

**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: November 17, 2020

COVID-19 HEALTH MEASURES ARE REQUIRED

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___, 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 AT END OF MEETING IF NEEDED

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-

General Manager—Ralph Emerson Pg. 4

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

A.1 Approve Financials Date July, August and September 2020 - pg. 5-42

A.2 Approve Date: November 17, 2020 Regular Meeting Minutes - pg. 43-45

A.3 Operations Safety Report- pg. 46-47

Motion:

Second:

Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.

B.1 Robertson Tank Grant Update pg. 48

(Action required)

Motion:

Second:

Vote:

B.2 2020-2021 Budget Update pg. 49-58

(Discussion—possible action) presentation by Jennie Short

Motion:

Second:

Vote:

B.3 Petition for Change in Place of Use-SHCP Update pg. 59-70

(Discussion-possible action) Jennie Short

Motion:

Second:

Vote:

B.4 Emergency Preparedness Plan pg. 71-76

(Discussion-possible action)

Motion:

Second:

Vote:

B.5 Projects and Development Update pg. 77

(Discussion-possible action)

Motion:

Second:

Vote:

B.6 Customer Request for Service Charge Reduction

(Discussion—possible action)

Motion:

Second:

Vote:

B.7 Discontinuance Fee and Application pg. 78-79

(Discussion—possible action)

Motion:

Second:

Vote:

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. POLICY REVISION / ADOPTION

- C.1 Water Ordinance Sec. 10.9 Discontinuance of Service **pg. 80**
(Discussion-no action) 1st reading

IX. CLOSED SESSION

Pursuant to Government Code Section

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Emergency Operations Plan
2. Discontinuance of Service Ordinance Sec.10.9
- 3.
- 4.
- 5.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Friday, November 13, 2020 Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: November 17, 2020

I begin by stating how grateful we are for receiving some much needed rain which increased the river cfs and reduced risk of implementing the drought contingency plan. As of writing this report, the South Fork Eel River was at 22.8 cfs and 10 cfs initiates the first step in the drought contingency plan.

Stolen Tools—This item will be discussed on the agenda but we are very concerned about the robberies which have taken place near the wastewater treatment plant and are in the process of installing additional security measures with (HD) surveillance cameras.

Ground Penetrating Radar Investigation— In an attempt to locate infrastructure leaks and pipe locations we hired Del Rey from Eureka to locate pipes throughout District and for the Redwood Drive improvement project.

Grants—There have been multiple grant opportunities which we are investigating and applying for as a result of the COVID-19 shutdown but have not yet received confirmation of grants awarded.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: November 17, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: PRELIMINARY July 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for July 2020 and are preliminary until the audit is completed. We transferred \$20,000 from the System Reserve-Water account and \$30,000 from the System Reserve-Sewer account to cover the negative cash flow this month.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excluding connection fees)	1,071,045.00	77,551.08	84,799.00	(7,247.92)	😞
Total Expenses	1,370,378.85	98,632.26	112,106.38	(13,474.12)	😊
Net Income (excluding Depreciation)	(299,333.85)	(21,081.18)	(27,307.38)	6,226.20	😊
Payroll	423,040.00	32,480.67	35,253.34	(2,772.67)	😊
Repair & Maintenance	65,000.00	303.52	5,625.00	(5,321.48)	😊

As can be seen on the “Statement of Cash Flows Report for Board - July 2020” and the “Balance Sheet Report for Board As of July 2020”:

- Operational revenues are **UNDER** the budgeted amount by \$ 6,552.61. Expenses are \$14,141.72 **UNDER** budget.
- Net cash **DECREASE** for July is **(\$48,136.10)**. This is mainly due to our paying the entire year’s worker’s compensation, general liability, and property insurance in the amounts of **\$8,658.55** and **\$41,965.14** in July.
- Total payments on loans so far this year total **\$28,724.02** of a budgeted year-end total of \$125,158. The budgeted loan payments did not include the backhoe loan, so this budgeted amount will be presented for modification as part of the budget update agenda item.

- Total payroll costs are \$ 2,772.67 lower than the year to date budgeted amount.
- The overtime wages are \$ 434.61 higher than the year to date budgeted amount.
- The repair and maintenance expenses are \$ 5,321.48 **UNDER** the YTD budgeted amount.
- Expenditures for fixed asset acquisition so far this year total **\$65,945.00** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	560
Meadows Aerial (Bear Canyon) SRF Grant/Loan	0	105
Meadows Sewer Aerial Preliminary Design	5,000	280
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000
Total:	54,000	65,945

RECOMMENDED BOARD ACTIONS

Review the preliminary 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 July 30, 2020
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 July

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July 2020

PRELIMINARY

FINANCIAL STATEMENTS

Jul 20

	<u>Jul 20</u>
OPERATING ACTIVITIES	
Net Income	(21,081.18)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	(2,286.11)
1110 · Accts Receivable Over Payments	466.03
1500 · Prepaid Insurance	(38,796.70)
1501 · Prepaid Workers Comp	(8,072.24)
1510 · Prepaid Licenses and Permits	(17,985.00)
2000 · Accounts Payable	14,981.21
20000 · Account Payable	19,620.00
2300 · Service Deposits	100.00
Net cash provided by Operating Activities	<u>(53,053.99)</u>
INVESTING ACTIVITIES	
Equipment	(65,000.00)
Accumulated Depreciation-Water	25,611.08
Accumulated Depreciation-Sewer	13,975.83
CIP- Bear Canyon Sewerline	(280.00)
CIP - Meadows Aerial Waterline	(105.00)
CIP - Wallan & Robertson Tank	(560.00)
Net cash provided by Investing Activities	<u>(26,358.09)</u>
FINANCING ACTIVITIES	
2500 · N/P - SWRCB	(24,103.28)
2605 · RCAC Loan #6200-GSD-02	(4,620.74)
2665 · RCAC Loan - #0998 Backhoe	60,000.00
Net cash provided by Financing Activities	<u>31,275.98</u>
Net cash increase for period	<u>(48,136.10)</u>
Cash at beginning of period	<u>823,078.76</u>
Cash at end of period	<u><u>774,942.66</u></u>

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board

As of July 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

ASSETS

Current Assets

Checking/Savings

	Jun 30, 19	Jun 30, 20	Jul 31, 20	Difference
1005 · Umpqua Checking - Operating	135,036.46	84,661.03	86,522.24	1,861.21
1006 · Umpqua System Reserve - Water	25,738.24	25,806.44	5,806.76	(19,999.68)
1007 · Umpqua System Reserve - Sewer	31,183.83	31,266.46	1,266.60	(29,999.86)
1011 · Water Enterprise Fund	46,680.32	46,804.01	46,806.24	2.23
1030 · County Treasury - Sewer Reserve	440,039.31	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	246,071.74	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	39.51	0.00
1050 · Cash Drawer	198.54	214.40	214.40	0.00

Total Checking/Savings	924,987.95	823,078.76	774,942.66	(48,136.10)
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Accounts Receivable

11000 · Accounts Receivable - Other	1,415.00	5,423.63	5,423.63	0.00
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Total Accounts Receivable	1,415.00	5,423.63	5,423.63	0.00
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Other Current Assets

1100 · Accounts Receivable

1110 · Accts Receivable Over Payments	(1,208.29)	(1,688.68)	(2,154.71)	(466.03)
1100 · Accounts Receivable - Other	97,849.33	112,393.96	114,680.07	2,286.11

Total 1100 · Accounts Receivable	96,641.04	110,705.28	112,525.36	1,820.08
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1500 · Prepaid Insurance	3,342.54	3,439.66	42,236.36	38,796.70
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1501 · Prepaid Workers Comp	0.00	0.00	8,072.24	8,072.24
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1510 · Prepaid Licenses and Permits	0.00	0.00	17,985.00	17,985.00
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1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	(5,000.00)	0.00
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Total Other Current Assets	94,983.58	109,144.94	175,818.96	66,674.02
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Total Current Assets	1,021,386.53	937,647.33	956,185.25	18,537.92
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Fixed Assets

CIP- Bear Canyon Sewerline	0.00	280.00	560.00	280.00
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CIP - Meadows Aerial Waterline	2,766.06	5,441.76	5,546.76	105.00
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CIP - Wallan & Robertson Tank	13,789.78	18,368.48	18,928.48	560.00
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WATER

Fire Hydrants (Measure Z)	70,000.00	0.00	0.00	0.00
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Land - Water	88,698.62	94,594.62	94,594.62	0.00
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Water Easements & Intangibles	177,397.11	177,397.11	177,397.11	0.00
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Treatment	70,773.43	70,773.43	70,773.43	0.00
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Distribution	2,712,614.17	2,804,484.17	2,804,484.17	0.00
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Pumps	2,909.87	2,909.87	2,909.87	0.00
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DWTP (Water) 2015	4,968,104.88	4,968,104.88	4,968,104.88	0.00
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Total WATER	8,090,498.08	8,118,264.08	8,118,264.08	0.00
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Water System	142,474.97	142,474.97	142,474.97	0.00
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SEWER

Land - Sewer	129,810.68	129,810.68	129,810.68	0.00
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Collection	2,387,355.88	2,387,355.88	2,387,355.88	0.00
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Treatment	507,552.59	507,552.59	507,552.59	0.00
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Pumps	13,908.96	16,931.99	16,931.99	0.00
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Sewer Project - 2011	2,792,451.91	2,792,451.91	2,792,451.91	0.00
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Total SEWER	5,831,080.02	5,834,103.05	5,834,103.05	0.00
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GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of July 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jun 30, 19	Jun 30, 20	Jul 31, 20	Difference
Office Equipment	32,004.40	38,244.29	38,244.29	0.00
Equipment	158,306.60	158,306.60	223,306.60	65,000.00
Vehicles	81,171.66	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(1,866,415.30)	(2,188,691.30)	(2,214,302.38)	(25,611.08)
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,173,303.10)	(2,187,278.93)	(13,975.83)
Total Fixed Assets	10,652,358.25	10,232,061.90	10,258,419.99	26,358.09
TOTAL ASSETS	11,673,744.78	11,169,709.23	11,214,605.24	44,896.01
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	34,297.40	49,278.61	14,981.21
Total Accounts Payable	13,511.11	34,297.40	49,278.61	14,981.21
Other Current Liabilities				
2300 · Service Deposits	5,100.00	6,600.00	6,700.00	100.00
20000 · Account Payable for 1510			19,620.00	19,620.00
2205 · Accrued Simple	(41.46)	(101.46)	(101.46)	0.00
2230 · Accrued Vacation	25,652.28	33,096.87	33,096.87	0.00
2238 · SWRCB Settlement	0.00	40,000.00	40,000.00	0.00
2250 · Loans Payable - Current Portion	124,124.09	70,391.37	70,391.37	0.00
Total Other Current Liabilities	154,834.91	149,986.78	169,706.78	19,720.00
Total Current Liabilities	168,346.02	184,284.18	218,985.39	34,701.21
Long Term Liabilities				
2665 · RCAC Loan - #0998 Backhoe			60,000.00	60,000.00
2500 · N/P - SWRCB	122,974.63	99,343.91	75,240.63	(24,103.28)
2605 · RCAC Loan #6200-GSD-02	77,272.82	23,296.92	18,676.18	(4,620.74)
2655 · Lease Payable - Copier	535.15	0.00	0.00	0.00
2700 · SRF Loan - Water	1,218,532.74	1,172,550.38	1,172,550.38	0.00
2900 · Less Current Portion	(124,124.09)	(70,391.37)	(70,391.37)	0.00
Total Long Term Liabilities	1,295,191.25	1,224,799.84	1,256,075.82	31,275.98
Total Liabilities	1,463,537.27	1,409,084.02	1,475,061.21	65,977.19
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,373,192.52	4,080,715.76	3,631,133.46	(449,582.30)
Net Income	(292,476.76)	(449,582.30)	(21,081.18)	428,501.12
Total Equity	10,210,207.51	9,760,625.21	9,739,544.03	(21,081.18)
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,169,709.23	11,214,605.24	44,896.01

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 July 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jul 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 · Residential	29,382.75	29,100.00	340,125.00	282.75
4110 · Commercial	18,109.65	20,370.00	234,375.00	(2,260.35)
Total Water Charges	47,492.40	49,470.00	574,500.00	(1,977.60)
4200 · Sewer Charges	30,053.99	34,629.00	421,125.00	(4,575.01)
4300 · Connection Fees	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	10,000.00	0.00
4700 · Other Operating Revenue	0.00	0.00	5,000.00	0.00
Total Income	77,546.39	84,099.00	1,034,625.00	(6,552.61)
Gross Profit	77,546.39	84,099.00	1,034,625.00	(6,552.61)
Expense				
Administrative and General				
5025 - Discount Program	0.00	300.00	3,600.00	(300.00)
5000 · Advertising	0.00	0.00	350.00	0.00
5005 · Bad Debts	0.00	0.00	3,500.00	0.00
5010 · Bank Charges				0.00
5012 · Merchant Account Fees	299.76	250.00	3,000.00	49.76
5010 · Bank Charges - Other	193.80	166.66	2,000.00	27.14
Total 5010 · Bank Charges	493.56	416.66	5,000.00	76.90
5020 · Directors Fees	0.00	500.00	2,000.00	(500.00)
5030 · Dues and Memberships	342.00	333.34	4,000.00	8.66
5035 · Education and Training	0.00	250.00	3,000.00	(250.00)
5036 · Education and Training - B.O.D.	0.00	25.00	300.00	(25.00)
Insurance				
5040 · Liability	3,497.10	3,497.10	41,965.14	0.00
5050 · Workers' Comp	586.31	770.00	9,240.00	(183.69)
5055 · Health				
5055.1 · Employee Portion	(607.62)	(608.34)	(7,300.00)	0.72
5055 · Health - Other	3,111.00	3,369.58	40,435.00	(258.58)
Total 5055 · Health	2,503.38	2,761.24	33,135.00	(257.86)
Total Insurance	6,586.79	7,028.34	84,340.14	(441.55)
5060 · Licenses, Permits, and Fees	2,785.00	2,041.67	24,500.00	743.33
5065 · Auto	50.50	1,000.00	2,000.00	(949.50)
5070 · Miscellaneous	0.00	100.00	100.00	(100.00)
5080 · Office Expense	1,961.54	583.34	7,000.00	1,378.20
5085 · Outside Services	733.96	720.84	8,650.00	13.12
5090 · Payroll Taxes	2,083.65	2,564.17	30,770.00	(480.52)
5100 · Postage	327.24	233.34	2,800.00	93.90
5110 · Professional Fees				
SWRCB Complaint	31.00			31.00
5110 · Professional Fees - Other	3,584.00	6,766.66	81,200.00	(3,182.66)
Total 5110 · Professional Fees	3,615.00	6,766.66	81,200.00	(3,151.66)
5120 · Property Taxes	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	250.00	500.00	(250.00)
5130 · Rents	1,776.26	835.00	10,020.00	941.26

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 July 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jul 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	653.57	668.76	8,025.00	(15.19)
5137 · Supplies	19.38	100.00	1,200.00	(80.62)
5140 · Telephone	863.61	927.08	11,125.00	(63.47)
5145 · Tools	0.00	166.66	2,000.00	(166.66)
5150 · Travel and Meetings	0.00	500.00	1,000.00	(500.00)
5155 · Utilities	213.57	458.34	5,500.04	(244.77)
5160 · Wages				
5165 · Wages - Overtime	654.76	291.66	3,500.00	363.10
5160 · Wages - Other	11,873.74	13,878.76	166,545.00	(2,005.02)
Total 5160 · Wages	12,528.50	14,170.42	170,045.00	(1,641.92)
5170 · Vacation Accrual Adjustment	0.00	0.00	3,000.00	0.00
Total Administrative and General	35,034.13	40,989.62	475,575.18	(5,955.49)
Sewage Collection				
6010 · Fuel	129.60	250.00	3,000.00	(120.40)
6030 · Repairs and Maintenance	0.00	1,250.00	15,000.00	(1,250.00)
6040 · Supplies	125.07	250.00	3,000.00	(124.93)
6050 · Utilities	305.63	250.00	3,000.00	55.63
6060 · Wages				0.00
6065 · Wages - Overtime Sewer Collecti	135.00	333.33	4,000.00	(198.33)
6060 · Wages - Other	2,773.56	2,765.00	33,180.00	8.56
Total 6060 · Wages	2,908.56	3,098.33	37,180.00	(189.77)
Total Sewage Collection	3,468.86	5,098.33	61,180.00	(1,629.47)
Sewage Treatment				
6075 · Fuel	129.60	250.00	3,000.00	(120.40)
6080 · Monitoring	300.00	583.33	7,000.00	(283.33)
6100 · Repairs and Maintenance	20.12	1,250.00	15,000.00	(1,229.88)
6110 · Supplies	0.00	750.00	9,000.00	(750.00)
6120 · Utilities	667.32	766.67	9,200.00	(99.35)
6130 · Wages				
6135 · Wages - Overtime Sewer Treatmen	0.00	83.33	1,000.00	(83.33)
6130 · Wages - Other	3,382.77	3,014.17	36,170.00	368.60
Total 6130 · Wages	3,382.77	3,097.50	37,170.00	285.27
Total Sewage Treatment	4,499.81	6,697.50	80,370.00	(2,197.69)
Water Trans and Distribution				
7075 · Fuel	129.60	250.00	3,000.00	(120.40)
7090 · Repairs and Maintenance	0.00	1,666.67	20,000.00	(1,666.67)
7100 · Supplies	104.52	833.33	10,000.00	(728.81)
7110 · Utilities	896.21	500.00	6,000.00	396.21
7120 · Wages				
7125 · Wages - Overtime Water Trans &	580.50	583.33	7,000.00	(2.83)
7120 · Wages - Other	3,268.22	3,382.92	40,595.00	(114.70)
Total 7120 · Wages	3,848.72	3,966.25	47,595.00	(117.53)
Total Water Trans and Distribution	4,979.05	7,216.25	86,595.00	(2,237.20)
Water Treatment				
7020 · Fuel	129.62	250.00	3,000.00	(120.38)
7010 · Monitoring	415.00	333.33	4,000.00	81.67
7030 · Repairs and Maintenance	283.40	1,208.33	14,500.00	(924.93)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 July 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jul 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	0.00	1,166.67	14,000.00	(1,166.67)
7050 · Utilities	4,096.57	3,916.67	47,000.00	179.90
7060 · Wages				
7065 · Wages - Overtime Water Treatmen	856.00	500.00	6,000.00	356.00
7060 · Wages - Other	3,129.21	3,656.67	43,880.00	(527.46)
Total 7060 · Wages	3,985.21	4,156.67	49,880.00	(171.46)
Total Water Treatment	8,909.80	11,031.67	132,380.00	(2,121.87)
Total Expense	56,891.65	71,033.37	836,100.18	(14,141.72)
Net Ordinary Income	20,654.74	13,065.63	198,524.82	7,589.11
Other Income/Expense				
Other Income				
Property Tax Revenue				
8010 · Secured	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	0.00	27,710.00	0.00
8060 · Interest Income	2.69	500.00	6,000.00	(497.31)
8070 · Other Non-Operating Revenue	2.00	200.00	2,400.00	(198.00)
9030 · Homeowners' Tax Relief	0.00	0.00	310.00	0.00
Total Other Income	4.69	700.00	36,420.00	(695.31)
Other Expense				
9010 · Other Expenses	70.00	166.66	42,000.00	(96.66)
9040 · Depreciation	39,586.91	40,833.34	490,000.00	(1,246.43)
9050 · Interest Expense	2,083.70	73.01	2,278.67	2,010.69
Total Other Expense	41,740.61	41,073.01	534,278.67	667.60
Net Other Income	(41,735.92)	(40,373.01)	(497,858.67)	(1,362.91)
Net Income	(21,081.18)	(27,307.38)	(299,333.85)	6,226.20
Add Back Depreciation	39,586.91	40,833.34	490,000.00	(1,246.43)
Net Income excluding Depreciation	18,505.73	13,525.96	190,666.15	4,979.77

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2020

Date	Num	Memo	Amount
101 Netlink			
07/15/2020	10567		-180.00
Total 101 Netlink			-180.00
Amazon.com			
07/27/2020	DBT		-37.70
07/30/2020	DBT		-172.40
Total Amazon.com			-210.10
Blue Star Gas			
07/21/2020	10573		-11.00
Total Blue Star Gas			-11.00
Brenntag Pacific, Inc.			
07/02/2020	10546		-3,807.22
Total Brenntag Pacific, Inc.			-3,807.22
Capital Bank & Trust			
07/02/2020	EFT	557880519	-789.15
07/02/2020	EFT	025158148	-306.78
07/20/2020	EFT	025158148	-346.79
07/20/2020	EFT	557880519	-840.23
Total Capital Bank & Trust			-2,282.95
CWEA			
07/21/2020	10574		-192.00
Total CWEA			-192.00
Dazey's Building Center			
07/27/2020	10588		-223.70
Total Dazey's Building Center			-223.70
EDD			
07/02/2020	EFT	499-0538-3	-27.77
07/02/2020	EFT	499-0538-3	-600.70
07/20/2020	EFT	499-0538-3	-740.24
07/20/2020	EFT	499-0538-3	-16.87
Total EDD			-1,385.58
Fluentstream Tech			
07/15/2020	10568		-109.80
Total Fluentstream Tech			-109.80
Frontier Communications			
07/02/2020	10551		-365.83
07/27/2020	10589		-68.75
Total Frontier Communications			-434.58
G.R. Wilcox Enterprises, Inc			
07/28/2020	10593		-65,000.00
Total G.R. Wilcox Enterprises, Inc			-65,000.00
HughesNet			
07/13/2020	DBT		-104.29
Total HughesNet			-104.29

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2020

Date	Num	Memo	Amount
IRS			
07/02/2020	EFT	68-0296323	-3,026.58
07/20/2020	EFT	68-0296323	-3,448.44
Total IRS			-6,475.02
Jennie Short			
07/27/2020	10587		-4,694.25
Total Jennie Short			-4,694.25
Lori Ruiz			
07/21/2020	10575		-200.00
Total Lori Ruiz			-200.00
NALCO			
07/02/2020	10547		-2,559.46
Total NALCO			-2,559.46
North Coast Laboratories Ltd.			
07/02/2020	10556		-580.00
07/27/2020	10591		-225.00
Total North Coast Laboratories Ltd.			-805.00
Owsley Electric			
07/15/2020	10569		-419.58
07/28/2020	10592		-1,090.00
Total Owsley Electric			-1,509.58
PG&E			
07/21/2020	10566		-6,224.08
Total PG&E			-6,224.08
Pitney Bowes Purchase Power			
07/21/2020	10581		-327.24
Total Pitney Bowes Purchase Power			-327.24
Ralph Emerson			
07/27/2020	10590		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
07/21/2020	10584		-24.00
Total Recology Humboldt County			-24.00
Redwood Merchant Services			
07/02/2020	10718		-98.89
07/31/2020			-186.67
Total Redwood Merchant Services			-285.56
RENNER			
07/10/2020	DBT		-518.42
Total RENNER			-518.42
Rural Community Assistance Program #6200			
07/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program #6200			-4,717.81

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2020

Date	Num	Memo	Amount
SDRMA			
07/02/2020	10548		-8,658.55
07/02/2020	10549		-41,965.14
07/02/2020	10552		-328.66
07/15/2020	10559		-3,111.00
07/21/2020	10582		-47.50
Total SDRMA			-54,110.85
Sentry III Center			
07/02/2020	10553		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
07/21/2020	10572		-1,377.50
07/23/2020	10585		-1,377.50
Total SHN Consulting Engineers & Geologists			-2,755.00
Shon Quayle			
07/20/2020	10571		-125.00
Total Shon Quayle			-125.00
Staples Credit Plan			
07/02/2020	10554		-90.90
Total Staples Credit Plan			-90.90
Streamline Inc			
07/15/2020	10570		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
07/27/2020	10586		-3,470.50
Total The Mitchell Law Firm, LLP			-3,470.50
Umpqua Bank			
07/08/2020		OD Fee	-35.00
07/21/2020	10717		-145.13
Total Umpqua Bank			-180.13
US Cellular			
07/02/2020	10555		-259.60
Total US Cellular			-259.60
USABLUBOOK			
07/21/2020	10583		-49.02
Total USABLUBOOK			-49.02
Vistaprint			
07/28/2020	DBT		-251.44
Total Vistaprint			-251.44
Wyatt & Whitchurch, E.A. Inc.			
07/21/2020	10576		-525.00
Total Wyatt & Whitchurch, E.A. Inc.			-525.00
WYCKOFF'S Inc			
07/21/2020	10577		-243.21
Total WYCKOFF'S Inc			-243.21

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2020

Date	Num	Memo	Amount
Arreguin, Daniel J			
07/02/2020	10541		-2,652.82
07/20/2020	10561		-2,977.60
Total Arreguin, Daniel J			-5,630.42
Emerson, Ralph K			
07/02/2020	10542		-2,455.81
07/20/2020	10562		-2,801.41
Total Emerson, Ralph K			-5,257.22
Miller, Brian A			
07/02/2020	10543		-1,872.79
07/20/2020	10563		-2,067.50
Total Miller, Brian A			-3,940.29
Nieto, Mary			
07/02/2020	10544		-1,529.13
07/20/2020	10564		-1,625.03
Total Nieto, Mary			-3,154.16
Ruiz, Ricardo			
07/02/2020	10545		-409.26
07/20/2020	10565		-248.46
Total Ruiz, Ricardo			-657.72
TOTAL			-183,967.10



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: November 17, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: PRELIMINARY August 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for August 2020 and are preliminary until the audit is completed.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excluding connection fees)	1,071,045.00	176,870.67	161,795.00	15,075.67	😊
Total Expenses	1,370,378.85	213,525.29	221,812.76	(8,287.47)	😊
Net Income (excluding Depreciation)	(299,333.85)	(36,654.62)	(60,017.76)	23,363.14	😊
Payroll	423,040.00	67,462.26	70,506.68	(3,044.42)	😊
Repair & Maintenance	65,000.00	13,928.05	11,000.00	2,928.05	😞

As can be seen on the “Statement of Cash Flows Report for Board - August 2020” and the “Balance Sheet Report for Board As of August 2020”:

- Operational revenues are **OVER** the budgeted amount by \$ 16,462.69. Operational expenses are \$7,546.79 **UNDER** budget.
- Net cash **DECREASE** for August is **(\$4,495.95)** and the year to date is a net cash **DECREASE** of **(\$53,382.05)**.
- Total payments on loans so far this year total **\$33,364.01** of a budgeted year-end total of \$125,158. The budgeted loan payments did not include the backhoe loan, so this budgeted amount will be presented for modification as part of the budget update agenda item.
- Total payroll costs are **\$ 3,044.42** lower than the year to date budgeted amount.

- The overtime wages are \$ **353.95** higher than the year to date budgeted amount.
- The repair and maintenance expenses are \$ 2,928.05 **OVER** the YTD budgeted amount. This includes the repair on Melville for \$4,488 and the cleaning on the Robertson Tank for \$3,451.33.
- Expenditures for fixed asset acquisition so far this year total **\$67,436.56** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	1,120.00
Meadows Aerial Waterline SRF Grant/Loan	0	365.00
Bear Canyon Sewer Aerial Preliminary Design	5,000	448.75
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000.00
Pumps		502.81
Total:	54,000	67,436.56

RECOMMENDED BOARD ACTIONS

Review the preliminary 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 August 30, 2020
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 August

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through August 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Year to Date Jul - Aug 20	Curent Month Aug 20
OPERATING ACTIVITIES		
Net Income	(36,654.62)	(14,494.78)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	578.74	578.74
1100 · Accounts Receivable	(19,961.66)	(17,675.55)
1110 · Accts Receivable Over Payments	2,476.90	2,010.87
1500 · Prepaid Insurance	(34,970.94)	3,497.10
1501 · Prepaid Workers Comp	(7,435.76)	636.48
1510 · Prepaid Licenses and Permits	(16,350.00)	1,635.00
2000 · Accounts Payable	642.04	(14,339.17)
20000 · Account Payable	19,620.00	0.00
2300 · Service Deposits	300.00	200.00
Net cash provided by Operating Activities	<u>(91,755.30)</u>	<u>(37,951.31)</u>
INVESTING ACTIVITIES		
Equipment	(65,000.00)	0.00
Accumulated Depreciation-Water	51,222.16	25,611.08
Accumulated Depreciation-Sewer	27,951.66	13,975.83
CIP- Bear Canyon Sewerline	(448.75)	(168.75)
CIP - Meadows Aerial Waterline	(365.00)	(260.00)
CIP - Wallan & Robertson Tank	(1,120.00)	(560.00)
WATER:Pumps	(502.81)	(502.81)
Net cash provided by Investing Activities	<u>11,737.26</u>	<u>38,095.35</u>
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(24,103.28)	0.00
2605 · RCAC Loan #6200-GSD-02	(9,260.73)	(4,639.99)
2665 · RCAC Loan - #0998 Backhoe	60,000.00	0.00
Net cash provided by Financing Activities	<u>26,635.99</u>	<u>(4,639.99)</u>
Net cash increase for period	<u>(53,382.05)</u>	<u>(4,495.95)</u>
Cash at beginning of period	<u>823,078.76</u>	<u>774,192.66</u>
Cash at end of period	<u><u>769,696.71</u></u>	<u><u>769,696.71</u></u>

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of August 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jun 30, 20	Aug 31, 20	Difference
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	84,661.03	81,274.00	(3,387.03)
1006 · Umpqua System Reserve - Water	25,806.44	5,807.01	(19,999.43)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.65	(29,999.81)
1011 · Water Enterprise Fund	46,804.01	46,808.23	4.22
1030 · County Treasury - Sewer Reserve	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	214.40	0.00
Total Checking/Savings	823,078.76	769,696.71	(53,382.05)
Accounts Receivable			0.00
11000 · Accounts Receivable - Other	5,423.63	4,844.89	(578.74)
Total Accounts Receivable	5,423.63	4,844.89	(578.74)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,688.68)	(4,165.58)	(2,476.90)
1100 · Accounts Receivable - Other	112,393.96	132,355.62	19,961.66
Total 1100 · Accounts Receivable	110,705.28	128,190.04	17,484.76
1500 · Prepaid Insurance	3,439.66	38,410.60	34,970.94
1501 · Prepaid Workers Comp	0.00	7,435.76	7,435.76
1510 · Prepaid Licenses and Permits	0.00	16,350.00	16,350.00
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	109,144.94	185,386.40	76,241.46
Total Current Assets	937,647.33	959,928.00	22,280.67
Fixed Assets			
CIP- Bear Canyon Sewerline	280.00	728.75	448.75
CIP - Meadows Aerial Waterline	5,441.76	5,806.76	365.00
CIP - Wallan & Robertson Tank	18,368.48	19,488.48	1,120.00
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	70,773.43	70,773.43	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	2,909.87	3,412.68	502.81
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,118,264.08	8,118,766.89	502.81
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,387,355.88	2,387,355.88	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	16,931.99	16,931.99	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of August 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jun 30, 20	Aug 31, 20	Difference
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,834,103.05	5,834,103.05	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	158,306.60	223,306.60	65,000.00
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	(2,188,691.30)	(2,239,913.46)	(51,222.16)
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,201,254.76)	(27,951.66)
Total Fixed Assets	10,232,061.90	10,220,324.64	(11,737.26)
TOTAL ASSETS	11,169,709.23	11,180,252.64	10,543.41
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	34,297.40	34,939.44	642.04
Total Accounts Payable	34,297.40	34,939.44	642.04
Other Current Liabilities			
2300 · Service Deposits	6,600.00	6,900.00	300.00
20000 · Account Payable	0.00	19,620.00	19,620.00
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2230 · Accrued Vacation	33,096.87	33,096.87	0.00
2238 · SWRCB Settlement	40,000.00	40,000.00	0.00
2250 · Loans Payable - Current Portion	70,391.37	70,391.37	0.00
Total Other Current Liabilities	149,986.78	169,906.78	19,920.00
Total Current Liabilities	184,284.18	204,846.22	20,562.04
Long Term Liabilities			
2665 · RCAC Loan - #0998 Backhoe	0.00	60,000.00	60,000.00
2500 · N/P - SWRCB	99,343.91	75,240.63	(24,103.28)
2605 · RCAC Loan #6200-GSD-02	23,296.92	14,036.19	(9,260.73)
2700 · SRF Loan - Water	1,172,550.38	1,172,550.38	0.00
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00
Total Long Term Liabilities	1,224,799.84	1,251,435.83	26,635.99
Total Liabilities	1,409,084.02	1,456,282.05	47,198.03
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,080,715.76	3,631,133.46	(449,582.30)
Net Income	(449,582.30)	(36,654.62)	412,927.68
Total Equity	9,760,625.21	9,723,970.59	(36,654.62)
TOTAL LIABILITIES & EQUITY	11,169,709.23	11,180,252.64	10,543.41

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Aug 20	Jul - Aug 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	53,916.50	83,299.25	55,500.00	340,125.00	27,799.25
4110 · Commercial	5,518.90	23,628.55	38,850.00	234,375.00	(15,221.45)
Total Water Charges	59,435.40	106,927.80	94,350.00	574,500.00	12,577.80
4200 · Sewer Charges	39,875.90	69,929.89	66,045.00	421,125.00	3,884.89
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	10,000.00	0.00
4700 · Other Operating Revenue	0.00	0.00	0.00	5,000.00	0.00
Total Income	99,311.30	176,857.69	160,395.00	1,034,625.00	16,462.69
Gross Profit	99,311.30	176,857.69	160,395.00	1,034,625.00	16,462.69
Expense					
Administrative and General					
5025 - Discount Program	30.00	30.00	600.00	3,600.00	(570.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	0.00	0.00	0.00	3,500.00	0.00
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	249.43	549.19	500.00	3,000.00	49.19
5010 · Bank Charges - Other	156.17	1,099.97	333.32	2,000.00	766.65
Total 5010 · Bank Charges	405.60	1,649.16	833.32	5,000.00	815.84
5020 · Directors Fees	0.00	0.00	500.00	2,000.00	(500.00)
5030 · Dues and Memberships	0.00	342.00	666.68	4,000.00	(324.68)
5035 · Education and Training	0.00	0.00	500.00	3,000.00	(500.00)
5036 · Education and Training - B.O.D.	0.00	0.00	50.00	300.00	(50.00)
Insurance					
5040 · Liability	3,497.10	6,994.20	6,994.20	41,965.14	0.00
5050 · Workers' Comp	1,452.68	2,038.99	1,540.00	9,240.00	498.99
5055 · Health					
5055.1 · Employee Portion	(607.62)	(1,215.24)	(1,216.68)	(7,300.00)	1.44
5055 · Health - Other	3,439.66	6,879.32	6,739.16	40,435.00	140.16
Total 5055 · Health	2,832.04	5,664.08	5,522.48	33,135.00	141.60
Total Insurance	7,781.82	14,697.27	14,056.68	84,340.14	640.59
5060 · Licenses, Permits, and Fees	1,745.00	4,530.00	4,083.34	24,500.00	446.66
5065 · Auto	0.00	50.50	1,000.00	2,000.00	(949.50)
5070 · Miscellaneous	5.27	5.27	100.00	100.00	(94.73)
5080 · Office Expense	2,069.76	5,807.56	1,166.68	7,000.00	4,640.88
5085 · Outside Services	608.29	1,342.25	1,441.68	8,650.00	(99.43)
5090 · Payroll Taxes	2,151.56	4,235.21	5,128.34	30,770.00	(893.13)
5100 · Postage	7.15	334.39	466.68	2,800.00	(132.29)
5110 · Professional Fees					
SWRCB Complaint	279.00	310.00			310.00
5110 · Professional Fees - Other	6,706.75	10,290.75	13,533.32	81,200.00	(3,242.57)
Total 5110 · Professional Fees	6,985.75	10,600.75	13,533.32	81,200.00	(2,932.57)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	500.00	(250.00)
5130 · Rents	1,690.00	1,690.00	1,670.00	10,020.00	20.00

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Aug 20	Jul - Aug 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	668.66	1,322.23	1,337.52	8,025.00	(15.29)
5137 · Supplies	76.38	95.76	200.00	1,200.00	(104.24)
5140 · Telephone	879.40	1,743.01	1,854.16	11,125.00	(111.15)
5145 · Tools	0.00	0.00	333.32	2,000.00	(333.32)
5150 · Travel and Meetings	77.71	77.71	500.00	1,000.00	(422.29)
5155 · Utilities	295.56	509.13	916.68	5,500.04	(407.55)
5160 · Wages					
5165 · Wages - Overtime	1,223.49	1,878.25	583.32	3,500.00	1,294.93
5160 · Wages - Other	12,614.14	24,487.88	27,757.52	166,545.00	(3,269.64)
Total 5160 · Wages	13,837.63	26,366.13	28,340.84	170,045.00	(1,974.71)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
Total Administrative and General	39,315.54	75,428.33	79,579.24	475,575.18	(4,150.91)
Sewage Collection					
6010 · Fuel	159.00	288.60	500.00	3,000.00	(211.40)
6030 · Repairs and Maintenance	1,566.11	1,566.11	2,500.00	15,000.00	(933.89)
6040 · Supplies	0.00	125.07	500.00	3,000.00	(374.93)
6050 · Utilities	320.96	626.59	500.00	3,000.00	126.59
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	0.00	135.00	666.66	4,000.00	(531.66)
6060 · Wages - Other	3,035.55	5,809.11	5,530.00	33,180.00	279.11
Total 6060 · Wages	3,035.55	5,944.11	6,196.66	37,180.00	(252.55)
Total Sewage Collection	5,081.62	8,550.48	10,196.66	61,180.00	(1,646.18)
Sewage Treatment					
6075 · Fuel	159.00	288.60	500.00	3,000.00	(211.40)
6080 · Monitoring	0.00	300.00	1,166.66	7,000.00	(866.66)
6100 · Repairs and Maintenance	1.84	21.96	2,500.00	15,000.00	(2,478.04)
6110 · Supplies	0.00	0.00	1,500.00	9,000.00	(1,500.00)
6120 · Utilities	688.13	1,355.45	1,533.34	9,200.00	(177.89)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	166.66	1,000.00	(166.66)
6130 · Wages - Other	3,610.75	6,993.52	6,028.34	36,170.00	965.18
Total 6130 · Wages	3,610.75	6,993.52	6,195.00	37,170.00	798.52
Total Sewage Treatment	4,459.72	8,959.53	13,395.00	80,370.00	(4,435.47)
Water Trans and Distribution					
7075 · Fuel	159.00	288.60	500.00	3,000.00	(211.40)
7090 · Repairs and Maintenance	11,995.44	11,995.44	3,333.34	20,000.00	8,662.10
7100 · Supplies	0.00	104.52	1,666.66	10,000.00	(1,562.14)
7110 · Utilities	1,022.50	1,918.71	1,000.00	6,000.00	918.71
7120 · Wages					
7125 · Wages - Overtime Water Trans &	87.00	667.50	1,166.66	7,000.00	(499.16)
7120 · Wages - Other	3,834.36	7,102.58	6,765.84	40,595.00	336.74
Total 7120 · Wages	3,921.36	7,770.08	7,932.50	47,595.00	(162.42)
Total Water Trans and Distribution	17,098.30	22,077.35	14,432.50	86,595.00	7,644.85
Water Treatment					
7020 · Fuel	159.00	288.62	500.00	3,000.00	(211.38)
7010 · Monitoring	450.00	865.00	666.66	4,000.00	198.34
7030 · Repairs and Maintenance	61.14	344.54	2,416.66	14,500.00	(2,072.12)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
August 2020

PRELIMINARY
FINANCIAL STATEMENTS

	Aug 20	Jul - Aug 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	0.00	0.00	2,333.34	14,000.00	(2,333.34)
7050 · Utilities	4,381.62	8,478.19	7,833.34	47,000.00	644.85
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	400.50	1,256.50	1,000.00	6,000.00	256.50
7060 · Wages - Other	2,742.20	5,871.41	7,313.34	43,880.00	(1,441.93)
Total 7060 · Wages	3,142.70	7,127.91	8,313.34	49,880.00	(1,185.43)
Total Water Treatment	8,194.46	17,104.26	22,063.34	132,380.00	(4,959.08)
Total Expense	74,149.64	132,119.95	139,666.74	836,100.18	(7,546.79)
Net Ordinary Income	25,161.66	44,737.74	20,728.26	198,524.82	24,009.48
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
Total Property Tax Revenue	0.00	0.00	0.00	27,710.00	0.00
8060 · Interest Income	2.29	4.98	1,000.00	6,000.00	(995.02)
8070 · Other Non-Operating Revenue	6.00	8.00	400.00	2,400.00	(392.00)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	8.29	12.98	1,400.00	36,420.00	(1,387.02)
Other Expense					
9010 · Other Expenses	0.00	70.00	333.32	2,000.00	(263.32)
9040 · Depreciation	39,586.91	79,173.82	81,666.68	490,000.00	(2,492.86)
9050 · Interest Expense	77.82	2,161.52	146.02	2,278.67	2,015.50
Total Other Expense	39,664.73	81,405.34	82,146.02	494,278.67	(740.68)
Net Other Income	(39,656.44)	(81,392.36)	(80,746.02)	(457,858.67)	(646.34)
Net Income	(14,494.78)	(36,654.62)	(60,017.76)	(259,333.85)	23,363.14
Add Back Depreciation	39,586.91	79,173.82	81,666.68	490,000.00	(2,492.86)
Net Income excluding Depreciation	25,092.13	42,519.20	21,648.92	230,666.15	20,870.28

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2020

Date	Num	Memo	Amount
101 Netlink			
08/19/2020	10619		-180.00
Total 101 Netlink			-180.00
Amillias			
08/11/2020	DBT		-77.71
Total Amillias			-77.71
Blue Star Gas			
08/31/2020	10631		-11.00
Total Blue Star Gas			-11.00
Capital Bank & Trust			
08/05/2020	EFT	557880519	-840.68
08/05/2020	EFT	025158148	-344.19
08/20/2020	EFT	557880519	-786.45
08/20/2020	EFT	025158148	-324.47
Total Capital Bank & Trust			-2,295.79
Coastal Business Systems			
08/19/2020	10620		-1,776.26
Total Coastal Business Systems			-1,776.26
Dazey's Building Center			
08/31/2020	10630		-351.70
Total Dazey's Building Center			-351.70
EDD			
08/05/2020	EFT	499-0538-3	-734.87
08/05/2020	EFT	499-0538-3	-29.76
08/20/2020	EFT	499-0538-3	-661.16
08/20/2020	EFT	499-0538-3	-14.38
Total EDD			-1,440.17
Fluentstream Tech			
08/04/2020	10606		-124.98
Total Fluentstream Tech			-124.98
Frontier Communications			
08/04/2020	10607		-364.74
08/19/2020	10621		-69.76
Total Frontier Communications			-434.50
HACH COMPANY			
08/10/2020	10613		-3,873.00
Total HACH COMPANY			-3,873.00
HughesNet			
08/13/2020	DBT		-104.29
Total HughesNet			-104.29
Humboldt County Clerk's Office			
08/03/2020	10605		-50.00
Total Humboldt County Clerk's Office			-50.00
IRS			
08/05/2020	EFT	68-0296323	-3,452.44
08/20/2020	EFT	68-0296323	-3,215.40
Total IRS			-6,667.84

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2020

Date	Num	Memo	Amount
JAYHAWK SOFTWARE			
08/20/2020	10629		-1,500.00
Total JAYHAWK SOFTWARE			-1,500.00
Jennie Short			
08/13/2020	10615		-4,782.45
Total Jennie Short			-4,782.45
Lori Ruiz			
08/20/2020	10627		-200.00
Total Lori Ruiz			-200.00
MILT'S SAW SHOP			
08/31/2020	10632		-78.94
Total MILT'S SAW SHOP			-78.94
NAPA			
08/20/2020	10628		-50.50
Total NAPA			-50.50
North Coast Laboratories Ltd.			
08/06/2020	10610		-805.00
Total North Coast Laboratories Ltd.			-805.00
PG&E			
08/10/2020	10600		-6,341.28
Total PG&E			-6,341.28
Ralph Emerson			
08/31/2020	10633		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
08/04/2020	10608		-24.67
Total Recology Humboldt County			-24.67
Redwood Merchant Services			
08/03/2020	10746		-113.09
08/31/2020			-148.94
Total Redwood Merchant Services			-262.03
RENNER			
08/10/2020	DBT		-636.00
Total RENNER			-636.00
Rural Community Assistance Program #6200			
08/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program #6200			-4,717.81
SDRMA			
08/03/2020	10601		-328.66
08/10/2020	10614		-3,111.00
Total SDRMA			-3,439.66
Sentry III Center			
08/03/2020	10602		-835.00
Total Sentry III Center			-835.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2020

Date	Num	Memo	Amount
Streamline Inc			
08/10/2020	10611		-100.00
Total Streamline Inc			-100.00
SWRCB-DWOCP			
08/03/2020	10603		-60.00
Total SWRCB-DWOCP			-60.00
SWRCB-SRF Program			
08/03/2020	10594		-26,089.91
Total SWRCB-SRF Program			-26,089.91
The Mitchell Law Firm, LLP			
08/04/2020	10609		-572.50
Total The Mitchell Law Firm, LLP			-572.50
Umpqua Bank			
08/15/2020	10747		-158.80
Total Umpqua Bank			-158.80
Underground Service Alert			
08/13/2020	10616		-150.00
Total Underground Service Alert			-150.00
US Cellular			
08/03/2020	10604		-270.32
Total US Cellular			-270.32
USABLUBOOK			
08/17/2020	10617		-111.66
Total USABLUBOOK			-111.66
Vistaprint			
08/31/2020	DBT		-269.76
Total Vistaprint			-269.76
Wyatt & Whitchurch, E.A. Inc.			
08/10/2020	10612		-575.00
Total Wyatt & Whitchurch, E.A. Inc.			-575.00
WYCKOFF'S Inc			
08/17/2020	10618		-74.28
Total WYCKOFF'S Inc			-74.28
Arreguin, Daniel J			
08/05/2020	10595		-2,886.07
08/20/2020	10622		-2,770.25
Total Arreguin, Daniel J			-5,656.32
Emerson, Ralph K			
08/05/2020	10596		-2,801.41
08/20/2020	10623		-2,801.41
Total Emerson, Ralph K			-5,602.82
Miller, Brian A			
08/05/2020	10597		-2,089.90
08/20/2020	10624		-1,831.29
Total Miller, Brian A			-3,921.19

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11/11/20

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
August 2020

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Nieto, Mary			
08/05/2020	10598		-1,611.05
08/20/2020	10625		-1,475.43
Total Nieto, Mary			-3,086.48
Ruiz, Ricardo			
08/05/2020	10599		-438.48
08/20/2020	10626		-651.50
Total Ruiz, Ricardo			-1,089.98
TOTAL			-88,899.60



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: November 17, 2020
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: PRELIMINARY September 2020 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for September 2020 and are preliminary until the audit is completed.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excluding connection fees)	1,071,045.00	273,483.29	244,792.31	28,690.98	😊
Total Expenses	1,370,378.85	317,758.05	331,519.14	(13,761.09)	😊
Net Income (excluding Depreciation)	(299,333.85)	(44,274.76)	(86,726.83)	42,452.07	😊
Payroll	423,040.00	101,292.67	105,760.02	(4,467.35)	😊
Repair & Maintenance	65,000.00	22,408.65	16,375.00	6,033.65	😞

As can be seen on the “Statement of Cash Flows Report for Board - September 2020” and the “Balance Sheet Report for Board As of September 2020”:

- Operational revenues are **OVER** the budgeted amount by \$ 30,775.78. Expenses are \$11,842.79 **UNDER** budget.
- Net cash **DECREASE** for September is **(\$26,676.17)** and the year to date is a net cash **DECREASE** of **(\$80,058.22)**. This month’s negative cash flow is due to the payment of the \$40,000 fine from SWRCB for Bulk Water Sales.
- Total payments on loans so far this year total **\$39,571.59** of a budgeted year-end total of \$125,158. The budgeted loan payments did not include the backhoe loan, so this budgeted amount will be presented for modification as part of the budget update agenda item. The first loan payment on the backhoe was made in September.
- Total payroll costs are **\$ 4,467.35** lower than the year to date budgeted amount.

- The overtime wages are \$ **884.30** higher than the year to date budgeted amount.
- The repair and maintenance expenses are \$ 6,033.65 **OVER** the YTD budgeted amount. This includes the repair on Melville for \$4,488 and the cleaning on the Robertson Tank for \$3,451.33.
- Expenditures for fixed asset acquisition so far this year total **\$67,436.56** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	1,120.00
Meadows Aerial Waterline SRF Grant/Loan	0	365.00
Bear Canyon Sewer Aerial Preliminary Design	5,000	448.75
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000.00
Pumps		502.81
Total:	54,000	67,436.56

RECOMMENDED BOARD ACTIONS

Review the preliminary 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 September 30, 2020 and second Balance Sheet with comparison between Sept 2020 and Sept 2019.
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 September

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through September 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Year to Date Jul - Sep 20	Current Month Sep 20
OPERATING ACTIVITIES		
Net Income	(44,274.76)	(7,620.14)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	578.74	
1100 · Accounts Receivable	(26,829.22)	(6,867.56)
1110 · Accts Receivable Over Payments	1,276.34	(1,200.56)
1500 · Prepaid Insurance	(31,473.84)	3,497.10
1501 · Prepaid Workers Comp	(6,835.41)	600.35
1510 · Prepaid Licenses and Permits	(14,715.00)	1,635.00
2000 · Accounts Payable	(9,557.65)	(10,199.69)
20000 · Account Payable	19,620.00	
2300 · Service Deposits	400.00	100.00
2238 · SWRCB Settlement	(40,000.00)	(40,000.00)
Net cash provided by Operating Activities	(151,810.80)	(60,055.50)
INVESTING ACTIVITIES		
Equipment	(65,000.00)	
Accumulated Depreciation-Water	76,833.24	25,611.08
Accumulated Depreciation-Sewer	41,927.49	13,975.83
CIP- Bear Canyon Sewerline	(448.75)	
CIP - Meadows Aerial Waterline	(365.00)	
CIP - Wallan & Robertson Tank	(1,120.00)	
WATER:Pumps	(502.81)	
Net cash provided by Investing Activities	51,324.17	39,586.91
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(24,103.28)	
2605 · RCAC Loan #6200-GSD-02	(13,920.06)	(4,659.33)
2665 · RCAC Loan - #0998 Backhoe	58,451.75	(1,548.25)
Net cash provided by Financing Activities	20,428.41	(6,207.58)
Net cash increase for period	(80,058.22)	(26,676.17)
Cash at beginning of period	823,078.76	769,696.71
Cash at end of period	743,020.54	743,020.54

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of August 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

ASSETS

Current Assets

Checking/Savings

1005 · Umpqua Checking - Operating	84,661.03	54,595.61	(30,065.42)
1006 · Umpqua System Reserve - Water	25,806.44	5,807.25	(19,999.19)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.71	(29,999.75)
1011 · Water Enterprise Fund	46,804.01	46,810.15	6.14
1030 · County Treasury - Sewer Reserve	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	214.40	0.00

Total Checking/Savings	823,078.76	743,020.54	(80,058.22)
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Accounts Receivable

11000 · Accounts Receivable - Other	5,423.63	4,844.89	(578.74)
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Total Accounts Receivable	5,423.63	4,844.89	(578.74)
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Other Current Assets

1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,688.68)	(2,965.02)	(1,276.34)
1100 · Accounts Receivable - Other	112,393.96	139,223.18	26,829.22

Total 1100 · Accounts Receivable	110,705.28	136,258.16	25,552.88
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1500 · Prepaid Insurance	3,439.66	34,913.50	31,473.84
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1501 · Prepaid Workers Comp	0.00	6,835.41	6,835.41
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1510 · Prepaid Licenses and Permits	0.00	14,715.00	14,715.00
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1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
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Total Other Current Assets	109,144.94	187,722.07	78,577.13
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Total Current Assets	937,647.33	935,587.50	(2,059.83)
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Fixed Assets

CIP- Bear Canyon Sewerline	280.00	728.75	448.75
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CIP - Meadows Aerial Waterline	5,441.76	5,806.76	365.00
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CIP - Wallan & Robertson Tank	18,368.48	19,488.48	1,120.00
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WATER

Land - Water	94,594.62	94,594.62	0.00
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Water Easements & Intangibles	177,397.11	177,397.11	0.00
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Treatment	70,773.43	70,773.43	0.00
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Distribution	2,804,484.17	2,804,484.17	0.00
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Pumps	2,909.87	3,412.68	502.81
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DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
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Total WATER	8,118,264.08	8,118,766.89	502.81
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Water System	142,474.97	142,474.97	0.00
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SEWER

Land - Sewer	129,810.68	129,810.68	0.00
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Collection	2,387,355.88	2,387,355.88	0.00
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Treatment	507,552.59	507,552.59	0.00
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Pumps	16,931.99	16,931.99	0.00
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GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
 As of August 31, 2020

PRELIMINARY

FINANCIAL STATEMENTS

	Jun 30, 20	Sep 30, 20	Difference
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,834,103.05	5,834,103.05	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	158,306.60	223,306.60	65,000.00
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	(2,188,691.30)	(2,265,524.54)	(76,833.24)
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,215,230.59)	(41,927.49)
Total Fixed Assets	10,232,061.90	10,180,737.73	(51,324.17)
TOTAL ASSETS	11,169,709.23	11,116,325.23	(53,384.00)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	34,297.40	24,739.75	(9,557.65)
Total Accounts Payable	34,297.40	24,739.75	(9,557.65)
Other Current Liabilities			
2300 · Service Deposits	6,600.00	7,000.00	400.00
20000 · Account Payable	0.00	19,620.00	19,620.00
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2230 · Accrued Vacation	33,096.87	33,096.87	0.00
2238 · SWRCB Settlement	40,000.00		(40,000.00)
2250 · Loans Payable - Current Portion	70,391.37	70,391.37	0.00
Total Other Current Liabilities	149,986.78	130,006.78	(19,980.00)
Total Current Liabilities	184,284.18	154,746.53	(29,537.65)
Long Term Liabilities			
2665 · RCAC Loan - #0998 Backhoe	0.00	58,451.75	58,451.75
2500 · N/P - SWRCB	99,343.91	75,240.63	(24,103.28)
2605 · RCAC Loan #6200-GSD-02	23,296.92	9,376.86	(13,920.06)
2700 · SRF Loan - Water	1,172,550.38	1,172,550.38	0.00
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00
Total Long Term Liabilities	1,224,799.84	1,245,228.25	20,428.41
Total Liabilities	1,409,084.02	1,399,974.78	(9,109.24)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,080,715.76	3,631,133.46	(449,582.30)
Net Income	(449,582.30)	(44,274.76)	405,307.54
Total Equity	9,760,625.21	9,716,350.45	(44,274.76)
TOTAL LIABILITIES & EQUITY	11,169,709.23	11,116,325.23	(53,384.00)

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of September 30, 2020

PRELIMINARY
FINANCIAL STATEMENTS

	Sep 30, 20	Sep 30, 19	Difference from One Year Ago
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	54,595.61	87,524.47	(32,928.86)
1006 · Umpqua System Reserve - Water	5,807.25	25,760.96	(19,953.71)
1007 · Umpqua System Reserve - Sewer	1,266.71	31,211.35	(29,944.64)
1011 · Water Enterprise Fund	46,810.15	46,721.51	88.64
1030 · County Treasury - Sewer Reserve	444,956.82	441,067.87	3,888.95
1031 · County Treasury - Water Reserve	189,330.09	246,071.74	(56,741.65)
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	191.70	22.70
Total Checking/Savings	743,020.54	878,589.11	(135,568.57)
Accounts Receivable			
11000 · Accounts Receivable - Other	4,844.89	1,175.00	3,669.89
Total Accounts Receivable	4,844.89	1,175.00	3,669.89
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,965.02)	(1,661.61)	(1,303.41)
1100 · Accounts Receivable - Other	139,223.18	100,498.52	38,724.66
Total 1100 · Accounts Receivable	136,258.16	98,836.91	37,421.25
1500 · Prepaid Insurance	34,913.50	23,558.80	11,354.70
1501 · Prepaid Workers Comp	6,835.41	5,992.85	842.56
1510 · Prepaid Licenses and Permits	14,715.00	14,715.00	0.00
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	187,722.07	138,103.56	49,618.51
Total Current Assets	935,587.50	1,017,867.67	(82,280.17)
Fixed Assets			
CIP- Bear Canyon Sewerline	728.75	0.00	728.75
CIP - Meadows Aerial Waterline	5,806.76	2,766.06	3,040.70
CIP - Wallan & Robertson Tank	19,488.48	13,789.78	5,698.70
WATER			
Fire Hydrants (Measure Z)	0.00	70,000.00	0.00
Land - Water	94,594.62	88,698.62	5,896.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	70,773.43	70,773.43	0.00
Distribution	2,804,484.17	2,712,614.17	21,870.00
Pumps	3,412.68	2,909.87	502.81
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,118,766.89	8,090,498.08	28,268.81
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of September 30, 2020

PRELIMINARY
FINANCIAL STATEMENTS

	Sep 30, 20	Sep 30, 19	Difference from One Year Ago
Collection	2,387,355.88	2,387,355.88	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	16,931.99	13,908.96	3,023.03
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,834,103.05	5,831,080.02	3,023.03
Office Equipment	38,244.29	32,004.40	6,239.89
Equipment	223,306.60	158,306.60	65,000.00
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	(2,265,524.54)	(1,944,926.68)	(320,597.86)
Accumulated Depreciation-Sewer	(2,215,230.59)	(2,035,363.98)	(179,866.61)
Total Fixed Assets	10,180,737.73	10,569,202.32	(388,464.59)
TOTAL ASSETS	11,116,325.23	11,587,069.99	(470,744.76)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	24,739.75	28,542.30	(3,802.55)
Total Accounts Payable	24,739.75	28,542.30	(3,802.55)
Other Current Liabilities			
2300 · Service Deposits	7,000.00	5,500.00	1,500.00
20000 · Account Payable	19,620.00	19,620.00	0.00
2205 · Accrued Simple	(101.46)	(41.46)	(60.00)
2230 · Accrued Vacation	33,096.87	25,652.28	7,444.59
2250 · Loans Payable - Current Portion	70,391.37	124,124.09	0.00
Total Other Current Liabilities	130,006.78	174,854.91	8,884.59
Total Current Liabilities	154,746.53	203,397.21	5,082.04
Long Term Liabilities			
2665 · RCAC Loan - #0998 Backhoe	58,451.75	0.00	58,451.75
2500 · N/P - SWRCB	75,240.63	99,343.91	(24,103.28)
2605 · RCAC Loan #6200-GSD-02	9,376.86	64,030.27	(54,653.41)
2655 · Lease Payable - Copier	0.00	269.53	(269.53)
2700 · SRF Loan - Water	1,172,550.38	1,218,532.74	(45,982.36)
2900 · Less Current Portion	(70,391.37)	(124,124.09)	0.00
Total Long Term Liabilities	1,245,228.25	1,258,052.36	(66,556.83)
Total Liabilities	1,399,974.78	1,461,449.57	(61,474.79)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,631,133.46	4,080,715.76	(449,582.30)
Net Income	(44,274.76)	(84,587.09)	40,312.33
Total Equity	9,716,350.45	10,125,620.42	(409,269.97)
TOTAL LIABILITIES & EQUITY	11,116,325.23	11,587,069.99	(470,744.76)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
September 2020

PRELIMINARY
FINANCIAL STATEMENTS

	YTD Actual Sep 20	YTD Actual Jul - Sep 20	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	51,327.00	134,626.25	83,112.19	340,125.00	51,514.06
4110 · Commercial	5,626.00	29,254.55	57,816.56	234,375.00	(28,562.01)
Total Water Charges	56,953.00	163,880.80	140,928.75	574,500.00	22,952.05
4200 · Sewer Charges	39,577.40	109,507.29	101,763.56	421,125.00	7,743.73
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	10,000.00	0.00
4700 · Other Operating Revenue	80.00	80.00	0.00	5,000.00	80.00
Total Income	96,610.40	273,468.09	242,692.31	1,034,625.00	30,775.78
Gross Profit	96,610.40	273,468.09	242,692.31	1,034,625.00	30,775.78
Expense					
Administrative and General					
5025 - Discount Program	45.00	75.00	900.00	3,600.00	(825.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	921.45	921.45	0.00	3,500.00	921.45
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	327.90	877.09	750.00	3,000.00	127.09
5010 · Bank Charges - Other	161.50	1,261.47	499.98	2,000.00	761.49
Total 5010 · Bank Charges	489.40	2,138.56	1,249.98	5,000.00	888.58
5020 · Directors Fees	650.00	650.00	500.00	2,000.00	150.00
5030 · Dues and Memberships	545.00	887.00	1,000.02	4,000.00	(113.02)
5035 · Education and Training	0.00	0.00	750.00	3,000.00	(750.00)
5036 · Education and Training - B.O.D.	0.00	0.00	75.00	300.00	(75.00)
Insurance					
5040 · Liability	3,497.10	10,491.30	10,491.30	41,965.14	0.00
5050 · Workers' Comp	600.35	2,639.34	2,310.00	9,240.00	329.34
5055 · Health					
5055.1 · Employee Portion	(607.62)	(1,822.86)	(1,825.02)	(7,300.00)	2.16
5055 · Health - Other	3,439.66	10,318.98	10,108.74	40,435.00	210.24
Total 5055 · Health	2,832.04	8,496.12	8,283.72	33,135.00	212.40
Total Insurance	6,929.49	21,626.76	21,085.02	84,340.14	541.74
5060 · Licenses, Permits, and Fees	1,635.00	6,165.00	6,125.01	24,500.00	39.99
5065 · Auto	41.24	91.74	1,000.00	2,000.00	(908.26)
5070 · Miscellaneous	0.00	5.27	100.00	100.00	(94.73)
5080 · Office Expense	201.31	6,008.87	1,750.02	7,000.00	4,258.85
5085 · Outside Services	608.29	1,950.54	2,162.52	8,650.00	(211.98)
5090 · Payroll Taxes	2,111.86	6,347.07	7,692.51	30,770.00	(1,345.44)
5100 · Postage	246.13	580.52	700.02	2,800.00	(119.50)
5110 · Professional Fees					
SWRCB Complaint	93.00	403.00			403.00
5110 · Professional Fees - Other	2,227.00	12,517.75	20,299.98	81,200.00	(7,782.23)
Total 5110 · Professional Fees	2,320.00	12,920.75	20,299.98	81,200.00	(7,379.23)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	500.00	(250.00)
5130 · Rents	835.00	2,525.00	2,505.00	10,020.00	20.00

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
September 2020

PRELIMINARY

FINANCIAL STATEMENTS

	YTD Actual				Δ YTD
	Sep 20	Jul - Sep 20	YTD Budget	Annual Budget	Actual vs. Budget
5135 · Retirement	680.16	2,002.39	2,006.28	8,025.00	(3.89)
5137 · Supplies	33.22	128.98	300.00	1,200.00	(171.02)
5140 · Telephone	854.51	2,597.52	2,781.24	11,125.00	(183.72)
5145 · Tools	61.76	61.76	499.98	2,000.00	(438.22)
5150 · Travel and Meetings	0.00	77.71	500.00	1,000.00	(422.29)
5155 · Utilities	212.62	721.75	1,375.02	5,500.04	(653.27)
5160 · Wages					
5165 · Wages - Overtime	543.75	2,422.00	874.98	3,500.00	1,547.02
5160 · Wages - Other	12,540.20	37,028.08	41,636.28	166,545.00	(4,608.20)
Total 5160 · Wages	13,083.95	39,450.08	42,511.26	170,045.00	(3,061.18)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
Total Administrative and General	32,505.39	107,933.72	118,168.86	475,575.18	(10,235.14)
Sewage Collection					
6010 · Fuel	144.92	433.52	750.00	3,000.00	(316.48)
6030 · Repairs and Maintenance	3,509.11	5,075.22	3,750.00	15,000.00	1,325.22
6040 · Supplies	48.23	173.30	750.00	3,000.00	(576.70)
6050 · Utilities	348.44	975.03	750.00	3,000.00	225.03
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	0.00	135.00	999.99	4,000.00	(864.99)
6060 · Wages - Other	2,321.20	8,130.31	8,295.00	33,180.00	(164.69)
Total 6060 · Wages	2,321.20	8,265.31	9,294.99	37,180.00	(1,029.68)
Total Sewage Collection	6,371.90	14,922.38	15,294.99	61,180.00	(372.61)
Sewage Treatment					
6075 · Fuel	144.92	433.52	750.00	3,000.00	(316.48)
6080 · Monitoring	0.00	300.00	1,749.99	7,000.00	(1,449.99)
6100 · Repairs and Maintenance	0.00	21.96	3,750.00	15,000.00	(3,728.04)
6110 · Supplies	0.00	0.00	2,250.00	9,000.00	(2,250.00)
6120 · Utilities	686.95	2,042.40	2,300.01	9,200.00	(257.61)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	249.99	1,000.00	(249.99)
6130 · Wages - Other	3,304.67	10,298.19	9,042.51	36,170.00	1,255.68
Total 6130 · Wages	3,304.67	10,298.19	9,292.50	37,170.00	1,005.69
Total Sewage Treatment	4,136.54	13,096.07	20,092.50	80,370.00	(6,996.43)
Water Trans and Distribution					
7075 · Fuel	144.92	433.52	750.00	3,000.00	(316.48)
7090 · Repairs and Maintenance	2,759.94	14,755.38	5,000.01	20,000.00	9,755.37
7100 · Supplies	48.24	152.76	2,499.99	10,000.00	(2,347.23)
7110 · Utilities	1,292.10	3,210.81	1,500.00	6,000.00	1,710.81
7120 · Wages					
7125 · Wages - Overtime Water Trans &	847.50	1,515.00	1,749.99	7,000.00	(234.99)
7120 · Wages - Other	4,281.42	11,384.00	10,148.76	40,595.00	1,235.24
Total 7120 · Wages	5,128.92	12,899.00	11,898.75	47,595.00	1,000.25
Total Water Trans and Distribution	9,374.12	31,451.47	21,648.75	86,595.00	9,802.72
Water Treatment					
7020 · Fuel	144.95	433.57	750.00	3,000.00	(316.43)
7010 · Monitoring	985.00	1,850.00	999.99	4,000.00	850.01
7030 · Repairs and Maintenance	2,211.55	2,556.09	3,624.99	14,500.00	(1,068.90)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
September 2020

PRELIMINARY

FINANCIAL STATEMENTS

	YTD Actual				Δ YTD
	Sep 20	Jul - Sep 20	YTD Budget	Annual Budget	Actual vs. Budget
7040 · Supplies	0.00	0.00	3,500.01	14,000.00	(3,500.01)
7050 · Utilities	4,840.66	13,318.85	11,750.01	47,000.00	1,568.84
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	930.75	2,187.25	1,500.00	6,000.00	687.25
7060 · Wages - Other	2,836.51	8,707.92	10,970.01	43,880.00	(2,262.09)
Total 7060 · Wages	3,767.26	10,895.17	12,470.01	49,880.00	(1,574.84)
Total Water Treatment	11,949.42	29,053.68	33,095.01	132,380.00	(4,041.33)
Total Expense	64,337.37	196,457.32	208,300.11	836,100.18	(11,842.79)
Net Ordinary Income	32,273.03	77,010.77	34,392.20	198,524.82	42,618.57
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
Total Property Tax Revenue	0.00	0.00	0.00	27,710.00	0.00
8060 · Interest Income	2.22	7.20	1,500.00	6,000.00	(1,492.80)
8070 · Other Non-Operating Revenue	0.00	8.00	600.00	2,400.00	(592.00)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	2.22	15.20	2,100.00	36,420.00	(2,084.80)
Other Expense					
9010 · Other Expenses	0.00	70.00	499.98	2,000.00	(429.98)
9040 · Depreciation	39,586.91	118,760.73	122,500.02	490,000.00	(3,739.29)
9050 · Interest Expense	308.48	2,470.00	219.03	2,278.67	2,250.97
Total Other Expense	39,895.39	121,300.73	123,219.03	494,278.67	(1,918.30)
Net Other Income	(39,893.17)	(121,285.53)	(121,119.03)	(457,858.67)	(166.50)
Net Income	(7,620.14)	(44,274.76)	(86,726.83)	(259,333.85)	42,452.07
Add Back Depreciation	39,586.91	118,760.73	122,500.02	490,000.00	(3,739.29)
Net Income excluding Depreciation	31,966.77	74,485.97	35,773.19	230,666.15	38,712.78

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
September 2020

Date	Num	Memo	Amount
101 Netlink			
09/24/2020	10662		-180.00
Total 101 Netlink			-180.00
Amazon.com			
09/10/2020	DBT		-17.23
09/11/2020	DBT		-177.78
Total Amazon.com			-195.01
Blue Star Gas			
09/24/2020	10663		-11.00
Total Blue Star Gas			-11.00
Brian Miller			
09/24/2020	10664		-61.76
Total Brian Miller			-61.76
Capital Bank & Trust			
09/03/2020	EFT	557880519	-783.11
09/03/2020	EFT	025158148	-319.94
09/17/2020	EFT	557880519	-865.06
09/17/2020	EFT	025158148	-360.22
Total Capital Bank & Trust			-2,328.33
CRWA			
09/21/2020	10661		-545.00
Total CRWA			-545.00
Dazey's Building Center			
09/28/2020	10671		-237.30
Total Dazey's Building Center			-237.30
EDD			
09/03/2020	EFT	499-0538-3	-688.86
09/17/2020	EFT	499-0538-3	-760.60
Total EDD			-1,449.46
Frontier Communications			
09/02/2020	10634		-364.34
Total Frontier Communications			-364.34
Glacier Water Vending			
09/23/2020	DBT		-2.10
09/23/2020	DBT		-2.10
09/23/2020	DBT		-2.10
Total Glacier Water Vending			-6.30
HughesNet			
09/13/2020	DBT		-104.29
Total HughesNet			-104.29
INDUSTRIAL ELECTRIC			
09/02/2020	10635		-502.81
Total INDUSTRIAL ELECTRIC			-502.81
IRS			
09/03/2020	EFT	68-0296323	-3,285.82
09/17/2020	EFT	68-0296323	-3,495.90
Total IRS			-6,781.72

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
September 2020

Date	Num	Memo	Amount
Jennie Short			
09/16/2020	10650		-3,482.50
Total Jennie Short			-3,482.50
Liquivision Technology, Inc.			
09/16/2020	10651		-3,775.00
Total Liquivision Technology, Inc.			-3,775.00
Lori Ruiz			
09/24/2020	10665		-200.00
Total Lori Ruiz			-200.00
MILT'S SAW SHOP			
09/24/2020	10666		-96.50
Total MILT'S SAW SHOP			-96.50
North Coast Laboratories Ltd.			
09/03/2020	10647		-450.00
Total North Coast Laboratories Ltd.			-450.00
Owsley Electric			
09/02/2020	10636		-1,474.88
Total Owsley Electric			-1,474.88
PG&E			
09/16/2020	10646		-7,084.71
Total PG&E			-7,084.71
Pitney Bowes Purchase Power			
09/03/2020	10648		-7.15
09/24/2020	10667		-246.13
Total Pitney Bowes Purchase Power			-253.28
Ralph Emerson			
09/24/2020	10668		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
09/02/2020	10637		-24.00
Total Recology Humboldt County			-24.00
Redwood Merchant Services			
09/03/2020	10748		-100.49
09/30/2020			-208.57
Total Redwood Merchant Services			-309.06
RENNER			
09/10/2020	DBT		-579.71
Total RENNER			-579.71
Rural Community Assistance Prog - Backhoe			
09/02/2020	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
Rural Community Assistance Program #6200			
09/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program #6200			-4,717.81

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
September 2020

Date	Num	Memo	Amount
SDRMA			
09/02/2020	10638		-328.66
09/29/2020	10673		-3,111.00
Total SDRMA			-3,439.66
Sentry III Center			
09/28/2020	10672		-1,690.00
Total Sentry III Center			-1,690.00
SHN Consulting Engineers & Geologists			
09/24/2020	10669		-523.75
Total SHN Consulting Engineers & Geologists			-523.75
state Water Board Water Rights Fund			
09/15/2020		Cashiers check for SWRCB settlement	-40,000.00
Total state Water Board Water Rights Fund			-40,000.00
State Water Resources Control Board WWOCP			
09/03/2020	10649		-110.00
Total State Water Resources Control Board WWOCP			-110.00
Streamline Inc			
09/02/2020	10639		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
09/21/2020	10657		-806.00
Total The Mitchell Law Firm, LLP			-806.00
Umpqua Bank			
09/15/2020	10749		-156.17
Total Umpqua Bank			-156.17
US Cellular			
09/02/2020	10640		-270.32
Total US Cellular			-270.32
USABLUBOOK			
09/16/2020	10652		-3,451.33
Total USABLUBOOK			-3,451.33
Van Meter Construction			
09/23/2020	10659		-6,934.00
Total Van Meter Construction			-6,934.00
Wyatt & Whitchurch, E.A. Inc.			
09/21/2020	10660		-460.00
Total Wyatt & Whitchurch, E.A. Inc.			-460.00
WYCKOFF'S Inc			
09/28/2020	10670		-119.08
Total WYCKOFF'S Inc			-119.08
Arreguin, Daniel J			
09/03/2020	10641		-2,651.59
09/17/2020	10653		-3,177.15
Total Arreguin, Daniel J			-5,828.74

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 September 2020

Date	Num	Memo	Amount
Emerson, Ralph K			
09/03/2020	10642		-2,801.41
09/17/2020	10654		-2,801.41
Total Emerson, Ralph K			-5,602.82
Miller, Brian A			
09/03/2020	10643		-1,840.77
09/17/2020	10655		-2,152.92
Total Miller, Brian A			-3,993.69
Nieto, Mary			
09/03/2020	10644		-1,779.86
09/17/2020	10656		-1,499.60
Total Nieto, Mary			-3,279.46
Ruiz, Ricardo			
09/03/2020	10645		-350.80
09/17/2020	10658		-175.38
Total Ruiz, Ricardo			-526.18
TOTAL			-114,354.22

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

Date of Meeting: October 27th 2020

I. REGULAR MEETING CALLED TO ORDER

@ 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson-Absent
Linda Brodersen-Present
Doug Bryan-Present
Julie Lyon-Present
Dan Thomas-Absent**

III. APPROVAL OF AGENDA

An Agenda item was added right before the meeting. This item became B.1 and everything else moved down.

Motion: Julie Lyon Second: Doug Bryan Vote: 3-0

IV. COMMENTS ON CLOSED SESSION ITEM

V. THE BOARD WILL ENTER CLOSED SESSION

Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

VI. OPEN SESSION

@ 5:30 p.m.

Linda Brodersen reported that no action was taken during closed session.

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

No additional comments were made at the meeting.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date June 2020 - Handout at Meeting
 - A.2 Approve September 22, 2020 Regular Meeting Minutes
 - A.3 Operations Safety Report
- Motion:** **Second:** **Vote:**

B. GENERAL BUSINESS

- B.1 Grant Application to CAL OES
(Item added at meeting)

This grant opportunity is only open for 3 weeks and is due on 10/30/2020. That is why the District could not wait for the next Board Meeting.

With 10 water/sewer pump stations and only 4 of them which have generators. When the power goes out, the operations staff has had to go between stations with a portable generator.

The grant would let us put fixed generators at each of those sites.

The Board approved this grant application.

Motion: Doug Bryan Second: Julie Lyon Vote: 3-0

- B.2 Update on New Rate Implementation
(discussion-possible action)

- B.3 Robertson Tank Removal-Replacement
(discussion-possible action) Update

Motion: Julie Lyon Second: Doug Bryan Vote: 3-0 Motion Carried

There is no guarantee that the District will get funding in the amount of time we our hoping for. Hopefully a funding agreement will be executed by March 2021. Jennie drafted a letter response to Jim Johnson's questions concerning the sale of the Robertson Tank Property. The District needs the property in our name to be able to receive the grant funding.

- B.4 Technical Assistance Grant and Request
(discussion-possible action)

Technical Assistance Grant **Motion: Doug Bryan Second: Julie Lyon Vote: 3-0**

Meredith Sewer line **Motion: Doug Bryan Second: Julie Lyon Vote: 3-0**

- B.5 Water Demand Comparison with Past Years
(discussion-possible action) **Handout at Meeting**
Information at the meeting

- B.6 Emergency Operations Plan
(discussion-possible action)

Bring back. Ralph has gathered information from other Districts in the surrounding area.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy 5.3.7—7.9
(discussion-possible action) 2nd reading

Motion: Julie Lyon Second: Doug Bryan Vote: 3-0 Motion Carried

Approved with the changes made.

C.2 Drought Contingency Ordinance Sec. 14.5
(discussion—action requested) 2nd reading resolution# 20-013
Ordinance Motion: Doug Bryan Second: Julie Lyon Vote: 3-0
Resolution Motion: Doug Bryan Second: Julie Lyon Roll Call Vote: 3-0

- X. ITEMS FOR NEXT BOARD MEETING**
1. Robertson Tank Replacement Project
 2. Update on River Conditions
 3. Customer Comment Report of GSD Staff
 4. *Budget Update*
 5. *Emergency Operations Plan*

Next Meeting is November 17, 2020

XI. ADJOURNMENT

@ 6:15 p.m.

RECEIVED
NOV 02 2020



ATTENDANCE ROSTER

BY:

Safety Meeting

Date of Meeting: 11/11/20 Leader Name: Mary Vieto

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)

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

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

Four Generations

The Greatest Potential





GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: November 17, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Project Funding Update

Robertson and Wallan Tank Replacement Project

The grant application for planning project funding was submitted in Nov 2019, and is now in its final stages. It has three of the four clearances given. The compliance order was modified to include deadlines for design and construction that should be consistent with receiving funding by March 31, 2021.

Meadows Aerial Waterline Reroute Project

The grant application for planning project funding was submitted in November 2019. The application has two of four clearances completed.

Bear Canyon Aerial Sewerline Repair Project

This project will have a technical assistance grant application completed after coordination with SWRCB staff.

District Wide Water System Assessment - Technical Assistance Grant

The application for technical assistance was submitted on October 7, 2020. This project has been approved for funding and is progressing into the phase of setting up a scope of work with the consultant.

Cal OES: Community Power Resiliency Allocation to Special Districts Program Grant Proposal

Submitted to Cal OES on October 28, 2020. This project is awaiting processing of the grant proposals by OES. The turn around timeline for this program should be fairly quick.

RECOMMENDATIONS

No action is needed for these projects at this time.

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: November 17, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: FY 2020-21 Budget Update

GENERAL OVERVIEW & DISCUSSION

In May 2020, the GSD Board adopted a budget for the fiscal year 2020-2021. It contained an anticipated negative cash flow of (\$111,116). At that time, we were estimating that if the rate increase was adopted that would result in a positive cash flow of \$17,509. The good news from the September 2020 Draft Financial Statements (see other agenda item memo for details) is that the revenues from the rate increase are on track for exceeding the projections. By how much we cannot yet project. The concern is that even with the additional revenue from the rate increase, there are other items that are causing a projected negative cash flow for this fiscal year in the amount of (\$71,250).

A summary of the projected changes to the adopted budget since May 2020 are:

- 1) Water and Sewer Charges are \$128,625 higher
- 2) Late Charges are \$6,000 lower - and this might actually end up being \$10,000 lower depending upon the State's actions
- 3) Purchased the backhoe in July, which results in a cash outflow of \$30,000 this year and \$22K for each of the next two fiscal years
- 4) Our accounts receivable balance is continuing to grow due to delinquent accounts, which is currently causing a \$25,000 shortage in cash flow. We had budgeted \$10,000 for this anticipated increase in AR, but the effect of COVID on payment of accounts is more than I had hoped. I have increased the amount in the Updated Budget by \$15,000.
- 5) The \$40,000 fine to the State Water Resources Control Board for the sale of bulk water didn't occur until August instead of last year. I have added this amount to the cash flow report.
- 6) The processing of the Robertson Tank funding has been more expensive due to coordination with the SWRCB DDW staff and the need to modify the compliance order to match with achievable goals. We have also applied for an been approved for a Technical Assistance Grant, and the cost to apply and process the grant was not in the adopted budget. These two projects are estimated to cause an additional \$10,000 expenditure.
- 7) This is offset by the fact that the SRF funding for the Aerial Waterline and/or Tank Replacement projects will be 100% grant instead of 80% grant and 20% loan. This adds \$12,000 back to the cash flow in loan payments this year and each of the next four years.

When you add up all these various adjustments you come to a bottom-line effect of + \$39,625 to the bottom-line cash flow instead of the anticipated + \$128,625. This means that instead of

bringing the cash flow for the 2020-21 year from negative to positive, there is still an anticipated negative cash flow of (\$71,250).

This concern is compounded by the fact that in preliminary FY 2019-20 financial statements, there was a negative cash flow of \$(101,909.19).

The preliminary cash balance at the end of FY 2019-20 is \$823,078.76, which is above the minimum cash reserve balance the Board set. At the end of FY 2020-21 the projected cash balance would be \$751,828. Multi-year deficit spending is bringing the District's cash accounts dangerously close to the minimum cash reserve balance and we aren't even undertaking any major capital improvement projects. We must find a way to economize our operational expenses so that we have cash available to invest into our CIP program and start undertaking the larger water and sewer infrastructure replacement projects that are needed in our District. As part of the verbal report at the Board meeting, a comparison between 2020-21 and 2015-16 expenditures will be presented.

RECOMMENDATIONS

Consider adjustments to proposed spending to balance the budget.

ATTACHMENTS

FY 2020-21 Detailed Cash Flow Report - Board Adopted vs. Updated Budget
FY 2019-20 Cash Flow Report
FY 2020-21 Payroll Projection for Adopted Budget
FY 2019-20 Payroll Projection for Adopted Budget
FY 2020-21 Summary of Loans

GARBERVILLE SANITARY DISTRICT
Detailed Cash Flow Report
Board Adopted vs. Updated Budget

Fiscal Year 2020-2021

	Board Adopted Budget	Updated Budget	Δ Budget Adopted vs. Updated	YTD Actual Jul - Sep 20
Income				
Operating Income				
Water Charges				
4100 · Residential	300,000.00	340,125.00	40,125.00	134,626.25
4110 · Commercial	210,000.00	234,375.00	24,375.00	29,254.55
Total Water Charges	510,000.00	574,500.00	64,500.00	163,880.80
4200 · Sewer Charges	357,000.00	421,125.00	64,125.00	109,507.29
4300 · Connection Fees	24,000.00	24,000.00	0.00	0.00
4650 · Late Charges	10,000.00	4,000.00	(6,000.00)	0.00
4700 · Other Operating Revenue	5,000.00	5,000.00	0.00	80.00
Total Operating Income	906,000.00	1,028,625.00	122,625.00	273,468.09
Property Tax Revenue				
8010 · Secured	25,500.00	25,500.00	0.00	0.00
8020 · Unsecured	1,900.00	1,900.00	0.00	0.00
8025 · Prior Years	10.00	10.00	0.00	0.00
8030 · Supplemental - Current	250.00	250.00	0.00	0.00
8035 · Supplemental - Prior Years	50.00	50.00	0.00	0.00
Total Property Tax Revenue	27,710.00	27,710.00	0.00	0.00
Other Income				
8060 · Interest Income	6,000.00	6,000.00	0.00	7.20
8070 · Other Non-Operating Revenue	2,400.00	2,400.00	0.00	8.00
9030 · Homeowners' Tax Relief	310.00	310.00	0.00	0.00
Total Other Income	8,710.00	8,710.00	0.00	15.20
Total Income	942,420.00	1,065,045.00	122,625.00	273,483.29
Expense				
Payroll Related Expense				
5165 · Administrative Wages - Overtime	3,500.00	3,500.00	0.00	2,422.00
5160 · Administrative Wages	166,545.00	166,545.00	0.00	37,028.08
6065 · Overtime Sewer Collection	4,000.00	4,000.00	0.00	135.00
6060 · Sewer Collection Wages	33,180.00	33,180.00	0.00	8,130.31
6135 · Overtime Sewer Treatment	1,000.00	1,000.00	0.00	0.00
6130 · Sewer Treatment Wages	36,170.00	36,170.00	0.00	10,298.19
7125 · Overtime Water Transmission	7,000.00	7,000.00	0.00	1,515.00
7120 · Water Transmission Wages	40,595.00	40,595.00	0.00	11,384.00
7065 · Overtime Water Treatment	6,000.00	6,000.00	0.00	2,187.25
7060 · Water Treatment Wages	43,880.00	43,880.00	0.00	8,707.92
Total Wages	341,870.00	341,870.00	0.00	81,807.75

GARBERVILLE SANITARY DISTRICT
Detailed Cash Flow Report
Board Adopted vs. Updated Budget

Fiscal Year 2020-2021				
	Board Adopted Budget	Updated Budget	Δ Budget Adopted vs. Updated	YTD Actual Jul - Sep 20
5135 · Retirement	8,025.00	8,025.00	0.00	2,002.39
5090 · Payroll Taxes	30,770.00	30,770.00	0.00	6,347.07
5050 · Workers' Comp	9,240.00	9,240.00	0.00	2,639.34
5055.1 · Employee Portion	(7,300.00)	(7,300.00)	0.00	(1,822.86)
5055 · Health - Other	40,435.00	40,435.00	0.00	10,318.98
5170 · Vacation Accrual Adjustment	3,000.00	3,000.00	0.00	0.00
Total Payroll	426,040.00	426,040.00	0.00	101,292.67
Administrative and General				
5025 - Discount Program	3,600.00	3,600.00	0.00	75.00
5000 · Advertising	350.00	350.00	0.00	0.00
5005 · Bad Debts	3,500.00	3,500.00	0.00	921.45
5012 · Merchant Account Fees	3,000.00	3,000.00	0.00	877.09
5010 · Bank Charges - Other	2,000.00	2,000.00	0.00	1,261.47
5020 · Directors Fees	2,000.00	2,000.00	0.00	650.00
5030 · Dues and Memberships	4,000.00	4,000.00	0.00	887.00
5035 · Education and Training	3,000.00	3,000.00	0.00	0.00
5036 · Education and Training - B.O.D.	300.00	300.00	0.00	0.00
5040 · Liability	41,965.14	41,965.14	0.00	10,491.30
5060 · Licenses, Permits, and Fees	24,500.00	24,500.00	0.00	6,165.00
5065 · Auto	2,000.00	2,000.00	0.00	91.74
5070 · Miscellaneous	100.00	100.00	0.00	5.27
5080 · Office Expense	7,000.00	7,000.00	0.00	6,008.87
5085 · Outside Services	8,650.00	8,650.00	0.00	1,950.54
5100 · Postage	2,800.00	2,800.00	0.00	580.52
SWRCB Complaint			0.00	403.00
5110 · Professional Fees - Other	81,200.00	81,200.00	0.00	12,517.75
5120 · Property Taxes	50.00	50.00	0.00	0.00
5130 · Rents	10,020.00	10,020.00	0.00	2,525.00
5137 · Supplies	1,200.00	1,200.00	0.00	128.98
5140 · Telephone	11,125.00	11,125.00	0.00	2,597.52
5145 · Tools	2,000.00	2,000.00	0.00	61.76
5150 · Travel and Meetings	1,000.00	1,000.00	0.00	77.71
Total Administrative	215,360.14	215,360.14	0.00	48,276.97

GARBERVILLE SANITARY DISTRICT
Detailed Cash Flow Report
Board Adopted vs. Updated Budget

	Fiscal Year 2020-2021			
	Board Adopted Budget	Updated Budget	Δ Budget Adopted vs. Updated	YTD Actual Jul - Sep 20
Operational Expenses				
Repairs and Maintenance				
5125 · Repairs and Maintenance	500.00	500.00	0.00	0.00
6030 · Repairs and Maintenance	15,000.00	15,000.00	0.00	5,075.22
6100 · Repairs and Maintenance	15,000.00	15,000.00	0.00	21.96
7090 · Repairs and Maintenance	20,000.00	20,000.00	0.00	14,755.38
7030 · Repairs and Maintenance	14,500.00	14,500.00	0.00	2,556.09
Total Repairs and Maintenance	65,000.00	65,000.00	0.00	22,408.65
6010 · Fuel	3,000.00	3,000.00	0.00	433.52
6075 · Fuel	3,000.00	3,000.00	0.00	433.52
7075 · Fuel	3,000.00	3,000.00	0.00	433.52
7020 · Fuel	3,000.00	3,000.00	0.00	433.57
6040 · Supplies	3,000.00	3,000.00	0.00	173.30
6110 · Supplies	9,000.00	9,000.00	0.00	0.00
7100 · Supplies	10,000.00	10,000.00	0.00	152.76
7040 · Supplies	14,000.00	14,000.00	0.00	0.00
6050 · Utilities	3,000.00	3,000.00	0.00	975.03
5155 · Utilities	5,500.00	5,500.00	0.00	721.75
6120 · Utilities	9,200.00	9,200.00	0.00	2,042.40
7110 · Utilities	6,000.00	6,000.00	0.00	3,210.81
7050 · Utilities	47,000.00	47,000.00	0.00	13,318.85
6080 · Monitoring	7,000.00	7,000.00	0.00	300.00
7010 · Monitoring	4,000.00	4,000.00	0.00	1,850.00
Total Operating Expenses	194,700.00	194,700.00	0.00	46,887.68
Other Expense				
9010 · Other Expenses	2,000.00	2,000.00	0.00	70.00
9040 · Depreciation	490,000.00	490,000.00	0.00	118,760.73
9050 · Interest Expense	2,278.67	5,236.64	2,957.97	2,470.00
Total Other Expense	494,278.67	497,236.64	2,957.97	121,300.73
Total Expenses	1,330,378.81	1,333,336.78	2,957.97	317,758.05
Net Income	(387,958.81)	(268,291.78)	119,667.03	(44,274.76)
Add Back Depreciation	490,000.00	490,000.00	0.00	118,760.73
Remove Connection Fees	(24,000.00)	(24,000.00)	0.00	0.00
Loss of Cash Flow from Increase Accounts Receiv.	(10,000.00)	(25,000.00)	(15,000.00)	(25,552.88)
Net Cash from Operations	68,041.19	172,708.22	104,667.03	48,933.09

GARBERVILLE SANITARY DISTRICT
Detailed Cash Flow Report
Board Adopted vs. Updated Budget

	Fiscal Year 2020-2021			
	Board Adopted Budget	Updated Budget	Δ Budget Adopted vs. Updated	YTD Actual Jul - Sep 20
Loan & AP Payments				
2238 · SWRCB Settlement		40,000.00	40,000.00	40,000.00
Accounts Payable	19,775.00	19,775.00	0.00	9,557.65
SWRCB DDW SRF Planning - Aerial Waterline	12,000.00	0.00	(12,000.00)	0.00
2665 · RCAC Loan - #0998 Backhoe	0.00	21,800.00	21,800.00	1,548.25
2500 · N/P - SWRCB	24,103.28	24,103.28	0.00	24,103.28
2605 · RCAC Loan #6200-GSD-02	23,297.02	23,297.02	0.00	13,920.06
2700 · SRF Loan - Water	45,982.36	45,982.36	0.00	0.00
Total Loan Payments	125,157.66	174,957.66	49,800.00	89,129.24
Assets to Purchase				
WATER Pumps			0.00	502.81
Equipment - Backhoe		65,000.00	65,000.00	65,000.00
Backhoe Loan		(60,000.00)	(60,000.00)	(60,000.00)
Equipment - Utility Trailer	7,000.00	7,000.00	0.00	0.00
SEWER - BS Headworks	10,000.00	10,000.00	0.00	0.00
SEWER - Sunneybank Telemetry	5,000.00	5,000.00	0.00	0.00
Unspecified	25,000.00	25,000.00	0.00	0.00
Total Assets to Purchase	47,000.00	52,000.00	5,000.00	5,502.81
Projects to Invest In				
CIP- Bear Canyon Sewerline	5,000.00	5,000.00	0.00	448.75
CIP - Meadows Aerial Waterline	300,000.00	300,000.00	0.00	365.00
SRF Grant	(240,000.00)	(300,000.00)	(60,000.00)	0.00
SRF Loan	(60,000.00)	0.00	60,000.00	0.00
Technical Assistance - Water System		5,000.00	5,000.00	0.00
CIP - Wallan & Robertson Tank	2,000.00	7,000.00	5,000.00	1,120.00
Total Projects to Invest In	7,000.00	17,000.00	10,000.00	1,933.75
Final Cash Flow	(111,116.47)	(71,249.44)	39,867.03	(47,632.71)

GARBERVILLE SANITARY DISTRICT
PRELIMINARY Statement of Cash Flows

July 2019 through June 2020

	Current Month	FY 19-20 (12 months)	Notes
	Jun 20	Jul '19 - Jun 20	
OPERATING ACTIVITIES			
Net Income	(72,954.76)	(449,582.30)	
Adjustments to reconcile Net Income to net cash provided by operations:			
11000 · Accounts Receivable - Other	(665.00)	(4,008.63)	
1100 · Accounts Receivable	(6,488.25)	(14,544.63)	
1110 · Accts Receivable Over Payment	255.81	480.39	
1500 · Prepaid Insurance	2,555.90	(97.12)	
1501 · Prepaid Workers Comp	231.01		
1510 · Prepaid Licenses and Permits	2,118.93		
2000 · Accounts Payable	(23,518.37)	20,786.29	
20000 · Account Payable	(2,100.00)		
2205 · Accrued Simple		(60.00)	
2230 · Accrued Vacation	7,444.59	7,444.59	
2300 · Service Deposits	98.11	1,500.00	
2238 · SWRCB Settlement	40,000.00	40,000.00	
Net cash provided by Operating Activities	(53,022.03)	(398,081.41)	
INVESTING ACTIVITIES			
WATER:Land - Water		(5,896.00)	Robertson Tank Purch
Office Equipment		(6,239.89)	
Vehicles		(40,034.33)	
Accumulated Depreciation-Water	34,400.94	322,276.00	
Accumulated Depreciation-Sewer	18,795.44	182,618.00	
CIP- Bear Canyon Sewerline	(140.00)	(280.00)	
CIP - Meadows Aerial Waterline	(70.00)	(2,675.70)	
CIP - Wallan & Robertson Tank	(227.50)	(4,578.70)	
CIP - CCC Replace - Insurance	(20,375.00)		
CIP-CL2 Contact Chamber Replace	21,540.00		
WATER:Fire Hydrants (Measure Z)	70,000.00	70,000.00	
WATER:Distribution	(70,000.00)	(91,870.00)	
SEWER:Pumps		(3,023.03)	
Net cash provided by Investing Activities	53,923.88	420,296.35	
FINANCING ACTIVITIES			
2250 · Loans Payable - Current Portion	(53,732.72)	(53,732.72)	
2500 · N/P - SWRCB		(23,630.72)	Only payment
2605 · RCAC Loan #6200-GSD-02	(4,601.57)	(53,975.90)	12 payments
2655 · Lease Payable - Copier		(535.15)	Done
2700 · SRF Loan - Water	(22,991.18)	(45,982.36)	Both payments
2900 · Less Current Portion	53,732.72	53,732.72	
Net cash provided by Financing Activities	(27,592.75)	(124,124.13)	
Net cash increase for period	(26,690.90)	(101,909.19)	
Cash at beginning of period	849,769.66	924,987.95	
Cash at end of period	823,078.76	823,078.76	

Fiscal Year 2020/21 Payroll Projection for Adopted Budget

05/14/2020

Position	Gen. Mgr	Admin. Asst (32hrs)	Office Help	Sr. Operator	Operator	Ops Help	Total
Wages	108,000	43,264	3,120	64,480	60,320	9,984	289,168
Extra RT				5,000	5,000		
Vacation Payout	4,500			3,720	3,480		11,700
Over Time	0	1,500	0	10,000	10,000	0	21,500
On-Call				4,750	4,750		9,500
Total Gross Pay	112,500	44,764	3,120	87,950	83,550	9,984	341,868
Employer Taxes & Contributions	10,127	4,029	281	7,916	7,520	899	30,770
Retirement - 3% Employer Match	2,880			2,639	2,507		8,025
Health Ins. - Employer Part	8,284	8,284		8,284	8,284		33,135
Adjustment for Vacation Value	1,500			750	750		3,000
Worker's Compensation	1,638	233	16	3,444	3,272	637	9,240
Total	136,929	57,309	3,417	110,982	105,882	11,520	426,038

Fiscal Year 2019/20 Payroll Projection for Adopted Budget

05/22/19

Position	Gen. Mgr	Admin. Asst.	Office Help	Sr. Operator	Operator	Ops Help	Total
Wages	96,000	44,200	6,240	62,400	58,240	6,240	273,320
Vacation Payout				3,600			3,600
Over Time	0	1,000	0	7,500	7,500	0	16,000
On-Call				4,750	4,750		9,500
Total Gross Pay	96,000	45,200	6,240	78,250	70,490	6,240	302,420
Employer Taxes & Contributions	8,640	4,068	562	7,043	6,344	562	29,218
Retirement - Employer Match	3,800			2,000	1,850		7,650
Health Ins. - Employer Part	9,000	9,000		9,000	9,000		36,000
Adjustment for Vacation Value							4,000
Worker's Compensation	1,398	235	32	3,430	3,090	398	8,584
Total	118,838	58,503	6,834	99,723	90,774	7,200	387,872

SUMMARY OF LOANS - FY 2020-21

11/14/2020

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	24,103.28	1,986.63	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC: ALPT Principle Pmt (until 11/2020, 5%, \$250,000)	23,297.02	292.02	23,589.04
SWRCB DDW SRF Planning - Bear Canyon Aerial (\$60K, 5 yr, 0%)	12,000.00	-	12,000.00
Backhoe (36 mo. until 2024, 5.75%, \$60000)	\$18,864.33	2,957.99	21,822.32
TOTAL	124,246.99	5,236.64	129,483.63



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: November 17, 2020
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: SHCP Water Service Update
SWRCB DWR POU Petition Update

GENERAL OVERVIEW

The next step is for the SWRCB to review the protests received, the responses provided to the protestant, the efforts made to satisfy the Protestants, and determine if unresolved protest conditions should be dismissed. The SWRCB's Hearings Unit prepared an internal transfer memo regarding the transfer of the action to the Administrative Hearings Office (AHO) instead of the Water Board. The AHO has approved the transfer of the project to their unit. The documentation associated with the transfer is attached for your reference.

The AHO is evaluating the pending change petitions and protests and related administrative record documents. After they complete that review, they will issue a notice of hearing unless they determine that some pre-hearing procedures are necessary first. At this time, they expect that the AHO will issue this hearing notice in December or January and schedule the hearing for some time in early 2021. However, this tentative schedule may change.

This is good news for the project.

FINANCIAL CONSIDERATIONS

Financial Amounts as of 09/30/2020

Description	Amount
Total Expenditures	\$ 15,890.98
SHCP Outstanding Balance	\$ 4,699.89
SHCP Payments made so far	\$ 6,191.09
Current Amount Due	\$ 587.49

The SHCP has made all their payment in a timely manner.

RECOMMENDED BOARD ACTIONS

No action by the Board is recommended at this time.

ATTACHMENTS

Notice of Assignment from SWRCB with attachments
SHCP Quarterly Statement

State Water Resources Control Board

NOTICE OF ASSIGNMENT

The State Water Resources Control Board
Administrative Hearings Office
has been assigned
the pending petitions of

Garberville Sanitary District

to change water-right License 3404
and Permit 20789 (Applications A009686 and A029981)

PETITIONS

On October 7, 2019, the State Water Resources Control Board (State Water Board or Board) received petitions from Garberville Sanitary District (Garberville SD) to change water-right License 3404 and Permit 20789 (Applications A009686 and A029981).

On November 5, 2019, the State Water Board's Division of Water Rights (Division) issued a public notice of these petitions. The Division received 27 letters from interested parties supporting the petitions, and letters from four parties (Protestants) protesting the petitions.

The Division facilitated discussions between Garberville SD and Protestants to attempt to resolve the protests, but the parties were unable to reach agreement.

ASSIGNMENT TO THE ADMINISTRATIVE HEARINGS OFFICE

Water Code section 1110 established the Administrative Hearings Office ("AHO") within the State Water Board. Water Code section 1112, subdivision (c)(2), provides that the Board may assign an adjudicative hearing to the AHO. Water Code section 1114 provides that, after such a hearing is held and the matter is submitted to the AHO, the AHO hearing officer shall prepare a proposed order and provide it to the Board for the Board's consideration.

On September 30, 2020, Erik Ekdahl, Deputy Director of the Division of Water Rights, transmitted a memorandum to Eileen Sobeck, Executive Director of the State Water Board, recommending the State Water Board assign the pending petitions to the AHO to resolve outstanding protests. (Attachment 1)

On September 30, 2020, Ms. Sobeck transmitted a memorandum to Alan Lilly, Presiding Hearing Officer of the Administrative Hearings Office, assigning the proceedings to the AHO. (Attachment 2)

HEARING OFFICER AND HEARING TEAM

A hearing officer from the State Water Board's Administrative Hearings Office will preside over any hearing in this matter. Other members of the AHO may be present and assist the hearing officer throughout these proceedings.

The AHO will be issuing a notice of hearing on Garberville CSD's petitions.

PROHIBITION ON EX PARTE COMMUNICATIONS

Parties and interested persons are prohibited from having any ex parte communications with any members of the AHO hearing team. (See Wat. Code, § 1110, subd. (c); Gov. Code, §§ 11430.10-11430.80.) For a discussion of ex parte communications regarding State Water Board members, see "Ex Parte Questions and Answers," available on the State Water Board's website at:

http://www.waterboards.ca.gov/laws_regulations/docs/exparte.pdf.

These rules regarding ex parte communications apply to all members of the AHO hearing team.

If any party or interested person wants to communicate with the AHO regarding a procedural or substantive issue related to these proceedings, the party or interested person shall serve all parties with copies of the communication, and include a proof of service demonstrating such service with the written communication to the AHO.

Any such communication should be sent to the AHO in writing by e-mail to:

AdminHrgOffice@waterboards.ca.gov, or by letter addressed to:

State Water Resources Control Board
Administrative Hearings Office
P.O. Box 100
Sacramento, CA 95814-0100

A party or interested person may provide this proof of service through a formal proof of service or by other verification. For e-mails, the verification shall be a list of the e-mail addresses of the parties or their representatives in an electronic-mail "cc" (carbon copy) list. For letters, the verification shall be a list of the names and mailing addresses of the other parties or their representatives in the cc portion of the letter. Until the AHO issues an updated service list, please use the service list attached to this notice (Attachment 3).

Please do not attempt to communicate by telephone or in person with Division of Water Rights staff, or any AHO hearing team member regarding these proceedings because other parties would not be able to participate in such communications. If oral communications with members of the AHO hearing team are necessary to discuss a procedural or substantive issue, the AHO will set up a conference call in which representatives of all parties may participate. Any party may request such a conference call at any time using the written communications protocols described above.

AHO WEBPAGE AND NOTICES

Subject to legal limitations, including the requirements for internet website accessibility in Government Code section 11546.7, the AHO has posted and will post all notices and other documents regarding these proceedings on the AHO's internet webpage at https://www.waterboards.ca.gov/water_issues/programs/administrative_hearings_office/

Any interested person may sign up to receive all AHO notices at https://www.waterboards.ca.gov/resources/email_subscriptions/swrcb_subscribe.html

Date: Nov. 6, 2020


SIGNATURE ON FILE
Alan B. Lilly, Presiding Hearing Officer

Attachments:

- Attachment 1 - September 30, 2020 Memo from the Deputy Director
- Attachment 2 - September 30, 2020 Memo from the Executive Director
- Attachment 3 - Service List

State Water Resources Control Board

TO: Alan Lilly
Presiding Hearing Officer
Administrative Hearings Office

FROM: Eileen Sobeck 
Executive Officer
State Water Resources Control Board

DATE: SEPTEMBER 30, 2020

SUBJECT: TRANSFER OF PETITIONS ON LICENSE 3404 AND PERMIT 20789
(APPLICATIONS 9686 and 29981) TO THE ADMINISTRATIVE HEARINGS OFFICE

The Division of Water Rights (Division) has recommended transfer of pending petitions on water right license 3404 and permit 20789 (applications 9686 and 29981) to the Administrative Hearings Office for a hearing to resolve the outstanding protests. Based upon the Division's referral, I am assigning these pending petitions to the Administrative Hearings Office.


If you have any questions regarding this memo, please contact Sam Boland-Brien, Chief of the Petitions, Licensing, and Registrations Section at 916-322-6797 or by email at Samuel.Boland-Brien@waterboards.ca.gov.

cc: Erik Ekdahl, Deputy Director, Division of Water Rights
Jule Rizzardo, Assistant Deputy Director, Permitting and Enforcement Branch
Michael Lauffer, Chief Counsel
Conny Mitterhofer, Hearings Section Chief, Division of Water Rights

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

State Water Resources Control Board

TO: Eileen Sobeck
Executive Director
State Water Resources Control Board

FROM: Erik Ekdahl 
Deputy Director
Division of Water Rights

DATE: SEPTEMBER 30, 2020

SUBJECT: TRANSFER OF PETITIONS ON LICENSE 3404 AND PERMIT 20789 (APPLICATIONS 9686 and 29981) TO THE ADMINISTRATIVE HEARINGS OFFICE

The Division of Water Rights (Division) proposes to transfer the pending petitions on License 3404 and Permit 20789 to the Administrative Hearings Office (AHO) for hearing. As described below, Garberville Sanitary District's (GSD) petitions for change in place of use to serve water to Southern Humboldt Community Park (the Park), will require a hearing to resolve the outstanding protests. Given the significant number and complexity of pending petitions before the Division, these two petitions would be aided by the AHO's role in ensuring water rights matters are resolved in a timely manner.

License 3404 and Permit 20789

License 3404 (Application 9686) was issued to Garberville Water Company (GWC) on February 29, 1952. License 3404 authorizes the year-round diversion of 0.155 cubic foot per second (cfs) and a maximum of 112.2 acre-feet per year from the South Fork of the Eel River (SF Eel River) for municipal purposes. The licensed place of use is the town of Garberville as bounded by GSD in the southern portion of Humboldt County.

SF Eel River is state and federally designated Wild and Scenic River with habitat for threatened steelhead trout, coho, and Chinook salmon. The North Coast Regional Water Quality Control Board has listed SF Eel River watershed as impaired for water quality, temperature, and sedimentation. SF Eel River is designated as a fully

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

appropriated stream system, Water Right Order 98-08, Declaration of Fully Appropriated Stream Systems (November 19, 1998).

On July 22, 1990 GWC submitted Application 29981 to appropriate water by permit, expanding the place of use to the GWC service boundaries. On May 15, 1995, the Division issued Permit 20789 (Application 29981) to GWC, which authorizes the diversion of 0.595 cfs and a maximum of 430 acre-feet per year from the same point of diversion as License 3404. The permitted place of use and purpose of use is also the same as License 3404. Garberville Sanitary District (GSD) purchased GWC in November 2004.

On October 7, 2019, GSD petitioned to amend its water rights to include the Park in the place of use. The proposed project is for connection of a 3/4" meter to one of GSD's 8" waterlines to supply 18 acres of the Park with potable water. This meter would be limited to 2,000 cubic feet per month. The connection would provide service for two residences, existing out buildings, and drinking water fountains throughout the park.

Southern Humboldt Community Park

The Park is a privately owned, 406-acre park located one mile west of Garberville. The SF Eel River flows across the northern portion of the Park. The Park has three riparian claims: S024337, S024338, and S024339, for a total diversion of 0.79 cfs from SF Eel River and a developed spring for irrigation, domestic, and stock watering purposes of use.

Most of the Park has been used for ranching and agricultural activities since the mid-1800s. Numerous dwellings and out-buildings are located in the Park. The property has been operating as a public park since 2000. The Park includes, 3.5 miles of trails, a playground, picnic areas, and swimming beach. There are currently four people on-site including three caretakers and one resident. The Park use was estimated at 46,000 visitor days per year in 2012. There are also gravel mining and agricultural operations in other areas of the Park. The current land use designation is a combination of Agricultural Rural and Agricultural Lands. The development of the Park would change the County's General Plan land use designation for the entire site to the Public Recreation (PR) designation. The zoning of 87 acres would change from Agriculture Exclusive (AE) to Public Facilities (PF).

The Park's proposed changes include sports fields, public assembly and events, playgrounds, picnic areas, trails, educational activities, and camp activities. Existing and additional agricultural projects would continue on the project site. The proposed project is expected to increase the number of visitors by an estimated 800 persons per

day during the peak seasons. Small events (birthday parties, weddings, and nonprofit fundraisers), five special events per year with 800 to 2,500 attendees, and one annual event per year with up to 5,000 attendees are planned for the Park.

California Environmental Quality Act (CEQA) compliance

In 2004, when GSD acquired the GWC, there were water service connections outside the existing GWC boundary. GSD continued service to all existing and historical customers, even if they were outside the GSD boundary or places of use. In 2013, GSD completed the CEQA review of the modification of the jurisdictional boundary approved by Humboldt Local Agency Formation Commission (LAFCo), and the change of place of use under License 3404 and Permit 20789 in the document: Garberville Sanitary District Annexation Project: Change in Jurisdictional Boundary and Place of Use Final Mitigated Negative Declaration State Clearinghouse No. (SCH No.) 2012032025 (2013 Final MND).

In June 2019, GSD applied to Humboldt LAFCo for an out of boundary service extension to supply the Park with water for residential and public drinking fountain use. Since the proposed project had changed from the original project in the 2013 Final MND, LAFCo determined that additional CEQA review was necessary, and an Addendum would be adequate to provide this additional information. The Addendum found that the proposed service extension to the Park was expected to result in less than significant impacts to all resources of concern.

Humboldt County prepared Draft and Final Environmental Impact Reports (Park EIR) for the Park in 2016 (SCH No. 2010092037) to inform potential Humboldt County General Plan and Zoning Ordinance changes and to obtain a conditional use permit for certain proposed uses of the Park. The Park EIR identified one significant unavoidable project-level impact which is the removal of agricultural lands. All other identified impacts could be mitigated to a less-than-significant level with the implementation of the recommended mitigation measures.

Public Comments and Protests to Petitions to Amend License 3404 and Permit 20789 to Include the Park

GSD's petitions were publicly noticed on November 5, 2019. The Division received 27 letters from individuals who currently use the Park for recreational purposes in support of adding water fountains to the Park.

The following public agency and private individuals (Protestants) filed timely protests to GSD's petitions to serve water to the Park: Redway Community Services District, Kristin Vogel, Linda Sutton, and Ed Voice.

By letters to the Protestants dated December 18, 2019, the Division acknowledged receipt of the protests. On February 10, 2020, GSD responded to the Protestants' concerns in detail but there were no clear proposals of resolution. As requested by Division staff, the Protestants then responded with their proposals for resolution. The Protestants' unresolved issues centered around potable water from GSD being used for future development of the Park, water usage exceedances by GSD; monthly reporting to the public; and a request to have the Park annexed by GSD so actions by the Park are transparent to the public.

In response to many of the concerns raised by the Protestants, GSD referred to a Water Service Agreement between GSD and the Park which will place limitations on the water service connection use. GSD also stated that it will not accept any conditions that remove the drinking fountains as acceptable uses of the municipal water with the proposed amended place of use. By letters dated June 1, 2020, GSD notified the Protestants that the terms of resolutions were not acceptable. GSD did not provide a schedule for protest negotiations and requested that the Division dismiss the protests. Consideration of whether to dismiss the protests can be expeditiously evaluated through the hearing process.

The Division proposes to transfer the pending petitions on Permit 20789 and License 3404 to the AHO for hearing. The purpose of the hearing will be to resolve the outstanding protests to the petitions to add Southern Humboldt Community Park to the place of use for Permit 20789 and License 3404.

Proceeding before the Administrative Hearing Office

Referring this matter to the AHO will provide a neutral, fair, and efficient forum for resolving issues that may arise during future water rights proceedings.

If you have any questions regarding this memo, please contact Sam Boland-Brien, Chief of the Petitions, Licensing, and Registrations Section at 916-322-6797 or by email at Samuel.Boland-Brien@waterboards.ca.gov.

cc: Erik Ekdahl, Deputy Director, Division of Water Rights
Jule Rizzardo, Assistant Deputy Director, Permitting and Enforcement Branch
Michael Lauffer, Chief Counsel
Conny Mitterhofer, Hearings Section Chief, Division of Water Rights

SERVICE LIST

Shanti and Scott Bell
170 Ferdinand Ct.
Austin, TX 78737

Linda Lowe
146 Barnes Lane
Redway, CA 95560

James McDermott and Aurora
Sorenson
1133 Sprowel Creek Road
Garberville, CA 95542

Lizz and Johnny Deim
PO Box 85
Garberville, CA 95542

Gail Eastwood
PO Box 86
Redway, CA 95560

Diane Richardson
PO Box 983
Redway, CA 95542

Ruth Ashe
6685 Bricelandthorn Rd
Garberville, CA 95542

Kristy Murphy
PO Box 1109
Redway, CA 95560

Ella Early
16903 Briceland Thorn Rd
Whitethorn, CA 95589

Julia Anderson
P.O. Box 1983
Redway, CA 93360

Elissa Martin
2650 Briceland Rd
Redway, CA 95560

Joanne Bower
Box 201
Redway, CA 95560

Mindi Contreras
105 Wallan Road
Garberville, CA 95560

Carolyn Hino-Bourassa
PO Box 246
Garberville, CA 95542

Doc Stull and Kathleen Sweet
554 Pine Lane
Garberville, CA 95542

Jane Gund
P.O. Box 407
Redway, CA 95560

Julia Anderson
Executive Director of Beginnings,
Inc.
P.O. Box 1090
Redway, CA 95560

Mykal Coehlo
Park Manager and Farmer
PO Box 1613
Redway, CA 95560

Catherine Miller
P.O. Box 577
Garberville, CA 95542

Peter Ryce
Box 1205
Redway, CA 95560

Janet Fitzgerald
764 Cedar
Garberville, CA 95542

Jimmy Durchslag
3701 Briceland Road
Redway, CA 95560

Linda Sutton
PO Box 631
Redway, CA 95560

Karyn Lee-Thomas
PO Box 501
Redway, CA 95560

Kristin Vogel
PO Box 453
Garberville, CA 95542

Marcia Mendels
PO Box 398
Miranda, CA 95553

Marie Raphael
PO Box 979
Redway, CA 95560

Sue Sheldon
Box 118
Redway, CA 95560

Jared Rossman
Box 786
Redway, CA 95560

Michael Meza
State Water Resources Control
Board
Division of Water Rights
P.O. Box 2000
Sacramento, CA 95812-2000

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

Edward Voice and Voice Family
P.O. Box 572
Nice, CA 95464

Terrence Williams, General Manager
Redway Community Services District
1150 Evergreen Unit 2
Redway, CA 95560

Garberville Sanitary District

STATEMENT

P.O. Box 211
 Garberville, CA 95542
 (707)923-9566

INVOICE NO. 0005
 DATE 11/10/2020
 CUSTOMER ID SHCP Water Service

TO **Southern Humboldt Community Park**
 Laura Cochran
 P.O. Box 185
 Garberville, CA 95542

Due Date: 11/30/2020

Payment Request	Expenses Incurred For:	Terms
5 of 12	July - Sept 2020	0% Interest, 3-years, Quarterly Payments

DATE	DESCRIPTION		AMOUNT
04/30	PREVIOUS BALANCE		\$5,208.63
08/07/02	Payment	Ck# 1368	-\$578.74
07/31/20	Jennie Short Services	Inv. # 1066	\$70.00

TOTAL DUE TO DATE: \$4,699.89

3-years ends September 30, 2022

Current Payment Amount: \$587.49



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

EMERGENCY OPERATIONS PLAN

Garberville Sanitary District is committed to providing the best service possible for our customers but we also want to provide leadership, a remediation plan and assistance in surviving and escaping emergencies which may arise.

Southern Humboldt is vulnerable to a host of hazards and natural disasters such as earthquakes, floods, winter storms, landslides, droughts and fires; which is why Garberville Sanitary District is providing this Emergency Operational Plan, to assist in protecting our environment and customers.

Garberville is located in an area which has had many natural disaster emergencies over the years and because Cal-Trans, Cal-Fire, Sheriff's Office, PG&E, Humboldt County Road Department, The Hospital, Water District and the Garberville Fire Department are all located within the GSD boundaries, we must work together and coordinate effectively to survive any emergency.

EMERGENCY CONTACTS

911 Garberville Sanitary District—(707)923-9569
Office of Emergency Services—(707)445-7251 Sheriff's Office--(707)923-2761
Cal Fire—(707)923-2645 Humboldt County Road Department—(707) 445-7491
Garberville Fire Department—(707)923-3196 Cal-Trans—(707)923-9374
Hospital—(707)923-3921 PG&E—(800) 743-5000
Humboldt County Public Health—(707)445-6200 KMUD News— (707)-923-2605
Redwood Rural Health Center—(707)923-2783 Search & Rescue—911
Humboldt County Evacuation and Information Center—(707)268-2500
Emergency Alert Notification-- <https://member.everbridge.net/453003085616405/login>
Southern Humboldt Amateur Radio Club— <http://www.sharc-ca.org> , info@sharc-ca.org
Patte Rae: 707-223-1560

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, food, water, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and know how to use it

ACTION TAKEN FOR EMERGENCIES

Fires

1. Don't try to be a hero
2. Be prepared to survive or get out
3. Fires can happen at any time for a variety of reasons so be aware of the conditions.
 - a) Call 911
 - b) Lightening is notorious for starting multiple fires that can halt escape
 - c) Debris and anything flammable is an accelerant so remove it from around house
 - d) Fires typically move faster uphill and slower downhill but wind blows fire everywhere
 - e) As fire becomes close, wet yard, house and roof while removing anything flammable
 - f) Grass fires move quickly but generate less heat than brush and heavy timber
4. Store water and a fire backpack with spray nozzle along with fire extinguisher
5. Always have a fire retardant blanket or clothing available if unable to get out
6. Garberville Sanitary District will make water available to anyone in danger during a fire
7. We will keep our website updated with current conditions of the emergency so continue to check in for road closures and updates www.garbervillesd.org
8. You can call our emergency number at (707)923-9569

Floods

There have been floods in the past which have closed roads, destroyed buildings and property, along with causing mass destruction, including death so although floods are a minimal risk, we must plan for the unexpected.

As the South Fork Eel River rises, you can check the Garberville Sanitary District website for local flood concerns, along with the emergency contacts above. You can also check river conditions on your own by going to the USGS Water Information Center - https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

Flood stage for the Eel River is 33ft, so being prepared for road closures and flood damage is important for all people living near the river or along the highway 101 corridor from Leggett to Fortuna.

Assuming the water will not affect you is the wrong plan for survival because once the water has breached the banks and closed roads, you are at the mercy of the flood so best practice is to leave the area before road closes and seek higher ground to ensure your safety.

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. Have portable submersible pump available with hose
12. Have emergency floatation devices for everyone in your home or business
13. Boats will not help during a flood so do not try to leave in a boat
14. Have security ropes, cables or lines attached to anything you want to secure as water rises.
15. First Aid Kit and know how to use it

Earthquake

Earthquakes are difficult to prepare for because unlike fires and floods, they can happen at any time and with no warning, weather or environmental indicators or rain which causes river to rise. An earthquake can destroy everything within the area impacted so being prepared or surviving an earthquake requires knowing how to protect yourself quickly.

Have a place to go where you can quickly be safe from falling objects, broken glass and other objects that can move and cause harm. Make sure that where you go for safety, there is access to a phone or device to contact others and that you protect your face and vital organs from moving objects.

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and knowledge of use

Road Closures

You know how to access your property, business or home during normal conditions but you need to know how to access or leave property quickly and safely in the event of emergencies, disasters or road closures.

Have an escape route with all possibilities and a map in your car and programmed on your phone.

The roads might be closed so locate the escape routes which may require a river or overland escape. Are you prepared to leave by boat if required or do you have a survival backpack, clothing and shoes to walk to safety?

GARBERVILLE SANITARY DISTRICT RESPONSIBILITY

NOTIFY CUSTOMERS

Garberville Sanitary District will notify all customers of local disasters and emergencies through our Call system and we will give updates as we get them, which include escape routes, road closures, evacuation centers and all pertinent information to assist our customers. We will have all emergency and preparedness information updated hourly during all local disasters and emergency events.

ESCAPE ROUTES

Know your escape routes and check our website frequently because we will maintain the most current information about what is happening with the disaster or emergency.

We will keep you informed on road closures as well as alternative routes that can be taken to help you leave the area safely and expediently.

PACIFIC OCEAN





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

PROJECTS AND RE-DEVELOPMENT UPDATE

1. Bank Building on Redwood Drive---Proceeding slowly with estimated time for completion in 2021. Additional work required on sewer collection, water distribution system and the interior trim and décor. 1 water and 2 sewer connection fees are due prior to completion.
2. New Inn—Delayed while waiting for regulatory agency approval. Depending on final approved plans, there will be a minimum of 6 water and 6 sewer connection fees due before approval to proceed.
3. Knights Lane—The owner of property will be replacing the main sewer line and we have him rerouting main line on Melville Drive and installing a manhole which will assist in cleaning the sewer collection system. No cost to GSD unless we decide to include additional pipe replacement that can be included for GSD as part of this project.
4. Theater on Redwood Dr.—Slowly continuing but there is no additional water or sewer service for this project.
5. Blue Star Gas on Locust Street—We are negotiating with Blue Star Gas to increase the size and replace the main water line on North Locust Street to the Cemetery. This would allow us to remove the main water line going through private parcels of land while ensuring adequate water supply for fire suppression. There would be no cost to District unless we choose to expand the pipe replacement to Conger Drive.
6. Sherwood Forest Motel—A remodel is taking place but this will not require additional water or sewer service.
7. Redwood Drive---There is renovation being done for a proposed Bakery which already has water and sewer service but will require an adequate size grease interceptor if project continues.
8. The multi-use County project is continuing as they are in the demolition stage. This project has been discussed at previous meetings and there will be no cost to District.
9. The Hospital project is moving forward slowly but the time line and scope of project has varied since proposed although Jennie and myself follow up with those making the decisions, to know status, what infrastructure improvements must be completed and what fees they will owe GSD.

WATER/SEWER DISCONTINUANCE APPLICATION



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

Applicant Information:

Name: (Owner) _____
Mailing Address: _____
Telephone Number: _____ Email: _____
Property Address: _____
Mailing Address: _____
Assessor Parcel Number: _____

Garberville Sanitary District Requirements for Discontinued Service

1. A \$500 discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue and if non- payment occurs, GSD will pursue every allowable legal option.
2. If you discontinue service there will be a connection fee due before any service will be provided to the property **or you must pay all past service charges; whichever is greater.**
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnect fee which will keep your account active without monthly service charges.
4. **Disconnection Fees must be approved by the General Manager or designee.**

Please Contact District Office for options available

By signing this Discontinued Service Application **form** I acknowledge that **I will not have water/sewer service and may have to pay a new connection fee for service. GSD may not have adequate water to reconnect this property in the future and a reconnection fee will be due if water is available.**

Owner Signature: _____ Date: _____

GSD: Account # _____ Meter # _____

General Manager Signature _____

WATER/SEWER DISCONTINUANCE APPLICATION

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 **wants 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 **beyond 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.**

Adopted 4/26/16