

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

There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the  
GSD District Office  
919 Redwood DR. Garberville, CA

**Date of Meeting: Tuesday, May 23<sup>rd</sup>, 2023**  
**5:00 p.m. – Open Public Session**

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

**NOTE:** The Board of Directors may require staff and the public to participate, via teleconference or otherwise electronically. This meeting is compliant with AB361 which allows for a deviation of Teleconference rules required by the Brown Act during a proclaimed state of emergency.

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Doug Bryan\_\_\_, Julie Lyon\_\_\_\_, Dan Thomas\_\_\_\_, Richard Landes\_\_\_\_\_**

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

Motion:                      Second:                      Vote:

**IV. BOARD WILL ENTER CLOSED SESSION**

**(Questions or comments about closed session item)**

**IVa. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code**

**Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**  
**(information only)**

**V. RETURN TO OPEN SESSION**

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

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

**General Public / Community Groups**

**Remote Public Comments:**

- 1. Submit public comments in writing or by Email to the Garberville Board of Directors and Staff prior to meeting, so Board and staff have time to review the information provided. All public Comments sent to office or by email, must be received prior to 1:00PM on day of meeting.**

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

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff- River Levels—Operational Demands**

**Office Staff----- Monthly Press Releases (Laura)**

**Board Members-**

**Correspondence---- South County Homes For All—Zero Emission Vehicles Pg. 4-11**

**General Manager—Ralph Emerson Pg. 12**

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

*All matters listed under Consent Agenda are considered to be routine and non-controversial, require no discussion and are expected to have unanimous Board support and may be enacted by the Board by one motion and voice vote. There will be no separate discussion of these items; however, before the Board votes on the motion to adopt, members of the Board may request that specific items be removed from the Consent Agenda for separate discussion and action. Any items will be considered after the motion to approve the Consent Agenda as time permits.*

A.1 Approve Financials Date- February & March 2023 - pg. 13-36

A.2 Approve April 4<sup>th</sup>, 2023 Regular Meeting Minutes - pg. 37-39

A.3 Operations Safety Report- pg. 40-42

**Motion: Second: Vote:**

**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

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

B.1 2023-2024 Budget Presentation pg. 43-58  
(discussion—possible action) Jennie

**Motion: Second: Vote:**

B.2 Water Capacity Report pg. 59-67  
(discussion-possible action) Jennie

**Motion: Second: Vote:**

B.3 Update on Tank Replacement Project pg. 68-89  
(discussion-possible action) Jennie

**Motion: Second: Vote:**

B.4 New Contract With 4Js Consulting pg. 90-93  
(discussion-possible action)

**Motion: Second: Vote:**

B.5 Update on SHCP Water Service (Handout at Meeting)  
(discussion-possible action) Jennie

**Motion: Second: Vote:**

B.6 Update on Road Improvement Project  
(discussion-possible action)

**Motion: Second: Vote:**

B.7 District Credit Card Mary pg. 94-95  
(discussion-possible action)  
**Motion:** **Second:** **Vote:**

**C. POLICY REVISION / ADOPTION**

C.1 Personnel Policy Changes pg. 96-148  
(discussion-possible action)  
**Motion:** **Second:** **Vote:**

**X. ITEMS FOR NEXT BOARD MEETING**

1. River Conditions Compared to Historical
2. Update on SHCP
3. Tank Replacement Project Update
- 4.
- 5.

**XI. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, May 20th. 2023. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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



April 5, 2023

Garberville Sanitary District  
919 Redwood Drive  
Garberville, CA 95542

To the Board of Directors,

For over two years, the South County Homes for All Council (SCHFA) has supported a variety of community organizations that work to address the shortage of affordable housing, workforce housing, and very low-income housing in our local community. Our mission is to *"Grow Southern Humboldt's capacity to develop local housing and support people to get and stay housed"*. Council members include representatives from SoHum Housing Opportunities (SHO), Redwoods Rural Health Center (RRHC), Vocality Community Credit Union, SoHum Health, Southern Humboldt Unified School District (SHUSD), Family Resource Center (FRC), Humboldt Area Foundation (HAF) and Southern Humboldt Senior Care, Inc. (SHSC). The group meets regularly to share skills, experience and resources in order to open opportunities for the community.

Since its founding, the Council has successfully secured funding and supported projects by its members, such as SHO and RRHC's Street Outreach and Emergency Motel Vouchers with enhanced case management through the Humboldt County Department of Health and Human Services and the Planning and Building Departments. We are also exploring funding and locations for a wide range of multifamily housing opportunities in consultation with the Rural Community Housing Development Corporation (RCHDC) and the DANCO Group. The very successful Cedar Street Senior Apartments I & II were Danco's first affordable housing projects in Southern Humboldt and led to more projects in Northern Humboldt.

The intent of this letter is to introduce our organization and let you know that as our plans and projects advance, we will need to be informed of any issues related to capacity for service to our area. We also welcome you to contact us about any concerns you have related to housing in Southern Humboldt, including houselessness, workforce housing, family housing, affordable housing and senior housing. Also, please let us know if your organization is interested in appointing a representative to the Council.

A short list of current Council representatives and their backgrounds is attached to this letter. Our Consulting Facilitator, Jimmy Durchslag, can serve as a conduit for communications. He can be reached at (707) 923-3449 or jimmydur@asis.com.

Thank you again for your support and all you do for our communities,

Sincerely, the South County Homes for All Council

## **South County Housing for All (SCHFA) Representatives**

**Michele Hernandez, Community Supports Program Manager, Redwoods Rural Health Center.** Michele is responsible for the management of RRHC Community Supports Services, including Transportation; Emergency Shelter; Extreme Winter Weather Shelter; Outreach Events; County Program Enrollment Assistance and the Case Management Team. These programs provide services to homeless and other community members in need, including entry into the County HMIS system for eligible community members.

**Christina Huff, RRHC BOD.** Christina is a retired social services administrator with the Family Resource Center and a former RRHC healthcare administrator, She serves on the Board of Directors of Southern Humboldt Senior Care, Humboldt Area/WildRivers Foundation, Redwoods Rural Health Center and Friends of the Lost Coast and is active with the Garberville FireSafe committee.

**Pat Neighbors, CEO, Vocality Community Credit Union.** As head of a key community financial institution, Pat is extremely knowledgeable about the programs and resources available to create increased affordable housing. She is passionate about the positive effect financial support can have in our communities with coordinated and cooperative actions.

**Dian Pecora, Former Senior Program Manager DHHS.** Dian is SCHFA's current representative to the Humboldt County Continuum of Care (CoC). She is also a former ED of the Southern Humboldt Community Hospital and is President of the Board of Southern Humboldt Senior Care.

**Patte Rae, President, SHO BOD, LVN.** Patte has many years' experience in acute nursing care providing different levels of healthcare, including with the Indian Health Services on Kodiak Island, Alaska to improve and expand care and training. With Southern Humboldt Housing Opportunities (SHO), her focus is creating a safe camp for the homeless in the community.

**Patti Rose, COS, Community Manager, Cedar Street Senior Apartments.** Patti was the Project Manager for Southern Humboldt Senior Care, Inc. in the development of CSSA I & II. She manages this 21-unit property for very low income seniors. The affordable housing project was funded by HUD, HOME and the Federal Home Loan Bank, and private donations. The projects, which opened in 2003 and 2005, are located on the edge of town and made significant improvements to water and sewer infrastructure, thanks to CDBG funding.

**Stephanie Steffano-Davis, Superintendent, Southern Humboldt Joint Unified School District.** Stephanie has many years experience working in education administration in the Southern Humboldt area and was previously Principal of Redway Elementary School. She is instrumental in the project to convert the prior Miranda Junior High School into workforce housing.

**Tina Tvedt Schiable, MHA, CMPE, Executive Director, Redwoods Rural Health Center.** Tina is the ED of Redwoods Rural Health Center. With over 15 years of health center experience, she is acutely aware of the impact that lack of local, affordable housing has on the health center's ability to recruit and retain employees.

**Barb Truitt, VP, SoHumHealth BOD.** In addition to serving as VP of the SoHum Health governing board (Southern Humboldt Community Healthcare District), Barb is also a retired business owner, founding member of Vocality Credit Union, former BOD member North Coast Small Business Development Center, ED of the Mateel Community Center, and former board member of Redway Community Services District and SoHum Unified School District.

**Jimmy Durchslag, Consultant Facilitator SCHFA.** Jimmy has recently been hired to facilitate SCHFA's mission to create affordable housing in Southern Humboldt County. He has many years' of management experience in both nonprofit organizations and for profit businesses and is a former ED of Redwoods Rural Health Center.

## **CARB Passes ZEV Mandate on Local Agency Medium-Duty and Heavy-Duty Fleets**



By [Kristin Withrow](#) posted an hour ago



Last week, [CARB approved](#) its [Advanced Clean Fleet \(ACF\) regulation](#) which will require local government medium and heavy-duty fleets to begin transition to zero emission vehicles (ZEVs) as soon as January 1, 2024. CARB passed the regulation unanimously, as amended to include amendments read by CARB Executive Officer Steven Cliff as well as a reference to CalOSHA as a stakeholder for implementation. CSDA testified in opposition, citing timeline, cost, infrastructure, and emergency response concerns.

In addition to providing public testimony, CSDA partnered with CalCities and the California State Association of Counties on joint comment letter, met with CARB staff, organized several virtual roundtables with CSDA members and CARB board members to share local examples of implementation concerns, and spoke with reporters covering the issue, gaining coverage in [CalMatters](#) and the [Sacramento Bee](#). However, following many hours of testimony, CARB approved the regulation and [corresponding resolution](#).

## **SB 1383 and 2025 “Check-In” Added to CARB Resolution in Response to Sanitation Agency Concerns**

In response to concerns from sanitation agencies, CARB added a section to the end of its April 27 adopted resolution making reference to SB 1383 (Lara, 2016). In addition, CARB added a “report-back” in 2025 on progress that would include any other actions that are necessary that the board or others might need to take to achieve the regulation’s goals. Executive Officer Steven Cliff read into the record the following amendment to the final paragraph:

“Be it further resolved that, consistent with the latest Scoping Plan, the Board recognizes that the successful implementation of the food waste diversion requirements and methane emissions reductions mandated by SB 1383 are critical to the State’s climate goals. The Board further recognizes that multiple reliable uses for non-fossil biomethane will be needed for successful implementation. The Board recognizes the need for coordination meetings with other state agencies such as CEC, CPUC, State Water Resources Control Board, CalRecycle, CDFA, CNRA, and other relevant stakeholders such as the California Association of Sanitation Agencies and the California Air Pollution Control Officers Association, to implement SB 1383 and SB 1440.54 As such, the Board directs staff to prioritize policy discussions related to SB 1383 and SB 1440 implementation and discussions on how to transition biomethane into hard to decarbonize sectors, or as a feedstock to produce hydrogen for FCEV fuel and to produce electricity to charge BEVs to achieve the SB 1383 target. The board further directs staff to report to the board by the end of 2025 on progress for alternative uses of biomethane, including identifying any appropriate regulatory actions as needed.

## **CARB Staff Outlines Added and Amended Exemptions and Extensions**

Over the course of the regulation drafting process, CARB established a number of noteworthy exemptions and extensions to the ACF. However, CARB ultimately retained its fundamental implementation timeline requiring 50 percent of all newly purchased medium-duty and heavy-duty vehicles to be ZEV starting January 1, 2024 and 100 percent starting January 1, 2027.

The CARB board and staff detailed several [exemption options](#) and pathways for compliance in the regulation as part of their [meeting presentation](#).

### *New Flexibilities Highlighted by CARB*

**State and Local Government Fleets:** A number of changes were made to provide more flexibility for State and Local Government, including:

- **ZEV Milestone Phase-In Option:** State and local governments are now able to use the optional ZEV milestone phase-in option that provides flexibility for fleets to prioritize the phase-in of ZEVs based on suitability.



- **Fleets of 10 or less:** Divisions that have 10 or fewer vehicles, or agencies that are in certain designated counties will remain exempt from the ZEV purchase requirement until 2027.
- **Near Zero-Emission Vehicles (NZEVs):** State and local government fleets may now count NZEVs the same as ZEVs, for the purposes of determining compliance, until 2035. An NZEV is defined as a plug-in hybrid vehicle with a minimum all-electric range.

**Waste and Wastewater Fleets Provisions:** This provision provides more time for certain vehicles in waste and wastewater fleets who are implementing organic waste diversion programs and exclusively fueling eligible vehicles with biomethane. This provision would defer ZEV requirements until 2030 for eligible fleets who elect to comply with the ZEV Milestone option.

**Accident/Non-Repairable Vehicle Provision:** This provision allows for the purchase of another used internal combustion engine (ICE) vehicle with the same or newer model year engine as the vehicle that was rendered non-repairable due to a one-time event like a fire or accident without affecting the compliance date associated with the vehicle that was deemed to be non-repairable.

**Intermittent Snow Removal Vehicle Exemption:** In the original proposal, dedicated snow removal vehicles were already exempt from the ACF regulation. This provision would provide a temporary exemption for intermittent snow removal vehicles to exclude them from the ZEV requirements until 2030. Intermittent snow removal vehicles are trucks that operate as a snowplow part of the year and other uses when there is no snow to plow.

**Transit Fleet Exemption:** This provision temporarily excludes transit agencies subject to the Innovative Clean Transit regulation until 2030. This provides more time before ZEV purchases begin for their maintenance and support vehicles allowing them to focus their efforts on electrifying their transit buses first.

*Updated Flexibilities Highlighted by CARB*

**ZEV Purchase Exemption:** This provision allows fleets to delay adding certain vehicles to the fleet if they are not yet available and would now include two options to use the exemption.

- The existing proposal would require that CARB maintain a list of what vehicles can be purchased as an ICE vehicle if ZEVs are not available to purchase in given configuration type. Fleet owners would not need to apply for an exemption for vehicles on the list and would report the purchase when the vehicle is received.
- Fleet-specific exemption. In addition to vehicles on the list, a fleet owner may apply for an exemption if the ZEV cannot be configured to meet the primary intended function the fleet owner needs. For example, this would cover cases where the fleet needs a truck upfit with a bucket truck body with 100 ft. of reach and ZEVs are only available in a configuration with a 50 ft. reach. CARB will verify no manufacturers can produce and sell the configuration and shall issue the exemption within 45 days.
  - Fleet protections. Additional modifications were made include more fleet owner protections when assessing what ZEV configurations as considered to be available. For example, a newly added requirement for a ZEV to be considered

available is that it will have to meet the Zero-Emission Powertrain certification requirements, it cannot be a demonstration vehicle, and it must be available to purchase within the next two model years.

- Exemption coverage. This exemption was also expanded to apply to all vehicle weight classes instead of just heavier trucks. This exemption does not apply to drayage trucks because there are multiple tractor models already available.

**Daily Usage Exemption:** This provision allows fleet owners to apply for an exemption to purchase an ICE vehicle if ZEVs are available in a given configuration, but do not meet the fleet's daily mileage and stationary operational use needs.

- Miles and operations. Fleet owners would need to submit information to CARB about the daily mileage (or usage) of existing vehicles in the fleet to show that available ZEV could not be placed in the fleet to meet daily needs based on miles and hours of operation in a 30-day period within the prior year. Fleets with mutual aid agreements would also be able to use data from the prior 5 years.
- The provision was also expanded to give fleet owners the ability to use operational data to compare with fleets that operate ZEVs in a similar application and by shortening the time period fleets would need to collect vehicle data to support a fleet's exemption request.

**Infrastructure Delay:** This provision allows fleet owners to receive an extension if the installation of infrastructure at their site was delayed for reasons outside of their control and they took steps to start the project one-year ahead of the next compliance date. The provision was expanded in several ways to address construction delays and utility delays.

- Construction delays. Unexpected delays after construction started would qualify for an extension for up to two years instead of one and would include delays associated with ZEV infrastructure equipment (e.g., charger and hydrogen dispensing equipment).
- Utility delays. Site electrification delays by the utility could be used to support extensions for an initial 3-year period and an additional 2-year extension based on the utilities ability to provide sufficient power to the site and based on how many ZEVs can be supported each year.

**Mutual Aid Exemption:** Fleets that have mutual aid agreements (e.g., public fleets and utilities) would be able to purchase ICE vehicles for up to 25 percent of their fleet. Access to this option was improved by reducing the ZEV threshold before a fleet owner could claim the exemption to purchase ICE vehicles and the provision was expanded to allow for ICE vehicle purchases in all vehicle weight classes. The ZEV threshold was reduced from 75 percent ZEVs to a phased in threshold where fleet owners would become eligible if exceeding 25 percent ZEVs until 2032, 50 percent until 2035, and 75 percent thereafter.

CSDA will be working with CARB to get the most up to date information on the implementation. Please see [CARBs fact sheet](#), and visit the [CARBs website](#) for more information.

**CARB has also planned a webinar on May 9, 2023 which you can sign up for [here](#).**

CSDA will share more as it becomes available. Please reach out to Heidi Hannaman if you have any questions at [heidih@csda.net](mailto:heidih@csda.net).

# Garberville Sanitary District

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## GENERAL MANAGER REPORT

Date: May 23rd, 2023

We have been working on the 2023-2024 budget and met with the Budget Committee on May 17<sup>th</sup> but this will be discussed on agenda item tonight.

There have been some additional operational demands over past month, due to valves malfunctioning and leaks but staff has been able to meet those demands and address the problems professionally and promptly.

We had a surprise visit this month from the North Coast Unified Air Quality Management District, who inspected our generators and other than not having current permits, they did not find other infractions. They were contacted by an activist who had his accomplice, take photos while the inspection was taking place. We expect a citation and application to fill out for permitting requirements and will have on calendar for annual permits in future.

We had a small incident which sent a robo-call to all customers in District, which notified them that they were late on paying their service charges and may receive late charges or discontinuance of service. Customers reached out promptly and were received by all staff with explanation of mistake but this was nobody's fault and could happen to any of us. We did learn that the robo-call system works great and that we need to have a plan for how to address many customers contacting office at same time. We will be doing training over next weeks on how to avoid this in future but also, how to respond in a timely manner to provide information to our customers.

Thank You to staff for stepping up and helping each other respond to customers.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: April 25, 2023  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: February 2023 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for February 2023.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,183,185.00	840,231.01	848,134.62	-7,903.61	😞
Total Expense (excl. Depreciation)	904,855.00	608,450.40	648,807.86	-40,357.46	😊
Net Income (excl. Depreciation)	278,330.00	231,780.61	199,326.76	32,453.85	😊
Payroll	456,015.00	321,659.11	315,022.08	6,637.03	😞
Repair & Maintenance + Supplies	101,200.00	34,672.25	71,433.36	-36,761.11	😊

As can be seen on the “Statement of Cash Flows Report for Board - July 2022 - February 2023” and the “Balance Sheet Report for Board as of February 28, 2023”:

- Operational revenues are **\$7,914.05 OVER** budget, mainly due to late fees.
- Operational expenses are **\$45,801.55 UNDER** budget.
- Net cash **DECREASE** for February is **\$29,210.04** and the year to date is a net cash **DECREASE** of **\$47,822.16**. The cash decrease is due to the extensive Tank Project costs that have been paid for this year but have yet to be reimbursed by the State.
- Overtime payroll costs are **barely OVER** budget.

- The repair and maintenance plus supplies expenses are **\$36,761.11 UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$77,765.77** of a budgeted year-end total of \$96,885.56.
- Total payments on grant reimbursements in the amount of **\$55,266.74** was made by the State Water Resources Control Board for the grant funding on the Robertson/Wallan/Hurlbutt Tanks Replacement Project of a budgeted year-end total of \$325,000.
- Expenditures for fixed asset acquisition through February 28, 2023 total **\$162,743.80** of a budgeted year-end total of \$478,000.00. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	350,000	158,274.80
Meadows Aerial Waterline SRF Grant/Loan	8,000	
Bear Canyon Sewer Aerial Preliminary Design	5,000	
WWTP Flow Meters/Reprogram	7,500	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Pumps - Rebuild FW @ SWTP	7,500	
Unspecified	10,000	4,469.00
<b>Total:</b>	<b>478,000</b>	<b>162,743.80</b>

Of particular note is that the discount program has been so successful that I am estimating the projected year end expenses totaling \$12,500 but the budget is only \$5,000. Also, the bad debts so far this year are far in excess of the budgeted amount and will likely continue to grow over the final 4 months.

## RECOMMENDED BOARD ACTIONS

Review, approve and file the reports.

## ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2022.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in Current Month

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2022 through February 2023**

	Feb 23	Jul '22 - Feb 23
<b>OPERATING ACTIVITIES</b>		
Net Income	(5,763.15)	(36,365.39)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	494.78	4,973.90
1100 · Accounts Receivable	(17,535.80)	(35,906.84)
1110 · Accts Receivable Over Payments	968.50	1,974.05
1500 · Prepaid Insurance	4,775.89	(19,440.41)
1510 · Prepaid Licenses and Permits	477.61	(8,072.64)
1121 · Payroll Tax Overpayment	2,543.17	304.15
2000 · Accounts Payable	(30,395.25)	(36,399.74)
20000 · Account Payable		(2,100.00)
2225 · Accrued Workers Comp	507.59	507.59
2300 · Service Deposits	200.00	(200.00)
Net cash provided by Operating Activities	(43,726.66)	(130,725.33)
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable		55,266.74
Equipment		(4,469.00)
Accumulated Depreciation-Water	22,315.92	178,527.36
Accumulated Depreciation-Sewer	11,202.33	89,618.64
CIP-Robertson-Wallan-Hurlbutt T	(11,267.00)	(158,274.80)
Net cash provided by Investing Activities	22,251.25	160,668.94
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB		(25,076.93)
2700 · SRF Loan - Water		(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(5,987.97)	(15,925.60)
2665 · RCAC Loan - #0998 Backhoe	(1,746.66)	(13,772.06)
Net cash provided by Financing Activities	(7,734.63)	(77,765.77)
Net cash increase for period	(29,210.04)	(47,822.16)
Cash at beginning of period	854,204.42	872,816.54
Cash at end of period	824,994.38	824,994.38

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Comparison**  
As of February 28, 2023

	Jun 30, 22	Feb 28, 23	Difference
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	200,144.47	35,052.81
1006 · Umpqua System Reserve - Water	25,811.93	25,813.65	1.72
1007 · Umpqua System Reserve - Sewer	31,270.19	31,272.28	2.09
1011 · Water Enterprise Fund	46,832.34	46,835.46	3.12
1030 · County Treasury - Sewer Reserve	434,307.06	435,323.21	1,016.15
1031 · County Treasury - Water Reserve	141,265.36	41,265.36	(100,000.00)
1035 · Water Capital Improvement Fund	17,999.37	26,000.55	8,001.18
1036 · Sewer Capital Improvement Fund	9,998.37	17,999.14	8,000.77
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	300.75	100.00
<b>Total Checking/Savings</b>	<b>872,816.54</b>	<b>824,994.38</b>	<b>(47,822.16)</b>
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
11000 · Accounts Receivable - Other	4,668.04	(305.86)	(4,973.90)
<b>Total Accounts Receivable</b>	<b>4,668.04</b>	<b>(305.86)</b>	<b>(4,973.90)</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(4,488.82)	(1,974.05)
1100 · Accounts Receivable - Other	105,064.11	140,970.95	35,906.84
<b>Total 1100 · Accounts Receivable</b>	<b>102,549.34</b>	<b>136,482.13</b>	<b>33,932.79</b>
1121 · Payroll Tax Overpayment	304.15	0.00	(304.15)
1315 · Water Grant Receivable	55,266.74	0.00	(55,266.74)
1400 · Interest Receivable	18,900.00	18,900.00	0.00
1500 · Prepaid Insurance	3,893.74	23,334.15	19,440.41
1510 · Prepaid Licenses and Permits	0.00	8,072.64	8,072.64
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>175,913.97</b>	<b>181,788.92</b>	<b>5,874.95</b>
<b>Total Current Assets</b>	<b>1,053,398.55</b>	<b>1,006,477.44</b>	<b>(46,921.11)</b>
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	988.75	988.75	0.00
CIP - Meadows Aerial Waterline	9,133.44	9,133.44	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	300,598.03	158,274.80
<b>WATER</b>			<b>0.00</b>
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	10,048.99	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,134,549.70</b>	<b>8,134,549.70</b>	<b>0.00</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>



**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Comparison**  
As of February 28, 2023

	Jun 30, 22	Feb 28, 23	Difference
<b>SEWER</b>			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	32,648.40	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>Total SEWER</b>	<b>5,857,758.70</b>	<b>5,857,758.70</b>	<b>0.00</b>
Office Equipment	38,244.29	38,244.29	0.00
Equipment	311,403.29	315,872.29	4,469.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(2,760,532.30)	(2,939,059.66)	(178,527.36)
Accumulated Depreciation-Sewer	(2,504,788.10)	(2,594,406.74)	(89,618.64)
<b>Total Fixed Assets</b>	<b>9,656,929.04</b>	<b>9,551,526.84</b>	<b>(105,402.20)</b>
<b>TOTAL ASSETS</b>	<b>10,710,327.59</b>	<b>10,558,004.28</b>	<b>(152,323.31)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	58,597.50	22,197.76	(36,399.74)
<b>Total Accounts Payable</b>	<b>58,597.50</b>	<b>22,197.76</b>	<b>(36,399.74)</b>
<b>Other Current Liabilities</b>			
20001 · Accounts Payable - SWRCB	763.50	763.50	0.00
2300 · Service Deposits	6,400.00	6,200.00	(200.00)
20000 · Account Payable	2,100.00		(2,100.00)
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2220 · Accrued State PR Taxes	0.00		0.00
2225 · Accrued Workers Comp	0.00	507.59	507.59
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	93,065.47	93,065.47	0.00
<b>Total Other Current Liabilities</b>	<b>143,180.26</b>	<b>141,387.85</b>	<b>(1,792.41)</b>
<b>Total Current Liabilities</b>	<b>201,777.76</b>	<b>163,585.61</b>	<b>(38,192.15)</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	74,279.81	58,354.21	(15,925.60)
2665 · RCAC Loan - #0998 Backhoe	24,406.07	10,634.01	(13,772.06)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,057,594.48	(22,991.18)
2900 · Less Current Portion	(93,065.47)	(93,065.47)	0.00
<b>Total Long Term Liabilities</b>	<b>1,136,861.42</b>	<b>1,059,095.65</b>	<b>(77,765.77)</b>
<b>Total Liabilities</b>	<b>1,338,639.18</b>	<b>1,222,681.26</b>	<b>(115,957.92)</b>
<b>Equity</b>			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,360,781.06	3,242,196.66	(118,584.40)
Net Income	(118,584.40)	(36,365.39)	82,219.01
<b>Total Equity</b>	<b>9,371,688.41</b>	<b>9,335,323.02</b>	<b>(36,365.39)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,710,327.59</b>	<b>10,558,004.28</b>	<b>(152,323.31)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**February 2023**

	Current Month Feb 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Water Charges</b>					
4100 · Residential	28,812.25	232,299.95	233,280.00	360,000.00	(980.05)
4110 · Commercial	27,564.00	226,722.50	223,560.00	345,000.00	3,162.50
<b>Total Water Charges</b>	<b>56,376.25</b>	<b>459,022.45</b>	<b>456,840.00</b>	<b>705,000.00</b>	<b>2,182.45</b>
4200 · Sewer Charges	41,068.00	341,387.30	336,960.00	520,000.00	4,427.30
4300 · Connection Fees	0.00	16,000.00	16,000.00	24,000.00	0.00
4650 · Late Charges	1,245.00	9,795.00	8,000.00	12,000.00	1,795.00
4700 · Other Operating Revenue	469.30	1,509.30	2,000.00	3,000.00	(490.70)
<b>Total Income</b>	<b>99,158.55</b>	<b>827,714.05</b>	<b>819,800.00</b>	<b>1,264,000.00</b>	<b>7,914.05</b>
<b>Expense</b>					
<b>Administrative and General</b>					
5025 · Discount Program	405.00	2,385.00	2,400.00	3,600.00	(15.00)
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	2,015.00	8,387.40	2,666.64	5,000.00	5,720.76
<b>5010 · Bank Charges</b>					
5012 · Merchant Account Fees	444.17	4,225.93	2,666.72	4,000.00	1,559.21
5010 · Bank Charges - Other	162.98	1,389.08	1,333.28	2,000.00	55.80
<b>Total 5010 · Bank Charges</b>	<b>607.15</b>	<b>5,615.01</b>	<b>4,000.00</b>	<b>6,000.00</b>	<b>1,615.01</b>
5020 · Directors Fees	0.00	1,000.00	1,166.64	2,000.00	(166.64)
5030 · Dues and Memberships	0.00	5,614.87	5,410.00	5,410.00	204.87
5035 · Education and Training	0.00	1,416.44	2,000.00	3,000.00	(583.56)
5036 · Education and Training - B.O.D.	0.00	0.00	200.00	300.00	(200.00)
<b>Insurance</b>					
5040 · Liability	4,775.89	38,207.12	36,544.64	54,817.00	1,662.48
5050 · Workers' Comp	985.20	7,551.17	4,695.68	7,043.58	2,855.49
<b>5055 · Health</b>					
5055.1 · Employee Portion	(746.24)	(5,969.92)	(6,166.72)	(9,250.00)	196.80
5055 · Health - Other	4,230.52	31,823.48	32,433.28	48,650.00	(609.80)
<b>Total 5055 · Health</b>	<b>3,484.28</b>	<b>25,853.56</b>	<b>26,266.56</b>	<b>39,400.00</b>	<b>(413.00)</b>
<b>Total Insurance</b>	<b>9,245.37</b>	<b>71,611.85</b>	<b>67,506.88</b>	<b>101,260.58</b>	<b>4,104.97</b>
5060 · Licenses, Permits, and Fees	2,543.17	21,687.84	21,023.28	31,535.00	664.56
5065 · Auto	88.65	3,249.48	2,000.00	2,500.00	1,249.48
5070 · Miscellaneous	0.00	5.30	100.00	100.00	(94.70)
5080 · Office Expense	100.01	7,544.91	5,333.28	8,000.00	2,211.63
5085 · Outside Services	719.39	5,980.02	6,013.28	9,020.00	(33.26)
5090 · Payroll Taxes	2,564.36	21,123.78	22,600.00	33,900.00	(1,476.22)
5100 · Postage	417.98	1,857.98	2,333.28	3,500.00	(475.30)
5110 · Professional Fees	3,387.00	46,351.30	57,333.28	86,000.00	(10,981.98)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	62.48	1,500.00	2,000.00	(1,437.52)
5130 · Rents	835.00	5,845.00	6,680.00	10,020.00	(835.00)
5135 · Retirement	779.87	6,383.44	6,193.28	9,290.00	190.16
5137 · Supplies	326.70	1,877.90	1,000.00	1,500.00	877.90
5140 · Telephone	865.21	6,884.88	7,506.72	11,260.00	(621.84)
5145 · Tools	43.08	1,545.08	1,333.28	2,000.00	211.80

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2023

	Current Month Feb 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5150 · Travel and Meetings	0.00	933.17	1,000.00	1,500.00	(66.83)
5155 · Utilities	292.52	2,063.33	2,916.64	4,375.00	(853.31)
5160 · Wages					
5165 · Wages - Overtime	499.50	2,659.50	2,716.64	4,075.00	(57.14)
5160 · Wages - Other	12,867.23	117,338.21	126,029.28	183,044.00	(8,691.07)
Total 5160 · Wages	13,366.73	119,997.71	128,745.92	187,119.00	(8,748.21)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	38,602.19	349,424.17	359,212.40	536,539.58	(9,788.23)
Sewage Collection					
6010 · Fuel	475.35	2,778.86	3,333.36	5,000.00	(554.50)
6030 · Repairs and Maintenance	1,155.36	4,982.29	8,666.64	13,000.00	(3,684.35)
6040 · Supplies	136.58	209.82	1,333.36	2,000.00	(1,123.54)
6050 · Utilities	125.81	2,102.84	3,333.36	5,000.00	(1,230.52)
6060 · Wages					0.00
6065 · Wages - Overtime Sewer Collecti	2,775.00	15,303.00	7,666.64	11,500.00	7,636.36
6060 · Wages - Other	4,555.07	33,371.56	21,998.64	32,998.00	11,372.92
Total 6060 · Wages	7,330.07	48,674.56	29,665.28	44,498.00	19,009.28
Total Sewage Collection	9,223.17	58,748.37	46,332.00	69,498.00	12,416.37
Sewage Treatment					
6075 · Fuel	475.35	2,778.86	3,333.36	5,000.00	(554.50)
6080 · Monitoring	595.00	4,573.00	4,666.64	7,000.00	(93.64)
6100 · Repairs and Maintenance	58.27	504.61	10,000.00	15,000.00	(9,495.39)
6110 · Supplies	135.77	6,469.24	5,200.00	7,800.00	1,269.24
6120 · Utilities	1,551.15	10,066.28	9,166.64	13,750.00	899.64
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmer	0.00	2,207.50	2,333.36	3,500.00	(125.86)
6130 · Wages - Other	3,445.93	29,652.39	23,968.00	35,952.00	5,684.39
Total 6130 · Wages	3,445.93	31,859.89	26,301.36	39,452.00	5,558.53
Total Sewage Treatment	6,261.47	56,251.88	58,668.00	88,002.00	(2,416.12)
Water Trans and Distribution					
7075 · Fuel	414.34	2,717.85	3,333.36	5,000.00	(615.51)
7090 · Repairs and Maintenance	244.19	7,158.08	20,000.00	30,000.00	(12,841.92)
7100 · Supplies	673.82	673.82	3,333.36	5,000.00	(2,659.54)
7110 · Utilities	738.35	6,670.67	8,333.36	12,500.00	(1,662.69)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	186.00	1,943.00	5,666.64	8,500.00	(3,723.64)
7120 · Wages - Other	3,051.91	26,720.51	29,043.36	43,565.00	(2,322.85)
Total 7120 · Wages	3,237.91	28,663.51	34,710.00	52,065.00	(6,046.49)
Total Water Trans and Distribution	5,308.61	45,883.93	69,710.08	104,565.00	(23,826.15)
Water Treatment					
7020 · Fuel	414.34	2,717.95	3,333.36	5,000.00	(615.41)
7010 · Monitoring	295.00	2,645.00	5,333.36	8,000.00	(2,688.36)
7030 · Repairs and Maintenance	51.67	3,303.84	10,000.00	15,000.00	(6,696.16)
7040 · Supplies	135.79	9,430.17	10,400.00	15,600.00	(969.83)
7050 · Utilities	4,242.23	36,824.85	43,750.00	65,625.00	(6,925.15)
7060 · Wages					
7065 · Wages - Overtime Water Treatmer	0.00	3,607.50	6,666.64	10,000.00	(3,059.14)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2023

	Current Month Feb 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages - Other	4,542.45	27,943.99	29,177.36	43,766.00	(1,233.37)
Total 7060 · Wages	4,542.45	31,551.49	35,844.00	53,766.00	(4,292.51)
Total Water Treatment	9,681.48	86,473.30	108,660.72	162,991.00	(22,187.42)
Total Expense	69,076.92	596,781.65	642,583.20	961,595.58	(45,801.55)
Net Ordinary Income	30,081.63	230,932.40	177,216.80	302,404.42	53,715.60
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	948.67	950.00	1,900.00	(1.33)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	67.48	125.00	250.00	(57.52)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	1,016.15	13,855.00	27,710.00	(12,838.85)
8053 · Water Capital Grant Income	0.00	8,741.26	8,741.26	325,000.00	0.00
8060 · Interest Income	0.80	8.88	2,250.00	4,500.00	(2,241.12)
8070 · Other Non-Operating Revenue	0.00	2,750.67	3,333.36	5,000.00	(582.69)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	0.80	12,516.96	28,334.62	362,520.00	(15,817.66)
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	861.00			861.00
9010 · Other Expenses	5,975.00	6,796.75	2,666.72	4,000.00	4,130.03
9040 · Depreciation	33,518.25	268,146.00	276,666.64	415,000.00	(8,520.64)
9050 · Interest Expense	(3,647.67)	4,011.00	3,557.94	4,830.51	453.06
Total Other Expense	35,845.58	279,814.75	282,891.30	423,830.51	(3,076.55)
Net Other Income	(35,844.78)	(267,297.79)	(254,556.68)	(61,310.51)	(12,741.11)
Net Income	(5,763.15)	(36,365.39)	(77,339.88)	241,093.91	40,974.49

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board February 2023

Date	Num	Memo	Amount
<b>101 Netlink</b>			
02/21/2023	11944		-250.00
Total 101 Netlink			-250.00
<b>Amazon.com</b>			
02/26/2023	DBT		-103.29
Total Amazon.com			-103.29
<b>Anderson, Lucas, Somerville &amp; Borges</b>			
02/16/2023	11932		-6,550.00
Total Anderson, Lucas, Somerville & Borges			-6,550.00
<b>Bank Of The West</b>			
02/17/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Blue Star Gas</b>			
02/28/2023	11958		-146.25
Total Blue Star Gas			-146.25
<b>Capital Bank &amp; Trust</b>			
02/02/2023	EFT	557880519	-955.72
02/02/2023	EFT	025158148	-402.12
02/16/2023	EFT	025158148	-377.75
02/16/2023	EFT	557880519	-908.56
Total Capital Bank & Trust			-2,644.15
<b>Clear Rate Communications</b>			
02/23/2023	11956		-367.77
Total Clear Rate Communications			-367.77
<b>Dazey's Building Center</b>			
02/22/2023	11955		-85.79
Total Dazey's Building Center			-85.79
<b>EDD</b>			
02/02/2023	EFT	499-0538-3	-909.03
02/02/2023	EFT	499-0538-3	-87.59
02/16/2023	EFT	499-0538-3	-34.65
02/16/2023	EFT	499-0538-3	-792.58
Total EDD			-1,823.85
<b>Fluentstream Tech</b>			
02/13/2023	11930		-119.98
Total Fluentstream Tech			-119.98
<b>Frontier Communications</b>			
02/06/2023	11926		-116.55
Total Frontier Communications			-116.55
<b>Glacier Water Vending</b>			
02/08/2023	DBT		-2.60
02/14/2023	DBT		-2.60
Total Glacier Water Vending			-5.20
<b>IRS</b>			
02/02/2023	EFT	68-0296323	-4,188.18
02/16/2023	EFT	68-0296323	-3,737.06
Total IRS			-7,925.24

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**February 2023**

Date	Num	Memo	Amount
<b>Jamie Corsetti, CPA, Inc</b>			
02/08/2023	11929		-793.75
Total Jamie Corsetti, CPA, Inc			-793.75
<b>Lori Ruiz</b>			
02/23/2023	11957		-200.00
Total Lori Ruiz			-200.00
<b>North Coast Laboratories Ltd.</b>			
02/21/2023	11945		-375.00
Total North Coast Laboratories Ltd.			-375.00
<b>PACE Supply</b>			
02/13/2023	11931		-537.24
Total PACE Supply			-537.24
<b>PG&amp;E</b>			
02/15/2023	11923		-7,262.50
Total PG&E			-7,262.50
<b>Pitney Bowes Purchase Power</b>			
02/21/2023	11946		-417.98
Total Pitney Bowes Purchase Power			-417.98
<b>Points West Surveying Co.</b>			
02/16/2023	11933		-8,021.25
Total Points West Surveying Co.			-8,021.25
<b>Ralph Emerson</b>			
02/21/2023	11952		-50.00
Total Ralph Emerson			-50.00
<b>Rays Food Place</b>			
02/16/2023	DBT		-6.60
Total Rays Food Place			-6.60
<b>Recology Humboldt County</b>			
02/21/2023	11947		-48.87
Total Recology Humboldt County			-48.87
<b>Redwood Merchant Services</b>			
02/04/2023	12021		-335.96
02/28/2023			-299.04
Total Redwood Merchant Services			-635.00
<b>RENNER</b>			
02/10/2023	DBT		-1,657.36
02/10/2023	DBT		-122.02
Total RENNER			-1,779.38
<b>Rural Community Assistance Prog - Backhoe</b>			
02/01/2023	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>SDRMA</b>			
02/16/2023	11934		-4,230.52
Total SDRMA			-4,230.52

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**February 2023**

Date	Num	Memo	Amount
<b>Sentry III Center</b>			
02/01/2023	11924		-835.00
Total Sentry III Center			-835.00
<b>SHN Consulting Engineers &amp; Geologists</b>			
02/21/2023	11943		-22,503.75
02/22/2023	11953		-3,622.50
Total SHN Consulting Engineers & Geologists			-26,126.25
<b>Starlink</b>			
02/13/2023	DBT		-135.00
Total Starlink			-135.00
<b>Streamline Inc</b>			
02/06/2023	11925	VOID:	0.00
Total Streamline Inc			0.00
<b>SWRCB</b>			
02/21/2023	11949		-1,457.90
Total SWRCB			-1,457.90
<b>The Mitchell Law Firm, LLP</b>			
02/21/2023	11950		-883.50
Total The Mitchell Law Firm, LLP			-883.50
<b>Umpqua Bank</b>			
02/14/2023	12020		-175.01
Total Umpqua Bank			-175.01
<b>US Cellular</b>			
02/06/2023	11927		-215.80
Total US Cellular			-215.80
<b>Van Meter Construction</b>			
02/16/2023	11935		-5,900.00
Total Van Meter Construction			-5,900.00
<b>Vistaprint</b>			
02/16/2023	DBT		-58.18
02/22/2023	DBT		-36.63
Total Vistaprint			-94.81
<b>Wahlund Construction, Inc.</b>			
02/21/2023	11951		-1,103.69
Total Wahlund Construction, Inc.			-1,103.69
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
02/16/2023	11936		-2,425.00
Total Wyatt & Whitchurch, E.A. Inc.			-2,425.00
<b>WYCKOFF'S Inc</b>			
02/28/2023	11959		-13.95
Total WYCKOFF'S Inc			-13.95
<b>Arreguin, Daniel J</b>			
02/02/2023	11917		-3,457.95
02/16/2023	11937		-3,115.37
Total Arreguin, Daniel J			-6,573.32

9:18 AM

04/17/23

Accrual Basis

# GARBERVILLE SANITARY DISTRICT Check Register Report for Board

February 2023

Date	Num	Memo	Amount
<b>Emerson, Ralph K</b>			
02/02/2023	11918		-2,950.97
02/16/2023	11938		-2,950.98
Total Emerson, Ralph K			-5,901.95
<b>Miller, Brian A</b>			
02/02/2023	11919		-2,532.86
02/16/2023	11939		-2,362.70
Total Miller, Brian A			-4,895.56
<b>Nieto, Mary</b>			
02/02/2023	11920		-1,917.29
02/16/2023	11940		-1,528.70
Total Nieto, Mary			-3,445.99
<b>Ruiz, Ricardo</b>			
02/02/2023	11921		-310.93
02/16/2023	11941		-466.40
Total Ruiz, Ricardo			-777.33
<b>Sweet, Laura D.</b>			
02/02/2023	11922		-325.89
02/16/2023	11942		-207.80
Total Sweet, Laura D.			-533.69
<b>TOTAL</b>			<b>-110,076.87</b>





# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: May 23, 2023  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: March 2023 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for March 2023.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,183,185.00	933,499.98	950,151.29	-16,651.31	😞
Total Expense (excl. Depreciation)	904,855.00	688,788.15	724,834.78	-36,046.63	😊
Net Income (excl. Depreciation)	278,330.00	244,711.83	225,316.51	19,395.32	😊
Payroll	456,015.00	362,781.78	351,899.84	10,881.94	😞
Repair & Maintenance + Supplies	101,200.00	48,094.51	80,175.03	-32,080.52	😊

As can be seen on the “Statement of Cash Flows Report for Board - July 2022 - March 2023” and the “Balance Sheet Report for Board as of March 31, 2023”:

- Operational revenues are **\$579.15 OVER** budget.
- Operational expenses are **\$41,125.04 UNDER** budget.
- Net cash **DECREASE** for March is **\$7,084.40** and the year to date is a net cash **DECREASE** of **\$55,724.06**. The cash decrease is due to the extensive Tank Project costs that have been paid for this year but have yet to be reimbursed by the State.
- Overtime payroll costs are **\$4,044.84 OVER** budget.

- The repair and maintenance plus supplies expenses are **\$32,080.52 UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$81,566.95** of a budgeted year-end total of \$115,467.61.
- Total payments on grant reimbursements in the amount of **\$55,266.74** was made by the State Water Resources Control Board for the grant funding on the Robertson/Wallan/Hurlbutt Tanks Replacement Project of a budgeted year-end total of \$325,000.
- Expenditures for fixed asset acquisition through March 31, 2023 total **\$208,487.93** of a budgeted year-end total of \$478,000.00. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	350,000	196,660.01
Meadows Aerial Waterline SRF Grant/Loan	8,000	
Bear Canyon Sewer Aerial Preliminary Design	5,000	
WWTP Flow Meters/Reprogram	7,500	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Pumps - Rebuild FW @ SWTP	7,500	
LMI Pumps-Water		5,793.31
LMI Pump - Sewer		1,565.61
Unspecified	10,000	4,469.00
<b>Total:</b>	<b>478,000</b>	<b>208,487.93</b>

## RECOMMENDED BOARD ACTIONS

Review, approve and file the reports.

## ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2022.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in Current Month

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2022 through March 2023**

	Jul '22 - Mar 23	Mar 23
<b>OPERATING ACTIVITIES</b>		
Net Income	(56,952.42)	(20,587.03)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	5,468.68	494.78
1100 · Accounts Receivable	(20,785.59)	16,038.75
1110 · Accts Receivable Over Payments	1,825.05	(149.00)
1500 · Prepaid Insurance	(19,440.41)	
1510 · Prepaid Licenses and Permits	(5,529.47)	2,543.17
1121 · Payroll Tax Overpayment	304.15	
2000 · Accounts Payable	(26,488.43)	9,911.31
20000 · Account Payable	(2,100.00)	
2225 · Accrued Workers Comp	1,498.27	990.68
2300 · Service Deposits	(400.00)	(300.00)
Net cash provided by Operating Activities	(122,600.17)	8,942.66
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable	55,266.74	
Equipment	(4,469.00)	
Accumulated Depreciation-Water	200,843.28	22,315.92
Accumulated Depreciation-Sewer	100,820.97	11,202.33
CIP-Robertson-Wallan-Hurlbutt T	(196,660.01)	(38,385.21)
WATER:Pumps	(5,793.31)	(5,793.31)
SEWER:Pumps	(1,565.61)	(1,565.61)
Net cash provided by Investing Activities	148,443.06	(12,225.88)
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB	(25,076.93)	
2700 · SRF Loan - Water	(22,991.18)	
2661 · Ditchwitch Vacuum Trailer	(17,972.84)	(2,047.24)
2665 · RCAC Loan - #0998 Backhoe	(15,526.00)	(1,753.94)
Net cash provided by Financing Activities	(81,566.95)	(3,801.18)
Net cash increase for period	(55,724.06)	(7,084.40)
Cash at beginning of period	872,817.63	824,177.97
Cash at end of period	817,093.57	817,093.57

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Comparison**  
As of February 28, 2023

	Jun 30, 22	Mar 31, 23	Difference
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	165,091.66	192,241.70	27,150.04
1006 · Umpqua System Reserve - Water	25,811.93	25,813.86	1.93
1007 · Umpqua System Reserve - Sewer	31,270.19	31,272.54	2.35
1011 · Water Enterprise Fund	46,832.34	46,835.86	3.52
1030 · County Treasury - Sewer Reserve	434,307.06	435,323.21	1,016.15
1031 · County Treasury - Water Reserve	141,265.36	41,265.36	(100,000.00)
1035 · Water Capital Improvement Fund	17,999.37	26,001.19	8,001.82
1036 · Sewer Capital Improvement Fund	9,998.37	17,999.59	8,001.22
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	200.75	300.75	100.00
Total Checking/Savings	872,816.54	817,093.57	(55,722.97)
Accounts Receivable			
1115 · Acct Receivable - Collection	0.00		0.00
1100 · Accounts Receivable - Other	4,668.04	(800.64)	(5,468.68)
Total Accounts Receivable	4,668.04	(800.64)	(5,468.68)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,514.77)	(4,339.82)	(1,825.05)
1100 · Accounts Receivable - Other	105,064.11	125,849.70	20,785.59
Total 1100 · Accounts Receivable	102,549.34	121,509.88	18,960.54
1121 · Payroll Tax Overpayment	304.15		(304.15)
1315 · Water Grant Receivable	55,266.74		(55,266.74)
1400 · Interest Receivable	18,900.00	18,900.00	0.00
1500 · Prepaid Insurance	3,893.74	18,558.26	14,664.52
1510 · Prepaid Licenses and Permits	0.00	5,529.47	5,529.47
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	175,913.97	159,497.61	(16,416.36)
Total Current Assets	1,053,398.55	975,790.54	(77,608.01)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	988.75	988.75	0.00
CIP - Meadows Aerial Waterline	9,133.44	9,133.44	0.00
CIP-Robertson-Wallan-Hurlbutt T	142,323.23	338,983.24	196,660.01
WATER			0.00
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	79,919.93	79,919.93	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	10,048.99	15,842.30	5,793.31
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,134,549.70	8,140,343.01	5,793.31
Water System	142,474.97	142,474.97	0.00

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Comparison**  
As of February 28, 2023

	Jun 30, 22	Mar 31, 23	Difference
<b>SEWER</b>			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,395,295.12	2,395,295.12	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	32,648.40	34,214.01	1,565.61
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>Total SEWER</b>	<b>5,857,758.70</b>	<b>5,859,324.31</b>	<b>1,565.61</b>
Office Equipment	38,244.29	38,244.29	0.00
Equipment	311,403.29	315,872.29	4,469.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(2,760,532.30)	(2,961,375.58)	(200,843.28)
Accumulated Depreciation-Sewer	(2,504,788.10)	(2,605,609.07)	(100,820.97)
<b>Total Fixed Assets</b>	<b>9,656,929.04</b>	<b>9,563,752.72</b>	<b>(93,176.32)</b>
<b>TOTAL ASSETS</b>	<b>10,710,327.59</b>	<b>10,539,543.26</b>	<b>(170,784.33)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	58,597.50	32,109.07	(26,488.43)
<b>Total Accounts Payable</b>	<b>58,597.50</b>	<b>32,109.07</b>	<b>(26,488.43)</b>
<b>Other Current Liabilities</b>			
20001 · Accounts Payable - SWRCB	763.50	763.50	0.00
2300 · Service Deposits	6,400.00	6,000.00	(400.00)
20000 · Account Payable	2,100.00		(2,100.00)
2205 · Accrued Simple	(101.46)	(101.46)	0.00
2220 · Accrued State PR Taxes	0.00		0.00
2225 · Accrued Workers Comp	0.00	1,498.27	1,498.27
2230 · Accrued Vacation	40,952.75	40,952.75	0.00
2250 · Loans Payable - Current Portion	93,065.47	93,065.47	0.00
<b>Total Other Current Liabilities</b>	<b>143,180.26</b>	<b>142,178.53</b>	<b>(1,001.73)</b>
<b>Total Current Liabilities</b>	<b>201,777.76</b>	<b>174,287.60</b>	<b>(27,490.16)</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	74,279.81	56,306.97	(17,972.84)
2665 · RCAC Loan - #0998 Backhoe	24,406.07	8,880.07	(15,526.00)
2500 · N/P - SWRCB	50,655.35	25,578.42	(25,076.93)
2700 · SRF Loan - Water	1,080,585.66	1,057,594.48	(22,991.18)
2900 · Less Current Portion	(93,065.47)	(93,065.47)	0.00
<b>Total Long Term Liabilities</b>	<b>1,136,861.42</b>	<b>1,055,294.47</b>	<b>(81,566.95)</b>
<b>Total Liabilities</b>	<b>1,338,639.18</b>	<b>1,229,582.07</b>	<b>(109,057.11)</b>
<b>Equity</b>			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,360,781.06	3,237,421.86	(123,359.20)
Net Income	(118,584.40)	(56,952.42)	61,631.98
<b>Total Equity</b>	<b>9,371,688.41</b>	<b>9,309,961.19</b>	<b>(61,727.22)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,710,327.59</b>	<b>10,539,543.26</b>	<b>(170,784.33)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 March 2023

	Current Month Mar 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Water Charges</b>					
4100 · Residential	27,688.35	259,988.30	262,440.00	360,000.00	(2,451.70)
4110 · Commercial	25,212.75	251,935.25	251,505.00	345,000.00	430.25
<b>Total Water Charges</b>	<b>52,901.10</b>	<b>511,923.55</b>	<b>513,945.00</b>	<b>705,000.00</b>	<b>(2,021.45)</b>
4200 · Sewer Charges	38,184.00	379,571.30	379,080.00	520,000.00	491.30
4300 · Connection Fees	0.00	16,000.00	16,000.00	24,000.00	0.00
4650 · Late Charges	1,155.00	10,950.00	9,000.00	12,000.00	1,950.00
4700 · Other Operating Revenue	900.00	2,409.30	2,250.00	3,000.00	159.30
<b>Total Income</b>	<b>93,140.10</b>	<b>920,854.15</b>	<b>920,275.00</b>	<b>1,264,000.00</b>	<b>579.15</b>
<b>Gross Profit</b>	<b>93,140.10</b>	<b>920,854.15</b>	<b>920,275.00</b>	<b>1,264,000.00</b>	<b>579.15</b>
<b>Expense</b>					
<b>Administrative and General</b>					
5025 · Discount Program	465.00	2,850.00	2,700.00	3,600.00	150.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	3,435.00	11,822.40	2,874.97	5,000.00	8,947.43
<b>5010 · Bank Charges</b>					
5012 · Merchant Account Fees	367.65	4,593.58	3,000.06	4,000.00	1,593.52
5010 · Bank Charges - Other	199.48	1,588.56	1,499.94	2,000.00	88.62
<b>Total 5010 · Bank Charges</b>	<b>567.13</b>	<b>6,182.14</b>	<b>4,500.00</b>	<b>6,000.00</b>	<b>1,682.14</b>
5020 · Directors Fees	450.00	1,450.00	1,499.97	2,000.00	(49.97)
5030 · Dues and Memberships	0.00	5,614.87	4,057.56	5,410.00	1,557.31
5035 · Education and Training	0.00	1,416.44	2,250.00	3,000.00	(833.56)
5036 · Education and Training - B.O.D.	0.00	0.00	225.00	300.00	(225.00)
<b>Insurance</b>					
5040 · Liability	0.00	38,207.12	41,112.72	54,817.00	(2,905.60)
5050 · Workers' Comp	990.68	8,541.85	5,282.64	7,043.58	3,259.21
<b>5055 · Health</b>					
5055.1 · Employee Portion	-746.24	-6,716.16	-6,937.56	-9,250.00	221.40
5055 · Health - Other	4,230.52	36,054.00	36,487.44	48,650.00	(433.44)
<b>Total 5055 · Health</b>	<b>3,484.28</b>	<b>29,337.84</b>	<b>29,549.88</b>	<b>39,400.00</b>	<b>(212.04)</b>
<b>Total Insurance</b>	<b>4,474.96</b>	<b>76,086.81</b>	<b>75,945.24</b>	<b>101,260.58</b>	<b>141.57</b>
5060 · Licenses, Permits, and Fees	2,543.17	24,231.01	23,651.19	31,535.00	579.82
5065 · Auto	195.94	3,445.42	2,000.00	2,500.00	1,445.42
5070 · Miscellaneous	0.00	5.30	100.00	100.00	(94.70)
5080 · Office Expense	154.40	7,699.31	5,999.94	8,000.00	1,699.37
5085 · Outside Services	797.89	6,777.91	6,764.94	9,020.00	12.97
5090 · Payroll Taxes	2,564.67	23,688.45	25,425.00	33,900.00	(1,736.55)
5100 · Postage	169.59	2,027.57	2,624.94	3,500.00	(597.37)
5110 · Professional Fees	4,142.50	50,493.80	64,499.94	86,000.00	(14,006.14)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	62.48	1,500.00	2,000.00	(1,437.52)
5130 · Rents	835.00	6,680.00	7,515.00	10,020.00	(835.00)
5135 · Retirement	854.81	7,238.25	6,967.44	9,290.00	270.81
5137 · Supplies	0.00	1,877.90	1,125.00	1,500.00	752.90
5140 · Telephone	858.63	7,743.51	8,445.06	11,260.00	(701.55)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 March 2023

	Current Month Mar 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	1,545.08	1,499.94	2,000.00	45.14
5150 · Travel and Meetings	0.00	933.17	1,125.00	1,500.00	(191.83)
5155 · Utilities	351.76	2,415.09	3,281.22	4,375.00	(866.13)
5160 · Wages					
5165 · Wages - Overtime	318.00	2,977.50	3,056.22	4,075.00	(78.72)
5160 · Wages - Other	13,656.50	130,994.71	139,282.94	183,044.00	(8,288.23)
Total 5160 · Wages	13,974.50	133,972.21	142,339.16	187,119.00	(8,366.95)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	36,834.95	386,259.12	399,166.51	536,539.58	(12,907.39)
Sewage Collection					
6010 · Fuel	682.68	3,461.54	3,750.03	5,000.00	(288.49)
6030 · Repairs and Maintenance	80.32	5,062.61	9,749.97	13,000.00	(4,687.36)
6040 · Supplies	0.00	209.82	1,500.03	2,000.00	(1,290.21)
6050 · Utilities	325.91	2,428.75	3,750.03	5,000.00	(1,321.28)
6060 · Wages					
6065 · Wages - Overtime Sewer Collect	3,247.50	18,550.50	8,624.97	11,500.00	9,925.53
6060 · Wages - Other	3,672.01	37,043.57	24,748.47	32,998.00	12,295.10
Total 6060 · Wages	6,919.51	55,594.07	33,373.44	44,498.00	22,220.63
Total Sewage Collection	8,008.42	66,756.79	52,123.50	69,498.00	14,633.29
Sewage Treatment					
6075 · Fuel	682.68	3,461.54	3,750.03	5,000.00	(288.49)
6080 · Monitoring	577.50	5,150.50	5,249.97	7,000.00	(99.47)
6100 · Repairs and Maintenance	647.42	1,152.03	11,250.00	15,000.00	(10,097.97)
6110 · Supplies	5,521.13	11,990.37	5,850.00	7,800.00	6,140.37
6120 · Utilities	1,515.13	11,581.41	10,312.47	13,750.00	1,268.94
6130 · Wages					
6135 · Wages - Overtime Sewer Treatm	0.00	2,207.50	2,625.03	3,500.00	(417.53)
6130 · Wages - Other	3,023.01	32,675.40	26,964.00	35,952.00	5,711.40
Total 6130 · Wages	3,023.01	34,882.90	29,589.03	39,452.00	5,293.87
Total Sewage Treatment	11,966.87	68,218.75	66,001.50	88,002.00	2,217.25
Water Trans and Distribution					
7075 · Fuel	682.68	3,400.53	3,750.03	5,000.00	(349.50)
7090 · Repairs and Maintenance	4,436.91	11,594.99	22,500.00	30,000.00	(10,905.01)
7100 · Supplies	0.00	673.82	3,750.03	5,000.00	(3,076.21)
7110 · Utilities	868.18	7,538.85	9,375.03	12,500.00	(1,836.18)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	1,318.50	3,261.50	6,374.97	8,500.00	(3,113.47)
7120 · Wages - Other	2,659.31	29,379.82	32,673.78	43,565.00	(3,293.96)
Total 7120 · Wages	3,977.81	32,641.32	39,048.75	52,065.00	(6,407.43)
Total Water Trans and Distribution	9,965.58	55,849.51	78,423.84	104,565.00	(22,574.33)
Water Treatment					
7020 · Fuel	682.71	3,400.66	3,750.03	5,000.00	(349.37)
7010 · Monitoring	182.50	2,827.50	6,000.03	8,000.00	(3,172.53)
7030 · Repairs and Maintenance	25.44	3,329.28	11,250.00	15,000.00	(7,920.72)
7040 · Supplies	2,711.04	12,141.21	11,700.00	15,600.00	441.21
7050 · Utilities	4,341.06	41,165.91	49,218.75	65,625.00	(8,052.84)
7060 · Wages					

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**March 2023**

	Current Month Mar 2023	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatr	1,621.50	5,229.00	7,499.97	10,000.00	(2,270.97)
7060 · Wages - Other	3,711.90	31,655.89	32,824.53	43,766.00	(1,168.64)
<b>Total 7060 · Wages</b>	<b>5,333.40</b>	<b>36,884.89</b>	<b>40,324.50</b>	<b>53,766.00</b>	<b>(3,439.61)</b>
<b>Total Water Treatment</b>	<b>13,276.15</b>	<b>99,749.45</b>	<b>122,243.31</b>	<b>162,991.00</b>	<b>(22,493.86)</b>
<b>Total Expense</b>	<b>80,051.97</b>	<b>676,833.62</b>	<b>717,958.66</b>	<b>961,595.58</b>	<b>(41,125.04)</b>
<b>Net Ordinary Income</b>	<b>13,088.13</b>	<b>244,020.53</b>	<b>202,316.34</b>	<b>302,404.42</b>	<b>41,704.19</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Property Tax Revenue</b>					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	948.67	950.00	1,900.00	(1.33)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	67.48	125.00	250.00	(57.52)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
<b>Total Property Tax Revenue</b>	<b>0.00</b>	<b>1,016.15</b>	<b>13,855.00</b>	<b>27,710.00</b>	<b>(12,838.85)</b>
8053 · Water Capital Grant Income	0.00	8,741.26	8,741.26	325,000.00	0.00
8060 · Interest Income	0.87	9.75	3,375.00	4,500.00	(3,365.25)
8070 · Other Non-Operating Revenue	128.00	2,878.67	3,750.03	5,000.00	(871.36)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
<b>Total Other Income</b>	<b>128.87</b>	<b>12,645.83</b>	<b>29,876.29</b>	<b>362,520.00</b>	<b>(17,230.46)</b>
<b>Other Expense</b>					
8041 · Emergency Wage Reimbursement	0.00	861.00			861.00
9010 · Other Expenses	0.00	6,796.75	3,000.06	4,000.00	3,796.69
9040 · Depreciation	33,518.25	301,664.25	311,249.97	415,000.00	(9,585.72)
9050 · Interest Expense	285.78	4,296.78	3,876.06	4,830.51	420.72
<b>Total Other Expense</b>	<b>33,804.03</b>	<b>313,618.78</b>	<b>318,126.09</b>	<b>423,830.51</b>	<b>(4,507.31)</b>
<b>Net Other Income</b>	<b>-33,675.16</b>	<b>-300,972.95</b>	<b>-288,249.80</b>	<b>-61,310.51</b>	<b>(12,723.15)</b>
<b>Net Income</b>	<b>-20,587.03</b>	<b>-56,952.42</b>	<b>-85,933.46</b>	<b>241,093.91</b>	<b>28,981.04</b>



**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2023

Date	Num	Memo	Amount
<b>101 Netlink</b>			
03/20/2023	11991		-250.00
Total 101 Netlink			-250.00
<b>Amazon.com</b>			
03/17/2023	DBT		-25.52
03/19/2023	DBT		-40.93
03/30/2023	DBT		-118.42
Total Amazon.com			-184.87
<b>Bank Of The West</b>			
03/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Blue Star Gas</b>			
03/27/2023	11995		-177.46
Total Blue Star Gas			-177.46
<b>Capital Bank &amp; Trust</b>			
03/02/2023	EFT	025158148	-423.00
03/02/2023	EFT	557880519	-953.15
03/20/2023	EFT	557880519	-976.73
03/20/2023	EFT	025158148	-431.81
Total Capital Bank & Trust			-2,784.69
<b>Clear Rate Communications</b>			
03/14/2023	11980		-367.93
Total Clear Rate Communications			-367.93
<b>Dazey's Building Center</b>			
03/21/2023	11992		-299.15
Total Dazey's Building Center			-299.15
<b>EDD</b>			
03/02/2023	EFT	499-0538-3	-904.51
03/02/2023	EFT	499-0538-3	-16.54
03/20/2023	EFT	499-0538-3	-6.20
03/20/2023	EFT	499-0538-3	-955.08
Total EDD			-1,882.33
<b>Emerald Technologies</b>			
03/07/2023	11971		-151.80
Total Emerald Technologies			-151.80
<b>Fluentstream Tech</b>			
03/07/2023	11972		-118.46
Total Fluentstream Tech			-118.46
<b>Frontier Communications</b>			
03/09/2023	11976		-116.66
03/30/2023	11999		-116.44
Total Frontier Communications			-233.10
<b>Glacier Water Vending</b>			
03/30/2023	DBT		-2.60
Total Glacier Water Vending			-2.60

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board

March 2023

Date	Num	Memo	Amount
<b>Humboldt County Dept. of Health &amp; Human S</b>			
03/28/2023	11996		-354.00
Total Humboldt County Dept. of Health & Human S			-354.00
<b>IRS</b>			
03/02/2023	EFT	68-0296323	-4,084.10
03/20/2023	EFT	68-0296323	-4,223.76
Total IRS			-8,307.86
<b>Jennie Short</b>			
03/08/2023	11954		-8,430.30
Total Jennie Short			-8,430.30
<b>Lori Ruiz</b>			
03/22/2023	11993		-200.00
Total Lori Ruiz			-200.00
<b>Manufacturers Edge Inc.</b>			
03/22/2023	DBT		-7,358.92
Total Manufacturers Edge Inc.			-7,358.92
<b>NAPA</b>			
03/07/2023	11970		-456.81
Total NAPA			-456.81
<b>North Coast Laboratories Ltd.</b>			
03/07/2023	11973		-790.00
03/30/2023	12000		-705.00
Total North Coast Laboratories Ltd.			-1,495.00
<b>PACE Supply</b>			
03/30/2023	11998		-1,395.98
Total PACE Supply			-1,395.98
<b>PG&amp;E</b>			
03/14/2023	11981		-7,042.89
Total PG&E			-7,042.89
<b>Pitney Bowes Purchase Power</b>			
03/14/2023	11982		-169.59
Total Pitney Bowes Purchase Power			-169.59
<b>Points West Surveying Co.</b>			
03/14/2023	11978		-4,710.00
Total Points West Surveying Co.			-4,710.00
<b>Ralph Emerson</b>			
03/22/2023	11994		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
03/07/2023	11974		-15.15
03/30/2023	12001		-97.74
Total Recology Humboldt County			-112.89

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board

March 2023

Date	Num	Memo	Amount
<b>Redwood Merchant Services</b>			
03/02/2023	12070		-145.13
03/31/2023			-241.73
Total Redwood Merchant Services			-386.86
<b>RENNER</b>			
03/10/2023	DBT		-2,730.75
Total RENNER			-2,730.75
<b>Rural Community Assistance Prog - Backhoe</b>			
03/01/2023	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>SDRMA</b>			
03/14/2023	11979		-4,230.52
Total SDRMA			-4,230.52
<b>Sentry III Center</b>			
03/02/2023	11961		-835.00
Total Sentry III Center			-835.00
<b>SHN Consulting Engineers &amp; Geologists</b>			
03/27/2023	11988		-27,958.71
Total SHN Consulting Engineers & Geologists			-27,958.71
<b>Starlink</b>			
03/13/2023	DBT		-135.00
Total Starlink			-135.00
<b>Streamline Inc</b>			
03/07/2023	11975		-100.00
Total Streamline Inc			-100.00
<b>The Mitchell Law Firm, LLP</b>			
03/30/2023	11997		-1,694.00
Total The Mitchell Law Firm, LLP			-1,694.00
<b>Umpqua Bank</b>			
03/21/2023	12069		-162.98
Total Umpqua Bank			-162.98
<b>US Cellular</b>			
03/01/2023	11960		-210.80
Total US Cellular			-210.80
<b>USABLUBOOK</b>			
03/13/2023	11977		-543.10
Total USABLUBOOK			-543.10
<b>Arreguin, Daniel J</b>			
03/02/2023	11962		-4,163.40
03/20/2023	11983		-4,211.33
Total Arreguin, Daniel J			-8,374.73
<b>Emerson, Ralph K</b>			
03/02/2023	11963		-2,950.97
03/20/2023	11984		-2,950.98
Total Emerson, Ralph K			-5,901.95

4:15 PM

05/15/23

Accrual Basis

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
March 2023

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>Miller, Brian A</b>			
03/02/2023	11964		-2,356.84
03/20/2023	11985		-2,468.27
Total Miller, Brian A			-4,825.11
<b>Nieto, Mary</b>			
03/02/2023	11965		-1,405.86
03/20/2023	11986		-1,648.26
Total Nieto, Mary			-3,054.12
<b>Ruiz, Ricardo</b>			
03/02/2023	11966		-342.02
Total Ruiz, Ricardo			-342.02
<b>Sweet, Laura D.</b>			
03/02/2023	11967		-218.44
03/20/2023	11987		-210.22
Total Sweet, Laura D.			-428.66
<b>TOTAL</b>			<b>-112,537.90</b>

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

**Date of Meeting: Tuesday, April 4<sup>th</sup>, 2023  
5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

Doug Bryan called the meeting to order at 5:01 p.m.

**II. ESTABLISHMENT OF QUORUM**

Rio Anderson-Present  
Doug Bryan- Present  
Julie Lyon- Present  
Dan Thomas- Present  
Richard Landes- Present (Arrived at 5:06 p.m.)

**III. APPROVAL OF AGENDA -**

*Motion: Julie Lyon                      Second: Dan Thomas                      Vote: 4-0*

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

The closed session was tabled.

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

*Meeting Attendance: Kristen Vogel & Jared with SHN*

**VI. ANNOUNCEMENTS AND COMMUNICATIONS  
REPORTS AND PRESENTATIONS**

Operations Staff- River Levels—Operational Demands

Office Staff- Mary gave an update on the changes made to the LIHWAP program flyer.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson

No additional comments were made.

**VII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date- December 2022 & January 2023 - pg. 5-29

A.2 Approve: February 21<sup>st</sup>, 2023 Regular Meeting Minutes - pg. 30-32

A.3 Operations Safety Report- pg. 33-35

**Motion: Dan Thomas                      Second: Rio Anderson                      Vote: 5-0**

**B. GENERAL BUSINESS – Action items**

- B.1 Water Tank Replacement Project SHN Presentation pg. 36-37  
(discussion—possible action)

Jared with SHN gave a presentation on the progress of the water tank project thus far. Doug asked for a motion to approve the chair of the board to sign the letter of transmittal to DFA & DDW.

**Motion: Dan Thomas                      Second: Julie Lyon                      Vote: 5-0**

- B.2 Authorized Signatures for Contracted Projects pg. 38-39  
(discussion-possible action) Resolution #23-005

Doug asked for a motion to approve Resolution 23-005

**Motion: Dan Thomas                      Second: Rio Anderson                      Roll Call Vote: 5-0**

- B.3 Garberville Road and Beautification Project  
(discussion-possible action)

**Table**

- B.4 Umpqua Bank Debit Card Purchase Limit  
(discussion-possible action)---Mary Update

**Bring back with more information on credit card options with Umpqua Bank.**

**C. POLICY REVISION / ADOPTION**

- C.1 Personnel Policy Changes pg. 40-92  
(discussion-possible action)

**Bring back with more information.**

**VIII. Questions or Comments about Closed Session Items**

1. Evaluation of Contract with 4Js Consulting

Conference With Labor Negotiators (Gov. Code Section 54957.6)  
**Consideration of New Contract with 4Js Consulting**  
(discussion—possible action)

**IX. RETURN TO OPEN SESSION**

Closed Session was tabled.

**X. ITEMS FOR NEXT BOARD MEETING**

1. Water Capacity Report
2. Tank Replacement Project
3. SCHFA Update
4. Personnel Policy
5. Contract with 4Js Consulting

**XI. ADJOURNMENT**

Doug Bryan ended the meeting at 6:29 p.m.





## Lockout Tagout

Many of the most severe injuries, including amputations, electrocutions, and permanent disfigurement, result from the failure to properly de-energize equipment before servicing or cleaning. This Safety Talk will help you understand the basic requirements of Cal/OSHA's lockout/tagout standard designed to prevent these types of injuries.

### WHAT IS LOCKOUT/TAGOUT (LOTO)

LOTO is a set of procedures for *authorized* employees to follow to ensure that machines or equipment being serviced do not unexpectedly move or become energized potentially injuring an employee or causing equipment damage. Only authorized and trained employees may initiate the LOTO protocol.

The full Cal/OSHA requirements are detailed in [Title 8 3314](#) but are summarized below.

### REQUIRED STEPS

#### 1. Notify

The first step is to notify anyone who might be affected by the shutdown so they can be aware and take precautions, if necessary.

#### 2. De-energize the machine/ equipment

To work safely, all hazardous energy sources must be identified and controlled so that no machine or machine part can move, and no stored energy can be released unexpectedly. Electrical circuits must be turned off and stored energy must be discharged to prevent an injury.

Stored energy can be in the form of a compressed spring from an overhead garage door system or as stored electricity in components such as capacitors common in parking lot lights.



Other forms of hazardous energy that can cause injury if not properly discharged include elevated machine members, rotating flywheels, hydraulic systems, air gas, steam, and water pressure. Refer to your District's LOTO policy for equipment specific de-energization steps.

#### 3. Lockout

After de-energization, lock the power source in the off position with a lockout device. This prevents a coworker from inadvertently energizing the machine and potentially injuring someone.

Lockout devices typically consist of a clasp and lock but the exact form of the device varies depending on the source of energy being controlled. Is it a disconnect box, a wall switch, a panel breaker, or a ball valve? There is a specific lockout device for each type of energy source.

While there can be more than one lock per clasp, there can never be more than one key per lock. Never share your lock/key with anyone. Refer to your LOTO policy for details about shift change and working with a contractor.

### 3. Tagout

Secure an accident prevention tag to the clasp when locking. This communicates that restarting or operating the machine is prohibited. The tag must include the contact information for the person initiating the LOTO protocol.



### 4. Test

After de-energizing, locking out, and tagging the equipment or machinery, do not forget this important safe work practice. Test that the equipment cannot be operated by using a voltage meter, pressing the start button, or as instructed per your LOTO policy.



### 5. Restart Procedure

After servicing is complete, take care to restore the machine or equipment to its normal operation. Steps include:

- ✓ Installing guards and verifying equipment is fully re-assembled
- ✓ Removing unnecessary tools and spare parts
- ✓ Notifying all employees who might be affected by the restart
- ✓ Removing materials and hardware from the equipment area (i.e., locks, tags, etc.)
- ✓ Keeping nonessential employees clear of the work area

### ADDITIONAL REQUIREMENTS

- Refer to your District’s LOTO policy for District specific procedures
- Lockout devices must be under the exclusive control of the employee performing the service or maintenance
- Always ensure appropriate Personal Protective Equipment is utilized
- Communicate with your supervisor if you have not been properly trained on your District’s LOTO policy
- Report any concerns, safety hazards, or LOTO improvement suggestions to your supervisor

#### Additional Resources:

- Cal/OSHA [§3314](#), Control of Hazardous Energy
- Cal/OSHA [Lockout/Tagout eTool](#)
- [SDRMA Risk Control Team](#)

This *Safety Talk* provides awareness level training on Lockout Tagout requirements. If this information is unclear or if you have any additional questions, please talk to you supervisor.



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: May 23, 2023  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Draft FY 2023/24 Budget

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

Attached is a draft of the proposed fiscal year 2023/24 budget for the District. Staff has made several iterations of this budget. It was then presented to the budget committee for review and comment on May 17, 2023. The budget committee's recommended changes have been incorporated, and the estimates have been updated based upon the recommendations from staff on reduction of sewer rates for all customers. The budget as presented results in a net income of \$237,301.25, which is \$69,792.66 less than last year. From this amount we deduct debt service payments of \$100,785.11, which leaves \$136,516.14 for capital improvement projects and assets. The included assets total \$145,000 and the net CIP costs are estimated at \$(12,395.00). This results in a barely positive cash flow, but only because an estimated \$140,000 in eligible expenses will be incurred and not yet reimbursed by the State as of June 30, 2024. Once that reimbursement is received during FY24/25, a healthy positive cash flow is projected.

Primary changes from last year that need explanation are in the following areas:

- 1) decrease in sewer revenue and increase in water revenue
- 2) Increase in SWTP Monitoring Costs
- 3) increase in payroll expenses
- 4) increase in insurance costs
- 5) decrease in loan payment totals
- 6) Expenditures for Fixed Assets
- 7) Robertson, Wallan, and Hurlbutt Tank Replacement Project Planning Phase

1.) The GSD Board adopted the five-year incremental rate structure on the next page in Attachment 1 of Resolution 20-007. A scheduled rate increase (highlighted in yellow) effective July 1, 2023 is included. We are not recommending that the scheduled rate increase be implemented this year exactly as adopted. We are recommending that the sewer base rate remain the same, with no increase, and the sewer consumption charge be lowered to \$3.00 per unit instead of \$5.00 per unit. This will result in a net decrease of \$45,000 from last year's budget.

As part of last year's budget adoption, the Board chose to increase the rate for the Tier 3 residential consumption to \$12 per unit. This year the scheduled increase to \$13.00 is not recommended to be implemented by the Board, and is not included in the proposed water revenue in this year's budget. The proposed increases in the water rates should result in a net increase of \$20,000 from last year's budget.

The District is seeing some decrease in overall units consumed, which also impacts overall revenue projections. The majority of the District's revenue is from base rates, which remain stable.

Table 1. Adopted Residential Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	Revised July 2023
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	12.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 2. Adopted Commercial and Multifamily Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	Revised July 2023
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 3. Adopted Residential and Commercial Sewer Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	Revised July 2023
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	48.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	3.00

2.) The proposed budget includes a small increase in water and sewer utilities. The upcoming year's scheduled monitoring tests are the largest group, which results in an additional \$8,000 in expenses for SWTP Monitoring expenses over last year's budget.

3.) Payroll expenses include wages, taxes, worker's compensation insurance, and benefits such as health and dental insurance, retirement, and vacation. The total for this year's proposed budget is \$20,574.42 more than last year's budget.

4.) Each year we experience increases in costs for the various insurances that we have to possess. These include worker’s compensation, health/dental/vision, property, pollution, cyber, General liability, errors & omissions, employee and public officials’ dishonesty, auto liability, comprehensive and collision, and mobile equipment/trailer coverage. These are in four policies. Two policies we pay for on an annual basis due July 1 and the other two we pay for monthly, one month in advance. The total for all four policies in 2022-23 was \$101,260 and for 2023-24 will be \$ 116,800 which is an \$15,540 increase.

5.) The total loan payments for the 2023-24 fiscal year are \$ 14,682.50 less than 2022-23. We only have three more months of payments on the backhoe and one payment left on the 20-year sewer loan for IP-2000 project. This will free up a significant amount of funds for use on other CIP or asset acquisition/replacement projects.

6.) The expenditure for small fixed assets that were planned to be paid for directly “out of pocket” last fiscal year were not completed due to the extensive efforts and expenditures associated with the Tanks Replacement Project, so they are included again this year:

Description of fixed asset	Amount
Unspecified	\$10,000
Sunnybank Pump and Motor Replacement + Telemetry	10,000
Electric Actuator Valves @ SWTP	35,000
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000
Purchase the first of two replacement Raw Water Intake Pumps	70,000
Total	\$ 145,000

7.) Capital Improvement Projects for this year: In addition to undertaking the planning phase of the three tank replacement projects, we will also keep working towards obtaining funding for the Meadows aerial waterline project. The budget shows a net cash reimbursement of \$12,395 after estimated reimbursements from the State. This is because there is such a large net cash expenditure for the FY 22-23 projections.

We executed a funding agreement with SWRCB for state revolving funds to complete surveying, geotechnical, design, CEQA/NEPA, permitting and preparation of biddable plans and specifications for replacement of these three old tanks. The funding is in the amount of \$325,000 as 100% grant through Proposition 86, which is better than what we estimated (i.e., 90% grant 10% loan). The scope of work associated with this planning project is estimated to be more than the \$325,000 and now includes some components deemed necessary but not included in the original funding agreement, so once the Preliminary Engineering Report is completed, a request for an increase in planning grant funds will be prepared for the State’s review and approval.

The grant program is a reimbursement program which means that the District will incur all the expenses and then SWRCB DFA will review eligibility of the expenses and eventually reimburse us. The difficulty with this is that it can take 6 - 12 months, or sometimes even more, to elapse between the date the District pays the expense and when they receive the reimbursement. This results in hundreds of thousands of dollars being utilized from the reserve account during the delay. As of March 31, 2023, in F/Y 22-23 the District has expended \$196,660.01, of which \$64,007.74 has been reimbursed by SWRCB DFA.

In November 2021, the District submitted a grant application packet for the Small Community Drought Relief Program for the Wallan, Robertson, and Hurlbutt Tanks. On August 22, 2022, the District received notice from the State of California Department of Water Resources Small Community Drought Relief Program that they had approved funding in an amount not to exceed

\$4,545,000 for this project. This grant covers administration, project development, property acquisition, and construction for the tank replacement project. The Grant Agreement was executed on March 6, 2023.

These funds are put back when the reimbursement is received, but the Board should be prepared for the reserve fund balance to drop below the \$700,000 target balance at least for a period of time during the upcoming year(s) while we proceed with this project.

At the meeting a detailed verbal and Power Point presentation of the information contained in the budget reports will be made.

## RECOMENDATIONS

1. Adopt the FY 2022-23 Budget
2. Adopt Resolution 23-006 for the budget and the revised rate implementation amounts

## ATTACHMENTS

1. Combined Revenue and Expense Report with Cash Flow Budget - FY 2022/23 Projections and FY 2023/24 Proposed Budget
2. Fiscal Year 2023/24 Payroll Projection for Initial Budget
3. Summary of Loan Payments for FY 23/24 and 22/23
4. Resolution 23-006:

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue Expense Report with Cash Flow**  
**Budget Review Prior to Adoption**  
July 1, 2022 through June 30, 2023

Description	YTD Actual		YTD Actual	Adopted	Projected	Annual Budget vs. Projected	w/ Revised Rate Adjustment	
	through Feb 2023	YTD Budget	vs. Budget Difference	FY2022/23 Budget	Year End FY2022/23		Proposed FY2023/24 Budget	Δ 22/23 Budget vs. 23/24 Budget
<b>Income</b>								
<b>Operating Income</b>								
<b>Water Charges</b>								
4100 · Residential	232,299.95	233,280.00	(980.05)	360,000.00	350,000.00	(10,000.00)	365,000.00	5,000.00
4110 · Commercial	226,722.50	223,560.00	3,162.50	345,000.00	350,000.00	5,000.00	360,000.00	15,000.00
<b>Total Water Charges</b>	<b>459,022.45</b>	<b>456,840.00</b>	<b>2,182.45</b>	<b>705,000.00</b>	<b>700,000.00</b>	<b>(5,000.00)</b>	<b>725,000.00</b>	<b>20,000.00</b>
4200 · Sewer Charges	341,387.30	336,960.00	4,427.30	520,000.00	520,000.00	0.00	475,000.00	(45,000.00)
4300 · Connection Fees	16,000.00	16,000.00	0.00	24,000.00	16,000.00	(8,000.00)	0.00	(24,000.00)
Back out Connection Fees	(16,000.00)	(16,000.00)	0.00	(24,000.00)	(16,000.00)	8,000.00	0.00	24,000.00
4650 · Late Charges	9,795.00	8,000.00	1,795.00	12,000.00	15,000.00	3,000.00	12,000.00	0.00
4700 · Other Operating Revenue	1,509.30	2,000.00	(490.70)	3,000.00	2,300.00	(700.00)	2,500.00	(500.00)
<b>Total Operating Income</b>	<b>811,714.05</b>	<b>803,800.00</b>	<b>7,914.05</b>	<b>1,240,000.00</b>	<b>1,237,300.00</b>	<b>(2,700.00)</b>	<b>1,214,500.00</b>	<b>(25,500.00)</b>
<b>Other Income</b>								
<b>Property Tax Revenue</b>								
8010 · Secured	0.00	12,750.00	(12,750.00)	25,500.00	25,500.00	0.00	25,500.00	0.00
8020 · Unsecured	948.67	950.00	(1.33)	1,900.00	1,900.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	5.00	(5.00)	10.00	10.00	0.00	10.00	0.00
8030 · Supplemental - Current	67.48	125.00	(57.52)	250.00	135.00	(115.00)	250.00	0.00
8035 · Supplemental - Prior Years	0.00	25.00	(25.00)	50.00	50.00	0.00	50.00	0.00
<b>Total Property Tax Revenue</b>	<b>1,016.15</b>	<b>13,855.00</b>	<b>(12,838.85)</b>	<b>27,710.00</b>	<b>27,595.00</b>	<b>(115.00)</b>	<b>27,710.00</b>	<b>0.00</b>
8060 · Interest Income	8.88	2,250.00	(2,241.12)	4,500.00	4,500.00	0.00	4,500.00	0.00
8070 · Other Non-Operating Revenue	2,750.67	3,333.36	(582.69)	5,000.00	5,000.00	0.00	8,000.00	3,000.00
9030 · Homeowners' Tax Relief	0.00	155.00	(155.00)	310.00	310.00	0.00	310.00	0.00
<b>Total Other Income</b>	<b>3,775.70</b>	<b>19,593.36</b>	<b>(15,817.66)</b>	<b>37,520.00</b>	<b>37,405.00</b>	<b>(115.00)</b>	<b>40,520.00</b>	<b>3,000.00</b>
<b>Total Income Excluding Connection Fees</b>	<b>815,489.75</b>	<b>823,393.36</b>	<b>(7,903.61)</b>	<b>1,277,520.00</b>	<b>1,274,705.00</b>	<b>(2,815.00)</b>	<b>1,255,020.00</b>	<b>(22,500.00)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue Expense Report with Cash Flow**  
**Budget Review Prior to Adoption**  
 July 1, 2022 through June 30, 2023

Description	YTD Actual		YTD Actual	Adopted	Projected	Annual Budget vs. Projected	w/ Revised Rate Adjustment	
	through Feb 2023	YTD Budget	vs. Budget Difference	FY2022/23 Budget	Year End FY2022/23		Proposed FY2023/24 Budget	Δ 22/23 Budget vs. 23/24 Budget
Expenses								
Payroll Related Expenses								
Wages								
5160 · Wages - Admin	117,338.21	126,029.28	(8,691.07)	183,044.00	388,000.00		390,408.00	
5165 · Wages - Admin OT	2,659.50	2,716.64	(57.14)	4,075.00				
6060 · Wages - Sewer Collection	33,371.56	21,998.64	11,372.92	32,998.00				
6065 · Wages - Overtime Sewer Collecti	15,303.00	7,666.64	7,636.36	11,500.00				
6130 · Wages - Sewer Treatment	29,652.39	23,968.00	5,684.39	35,952.00				
6135 · Wages - Overtime Sewer Treatmen	2,207.50	2,333.36	(125.86)	3,500.00				
7060 · Wages - Water Treatment	27,943.99	29,177.36	(1,233.37)	43,766.00				
7065 · Wages - Overtime Water Treatmen	3,607.50	6,666.64	(3,059.14)	10,000.00				
7120 · Wages - Water Trans & Distribution	26,720.51	29,043.36	(2,322.85)	43,565.00				
7125 · Wages - Overtime Water Trans &	1,943.00	5,666.64	(3,723.64)	8,500.00				
<b>Total Wages</b>	<b>260,747.16</b>	<b>255,266.56</b>	<b>5,480.60</b>	<b>376,900.00</b>	<b>388,000.00</b>	<b>11,100.00</b>	<b>390,408.00</b>	<b>13,508.00</b>
Other Payroll								
5050 · Workers' Comp	7,551.17	4,695.68	2,855.49	7,043.58	11,000.00	3,956.42	9,360.00	2,316.42
5055 · Health Insurance	31,823.48	32,433.28	(609.80)	48,650.00	46,850.00	(1,800.00)	53,310.00	4,660.00
5055.1 · Health - Employee Portion	(5,969.92)	(6,166.72)	196.80	(9,250.00)	(9,000.00)	250.00	(10,530.00)	(1,280.00)
5090 · Payroll Taxes	21,123.78	22,600.00	(1,476.22)	33,900.00	32,500.00	(1,400.00)	35,140.00	1,240.00
5135 · Retirement	6,383.44	6,193.28	190.16	9,290.00	9,575.00	285.00	9,420.00	130.00
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	6,000.00	0.00	6,000.00	0.00
<b>Total Payroll Related Expenses</b>	<b>321,659.11</b>	<b>315,022.08</b>	<b>6,637.03</b>	<b>472,533.58</b>	<b>484,925.00</b>	<b>12,391.42</b>	<b>493,108.00</b>	<b>20,574.42</b>
Administrative and General								
5000 · Advertising	0.00	200.00	(200.00)	300.00	300.00	0.00	300.00	0.00
5005 · Bad Debts	8,387.40	2,666.64	5,720.76	5,000.00	10,000.00	5,000.00	6,000.00	1,000.00
5010 · Bank Charges	1,389.08	1,333.28	55.80	2,000.00	2,000.00	0.00	2,000.00	0.00
5012 · Merchant Account Fees	4,225.93	2,666.72	1,559.21	4,000.00	4,000.00	0.00	4,000.00	0.00
5020 · Directors Fees	1,000.00	1,166.64	(166.64)	2,000.00	2,300.00	300.00	2,000.00	0.00
5025 · Discount Program	2,385.00	2,400.00	(15.00)	3,600.00	4,500.00	900.00	6,300.00	2,700.00
5030 · Dues and Memberships	5,614.87	5,410.00	204.87	5,410.00	5,700.00	290.00	5,850.00	440.00
5035 · Education and Training	1,416.44	2,000.00	(583.56)	3,000.00	1,500.00	(1,500.00)	5,000.00	2,000.00
5036 · Education and Training - B.O.D.	0.00	200.00	(200.00)	300.00	300.00	0.00	300.00	0.00
5040 · Liability Insurance	38,207.12	36,544.64	1,662.48	54,817.00	57,310.75	2,493.75	65,000.00	10,183.00
5060 · Licenses, Permits, and Fees	21,687.84	21,023.28	664.56	31,535.00	29,000.00	(2,535.00)	34,350.00	2,815.00
5065 · Auto	3,249.48	2,000.00	1,249.48	2,500.00	1,500.00	(1,000.00)	2,500.00	0.00



**GARBERVILLE SANITARY DISTRICT**  
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	through Feb 2023	YTD Budget	vs. Budget Difference	FY2022/23 Budget	Year End FY2022/23		Proposed FY2023/24 Budget	Δ 22/23 Budget vs. 23/24 Budget
5070 · Miscellaneous	5.30	100.00	(94.70)	100.00	100.00	0.00	100.00	0.00
5080 · Office Expense	7,544.91	5,333.28	2,211.63	8,000.00	10,000.00	2,000.00	5,000.00	(3,000.00)
5082 Software Subscriptions, Updates, Service Contracts			0.00				6,800.00	6,800.00
5085 · Outside Services	5,980.02	6,013.28	(33.26)	9,020.00	9,000.00	(20.00)	10,300.00	1,280.00
5100 · Postage	1,857.98	2,333.28	(475.30)	3,500.00	3,500.00	0.00	3,500.00	0.00
5110 · Professional Fees (WWA, 4Js, ALSB, RG, JC)	46,351.30	57,333.28	(10,981.98)	86,000.00	75,000.00	(11,000.00)	84,500.00	(1,500.00)
5120 · Property Taxes	0.00	50.00	(50.00)	50.00	50.00	0.00	50.00	0.00
5130 · Rents	5,845.00	6,680.00	(835.00)	10,020.00	10,020.00	0.00	10,020.00	0.00
5137 · Supplies	1,877.90	1,000.00	877.90	1,500.00	1,700.00	200.00	1,500.00	0.00
5140 · Telephone	6,884.88	7,506.72	(621.84)	11,260.00	11,000.00	(260.00)	11,500.00	240.00
5145 · Tools	1,545.08	1,333.28	211.80	2,000.00	2,000.00	0.00	2,000.00	0.00
5150 · Travel and Meetings	933.17	1,000.00	(66.83)	1,500.00	1,500.00	0.00	1,500.00	0.00
5155 · Utilities	2,063.33	2,916.64	(853.31)	4,375.00	3,300.00	(1,075.00)	3,500.00	(875.00)
<b>Total Administrative and General</b>	<b>168,452.03</b>	<b>169,210.96</b>	<b>(758.93)</b>	<b>251,787.00</b>	<b>245,580.75</b>	<b>(6,206.25)</b>	<b>273,870.00</b>	<b>22,083.00</b>
<b>Operational Expenses</b>								
<b>Repair and Maintenance</b>								
5125 · Repairs and Maintenance	62.48	1,500.00	(1,437.52)	2,000.00	2,000.00	0.00	2,000.00	0.00
6030 · Repairs and Maintenance - Sewage Collecti	4,982.29	8,666.64	(3,684.35)	13,000.00	13,000.00	0.00	13,000.00	0.00
6100 · Repairs and Maintenance - Sewage Treatr	504.61	10,000.00	(9,495.39)	15,000.00	15,000.00	0.00	15,000.00	0.00
7030 · Repairs and Maintenance - Water Treatme	3,303.84	10,000.00	(6,696.16)	15,000.00	15,000.00	0.00	15,000.00	0.00
7090 · Repairs and Maintenance - Water Tran & D	7,158.08	20,000.00	(12,841.92)	30,000.00	30,000.00	0.00	30,000.00	0.00
6040 · Supplies-Sewage Collection	209.82	1,333.36	(1,123.54)	2,000.00	2,000.00	0.00	2,000.00	0.00
6110 · Supplies-Sewage Treatment	6,469.24	5,200.00	1,269.24	7,800.00	7,800.00	0.00	7,800.00	0.00
7040 · Supplies-Water Treatment	9,430.17	10,400.00	(969.83)	15,600.00	15,600.00	0.00	15,600.00	0.00
7100 · Supplies-Water Trans	673.82	3,333.36	(2,659.54)	5,000.00	5,000.00	0.00	5,000.00	0.00
<b>Total Repair and Maintenance</b>	<b>32,794.35</b>	<b>70,433.36</b>	<b>(37,639.01)</b>	<b>105,400.00</b>	<b>105,400.00</b>	<b>0.00</b>	<b>105,400.00</b>	<b>0.00</b>

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**Combined Revenue Expense Report with Cash Flow**  
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	through Feb 2023	YTD Budget	vs. Budget Difference	FY2022/23 Budget	Year End FY2022/23		Proposed FY2023/24 Budget	Δ 22/23 Budget vs. 23/24 Budget
<b>Other Operational Expenses</b>								
6010 · Fuel	2,778.86	3,333.36	(554.50)	5,000.00	4,300.00	(700.00)	5,000.00	0.00
6075 · Fuel	2,778.86	3,333.36	(554.50)	5,000.00	4,300.00	(700.00)	5,000.00	0.00
7020 · Fuel	2,717.95	3,333.36	(615.41)	5,000.00	4,300.00	(700.00)	5,000.00	0.00
7075 · Fuel	2,717.85	3,333.36	(615.51)	5,000.00	4,300.00	(700.00)	5,000.00	0.00
6050 · Utilities - Collection	2,102.84	3,333.36	(1,230.52)	5,000.00	3,500.00	(1,500.00)	4,500.00	(500.00)
6120 · Utilities - WWTP	10,066.28	9,166.64	899.64	13,750.00	15,000.00	1,250.00	17,000.00	3,250.00
7050 · Utilities - SWTP	36,824.85	43,750.00	(6,925.15)	65,625.00	57,000.00	(8,625.00)	62,000.00	(3,625.00)
7110 · Utilities - Trans & Dist	6,670.67	8,333.36	(1,662.69)	12,500.00	11,000.00	(1,500.00)	12,500.00	0.00
6080 · Monitoring - WWTP	4,573.00	4,666.64	(93.64)	7,000.00	7,000.00	0.00	7,000.00	0.00
7010 · Monitoring - SWTP	2,645.00	5,333.36	(2,688.36)	8,000.00	5,000.00	(3,000.00)	16,000.00	8,000.00
<b>Total Operational Expense</b>	<b>106,670.51</b>	<b>158,350.16</b>	<b>(51,679.65)</b>	<b>237,275.00</b>	<b>221,100.00</b>	<b>(16,175.00)</b>	<b>244,400.00</b>	<b>7,125.00</b>
<b>Other Expense</b>								
8041 · Emergency Wage Reimbursement	861.00							
9010 · Other Expenses	6,796.75	2,666.72	4,130.03	4,000.00	9,000.00	5,000.00	4,000.00	0.00
9040 · Depreciation	268,146.00	276,666.64	(8,520.64)	415,000.00	402,220.00	(12,780.00)	398,000.00	(17,000.00)
9050 · Interest Expense	4,011.00	3,557.94	453.06	4,830.51	3,270.00	(1,560.51)	2,340.75	(2,489.76)
<b>Total Other Expense</b>	<b>279,814.75</b>	<b>282,891.30</b>	<b>(3,937.55)</b>	<b>423,830.51</b>	<b>414,490.00</b>	<b>(9,340.51)</b>	<b>404,340.75</b>	<b>(19,489.76)</b>
<b>Total Expenses</b>	<b>876,596.40</b>	<b>925,474.50</b>	<b>(49,739.10)</b>	<b>1,385,426.09</b>	<b>1,366,095.75</b>	<b>(19,330.34)</b>	<b>1,415,718.75</b>	<b>30,292.66</b>
<b>Net Income</b>	<b>(61,106.65)</b>	<b>(102,081.14)</b>	<b>41,835.49</b>	<b>(107,906.09)</b>	<b>(91,390.75)</b>	<b>16,515.34</b>	<b>(160,698.75)</b>	<b>(52,792.66)</b>
<b>Add back Depreciation</b>	<b>268,146.00</b>	<b>276,666.64</b>	<b>(8,520.64)</b>	<b>415,000.00</b>	<b>402,220.00</b>	<b>(12,780.00)</b>	<b>398,000.00</b>	<b>(17,000.00)</b>
<b>Net Operational Income</b>	<b>207,039.35</b>	<b>174,585.50</b>	<b>33,314.85</b>	<b>307,093.91</b>	<b>310,829.25</b>	<b>3,735.34</b>	<b>237,301.25</b>	<b>(69,792.66)</b>

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Loan, AP and AR cash to be paid out from Net Operational Income								
Total AR and AP				0.00	0.00	0.00	0.00	
Loans								
2500 - SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	25,076.93			25,076.93	24,585.28	(491.65)	25,578.45	
2700 - SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,410)	22,991.18			45,982.36	45,982.36	0.00	45,982.36	
2665 - RCAC Loan - #0998 Backhoe (until 9/1/23, 5%, \$60,000)	13,772.06			20,831.84	19,817.92	(1,013.92)	3,566.69	
2665 Ditch Witch Loan - Vac Trailer (until 6/30/25, 4.83%, \$74.3K)	15,925.60			23,576.48	23,576.00		25,657.61	
Total Loans				115,467.61	113,961.56	(1,506.05)	100,785.11	(14,682.50)
Fixed Assets								
CIP- Bear Canyon Sewerline				5,000.00	0.00		0.00	
CIP - Meadows Aerial Waterline				8,000.00	500.00		10,000.00	
8053 - Water Grant Income	(8,741.26)			(325,000.00)	(413,863.97)	(88,863.97)	(560,000.00)	
Grant Income Receivable					186,395.00		140,000.00	
Grant Receivable Received in next F/Y					(55,266.74)		(186,395.00)	
CIP - Robertson/Wallan/Hurlbutt Tank Replacement	288,022.76			350,000.00	441,417.76	91,417.76	584,000.00	
Subtotal of CIP Investments	279,281.50			38,000.00	159,182.05		(12,395.00)	
WWTP Flow Meters/Reprogram				7,500.00	0.00		0.00	
Sunnybank Pump and Motor Replacement + Telemetry					0.00		10,000.00	
Rebuild FW Pump at SWTP				7,500.00	0.00		0.00	
Fencing and Shelter for Raw Water Intake Generator & Controls				20,000.00	0.00		20,000.00	
Raw Water Intake Pump				70,000.00	0.00		70,000.00	
Electric Actuator Valves @ SWTP				0.00	0.00		35,000.00	
Unspecified	4,469.00			10,000.00	10,000.00		10,000.00	
Total Fixed Asset Investment	4,469.00			115,000.00	10,000.00		145,000.00	30,000.00
Total AR, AP, Loans and Fixed Asset	283,750.50			268,467.61	283,143.61		233,390.11	(35,077.50)
<b>Final Operational Cash Flow</b>	<b>(76,711.15)</b>			<b>38,626.30</b>	<b>27,685.64</b>	<b>(10,940.66)</b>	<b>3,911.14</b>	<b>(34,715.16)</b>

31,596.78

FOLLOWING PAGES ARE  
BACKUP DOCUMENTATION FOR THE  
PROJECTED YEAR END BALANCES  
AND  
THE PROPOSED FY 2023-24 BUDGET

# Fiscal Year 2023/24 Payroll Projection for DRAFT Budget

05/15/2023

Position	Gen. Mgr	Admin. Asst (36hrs)	Office Help	Sr. Operator	Operator	Ops Help	Total
	\$10,000/mo	\$ 29.00	\$16 @ 8/wk	\$ 34.00	\$ 32.00	\$17 @ 15/wk	
Wages	120,000	52,400	6,700	70,720	66,560	13,305	329,685
Extra RT				5,000	5,000		10,000
Vacation Payout	0	2,500		4,000	3,500		10,000
OT Hours		35		300	300		
Over Time	0	1,523	0	15,300	14,400	0	31,223
On-Call				4,750	4,750		9,500
<b>Total Gross Pay</b>	<b>120,000</b>	<b>56,423</b>	<b>6,700</b>	<b>99,770</b>	<b>94,210</b>	<b>13,305</b>	<b>390,408</b>
Employer Taxes & Contributions	10,800	5,078	603	8,979	8,479	1,197	35,140
Retirement - 3% Employer Match	3,600			2,992	2,826		9,420
Health Ins. - Employer Part	10,694	10,694		10,694	10,694		42,780
Adjustment for Vacation Value	2,000	1,000		1,500	1,500		6,000
Worker's Compensation	1,586	288	34	3,451	3,259	746	9,360
<b>Total</b>	<b>148,680</b>	<b>73,482</b>	<b>7,337</b>	<b>127,386</b>	<b>120,968</b>	<b>15,248</b>	<b>493,108</b>

# Fiscal Year 2022/23 Payroll Projection for DRAFT Budget

02/13/2023

Position	Gen. Mgr	Admin. Asst (36hrs)	Office Help	Sr. Operator	Operator	Ops Help	Total
	\$9,500/mo	\$28@36	\$15 @ 4/wk	\$ 33.00	\$ 31.00	\$17 @ 15/wk	
Wages	114,000	52,400	0	68,640	64,480	13,305	312,825
Extra RT				5,000	5,000		10,000
Vacation Payout	0			3,500	3,500		7,000
Over Time	0	1,500	0	19,800	16,275	0	37,575
On-Call				4,750	4,750		9,500
<b>Total Gross Pay</b>	<b>114,000</b>	<b>53,900</b>	<b>0</b>	<b>101,690</b>	<b>94,005</b>	<b>13,305</b>	<b>376,900</b>
Employer Taxes & Contributions	10,239	4,851	0	9,152	8,460	1,197	33,900
Retirement - 3% Employer Match	3,420			3,050	2,820		9,290
Health Ins. - Employer Part	9,843	9,843		9,843	9,843		39,400
Adjustment for Vacation Value	2,000	1,000		1,500	1,500		6,000
Worker's Compensation	1,124	213	0	2,668	2,463	576	7,044
<b>Total</b>	<b>140,626</b>	<b>69,806</b>	<b>0</b>	<b>127,902</b>	<b>119,091</b>	<b>15,079</b>	<b>472,534</b>

SUMMARY OF LOANS - FY 2023-24

04/30/22

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	25,578.45	511.49	26,089.94
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
Backhoe (3 yr 9/1/23, 5%, \$60000)	\$3,566.69	22.35	3,589.05
Vac Trailer	\$25,657.61	1,806.91	27,464.52
TOTAL	100,785.11	2,340.75	103,125.87

Water Interest	914.63
Sewer Interest	1,426.12

SUMMARY OF LOANS - FY 2022-23

04/30/22

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	25,076.93	1,012.98	26,089.91
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
Backhoe (3 yr 9/1/23, 5%, \$60000)	\$20,831.84	747.20	21,579.04
Vac Trailer	\$23,576.48	3,070.33	26,646.81
TOTAL	115,467.61	4,830.51	120,298.12

Water Interest	1,908.77
Sewer Interest	2,921.75



# GARBERVILLE SANITARY DISTRICT

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

## RESOLUTION NO. 23-006

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2023-24 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007 AS REVISED HEREIN

**WHEREAS**, the Garberville Sanitary District is a Special District that operates as an enterprise fund for water and sewer services on a fiscal year ending June 30<sup>th</sup>; and

**WHEREAS**, the GSD Board adopted a five-year rate increase schedule for water and sewer rates in Resolution 20-007 on June 23, 2020 to meet the expected inflation increases and capital project expenditures as follows;

Table 1. Residential Water Rates

Description	ADOPTED RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	13.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 2. Commercial and Multifamily Water Rates

Description	ADOPTED RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 3. Residential and Commercial Sewer Rates

Description	ADOPTED RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	5.50



**WHEREAS**, it is the duty of the GSD Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

**WHEREAS**, the District annually reviews the current year’s budget progress and prepares a proposed budget for the Budget Committee’s review and recommendation; and

**WHEREAS**, the District’s Budget Committee met on May 17<sup>th</sup> to review the draft proposed budget and the necessity for implementation of the scheduled rate increase effective July 1, 2023; and

**WHEREAS**, the Board has previously established a Reserve Balance minimum of \$700,000 and the Budget as presented continues to result in a reserve balance in excess of this minimum; and

**WHEREAS**, the budget as recommended by the Budget Committee including the REVISED rate increase has been reviewed by the Board during a regular board meeting.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, by the GSD Board of Directors as follows:

1. The FY 23/24 budget as presented by the Consultant Project Manager in the Board Memorandum and at the meeting on May 23, 2023 including all budget and fiscal policies outlined therein is hereby adopted.
2. The scheduled rate increase is hereby REVISED for implementation this year (column headed “Revised July 2023”) and a further review will be conducted as needed during the fiscal year to verify that this lesser implementation schedule will be sufficient to cover annual expenditures and debt service payments.

Table 4. **Revised Residential Water Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - all meter sizes (\$/mo.)	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	12.00
Consumption Charges:			
Residential Tier 1: 0-8 units (\$/hcf)	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	12.00	13.00	12.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00

Table 5. **Commercial and Multifamily Water Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate (\$/mo.)			
Tier 1 - 0-8 units annual average	75.00	79.00	NO
Tier 2 - 9-40 units annual average	140.00	150.00	CHANGE
Tier 3 - 41 + units annual average	280.00	300.00	PROP-
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	OSED
Consumption Charges			
Commercial Tier 1: 0-40 units (\$/hcf)	4.50	5.00	
Commercial Tier 2: 41 + units (\$/hcf)	3.75	4.25	
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	

Table 6. **Revised Residential and Commercial Sewer Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - per ERU (\$/mo.)	48.00	51.00	48.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier (SFR CSM = 1.0)	4.00	5.00	3.00

3. The cash on hand balance as of March 31, 2023 is \$817,093.57 of which \$770,257.71 is unrestricted. Reserves are anticipated to increase by \$ 3,911.14, which keeps the reserve balance above the \$700,000 threshold.

Passed and adopted by the Garberville Sanitary District's Board of Directors on May 23, 2023 during a regular meeting, by the following vote:

AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

EXCUSED: Directors \_\_\_\_\_

\_\_\_\_\_  
Doug Bryan, Chair of the Board

ATTEST:

\_\_\_\_\_  
Ralph Emerson  
Clerk of Board of Directors



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: May 23, 2023  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: 2022 Annual Water Source Capacity Report

The 2022 Annual Water Source Capacity Analysis Report will be presented at the May 23rd Board meeting. This report is based upon a calendar year, not a fiscal year or water year.

The analysis provides an overview of the various water sources, infrastructure at those sources, treatment infrastructure, and historical water diversions from the sources. It identifies the different uses for the water diverted by calendar year.

### DIVERSION TRENDS, WATER SALES, and WATER LOSS

To follow are two graphs summarizing the District's water diversions, metered customer sales, and bulk water sales. **Graph 1** depicts the annual diversions from the South Fork of the Eel River as reported to the SWRCB for the license plus the permit from 1977 to 2022. The average from 1977 to 2022 was **60,886,329** gallons per year. The average over the past 20 years was **59,065,728**. The average over the past 10 years was **57,335,318**. This 10-year average continues to be lower each year than the previous year in part because GSD implemented a new rate structure from 2009 - 2014 and again in August 2020 that effectively increased rates, causing the customers to conserve water as much as possible. In addition, the District replaced the leaking Alderpoint Road Tank in 2014/15 and removed the Robertson Tank from service this year. Once the Robertson, Hurlbutt and Wallan storage tanks are replaced, the District will likely see an additional decrease in the annual diversion quantity.

**Graph 2** depicts the 2013 - 2022 diversions, metered customer sales, and bulk water sales.

Worth noting on graph 2 is the downward trend of water sold in the past ten years. This year was the lowest amount shown. There are a number of commercial accounts that have decreased their consumption and/or businesses that have closed completely and not been replaced. The District is seeing the effect of these lower usage quantities reflected in the water revenues.

Table 1. Type and Number of Water Customer Accounts

Customer Type	Number of Accounts
Residential	292
Commercial	109
Other (Master, GSD & discontinued)	11
Irrigation	5
Multi-family/Mixed Use	42
Cannabis Cultivation	10
Vacant/Inactive	3
Total	472

**Graph 3** shows water uses by calendar year including the amount of “lost” water within our water system each year. Lost water exists within every water system, although the magnitude of the loss varies with the age of the system. This lost water was reduced with the replacement of the Alderpoint Road Tank and has been reduced as we have identified specific sources of leaks and accounted for them.

In 2022, the District contracted for installation of a pressure reducing valve station at the intersection of Arthur Road and Alderpoint Road. This PRV connects the Arthur Road pressure zone to the Alderpoint Tank distribution line and thereby allows for this pressure zone’s service to be transferred to Alderpoint Tank. In February 2022, the PRV was completed and the Robertson Tank was taken offline. The District then disconnected the Robertson Tank from the system so that no additional water would be lost through the cracks. The amount of water diverted this year, and the historically low quantity of lost water, would indicate that there has been a noticeable decrease in lost water following the removal of this tank from the system.

Another significant source of apparent water loss in a system this old comes from old meters that do not register all of the water that passes through them. This water is beneficially used, but not documented in the water sold totals, nor is it included in the revenue. Over the past 5 years, the District has undertaken a meter replacement program. In 2022, the District replaced 22 meters. In the past five years, the District has replaced 131 meters, or approximately one quarter of all the meters in the District.

The following ten APNs have an ag meter issued for them as of **December 31, 2022**: 032-171-027, 223-191-008, 223-171-001, 223-171-002, 223-171-003, 222-156-016, 222-156-018, 222-156-019, 223-191-002 and 223-191-005. The water delivered through these meters is tallied separately and reported on the District’s annual report for the License and Permit diversions. In calendar year 2022 they were billed for a total of 722,568 gallons, which is approximately 300,000 gallons less than 2021. There was one APN that converted from an ag meter to a standard commercial account - APN 222-156-014. There is one additional APN (222-156-015) that is approved for an ag meter but the meter has not been set because the permit or construction process is incomplete.

### **PROJECTS APPROVED AND CONNECTED IN 2022**

The following table lists various projects that have been approved by GSD within the last few years and were connected to the system during 2022. It details the type of development and the annual water consumed by those customers in 2022. These consumption amounts are already included in the total water sold and diverted for 2022. These project locations are illustrated in dark blue on Figure 1A and 1B in Attachment 1.

Table 2. Approved Projects that were Connected in 2022

APN	Description	Actual 2022 Water Consumption (Gallon/year)	Conn Fee Paid?	In IS/MND?
032-011-029	Humboldt County Mini-Complex	12,716	N/A	Existing
222-156-019	Ag Meter - Connolly	145,672	Yes	Y
222-156-019	SFR - Connolly	70,500	N/A	Y
223-171-001	Jomra Kan - Expansion + Ag Meter	50,116	Yes	Y
	Total for Table	<b>279,004</b>		

### **PROJECTS REVIEWED BY THE DISTRICT IN 2022**

GSD receives numerous County referrals each year. Many do not include new water service. They are electrical, mechanical, roofing, or other non-expansion building permits. Some are planning actions that do not have a specific water service component. The table below lists the projects that do or could have an effect on the water consumption. They have been approved by the District but have yet to be connected to the District's water system. These project locations are illustrated in medium blue on Figure 1A and 1B in Attachment 1.

Table 3. Projects Approved by District with potential water use increase - unconnected as of 12/31/22

APN	Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-044-008 & 09	Bank Remodel	211,500	≈2 of 3	Existing
222-156-015	Ag Meter - Jacobsen	499,000	N	Y
032-063-006	Healthcare Worker Hostelry 291 Sprowel Creek Road	584,000	0 of 8	Y *
032-091-014, -016, -017, -018, -019, and 032-171-018	Garberville Hospital and Medical Office Building 286 Sprowel Creek Road	1,679,000	1 of 18	Y *
	Total for Table	<b>2,973,500</b>		

## PROJECTS BEING PROCESSES - UNAPPROVED AND UNCONNECTED

The following table lists some projects that are still in the planning phases for their total development type, needed off-site infrastructure, and associated water consumption estimates. Some are still in the preliminary stages of development so the specific amount of water consumption is not listed in the table if it has yet to be determined. These projects have yet to be approved with a specific water consumption amount from GSD. These project locations are illustrated in light blue on Figure 1A and 1B in Attachment 1.

Table 4. Projects Under Consideration

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-091-014	Extra Hospital Allocation pending final design	3,084,250	No	Existing
222-091-015	SHCP	180,000	N/A	Y/Add
	Total for Table	<b>3,264,250</b>		

Projects that have been abandoned and are no longer included in this table include Bilandzia and the So Hum Inn.

## DEVELOPMENT POTENTIAL WITHIN PLACE OF USE

The table below lists those APNs and estimates the future potential water consumption for each parcel and a brief description of the type of development anticipated on the parcel. None of these parcels have any indication that this potential development will actually occur in the near future, or ever, but the water is allocated so that their right to develop in this manner and have water service is generally reserved.

Figure 2A and 2B (in Attachment 1) illustrate in turquoise, the APNs within the Place of Use that were not consuming water during 2022. On September 12, 2017, Humboldt County abandoned a section of Redwood Drive right-of-way, which created a parcel (APN 223-171-027) via Quitclaim Deed #2017-016748.

Table 5. Potential Future Development within POU - Unconnected as of 12/31/22

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-011-010	SFR	70,500	N	Y
032-042-017	Commercial	177,500	N	Y
032-102-028	SFR	70,500	N	Y
032-111-019	Burn Down; 821 Locust St.	70,500	N/A	Existing
032-121-019	Commercial	177,500	N	Y
032-121-020	Commercial	177,500	N	Y
032-171-022	SFR	70,500	N	Y
032-171-023	SFR	70,500	N	Y
032-171-024	SFR	70,500	N	Y
032-211-003	HOZ/Second Dwellings	65,465	N	Y
032-211-010	HOZ/Second Dwellings	65,465	N	Y
032-211-012	HOZ/Second Dwellings	65,465	N	Y
032-211-015	HOZ/Second Dwellings	65,465	N	Y
032-211-018	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-021	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-034	SFR + HOZ/Second Dwellings Was 032-211-014	135,965	N	Y
032-231-016	RESIDENTIAL	70,500	N	Y
032-231-028	RESIDENTIAL	70,500	N	Y
032-231-043	RESIDENTIAL	70,500	N	Y
032-231-045	Has Shops	177,500	N	Y
032-231-053	RESIDENTIAL	70,500	N	Y
032-231-054	RESIDENTIAL	70,500	N	Y
032-231-056	RESIDENTIAL	70,500	N	Y
222-091-011	3 SFR (4th Connected 2019)	211,500	N	Y
223-061-025	SFR (was APN 222-156-012)	70,500	N	Y
223-061-034	HOZ/Second Dwellings	65,465	N	Y
223-171-007	COMMERCIAL	177,500	N	Y
223-171-027	COMMERCIAL	177,500	N	N
223-181-012	RESIDENTIAL	70,500	N	Y
223-181-017	RESIDENTIAL	70,500	N	Y
223-181-020	RESIDENTIAL	70,500	N	Y
223-181-031	HOZ/Second Dwellings	65,465	N	Y
223-181-043	HOZ/Second Dwellings	65,465	N	Y
223-181-044	HOZ/Second Dwellings	65,465	N	Y
223-183-010	RESIDENTIAL	70,500	N	Y
	<b>Total for Section</b>	<b>3,406,615</b>		

## ANALYSIS OF DIVERSIONS AND DEVELOPMENT POTENTIAL

For calendar year 2022, a total of **51,126,300** gallons were diverted from the SF of the Eel River. This is the lowest recorded diversion since 1979. The average diversion for years 1977 - 2022 was 60,886,329. After adding the estimated water consumption for the potential development in Table 5 for undeveloped and under-developed parcels plus future water consumption for recent county referral projects from Table 3, the total estimated average annual water diversion would be 65,003,444. See Table 6 below for details.

Table 6. Total Estimated Annual Water Diversion Needs

DESCRIPTION	AMOUNT GALLONS PER YEAR
1977 - 2022 average water diversion	60,886,329
Undeveloped and under-developed (Table 5)	3,406,615
Approved Projects unconnected as of 12/31/22 (Table 3)	2,973,500
Total estimated annual water diversion needed to meet existing commitment	67,266,444
<b>Available from 80M Gallon Allotment</b>	<b>12,733,556</b>
Buffer for Annual Variation	- 5,000,000
Available for future development	7,733,556

The water diversion needed can be collected from any combination of the South Fork Eel River diversion and/or the Tobin Well. The total estimated annual water diversion needed can be easily diverted from the river with the Tobin well remaining as a backup water supply when river water quality is poorer than desirable for treatment at the new SWTP.

Projects under “consideration” **could** total 12.7 M gallons per year and still stay under the 80 million gallon maximum. Some cushion should be maintained, as this analysis is based upon AVERAGE annual flows. Conservatively keeping 5 M-gallons as a buffer would still leave **7.7 M gallons of available water capacity per year** that could be diverted and sold to projects currently under consideration and/or unidentified future projects. If all the projects under consideration were approved at the currently estimated consumption levels, then **4.5 M gallons of available water capacity per year** would still remain. The Board is considering a policy that limits this available water capacity to projects other than cannabis cultivation. That would minimize any additional cannabis cultivation projects within the District and limit future projects to residential and smaller commercial projects.

## ATTACHMENTS

Graphs 1 through 3

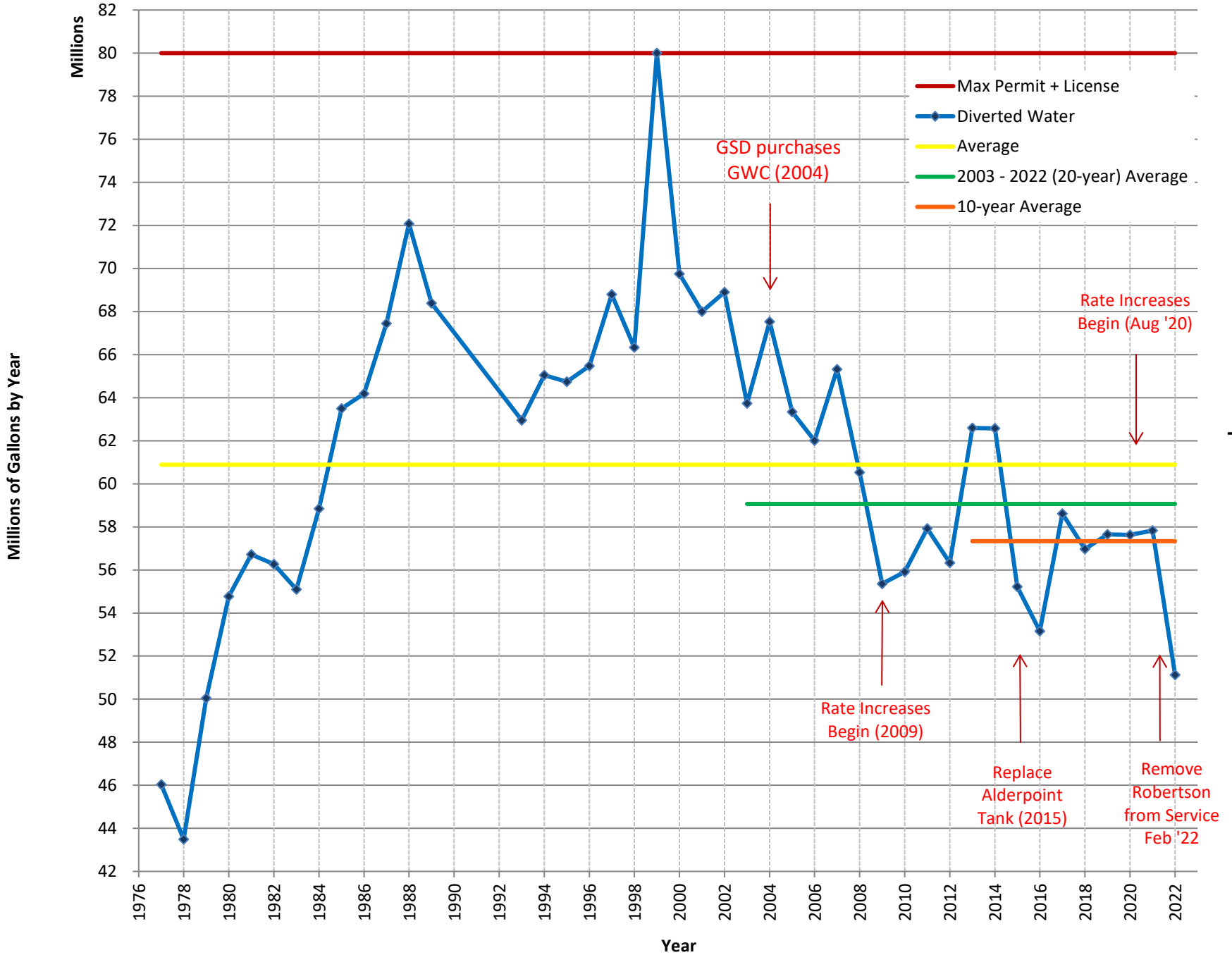
The full report can be downloaded from:

<https://www.garbervillesd.org/files/c48c5498b/2022+Water+Source+Capacity+Report.pdf>

<https://www.garbervillesd.org/files/f18ce135e/2022Annual+Water+Capacity+Report+Appendices.pdf>



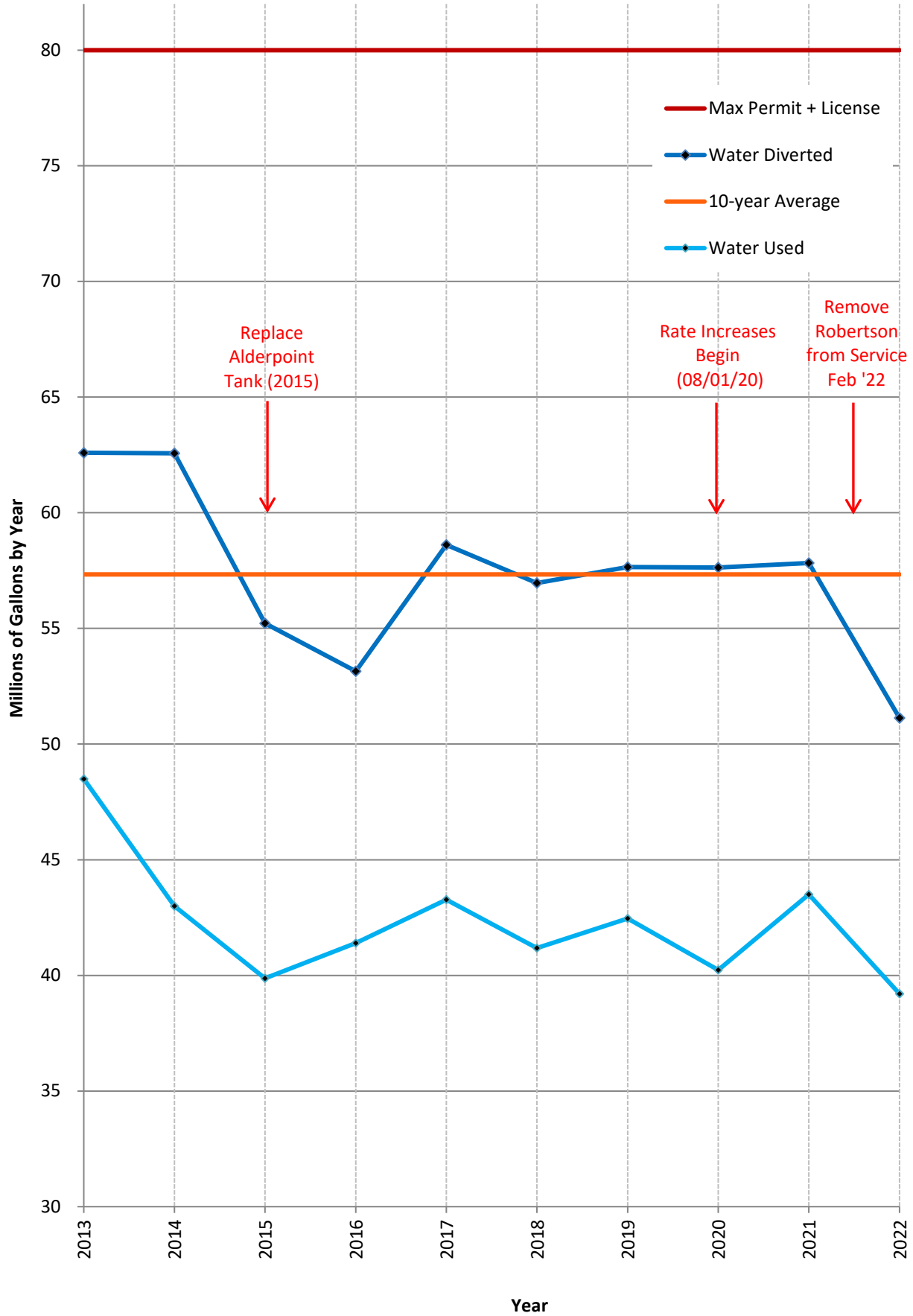
# Summary by Year of Water Diversion Reported



Graph 1

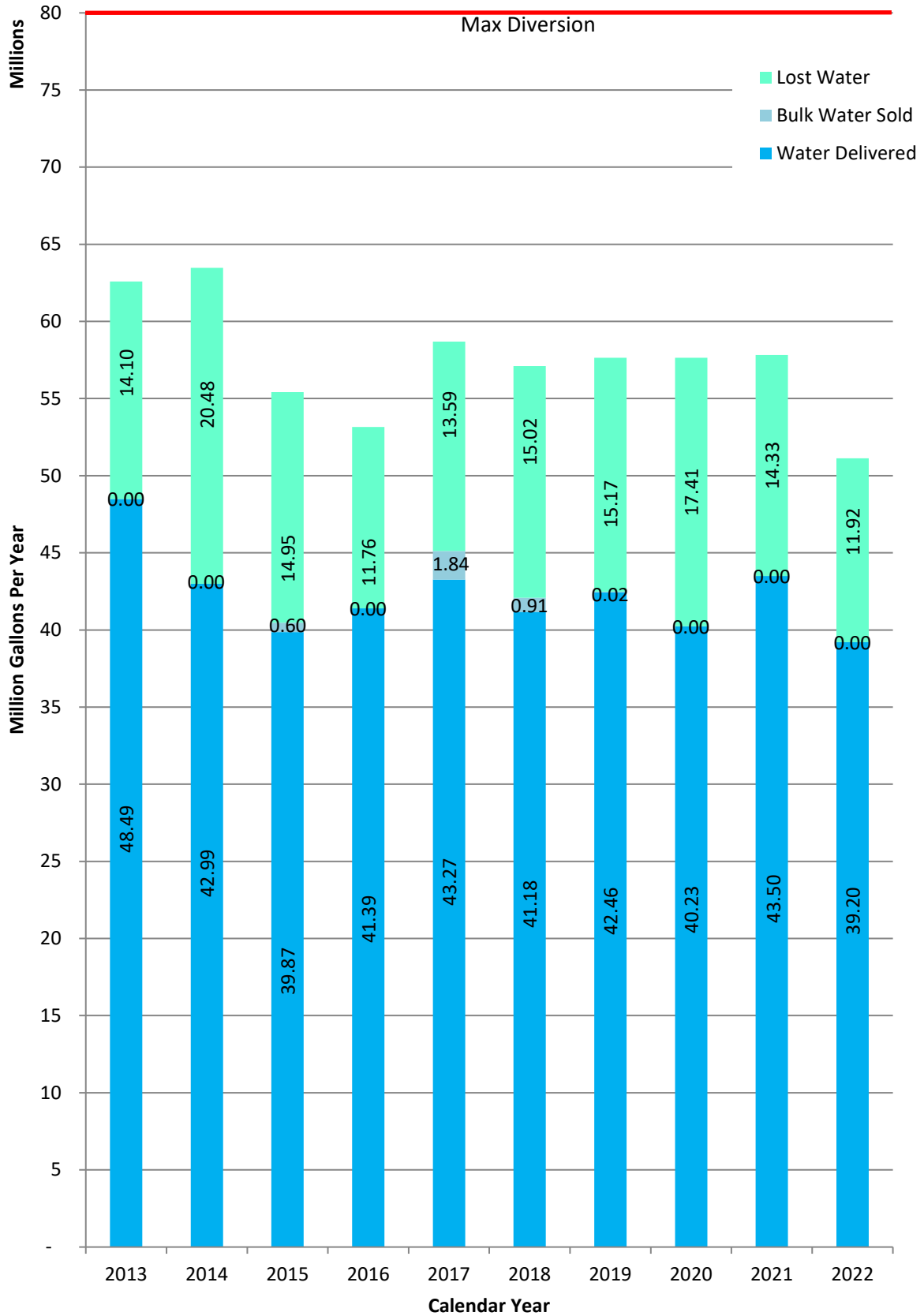
# Summary by Year of Water Diversion Reported

Graph 2



# Water Uses by Calendar Year

Graph 3





# GARBERVILLE SANITARY DISTRICT

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## BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: May 23, 2023  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has finalized and submitted the Draft Preliminary Engineering Report to the State Water Resources Control Board Division of Financial Assistance (DFA), Division of Drinking Water (DDW), and the Department of Water Resources (DWR) for their review and comment. SHN is now making the necessary changes and will produce the Final PER. SHN has begun 30% design of the project, geotechnical investigation is scheduled for the first week in June, and early biological and wetlands field studies were conducted last week. Late biological field studies will be completed in July, which will allow SHN's Environmental staff to begin production of the CEQA document.

I prepared the quarterly report for DFA and DWR. Those reports are attached for your information.

Now that DFA and DDW has reviewed the Draft PER, we know that they generally concur with the scope of the project, but additional justification needs to be provided for some of the lengths of waterline proposed to be constructed as part of the project. They have also advised us that we need to process an amendment to the Prop 68 DWSRF Planning Funding Agreement to add the scope of work that SHN will need to complete for this larger project. Both agency's comments are attached for your information.

As the project has progressed through the preliminary design process, several major items have been added to the project. The project is now more than just replacing the tanks at their existing locations. Some additions were based upon engineering evaluation of the existing infrastructure and some were because DFA/DDW added items to the project.

Examples are:

- Replacing the Arthur Road PS and relocating it to the Cal FIRE site
- Upgrades to the Wallan Road PS
- Replacing the Upper Maple Lane PS due to the lower elevation Main Tank location

- Modifications to the controls for the water system to provide remote access and dial out alarms for the sites (none of them currently communicate back to the SWTP)
- Relocating waterlines for each of the tank sites
- Generators

The comments received from DWR were more critical of the portions of the project related to the pump stations, distribution lines needed for rerouting around the Robertson Tank, and generators not directly related to replacing the tank(s). The crux of all DWR's comments surround the idea that their funding is only for tank replacement and the items critically essential to that replacement. They also suggested that we divide the project into two parts so that their funding could be used quickly to meet the deadline and have DFA fund the rest using DWSRF Construction Funding Agreement that might take too much time to procure for construction to begin in the summer of 2024.

I have been working with SHN to come up with a portion of the project that can be completed within the \$4.5M of DWR funding. We will be discussing these concepts further just before the Board meeting, so I will give a verbal update then. The Project Team has also been discussing which elements could be removed from the project to make the total costs lower.

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

With the addition to the project footprint, additional areas need to be field surveyed for biological, botanical and wetlands. SHN has provided the attached Contract Addendum in the amount of \$16,500. This scope and fee will be part of the Funding Agreement Amendment request from DFA, but for now will be paid for out of District funds.

## FINANCIAL IMPLICATIONS

The preliminary cost estimate for this project is \$15M, which is significantly higher than anticipated, and significantly more than the DWR funding currently secured. The existing grant agreement with DFA is for the planning phase and is intended to result in all the documents necessary to successfully apply for a construction phase grant agreement. DFA has initially indicated that the scope of the project would be eligible so long as a bit more justification and/or explanation is given in the final PER.

An important factor to consider is that there is a limit to the amount of funding each agency can received in a five-year period. It is calculated by taking the number of residential connections and multiplying it by \$45,000. With 292 SFR and 42 multi-family/mixed use/residential connections, that would equate to about \$15M. So, while \$10M would likely be available for construction, that would leave about \$4.5M for the next project - Meadows Aerial Waterline Reroute project. That would be more than enough to complete the Planning Phase and acquire any necessary property, but the District would have to wait until the 5-year period had concluded to be eligible for enough construction

funds to build the next project. With how long this project is taking, that might not present a significant problem, but the Board should be aware of those constraints.

## RECOMMENDATIONS

- Direct staff/consultant to coordinate with DFA and DWR on project scope modifications, funding agreement amendments, and prepare all necessary letters or reports to provide the necessary information.
- Approve and authorize the Chair to sign SHN Contract Addendum #2

## ATTACHMENTS

SHN Contract Addendum #2  
Project Tracking Report  
DFA comments  
DWR comments  
DFA quarterly report  
DWR quarterly report

Addendum No. 2 To Agreement

Dated 26 May, 2022

GSD Water System Improvements

(job title)

## Additional Scope of Work

### Biological and Wetland Assessment Scope and Fee:

- Biological Assessment–SHN will conduct a biological assessment of sensitive resources that have the potential to occur within the identified expanded study areas shown in the attached figures. This includes literature review from several sources and two seasonally appropriate site visits to document the habitat and species present within the specified project area. Results and recommendations will be provided for use in project planning, impact assessment, and agency review during permitting and project approval.
- Wetland Assessment - SHN will conduct a wetland delineation of the specified expanded study areas shown in the attached figures for project planning purposes, impact assessment, and setback determination. The wetland delineation will be prepared according to the standard U.S. Army Corp of Engineers (USACE) three-parameter methods and will incorporate the State of California wetland definition, which took effect at the end of May 2020.
- Assumptions:
  - Up to two person-days of site visits by SHN biologists for the biological assessment
  - Up to four person-days of site visits by SHN wetland delineators for the wetland delineation.
  - Results from the expanded study area will be included into the combined report for the results of both the biological and wetland assessments encompassing the entire study area.
- Additional Fee: \$14,000

### Cultural Resources Investigation

- The cultural resources investigation will be expanded to include the expanded study areas shown in the attached figures.
- Additional Fee: \$2,500



## Related Costs

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

Original Project Budget	\$	278,000
Addendum 1 Budget Increase	\$	196,750
Addendum 2 Budget Increase	\$	16,500
Revised Project Total	\$	491,250

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

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

**SHN Consulting Engineers & Geologists, Inc.**

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

**Client: Garberville Sanitary District**

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

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

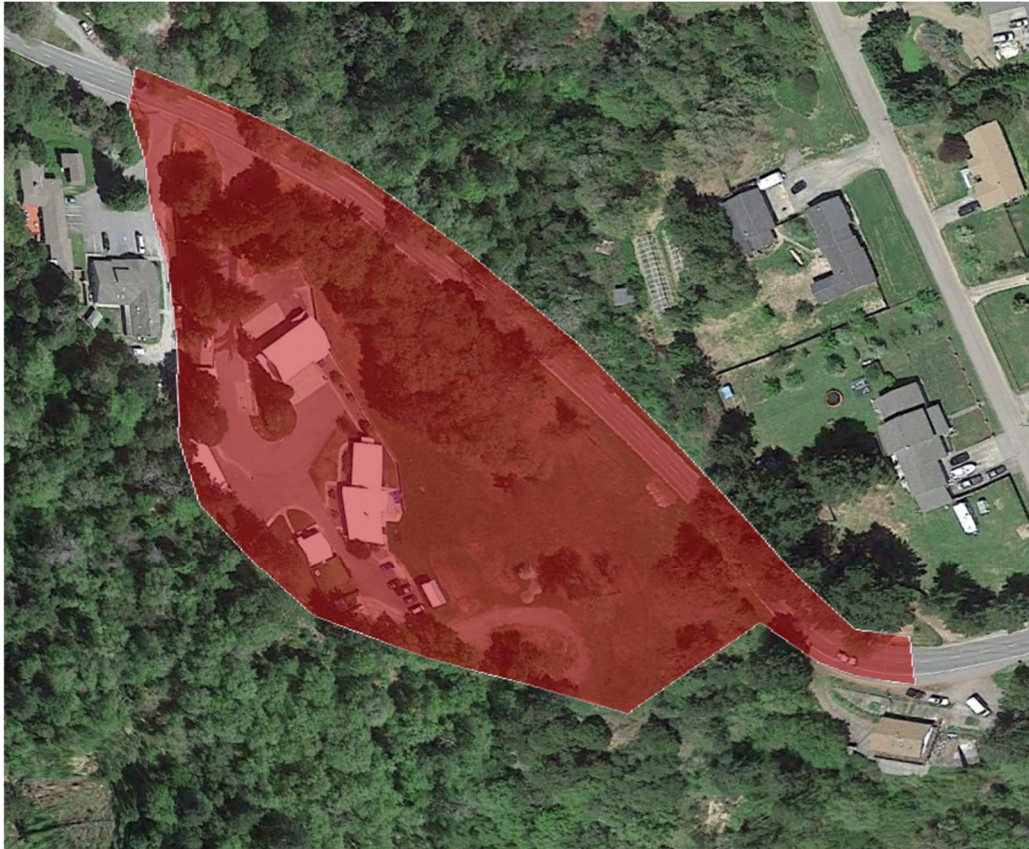
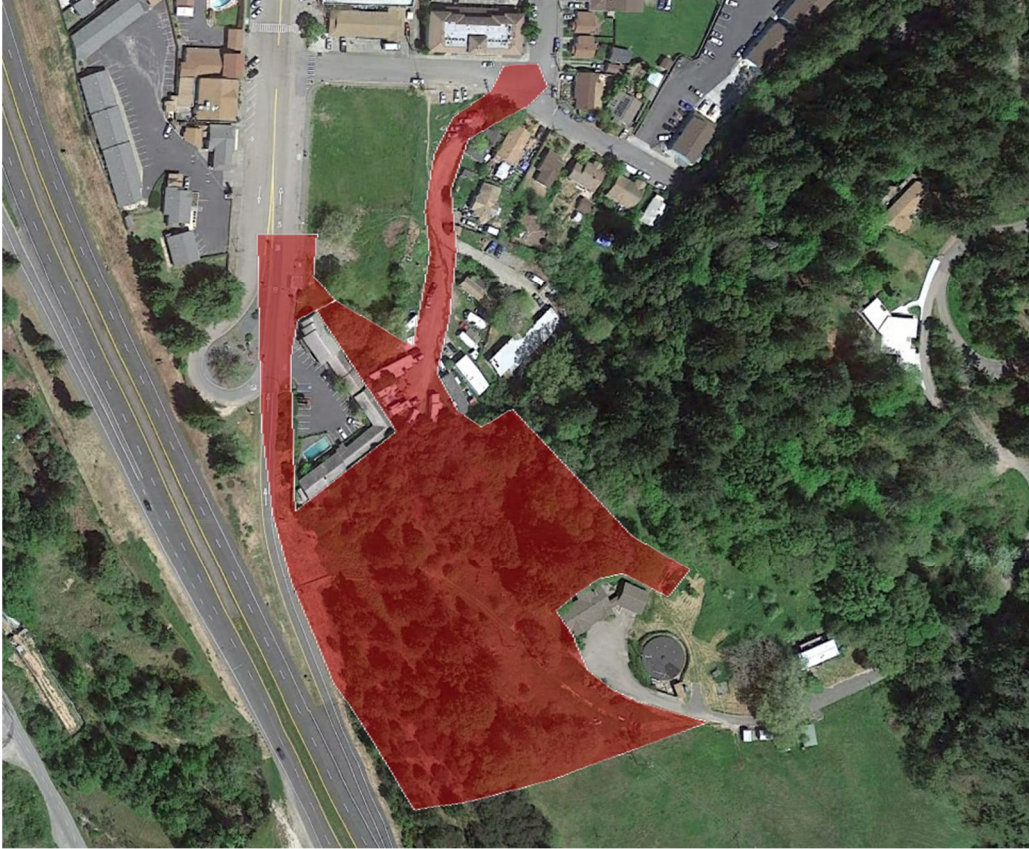
Date: \_\_\_\_\_

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

License #: \_\_\_\_\_







## Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item	SHN Task # Description	DFA Funding Agreement \$	Reimb. Amount \$	DWR Funding Agreement \$	SHN Contract \$	SHN Billed \$	Points West Contract	Estimated Completion Date	Completion Status *	Comments
1	Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection & System Evaluation 5 Draft PER Deliver: <a href="#">Draft Preliminary Engineering Report</a>	35,000	30,037	60,000						
					28,000	27,983			C	
					125,500	98,453		03/31/23	C	Submitted 04/04/23
2	Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: <a href="#">Geotechnical Report</a>	20,000	1,133	40,000	4,500	1,820	53,000	07/31/23	U	Field, Robertson, Wallan, Arthur PS Complete
		15,000		42,000	60,000	1,288		07/31/23	U	Prep for geotech
3	Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans Deliver: <a href="#">Final Preliminary Engineering Report</a> <a href="#">Preliminary Design</a>	55,000								
					35,000	0		05/31/23		Waiting for comments
					118,500	69,279		06/30/23	U	
4	Environmental Documents (CEQA) 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources 7 CEQA Document + NOD Permitting Deliver: <a href="#">Draft Environmental Documents</a> <a href="#">Final Environmental Documents</a>	60,000	24,997	63,000	53,250	38,250		10/31/22	U	Some portions of the project are complete.
		20,000		45,000	50,000	218		01/31/24		
								01/31/24		
								02/28/24		
5	Plans & Specifications Deliver: <a href="#">Draft Plans, Specifications &amp; Bid Documents (60%)</a> <a href="#">Final Plans, Specifications &amp; Bid Documents (100%)</a>	70,000		220,000						Not under contract yet
								10/31/23		
								01/31/24		
6	Technical, Managerial and Financial Deliver: <a href="#">Draft TMF Assessment form &amp; supporting documentation</a> <a href="#">Final TMF Assessment form &amp; supporting documentation</a>	20,000								
								10/31/23		
								12/31/23		

## Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item	SHN Task # Description	DFA Funding Agreement \$	Reimb. Amount \$	DWR Funding Agreement \$	SHN Contract \$	SHN Billed \$	Points West Contract	Estimated Completion Date	Completion Status *	Comments
7	Water Rate Study Deliver: <a href="#">Draft Rate Study</a> <a href="#">Final Rate Study</a>	10,000							C	June 2020 Increases implemented June 2021 & 2022
8	Administration Deliver: <a href="#">Quarterly Progress Reports</a>	20,000	7,841	15,000				12/31/25	P	Rpt#3 Submitted Reimbursement Req #1
9	Work Completion (Planning Phase)							03/31/24		
TOTAL:		\$ 325,000	\$ 64,008	\$ 485,000	\$ 474,750	\$ 237,289	\$53,000			
Post Planning Phase Major Milestones										
	Right of Way Acquisition			140,000					U	Coord w/ prop owners
	Issuance of Federal, State & County permits								U	Researching Sources
	Application for Construction Funding									
	Execution of FA for Construction Phase									
	Bid Project			10,000						
	Award Project									
	Begin Construction Work									
	Construction			3,675,000						
	CM, DA, CPM			235,000						
	Complete Construction Work									
	Final Funding Reimbursement							12/31/25		
Total:		325,000	64,008	4,545,000						
* Notes: Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project										

<jmshort@garbervillesd.org>

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**From:** Nunez, Alejandra@Waterboards <Alejandra.Nunez@Waterboards.ca.gov>  
**To:** jmshort <jmshort@garbervillesd.org>, Gugino, Harmony@DWR <Harmony.Gugino@water.ca.gov>  
Gilbreath, Scott@Waterboards <Scott.Gilbreath@waterboards.ca.gov>, Sutter, Barry@Waterboards  
**Cc:** <Barry.Sutter@waterboards.ca.gov>, Greg Swaffar <swaffarg@gmail.com>, jobarr@shn-engr.com <jobarr@shn-engr.com>  
**Date:** 2023-05-01 11:34am  
**Subject:** RE: GSD - Revised Draft PER

Jennie, Garberville Sanitary District,

I have reviewed the draft PER and the document appears to be complete, I do not have comments other than the scope of the preferred alternative. As you know, the proposed project includes components that are not included in the planning funding agreement. To incorporate these into the scope and increase our planning budget, DFA will need a request for an amendment from GSD.

In preparation for this request, I will need to understand which of these added components are strictly necessary for the functioning of the tanks. It would be helpful if the engineer could add maps to the report showing the water lines that are proposed to be replaced and their tie-ins. It may very well make sense to do this as part of what we are calling Phase I, but it is also possible that DFA may prefer to fund the pieces that are strictly necessary for the tanks at this time, and leave improvements to the distribution system as part of Phase II, a water line replacement project.

Please let me know if you have a timeline to respond to these requests.

Best,

**Alejandra Nunez**  
Water Resource Control Engineer  
  
Office of Sustainable Water Solutions  
  
SWRCB - Division of Financial Assistance  
  
Desk: [\(916\) 449-5156](tel:9164495156)  
  
[Alejandra.nunez@waterboards.ca.gov](mailto:Alejandra.nunez@waterboards.ca.gov)

---

**From:** jmshort <jmshort@garbervillesd.org>  
**Sent:** Wednesday, April 12, 2023 8:54 PM  
**To:** Nunez, Alejandra@Waterboards <Alejandra.Nunez@Waterboards.ca.gov>; Gugino, Harmony@DWR <Harmony.Gugino@water.ca.gov>  
**Cc:** Gilbreath, Scott@Waterboards <Scott.Gilbreath@waterboards.ca.gov>; Sutter, Barry@Waterboards <Barry.Sutter@waterboards.ca.gov>; Greg Swaffar <swaffarg@gmail.com>

**Subject:** Fw: GSD - Revised Draft PER

**EXTERNAL:**

Hello All,

Attached please find the letter of transmittal from the GSD Board of Directors along with the link below to the Draft Preliminary Engineering Report from SHN. My hope is that we can discuss the contents of the PER and the next steps moving forward at our meeting next Tuesday @ 2 pm.

Thanks, Jennie

-----Original Message-----

From: Jared O'Barr <[jobarr@shn-engr.com](mailto:jobarr@shn-engr.com)>

To: Jennie Short <[jmshort@garbervillesd.org](mailto:jmshort@garbervillesd.org)>, Ralph Emerson <[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)>, Dan Arreguin <[gsddan@gmail.com](mailto:gsddan@gmail.com)>

Cc: Lory Widmer <[lwidmer@shn-engr.com](mailto:lwidmer@shn-engr.com)>

Subject: GSD - Revised Draft PER

Sent: 2023-04-12 4:12pm

Hello all,

The revised draft PER can be downloaded at the link below. Please let me know if you have any questions or comments.

[PER](#)

-

[Thanks,](#)

-

**Jared O'Barr, PE**

Principal Civil Engineer

Civil Engineering, Environmental Services,

Geosciences, Planning, and Surveying

-

[shn-engr.com](http://shn-engr.com) (707) 441-8855

-

**From:** Gugino, Harmony@DWR <Harmony.Gugino@water.ca.gov>  
**To:** Jennie Short <jmshort@garbervillesd.org>  
**Cc:** Misaghi, Alena@DWR <Alena.Misaghi@water.ca.gov>, Navenathan, Kandasamy@DWR <Kandasamy.Navenathan@water.ca.gov>  
**Date:** 2023-05-08 4:06pm  
**Subject:** RE: Draft PER Comments  
**Attach.:** image001.png (25.98 KB), 20230412-DRAFT-GSD-WATER-IMPROVMTS-PER - AM HG Comments-1.pdf (10.29 MB)

Good Afternoon Jennie- Thank you for your time today. This email is to follow up with a summary of our conversation (below) and provide you with DWR comments to the draft PER (attached). I've also added some additional feedback from a follow up discussion with Alena (in *blue italicized* font). If there is anything I missed, please provide in 'reply all' email.

### **Summary of today's meeting:**

- **Project components outside scope of grant** – As reflected in attached comments, the grant agreement (4600015036) currently doesn't cover new pump stations or distribution lines if they are relocated to a new site. Agreement also doesn't cover permanently mounted backup generators or distribution line extensions beyond what is necessary to connect to tanks.
  - Per Grantee's engineering team, upgrading the Arthur pump station at existing site is feasible but not preferable to relocating at new site (referred to as 'Alderpoint pump station').
  - One option is to hold follow up meeting between Grantee & DWR grant program managers to discuss amending agreement. Another option is just to roll those elements of the project into a pending 'construction phase' application for SWRCB-DFA funds. Per Jennie, the latter option is more likely because current DWR grant award (~\$4.5 million) wouldn't cover cost of these components.
  
- **Funding/Construction Timeline** – As Alena communicated in monthly meeting on 4/225/2023, it may be worth phasing project construction (e.g., Phase 1 = demolish 3 tanks & build 'Main Tank') in the interest of utilizing DWR grant funds before 12/31/2025 end date; as there is no way to extend agreement beyond this timeline. Being in a remote area, the downside includes but is not limited to additional mobilization/demobilization costs.
  
- **CEQA update** – Grantee anticipates public hearing for CEQA will occur in Dec 2024 @ GSD Board meeting. Jennie is aware of the public comment DWR recently received re: concern over generators and confirmed this will be addressed in CEQA analysis.

### **Action Items:**

- Jennie will discuss with engineering team and provide DWR with feasible options (if any) to phase construction.
- Jennie will provide DWR with summary of today's SWRCB-DFA meeting (specifically potential path for moving forward w/ application for construction funds prior to CEQA clearance). *Alena Misaghi coordinates regularly with SWRCB-DFA on State grants. If you would like us to reach*

*out to DFA directly re: construction application, let us know.*

- To demonstrate need for all proposed distribution lines, Jennie may provide additional graphic that shows the new and/or replacement lines in relation to existing system.

Thank you.

Harmony Gugino  
Environmental Scientist  
CA Department of Water Resources  
Northern Region Office  
2440 Main Street  
Red Bluff, CA 96080  
Office: (530) 529-7393  
Cell: (716) 622-7874  
[Harmony.Gugino@water.ca.gov](mailto:Harmony.Gugino@water.ca.gov)

image001.png

---

**From:** Gugino, Harmony@DWR <Harmony.Gugino@water.ca.gov>  
**Sent:** Friday, May 5, 2023 3:24 PM  
**To:** Jennie Short <jmshort@garbervillesd.org>  
**Subject:** Re: Draft PER Comments

Sounds good. I'll send a Teams invite in case we want to do a screenshare.

Sent from my Verizon, Samsung Galaxy smartphone  
Get [Outlook for Android](#)

---

**From:** Jennie Short <[jmshort@garbervillesd.org](mailto:jmshort@garbervillesd.org)>  
**Sent:** Friday, May 5, 2023 3:19:00 PM  
**To:** Gugino, Harmony@DWR <[Harmony.Gugino@water.ca.gov](mailto:Harmony.Gugino@water.ca.gov)>  
**Cc:** Ralph Emerson <[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)>; 'Jared O'Barr' <[jobarr@shn-engr.com](mailto:jobarr@shn-engr.com)>





# GARBERVILLE SANITARY DISTRICT

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

## PLANNING PROJECT PROGRESS REPORT #4

WALLAN & ROBERTSON TANK REPLACEMENT PROJECT  
 Reporting Period: 01/01/23 - 3/31/23

Project #: 1210008-008P  
 Agreement #: D2102010

Eligible Work Start Date	April 8, 2019
Work Completion Date	March 31, 2024
Grant Funding (GF) Amount	\$325,000
GF Previous Reimbursed	\$ 64,007.74
GF Requested during this period	\$ 97,938.96
Balance for GF Amount	\$182,553.51

Progress this quarter:

- The Draft Preliminary Engineering Report has been produced, reviewed by the GSD Board of Directors, and submitted to the DFA Project Manager for processing.
- Four Design Information Requests have been submitted by SHN and the data researched, created, and reported to the engineers
- Bimonthly progress meetings between GSD and SHN have been held.
- Monthly progress meetings between SWRCB DFA, DDW, GSD, and SHN
- Oversight of the project budget and schedule
- Oversight of the consultants - invoices, scope, schedule, fee, and coordination within
- Reimbursement request #2 is being prepared and will be submitted to SWRCB DFA in May 2023.
- Property acquisition has been initiated for the CAL FIRE sites.

The project tracking sheet prepared for the GSD Board for the April 2023 meeting is attached. Also attached is the first quarterly report submitted to the Department of Water Resources for the Small Community Drought Relief Program Tank Replacement Project. It contains a section on project costs (see Table 1) that includes both DWR's funding and the DWSRF funding for this project.

Problems encountered, resolution, and schedule for resolution:

ISSUE DESCRIPTION	RESOLUTION or STATUS
Potential need for additional planning funding to complete the tasks for the larger footprint project based upon the Engineer's evaluation of the existing pump stations and the proposed siting for the replacement tank.	Coordination with DFA Project Manager has begun. Determination of how and when to submit a request for an amendment is underway.

**Critical Due Dates:**

We are on track to meet the critical due dates for planning project completion.

**Delivery Due Dates:**

The due dates have been adjusted for tasks 3, 4, and 5 to align with the delay on submission of the Draft Preliminary Engineering Report. The proposed bid date of spring 2024 remains the anticipated goal. Construction is anticipated in summer 2024 - fall 2025.

**Project Schedule:**

ITEM	DESCRIPTION OF SUBMITTAL	CRITICAL DUE DATE	ORIGINAL DUE DATE	UPDATED DUE DATE
<b>SCOPE OF WORK</b>				
1	Project Evaluation, Alternative Analysis and Pre-design <ul style="list-style-type: none"> <li>Draft Preliminary Engineering Report</li> </ul>	N/A	2/21/2022	Complete & Submitted
2	Surveying and Geotechnical Investigation <ul style="list-style-type: none"> <li>Geotechnical Report</li> </ul>	N/A	3/18/2022	07/31/23
3	Final Preliminary Engineering Report <ul style="list-style-type: none"> <li>Final Preliminary Engineering Report</li> <li>Preliminary Design (30%)</li> </ul>	N/A N/A	9/1/2022 9/1/2022	05/31/23 06/30/23
4	Environmental Documents (CEQA) <ul style="list-style-type: none"> <li>Draft Environmental Documents</li> <li>Final Environmental Documents</li> </ul>	N/A N/A	11/25/2023 1/27/2023	01/31/24 02/28/24
5	Plans & Specifications <ul style="list-style-type: none"> <li>Draft Plans, Specifications &amp; Bid Documents (60%)</li> <li>Final Plans, Specifications &amp; Bid Documents (100%)</li> </ul>	N/A N/A	2/10/2023 4/10/2023	10/31/23 01/31/24
6	Technical, Managerial and Financial Assessment <ul style="list-style-type: none"> <li>Draft TMF Assessment form and supporting documentation</li> <li>Final TMF Assessment form and supporting documentation</li> </ul>	N/A N/A	5/08/2023 6/30/2023	Unknown
7	Water Rate Study <ul style="list-style-type: none"> <li>Draft Rate Study</li> <li>Final Rate Study</li> </ul>	N/A N/A	5/8/2023 6/30/2023	Complete & Submitted
8	Administration <ul style="list-style-type: none"> <li>Quarterly Progress Reports</li> </ul>	N/A	N/A	Ongoing
9	Work Completion	3/31/2024	N/A	No Change
<b>REPORTING</b>				
1	Progress Reports	N/A	Quarterly	Ongoing
2	As Needed Information or Reports	N/A	As Requested by Division	
<b>BUDGET COSTS AND REIMBURSEMENT</b>				
1	Reimbursement Requests	N/A	Quarterly	Ongoing
2	Final Disbursement Request	3/31/2024	N/A	No Change

Special Condition Compliance:

Special Condition Description	Status
D.2 ADDITIONAL REPRESENTATIONS AND WARRANTIES	Complete
D.3 ACKNOWLEDGEMENTS	Information on the funding source will be included in each of the Board Memorandum presented to the GSD Board in a public meeting each month.
D.4 RATES, FEES, AND CHARGES	The next step in the adopted schedule of rates was implemented in July 2022.
D.6 SPECIAL CONDITIONS Technical: • Applicant shall obtain approval from DFA after completion of Task 1- Project Evaluation, Alternative Analysis and Predesign, prior to commencing other work.	Task 1 is not yet complete but concurrence from DFA and DDW will be obtained. Critical surveying work has been completed so that discussions with property owners could occur prior to selecting a preferred alternative.
D.7 FUNDS RELATED TO CONTAMINATION	To date this event has not occurred and we do not anticipate it occurring in the future.
D.8 APPOINTMENT OF RECEIVER OR CUSTODIAN	To date this event has not occurred and we do not anticipate it occurring in the future.
D.9 DAMAGES FOR BREACH OF TAX-EXEMPT STATUS	To date this event has not occurred and we do not anticipate it occurring in the future.
D.10 RETURN OF FUNDS	To date this event has not occurred.
D.11 NOTICE	To date this event has not occurred.
D.12 FRAUD, WASTE, AND ABUSE	Ongoing completion as part of the oversight of the project.
D.13 DISPUTES	To date this event has not occurred and we do not anticipate it occurring in the future.
D.15 STATE CROSS-CUTTERS	
CEQA	Will be completed as part of the planning project
Water Conservation	WCL Primer shows not applicable at this time to Small Water Systems & Rural Communities
Monthly Water Diversion Reporting	Required annually and due Feb 1, 2023.
Registration with Department of Industrial Relations	Project has been registered with DIR for the planning phase.
Volumetric Pricing & Water Meters	All our customers have meters that are read each month and invoiced based upon their consumption
Urban Water Management Plan	Not applicable to rural Small Water Systems with only 457 connections
Urban Water Demand Management	Not applicable to rural Small Water Systems
Delta Plan Consistency Findings	Not applicable to GSD
Agricultural Water Management Plan	Not applicable to GSD
Charter City Project Labor Req.	Not applicable to GSD
Compliance with directives or orders- Division 7 of the Water Code	GSD will comply if any such directive or order is received

# Small Community Drought Relief Program

## Garberville Tank Replacement Project

Garberville Sanitary District  
Agreement Number 4600015036

Quarterly Progress Report 1  
January 1, 2023 - March 31, 2023

Prepared by:  
Jennie Short

April 2023

## Garberville Tank Replacement Project

### Project Description

The project consists of:

- Demolition of three water storage tanks (Robertson, Wallan, and Hurlbutt)
- Construction of one partially in-ground concrete water tank (Main Tank)
- Construction of one steel water tank (Wallan Tank)
- Associated piping and necessary appurtenances for both replacement tanks
- Transmission waterlines to bring the water from the existing downtown distribution system up to the new tanks
- Pumps necessary to pump the water to this higher elevation
- A Pressure Reducing Valve (PRV)
- Minor alterations to piping and telemetry
- Pump stations (Upper Maple Lane, Wallan Road, and Arthur Road)

This project is anticipated to be completed by December 2025.

### Activities Performed

The following activities were performed during this reporting period.

---

#### **Task 1 - Project Administration**

The work completed on task 1 prior to the grant agreement being executed and during the first quarter includes:

- Coordination with the DWR Project Manager to prepare Exhibits A, B and C for the executable Grant Agreement
- Processing the Grant Agreement through the District Counsel and GSD Board of Directors approval process
- Execution of the Grant Agreement
- Oversight of the project budget and schedule
- Oversight of the project design, surveying, geotechnical and environmental consultants
- Review consultant work product
- Review, approve and make payment of invoices for consultants
- Attend monthly DFA/DWR progress meetings and biweekly GSD/SHN project team meetings
- Preparation of this first quarterly report and first reimbursement invoice will be recorded in the next quarter's report

#### Deliverables Submitted this Quarter:

- Exhibits A, B and C for draft Grant Agreement
- Executed Grant Agreement
- First quarterly report

---

## Task 2 - Project Development

### Task 2a - Project Evaluation, Alternative Analysis, and Preliminary Design

The work completed on task 2a during this quarter includes:

- Initial assessment of each existing tank site for replacement at the current location and assessment of alternative tank sites for the replacement tank
- Analyze feasible tank replacement alternatives considering location, tank size, configuration, material, design type, and appearance
- Prepare a 40-year life-cycle analysis of feasible alternatives that include projected capital cost and operation and maintenance (O&M)
- Initial assessment of distribution waterline modifications needed
- Verify functionality and future serviceability of 3 pump stations (Upper Maple Lane, Wallan Road, and Arthur Road) and pump station modifications needed
- Preparation of the Draft Preliminary Engineering Report (Final PER yet to be completed)

#### Deliverables Submitted this Quarter:

- Draft Preliminary Engineering Report

### Task 2b - Topographical Surveying

The work completed on task 2b during this quarter includes:

- Topographical surveying of the following sites: Wallan Tank, Robertson Tank, Arthur Road PS, Hurlbutt Tank, Field Main Tank Site

#### Deliverables Submitted this Quarter:

- Worked up surfaces and base maps in PDFs for Wallan Tank, Robertson Tank, Arthur Road PS, Hurlbutt Tank, Field Main Tank Site.

Surveying of the Alderpoint Pump Station and the waterlines from the existing distribution system to the replacement tanks remains to be completed for task 2b.

### Task 2c - Geotechnical Evaluation

The work completed on task 2c during this quarter includes:

- Coordination with Humboldt County for boring permits
- Coordination with property owners for access and scheduling to complete geotechnical evaluation

### Task 2d - Final Design

No work was completed on task 2d during this quarter.

---

### **Task 3 - Environmental and Permitting**

#### Task 3a - Environmental Review

The work completed on task 3a during this quarter includes:

- Biological Assessments of a portion of the project site for early spring flora/fauna and wetlands
- Completion and submission of the Environmental Information Form (EIF)

#### Deliverables Submitted this Quarter:

- Submittal of the Environmental Information Form to DWR's Project Manager.

#### Task 3b - Permitting

No work was completed on task 3b during this quarter.

---

### **Task 4 - Property Acquisition**

The work completed on task 4 during this quarter includes:

- Initial research of existing easements, rights of way, and property boundaries
- Initial contact with the property owner at the preferred Main Tank replacement site
- Initial contact with CAL FIRE for pump station easements
- Initial mapping of easements for: Wallan Tank, Robertson Tank, Wallan Pump Station, and Arthur Road Pump Station

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### **Task 5 - Bidding and Construction**

#### Task 5a - Bidding Project

No work has been completed for Task 5a to date.

#### Task 5b - Construction

No eligible work has been completed for Task 5b to date.

Due to the emergency nature of the leak from the Robertson Tank and the slide that occurred adjacent to the tank, GSD undertook construction of a PRV in Arthur Road. This allowed the Robertson Tank to be taken off-line and the water removed. This eliminated the source of water from above the slide, but it also removed a significant portion of the water storage for the District, and expanded the deficiency in system-wide storage. This construction work was completed in February 2022, which is prior to the Grant Agreement's eligibility date, so it will not be part of the reimbursable grant project.

## Project Cost

The total budget of this project is currently estimated at \$15M (based upon the engineer’s estimate in the Draft PER) with \$4,545,000 funded by DWR. The total invoiced amount to DWR during this reporting period is \$183,788.75.

GSD has also been awarded a Drinking Water State Revolving Fund (DWSRF) Planning Project Funding Agreement (PPFA) No. D2102010 in the amount of \$325,000. GSD invoiced DFA under the PPFA for other project related expenses in the amount of \$161,946.70. GSD is maintaining a detailed accounting of all project expenses and how they are categorized for reimbursement. No project expenses were invoiced to both funding agencies. Details for the DFA reimbursement request will be provided upon request.

The overall project costs information is provided in Table 1. The term of this funding agreement began on March 6, 2023, and expires on March 31, 2029 (3-years after final payment is made). Work performed on the project after August 22, 2022, is eligible for reimbursement.

Table 1. Project Costs as of March 31, 2023

Task	Description	Total Project Amount, \$ (~DPER)	DWR Grant Amount, \$	DWR Invoiced to date, \$	Amount Remaining, \$	Percent Invoiced to date	DWSRF Planning Funding Amount, \$	DWSRF Invoiced to Date, \$
1	Project Administration	250,000	15,000	5,990.75	9,009.25	39.9%	20,000	8,760.00
2	Project Development	800,000	362,000	175,480.25	186,519.75	48.5%	195,000	120,998.75
3	Environmental and Permitting	200,000	108,000	303.75	107,696.25	0.3%	80,000	32,187.95
4	Property Acquisition	140,000	140,000	2014.00	137,986.00	1.4%	-----	-----
5	Bidding and Construction	13,880,000	3,920,000	0.00	3,920,000.00	0%	-----	-----
	DWSRF Specific Tasks (TMF & Rates)	30,000	-----	-----	-----	-----	30,000	0.00
Total		15,300,000	4,545,000	183,788.75	4,361,211.25	4%	325,000	161,946.70

Additional Planning Funding is being requested from DFA. Once the Planning Project is complete, DFA should convert the project into a Construction Project and provide the necessary bidding and construction funding to supplement the existing funding from DWR.



**Project Schedule**

The project is anticipated to be completed on December 31, 2025.

Table 2. Project Schedule as of March 31, 2023

Task	Description	Planned Completion Date	Actual Completion Date
1	Task 1 - Project Administration	12/31/2025	
2	Task 2 - Project Development	12/31/2025	
3	Task 3 - Environmental and Permitting	12/31/2025	
4	Task 4 - Property Acquisition	12/31/2025	
5	Task 5 - Bidding and Construction	12/31/2025	

## Garberville Sanitary District

### First Amendment to the 4Js Consultant Services Agreement:

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This First Amendment to the Consultant Services Agreement (this "First Amendment") is made and entered between Jennie Short ("4Js Consulting") and the Garberville Sanitary District ("District") on this 23rd day of May, 2023, and constitutes the first amendment to that certain written Consultant Services Agreement by and between said parties dated on or about September 21, 2021 (the "Agreement"). All terms and conditions of the original Agreement remain in effect and are only modified as specified below.

The terms recited as Sections a through o of the General Conditions appearing on Pages 1 through 6 are incorporated in this Agreement, along with this page, and constitute material terms and conditions of the Agreement between the parties. This Agreement will be evaluated annually by both parties for consideration of renewal.

The undersigned Consultant offers to furnish the following services (the "Services"): Jennie Short ("4Js Consulting") agrees to provide capital project management services and related consultant services as requested by Garberville Sanitary District ("District"), and to serve as an agent and representative of the District on various District projects and/or activities as assigned. Consultant shall only be authorized to perform Services on specified projects as identified by the District's General Manager or as directed by the District's Board of Directors.

Consultant shall submit a monthly detailed invoice to District which must include: (1) a description of the specific Services performed; (2) the date(s) the Services were performed; (3) the time spent providing the Services; (4) an itemized summary of any pre-approved reimbursable expenses; and (5) the total amount charged for the Services. The District's General Manager or designee shall review and approve each invoice and the District shall provide payment to Consultant within fifteen (15) days of receipt and approve of the invoice. In the event the General Manager of the District or designee disapproves or rejects any invoice issued by Consultant or portion thereof and no agreement can be reached with Consultant, at the request of either Consultant or the General Manager the payment dispute may be submitted to the District's Board of Directors for review and final decision.

For the full and satisfactory completion of the Services, as recited in the Agreement, Consultant shall be compensated at the rate of \$100.00 per hour, plus reimbursable expenses. Consultant shall be authorized to work in a "part-time" capacity and spend a maximum of ten (10) hours per week providing Services to the District. Consultant will not be compensated for any time exceeding ten (10) hours for Services rendered in any week unless the exceedance is approved by the General Manager or the District's Board of Directors.

This Agreement shall become effective at such time it is accepted by the District's Board of Directors and fully executed by Consultant and the District.

## General Conditions

Consultant and the District agree as follows:

- a. **Standard of Care.** In providing the Services under this Agreement, Consultant shall exercise that degree of skill and care ordinarily used by other reputable members of Consultant's profession, practicing in the same or similar locality and under similar circumstances.
- b. **General Manager Authority.** Consultant shall not accept direction or orders from any person other than the General Manager or the District's Board of Directors or Board designee.
- c. **Payment Intervals.** Payment, unless otherwise specified on Page 1, is to be 15 days after acceptance of a written invoice by the District.
- d. **Permits and Licenses.** Permits and licenses required by governmental authorities in connection with Consultant's services will be obtained at Consultant's sole cost and expense, and Consultant will comply with applicable local, state, and federal regulations and statutes including Cal/OSHA requirements in providing the Services.
- e. **Amendments and Modifications.** Any change in the scope of the consulting Services to be done, method of performance, nature of materials, work provided or price thereof, or to any other matter materially affecting the performance or nature of the Services will not be paid for or accepted unless such change, addition or deletion is approved in advance, in writing by a supplemental Agreement executed by the District and Consultant.
- f. **Warranties.** Consultant represents and warrants that the Services shall be completed in strict accordance with this Agreement. Consultant further represents and warrants that the Services provided shall not infringe, directly or indirectly, on any valid patent, copyright or trademark, and Consultant shall, at Consultant's sole cost and expense, indemnify, defend and hold harmless the District from and against any and all claims and causes of action based on alleged or actual infringements thereof. These warranties shall survive the expiration or termination of this Agreement and are in addition to any warranties provided by law. No payment to Consultant for any Services performed hereunder (including, without limitation, final payment) shall constitute a waiver of any Claims by the District against Consultant relating to the Services.
- g. **Termination.** The District may, in its discretion, terminate this Agreement without cause at any time. If at the time of any such termination any Services that have already been provided by Consultant remain unpaid and Consultant is not in default under this Agreement, Consultant may submit a final invoice for Services actually provided by Consultant prior to the date of termination. Upon receipt of notice of termination, Consultant shall immediately stop all performance hereunder except as otherwise directed by the District. Likewise, Consultant may, at its option, terminate this Agreement without cause at any time, by submitting a notice of termination to the Board or to the District's General Manager.

- h. **Default.** Upon any default by Consultant hereunder, or in the event of proceedings by or against Consultant in bankruptcy or for the appointment of a receiver or trustee or an assignment for the benefit of creditors, the District may, at its option, terminate this Agreement without penalty or liability (except for payment for any Services completed and accepted by the District). Consultant shall be liable to the District for all expenses incurred by the District in finishing the Services and any damage incurred through any default, which at the option of the District, may be charged against any amounts due from the District to Consultant hereunder, but Consultant's liability hereunder shall not be limited thereby and such liability shall survive the expiration or termination of this Agreement. Any remedies provided for in this Agreement are cumulative and shall be in addition to, and not in limitation of, any other rights and remedies that may be available at law or in equity. Neither party shall be in default of this Agreement until such party has received three (3) days written notification (except in the instance of a health or safety concern, in which case failure to immediately remediate the health or safety violation shall be grounds to declare a default of this Agreement), and an opportunity to cure, or in the case of an alleged default which requires more than three (3) days to cure, a reasonable time so long as the alleged defaulting party commences the remediation of the default immediately, and thereafter diligently prosecutes the same to completion.
- i. **Notices.** Notices, requests, demands, and other communications hereunder shall be in writing and delivered personally, sent by reputable overnight courier or mailed by first class, United States mail, with postage prepaid, to Garberville Sanitary District, **P.O. Box 211, Garberville, CA 95542, Attention: Ralph Emerson**, and to Consultant at the address set forth below Consultant's signature, or at any other address that may be given by either party to the other in the manner provided above. Notices delivered personally or sent by overnight courier shall be deemed delivered upon receipt. Notices delivered by mail shall be deemed delivered upon the earlier of (i) receipt or (ii) the date three (3) U.S. mail delivery days after the notice was placed in the United States mail as provided above.
- j. **Headings.** All section headings are provided for convenience only, and shall not be deemed to constitute material terms and conditions of this Agreement.
- k. **Interpretation.** Both Consultant and the District are deemed to have jointly participated in the negotiation and preparation of this Agreement. Consequently, both Consultant and the District are considered to have drafted this Agreement in equal parts and, if any ambiguity is found to exist, all rules of law and evidence requiring ambiguities to be interpreted to the detriment of the drafting party shall not apply.
- l. **Attorneys Fees and Venue for Disputes.** If litigation becomes necessary to enforce the terms and provisions of this Agreement or as a result of any breach by Consultant or District of this Agreement, the prevailing party in any such litigation shall be entitled to recover reasonable attorney's fees and costs. The Humboldt County Superior Court for the State of California shall have exclusive jurisdiction over any dispute arising out of this Agreement or Consultant's provision of Services hereunder, and shall serve as the venue for any such dispute. All parties expressly consent to this designation of jurisdiction and venue.

- m. **Cell Phone.** Consultant shall have the use of a cell phone belonging to the District. Upon termination of this Agreement by either party, Consultant shall return the cell phone to the District within five (5) days of the date of termination.
- n. **Waiver of All Other District Benefits.** Consultant, who works in a part-time capacity for the District and on a project by project basis, as noted, waives all benefits provided by the District to full-time employees, and specifically as follows:  
All health, dental and vision benefits, all retirement benefits, all rights to vacation leave/pay.
- o. **Counterparts and Signatures.** This Agreement may be executed in separate counterparts, which will be taken together as a whole to form one instrument. Electronically scanned and/or facsimile signatures shall be deemed to constitute originals.

This Amendment shall have an effective date at such time it is accepted by the District's Board of Directors and fully executed by the Consultant and the District.

**4Js Consulting: Jennie Short**

**Garberville Sanitary District**

\_\_\_\_\_  
Jennie Short

\_\_\_\_\_  
Doug Bryan, Chair of the Board

Address:

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

Jennie Short  
P.O.Box 653  
Blue Lake, CA. 95525

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

**Disclosure of Credit Card Terms**

<b>Interest Rates and Interest Charges</b>	<b>Visa® Business Real Rewards Card</b>
<b>Annual Percentage Rate (APR) for Purchases</b>	Business Real Rewards: <b>0%</b> introductory APR for the first 6 billing cycles. After that, <b>18.74% to 27.74%</b> based on your creditworthiness when you open your account.  This APR will vary with the market based on the Prime Rate.
<b>APR for Balance Transfers</b>	Business Real Rewards: <b>0%</b> introductory APR for the first 6 billing cycles for balances transferred within 186 days from account opening. After that, <b>18.74% to 27.74%</b> based on your creditworthiness when you open your account.  This APR will vary with the market based on the Prime Rate.
<b>APR for Cash Advances</b>	Business Real Rewards: <b>29.99%</b>  This APR will vary with the market based on the Prime Rate.
<b>Penalty APR and When it Applies</b>	<b>31.99%</b> This APR will vary with the market based on the Prime Rate.  This APR may be applied to your account if you: 1) Make payments 5 calendar days late twice or 30 calendar days once; or 2) Make a payment that is returned; or 3) If you exceed your Credit Limit 2 times in 12 consecutive months.  <b>How Long Will the Penalty APR Apply?</b> If your APRs are increased for any of these reasons, the Penalty APR will apply until you make 6 consecutive minimum payments when due and do not exceed your Credit Limit during that time period.
<b>How to Avoid Paying Interest on Purchases</b>	Your due date is 24 - 30 days after the close of each billing cycle. We will not charge you interest on purchases if you pay your entire balance by the due date each month.
<b>Minimum Interest Charge</b>	If you are charged interest, the charge will be no less than \$1.
<b>Fees</b>	<b>Visa® Business Real Rewards Card</b>
<b>Annual Fee</b> • Annual Membership Fee	<b>None</b>
<b>Transaction Fees</b> • Balance Transfer • Convenience Check Cash Advance <sup>1</sup> • Cash Advance ATM • Cash Advance • Cash Equivalent Advance • Overdraft Protection <sup>2</sup> • Foreign Transaction	Either 3% of the amount of each transfer or \$5 minimum, whichever is greater. Either 3% of the amount of each advance or \$5 minimum, whichever is greater. Either 4% of the amount of each advance or \$10 minimum, whichever is greater. Either 4% of the amount of each advance or \$10 minimum, whichever is greater. Either 4% of the amount of each advance or \$10 minimum, whichever is greater. <b>\$10</b> 2% of each foreign purchase transaction or foreign ATM advance transaction in U.S. Dollars 3% of each foreign purchase transaction or foreign ATM advance transaction in a Foreign Currency
<b>Penalty Fees</b> • Late Payment • Returned Payment • Overlimit	<b>\$19</b> on balances up to \$100, <b>\$29</b> on balances from \$100 up to \$250, <b>\$39</b> on balances of \$250 or more <b>\$35</b> <b>\$39</b>

**How We Will Calculate Your Balance:** We use a method called 'average daily balance (including new purchases)'. See your Cardmember Agreement for more details.

**Billing Rights:** Information on your rights to dispute transactions and how to exercise those rights is provided in your Cardmember Agreement.

**Loss of Introductory APR:** We may end your introductory APR and apply the standard APR or Penalty APR if you make a late payment, make a payment that is returned, or your account exceeds its Credit Limit.

The information about the costs of the card described in this application is accurate as of 04/2023. This information may have changed after this date. To find out what may have changed, call us at 1-866-552-8855 (we accept relay calls) or write to us at P.O. Box 6353, Fargo, ND 58125-6353.

<sup>1</sup>Not all products receive Convenience Checks.

<sup>2</sup>Not all products offer Overdraft Protection.

**How Variable Interest Rates Are Determined:** After the introductory period, your interest rate is a variable rate and is determined by a combination of the Prime Rate (which may vary) added to a margin (which does not change). Because the Prime Rate may vary, your variable interest rate will go up or down if the Prime Rate changes. If you are granted an Account, the following rates on the Account are variable: Non-Introductory Purchase Rate; Non-Introductory Balance Transfer Rate; Cash Advance Rate. More information is available in the Cardmember Agreement.

**Notice to Ohio Residents:** The Ohio laws against discrimination require that all creditors make credit equally available to all creditworthy customers, and that credit reporting agencies maintain separate credit histories on each individual upon request. The Ohio Civil Rights Commission administers

## IMPORTANT TERMS AND APPLICATION AGREEMENT

### Customer Affirmation of Intent to Apply

If an application is being submitted on your behalf, we ask that you provide confirmation of your intent to apply by texting the word "APPLY" to "91956". By doing so, you will receive a one-time passcode to complete the application process from the Cardmember Service - Intent to Apply program. Message and data rates may apply. Mobile carriers are not liable for delayed or undelivered messages. Reply "HELP" for help. If you have any questions regarding the Cardmember Service - Intent to Apply program, call 866-276-5663. Our Privacy Policy can be viewed at <http://www.myaccountaccess.com/EPP>.

Business Owner authorizes Elan Financial Services ("we," "us" or "our") to obtain a consumer credit report and a business credit report for use in assessing his/her personal creditworthiness in connection with an Application by Business, of which Business Owner is an employee, principal, owner, partner, officer or guarantor, for a Business Real Rewards, Smart Business Rewards, Business Cash Preferred or Business Platinum, each an "Account". We need such consumer reports because Business Owner may have a direct, contingent, present or future liability to us for the Business's obligation in connection with the Account. All applicants agree that, as long as the Account is open, we may obtain credit reports about the applicants from time to time. We reserve the right to consider the applicant for a lower line of credit if one was requested. This Application must be submitted by a Business Owner with authority to bind the Business to the terms of this Application Agreement. The Business Owner certifies that the execution, delivery and performance of this Application has been authorized by all necessary corporate action by the Business, and will provide evidence of such action upon request. If the Business is approved for an Account, the Business Owner requests and directs us to open an Account and to issue a Business Card ("Cards") to any Individual Employees of the Business, including the Business Owner, designated by the Business Owner on this Application or its addendum, or by any process agreed to by us and the Business. The Business Owner and the Business shall be jointly and severally liable for all charges on the account. Each applicant understands and agrees that we may increase or decrease the APR or credit limit assigned to the Account and/or the Cards within the Account or close the Account at any time based on our credit guidelines, credit report information, Account history or the financial circumstances of the Cardmember. At the time the Account is opened, individual Employees, including the Business Owner, will be issued Cards and a Cardmember Agreement governing individual use of the Account. Use of the Card or the Account will signify acceptance of the terms of the Cardmember Agreement, which may be amended from time to time. By providing us with a telephone number for a cellular phone or other wireless device, including a number that you later convert to a cellular number, you are expressly consenting to receiving communications—including but not limited to prerecorded or artificial voice message calls, text messages, and calls made by an automatic telephone dialing system—from us and our affiliates and agents at that number. This express consent applies to each such telephone number that you provide to us now or in the future and permits such calls for non-marketing purposes. Calls and messages may incur access fees from your cellular provider. All applicants must be at least 18 years old and agree that Accounts will be used primarily for business purposes, and not personal, family or household purposes. You agree that, in order to open and administer the Account that may be established as a result of this Application, we and the correspondent financial institution that solicited this Application may share certain information about you and your ongoing Account activity. Information from this Application may be shared with our affiliates. Cash access is subject to credit approval. You certify that to the best of your knowledge, the information provided about yourself, the name and address provided for the legal entity customer, and the information provided about the beneficial owner(s) and/or the individual with control over the legal entity customer is complete and correct.

**Authorization for the Social Security Administration to Disclose Your Social Security Number Verification:** In connection with your application for this account and by clicking the SUBMIT button, you authorize the Social Security Administration (SSA) to verify and disclose to us through Early Warning Services, LLC, our service provider, whether the name, Social Security Number (SSN) and date of birth you have submitted matches information in SSA records. This one-time consent is valid for the next 90 days.

(a) Rewards Points. From the date you open your Account until your Account is closed, you will receive 1.5 Reward Points ("Points") for each dollar of Net Purchases charged to your Account during each billing cycle that the Account is open and current (account is not past due or overlimit) on the closing date for the billing cycle. The number of Points that may accumulate in any monthly billing cycle for your Account is unlimited. "Net Purchases" for a statement period are determined by totaling all new Purchases charged to the Account during the billing cycle, then subtracting credits posted to the Account during the billing cycle for returned Purchases and/or adjustments. If credits during a statement period exceed Purchases, the credit balance will be carried over to the following billing cycles and offset against future Purchases charged to the Account for purposes of awarding Points. We may round Net Purchases up or down to a whole dollar amount for purposes of determining and awarding Points. Points are not earned for Advances (including wire transfers, traveler's checks, money orders, foreign cash transactions, betting transactions, lottery tickets and ATM disbursements), convenience Checks, Balance Transfers, and Fees, credit insurance charges, transactions to fund certain prepaid card products, U.S. Mint purchases, or transactions to purchase cash convertible items. We reserve the right to adjust or reverse the number of Points that were awarded for unauthorized Purchases. Points may be earned and redeemed at the Business level or at the Cardmember level, as described further below. You may not redeem Points, and you will immediately lose all of your Points, if your Account is closed to future transactions (including, but not limited to, due to Program misuse, failure to pay, bankruptcy, or death). Points are nontransferable and have no cash value. Please allow up to 60 days after a Purchase for Points on that Purchase to post to your Points balance.

(b) Program Rules. Complete terms and conditions for the Rewards Program, (the "Program"), including rules regarding the redemption, expiration, loss or cancellation of Points, award thresholds, eligibility, participation, and our right to amend or terminate the Program, are set forth in our Rewards Program Rules (the "Program Rules") that are provided to you separately. The Program Rules will exclusively govern the terms of the Program and, with respect to the Rewards Program, to the extent the Program Rules conflict with the terms of this Cardmember Agreement or any other materials the Program Rules will control. We reserve the right to amend or cancel the Program or change Program benefits at any time with or without notice to you. Please review the Program Rules and FAQ online through the Rewards Center. Points will be pooled to one Points balance at the Business level. The individual, who executed the application for credit, will have the sole authority to redeem the pooled Points. If the Points balance changes from pooled to individual, any unredeemed Points will stay pooled and will not transfer to the individual Points balance.

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

# **PERSONNEL POLICY**



**Adopted June 6, 2006**  
**Amended: September 17th, 2019**



## TABLE OF CONTENTS

INTRODUCTION .....	1
PERSONNEL POLICY .....	2
1.0 EMPLOYMENT AT WILL .....	2
2.0 ORGANIZATION .....	2
2.1 CHAIN OF COMMAND .....	2
2.2 ABSENCE OF GENERAL MANAGER .....	2
3.0 EMPLOYMENT PROCESS .....	2
3.1 EQUAL OPPORTUNITY .....	2
3.2 QUALIFICATIONS .....	2
3.3 EMPLOYMENT PROCESS .....	2
3.4 EVALUATION PERIOD .....	3
4.0 JOB DESCRIPTIONS .....	3
4.1 GENERAL MANAGER .....	3
4.1.1 CHIEF OPERATOR .....	3
4.1.2 OPERATOR I .....	3
4.1.3 FIELD STAFF .....	3
4.1.4 ACCOUNT CLERK/ADMINISTRATIVE ASSIST .....	3
4.2 WORKWEEK .....	4
4.2.1 WORK HOURS .....	4
4.2.2 MEAL TIME AND BREAKS .....	4
5.0 PAY AND BENEFITS .....	4 5.1
CATEGORIES OF EMPLOYMENT .....	4
5.1.1 INTRODUCTORY PERIOD .....	4 5.1.2
PERMANENT FULL-TIME EMPLOYEES .....	5
5.1.3 PERMANENT PART-TIME EMPLOYEES .....	5
5.1.4 TEMPORARY PART-TIME EMPLOYEES .....	5
5.2 PAY .....	5
5.2.1 WAGES AND SALARIES .....	5
5.2.2 TIME CARDS .....	5
5.2.3 PAYDAYS .....	5
5.2.4 PAY ADVANCES .....	5
5.2.5 OVERTIME .....	5
5.2.6 ON-CALL TIME .....	5
5.2.7 CALL-OUT TIME .....	6
5.2.8 COMPENSATORY TIME .....	6
5.2.9 RAISES .....	6
5.3 TIME OFF .....	6
5.3.1 VACATION .....	6
5.3.2 HOLIDAYS .....	7
5.3.3 SICK LEAVE .....	8
5.3.4 FAMILY MEDICAL LEAVE .....	8

5.3.5 MILITARY LEAVE .....	8
5.3.6 BEREAVEMENT LEAVE .....	8
5.3.7 JURY DUTY .....	9
5.3.8 TIME OFF FOR VOTING .....	9 5.3.9
LEAVE OF ABSENCE .....	9
5.4 BENEFITS .....	9
5.4.1 HEALTH INSURANCE .....	9
5.4.2 RETIREMENT BENEFITS .....	10
5.4.3 WORKERS' COMPENSATION.....	10
5.4.4 STATE DISABILITY .....	10
5.4.5 SOCIAL SECURITY .....	11
5.4.6 WATER SERVICE DISCOUNT .....	11
6.0 PERSONNEL RECORDS .....	11
6.1 NAMES AND ADDRESSES .....	11
6.1.2 EMPLOYEE REFERENCES .....	11
7.0 POLICIES REGARDING EMPLOYEE CONDUCT .....	11
7.1 SAFETY POLICY.....	11
7.2 SMOKING POLICY .....	12
7.3 ALCOHOL AND DRUG USE POLICY .....	12
7.4 NON-HARASSMENT POLICY .....	13
7.5 STANDARDS OF CONDUCT .....	13
7.6 GENERAL OFFICE AND FIELD POLICIES .....	14
7.7 APPROVAL OF EXPENDITURES .....	14
7.8 QUESTIONS REGARDING BOARD MEMBERS.....	14
7.9 NEWS MEDIA .....	14
7.10 SEMINARS AND WORKSHOPS .....	14
7.11 CONFLICT OF INTEREST .....	15
8.0 PERFORMANCE EVALUATION .....	15
8.1 ANNUAL EVALUATION .....	15
8.2 INTERIM EVALUATIONS AND COUNSELING .....	15
8.3 POSITIVE PERFORMANCE GUIDELINES .....	15
9.0 GRIEVANCE PROCEDURE .....	15
10.0 DISPUTE RESOLUTION PROCEDURE .....	16
11.0 RIGHTS TO REVISE .....	16
12.0 CONFIRMATION OF RECEIPT .....	17

**APPENDIX A, Chain of Command APPENDIX B, Job Descriptions APPENDIX C, Dispute Resolution Procedure APPENDIX D, Conflict of Interest Code**

## **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.*

Adopted 6/6/06  
Amended 9/17/2019

# 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 General Manager or designee will be the Chief Executive Officer responsible for all day-to-day operations. If the General Manager or designee 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 a quorum of the Board. any Board Member that is available.**

#### 2.2 Absence of General Manager or Designee:

When the General Manager or designee 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 General

Manager or designee will conduct an interview of candidates qualified for the position and may give applicant skills tests, which may include but are not limited to: communications, basic math, computer, and job-related skills. Certificates, licenses, and other qualifications may be required as necessary for job.

The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The General Manager or designee will make the final hiring decision of qualified applicants.

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.

## 4.0 JOB DESCRIPTIONS

### 4.1 General Manager

The General Manager serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board. **The General Manager oversees all operations, while executing District Policy and Ordinances.** executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and staffing to departments and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies. A complete job description can be found in Appendix B.

#### 4.1.1 Chief Operator

The Chief Operator reports to the General Manager or designee and is responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work. The Chief Operator is responsible for all activities

in the operations, maintenance and construction of District facilities. The Chief Operator is also responsible for supervising Operators and Field Staff.

The Chief Operator is directly responsible to notify the General Manager or designee of any unusual occurrence or emergency situations. When the General Manager is not available, the Chief Operator will follow the chain of command. A complete job description can be found in Appendix B.

#### 4.1.2 Water/Wastewater Operator

The Water/Wastewater Operator reports to the Chief Operator and is responsible for performing water and wastewater treatment processing work in conformance with routine processes, treatment methods and in conformance with regulations and standard work and safety techniques. A complete job description can be found in Appendix B.

#### 4.1.3 Field Staff—Permanent and Part Time

Permanent and temporary part-time field staff report to and are supervised by the Chief Operator and are responsible for completion of all work assigned to them by the Chief Operator or General Manager.

#### 4.1.4 Account Clerk/Administrative Assistant

The Account Clerk/Administrative Assistant reports to the General Manager and is responsible for performing accounting and bookkeeping work in conformance with routine processes, accounting and financial transaction processing methods and accounting operations scheduling and control techniques. Responsible for performing a wide variety of general administrative support work and secretarial duties in conformance with established procedures. A complete job description can be found in Appendix B.

#### 4.2 Workweek

Because of the nature of our business, the District's work schedule may vary depending on the employee's job. The District's normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Thursday. The water/wastewater operator's work 7:00 a.m. to 3:30 p.m., Monday through Friday.

##### 4.2.1 Work Hours

The work week is defined as the 7-day period beginning at 00:01 Monday and ending at 24:00 the following Sunday.

The work day is defined as the period beginning at midnight and ending at the following midnight.

- a. The General Manager is a full time position unless the Board approves an alternative work schedule with requirements to fulfill the duties of this position. This General Manager is exempt from the Fair Labor Standards Act Overtime. The General Manager will attend all scheduled and special Board meetings.

- b. Part-time office staff will work as scheduled by the General Manager or designee, with hours not to exceed 8 hours per day or 30 hours per week.
- c. Office staff will schedule time so that at least one office staff person will be in the office during business hours.
- d. **The Chief Operator and Field Staff will work 40 hours per 7-day workweek, scheduled to avoid overtime.**
- e. **The Chief Operator will attend all scheduled Board meetings and special Board meetings as required, to be compensated by overtime if over 8 hours per day.**
- f. **Part-time Field Staff will work as scheduled by the Chief Operator, with hours not to exceed 30 hours per 7-day workweek, scheduled to avoid overtime.**

#### **4.2.2 Meal Time and Breaks**

**A half-hour, unpaid meal break will be taken each day. Two, 15-minute breaks will be taken daily, one to be taken in the morning and one to be taken in the afternoon. These breaks are to be taken based on the employee's work schedule. The employee is to check with their supervisor if they have questions.**

## **5.0 PAY AND BENEFITS**

Sick leave, holiday leave, vacation leave, health, and retirement benefits are some of the benefits approved by the District. Employee compensation will be based on work performed, knowledge of position and education required.

### 5.1 Categories of Employment

5.1.1 Introductory period: Full-time and part-time employees are on an introductory period during their first three months of employment. Upon completion of the introductory period, the employee's performance will be reviewed.

5.1.2 Regular full-time employees (General Manager, Chief Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the 3-month introductory period.

**5.1.3 Regular part-time employees are wage-earning employees. They may work no more than 30 hours per week.**

**The General Manager or designee may limit a part-time position to less than 30 hours per week. If hours are to be more than 30 hours per week on a long term basis,**

**the General Manager or designee will determine if the additional hours were needed and inform the governing Board. Permanent part-time employees are entitled to limited benefits as described below.**

**5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary part time employees do not receive benefits.**

5.2 Pay 5.2.1 Wages and Salaries: Wages and salaries shall be determined by the General Manager or designee unless they are unavailable and at such time, the Board of Directors will make that decision. The Board of Directors will determine the salary of the General Manager.

#### 5.2.2 Time Cards

All employees are required to maintain an accurate record of time worked. All employees must complete time cards and submit them to the office prior to pay day as determined by the General Manager or designee.

#### 5.2.3 Paydays

Paychecks shall be issued on the 5<sup>th</sup> and on the 20<sup>th</sup>. If this date falls on a weekend, holiday or day in which two signatures cannot be obtained, pay day will be moved to the closest day preceding these dates. Checks will be available at the office by 3:00 pm on payday.

5.2.4 Pay Advances: There will no pay advances given on work performed. All vacation hours accrued at end of December will be paid above 200 and must first be approved by the General Manager or designee.

#### 5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The General Manager is exempt from this law. All overtime must be approved in advance by the General Manager or designee. Hourly employees will be paid at a rate of time and one-half for hours worked over 8 in a day and/or 40 in a week. Hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay. Only actual hours worked count towards computing weekly overtime

#### 5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all emergencies and must be able to respond within 30 minutes to all call-outs.



- a. On-Call Work Week The on-call work week begins at 7:00AM Tuesday morning and ends at 6:59AM on Tuesday morning of the following week. These hours and days can be modified by Senior Operator, General Manager or designee.
- b. On-Call Compensation: Compensation for being on-call is \$25/day or \$175/week

### 5.2.7 Call-Out Time

“Call-Out” means an employee may be called to respond to emergencies on their scheduled time off. The District will pay a minimum of 2 hours pay, at the appropriate rate, if they are called out. This will be in addition to daily or “On-Call” compensation.

### 5.2.7a Call-Out Compensation:

Employees that are required to work on their days off or after the normal work day must have their overtime approved by the General Manager or designee prior to performing the after-hours work.

### 5.2.8 Compensatory Time

Employees that are called to work during vacations, holidays, emergencies, or when other staff are not available to complete necessary work, shall get paid at a rate of time and one-half for hours worked. Comp time may be accrued in lieu of pay if approved by the General Manager or designee. All comp time accumulated cannot exceed 80 hours or the amount over 80 hours will be paid at straight time, prior to closing out the fiscal year.

### 5.2.9 Raises

Depending upon the employee’s performance a pay raise may be made when there has been an improvement in or sustainment of an already good performance during the review period.

- a. Cost of Living: All permanent employees will be eligible to receive annual cost of living increases at beginning of the fiscal year, based upon the Consumer Price Index and at the discretion of the General Manager, designee or Board. Cost of Living increases will be reviewed prior to the fiscal year meeting of the Board. The General Manager or designee will provide information on cost of living increase in the packet for the Board Meeting.
- b. **Merit Pay Increase:** All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit pay adjustment, the General Manager or designee will evaluate the employee’s willingness to work, ability to learn and record of accomplishments. The General Manager or designee will provide a recommendation to the Board of Directors for approval if the employee is to receive a Merit Pay Raise.

### 5.3 Time Off

Time off will be granted according to category specified below.

#### 5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to

Your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee in an annual check at end of calendar year.
- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.
- c. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- d. After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.
- e. An employee eligible for paid vacation may request approval by the District Administrator to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off.
  
- f. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee in an annual check at end of calendar year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.

*Adopted: June 27, 2017*

- g. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- h. An employee eligible for paid vacation may request approval by the General Manager

**or designee to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off. Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General manager or designee..**

- i. Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.
- j. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- k. Full-time employees are eligible to use accrued vacation after six months of employment.

Approved August 28, 2018

### 5.3.2 Holidays

- a. Full-time employees receive the following paid Federal holidays:

New Year's Day (Jan 1 <sup>st</sup> )	Labor Day (Sept-1 <sup>st</sup> Mon)
M. L. King Day (Jan-3 <sup>rd</sup> Mon)	Columbus Day (Oct-2 <sup>nd</sup> Mon)
Presidents' Day (Feb-3 <sup>rd</sup> Mon)	Thanksgiving Day (Nov-4 <sup>th</sup> Thurs)
Memorial Day (May-Last Mon)	Day after Thanksgiving
Independence Day (July 4 <sup>th</sup> )	Christmas Day (Dec 25 <sup>th</sup> )
- b. Permanent part-time employees, after 2 years of employment, receive 2 (two) 8-hour paid holidays: Thanksgiving and Christmas Day.
- c. Holiday Schedule: If one of the above holidays falls on a Saturday, the District will take Friday as the holiday. If one of the above holidays falls on a Sunday, the District will take Monday as the holiday.
- d. If an employee has to work on a Holiday, that employee will be paid at a rate of time and one-half for hours worked. The employee does not receive additional holiday pay on top of time worked. If an employee works a portion of the day, the hours worked will be paid at time and one-half and the remaining hours will be paid at straight holiday pay.
- e. When an employee is required to work on a holiday, the holiday time off will be added to vacation time or comp time and able to be used for time off when approved by General Manager or designee.
- f. A floating day for holidays is provided to employees who work non-standard workweeks. These employees are entitled to the same number of holidays per year as those employees who work a normal schedule. The General Manager will review, modify and approved the floating holiday day off schedule before it becomes effective.
- g. Full-time employees are eligible for paid holidays after completing their 3-month introductory period.

### 5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. This may accrue to a total of 24 working days.

- b. Sick leave Use: Paid sick leave may be used for health related issues, including doctor or dentist visits but must be approved by General Manager or designee.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.

#### 5.3.4 Family Medical Leave

Family care leave will be granted in accordance with the Family Medical Leave Act (FMLA)

- a. FMLA is an unpaid leave that may be used by employees when they have a prolonged illness or physical condition that prevents them from working, or it may be used by employees to take time to care for family members with serious medical condition requiring their help, if the condition is expected to last more than three consecutive days.
- b. Under the FMLA employees are entitled to 12 weeks Family Medical Leave (FML) per fiscal year; if they have worked for the District for 12 months prior to requested leave, for a minimum of 1250 hours in the previous 12 months.
- c. Under FMLA, employees are entitled to fully paid benefits while on leave and are guaranteed re-instatement of their job if they are physically capable.
- d. FML begins as soon as the employee receives written notification from the District of activation of FML. This may be as early as the first day of an absence due to a medical condition of the employee or his/her family member. Neither the employee nor the District can declare FML retroactively.
- e. FML runs concurrently with worker's compensation, or disability payments.
- f. Employees do not accrue additional vacation time or new sick leave while on FML, but the District must continue to cover paid benefits, such as health insurance.
- g. If possible (such as for scheduled surgery), employees must give the District written advance notice of their intention to take FML, as soon as they know they will need to take the leave.
- h. The District may require documentation from the attending physician.

#### 5.3.5 Military Leave

Employees who wish to serve in the military will be granted Military Leave in accordance with the Universal Military Leave Act. Employees are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

#### 5.3.6 Bereavement Leave

GSD grants leave of absence to all employees in the event of the death of the employee's current spouse (or domestic partner), child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to the following:

- a. Full-time employees will be granted 3 days bereavement leave with pay in the event of the death of an immediate family member, or at the discretion of the General Manager.

- b. Permanent part-time employees will be granted 3 days bereavement leave without pay under the same circumstances.
- c. The General Manager may approve additional unpaid time off.

#### 5.3.7 Jury Duty

Full-time employees who are summoned for jury duty will be paid the difference between their normal rate of pay and the jury duty pay for a period of up to 10 working days per year. Employees must provide the District with a copy of the payment records from the court in order to be compensated. Should the employee have to serve more than 10 days, the employee may take unpaid time off.

The employee should make arrangements with their supervisor as soon as they receive the summons. In fairness to the District, employees are expected to return to their job if they are excused from jury duty during their regular working hours.

#### 5.3.8 Time off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official statesanctioned election, the employee may take off enough working time to vote. Such time shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days notice.

#### 5.3.9 Leave of Absence

Under special circumstances, an employee with three months of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the General Manager.

- a. Leave of absence for any purpose other than those listed above will be granted at the discretion of the General Manager.
- b. The employee must use all paid vacation and personal days off (but not sick leave) before taking an unpaid leave of absence.
- c. The employee must pay premiums on all insurance, and may elect to make retirement contributions while on leave of absence. The District will resume paying its contribution when the employee returns to work.
- d. If the employee does not return to work at the end of the leave, it will be considered a voluntary termination. The employee will then be entitled to COBRA and any other benefits of voluntary termination.
- e. Employees will not accrue any paid time off while on personal leave.

### 5.4 Benefits

GSD provides medical insurance and a retirement plan for eligible employees and their dependents on the first day of the month following the completion of the introductory period. Eligible employees may participate in the District's benefits. Information and enrollment forms may be obtained from the office.

#### 5.4.1 Health Insurance

- a. Full-time employees, after 30 days of employment, may participate in the insurance benefits currently provided by the District. Coverage starts on the first day of the month following enrollment. To assist you with the cost of this insurance, the District will pay for the employee portion of a single contract chosen by the Board of Directors. (If the employee chooses a plan that is above the Board's budgeted amount, the employee is responsible for paying the difference.) The employee will be responsible for paying the entire cost of the dependent coverage. In the event of an increase in medical insurance premium rates, all employees maybe required to contribute to the cost of increased premiums to retain coverage.
- b. Permanent part-time employees may participate in the health insurance plan at their own expense, after 6 months of employment.

#### 5.4.2 Retirement Benefits

The District provides eligible employees with a Board approved retirement plan. This plan is designed to be used in combination with the employee's Social Security benefits and personal resources to provide the employee with an assured income at retirement age.

Eligibility for this plan is the month following the completion of the introductory period. Employees who earned at least \$5,000 per calendar year during any two preceding years and who are expected to earn at least \$5,000 in the current year are eligible to participate in the plan.

GSD will contribute a dollar-for-dollar match up to 3% of each eligible employee's compensation. The employer match contribution is based on current IRS laws. Employee will be responsible for the start-up and maintenance fees of their retirement plan. The cost is \$10.00 per year for each employee to establish and maintain the plan. This is paid directly to the administration responsible for the plan.

The retirement program may be review yearly for modifications.

#### 5.4.3 Workers Compensation

On-the-job injuries are covered by the District's Worker's Compensation Insurance Policy provided at no cost to the employee.

- a. All District employees are covered by workers' compensation through SDWCA if they are injured on the job.
- b. Employees must report on-the-job injuries to their supervisors immediately. SDWCA forms must be filled out within 24 hours of any injury requiring treatment. Forms and information are available at the GSD business office.

#### 5.4.4 State Disability

- a. All District employees are eligible for a disability leave of absence due to illness, injury or pregnancy-related disabilities.
- b. Please provide the District written notice of disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.
- c. The employee is responsible for filing their claim and other forms promptly and accurately with the Employment Development Department (EDD). A claim may be obtained by calling EDD.
- d. The cost of this insurance is fully paid by the employee.
- e. The district will continue to provide medical insurance coverage for employees on authorized leave of absence due to physical disability for the first month of disability. When the above period expires, the employee may continue medical insurance coverage by making arrangements with the office to pay the appropriate monthly premium in advance each month.
- f. An employee's continued absence from work beyond their disability, as determined by their physician, will be deemed a voluntary termination of their employment.

#### 5.4.5 Social Security

Social Security is more than a paycheck deduction. It offers financial security for the employee and their dependents. Although this is a federally established program, it is the employee's contributions, and the District's, that pay for this benefit.

Both the employee and the District contribute to provide the employee with monthly checks and medical coverage once the employee reach retirement age. These funds are then forwarded to the federal government to support the Social Security Program.

#### 5.4.6 Water Service Discount

Full-time and permanent part-time employees residing in the District are entitled to water service at a discount equal to the base water rate during their employment with GSD.

## 6.0 PERSONNEL RECORDS

The employee has a right to inspect certain documents in their personnel file, as provided by law, in the presence of GSD representative at a mutually convenient time. No copies of documents in their file may be made, with the exception of documents that they have previously signed. The employee may add their comments to any disputed item in the file. GSD will restrict disclosure of their personnel file to authorized individuals with GSD. Any request for information contained in personnel files must be directed to the District Administrator. Only the General Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sourced will be limited. However, GSD will cooperate with requests from authorized law enforcement,

or local, state, or federal agencies conducting official investigations and as otherwise legally required.

#### 6.1 Names and Addresses

GSD is required by law to keep current all employees' name and addresses. Employees are responsible for notifying the District in the event of a name or address change.

##### 6.1.2 Employee References

All requests for references must be directed to the General Manager. No other person is authorized to release references for current or former employees. By policy, the District discloses the dates of employment, the title of the last position held, general description of last job duties, reason for termination, and any incidents of violence of former employees. If the employee authorizes the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage they last earned.

## 7.0 POLICIES REGARDING EMPLOYEE CONDUCT

### 7.1 Safety Policy

The District recognizes its responsibility for providing the safest possible conditions for its employees and customers. This responsibility is met by means of a safety program that is applied through the development of safety awareness among employees, the use of up to date safety equipment, and the continual inspection of conditions and practices by all levels of supervision. It is the responsibility of every employee to develop safe working habits. The development of proper attitudes toward safety is the only method to improve safe working habits. Therefore, training sessions play a large part in the safety program. The District wants to protect all employees and the public from injury and accidents. To accomplish this goal, the safety program involves all employees, and requires the active participation and cooperation of all to make it operate effectively.

Safety training sessions are conducted for all District employees, and employees are expected to perform in a safe manner. Negligent or unsafe conduct by an employee will result in disciplinary action. All employees must follow the safety procedures established by management. The Chief Operator will report to the Board on annual completion of Safety training programs which he or she personally completes as well as certification of successful completion of the training program by all employees pursuant to the Chief Operator's job description set out in Appendix "B."

#### 7.1(a) Hazardous Work Conditions

Despite a collective and diligent effort to ensure safe working conditions for all District employees, there are hazards that cannot be foreseen or avoided.

Employees are expected to be aware of their surrounding at all times and to act safely and responsibly in the work place. Employees who are unsure, uncomfortable or hesitant should immediately notify the General Manager before engaging in the potentially hazardous work. Employees are NOT required to perform any task they consider to be dangerous or hazardous.

All incidents MUST be documented regardless of what the hazard or incident.

The following is a non-exhaustive list of certain hazardous conditions that may arise and responsive actions.



- a. Animals biting or attacking---As a general rule, employees should keep a safe distance from stray or domestic animals. If an animal displays any tendencies perceived to be dangerous, do not come into contact with the animal, ready deterrent spray, contact the owner to control the animal, and call for assistance. If an employee is attacked, seek immediate medical attention and report the attack to a supervisor and law enforcement.
- b. Angry and threatening people---Employees are likely to encounter combative people during their employment. In such circumstances, employees should remain calm, professional, and respectful. Employees should remove themselves from the situation by leaving the area and should not, under any circumstances, respond aggressively. Employees should immediately report the incident to the General Manager or designee and law enforcement if needed.
- c. Needles and dangerous paraphernalia—Employees who encounter needles or drug paraphernalia should immediately notify law enforcement and the General Manager or designee. Employees should not attempt to remove the item, unless appropriate safety precautions are taken, including avoiding contact with bare skin by wearing protective gloves and ensuring proper disposal. If an employee is injured by any object, go directly to the emergency room and notify General Manager or designee.
- c. Being asked to do work for Customers—If a customer asked you to assist them, employees must first notify the General Manager or designee for prior approval. Employees should not provide assistance to customers if it involves going in private residences or on private property to perform work.
- d. Working alone---If conditions are dangerous, employees should stop, call for assistance, and notify General Manager or designee.
- e. Working in confined spaces or with chemicals---Employees should always notify a co-worker and the General Manager or designee in advance of performing the work in confined spaces or with any chemicals. Only employees who have obtained the proper training and certifications should perform any work with chemicals. If an employee is unsure, ask the General Manager or designee first. Employees should comply with any and all required precautions, such as the mandatory use of protective equipment.

## 7.2 Smoking Policy

GSD is committed to providing a safe and healthy environment for employees and visitors. Therefore, smoking is not permitted in the workplace.

## 7.3 Alcohol and Drug Use Policy

In accordance with our general personnel policies, whose overriding concern is a regard for the employee as an individual as well as a worker, GSD has adopted the following policy:

- a. We believe alcoholism and drug dependencies are illnesses and should be treated as such.
- b. We believe the majority of employees who develop these dependencies can be helped to recover, and the District shall offer or facilitate appropriate assistance for the employee.
- c. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the employee. However, continued refusal of an employee to seek treatment when it appears that substandard performance may be caused by any illness is not tolerated.

- d. We believe it is in the best interest of employees and the District that when alcoholism or drug dependency is present, it should be diagnosed and treated at the earliest possible stage. The District requires all new employees to pass a drug screening, and may, at its discretion, require further drug screening.
- e. Confidential handling of the diagnosis and treatment of alcoholism or drug dependency will be the responsibility of the appropriate manager and the General Manager.
- f. The objective of this policy is to retain employees who may develop alcohol or drug dependency by helping them to arrest its further advance before the condition renders them unemployable.
- g. All employees should be aware that the use of alcohol or any drugs interfering with safe and efficient functioning on the job is a matter of District concern and will be dealt with in an appropriate manner.
- h. Employees are prohibited from drinking alcoholic beverages on company time or on company premises, reporting to work or driving a District vehicle while under the influence of alcohol or drugs. Employees are prohibited from working, driving a District vehicle or appearing on Garberville Sanitary District premises under the influence of or in the possession of alcohol, illegal drugs, controlled substances, prescription drugs, or over-the-counter remedies that may impair the employee's ability to function, or that may endanger the safety of others.
- i. Substantial evidence of illegal actions on the job, including the use of illegal drugs, when such actions can be traced to specific employees, will be reported to the appropriate authority and will result in disciplinary action by the District.
- j. Employees convicted of illegal drug traffic charges will be immediately terminated. Employees found to be involved in such traffic on company premises or during working hours will be terminated and reported to the appropriate authorities.
- k. All employees must pass a drug and alcohol screen prior to beginning their duties. (See section 3.3.) The District reserves the right to screen employees for drug use as permitted by law including random drug screening of all employees, including managers, as well as drug and alcohol testing of individuals for cause.

#### 7.4 Non-Harassment Policy

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

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

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.
- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.

#### 7.5 Standards of Conduct

Following is a list of standards that GSD expects of its employees while on the job. Violation of these standards could lead to disciplinary action, including possible termination. Note: Both employee and the employer have the right to terminate the employment relationship at any time with or without cause. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor. C. Attention to duty.
- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

#### 7.6 General Office and Field Policies

- a. Only Board Members, District employees, or authorized visitors are permitted in the office area behind the counter or on District property.

- b. Unauthorized or excessive personal use of telephones, Internet, and other office equipment, or District property, is not allowed.
- c. District Vehicle Usage: During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store en route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. While going to or from work, occasionally stopping to buy groceries, pick up laundry, medication, etc., is not appropriate.
- d. Other than the foregoing uses, District Vehicles will not be used for any personal purposes without prior written approval. This means that weekend or after-hour trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.
- e. Personal Vehicle Usage: When an employee is authorized to use his/her personal vehicle in the performance of GSD work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- f. Use of personal vehicles shall not be authorized for the performance of GSD work if a suitable GSD vehicle is available and safely operational.
- g. Every attempt shall be made to coordinate work so that GSD vehicles are available and operational for the performance of said work.
- h. Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the GSD of any employee using a personal vehicle in the performance of GSD work.
- i. Tools will be inventoried annually by field staff. Employees are expected to use all tools and equipment with care and good judgment. Damage to tools and equipment must be reported to the Chief Operator or General Manager as soon as possible.
- j. Dress will be appropriate for the work to be performed. Employees must maintain a clean, neat appearance when working with the public.
- k. GSD reserves the right to inspect all GSD property to insure compliance with its rules and regulations, with or without notice to employee and/or in the employee's absence.
- l. GSD may keep a record of all passwords or codes used for any GSD electronic or other equipment, and GSD may at any time access any and all information on such equipment.

#### 7.7 Approval of Expenditures

- a. Total expenditures for one calendar day by any employee for any single item or group of related items, may not exceed \$200.00, without advance General Manager's approval. Managers may set lower limits for expenditures by their staff.
- b. Exceptions to the above limits are chemical, materials and services for routine operation of water and wastewater plants and systems, and routine office supplies and expenses.
- c. Employees must follow the chain of command to obtain approval for emergency expenditures.
- d. The General Manager shall prepare a written report to the Board for all emergency expenditures exceeding \$2,000.00 for any single item for the next Board Meeting.

#### 7.8 Questions regarding Board Members

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member should always be referred to the General Manager. The General Manager shall contact the Fair Political Practice

Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not attempt to respond to questions or comments on issues that are the sole responsibility of the General Manager.

- b. For security reasons, inquiries regarding plant design or operational specifics may be referred to the Board at management's discretion.

#### 7.9 News Media Contacts

Employees may be approached for interview or comments by the news media. Only the General Manager may comment to news reporters on GSD policy or events relevant to GSD.

#### 7.10 Seminars and Workshops

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

#### 7.11 Conflict of Interest

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

Appendix "D."

### **PERFORMANCE EVALUATION**

The employee's performance is important to the District. The performance evaluations are guides to help the employee improve in needed areas and confirm their strengths in other areas. Once each year, on or about their anniversary date, the employee's supervisor will review their job progress within the District and help them to set new job performance plans. New employees will be reviewed at the end of their introductory three month period and then annually.

#### 8.1 Annual Evaluation

The appropriate manager will evaluate all employees, permanent and temporary, full-time and part-time at least annually.

- a. Management will evaluate their staff members and review the evaluation with the employee. Each employee evaluation shall be in writing: written by the appropriate manager and signed by the employee.
- b. The Chief Operator will be evaluated by the General Manager. The evaluation shall be in writing and signed by both the General Manager and Chief Operator.
- c. The General Manager will be evaluated based on the Agreement signed by the Board and the General Manager.
- d. The Board will consider a merit in grade raise based on General Manager's recommendation and evaluation of employees.

#### 8.2 Interim Evaluations and Counseling

Management may evaluate or counsel their staff as needed between annual evaluations to help employees improve their performance. The Board may evaluate or counsel the General Manager as needed between annual evaluations to help with his/her performance.

### 8.3 Positive Performance Guidelines

Management will follow the Positive Performance Guidelines when evaluating or counseling their staff. Because GSD is an “at will” employer, both employee and employer have the right to terminate the employment relationship at any time with or without probable cause. Results of evaluations do not affect or modify the “at will” status of employment.

## 9.0 GRIEVANCE PROCEDURE

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

- a. Discuss the grievance with the appropriate manager and try to reach a resolution.
- b. If the grievance is unresolved within 7 days, the employee may present his/her case in writing to the Board member appointed as Employee Liaison.
- c. The employee will meet with the appointed Board Employee Liaison to discuss, and if possible, resolve the grievance.
- d. If the grievance is not resolved within 7 days of the meeting with the Board Employee Liaison, the liaison or the employee may request in writing that this matter be presented to the Board within 15 days.
- e. Board of Directors' consideration of employee grievances will be conducted according to the Brown Act of the State of California. The employee bringing the grievance may choose whether discussion will be conducted in open or in executive (closed) session.
- f. In the event that the determination of the Board is not accepted by the Employee, the employee may request and the Board shall refer the matter to the Dispute Resolution Committee under Section 9.0. This grievance procedure is set out as a general method for the District and employees to resolve issues. However, nothing in this grievance procedure is intended to, or shall change the “at will” status of employment.

## 10.0 DISPUTE RESOLUTION PROCEDURE

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

## 11.0 RIGHT TO REVISE

This personnel policy manual contains the employment policies and practices of Garberville Sanitary District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Garberville Sanitary District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this manual or in any other document, except for the policy of “at-will” employment. However, any such changes must be in writing and must be approved by the Board of Directors of Garberville Sanitary District.

Any written changes to this manual will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this manual.

This Personnel Policy Manual sets forth the entire agreement between the employee and Garberville Sanitary District. Nothing in this manual or in any other personnel document, including benefits plans descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

**12.0 CONFIRMATION OF RECEIPT**

By signing below the employee acknowledges receiving a copy of the District's Personnel Policy Manual. The employee understands and agrees that it is their responsibility to read and familiarize themselves with the policies and procedures contained in the manual.

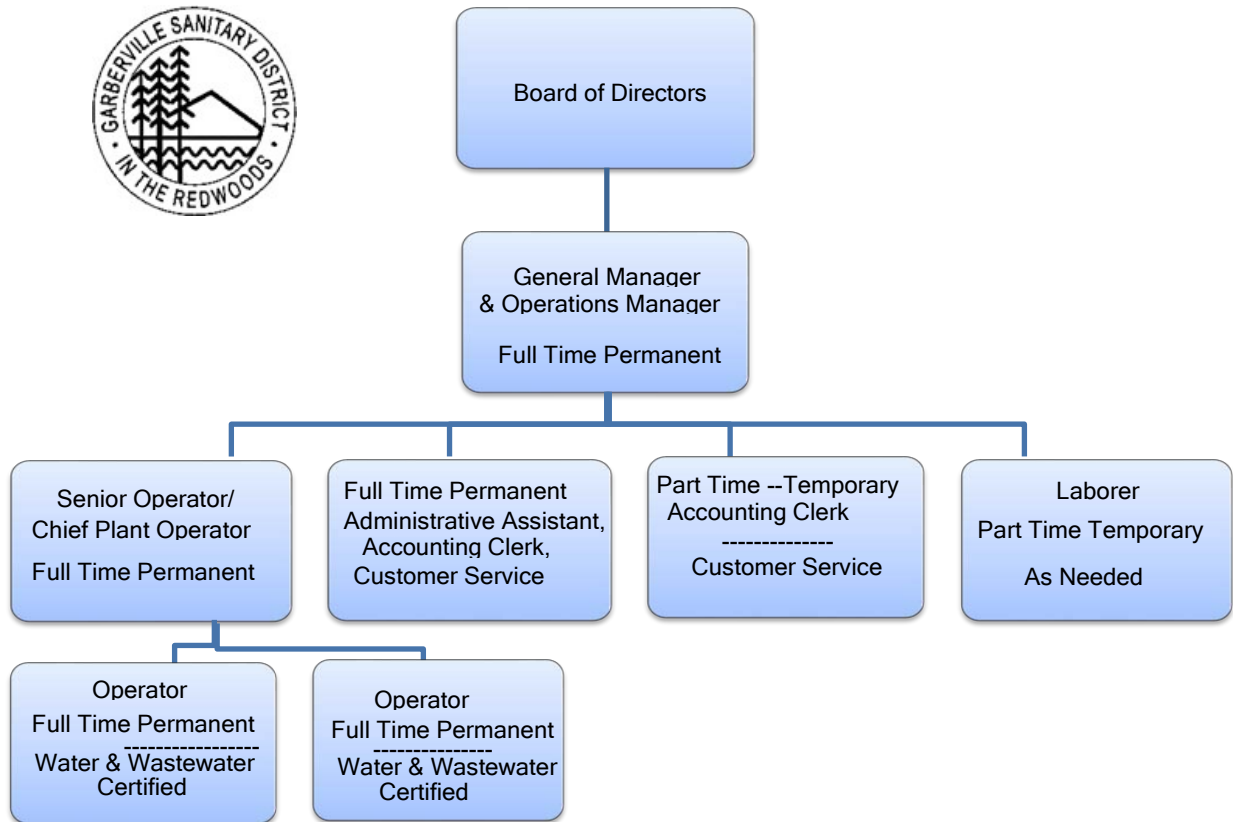
The employee understands that except for employment "at-will" employment status, any and all policies or practices can be changed at any time by the District. Garberville Sanitary District reserves the right to change the employee's hours, wages, and working conditions at any time. The employee understand and agree that other than the General Manager, no other person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than "at-will"; only the General Manager has the authority to make any such agreement and then only in writing.

The employee understand and agree that nothing in the Personnel Policy Manual creates or is intended to create a promise or representation of continued employment and that employment at Garberville Sanitary District is employment "at-will;" employment may be terminated at the will of the District. The employee's signature certifies that they understand that the foregoing agreement on "at-will" status is the sole and entire agreement between Garberville Sanitary District and the employee concerning the duration of their employment and the circumstances under which their employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning their employment with Garberville Sanitary District.

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

## **APPENDIX A, Chain of Command**





APPENDIX B, Job Descriptions

**TITLE:**

**GENERAL MANAGER**

**ESSENTIAL FUNCTION**

Under policy direction, serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board, executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and staffing to departments and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies.

**PRIMARY DUTIES**

Service Planning: Gather and accumulate information to describe federal, state and regional legislative policy trends in allocating responsibilities, resources, financing and regulation of water and wastewater delivery and processing systems. Direct the development and adoption of long term capital improvement plans, associated services, and financing strategies. Identify industry trends; options and alternatives; recommend long term goals and short term objectives. Direct the development and preparation of budget requests including the description and quantification of service activity and justification of funding requirements for services, personnel, and supplies, routine operating capital equipment and facilities, and special projects.

District Operations: Direct interagency coordination and response to emergency or disastrous events. Establish standards for procedures, systems, equipment, personnel and other means by which operations are conducted. Direct the implementation of policy changes to services, funding levels, position allocations, operating policies, standards, procedures and rules. Coordinate response to claims and litigation in consultation with district counsel and indemnity coverage. Assure that all employment and safety, legal property records, titles and registrations, insurance and permit renewal actions are accomplished in conformance with federal, state, regional laws and regulations and District ordinances, policies and procedures.

District Organization: Recommend the allocation of operating responsibilities to major organizational components. Assign responsibilities and duties to all positions; approve all assignment of internal departmental organization responsibilities and duties to departmental positions. Justify the merits, necessity and organization of responsibility assignments and obtain governing board approval of organization structure. Assure positions are funded and allocated in relation to the approved structure. Initiate employment policy actions to fill all personnel positions. Select and hire all employees. Direct training and formally evaluates employee performance. Take formal commendation, discipline and discharge actions involving personnel.

Work Program Management: Present regular status reports and relevant recommendations on work program status to the governing board. Monitor progress of planning, design and construction of approved capital improvement projects; operating and reporting status of regulatory compliance activities; cash management, budget and service contract performance levels; and status of general operations. Direct the preparation of information and materials for presentation to the governing board, assure compliance with all public agency noticing requirements and applicable policies. Initiate action to cause proper records to be made and follow-up actions from governing board meetings to be accomplished.

## Appendix B 1

Garberville Sanitary District

Classification Specifications

Established: 10/03/06

Public and Staff Relations: Respond to inquiries from the public, press, customers, local officials, outside agencies, community organizations, and industry counterparts. Prepare or cause the preparation of analyses, reports, recommendations and position papers on water and wastewater matters pending before legislative or regulatory bodies. Participate in the activities of professional water and wastewater organizations on behalf of the District. Participate in District related committees, civic events and activities of community organizations. Participate in governing board and staff social functions.

Other Assigned Duties: Perform other duties assigned by the governing board which are consistent with the responsibilities of the position and necessary to the operations of the District.

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Knowledge of the following is required to perform the essential function:

- Principles, practices, methods and technical support functions of special district services.
- Fundamental intent and basic provisions of federal, state and local financing mechanisms of special district.
- Specific application of federal, state and local legislative enactments applicable to special district utility operations.
- Techniques used for gathering, evaluating and summarizing special district service data and information in preparing budgets and supporting policy decision making processes.
- Personnel and operating practices as they apply to special district operations.

Ability to do the following is required to perform the essential function:

- Interpret and apply the general intent and specific provisions of multiple laws and regulations and professional practices to specific issues.
- Develop and implement design and construction standards and operating policies and procedures for multiple functional programs and personnel.
- Provide verbal and written directives, information and advice to a wide variety of people and officials.
- Persuasively communicate ideas and assert a point of view in complex or controversial situations.
- Exhibit and instill in subordinates a high public service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Exempt.

Appointment and Removal Authority:

Board of Directors.

## ACCOUNT CLERK/ADMINISTRATIVE ASSISTANT

### ESSENTIAL FUNCTION

Under direct supervision, responsible for performing accounting and bookkeeping work in conformance with routine processes, accounting and financial transaction processing methods and accounting operations scheduling and control techniques. Responsible for performing a wide variety of general administrative support work and secretarial duties in conformance with established procedures.

### PRIMARY DUTIES

This is an entry level accounting and administrative support clerical classification. This position reports to the General Manager. This position is responsible for a full range of financial record keeping transactions including accounts receivable, accounts payable, utility billing, and collection. This position performs the full array of duties assigned by providing responsible, secretarial and administrative support. Demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

Billing and Collections: Maintains cash receipts log. Prepares and generates billings to customers in conformance with procedures applicable to each customer. Generate invoices, updates billing and payment information in customer accounts, generate statements and other collection documentation. Manage and audit all records. Receive and process payments on account and service connection payments for bank deposit. Prepare and present financial records of customer accounts for annual audit.

Payable: Administer full payables cycle (purchase order, encumbrances, vendor invoices, and issue check). Manage and audit all records.

General: Assist management staff with operation of accounting system and accounts receivable. Audit and reconcile accounting records. Assist with the preparation of Board agenda packets including researching and preparing reports for meetings. Perform secretarial duties such as generating correspondence for the District & Board of Directors. Order office supplies and keeping inventory control of all supplies and equipment. Processing mail, copying, filing and related work as required. Assist in maintaining public records. Operate under the guidelines of the District's Policies.

Other Assigned Duties: Perform other duties assigned which are consistent with the responsibilities of the position and necessary to the operations of the District.

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Knowledge of the following is required to perform the essential function:

Knowledge of basic principles and practices of bookkeeping and financial record keeping; basic accounting principles; utility billing procedures and practices, and purchasing procedures.

Knowledge of administrative and office practices

Modern office practices, procedures and equipment usage including computer, printers, fax machine and 10 key calculator.

Public relations abilities, verbal communication, as well as letter writing skills. Proper English, spelling and grammar.

Public and agency desk procedures and methods of providing services and information. Methods and technique for record keeping and report preparation.

Ability to do the following is required to perform the essential function:

Exhibit a high customer service priority.

Establish and maintain cooperative relations with those contacted in the course of work.

Ability to manage multiple projects at the same time.

Ability to work with others and accept delegated tasks.

Establish and maintain open and honest communications with co-workers at all levels of the organization.

Ability to maintain a variety of financial records; independently make mathematical calculations quickly and accurately.

Ability to plan, coordinate, organize, and prioritize work to meet deadlines. Ability to work independently and use good judgment Operate standard office equipment.

Basic Qualifications: A high school diploma or G.E.D. equivalent. Two years of experience involving financial record keeping and administrative/secretarial experience.

Employment Requirements: Must be lawfully allowed to work in the United States. A valid California State Class C license must be maintained at all times. Pass illegal drug screen. Be available to attend monthly evening Board meetings as needed. Participate in the Safety Program.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

## CHIEF OPERATOR

### ESSENTIAL FUNCTION

Under supervision of General Manager, responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work.

### PRIMARY DUTIES

This position reports to the General Manager and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials and maintain inventory of equipment. Coordinate with Regulatory Agencies for the operations of District facilities. Responsible for all reports and communication with Regulatory Agencies under the direction of the General Manager.

System Operation: Identify operational needs and make adjustments indicated by current conditions and variations to control and alter flow and/or treatment processes. Operate controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Controls the application of hazardous materials and chemicals such as chlorine. Records shift operating information on standard logs and checks lists. Will assign work, provide on the job instruction, and supervise field staff learning water or wastewater treatment operations.

System Monitoring: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory tests results to assess system functions and determine processing requirements. Extracts water and wastewater samples; prepares and maintains associated chain of custody and quality control records; transfers samples to laboratory and performs routine laboratory tests and analyses.

Service and Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment. Prepares maintenance and repair service requests and suggests changes to preventive maintenance schedules and actions. Establish or amend operational procedures and maintenance procedures to be approved the General Manager. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Administers safety program, performs monthly safety inspections. Responds to service requests and complaints from service users. Conducts field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents monthly formal reports, including cost proposals for major equipment purchases and recommendations as appropriate. Prepares employee performance reviews on field staff for the General Manager. Maintain records required by all regulatory agencies, ordinances and policies. Assist the General Manager preparing annual budget, and coordinate field operations with office operations. Reports all emergencies with the operations of facilities to both the General Manager and the Board Chairperson.

Other Assigned Duties: Perform other duties assigned by the General Manager which are consistent with the responsibilities of the position and necessary to the operations of the District

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3

Knowledge of the following is required to perform the essential function:

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.
- Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.
- Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.
- Safely transport and lift bulky objects.

Basic Qualifications: Must possess proper certification for operating the Water Treatment Plant and Wastewater Treatment Plant. At least three (3) years experience in the operation and maintenance of Water and Wastewater systems. Computer skills, ability to use word processing, spread sheets, and data processing is required.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist "on call" operator after normal scheduled work hours as needed.

Qualifying Training and Experience:

Personnel Policy

Appendix D

Adopted 6/6/06

- 9 -

Amended 9/17/2019

128



A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

## **SENIOR OPERATOR**

### **ESSENTIAL FUNCTION**

Under supervision, responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work.

### **PRIMARY DUTIES**

This position reports to the General Manager and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials through administration and maintain inventory of equipment. Coordinate with all Regulatory Agencies the operations of District facilities.

System Operation: Identifies adjustments indicated by current conditions and variations to control and alter flow and/or treatment processes. Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Controls the application of hazardous materials and chemicals such as chlorine. Records shift operating information on standard logs and checks lists. Will provide on the job instruction and train field staff learning water or wastewater treatment operations.

System Monitoring: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory tests results to assess system functions and determine processing requirements. Extracts water and wastewater samples; prepares and maintains associated chain of custody and quality control records; transfers samples to laboratory and performs routine laboratory tests and analyses.

Service and Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment.

. Prepares maintenance and repair service requests and suggests changes to preventive maintenance schedules and actions. Establish or amend operational procedures and maintenance procedures to be approved the General Manager. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Administers the hazard material safety program, performs monthly safety inspections. Responds to service requests and complaints from service users. Conducts field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents monthly formal reports, including cost proposals for major equipment purchases and recommendations as appropriate. Maintain records required by all regulatory agencies, ordinances and policies. Assist the General Manager preparing annual budget, and coordinate field operations with office operations. Reports all emergencies with the operations of facilities to both the General Manager and the Board Chairperson.

Other Assigned Duties: Perform other duties assigned by the General Manager which are consistent with the responsibilities of the position and necessary to the operations of the District

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Knowledge of the following is required to perform the essential function:

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.
- Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.

Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.  
Safely enter and leave confined spaces.  
Safely transport and lift bulky objects.

Basic Qualifications: Must possess proper certification for operating the Water Treatment Plant and Wastewater Treatment Plant. At least three (3) years experience in the operation and maintenance of Water and Wastewater systems. Computer skills, ability to use word processing, spread sheets, and data processing is required.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist “on call” operator after normal scheduled work hours as needed.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

## **OPERATOR I**

### **ESSENTIAL FUNCTION**

Under direct supervision, responsible for performing water and wastewater treatment processing work in conformance with routine processes, treatment methods and in conformance with regulations and standard work and safety techniques.

### **PRIMARY DUTIES**

This is an entry level technical water and wastewater treatment classification. This position reports to the Chief Operator.

System Operations: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory test results to assess system functions and determine processing requirements.

Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Extracts water and/or wastewater samples; prepares and maintains associated control records; transfer samples to laboratory and performs routine laboratory tests and analyses. Assists in applying chemicals to treatment processes.

Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment. Prepares maintenance and repair service requests. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Responds to customer service calls. Assists in conducting field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts. Assists in housekeeping maintenance of work places.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents formal reports and recommendations as appropriate. Inform if new or additional equipment is needed and maintain an inventory of equipment. Perform daily laboratory test and data entries on plant performance and equipment logs. Reports all emergencies with the operations of facilities to the Chief Operator.

Other Assigned Duties: Perform other duties assigned which are consistent with the responsibilities of the position and necessary to the operations of the District.

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Knowledge of the following is required to perform the essential function:

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.

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- Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.

Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.

Exhibit a high customer service priority.

Establish and maintain open and honest communications with co-workers at all levels of the organization.

Instruct others in specific processes and procedures applied in treatment and equipment operations.

Operate vehicles, office computers and field communications equipment.

Operate water and wastewater equipment and process controls.

Tolerate physical presence of height.

Ascend and descend ladders and stairs.

Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.

Safely enter and leave confined spaces.

Safely transport and lift bulky objects.

Basic Qualifications: Must possess Grade I certification for operating Water Treatment. At least two (2) years experience in the operation and maintenance of Water Treatment systems. Must obtain Grade II Water Treatment certificate within one (1) year and a Grade II Wastewater Treatment certificate in three (3) years. Computer skills, ability to use word processing, spread sheets, and data processing is desirable.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist "on call" operator after normal scheduled work hours as needed. Participate in the Safety Program and be physically able to use safety equipment.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

## Garberville Sanitary District

### Job Description

Job Title: Business Manager

Reports to: Board of Directors

Date: August 2012

#### Position summary

Responsible for the overall operations, management and finances of the organization. Under the general supervision of the board of directors, establishes policies and procedures for directing all internal and external affairs of the organization. Responsible for operating the district in accordance with all applicable state and federal laws and requirements.

#### Managerial duties

- Provides assistance to the board and committees as requested
- Supervises office personnel in the performance of their assigned duties
- Implements all board policies, including rates, service provision, personnel, and purchasing
- Plans, develops and implements organization policies and goals
- Generates monthly operations and finance reports for board review
- Prepares annual budget for submission to board for review and approval
- With the Operations Manager recommends system improvements and expansion to the board
- Responds to customer complaints and emergency conditions according to adopted procedures
- Prepare and submit required water agency reports in a timely manner

- Identify industry trends, options and alternatives, recommend long term goals and short term objectives.
- Establish standards for procedures, systems, equipment, personnel and other means by which operations are conducted.
- Assure that all employment and safety, legal property records, titles, and registrations, insurance and permit renewal actions are accomplished in conformance with federal, state, regional law, regulations and district ordinances, policies and procedures.
- Select, hire and evaluate employees
- Prepare of analyses, reports, recommendations and position papers on water and wastewater matters pending before legislative or regulatory bodies
- Perform other duties assigned by the governing board which are consistent with the responsibilities of the position and necessary to the operations of the district.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.



Garberville Sanitary District  
Job Description

Job Title: Operations Manager

Reports To: Board of Directors

Date: August 2012

Job Duties and Responsibilities

- The Operations Manager will supervise the Water Distribution and Wastewater Collections operators to coordinate all field activities necessary to effectively maintain and operate the District.
- The Operations Manager will work with the Business Manager to assure District policies are implemented.
- The Operations Manager will work with the Business Manager and Project Manager to assist in the review of projects, designs, technical issues, and project management.
- The Operations Manager shall schedule jobs, assign tasks, and coordinate all aspects of each operation ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.
- The Operations Manager will be required to attend meetings during other than normal work hours. And may be called back to work before or after regularly scheduled work hours or on scheduled days off.



- The Operations Manager shall complete annual performance evaluations on those employees he supervises. He/she shall make recommendations for hiring, firing, promotions, raises, and disciplinary action.
- Commitment to teamwork among peers and subordinates.
- Promotes worker professionalism – Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
- Maintains knowledge and ensures compliance with current employment laws and regulations.
- Performs customer service tasks along with construction and maintenance work.
- Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment
- Oversees the work order system to assure proper record keeping is completed and filed.
- Schedule and assigns daily work to the operation personnel.
- Keeps the Business Manager and Board of Directors informed of field operations and potential operational problems.
- Assures the water storage facilities (tanks) are properly operated, maintained, and cleaned.
- Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.
- Assures that the cross connection program is up to date and in accordance with State regulations.
- Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
- Assures that mapping is maintained and up-to-date.
- Assures that developer extensions of the water system are in accordance with the District approved plans and are inspected by District personnel.

- Assures District contract improvements are inspected and completed as per plans and specifications.
- Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Office Manager ➤ Supervises the District safety program.
- Assure subordinate employee compliance with all District policies.
- Prepares reports as needed.

- Schedule training for the operations and maintenance employees, as provided for in the District budget.
- Performs other duties as assigned.



Garberville Sanitary District  
Capital Projects Manager

Project Manager will work independently from home managing the water project.  
Project manager will commute to Garberville when necessary.

Project Manager  
Responsibilities  
See following job description

GSD Position Description

TITLE: CAPITAL PROJECTS MANAGER

Type of Position: Part time temporary employee paid bi-monthly hourly

Description of Duties

- Implementation of capital improvement projects for the District

- Participate in preparation of the short and long term capital improvement project program
- Perform general project management and oversight for assigned projects
- Coordinate with District Counsel for legal review of documents and actions as needed
- Manage the overall project scheduling
- Provide financial oversight, accounting, and reimbursement services for project costs
- Advise the Business Manager on changes in project costs and needed capital funding levels
- Complete and coordinate applications for funding Business Manager
- Participate in periodic fiscal budgeting processes as related to CIP projects assigned
- Coordinate with funding agencies and permitting agency for project
- Communicate with the funding agencies to reconcile issues or receive direction associated with implementation of capital improvement projects
- Coordinate with stakeholders, permitting, and regulatory agencies as related to projects assigned
- Solicit, negotiate, recommend award, and manage consultant contracts for Design and Construction Engineering Services for project assigned
- Review consultant contract invoices for services rendered and recommend payment to the General Manager
- Manage milestones and deliverable by consultants on projects assigned
- Review construction plans and specifications as submitted by consultants
- Evaluate design decisions in conjunction with Chief Operator and Business Manager, and communicate decisions to consultant
- Coordinate property acquisition for projects assigned

- Coordinate with consultant and agencies for CEQA and NEPA compliance on projects assigned.
- Apply for and coordinate acquisition of permits as necessary for projects assigned
- Provide construction management assistance as needed
- Set up an auditable organization system for the construction contract paperwork to meet the funding program's requirements
- Conduct review of monthly construction contractor payments, contract change orders, contractor progress schedule, and time delays in conjunction with consultant contractors
- Prepare Notice of Award, Notice to Proceed, Notice of Substantial Completion, and Notice of Completion for General Manager's signature
- Create an approved Labor Compliance Program or contract with a consultant to Review and Certify State and Federal Prevailing Wages
- Verify compliance with Buy American requirements
- Oversee submittal, request for information, and contract change order processes
- Oversee completion of environmental monitoring for construction activities
- Prepare Board memos for actions and updates on projects assigned
- Prepare GIS figures as needed for projects assigned • Create GIS shape files as needed for projects assigned

## **APPENDIX C, Dispute Resolution Procedure**

## APPENDIX "C"

### DISPUTE RESOLUTION PROCEDURE

In the event any issue or dispute arising under or involving any provision under this Personnel Manual or any issue regarding an employee's employment with the Garberville Sanitary District ("District") or the termination of employment, except for claims for worker's compensation, unemployment insurance, or any matter within the jurisdiction of the California Labor Commissioner, the issue or dispute shall be submitted to voluntary and confidential mediation if agreed to by the employee and the District. This procedure is in addition to the Grievance Procedure for employees set out in Section 9.0 of the Personnel Policy. It is intended to provide direct access to members of the Board as an alternative and additional procedure for resolving any disputes within the District.

The party initiating the mediation shall notify the Chairperson of the Board of Directors. All communications arising out of or related to the mediation shall be confidential in compliance with California Evidence Code Section 1115 to 1128. The mediation shall cover any issue raised by either party. The Chair shall then appoint two members of the Board to serve as an ad hoc Dispute Resolution Committee one of whom will be designated as Chair of the Dispute Resolution Committee (DRC). The Chair of the DRC will contact all parties to the dispute, arrange for meetings and use appropriate mediation and facilitation skills to resolve the dispute.

All discussions will be kept confidential and will result in no recommendation for actions by either member of the DRC. In the event that the dispute is not resolved, the Chairperson shall declare an impasse. If the impasse causes harm either to the District or any party to the dispute, the case shall be referred to private and binding under Title 9, Arbitration, and California Code of Civil Procedure Sections 1280, et seq. The designated arbitrator is authorized to award attorney fees and or costs to either or neither party. Arbitration shall be the exclusive method for resolving any issue or dispute. Any party may request equitable relief from the Arbitrator, including but not limited to injunctive relief, which then may, if necessary, submit the award for confirmation from a court of competent jurisdiction. The claims that are to be arbitrated under this agreement include but are not limited to any and all claims related to employee's employment, or termination.

Except as otherwise provided by law, this Dispute Resolution Procedure through arbitration precludes either the employer or employee or any party to the arbitration from bringing a civil action for issues or disputes relating to, among other things, termination of employment, alleged discriminatory conduct, or alleged sexual or other harassment, and thereby precludes the employer or employee from having such disputes or allegations tried before a judge or a jury.

Arbitration and/or mediation proceedings will be held at a location mutually convenient to the employee, party, and the District. Within thirty (30) days following the hearing and the submission of the matter to the arbitrator, the arbitrator shall issue a written opinion and award, which shall be signed and dated. The arbitrator's award shall decide all issues submitted by the parties and the arbitrator may not decide any issue not submitted. The arbitrator shall be permitted to award only those remedies in law or equity, which is requested by the parties. The cost of the arbitrator and other incidental costs of arbitration may be equally shared between the employee and the District subject to the Arbitrator's power to award of attorney fees and costs.

Personnel Policy            Appendix C Adopted 6/6/06 - 1 - Amended 11/07/06

**The General Manager and Employees of the District shall sign the following declaration and acceptance:**

I \_\_\_\_\_ (employee), and the District, hereby confirm that we understand and consent to the foregoing Dispute Resolution Procedure. We understand that our agreement to use this procedure means that, except as specifically excepted in the Procedure, we cannot bring civil claims arising out of employment in court, before a judge or a jury, and as such this document constitutes a waiver of our rights to have matters heard by a judge or jury. We have fully considered the effects of this waiver and the procedure provided herein, have consulted with or waived consultation with our own private attorney, and willingly acknowledge, understand, and consent to this Dispute Resolution Procedure.

**EMPLOYEE:**

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

Print \_\_\_\_\_

**DISTRICT:**

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

Print \_\_\_\_\_

Title \_\_\_\_\_

**APPENDIX D, Conflict of Interest Code**



## APPENDIX "D"

### CONFLICT OF INTEREST CODE

#### Section 1 Introduction

In compliance with the Political Reform Act of 1974, California Government Code Sections 81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

#### Section 2 Definition of Terms

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

#### Section 3 Designated Employees

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

#### Section 4 Disclosure Statements

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

#### Section 5 Place of Filing

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

#### Section 6 Time of Filing

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

- D) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

### **Section 7 Contents of Statements**

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

### **Section 8 Manner of Reporting**

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

- A) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, (For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer). The statement shall contain the following:
- 1) A statement of the nature of the investment or interest;
  - 2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
  - 3) The address or other precise location of the real property;
  - 4) A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).
- B) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:
- 1) The name and address of each source of income aggregating to two hundred and fifty dollars (\$250) or more in value, or twenty-five (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
  - 2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater than one thousand dollars, or greater than ten thousand dollars (\$10,000);
  - 3) A description of the consideration if any, for which the income was received;
  - 4) In the case of a gift the name and address of the donor: a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- C) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:

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

### **Section 9 Disqualification**

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

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be

prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

**Section 10 Manner of Disqualification**

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

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

Any and all employees in supervisory, or management capacity; Specifically the District Administrator, Chief Operator, Fiscal Officers, Board Chair, Board Members, and Consultants.\*

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

**Disclosure Categories - Appendix B**

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

**EMPLOYEE:**

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

Print\_\_\_\_\_

**DISTRICT:**

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

Print\_\_\_\_\_

Title\_\_\_\_\_