

**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**

**October 25, 2016
5:00 p.m. – Open Public Session**

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Richard Thompson___, Gary Wellborn___

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. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION

A. No items for closed session

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session—No action

VII. 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

VIII. 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 - Draft 2017 Board Meeting Calendar pg 4

Board Members-

General Manager—Ralph Emerson pg 5

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

IX. 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 - pg 5.5

A.2 Approve 9/27/2016 Regular Meeting Minutes - pg 23

A.3 Operations Safety Report- pg 26

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 Budget Update-Adjustment 2016-2017 Presented by Jennie Short—pg. 27
(discussion-possible action)

Motion:

Second:

Vote:

B.2 Wallen rd tank and road repairs Update
(information only)

B.3 GSD water composition with State health standards pg 34
(discussion-possible action)-(additional information at meeting)

Motion:

Second:

Vote:

B.4 Declare pickup surplus property for sale pg. 39
(discussion possible action)

Motion:

Second:

Vote:

B.5 Linda Ln. culvert installation Update.
(Information Only)

C. POLICY REVISION / ADOPTION

C.2 Personnel Policy Manual Introduction--Employment Process pg. 40
(first reading—discussion possible action)

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

X. ITEMS FOR NEXT BOARD MEETING

1. Updated map of GSD infrastructure
2. Wallan Road update
3. On-Call compensation

Next Board Meeting November 22, 2016

XI. ADJOURNMENT

Posting of Notice at the District Office no later than October 21, 2016: 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.

Year 2017	Month 1	Start Day 1 <small>1:Sun, 2:Mon</small>	Calendar Title Draft Board Meeting Calendar
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Draft Board Meeting Calendar

2017

January 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

February 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Date	Event or Holiday
Jan 01	New Years Day
Jan 01	SWRCB DWTP Ln Pmt \$22,991.18
Jan 16	Martin Luther King Day
Jan 24	Board Meeting
Feb 20	President's Day
Feb 28	Board Meeting
Mar 28	Board Meeting

April 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Apr 25	Board Meeting
May 23	Board Meeting
May 29	Memorial Day
Jun 27	Board Meeting

July 2017						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Jul 01	SWRCB DWTP Ln Pmt \$22,991.18
Jul 04	Independence Day
Jul 25	Board Meeting
Aug 01	SWRCB WWTP Ln Pmt \$26,089.91
Aug 22	Board Meeting
Sep 04	Labor Day
Sep 26	Board Meeting

October 2017						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November 2017						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December 2017						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Oct 09	Columbus Day
Oct 24	Board Meeting
Nov 23	Thanksgiving Day
Nov 24	Thanksgiving Friday
Nov 28	Board Meeting
Dec 25	Christmas Day
Dec 26	Board Meeting

RCAC monthly In pmt \$4,717.81
 \$4,717.81 X 12 months = \$56,613.72
\$128,685.99 in Loan Pmts Per Year

Garberville Sanitary District
PO Box 211
Garberville, CA. 95542
(707)923-9566
remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date:

There has been adjustments with Ron retiring but the field staff has been working daily with me on building a calendar of duties, projects and reporting requirements. We have been training each other while accomplishing many projects that have been left undone and have more projects upcoming.

Brian was on call during this last storm which brought us over 7 inches of rain and did a great job keeping power on and water treated to healthy standards. Dan assisted as well while taking a class in Ukiah and a wastewater exam in Redding. This was a great test for us and I am very proud of the way staff handled this rain event. Ron was available by phone and checked in during this storm which was greatly appreciated to have his knowledge accessible as needed.

The field staff was able to take the hydro jetter out and get practice cleaning sewer collection system pipes which will help eliminate blockages and sewer spills.

I have not received any updated rate study information because the RCAC person assigned this job is doing training seminars throughout the State but will contact me when he returns.

We had a recent water leak from a 2 inch steel pipe on Elm Street and John Neil's crew responded quickly with a backhoe and dump truck to help repair the leak. We greatly appreciate their fast response and willingness to help us.

I am putting together a master calendar for the District which will hopefully be completed by the end of year and if the Board would like a copy, we will provide one for you. This calendar will have meeting dates, on-call schedule, vacations, reports due, lab testing, maintenance program, meter reading, audit and all pertinent dates which will help us to be more organized and efficient.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

Financial Report as of September 30, 2016							
1	Operating Account			\$75,501.96			
2	WRF Account			\$72,656.72			
3	SRF Account			\$75,219.56			
4	Water Enterprise Fund			\$46,233.58			
5	County Treasury - Sewer Reserve			\$344,370.84			
6	County Treasury - Water Reserve			\$236,225.85			
7	Petty Cash & Cash Drawer			\$236.07			
8				\$850,444.58			
9	Revenue and Expenses for October (9-1-16 to 9-30-16)						
10	Revenue						
11	Water Charges			\$47,611.26			
12	Sewer Charges			\$30,721.44			
13	Late Charges			\$510.00			
14	Connection Fees			\$0.00			
15	Other Revenue			\$0.00			
17	Total Revenue			\$78,842.70			
18	Expenses						
19	Administrative			\$11,880.63			
20	Payroll			\$31,719.83			
21	Rent			\$835.00			
22	Sewer (PR, monitoring, repairs & Utilities)			\$16,168.26			
23	Water (PR, monitoring, pumping, repairs, & Utilities)			\$13,879.81			
24	Total Expenses			\$74,483.53			
25	Net Operating Revenue			\$4,359.17			
26	Depreciation						
27	Water Depreciation			\$26,438.83			
28	Sewer Depreciation			\$13,713.17			
29	Total Depreciation			\$40,152.00			
30	Interest expense			\$917.52			
31	Interest Revenue			\$55.82			
32	NET Revenue			-\$36,654.53			

**Garberville Sanitary District
Register QuickReport
September 2016**

			Date	Num	Memo	Amount
1	101 Netlink					
2			09/01/2016	8304	internet	-220.00
3	Total 101 Netlink					-220.00
4	Best Western Sutte - Sacramento CA					
5			09/06/2016	9/6-5826	9/6 Ralph - No Receipt	-165.79
6	Total Best Western Sutte - Sacramento CA					-165.79
7	Blue Star Gas					
8			09/01/2016	8305	office	-9.50
9			09/29/2016	8350	office	-9.50
10	Total Blue Star Gas					-19.00
11	Brenntag Pacific, Inc.					
12			09/29/2016	8351	Chem-chlor	-1,408.76
13	Total Brenntag Pacific, Inc.					-1,408.76
14	Capital Bank & Trust					
15			09/02/2016	92002	025158148	-368.79
16			09/02/2016	3002	557880519	-1,114.31
17			09/21/2016	31320	025158148	-359.24
18			09/21/2016	41320	557880519	-1,049.72
19	Total Capital Bank & Trust					-2,892.06
20	Carolyn J Jordan					
21			09/13/2016	8340	Bookkeeping 8/1 thru 8/15	-397.50
22	Total Carolyn J Jordan					-397.50
23	Cresco Equipment Rentals LLC					
24			09/29/2016	8352	Equipment Rental	-1,836.78
25	Total Cresco Equipment Rentals LLC					-1,836.78
26	CRWA					
27			09/29/2016	8353	Membership Dues, October 2016 - Octob	-457.00
28	Total CRWA					-457.00
29	Crystal Springs Bottled Water					
30			09/12/2016	8324	water	-15.00
31	Total Crystal Springs Bottled Water					-15.00
32	CUMMINS PACIFIC LLC.					
33			09/01/2016	8306	Generator Maint	-1,967.28
34	Total CUMMINS PACIFIC LLC.					-1,967.28
35	Dazey's Building Center					
36			09/01/2016	8307	WD-40, Pliers, Scotch-Brite Pad	-44.42
37			09/12/2016	8325	Tools , Supplies	-229.88
38			09/29/2016	8354	Supplies	-32.42
39	Total Dazey's Building Center					-306.72
40	EDD					
41			09/06/2016	280784	499-0538-3	-555.52
42			09/22/2016	346042	499-0538-3	-560.43
43	Total EDD					-1,115.95
44	Eel River Disposal & Resource Recovery					
45			09/01/2016	8308	Dump Run	-36.20
46	Total Eel River Disposal & Resource Recovery					-36.20
47	Emerald Technologies					
48			09/01/2016	8309	Repair OPS computer from zeptovirus er	-135.00
49			09/29/2016	8355	portable harddrive	-171.72
50	Total Emerald Technologies					-306.72
51	Fluentstream Tech					

Garberville Sanitary District
Register QuickReport
 September 2016

			Date	Num	Memo	Amount
52			09/02/2016	9/5debit	office phones	-114.51
53	Total Fluentstream Tech					-114.51
54	Ford Motor Credit Company LLC					
55			09/01/2016	8310	VOID: Truck Lease #9355700	0.00
56			09/08/2016	8323	Truck Lease #9355700 - 1st payment	-15,016.21
57	Total Ford Motor Credit Company LLC					-15,016.21
58	Frontier Communications					
59			09/01/2016	8311	8/16 phone	-335.55
60			09/12/2016	8326	9/16 SWTP	-55.02
61			09/29/2016	8356	9/16 phones	-335.14
62	Total Frontier Communications					-725.71
63	G.R. Wilcox Enterprises, Inc					
64			09/12/2016	8327	Paving on Hillcrest Dr	-2,310.00
65	Total G.R. Wilcox Enterprises, Inc					-2,310.00
66	HACH COMPANY					
67			09/29/2016	8357	Reagent Set	-186.89
68	Total HACH COMPANY					-186.89
69	Harper Ford					
70			09/01/2016	9/1-5826	ford keys	-82.65
71	Total Harper Ford					-82.65
72	Humboldt County Assessor					
73			09/12/2016	8328	7-2016 parcel numbers and addresses	-42.75
74	Total Humboldt County Assessor					-42.75
75	Humboldt County Tax Collector					
76			09/29/2016	8358	510 Pine Ln	-12.00
77	Total Humboldt County Tax Collector					-12.00
78	IRS					
79			09/06/2016	748337	68-0296323	-3,078.84
80			09/21/2016	37373	68-0296323	-2,904.12
81	Total IRS					-5,982.96
82	Jamie Corsetti, CPA					
83			09/12/2016	8329	Monthly and Year-End Accounting, Depre	-747.50
84	Total Jamie Corsetti, CPA					-747.50
85	JAYHAWK SOFTWARE					
86			09/29/2016	8359	12/28/16 thru 12/27/2017 Annual Softwar	-750.00
87	Total JAYHAWK SOFTWARE					-750.00
88	Just Rent It, LLC					
89			09/29/2016	8360	equipment rental	-2,459.70
90	Total Just Rent It, LLC					-2,459.70
91	Mitchell, Brisso, Delaney & Vrieze					
92			09/29/2016	8361	tax form	-62.00
93	Total Mitchell, Brisso, Delaney & Vrieze					-62.00
94	NAPA					
95			09/01/2016	8312	large wrench	-20.19
96			09/12/2016	8330	Brake Light	-9.17
97	Total NAPA					-29.36
98	North Coast Laboratories Ltd.					
99			09/01/2016	8313	Monitoring	-145.00
100			09/29/2016	8362	Monitoring	-623.00
101	Total North Coast Laboratories Ltd.					-768.00
102	Northern Equipment					

**Garberville Sanitary District
Register QuickReport
September 2016**

			Date	Num	Memo	Amount
103			09/01/2016	8314	Gloves & Aprons	-105.65
104	Total Northern Equipment					-105.65
105	PAPER MILL					
106			09/12/2016	8331	Ralph-supplies	-106.24
107	Total PAPER MILL					-106.24
108	PG&E					
109			09/01/2016	8315	8/16	-3,561.51
110			09/12/2016	8332	8/16 SWTP	-2,443.20
111			09/29/2016	8363	9/16	-3,212.65
112	Total PG&E					-9,217.36
113	Pitney Bowes Purchase Power					
114			09/29/2016	8364	rental	-81.00
115	Total Pitney Bowes Purchase Power					-81.00
116	Ralph Emerson					
117			09/01/2016	8316	Cell Phone	-50.00
118	Total Ralph Emerson					-50.00
119	Randall Sand & Gravel					
120			09/29/2016	8365	Fire Hydrant Support Cement	-693.36
121	Total Randall Sand & Gravel					-693.36
122	Recology Humboldt County					
123			09/12/2016	8333	trash pickup	-19.97
124	Total Recology Humboldt County					-19.97
125	Redway True Value					
126			09/29/2016	8366	new ford truck	-30.32
127	Total Redway True Value					-30.32
128	Redwood Merchant Services					
129			09/02/2016	9/2debit	8/16 bank card fees	-41.20
130			09/30/2016	9/30crcdfee	9/16 Credit Card Fees	-89.77
131	Total Redwood Merchant Services					-130.97
132	RENNER					
133			09/09/2016	9-9debit	Fuel	-852.89
134	Total RENNER					-852.89
135	Robert Colburn Electric Inc.					
136			09/12/2016	8334	Remove existing pumps - install 2 LMI pu	-6,423.02
137	Total Robert Colburn Electric Inc.					-6,423.02
138	Ron Olsen					
139			09/12/2016	8335	Reimburse for 352 Thomas Dr sewer rep	-4,108.00
140	Total Ron Olsen					-4,108.00
141	Rural Community Assistance Program					
142			09/01/2016	9-1debit	8/16 Ln 6200-GSD-02	-4,717.81
143	Total Rural Community Assistance Program					-4,717.81
144	SDRMA					
145			09/01/2016	8317	Vision & Dental	-458.49
146			09/12/2016	8336	Medical Ins	-3,176.28
147			09/12/2016	8282	2015-16 final W-C	-3,586.03
148			09/29/2016	8367	dental and vision ins	-389.64
149	Total SDRMA					-7,610.44
150	Sentry III Center					
151			09/01/2016	8318	rent	-835.00
152	Total Sentry III Center					-835.00
153	Sloane DellOrto					

Garberville Sanitary District
Register QuickReport
 September 2016

		Date	Num	Memo	Amount
154		09/01/2016	8319	Web Site Migration	-500.00
155	Total Sloane DellOrto				-500.00
156	Staples Credit Plan				
157		09/29/2016	8368	postage meter ink cartridges	-64.79
158	Total Staples Credit Plan				-64.79
159	Tina Stillwell				
160		09/13/2016	8341	SWRCB Ln Pmt Postage	-6.47
161	Total Tina Stillwell				-6.47
162	Tyler Gooch				
163		09/12/2016	8337	Truck Vinyl doors and tailgate 2016 ford	-199.80
164	Total Tyler Gooch				-199.80
165	Umpqua Bank				
166		09/20/2016	9-20debit	8/16 Bank Fees	-117.26
167	Total Umpqua Bank				-117.26
168	US Cellular				
169		09/01/2016	8320	cell phones	-344.73
170	Total US Cellular				-344.73
171	USABLUBOOK				
172		09/01/2016	8321	Meter and tools	-4,384.76
173	Total USABLUBOOK				-4,384.76
174	USPS				
175		09/12/2016	9/12-5297	Ford Financing Docs	-31.20
176	Total USPS				-31.20
177	Wahlund Construction				
178		09/29/2016	8369	Emergency Sewer Repair - Thomas Dr	-3,324.51
179	Total Wahlund Construction				-3,324.51
180	Wells Fargo				
181		09/12/2016	8338	Copier Lease	-90.72
182	Total Wells Fargo				-90.72
183	WYCKOFF'S				
184		09/01/2016	8322	R&M and supplies	-431.13
185		09/12/2016	8339	R&M and supplies	-50.96
186	Total WYCKOFF'S				-482.09
187	Arreguin, Daniel J				
188		09/01/2016	8299		-1,564.41
189		09/20/2016	8342		-1,576.71
190	Total Arreguin, Daniel J				-3,141.12
191	Copenhafer, Ronald				
192		09/01/2016	8300		-1,577.98
193		09/20/2016	8343		-1,272.37
194		09/29/2016	8348		-787.95
195		09/29/2016	8349		-7,718.47
196	Total Copenhafer, Ronald				-11,356.77
197	Emerson, Ralph K				
198		09/01/2016	8301		-1,844.21
199		09/20/2016	8344		-2,747.72
200	Total Emerson, Ralph K				-4,591.93
201	Miller, Brian A				
202		09/01/2016	8302		-1,616.94
203		09/20/2016	8345		-1,282.54
204	Total Miller, Brian A				-2,899.48

Garberville Sanitary District
Register QuickReport
 September 2016

			Date	Num	Memo	Amount
205	Stillwell, Christina					
206			09/01/2016	8303		-1,038.41
207			09/20/2016	8346		-910.45
208	Total Stillwell, Christina					-1,948.86
209	TOTAL					-108,901.52

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of September 30, 2016

		Sep 30, 16	Jun 30, 16	\$ Change
1	ASSETS			
2	Current Assets			
3	Checking/Savings			
4	1005 · Umpqua Checking- Operating	75,501.96	110,177.79	(34,675.83)
5	1006 · Umpqua System Reserve - Water	72,656.72	72,592.66	64.06
6	1007 · Umpqua System Reserve - Sewer	75,219.56	75,153.24	66.32
7	1011 · Water Enterprise Fund	46,233.58	46,192.82	40.76
8	1030 · County Treasury - Sewer Reserve	344,370.84	344,370.84	0.00
9	1031 · County Treasury - Water Reserve	236,225.85	236,225.85	0.00
10	1040 · Petty Cash	49.51	49.51	0.00
11	1050 · Cash Drawer	186.56	186.56	0.00
12	Total Checking/Savings	850,444.58	884,949.27	(34,504.69)
13	Accounts Receivable			
14	11000 · Accounts Receivable - Other	415.00	415.00	0.00
15	Total Accounts Receivable	415.00	415.00	0.00
16	Other Current Assets			
17	1100 · Accounts Receivable	99,978.45	90,007.92	9,970.53
18	1110 · Accts Receivable Over Payments	(1,553.74)	(809.85)	(743.89)
19	1120 · A/R - Employee	0.00	256.30	(256.30)
20	1500 · Prepaid Insurance	14,356.49	4,164.15	10,192.34
21	1501 · Prepaid Workers Comp	7,735.34	0.00	7,735.34
22	1510 · Prepaid Licenses and Permits	14,715.00	0.00	14,715.00
23	1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
24	Total Other Current Assets	130,231.54	88,618.52	41,613.02
25	Total Current Assets	981,091.12	973,982.79	7,108.33
26	Fixed Assets			
27	Fire Hydrant Project	1,364.51	0.00	1,364.51
28	CIP - Leino Ln	585.00	585.00	0.00
29	CIP - Bear Canyon Aerial	576.10	576.10	0.00
30	DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
31	Tobin Well Project 2014	40,189.31	40,189.31	0.00
32	Melville Project Lines 2015	59,612.79	59,612.79	0.00
33	Alderpoint Tank Project (Water)	671,516.84	671,516.84	0.00
34	Collection Facilities			
35	Cost - Coll Fac	44,170.59	44,170.59	0.00
36	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
37	Cost - Lines	2,080,180.29	2,080,180.29	0.00
38	Total Collection Facilities	4,154,300.10	4,154,300.10	0.00
39	Office Equipment	32,004.40	32,004.40	0.00
40	Equipment	158,306.60	158,306.60	0.00
41	Land - Water	88,698.62	88,698.62	0.00
42	Land - Sewer	129,810.68	129,810.68	0.00
43	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
44	Sewer Treatment Facilities			
45	Cost - Equipment	14,492.40	8,069.38	6,423.02
46	Cost - Sewer Plant	488,193.00	488,193.00	0.00
47	Sewer Treatment Facilities - Other	4,500.00	4,500.00	0.00
48	Total Sewer Treatment Facilities	507,185.40	500,762.38	6,423.02
49	SWTP Office	19,740.96	19,740.96	0.00
50	Vehicles	90,378.67	48,023.52	42,355.15
51	Water Easements & Intangibles	177,397.11	177,397.11	0.00
52	MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
53	Water System	138,343.11	133,382.22	4,960.89
54	Accumulated Depreciation-Water	(915,435.71)	(836,119.22)	(79,316.49)

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of September 30, 2016

		Sep 30, 16	Jun 30, 16	\$ Change
55	Accumulated Depreciation-Sewer	(1,509,923.61)	(1,468,784.10)	(41,139.51)
56	Total Fixed Assets	11,762,574.75	11,827,927.18	(65,352.43)
57	TOTAL ASSETS	12,743,665.87	12,801,909.97	(58,244.10)
58	LIABILITIES & EQUITY			
59	Liabilities			
60	Current Liabilities			
61	Accounts Payable			
62	2000 · Accounts Payable	8,103.78	508.76	7,595.02
63	Total Accounts Payable	8,103.78	508.76	7,595.02
64	Other Current Liabilities			
65	2660 · Lease Payable - Ford Motor Cred	27,338.94	0.00	27,338.94
66	*Accounts Payable	19,620.00	0.00	19,620.00
67	2205 · Accrued Simple	1,078.04	1,437.87	(359.83)
68	2210 · Accrued Federal PR Taxes	6,474.00	0.00	6,474.00
69	2220 · Accrued State PR Taxes	1,573.36	0.00	1,573.36
70	2230 · Accrued Vacation	25,910.51	25,910.51	0.00
71	2250 · Loans Payable - Current Portion	78,918.27	78,918.27	0.00
72	Total Other Current Liabilities	160,913.12	106,266.65	54,646.47
73	Total Current Liabilities	169,016.90	106,775.41	62,241.49
74	Long Term Liabilities			
75	2500 · N/P - SWRCB	168,855.28	191,123.20	(22,267.92)
76	2605 · RCAC Loan #6200-GSD-02	212,541.58	223,943.09	(11,401.51)
77	2655 · Lease Payable - Copier	3,215.08	3,438.07	(222.99)
78	2700 · SRF Loan - Water	1,356,479.82	1,379,471.00	(22,991.18)
79	2900 · Less Current Portion	(78,918.27)	(78,918.27)	0.00
80	Total Long Term Liabilities	1,662,173.49	1,719,057.09	(56,883.60)
81	Total Liabilities	1,831,190.39	1,825,832.50	5,357.89
82	Equity			
83	3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
84	3100 · Retained Earnings	4,843,625.72	5,105,728.46	(262,102.74)
85	3200 · Prior Period Adjustment	2,960.00	2,960.00	0.00
86	Net Income	(63,601.99)	(262,102.74)	198,500.75
87	Total Equity	10,912,475.48	10,976,077.47	(63,601.99)
88	TOTAL LIABILITIES & EQUITY	12,743,665.87	12,801,909.97	(58,244.10)

**Garberville Sanitary District
Statement of Cash Flows
July through September 2016**

			Jul - Sep 16
1	OPERATING ACTIVITIES		
2		Net Revenue	(63,601.99)
3		Adjustments to reconcile Net Revenue	
4		to net cash provided by operations:	
5		1100 · Accounts Receivable	(9,970.53)
6		1110 · Accts Receivable Over Payments	743.89
7		1120 · A/R - Employee	256.30
8		1500 · Prepaid Insurance	(10,192.34)
9		1501 · Prepaid Workers Comp	(7,735.34)
10		1510 · Prepaid Licenses and Permits	(14,715.00)
11		2000 · Accounts Payable	7,595.02
12		*Accounts Payable	19,620.00
13		2205 · Accrued Simple	(359.83)
14		2210 · Accrued Federal PR Taxes	6,474.00
15		2220 · Accrued State PR Taxes	1,573.36
16		2660 · Lease Payable - Ford Motor Cred	27,338.94
17		Net cash provided by Operating Activities	(42,973.52)
18	INVESTING ACTIVITIES		
19		Sewer Treatment Facilities:Cost - Equipment	(6,423.02)
20		Vehicles	(42,355.15)
21		Water System	(4,960.89)
22		Accumulated Depreciation-Water	79,316.49
23		Accumulated Depreciation-Sewer	41,139.51
24		Fire Hydrant Project	(1,364.51)
25		Net cash provided by Investing Activities	65,352.43
26	FINANCING ACTIVITIES		
27		2500 · N/P - SWRCB	(22,267.92)
28		2605 · RCAC Loan #6200-GSD-02	(11,401.51)
29		2655 · Lease Payable - Copier	(222.99)
30		2700 · SRF Loan - Water	(22,991.18)
31		Net cash provided by Financing Activities	(56,883.60)
32		Net cash increase for period	(34,504.69)
33		Cash at beginning of period	884,949.27
34		Cash at end of period	850,444.58

Garberville Sanitary District
Revenue & Expense Budget Performance - Sewer
September 2016

		Sep 16	Budget	\$ Over Budget
1	Ordinary Revenue/Expense			
2	Revenue			
3	4200 · Sewer Charges	30,721.44	30,333.00	388.44
4	4650 · Late Charges	255.00	208.00	47.00
5	4700 · Other Operating Revenue	0.00	5.00	-5.00
6	Total Revenue	30,976.44	30,546.00	430.44
7	Gross Revenue	30,976.44	30,546.00	430.44
8	Expense			
9	Administrative and General			
10	5000 · Advertising	0.00	17.00	-17.00
11	5005 · Bad Debts	0.00	250.00	-250.00
12	5010 · Bank Charges			
13	5012 · Merchant Account Fees	44.89	63.00	-18.11
14	5010 · Bank Charges - Other	0.00	42.00	-42.00
15	Total 5010 · Bank Charges	44.89	105.00	-60.11
16	5020 · Directors Fees	0.00	75.00	-75.00
17	5030 · Dues and Memberships	0.00	108.00	-108.00
18	5035 · Education and Training	0.00	106.00	-106.00
19	5036 · Education and Training - B.O.D.	0.00	13.00	-13.00
20	Insurance			
21	5040 · Liability	599.47	600.00	-0.53
22	5050 · Workers' Comp	877.93	487.00	390.93
23	5055 · Health			
24	5055.1 · Employee Portion	-568.02	-598.00	29.98
25	5055 · Health - Other	2,082.07	2,094.00	-11.93
26	Total 5055 · Health	1,514.05	1,496.00	18.05
27	Total Insurance	2,991.45	2,583.00	408.45
28	5060 · Licenses, Permits, and Fees	1,800.60	1,542.00	258.60
29	5065 · Auto	56.49	354.00	-297.51
30	5080 · Office Expense	90.86	167.00	-76.14
31	5085 · Outside Services	259.90	292.00	-32.10
32	5090 · Payroll Taxes	1,482.32	796.00	686.32
33	5100 · Postage	15.60	100.00	-84.40
34	5110 · Professional Fees	862.75	2,334.00	-1,471.25
35	5125 · Repairs and Maintenance	0.00	0.00	0.00
36	5130 · Rents	417.50	418.00	-0.50
37	5135 · Retirement	581.31	236.00	345.31
38	5137 · Supplies	0.00	113.00	-113.00
39	5140 · Telephone	92.00	233.00	-141.00
40	5145 · Tools	105.29	125.00	-19.71
41	5150 · Travel and Meetings	82.90	67.00	15.90
42	5155 · Utilities	106.88	100.00	6.88
43	5160 · Wages	13,508.22	5,259.00	8,249.22
44	5170 · Vacation Accrual Adjustment	0.00	83.00	-83.00
45	Total Administrative and General	22,498.96	15,476.00	7,022.96
46	Sewage Collection			
47	6010 · Fuel	182.19	238.00	-55.81
48	6030 · Repairs and Maintenance	4,116.63	1,250.00	2,866.63
49	6040 · Supplies	0.00	167.00	-167.00
50	6050 · Utilities	397.68	375.00	22.68
51	6060 · Wages			
52	6065 · Wages - Overtime Sewer Collect	297.00	90.00	207.00
53	6060 · Wages - Other	2,496.75	1,559.00	937.75
54	Total 6060 · Wages	2,793.75	1,649.00	1,144.75
55	Total Sewage Collection	7,490.25	3,679.00	3,811.25

Garberville Sanitary District
Revenue & Expense Budget Performance - Sewer
September 2016

		Sep 16	Budget	\$ Over Budget
56	Sewage Treatment			
57	6075 - Fuel	182.19	258.00	-75.81
58	6080 - Monitoring	545.50	833.00	-287.50
59	6100 - Repairs and Maintenance	3,416.55	1,042.00	2,374.55
60	6110 - Supplies	722.92	633.00	89.92
61	6120 - Utilities	735.85	983.00	-247.15
62	6130 - Wages			
63	6135 - Wages - Overtime Sewer Treatm	0.00	64.00	-64.00
64	6130 - Wages - Other	3,075.00	2,882.00	193.00
65	Total 6130 - Wages	3,075.00	2,946.00	129.00
66	Total Sewage Treatment	8,678.01	6,695.00	1,983.01
67	Total Expense	38,667.22	25,850.00	12,817.22
68	Net Ordinary Revenue	-7,690.78	4,696.00	-12,386.78
69	Other Revenue/Expense			
70	Other Revenue			
71	Property Tax Revenue			
72	8010 - Secured	0.00	1,867.00	-1,867.00
73	8020 - Unsecured	0.00	125.00	-125.00
74	8025 - Prior Years	0.00	2.00	-2.00
75	8030 - Supplemental - Current	0.00	6.00	-6.00
76	8035 - Supplemental - Prior Years	0.00	4.00	-4.00
77	Total Property Tax Revenue	0.00	2,004.00	-2,004.00
78	8060 - Interest Revenue	21.63	125.00	-103.37
79	9030 - Homeowners' Tax Relief	0.00	29.00	-29.00
80	Total Other Revenue	21.63	2,158.00	-2,136.37
81	Other Expense			
82	9040 - Depreciation	13,713.17	13,717.00	-3.83
83	9050 - Interest Expense	8.02	404.00	-395.98
84	Total Other Expense	13,721.19	14,121.00	-399.81
85	Net Other Revenue	-13,699.56	-11,963.00	-1,736.56
86	Net Revenue	-21,390.34	-7,267.00	-14,123.34

Garberville Sanitary District
Revenue & Expense Budget Performance - Water
September 2016

		Sep 16	Budget	\$ Over Budget
1	Ordinary Revenue/Expense			
2	Revenue			
3	Water Charges			
4	4100 · Residential	28,848.66	25,130.17	3,718.49
5	4110 · Commercial	18,762.60	18,587.55	175.05
6	Total Water Charges	47,611.26	43,717.72	3,893.54
7	4650 · Late Charges	255.00	209.00	46.00
8	4700 · Other Operating Revenue	0.00	13.00	-13.00
9	Total Revenue	47,866.26	43,939.72	3,926.54
10	Gross Revenue	47,866.26	43,939.72	3,926.54
11	Expense			
12	Administrative and General			
13	5000 · Advertising	0.00	13.00	-13.00
14	5005 · Bad Debts	0.00	209.00	-209.00
15	5010 · Bank Charges			
16	5012 · Merchant Account Fees	44.88	63.00	-18.12
17	5010 · Bank Charges - Other	0.00	42.00	-42.00
18	Total 5010 · Bank Charges	44.88	105.00	-60.12
19	5020 · Directors Fees	0.00	75.00	-75.00
20	5030 · Dues and Memberships	0.00	134.00	-134.00
21	5035 · Education and Training	0.00	167.00	-167.00
22	5036 · Education and Training - B.O.D.	0.00	13.00	-13.00
23	Insurance			
24	5040 · Liability	599.48	600.00	-0.52
25	5050 · Workers' Comp	943.51	487.00	456.51
26	5055 · Health			
27	5055.1 · Employee Portion	-604.98	-599.00	-5.98
28	5055 · Health - Other	2,082.08	2,094.00	-11.92
29	Total 5055 · Health	1,477.10	1,495.00	-17.90
30	Total Insurance	3,020.09	2,582.00	438.09
31	5060 · Licenses, Permits, and Fees	621.43	309.00	312.43
32	5065 · Auto	56.48	355.00	-298.52
33	5080 · Office Expense	90.86	167.00	-76.14
34	5085 · Outside Services	259.90	417.00	-157.10
35	5090 · Payroll Taxes	1,593.16	1,146.00	447.16
36	5100 · Postage	15.60	100.00	-84.40
37	5110 · Professional Fees	862.75	2,334.00	-1,471.25
38	5120 · Property Taxes	12.00	0.00	12.00
39	5125 · Repairs and Maintenance	0.00	0.00	0.00
40	5130 · Rents	417.50	467.00	-49.50
41	5135 · Retirement	624.76	340.00	284.76
42	5137 · Supplies	0.00	113.00	-113.00
43	5140 · Telephone	91.99	217.00	-125.01
44	5145 · Tools	105.28	125.00	-19.72
45	5150 · Travel and Meetings	82.89	67.00	15.89
46	5155 · Utilities	106.87	100.00	6.87
47	5160 · Wages	13,930.06	5,423.00	8,507.06
48	5170 · Vacation Accrual Adjustment	0.00	84.00	-84.00
49	Total Administrative and General	21,936.50	15,062.00	6,874.50
50	Water Trans and Distribution			
51	7075 · Fuel	182.19	255.00	-72.81
52	7090 · Repairs and Maintenance	965.73	1,250.00	-284.27
53	7100 · Supplies	0.00	334.00	-334.00
54	7110 · Utilities	843.06	559.00	284.06
55	7120 · Wages			
56	7125 · Wages - Overtime Water Trans &	126.00	437.00	-311.00

Garberville Sanitary District
Revenue & Expense Budget Performance - Water

September 2016

		Jul - Sep 16	YTD Budget	\$ Over Budget	Annual Budget
1	Ordinary Revenue/Expense				
2	Revenue				
3	Water Charges				
4	4100 - Residential	87,272.04	79,370.10	7,901.94	272,535.37
5	4110 - Commercial	56,982.90	55,997.65	985.25	214,309.79
6	Total Water Charges	144,254.94	135,367.75	8,887.19	486,845.16
7	4650 - Late Charges	717.02	627.00	90.02	2,508.00
8	4700 - Other Operating Revenue	195.00	39.00	156.00	156.00
9	Total Revenue	145,166.96	136,033.75	9,133.21	489,509.16
10	Gross Revenue	145,166.96	136,033.75	9,133.21	489,509.16
11	Expense				
12	Administrative and General				
13	5000 - Advertising	0.00	39.00	-39.00	156.00
14	5005 - Bad Debts	0.00	627.00	-627.00	2,508.00
15	5010 - Bank Charges				
16	5012 - Merchant Account Fees	155.86	189.00	-33.14	756.00
17	5010 - Bank Charges - Other	122.94	126.00	-3.06	504.00
18	Total 5010 - Bank Charges	278.80	315.00	-36.20	1,260.00
19	5020 - Directors Fees	0.00	225.00	-225.00	900.00
20	5030 - Dues and Memberships	504.10	402.00	102.10	1,608.00
21	5035 - Education and Training	12.50	501.00	-488.50	2,004.00
22	5036 - Education and Training - B.O.D.	0.00	39.00	-39.00	156.00
23	Insurance				
24	5040 - Liability	1,798.44	1,800.00	-1.56	7,200.00
25	5050 - Workers' Comp	1,958.02	1,461.00	497.02	5,844.00
26	5055 - Health				
27	5055.1 - Employee Portion	-1,777.52	-1,797.00	19.48	-7,188.00
28	5055 - Health - Other	6,246.24	6,282.00	-35.76	25,128.00
29	Total 5055 - Health	4,468.72	4,485.00	-16.28	17,940.00
30	Total Insurance	8,225.18	7,746.00	479.18	30,984.00
31	5060 - Licenses, Permits, and Fees	1,041.43	927.00	114.43	3,708.00
32	5065 - Auto	144.98	1,065.00	-920.02	4,260.00
33	5080 - Office Expense	556.19	501.00	55.19	2,004.00
34	5085 - Outside Services	1,198.30	1,251.00	-52.70	5,004.00
35	5090 - Payroll Taxes	3,441.10	3,438.00	3.10	13,752.00
36	5100 - Postage	247.70	300.00	-52.30	1,200.00
37	5110 - Professional Fees	1,691.25	7,002.00	-5,310.75	28,008.00
38	5120 - Property Taxes	12.00	0.00	12.00	12.00
39	5125 - Repairs and Maintenance	3.02	0.00	3.02	0.00
40	5130 - Rents	1,252.50	1,401.00	-148.50	5,604.00
41	5135 - Retirement	1,335.61	1,020.00	315.61	4,080.00
42	5137 - Supplies	0.00	339.00	-339.00	1,356.00
43	5140 - Telephone	325.97	651.00	-325.03	2,604.00
44	5145 - Tools	1,311.66	375.00	936.66	1,500.00
45	5150 - Travel and Meetings	149.82	201.00	-51.18	804.00
46	5155 - Utilities	370.78	300.00	70.78	1,200.00
47	5160 - Wages	24,939.65	16,269.00	8,670.65	65,076.00
48	5170 - Vacation Accrual Adjustment	0.00	252.00	-252.00	1,008.00
49	Total Administrative and General	47,042.54	45,186.00	1,856.54	180,756.00
50	Water Trans and Distribution				
51	7075 - Fuel	566.52	765.00	-198.48	3,060.00
52	7090 - Repairs and Maintenance	4,742.79	3,750.00	992.79	15,000.00
53	7100 - Supplies	771.07	1,002.00	-230.93	4,008.00
54	7110 - Utilities	2,642.67	1,677.00	965.67	6,708.00
55	7120 - Wages				
56	7125 - Wages - Overtime Water Trans &	775.50	1,311.00	-535.50	5,244.00

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

September 27, 2016
5:00 p.m.

I. REGULAR MEETING CALLED TO ORDER

5:00 P.M.

II. ESTABLISHMENT OF QUORUM

Present: Rio Anderson, Linda Brodersen, Doug Bryan, Richard Thompson, Gary Wellborn

III. APPROVAL OF AGENDA

Anderson made a motion to approve the agenda. Thompson seconded the motion. The agenda was approved by a 5-0 vote.

IV. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristin Vogel said that she received a notice last week that the Department of Drinking Water wrote to the Districts concerning the SHCP EIR. She asked how you can have a private new public water system on the SOI of an existing water district.

Emerson said this is not an action item and just what he had heard they are considering the Park as a separate water district potentially, wasn't anything to do with us. Vogel asked if it was LAFCo that was considering this. Emerson said he didn't know; he thinks that's just what was being said to the public as a possibility. Vogel asked what would happen to your district being the SOI for the Park right now.

Emerson said he didn't know; he hasn't been asked to comment any longer, any more than he already has. Vogel asked how a new public water system can go onto private property. Emerson said she would have to ask LAFCo or the State; he wasn't sure.

**V. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Trent Sanders Project – Emerson reported this was going to be a dispensary and he and Ron had laid out where sewer and water would have to be hooked up from. Then this came, and he responded to the County that we would require certain pipe sizes and work to be done so we can accommodate the needs of this type of business.

Operations Staff- Copenhafer reported about the level of the river and how the data is recorded. It hit 12 cubic feet per second today. He said we have our 10 percent and we will get in trouble when the river gets down to four cfs. Staff will have to figure out how to run their pumps because the pump speeds we have now don't accommodate, what will have to happen then is they will have to run the pumps continuously at the lowest speed possible. The 10 percent is an instantaneous take, not an average over the day. It's at any given point in the day; you can't take over ten percent. Copenhafer said this is unexplored territory. The way the rule is written; it has never happened before and if we get one rain now we will be in good shape. Brodersen asked how the river is compared to last year. He said this time last year we had rain in September.

Office Staff- No Report

Board Members- Brodersen read a SDRMA letter giving the district a certificate for no Workers Comp paid claims during 2015-2016.

General Manager—Ralph Emerson reported that the Humboldt House is installing a fitness center at their location by the sheriff station, he doesn't see it as a big problem, them doing that, it's not going to impact us really. The water and sewer are not an issue. Emerson said that one thing about the General Manager's Report is that there... the district is had to spend some money. There was a sewer problem behind Dazey lumber yard; there is a house owned by Ron Olsen. There have been some blockages in the sewer line over the years. There has been some work done by staff in the past to repair-connect service lateral to the main line. The work was done, covered up, and over the years it was not - it was found there were more problems. Ron spent time and money trying to fix it; it was fixed for a while apparently, they thought and then found out that his service lateral from the house was dilapidated and old, it had holes in it also, Brett Van Meter did some work down there to fix-replace all that section and when he got down to the main line he found there was some problems at the main line connection that were not address originally. Brett VanMeter wasn't able to fix those and we had Wahlund Construction come down with their vac truck to pump it out, it was a bigger pipe and a bigger problem so they made all the repairs and so we made an adjustment to the renter of six months I believe and then we also paid for the bills for Ron Olsen for the time that was spent yes his lateral was also bad they replaced it, but there was work done or should have been done differently in the past. I felt in the best interest of the district to reimbursed him for the money he spent for not having the job perhaps done the way it could have been. Its fixed now and everybody seems to be satisfied with out come.

Emerson said we are trying to help some of the customers catch up with their bills. With Ron retiring there will be a loss because of his knowledge. He is trying to catch himself up so he can be in the on call rotation. He said they got two of the fire hydrants installed today. We rented some equipment to removing cattails, clearing ditches, adding colverts, cleaning off banks, brush and blackberries. The sludge bed pond inback of pond one that has been questioned by the neighbors about having to hold water I cleaned it all out smoothed it and drained it. Brian and Dan got some experience on using the equipment. Emerson reported that a gentleman in from the security company in Cresent City has over forty fire hydrants, they are brand new but they are thirty plus years old and he wants to sell them for four hundred dollars a piece. He wants to go see them and maybe he can get all of the hydrants we need very inexpensive and store them until we can put them in and not have to pay the three thousand plus four thousand dollars to buy a new hydrant.

Director Thompson asked about the Wallan Road Tank Telemetry not working. Emerson explained the wiring is old, not working and was replaced with wireless telemetry. The solar panal was installed facing the wrong direction. At some point the company is coming back to fix the problem.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials
- A.2 Approve 8/23/16 Regular Meeting Minutes
- A.3 Operations Safety Report

Motion: Thompson

Second: Wellborn

Vote: 5-0

A. GENERAL BUSINESS

- B.1 Rate study Update from RCAC
Emerson reported that he needs to correct the information that he sent to RCAC. He said he will have a quote at the next meeting of what is found from the rate study analysis. Director Thompson said the district needed to be saving money now for future infrature improvements.
- B.2 Wallen Rd Tank and Road Repairs
Emerson meet with Scott Carmicheal, other Contractors and the Wilcox Brothers. Wilcox gave a estimate. Emerson explained that Carmicheal gave the district an easement to the area that the district needs to do the road. He doesn't have time before winter to get a legal easement but he wrote up a agreement with Carmicheal and Matanes. With the boards approval of the agreement he can get started on the road.
- B.3 Introduction to New Website
Emerson reported that the district website is outdated and gave a demo of the new district website.
- B.4 Fire Hydrant Installation
Emerson reported that there have been two fire hydrants replaced, one on Redwood Dr. and one on the corner of Maple Ln and Locust St.
- B.5 Recognition of Ron Copenhafer's Career at GSD
Emerson said he had the utmost respect for Ron's dedication to the district. Brodersen gave a brief history of Ron's work history and presented him with a gift of appreciation. Ron thanked the board and said this was the best job he ever had. Director Anderson said having Ron here was always a grounding thing for him when he first became a board member. Cupcakes were had by all.

VII. ITEMS FOR NEXT BOARD MEETING

- 1. Budget Update**
- 2. Grease Traps**
- 3. Multi Family Rates**
- 4. Rate Study Update**

VIII. ADJOURNMENT

Meeting was adjourned at 6:05 p.m.

10/20/16

Employee Safety Responsibilities

California employers are responsible for maintaining a safe work place and adopting an Injury and Illness Prevention Program (IIPP) to protect workers from job hazards. But employers are not the only ones responsible for safety on the job – California workers have responsibilities for maintaining a safe workplace as well. Do you know your safety responsibilities?

Know and follow all of your employer's health and safety rules such as safe work practices and standard operating procedures. Be familiar with the Cal OSHA safety requirements that regulate your industry. These regulations and guidelines are designed to educate and protect you from hazards and injuries on the job. Know the emergency and evacuation procedures and the location of emergency equipment on your jobsite; clear thinking and immediate action in an emergency can save lives.

Attend all of the safety training that your employer offers. Training helps you identify job hazards and take the appropriate precautions to protect yourself and co-workers. Never operate equipment unless you have been properly trained. Read and understand the material safety data sheet (MSDS) and know the hazards and safe work practices for all of the chemicals that you work with. If you have a question about equipment, a chemical, or a process, ask your supervisor – taking a chance at work can mean taking a chance with your life.

You are responsible for the safety of your own actions while on the job. Conduct yourself professionally and with your mind on your own safety and the safety of others at all times; the workplace is no place for horseplay or lack of attention. Serve as a good role model to co-workers for safe work practices and behavior. Maintain your personal work area and common areas in a clean and orderly manner; good housekeeping means a safer workplace. Always wear the appropriate personal protective equipment (PPE) required for your job tasks.

Talk with your supervisor about safety. If you have a suggestion to make a process or equipment safer, speak up! No one knows your job and tools better than you. Immediately warn co-workers and notify your supervisor of any malfunctioning equipment, hazardous conditions, and unsafe behavior in the workplace – someone's life may depend on it. All accidents and near-misses should also be reported to your supervisor because investigating these incidents can lead to a safer environment. If you have a job-related injury or illness, promptly report it to your employer and seek appropriate treatment.

When you share the responsibility for safety in the workplace, everyone wins.

The above evaluations and/or recommendations are for general guidance only and should not be relied upon for legal compliance purposes. They are based solely on the information provided to us and relate only to those conditions specifically discussed. We do not make any warranty, expressed or implied, that your workplace is safe or healthful or that it complies with all laws, regulations or standards.

Name	<u>BRIAN M. HAN Brian Han</u>	Date	<u>10/20/16</u>
	<u>Dan Arreguin Dan Arreguin</u>		<u>10/20/16</u>
	<u>Tina Stillwell Tina Stillwell</u>		<u>10-20-16</u>
	<u>Ralph Amador</u>		<u>10/20/16</u>

FY 2016/17 Operations Cash Flow

10/19/16

Description	Board Budget Amount	Updated Budget Amount	Difference
Operations Cash (estimated) Beginning Balance (07/01/16)	\$ 86,462.14	\$ 112,148	\$ 25,686
Operations			
Water Revenue	489,795	489,795	0
Sewer Revenue	392,450	392,450	0
Payroll Expenses	(366,665)	(325,450)	41,215
Admin & Overhead Expenses	(174,450)	(174,450)	0
Water Supplies/Maintenance/Monitoring/Utilities	(84,700)	(84,700)	0
Sewer Supplies/Maintenance/Monitoring/Utilities	(69,350)	(69,350)	0
SUBTOTAL	187,080	228,295	41,215
Assets and Projects			
Utility Truck Equipment and Tools	(2,500)	(2,500)	0
Sale of Surplus Truck	0	5,000	5,000
Unspecified Improvements	(10,000)	0	10,000
SWTP Hypochlorite Storage Tank	(3,000)	0	3,000
WWTP switch to liquid Hypochlorite	(7,000)	(6,500)	500
Wallen Road Tank Access Road - Temp Fix	(2,000)	(38,000)	(36,000)
Telemetry Replacement: Wallen Tank, Arthur Rd, WWTP, Alpt Rd	(5,000)	(15,000)	(10,000)
Redwood Hwy Valve Replacement	(15,000)	0	15,000
Replace (2) Downtown Hydrants	(14,000)	(21,000)	(7,000)
Flow Meter Data Capture	(5,000)	(5,000)	0
Linda Ln Culvert Replacement		(10,000)	(10,000)
Variation in A/R, A/P, and Prepaid Expenses (Insurance)	(500)	(26,360)	(25,860)
SUBTOTAL	(64,000)	(119,360)	(55,360)
Loan Payments			
Utility Truck Principle Payment (until 06/2019, 5%, \$42,425)	(13,442)	(13,442)	0
SWRCB WWTP Principle Payment (until 8/2023, 2%, \$428,907)	(21,831)	(21,831)	0
SWRCB DWIP Principle Payment (until 01/2046, 0%, \$1,379,471)	(45,982)	(45,982)	0
RCAC: ALPT Const - Principle Payment (until 11/2020, 5%, \$250,000)	(46,472)	(46,472)	0
Lease Payable - copier	(862)	(862)	0
SUBTOTAL	(128,590)	(128,590)	0
Total Spent towards Assets and Loans	(192,590)	(247,950)	(55,360)
Savings Toward			
Equipment Replacement	0	10,000	10,000
Capital Projects	0	10,000	10,000
SUBTOTAL	0	20,000	20,000
Projected Net Cash Flow for Year	(5,510)	(39,655)	(34,145)
Resulting Operational Cash Balance	\$ 80,952	\$ 72,493	\$ (8,459)

Note: This balance does not include \$700,000 in reserves or the SRF Holding Account for DWTP

FY 2015/16 Operations Cash Flow

10/04/16

Description	Amount
Operations Cash Beginning Balance (07/01/15)	\$ 355,447
Operations	
Water Revenue	497,045
Sewer Revenue	402,489
Payroll Expenses	(380,787)
Admin & Overhead Expenses	(148,122)
Water Supplies/Maintenance/Monitoring/Utilities	(86,524)
Sewer Supplies/Maintenance/Monitoring/Utilities	(64,889)
Prior Period Adjustments	2,960
SUBTOTAL	222,171
Assets and Projects	
Small Portable Generator	(2,495)
Hydrant with water meter stand	(1,987)
Welder	(3,091)
100 gal Diesel tank and pump	(942)
Hydroflusher	(76,336)
Computer for Operations	(2,684)
Leino Lane	(585)
Bear Canyon Aerial	(576)
Cell Assembly for WWTP Chlorine Generator	(4,688)
SWTP Office Walls	(19,741)
Melville	(19,568)
MSR/SOI/Annexation	(1,915)
Alderpoint Tank Replacement Project	(327,908)
RCAC Loan Deposit for Alderpoint	250,000
Variation in A/R, A/P, and Prepaid Expenses	(144,194)
SUBTOTAL	(356,710)
Loan Payments	
MFC - Final Payment	(33,236)
SWRCB Principle Payment - WWTP (until 8/2023, 2%, \$428,907)	(21,831)
SWRCB Principle Payment - DWIP (until 01/2046, 0%, \$1,379,471)	(22,991)
RCAC: ALPT Const - Principle Payment (until 11/2020, 5%, \$250,000)	(29,842)
Lease Payable - copier	(860)
SUBTOTAL	(108,760)
Total Spent towards Assets and Loans	(465,470)
Savings Toward	
Equipment Replacement	0
Capital Projects	0
SUBTOTAL	0
Projected Net Cash Flow for Year	(243,299)
Resulting Operational Cash Balance	\$ 112,148
Note: This balance does not include \$700,000 in reserves or the SRF Holding Account for DWTP	

Statement of Revenues, Expenditures and Changes in Net Position from Operating Water Fund

Description	Audited FY 14/15 Actual	FY 2015/16			FY 2016/17		
		Board Adopted Budget	Unaudited Final Actual	Over (Under) Budget	Board Adopted Budget	YTD 2 mo. 08/31/16	Over (Under) Budget
Revenues							
1 4100 · Residential	276,002	267,476	269,616	2,140	272,535	58,423	(214,112)
2 4110 · Commercial	214,530	217,287	211,605	(5,682)	214,310	38,220	(176,090)
3 4120 · System Reserve Fee	0	0		0	0		0
4 4125 · Employee Discts	0	0		0	0		0
5 4150 · Bulk Water Sales	0	0		0	0		0
6 Total Water Charges	490,533	484,763	481,221	(3,542)	486,845	96,644	(390,201)
7 4300 - Connection Fee	16,100	0	8,600	8,600	0		0
8 4650 · Late Charges	3,318	3,322	2,273	(1,050)	2,500	462	(2,038)
9 4700 · Other Operating Revenue	2,986	866	3,782	2,916	150	195	45
10 Total Water Revenues	512,936	488,951	495,876	6,925	489,495	97,301	(392,194)
11 Expenses							
12 Admin. & General							
13 5000 · Advertising	391	402	0	(402)	150		(150)
14 5005 · Bad Debts	2,708	2,774	1,500	(1,274)	2,500		(2,500)
15 5010 · Bank Charges				0			0
16 5012 · Merchant Account Fees	489	487	725	238	750	111	(639)
17 5010 · Bank Charges - Other	322	279	605	326	500	64	(436)
18 5015 · Conservation	0	0		0	0		0
19 5020 · Directors Fees	650	670	475	(195)	900		(900)
20 5030 · Dues and memberships	1,562	1,609	1,537	(72)	1,600	276	(1,324)
21 5035 · Ed & Training	1,597	2,000	2,046	46	2,000	13	(1,988)
22 5036 · Ed & Training - B.O.D.	0	150	0	(150)	150		(150)
23 Insurance							
24 5040 · Liability	5,676	5,822	6,165	343	7,194	1,199	(5,995)
25 5050 · Workers' Comp	13,653	15,451	15,174	(277)	5,840	1,015	(4,825)
26 5055 · Health							
27 5037 - Employee Benefits	982	0		0	0		0
28 5055.1 · Empl. Portion	(4,097)	(5,790)	(6,461)	(672)	(7,178)	(1,173)	6,005
29 5055 · Health - Other	16,882	20,233	21,646	1,413	22,430	4,164	(18,266)
30 Total 5055 · Health	13,767	14,443	15,185	742	15,252	2,992	(12,260)
31 Total Insurance	33,096	35,716	36,524	808	28,286	5,205	(23,081)
32 5060 · Licenses, permits & fees	3,493	3,597	3,736	139	3,700	420	(3,280)
33 5065 · Auto	1,719	1,771	1,598	(173)	4,250	89	(4,162)
34 5070 · Miscellaneous	287	0	0	0	0		0
35 5080 · Office expense	2,821	3,185	3,077	(108)	2,000	433	(1,567)
36 5085 · Outside Services	6,176	6,361	3,731	(2,630)	5,000	938	(4,062)
37 5090 · Payroll taxes	11,309	11,648	14,284	2,636	12,358	1,848	(10,510)
38 5100 · Postage	1,158	1,193	1,623	430	1,200	192	(1,008)
39 5110 · Professional Fees	11,429	32,142	20,817	(11,325)	28,000	798	(27,203)
40 5120 · Property taxes	12	12	12	(0)	12	0	(12)
41 5125 - Repair and Maint.	0	0	134	134	0	3	3
42 5130 · Rents	5,400	5,400	5,575	175	5,610	835	(4,775)
43 5135 · Retirement	2,625	2,704	4,367	1,663	3,579	711	(2,868)
44 5137 · Supplies	233	225	1,049	824	1,350		(1,350)
45 5140 · Telephone	4,052	4,174	2,112	(2,062)	2,600	234	(2,366)
46 5145 · Tools	3,024	3,114	3,133	19	1,500	1,206	(294)
47 5150 · Travel & Meetings	371	1,000	851	(149)	800	67	(733)
48 5155 · Utilities	943	971	1,144	173	1,200	264	(936)
49 5160 · Wages	48,366	65,260	69,282	4,022	73,285	11,010	(62,275)

Statement of Revenues, Expenditures and Changes in Net Position from Operating Activities
 Water Fund

Description	Audited FY 14/15 Actual	FY 2015/16			FY 2016/17		
		Board Adopted Budget	Unaudited Final Actual	Over (Under) Budget	Board Adopted Budget	YTD 2 mo. 08/31/16	Over (Under) Budget
50 5165 - OT Wages	23	0	0	0	0		0
51 5170 - Vacation accrual adjustment	1,502	0	3,880	3,880	1,000		(1,000)
53 Total Admin. & General	145,758	186,845	183,817	(3,028)	184,279	24,715	(159,564)
54 Water Transmission & Distribution							
55 7075 - Fuel	2,192	2,258	2,812	555	3,050	384	(2,666)
56 7080 - Pumping	0	0	0	0	0		0
57 7090 - Repairs & Maint.	14,867	15,190	13,920	(1,270)	15,000	3,777	(11,223)
58 7100 - Supplies	10,257	10,564	2,295	(8,269)	4,000	771	(3,229)
59 7110 - Utilities	10,615	10,934	6,916	(4,018)	6,700	1,800	(4,900)
60 7120 - Wages	25,517	37,440	33,533	(3,907)	30,685	5,247	(25,439)
61 7125 - OT Wages	4,246	4,374	3,923	(451)	3,000	650	(2,351)
62 Total Water Trans & Distr	67,694	80,759	63,398	(17,361)	62,435	12,628	(49,807)
63 Water Treatment							
64 7010 - Monitoring	2,705	2,786	2,932	146	3,000	354	(2,646)
65 7015 - Outside Services	0	0	0	0	0		0
66 7020 - Fuel	3,410	3,512	2,668	(844)	2,850	384	(2,466)
67 7030 - Repairs & Maint.	5,742	9,290	6,270	(3,020)	5,000	2,250	(2,750)
68 7040 - Supplies	16,382	16,874	13,871	(3,003)	11,000	233	(10,767)
69 7050 - Utilities	37,311	38,430	34,840	(3,590)	34,100	8,052	(26,048)
70 7060 - Wages	41,670	37,440	52,300	14,860	35,815	6,918	(28,897)
71 7065 - OT Wages	5,054	5,206	5,513	307	4,005	126	(3,879)
72 Total Water Treatment	112,274	113,538	118,394	4,856	95,770	18,316	(77,454)
73 Total All Expenses	325,726	381,142	365,610	(15,533)	342,484	55,659	(286,825)
74 Net Operating Revenue	187,210	107,809	130,266	22,457	147,011	41,642	(105,369)
75 Other Income/Expense							
76 Other Income							
77 Water Capital Grant Income	687,192	0		0	0		0
78 8060 - Interest Income	237	301	1,169	868	300	71	(229)
79 8070 - Other Non-Operating Revenue	0	0		0	0		0
80 Total Other Income	687,429	301	1,169	868	300	71	(229)
81 Other Expense							
82 9010 - Other Expenses	0	0	1,500	1,500	0		0
83 9040 - Depreciation (and loss on disposal)	165,767	52,608	317,266	264,658	317,500	52,878	(264,622)
84 9050 - Interest Expense	3,120	17,753	8,231	(9,522)	11,163	1,867	(9,296)
85 Total Other Expense	168,887	70,361	326,997	255,136	328,663	54,745	(273,918)
86 Net Other Income	518,542	(70,060)	(325,828)	(254,268)	(328,363)	(54,674)	273,689
87 Net Gain (will match audit)	705,751	37,749	(195,562)	(231,811)	(181,352)	(13,032)	168,319
88 Depreciation (added back since not cash flow item)	165,767	52,608	317,266	264,658	317,500	52,878	(264,622)
89 Grant Income	687,192	0	0	0	0	0	0
90 Net Operating Gain (no grant or depreciation)	184,326	90,357	121,704	32,847	136,148	39,845	(96,303)

Statement of Revenues, Expenditures and Changes in Net Position from Operations
Wastewater Fund

Description	FY 14/15 Audited	FY 2015/16			FY 2016/17		
		Board Adopted Budget	Unaudited Final Actual	Over (Under) Budget	Board Adopted Budget	YTD 2 mo. 08/31/16	Over (Under) Budget
Revenues							
1 4200 · Sewer Charges	365,128	346,053	365,409	19,356	364,000	63,118	(300,882)
2 4300 · Connection Fees	22,500	0	6,000	6,000	0		0
3 4650 · Late Charges	3,318	3,090	2,273	(818)	2,500	462	(2,038)
4 4700 · Other Operating Revenue	70	100	1,347	1,247	50	10	(40)
5 Total Sewer Revenues	391,015	349,243	375,029	25,786	366,550	63,590	(302,960)
6 Expense							
7 Administrative & General							
8 5000 · Advertising	391	402	0	(402)	200		(200)
9 5005 · Bad Debts	3,385	3,471	1,500	(1,971)	3,000		(3,000)
10 5012 · Merchant Account Fees	489	487	725	238	750	111	(639)
11 5010 · Bank Charges	322	279	605	326	500	64	(436)
12 5020 · Directors Fees	650	670	475	(195)	900	0	(900)
13 5030 · Dues and memberships	1,250	1,288	1,373	85	1,300	276	(1,024)
14 5035 · Education & Training	1,238	1,275	1,690	414	1,275	263	(1,013)
15 5036 · Education & Training - B	0	0	0	0	150	0	(150)
16 Insurance							
17 5040 · Liability	5,676	5,822	6,215	393	7,194	1,199	(5,995)
18 5050 · Workers' Comp	11,489	9,992	13,305	3,312	5,840	902	(4,938)
19 Health							
20 5037 · Employee Benefits	592	0	0	0	0		0
21 5055.1 · Employee Portion	(3,846)	(5,790)	(6,090)	(300)	(7,178)	(1,173)	6,005
22 5055 · Health	16,882	20,233	21,646	1,413	22,430	4,164	(18,266)
23 Total 5055 · Health	13,629	14,443	15,556	1,113	15,252	2,991	(12,261)
24 Total Insurance	30,793	30,257	35,076	4,818	28,286	5,091	(23,194)
25 5060 · Licenses, permits & fees	18,021	18,562	18,304	(258)	18,500	2,850	(15,650)
26 5065 · Auto	1,718	1,769	1,598	(172)	4,250	89	(4,162)
27 5070 · Miscellaneous	0	0	0	0	100		333
28 5080 · Office expense	2,605	2,963	3,097	133	2,000	433	(1,305)
29 5085 · Outside Services	3,322	3,422	3,676	254	3,500	695	(1,872)
30 5090 · Payroll taxes	8,076	10,065	10,145	80	8,587	1,628	(8,396)
31 5100 · Postage	1,158	1,193	1,610	417	1,200	192	(403)
32 5110 · Professional Fees	12,218	32,954	17,293	(15,661)	28,000	798	(27,997)
33 5120 · Property taxes	0	0	0	0	0		835
34 5125 · Repairs & Maintenance	24	0	134	134	0	3	639
35 5130 · Rents	4,800	4,800	4,975	175	5,010	835	(5,010)
36 5135 · Retirement	1,889	1,771	3,112	1,341	2,487	639	(2,253)
37 5137 · Supplies	233	225	1,060	835	1,350	0	(1,065)
38 5140 · Telephone	3,566	3,673	2,328	(1,346)	2,800	234	(2,733)
39 5145 · Tools	1,952	2,010	3,814	1,804	1,500	285	(1,236)
40 5150 · Travel & Meetings	298	307	506	199	800	67	10,233
41 5155 · Utilities	943	971	1,144	173	1,200	264	(1,200)
42 5160 · Wages	43,090	65,260	65,345	85	70,415	11,033	(70,415)
43 5165 · OT Wages	31	0	0	0	0		0
44 5170 · Vacation accrual adjustm	570	0	2,685	2,685	1,000		(1,000)
45 Total Administrative & General	143,033	188,074	182,270	(5,805)	189,060	25,848	(163,212)
46 Wastewater Collection							
47 6010 · Fuel	2,945	3,033	2,668	(365)	2,850	384	(2,466)

Statement of Revenues, Expenditures and Changes in Net Position from Operations
Wastewater Fund

Description	FY 14/15 Audited	FY 2015/16			FY 2016/17		
		Board Adopted Budget	Unaudited Final Actual	Over (Under) Budget	Board Adopted Budget	YTD 2 mo. 08/31/16	Over (Under) Budget
48 6030 · Repairs & Maintenance	27,756	28,588	3,234	(25,355)	15,000	145	(14,855)
49 6040 · Supplies	1,472	1,517	1,314	(203)	2,000	529	(1,471)
50 6050 · Utilities	5,131	5,285	4,625	(660)	4,500	818	(3,682)
51 6060 · Wages	14,497	37,440	18,366	(19,074)	14,715	3,317	(11,398)
52 6065 - OT Wages	1,484	0	1,049	1,049	660	385	(275)
53 Total Wastewater Collection	53,285	75,863	31,255	(44,608)	39,725	5,578	(34,147)
54 Wastewater Treatment							
55 6075 · Fuel	2,106	2,169	2,906	737	3,100	384	(2,716)
56 6080 · Monitoring	6,631	6,830	19,925	13,094	10,000	105	(9,895)
57 6085 · Outside Services	0	0		0	0		0
58 6100 · Repairs & Maintenance	12,175	12,540	15,224	2,684	12,500	473	(12,027)
59 6110 · Supplies	7,449	7,672	3,436	(4,237)	7,600	1,734	(5,866)
60 6120 · Utilities	9,058	9,330	11,558	2,228	11,800	1,504	(10,296)
61 6130 · Wages	29,867	24,960	33,058	8,098	21,035	6,426	(14,610)
62 6135 - OT Wages	3,120	0	726	726	640	126	(514)
63 Total Wastewater Treatment	70,406	63,502	86,832	23,330	66,675	10,752	(55,923)
64 Total Expense	266,725	327,439	300,357	(27,082)	295,460	42,179	(253,282)
68 Net Operating Revenues	124,290	21,804	74,672	52,868	71,090	21,412	(49,678)
69 Other Revenue/Expense							
72 Property Tax Revenue							
73 8010 · Secured	22,431	21,581	23,010	1,429	22,400		(22,400)
74 8020 · Unsecured	868	1,466	859	(607)	1,500		(1,500)
75 8025 · Prior Years	26	24	11	(13)	25		(25)
76 8030 · Supplemental - Current	141	77	220	143	75		(75)
77 8035 · Supplemental - Prior Y	36	40	30	(10)	50		(50)
78 Total Property Tax Revenue	23,502	23,188	24,130	942	24,050	0	(24,050)
79							
80 8060 · Interest Income	2,379	2,635	3,009	374	1,500	45	(1,455)
81 8070 - Other non-operating rev	950	0		0	0		0
82 9030 · Homeowners' Tax Relief	329	350	322	(28)	350		(350)
83 Total Other Revenue	27,160	26,173	27,461	1,288	25,900	45	(25,855)
84 Other Expense							
86 9040 - Depreciation	149,606	148,596	164,558	15,962	164,600	27,426	(137,174)
87 9050 · Interest Expense	5,755	5,702	4,625	(1,077)	4,843	3,839	(1,004)
88 Total Other Expense	155,361	154,298	169,183	14,885	169,443	31,265	(138,178)
89 Net Other Revenue	(128,201)	(128,125)	(141,723)	(13,598)	(143,543)	(31,220)	112,323
90 Net Gain (will match audit)	(3,911)	(106,321)	(67,051)	39,270	(72,453)	(9,808)	62,645
91 Depreciation (added back since not cash flow item)	149,606	148,596	164,558	15,962	164,600	27,426	(137,174)
92 Net Operating Gain (no grant or depreciation)	145,695	42,275	97,507	55,232	92,147	17,618	(74,529)

Fiscal Year 2016/17 Payroll Summary for Budget

131%

Employee	R. Emerson	R. Copenhafer	T. Stillwell *	D. Arreguin	Brian	Rick	Total
Wages	98,000	15,080	38,272	41,600	43,680	5,000	241,632
OT and On-Call	0	2,000	0	4,795	3,220		10,015
Total Gross Pay	98,000	17,080	38,272	46,395	46,900	5,000	251,647
Employer Taxes & Contributions	11,835	2,025	4,200	4,900	3,800	450	27,210
Health Insurance	7,178	1,795	7,178	7,178	7,178		30,507
Adjustment for Vacation Value							2,000
Worker's Compensation							11,680
Total	117,013	20,900	49,650	58,473	57,878	5,450	323,043

With contract
changes

July - Sept

*32 hrs/week

GARBERVILLE SANITARY DISTRICT

2016 Consumer Confidence Report June 1, 2016

We test the drinking water quality for many constituents as required by State and Federal Regulations. This report shows the results of our monitoring for the period of January 1 - December 31, 2015.

**Este informe contiene información muy importante sobre su agua potable.
Tradúzcalo ó hable con alguien que lo entienda bien.**

Water for the Garberville Sanitary District originates from one surface water source at an infiltration gallery in the South Fork of the Eel River, near Garberville, and one ground water source known as the Tobin Well, in Garberville.

We are pleased to report that our water meets all state and federal requirements.

The Garberville Sanitary District Board of Directors meets on the 4th Tuesday of each month at 5:00 PM. Public participation is encouraged.

For additional information concerning your drinking water, contact The Garberville Sanitary District at: (707) 923-9566

TERMS USED IN THIS REPORT:

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (USEPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements which a water system must follow.

Variations and Exceptions: Department permission to exceed an MCL or not comply with a treatment technique under certain conditions.

ND: not detectable at testing limit

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter (ug/L)

ppt: parts per trillion or nanograms per liter (ng/L)

ppq: parts per quadrillion or picogram per liter (pg/L)

pCi/L: picocuries per liter (a measure of radiation)

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria, that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides*, which may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, and septic systems.
- *Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, USEPA and the State Water Resources Control Board (State Board) prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. State Board regulations also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5 and 6 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old.

TABLE 1 - SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER

Lead and Copper	No. of samples collected	90 th percentile level detected	No. Sites exceeding AL	AL	MCLG	Typical Source of Contaminant
Lead (ppb)	10	2	0	15	2	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits.
Copper (ppm)	10	.19	0	1.3	0.17	Internal corrosion of household water plumbing systems; erosion of natural deposits; leaching from wood preservatives.

*Any violation of an MCL or AL is asterisked.

TABLE 2 - SAMPLING RESULTS FOR SODIUM AND HARDNESS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Calcium (ppm) - Eel River	2013	28		none	none	Generally found in ground and surface water
Magnesium (ppm) - Eel River	2013	9.9		none	none	Generally found in ground and surface water
Sodium (ppm) - Eel River	2013	9.2		none	none	Generally found in ground and surface water
Tobin Well	2006	27				
Hardness (ppm) - Eel River	2013	110		none	none	Generally found in ground and surface water
Tobin Well	2006	120				

*Any violation of an MCL or AL is asterisked.

TABLE 3 - DETECTION OF CONTAMINANTS WITH A <u>PRIMARY</u> DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
Barium (ppm) – Eel River Tobin Well	2006 2006	.036 .041		1	2	Erosion of natural deposits.
Fluoride (ppm) – Eel River Tobin Well	2006 2006	.11 .14		2	1	Erosion of natural deposits; Water additive which promotes strong teeth; Discharges from fertilizer and aluminum factories.
Radium 228 (pCi/L) Eel River Tobin Well	2006 2006	.41 .84		5	(0)	Erosion of natural deposits.
TTHMs Total Trihalomethanes	2015	21		80	N/A	Byproduct of drinking water chlorination
Halooacetic acids	2015	13		60	H/A	Byproduct of drinking water disinfection
Nitrate (as Nitrogen) (ppm) Tobin Well	2015	.74		45	45	Runoff and leaching from fertilizer use; leaching from septic tanks, sewage; erosion of natural deposits

*Any violation of an MCL or AL is asterisked.

TABLE 4 - DETECTION OF CONTAMINANTS WITH A <u>SECONDARY</u> DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detection	MCL	PHG (MCLG)	Typical Source of Contaminant
Color (units) Tobin Well	2006	5		15	N/A	Naturally-occurring organic materials
Chloride (ppm) Eel River Tobin Well	2013 2006	6.2 12		500	N/A	Runoff / leaching from natural deposits; seawater influence
Foaming Agents Tobin Well	2006	50		500	N/A	
Iron (ppb) Tobin Well	2006	140		300	N/A	Leaching from natural deposits; industrial wastes
Manganese (ppb) Eel River Tobin Well	2013 2006	1.3 48		50	N/A	Leaching from natural deposits
Sulfate (ppm) Eel River Tobin well	2013 2006	10 19		500	N/A	Runoff / leaching from natural deposits; industrial wastes
Zinc (ppm) Eel River Tobin Well	2013 2006	ND ND		5	N/A	Runoff / leaching from natural deposits; industrial wastes
Specific Conductance (micromhos) Eel River Tobin Well	2013 2006	24 360		1600	N/A	Substances that form ions when in water; seawater influence
Total Dissolved Solids (ppm) Eel River Tobin Well	2013 2006	140 190		1000	N/A	Runoff / leaching from natural deposits

Additional General Information On Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the USEPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. USEPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by Cryptosporidium and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

Lead-Specific Language for Community Water Systems: If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. The Garberville Sanitary District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline or at <http://www.epa.gov/safewater/lead>.

For Systems Providing Surface Water As A Source Of Drinking Water:

(Refer to page 1, "Type of Water Source" to see if your source of water is surface water or groundwater)

TABLE 6 - SAMPLING RESULTS SHOWING TREATMENT OF SURFACE WATER SOURCES	
Treatment Technique (Type of approved filtration technology used)	Direct Filtration
Turbidity Performance Standards * (that must be met through the water treatment process)	Turbidity of the filtered water must: 1 - Be less than or equal to .3 NTU in 95% of measurements in a month. 2 - Shall not exceed 1.0 NTU for more than eight consecutive hours.
Lowest monthly percentage of samples that met Turbidity Performance Standard No. 1.	100%
Highest single turbidity measurement during the year	.158
The number of violations of any surface water treatment requirements	0

** Turbidity (measured in NTU) is a measurement of the cloudiness of water and is a good indicator of water quality and filtration performance. Turbidity results which meet performance standards are considered to be in compliance with filtration requirements.

Chromium in Drinking Water

On this page:

[Background on chromium](#)

[Chromium drinking water standard](#)

[Frequent questions](#)

Background on chromium

Chromium is an odorless and tasteless metallic element. Chromium is found naturally in rocks, plants, soil and volcanic dust, and animals.

The most common forms of chromium that occur in natural waters in the environment are:

- Trivalent chromium (chromium-3)
- Hexavalent chromium (chromium-6)

Chromium-3 is an essential human dietary element. It is found in many vegetables, fruits, meats, grains, and yeast. Chromium-6 occurs naturally in the environment from the erosion of natural chromium deposits. It can also be produced by industrial processes. There are demonstrated instances of chromium being released to the environment by leakage, poor storage, or inadequate industrial waste disposal practices.

Chromium drinking water standard

The Safe Drinking Water Act (SDWA) requires EPA to determine the level of contaminants in drinking water at which no adverse health effects are likely to occur. These non-enforceable health goals, based on possible health risks from exposure over a lifetime, are called maximum contaminant level goals (MCLGs).

EPA sets enforceable standards for drinking water contaminants based on the best available science to prevent potential health problems. In most cases, the enforceable standard is known as a maximum contaminant level (MCL), the maximum permissible level of a contaminant in water which is delivered to any user of a public water system. MCLs are set as close to the health goals as possible after considering costs, benefits, and the ability of public water systems to detect and remove contaminants using suitable treatment technologies.

The national primary drinking water regulation that established the MCL for total chromium of

0.1 mg/l



mg/Milligrams per liter



Mg/LMilligrams per liter

was promulgated in

1991. The SDWA requires EPA to periodically review the national primary drinking water regulation for each contaminant and revise the regulation, if appropriate. EPA reviewed total chromium as part of the second six-year review that was announced in March 2010. The Agency noted in March 2010 that it had initiated a reassessment of the health risks associated with chromium exposure and that the Agency did not believe it was appropriate to revise the national primary drinking water regulation while that effort was in process.

In September, 2010, EPA released a draft of the scientific human health assessment (Toxicological Review of Hexavalent Chromium) for public comment and external peer review. When this human health assessment is finalized EPA will carefully review the conclusions and consider all relevant information to determine if the current chromium standard should be revised.

To assess the levels of chromium-6 in drinking water, EPA is requiring a selected number of systems to perform chromium-6 monitoring under the third Unregulated Contaminant Monitoring Regulation (UCMR 3). The UCMR 3 requires many but not all public water systems to monitor chromium-6 for a one-year period.

- [Read information about UCMR 3](#)

Frequent Questions

- [What are EPA's drinking water regulations for chromium ?](#)
- [Is total chromium or chromium-6 in drinking water a health concern?](#)
- [If EPA decides to revise the regulation that includes chromium-6 in drinking water, what is the process the Agency will follow?](#)

What are EPA's drinking water regulations for chromium (total)?

EPA has a drinking water standard of 0.1 milligrams per liter (mg/l) or 100 parts per billion (ppb) for total chromium. This includes all forms of chromium, including chromium-6. Water systems are required to test for total chromium. The current standard is based on potential adverse dermatological effects over many years, such as allergic dermatitis (skin reactions). EPA regularly re-evaluates drinking water standards and, based on new science on chromium-6, began a rigorous and comprehensive review of its health effects in 2008.

Is total chromium or chromium-6 in drinking water a health concern?

The current federal drinking water standard for total chromium is 0.1 mg/l or 100 ppb. Chromium-6 and chromium-3 are covered under the total chromium drinking water standard because these forms of chromium can convert back and forth in water and in the human body, depending on environmental conditions. Measuring just one form may not capture all of the chromium that is present. In order to ensure that the greatest potential risk is addressed, EPA's regulation assumes that a measurement of total chromium is 100 percent chromium-6, the more toxic form. If tap water from a public water system exceeds this federal standard, consumers will be notified.

The MCL for total chromium was established in 1991 and is based on the best available science at the time which indicated that continued exposure to chromium-6 could result in allergic dermatitis (skin reactions). EPA is now reviewing data from a 2008 long-term animal study by the Department of Health and Human Service's National Toxicology Program, which suggested that chromium-6 may be a human carcinogen if ingested. When the review is completed, EPA will consider this and other information to determine whether the drinking water standard for total chromium needs to be revised.

District Pickups

1999 Ford F350 4WD Utility Automatic----Price \$7,000--\$10,000
Super Duty Reg Cab
Plate 1260400
VIN – 1FTSF31S0XEA44814
District purchased in 2007 mileage was 142187

New Motor Installed 2/16/2012
Mileage at install was 176715

2012 Chev Silverado K1500 -----Price \$13,000--\$18,000
Reg Cab Automatic
Plate 90825D1
VIN - 1GCNKPEA6CZ128396
District purchased in 2013 mileage was 22202

GARBERVILLE SANITARY DISTRICT
P.O. Box 211 Garberville, CA 95542

**PERSONNEL
POLICY**



Adopted June 6, 2006
Amended 11/07/06; 02/09/07; 03/27/07; 10/27/09

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INTRODUCTION

Welcome to the Garberville Sanitary District. The District was organized April 12, 1932, as a Special District to provide services to our community. The District is an independent special district governed by a five member Board of Directors elected by Garberville's voters.

The Garberville Sanitary District is committed to a standard of excellence in the services that it provides to its customers. GSD employees participate in efforts to meet this commitment to achieve a high level of service to the community.

Each employee is expected to uphold the GSD commitment to "professionalism" which is understood to be an integral part of each employee's position responsibilities. "Professionalism" includes, but is not limited to, sharing expertise and assistance with other staff, working as a team player, maintaining a positive attitude, pitching in at time of crises, and providing customers, community, GSD Board Members and other GSD staff with the highest quality service and respect.

This Employee Policy is intended to help you get acquainted with the Garberville Sanitary District (GSD). It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document throughout your employment at GSD. This policy supersedes and replaces all previous personnel policies and guidelines. To determine if this version of the policy is current, you are requested to contact the GSD office.

GARBERVILLE SANITARY DISTRICT

PERSONNEL POLICY

1.0 EMPLOYMENT AT WILL

Garberville Sanitary District is an “at-will” employer. GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. There are no express or limited covenants and no statements in this manual that shall in any way conflict with this mutual right and obligation. This type of employment is intended to be employment “at will” under California law. No one other than the Board of Directors has the authority to alter this arrangement, to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to this “at will” policy. Any agreement that in any way alters the “at will” status of an employee must be authorized by a specific Resolution of the Board of Directors.

2.0 ORGANIZATION

2.1 Chain of Command

The chain of command is shown in the diagram in Appendix “A.” The District Administrator will be the Chief Executive Officer responsible for all day-to-day operation function. If the District Administrator is not available then the Board Chair will be consulted and if the Board chair is not available, next in line is the Vice Chair, and then decision making authority extends to any Board Member that is available.

2.2 Absence of District Administrator

When the District Administrator is absent, or otherwise not available, his/her staff will report to the Board Chair, as per chain of command in all matters requiring a managerial decision, or as specified by their manager before his/her absence.

3.0 EMPLOYMENT PROCESS

3.1 Equal Opportunity

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

3.2 Qualifications

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

3.3 Employment Process

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

The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The District Administrator will make the final hiring decision. Hiring is contingent upon the new employee's passing a physical exam and appropriate or necessary drug, background, or other screening deemed necessary by GSD.

3.4 Evaluation Period and Notice of Termination

Following successful completion of a 3-month evaluation period, the employee will be considered a permanent employee. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory 3-month evaluation period, both GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. Notwithstanding this absolute right on the part of GSD or the employee to terminate with or without cause and with or without notice, and without any intention to limit or restrict such rights, both GSD and the employee are encouraged by this policy to provide as much advance notice of termination as reasonable under the circumstances.