

**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, December 20th 2022
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_____

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

IV. THE BOARD WILL ENTER CLOSED SESSION (5:00pm)

IVa. Questions or Comments about Closed Session Items

1. Conference with Real Property Negotiators (Government Code § 54956.8):

**Property: Approximately (*undetermined*) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 032-211-035, APN 032-211-011, APN 032-211-021, APN 223-061-007, APN 032-211-034, APN 032-111-025
Garberville Sanitary District Negotiating Team with Russ Gans (GSD attorney) will participate and under negotiation: Price and/or terms of payment/conditions, Ground Lease and Development Agreement**

(discussion—possible action)

Motion:

Second:

Vote:

2. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).

(discussion—possible action)

Motion:

Second:

Vote:

V. RETURN TO OPEN SESSION

Report of action taken in Closed Session

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

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

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.**

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- Secretary Conference Report from Mary

Board Members-

Correspondence-

General Manager—Ralph Emerson Pg. 5

South County Homes For All (SCHFA) Meeting Update

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 July & August 2022 - pg. 6-40

A.2 Approve **October 25th, 2022** Regular Meeting Minutes - pg. 41-43

A.3 Operations Safety Report- pg.44-49

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 Swearing in of Board Members pg. 50-52
(discussion—possible action)
- B.2 Board Member Officers-Assignments pg. 53-55
(Action Required)
- Nomination of Chairperson
Motion: **Second:** **Vote:**
- Nomination of Vice Chairperson
Motion: **Second:** **Vote:**
- Nomination of Secretary---Ralph Emerson
Motion: **Second:** **Vote:**
- Nomination of Treasurer
Motion: **Second:** **Vote:**
- Authorized Signatures to Sign For District
Motion: **Second:** **Vote:**
- B.3 Approve Board Calendar pg. 56
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Tank Replacement Project pg. 57-74
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 2021—2022 Audit pg. 75-78
(discussion-possible action) Jennie
Motion: **Second:** **Vote:**
- B.6 GSD Projects-Timeline pg. 79
(discussion—no action)

C. POLICY REVISION / ADOPTION

- C.1 Mandated Water Meter Discontinuance—Sec 10.9a pg. 80-82
(discussion-action requested) Resolution #22-011
Motion: **Second:** **Vote:**
- C.2 Amend Brown Act Policy pg. 83-86
(discussion—possible action)
Motion: **Second:** **Vote:**
- C.3 Billing Procedures-Sec 9.5 pg. 87-94
(discussion-no action) 2nd reading
Motion: **Second:** **Vote:**

VIII. ITEMS FOR NEXT BOARD MEETING

1. Water Tank Replacement Project
2. River and Rain Update
3. Developer Project Update
- 4.
- 5.

IX. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, December 17th, 2022. 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

GENERAL MANAGER REPORT

Date: December 20, 2022

There has been a lot happening over the past 2 months but most of the time has been spent on winter preparation, project development and improvements to system. There have been weekly meetings about the tank replacement project, which will be discussed in detail on the agenda.

We are still applying for all grants that we qualify for, in an effort to upgrade our infrastructure, replace fire hydrants and generators, and not burden customers with additional costs above their service charges.

I want to take a moment to thank the GSD Board and Staff for assisting in the management and operations of the District, because if it wasn't for you and the support you give each of us, we would not be able to maintain a cohesive work environment that retains the staff and Board Members.

Some Board Members and all staff have been here over 6 years, while Dan Arreguin and Rio Anderson have been here over 10 years and our Project Manager Jennie Short, has been here over 12 years.

Thank You for your continued support and dedication to Garberville Sanitary District and the customers who work and reside here.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: December 20, 2022
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: July and August 2022 Preliminary Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached preliminary Financial Statements are for July and August 2022. Also included are the preliminary June 2022 year end reports. Final year end reports will be included with the agenda item for the audit in January 2023.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,329,230.00	210,420.49	234,858.34	(24,437.85)	😞
Total Expense (excl. Depreciation)	970,426.09	137,663.65	161,673.38	(24,009.73)	😊
Net Income (excl. Depreciation)	358,803.91	72,756.84	73,184.96	(428.12)	😊
Payroll	472,533.58	74,257.50	77,755.52	(3,498.02)	😊
Repair & Maintenance + Supplies	106,900.00	4,768.44	17,733.34	(12,964.90)	😊

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

- Operational revenues are \$(23,651.30) **UNDER** budget, mainly due to less water and sewer charges than anticipated.
- Operational expenses are \$ (23,943.72) **UNDER** budget.
- Since the lower revenue and lower expenses are approximately equal, the effect on net operating income is very close to budget.

- Net cash **INCREASE** for August is **\$5,628.22** and the year to date is a net cash **DECREASE** of **\$ (83,606.43)**. This negative cash flow is mainly due to the large payment to SDRMA for entire year's property, liability, and worker's compensation insurance, the loan payment for the wastewater project, and the payments for SHN's work on the Robertson/Wallan/Hurlbutt Tanks project. When we receive the first reimbursement from the State for the project it will help offset this negative cash flow.
- Total payments on loans so far this year total **\$ 42,263.55** of a budgeted year-end total of \$115,467.61.
- Overtime payroll costs are **\$1,807.98 UNDER** budget.
- The repair and maintenance plus supplies expenses are **\$ 12,964.90 UNDER** the YTD budgeted amount.
- Expenditures for fixed asset acquisition so far this year total **\$ 104,381.41** of a budgeted year-end total of \$153,000.00. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement - Planning Project	350,000	37,794.55
SRF DW Financing Reimbursement	(325,000)	
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	
Unspecified	10,000	4,469.00
Total:	153,000	42,263.55

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = 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: June, July & August
4. Check Register Report for all checks issued in June, July and August.

Financial Statements

June 2022

Year End Summary

Preliminary Pending Finalization
Of the Audit

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July 2021 through June 2022

Jul '21 - Jun 22

OPERATING ACTIVITIES	
Net Income	(182,532.14)
Adjustments to reconcile Net Income to net cash provided by operations:	
11000 · Accounts Receivable - Other	(1,210.62)
1115 · Acct Receivable - Collection	3,501.80
1100 · Accounts Receivable	18,869.64
1110 · Accts Receivable Over Payments	(208.42)
1500 · Prepaid Insurance	(454.08)
1121 · Payroll Tax Overpayment	(304.15)
2000 · Accounts Payable	32,526.79
2220 · Accrued State PR Taxes	(3.06)
2230 · Accrued Vacation	10,516.92
20001 · Accounts Payable - SWRCB	763.50
2300 · Service Deposits	(900.00)
Net cash provided by Operating Activities	(119,433.82)
INVESTING ACTIVITIES	
SEWER:Collection	(7,939.24)
Accumulated Depreciation-Water	272,288.00
Accumulated Depreciation-Sewer	148,182.00
CIP-Church Street	(6,800.00)
CIP-Hurlbutt Tank Replacement	2,768.00
CIP- Bear Canyon Sewerline	(225.00)
CIP-Robertson-Wallan-Hurlbutt T	(117,287.75)
WATER:Pumps	(7,139.12)
SEWER:Pumps	(15,716.41)
Net cash provided by Investing Activities	268,130.48
FINANCING ACTIVITIES	
2250 · Loans Payable - Current Portion	3,195.10
2500 · N/P - SWRCB	(24,585.28)
2700 · SRF Loan - Water	(45,982.36)
2900 · Less Current Portion	(3,195.10)
2665 · RCAC Loan - #0998 Backhoe	(19,817.87)
Net cash provided by Financing Activities	(90,385.51)
Net cash increase for period	58,311.15
Cash at beginning of period	814,505.39
Cash at end of period	872,816.54

GARBERVILLE SANITARY DISTRICT
Balance Sheet
As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	40,294.77	124,796.89
1006 · Umpqua System Reserve - Water	25,811.93	25,809.42	2.51
1007 · Umpqua System Reserve - Sewer	31,270.19	31,267.18	3.01
1011 · Water Enterprise Fund	46,832.34	46,827.66	4.68
1030 · County Treasury - Sewer Reserve	434,307.06	478,899.49	(44,592.43)
1031 · County Treasury - Water Reserve	141,265.36	191,265.36	(50,000.00)
1035 · Water Capital Improvement Fund	17,999.37	0.00	17,999.37
1036 · Sewer Capital Improvement Fund	9,998.37	0.00	9,998.37
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	102.00	98.75
Total Checking/Savings	872,816.54	814,505.39	58,311.15
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00	3,501.80	(3,501.80)
11000 · Accounts Receivable - Other	4,668.04	3,457.42	1,210.62
Total Accounts Receivable	4,668.04	6,959.22	(2,291.18)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(2,723.19)	208.42
1100 · Accounts Receivable - Other	105,064.11	123,933.75	(18,869.64)
Total 1100 · Accounts Receivable	102,549.34	121,210.56	(18,661.22)
1121 · Payroll Tax Overpayment	304.15	0.00	304.15
1500 · Prepaid Insurance	3,893.74	3,439.66	454.08
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	101,747.23	119,650.22	(17,902.99)
Total Current Assets	979,231.81	941,114.83	38,116.98
Fixed Assets			
CIP-Church Street	6,800.00	0.00	6,800.00
CIP-Hurlbutt Tank Replacement	0.00	2,768.00	(2,768.00)
CIP- Bear Canyon Sewerline	988.75	763.75	225.00
CIP - Meadows Aerial Waterline	6,051.76	6,051.76	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	25,035.48	117,287.75
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	2,909.87	7,139.12
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,134,549.70	8,127,410.58	7,139.12
Water System	142,474.97	142,474.97	0.00
SEWER			

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of June 30, 2022

	Jun 30, 22	Jun 30, 21	\$ Change
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,387,355.88	7,939.24
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	16,931.99	15,716.41
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,857,758.70	5,834,103.05	23,655.65
Office Equipment	38,244.29	38,244.29	0.00
Equipment	237,123.48	237,123.48	0.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(2,759,878.30)	(2,487,590.30)	(272,288.00)
Accumulated Depreciation-Sewer	(2,503,323.10)	(2,355,141.10)	(148,182.00)
Total Fixed Assets	9,581,686.55	9,849,817.03	(268,130.48)
TOTAL ASSETS	10,560,918.36	10,790,931.86	(230,013.50)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,597.50	26,070.71	32,526.79
Total Accounts Payable	58,597.50	26,070.71	32,526.79
Other Current Liabilities			
20001 · Accounts Payable - SWRCB	763.50	0.00	763.50
2300 · Service Deposits	6,400.00	7,300.00	(900.00)
20000 · Account Payable	2,100.00	2,100.00	0.00
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2220 · Accrued State PR Taxes	0.00	3.06	(3.06)
2230 · Accrued Vacation	40,952.75	30,435.83	10,516.92
2250 · Loans Payable - Current Portion	68,899.91	65,704.81	3,195.10
Total Other Current Liabilities	119,014.70	105,442.24	13,572.46
Total Current Liabilities	177,612.20	131,512.95	46,099.25
Long Term Liabilities			
2665 · RCAC Loan - #0998 Backhoe	24,406.07	44,223.94	(19,817.87)
2500 · N/P - SWRCB	50,655.35	75,240.63	(24,585.28)
2700 · SRF Loan - Water	1,080,585.66	1,126,568.02	(45,982.36)
2900 · Less Current Portion	(68,899.91)	(65,704.81)	(3,195.10)
Total Long Term Liabilities	1,086,747.17	1,180,327.78	(93,580.61)
Total Liabilities	1,264,359.37	1,311,840.73	(47,481.36)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,349,599.38	3,631,133.46	(281,534.08)
Net Income	(182,532.14)	(281,534.08)	99,001.94
Total Equity	9,296,558.99	9,479,091.13	(182,532.14)
TOTAL LIABILITIES & EQUITY	10,560,918.36	10,790,931.86	(230,013.50)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board

July 2021 through June 2022

	Jul '21 - Jun 22	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense			
Income			
Water Charges			
4100 · Residential	315,032.50	374,000.00	(58,967.50)
4110 · Commercial	306,374.75	281,000.00	25,374.75
Total Water Charges	621,407.25	655,000.00	(33,592.75)
4200 · Sewer Charges	450,658.10	463,165.00	(12,506.90)
4300 · Connection Fees	0.00	24,000.00	(24,000.00)
4650 · Late Charges	15,255.00	4,000.00	11,255.00
4700 · Other Operating Revenue	2,840.00	3,000.00	(160.00)
Total Income	1,090,160.35	1,149,165.00	(59,004.65)
Gross Profit	1,090,160.35	1,149,165.00	(59,004.65)
Expense			
Administrative and General			
5025 · Discount Program	2,185.00	3,600.00	(1,415.00)
5000 · Advertising	0.00	300.00	(300.00)
5005 · Bad Debts	4,286.44	10,000.00	(5,713.56)
5010 · Bank Charges			
5012 · Merchant Account Fees	5,022.78	3,300.00	1,722.78
5010 · Bank Charges - Other	1,969.19	2,000.00	(30.81)
Total 5010 · Bank Charges	6,991.97	5,300.00	1,691.97
5020 · Directors Fees	2,250.00	2,000.00	250.00
5030 · Dues and Memberships	5,352.14	4,500.00	852.14
5035 · Education and Training	705.36	3,000.00	(2,294.64)
5036 · Education and Training - B.O.D.	0.00	300.00	(300.00)
Insurance			
5040 · Liability	48,497.54	48,000.00	497.54
5050 · Workers' Comp	10,662.89	10,665.00	(2.11)
5055 · Health			
5055.1 · Employee Portion	(8,954.88)	(9,250.00)	295.12
5055 · Health - Other	45,694.90	46,850.00	(1,155.10)
Total 5055 · Health	36,740.02	37,600.00	(859.98)
Total Insurance	95,900.45	96,265.00	(364.55)
5060 · Licenses, Permits, and Fees	31,088.69	25,600.00	5,488.69
5065 · Auto	2,476.86	2,500.00	(23.14)
5070 · Miscellaneous	(122.58)	100.00	(222.58)
5080 · Office Expense	8,902.93	8,000.00	902.93
5085 · Outside Services	8,653.33	11,600.00	(2,946.67)
5090 · Payroll Taxes	29,528.28	32,500.00	(2,971.72)
5095 · Penalties and Fines	6.04	0.00	6.04
5100 · Postage	2,679.79	3,500.00	(820.21)
5110 · Professional Fees	81,474.39	80,000.00	1,474.39
5120 · Property Taxes	0.00	50.00	(50.00)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 July 2021 through June 2022

	Jul '21 - Jun 22	Annual Budget	Δ YTD Actual vs. Budget
5125 · Repairs and Maintenance	1,586.07	500.00	1,086.07
5130 · Rents	10,020.00	10,020.00	0.00
5135 · Retirement	9,186.29	9,190.00	(3.71)
5137 · Supplies	1,495.98	1,200.00	295.98
5140 · Telephone	10,162.57	12,500.00	(2,337.43)
5145 · Tools	3,544.78	2,000.00	1,544.78
5150 · Travel and Meetings	1,111.95	1,000.00	111.95
5155 · Utilities	2,675.68	3,500.00	(824.32)
5160 · Wages			
5165 · Wages - Overtime	6,982.50	4,300.00	2,682.50
5160 · Wages - Other	156,172.74	178,952.00	(22,779.26)
Total 5160 · Wages	163,155.24	183,252.00	(20,096.76)
5170 · Vacation Accrual Adjustment	10,516.92	6,000.00	4,516.92
Total Administrative and General	495,814.57	518,277.00	(22,462.43)
Sewage Collection			
6010 · Fuel	4,008.26	4,000.00	8.26
6030 · Repairs and Maintenance	4,813.70	15,000.00	(10,186.30)
6040 · Supplies	18.31	2,000.00	(1,981.69)
6050 · Utilities	3,889.24	4,500.00	(610.76)
6060 · Wages			
6065 · Wages - Overtime Sewer Collecti	28,890.00	6,480.00	22,410.00
6060 · Wages - Other	41,608.94	32,250.00	9,358.94
Total 6060 · Wages	70,498.94	38,730.00	31,768.94
Total Sewage Collection	83,228.45	64,230.00	18,998.45
Sewage Treatment			
6075 · Fuel	4,008.27	4,000.00	8.27
6080 · Monitoring	5,298.93	7,000.00	(1,701.07)
6100 · Repairs and Maintenance	11,512.33	15,000.00	(3,487.67)
6110 · Supplies	6,095.12	6,000.00	95.12
6120 · Utilities	11,510.85	10,000.00	1,510.85
6130 · Wages			
6135 · Wages - Overtime Sewer Treatmen	875.00	2,200.00	(1,325.00)
6130 · Wages - Other	52,049.99	35,120.00	16,929.99
Total 6130 · Wages	52,924.99	37,320.00	15,604.99
Total Sewage Treatment	91,350.49	79,320.00	12,030.49
Water Trans and Distribution			
7075 · Fuel	4,008.27	4,000.00	8.27
7090 · Repairs and Maintenance	24,500.27	30,000.00	(5,499.73)
7100 · Supplies	1,579.81	5,000.00	(3,420.19)
7110 · Utilities	7,994.26	11,000.00	(3,005.74)
7120 · Wages			
7125 · Wages - Overtime Water Trans &	3,630.00	8,000.00	(4,370.00)
7120 · Wages - Other	38,895.51	42,483.00	(3,587.49)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 July 2021 through June 2022

	Jul '21 - Jun 22	Annual Budget	Δ YTD Actual vs. Budget
Total 7120 · Wages	42,525.51	50,483.00	(7,957.49)
Total Water Trans and Distribution	80,608.12	100,483.00	(19,874.88)
Water Treatment			
7020 · Fuel	4,008.37	4,000.00	8.37
7010 · Monitoring	7,820.48	4,500.00	3,320.48
7030 · Repairs and Maintenance	26,368.12	14,500.00	11,868.12
7040 · Supplies	11,010.17	12,000.00	(989.83)
7050 · Utilities	51,028.56	50,000.00	1,028.56
7060 · Wages			
7065 · Wages - Overtime Water Treatmen	4,885.00	8,000.00	(3,115.00)
7060 · Wages - Other	34,870.30	42,275.00	(7,404.70)
Total 7060 · Wages	39,755.30	50,275.00	(10,519.70)
Total Water Treatment	139,991.00	135,275.00	4,716.00
Total Expense	890,992.63	897,585.00	(6,592.37)
Net Ordinary Income	199,167.72	251,580.00	(52,412.28)
Other Income/Expense			
Other Income			
Property Tax Revenue			
8045 · PILT Revenue	8.92		8.92
8010 · Secured	29,324.96	25,500.00	3,824.96
8020 · Unsecured	1,134.52	1,900.00	(765.48)
8025 · Prior Years	84.68	10.00	74.68
8030 · Supplemental - Current	342.83	250.00	92.83
8035 · Supplemental - Prior Years	0.00	50.00	(50.00)
Total Property Tax Revenue	30,895.91	27,710.00	3,185.91
8053 · Water Capital Grant Income	536.11		536.11
8060 · Interest Income	13.94	4,500.00	(4,486.06)
8070 · Other Non-Operating Revenue	14,475.03	1,500.00	12,975.03
9030 · Homeowners' Tax Relief	294.66	310.00	(15.34)
Total Other Income	46,215.65	34,020.00	12,195.65
Other Expense			
9010 · Other Expenses	4,179.75	4,000.00	179.75
9040 · Depreciation	420,470.00	420,472.00	(2.00)
9050 · Interest Expense	3,265.76	3,270.00	(4.24)
Total Other Expense	427,915.51	427,742.00	173.51
Net Other Income	(381,699.86)	(393,722.00)	12,022.14
Net Income	(182,532.14)	(142,142.00)	(40,390.14)
Connection Fees	0.00	24,000.00	
Depreciation	420,470.00	420,472.00	
Net Income w/o connections fees or Depreciation	(603,002.14)	(586,614.00)	(16,388.14)

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2022

Date	Num	Memo	Amount
101 Netlink			
06/22/2022	11589		-250.00
Total 101 Netlink			-250.00
Amazon.com			
06/16/2022	DBT		-20.46
Total Amazon.com			-20.46
Blue Star Gas			
06/21/2022	11587		-31.26
Total Blue Star Gas			-31.26
Branscomb Center			
06/30/2022	DBT		-30.16
06/30/2022	DBT		-36.62
06/30/2022	DBT		-107.73
Total Branscomb Center			-174.51
Capital Bank & Trust			
06/02/2022	EFT	557880519	-766.50
06/02/2022	EFT	025158148	-266.45
06/16/2022	EFT	557880519	-895.14
06/16/2022	EFT	025158148	-366.39
Total Capital Bank & Trust			-2,294.48
Clear Rate Communications			
06/16/2022	11584		-342.23
Total Clear Rate Communications			-342.23
Dan Arreguin			
06/15/2022	11583		-546.43
Total Dan Arreguin			-546.43
Daniel Thomas			
06/29/2022	11600		-150.00
Total Daniel Thomas			-150.00
Dazey's Building Center			
06/13/2022	11570		-833.65
Total Dazey's Building Center			-833.65
Doug Bryan			
06/29/2022	11601		-150.00
Total Doug Bryan			-150.00
EDD			
06/02/2022	EFT	499-0538-3	-0.58
06/02/2022	EFT	499-0538-3	-863.54
06/16/2022	EFT	499-0538-3	-836.80
06/16/2022	EFT	499-0538-3	-0.42
Total EDD			-1,701.34
Fluentstream Tech			
06/08/2022	11562		-117.70
Total Fluentstream Tech			-117.70
Frontier Communications			
06/28/2022	11590		-116.30
Total Frontier Communications			-116.30

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2022

Date	Num	Memo	Amount
HACH COMPANY			
06/02/2022	11560		-320.53
06/13/2022	11569		-3,418.86
Total HACH COMPANY			-3,739.39
IRS			
06/02/2022	EFT	68-0296323	-3,784.24
06/16/2022	EFT	68-0296323	-3,642.76
Total IRS			-7,427.00
Jennie Short			
06/13/2022	11567		-5,865.60
06/28/2022	11580		-6,274.05
Total Jennie Short			-12,139.65
Julie Lyon			
06/29/2022	11602		-150.00
Total Julie Lyon			-150.00
NAPA			
06/02/2022	11561		-370.33
Total NAPA			-370.33
North Coast Laboratories Ltd.			
06/09/2022	11566		-235.00
Total North Coast Laboratories Ltd.			-235.00
Owsley Electric			
06/13/2022	11568		-4,658.88
Total Owsley Electric			-4,658.88
PACE Supply			
06/08/2022	11563		-1,861.18
06/29/2022	11598		-758.11
06/30/2022	11605		-165.06
Total PACE Supply			-2,784.35
PG&E			
06/14/2022	11574		-6,302.85
Total PG&E			-6,302.85
Pitney Bowes Purchase Power			
06/08/2022	11564		-208.99
Total Pitney Bowes Purchase Power			-208.99
Postmaster			
06/13/2022	11571		-166.00
Total Postmaster			-166.00
R. Anderson			
06/29/2022	11603		-150.00
Total R. Anderson			-150.00
Ralph Emerson			
06/21/2022	11588		-50.00
Total Ralph Emerson			-50.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2022

Date	Num	Memo	Amount
Recology Humboldt County			
06/15/2022	11581		-33.52
06/29/2022	11599		-12.00
Total Recology Humboldt County			-45.52
Redwood Merchant Services			
06/02/2022	11736		-282.47
06/30/2022			-311.84
Total Redwood Merchant Services			-594.31
RENNER			
06/10/2022	DBT		-1,698.38
Total RENNER			-1,698.38
Reveal Tactacam			
06/30/2022	DBT		-85.00
Total Reveal Tactacam			-85.00
Rural Community Assistance Prog - Backhoe			
06/01/2022	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
06/06/2022	11558		-3,553.50
06/28/2022	11591		-340.24
Total SDRMA			-3,893.74
Sentry III Center			
06/30/2022	11604		-835.00
Total Sentry III Center			-835.00
Staples Credit Plan			
06/28/2022	11592		-77.73
Total Staples Credit Plan			-77.73
Starlink			
06/02/2022	DBT		-110.00
Total Starlink			-110.00
Streamline Inc			
06/15/2022	11582		-100.00
Total Streamline Inc			-100.00
SWRCB - 2013CX103			
06/08/2022	11559		-22,991.18
Total SWRCB - 2013CX103			-22,991.18
The Mitchell Law Firm, LLP			
06/08/2022	11565		-31.00
Total The Mitchell Law Firm, LLP			-31.00
Umpqua Bank			
06/22/2022	11735		-169.95
Total Umpqua Bank			-169.95
US Cellular			
06/28/2022	11593		-204.47
Total US Cellular			-204.47

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 June 2022

Date	Num	Memo	Amount
USABLUEBOOK			
06/16/2022	11585		-305.90
Total USABLUEBOOK			-305.90
Wahlund Construction, Inc.			
06/13/2022	11572		-303.32
Total Wahlund Construction, Inc.			-303.32
Wyatt & Whitchurch, E.A. Inc.			
06/13/2022	11573		-995.00
Total Wyatt & Whitchurch, E.A. Inc.			-995.00
WYCKOFF'S Inc			
06/20/2022	11586		-205.30
Total WYCKOFF'S Inc			-205.30
Arreguin, Daniel J			
06/02/2022	11553		-3,152.92
06/16/2022	11575		-2,840.88
Total Arreguin, Daniel J			-5,993.80
Emerson, Ralph K			
06/02/2022	11554		-2,916.85
06/16/2022	11576		-2,916.86
Total Emerson, Ralph K			-5,833.71
Miller, Brian A			
06/02/2022	11555		-2,090.17
06/16/2022	11577		-2,304.53
Total Miller, Brian A			-4,394.70
Nieto, Mary			
06/02/2022	11556		-1,785.68
06/16/2022	11578		-1,527.19
06/30/2022		VOID:	0.00
Total Nieto, Mary			-3,312.87
Ruiz, Ricardo			
06/02/2022	11557		-521.60
06/16/2022	11579		-379.60
Total Ruiz, Ricardo			-901.20
peter Connolly			
06/02/2022	11534		-8,000.00
Total peter Connolly			-8,000.00
TOTAL			-107,991.13

Financial Statements

July 2022

Preliminary Pending Finalization
Of the Audit

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

	Jul 22
OPERATING ACTIVITIES	
Net Income	(5,207.06)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	(11,102.56)
1110 · Accts Receivable Over Payments	(726.72)
1500 · Prepaid Insurance	(52,534.86)
1501 · Prepaid Workers Comp	(6,161.77)
1510 · Prepaid Licenses and Permits	(25,950.61)
2000 · Accounts Payable	(14,645.44)
20000 · Account Payable	28,309.76
2300 · Service Deposits	(100.00)
Net cash provided by Operating Activities	(88,119.26)
INVESTING ACTIVITIES	
Equipment	(4,469.00)
Accumulated Depreciation-Water	22,315.92
Accumulated Depreciation-Sewer	11,202.33
CIP-Robertson-Wallan-Hurlbutt Tank	(1,562.00)
Net cash provided by Investing Activities	27,487.25
FINANCING ACTIVITIES	
2500 · N/P - SWRCB	(25,076.93)
2661 · Ditchwitch Vacuum Trailer	(1,829.15)
2665 · RCAC Loan - #0998 Backhoe	(1,696.56)
Net cash provided by Financing Activities	(28,602.64)
Net cash increase for period	(89,234.65)
Cash at beginning of period	872,816.54
Cash at end of period	783,581.89

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of July 31, 2022

	Jun 30, 22	Jul 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	75,856.12	(89,235.54)
1006 · Umpqua System Reserve - Water	25,811.93	25,812.15	0.22
1007 · Umpqua System Reserve - Sewer	31,270.19	31,270.46	0.27
1011 · Water Enterprise Fund	46,832.34	46,832.74	0.40
1030 · County Treasury - Sewer Reserve	434,307.06	434,307.06	0.00
1031 · County Treasury - Water Reserve	141,265.36	141,265.36	0.00
1035 · Water Capital Improvement Fund	17,999.37	17,999.37	0.00
1036 · Sewer Capital Improvement Fund	9,998.37	9,998.37	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	200.75	0.00
Total Checking/Savings	872,816.54	783,581.89	(89,234.65)
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
11000 · Accounts Receivable - Other	4,668.04	4,668.04	0.00
Total Accounts Receivable	4,668.04	4,668.04	0.00
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(1,788.05)	726.72
1100 · Accounts Receivable - Other	105,064.11	116,166.67	11,102.56
Total 1100 · Accounts Receivable	102,549.34	114,378.62	11,829.28
1121 · Payroll Tax Overpayment	304.15	304.15	0.00
1500 · Prepaid Insurance	0.00	56,428.60	56,428.60
1501 · Prepaid Workers Comp	0.00	6,161.77	6,161.77
1510 · Prepaid Licenses and Permits	3,893.74	25,950.61	22,056.87
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	101,747.23	198,223.75	96,476.52
Total Current Assets	979,231.81	986,473.68	7,241.87
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	6,051.76	6,051.76	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	143,885.23	1,562.00
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	10,048.99	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,134,549.70	8,134,549.70	0.00
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of July 31, 2022

	Jun 30, 22	Jul 31, 22	\$ Change
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	32,648.40	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,857,758.70	5,857,758.70	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	237,123.48	315,872.29	78,748.81
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	(2,759,878.30)	(2,782,848.22)	(22,969.92)
Accumulated Depreciation-Sewer	(2,503,323.10)	(2,515,990.43)	(12,667.33)
Total Fixed Assets	9,581,686.55	9,626,360.11	44,673.56
TOTAL ASSETS	10,560,918.36	10,612,833.79	51,915.43
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,597.50	43,952.06	(14,645.44)
Total Accounts Payable	58,597.50	43,952.06	(14,645.44)
Other Current Liabilities			
20001 · Accounts Payable - SWRCB	763.50	763.50	0.00
2300 · Service Deposits	6,400.00	6,300.00	(100.00)
20000 · Account Payable	2,100.00	30,409.76	28,309.76
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	68,899.91	93,065.47	24,165.56
Total Other Current Liabilities	119,014.70	171,390.02	52,375.32
Total Current Liabilities	177,612.20	215,342.08	37,729.88
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	0.00	72,450.66	72,450.66
2665 · RCAC Loan - #0998 Backhoe	24,406.07	22,709.51	(1,696.56)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,080,585.66	0.00
2900 · Less Current Portion	(68,899.91)	(93,065.47)	(24,165.56)
Total Long Term Liabilities	1,086,747.17	1,108,258.78	21,511.61
Total Liabilities	1,264,359.37	1,323,600.86	59,241.49
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,349,599.38	3,164,948.24	(184,651.14)
Net Income	(182,532.14)	(5,207.06)	177,325.08
Total Equity	9,296,558.99	9,289,232.93	(7,326.06)
TOTAL LIABILITIES & EQUITY	10,560,918.36	10,612,833.79	51,915.43

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
July 2022

	Current Month July 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	28,242.60	28,242.60	34,920.00	360,000.00	(6,677.40)
4110 · Commercial	27,529.00	27,529.00	33,465.00	345,000.00	(5,936.00)
Total Water Charges	55,771.60	55,771.60	68,385.00	705,000.00	(12,613.40)
4200 · Sewer Charges	40,136.70	40,136.70	50,440.00	520,000.00	(10,303.30)
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	1,185.00	1,185.00	1,000.00	12,000.00	185.00
4700 · Other Operating Revenue	400.00	400.00	250.00	3,000.00	150.00
Total Income	97,493.30	97,493.30	120,075.00	1,264,000.00	(22,581.70)
Gross Profit	97,493.30	97,493.30	120,075.00	1,264,000.00	(22,581.70)
Expense					
Administrative and General					
5025 · Discount Program	180.00	180.00	300.00	3,600.00	(120.00)
5000 · Advertising	0.00	0.00	100.00	300.00	(100.00)
5005 · Bad Debts	357.00	357.00	208.33	5,000.00	148.67
5010 · Bank Charges					
5012 · Merchant Account Fees	534.57	534.57	333.34	4,000.00	201.23
5010 · Bank Charges - Other	154.39	154.39	166.66	2,000.00	(12.27)
Total 5010 · Bank Charges	688.96	688.96	500.00	6,000.00	188.96
5020 · Directors Fees	0.00	0.00	83.33	2,000.00	(83.33)
5030 · Dues and Memberships	492.00	492.00	450.84	5,410.00	41.16
5035 · Education and Training	550.00	550.00	250.00	3,000.00	300.00
5036 · Education and Training - B.O.D.	0.00	0.00	25.00	300.00	(25.00)
Insurance					
5040 · Liability	4,775.89	4,775.89	4,568.08	54,817.00	207.81
5050 · Workers' Comp	881.81	881.81	586.96	7,043.58	294.85
5055 · Health					
5055.1 · Employee Portion	(746.24)	(746.24)	(770.84)	(9,250.00)	24.60
5055 · Health - Other	3,893.74	3,893.74	4,054.16	48,650.00	(160.42)
Total 5055 · Health	3,147.50	3,147.50	3,283.32	39,400.00	(135.82)
Total Insurance	8,805.20	8,805.20	8,438.36	101,260.58	366.84
5060 · Licenses, Permits, and Fees	2,359.15	2,359.15	2,627.91	31,535.00	(268.76)
5065 · Auto	0.00	0.00	1,000.00	2,500.00	(1,000.00)
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	2,513.11	2,513.11	666.66	8,000.00	1,846.45
5085 · Outside Services	519.00	519.00	751.66	9,020.00	(232.66)
5090 · Payroll Taxes	2,366.28	2,366.28	2,825.00	33,900.00	(458.72)
5100 · Postage	80.81	80.81	291.66	3,500.00	(210.85)
5110 · Professional Fees	3,677.50	3,677.50	7,166.66	86,000.00	(3,489.16)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	2,000.00	(250.00)
5130 · Rents	835.00	835.00	835.00	10,020.00	0.00
5135 · Retirement	728.15	728.15	774.16	9,290.00	(46.01)
5137 · Supplies	48.27	48.27	125.00	1,500.00	(76.73)
5140 · Telephone	857.29	857.29	938.34	11,260.00	(81.05)
5145 · Tools	38.99	38.99	166.66	2,000.00	(127.67)
5150 · Travel and Meetings	126.07	126.07	125.00	1,500.00	1.07

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
July 2022

	Current Month July 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5155 · Utilities	257.76	257.76	364.58	4,375.00	(106.82)
5160 · Wages					
5165 · Wages - Overtime	363.00	363.00	339.58	4,075.00	23.42
5160 · Wages - Other	13,881.37	13,881.37	15,253.66	183,044.00	(1,372.29)
Total 5160 · Wages	14,244.37	14,244.37	15,593.24	187,119.00	(1,348.87)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	39,724.91	39,724.91	45,007.39	536,539.58	(5,282.48)
Sewage Collection					
6010 · Fuel	266.72	266.72	416.67	5,000.00	(149.95)
6030 · Repairs and Maintenance	0.00	0.00	1,083.33	13,000.00	(1,083.33)
6040 · Supplies	0.00	0.00	166.67	2,000.00	(166.67)
6050 · Utilities	361.98	361.98	416.67	5,000.00	(54.69)
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	189.00	189.00	958.33	11,500.00	(769.33)
6060 · Wages - Other	4,442.46	4,442.46	2,749.83	32,998.00	1,692.63
Total 6060 · Wages	4,631.46	4,631.46	3,708.16	44,498.00	923.30
Total Sewage Collection	5,260.16	5,260.16	5,791.50	69,498.00	(531.34)
Sewage Treatment					
6075 · Fuel	266.72	266.72	416.67	5,000.00	(149.95)
6080 · Monitoring	0.00	0.00	583.33	7,000.00	(583.33)
6100 · Repairs and Maintenance	43.33	43.33	1,250.00	15,000.00	(1,206.67)
6110 · Supplies	0.00	0.00	650.00	7,800.00	(650.00)
6120 · Utilities	1,052.04	1,052.04	1,145.83	13,750.00	(93.79)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	1,003.50	1,003.50	291.67	3,500.00	711.83
6130 · Wages - Other	4,283.80	4,283.80	2,996.00	35,952.00	1,287.80
Total 6130 · Wages	5,287.30	5,287.30	3,287.67	39,452.00	1,999.63
Total Sewage Treatment	6,649.39	6,649.39	7,333.50	88,002.00	(684.11)
Water Trans and Distribution					
7075 · Fuel	266.72	266.72	416.67	5,000.00	(149.95)
7090 · Repairs and Maintenance	513.90	513.90	2,500.00	30,000.00	(1,986.10)
7100 · Supplies	0.00	0.00	416.67	5,000.00	(416.67)
7110 · Utilities	799.34	799.34	1,041.67	12,500.00	(242.33)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	648.00	648.00	708.33	8,500.00	(60.33)
7120 · Wages - Other	2,497.33	2,497.33	3,630.42	43,565.00	(1,133.09)
Total 7120 · Wages	3,145.33	3,145.33	4,338.75	52,065.00	(1,193.42)
Total Water Trans and Distribution	4,725.29	4,725.29	8,713.76	104,565.00	(3,988.47)
Water Treatment					
7020 · Fuel	266.73	266.73	416.67	5,000.00	(149.94)
7010 · Monitoring	195.00	195.00	666.67	8,000.00	(471.67)
7030 · Repairs and Maintenance	2,591.47	2,591.47	1,250.00	15,000.00	1,341.47
7040 · Supplies	0.00	0.00	1,300.00	15,600.00	(1,300.00)
7050 · Utilities	5,157.73	5,157.73	5,468.75	65,625.00	(311.02)
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	90.00	90.00	833.33	10,000.00	(743.33)
7060 · Wages - Other	2,666.84	2,666.84	3,647.17	43,766.00	(980.33)
Total 7060 · Wages	2,756.84	2,756.84	4,480.50	53,766.00	(1,723.66)

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
 July 2022

	Current Month July 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Total Water Treatment	10,967.77	10,967.77	13,582.59	162,991.00	(2,614.82)
Total Expense	67,327.52	67,327.52	80,428.74	961,595.58	(13,101.22)
Net Ordinary Income	30,165.78	30,165.78	39,646.26	302,404.42	(9,480.48)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Property Tax Revenue - Other	0.00	0.00	0.00	27,710.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	55,420.00	0.00
8060 · Interest Income	0.89	0.89	0.00	4,500.00	0.89
8070 · Other Non-Operating Revenue	0.00	0.00	416.67	5,000.00	(416.67)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	0.89	0.89	416.67	65,230.00	(415.78)
Other Expense					
9010 · Other Expenses	281.25	281.25	333.34	4,000.00	(52.09)
9040 · Depreciation	33,518.25	33,518.25	34,583.33	415,000.00	(1,065.08)
9050 · Interest Expense	1,574.23	1,574.23	1,331.10	4,830.51	243.13
Total Other Expense	35,373.73	35,373.73	36,247.77	423,830.51	(874.04)
Net Other Income	(35,372.84)	(35,372.84)	(35,831.10)	(358,600.51)	458.26
Net Income	(5,207.06)	(5,207.06)	3,815.16	(56,196.09)	(9,022.22)

GARBERVILLE SANITARY DISTRICT Check Register Report for Board July 2022

Date	Num	Memo	Amount
101 Netlink			
07/19/2022	11626		-250.00
Total 101 Netlink			-250.00
Amazon.com			
07/13/2022	DBT		-10.74
07/19/2022	DBT		-40.61
07/21/2022	DBT		-2.41
Total Amazon.com			-53.76
Amillias			
07/18/2022	DBT		-126.07
Total Amillias			-126.07
Bank Of The West			
07/15/2022	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
07/25/2022	11640		-11.00
Total Blue Star Gas			-11.00
Capital Bank & Trust			
07/05/2022	EFT	025158148	-357.75
07/05/2022	EFT	557880519	-883.00
07/20/2022	EFT	557880519	-878.85
07/20/2022	EFT	025158148	-370.40
Total Capital Bank & Trust			-2,490.00
Clear Rate Communications			
07/13/2022	11622		-367.61
Total Clear Rate Communications			-367.61
Cruisers 14			
07/05/2022	DBT		-60.00
Total Cruisers 14			-60.00
CSDA			
07/12/2022	DBT		-550.00
Total CSDA			-550.00
CWEA			
07/18/2022	11625		-192.00
Total CWEA			-192.00
Dazey's Building Center			
07/25/2022	11638		-165.00
Total Dazey's Building Center			-165.00
EDD			
07/05/2022	EFT	499-0538-3	-1.23
07/05/2022	EFT	499-0538-3	-847.00
07/20/2022	EFT	499-0538-3	-829.15
07/20/2022	EFT	499-0538-3	-0.51
07/28/2022		Q2 SUTA & ETT	-64.54
Total EDD			-1,742.43

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2022

Date	Num	Memo	Amount
Emerald Technologies			
07/07/2022	11613		-335.33
Total Emerald Technologies			-335.33
Fluentstream Tech			
07/11/2022	11617		-117.89
Total Fluentstream Tech			-117.89
Frontier Communications			
07/28/2022	11644		-116.30
Total Frontier Communications			-116.30
Glacier Water Vending			
07/15/2022	DBT		-2.60
07/15/2022	DBT		-2.60
Total Glacier Water Vending			-5.20
Humboldt County Assessor			
07/21/2022	11636		-54.30
Total Humboldt County Assessor			-54.30
IRS			
07/05/2022	EFT	68-0296323	-3,814.54
07/20/2022	EFT	68-0296323	-3,626.46
Total IRS			-7,441.00
Jennie Short			
07/28/2022	11634		-6,626.55
Total Jennie Short			-6,626.55
Lori Ruiz			
07/07/2022	11614		-200.00
Total Lori Ruiz			-200.00
MILT'S SAW SHOP			
07/13/2022	11623		-3.23
Total MILT'S SAW SHOP			-3.23
NAPA			
07/07/2022	11615		-139.95
Total NAPA			-139.95
North Coast Laboratories Ltd.			
07/12/2022	11620		-210.00
Total North Coast Laboratories Ltd.			-210.00
PACE Supply			
07/25/2022	11641		-513.90
Total PACE Supply			-513.90
PG&E			
07/11/2022	11612		-7,392.14
Total PG&E			-7,392.14
Pitney Bowes Purchase Power			
07/11/2022	11618		-80.81
Total Pitney Bowes Purchase Power			-80.81

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2022

Date	Num	Memo	Amount
Ralph Emerson			
07/26/2022	11643		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
07/07/2022	11616		-12.00
07/21/2022	11637		-12.00
07/28/2022	11645		-12.00
Total Recology Humboldt County			-36.00
Redwood Merchant Services			
07/02/2022	11842		-207.97
07/31/2022			-317.41
Total Redwood Merchant Services			-525.38
RENNER			
07/10/2022	DBT		-1,006.89
Total RENNER			-1,006.89
Reveal Tactacam			
07/01/2022	DBT		-5.00
07/07/2022	DBT		-5.00
Total Reveal Tactacam			-10.00
Rural Community Assistance Prog - Backhoe			
07/01/2022	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
07/05/2022	11595		-57,310.75
07/05/2022	11596		-7,043.58
07/07/2022	11597		-3,553.50
07/25/2022	11639		-340.24
07/25/2022	11642		-256.00
Total SDRMA			-68,504.07
SHN Consulting Engineers & Geologists			
07/05/2022	11594		-21,694.24
Total SHN Consulting Engineers & Geologists			-21,694.24
Staples Credit Plan			
07/28/2022	11646		-205.94
Total Staples Credit Plan			-205.94
Starlink			
07/06/2022	DBT		-135.00
Total Starlink			-135.00
Streamline Inc			
07/11/2022	11619		-100.00
Total Streamline Inc			-100.00
SWRCB-SRF Program			
07/25/2022	11633		-26,089.91
Total SWRCB-SRF Program			-26,089.91
Sylvandale Gardens			
07/11/2022	DBT		-71.65
Total Sylvandale Gardens			-71.65

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
July 2022

Date	Num	Memo	Amount
The Mitchell Law Firm, LLP			
07/13/2022	11624		-558.00
Total The Mitchell Law Firm, LLP			-558.00
The Paper Mill			
07/07/2022	DBT		-33.67
Total The Paper Mill			-33.67
Umpqua Bank			
07/14/2022	11841		-166.87
Total Umpqua Bank			-166.87
Wyatt & Whitchurch, E.A. Inc.			
07/12/2022	11621		-990.00
Total Wyatt & Whitchurch, E.A. Inc.			-990.00
WYCKOFF'S Inc			
07/21/2022	11635		-13.45
Total WYCKOFF'S Inc			-13.45
Arreguin, Daniel J			
07/05/2022	11606		-2,674.07
07/20/2022	11627		-3,138.48
Total Arreguin, Daniel J			-5,812.55
Emerson, Ralph K			
07/05/2022	11607		-2,916.85
07/20/2022	11628		-2,916.86
Total Emerson, Ralph K			-5,833.71
Miller, Brian A			
07/05/2022	11608		-2,278.52
07/20/2022	11629		-2,153.61
Total Miller, Brian A			-4,432.13
Nieto, Mary			
07/05/2022	11609		-1,678.88
07/20/2022	11630		-1,432.23
Total Nieto, Mary			-3,111.11
Ruiz, Ricardo			
07/05/2022	11610		-789.71
07/20/2022	11631		-263.72
Total Ruiz, Ricardo			-1,053.43
Sweet, Laura D.			
07/05/2022	11611		-296.48
07/20/2022	11632		-200.65
Total Sweet, Laura D.			-497.13
TOTAL			-174,262.56

Financial Statements

August 2022

Preliminary Pending Finalization
Of the Audit

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

	Aug 22	Jul - Aug 22
OPERATING ACTIVITIES		
Net Income	10,927.40	5,720.34
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	2,500.00	2,500.00
1100 · Accounts Receivable	(16,732.77)	(27,835.33)
1110 · Accts Receivable Over Payments	66.87	(659.85)
1500 · Prepaid Insurance	4,775.89	(47,758.97)
1501 · Prepaid Workers Comp	842.29	(5,319.48)
1510 · Prepaid Licenses and Permits	2,359.15	(23,591.46)
1121 · Payroll Tax Overpayment	304.15	304.15
2000 · Accounts Payable	6,892.09	(7,753.35)
20000 · Account Payable	100.00	28,309.76
Net cash provided by Operating Activities	12,035.07	(76,084.19)
INVESTING ACTIVITIES		
Equipment		(4,469.00)
Accumulated Depreciation-Water	22,315.92	44,631.84
Accumulated Depreciation-Sewer	11,202.33	22,404.66
CIP-Robertson-Wallan-Hurlbutt Tanks	(36,232.55)	(37,794.55)
Net cash provided by Investing Activities	(2,714.30)	24,772.95
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(25,076.93)
2661 · Ditchwitch Vacuum Trailer	(1,988.92)	(3,818.07)
2665 · RCAC Loan - #0998 Backhoe	(1,703.63)	(3,400.19)
Net cash provided by Financing Activities	(3,692.55)	(32,295.19)
Net cash increase for period	5,628.22	(83,606.43)
Cash at beginning of period	783,581.89	872,816.54
Cash at end of period	789,210.11	789,210.11

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of August 31, 2022

	Jun 30, 22	Aug 31, 22	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	81,483.46	(83,608.20)
1006 · Umpqua System Reserve - Water	25,811.93	25,812.37	0.44
1007 · Umpqua System Reserve - Sewer	31,270.19	31,270.72	0.53
1011 · Water Enterprise Fund	46,832.34	46,833.14	0.80
1030 · County Treasury - Sewer Reserve	434,307.06	434,307.06	0.00
1031 · County Treasury - Water Reserve	141,265.36	141,265.36	0.00
1035 · Water Capital Improvement Fund	17,999.37	17,999.37	0.00
1036 · Sewer Capital Improvement Fund	9,998.37	9,998.37	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	200.75	0.00
Total Checking/Savings	872,816.54	789,210.11	(83,606.43)
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
11000 · Accounts Receivable - Other	4,668.04	2,168.04	(2,500.00)
Total Accounts Receivable	4,668.04	2,168.04	(2,500.00)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(1,854.92)	659.85
1100 · Accounts Receivable - Other	105,064.11	132,899.44	27,835.33
Total 1100 · Accounts Receivable	102,549.34	131,044.52	28,495.18
1121 · Payroll Tax Overpayment	304.15		(304.15)
1500 · Prepaid Insurance	0.00	51,652.71	51,652.71
1501 · Prepaid Workers Comp	0.00	5,319.48	5,319.48
1510 · Prepaid Licenses and Permits	3,893.74	23,591.46	19,697.72
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	101,747.23	206,608.17	104,860.94
Total Current Assets	979,231.81	997,986.32	18,754.51
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	6,051.76	6,051.76	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	180,117.78	37,794.55
WATER			0.00
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	10,048.99	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,134,549.70	8,134,549.70	0.00
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of August 31, 2022

	Jun 30, 22	Aug 31, 22	\$ Change
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	32,648.40	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,857,758.70	5,857,758.70	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	237,123.48	315,872.29	78,748.81
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	(2,759,878.30)	(2,805,164.14)	(45,285.84)
Accumulated Depreciation-Sewer	(2,503,323.10)	(2,527,192.76)	(23,869.66)
Total Fixed Assets	9,581,686.55	9,629,074.41	47,387.86
TOTAL ASSETS	10,560,918.36	10,627,060.73	66,142.37
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	58,597.50	50,844.15	(7,753.35)
Total Accounts Payable	58,597.50	50,844.15	(7,753.35)
Other Current Liabilities			
20001 · Accounts Payable - SWRCB	763.50	763.50	0.00
2300 · Service Deposits	6,400.00	6,400.00	0.00
20000 · Account Payable	2,100.00	30,409.76	28,309.76
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	68,899.91	93,065.47	24,165.56
Total Other Current Liabilities	119,014.70	171,490.02	52,475.32
Total Current Liabilities	177,612.20	222,334.17	44,721.97
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	0.00	70,461.74	70,461.74
2665 · RCAC Loan - #0998 Backhoe	24,406.07	21,005.88	(3,400.19)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,080,585.66	0.00
2900 · Less Current Portion	(68,899.91)	(93,065.47)	(24,165.56)
Total Long Term Liabilities	1,086,747.17	1,104,566.23	17,819.06
Total Liabilities	1,264,359.37	1,326,900.40	62,541.03
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,349,599.38	3,164,948.24	(184,651.14)
Net Income	(182,532.14)	5,720.34	188,252.48
Total Equity	9,296,558.99	9,300,160.33	3,601.34
TOTAL LIABILITIES & EQUITY	10,560,918.36	10,627,060.73	66,142.37

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
August 2022

	Current Month Aug 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	35,355.30	63,597.90	68,040.00	360,000.00	(4,442.10)
4110 · Commercial	30,384.50	57,913.50	65,205.00	345,000.00	(7,291.50)
Total Water Charges	65,739.80	121,511.40	133,245.00	705,000.00	(11,733.60)
4200 · Sewer Charges	46,030.60	86,167.30	98,280.00	520,000.00	(12,112.70)
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	1,110.00	2,295.00	2,000.00	12,000.00	295.00
4700 · Other Operating Revenue	0.00	400.00	500.00	3,000.00	(100.00)
Total Income	112,880.40	210,373.70	234,025.00	1,264,000.00	(23,651.30)
Gross Profit	112,880.40	210,373.70	234,025.00	1,264,000.00	(23,651.30)
Expense					
Administrative and General					
5025 · Discount Program	180.00	360.00	600.00	3,600.00	(240.00)
5000 · Advertising	0.00	0.00	100.00	300.00	(100.00)
5005 · Bad Debts	837.75	1,194.75	416.66	5,000.00	778.09
5010 · Bank Charges					
5012 · Merchant Account Fees	526.99	1,061.56	666.68	4,000.00	394.88
5010 · Bank Charges - Other	198.25	352.64	333.32	2,000.00	19.32
Total 5010 · Bank Charges	725.24	1,414.20	1,000.00	6,000.00	414.20
5020 · Directors Fees	0.00	0.00	166.66	2,000.00	(166.66)
5030 · Dues and Memberships	572.00	1,064.00	901.68	5,410.00	162.32
5035 · Education and Training	0.00	550.00	500.00	3,000.00	50.00
5036 · Education and Training - B.O.D.	0.00	0.00	50.00	300.00	(50.00)
Insurance					
5040 · Liability	4,775.89	9,551.78	9,136.16	54,817.00	415.62
5050 · Workers' Comp	842.29	1,724.10	1,173.92	7,043.58	550.18
5055 · Health					
5055.1 · Employee Portion	(746.24)	(1,492.48)	(1,541.68)	(9,250.00)	49.20
5055 · Health - Other	3,893.74	7,787.48	8,108.32	48,650.00	(320.84)
Total 5055 · Health	3,147.50	6,295.00	6,566.64	39,400.00	(271.64)
Total Insurance	8,765.68	17,570.88	16,876.72	101,260.58	694.16
5060 · Licenses, Permits, and Fees	2,359.15	4,718.30	5,255.82	31,535.00	(537.52)
5065 · Auto	1,305.58	1,305.58	1,000.00	2,500.00	305.58
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	361.17	2,874.28	1,333.32	8,000.00	1,540.96
5085 · Outside Services	721.00	1,240.00	1,503.32	9,020.00	(263.32)
5090 · Payroll Taxes	2,299.90	4,666.18	5,650.00	33,900.00	(983.82)
5100 · Postage	417.98	498.79	583.32	3,500.00	(84.53)
5110 · Professional Fees	4,398.75	8,076.25	14,333.32	86,000.00	(6,257.07)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	2,000.00	(250.00)
5130 · Rents	835.00	1,670.00	1,670.00	10,020.00	0.00
5135 · Retirement	733.62	1,461.77	1,548.32	9,290.00	(86.55)
5137 · Supplies	298.37	346.64	250.00	1,500.00	96.64
5140 · Telephone	878.16	1,735.45	1,876.68	11,260.00	(141.23)

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
August 2022

	Current Month Aug 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	1,397.31	1,436.30	333.32	2,000.00	1,102.98
5150 · Travel and Meetings	212.10	338.17	250.00	1,500.00	88.17
5155 · Utilities	266.35	524.11	729.16	4,375.00	(205.05)
5160 · Wages					
5165 · Wages - Overtime	276.00	639.00	679.16	4,075.00	(40.16)
5160 · Wages - Other	12,463.88	26,345.25	30,507.32	183,044.00	(4,162.07)
Total 5160 · Wages	12,739.88	26,984.25	31,186.48	187,119.00	(4,202.23)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	40,304.99	80,029.90	88,514.78	536,539.58	(8,484.88)
Sewage Collection					
6010 · Fuel	349.37	616.09	833.34	5,000.00	(217.25)
6030 · Repairs and Maintenance	0.00	0.00	2,166.66	13,000.00	(2,166.66)
6040 · Supplies	0.00	0.00	333.34	2,000.00	(333.34)
6050 · Utilities	394.22	756.20	833.34	5,000.00	(77.14)
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	198.00	387.00	1,916.66	11,500.00	(1,529.66)
6060 · Wages - Other	5,043.63	9,486.09	5,499.66	32,998.00	3,986.43
Total 6060 · Wages	5,241.63	9,873.09	7,416.32	44,498.00	2,456.77
Total Sewage Collection	5,985.22	11,245.38	11,583.00	69,498.00	(337.62)
Sewage Treatment					
6075 · Fuel	349.37	616.09	833.34	5,000.00	(217.25)
6080 · Monitoring	0.00	0.00	1,166.66	7,000.00	(1,166.66)
6100 · Repairs and Maintenance	112.72	156.05	2,500.00	15,000.00	(2,343.95)
6110 · Supplies	0.00	0.00	1,300.00	7,800.00	(1,300.00)
6120 · Utilities	1,053.31	2,105.35	2,291.66	13,750.00	(186.31)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	603.00	1,606.50	583.34	3,500.00	1,023.16
6130 · Wages - Other	3,319.63	7,603.43	5,992.00	35,952.00	1,611.43
Total 6130 · Wages	3,922.63	9,209.93	6,575.34	39,452.00	2,634.59
Total Sewage Treatment	5,438.03	12,087.42	14,667.00	88,002.00	(2,579.58)
Water Trans and Distribution					
7075 · Fuel	349.37	616.09	833.34	5,000.00	(217.25)
7090 · Repairs and Maintenance	222.79	736.69	5,000.00	30,000.00	(4,263.31)
7100 · Supplies	0.00	0.00	833.34	5,000.00	(833.34)
7110 · Utilities	1,007.65	1,806.99	2,083.34	12,500.00	(276.35)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	0.00	648.00	1,416.66	8,500.00	(768.66)
7120 · Wages - Other	3,480.13	5,977.46	7,260.84	43,565.00	(1,283.38)
Total 7120 · Wages	3,480.13	6,625.46	8,677.50	52,065.00	(2,052.04)
Total Water Trans and Distribution	5,059.94	9,785.23	17,427.52	104,565.00	(7,642.29)
Water Treatment					
7020 · Fuel	349.39	616.12	833.34	5,000.00	(217.22)
7010 · Monitoring	195.00	390.00	1,333.34	8,000.00	(943.34)
7030 · Repairs and Maintenance	0.00	2,591.47	2,500.00	15,000.00	91.47
7040 · Supplies	937.59	937.59	2,600.00	15,600.00	(1,662.41)
7050 · Utilities	5,155.20	10,312.93	10,937.50	65,625.00	(624.57)
7060 · Wages					

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
August 2022

	Current Month Aug 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatmen	1,084.00	1,174.00	1,666.66	10,000.00	(492.66)
7060 · Wages - Other	3,576.88	6,243.72	7,294.34	43,766.00	(1,050.62)
Total 7060 · Wages	4,660.88	7,417.72	8,961.00	53,766.00	(1,543.28)
Total Water Treatment	11,298.06	22,265.83	27,165.18	162,991.00	(4,899.35)
Total Expense	68,086.24	135,413.76	159,357.48	961,595.58	(23,943.72)
Net Ordinary Income	44,794.16	74,959.94	74,667.52	302,404.42	292.42
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Property Tax Revenue - Other	0.00	0.00	0.00	27,710.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	55,420.00	0.00
8060 · Interest Income	0.88	1.77	0.00	4,500.00	1.77
8070 · Other Non-Operating Revenue	45.02	45.02	833.34	5,000.00	(788.32)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	45.90	46.79	833.34	65,230.00	(786.55)
Other Expense					
9010 · Other Expenses	0.00	281.25	666.68	4,000.00	(385.43)
9040 · Depreciation	33,518.25	67,036.50	69,166.66	415,000.00	(2,130.16)
9050 · Interest Expense	394.41	1,968.64	1,649.22	4,830.51	319.42
Total Other Expense	33,912.66	69,286.39	71,482.56	423,830.51	(2,196.17)
Net Other Income	(33,866.76)	(69,239.60)	(70,649.22)	(358,600.51)	1,409.62
Net Income	10,927.40	5,720.34	4,018.30	(56,196.09)	1,702.04

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2022

Date	Num	Memo	Amount
101 Netlink			
08/22/2022	11677		-250.00
Total 101 Netlink			-250.00
Amazon.com			
08/05/2022	DBT		-369.24
08/15/2022	DBT		-71.16
08/29/2022	DBT		-21.38
Total Amazon.com			-461.78
Amillias			
08/09/2022	DBT		-25.86
Total Amillias			-25.86
Bank Of The West			
08/15/2022	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Best Western Plus			
08/22/2022	DBT		-186.24
Total Best Western Plus			-186.24
Blue Star Gas			
08/22/2022	11680		-11.00
Total Blue Star Gas			-11.00
Brian Miller			
08/23/2022	11682		-18.79
Total Brian Miller			-18.79
Capital Bank & Trust			
08/04/2022	EFT	025158148	-387.00
08/04/2022	EFT	557880519	-912.81
08/18/2022	EFT	557880519	-839.46
08/18/2022	EFT	025158148	-346.62
Total Capital Bank & Trust			-2,485.89
Clear Rate Communications			
08/15/2022	11669		-367.09
Total Clear Rate Communications			-367.09
Coastal Business Systems			
08/02/2022	11649		-2,091.00
Total Coastal Business Systems			-2,091.00
Dazey's Building Center			
08/15/2022	11667		-116.52
Total Dazey's Building Center			-116.52
EDD			
08/04/2022	EFT	499-0538-3	-893.11
08/04/2022	EFT	499-0538-3	-1.05
08/18/2022	EFT	499-0538-3	-0.38
08/18/2022	EFT	499-0538-3	-776.45
Total EDD			-1,670.99
Fluentstream Tech			
08/10/2022	11665		-117.89
Total Fluentstream Tech			-117.89

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2022

Date	Num	Memo	Amount
Frontier Communications			
08/29/2022	11690		-116.30
Total Frontier Communications			-116.30
HACH COMPANY			
08/15/2022	11663		-4,469.00
Total HACH COMPANY			-4,469.00
Harbor Freight Tools			
08/26/2022	DBT		-474.31
Total Harbor Freight Tools			-474.31
IRS			
08/04/2022	EFT	68-0296323	-3,928.68
08/18/2022	EFT	68-0296323	-3,463.26
Total IRS			-7,391.94
Lori Ruiz			
08/22/2022	11679		-200.00
Total Lori Ruiz			-200.00
MILT'S SAW SHOP			
08/25/2022	11686		-23.62
Total MILT'S SAW SHOP			-23.62
North Coast Laboratories Ltd.			
08/09/2022	11661		-195.00
Total North Coast Laboratories Ltd.			-195.00
PACE Supply			
08/29/2022	11688		-95.41
Total PACE Supply			-95.41
PAPE D.W. Inc			
08/24/2022	DBT		-709.66
Total PAPE D.W. Inc			-709.66
PG&E			
08/10/2022	11662		-7,566.77
Total PG&E			-7,566.77
Pitney Bowes Purchase Power			
08/10/2022	11666		-417.98
Total Pitney Bowes Purchase Power			-417.98
ProFlowDynamics			
08/22/2022	DBT		-37.52
Total ProFlowDynamics			-37.52
Ralph Emerson			
08/23/2022	11683		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
08/31/2022	11692		-24.00
Total Recology Humboldt County			-24.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2022

Date	Num	Memo	Amount
Redway Tire Service Inc			
08/25/2022	11687		-1,305.58
Total Redway Tire Service Inc			-1,305.58
Redwood Merchant Services			
08/02/2022	11844		-217.16
08/31/2022			-310.61
Total Redwood Merchant Services			-527.77
RENNER			
08/10/2022	DBT		-1,397.50
Total RENNER			-1,397.50
Rural Community Assistance Prog - Backhoe			
08/01/2022	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
08/09/2022	11657		-3,553.50
08/22/2022	11678		-340.24
Total SDRMA			-3,893.74
Sentry III Center			
08/02/2022	11647		-835.00
08/30/2022	11691		-835.00
Total Sentry III Center			-1,670.00
SHN Consulting Engineers & Geologists			
08/02/2022	11650		-22,693.75
Total SHN Consulting Engineers & Geologists			-22,693.75
Staples Credit Plan			
08/23/2022	11684		-361.17
Total Staples Credit Plan			-361.17
Starlink			
08/02/2022	DBT		-135.00
Total Starlink			-135.00
Streamline Inc			
08/15/2022	11668		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
08/23/2022	11681		-604.50
Total The Mitchell Law Firm, LLP			-604.50
Umpqua Bank			
08/22/2022	11843		-154.39
Total Umpqua Bank			-154.39
Underground Service Alert			
08/08/2022	11659		-300.00
Total Underground Service Alert			-300.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2022

Date	Num	Memo	Amount
US Cellular			
08/02/2022	11648		-205.49
08/29/2022	11689		-205.50
Total US Cellular			-410.99
USABLUBOOK			
08/23/2022	11685		-937.59
Total USABLUBOOK			-937.59
Wahlund Construction, Inc.			
08/10/2022	11658		-2,591.47
Total Wahlund Construction, Inc.			-2,591.47
Wyatt & Whitchurch, E.A. Inc.			
08/08/2022	11660		-990.00
Total Wyatt & Whitchurch, E.A. Inc.			-990.00
Arreguin, Daniel J			
08/04/2022	11651		-3,352.55
08/18/2022	11670		-2,738.37
Total Arreguin, Daniel J			-6,090.92
Emerson, Ralph K			
08/04/2022	11652		-2,916.85
08/18/2022	11671		-2,916.86
Total Emerson, Ralph K			-5,833.71
Miller, Brian A			
08/04/2022	11653		-2,283.27
08/18/2022	11672		-2,036.96
Total Miller, Brian A			-4,320.23
Nieto, Mary			
08/04/2022	11654		-1,486.48
08/18/2022	11673		-1,534.55
Total Nieto, Mary			-3,021.03
Ruiz, Ricardo			
08/04/2022	11655		-727.37
08/18/2022	11674		-387.81
Total Ruiz, Ricardo			-1,115.18
Sweet, Laura D.			
08/04/2022	11656		-199.56
08/18/2022	11675		-202.98
Total Sweet, Laura D.			-402.54
TOTAL			-92,518.58

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

**Date of Meeting: October 25th, 2022
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

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

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

IV. THE BOARD WILL ENTER CLOSED SESSION (5:00pm)

IVa. Questions or Comments about Closed Session Items

1. **CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**
(discussion—possible action)

V. RETURN TO OPEN SESSION

No actions were taken during closed session.

VI. OPEN SESSION

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Remote Public Comments:

1. Submit written public comments to [insert email address]. Emails are distributed to the Garberville Board of Directors and staff. To ensure the GSD Board has the opportunity to review information prior to the meeting, send emails by 1 p.m. on meeting date.
2. Fire Protection District Comments—Ed Voice Pg. 4

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- River Level and Operational Demands

Office Staff- Mary spoke about the LIHWAP Program. Four pledges were received in October 2022.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 5

No additional comments were made.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date No Financials
- A.2 Approve September 27, 2022 Regular Meeting Minutes - pg. 6-8
- A.3 Operations Safety Report- pg. 9-10 (handout signature page)
Motion: Julie Lyon Second: Dan Thomas Vote: 4-0

B. GENERAL BUSINESS – *Action items*

- B.1 Tank Replacement Project Update
(discussion—possible action) Jennie-Verbal

We chose to switch surveyors to Point West. This ended up removing \$42,000 from SHN’s contract and we have executed a contract with Point West. One is for Robertson tank which is \$19,000. The other is for Wallan tank which is \$9,000 this gives us a total of \$28,000. That includes a big chunk of work that SHN was going to do for that \$42,000. Also, we added a third contract that was for the Hurlbutt field for an additional \$25,000.

- B.2 Generator grant application update
(information only)
Funding is available from the State for generators. The District has submitted an application.

- B.3 Update on Southern Humboldt Community Park
(discussion-possible action) Jennie-Verbal
Motion to modify the SHCP payment plan to where additional quarterly payments will be added to total sum due divided by the remaining months within the payment plan.
Motion: Julie Lyon Second: Dan Thomas Vote: 4-0

- B.4 State Policy on Water Service Disconnection
(discussion-possible action)

- B.5 Amendment to Brown Act Policy
(Discussion only) 1st reading
Bring Back.

C. POLICY REVISION / ADOPTION

- C.1 Required Water Meter Discontinuance—Sec 10.9a pg. 57-60
(discussion only) 3rd reading
No changes made. Bring back with a resolution in December 2022.

- C. 2 Billing Procedures—Sec 9.5 pg. 61-63
(discussion only) 1st reading
Doug Bryan gave direction to call and get clarification on SB 998.

X. ITEMS FOR NEXT BOARD MEETING

- 1. Tank Replacement Project
- 2. Conference with Real Property Negotiators
- 3. River and Drought Conditions
- 4. Water Meter Discontinuance-Policy, Sec 10.9a
- 5. Billing Procedures Sec 9.5

NOTE

*There will be no Board Meeting in November 2022
Next meeting will be December 20th, 2022*

XI. ADJOURNMENT

Doug Bryan ended the meeting @ 6:13 p.m.



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Mary Nieto

Training Topic: Work place violence Training Date: 12/13/22

EMPLOYEE NAME	SIGNATURE
Brent Miller	Brent M. Miller
Dan Arreguin	Dan Arreguin
Laura Sweet	Laura Sweet
Mary Nieto	Mary Nieto
Ralph Emerson	by phone

Workplace Violence & De-Escalation Techniques

Acts of workplace violence, whether committed by a member of the public or a fellow co-worker, have become all too common in recent years. Today's Safety Talk discusses red flag behaviors to look for and provides tips to de-escalate tense interactions.

Source: [CISA](#); [Department of Homeland Security](#)

WARNING SIGNS

Workplace violence can start as small incidents involving negative remarks and inappropriate behavior. From there, it may escalate to physical or psychological violence. Understand that the following behaviors do not mean a person *will* become violent. However, it indicates that a person is experiencing high levels of stress, and you should exercise caution to prevent the situation from turning violent.

Warning signs include, but are not limited to:

- Flushed or pale face
- Sweating
- Pacing or restless movements
- Signs of extreme fatigue (e.g., dark circles under the eyes)
- Trembling or shaking
- Clenched jaws or fits
- Change in voice, loud talking or chanting
- Shallow, rapid breathing
- Glaring or avoiding eye contact
- Scowling, sneering or use of abusive language
- Encroaching your personal space



Always take these behaviors in context of the situation. Is it a true warning sign of potential violence or is the person merely having a bad day?

DE-ESCALATION

De-escalation is a style of communication used to interact with someone in an agitated state of mind. According to the Department of Homeland Security, it can be used to stabilize or reduce the intensity of a potentially violent situation. Use these tips to help de-escalate a tense interaction:

1. **Personal Safety** – The highest priority is your safety. Keep a safe distance and avoid being alone with someone in a distressed state.
2. **Know thyself** – Some individuals are more suited for de-escalation than others. If your personality type does not respond well to someone in distress, the best intervention is to seek additional help.
3. **Know when to seek help** – If the situation continues to snowball, stop and seek help!

4. **Actively Listen**– Take deep breaths and resist the natural reaction to defend yourself when someone is being hostile. Instead, listen, empathize and do not argue with the person, even if they are wrong. This alone can sometimes defuse a tense situation.
5. **Body Language** – Do not point your finger, fake a smile, or roll your eyes. This can further enrage the person. Instead, keep a straight face, talk softly, and nod to show you are empathizing and being nonjudgmental.
6. **Verbal Communication** – The key to verbal de-escalation is a combination of *what* you say and *how* you say it. Speak calmly and avoid raising your voice. Also, a slower rate of speech can be more soothing to someone in distress.

Don't say...	Instead say...
"Calm down!"	"I can see that you are upset."
"I can't help you!"	"I want to help, what can I do?"
"Come with me!"	"May I speak with you?"

This *Safety Talk* outlines potential workplace red flag behaviors to look for and provides tips to de-escalate tense interactions. It also includes active shooter preparedness.

If this information is unclear or if you have any additional questions, please talk to your supervisor or refer to your workplace violence prevention policy (if available).

IF AN ACTIVE SHOOTER EVENT OCCURS



RUN

If there is an accessible escape path, attempt to evacuate the premises. Evacuate regardless of whether others agree to follow. Leave your belongings behind, but, if possible, help others escape.

HIDE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

- Be out of the shooter's view
- Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
- Not trap you or restrict your options for movement

FIGHT

As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

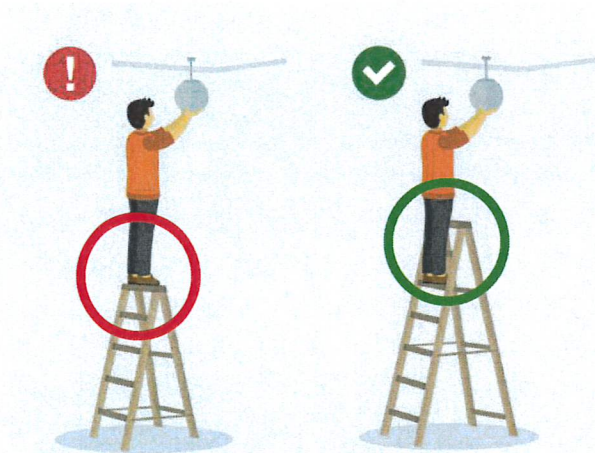
- Acting as aggressively as possible
- Throwing items and improvising weapons
- Yelling
- Committing to your actions

Holiday Safety and Wellness

'Tis the season for holiday-related hazards! Prevent common injuries and fire hazards this year with the SDRMA's curated best practices. We've also provided some wellness tips to help manage stress and fatigue during the holiday season.

Ladder Safety

- Always check your ladder for defects and make sure the steps are free of slippery material.
- Select the proper ladder (type/height) for the task at hand. Do not stand on chairs!
- Do not stand on the top step or top cap of a ladder.



- Make sure the ladder's spreaders are fully open and all feet are placed on a level surface.
- Keep your body near the center of the steps. Do not reach!
- Always face the ladder and maintain three points of contact when climbing or descending.



Electrical and Fire Safety

Overloading circuits or using damaged electrical appliances could result in an injury or a fire in the workplace.

Make sure to...

- Check all electrical decorations for broken sockets, prongs, and damaged wiring.
- Never tack or staple electrical cords to the wall or floor. This could damage the cord and create a fire or shock hazard.
- Use only flame-resistant tinsel, wreaths, and other trimmings. Consider an artificial tree! If you have a fresh tree, remember to water daily. Dry trees catch fire easily.
- According to the National Fire Protection Association, candles cause about 7,200 fires per year, with a rise during the holiday season. They are not recommended at the workplace. Use battery operated flameless candles instead.
- If approved to use a space heater, always keep it at least 36" away from combustible material in all directions.

Preventing Slips, Trips, and Falls

- Avoid placing trees, gifts, or freestanding decorations in high-traffic areas where they can become a tripping hazard.
- Make sure cords do not create trip hazards, especially in walkways. Use gaffers tape (strong and resistant to heat) to keep in place if necessary.
- Use double sided tape on floor mats to prevent the edges from curling
- Keep wet floor signs readily available and clean up spills as soon as possible.



Holiday Scams

The two most prevalent holiday scams are non-delivery and non-payment crimes. In a non-delivery scam, a buyer pays for goods or services they find online, but those items are never received. Conversely, a non-payment scam involves goods being shipped, but the seller is never paid.

- Practice good cybersecurity hygiene.
- Check the website's URL to make sure it's legitimate and secure. *A secure URL should begin with "https" rather than "http."*
- Never wire money to a seller or use pre-paid gift cards. Instead, use a credit card and check your statement regularly.
- Always get tracking numbers and monitor the shipping process.



Stress/Fatigue Management

After-work tasks and holiday events quickly accumulate to tax your body and mind. Follow these tips to maintain your inner peace during one of the most frantic times of the year:

- Get at least 6 to 8 hours of sleep every night. Avoid electronic devices 1-2 hours before bedtime and keep your room as dark as possible when sleeping to help get quality uninterrupted sleep.
- Quality over quantity. Be conscious of which holiday events and outings you commit to this year. The more events you attend the more likely you are to experience stress.
- Drink plenty of water which reduces the amount of cortisol (aka the stress hormone) circulating in your system. A rule of thumb is to drink half of your weight in ounces.
- Create a to-do list for both work and personal tasks. Writing tasks down helps to avoid distraction and frees up mental bandwidth to stay focused

This *Safety Talk* provides awareness level training for common hazards observed during the holiday season.

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

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **DOUGLAS E BRYAN** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 8, 2022 Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2026.

Dated: December 2, 2022
Kelly Sanders
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

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

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

Signature

Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **JULIE A LYON** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 8, 2022. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2026.

Dated: December 2, 2022
Kelly Sanders
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

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

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

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **RICHARD A LANDES** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 8, 2022. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2026.

Dated: December 2, 2022
Kelly Sanders
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

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

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

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

BOARD MEMBER INFORMATION

December 20, 2022

1. Richard Landes----- Term Begins (2022)----Term Expires (2026)
2. Doug Bryan-----Term Began (2014)-----Term Expires (2026)
3. Dan Thomas-----Appointment by supes 2020----Term Expires (2024)
4. Rio Anderson-----Term Began (2011)----Term Expires (2024)
5. Julie Lyon -----Term Began (2018)----Term Expires (2026)



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

2022
BOARD MEMBER OFFICERS--DUTIES

BOARD CHAIRPERSON:

BOARD VICE CHAIRPERSON:

BOARD SECRETARY: Ralph Emerson

BOARD TREASURER:

BOARD CLERK:

BUDGET COMMITTEE: BOARD MEMBER _____

RATES: BOARD MEMBER _____

PERSONNEL COMMITTEE: BOARD MEMBER _____

BOARD MEMBER _____

WATER ORDINANCE BOARD MEMBER _____

COMMITTEE: BOARD MEMBER _____

BOARD MEMBER AUTHORIZED SIGNATORIES:

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____



**California Special
Districts Association**
Districts Stronger Together

Board Member Resources



Required Training

Required Training - *required every two years*

- Ethics AB 1234*
- Sexual Harassment Prevention Training*

[On-Demand](#)

[Webinars](#)

[*More Info](#)



Garberville Sanitary District
PO Box 211
919 Redwood Dr.
Garberville, CA. 95542

2023
BOARD CALENDAR

JANUARY 24—BOARD MEETING

FEBRUARY 21---BOARD MEETING (unavailable on 28th)

MARCH 28---BOARD MEETING

(April 19) ---STRATEGIC PLANNING MEETING

APRIL 25---BOARD MEETING

April 25--BUDGET MEETING 2022-2023

MAY 23---BOARD MEETING (Memorial Day on 29th)

JUNE 27---BOARD MEETING

JULY 25---BOARD MEETING

AUGUST 22---BOARD MEETING

SEPTEMBER 26---BOARD MEETING

OCTOBER 24---BOARD MEETING

NOVEMBER 14---BOARD MEETING---(Thanksgiving on 23rd)

DECEMBER 19---BOARD MEETING---(Christmas on 25th)



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: December 20, 2022
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 been working on:

- Preparing draft layouts of partially inground and above ground tanks in the field across from the existing Hurlbutt Tank
- Surveying in the field across the road from the Hurlbutt Tank was completed
- Surveying of the Wallan, Robertson, and Arthur Road PS was completed
- The first claim for reimbursement of expenses through July 31, 2022, has been submitted to DFA in the amount of \$90,550.24.
- Defining the project elements that will be in the Tanks project (phase 1) and the Meadows Aerial Waterline Relocation (phase 2).

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

FINANCIAL IMPLICATIONS

The Draft Financial Agreement including Exhibits A, B and C for the Robertson/Hurlbutt/Wallan Tank Replacement Project Small Community Drought Relief Program in the amount of \$4,545,000 has been submitted to the legal department of the Department of Water Resources for final review. Hopefully this Funding Agreement will be ready for execution by GSD's Board of Directors in January or February of 2023.

RECOMMENDATIONS

Discussion item with no Board action recommended.

ATTACHMENTS

Project Tracking Report

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item SHN Task # Description	DFA Funding Agreement \$	Reimb. Request \$	DWR Funding Agreement \$	SHN Contract \$	SHN Billed \$	Points West Contract	Estimated Completion Date	Completion Status *	Comments
1 Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection & System Evaluation 5 Draft PER 6 30% Plans Deliver: Draft Preliminary Engineering Report	35,000	56,580	60,000						
				28,000	27,983			C	
				66,500	13,204		09/30/22	U	
				46,000	18,791		12/31/22	U	
2 Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: Geotechnical Report	20,000	1,133	40,000	2,000	1,820	53,000	09/30/22		Prep for field survey Prep for geotech
	15,000		42,000	42,500	540				
3 Final Preliminary Engineering Report 5 Final PER portion of Task 5 Deliver: Final Preliminary Engineering Report Preliminary Design	55,000			10,000	7,809		12/31/22 12/31/22 12/31/22		
4 Environmental Documents (CEQA) 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources Permitting Deliver: Draft Environmental Documents Final Environmental Documents	60,000	24,997	63,000	43,000	25,300		10/31/22	U	Fieldwork completed
	20,000		45,000				11/25/23 01/27/23		
5 Plans & Specifications Deliver: Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%)	70,000		220,000				02/10/23 04/10/23		

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item SHN Task # Description	DFA Funding Agreement \$	Reimb. Request \$	DWR Funding Agreement \$	SHN Contract \$	SHN Billed \$	Points West Contract	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						05/08/23 06/30/23		
7 Water Rate Study Deliver: Draft Rate Study Final Rate Study	10,000						05/08/23 06/30/23	C	June 2022
8 Administration Deliver: Quarterly Progress Reports	20,000	7,841						P	Rpt#2 Submitted Reimbursement Req #1
9 Work Completion (Planning Phase)							03/31/24		
TOTAL:	\$ 325,000	\$ 90,550	\$ 470,000	\$ 238,000	\$ 95,446	\$ 53,000			
Post Planning Phase Major Milestones									
Right of Way Acquisition			150,000					U	Coord w/ prop owners
Issuance of Federal, State & County permits									
Application for Construction Funding									
Execution of FA for Construction Phase									
Bid Project			10,000						
Award Project									
Begin Construction Work									
Construction			3,675,000						
CM, DA, CPM			226,000						
Complete Construction Work									
Final Funding Reimbursement			14,000						
Total:	325,000	90,550	4,545,000						

State Water Resources Control Board

NOTICE OF PUBLIC AVAILABILITY OF CHANGES TO PROPOSED REGULATIONS MODIFYING WATER RIGHT OWNERSHIP NOTICE REQUIREMENTS AND REPORTING DATES

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 2. Appropriation of Water

Article 19. Changes of Ownership and Address-Notices

Chapter 2.7. Water Diversion and Reports

Article 1. Definitions

Article 2. Declaration of Policy

NOTICE IS HEREBY GIVEN that, pursuant to Government Code section 11346.8, subdivision (c) and California Code of Regulations, title 1, section 44, the State Water Resources Control Board (State Water Board) proposes to update the text of regulations pertaining to water right ownership notice requirements and reporting dates which was the subject of a State Water Board hearing on September 20, 2022. The text of the regulations and proposed modifications are attached to this notice.

The State Water Board will accept written comments on the proposed changes between December 6, 2022, and December 21, 2022. Please limit your comments to the modifications to the text which are noted in double-underline and double-strikethrough format. Changes adopted by the State Water Board on September 20, 2022 are noted in single-underline and single-strikethrough format and are not subject to this additional 15-day written public comment period.

The following is a link to the rulemaking file for these regulations:

[Proposed Regulation Modifying Water Right Ownership Notice Requirements and Reporting Dates | California State Water Resources Control Board](#)

WRITTEN COMMENT PERIOD AND SUBMITTAL OF COMMENTS

Any person may submit written comments on the changes to the proposed regulations. Government Code section 11346.8, subdivision (c) requires that changes sufficiently related to the originally proposed text be made available to the public for an additional 15-day comment period. The written comment period closes **on December 21, 2022**. The State Water Board will only consider comments received at the State Water Board offices by that time. Submit comments via the following means:

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

1. By email to: commentletters@waterboards.ca.gov. The State Water Board requests but does not require that email transmission of comments, particularly those with attachments, contain the regulation package identifier “**Comment Letter – Proposed Regulation Modifying Water Right Ownership Notice Requirements and Reporting Dates**” in the subject line to facilitate timely identification and review of the comment;
2. By fax transmission to: (916) 341-5620. The State Water Board requests but does not require that faxed comments contain the subject line “**Comment Letter – Proposed Regulation Modifying Water Right Ownership Notice Requirements and Reporting Dates**”;
3. By mail to: Clerk to the Board, Jeanine Townsend, State Water Resources Control Board, P.O. Box 100, Sacramento, CA 95812-0100; or
4. Hand-delivered to: Clerk to the Board, Jeanine Townsend, State Water Resources Control Board, 1001 I Street, 24th Floor, Sacramento, CA 95814.

The State Water Board requests but does not require that written comments sent by mail or hand-delivered be submitted in triplicate.

The State Water Board requests, but does not require, that, if reports or articles in excess of 25 pages are submitted in conjunction with the comments, the commenter provide a summary of the report or article and describe the reason for which the report or article is being submitted or its relevance to the proposed regulation.

Due to the limitations of the email system, emails larger than 15 megabytes (MB) may be rejected and not received by the State Water Board. Therefore, emails larger than 15 MB should be submitted under separate emails or via another form of delivery.

Please note that under the California Public Records Act (Gov. Code, § 6250 et seq.), your written and oral comments, attachments, and associated contact information (e.g., your address, phone, email, etc.) become part of the public record and can be released to the public upon request. If you would like to request a copy of the public comment letters received by the Board for this item, send an email to commentletters@waterboards.ca.gov and identify that you are requesting copies of public comments for **Proposed Regulation Modifying Water Right Ownership Notice Requirements and Reporting Dates**.

CONTACT PERSONS

Any inquiries pertaining to this regulation may contact: Jeanine Townsend at Jeanine.Townsend@waterboards.ca.gov; Courtney Tyler at Courtney.Tyler@waterboards.ca.gov or David Coupe at David.Coupe@waterboards.ca.gov.

Date: December 6, 2022

 for
Jeanine Townsend
Clerk to the Board

PROPOSED REGULATION TEXT

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 2. Appropriation of Water

Article 19. Changes of Ownership and of Address-Notices

Amend Section 831 to read as follows:

§ 831. Notice to Board of Changes in Ownership

(a) Within 30 days following the transfer of ~~When~~ rights under an application, permit, or license license, or registration are transferred, a statement to that effect, signed by the previous owner, either the transferor (previous owner), or the transferee (new owner), or their respective agents shall be filed immediately with the board, referring to the number of the application ~~notify the Bboard by completing and electronically submitting the change of ownership form available on the board's website, and stating the name and address of the new owner. Thereafter, Following electronic submission~~ receipt of the change of ownership form, the board will send notices and correspondence concerning the application, permit, or license license, or registration to the transferee (new owner). ~~will be sent to the new owner designated in such statement.~~

(b) The completed change of ownership form shall include the following information:

(1) The water right identification number(s) associated with the change of ownership;

(2) The name, address, phone number, and email address of the transferee (new owner) and all other known owners of the water right;

(3) The name, address, phone number, and email address for the person to whom all correspondence pertaining to the water right should be sent, and whether that person is an owner or agent;

(4) Additional information or other instructions regarding the change of ownership, if any;

(5) The name, company (if applicable), email address, and phone number of the person submitting the change of ownership form and whether that person is the transferor (previous owner), transferee (new owner), or agent; and

(6) Signature of the person submitting the change of ownership form and date of signature.

(c) Following those 30 days, and for each day thereafter until the change of ownership form is submitted to the board, the transferee (new owner) may be subject to civil liability up to the maximum allowed pursuant to Water Code section 1846.

Note: Authority cited: Section 1058, Water Code. Reference: Sections 1055, ~~1250 and~~, ~~1252 and~~ 1846, Water Code.

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 2.7. Water Diversion and Use Reports

Article 1. Definitions

Amend section 915 to read as follows:

§ 907. Definitions.

The following definitions apply to the terms as they are used in this chapter.

(a) "Board" means the State Water Resources Control Board.

(b) "Board's website" means www.waterboards.ca.gov.

(c) "Diverter" means:

(1) Any person authorized to divert water under a permit or license; or

(2) Any person required under Water Code, Division 2, Part 5.1 to file a Statement of Water Diversions and Use; or

(3) Any person authorized to divert under a registration or certificate; or

(4) To the extent authorized by federal law, the federal government for rights claimed under permits, licenses, registrations, certificates, statements of water diversion and use, and non-reserved and reserved rights on file with the board.

(d) "Reports" refers to the following documents:

(1) Supplemental Statement of Water Diversion and Use Forms, pursuant to Water Code section 5104.

(2) Reports of Permittee and Licensee, pursuant to sections 925 and 929 of this title.

(3) Reports of Registration and Certificate Holders pursuant to section 924 of this title.

(4) Notices of Extraction and Diversion of Water, pursuant to Part 5 of Division 2 of the Water Code. Each person in the counties of Riverside, San Bernardino, Los Angeles and Ventura who, after 1959, extracts ground water in excess of 25 acre-feet in any year shall file with the board, before February 1 of the year after the twelve month reporting period ~~within six months of the succeeding calendar year~~, a "Notice of Extraction and Diversion of Water" on a form provided by the board.

(5) Forms indicating a change of name, address or ownership.

(e) "Twelve month reporting period" means a calendar-water year beginning January 1 October 1 and ending the succeeding December 31 September 30.

Note: Authority cited: Sections 348(a), 1058, ~~1840~~ and 1841, Water Code. Reference: Sections ~~1003.5,~~ 1395, 1396, 1397, 1840, 4999, 5001, and 5105 ~~and 12261~~, Water Code.

Title 23. Waters

Division 3. State Water Resources Control Board and Regional Water Quality Control Boards

Chapter 2.7. Water Diversion and Use Reports

Article 2. Declaration of Policy

Amend section 915 to read as follows:

§ 915. Changes in Name, Address or Ownership Contact Information of Owners, Claimants Diverters, or Agents.

~~Pursuant to sections 691, 830, 831, and 1074 of this title, changes in name, address or ownership shall be immediately reported to the board electronically using a change of name, address or ownership form or the supplemental statement of change form available on the board's website.~~

(a) The owner of or applicant for a water right permit, license, or registration shall notify the board within 30 days of changes in contact information of the owner, or agent by completing and electronically submitting the Contact Information Update Form available on the board's website.

(b) The completed contact information update form shall include the following information:

(1) The water right identification number(s) associated with the change of contact information;

(2) Indication whether the change of contact information pertains to an owner or agent, and updated contact information for the person including name, address, phone number, and email address;

(3) The name, address, phone number, and email address for the person to whom all correspondence pertaining to the water right should be sent, and whether that person is an owner or agent; and

(4) Additional information or other instructions regarding this change, if any.

(c) Any party required to submit a Statement of Water Diversion and Use shall notify the board within 30 days of changes in contact information by completing and electronically submitting a Supplemental Statement of Change Form available on the board's website.

(d) The completed supplemental statement of change form shall include the following information:

(1) Indication whether the change is a change of diverter, contact information, or agent;

(2) The statement of water diversion and use number;

(3) The Assessor's Parcel Number(s) associated with the place of diversion;

(4) Indication whether the diverter or an agent is the designated person to receive all correspondence;

(5) If the party is notifying the Board of a new diverter, the new diverter's name, address, phone number, and email address;

(6) If the party is notifying the Board of a change to the existing diverter's contact information, the existing diverter's new address, phone number, or email address;

(7) If the party is notifying the Board of a new agent, the new agent's name, address, phone number, and email address;

(8) If the party is notifying the Board of a change to the existing agent's contact information, the existing agent's new address, phone number, or email address;

(9) The date upon which the change of diverter, contact information, or agent became effective;

(10) Additional information or other instructions regarding this change, if any; and

(11) Signature of the person submitting the supplemental statement of change form, printed name of the person submitting the form, and date of signature.

(ee) Following those 30 days, and for each day thereafter until the applicable change form is submitted, the owner or claimant/diverter may be subject to civil liability up to the maximum allowed pursuant to Water Code section 1846.

Note: Authority cited: Sections 348(a), 1058, ~~1840~~ and 1841, Water Code. Reference: Sections 348(a), 1055, 1840 and 1846, Water Code.

Amend section 920 to read as follows:

§ 920. Supplemental Statements of Water Diversion and Use.

(a) Supplemental statements of water diversion and use shall be filed ~~on forms available at online through a reports management system accessible through the board's website.~~ A supplemental statement shall be filed annually by before each February July 1 after the close of the prior twelve month reporting period, ~~or promptly if there is a change in the name or address of the person diverting water,~~ or more frequently as directed under section 917. ~~Notice to the board of changes in name, address or ownership must also be reported electronically on the supplemental statement of change form on the board's website. Filing the supplemental statement of change form does not eliminate the requirement to file a supplemental statement of water diversion and use.~~

(b) After the board has received an initial statement of water diversion and use as required by Water Code section 5101, the board will provide a user name and password to the person required to file supplemental statements of water diversion and use. The electronic supplemental statement form will be pre-populated with current ownership information made available to the board. Failure to receive notice providing a user name and password does not exempt the filer from the requirement to file a supplemental statement of change. Persons required to file a supplemental statement should notify the board prior to the annual reporting date to request a user name and password if the board has not already provided such information.

(c) Within 30 days following the transfer of a right or claim which is subject to Water Code ~~S~~section 5101, either the transferor (previous holder/~~claimant/diverter~~) or the transferee (new holder/~~claimant/diverter~~) shall notify the board by completing and

electronically submitting the supplemental statement ~~for~~ of change form available on the board's website.

(d) Following those thirty days, and for each day thereafter until the supplemental statement ~~for~~ of change form is submitted, the transferee (new holder/~~claimant~~diverter) may be subject to civil liability up to the maximum allowed pursuant to Water Code section 1846.

(e) Following electronic submission of the supplemental statement ~~for~~ of change form, the board will send notices of correspondence to the transferee (new holder/~~claimant~~diverter). Filing the supplemental statement of change form does not eliminate the requirement to file a supplemental statement of water diversion and use.

~~(e)~~(f) The completed supplemental statement form shall include the following information:

- (1) The name(s), address(es), and other ownership information for the diverter;
- (2) The type of water right being claimed for the water diverted under the statement;
- (3) The maximum rate of diversion achieved at any time during each month, if available;
- (4) The amount of water directly diverted and collected to storage in each month and the total annual amount diverted. Each month must contain an entry. If no diversion occurred, a "0" should be entered;
- (5) A description of the diversion works, including type of diversion and capacity of direct diversion and/or storage facility.
- (6) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 of this title.
- (7) The amount of water beneficially used in each month and the total annual amount beneficially used. Each month must contain an entry. If no beneficial use occurred in a given month, a "0" should be entered;
- (8) The purpose(s) for which the water was diverted and used. Use information to be provided includes:
 - (A) irrigation, including crop type and acreage;
 - (B) frost protection, including acres covered;
 - (C) heat control, including acres covered;
 - (D) industrial, including type of activity;

- (E) stock watering, including number and type of animals;
- (F) municipal, including approximate population served, and seven digit public water system number or other identifier;
- (G) domestic, including number of persons served, lawn or garden area, and seven digit public water system number or other identifier, if applicable;
- (H) power generation, including installed capacity in kilowatts, megawatts or horsepower;
- (I) recreational, including boating, fishing or other water sports;
- (J) any additional uses not named above, including environmental use.
- (9) Any changes in the other information contained in the preceding statement;
- (10) Report of water transfers during the twelve month reporting period including transfer dates and approving agency;
- (11) Report of transferred contract water including contract agency, contract number, source, amount of contract water in acre-feet and projected water use in the upcoming year.
- ~~(d)~~(12) Water diversion measurement, either direct diversion or diversion to storage including the type of device(s) used, additional technology used, who installed the device(s) and any alternative method(s) used in measuring the water diversion.
- ~~(e)~~(g) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water to be reported under a statement, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset, on a monthly basis.
- ~~(f)~~(h) If water conservation efforts have resulted in a cessation or reduction in use, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Note: Authority cited: Sections 348(a), 1058, ~~1840~~ and 1841, Water Code. Reference: Sections 348(a), 1010, 1011, 1011.5, 1055, 1840, 1846, 5100, 5101, 5103 and 5104, Water Code.

Amend Section 924 to read as follows:

§ 924. Water Use Reports of Registration and Certificate Holders.

(a) Reports of registration and certificate holders shall be filed annually ~~by April 1~~ before February 1 after the close of the twelve month reporting period. Provisional streamflow data may be used in preparing the water use report if final streamflow data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. The report shall be filed electronically on a form available at the board's website. Compliance with the requirement to file a water use report is a condition of every registration or certificate. A failure to file a report under this section is a violation of registration and certificate terms, as applicable.

(b) The annual reports shall include the following information:

(1) A statement of compliance or of non-compliance with the terms and conditions of the registration or certificate;

(2) The purpose(s) for which water is diverted and used;

(3) The quantity of water diverted from each point of diversion by month (or shorter timeframe if otherwise required); and

(4) For direct diversion, the maximum rate of diversion achieved at any time during each month, if available.

(c) The first reports of registration and certificate holders shall be filed for the diversion and use of water made during calendar year 2016. The report for 2016 shall be filed prior to April 1, 2017.

(d) The requirement to file annual reports of registration and certificate holders is in addition to and does not modify the five year renewal period for registrations under section 1228.5 of the Water Code.

Note: Authority cited: Sections 348(a), 1058, 1228.6, ~~1840~~ and 1841, Water Code.
Reference: Sections 348(a), 1226.1, 1226.2, 1228.2, 1228.3, 1840 and 1846, Water Code.

Amend Section 925 to read as follows:

§ 925. Progress Reports by Permittee.

(a) As specified in section 847 of this title, water right permit holders are required to file annual progress reports. Section 846 of this title provides that permittees may also be required to submit a written statement of the quantities of water beneficially used.

Annual reports required under this section are in addition to any specific reporting requirements in a water right permit.

(b) Annual progress reports by permittees shall be filed ~~by April 1~~ before February 1 after the close of the twelve month reporting period on forms available at the board's website. Provisional data and information may be used in the progress report if final data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. A failure to file a progress report is a violation of permit terms.

(c) The annual reports shall include the following information:

(1) A statement affirming compliance or non-compliance with permit terms and conditions;

(2) The construction status of the permitted project and status of current water use;

(3) The purpose(s) for which water is diverted and used. Use information to be provided includes:

(A) irrigation, including crop type and acreage;

(B) frost protection, including acres covered;

(C) heat control, including acres covered;

(D) industrial, including type of activity;

(E) stock watering, including number and type of animals;

(F) municipal, including approximate population served, and seven digit public water system number or other identifier;

(G) domestic, including number of persons served, lawn or garden area, etc., and seven digit public water system number or other identifier, if applicable;

(H) power generation, including installed capacity in kilowatts, megawatts or horsepower;

(I) recreational, including boating, fishing or other water sports;

(J) additional uses not named above, including environmental use;

(4) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 this title.

(5) The amount of water taken from each point of diversion in each month (or shorter period if otherwise required) from the source, including amount directly diverted, the amount collected to storage, and the total amount of water diverted during the twelve month reporting period. Each month must contain an entry. If no diversion occurred in a given month, a "0" should be entered;

(6) The maximum rate of diversion achieved at any time during each month (or shorter period if otherwise required), if available;

(7) For permits, the annual report shall also include the measurement data required to be collected in section 933 of this chapter.

(d) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water that is required to be reported under this section, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset on a monthly basis.

(e) If water conservation efforts have resulted in a cessation or reduction in use, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Note: Authority cited: Sections 348(a), 1058, ~~1840~~ and 1841, Water Code. Reference: Sections 348(a), 1010, 1011, 1011.5, 1840 and 1846, Water Code.

Amend Section 929 to read as follows:

§ 929. Reports of Licensee.

(a) As specified in section 847 of this title, water rights license holders are required to file reports when requested by the board. Annual reports required under this section are in addition to any specific reporting requirements in a water right license.

(b) Reports of licensee shall be filed annually ~~by April 1~~ before February 1 after the close of the twelve month reporting period on forms available at the board's website. Provisional data and information may be used in the report of licensee if final data are not available by the reporting deadline. If provisional streamflow data are used in the water use report, an amended report based on final streamflow data shall be filed within one month of the date the final streamflow data are available. The board may rely upon any report, including a report based on provisional data, until and unless a revised report is filed. A failure to file a licensee report is a violation of license terms.

(c) The annual reports shall include the following information:

- (1) A statement affirming compliance or non-compliance with license terms and conditions;
- (2) The amount of water diverted;
- (3) The purpose(s) for which water is diverted and used. Use information to be provided includes:
 - (A) irrigation, including crop type and acreage;
 - (B) frost protection, including acres covered;
 - (C) heat control, including acres covered;
 - (D) industrial, including type of activity;
 - (E) stock watering, including number and type(s) of animals;
 - (F) municipal, including approximate population served, and seven digit public water system number or other identifier;
 - (G) domestic, including number of persons served, lawn or garden area, etc., and seven digit public water system number or other identifier, if applicable;
 - (H) power generation, including installed capacity in kilowatts, megawatts or horsepower;
 - (I) recreational, including boating, fishing or other water sports;
 - (J) additional uses not named above, including environmental use.
- (4) Information on the device or method used to calculate the amount of water diverted, as required by chapter 2.8 of division 3 of this title.
- (5) The amount of water taken from the source from each point of diversion in each month (or shorter period if otherwise required), including direct diversion amount, amount collected to storage, and the total amount of water diverted during the twelve month reporting period. Each month must contain an entry. If no diversion occurred in a given month, a "0" should be entered.
- (6) The maximum rate of diversion achieved at any time during each month (or shorter period if otherwise required), if available;
- (7) For licenses, the annual report shall also include the measurement data required to be collected pursuant to section 933 of this chapter.

(d) If a substitute or alternative water supply, such as groundwater, contract water, or recycled water, is being used in lieu of surface water that is required to be reported under this report, the report should indicate the source and amount of substitute or alternative water used and the amount of surface water offset on a monthly basis.

(e) If water conservation efforts have resulted in a cessation or reduction in use of surface water, the report should include a description of the conservation efforts employed and indicate the extent and monthly amount of the reduction in water use due to these water conservation efforts.

Note: Authority cited: Sections 348(a), ~~4011, 1058, 1840~~ and 1841, Water Code.
Reference: Sections 348(a), 1010, 1011, 1011.5, 1840 and 1846, Water Code.

Amend Section 930 to read as follows:

§ 930. Notices of Extraction and Diversion.

(a) Annual notices of groundwater extraction and diversion required pursuant to Part 5 of Division 2 of the Water Code shall be submitted to the board electronically, ~~within six months after the close of the succeeding calendar year~~ before February 1 of the year after the twelve-month reporting period, on the forms available at the board's website. A failure to file an annual notice of groundwater extraction and diversion is considered non-use of water.

(b) The report shall include the following information:

(1) Type of diversion;

(2) Amount of groundwater extracted during the calendar year;

(3) Amount of surface water diverted and used, if applicable;

(4) Method of measurement;

(5) Supplemental information, if applicable.

(c) Electronic reporting of groundwater extraction and diversion does not apply to those persons reporting to local oversight agencies pursuant to section 5009 of the Water Code.

(d) As specified in Section 1070 of this title, a filing fee is required. The fee must be submitted separately from the electronic report. Filing is not complete until the board receives the filing fee.

(e) If the use of an alternative supply of water or any water conservation efforts have resulted in a cessation or reduction in use, the report should indicate the extent and amount of the reduction in water use due to water conservation efforts.

Note: Authority cited: Sections 348(a), 1058 and 1529, Water Code. Reference: Sections 1005.1, 1005.2, 1005.3, 1005.4, 1011, 1011.5, 1530, 4999, 5000, 5001, 5002, 5003 and 5004, Water Code.



GARBERVILLE SANITARY DISTRICT

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

December 20, 2022

Anderson, Lucas, Somerville & Borges
1338 Main Street
Fortuna, CA 95540

We are providing this letter in connection with your audits of the financial statements of Garberville Sanitary District as of June 30, 2022 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the business-type activities, each major fund and the aggregate remaining fund information of Garberville Sanitary District and the respective changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would be changed or influenced by the omission or misstatements. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 20, 2022, the following representations made to you during your audits.

1. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds and other financial information of the business-type activities required by generally accepted accounting principles to be included in the financial reporting entity.
2. We have made available to you all –
 - a) Financial records and related data.
 - b) Minutes of the meetings of the Board of Directors of the Garberville Sanitary District or summaries of actions of recent meetings for which minutes have not yet been prepared.

3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule, if any, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, you have proposed adjusting journal entries that have been posted. We are in agreement with those adjustments.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
9. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
10. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
11. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a) Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b) Guarantees, whether written or oral, under which the District is contingently liable.
 - c) All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances, consistently applied and adequately disclosed.
12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the

determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.

13. There are no –

- a) Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
- b) Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles (Statement of Financial Accounting Standards No. 5).
- c) Other liabilities or gain or loss contingencies that are required to be accrued or disclosed by Financial Accounting Standards Board (FASB) Statement No. 5.
- d) Reservations or designation of fund equity that were not properly authorized and approved.

14. As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

15. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you.

16. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.

17. We have followed all applicable laws and regulations in adopting, approving and amending budgets.

18. The financial statements properly classify all funds and activities.

19. All funds that meet the quantitative criteria in GASB Statement Nos. 34 & 37 for presentation as major are identified and presented.

20. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.

21. Provisions for uncollectible receivables have been properly identified and recorded.

22. Interfund, internal and inter-entity activity and balances have been appropriately classified and reported.

23. Deposits and investment securities, if any, are properly classified as to risk, and investments are properly valued.

24. Capital assets are properly capitalized, reported, and, if applicable, depreciated.

25. We acknowledge our responsibility for the required supplementary information (RSI), if any. The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used on the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurements and presentations of the RSI.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed: _____

Doug Bryan, Chair of the Board

5 YEAR PROJECT LIST

- 1. Leino Lane water distribution pipe replacement**
- 2. Replace pumps and motors at Linda Lane pumping station**
- 3. Reroute Bear Canyon water main line**
- 4. Add aeration to wastewater treatment pond #1**
- 5. Upgrade Thomas Lane Wastewater Pump Station**
- 6. Create collection system and manhole map with coordinates**
- 7. Build Sludge drying bed**
- 8. Replace malfunctioning fire hydrants**
- 9. Replace old infrastructure**
- 10. Upgrade Tobin Well and equipment**
- 11. Develop Miller st well**
- 12. Replace failing water tanks and provide additional storage**
- 13. Replace carpet in office**
- 14. Install alternative Electricity source for operations**
- 15. Add sewer collection service for all areas within GSD boundaries.**
- 16. Replace all water meters**

Sec 10.9 Annual Fee for Discontinuance of Service. Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years or unless there is an approved justification for extension. The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service requires reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension which exceeds two years will only be granted if approved by the General Manager or designee
- d. Any request for an approved “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.

Adopted 2/23/2021

Sec 10.9a Mandated Water Discontinuance of Service. Garberville Sanitary District requires agricultural water meter be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use.

When District necessity or drought requires agricultural water meters be disconnected, **the customer’s base rate will be waived until water is turned on, or up to 3 months. Base rate may be reduced 50% if disconnection is required for a longer period.**

Mandated water disconnection and service charges will be revaluated monthly, until water is reconnected.

Base rate and consumption charges will continue once the water is reconnected

RESOLUTION 22-011
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 10.9 MANDATED WATER DISCONTINUANCE SERVICE

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 10.9a, Mandated Water Discontinuance of Service

B. WHEREAS, Resolution 22-011 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, that mandated discontinuance of service will waive service charges for up to 3 months if approved by General Manager or designee.

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you discontinue service without authorization and that Service charges may be waived if mandatory shutoffs are required by GSD.

D WHEREAS, The adaption of Resolution 22-011 will take effect immediately and will describe the Mandated Discontinuance of Service process with associated waiver of fees when qualified.

E. WHEREAS, The new Water Ordinance, Sec. 10.9a Discontinuance of Service, will replace the existing ordinance regarding mandated water service disconnection.

WATER ORDINANCE, SECTION 10.9a

Sec 10.9a Mandated Water Discontinuance of Service. Garberville Sanitary District requires agricultural water meter be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use.

When District necessity or drought requires agricultural water meters be disconnected, the customer's base rate will be waived until water is turned on, or up to 3 months. Base rate may be reduced 50% if disconnection is required for a longer period.

Mandated water disconnection and service charges will be reevaluated monthly, until water is reconnected.

Base rate and consumption charges will continue once the water is reconnected

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 10.9a, MANDATORY DISCONTINUANCE OF SERVICE

RESOLUTION 22-011 WAS PASSED, APPROVED AND ADOPTED THIS 20th DAY OF DECEMBER 2022 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan, Board Chairperson

ATTEST:

Ralph Emerson, General Manager

I. Summary

On September 13, 2022, the Governor signed Assembly Bill 2449 (“AB 2449”) into law. AB 2449, which goes into effect on January 1, 2023, makes further revisions to the Brown Act’s teleconferencing provisions.

In general terms, AB 2449 does the following:

- Maintains the current AB 361 teleconferencing option until December 31, 2023.
- Adds an additional teleconferencing option that (subject to certain requirements discussed below) allows less than a majority of member to participate remotely based on “just cause” or “emergency circumstances” (each as defined) if a majority of the legislative body conducts the meeting in-person from a location open to the public.

In the sections that follow, I address the continued use of the AB 361 rules and provide detail on the new AB 2449 alternative. September 28, 2022 Page 2

II. Continued Use of AB 361 Rules

The AB 361 rules, which most public entities continue to utilize, remain unchanged by AB 2449. As you are aware, AB 361 allows a public entity to conduct a remote meeting without complying with the onerous teleconferencing requirements of the Brown Act under **any** of the following circumstances:

The legislative body holds a meeting during a proclaimed state of emergency¹, **and** state or local officials have imposed or recommended measures to promote social distancing.

¹ A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act.

or

The legislative body holds a meeting during a proclaimed state of emergency, **and** has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect. The AB 361 teleconference option will expire on December 31, 2023. Accordingly, until that date, legislative bodies may utilize the AB 361 if the appropriate findings can be made.

III. AB 2449 Option

As an alternative to AB 361, AB 2449 provides a further teleconference option that is less onerous than the default teleconferencing provisions contained in the Brown Act but more onerous than the AB 361 option.

AB 2449 allows for **less than a quorum** of the legislative body to participate in the public meeting via teleconference, subject to the following requirements:

- **At least a quorum of the legislative body participates in the public meeting from a single physical location, which location is open to the public.**

- **A member(s) seeking to participate remotely must demonstrate either “just cause”² or that “emergency circumstances”³ exist.**

² “Just cause” means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
 - D. Travel while on official business of the legislative body or another state or local agency. ○ **Just cause.** If the member seeks to appear remotely due to just cause (as defined in the footnote below), the member must notify the legislative body at the start of the public meeting of the need to appear remotely (and should notify key staff in advance of the meeting). The notification must include a general description of the circumstances relating to the need to appear remotely at the given meeting. The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals. ✦ Note: The just cause exception may not be utilized by a member more than twice per calendar year.
- ✦ Note: unlike for emergency circumstances (discussed below), the legislative body is not required to approve the request to attend for “just cause.”
- ○ **Emergency circumstances.** If the member seeks to appear remotely due to emergency circumstances (as defined in the footnote below), the following procedural rules apply: ✦ To the extent feasible, the member seeking to appear remotely shall provide notification to key staff of the potential need to appear remotely.

³ “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person. September 28, 2022 Page 4

- ✦ If notification is received before the agenda is posted, staff should add an item to the beginning of the agenda for the Council to “consider and possibly approve authorizing to attend the meeting remotely due to emergency circumstances.”
- ✦ At the start of the meeting, the member seeking to appear remotely must request approval of the legislative body to so appear due to emergency circumstances.
- ✦ The legislative body shall request from the member a general description of the emergency circumstances.
- ✦ The member must provide a general description of the emergency circumstances but shall not be required to disclose any medical diagnosis or disability.
- ✦ The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.

- ✦ The legislative body must then take action on the request at the start of the meeting by motion, with the member seeking to appear remotely abstaining from the vote. • Note: if the item is not on the agenda, the legislative body must first take action to add the matter to the agenda. This is accomplished by a 2/3rds vote of the legislative body after making findings that the need for the item came to the attention of staff after the agenda was posted.

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- **• The legislative body must provide a method by which the public can participate via remote means (i.e., either (i) a two-way audiovisual platform or (ii) a two-way telephonic service coupled with live webcasting).**

- **• The agenda shall indicate the method by which the public may access the meeting and offer public comment.**

Additionally, as is the case currently with the AB 361 option, the following requirements must also be met:

- • In the event of a disruption which prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.

- • The legislative body shall not require that public comments be submitted in advance.

- • If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.

- • If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.

- • All votes shall be by roll call vote.

Water Shutoff Protection Act FAQs SB 998 (Dodd, 2018)

These FAQs are advisory and do not bind the State Water Resources Control Board in any future decision.

1. What is the Water Shutoff Protection Act?

The Water Shutoff Protection Act (“Act”) was established when Senate Bill 998 was enacted ([Chapter 891, statutes of 2018](#)). It requires certain actions related to discontinuation of water service due to nonpayment by “urban and community water systems” (defined by the Act as [public water systems](#) that supply water to more than 200 service connections). The purpose of the Act is to increase protections to residents associated with discontinuation of water service due to nonpayment (“water shutoffs”). A growing number of Californians face challenges in meeting basic expenses such as tap water. The Act supports the policy goal that all Californians, regardless of whether they pay a water bill directly, should be treated fairly when faced with a delinquent water bill, and fair treatment should include the ability to contest a bill, seek alternative payment schedules, and demonstrate medical needs.

2. What does the Water Shutoff Protection Act require of water systems?

The Water Shutoff Protection Act includes, but is not limited to, the following requirements for urban and community water systems:

- a. To adopt a written policy on discontinuation of water service for non-payment (“water shutoff policy”) that is compliant with the Act.
- b. To post the water shutoff policy on the system’s website, or if the system has no website, provide the policy to customers in writing upon request.
- c. To refrain from shutting off water service for non-payment for at least 60 days and adhere to specified procedures when pursuing water shutoffs. The procedures include, but are not limited to, providing notice in advance of any shutoffs for nonpayment and offering an appeal process for residents to contest a planned shutoff, and to arrange for alternate payment schedules or other means of accommodating financial hardships.
- d. To refrain from shutting off water service in certain specified conditions, such as a serious threat to life or health and safety of a resident or severe financial hardship.

- e. To restrict fees on reconnection of service as specified, for residents at or below 200% of the federal poverty level.
- f. To use specified notification procedures for properties with landlord-tenant relationships. For residential occupants who are tenants who have individual meters, these procedures include making a good faith effort to provide written notice of an imminent termination of service for the landlord's delinquency. The written notice must also inform these residential occupants that they have the right to become customers, to whom the service will then be billed, without being required to pay any amount which may be due on the delinquent account.
- g. To report the number of annual discontinuations of residential service for inability to pay on the system's website, if it has one, and to the State Water Resources Control Board, which must post the information on its website.

3. What must the “water shutoff policy” contain?

The water shutoff policy must contain:

- a. A plan for deferred or reduced payments.
- b. Alternative payment schedules.
- c. A formal mechanism for a customer to contest or appeal a bill.
- d. A telephone number for a customer to contact to discuss options for averting water shutoff for nonpayment.

4. What are the compliance dates for the Water Shutoff Protection Act?

The Water Shutoff Policy Act specifies two dates for compliance with its provisions. For urban and community water systems regulated by the CPUC, the compliance date is February 1, 2020. For urban water suppliers (defined in [Section 10617 of the Water Code](#)) not regulated by the California Public Utilities Commission (CPUC), the compliance date is also February 1, 2020.

For all other urban and community water systems, the compliance date is April 1, 2020.

(Note also that the Act does not contain any requirements for water systems serving fewer than 200 service connections).

5. What languages are required for the water shutoff policy?

The water shutoff policy and related notices must be provided in English, in the languages listed in [Section 1632 of the Civil Code](#), and in any other language spoken by 10% or more of the customers residing in the water system's service area.

6. Who enforces the Water Shutoff Protection Act?

The Act states that the State Water Resources Control Board may enforce the requirements for the shutoff policy and its website posting (or providing in writing upon request). For 2020, the Board will be collecting information to verify compliance through the electronic annual report water systems submit to the Board's Division of Drinking Water. In addition, the Act allows the Attorney General, at the request of the Board or upon his or her own motion, to bring an action in state court to restrain by temporary or permanent injunction the use of any method, act, or practice prohibited by the Act. For an urban and community water system regulated by the CPUC, the commission may bring an action in state court to restrain by temporary or permanent injunction the use by an urban and community water system regulated by the commission of any method, act, or practice declared in this chapter to be unlawful.

(This fact sheet was last updated on January 10, 2020)

<p>California Department of Justice</p> <p>OFFICE OF THE ATTORNEY GENERAL</p> 	<h1>Legal Alert</h1>	
<p><i>Subject:</i></p> <p>The Water Shutoff Protection Act</p>	<p><i>No.</i></p> <p>OAG-2022-04</p> <p><i>Date:</i></p> <p>October 26, 2022</p>	<p><i>Contact for information:</i></p> <p>EJ@doj.ca.gov</p>

TO: All Urban and Community Water Systems

The Office of the California Attorney General issues this legal alert to remind all water systems of the requirements of the Water Shutoff Protection Act.

In 2019, the Legislature adopted Senate Bill 998, the Water Shutoff Protection Act (the Act), Health and Safety Code Sections 116900 *et. seq.*, increasing protections for residents facing termination of water service due to non-payment.¹ In enacting these protections, the Legislature recognized that water debt and residential water shutoffs threaten human health and well-being and “have disproportionate impact on infants, children, the elderly, low-income families, communities of color, people for whom English is a second language, physically disabled persons, and persons with life-threatening medical conditions.” (Sen. Bill. 998 (2017-2018 Reg. Sess.) §1, subd. (c).)

Although covered water systems were required to comply with the Act beginning in 2020, Governor Newsom issued Executive Order N-42-20 on April 2, 2020 due to the COVID-19 emergency, which temporarily prohibited the discontinuation of residential service for non-payment of a water bill. The COVID-19 emergency moratorium on residential water shutoffs expired in January 2022. The provisions of the Water Shutoff Protection Act remain in effect.

The Act applies to each “urban and community water system,” which it defines as “a public water system that supplies water to more than 200 service connections.” (§116902, subd. (d).) The Act **applies only to the discontinuation of residential water service for nonpayment.** (§§116906, subd. (a); 116902, subd. (c).) **The Act does not apply to terminations due to an unauthorized action by a customer.** (§116926.) The Act has several new requirements for termination of water service due to nonpayment, discussed below.

Urban and community water systems should immediately cease all water shutoffs that do not comply with the Act. **Water systems that have not yet adopted compliant policies and made them available to the public must do so immediately.** The State Water Resources Control Board and the California Public Utilities Commission have authority to issue citations with monetary penalties to non-compliant water systems. The Attorney General and the California Public Utilities Commission can enforce the Act by seeking a temporary or permanent injunction against non-compliant water systems.

¹ All statutory references are to the Health and Safety Code.

No Water Shutoffs Unless At Least 60-Days Delinquent

- Under the Act, an urban and community water system cannot discontinue service until a payment by a customer has been delinquent for at least 60 days. (§116908, subd. (a)(1)(A).)
- If service is discontinued for nonpayment, the water system is required to provide information about how to restore residential service. (§116912.)
- The Act also prohibits water shutoffs for residents who meet certain health and financial requirements and who are willing to make alternative payments. (§116910.)
- Reconnection fees are limited by the Act for residents with income below 200 percent of the federal poverty level and those residents are entitled to a waiver of interest charges on delinquent bills once every 12 months. (§116914.)

Written Policy Required

The Act requires every urban and community water system to have a written policy on discontinuation of residential water service for nonpayment. The policy shall include all of the following:

- (1) a plan for deferred or reduced payments;
- (2) alternative payment schedules;
- (3) a formal mechanism for a customer to contest or appeal a bill; and
- (4) a telephone number for a customer to discuss options to avoid discontinuation of service due to nonpayment. (§116906, subd. (a).)

This policy shall be available on a website if the provider has one. (§116906, subd. (b).) The policy shall be available in English, Spanish, Chinese, Tagalog, Vietnamese and Korean and any other language spoken by at least 10 percent of the people residing in the service area. (§116906, subd. (a); Civil Code, §1632.) If the water system does not have a website, the policy shall be provided to the customer upon request. (§116906, subd. (b).)

Telephone or Written Notification Requirements

The Act also addresses the notice which must be provided to the person listed on the water bill and provides notification protections for tenants, including:

- Notice must be provided to the person listed on the water bill at least 7 business days before the possible termination of service. (§116908, subd. (a)(1)(B).)
- If the customer's address is not the address of the property where water service is provided, notice must also be mailed to the property address, addressed to "Occupant."
- If the water system is unable to make contact with the customer or an adult occupying the residence by telephone, and written notice is returned as undeliverable, the water system is required to make a good faith effort to visit the residence and leave or make arrangements for placement in a conspicuous place a notice of imminent discontinuation for nonpayment and the system's discontinuation policy. (§116908, subd. (a)(2).)
- The notice must include the following: customer's name and address; amount of delinquency; date by which payment or arrangement for payment is required to avoid discontinuation of service; description of the process to apply for an extension of time to pay the delinquent charges; description of the procedure to petition for bill review and appeal; and description of

the procedure by which the customer can request a deferred, reduced, amortized or alternative payment schedule. (§116908, subd. (a)(1)(C).)

- Tenants of individually metered residences must be notified in writing that they have the right to become customers to whom water service will be billed without having to pay any of the delinquent amounts. (§116916, subd. (b).)

If an appeal is filed by “an adult at the residence,” a covered water system cannot terminate service while the appeal is pending. (§116908, subd. (b).)

Annual Reporting

An urban and community water system (as defined in the Act) is required to report annually to the State Water Resources Control Board on water shutoffs due to inability to pay and post the information on its website if it has one.

FAQ

As an additional resource, in 2020, the State Water Resources Control Board issued [an FAQ regarding the Act](#).

NEW-Staff Input–SB-998

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

- a. **Customer Bills:**
Bills will be mailed by the first of each month.
- b. **Late Payments Procedure:**

Non-Residential

- (1) **Bills Past Due** - Courtesy Call
- (2) **35 Days Past Due** - Shut off notice - Hand delivered to service address.
- (3) **7 Days after Shut Off notice** is delivered - Water will be turned off. Owner will be notified. There will be a **\$100 reconnection fee** due, prior to water reconnected.
- (4) **One Year Past Due** -Lien on building/property - File Small Claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.
- (5) **Two Years Past Due** -Turn over to collection agency.
- (6)**Two Years of Non-Payment**- meter will be removed and owner/property manager notified that a new water and sewer connection fee will be due before water reconnected.

Residential

- (1) **Bills Past Due** - Courtesy Call
- (2) **60 Days Past Due** - Service subject to disconnection pursuant to Policy Governing of Residential Water Service for Nonpayment of Water Rates and Charges (Resolution No. 20-002)
- (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
- (4) One Year Past Due - Lien on building/property - File Small Claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.
- (5) Two Years Past Due - Turn over to collection agency.
- (6)Two Years of Non-Payment - meter will be removed and owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.

Updated 10/20/2022 as per Resolution 20-002 adopted 04/28/2020

- c. **Adjustment to bills - Payment Plans:** The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. **NSF (non-sufficient funds)** from any payment source will require the customer to pay all bank charges and a \$35 handling fee.
- e. **Upon 2 NSF (non-sufficient funds)** within a 12-month period, automatic payment will be denied until an agreement can be reached with the General Manager or designee.

- f. **Tampering with water meters** or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or designee.
- g. **Service Charge Discount** may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a (\$30) credit which can be used to decrease their monthly service charge. A service credit will only be authorized if water usage is below (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month if customer uses (11) units of water or above.

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