 had existing water service, 2 were likely undevelopable, and 2 developable parcels did not have service.

Area 2: Hillcrest Drive Area (31 acres)

This annexation area included a total of 9 parcels designated within the District's water and sewer service area. Among them, 7 already had water service, one was designated GSD's water tank site, and another was vacant and unsuitable for development. 8 of the APNs were potential sewer customers. The remaining

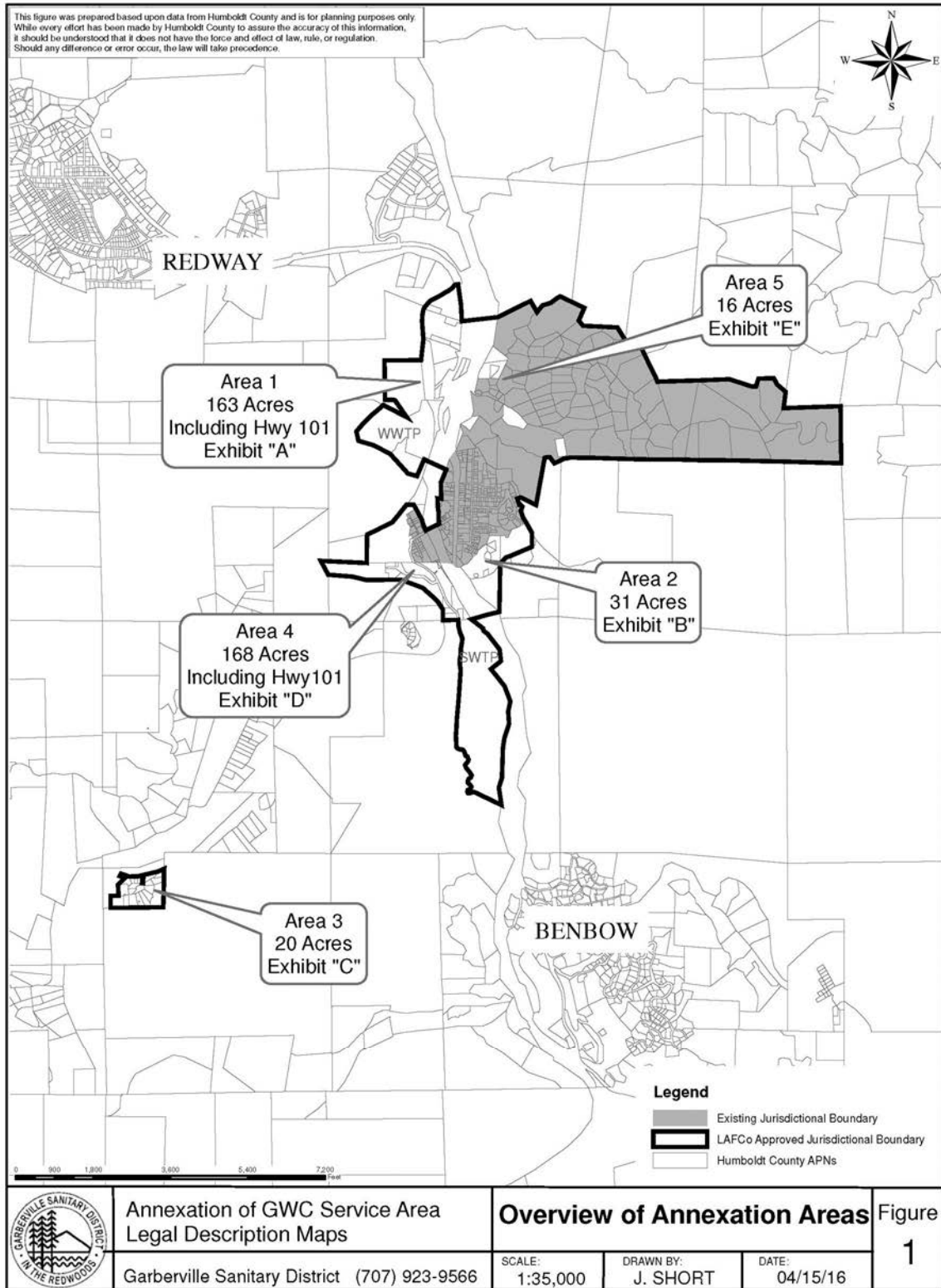
¹ Certificate of Completion for Meadows Subdivision Unit #1 recorded November 16, 1978.

² Certificate of Completion for Horvath Annexation recorded August 27, 1996.

³ Certificate of Completion for County Yard, Maple Lane and Sunnybank Lane Annexation recorded December 23, 2002.

⁴ Certificate of Completion for the Annexation of Garberville Water Company Serviced Properties recorded May 12, 2016.

Figure 2: GSD Annexation Areas (2014)



undeveloped parcel proposed for water and sewer service had available water infrastructure.

Area 3: Kimtu Meadows Subdivision (20 acres)

This annexation area included non-contiguous territory consisting of the Kimtu Meadows Subdivision located two miles southwest of Garberville. All of the annexed parcels (24 total) were designated within the District's water-only service area. 20 of the parcels are developed with residential uses and have existing water service whereas the remaining 4 parcels contain the decommissioned water supply infrastructure for the Kimtu Mutual Water Company (Kimtu MWC) and are very small and likely undevelopable.

Prior to annexation, GSD received LAFCo approval in July 2010 for an out-of-agency water service extension to address health and safety concerns for the residents of the Kimtu MWC (LAFCo Resolution No. 10-06). KMWC consistently failed to meet safety standards, resulting in a mandatory "Boil Water Advisory" issued by the California Department of Public Health. To address this issue, the State of California awarded a \$1.8 million grant under Proposition 50 to the Kimtu MWC. The project involved extending a new 8" water line along Kimtu Road and Sprowel Creek Road to provide clean and safe water to the Kimtu Meadows Subdivision.

Construction of the waterline extension was completed in July 2012, connecting the 20 parcels in the Kimtu Meadows Subdivision to the District's water system. Following the completion of the project, ownership of the infrastructure, warranties, and easements were transferred from the Kimtu MWC to the District. The Kimtu MWC discontinued water diversion and treatment, and the District began providing service to the Kimtu Meadows Subdivision parcels. As part of the 2014 annexation project, GSD requested LAFCo revisit the conditions adopted for the extension of services to the Kimtu Meadows Subdivision in LAFCo Resolution No. 10-06, which had included conditions to assure that extending the waterline would not induce growth. LAFCo Resolution No. 14-06 amended the conditions included in Resolution No. 10-06, thereby allowing the District to serve parcels located in their jurisdictional boundary, including parcels within the Leino Road / Sprowel Creek Road annexation area (see description below). The remaining condition outlined in LAFCo Resolution No. 14-06 relates to any future connections outside the District boundary:

Any future connections to the Garberville Sanitary District waterline extended to serve the Kimtu Meadows Subdivision shall be submitted to Humboldt LAFCo for review and approval, in conjunction with an application for a change of organization or reorganization or an application for a new or extended service by contract or agreement pursuant to California Government Code Section 56133, prior to the connection being made.

Area 4: Leino Lane / Sprowel Creek Road (168 acres)

This annexation area included 17 parcels situated along Leino Lane and Sprowel Creek Road that were designated for water service only by the District. Of the 17, 10 parcels receive water service, while 7 parcels currently lack service. Among these 7 parcels, 3 are likely undevelopable with the remaining 4 parcels being vacant with the potential for development, each capable of supporting a single-family residence. The APNs on Leino Lane are currently served by a 2" water main off the end of the waterline in Riverview Drive. A stubout was installed during the Kimtu waterline installation to eventually serve the Leino Lane parcels. One of GSD's Capital Improvement Projects is to install a new line in Leino Lane that will be connected to the stubout at some point in the future. This upgrade is aimed to enhance water supply capacity and meet the needs of the residents in the area.

Area 5: Bear Creek Road/Bushnell Lane/Alderpoint Rd (16 acres)

This annexation area consisted of 8 parcels scattered within or adjacent to the Meadows Subdivision within the north part of the existing District. All 8 parcels were designated for both water and sewer services. Four APNs are likely undevelopable and one is the Cal Fire station. Two were specified as "exceptions" in the LAFCo approved annexation in 1978. Three along Bushnell Drive were not included in the 2002 annexation because they did not have sewer service being extended to them, although all three were provided water service.

As part of the annexation project, GSD served as Lead Agency and prepared an Initial Study/Mitigated Negative Declaration (SCH 2012032025), for which LAFCo served as Responsible Agency.

Out of Agency Service Connections

GSD currently provides services outside the District boundary to two main areas: Connick Creek Subdivision and the Southern Humboldt Community Park. These outside agency services are described below (see Figure 3).

Connick Creek Subdivision

As part of the 2014 Annexation project, LAFCo approved the Connick Creek Subdivision area, including 10 existing metered locations which are served on a private waterline, as an outside agency service, rather than annex these properties to the District.

The Connick Creek Subdivision Association, originally a single APN 213-096-005, received a commitment from the Garberville Water Company (GWC) as part of a will serve letter dated October 16, 1991, to provide domestic water to nine 5-acre lots through a meter located east of the Eel River on Thomas Lane. The subdivision owners were previously responsible for constructing and maintaining waterlines from their subdivision to Thomas Lane. Later, the subdivision owners approached GWC to propose utilizing GWC's private waterline, which crosses the South Fork of the Eel River on an aerial span from the Thomas Lane location to the WWTP. This agreement was recorded on February 2, 1998, as Instrument Number

1998-2664-11. APN 213-096-005 was subsequently subdivided and resulted in eight parcels. Those APNs are 222-156-014 through -021.

In 2010, the Connick Creek Subdivision Association approached the District about installing individual meters to each of the APNs. This agreement identified 11 water connections (8 within the Connick Creek subdivision, 1 adjacent to the Connick Creek subdivision [APN 222-156-012], and 2 along the private water line [APN 223-156-025]) of which 10 have meters set, with two parcels having more than one meter (residential and agriculture). Water is billed according to the total volume recorded by the master meter and split between the parcels based on their individual meters with one customer paying for the overage. This agreement was officially recorded on October 8, 2010, as Instrument #2010-22217-9, recorded on October 8, 2010.

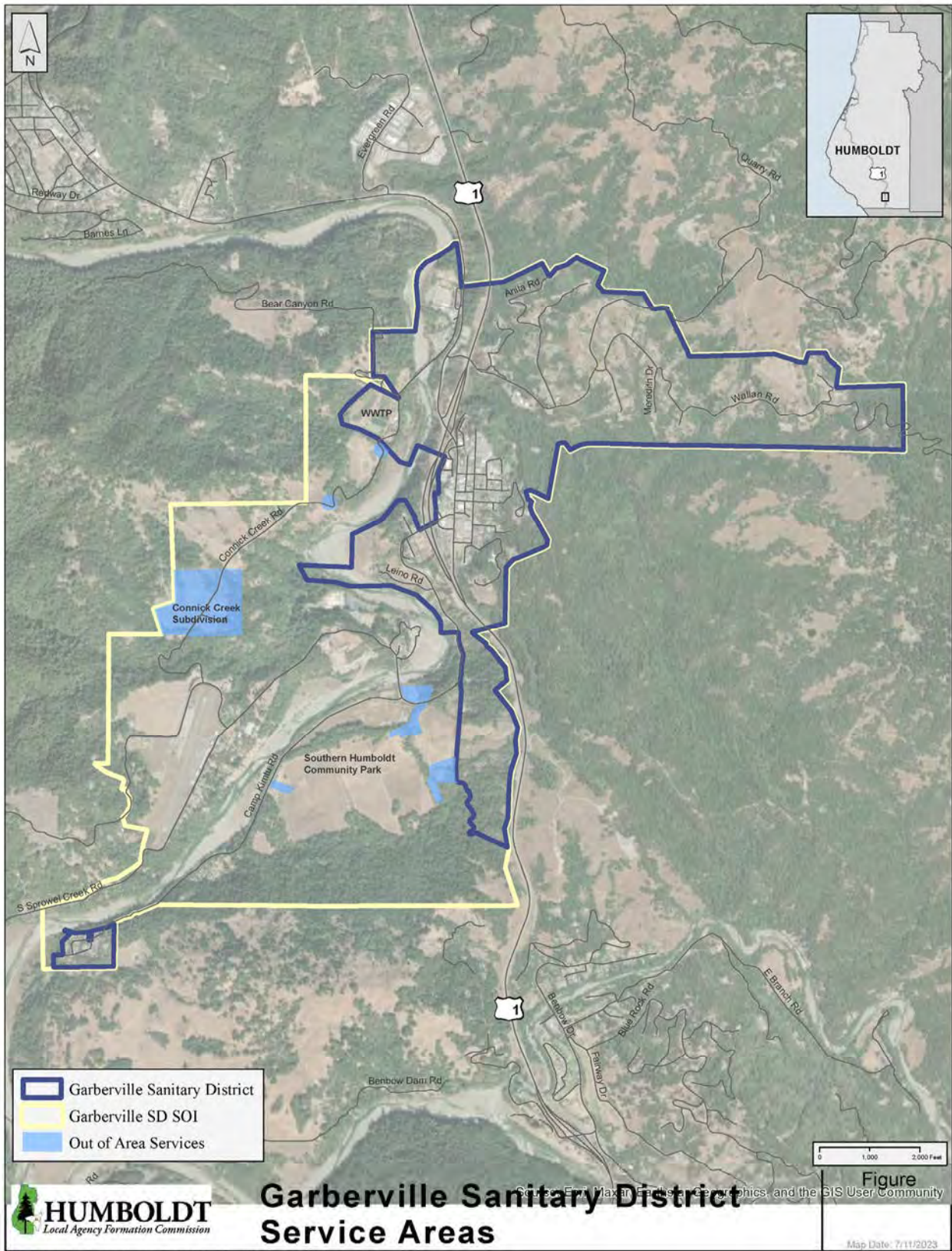
The agreement reiterates that the waterline from the master meter to the subdivision is privately owned and maintained. The subdivision is responsible for all water that is delivered through the master meter regardless of how much water is delivered to each individual parcel. GSD also retains the right to turn off service to the subdivision if there is evidence of a substantial leak or other issue with the private system.

Southern Humboldt Community Park

The Southern Humboldt Community Park (SHCP) is a 405-acre park⁵ located in Southern Humboldt County approximately 1 mile west of Garberville along Sprowel Creek Road (APN 222-091-015). In September 2019, GSD received LAFCo approval for an extension of water services outside the District boundary to designated areas and uses at the SHCP (LAFCo Resolution No. 19-05). As originally proposed, a new ¾" meter would be installed off the existing 8" waterline constructed adjacent to Tooby Ranch Road for the purposes of supplying potable water using existing onsite waterlines to the existing residences and outbuildings at the SHCP property and to public water fountains for public users of the park. As part of the outside agency services authorization, LAFCo approved an Addendum to the Initial Study/Mitigated Negative Declaration prepared for GSD Annexation Project (LAFCo Resolution No. 19-04).

⁵ SHCP is currently utilized for passive recreation activities including river access, hiking, and biking. In 2017, SHCP completed the process of rezoning portions of the property from Agricultural Exclusive to Public Facilities to pursue future enhancements to the park. This process resulted in County Board of Supervisors Resolution No. 17-36 which added the Public Recreation land use designation and Ordinance No. 2572 which added the Public Facilities zoning. Humboldt County prepared an EIR for this action (SCH 2010092037).

Figure 3: GSD Outside Agency Services



As part of the service extension, GSD petitioned the State Water Resources Control Board Division of Water Rights to modify the Place of Use on License Number 2404 and Permit Number 20789 to add 18 acres of the SHCP property. The Petitions for Change in Place of Use were approved by the SWRCB on June 21, 2022, and Order WR 2022-0152 was entered. The Order contained additional requirements for the provision of water service to SHCP. These conditions are as follows:

1. Right holder shall attach to each year's annual report of licensee a diagram of the water-conveyance infrastructure that conveys water diverted under this right within the Southern Humboldt Community Park and a map of the places within the park where such water is used, sufficient to demonstrate that no water diverted under this right and delivered to Southern Humboldt Community Park is used anywhere outside the authorized place of use specified in this license.
2. The total amount of water right holder's deliveries to the Southern Humboldt Community Park under this right and the right pursuant to Application 29981 shall not exceed 3,000 cubic feet per month during two months of any 12-month period and shall not exceed 2,000 cubic feet per month during the remaining months of any such period. Right holder shall attach a table to each year's annual report of licensee that lists (in cubic feet) the amount of water right holder delivered to the Southern Humboldt Community Park during each month of the year covered by the annual report.

More recently, the SHCP determined that constructing new waterlines for the potable water service would ensure that there's no possibility for cross contamination between the new potable water and the existing irrigation water that they use on the property. In coordination with GSD, a location just east of the Park's driveway immediately adjacent to Sprowel Creek Road was determined to be the best place for setting the Park's water meter for these new waterlines. GSD notified LAFCo staff in September of 2022, documenting the final details for installation of the water service including the change in meter location of the 8" waterline that was constructed as part of the Kimtu Meadows Water Service Extension project. To document the new meter location, GSD and SHCP executed an Updated Water Service Agreement on June 27, 2023.

1.5 Land Use and Zoning

Land uses in the District are subject to the Humboldt County General Plan and Zoning Regulations (Humboldt County Code Title III, Division 1)⁶. GSD encompasses the Garberville portion of the Garberville/Redway/Benbow/Alderpoint ("GRBA") Community Planning Area and are subject to the land use policies contained in the GRBA Plan,

⁶ Title III Div. 1 Planning | Humboldt County Code. (n.d.). Humboldt County Code. <https://humboldt.county.codes/Code/31>

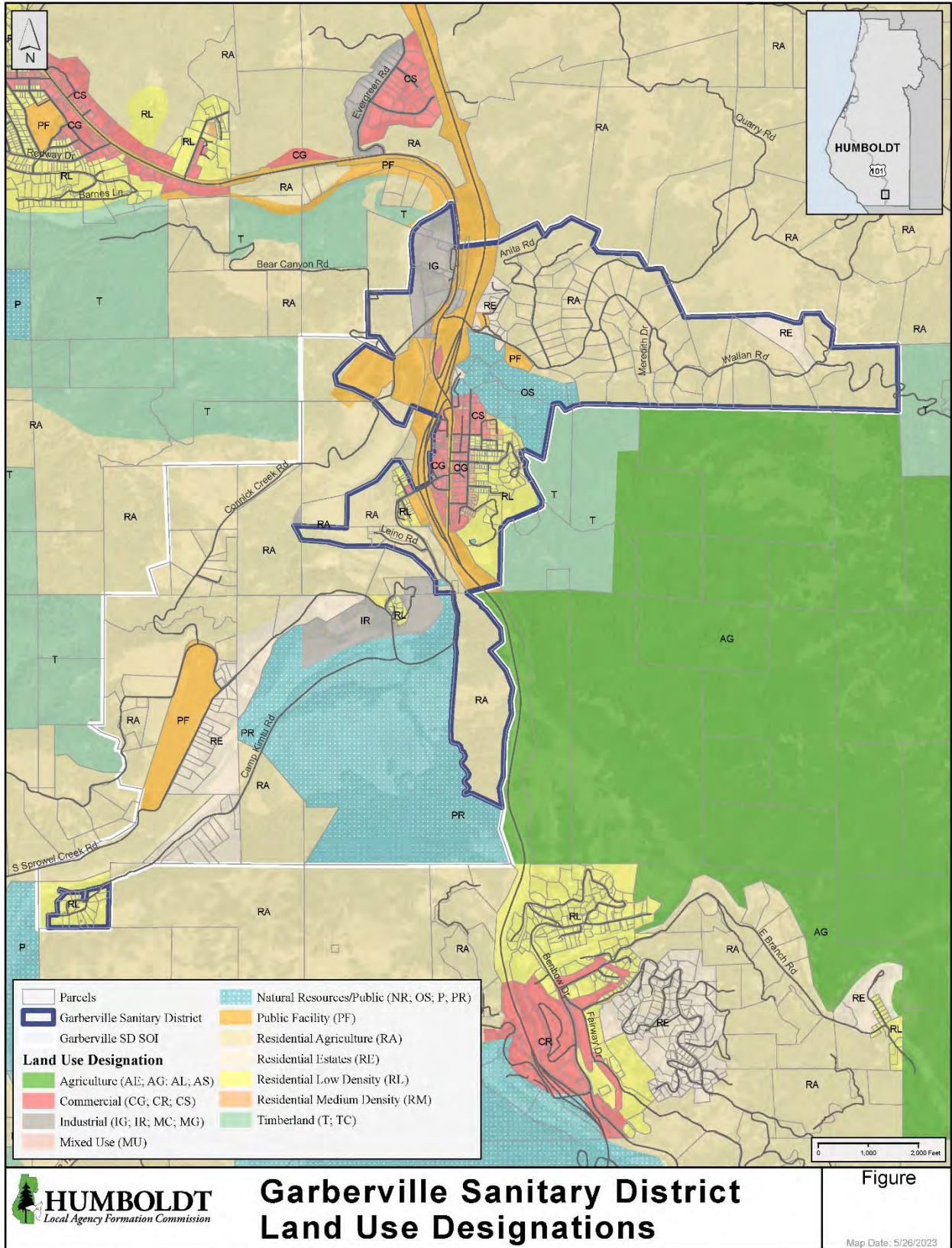
adopted June 30, 1987, in addition to the Framework Plan and Zoning Regulations. Land uses within the GSD boundary are shown below in Table 2.

Table 2: Land Use Designations within GSD Boundary

General Plan Land Use Designations	Area (acres)	Percent (%)
Agricultural Grazing (AG)	0.14	0.01%
Commercial General (CG)	33.41	3.45%
Commercial General and Airport Combining Zone (CG,AP)	0.19	0.02%
Commercial Services (CS)	7.35	0.76%
Industrial General (IG)	43.67	4.52%
Industrial Resource and Airport Combining Zone (IR,AP)	0.12	0.01%
Mixed Use (MU)	0.66	0.07%
Open Space (OS)	63.75	6.59%
Public (P)	0.33	0.03%
Public and Airport Combining Zone (P,AP)	0.69	0.07%
Public Facilities (PF)	120.06	12.42%
Public Facilities and Airport Combining Zone (PF,AP)	2.24	0.23%
Residential Agriculture 5-20 (RA5-20)	228.73	23.65%
Residential Agriculture 5-20, Airport Combining Zone (RA5-20,AP)	44.30	4.58%
Residential Agriculture 10 and Airport Combining Zone (RA10,AP)	11.83	1.22%
Residential Agriculture 20-160 (RA20-160)	85.57	8.85%
Residential Agriculture 20-160 and Airport Combining Zone (RA20-160,AP)	0.96	0.10%
Residential Agriculture 40 (RA40)	197.02	20.37%
Residential Estates 1-5 (RE1-5)	16.69	1.73%
Residential Estates 2.5-5 (RE2.5-5)	14.19	1.47%
Residential, Low Density (RL)	61.08	6.32%
Residential, Low Density and Airport Combining Zone (RL,AP)	25.58	2.65%
Residential, Multiple Family (RM)	7.41	0.77%
Residential Suburban (T)	1.02	0.11%
Subtotal	966.99	100.00%

Approximately 59% of land within the GSD boundary is planned as some form of Residential Agriculture. The next largest designation is Public Facility at 13% which includes areas such as the Highway 101 corridor, GSD wastewater treatment facility, CAL FIRE station, and county service yard. Overall, the land uses in the area encourage low density development with limited land available for higher density development that may lead to a higher demand for services.

Figure 4: General Plan Land Use Designations



1.6 Growth and Population

The District is located next to the South Fork Eel River and just south of Redway. According to the US Census Bureau decennial census, the population of the Garberville Census Designated Place (CDP) was 818 in 2020. However, the boundary of the CDP is larger than the District boundary. Based on 2020 Census data within the District's boundary, GIS analysis estimates that the current population is around 700-720 individuals. Since accurate population data can be difficult to obtain in remote rural areas, this report will utilize an estimated population figure of 710. The unincorporated areas of Humboldt County have an approximate annual growth rate of 0.2 percent⁷. Utilizing this growth rate and an estimated District population of 710, the population of GSD could grow to over 865 over the next ten years. Based on the historical and estimated population growth for the area, it is unlikely the District will grow substantially over the next five to ten years.

It is important to note that Southern Humboldt is well known to have a substantial amount of unhoused individuals and seasonal agricultural workers tied to the local cannabis industry that are likely not represented in census data. The Humboldt Housing and Homeless Coalition identified 52 unsheltered individuals in Garberville and 151 in neighboring Redway as part of the 2022 Point In Time Survey⁸. Additionally seasonal farm workers in Southern Humboldt may make up to 10% or more of the local workforce depending on the season⁹.

It is recommended that the District look into conducting a District specific population and income survey as necessary to provide more accurate population estimates for the area.

1.7 Disadvantaged Unincorporated Communities

Disadvantaged Unincorporated Communities (DUC) in the State of California are defined as an inhabited territory that constitutes all or a portion of a community with an annual median household income (MHI) that is less than 80% of the statewide annual household income. The Department of Water Resources (DWR) also identifies Severely Disadvantaged Communities (SDAC) which are defined as below 60% of the statewide MHI¹⁰. The estimated 2021 MHI for Garberville is \$24,357¹¹ which is 29% of the 2021 California MHI of \$84,097¹² which means the District qualifies as a Severely Disadvantaged

⁷ Humboldt County: Housing Element Appendix G Table B - Recent Population Trends. Accessed April 13, 2022 from <https://humboldt.gov/DocumentCenter/View/5081/Appendix-G-Housing-Element-Appendix-PDF?bidId=>

⁸ Humboldt Housing and Homeless Coalition. (n.d.). *HHHC 2022 Point-in-Time count*. [humboldt.gov.org. https://humboldt.gov/DocumentCenter/View/107776/20220621---HHHC-Point-in-Time-Count-2022](https://humboldt.gov/DocumentCenter/View/107776/20220621---HHHC-Point-in-Time-Count-2022)

⁹ Krissman, F. (2016). *America's Largest Cannabis Labor Market*. Humboldt State University's Anthropology Department, and Humboldt Institute for Interdisciplinary Marijuana Research. Retrieved May 31, 2023, from <https://hiimr.humboldt.edu/sites/default/files/hiimr/docs/MjLaborMarket.pdf>

¹⁰<https://norcalwater.org/efficient-water-management/efficient-water-management-regional-sustainability/disadvantaged-communities/#:~:text=A%20Severely%20Disadvantaged%20Community%20is,no%20more%20than%2010%2C000%20persons.>

¹¹https://www.census.gov/searchresults.html?q=Garberville+&page=1&stateGeo=none&searchtype=web&cssp=SERP&_charset=UTF-8

¹²<https://data.census.gov/cedsci/table?t=Income%20%28Households,%20Families,%20Individuals%29%3AIncome%20and%20Poverty&g=1600000US0628154&tid=ACST5Y2020.S1903>

¹² https://www.waterboards.ca.gov/drinking_water/services/funding/documents/srf/mhi.pdf.

Community. Northwest of the District is Redway which had a 2021 MHI of \$62,786¹³ which is 75% of the California MHI, and also qualifies it as a DUC.

DUCs are assessed for three primary services: water, wastewater, and fire/emergency response. GSD provides water and wastewater services to the area. Fire protection and emergency response is provided by Garberville Fire Protection District (FPD). Should any nearby areas be proposed for annexation, careful consideration should be given to the boundary location in order to ensure potentially disadvantaged areas are receiving vital services.

1.8 Hazards

The region is vulnerable to a host of hazards and natural disasters such as earthquakes, floods, winter storms, landslides, droughts and fires. The District has prepared an Emergency Operations Plan (www.garbervillesd.org/emergency-operations-plan). This plan acknowledges the many agencies that work together and coordinate effectively in the event of an emergency including Caltrans, CAL FIRE, Sheriff's Office, PG&E, Humboldt County Road Department, the Southern Humboldt Community Hospital District, and the Garberville Fire Protection District are of which all located within the GSD boundary.

Earthquakes

The District is located within the Garberville-Briceland fault zone. The faults lie to the east, west, north, and south of the District. This puts the District at risk of experiencing earthquakes. The soil within the District has low to high soil instability. The soil stability can dictate how catastrophic an earthquake may be. Due to the low potential for liquefaction in the area and its distance from major fault zones, it is unlikely that a minor earthquake would have a substantial impact on district service. However, the extent of damage to utilities during earthquakes can vary widely depending on factors such as the magnitude of the earthquake, the proximity to the epicenter, the quality of infrastructure, and preparedness measures in place¹⁴. If a major earthquake were to occur, underground pipelines may rupture or break, leading to water leaks or sewage spills. Damage to treatment plants, storage tanks, and pumping stations can also occur, affecting the delivery and quality of water and wastewater services¹⁵.

On December 20, 2021, an earthquake with an initial magnitude of 5.7 took place near Petrolia. The earthquake was able to be felt as far north as Big Lagoon all the way to the

¹³ United States Census Bureau, Median Income in the Past 12 Months (In 2020 Inflation-Adjusted Dollars). Accessed on April 13, 2022 from

<https://data.census.gov/cedsci/table?t=Income%20%28Households.%20Families.%20Individuals%29%3AIncome%20and%20Poverty&q=1600000US0660088&tid=ACSS15Y2020.S1903>

¹⁴ Humboldt County, Humboldt County Web GIS. Accessed April 19, 2022 from

<https://webgis.co.humboldt.ca.us/HCEGIS2.0/>

¹⁵ EPA Office of Water. (2018, March). *Earthquake Resilience Guide for Water and Wastewater Utilities*. EPA. <https://nepis.epa.gov/Exe/ZyNET.exe/P100V1AT.txt?ZyActionD=ZyDocument&Client=EPA&Index=2016+Thru+2020&Docs=&Query=&Time=&EndTime=&SearchMethod=1&TocRestrict=n&Toc=&TocEntry=&QField=&QFieldYear=&QFieldMonth=&QFieldDay=&UseQField=&IntQFieldOp=0&ExtQFieldOp=0&XmlQuery=&File=D%3A%5CZYFILES%5CINDEX+DATA%5C16THRU20%5CCTXT%5C00000008%5CP100V1AT.txt&User=ANONYMOUS&Password=anonymous&SortMethod=h%7C-&MaximumDocuments=1&FuzzyDegree=0&ImageQuality=r75g8%2Fr75g8%2Ff150y150g16%2Fi425&Display=hpfr&DefSeekPage=x&SearchBack=ZyActionL&Back=ZyActionS&BackDesc=Results+page&MaximumPages=1&ZyEntry=1>

south near Willits and Fort Bragg. The District experienced light damage but strong shaking¹⁶. Another large 6.4 magnitude earthquake occurred on December 20, 2022. The earthquake knocked out power to much of Humboldt and was felt as far away as Crescent City. Reports from the public indicated moderate shaking around Garberville with light damage¹⁷.

Flooding

A 100-year flood zone lies along the west border of the District. This hazard zone shows that the District has a one percent chance of an annual flood occurring in any given year. The GSD Emergency Preparedness Plan indicates that Flood Stage for the Eel River at Garberville occurs at 33ft. At this water level, road closures, slides and flood damage may occur¹⁸. On January 1, 1997, a flood of 33.64 feet occurred along the South Fork Eel River. Since the water was measured above 33 feet, the flood was considered a minor flood. The next significant floods occurred on January 17, 2016, peaking at 27.09 ft, on January 11, 2017 at 32.47-ft and on February 27, 2019, at 29.99 feet¹⁹.

Landslides

The District is surrounded on all sides by historic landslides a few of which overlap into the District's boundary¹⁴. Regionally, landslides have been documented which have had a significant impact on transportation, emergency services, and more including a 2011 slide, five miles north of Garberville, that closed the north and southbound lanes of Highway 101 and took 7 months for Caltrans to fully repair²⁰.

According to the USGS, the occurrence of wildfires can cause substantial changes in the hydrology of a watershed to the extent that relatively mild rainstorms can result in hazardous flash floods and debris flows²¹. When a wildfire occurs, it can burn vegetation and organic matter that act as natural barriers and absorbent surfaces. The loss of this vegetation exposes the soil to the erosive force of rainfall. Without the protective cover of vegetation, rainwater can rapidly run off the burned landscape, leading to increased surface runoff and reduced infiltration into the soil. Should a wildfire occur in the vicinity of the District, it can be expected that this cascading effects may significantly increase the likelihood of landslides and may necessitate emergency erosion control measures depending on location and vulnerability²².

¹⁶ USGS, M 6.2 – 7km N of Petrolia, CA. Accessed April 19, 2022 from

<https://earthquake.usgs.gov/earthquakes/eventpage/nc73666231/executive>

¹⁷ USGS Earthquake Report, M6.4 – 15km WSW of Ferndale, CA: Did You Feel It?. Accessed from earthquake.usgs.gov on June 23, 2023.

¹⁸ Garberville Sanitation District. (n.d.). Emergency Operations Plan. Retrieved August 16, 2021, from <https://www.garbervillesd.org/emergency-operations-plan>

¹⁹ USGS, South Fork Eel River Near Miranda. Accessed on April 19, 2022 from

https://water.weather.gov/ahps2/hydrograph.php?gage=mrnc1&hydro_type=2&wfo=eka

²⁰ The Press Democrat. (2011, November 19). *Hwy. 101 landslide repair finished near Garberville*. [The Road Warrior. https://roadwarrior.blogs.pressdemocrat.com/13583/hwy-101-landslide-repair-finished-near-garberville/](https://roadwarrior.blogs.pressdemocrat.com/13583/hwy-101-landslide-repair-finished-near-garberville/)

²¹ Emergency Assessment of Post-Fire Debris-Flow Hazards. U.S. Geological Survey. (n.d.). https://landslides.usgs.gov/hazards/postfire_debrisflow/

²² Northern Arizona University . (n.d.). Fire effect on Soil. <https://www2.nau.edu/~gaud/bio300w/frsl.htm>

Drought

GSD has a Drought Contingency Plan that will go into effect during drought conditions as identified by the State of California, Humboldt County, or Garberville Sanitary District. Customers will be required to conserve water, including, but not limited to gallons per day water usage and may be fined for gallons of water used above the maximum allowance if they do not comply:

- 1st Phase of the Drought Conservation will require all customers to voluntarily reduce water consumption. (10cfs) in the South Fork of the Eel River.
- 2nd Phase will be a stop to all outdoor watering for everything except animals, vegetables or fruit (7cfs).
- 3rd Phase will require only using water on specific days, designated by GSD (5cfs).
- 4th Phase requires all customers to only use water for health and safety, with no outside watering (4cfs).

Wildfire

Garberville is located on the banks of South Fork of the Eel River in a densely forested area which creates a higher risk for wildfire. The majority of the District is within the Caltrans designated “very high severity fire hazard zone” with a high severity zone located to the east¹⁴. Approximately 0.6 miles east of the District’s border, the Saw fire occurred in 2017 off Alderpoint Road and Lower Sawmill Road. The fire burned approximately 85 acres²³. South of the District, the Buck Fire began on July 29, 2015, and burned about 16 acres²⁴. Wildfires can have multiple impacts on water districts such as direct damage to facilities, loss of pressure, increased siltation in intake facilities from burn scar runoff, poor water quality, and more.

2.0 MUNICIPAL SERVICES

2.1 Water Services

In 2004, the community voted to acquire the assets of the Garberville Water Company (GWC), a private water system owned by the Hurlbutt family. The Garberville Sanitary District Board of Directors approved the provision of water service within its jurisdictional boundary, on July 13, 2004, by Resolution 2004-02 (on file with Humboldt LAFCo). The sale of the GWC to the District was effective November 18, 2004. The District began operating the system on November 18, 2004 and started monthly billings. The District has owned, operated, maintained, and managed the water system ever since.

Water Source and Treatment

The District currently receives its water from two active sources: Well 1 known as “Tobin Well” located in downtown Garberville, and an infiltration gallery on the South Fork of the

²³ CalFire, Saw Fire Incident. Accessed April 19, 2022 from <https://www.fire.ca.gov/incidents/2017/8/3/saw-fire/>

²⁴ CalFire, Buck Fire Incident. Accessed April 20, 2022 from <https://www.fire.ca.gov/incidents/2021/6/6/buck-fire/>

Eel River²⁵. The District also has an inactive legacy water source which is a second well known as “Miller Well” that has not been used in over 10 years (as of the 2022 Water Source Capacity report). Prior to GSDs acquisition of the water system, GWC had rights to a point of diversion on an unnamed creek. However, this water source was not transferred to GSD²⁶.

The District holds a water diversion license (number 2404) and a permit (permit number 20789) from the State Water Resources Control Board, granting them the authority to appropriate water from the South Fork of the Eel River. This permit allows the District to divert a maximum of 0.595 cubic feet per second (267 gallons per minute) from the river throughout the year. In addition, the District has a fixed license that permits an additional diversion of 0.155 cubic feet per second. Overall, the total maximum instantaneous diversion allowed is 0.75 cubic feet per second (336 gallons per minute). This translates to a maximum daily diversion of approximately 484,700 gallons and an annual diversion of 177 million gallons, assuming the availability of suitable pumps and treatment facilities²⁷.

The South Fork of the Eel River infiltration gallery functions as the main water source for GSD. Water is pumped from the South Fork Eel River via a 640 foot 8-inch perforated pipe at approximately 320 gpm. Upon collection, the water flows into a 3-foot diameter concrete collection chamber with a depth of 12 feet. At the bottom of the collection chamber is an 8-inch double-strength steel pipe fitted with a single check valve. This pipe serves as the conduit, guiding the water toward the two submersible pumps located on the east side of the river which are housed within a concrete-shielded pumping structure. In 2015 the piping system was retrofitted to upgrade the existing 4-foot diameter corrugated metal pipe located on the east side of the river. The pipe was also extended to a height of 55 feet, ensuring that the top portion remains outside the river flow during potential 100-year flood events and mitigates the potential impact of flood events on the system.

The two submersible pumps have a capacity of 25 horsepower each and supply a maximum flow rate of up to 350 gpm. The flow from these pumps is directed into a 6-inch raw water pipeline, which serves as a conduit for transporting the untreated water to the surface water treatment plant (SWTP) located on Tooby Ranch Road. The extension of the 4-foot corrugated metal pipe housing, along with the submersible pumps and the raw water pipeline ensures a reliable and efficient transfer of raw water from the collection point to the SWTP.

²⁵ Humboldt County. (2019, August 20). 2019 Housing Element Implementation Legacy and Community Detail. 2019 Housing Element Implementation. <https://humboldt.gov.org/2448/2019HousingElement#:~:text=2019%20Housing%20Element%20Adopted%20Aug.&text=The%20Housing%20Element%20was%20adopted,Humboldt%20County's%202019%20Housing%20Element>.

²⁶ Short, J. (2022, March 22). *2021 Annual Water Source Capacity Report*. Garberville Sanitary District. Retrieved May 31, 2023, from https://www.garbervillesd.org/files/0fc8c8f66/2021+Water+Source+Capacity+Report_ToBoard+2022+0524.pdf

²⁷ Humboldt County. (2019, August 20). 2019 Housing Element Implementation Legacy and Community Detail. 2019 Housing Element Implementation. <https://humboldt.gov.org/2448/2019HousingElement#:~:text=2019%20Housing%20Element%20Adopted%20Aug.&text=The%20Housing%20Element%20was%20adopted,Humboldt%20County's%202019%20Housing%20Element>.

The current treatment plant was constructed in 2014 with a new filter system and has a capacity of 480 gpm. Coagulant is injected into the raw water prior to entering the 5,500-gallon baffled flocculation tank. Water then flows through duplex mixed media filters before being treated with chlorine prior to entering the distribution system. The plant filters are backwashed infrequently during the summer when river water is typically less turbid, and more often during the winter months when river water is typically carrying more sediment. After filtration the water is treated with sodium hypochlorite and then progresses through a baffled above ground chlorine contact tank.

The water treatment facility ensures that the produced water meets or surpasses State requirements for drinking water and Surface Water Treatment Regulations. The levels of turbidity and residual free chlorine in the treated water are within the allowable limits set by regulations. Additionally, the existing system is designed to provide adequate pressure across the four pressure zones within the District.

The District's secondary water source is Tobin Well which is a shallow (45 ft) well with a 6 ft diameter concrete casing located in a small pump-house on Pine Lane in Garberville. In 2014, GSD updated the Tobin Well by installing new variable speed pumps with level control designed to pump up to 100 gpm which is an increase from a reported 45 gpm in 2013 with the former pumping system. To regulate the pumping process and maintain a desired water surface, the pumps are controlled by the water level in the well by a variable speed controller. A 100-foot cable is used in conjunction with the controller to maintain optimum water level. Despite the availability of automation, it is noted that the automated pumping cycle times are often too short, resulting in minimal use of the feature. Ground water is treated minimally with chlorine as a disinfectant.

The water treatment plant has a permanent backup generator, which has the capacity to provide full electrical backup of the treatment plant during utility outages. The raw water pump station also has a permanently installed backup generator. No other pump stations have a stationary backup generator. The District has a single trailer-mounted generator that the operations staff moves from location to location to back up the other pump stations in the system during power outages.

Storage Tanks & Replacement Projects

The District currently has four main storage tanks with a total capacity of 400,000²⁸ gallons as listed below:

1. Hurlbutt Tank is a 180,000 gallon partially in-ground concrete tank with a wood roof structure constructed around 1940 in Hurlbutt Orchard. The Hurlbutt Tank is the main and oldest finished water storage tank in operation. It serves as the primary storage from treatment plant. All water in the system is stored in this tank prior to being pumped to higher elevation zones.

²⁸ With the Robertson Tank permanently out of service, the District has a total current finished water storage capacity of 400,000 gallons.

2. Wallan Tank is a 20,000 gallon wooden tank constructed in 1978 located in the Wallen Road zone. The Wallan Tank is leaking, and the District lowered its operating water surface elevation (WSE) in order to minimize leakage. The District also installed a vertical polyethylene tank adjacent to the Wallan Tank to serve as temporary backup until a replacement tank can be installed.
3. Robertson Tank is a 50,000 gallon partially in-ground concrete tank with a wooden roof constructed in 1921 located in the Robertson zone that served the Arthur Road pressure zone. The Robertson Tank supplied this zone until spring 2022 when the District removed the tank from service due to tank failure and slope stability issues adjacent to the tank and installed a pressure reducing valve (PRV) at the intersection of Alderpoint Rd and Arthur Rd so this zone could be served by Alderpoint Tank.
4. Alderpoint Road Tank is a 200,000 gallon above-ground welded-steel tank at the top of the District's eastern boundary constructed in 2015 replacing an older 300,000-gallon redwood tank in the same location²⁹.

According to the GSD 2022 Water Source Capacity Report, the Hurlbutt, Wallan, and Robertson main storage tanks are in various states of disrepair and must be replaced in the near future. Hurlbutt Tank was inspected and cleaned in 2013, at which time it was identified as needing replacement due to its age, structural integrity, construction materials, and leakage through cracks in the concrete that allow water to leak into the surrounding soils. The Wallan Tank has large irregular holes due to rotting wood which leads to leaks. Historically the holes were drilled and filled, which allowed for the tank's useful life to be extended. Over time the holes have grown larger and irregular in shape as the wood has continued to rot.

In 2021 GSD applied for funding through the Department of Water Resources Small Community Drought Relief Program for the replacement of the Hurlbutt, Wallan, and Robertson tanks ("Tanks Replacement Project"). In August 2022, the District was notified by DWR that their grant application had been approved. The \$4,545,000 grant will cover expenses related to administration, project development, property acquisition, and construction. Additional project funding will be supplemented through the Drinking Water State Revolving Fund (DWSRF). It is anticipated that the engineering and environmental review phase of the three tanks will take up to two years with construction planned to begin in 2024. The old tanks will be demolished as the new tanks come online.

Once completed, GSD will have approximately 825,000 gallons of water storage while substantially reducing the District's water loss and maintenance costs³⁰. The improvement in infrastructure, combined with the District's efforts to conserve water through rate increases and customer awareness, will contribute to more efficient water management and help ensure the sustainability of water resources for the community's needs.

²⁹ <https://www.rcac.org/success-stories/garberville-sanitary-district/>

³⁰ <https://kymkemp.com/2023/02/13/gsd-moves-forward-with-tank-replacement-project-without-connection-to-rcsd/>

Distribution

The water distribution system for GSD was acquired from the GWC. Unfortunately, limited information exists from prior water company records on the distribution piping network. Neither a map of the distribution system nor an accurate record of pipe materials, sizes, and conditions exists for the District's distribution system. Based on the information available, water mains consist of galvanized steel, cast iron, PVC, copper, and asbestos cement (AC) of varying sizes. It has also been reported that some lead joints exist along the cast iron mains although it is unknown how many. It is known that a new 6 inch C-900 PVC line connects the river pump wet well to the SWTP, a new 8-inch C-900 PVC line runs from the SWTP to Redwood Drive, and a 8-inch AC line runs from the highway to Hurlbutt Tank³¹.

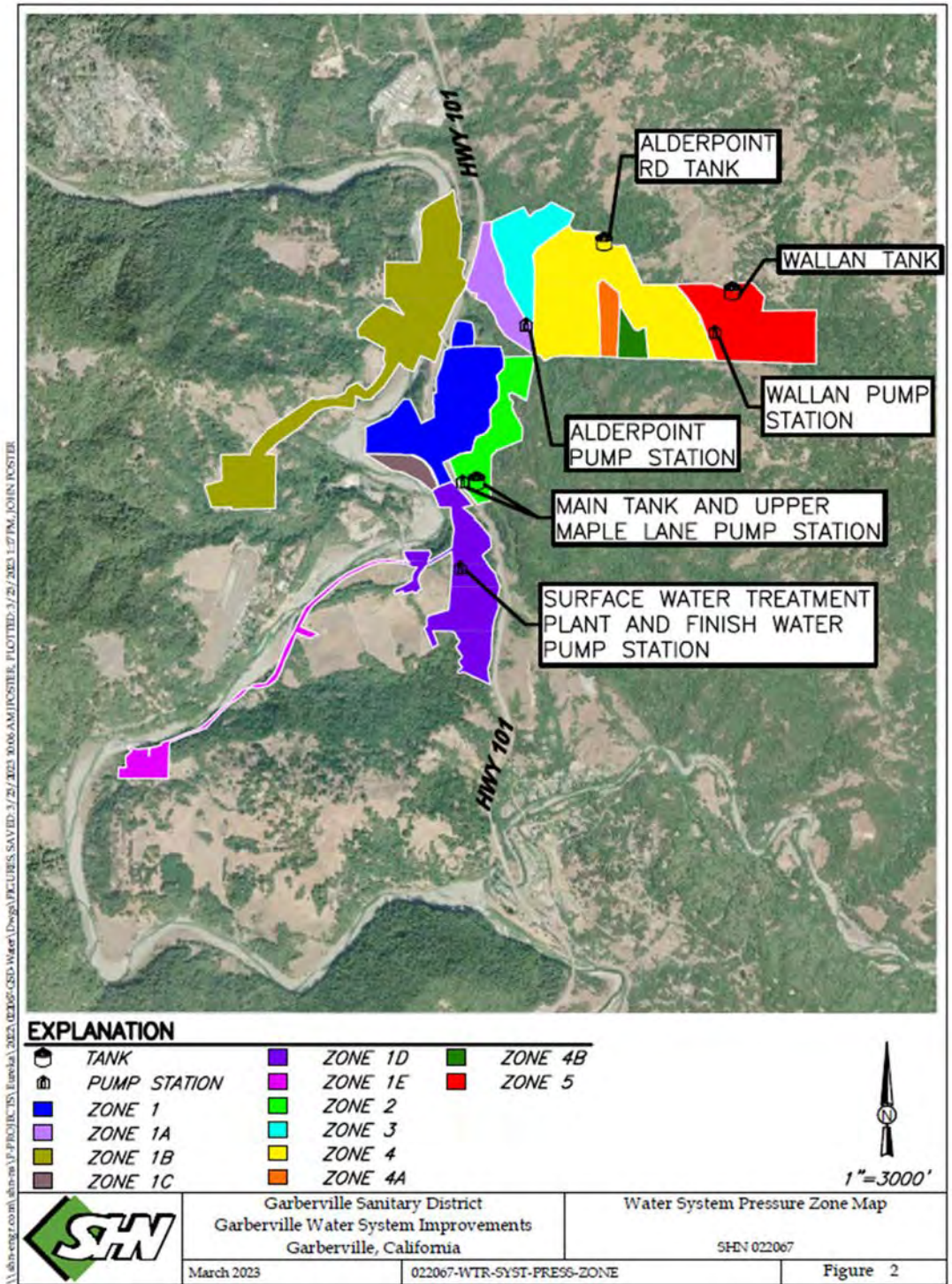
There are a total of five main pressure zones as shown below:

Pressure Zone	No. of Connections ^a	Elevation Range ^b of Connections (feet)	Portion of Total Water Consumed	Associated Storage Tank	Notes
1	379	Downtown: 497-614; With PRVs: 326-386	80.98%	Hurlbutt	This zone includes all customers that are served by gravity feed from the Hurlbutt Tank, including sub-zones that have PRVs to decrease the pressure. Zone 1 includes sub-zones 1, 1A, 1B, 1C, 1D, and 1E.
2	21	666-725	2.74%	Hurlbutt	This zone is supplied water from the vertical pumps and pneumatic tanks at the Hurlbutt Tank and includes the houses along Hillcrest Drive and Upper Maple Lane.
3	20	677-688	3.84%	Alderpoint	This zone includes customers located primarily on Arthur Road. The Robertson Tank supplied this zone until spring 2022 when the District removed the tank from service and installed a pressure reducing valve (PRV) at the intersection of Alderpoint Rd and Arthur Rd so this zone could be served by Alderpoint Tank.
4	43	627-870	8.31%	Alderpoint	This zone includes the majority of the residences on the north side of Bear Canyon, and includes sub zones 4, 4A and 4B.
5	7	868-1108	4.13%	Wallan	This is the highest-pressure zone in the system.
Total	470	326 - 1108	100.00%		

a. Number of connections were tallied based on unique addresses from 2021 usage data.

b. Elevation ranges are approximated based on Google Earth elevation data for residences in each pressure zone.

³¹ SWRCB, Division of Drinking Water, Field Inspection Report January 15, 2019. Version 02/05/2019.



A major planned capital project for the District is the Meadows Aerial Waterline Reroute Project. GSD applied for grant funding through the Drinking Water State Revolving Fund (DWSRF) through the SWRCB and is awaiting award notification. Rerouting this waterline would consist of constructing a new water main starting at the new 8" line at Sprowel Creek Road in Redwood Drive to Alderpoint Road, over Highway 101, and tie into the

Arthur Road pump station. A tee would be installed at the intersection of Redwood Drive and Alderpoint Road. One leg of the tee would continue down Redwood Drive to Bear Canyon Road and service the customers along that line. The line down Redwood Drive would also provide the location for the possible emergency intertie between the GSD and Redway CSD water systems to increase supply redundancy in the event of a normal supply disruption. The other leg of the tee would go across Highway 101 in the Alderpoint Road Overcrossing structure and continue to the Arthur Road pump station.

Demand

The District has 472 connections as of 2022 and an estimated 2020 population of 710. The average amount of surface water diverted from 1977 to 2022 was 60.88 million gallons (MG) per year³². The average diversion of past 20 years was 59.06 MG and 10 years was 57.33 MG³³. The annual average water use of 2022 was 51.12 MG continuing a downward trend³⁴. The decrease in the average suggests a more efficient use of water over time and the efforts of the District to repair leaks, replace leaking tanks, and replace meters.

The highest recorded daily demand of 427,780 gallons per day occurred in July 1999. However, in 2017 the maximum demand was August 4th at 295,700 gallons (205 gpm). Based on the systems maximum capacity of 350 gpm and diversion limit of 336 gpm or 176 million gallons per year, the District is currently seeing a maximum demand rate of approximately 61% of its allowable diversion rate and using approximately 29% of its allowable annual diversion limit.

Considering the estimated water consumption for undeveloped and under-developed parcels, along with approved and potential projects, the total estimated annual water diversion needed projects to 67.26 MG or 84% of the 80 MG allotment. GSD has a policy to preserve a 5 million gallon buffer for annual variation which preserves 7.73 MG or 9.66% of the total water allotment for reserve. The evaluation of water sources, past diversions, future development potential, and approved projects concludes that there is ample water capacity to meet current and future needs within the designated service area and allow for additional development within the existing POU and jurisdictional boundary.

Water Source Capacity Analysis

GSD conducts an annual analysis of water sources to support current and future development within the designated Place of Use (POU). The 2022 Water Source Capacity Report considered factors like customer type, zoning, and historical billing data to estimate future water consumption for 34 potentially developable parcels. The report also identifies the potential for future development within housing opportunity zones and the creation of second or accessory dwelling units. Residential parcels have an average annual demand of 70,500 gallons while second dwelling/ accessory dwelling units use approximately 65,465 gallons per year, assuming similar water usage pattern to

³² <https://www.garbervillesd.org/files/e2b1180ea/BOD+Meeting+Agenda+Packet+May+23%2C+2023+%281%29.pdf>

³³ Short, J. (2022, March 22). *2022 Annual Water Source Capacity Report*. Garberville Sanitary District. Retrieved May 31, 2023, from <https://www.garbervillesd.org/files/c48c5498b/2022+Water+Source+Capacity+Report.pdf>

³⁴ www.garbervillesd.org/files/c48c5498b/2022+Water+Source+Capacity+Report.pdf

apartment-type users. Commercial or industrially zoned properties average 177,500 gallons per year. Agricultural meters vary widely in usage.

The analysis of diversions and development potential shows sufficient water sources to support additional development. Total estimated annual water diversion for existing commitments, undeveloped parcels, approved and under-consideration projects, amounts to 67,266,444 gallons. Available water capacity from the existing allotment and a 5% buffer for seasonal variation allows for a 12,733,556 surplus for future development. Considering the historical average diversion from 1977 to 2022 (60,886,329 gallons) available capacity exceeds requirements and 7,733,556 gallons per year remain accessible (with 6.25% seasonal variation buffer). This represents approximately 12% of the total diversion needed, allowing for flexibility in projects under consideration and unidentified future projects. The district can rely on the South Fork Eel River diversion and the Tobin Well as backup supply, depending on water quality for treatment at the Surface Water Treatment Plant. Overall, the district possesses the capacity to meet current and future water diversion needs and accommodate projects within POU and jurisdictional boundary and for future annexations.

State Water Resource Control Board Inspection

During the last routine inspection conducted by the SWRCB on May 18 and August 19 or 2022, there were a number of items listed as deficiencies which included the following:

1. Need updated BSSP - Update the existing bacteriological sampling siting plan (BSSP) due September 15, 2022.
2. Need updated WQENP - Update the existing water quality emergency notification plan (WQENP) due September 15, 2022.
3. Tobin Well:
 - a. Sample the raw (unchlorinated) water monthly for total coliform bacteria.
 - b. Relocated the chlorine injection location from inside the well to the outlet pipe.
 - c. Add dedicated, threadless, raw-water sample tap.
 - d. Add accessible check-valve to outlet pipe, located upstream of chlorine injection point.
 - e. Ensure all openings around the base of the well house are sealed.
 - f. Recommend fire-hardening well house and maintain defensible space.
 - g. Document and report all chlorination records for the Tobin Well when in use.
 - h. Sample for volatile organic compounds (VOCs) and nitrate (overdue).
4. Distribution Sampling for Asbestos - Monitoring for asbestos in the distribution system is overdue. Sample at a tap served by asbestos-cement pipe under conditions where asbestos contamination is most likely to occur by September 30, 2022.
5. Facility Data Sheets - Complete the Facility Data Sheets due December 31, 2022.

6. Need SWTP Monthly Report Updates - Update Surface Water Treatment Plant (SWTP) Monthly Reports with the following:
 - a. The average daily turbidity level measured of the "finished water" (i.e., combined filter effluent) for each day.
 - b. All raw water turbidity measurements taken during the month.
 - c. Daily recycled water turbidity and flow for each day of the month that backwash water was recycled back into the treatment process.
 - d. Report the lowest measurement of residual disinfectant concentration in mg/L in the water entering the distribution system.
 - e. Complete the DISINFECTION PROCESS DATA MONTHLY SUMMARY and SUMMARY OF WATER QUALITY COMPLAINTS form each month.
7. Hurlbutt Tank: Prior to being replaced, the following recommendations should be followed:
 - a. Inspect the tank's exterior and interior weekly.
 - b. Replace or repair tank appurtenances such as roof hatches, vents, and roof material as necessary to ensure a water-tight seal and to secure against potential pest intrusion.
 - c. Maintain or removal of all vegetation within at least five feet surrounding the tank and, if possible, pave the perimeter around the tank (at least 36" in width) to prevent new plant growth.
 - d. Install security fencing with a lockable gate around the tank.
8. Weekly Turbidity Accuracy Validation - Continuous turbidity measurements of the combine filter effluent may be substituted for the requirement to perform grab sample monitoring at least once every four hours provided the supplier validates the accuracy of the measurements on a weekly basis.
9. Alderpoint Road Tank - It is highly recommended that cathodic protection and high/low water level monitoring with remote alarm notification be installed.
10. CIPP - It is highly recommended that GSD develop a general distribution system capital improvement plan program (CIPP) to be updated at future periodic intervals (e.g., every 5 years).
11. Hydraulic Profile - It is highly recommended that GSD have an engineered hydraulic profile of the water system completed to assist with current and future planning for improvements.
12. Water Main Repair Reminder - Perform adequate flushing, disinfection, and "other" bacteriological sampling after water main repairs.

Bulk Water Sales

In 2012 The Garberville Sanitary District (GSD) received a Cease-and-Desist Order from the SWRCB known as "WR 2012-0036-DWR", which restricted the bulk sale and delivery of water outside the authorized place of use, except for emergency domestic water

supply³⁵. The definition of "emergency domestic" included essential uses for sustaining human and animal life and sanitation purposes. A subsequent violation known as "2020-0104-EXEC GSD" occurred when members of the public reported the trucking of water by County of Humboldt employees and / or contractors in the Fall of 2019. It was alleged that GSD had engaged in bulk water sales for emergency projects, such as firefighting efforts and emergency road repairs³⁶.

In 2020, GSD entered into confidential negotiations with the SWRCB to reach a settlement regarding the alleged violations. The settlement did not constitute an admission of fault or liability on the part of GSD and resolved the disputed claims and stopped the practice of bulk water sales to government agencies such as Caltrans and the County of Humboldt or contractors of said agencies. GSD petitioned to expand the definition of "emergency use" in the Cease-and-Desist Order to allow necessary bulk water sales for substantial public health events or imminent threats to public health and safety³⁷.

The settlement agreement was approved by the SWRCB, and GSD was required to implement compliance actions and pay the \$40,000 administrative civil liability penalty. Compliance actions involved obeying the Cease-and-Desist Order and continued restrictions on bulk water sales outside the authorized place of use. GSD has not conducted bulk water sales since 2020 as failure to implement these actions could result in further enforcement by the State Water Board.

Cannabis Water Use

In November 2016, California voters approved Proposition 64, legalizing the recreational use of cannabis. In January 2018, GSD adopted ordinance Section 15.9 Commercial Agricultural Water Use to regulate cannabis cultivation within the District boundary. GSD implemented a policy requiring residential customers with high water consumption to obtain a second agricultural meter for cannabis cultivation if evidence proved that they were growing cannabis. Some customers had active commercial cannabis operations, while others had larger landscaped lots or had ceased cultivation. The District issued property owners will serve letters for commercial cannabis operations allowing the District to monitor water use within its boundary and accurately measure and report diversity in types of water usage.

In June 2020, GSD introduced a new rate structure with three tiers for residential water users including a third tier for excessive water usage, charging a higher rate of \$12 per unit. Residential customers growing cannabis had a financial incentive to obtain an agricultural meter, ensuring proper measurement and accounting of water used for commercial cannabis cultivation.

³⁵

https://www.waterboards.ca.gov/waterrights/water_issues/programs/enforcement/compliance/cease_desist_actions/2012/wro2012_0036_dwr.pdf

³⁶ www.waterboards.ca.gov/waterrights/board_decisions/adopted_orders/orders/2020/wro2020_0104_exec.pdf

³⁷ Short, J. (2022, March 22). *2021 Annual Water Source Capacity Report*. Garberville Sanitary District. Retrieved May 31, 2023, from https://www.garbervillesd.org/files/0fcdc8f66/2021+Water+Source+Capacity+Report_ToBoard+2022+0524.pdf

As of December 31, 2022, ten Assessor's Parcel Numbers (APNs) had been issued agricultural meters. The water delivered through these meters was tallied separately and reported in the District's Water Source Capacity Report and as part of the District's annual diversion report for their License and Permit. In 2022, these customers were billed for a total of 722,568 gallons, around 300,000 gallons less than the previous year. GSD will continue to identify residential water users cultivating or potentially cultivating cannabis and inform them of the requirement to obtain an agricultural meter and follow local and State land use regulations.

2.2 Wastewater Services

GSD has the authority to collect, treat, and dispose of the community's wastewater. The district's existing wastewater facilities are within its boundaries and include collection and transmission lines, two headworks stations, two pumping stations, and a treatment plant. The current service area covers the downtown community of Garberville and the Meadows Subdivision, which occupies roughly 400 acres of hillside and includes 69 parcels. The district currently provides wastewater service connections to approximately 374 customers.

Wastewater Collection & Distribution

The original wastewater collection facilities in Garberville were built in the early 1930s by the California Conservation Corps. Today, much of the existing collection system is still in use. In 1965, a freeway construction project resulted in reconstruction of certain parts of the collection system to accommodate the separation of the southwest portion of Garberville from the rest of the community. This configuration change necessitated the construction of a pumping station at the foot of Sunny Bank Lane. Another significant change occurred in 1977 when Meadows Subdivision Unit One was annexed to the District, introducing another pumping station. There was also a construction project creating the main ponds in 1980. These were the main modifications made to the collection system over a span of approximately 70 years.

The pumping station located at the foot of Sunny Bank Lane underwent an upgrade in 1984. It serves the purpose of collecting wastewater from around 25 residential connections and the College of the Redwoods branch campus. The wastewater is then pumped into the main system at a manhole located approximately 500 feet west of Redwood Drive on Sprowel Creek Road. Following the upgrade, the pumping station had the capacity to pump around 400 gallons per minute (gpm) using a single pump. The pumps in the station are duplex pumps equipped with high wastewater level alarms. The gravity lines leading to the pumping station are 6-inch lines, while the pressure line responsible for transporting wastewater from the pumping station to the manhole on Sprowel Creek Road (east of the freeway) is a 4-inch line. Notably, the 6-inch lines in Sunny Bank Lane, Riverview Drive, and Sprowel Creek Road were replaced in 2010. Regular maintenance and rebuilds as needed have been carried out on the pumps, with the most recent rebuild occurring in September 2011.

In 2003, a significant project was undertaken to replace two of the three existing aerial spans by rerouting them into roadways and bridges. This extensive project involved the

construction of approximately 2,400 linear feet of 6-inch sewer line, 4,200 linear feet of 8-inch sewer line, 440 linear feet of 12-inch sewer line, a pump station, modifications to the existing headworks station, bore and jack operations across Highway 101 in two locations, as well as the installation of 650 linear feet of 4-inch waterline. Funding for this project, amounting to \$5.5 million, was secured through from the SWRCB ³⁸.

Currently, all wastewater flows through the two headworks, one of which was installed in 2003. Each headworks unit consists of a grit chamber, a Parshall flume, and a grinder unit. The wastewater then follows a longitudinal encroachment along State Highway 101, crosses the South Fork of the Eel River in the bridge, and utilizes an inverted siphon through the Carl Cater Memorial Bridge to reach the treatment plant. Notably, in 2011, a portion of the wastewater collection system was replaced to address the issue of excessive infiltration and inflow observed specifically at Sunnybank and Riverview Lanes.

Wastewater Treatment and Disposal

GSD operates a municipal wastewater treatment facility located on Bear Canyon Road in Garberville on the west side of the South Fork of the Eel River. Wastewater collected by GSD primarily originates from the community, and there are no industrial wastewater flows directed to the treatment facilities. GSD's wastewater treatment facility operates under Waste Discharge Requirements (Order No. R1-2018-0033) that were adopted on September 06, 2018³⁹.

In 2009, GSD's wastewater treatment plant underwent a major upgrade to improve its operational efficiency and environmental performance with improvements being completed in 2011. Prior to the \$3.5 million WWTP upgrade, the District was under a wastewater connection moratorium until additional treatment capacity was constructed. The current wastewater treatment facility consists of three oxidation ponds, four constructed wetland treatment ponds, a sodium hypochlorite injection system, chlorine contact pipelines, two percolation ponds, and an onsite operation and maintenance building. Wastewater treatment at the facility involves settling, absorption, aerobic and anaerobic bacterial actions, disinfection, and other biogeochemical processes.

As mentioned before, wastewater is pumped from the collection system headworks station and transported across the South Fork of the Eel River via the Carl Cater Memorial Bridge. The wastewater enters the facility at the north end of oxidation Pond 1 and flows by gravity through the three oxidation ponds and four wetland treatment cells in series. The effluent from Wetland Cell 4 then flows by gravity to a concrete vault where it is disinfected with sodium hypochlorite. The dosed effluent passes through two 140-linear foot 24-inch pipes, allowing for additional contact time. The disinfected effluent is discharged to the percolation ponds at "Discharge Point 001" throughout the year.

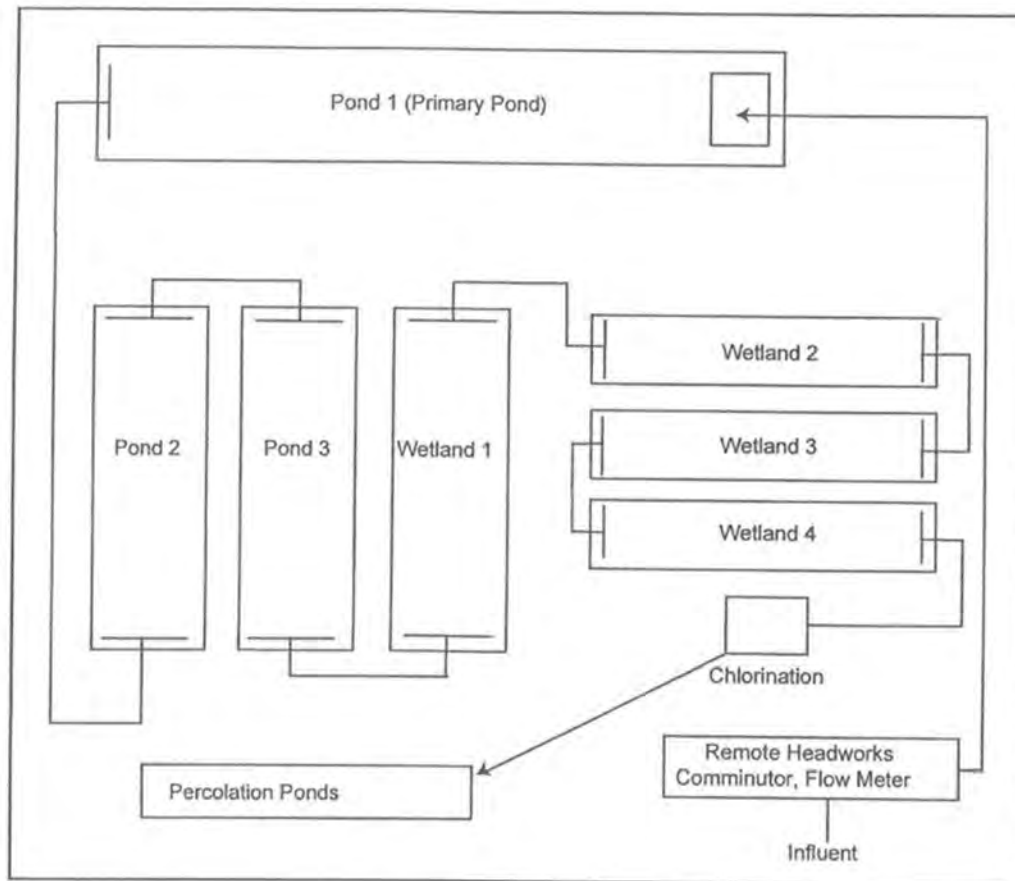
³⁸ http://humboldtlafo.org/wp-content/uploads/Adopted-MSR-SOI_03-20-2013.pdf

³⁹

https://www.waterboards.ca.gov/northcoast/board_decisions/adopted_orders/pdf/2018/18_0033_Garberville_WDR.pdf

During system upgrades, special attention was given to the transport of the treated effluent, specifically its potential impacts on the environmentally sensitive Eel River. To assess and mitigate these concerns, a monitoring well network was established between the existing percolation ponds and the adjacent fluvial deposits within the active river channel. Data collected from these monitoring wells along with projected effluent constituent concentrations allow GSD to evaluate potential threats to surface water quality and support the continued use of the existing percolation ponds as a land-based discharge method in accordance with the current waste discharge requirements.

Figure 5: GSD Wastewater Treatment Plant Diagram



The waste discharge permit for the facility establishes different flow limits depending on weather conditions. The average dry weather flow is set at 162,000 gallons per day (gpd), while the average wet weather flow is specified as 235,000 gpd. The permit allows for a wet weather peak flow of up to 600,000 gpd. Current flow limits are designed to effectively manage the wastewater treatment process during various weather conditions with no outflow or discharge between May through October 1. This indicates that the existing infrastructure has ample capacity to handle the wastewater demands of the district. There are no significant large-scale capital improvement projects planned for the wastewater system in the near future, further affirming its ability to meet the district's needs at current operating capacity.

2.3 Other Service Providers

Fire Protection and Emergency Response

Garberville Fire Protection District (GFPD) an independent, single purpose special district formed in 1940 to provides fire protection, emergency medical services, rescue, hazardous materials emergency response, and other services relating to the protection of lives and property pursuant to the Fire Protection District Law of 1987. The District is governed by a three (3) member Board of Directors who are elected by registered voters that live within the boundaries of the District. According to the Humboldt County Fire Chiefs' Association Annual Report, the GFPD had 19 volunteers in 2021. The incident response statistics for 2021 included 24 vegetation fires, 13 structure fires, 19 vehicle accidents, 150 medical, four hazmat/menace, 14 public assistance, 79 other fires, and seven other services⁴⁰.

Humboldt LAFCo approved an application by the GFPD in July of 2022 to annex the District's approximately 36,000 acre out-of-district good-will response area, which included the following: (1) a property tax exchange agreement with Humboldt County for the annexation area, whereby the County would shift property tax base and growth generally equivalent with the current Garberville FPD property tax allocation; and (2) a special tax as a means to establish a dependable long-term source of revenue for community fire protection services. More than two thirds of required voters within the proposed district approved the special tax in March of 2023⁴¹. The GFPD and Sprowel Creek VFC will now operate as a consolidated entity and will receive revenue and resources needed to serve the full extent of the former good-will service area.

Increased revenue generated from the new special tax will enable the Garberville FPD to sustain and enhance community fire and rescue services with funding allocated towards implementing a volunteer recruitment and retention program, hiring of a daytime firefighter/EMT and part-time administrative staff will improve response times and ensure effective management of records and expenditures. The revenue will also support the regular replacement of equipment, enhancing operational safety and effectiveness. The expansion of the Sprowel Creek fire station and the development of a new fire station in Benbow will further improve response capabilities.

Solid Waste Disposal

Solid waste disposal is provided by Recology Humboldt. They offer residential and commercial pickup including recycling. The Redway transfer station is also located next to the Eel River Conservation Camp off Redwood Drive.

Police Services

Police services in and around the District boundary are provided by the Humboldt County Sheriff Department. In 2022, the Garberville station responded to 7,795 incidents including

⁴⁰ Humboldt County Fire Chiefs' Association, 2021 Annual Report: Garberville Fire Protection District. April 2023.

⁴¹ <https://humboldt.gov/DocumentCenter/View/115806/LAST-ELECTION-NIGHT-REPORT>

1,739 deputy-initiated actions, 58 felony arrests, and 107 misdemeanor arrests⁴². This is a decrease from the 2021 total incidents of 7,984.

3.0 GOVERNANCE & FINANCE

3.1 Governance

The District is an independent small district served by a four-member Board of Directors that is elected to four-year terms. Board meetings are held every fourth Tuesday of the month at 5:00pm at the District’s office located at 919 Redwood Drive in Garberville.

Table 3: Board of Directors

Board Member	Title	Term
Doug Bryan	Chairperson	Mar 2014 – Dec 2024
Rio Anderson	Vice Chairperson	Feb 2012 – Dec 2024
Julie Lyon	Treasurer	Nov 2018 – Dec 2026
Dan Thomas	Board Member	Mar 2020 – Dec 2024
Richard Landes	Board Member	Dec 2022 – Dec 2026

Staffing

GSD currently employs 6 employees including 4 full-time, 2 part-time, and 0 seasonal. Full-time employees receive a benefits package including medical, dental, and vision insurance. In addition to GSD’s regular employees, the District also contracts with outside firms on an as needed basis for engineering, construction, project management, accounting, and legal services.

Accountability and Transparency

The District maintains a website in accordance with SB929 regulations (www.garbervillesd.org). The District has a webpage dedicated to District Transparency (www.garbervillesd.org/district-transparency).

Board agendas and notices are posted at the District office and on the website at least 72 hours in advance of scheduled Board meetings. Meeting minutes are posted on the District website. Meetings of the Board of Directors are subject to the Ralph M. Brown Act, which was officially re-adopted at the Board of Directors meeting held January 31, 2023.

3.2 Financial Summary

Profit and Loss Analysis

The profit and loss analysis for GSD provides insight into the financial performance of the organization over the past few fiscal years identifying trends and challenges faced by the district. The District adopts an annual budget, with Budget Committee review in April and Board adoption in May. The District receives revenue from several sources primarily water and sewer services with other revenues including connection fees, late charges and other revenue sources including property tax and reception of capital grants. Expenditures include administrative subcategories including staff and payroll, employee

⁴² Humboldt County Sheriff’s Office, 2022 Annual Report. April 2023.

benefits, education/training professional consulting fees and associated maintenance and materials costs for sewage collection, treatment, and distribution. Additional analysis is provided below:

1. Operating Revenues:

- **Water Charges:** The revenue from water charges displays a mixed trend over the analyzed period. Water charges increased from \$507,233 in FY 19-20 to \$621,407 in FY 21-22. The District's new rates were implemented in August 2020 with 5 years of adopted increases. It is anticipated to level off in FY 23-24 and remain steady so long as demand continues to remain consistent.
- **Sewer Charges:** The revenue generated from sewer charges demonstrates a more consistent pattern, with a gradual increase from \$351,884 in FY 18-19 to \$450,658 in FY 21-22. The District's new rates were implemented in August 2020 with 5 years of adopted increases. It is anticipated to level off in FY 23-24 and remain steady so long as demand continues to remain consistent.
- **Connection Fees:** Connection fees were reported in FY 17-18 to FY 19-20, amounting to \$32,000, \$24,000, and \$16,000, respectively. However, no connection fees were reported in FY 20-21 and FY 21-22. The presence of connection fees during those years indicates a period of new connections or expansions within the district.
- **Late Charges:** Late charges show variations throughout the analyzed period, ranging from \$4,230 in FY 20-21 to \$15,255 in FY 21-22. These charges represent penalties imposed on customers for delayed payments. The District implemented a change in rate for late charges as part of the District's new rate structure.

2. Total Revenue:

- The total revenue for the District showcases fluctuations over the analyzed period. It ranged from \$901,543 in FY 19-20 to \$1,090,160 in FY 21-22. This upward trajectory in total revenue indicates a growth in the District's overall financial inflow, driven primarily by rate increases for water and sewer service charges.

3. Operating Expenditures:

- **Administrative & General:** The expenditure on administrative and general operations shows an increasing trend from \$366,212 in FY 17-18 to \$500,590 in FY 21-22. This increase is mainly tied to wages and insurance costs, the latter of which has risen almost double over the past few years and is estimated to rise 25-75% for FY 23/24 according to the District.

- Sewage Collection: Expenditure on sewage collection displays slight variations, but the overall trend remained relatively stable. It ranged from \$47,637 in FY 18-19 to \$83,228 in FY 21-22, reflecting the costs associated with collecting and maintaining the sewage system.
- Sewage Treatment: The expenses related to sewage treatment remained consistent over the analyzed period, with fluctuations within a narrow range. This indicates a stable investment in sewage treatment processes, ranging from \$62,689 in FY 17-18 to \$91,350 in FY 21-22.
- Water Transportation & Distribution: The expenses associated with water transportation and distribution demonstrate some variability, with a peak at \$122,535 in FY 19-20 and a dip to \$80,608 in FY 21-22. These figures represent costs incurred in the transportation and distribution of water throughout the District.
- Total Water Treatment: The total expenses related to water treatment remained relatively stable over the analyzed period, ranging from \$112,822 in FY 20-21 to \$140,609 in FY 18-19.

4. Total Expense:

- The total expenses for the District varied throughout the analyzed period, ranging from \$686,543 in FY 17-18 to \$895,769 in FY 21-22. This fluctuation indicates changes in the overall expenditure incurred by the District.

5. Other Income and Expense:

- Other Income: Other income represents additional revenue sources for the district, aside from operating revenues, and includes the property tax revenue which in FY 2021-22 totaled \$30,896. It shows fluctuations over the analyzed period, with the highest reported at \$112,282 in FY 21-22 due to the receipt of significant Capital Grant Income that year.
- Other Total Expense: The most significant expense category is attributed to depreciating assets. Depreciation expenses reflect the gradual wear and tear, or obsolescence of long-term assets which decreases each year as the assets value decreases. As a result, the district allocates funds and invests in grants to cover the anticipated replacement or refurbishment costs. The expenses associated with non-operating activities remained relatively consistent, with fluctuations within a narrow range. The total expenditure ranged from \$430,035 in FY 21-22 to \$539,049 in FY 17-18.
- Net Other Income: Net other income reflects the overall balance between other income and other total expenses. The figures show negative values throughout the analyzed period, indicating that the expenses exceeded the income from non-operating activities.

6. Gain/(Loss): The gain or loss represents the net financial outcome of the District after accounting for both operating and non-operating revenues and expenses. The figures indicate a loss for each fiscal year, with the highest loss recorded at \$292,477 in FY 18-19 and the lowest loss at \$123,360 in FY 21-22, all of which are less than the depreciation expense posted, resulting in a positive cash flow each year.

GSD experienced an upward trajectory in total revenue, primarily driven by an increase in water and sewer service rates in 2020. The District's receipt of a \$4,545,000 grant for the replacement of leaking tanks is expected to contribute to increased revenue in future fiscal years. When comparing operating revenues to operating costs, the District shows a net surplus. However, after depreciation is accounted for, there is a net loss for all years reviewed which has resulted in a decrease of the District's net position (or total worth) from FY 2017-18 to FY 2021-22.

Table 4: Annual Profit and Loss Summary

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
<i>Revenues:</i>					
Water Charges	\$534,001	\$525,045	\$507,233	\$576,166	\$621,407
Sewer Charges	\$359,798	\$351,884	\$361,938	\$417,839	\$450,658
Connection Fees	\$32,000	\$24,000	\$16,000	\$8,000	\$0
Late Charges	\$6,025	\$14,090	\$9,795	\$4,230	\$15,255
Other Operating Revenue	\$8,212	\$7,320	\$6,578	\$3,625	\$2,840
Uncategorized Income	\$135	\$1,500	\$0	\$0	\$0
Total Operating Revenue	\$940,170	\$923,839	\$901,543	\$1,009,860	\$1,090,160
<i>Expenditures:</i>					
Administrative & General	\$366,212	\$398,915	\$478,372	\$474,712	\$500,590
Sewage Collection	\$50,000	\$47,637	\$81,401	\$60,302	\$83,228
Sewage Treatment	\$62,689	\$67,944	\$77,547	\$70,526	\$91,350
Water Transportation & Distribution	\$84,715	\$80,455	\$122,535	\$119,247	\$80,608
Total Water Treatment	\$122,927	\$140,609	\$119,621	\$112,822	\$139,991
Total Operating Expense	\$686,543	\$735,561	\$879,475	\$837,609	\$895,769
<i>Other:</i>					
Other Income	\$95,896	\$40,905	\$52,139	\$47,150	\$112,282
Other Total Expense	\$539,049	\$521,660	\$523,789	\$492,836	\$430,035
Net Other Income	(\$443,154)	(\$480,755)	(\$471,650)	(\$445,685)	(\$317,752)
Change in Net Position	(\$189,526)	(\$292,477)	(\$449,582)	(\$273,434)	(\$123,360)

Audit Analysis

As noted previously, GSD is primarily funded through water and sewer service charges, connection fees, property tax revenue, and grants. The largest revenue for the District comes from water and sewage charges which makeup approximately 97% of the revenues between fiscal years 2017-2022. The District conducts annual audits in compliance with sanitary district law. Below is a financial summary based on audit summaries from fiscal years (FY) 2017-22.

1. Operating Revenues:
 - Utility Sales: The revenue generated from utility sales shows a fluctuating trend over the years, with a gradual increase from FY 17-18 to FY 21-22. The highest utility sales were recorded in FY 21-22 at \$1,087,320.
 - Connection Fees: Connection fees were only reported in FY 18-19 and FY 19-20, amounting to \$24,000 and \$16,000, respectively. No connection fees were reported in the other fiscal years.
 - Other Revenues: Other revenues include miscellaneous sources of income for the district. The revenue shows a decreasing trend over the years reviewed.
2. Total Revenue: The total revenue for the district fluctuated during the analyzed period. It reached its peak in FY 21-22 at \$1,090,160.
3. Operating Expenses: Operating expenses reflect the costs associated with running the district's operations. The expenses consist of various categories, including salaries and wages, payroll taxes, employee benefits, rent, materials and supplies, transportation, sewage collection, office expenses, insurance, professional services, sewage treatment, water treatment, water distribution, permits and fees, utilities, bad debts, other expenses, and depreciation and amortization. The highest operating expenses were recorded in FY 19-20, totaling \$1,344,370.
4. Non-Operating Revenues (Expenses): Non-operating revenues and expenses represent the income or costs that are not directly related to the district's core operations. This category includes items such as property taxes and exemptions, SWRCB payment, capital grant income, gain on asset disposal, other income, other expenses, interest income, and interest expense. The net non-operating revenue fluctuated, with the highest recorded in FY 17-18 at \$84,851.
5. Net Gain/(Loss): The net gain or loss represents the overall financial performance of the district after accounting for both operating and non-operating revenues and expenses. The district experienced net losses in each fiscal year, with the highest loss recorded in FY 19-20 at \$449,583. This is largely due to depreciation and amortization of assets which accounts for approximately \$400,000 to \$500,000 annually.

Table 5: GSD Audit Summary

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Operating Revenues					
Utility Sales	\$893,799	\$876,929	\$869,171	\$993,825	\$1,087,320
Connection Fees	-	\$24,000	\$16,000	\$8,000	-
Other Revenues	\$46,371	\$22,910	\$16,372	\$8,035	\$2,840
<i>Total Operating Revenue</i>	<i>\$940,170</i>	<i>\$923,839</i>	<i>\$901,543</i>	<i>\$1,009,860</i>	<i>\$1,090,160⁴³</i>
Operating Expenses					
Salaries and Wages	\$288,265	\$313,038	\$322,556	\$336,285	\$368,860
Payroll Taxes	\$24,246	\$26,555	\$26,982	\$27,469	\$29,528
Employee Benefits	\$34,050	\$45,036	\$48,701	\$41,196	\$56,442
Rent	\$10,856	\$9,205	\$10,855	\$10,040	\$10,020
Materials and Supplies	\$1,602	\$2,018	\$1,899	\$1,070	\$1,496
Transportation	\$1,804	\$1,490	\$2,922	\$3,518	\$3,589
Sewage Collection	\$16,288	\$13,953	\$42,288	\$24,749	\$12,729
Office Expense	\$24,944	\$8,783	\$6,758	\$12,010	\$8,903
Insurance	\$30,781	\$30,588	\$37,586	\$52,446	\$59,161
Professional Services	\$69,691	\$69,753	\$92,341	\$79,829	\$81,475
Sewage Treatment	\$32,576	\$27,728	\$32,314	\$24,818	\$38,425
Water Treatment	\$75,716	\$87,351	\$78,321	\$72,363	\$100,235
Water Distribution	\$34,020	\$37,348	\$66,322	\$66,423	\$38,082
Permits and Fees	\$22,010	\$23,829	\$29,237	\$29,377	\$31,089
Utilities	\$2,408	\$2,356	\$2,760	\$2,494	\$2,676
Bad Debts	\$1,856	\$2,456	\$5,557	\$8,350	\$4,286
Other Expenses	\$15,430	\$35,303	\$32,077	\$42,089	\$43,997
Depreciation	\$526,012	\$511,289	\$504,894	\$480,737	\$422,589
<i>Total Operating Expense</i>	<i>\$1,212,555</i>	<i>\$1,248,079</i>	<i>\$1,344,370</i>	<i>\$1,315,263</i>	<i>\$1,313,582</i>
Non-Op Revenues (Expenses)					
Property Tax & Exemptions	\$26,933	\$28,128	\$29,887	\$31,105	\$31,191
SWRCB Payment	-	-	(\$40,000)	-	-
Capital Grant Income	\$60,000	-	-	-	\$55,267
Gain on Asset Disposal	-	-	-	-	-
Other Income	-	\$1,660	\$12,887	\$2,340	\$15,012
Other Expense	(\$13,038)	-	(\$13,702)	(\$6,864)	(\$4,180)
Interest Income	\$8,963	\$11,117	\$9,365	\$13,705	\$10,814
Interest Expense	(\$13,038)	(\$9,141)	(\$5,193)	(\$5,235)	(\$3,266)
Net Non-Op	\$84,851	\$31,764	\$(6,756)	35,051	
Change in Net Position	(\$189,527)	(\$292,476)	(\$449,583)	(\$270,352)	(\$118,584)

⁴³ GSD has noted that late charges were not accounted for in this audit and provided an additional \$15,255 in revenue.

The change in net position, as indicated in Table 6, reflects the overall financial position over the given fiscal years. During FY 17-18, the district experienced a net loss of \$189,527, further deepening in FY 18-19 reaching \$292,476. This negative trend continued into FY 19-20, with a significant net loss of \$449,583. However, in FY 20-21, there was a slight improvement as the net loss was reduced to \$270,352. The most recent fiscal year, FY 21-22, saw a further decrease in the net loss to \$118,584. This trend is due to the rate increase that is being implemented in response to the increase in costs to operate the district.

Table 6: Total Net Position Summary

Category	FY 17-18	FY 18-19	FY 19-20	FY 20-21	FY 21-22
Total Assets	\$12,159,817	\$11,673,745	\$11,169,709	\$10,802,114	\$10,710,329
Total Liabilities	\$1,657,133	\$1,463,537	\$1,409,084	\$1,311,841	\$1,338,640
Total Net Position	\$10,502,684	\$10,210,208	\$9,760,625	\$9,490,273	\$9,371,689
<i>Change</i>	<i>(\$189,527)</i>	<i>(\$292,476)</i>	<i>(\$449,583)</i>	<i>(\$270,352)</i>	<i>(\$118,584)</i>

2020 Rate Study and Rate Increase

The District conducted a rate study in 2020 with to comply with Proposition 218 “Right to Vote on Taxes Act.” The law requires that any proposed rate increase be preceded by a public notice and an opportunity for affected customers to protest the increase. The notice must include the reasons for the increase, how it is calculated so that the proposed rates do not exceed the reasonable costs of providing utilities service and rates based on the actual costs incurred such as operational expenses, maintenance, and capital improvements⁴⁴.

The rate study assessed existing conditions of the water and sewer systems, the sufficiency of current rates to meet operating expenses and debt service obligations over a 5, 10 and 20-year projection. The study identified capital improvement projects and explored potential financing options, such as grants and low-interest loans as alternatives to raising rates. The report concluded that the existing rates are insufficient to cover projected operational expenses, existing debt service, capital improvement projects, and asset replacement costs and therefore necessitating a rate increase. The GSD Board votes annually to implement rate increases in accordance with the master schedule.

GSD’s adopted billing structure charges a base rate for residential, multifamily and commercial water and sewer connections to establish fairness and promote sustainable water usage for residential and commercial customers. Additional charges are added based on water and sewage usage. Water for residential customer usage is broken up in three tiers, based on unit quantity with one unit equal to 748 gallons⁴⁵. Instead of installing additional meters, accounts with multiple single-family units will be evaluated and assigned Equivalent Residential Units (ERUs) for billing and will use the same rate structure as commercial accounts. Commercial accounts utilize a tiered base rate structure, which

⁴⁴ https://lao.ca.gov/1996/120196_prop_218/understanding_prop218_1296.html

⁴⁵ <https://kymkemp.com/2022/06/06/up-up-up-garberville-sanitary-district-board-approves-rate-hike-starting-in-july/>

is based on average annual consumption, rather than meter size with accounts classified as low, mid-range, or high water users.

Sewage rates are measured by water consumption per month. The base rate for water and sewage service rose by \$8 per month in 2022 an average of, a 6.95% increase over the previous rate structure. The adjustment was deemed necessary due to insufficient revenue to cover expenses, debt service, capital improvement projects, and asset replacement costs. Discrepancies were identified in the previous rate structure for residential customers, leading to unequal sewer base rates and unequal distribution of fixed expenses between residential and commercial customers.

Changes to rate structure include implementing a uniform sewer base rate per ERU for all account types, regardless of whether they are residential, commercial, multi-family, or multi-use. The base sewer rate calculation will remain unchanged unless there are modifications to the premise conditions, such as a change in usage. Every account will be assigned an Equivalent Residential Unit (ERU) based on past average consumption. The base rates will be the same per ERU for all account types. Residential customers will be charged a consumption fee per unit of water used, while commercial customers will have a consumption fee based on their usage multiplied by a consumption strength multiplier⁴⁶.

Adjustments in rates and charges will impact customers' bills and contribute to a more balanced portfolio of the GSD in the coming years and will allow for investment into capital improvements. The higher base rate, coupled with the increases in tiered rates and sewage rates will generate additional revenue for the district.

Tank Replacement Funding & Financial Reserves

In December 2021, the District received from the State Water Resources Control Board Division of Financial Assistance, a Proposition 68 Funding Agreement D2102010 in the amount of a \$325,000 grant for the Planning Phase work necessary to replace the Robertson, Wallan, and Hurlbutt Tanks.

In August 2022 GSD received a \$4,545,000 grant from the California State Department of Water Resources Small Community Drought Relief Program grant for administration, project development, property acquisition, and construction for the replacement of the Wallan, Robertson, and Hurlbutt Tanks⁴⁷. This program, authorized by the Legislature through the Budget Act of 2021 (Stats. 2022, ch. 44, § 25) and Trailer Bill, (Wat. Code, § 13198 et seq.)⁴⁸ aimed to address the immediate impacts of drought scenarios on human health, safety, and the environment.

The grant provided crucial funds to the GSD to mitigate the loss or contamination of water supplies and ensure the availability of clean and safe water to the community. The funding will also have a positive impact on its financial outlook. Capital improvements,

⁴⁶ www.garbervillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report_Published.pdf

⁴⁷ <https://water.ca.gov/News/News-Releases/2022/Aug-22/15-California-Communities-to-Receive-Drought-Funding-Amid-Extreme-Conditions>

⁴⁸ <https://www.grants.ca.gov/grants/small-community-drought-relief-program/>

such as new tanks, will enhance water storage capacity and distribution efficiency, which will help to optimize revenue generation and contribute to a more resilient and financially sound future for the GSD.

The Garberville Sanitary District's financial management approach includes maintaining reserve balances to ensure financial stability, meet working capital requirements and account for potential unexpected increases in costs or for emergencies. Two types of reserve funds are maintained: legally restricted funds and Board designated funds. Legally restricted funds include the Water Enterprise Fund held in trust with the State of California for the SWRCB-SRF water project loan. Board-designated funds include the O&M Operating Reserve, O&M Emergency Reserve, and Unrestricted Reserves with a target reserve amount set at \$1.2 million⁴⁹.

As of the end of 2019, the district estimated a reserve balance of \$750,000, with a reserve alert level set at \$800,000. The reserve alert level maintained flexibility for the district to account for expenses or capital improvement projects not planned to be deducted from the reserve account. The \$400,000 difference between the target reserve amount and the alert level served as a cushion for asset replacement and efficient execution capital improvement projects while also allowing for flexibility in responding to variations in operational expenses and annual revenue.

The Garberville Sanitary District's implementation of a rate increase, and receipt of a substantial grant for tank replacement while maintaining a financial reserve create a positive financial outlook for the district. The rate increase ensures sufficient revenue to cover operational expenses, debt service, and capital improvement projects. The grant funding for tank replacement enhances water storage capacity and distribution efficiency conservation and potentially frees up funds for other capital improvement projects. The District's ability to maintain a financial reserve provides financial stability and flexibility to address unforeseen costs and emergencies. Overall, these measures contribute to a financially resilient and sustainable future for the Garberville Sanitary District.

⁴⁹ https://www.garbervillesd.org/files/8fa363bc2/2020+Rate+Study+Main+Report_Published.pdf

GSD EMERGENCY PREPAREDNESS PLAN

EMPLOYEES-BOARD MEMBERS-CUSTOMERS

This policy has been developed to assist in managing a crisis, while being able to ensure that employees, Board Members and Customers know where to go and what is required for safety, while being directed to where information about the emergency can be provided.

ASSESSMENT:

The General Manager or designee will work with employees, the County and the State, Office of Emergency Services to determine.

1. What the emergency is
2. Where to go for information
3. What are the escape options and routes
4. What can we do to protect each other and our customers
5. Where to go for necessities and temporary accommodations.

The General Manager or designee will gather information, contact all staff and Board members, post information on door and then make a robo-call to all customers on what the emergency is and how to respond. There will be a notice posted on web site promptly after assessment is made.

DEVELOP A PLAN:

The General Manager or designee, with the help of GSD employees will coordinate to ensure that customers and employees are safe, the operational requirements of the District are met and that tasks are assigned to assist with emergency personnel.

EVACUATION PLAN:

1. Post evacuation and emergency plan (visible) at all work places.
2. Check to see that there are at least two exits from hazardous areas
3. Go to safe area when possible (Office Parking lot—Water/Wastewater Plant Parking Lot)

RESPONSE MEASURES:

Upon notification of all emergencies, the GSD employees will assess whether the emergency is inside building or outside. A determination needs to be promptly made as to whether it is safer to stay inside with doors locked or outside in the open.

FIRE IN BUILDING:

1. Safely take what you can to protect operational and customer accounting files and procedures, then promptly leave building or treatment facilities to parking lot (open space), and then reevaluate the severity of emergency.
2. Call 911
3. Call General Manager and employees to update each other of fire.
4. General Manager or designee will assign tasks and call Board Members
5. Do what emergency personnel tell you do
6. Operators will assist in providing water for fire suppression

FIRE OUTSIDE OF BUILDING:

1. Call 911
2. Determine whether you are safer inside building or out (based on observation of fire location).
3. If leaving building is safer, then promptly remove operational and customer accounting files and procedures and leave area for safety
4. Contact General Manager about emergency
5. General Manager or designee will contact Board Members and local media while working with Emergency personnel and employees on whether we are able to assist in this crisis.

SHELTER IN PLACE-LOCKDOWN

1. In the event of a tornado warning, Chemical release, potential violence outside or harm to your life, you should lock doors, find safe and secure space removed from main building and make sure you are protected from falling objects.
2. Contact 911
3. Call the General Manager and stay calm
4. Do not over react and go outside until crisis is over or until emergency personnel come for you.

REVIEW EMERGENCY RESPONSE PLAN IN SAFETY MEETINGS MONTHLY

DISCUSS POSSIBLE EMERGENCIES AND THREATS TO SAFETY

ASSESS RESOURCES AND ABILITY TO ADDRESS EMERGENCIES

TALK WITH LOCAL EMERGENCY RESPONDERS AND OES FOR PROCEDURES TO FOLLOW.

LEARN WHO TO CONTACT FOR THE MANY EMERGENCIES THAT MAY OCCUR

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.



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

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



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Resolution #23-011

**BE IT RESOLVED THAT
THE GARBERVILLE SANITARY DISTRICT
ESTABLISHES A NEW USE AGREEMENT FOR
SERVICES, PARTS AND EQUIPMENT**

WHEREAS, the Board of Directors of the Garberville Sanitary District, (the District) has had requests from other District's and agencies to purchase chemicals or need parts and services, which is why this ordinance will be enacted.

WHEREAS, THE District will require a use agreement to be completed prior to supplies, parts or chemicals are provided for outside District use.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that anybody requesting services or supplies and not providing a use agreement, will be denied.

BE IT FURTHER RESOLVED AND ORDERED, that all requests for supplies, parts or chemicals, must be approved by the General Manager or designee.

BE IT FURTHER RESOLVED AND ORDERED THAT, Sec 15.10, Use Agreement for Equipment, Services, Parts or Chemicals will take effect upon Board Approval.

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.

Passed and adopted by the Garberville Sanitary District Board of Directors on August 22nd, 2023 during a regular business meeting, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

EXCUSED: Directors: _____

**ATTEST: _____ Chairperson
Doug Bryan**

**Ralph Emerson
Clerk of Board**

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 verbal and written notice. There is no exception. Trespassing and Vagrancy is a violation of State Law and this Ordinance.



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Resolution #23-010

**BE IT RESOLVED THAT
THE GARBERVILLE SANITARY DISTRICT
ESTABLISHES A NEW VAGRANCY ORDINANCE Sec: 14.2a**

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 a vagrancy ordinance which will assist in stopping vagrancy and damage to GSD property.

WHEREAS, THE District will enforce this ordinance and ensure District property and staff are protected.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that anybody violating this ordinance, will be turned over to law enforcement as the law allows.

BE IT FURTHER RESOLVED AND ORDERED, that vagrancy and damage to District property is illegal.

BE IT FURTHER RESOLVED AND ORDERED THAT, Sec 14.2a Vagrancy and Damage to District Property is enacted upon Board approval. 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 verbal and written notice. There is no exception. Trespassing and Vagrancy is a violation of State Law and this Ordinance.

Passed and adopted by the Garberville Sanitary District Board of Directors on August 22nd, 2023 during a regular business meeting, by the following vote:

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

ATTEST: _____ Chairperson
Doug Bryan

Ralph Emerson
Clerk of Board

7.10 Seminars and Workshops

Attendance at seminars or workshops by GSD staff must be approved by the General Manager. Per Diem and other costs associated with seminars and workshops will be approved on an individual basis for each seminar or workshop, based upon current Humboldt County reimbursement schedules.

7.10a Employee Training Requirements

All employees are required to complete Harassment and Ethics training every 2 years while having a current training certificate on file.

Office staff is required to attend at least one seminar/course annually, in the field they are responsible for.

Treatment Operators must complete the required courses to keep their water, wastewater and distribution certificates current and compliant. A copy of certificates and training courses will be kept in their file.