

**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: April 23<sup>rd</sup>, 2019  
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.*

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Richard Thompson\_\_\_, Julie Lyon\_\_\_\_\_**

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

**IV. THERE ARE NO CLOSED SESSION ITEMS**

**V. OPEN SESSION**

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

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

**General Public / Community Groups**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff-**

**Office Staff-**

**Board Members-**

**Correspondence- LAFCo Budget      Pg. 4-5**

**General Manager—Ralph Emerson    Pg. 6**

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



C.2	<u>Non-Harassment Policy Sec:7.4</u> (discussion-possible action) 3 <sup>rd</sup> reading	<b>Pg. 31-34</b>
	<b>Motion:</b> <b>Second:</b> <b>Vote:</b>	
C.3	<u>Conflict of Interest Policy-Appendix D</u> (discussion-possible action) 2 <sup>nd</sup> reading	<b>Pg. 35-40</b>
	<b>Motion:</b> <b>Second:</b> <b>Vote:</b>	

**IX.      CLOSED SESSION**

A. No Items For Closed Session

**X.      RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI.     ITEMS FOR NEXT BOARD MEETING**

1. Budget 2019-2020
2. Rate Changes and Process
3. Cannabis cultivation/manufacturing permits within GSD boundaries
- 4.

**XII.    ADJOURNMENT**

Posting of Notice at the District Office no later than Date: Friday April 19<sup>th</sup>. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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



1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521  
(707) 445-7508 / (707) 825-9181 fax  
www.humboldtlafo.org

**DATE:** April 8, 2019  
**TO:** Humboldt County Administrative Officer  
City Managers  
Independent Special District Managers  
**FROM:** Colette Metz, Executive Officer  
**SUBJECT:** **Proposed LAFCo Budget for Fiscal Year 2019-20**

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1<sup>st</sup> and a final budget by June 15<sup>th</sup>, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2019-20, as adopted by the Commission on March 20, 2019, is enclosed. The Commission's operating expenses for fiscal year 2019-20 accommodate the following activities:

- Discretionary adjustments in services and supply accounts.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing a 3.5 percent increase in member contributions, from \$122,055 to \$126,300. This would be apportioned to the seven cities, 48 independent special districts, and the County.

The Commission will consider adopting its final budget at a public hearing on May 15, 2019 at 9:00 a.m. in the Board of Supervisors Chamber, Humboldt County Courthouse, Eureka.

LAFCo requests comments on the proposed budget by May 3, 2019. Comments may be mailed to 1125 16<sup>th</sup> Street, Suite 202, Arcata, CA 95521, or e-mailed to [colettem@humboldtlafo.org](mailto:colettem@humboldtlafo.org). Please contact LAFCo staff at 445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller



# Humboldt LAFCo Operating Budget

## Revenues:

		FY 2018-19		FY 2019-20	
Account	Revenue Category	ADOPTED	8 MONTH ACTUAL	PROPOSED	
671181	Cities	\$40,685	\$40,685	\$42,100	
671182	Special Districts	\$40,685	\$39,747	\$42,100	
671183	County	\$40,685	\$40,685	\$42,100	
<b>Agency Cost Share Total</b>		<b>\$122,055</b>	<b>\$121,117</b>	<b>\$126,300</b>	3.5% increase
631100	Professional Services	\$30,000	\$63,736	\$55,000	
	Application Fees	-	-	\$55,000	
401000	Interest	\$800	\$618	\$1,310	
<b>REVENUE SUBTOTAL</b>		<b>\$152,855</b>	<b>\$185,471</b>	<b>\$182,610</b>	

## Operating Expenses:

		FY 2018-19		FY 2019-20	
Account	Expense Category	ADOPTED	8 MONTH ACTUAL	PROPOSED	
2106	Communications	\$160	\$104	\$160	
2107*	Duplicating	\$300	\$137	-	
2110	Insurance	\$2,200	\$2,375	\$2,500	
2115	Memberships	\$4,100	\$4,182	\$4,750	
2116*	Postage	\$100	\$0	-	
2117	Office Supplies	\$0	\$0	\$600	
	Printing/Copies	-	-	\$300	Previous 2107
	Postage	-	-	\$300	Previous 2116
	Supplies	-	-	\$0	
2118	Professional & Special Services	\$134,000	\$129,287	\$160,900	
	Legal Services	-	-	\$5,000	Previous 2255
	Basic Services-EO/Clerk	\$55,000	\$31,714	\$55,000	
	MSRs/SOs	\$49,000	\$42,124	\$45,000	
	Application Processing	\$30,000	\$55,449	\$55,000	
	Website Services	-	-	\$200	Previous 2147
	Meeting Exp/Stipends	-	-	\$700	Previous 2123
2119	Publications & Legal Notices	\$1,000	\$809	\$1,500	
2121	Rents & Leases - Structures	\$5,400	\$3,600	\$5,400	
2123	Special Departmental Expense	\$700	\$360	\$2,500	
	Conference Registration/Training	-	-	\$2,500	Previous 2614
2125	Transportation & Travel	\$800	\$404	\$4,300	
	Mileage/Travel (In-County)	-	-	\$800	
	Mileage/Travel (Out-of-County)	-	-	\$3,500	Previous 2225
2147*	Media	\$200	\$121	-	
2225*	Transportation Out of County	\$6,200	\$1,304	-	
2255*	Legal Fees	\$5,000	\$1,851	-	
2614*	Staff Development & Training	\$2,600	\$1,090	-	
<b>EXPENSE SUBTOTAL</b>		<b>\$ 162,760.00</b>	<b>\$ 145,624.14</b>	<b>\$ 182,610.00</b>	

## Operating Difference

(Negative Balance Indicates Use of Reserves)

	\$ (9,905.00)	\$ 39,846.86	\$ -
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## Unreserved/Unrestricted Fund Balance

	FY 2018-19
Beginning	\$ 49,957.32
Ending	

\*Accounts to be closed

**Garberville Sanitary District  
PO Box 211  
Garberville, CA. 95542  
(707)923-9566**

**GENERAL MANAGER REPORT**

Date: April 23, 2019

I wanted to update you on our Measure Z application which was submitted on-time and in accordance with the Measure Z requirements.

I was told at a local event by a member of the Measure Z committee, that we were denied funding because “FIRE HYDRANTS ARE NOT CONSIDERED EMERGENCY NEEDS AND THAT WATER DISTRICTS ARE NOT THE AGENCIES THAT MEASURE Z FUNDS SHOULD BE SPENT ON”.

I was told that there were not enough funds and that emergency services personnel needed raises to keep them in the area so they would become priority.

This same person told me that the Measure Z Committee felt our District could generate its own funds by raising rates and charging our customers to pay for hydrants. (Unbelievable)

I have no words to describe how some may think fire hydrants are not an emergency expenditure, when fire trucks and firefighting equipment are; especially in spite of all of the recent fires but none the less, we were denied without receiving a formal letter from the committee.

We are training a new part-time person to assist Mary in the office when needed. Her name is Laura Curnow and she just moved here recently from Montana because her husband was transferred here with PG&E. She has a background in customer service, accounting and billing which is needed with this position. She will only work as needed or no more than once per week.

There have been multiple meetings with local developers and officials with the County about the Redwood Drive renovation project which has received design funding. This project will make improvements to all sidewalks, lighting and roadway from the south 101 off ramp to the Redwood drive North 101 on ramp.

This is a positive project but we have a failing infrastructure throughout the affected area which I will be working on ways to replace prior to the paving being done.

Eel River Farm presented plans and a manufacturing process at our last meeting which you gave direction about receiving a waste monitoring plan with testing prior to GSD providing a will-serve letter. I sent the County a non-approval of this project until we receive and approve a waste monitoring plan which includes a storage tank for testing prior to entering the collection system.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: April 23, 2019  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: February 2019 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for February 2019. The current year to date revenue shortfall of \$17K may be partially overcome before the end of the year. If the repairs and maintenance expenses continue to be less than budgeted, the final net income excluding depreciation will likely catch up with the budgeted amount (note how close the YTD difference for Net Income in Table 1 is).

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

Description	Annual Budget	YTD spent	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	628,121.77	640,926.64	(12,804.87)	☹
Total Expenses	1,298,062.59	855,746.53	870,057.03	(14,310.50)	☺
Net Income (excluding Depreciation)	279,422.41	(227,624.76)	(229,130.39)	1,505.63	☹
Payroll	375,271.63	261,352.58	250,514.39	10,838.19	☹
Repair & Maintenance	66,000.00	30,416.47	46,833.36	(16,416.89)	☺

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

- Net cash **DECREASE** for February is \$ **14,774.99** and the year to date cash **DECREASE** is \$ **92,368.16**.
- Expenditures for fixed asset acquisition so far this year total \$ **318,785.05** which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$38,510 for the Maple Lane sewer line replacement.
- As of February 28, 2019, the total reimbursement from the insurance company for the CCC replacement so far is \$ **350,525.62**.
- Total payments on long term debt so far this year total \$ **94,881.84** of an expected year-end total of \$ **135,461.31**.

The outlook for the final year end projections doesn’t vary much from last month. The overage on payroll is continuing to grow. The overtime wages are approximately \$4200 higher than the budgeted amount.

## RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

## ATTACHMENTS

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



**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
July 2018 through February 2019

	Year to Date 07/18 - 02/19	Current Month Feb 2019
<b>OPERATING ACTIVITIES</b>		
Net Income	(227,624.76)	(37,202.66)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(1,680.00)	(3,348.00)
1100 · Accounts Receivable	3,268.17	869.71
1110 · Accts Receivable Over Payments	262.73	1,590.65
1450 · Prepaid Rent	835.00	
1500 · Prepaid Insurance	(7,569.45)	1,871.16
1501 · Prepaid Workers Comp	(2,361.53)	732.00
1502 · Prepaid Expenses	1,422.92	556.04
1510 · Prepaid Licenses and Permits	(7,264.42)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	
2000 · Accounts Payable	(11,080.35)	(19,504.47)
20000 · Accounts Payable	2,520.00	
2210 · Accrued Federal PR Taxes	(0.07)	
2002 · Accounts Payable Audit Entry	(14,006.85)	
2300 · Service Deposits	3,000.00	300.00
Net cash provided by Operating Activities	(114,629.61)	(52,308.94)
<b>INVESTING ACTIVITIES</b>		
SEWER:Collection	(38,510.00)	27,202.63
Accumulated Depreciation-Water	217,621.04	14,722.71
Accumulated Depreciation-Sewer	117,781.68	
CIP - CCC Replace - Insurance	100,525.62	
CIP-CL2 Contact Chamber Replace	(280,275.05)	
Net cash provided by Investing Activities	117,143.29	41,925.34
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB	(23,167.43)	
2605 · RCAC Loan #6200-GSD-02	(33,947.07)	(4,305.39)
2655 · Lease Payable - Copier	(676.40)	(86.00)
2700 · SRF Loan - Water	(22,991.18)	
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	
Net cash provided by Financing Activities	(94,881.84)	(4,391.39)
Net cash increase for period	(92,368.16)	(14,774.99)
Cash at beginning of period	950,961.46	873,368.29
Cash at end of period	858,593.30	858,593.30

**Garberville Sanitary District**  
**Balance Sheet Report for Board**  
As of February 28, 2019

	June 30, 18	Feb 28, 19	Difference	Notes
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	88,715.59	(56,824.39)	
1006 · Umpqua System Reserve - Water	53,000.76	25,708.16	(27,292.60)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,147.38	(27,279.93)	
1011 · Water Enterprise Fund	46,517.25	46,625.75	108.50	
1030 · County Treasury - Sewer Reserve	405,174.27	422,140.91	16,966.64	
1031 · County Treasury - Water Reserve	242,088.40	243,911.91	1,823.51	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	304.09	130.11	
<b>Total Checking/Savings</b>	<b>950,961.46</b>	<b>858,593.30</b>	<b>(92,368.16)</b>	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	4,631.00	1,680.00	
<b>Total Accounts Receivable</b>	<b>2,951.00</b>	<b>4,631.00</b>	<b>1,680.00</b>	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00		(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(2,019.77)	(262.73)	
1100 · Accounts Receivable - Other	94,498.02	91,229.85	(3,268.17)	
<b>Total 1100 · Accounts Receivable</b>	<b>92,740.98</b>	<b>89,210.08</b>	<b>(3,530.90)</b>	
1120 · A/R - Employee	0.00			
1450 · Prepaid Rent	835.00		(835.00)	
1500 · Prepaid Insurance	3,257.77	10,827.22	7,569.45	
1501 · Prepaid Workers Comp	89.30	2,450.83	2,361.53	
1502 · Prepaid Expenses	3,647.00	2,224.08	(1,422.92)	
1510 · Prepaid Licenses and Permits	42.06	7,306.48	7,264.42	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
<b>Total Other Current Assets</b>	<b>241,261.11</b>	<b>107,018.69</b>	<b>(134,242.42)</b>	
<b>Total Current Assets</b>	<b>1,195,173.57</b>	<b>970,242.99</b>	<b>(224,930.58)</b>	
Fixed Assets				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
<b>Total WATER</b>	<b>8,015,106.82</b>	<b>8,015,106.82</b>	<b>0.00</b>	
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>	

**Garberville Sanitary District**  
**Balance Sheet Report for Board**  
As of February 28, 2019

	June 30, 18	Feb 28, 19	Difference	Notes
<b>SEWER</b>				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,334,001.02	2,372,511.02	38,510.00	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
<b>Total SEWER</b>	<b>5,777,725.16</b>	<b>5,816,235.16</b>	<b>38,510.00</b>	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,750,012.30)	(217,621.04)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,931,201.74)	(117,781.68)	
<b>Total Fixed Assets</b>	<b>10,930,543.04</b>	<b>10,813,399.75</b>	<b>(117,143.29)</b>	
<b>TOTAL ASSETS</b>	<b>12,125,716.61</b>	<b>11,783,642.74</b>	<b>(342,073.87)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	32,592.27	21,511.92	(11,080.35)	
<b>Total Accounts Payable</b>	<b>32,592.27</b>	<b>21,511.92</b>	<b>(11,080.35)</b>	
<b>Other Current Liabilities</b>				
2002 · Accounts Payable Audit Entry	14,006.85		(14,006.85)	
2300 · Service Deposits	700.00	3,700.00	3,000.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07		(0.07)	
2220 · Accrued State PR Taxes	0.00		0.00	
2225 · Accrued Workers Comp	0.00		0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
<b>Total Other Current Liabilities</b>	<b>148,133.55</b>	<b>139,646.63</b>	<b>(8,486.92)</b>	
<b>Total Current Liabilities</b>	<b>180,725.82</b>	<b>161,158.55</b>	<b>(19,567.27)</b>	
<b>Long Term Liabilities</b>				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	94,674.54	(33,947.07)	8 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	883.35	(676.40)	8 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,442,306.52</b>	<b>1,347,424.68</b>	<b>(94,881.84)</b>	
<b>Total Liabilities</b>	<b>1,623,032.34</b>	<b>1,508,583.23</b>	<b>(114,449.11)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(227,624.76)	(38,098.32)	
<b>Total Equity</b>	<b>10,502,684.27</b>	<b>10,275,059.51</b>	<b>(227,624.76)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,125,716.61</b>	<b>11,783,642.74</b>	<b>(342,073.87)</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2019

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	20,937.86	199,974.40	203,914.78	308,000.00	(3,940.38)
4110 · Commercial	17,053.52	148,407.23	155,056.38	235,000.00	(6,649.15)
4150 · Bulk Water Sales	3,348.00	14,172.00	13,000.00	20,000.00	1,172.00
Total Water Charges	41,339.38	362,553.63	371,971.16	563,000.00	(9,417.53)
4200 · Sewer Charges	28,819.57	231,935.86	243,463.01	365,000.00	(11,527.15)
4300 · Connection Fees	0.00	0.00	0.00	80,000.00	0.00
4650 · Late Charges	1,470.00	8,155.00	4,333.33	6,500.00	3,821.67
4700 · Other Operating Revenue	40.00	3,260.00	4,666.64	7,000.00	(1,406.64)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	71,668.95	607,404.49	624,434.14	1,021,500.00	(17,029.65)
Gross Profit	71,668.95	607,404.49	624,434.14	1,021,500.00	(17,029.65)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	233.32	350.00	233.32
5005 · Bad Debts	413.01	2,205.17	2,333.32	3,500.00	128.15
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	140.46	1,585.16	1,533.36	2,300.00	(51.80)
5010 · Bank Charges - Other	127.60	1,064.97	933.36	1,400.00	(131.61)
Total 5010 · Bank Charges	268.06	2,650.13	2,466.72	3,700.00	(183.41)
5020 · Directors Fees	1,850.00	1,850.00	1,200.00	1,800.00	(650.00)
5030 · Dues and Memberships	0.00	4,036.00	2,933.36	4,400.00	(1,102.64)
5035 · Education and Training	794.91	4,522.86	1,333.36	2,000.00	(3,189.50)
5036 · Education and Training - B.O.D.	84.72	84.72	200.00	300.00	115.28
Insurance					
5040 · Liability	1,871.16	14,969.28	14,969.32	22,453.96	0.04
5050 · Workers' Comp	732.00	5,684.10	5,363.79	8,045.63	(320.31)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(4,860.96)	(5,200.00)	(7,800.00)	(339.04)
5055 · Health - Other	3,342.54	26,231.70	28,240.00	42,360.00	2,008.30
Total 5055 · Health	2,734.92	21,370.74	23,040.00	34,560.00	1,669.26
Total Insurance	5,338.08	42,024.12	43,373.11	65,059.59	1,348.99
5060 · Licenses, Permits, and Fees	1,826.63	16,542.89	15,666.68	23,500.00	(876.21)
5065 · Auto	0.00	1,231.66	2,133.36	3,200.00	901.70
5070 · Miscellaneous	0.00	66.03	66.64	100.00	0.61
5080 · Office Expense	362.66	4,159.49	3,733.36	5,600.00	(426.13)
5085 · Outside Services	804.26	5,043.45	5,666.64	8,500.00	623.19
5090 · Payroll Taxes	2,540.62	18,312.53	17,890.64	26,836.00	(421.89)
5100 · Postage	208.99	1,587.95	1,866.64	2,800.00	278.69
5110 · Professional Fees	3,141.90	55,236.14	51,600.00	77,400.00	(3,636.14)
5120 · Property Taxes	0.00	30.42	8.00	12.00	(22.42)
5125 · Repairs and Maintenance	0.00	23.14	333.36	500.00	310.22
5130 · Rents	855.00	6,700.00	8,000.00	12,000.00	1,300.00
5135 · Retirement	735.87	5,337.50	5,100.00	7,650.00	(237.50)
5137 · Supplies	0.00	1,438.76	800.00	1,200.00	(638.76)
5140 · Telephone	836.97	7,236.41	5,066.64	7,600.00	(2,169.77)
5145 · Tools	0.00	0.00	2,666.64	4,000.00	2,666.64
5150 · Travel and Meetings	0.00	115.19	1,000.00	1,500.00	884.81

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2019

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5155 · Utilities	207.38	1,712.00	1,840.00	2,760.00	128.00
5160 · Wages					
5165 · Wages - Overtime	324.90	2,124.45	666.64	1,000.00	(1,457.81)
5160 · Wages - Other	11,767.53	94,996.70	106,869.36	160,304.00	11,872.66
<b>Total 5160 · Wages</b>	<b>12,092.43</b>	<b>97,121.15</b>	<b>107,536.00</b>	<b>161,304.00</b>	<b>10,414.85</b>
<b>Total Administrative and General</b>	<b>32,361.49</b>	<b>279,267.71</b>	<b>285,047.79</b>	<b>427,571.59</b>	<b>5,780.08</b>
<b>Sewage Collection</b>					
6010 · Fuel	359.55	2,258.03	2,146.68	3,220.00	(111.35)
6030 · Repairs and Maintenance	0.00	(190.25)	16,000.00	20,000.00	16,190.25
6040 · Supplies	0.00	2,960.35	1,333.32	2,000.00	(1,627.03)
6050 · Utilities	385.28	2,721.94	3,833.32	5,750.00	1,111.38
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	366.00	1,249.50	1,500.00	2,000.00	250.50
6060 · Wages - Other	2,262.16	20,245.34	19,272.68	28,909.00	(972.66)
<b>Total 6060 · Wages</b>	<b>2,628.16</b>	<b>21,494.84</b>	<b>20,772.68</b>	<b>30,909.00</b>	<b>(722.16)</b>
<b>Total Sewage Collection</b>	<b>3,372.99</b>	<b>29,244.91</b>	<b>44,086.00</b>	<b>61,879.00</b>	<b>14,841.09</b>
<b>Sewage Treatment</b>					
6075 · Fuel	359.56	2,258.05	1,993.32	2,990.00	(264.73)
6080 · Monitoring	300.00	2,100.00	9,333.32	14,000.00	7,233.32
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	0.00	4,736.24	8,500.00	12,500.00	3,763.76
6110 · Supplies	1,579.20	5,682.47	5,066.68	7,600.00	(615.79)
6120 · Utilities	776.09	5,427.23	9,200.00	13,800.00	3,772.77
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	75.00	862.50	1,500.00	2,000.00	637.50
6130 · Wages - Other	3,553.82	23,764.12	15,875.32	23,813.00	(7,888.80)
<b>Total 6130 · Wages</b>	<b>3,628.82</b>	<b>24,626.62</b>	<b>17,375.32</b>	<b>25,813.00</b>	<b>(7,251.30)</b>
<b>Total Sewage Treatment</b>	<b>6,643.67</b>	<b>45,630.61</b>	<b>51,468.64</b>	<b>76,703.00</b>	<b>5,838.03</b>
<b>Water Trans and Distribution</b>					
7075 · Fuel	359.56	2,258.13	1,916.68	2,875.00	(341.45)
7090 · Repairs and Maintenance	1,894.50	11,512.41	13,333.32	20,000.00	1,820.91
7100 · Supplies	583.75	13,065.10	2,666.68	4,000.00	(10,398.42)
7110 · Utilities	500.91	4,835.01	6,900.00	10,350.00	2,064.99
7120 · Wages					
7125 · Wages - Overtime Water Trans &	1,298.00	2,939.50	3,333.32	5,000.00	393.82
7120 · Wages - Other	2,973.10	25,370.55	20,035.32	30,053.00	(5,335.23)
<b>Total 7120 · Wages</b>	<b>4,271.10</b>	<b>28,310.05</b>	<b>23,368.64</b>	<b>35,053.00</b>	<b>(4,941.41)</b>
<b>Total Water Trans and Distribution</b>	<b>7,609.82</b>	<b>59,980.70</b>	<b>48,185.32</b>	<b>72,278.00</b>	<b>(11,795.38)</b>
<b>Water Treatment</b>					
7020 · Fuel	0.00	224.36	1,466.68	2,200.00	1,242.32
7010 · Monitoring	245.00	2,788.03	3,333.32	5,000.00	545.29
7015 · Outside Services	0.00	825.00			(825.00)
7030 · Repairs and Maintenance	3,322.87	14,334.93	8,666.68	13,000.00	(5,668.25)
7040 · Supplies	4,138.65	11,117.53	9,333.32	14,000.00	(1,784.21)
7050 · Utilities	3,099.74	30,174.33	30,666.68	46,000.00	492.35
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	2,320.00	8,019.75	4,000.00	6,000.00	(4,019.75)
7060 · Wages - Other	3,447.39	31,075.30	26,067.32	39,101.00	(5,007.98)
<b>Total 7060 · Wages</b>	<b>5,767.39</b>	<b>39,095.05</b>	<b>30,067.32</b>	<b>45,101.00</b>	<b>(9,027.73)</b>
<b>Total Water Treatment</b>	<b>16,573.65</b>	<b>98,559.23</b>	<b>83,534.00</b>	<b>125,301.00</b>	<b>(15,025.23)</b>
<b>Total Expense</b>	<b>66,561.62</b>	<b>512,683.16</b>	<b>512,321.75</b>	<b>763,732.59</b>	<b>(361.41)</b>
<b>Net Ordinary Income</b>	<b>5,107.33</b>	<b>94,721.33</b>	<b>112,112.39</b>	<b>257,767.41</b>	<b>17,391.06</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2019

	Current Month Feb 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	12,779.05	11,750.00	23,500.00	(1,029.05)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	25.00
Total Property Tax Revenue	0.00	13,878.82	12,337.50	24,675.00	(1,541.32)
8060 · Interest Income	27.77	5,139.58	4,000.00	6,000.00	(1,139.58)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	0.00	46.67	155.00	310.00	108.33
Total Other Income	27.77	20,717.28	16,492.50	30,985.00	(4,224.78)
Other Expense					
9040 · Depreciation	41,925.34	335,402.72	350,000.00	525,000.00	14,597.28
9050 · Interest Expense	412.42	7,660.65	7,735.28	9,330.00	74.63
Total Other Expense	42,337.76	343,063.37	357,735.28	534,330.00	14,671.91
Net Other Income	(42,309.99)	(322,346.09)	(341,242.78)	(503,345.00)	(18,896.69)
Net Income	(37,202.66)	(227,624.76)	(229,130.39)	(245,577.59)	(1,505.63)
9040 · Depreciation	41,925.34	335,402.72	350,000.00	525,000.00	(14,597.28)
Net Income excluding Depreciation	4,722.68	107,777.96	120,869.61	279,422.41	(13,091.65)



**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2019

	Date	Num	Memo	Amount
Blue Star Gas	02/22/2019	9788		-59.84
Total Blue Star Gas				-59.84
Capital Bank & Trust	02/05/2019	EFT 025158148		-408.57
	02/05/2019	EFT 557880519		-911.90
	02/19/2019	EFT 025158148		-327.30
	02/19/2019	EFT 557880519		-782.75
Total Capital Bank & Trust				-2,430.52
Copiers Plus	02/11/2019	9774		-1,163.70
Total Copiers Plus				-1,163.70
CSDA	02/04/2019	DBT		-469.44
Total CSDA				-469.44
Dazey's Building Center	02/22/2019	9789		-84.67
Total Dazey's Building Center				-84.67
EDD	02/05/2019	EFT 499-0538-3		-922.56
	02/05/2019	EFT 499-0538-3		-275.00
	02/19/2019	EFT 499-0538-3		-658.94
	02/19/2019	EFT 499-0538-3		-93.95
Total EDD				-1,950.45
Emerald Technologies	02/07/2019	9770		-27.00
Total Emerald Technologies				-27.00
Fluentstream Tech	02/11/2019	9775		-123.69
Total Fluentstream Tech				-123.69
Frontier Communications	02/05/2019	9767		-342.98
	02/22/2019	9790		-65.12
Total Frontier Communications				-408.10
Glacier Water Vending	02/13/2019	DBT		-2.35
	02/13/2019	DBT		-2.35
Total Glacier Water Vending				-4.70
Highland Tank & Manufacturing Co.	02/07/2019	9771		-24,142.86
Total Highland Tank & Manufacturing Co.				-24,142.86
HughesNet	02/13/2019	DBT		-189.97
Total HughesNet				-189.97
Hyatt Regency Newport Beach	02/01/2019	DBT		-710.19
Total Hyatt Regency Newport Beach				-710.19
IRS	02/05/2019	EFT 68-0296323		-3,985.26
	02/19/2019	EFT 68-0296323		-3,022.08
Total IRS				-7,007.34
Jamie Corsetti, CPA, Inc				

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2019

	Date	Num	Memo	Amount
	02/12/2019	9779		-850.00
Total Jamie Corsetti, CPA, Inc Jennie Short				-850.00
	02/19/2019	9786		-6,044.85
Total Jennie Short Mitchell, Brisso, Delaney & Vrieze				-6,044.85
	02/12/2019	9780		-387.50
Total Mitchell, Brisso, Delaney & Vrieze North Coast Laboratories Ltd.				-387.50
	02/05/2019	9768		-780.00
	02/22/2019	9791		-295.00
Total North Coast Laboratories Ltd. Office Max				-1,075.00
	02/01/2019	DBT		-140.42
Total Office Max Owsley Electric				-140.42
	02/19/2019	9787		-2,753.96
Total Owsley Electric PAPER MILL				-2,753.96
	02/28/2019	DBT		-38.47
Total PAPER MILL PG&E				-38.47
	02/07/2019	9772		-3,069.42
	02/07/2019	9773		-2,315.92
Total PG&E Pitney Bowes Purchase Power				-5,385.34
	02/22/2019	9792		-208.99
Total Pitney Bowes Purchase Power R. Anderson				-208.99
	02/01/2019	008403	check from 2016, previously zeroed out	-150.00
Total R. Anderson Ralph Emerson				-150.00
	02/22/2019	9793		-50.00
Total Ralph Emerson Redwood Merchant Services				-50.00
	02/04/2019	09877		-96.34
	02/28/2019			-80.32
Total Redwood Merchant Services RENNER				-176.66
	02/10/2019	DBT		-1,078.67
Total RENNER Rural Community Assistance Program				-1,078.67
	02/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program Streamline Inc				-4,717.81
	02/11/2019	9777		-100.00
Total Streamline Inc SWRCB				-100.00
	02/22/2019	9794		-784.00
Total SWRCB Umpqua Bank				-784.00
	02/20/2019	09878		-145.07

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2019

	Date	Num	Memo	Amount
Total Umpqua Bank				-145.07
US Cellular				
	02/05/2019	9769		-424.72
Total US Cellular				-424.72
USABLUBOOK				
	02/11/2019	9776		-1,233.16
Total USABLUBOOK				-1,233.16
Wells Fargo				
	02/22/2019	9795		-90.51
Total Wells Fargo				-90.51
Wyatt & Whitchurch, E.A. Inc.				
	02/11/2019	9778		-1,495.00
Total Wyatt & Whitchurch, E.A. Inc.				-1,495.00
Arreguin, Daniel J				
	02/05/2019	9761		-3,776.18
	02/19/2019	9781		-2,393.04
Total Arreguin, Daniel J				-6,169.22
Emerson, Ralph K				
	02/05/2019	9762		-3,110.98
	02/19/2019	9782		-3,110.98
Total Emerson, Ralph K				-6,221.96
LaFond, Jamie L				
	02/05/2019	9763		-204.29
	02/19/2019	9783		-126.75
Total LaFond, Jamie L				-331.04
Miller, Brian A				
	02/05/2019	9764		-2,246.51
	02/19/2019	9784		-1,888.04
Total Miller, Brian A				-4,134.55
Nieto, Mary				
	02/05/2019	9765		-1,283.71
	02/19/2019	9785		-1,089.50
Total Nieto, Mary				-2,373.21
Ruiz, Ricardo				
	02/05/2019	9766		-438.48
Total Ruiz, Ricardo				-438.48
TOTAL				-85,771.06

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

**Date of Meeting: March 26, 2019  
5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**5:03 p.m.**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson- Present  
Linda Brodersen  
Doug Bryan  
Richard Thompson  
Julie Lyon**

**III. APPROVAL OF AGENDA**

**Motion: Julie Lyon                      Second: Doug Bryan                      Vote: 5-0**

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

**No Closed Session**

**V. OPEN SESSION**

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS –**

**Operations Staff- 0**

**Office Staff- 0**

**Board Members- Linda and Richard met with Ralph for the budget update.**

**Correspondence- Proposed Legislative Bills—SDRMA Insurance update Pg. 4-17**

**General Manager—Ralph Emerson Pg. 18**

**Jennie Short was unable to attend the budget update meeting.**

**The strategic planning meeting is April 16<sup>th</sup> at 10:00 a.m. in the District office.**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date: January 2019 – pg.19-32

A.2 Approve Date: February 26, 2019 Regular Meeting Minutes - pg. 33-35

A.3 Operations Safety Report- pg. 36-37

**Motion: Richard Thompson                      Second: Rio Anderson                      Vote: 5-0**

**B. GENERAL BUSINESS – Action items**

B.1 Hospital and Fire Department Update

**Presentation by Kent Scown**

B.2 Customer Billing and Change of Procedures (Handout at Meeting)

(discussion-action requested) Presentation by Mary

**Motion: Julie Lyon**

**Second: Rio Anderson**

**Vote: 5-0**

**The board approved ordering 10, 000 customer billing cards, and to purchase the Email Billing Module through JUS. In June the District will be able to offer Email Billing to the customers.**

B.3 Commercial Cannabis Manufacturing Application

(discussion-possible action) Eel River Farm – Information at Meeting

**Motion: Rio Anderson**

**Second: Richard Thompson**

**Vote: 4-1**

**Linda Brodersen abstained from the vote and discussion on this matter. Her property is neighboring this proposed project. Christ Trent is requesting a will serve letter and a demo letter from the District. Currently there is no water going to the building. Chris explained that they will be using nonvolatile manufacturing. A commercial kitchen and remodeling of the existing building is also a part of the plans. There will be a one bedroom small studio that will be included. The water use is expected to be low. The District needs a guarantee that the discharge from the manufacturing process will not enter our treatment system without being tested first.**

B.4 Search and Rescue Building Project

**Motion: Julie Lyon**

**Second: Doug Bryan**

**Vote: 5-0**

**The board directed Ralph to send a letter of approval for the search and rescue building project, with some changes to the wording.**

B.5 Ongoing Projects (Bank Building-Theater-New Inn)

(discussion-possible action)

B.6 Request for water at Connick Creek

(discussion—direction)

**The District cannot bear any cost for this request. Currently this property has a well. The owner is wanting to get city water if possibly. All expense would fall onto the property owners. The property owner needs to go before LAFCO with this request first..**

B.7 Budget Update for 2018-2019 and 2019-2020

(information Only)

**At the April 2019 meeting we will have the budget update presentation by Jennie Short.**

B.8 Rate Proposal Update

(discussion-possible action)

**There will also be an update for the rate proposal at the April meeting.**

**The parks events are growing in size. They have ran out of potable water during the events before. The main concern is the health and safety for the park and community. Bottle water does not suite the parks vision of being environmentally friendly. The parks first step was to reach out to the GSD and LAFCO. Rio abstained from the vote and discussion. Ralph will draft a potential letter of support for the board to approve. More information will be provided at the next board meeting.**

**C. POLICY REVISION / ADOPTION**

- C.1 Non-Harassment Policy Sec:7.4  
(discussion possible action) 2<sup>nd</sup> reading  
**Bring Back**

pg. 39-42

- C.2 Conflict of Interest Policy-Appendix D  
(discussion-possible action) 1st reading  
**Bring Back**

pg. 43-47

**IX. CLOSED SESSION**

- A. No Items For Closed Session

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Rate Proposal
2. First draft of 2019/2020 budget
- 3.
- 4.

**XII. ADJOURNMENT**

**6:48 p.m.**



RECEIVED  
MAR 28 2019

RECEIVED  
APR 01 2019

ATTENDANCE ROSTER



PT: .....

### Safety Meeting

Date of Meeting: 4/9/19 Leader Name: Ralph Emerson

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Brian Miller</u>	<u>Brian Miller</u>
3. <u>Dan Ferguson</u>	<u>Dan Ferguson</u>
4. <u>Mary Vieto</u>	<u>Mary Vieto</u>
5. <u>Laura Curnow</u>	<u>LC</u>
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



Southern Humboldt Community Park, PO Box 185, Garberville, CA 95542

Garberville Sanitary District  
919 Redwood Drive  
Garberville, CA 95542

June 15, 20018

Dear Mr. Ralph Emerson,

The Southern Humboldt Community Park is seeking information from the Garberville Sanitary District in an effort to find out what steps would be necessary to receive potable water at the Community Park.

As you know, the Park has always been interested in receiving treated water from the GSD and in fact had a service connection to the Districts water. This connection was disconnected when GSD went through the Municipal Service Review process.

Please advise what steps would be necessary in order to reestablish a service connection or other potable water service.

Sincerely,

Ross Huber,  
Chair, Board of Directors  
Southern Humboldt Community Park  
PO Box 815  
Garberville, CA 95542



Date: March 14, 2019

To: LAFCO

From: Southern Humboldt Community Park (SHCP), Board of Directors

Re: On behalf of the Board of the Southern Humboldt Community Park, we request a water service hook up from the Garberville Sanitary District (GSD).

The Southern Humboldt Community Park serves our community in multiple ways providing:

- multi use hiking trails
- site for community fundraisers, examples include the following:
  - a. Pumpkins in the Park, 2018, coordinated by Southern Humboldt Visitor's Bureau, sponsored by the Southern Humboldt Community Credit Union
  - b. Garberville Rodeo 2017 and 2018 coordinated and sponsored by multiple local community leaders and businesses
  - c. Community Egg Hunt – 2018 - sponsored by the Southern Humboldt Community Healthcare District and the Southern Humboldt Healthcare Foundation
  - d. South Fork High School Leprechaun Chase – 2018, coordinated by our local high school track and field team in collaboration with our local Interact Service Club
- a wedding and memorial as well as many other special occasions site venue

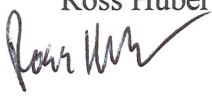
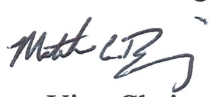

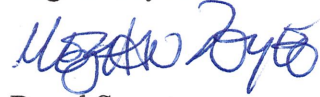
**These vital and worthy community events bring hundreds of people to our community park, but the park does not have potable water, visitors must carry their own and event coordinators must provide it to attendees.**

The Garberville water treatment plant is adjacent to the park. Historically the park property had a water hookup from the district, but it was pulled years back when the GSD went through the municipal review process.

**We request a new hook up from the GSD to give the park potable water for domestic use only (not for irrigation purposes).**

**Granting our request would mean the world to us and our community and would be so deeply appreciated! We look forward to hearing from you.**

The Southern Humboldt Community Park Board,

Ross Huber	Matt Banning	Carolyn Hino-Bourassa	Meghan Joyce
			
Board Chair	Vice-Chair	Board Treasurer	Board Secretary



PO Box 185, Garberville, CA, 95542 (707) 923-2928



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

**LETTER OF SUPPORT**  
**SOUTHERN HUMBOLDT COMMUNITY PARK**  
**POTABLE WATER**

LAFCo of Humboldt County  
1125 16<sup>th</sup> St. suite 202  
Arcata, CA. 95521

April 23, 2019

Dear Executive Officer Metz,

The Garberville Sanitary District recognizes the benefit of having a community park in Southern Humboldt County and realize that potable water is a necessity for park events. The park is currently unable to provide potable water except through outside sales or having users of the park bring their own water, with both options being less efficient and more damaging to the environment through additional garbage generated.

Garberville Sanitary District supports the park's effort to follow the required process to allow GSD to provide potable water.

We have done some preliminary research which resulted in a couple ways that might allow GSD a means to provide potable water for the Park. Attachment 1 to this letter is a summary of the two options, which have been provided to the Park for their consideration, on ways that GSD can assist in meeting the Park's need for potable water. For option one, we are confident that we have the surface water treatment plant capacity to treat the Park's riparian water rights to safe and consistent potable water for the park's potable water demands. For option two, the Board set aside 2,000 cubic feet per month from GSD's water right for the Park's future use. Additional useage from our water right would be subject to availability. Depending upon the option selected by the Park, LAFCo will need to provide us with input on the LAFCo processes for each option.

Although we cannot spend District funds for an out of District project, we will assist where legally allowed as it relates to Garberville Sanitary District and our involvement in the Treatment and distribution process.

Sincerely,

\_\_\_\_\_  
Linda Brodersen,

Garberville Sanitary District Board Chair Person

Date: \_\_\_\_\_

Attachments:

1. Summary of Potable Water Service options
2. SHCP Board letter to LAFCo
3. SHCP Board letter to GSD – Inquiry about water service

## ATTACHMENT 1

### OPTIONS FOR POTABLE WATER FROM GSD

APRIL 23, 2019

There are two options of ways that GSD might be able to provide potable water to the Park. To follow is a brief general description of each option. Once the Park Board decides which of the options they are interested in pursuing, more information can be collected and provided about the details on what the steps would be involved for the option selected.

#### OPTION 1 - GSD TREATS SHCP WATER

The first option is for the SHCP to provide untreated water to GSD for treatment. Under this option, the service provided by GSD is merely treating water that you have water rights to. Years ago Mrs. Short inquired with the State Water Resources Control Board (SWRCB) Division of Drinking Water (DDW) as to what GSD's requirements are under our water permit to provide this treatment service of SHCP water. SWRCB DDW will require GSD to divert the raw (untreated) water from the river at OUR diversion point using our pumps and transmit it to the Surface Water Treatment Plant (SWTP) on Tooby Ranch Road. At the SWTP GSD would treat the water to drinking water standards and then deliver the water to a meter outside the SWTP footprint at Tooby Ranch Road. The SHCP would then need to pipe the water from the back of the meter to the various waterlines within the SHCP. SHCP would need to install a backflow prevention apparatus and possibly a pressure reducing valve adjacent to Tooby Ranch Road behind the meter. GSD would bill the SHCP a negotiated price for treating the SHCP raw water and all water flowing through the meter would be billed to SHCP.

This first option would require SHCP to apply to the SWRCB to have a second diversion point for their riparian water rights. This should not require any modifications to the GSD SWRCB water diversion permit or license as we would not be diverting water under our license or permit, but instead be diverting SHCP water, treating it, and then returning it to SHCP as potable water. Mrs. Short does not believe that any action by LAFCo would be necessary under this option although they will need to review the contract documents and concur with the actions proposed. It would require a detailed contract between GSD and SHCP approved by both boards and probably recorded with the SHCP property. If this is the option the SHCP Board is interested in, we can find out in more detail what would be required of us and SHCP could inquire with SWRCB about exactly what is required to make the adjustments for the location of diversion of a portion of their riparian water rights.

#### OPTION 2 - GSD PROVIDES WATER SERVICE TO SHCP

The second option is the more "traditional" option of GSD supplying standard water service to the SHCP property. This option has been discussed in detail over the past 5 years and we have a fairly detailed idea of what this would take. The SHCP would need to pay to have an amendment to the GSD SWRCB water diversion permit and license to add the SHCP properties to the Place of Use. In addition, some type of action by LAFCo would be required. This LAFCo action could conceivably be as simple as an Out of Agency Service or as involved as an Annexation of all or part of the property. Both LAFCo and SWRCB will require CEQA documentation before being able to take action. This CEQA documentation may take the form as an amendment to the previously adopted EIR as GSD water was not included in the adopted



document as a water source planned to be used. The CEQA MND adopted by GSD for the Annexation Project will NOT suffice. Below are some specific details on the limitations that GSD has for this option:

1. During the October 9, 2012 GSD board meeting, the GSD Board agreed to allow a new future connection for the SHCP when the State Water Resources Control Board and Humboldt Local Agency Formation Commission had both approved service to all or part of the Park property. The GSD Board adopted the following conditions on October 9, 2012 for this new connection:
  - a. *“SHCP would be given one new connection (3/4” meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.*
  - b. *The SHCP will make application for this new service connection. The application will stipulate at which location the park is proposing installation of the one new ¾” meter. The three possible locations currently under consideration are:*
    - i. *On Tooby Ranch Road near the property line between APN 222-091-014 (SHCP) and 222-091-011 (Buck Mountain Ranch) on the existing 1” line that currently serves the park property. (not recommended by GSD)*
    - ii. *On Tooby Ranch Road off the 8” waterline that was constructed as part of the Drinking Water Improvement Project. A new meter would be set here for SHCP service.*
    - iii. *On Sprowel Creek Road off the existing 8” waterline that serves the Kimtu Subdivision. This location requires CDPH and LAFCo approval of the connection to the Kimtu waterline.*
  - c. *No connection fee would be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.*
  - d. *The one new ¾” meter is for residential use only and is not intended to be used to serve future development on the Property contemplated by SHCP in the application for a General Plan Amendment (and associated applications for a conditional use permit, the Operational Plan, and the CEQA Initial Study Checklist as submitted to the Humboldt County Planning Department by SHCP) currently on file with the Humboldt County Planning Department.*
  - e. *The usage for the connection is limited to **2,000 cubic feet per month**. The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.*
  - f. *As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods.”*
2. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies these circumstances described above and listed these conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APNs 222-091-014 and 222-241-009.
3. If the new SHCP connection is made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing an

extensive and expensive network of new waterlines to keep the potable water separate from the various other untreated water sources that the Park uses on their property. The County Public Health Department will determine which locations need potable water.

4. Any proposed uses other than the 2,000 cubic feet per month for the two residences and the existing outbuildings are not currently approved by the District and will be evaluated based upon the District's available water supply at the time that the Park requests any expanded water uses. The SHCP will need to be specific about these additional uses so that GSD can determine if we have sufficient water capacity to supply those levels of use.
5. The District has limited water sources and many not have water available for any expanded uses at the Park.

## CANNABIS WILL SERVE REQUESTS

### **Item #1**

There have been several people contact us during the past year about obtaining a water will-serve letter to assist with their cannabis permits but once they get approval, they are digging wells, using springs and our residential water for their cultivation.

They do not complete the application or pay the agriculture water meter connection fee which leaves us trying to monitor mixed use through a residential water meter, thus bypassing the approved agricultural water meter program.

I propose not sending a will-serve letter for any cannabis permit unless we receive a completed application and connection fee.

### **Item #2**

We have multiple people requesting assistance, including will-serve letters for cannabis manufacturing with a recent request from Eel River Farm to provide a discontinuance of water for demolition of existing building along with a will-serve letter for water service after new building is completed.

The concern is that you requested a wastewater handling, testing and disposal plan before a will-serve letter would be issued and as of today, we have not received this plan. They continue to request a disconnection of water letter for the demolition permit but I have told them that I want the waste water handling plan before any letters are submitted to the County so as to ensure we are protected in the event a building permit is also issued.

Because this is a proposed Cannabis manufacturing business along with a residence, I propose having an additional water meter and connection fee because the manufacturing business could very easily be turned into a second residence and we require individual meters for every residence or mixed use business/residence.

## **CURRENT MISSION STATEMENT**

Adapted April 28, 2015

Garberville Sanitary District is committed to enhancing our community through excellent customer service, providing affordable potable water and being responsible stewards of our environment, including water and wastewater, that will be sustainable now and in the future. Our focus is on being efficient with public funds while preserving public health through education and quality treatment processes along with vibrant, respectful service.

## **CURRENT VISION STATEMENT**

Adapted April 28, 2016

Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment while aligning with the community and County General Plan, and ensuring **infrastructure improvements are completed while planning for growth. that the infrastructure allows for growth.** The operational strategy is to enhance the community in a positive way while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.

Fiscally responsible operational procedures is a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of

Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.

- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.

(PROPOSED POLICY)

**Sec: 7.4--ANTI HARASSMENT AND DISCRIMINATION POLICY**

**Section 1. Introduction.** The Garberville Sanitary District is dedicated to providing a work environment for its employees that is free of harassment and discrimination. The District prohibits harassment and discrimination because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information, including gender identity, or any other basis

protected by federal, state or local law, ordinance or regulation. Such harassment and discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to vendors, independent contractors and others doing business with the District.

Section 2. Definition and Examples of Harassment. Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- a) Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;
- b) Visual conduct such as derogatory and/or sexual oriented posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, intentionally blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of harassment.
- g) Sexual harassment is a form of harassment. Sexual harassment is defined by the Fair Employment and Housing Commission as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

Section 3. Complaint Process. If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her immediate supervisor, the Administrative Assistant to the General Manager, the General Manager, the President of the Board of Directors, or any other supervisor with whom the employee feels comfortable. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated thoroughly. If harassment or discrimination is not reported, it cannot be investigated. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation. Every employee’s cooperation is crucial.

Anyone who feels they have witnessed or been a target of “Sexual Harassment” should immediately report

The incident to their supervisor and follow the procedures listed in Section 9.0 of this policy manual.

**Section 4. Immediate Reporting.** All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of harassment. An employee may have a claim of harassment even if he or she has not lost a job or related economic benefit. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH.

**Section 5. Complaint Response Process.**

- a) Staff receiving harassment complaints will refer them immediately to the General Manager, or to the President of the Board of Directors if the General Manager is personally involved in the complaint, and maintain the complaints in confidence except for reporting to the General Manager and/or Board of Directors, as noted. Supervisors must refer all harassment complaints to the General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint.
- b) The General Manager will call a special meeting, within one (1) week from the date of the complaint or as soon thereafter as is practicable, if the claim is against the General Manager or if the claim cannot be resolved by the General Manager.
- c) The General Manager, or his/her designee, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Any information obtained through the investigation will be kept confidential to the extent possible to conduct an effective investigation into the allegations.

**Section 6. Findings and Retaliation.** If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. After the investigation and findings have been concluded, the District, in its discretion, may communicate its findings to the complainant, the alleged harasser, and any other concerned party. Employees complaining of harassment, or otherwise participating in the District’s investigation of such conduct, shall be protected from any form of reprisal and/or retaliation.

**Section 7 Grievance Procedure.**

Any employee may obtain consideration of a grievance without jeopardizing the security of his/her position with the District by following the steps below:

- a) Discuss the grievance with the appropriate manager and try to reach a resolution.
- b) If the grievance is unresolved within 7 days, the employee may present his/her case in writing to the Board member appointed as Employee Liaison.
- c) The employee will meet with the appointed Board Employee Liaison to discuss, and if possible, resolve the grievance.
- d) If the grievance is not resolved within 7 days of the meeting with the Board Employee Liaison, the liaison or the employee may request in writing that this matter be presented to the Board within 15 days.

- e) Board of Directors' consideration of employee grievances will be conducted according to the Brown Act of the State of California. The employee bringing the grievance may choose whether discussion will be conducted in open or in executive (closed) session.
- f) In the event that the determination of the Board is not accepted by the Employee, the employee may request and the Board shall refer the matter to the Dispute Resolution Committee under Section 9.0. This grievance procedure is set out as a general method for the District and employees to resolve issues. However, nothing in this grievance procedure is intended to, or shall change the "at will" status of employment.

**Section 8 DISPUTE RESOLUTION PROCEDURE**

Garberville Sanitary District will follow the dispute resolution procedure set forth in Appendix "C." As a condition of employment, ALL employees will be required to sign the dispute resolution.

**Section 9. Romantic Relationships.**

In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the General Manager or Board President if General Manager is involved.

**Section 10. Employee Acknowledgement.** By signing below, Employee represents that he or she has read, understands, and agrees to the District's Anti-Harassment and Discrimination Policy.

Print Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_



## 7.9 Conflict of Interest

Employees must comply with Garberville Sanitary District's conflict of interest code set out in Appendix "D."

Adapted 6/6/2006

### APPENDIX "D"

#### CONFLICT OF INTEREST CODE

##### Section I Introduction

In compliance with the Political Reform Act of 1974, California Government Code Sections

81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees, **Managers and Board Members** of the agency. The requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

##### Section 2 Definition of Terms

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

##### Section 3 Designated Employees, **Board Members or Managers**

**The Board Chair, all Board Members, District Administrator and the Chief Operator are persons holding positions that are designated employees.** It has been determined that these officers and employees make or participate in the making of decisions which may foresee-ably have a material affect on financial interests.

##### Section 4 Disclosure Statements

A designated employee, **Board Member or Manager** shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated **employee's officer's** disclosure category are the types of financial interest which he or she **foreseeably** can affect materially through the conduct of his or her office. Each designated **employee officer** shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

## **Section 5 Place of Filing**

All designated employees, **officers and Managers are** required to submit a statement of economic interest shall file the original with the **District Administrator General Manager or designee** of GSD, who shall be the filing officer for all designated employees and officers. Upon receipt of the statement of economic interest the **District Administrator General Manager or designee** of GSD shall make and retain a copy and forward the originals of these statements to the Humboldt County **Board of Supervisors Elections office**, who shall be the filing officer, within five days of the filing deadline or five days of the receipt in the case of statements filed late.

## **Section 6 Time of Filing**

- A) Initial Statements. All designated employees **employed by and officers of** the District on the effective date of this Code shall file statements within thirty days after the effective date of this Code.
- B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code which are elected or appointed positions, shall file statements within thirty days after assuming the designated positions.
- C) Annual Statements. All designated employees **and officers** shall file statements no later than January 31.
- D) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

## **Section 7 Contents of Statements**

- A) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property (and management positions) held on the effective date of the Code.
- B) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property and management positions held on the date of assuming office (or on the date of nomination, whichever is earlier).
- C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income (and management positions) held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property and income or management positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

## **Section 8 Manner of Reporting**

Disclosure statements shall be made on Standard Form 700, and shall contain the following information:

- A) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, (For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer). The statement shall contain the following:
  - 1) A statement of the nature of the investment or interest;
  - 2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
  - 3) The address or other precise location of the real property;

- 4) A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).
- B) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:
- 1) The name and address of each source of income aggregating to two hundred and fifty dollars (\$250) or more in value, or twenty-five (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
  - 2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars, or greater than ten thousand dollars (\$10,000);
  - 3) A description of the consideration if any, for which the income was received;
  - 4) In the case of a gift the name and address of the donor: a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- C) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- 1.) The name, address, and general description of the business activity of the business entity.
  - 2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata. Share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
  - 3) In the case of a business entity not covered by paragraph 2), the name of every person from whom the share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D) Contents of Management Position Reports
- 1) When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged and the designated employee's position with the business entity.
  - 2) Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interest in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investments or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10% or greater.
  - 3) A designated employee's income includes his or her community property interest in the income of his or her spouse.
  - 4) Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer, spouse and dependent children in the business entity aggregates a 10% or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the source is within one of the disclosure categories of the filer.
- E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of

during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

### **Section 9 Disqualification**

Designated employees, **Board Members and Managers** must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeable have a material financial effect, distinguishable from its effect on the public generally, on:

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

### **Section 10 Manner of Disqualification**

A designated employee required to disqualify him or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the **District Administrator General Manager or designee** who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee. In the case of a designated employee who is a Board Member, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the Board.

## **Conflict of Interest Designated Employees - Appendix A**

Any and all employees in supervisory, or management capacity; Specifically the **District**

**Administrator, General Manager**, Chief Operator, Fiscal Officers, Board Chair, Board Members, and Consultants.\*

\*The Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public inspection in the same manner and location as this conflict of interest code.

## Disclosure Categories - Appendix B

All designated employees shall complete the same Form 700 -Statement of Economic Interests, as provided by the Fair Political Practices Commission.

### **EMPLOYEE, BOARD MEMBER or MANAGER:**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print \_\_\_\_\_

### **DISTRICT:**

Signed \_\_\_\_\_ Dated \_\_\_\_\_

Print \_\_\_\_\_

Title \_\_\_\_\_

**You requested the Conflict of Interest Section of the Board Policy so it is stated below.**

**3.0 Conflict of Interest**

**3.1** The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It is hereby incorporated by reference and including amended by the Fair Political Practices Commission. Board Members, District Administrator, and Chief Operator are designated positions under the Garberville Sanitary District Conflict of Interest code.

**3.2** Designated employees shall file statements of economic interests with the Clerk of the County of Humboldt County on an annual basis due by March 1 of current year (period covered is January 1 through December 31 of prior year). The Conflict of Interest form (form 700) is also required in addition to the annual filing to be filed 30 days assuming office/position and 30 days leaving office/position.