

**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: June 18th, 2019
5:00 p.m. – Open Public Session**

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Richard Thompson___, Julie Lyon_____

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

IV. NO ITEMS FOR CLOSED SESSION

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson Pg. 4

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

IX. CLOSED SESSION

A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. SHCP Water Use process
2. Rate Structure Update
- 3.
- 4.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than **Date: June 14th, 2019** Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

GENERAL MANAGER REPORT

Date: June 18, 2019

Summer has arrived and we are starting to have some heat related problems which include increased water use days that require more attention from Dan & Brian, while increasing the hours of water treatment.

We have been able to meet the demands but Dan & Brian have really stepped up to make everything work, backwash filters and monitor the distribution system.

We have been assisting different local groups and individuals on the Garberville renovation projects while adding input on the infrastructure required to meet the demands of various projects.

The Wallen Road redwood water tank leak is getting worse so we have lowered the level in the tank and using our backup 10,000 gallon tank. We are including this tank replacement in our grant funding research and application so I am optimistic that we can replace this redwood tank within the next two years.

There are a few water leaks we have identified since winter and are in the process of repairing those leaks in house and with local contractors.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: June 18, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: April 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for April 2019.

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

Description	Annual Budget	YTD spent	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	771,430.36	791,679.58	(20,249.22)	☹
Total Expenses	1,298,062.59	1,049,258.44	1,085,084.77	(35,826.33)	☺
Net Income (excluding Depreciation)	279,422.41	277,828.08	293,405.19	15,577.11	☹
Payroll	375,271.63	323,468.70	313,393.01	10,075.69	☹
Repair & Maintenance	66,000.00	37,064.15	56,916.68	(19,852.53)	☺

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

- Net cash **INCREASE** for April is \$ **9,517.05** , and the year to date cash **DECREASE** is **\$(67,103.34)** which is **better than last month**.
- Expenditures for fixed asset acquisition so far this year total \$ **318,785.05**, which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$38,510 for the Maple Lane sewer line replacement.
- As of April 31, 2019, the total reimbursement from the insurance company for the CCC replacement so far is **\$350,525.62**.
- Total payments on long term debt so far this year total \$ **103,719.78** of an expected year-end total of **\$135,461.31**.
- The overage on total payroll costs is continuing to grow, and is now \$10K over the budgeted amount.
- The overtime wages are also continuing to grow and are approximately \$6,200 higher than the budgeted amount.

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

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

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

	Year to Date	
	July - April	April 2019
OPERATING ACTIVITIES		
Net Income	(277,828.08)	(25,118.16)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	1,776.00	612.00
1100 · Accounts Receivable	2,439.13	(4,184.50)
1110 · Accts Receivable Over Payments	(567.15)	(331.18)
1450 · Prepaid Rent	835.00	
1500 · Prepaid Insurance	(3,827.13)	1,871.16
1501 · Prepaid Workers Comp	(1,022.30)	663.70
1502 · Prepaid Expenses	2,535.00	556.04
1510 · Prepaid Licenses and Permits	(3,611.16)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	
2000 · Accounts Payable	(22,868.92)	(3,975.79)
20000 · Accounts Payable	2,520.00	
2210 · Accrued Federal PR Taxes	(0.07)	
2002 · Accounts Payable Audit Entry	(14,006.85)	
2300 · Service Deposits	3,600.00	100.00
Net cash provided by Operating Activities	(164,377.53)	(27,980.10)
INVESTING ACTIVITIES		
SEWER:Collection	(38,510.00)	
Accumulated Depreciation-Water	272,026.30	27,202.63
Accumulated Depreciation-Sewer	147,227.10	14,722.71
CIP - CCC Replace - Insurance	100,525.62	
CIP-CL2 Contact Chamber Replace	(280,275.05)	
Net cash provided by Investing Activities	200,993.97	41,925.34
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(23,167.43)	
2605 · RCAC Loan #6200-GSD-02	(42,611.75)	(4,341.35)
2655 · Lease Payable - Copier	(849.66)	(86.84)
2700 · SRF Loan - Water	(22,991.18)	
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	
Net cash provided by Financing Activities	(103,719.78)	(4,428.19)
Net cash increase for period	(67,103.34)	9,517.05
Cash at beginning of period	950,961.46	874,341.07
Cash at end of period	883,858.12	883,858.12

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
April 2019

	Current Month April 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	21,682.31	242,488.80	252,129.24	308,000.00	(9,640.44)
4110 · Commercial	17,317.85	183,000.21	194,046.82	235,000.00	(11,046.61)
4150 · Bulk Water Sales	0.00	14,784.00	13,000.00	20,000.00	1,784.00
Total Water Charges	39,000.16	440,273.01	459,176.06	563,000.00	(18,903.05)
4200 · Sewer Charges	30,055.34	291,179.43	303,761.05	365,000.00	(12,581.62)
4300 · Connection Fees	0.00	0.00	0.00	80,000.00	0.00
4650 · Late Charges	1,425.00	10,885.00	5,416.65	6,500.00	5,468.35
4700 · Other Operating Revenue	120.00	3,920.00	5,833.32	7,000.00	(1,913.32)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	70,600.50	747,757.44	774,187.08	1,021,500.00	(26,429.64)
Gross Profit	70,600.50	747,757.44	774,187.08	1,021,500.00	(26,429.64)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	291.64	350.00	291.64
5005 · Bad Debts	15.00	2,220.17	2,916.64	3,500.00	696.47
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	227.51	2,049.99	1,916.68	2,300.00	(133.31)
5010 · Bank Charges - Other	143.93	1,371.34	1,166.68	1,400.00	(204.66)
Total 5010 · Bank Charges	371.44	3,421.33	3,083.36	3,700.00	(337.97)
5020 · Directors Fees	0.00	2,100.00	1,500.00	1,800.00	(600.00)
5030 · Dues and Memberships	0.00	4,036.00	3,666.68	4,400.00	(369.32)
5035 · Education and Training	0.00	4,522.86	1,666.68	2,000.00	(2,856.18)
5036 · Education and Training - B.O.D.	0.00	84.72	250.00	300.00	165.28
Insurance					
5040 · Liability	1,871.16	18,711.60	18,711.64	22,453.96	0.04
5050 · Workers' Comp	663.70	7,023.33	6,704.71	8,045.63	(318.62)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(6,076.20)	(6,500.00)	(7,800.00)	(423.80)
5055 · Health - Other	3,342.54	32,916.78	35,300.00	42,360.00	2,383.22
Total 5055 · Health	2,734.92	26,840.58	28,800.00	34,560.00	1,959.42
Total Insurance	5,269.78	52,575.51	54,216.35	65,059.59	1,640.84
5060 · Licenses, Permits, and Fees	1,826.63	20,196.15	19,583.34	23,500.00	(612.81)
5065 · Auto	0.00	1,237.79	2,666.68	3,200.00	1,428.89
5070 · Miscellaneous	0.00	66.03	83.32	100.00	17.29
5080 · Office Expense	721.24	7,003.21	4,666.68	5,600.00	(2,336.53)
5085 · Outside Services	630.49	6,266.78	7,083.32	8,500.00	816.54
5090 · Payroll Taxes	1,967.19	22,319.93	22,363.32	26,836.00	43.39
5100 · Postage	289.80	1,877.75	2,333.32	2,800.00	455.57
5110 · Professional Fees	4,539.60	63,652.74	64,500.00	77,400.00	847.26
5120 · Property Taxes	0.00	30.42	10.00	12.00	(20.42)
5125 · Repairs and Maintenance	0.00	23.14	416.68	500.00	393.54
5130 · Rents	835.00	8,370.00	10,000.00	12,000.00	1,630.00
5135 · Retirement	627.62	6,625.55	6,375.00	7,650.00	(250.55)
5137 · Supplies	0.00	1,963.79	1,000.00	1,200.00	(963.79)
5140 · Telephone	1,003.75	9,006.96	6,333.32	7,600.00	(2,673.64)
5145 · Tools	0.00	0.00	3,333.32	4,000.00	3,333.32

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
April 2019

	Current Month April 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5150 · Travel and Meetings	83.03	198.22	1,250.00	1,500.00	1,051.78
5155 · Utilities	201.99	2,151.95	2,300.00	2,760.00	148.05
5160 · Wages					
5165 · Wages - Overtime	241.50	2,490.45	833.32	1,000.00	(1,657.13)
5160 · Wages - Other	10,777.59	116,218.01	133,586.68	160,304.00	17,368.67
Total 5160 · Wages	11,019.09	118,708.46	134,420.00	161,304.00	15,711.54
Total Administrative and General	29,401.65	338,659.46	356,309.65	427,571.59	17,650.19
Sewage Collection					
6010 · Fuel	438.40	2,091.33	2,683.34	3,220.00	592.01
6030 · Repairs and Maintenance	46.45	4,383.97	18,500.00	20,000.00	14,116.03
6040 · Supplies	116.39	3,132.09	1,666.66	2,000.00	(1,465.43)
6050 · Utilities	317.15	3,387.48	4,791.66	5,750.00	1,404.18
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	468.00	1,825.50	2,000.00	2,000.00	174.50
6060 · Wages - Other	2,344.39	24,960.89	24,090.84	28,909.00	(870.05)
Total 6060 · Wages	2,812.39	26,786.39	26,090.84	30,909.00	(695.55)
Total Sewage Collection	3,730.78	39,781.26	53,732.50	61,879.00	13,951.24
Sewage Treatment					
6075 · Fuel	438.37	2,091.32	2,491.66	2,990.00	400.34
6080 · Monitoring	682.50	3,172.50	11,666.66	14,000.00	8,494.16
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	120.00	4,856.24	10,500.00	12,500.00	5,643.76
6110 · Supplies	1,580.06	7,262.53	6,333.34	7,600.00	(929.19)
6120 · Utilities	705.95	6,912.33	11,500.00	13,800.00	4,587.67
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	934.50	2,000.00	2,000.00	1,065.50
6130 · Wages - Other	3,788.95	31,395.87	19,844.16	23,813.00	(11,551.71)
Total 6130 · Wages	3,788.95	32,330.37	21,844.16	25,813.00	(10,486.21)
Total Sewage Treatment	7,315.83	57,425.29	64,335.82	76,703.00	6,910.53
Water Trans and Distribution					
7075 · Fuel	438.43	2,091.31	2,395.84	2,875.00	304.53
7090 · Repairs and Maintenance	51.28	12,338.20	16,666.66	20,000.00	4,328.46
7100 · Supplies	116.39	12,720.11	3,333.34	4,000.00	(9,386.77)
7110 · Utilities	336.51	5,619.02	8,625.00	10,350.00	3,005.98
7120 · Wages					
7125 · Wages - Overtime Water Trans &	225.00	3,982.50	4,166.66	5,000.00	184.16
7120 · Wages - Other	3,157.97	31,588.08	25,044.16	30,053.00	(6,543.92)
Total 7120 · Wages	3,382.97	35,570.58	29,210.82	35,053.00	(6,359.76)
Total Water Trans and Distribution	4,325.58	68,339.22	60,231.66	72,278.00	(8,107.56)
Water Treatment					
7020 · Fuel	(614.10)	2,091.32	1,833.34	2,200.00	(257.98)
7010 · Monitoring	122.50	3,100.53	4,166.66	5,000.00	1,066.13
7015 · Outside Services	0.00	175.00			(175.00)
7030 · Repairs and Maintenance	567.34	15,462.60	10,833.34	13,000.00	(4,629.26)
7040 · Supplies	1,549.58	12,667.11	11,666.66	14,000.00	(1,000.45)
7050 · Utilities	3,286.71	36,600.39	38,333.34	46,000.00	1,732.95
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	1,005.50	10,984.25	5,000.00	6,000.00	(5,984.25)
7060 · Wages - Other	2,751.60	36,279.26	32,584.16	39,101.00	(3,695.10)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
April 2019

	Current Month April 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Total 7060 · Wages	3,757.10	47,263.51	37,584.16	45,101.00	(9,679.35)
Total Water Treatment	8,669.13	117,360.46	104,417.50	125,301.00	(12,942.96)
Total Expense	53,442.97	621,565.69	639,027.13	763,732.59	17,461.44
Net Ordinary Income	17,157.53	126,191.75	135,159.95	257,767.41	8,968.20
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	12,735.14	11,750.00	23,500.00	(985.14)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	0.00	28.56	25.00	50.00	(3.56)
Total Property Tax Revenue	0.00	13,863.47	12,337.50	24,675.00	(1,525.97)
8060 · Interest Income	29.78	8,001.68	5,000.00	6,000.00	(3,001.68)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	0.00	155.56	155.00	310.00	(0.56)
Total Other Income	29.78	23,672.92	17,492.50	30,985.00	(6,180.42)
Other Expense					
9040 · Depreciation	41,925.34	419,253.40	437,500.00	525,000.00	18,246.60
9050 · Interest Expense	380.13	8,439.35	8,557.64	9,330.00	118.29
Total Other Expense	42,305.47	427,692.75	446,057.64	534,330.00	18,364.89
Net Other Income	(42,275.69)	(404,019.83)	(428,565.14)	(503,345.00)	(24,545.31)
Net Income	(25,118.16)	(277,828.08)	(293,405.19)	(245,577.59)	(15,577.11)
9040 · Depreciation	41,925.34	419,253.40	437,500.00	525,000.00	(18,246.60)
Net Income excluding Depreciation	16,807.18	141,425.32	144,094.81	279,422.41	(2,669.49)

Garberville Sanitary District
Balance Sheet Report for Board
As of April 2019

	June 30, 18	Apr 30, 19	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	111,024.77	(34,515.21)	
1006 · Umpqua System Reserve - Water	53,000.76	25,723.20	(27,277.56)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,165.60	(27,261.71)	
1011 · Water Enterprise Fund	46,517.25	46,653.03	135.78	
1030 · County Treasury - Sewer Reserve	405,174.27	423,994.67	18,820.40	
1031 · County Treasury - Water Reserve	242,088.40	244,953.25	2,864.85	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	304.09	130.11	
Total Checking/Savings	950,961.46	883,858.12	(67,103.34)	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	1,175.00	(1,776.00)	
Total Accounts Receivable	2,951.00	1,175.00	(1,776.00)	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00	0.00	(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(1,189.89)	567.15	
1100 · Accounts Receivable - Other	94,498.02	92,058.89	(2,439.13)	
Total 1100 · Accounts Receivable	92,740.98	90,869.00	(1,871.98)	
1120 · A/R - Employee	0.00	0.00	0.00	
1450 · Prepaid Rent	835.00	0.00	(835.00)	
1500 · Prepaid Insurance	3,257.77	7,084.90	3,827.13	
1501 · Prepaid Workers Comp	89.30	1,111.60	1,022.30	
1502 · Prepaid Expenses	3,647.00	1,112.00	(2,535.00)	
1510 · Prepaid Licenses and Permits	42.06	3,653.22	3,611.16	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	241,261.11	98,830.72	(142,430.39)	
Total Current Assets	1,195,173.57	983,863.84	(211,309.73)	
Fixed Assets				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,015,106.82	8,015,106.82	0.00	
Water System	142,474.97	142,474.97	0.00	

Garberville Sanitary District
Balance Sheet Report for Board
As of April 2019

	June 30, 18	Apr 30, 19	Difference	Notes
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,334,001.02	2,372,511.02	38,510.00	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,777,725.16	5,816,235.16	38,510.00	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,804,417.56)	(272,026.30)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,960,647.16)	(147,227.10)	
Total Fixed Assets	10,930,543.04	10,729,549.07	(200,993.97)	
TOTAL ASSETS	12,125,716.61	11,713,412.91	(412,303.70)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	32,592.27	9,723.35	(22,868.92)	
Total Accounts Payable	32,592.27	9,723.35	(22,868.92)	
Other Current Liabilities				
2002 · Accounts Payable Audit Entry	14,006.85		(14,006.85)	
2300 · Service Deposits	700.00	4,300.00	3,600.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07		(0.07)	
2220 · Accrued State PR Taxes	0.00		0.00	
2225 · Accrued Workers Comp	0.00		0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
Total Other Current Liabilities	148,133.55	140,246.63	(7,886.92)	
Total Current Liabilities	180,725.82	149,969.98	(30,755.84)	
Long Term Liabilities				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	86,009.86	(42,611.75)	10 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	710.09	(849.66)	10 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
Total Long Term Liabilities	1,442,306.52	1,338,586.74	(103,719.78)	
Total Liabilities	1,623,032.34	1,488,556.72	(134,475.62)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(277,828.08)	(88,301.64)	
Total Equity	10,502,684.27	10,224,856.19	(277,828.08)	
TOTAL LIABILITIES & EQUITY	12,125,716.61	11,713,412.91	(412,303.70)	

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2019

Date	Num	Memo	Amount
101 Netlink			
04/17/2019	9874		-190.00
Total 101 Netlink			-190.00
Amazon.com			
04/08/2019	DBT		-6.75
04/11/2019	DBT		-38.24
Total Amazon.com			-44.99
Blue Star Gas			
04/22/2019	9885		-45.88
Total Blue Star Gas			-45.88
Brenntag Pacific, Inc.			
04/22/2019	9886		-3,099.16
Total Brenntag Pacific, Inc.			-3,099.16
Capital Bank & Trust			
04/04/2019	EFT	557880519	-742.63
04/04/2019	EFT	025158148	-316.58
04/18/2019	EFT	557880519	-728.55
04/18/2019	EFT	025158148	-311.04
Total Capital Bank & Trust			-2,098.80
Coast To Coast			
04/16/2019	9869		-80.82
Total Coast To Coast			-80.82
Dazey's Building Center			
04/09/2019	9862		-323.40
04/22/2019	9887		-18.41
Total Dazey's Building Center			-341.81
Doug Bryan			
04/04/2019	9847		-450.00
Total Doug Bryan			-450.00
EDD			
04/04/2019	EFT	499-0538-3	-620.46
04/04/2019	EFT	499-0538-3	-33.48
04/18/2019	EFT	499-0538-3	-616.87
04/18/2019	EFT	499-0538-3	-39.53
Total EDD			-1,310.34
Emerald Technologies			
04/04/2019	9853		-129.00
Total Emerald Technologies			-129.00
Flavors			
04/16/2019	DBT		-83.03
Total Flavors			-83.03
Fluentstream Tech			
04/10/2019	9863		-112.58
Total Fluentstream Tech			-112.58
Frontier Communications			
04/04/2019	9854		-173.95
04/17/2019	9875		-65.38

GARBERVILLE SANITARY DISTRICT Check Register Report for Board April 2019

Date	Num	Memo	Amount
Total Frontier Communications			-239.33
Glacier Water Vending			
04/23/2019	DBT		-2.35
04/23/2019	DBT		-2.35
Total Glacier Water Vending			-4.70
HughesNet			
04/13/2019	DBT		-104.29
Total HughesNet			-104.29
IRS			
04/04/2019	EFT	68-0296323	-2,913.34
04/18/2019	EFT	68-0296323	-2,923.02
Total IRS			-5,836.36
JAYHAWK SOFTWARE			
04/04/2019	9855		-950.00
Total JAYHAWK SOFTWARE			-950.00
Jennie Short			
04/04/2019	9856		-1,895.90
04/10/2019	9864		-2,265.00
Total Jennie Short			-4,160.90
Julie Lyon			
04/04/2019	9848		-200.00
Total Julie Lyon			-200.00
Just Rent It, LLC			
04/09/2019	9859		-80.81
Total Just Rent It, LLC			-80.81
Linda Broderson			
04/04/2019	9849		-450.00
Total Linda Broderson			-450.00
Lori Ruiz			
04/22/2019	9888		-200.00
Total Lori Ruiz			-200.00
Melissa Martini			
04/23/2019	9896		-120.00
Total Melissa Martini			-120.00
Mitchell, Brisso, Delaney & Vrieze			
04/04/2019	9857		-372.00
Total Mitchell, Brisso, Delaney & Vrieze			-372.00
NAPA			
04/16/2019	9870		-6.13
Total NAPA			-6.13
North Coast Laboratories Ltd.			
04/09/2019	9860		-495.00
04/22/2019	9889		-480.00
Total North Coast Laboratories Ltd.			-975.00
PAPER MILL			

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2019

Date	Num	Memo	Amount
04/16/2019	9871		-68.26
Total PAPER MILL			-68.26
PG&E			
04/10/2019	9865		-2,711.25
04/17/2019	9876		-2,160.42
Total PG&E			-4,871.67
Pitney Bowes Purchase Power			
04/16/2019	9872		-289.80
Total Pitney Bowes Purchase Power			-289.80
QuickBooks			
04/12/2019	DBT		-650.00
Total QuickBooks			-650.00
R. Anderson			
04/04/2019	9850		-400.00
Total R. Anderson			-400.00
Ralph Emerson			
04/04/2019	9858		-50.00
Total Ralph Emerson			-50.00
Rays Food Place			
04/17/2019	DBT		-5.16
Total Rays Food Place			-5.16
Recology Humboldt County			
04/22/2019	9890		-19.91
04/22/2019	9895		-12.00
Total Recology Humboldt County			-31.91
Redway True Value			
04/22/2019	9891		-214.37
Total Redway True Value			-214.37
Redwood Merchant Services			
04/02/2019	9947		-115.74
04/30/2019			-130.60
Total Redwood Merchant Services			-246.34
RENNER			
04/10/2019	DBT		-701.10
Total RENNER			-701.10
Richard Thompson			
04/04/2019	9851		-450.00
Total Richard Thompson			-450.00
Rural Community Assistance Program			
04/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
SDRMA			
04/10/2019	9866		-3,010.02
04/22/2019	9892		-332.52
Total SDRMA			-3,342.54

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2019

Date	Num	Memo	Amount
Staples Credit Plan			
04/22/2019	9893		-92.51
Total Staples Credit Plan			-92.51
Streamline Inc			
04/09/2019	9861		-100.00
Total Streamline Inc			-100.00
Umpqua Bank			
04/22/2019	9948		-162.44
Total Umpqua Bank			-162.44
US Cellular			
04/01/2019	9840		-300.63
Total US Cellular			-300.63
Wells Fargo			
04/10/2019	9867		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
04/16/2019	9873		-1,240.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,240.00
WYCKOFF'S Inc			
04/10/2019	9868		-35.77
04/22/2019	9894		-45.61
Total WYCKOFF'S Inc			-81.38
Arreguin, Daniel J			
04/04/2019	9841		-2,437.25
04/18/2019	9877		-2,393.04
Total Arreguin, Daniel J			-4,830.29
Curnow, Laura B			
04/18/2019	9878	VOID:	0.00
04/18/2019	9884		-198.68
Total Curnow, Laura B			-198.68
Emerson, Ralph K			
04/04/2019	9842		-3,110.98
04/18/2019	9879		-3,110.98
Total Emerson, Ralph K			-6,221.96
LaFond, Jamie L			
04/04/2019	9843		-68.51
04/18/2019	9880		-123.32
Total LaFond, Jamie L			-191.83
Miller, Brian A			
04/04/2019	9844		-1,664.37
04/18/2019	9881		-1,599.78
Total Miller, Brian A			-3,264.15
Nieto, Mary			
04/04/2019	9845		-979.04
04/18/2019	9882		-1,131.11
Total Nieto, Mary			-2,110.15
Ruiz, Ricardo			

9:27 AM

06/11/19

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2019

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
04/04/2019	9846		-424.78
04/18/2019	9883		-260.35
Total Ruiz, Ricardo			-685.13
TOTAL			-57,294.55

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

**Date of Meeting: May 28th, 2019
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

@ 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

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

Doug Bryan-Absent

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Rio Anderson Vote: 4-0

IV. THERE ARE NO CLOSED SESSION ITEMS

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

**REPORTS AND PRESENTATIONS –
Operations Staff-0**

Office Staff- 0

Board Members- 0

Correspondence- LAFCo Budget Pg. 4-5

General Manager—Ralph Emerson Pg. 6

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date February 2019 & March 2019 – Pg. 7-30

A.2 Approve Date: March 26th, 2019 Regular Meeting Minutes—(No Meeting in April) Pg. 31-33

A.3 Operations Safety Report- Pg. 34-35

Motion: Richard Thompson Second: Rio Anderson Vote: 4-0

A. **GENERAL BUSINESS**

B.1 Southern Humboldt County Park Pg. 36-44

Motion: Richard Thompson Second: Julie Lyon Vote: 3-0-1

The park is asking for permission to move forward with the process to get potable water to the park. The park is nonprofit and serves the whole community. A letter of support from the GSD is what the board voted on.

B.2 Recognition of John Neill’s Service to GSD Pg. 45
(discussion only)

Ralph gave recognition to John Neill and his company for everything they have done for the District.

B.3 Budget ---Presentation 2019-2020 Pg. 46-54
presentation by Jennie Short

Motion: Richard Thompson Second: Rio Andersen Vote: 4-0

The board approved the budget for 2019-2020.

B.4 Rate Study--Update Pg. 55-61
presentation by Jennie Short

B.5 PG&E Requests not Shutting Water off for Non-Payment
(discussion-possible action)

This issue has been resolved. Payment has been received.

B.6 Cannabis Applications and Will-Serve Agreements Pg. 62
(discussion—possible action)

The District needs to be able to report how much water is allocated to cannabis cultivation within the District boundaries. We have an annual report that goes to the state. The only way to do this is by requiring a separate meter for cannabis cultivation. The board gave Ralph direction to Draft a letter that will be sent to customers, with a copy of the ordinance.

B.7 Meredith Lane Easement

The letter from the Districts attorney was sent to the owner and has been received.

B.8 Strategic Planning Update Pg. 63
(discussion-possible action)

C. **POLICY REVISION / ADOPTION**

C.1 Mission and Vision Statement Pg. 64
(discussion possible action)

Motion: Julie Lyon Second: Rio Anderson Vote: 4-0

C.2 Non-Harassment Policy Sec:7.4 Pg. 65-68

(discussion-possible action) 3rd reading
Motion: Richard Thompson **Second: Julie Lyon** **Vote: 4-0**
Approved with amended changes made.

C.3 Conflict of Interest Policy-Appendix D Pg. 69-74
(discussion-possible action) 2nd reading
Motion: Rio Anderson **Second: Richard Thompson** **Vote: 4-0**

IX. CLOSED SESSION

A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

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

XII. ADJOURNMENT

@ 6:35 p.m.

RECEIVED
JUN 03 2019



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: June 11, 2019 Leader Name: Ralph Emerson

Instructions:

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

Name (print)

Name (signature)

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

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

Customer Service: *Difficult Customer* **ALERT**



Win their loyalty – Treat them like royalty



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: June 18, 2019
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Southern Humboldt Community Park Request for Water Service

HISTORY AND GENERAL OVERVIEW

There are voluminous documents related the water connection for the ranch residences and out buildings on the Park's property. In summary, in 2004 when the District purchased the Garberville Water Company, there was a single water meter on the easterly side of Hwy 101 that served the "yellow house". At some point this line was extended across Tooby Ranch Road to serve the residences and outbuildings at the Park. All of these areas were outside of the GWC's service area. On March 18, 2009 Buck Mountain Ranch/Bob McKee, Steven Dazey, and the SHCP completed and recorded a lot line adjustment. This lot line adjustment effectively separated the property that was serviced by this one meter into two separate legal parcels.

During the annexation there was much discussion about who retained ownership of this water meter and associated water connection. Through the annexation process it was decided that the existing connection stayed with APN 222-091-011 (aka the "yellow house" property) and that the SHCP would be given a connection in the future to the residences and outbuildings once they had completed their general plan amendment rezoning project. At the October 9, 2012 GSD board meeting, the GSD Board agreed to allow a new future connection for the SHCP once the State Water Resources Control Board Division of Water Rights (SWRCB-DWR) and Humboldt Local Agency Formation Commission (HLAFCo) had both approved service to all or part of the Park property. In an email from George Williamson dated June 12, 2109, HLAFCo staff is currently indicating that their approval can be processed as an Application to provide Service Outside the Service Boundary as a temporary action followed up by a full Annexation. The SWRCB-DWR will require that a Petition for Change in the Place of Use for the GSD License and Permit be processed. I recommend that this be taken as a two-step process where we apply to LAFCo and gain their approval and then submit the Petition to the State. They can be done concurrently should the Board desire.

To follow are the conditions that have been in place for reestablishing this water connection to the Park property. The suggested changes below show language that is to be added to or deleted from the SHCP Water Service Conditions. Underlined BLUE text represents language that has been added to the Conditions; text in ~~RED~~ strikethrough is to be deleted from the Conditions.

1. The GSD Board adopted the following conditions on October 9, 2012 for this new connection:
 - a. "SHCP would be given one new connection (3/4" meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.
 - b. The SHCP will make application for this new service connection from ~~The application will stipulate at which location the park is proposing installation of the one new 3/4" meter. The three possible locations currently under consideration are:~~
 - i. ~~On Tooby Ranch Road near the property line between APN 222-091-014 (SHCP) and 222-091-011 (Buck Mountain Ranch) on the existing 1" line that currently serves the park property. (not recommended by GSD)~~
 - ii. ~~On~~ Tooby Ranch Road off the 8" waterline that was constructed as part of the Drinking Water Improvement Project. A new meter would be set here for SHCP service.
 - iii. ~~On Sprowel Creek Road off the existing 8" waterline that serves the Kimtu Subdivision. This location requires GDPH and LAFCo approval of the connection to the Kimtu waterline.~~
 - c. No connection fee would be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.
 - d. The one new 3/4" meter is for residential and public recreation drinking fountain uses only and is not intended to be used to serve future development on the Property contemplated by SHCP or shown in the Final EIR as adopted by Humboldt County. ~~in the application for a General Plan Amendment (and associated applications for a conditional use permit, the Operational Plan, and the CEQA Initial Study Checklist as submitted to the Humboldt County Planning Department by SHCP) currently on file with the Humboldt County Planning Department.~~
 - e. The usage for the connection is limited to **2,000 cubic feet per month (20 units)**. The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.
 - f. As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods."
2. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies the circumstances described above and listed these conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APN ~~222-091-015 s 222-091-014 and 222-241-009.~~
3. Since ~~If~~ the new SHCP connection is to be made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing

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

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

Staff is recommending that the above deletions and additions/corrections be approved by the GSD Board, that they be listed in Resolution 19-02, and that these revised conditions be used for the processing of the LAFCo approval of the water service and the SWRCB Change in Place of Use.

At this time, the Park is not requesting water service for any additional development on the parcel. **They are only asking for water service to the residences and to water fountains to provide potable water to the existing park users.** If at some time in the future, the construction of ball fields, concessions stand, public restrooms, convention center, event facilities, or any of the other development contemplated in the Park's EIR becomes a reality for them, they will come back to GSD with specific information on the development proposed for water service, their water demand needs, and the locations in which the water would be used. **This would require a separate action by the GSD Board, HLAFCo, and possibly SWRCB-DWR.** At that time the District will need to consider water availability from GSD water sources. For now, the District has already set aside the amount of water being requested by the Park and this amount was disclosed in the District's Mitigated Negative Declaration and in the 2019 Water Capacity Study.

Figure 1 shows the locations from SHCP EIR that are proposed for inclusion in the Place of Use: All of Area 1 - Tooby Memorial Park (8.2 acres), All of Area 2 - Park Headquarters (6.0 acres), a small portion of Area 4a - Community Commons, and the small strip including the parking lot for the trail system in Area 5 - Community Facilities/Sports Area. All of the area proposed for inclusion is zoned Public Facilities. None of the Park property zoned Ag Exclusive is included.

FINANCIAL CONSIDERATIONS

The main financial considerations, besides direct and contract staff costs, are related to the payment of fees to Humboldt LAFCo and SWRCB-DWR for processing the necessary approvals and for GSD staff and consultant costs to process the applications. For LAFCo, fees for an Out of Agency service are done on a cost recovery basis which means that they bill their actual time against a project deposit. The anticipated deposit would consist of:

1-	Nondevelopment-related Outside Agency Service Agreement Deposit	\$ 2,000
2-	CEQA Fee - LAFCo as Lead Agency for Negative Declaration	\$0 if existing CEQA Docs are used
3-	Fish & Wildlife Environmental Filing Fee	\$0 if existing CEQA Docs are used
Total LAFCo Fees		\$ 2,000

SHCP will be petitioning HLAFCo to waive the fees and the \$2,000 deposit (see attached letter). LAFCo staff stated that the deposit of \$2,000 must be submitted with application and if the

Commission approves a waiver then it will be returned. The actual cost is unknown as it is based upon the actual time spent processing the request. Should additional CEQA work be necessary, it would require contracting with a consultant to complete this work. If the Commission agrees with LAFCo staff and a full annexation is required instead of an Out of Boundary Service approval, then the deposit is \$5,000 instead of \$2,000.

For SWRCB-DWR the fees for processing the Petition for Change in Place of Use are fixed, and would consist of:

1-	Change Petition Fee for License and Permit - Base	\$ 2,000.00
2-	Change Petition Fee for License and Permit - Allowable Diversion on 522.2 acre-feet @ \$0.30/acre-foot	\$ 156.66
3-	Fish & Wildlife Fee	\$ 850.00
	<u>Total SWRCB-DWR Fees</u>	<u>\$3,006.66</u>

No connection fee will be collected for this water service application as it is reestablishing a historical connection that was separated as part of a lot line adjustment and will now be served from the new infrastructure. In the future should the property owner desire to expand the water service capacity, connection fees would be calculated based upon this additional consumption amount.

The biggest unknown on the financial implications of this project is whether a combination of the District's Mitigated Negative Declaration and the SHCP Final EIR will suffice for use by LAFCo and SWRCB-DWR's actions approving the changes. All indications so far are that these will be acceptable, but this will not be known for sure until the applications are submitted and the agency staff has had a chance to review them.

CEQA CONSIDERATIONS

GSD prepared and circulated an Initial Study/Mitigated Negative Declaration for the "Annexation Project" in September 2013. The GSD Board held numerous public hearings for this project, which culminated in RESOLUTION NO. 13-008: RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT ADOPTING A MITIGATED NEGATIVE DECLARATION AND MITIGATION MONITORING AND REPORTING PROGRAM AND APPROVING AN APPLICATION TO ANNEX AREA INTO THE DISTRICT'S JURISDICTIONAL BOUNDARY AND MODIFY THE PLACE OF USE, adopted on September 24, 2013. On pages 5, 6, 20, 23 - 26, Figure 3a, 3b, 6d, 7, and Attachment 4 of the Mitigated Negative Declaration, the SHCP was discussed, and on pages 25 & 26 we documented that 2,000 cubic feet per month was being set aside for the eventual reconnection of the SHCP to the GSD water system.

The SHCP, with Humboldt County acting as lead agency, prepared and circulated a Draft EIR for public review and comment on the various developments being considered for the park property. The documents extensively reviewed the existing conditions, alternatives for development, and the environmental impacts associated with the potential future development. The County has completed the General Plan Amendment, Rezone and Conditional Use Permit. GSD will be relying on this CEQA document along with the Annexation documents for the processing of both the LAFCo and SWRCB-DWR actions associated with providing water service to the small portion of the overall property shown on the attached Figure 1. Excerpts from these documents have been attached to this memo and the full documents are available in the GSD office. Resolution 19-02 outlines the CEQA documents/actions being used by the District to support the applications

to LAFCo and SWRCB-DWR and contains the conditions under which the water service is being offered.

RECOMMENDED BOARD ACTIONS

1. Consider the SHCP request for reestablishing water service.
2. Review and approve suggested changes to the GSD BOD conditions for water service.
3. Consider the CEQA record supplied and make findings documented in Resolution 19-02
4. Adopt Resolution 19-02
5. Authorize the Chair of the Board to sign all necessary documents to process the Humboldt LAFCo Out of Agency Service or Annexation.
6. Authorize the Chair of the Board to sign all necessary documents for processing a Petition to Change the Place of Use for the license and permit with the SWRCB-DWR.
7. Direct staff to collect all fees and costs associated with processing the LAFCo and SWRCB-DWR approvals for this water service connection.

ATTACHMENTS

1. FIGURE 1 SHOWING LOCATION OF AREA PROPOSED FOR WATER SERVICES
2. RESOLUTION 19-02: RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT EVALUATING EXISTING CEQA DOCUMENTS FOR USE ON A WATER SERVICE FOR THE SHCP AND APPROVING AN APPLICATION FOR AN OUT OF AGENCY SERVICE TO REESTABLISH THE WATER SERVICE TO APN 222-091-015 (SHCP) AND MODIFY THE SWRCB-DWR PLACE OF USE
3. LAFCo: APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES
4. SHCP LETTER TO HLAFCo REQUESTING WAIVER OF FEES
5. SWRCB-DWR: PETITION FOR CHANGE
6. CEQA Related documents
 - A. GSD Final Recirculated Initial Study/Mitigated Negative Declaration, Sept. 2013 (SCH# 2012032025) with Notice of Determination - Excerpts attached, entire document available in GSD office
 - B. SHCP DRAFT ENVIRONMENTAL REPORT, April 2016 (SCH# 2010092037) - Excerpts attached, entire document available in GSD office
 - C. SHCP FINAL ENVIRONMENTAL IMPACT REPORT, November 2016 - Cover page attached, entire document available in GSD office
 - D. Humboldt County Board of Supervisors Actions for SHCP General Plan Amendment with Rezone and Conditional Use Permit - excerpts attached, entire documents available in GSD office
 - i. **ORDINANCE NO. 2572**: ORDINANCE ADDING SECTION 314-4.3 PF2- PUBLIC FACILITIES (RURAL) TO CHAPTER 4 OF THE ZONING REGULATIONS (TITLE III OF HUMBOLDT COUNTY CODE), AND AMENDING SECTION 311-7 OF THE HUMBOLDT COUNTY CODE BY REZONING PROPERTY IN THE GARBERVILLE AREA [ZR-10-002 (SOUTHERN HUMBOLDT COMMUNITY PARK))
 - ii. **RESOLUTION NO. 17-35**: RESOLUTION CERTIFYING THE FINAL ENVIRONMENTAL IMPACT REPORT FOR THE PROPOSED SOUTHERN HUMBOLDT COMMUNITY PARK PROJECT, AND ADOPTING THE

ASSOCIATED MITIGATION AND IMPLEMENTATION MEASURES, THE MITIGATION MONITORING AND REPORTING PROGRAM, THE FINDINGS OF FACT AND A STATEMENT OF OVERRIDING CONSIDERATIONS CASE NUMBERS GPA-10-02, ZR-10-02, CUP-10-04, SP-10-10 ASSESSOR PARCEL NUMBERS: 222-091-014 AND 222-241-009

- iii. **RESOLUTION NO. 17-36:** RESOLUTION TO MAKE THE REQUIRED FINDINGS FOR APPROVING THE AMENDMENT OF THE HUMBOLDT COUNTY GARBERVILLE/REDWAY/ALDERPOINT/BENBOW COMMUNITY PLAN BY ADDING A PUBLIC RECREATION (PR) LAND USE DESIGNATION AND AMENDING PROPERTY IN THE GARBERVILLE AREA FROM AGRICULTURE LANDS (AL20) AND AGRICULTURAL RURAL (AR) AND INDUSTRIAL RESOURCE RELATED (IR) TO PUBLIC RECREATION (PR) AND ADDING A PUBLIC FACILITIES (RURAL) (PF2) ZONE DISTRICT TO THE HUMBOLDT COUNTY ZONING REGULATIONS FOR THE INLAND AREAS, AND REZONING PROPERTY IN THE GARBERVILLE AREA FROM AGRICULTURAL EXCLUSIVE (AE) TO PUBLIC FACILITIES (RURAL) (PF2) AND TO ADD QUALIFIED AND RECREATION COMBINING ZONES TO THE REMAINING LANDS ZONED AGRICULTURAL EXCLUSIVE (AE); CASE NUMBERS GPA-10-02, ZR-10-02; ASSESSOR PARCEL NUMBERS: 222-091-014 AND 222-241-009
- iv. **RESOLUTION NO. 17-37:** RESOLUTION TO MAKE THE REQUIRED FINDINGS FOR APPROVING THE CONDITIONAL USE PERMIT AND SPECIAL PERMIT (SOUTHERN HUMBOLDT COMMUNITY PARK); CASE NUMBERS CUP-10-04, SP-10-10; ASSESSOR PARCEL NUMBERS: 222-091-014 AND 222-241-009

7. 2018 Water Capacity Report - excerpts attached, entire document available in GSD office

Note that these attachments are broken up into two pdfs to allow them to be small enough for downloading off the website. This one includes up to attachment 5, and the second one includes attachments 6 and 7.

ATTACHMENT #1

PROPOSED AREA FOR WATER SERVICE

FIGURE 1

ATTACHMENT #2
RESOLUTION 19-02



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT EVALUATING EXISTING CEQA DOCUMENTS FOR USE ON A WATER SERVICE FOR THE SHCP AND APPROVING AN APPLICATION FOR AN OUT OF AGENCY SERVICE TO REESTABLISH THE WATER SERVICE TO APN 222-091-015 (SHCP) AND MODIFY THE SWRCB-DWR PLACE OF USE

Recitals

1. WHEREAS, in 2014 the Garberville Sanitary District (the “District”) completed modification of its Place of Use for its surface water diversion permit and license and annexed certain areas of land into its jurisdictional boundary (“Annexation Project”);
2. WHEREAS, as part of the Annexation Project, the District, with the assistance of its retained consultant SHN Consulting Engineers & Geologists, Inc., (“SHN”), performed an analysis of potential environmental impacts associated with the Annexation Project;
3. WHEREAS, the District prepared the Final Mitigated Negative Declaration dated September 2013, which is the Draft Mitigated Negative Declaration that was circulated for review and comment, and supplemented based upon the comments received; and
4. WHEREAS, the Final IS/MND included an accommodation for future reconnection of the SHCP to the GSD water system including conditions of service; and
5. WHEREAS, the SHCP would like to make minor revisions to these conditions of service to allow for public drinking fountains to be added to the allowable residential uses; and
6. WHEREAS, a Notice of Completion of the Draft Environmental Impact Report for the Southern Humboldt Community Park was filed with the State Clearinghouse on April 28, 2016 (State Clearinghouse No. 2010092037) was filed by Humboldt County as the lead agency; and
7. WHEREAS, a Notice of Availability was published in accordance with Public Resources Code section 21092 and CEQA Guidelines section 15087 on May 9, 2016 and was sent by mail to organizations and individuals who requested such notice by Humboldt County. The Notice of Availability provided for a public comment period commencing on May 9, 2016 and ending on June 27, 2016; and
8. WHEREAS, the County received public and agency comments on the draft document; and
9. WHEREAS, in accordance with CEQA, all comments received on the Draft EIR during the public comment period were responded to and included in a Final Environmental Impact Report (Final EIR) completed on November 14, 2016; and

RESOLUTION 19-02

10. WHEREAS, on January 5, 2017, the Humboldt County Planning Commission held a duly noticed public hearing to receive testimony on the adequacy on the Final EIR; and
11. WHEREAS, the Final EIR was reviewed and considered by the Planning Commission, consistent with the requirements of the California Environmental Quality Act (CEQA) prior to making its recommendations; and
12. WHEREAS, on January 5, 2017, the Planning Commission voted to recommend that the Humboldt County Board of Supervisors certify the Final EIR for the Southern Humboldt Community Park and approve the Project as proposed, with a minor modification; and
13. WHEREAS, the Humboldt County Board of Supervisors held duly noticed public hearings to review and consider and receive testimony on the Southern Humboldt Community Park and the Final EIR on March 28 and April 25, 2017; and
14. WHEREAS, the Board of Supervisors deliberated the matter on March 28, 2017, and directed County staff to prepare these findings supporting certification of the Final Environmental Impact Report for the Southern Humboldt Community Park, adoption of a Statement of Overriding Considerations, and adoption of the proposed project for final Board action on April 25, 2017; and
15. WHEREAS, on April 25, 2017, the Board of Supervisors completed its deliberations, and now desires to make environmental findings, certifying the Final Environmental Impact Report for the Southern Humboldt Community Park, adopt a Statement of Overriding Considerations, and approve the Mitigation Monitoring and Reporting Program (FEIR, Chapter IV) ; and
16. WHEREAS, the Humboldt County Board of Supervisors adopted Resolution 17-35 on April 25, 2017 which included:
 - a. adopting the Findings of Fact contained in Attachment A - Part 2,
 - b. certifying the Final Environmental Impact Report for the Southern Humboldt Community Park (consisting of the Draft EIR, Final EIR, and all appendices)
 - c. adopting the Statement of Overriding Considerations in Support of the Final Environmental Impact Report for the Project (Attachment A - Part 3)
 - d. incorporating and adopting all of the mitigation measures described in the Final EIR applicable to the Project including the Mitigation Monitoring and Reporting Program
17. WHEREAS, the GSD Board of Directors has reviewed and considered all of the environmental documents associated with the Humboldt County Board of Supervisors actions; and
18. WHEREAS, the GSD Board of Directors on January 29, 2019 received and reviewed the 2018 Annual Water Capacity Report, which documented on page 13-14 the Districts continued commitment to allocate 2,000 cubic feet per month; and
19. WHEREAS, the SHCP has requested that GSD make applications as necessary to LAFCo and SWRCB-DWR to reconnect the Park to the GSD water system for the existing residential uses and construction of several public drinking water fountains around the park property.

Resolution

NOW, THEREFORE, the Board of Directors of the Garberville Sanitary District hereby resolves as follows:

1. The condition of approval for service to the SHCP are amended to be as follows:
 - A. SHCP will be given one new connection (3/4" meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.
 - B. The SHCP will make application for this new service connection from Tooby Ranch Road off the 8" waterline that was constructed as part of the Drinking Water Improvement Project. A new meter would be set here for SHCP service.
 - C. No connection fee will be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.
 - D. The one new 3/4" meter is for residential and public recreation drinking fountain uses only and is not intended to be used to serve future development on the Property contemplated by SHCP or shown in the Final EIR as adopted by Humboldt County.
 - E. The usage for the connection is limited to 2,000 cubic feet per month (20 units). The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.
 - F. As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods."
 - G. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies the circumstances described above and listed these conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APN 222-091-015.
 - H. Since the new SHCP connection is to be made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing an extensive and expensive network of new waterlines to keep the potable water separate from the various other untreated water sources that the Park uses on their property. The County Public Health Department will determine which locations need potable water.
 - I. Any proposed uses other than the 2,000 cubic feet per month for the public drinking fountains, two residences and the existing outbuildings are not being approved by the District and will be evaluated based upon the District's available water supply at such time as the Park requests any expanded water uses. The SHCP will need to be specific about these additional uses so that GSD can determine if we have sufficient water capacity to supply those levels of use.

RESOLUTION 19-02

J. The District has limited water sources and many not have water available for any expanded uses at the Park.

- 2. The Board of Directors hereby finds that the Final Mitigated Negative Declaration for the Annexation Project, along with the Final Environmental Impact Report and associated documents recited above are sufficient to use in making application to Humboldt LAFCo and the State Water Resources Control Board Division of Water Rights;
- 3. The Board of Directors hereby approves the APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES and authorizes the Chair of the Board to sign all documents necessary, including the indemnification, to process the LAFCo approvals, and to submit the Application to Humboldt LAFCo.
- 4. The Board of Directors hereby approves the PETITION FOR CHANGE for the District's Place of Use on the License and Permit, and authorizes the Chair of the Board to sign all documents necessary to process the SWRCB-DWR approvals, and to submit the Petition to SWRCB-DWR.

On motion of Director _____, and seconded by Director _____, the foregoing Resolution is Passed and adopted this 18th day of June, 2019, by the following roll call votes:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

_____,
Ralph Emerson, Clerk of the Board

ATTACHMENT #3

LAFCO APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES



**APPLICATION FORM
FOR CITIES AND DISTRICTS TO PROVIDE SERVICES
OUTSIDE AGENCY BOUNDARIES**

1. GENERAL INFORMATION

A. Applicant (City or District): GARBERVILLE SANITARY DISTRICT

B. Applicant Contact

Name	JENNIE SHORT
Address	P.O. Box 211, GARBERVILLE, CA 95542
Telephone	(707)223-4567
E-mail	jmsshort@garberillesd.org

C. Property owner(s)

Name	SOUTHERN HUMBOLDT COMMUNITY PARK, Attn: Carolyn Hino-Bourassa
Address	P.O. BOX 185, GARBERVILLE, CA 95542
Telephone	(707)923-2928
E-mail	ceikoh@yahoo.com

D. Landowner Representative

Name	LAURA COCHRANE
Address	P.O. BOX 185, GARBERVILLE, CA 95542
Telephone	(415)608-5363
E-mail	Laura.SoHumPark@gmail.com

E. Affected Property Address/Location:

P.O. Box 211, GARBERVILLE, CA 95542

PARK PROPERTY ON SPROWEL CREEK ROAD

F. Assessor's Parcel Number(s):

222-091-015

G. Type of Service(s) to be Provided:

Water

2. JUSTIFICATION

A. Is the reason for application a public health or safety threat to residents (e.g., a failing septic system or contaminated water supply)?

YES

NO

If yes, please attach documentation and state problem:

If no, what is the reason for application?

This is a public park that needs potable water for the public users of the park. They are currently using bottled water which creates an excessive amount of plastic solid waste. The two existing residences on the property used to have water service from GWC and would like to reestablish their service.

B. Is the affected property to be served within the applicant city or district's sphere of influence?

YES

NO

C. Explain why a jurisdictional change (e.g., annexation) is not being considered at this time as an alternative to providing services outside the agency's boundaries.

Only a small portion of the 405.7 acre piece of property is being considered for water service by GSD. The vast majority is Ag Exclusive zoning. We believe that an out of agency approval is more appropriate for the level and locations of service that we are willing to provide to this property.

D. Is annexation of the affected property anticipated in the future?

YES

NO

If yes, please describe the city or district's plans and timelines, or provide other relevant information:

3. LAND USES AND SERVICES

A. What is the existing use of the site?

In general the existing property is a public park and an active agricultural industry.

The Draft EIR states "The property has been operating as the Southern Humboldt Community Park since 2000. The project site has 3.5 miles of trails, a playground, picnic areas, and swimming beach that are used by the public. Use of the Park site was estimated at 46,000 visitor days per year in 2012. The property has historically been an operating ranch since the 1800's and is currently the site of ongoing agricultural projects.

The project site property has 12 existing structures, ten of which are currently in use. These structures include the original farm/ranch house (occupied by Park caretakers), two bunkhouses, a blacksmith shop, farm stand, chicken coop, garage, a small barn, and the modern hay barn."

B. Is a change in use proposed? If yes, please provide a description of the change.

A change in use was approved by the Humboldt County Board of Supervisors in 2017. ORDINANCE NO. 2572, RESOLUTION NO. 17-35, 17-36 and 17-37 are all being supplied with this application documenting the recent changes. Our proposed area of service is all limited to a small portion of the area that was rezoned Public Facilities.

C. Is development proposed?

YES NO

If yes, please provide a description of the project and indicate whether discretionary approvals (e.g., use permit, subdivision lot line adjustment) are required. Provide any supporting development documentation.

The water service under consideration is only for service to the existing residences along with their outbuildings and addition of public water fountains around the various park access and useage locations.

D. Describe the physical on and off site improvements needed to extend services to the subject property. Please be specific about the location of existing facilities and the location and extent of the proposed connections.

The GSD Surface Water Treatment Plant is on the property to the immediate east of the Park's parcel. There is an existing treated waterline in Tooby Ranch Road. A connection to this waterline would be made and a water meter set in the road shoulder along with a backflow preventor. The Park would be responsible for connecting the back of the water meter to the existing potable waterlines shown in Figure 3-11 of the SHCP Draft EIR. The connection is proposed to be made near the location of the existing waterline from the old meter. If the existing potable waterline is in good condition, little to no improvements will be necessary within the Park's property.

E. Indicate any improvement costs and connection fees the city or district may charge, and method of financing, if applicable.

There will be fees associated with processing the approval through LAFCo and also the State Water Resources Control Board for changing the District's Place of Use. In addition there will be minimal construction costs for making the connection, setting the meter, and installing the backflow preventor.

F. Please list any desired conditions, restrictions or terms to be added to the LAFCo approval.

Resolution 19-02 lists the conditions for this application that were approved by the GSD Board of Directors.

4. INDEMNIFICATION

As part of this application, the Applicant agrees to indemnify, hold harmless and reimburse LAFCo for all reasonable expenses and attorney fees in connection with the defense of LAFCo and for any damages, penalties, fines or other costs imposed upon or incurred by LAFCo should LAFCo be named as a party in any litigation or administrative proceeding in connection with his/her/its application. This obligation includes the obligation to reimburse LAFCo, its officers, employees and agents for any court costs, or attorney fees, which LAFCo, its officers, employees or agents are required by a court to pay, as a result of such claim, action or proceeding. LAFCo agrees to notify the Applicant of any such claim, action or proceeding promptly after LAFCo becomes aware that such action has been taken. LAFCo agrees to cooperate in the defense provided by the Applicant. Additionally, LAFCo may participate in the defense of the

claim, action or proceeding at LAFCo's expense, but such participation will not relieve the Applicant of Applicant's defense and indemnification obligations. However, if Applicant defends LAFCo with a reservation of rights or with any conditions other than an unqualified and full agreement to defend and indemnify, at the sole discretion of LAFCo, Applicant will also pay reasonable attorney's fees and expenses for separate counsel, selected by LAFCo, for LAFCo's participation in the defense.

Signature

Chair of the GSD Board of Directors

Title

June 19, 2019

Date



STANDARD INDEMNIFICATION AGREEMENT

Should the Humboldt Local Agency Formation Commission (LAFCo) be named as a party in any litigation (including a "validation" action under California Civil Code of Procedure 860 et seq.) or administrative proceeding in connection with a proposal, the Applicant agrees to indemnify, hold harmless and reimburse LAFCo for all reasonable expenses and attorney fees in connection with the defense of LAFCo and for any damages, penalties, fines or other costs imposed upon or incurred by LAFCo should LAFCo be named as a party in any litigation or administrative proceeding in connection with his/her/its application.

This obligation includes the obligation to reimburse LAFCo, its officers, employees and agents for any court costs, or attorney fees, which LAFCo, its officers, employees or agents are required by a court to pay, as a result of such claim, action or proceeding. LAFCo agrees to notify the Applicant of any such claim, action or proceeding promptly after LAFCo becomes aware that such action has been taken. LAFCo agrees to cooperate in the defense provided by the Applicant.

Additionally, LAFCo may participate in the defense of the claim, action or proceeding at LAFCo's expense, but such participation will not relieve the Applicant of Applicant's defense and indemnification obligations. However, if Applicant defends LAFCo with a reservation of rights or with any conditions other than an unqualified and full agreement to defend and indemnify, at the sole discretion of LAFCo, Applicant will also pay reasonable attorney's fees and expenses for separate counsel, selected by LAFCo, for LAFCo's participation in the defense.

Authorized Representative Signature

Print Name of Authorized Representative

Print Name of Organization

Date



SCHEDULE OF FEES AND DEPOSITS

Deposits: Where indicated in the Fee Schedule, deposits toward the actual cost of processing proposals must be paid at the time an application is submitted. Applicants must sign an At-Cost Fee Agreement, consenting to reimburse LAFCo for all costs incurred in processing, including pre-application assistance. Staff work time on applications, which includes overhead costs, is tracked on an hourly basis. Periodic invoicing of costs is provided. If actual costs exceed the deposit amount, LAFCo will invoice the applicant for the additional costs. Processing of the application may be suspended until payment is received. Any portion of the deposit not used for processing is refunded.

Outside Assistance Fees: If the Executive Officer determines that the processing of an application requires LAFCo to contract with another agency, private firm, or individual for services that are beyond the normal scope of LAFCo staff work (e.g., drafting of an Environmental Impact Report or Comprehensive Fiscal Analysis), the applicant shall be responsible for all costs associated with that contract or service. The applicant shall provide LAFCo with a deposit sufficient to cover the cost of the contract or an amount determined by the Executive Officer to be a reasonable estimate of the costs.

Legal Counsel Fees: Applicants will be charged the actual costs of fees associated with legal consultation or review. While most applications do not require legal review, occasionally a proposal will develop significant legal issues that require considerable legal counsel involvement. In the event the Executive Officer identifies significant legal issues associated with the application, the applicant will be assessed, from that point forward, an additional minimum fee equivalent to two hours of legal counsel time at the current rate and any additional cost accrued above the minimum fee amount. Legal fees must be paid in full prior the final processing of an application.

Refunds of Fees: Except for unused portions of deposits, all fees paid to Humboldt LAFCo are non-refundable. Payment of fees is not a guarantee of approval of the submitted proposal.

Waiver of Fees: The Commission may waive a fee in special circumstances or if it finds that payment would be detrimental or contrary to the public interest. Fees may be waived or reduced for applications filed in response to a condition imposed by or a recommendation made by the Commission. A request for waiver, including an explanation for the request, must be submitted in writing to the Commission. Staff will present the request to the Commission, along with analysis and recommendation, for its determination.

HUMBOLDT LAFCo FEE SCHEDULE
 (All fees are deposits, unless otherwise noted)

Boundary Changes – City or District Annexation, Detachment or Combination	
With 100% landowner consent - all owners within the affected territory have provided written consent to the proposed action	\$5,000 + CEQA fees + BOE fees
Without 100% landowner consent - all owners within the affected territory have not provided written consent to the proposed action	\$6,000 + CEQA fees + BOE fees
Complex proposal, as determined by EO, including but not limited to, the potential for substantial development (50 or more residential units or 10,000 square feet of non-residential development), significant effect on the community, and/or sphere of influence amendment	\$7,000 + CEQA fees + BOE fees
Sphere of Influence Amendments or Updates	
Sphere Amendment concurrent with annexation, detachment, or reorganization	+\$500
Sphere Update (not initiated by LAFCo)	\$2,500
Municipal Service Review Preparation	Actual cost
Other Changes of Organization	
District Formations or Consolidations	\$10,000
District Dissolution, Merger or Establishment of Subsidiary District(s)	\$5,000
District Activation or Deactivation of Latent Powers	\$1,000
City Incorporation or Disincorporation	\$15,000
Outside Agency Service Agreements/Contracts	
Nondevelopment-related agreements/contracts	\$2,000
Development-Related agreements/contracts	\$3,000
Fire Protection Contracts pursuant to G.G. Section 56134	\$3,000
Request for Exemption from G.C. Section 56133 or 56134	\$500
Environmental Document (CEQA) Fees – LAFCo as Lead Agency	
Environmental Document Preparation	
...Statutory/Categorical Exemption	\$40
...Negative Declaration/Mitigated Negative Declaration	\$2,000
...Environmental Impact Report	\$4,000
Fish and Wildlife Environmental Filing Fees	
...Negative Declaration/Mitigated Negative Declaration	\$2,280.75
...Environmental Impact Report	\$3,168.00
County Recorder Processing Fee (for all applications)	\$50

Other Application Fees

Pre-Application Fees	No charge limited to one half-hour of staff time, then actual cost
Petition Signature Verification by Registrar of Voters	Actual cost
Request for Reconsideration	\$1,000
Request for Extension of Time to Complete Proceedings	\$500
Special Meeting or Hearing	\$1,000
Special or Supplemental Studies	Actual cost

Miscellaneous Service/Duplication Fees

Copies of documents	\$.10 per page (after 10 pages)
Copies of Audio Recording	\$10 per CD
Staff Research/Archive Retrieval	No charge limited to one half-hour of staff time, then actual cost

State Board of Equalization Fees

Less than 1 acre	\$300
At least 1 acre up to including 5 acres	\$350
At least 6 acres up to including 10 acres	\$500
At least 11 acres up to including 20 acres	\$800
At least 21 acres up to including 50 acres	\$1,200
At least 51 acres up to including 100 acres	\$1,500
At least 101 acres up to including 500 acres	\$2,000
At least 501 acres up to including 1000 acres	\$2,500
At least 1001 acres up to including 2000 acres	\$3,000
At least 2001 acres and above	\$3,500

ATTACHMENT #4

SHCP LETTER REQUESTING FEE WAIVER



Date: June 13, 2019

To: Humboldt Local Agency Formation Commission

From: Carolyn Hino-Bourassa

Southern Humboldt Community Park (SHCP), Board of Directors Treasurer and
Laura Cochrane, SHCP Executive Director

Re: GSD Outside Agency Service – Request for Waiver of Fees

As stated in our letter to you dated October 25th, 2018, the SHCP serves our community in multiple ways and continues to be a critical and needed asset in promoting the health and welfare of not only community members but visitors as well.

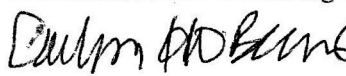
Unfortunately, the submission of the park's environmental impact report and successful rezoning has left the park in serious debt. To date, we owe two lenders a total of approximately \$475,000. Our dedicated and committed all-volunteer board is working hard to minimize expenditures and pay down our debt. But bills from this process continue to trickle in as last month, we received a bill from the County Building and Planning Department for time and services dated in 2014 totaling \$9,000. Fortunately, the planning and building department has offered a reasonable payback schedule.


We understand from your website link to 'schedule of fees and deposits' that the commission may waive a fee in special circumstances or if it finds that payment would be detrimental or contrary to the public interest. Fees may be waived or reduced for application filed in response to a condition imposed by or a recommendation made by the Commission.

With the help of generous donors and supporters, deferred maintenance is being tended to and projects are moving forward to help the park remain a viable community asset and financially sustain itself.

With your help and consideration of our request, we are confident that the SHCP will remain a community treasure now and for generations to come.

We look forward to hearing from you.


Carolyn Hino-Bourassa


Laura Cochrane

ATTACHMENT #5

STATE WATER RESOURCES CONTROL BOARD

DRAFT
PETITION FOR CHANGE
IN PLACE OF USE

Please indicate County where your project is located here:

MAIL FORM AND ATTACHMENTS TO:
State Water Resources Control Board
DIVISION OF WATER RIGHTS
P.O. Box 2000, Sacramento, CA 95812-2000
Tel: (916) 341-5300 Fax: (916) 341-5400
http://www.waterboards.ca.gov/waterrights

PETITION FOR CHANGE

Separate petitions are required for each water right. Mark all areas that apply to your proposed change(s). Incomplete forms may not be accepted. Location and area information must be provided on maps in accordance with established requirements. (Cal. Code Regs., tit. 23, § 715 et seq.) Provide attachments if necessary.

- Point of Diversion** Wat. Code, § 1701
 Point of Rediversion Cal. Code Regs., tit. 23, § 791(e)
 Place of Use Wat. Code, § 1701
 Purpose of Use Wat. Code, § 1701
 Distribution of Storage Cal. Code Regs., tit. 23, § 791(e)
 Temporary Urgency Wat. Code, § 1435
 Instream Flow Dedication Wat. Code, § 1707
 Waste Water Wat. Code, § 1211
 Split Cal. Code Regs., tit. 23, § 836
 Terms or Conditions Cal. Code Regs., tit. 23, § 791(e)
 Other
 Application
 Permit
 License
 Statement

I (we) hereby petition for change(s) noted above and described as follows:

Point of Diversion or Rediversion – Provide source name and identify points using both Public Land Survey System descriptions to ¼-¼ level and California Coordinate System (NAD 83).

Present:

Proposed:

Place of Use – Identify area using Public Land Survey System descriptions to ¼-¼ level; for irrigation, list number of acres irrigated.

Present:

Proposed:

Purpose of Use

Present:

Proposed:

Split

Provide the names, addresses, and phone numbers for all proposed water right holders.

In addition, provide a separate sheet with a table describing how the water right will be split between the water right holders: for each party list amount by direct diversion and/or storage, season of diversion, maximum annual amount, maximum diversion to offstream storage, point(s) of diversion, place(s) of use, and purpose(s) of use. Maps showing the point(s) of diversion and place of use for each party should be provided.

Distribution of Storage

Present:

Proposed:

Temporary Urgency

This temporary urgency change will be effective from [] to [] .

Include an attachment that describes the urgent need that is the basis of the temporary urgency change and whether the change will result in injury to any lawful user of water or have unreasonable effects on fish, wildlife or instream uses.

Instream Flow Dedication – Provide source name and identify points using both Public Land Survey System descriptions to ¼-¼ level and California Coordinate System (NAD 83).

Upstream Location: [NOT APPLICABLE]
Downstream Location: []

List the quantities dedicated to instream flow in either: cubic feet per second or gallons per day:
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
[] [] [] [] [] [] [] [] [] [] [] []

Will the dedicated flow be diverted for consumptive use at a downstream location? Yes No
If yes, provide the source name, location coordinates, and the quantities of flow that will be diverted from the stream.
[]

Waste Water

If applicable, provide the reduction in amount of treated waste water discharged in cubic feet per second.

Will this change involve water provided by a water service contract which prohibits your exclusive right to this treated waste water? Yes No

Will any legal user of the treated waste water discharged be affected? Yes No

General Information – For all Petitions, provide the following information, if applicable to your proposed change(s).

Will any current Point of Diversion, Point of Storage, or Place of Use be abandoned? Yes No

I (we) have access to the proposed point of diversion or control the proposed place of use by virtue of:
 ownership lease verbal agreement written agreement

If by lease or agreement, state name and address of person(s) from whom access has been obtained.
[NOT APPLICABLE]

Give name and address of any person(s) taking water from the stream between the present point of diversion or rediversion and the proposed point of diversion or rediversion, as well as any other person(s) known to you who may be affected by the proposed change.
[NONE]

All Right Holders Must Sign This Form: I (we) declare under penalty of perjury that this change does not involve an increase in the amount of the appropriation or the season of diversion, and that the above is true and correct to the best of my (our) knowledge and belief. Dated [] at [] .

Right Holder or Authorized Agent Signature _____

Right Holder or Authorized Agent Signature _____

NOTE: All petitions must be accompanied by:
(1) the form Environmental Information for Petitions, including required attachments, available at: http://www.waterboards.ca.gov/waterrights/publications_forms/forms/docs/pet_info.pdf
(2) Division of Water Rights fee, per the Water Rights Fee Schedule, available at: http://www.waterboards.ca.gov/waterrights/water_issues/programs/fees/
(3) Department of Fish and Wildlife fee of \$850 (Pub. Resources Code, § 10005)

Please indicate County where your project is located here:

[Empty box for County name]

MAIL FORM AND ATTACHMENTS TO:
State Water Resources Control Board
DIVISION OF WATER RIGHTS
P.O. Box 2000, Sacramento, CA 95812-2000
Tel: (916) 341-5300 Fax: (916) 341-5400
http://www.waterboards.ca.gov/waterrights

PETITION FOR CHANGE

Separate petitions are required for each water right. Mark all areas that apply to your proposed change(s). Incomplete forms may not be accepted. Location and area information must be provided on maps in accordance with established requirements. (Cal. Code Regs., tit. 23, § 715 et seq.) Provide attachments if necessary.

- Point of Diversion, Point of Rediversion, Place of Use, Purpose of Use, Distribution of Storage, Temporary Urgency, Instream Flow Dedication, Waste Water, Split, Terms or Conditions, Other. Application 29981, Permit 20789, License, Statement.

I (we) hereby petition for change(s) noted above and described as follows:

Point of Diversion or Rediversion – Provide source name and identify points using both Public Land Survey System descriptions to 1/4-1/4 level and California Coordinate System (NAD 83).

Present: By California Coordinate System of 1983 in Zone 1: North 1,922,330 feet and East 6,059,360 feet SW 1/4 OF SE 1/4 OF S24, T4S, R3E, HB&M
Proposed: UNCHANGED

Place of Use – Identify area using Public Land Survey System descriptions to 1/4-1/4 level; for irrigation, list number of acres irrigated.

Present: Within the Garberville Sanitary District service area boundary within Sections 13, 23, 24, 25 and 35, T4S, R3E, HB&M; and Sections 18, 19, and 20, T4S, R4E, HB&M; as shown on map.
Proposed: [Empty box]

Purpose of Use

Present: MUNICIPAL
Proposed: UNCHANGED

Split

Provide the names, addresses, and phone numbers for all proposed water right holders.

NOT APPLICABLE

In addition, provide a separate sheet with a table describing how the water right will be split between the water right holders: for each party list amount by direct diversion and/or storage, season of diversion, maximum annual amount, maximum diversion to offstream storage, point(s) of diversion, place(s) of use, and purpose(s) of use. Maps showing the point(s) of diversion and place of use for each party should be provided.

Distribution of Storage

Present: NOT APPLICABLE
Proposed: [Empty box]

Temporary Urgency

This temporary urgency change will be effective from [] to [] .

Include an attachment that describes the urgent need that is the basis of the temporary urgency change and whether the change will result in injury to any lawful user of water or have unreasonable effects on fish, wildlife or instream uses.

Instream Flow Dedication – Provide source name and identify points using both Public Land Survey System descriptions to ¼-¼ level and California Coordinate System (NAD 83).

Upstream Location: [NOT APPLICABLE]
Downstream Location: []

List the quantities dedicated to instream flow in either: cubic feet per second or gallons per day:
Jan Feb Mar Apr May Jun Jul Aug Sep Oct Nov Dec
[] [] [] [] [] [] [] [] [] [] [] []

Will the dedicated flow be diverted for consumptive use at a downstream location? Yes No
If yes, provide the source name, location coordinates, and the quantities of flow that will be diverted from the stream.
[]

Waste Water

If applicable, provide the reduction in amount of treated waste water discharged in cubic feet per second.

Will this change involve water provided by a water service contract which prohibits your exclusive right to this treated waste water? Yes No

Will any legal user of the treated waste water discharged be affected? Yes No

General Information – For all Petitions, provide the following information, if applicable to your proposed change(s).

Will any current Point of Diversion, Point of Storage, or Place of Use be abandoned? Yes No

I (we) have access to the proposed point of diversion or control the proposed place of use by virtue of:
 ownership lease verbal agreement written agreement

If by lease or agreement, state name and address of person(s) from whom access has been obtained.
[NOT APPLICABLE]

Give name and address of any person(s) taking water from the stream between the present point of diversion or rediversion and the proposed point of diversion or rediversion, as well as any other person(s) known to you who may be affected by the proposed change.
[NONE]

All Right Holders Must Sign This Form: I (we) declare under penalty of perjury that this change does not involve an increase in the amount of the appropriation or the season of diversion, and that the above is true and correct to the best of my (our) knowledge and belief. Dated [] at [] .

Right Holder or Authorized Agent Signature _____

Right Holder or Authorized Agent Signature _____

NOTE: All petitions must be accompanied by:
(1) the form Environmental Information for Petitions, including required attachments, available at: http://www.waterboards.ca.gov/waterrights/publications_forms/forms/docs/pet_info.pdf
(2) Division of Water Rights fee, per the Water Rights Fee Schedule, available at: http://www.waterboards.ca.gov/waterrights/water_issues/programs/fees/
(3) Department of Fish and Wildlife fee of \$850 (Pub. Resources Code, § 10005)

ENVIRONMENTAL INFORMATION FOR PETITIONS

This form is required for all petitions.

Before the State Water Resources Control Board (State Water Board) can approve a petition, the State Water Board must consider the information contained in an environmental document prepared in compliance with the California Environmental Quality Act (CEQA). This form is not a CEQA document. If a CEQA document has not yet been prepared, a determination must be made of who is responsible for its preparation. As the petitioner, you are responsible for all costs associated with the environmental evaluation and preparation of the required CEQA documents. Please answer the following questions to the best of your ability and submit any studies that have been conducted regarding the environmental evaluation of your project. If you need more space to completely answer the questions, please number and attach additional sheets.

DESCRIPTION OF PROPOSED CHANGES OR WORK REMAINING TO BE COMPLETED

For a petition for change, provide a description of the proposed changes to your project including, but not limited to, type of construction activity, structures existing or to be built, area to be graded or excavated, increase in water diversion and use (up to the amount authorized by the permit), changes in land use, and project operational changes, including changes in how the water will be used. For a petition for extension of time, provide a description of what work has been completed and what remains to be done. Include in your description any of the above elements that will occur during the requested extension period.

Only the location that the water will be beneficially used is changing. No grading or construction work will be needed. Installation of a water meter and backflow preventor in an existing road off an existing treated waterline will be the extent of construction for this change in place of use.

Insert the attachment number here, if applicable:

Coordination with Regional Water Quality Control Board

For change petitions only, you must request consultation with the Regional Water Quality Control Board regarding the potential effects of your proposed change on water quality and other instream beneficial uses. (Cal. Code Regs., tit. 23, § 794.) In order to determine the appropriate office for consultation, see: http://www.waterboards.ca.gov/waterboards_map.shtml. Provide the date you submitted your request for consultation here, then provide the following information.

Date of Request

Will your project, during construction or operation, (1) generate waste or wastewater containing such things as sewage, industrial chemicals, metals, or agricultural chemicals, or (2) cause erosion, turbidity or sedimentation?

Yes No

Will a waste discharge permit be required for the project?

Yes No

If necessary, provide additional information below:

There are no ground disturbing elements to this project.

Insert the attachment number here, if applicable:

Local Permits

For temporary transfers only, you must contact the board of supervisors for the county(ies) both for where you currently store or use water and where you propose to transfer the water. (Wat. Code § 1726.) Provide the date you submitted your request for consultation here.

Date of Contact

For change petitions only, you should contact your local planning or public works department and provide the information below.

Person Contacted:

Date of Contact:

Department:

Phone Number:

County Zoning Designation:

Are any county permits required for your project? If yes, indicate type below. Yes No

- Grading Permit Use Permit Watercourse Obstruction Permit
- Change of Zoning General Plan Change Other (explain below)

If applicable, have you obtained any of the permits listed above? If yes, provide copies. Yes No

If necessary, provide additional information below:

Insert the attachment number here, if applicable:

Federal and State Permits

Check any additional agencies that may require permits or other approvals for your project:

- Regional Water Quality Control Board Department of Fish and Game
- Dept of Water Resources, Division of Safety of Dams California Coastal Commission
- State Reclamation Board U.S. Army Corps of Engineers U.S. Forest Service
- Bureau of Land Management Federal Energy Regulatory Commission
- Natural Resources Conservation Service

Have you obtained any of the permits listed above? If yes, provide copies. Yes No

For each agency from which a permit is required, provide the following information:

Agency	Permit Type	Person(s) Contacted	Contact Date	Phone Number

If necessary, provide additional information below:

None of these agencies will require any permits for installation of a water meter and backflow preventor on a waterline in an existing roadway.

Insert the attachment number here, if applicable:

Construction or Grading Activity

Does the project involve any construction or grading-related activity that has significantly altered or would significantly alter the bed, bank or riparian habitat of any stream or lake? Yes No

If necessary, provide additional information below:

Insert the attachment number here, if applicable:

Archeology

- Has an archeological report been prepared for this project? If yes, provide a copy. Yes No
- Will another public agency be preparing an archeological report? Yes No
- Do you know of any archeological or historic sites in the area? If yes, explain below. Yes No

If necessary, provide additional information below:

Insert the attachment number here, if applicable:

Photographs

For all petitions other than time extensions, attach complete sets of color photographs, clearly dated and labeled, showing the vegetation that exists at the following three locations:

- Along the stream channel immediately downstream from each point of diversion
- Along the stream channel immediately upstream from each point of diversion
- At the place where water subject to this water right will be used

Maps

For all petitions other than time extensions, attach maps labeled in accordance with the regulations showing all applicable features, both present and proposed, including but not limited to: point of diversion, point of rediversion, distribution of storage reservoirs, point of discharge of treated wastewater, place of use, and location of instream flow dedication reach. (Cal. Code Regs., tit. 23, §§ 715 et seq., 794.)

Pursuant to California Code of Regulations, title 23, section 794, petitions for change submitted without maps may not be accepted.

All Water Right Holders Must Sign This Form:

I (we) hereby certify that the statements I (we) have furnished above and in the attachments are complete to the best of my (our) ability and that the facts, statements, and information presented are true and correct to the best of my (our) knowledge. Dated at .

Water Right Holder or Authorized Agent Signature

Water Right Holder or Authorized Agent Signature

NOTE:

- Petitions for Change may not be accepted unless you include proof that a copy of the petition was served on the Department of Fish and Game. (Cal. Code Regs., tit. 23, § 794.)
- Petitions for Temporary Transfer may not be accepted unless you include proof that a copy of the petition was served on the Department of Fish and Game and the board of supervisors for the county(ies) where you currently store or use water and the county(ies) where you propose to transfer the water. (Wat. Code § 1726.)

ATTACHMENTS 6 AND 7
ARE IN A SEPARATE PDF



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-02

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT EVALUATING EXISTING CEQA DOCUMENTS FOR USE ON A WATER SERVICE FOR THE SHCP AND APPROVING AN APPLICATION FOR AN OUT OF AGENCY SERVICE TO REESTABLISH THE WATER SERVICE TO APN 222-091-015 (SHCP) AND MODIFY THE SWRCB-DWR PLACE OF USE

Recitals

1. WHEREAS, in 2014 the Garberville Sanitary District (the "District") completed modification of its Place of Use for its surface water diversion permit and license and annexed certain areas of land into its jurisdictional boundary ("Annexation Project");
2. WHEREAS, as part of the Annexation Project, the District, with the assistance of its retained consultant SHN Consulting Engineers & Geologists, Inc., ("SHN"), performed an analysis of potential environmental impacts associated with the Annexation Project;
3. WHEREAS, the District prepared the Final Mitigated Negative Declaration dated September 2013, which is the Draft Mitigated Negative Declaration that was circulated for review and comment, and supplemented based upon the comments received; and
4. WHEREAS, the Final IS/MND included an accommodation for future reconnection of the SHCP to the GSD water system including conditions of service; and
5. WHEREAS, the SHCP would like to make minor revisions to these conditions of service to allow for public drinking fountains to be added to the allowable residential uses; and
6. WHEREAS, a Notice of Completion of the Draft Environmental Impact Report for the Southern Humboldt Community Park was filed with the State Clearinghouse on April 28, 2016 (State Clearinghouse No. 2010092037) was filed by Humboldt County as the lead agency; and
7. WHEREAS, a Notice of Availability was published in accordance with Public Resources Code section 21092 and CEQA Guidelines section 15087 on May 9, 2016 and was sent by mail to organizations and individuals who requested such notice by Humboldt County. The Notice of Availability provided for a public comment period commencing on May 9, 2016 and ending on June 27, 2016; and
8. WHEREAS, the County received public and agency comments on the draft document; and
9. WHEREAS, in accordance with CEQA, all comments received on the Draft EIR during the public comment period were responded to and included in a Final Environmental Impact Report (Final EIR) completed on November 14, 2016; and

RESOLUTION 19-02

10. WHEREAS, on January 5, 2017, the Humboldt County Planning Commission held a duly noticed public hearing to receive testimony on the adequacy on the Final EIR; and
11. WHEREAS, the Final EIR was reviewed and considered by the Planning Commission, consistent with the requirements of the California Environmental Quality Act (CEQA) prior to making its recommendations; and
12. WHEREAS, on January 5, 2017, the Planning Commission voted to recommend that the Humboldt County Board of Supervisors certify the Final EIR for the Southern Humboldt Community Park and approve the Project as proposed, with a minor modification; and
13. WHEREAS, the Humboldt County Board of Supervisors held duly noticed public hearings to review and consider and receive testimony on the Southern Humboldt Community Park and the Final EIR on March 28 and April 25, 2017; and
14. WHEREAS, the Board of Supervisors deliberated the matter on March 28, 2017, and directed County staff to prepare these findings supporting certification of the Final Environmental Impact Report for the Southern Humboldt Community Park, adoption of a Statement of Overriding Considerations, and adoption of the proposed project for final Board action on April 25, 2017; and
15. WHEREAS, on April 25, 2017, the Board of Supervisors completed its deliberations, and now desires to make environmental findings, certifying the Final Environmental Impact Report for the Southern Humboldt Community Park, adopt a Statement of Overriding Considerations, and approve the Mitigation Monitoring and Reporting Program (FEIR, Chapter IV) ; and
16. WHEREAS, the Humboldt County Board of Supervisors adopted Resolution 17-35 on April 25, 2017 which included:
 - a. adopting the Findings of Fact contained in Attachment A - Part 2,
 - b. certifying the Final Environmental Impact Report for the Southern Humboldt Community Park (consisting of the Draft EIR, Final EIR, and all appendices)
 - c. adopting the Statement of Overriding Considerations in Support of the Final Environmental Impact Report for the Project (Attachment A - Part 3)
 - d. incorporating and adopting all of the mitigation measures described in the Final EIR applicable to the Project including the Mitigation Monitoring and Reporting Program
17. WHEREAS, the GSD Board of Directors has reviewed and considered all of the environmental documents associated with the Humboldt County Board of Supervisors actions; and
18. WHEREAS, the GSD Board of Directors on January 29, 2019 received and reviewed the 2018 Annual Water Capacity Report, which documented on page 13-14 the Districts continued commitment to allocate 2,000 cubic feet per month; and
19. WHEREAS, the SHCP has requested that GSD make applications as necessary to LAFCo and SWRCB-DWR to reconnect the Park to the GSD water system for the existing residential uses and construction of several public drinking water fountains around the park property.

Resolution

NOW, THEREFORE, the Board of Directors of the Garberville Sanitary District hereby resolves as follows:

1. The condition of approval for service to the SHCP are amended to be as follows:
 - A. SHCP will be given one new connection (3/4" meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.
 - B. The SHCP will make application for this new service connection from Tooby Ranch Road off the 8" waterline that was constructed as part of the Drinking Water Improvement Project. A new meter would be set here for SHCP service.
 - C. No connection fee will be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.
 - D. The one new 3/4" meter is for residential and public recreation drinking fountain uses only and is not intended to be used to serve future development on the Property contemplated by SHCP or shown in the Final EIR as adopted by Humboldt County.
 - E. The usage for the connection is limited to 2,000 cubic feet per month (20 units). The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.
 - F. As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods."
 - G. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies the circumstances described above and listed these conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APN 222-091-015.
 - H. Since the new SHCP connection is to be made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing an extensive and expensive network of new waterlines to keep the potable water separate from the various other untreated water sources that the Park uses on their property. The County Public Health Department will determine which locations need potable water.
 - I. Any proposed uses other than the 2,000 cubic feet per month for the public drinking fountains, two residences and the existing outbuildings are not being approved by the District and will be evaluated based upon the District's available water supply at such time as the Park requests any expanded water uses. The SHCP will need to be specific about these additional uses so that GSD can determine if we have sufficient water capacity to supply those levels of use.

RESOLUTION 19-02

J. The District has limited water sources and many not have water available for any expanded uses at the Park.

- 2. The Board of Directors hereby finds that the Final Mitigated Negative Declaration for the Annexation Project, along with the Final Environmental Impact Report and associated documents recited above are sufficient to use in making application to Humboldt LAFCo and the State Water Resources Control Board Division of Water Rights;
- 3. The Board of Directors hereby approves the APPLICATION FORM FOR CITIES AND DISTRICTS TO PROVIDE SERVICES OUTSIDE AGENCY BOUNDARIES and authorizes the Chair of the Board to sign all documents necessary, including the indemnification, to process the LAFCo approvals, and to submit the Application to Humboldt LAFCo.
- 4. The Board of Directors hereby approves the PETITION FOR CHANGE for the District's Place of Use on the License and Permit, and authorizes the Chair of the Board to sign all documents necessary to process the SWRCB-DWR approvals, and to submit the Petition to SWRCB-DWR.

On motion of Director _____, and seconded by Director _____, the foregoing Resolution is Passed and adopted this 18th day of June, 2019, by the following roll call votes:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

_____,
Ralph Emerson, Clerk of the Board



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

BOARD MEMBER QUESTIONS

I) General Introduction:

- a. Do you reside within the Garberville Sanitary District Boundaries and how long do you expect to live here?
- b. Tell us about yourself and your qualification that would make you an effective Board Member?
- c. Why are you interested in serving on the Board?
- d. Describe what you think the duties of a Public Board Member are?
- e. Are you willing to commit the time required to fulfill Board responsibilities?
 - Attend 12-15 Board meetings per year
 - Serve on various Board committees
 - Serve as an Officer of the Board
 - Periodic out-of-town travel for training and meetings
 - Review invoices, sign checks and other related Board duties
- f. Do you have any potential conflicts of interest that could affect your ability to participate as a Board member, such as contracts, relationships, customers, property dispute or business dealings?
- g. Have you ever worked for Garberville Sanitary District and if so, in what capacity?
- h. Are you related to any members of the GSD Board or of any GSD staff and if so, what is the relationship and who is that person?
- i. Have you ever filed a claim, grievance or law suit against GSD or any person serving on the Board or working for the District?

II) Experience and Qualifications:

- a. What is your experience or knowledge of Special Districts and public governance?
- b. Describe your experience serving on a public Board?
 - What was your greatest accomplishment?
 - What is your greatest asset or ability on a public Board?
 - What was your greatest challenge or frustration as a Board member?
 - How would fellow Board members or friends describe you?
 - May we call co-Board members, associates, friends and references?
- c. How do you handle conflict and differing views on the Board or in the community?

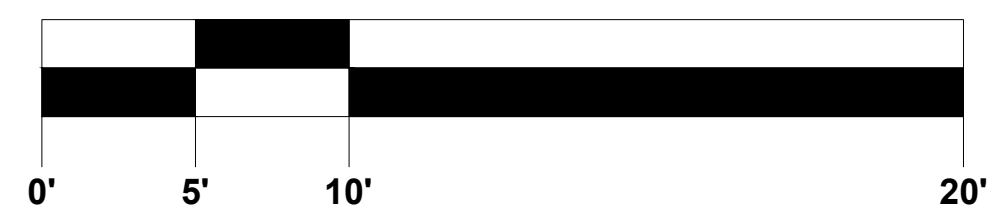
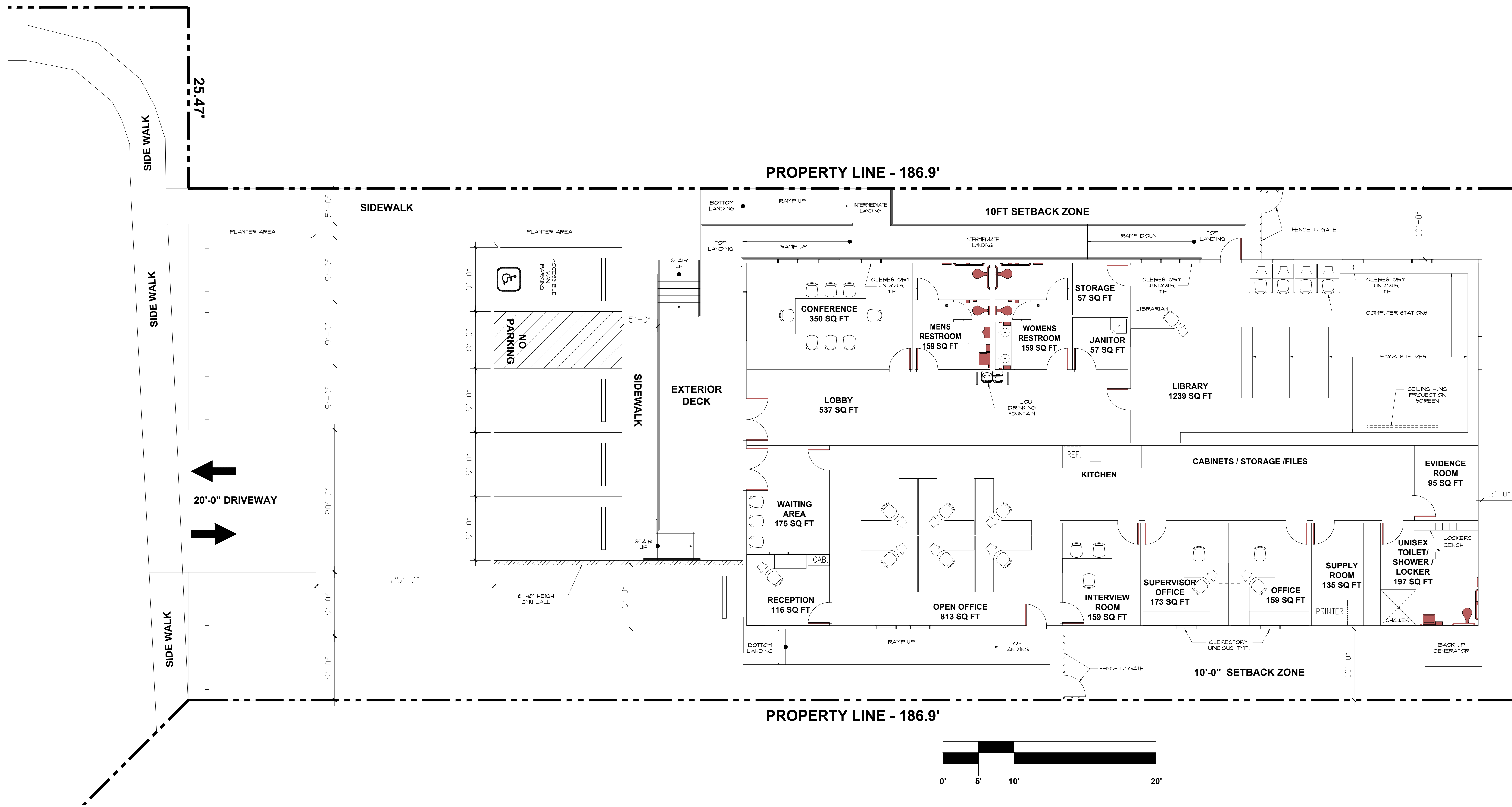
III) Knowledge of Garberville Sanitary District:

- a. What is your knowledge of Garberville Sanitary District?
- b. What is your understanding of our Mission and Vision statement?
- c. What do you see as the problems facing the District?
- d. What can you do to assist in solving District problems?
- e. What is your experience, skills or training which would be helpful in assisting the GSD Board members and staff?

IV) In Closing:

- a. Do you have any questions of us?
- b. If chosen, when would you be able to serve as a Board member?
- c. You will be required to submit a conflict of interest form 700 upon appointment to the Board, are you able to do so?
- d. You will be required to attend Harassment, Ethics and Board Governance training within one year of appointment. Are you willing to do so?

******This concludes our interview******



ISSUES/REVISIONS		
NO	DESCRIPTION	DATE
01	SCHEMATIC DESIGN SUBMITTAL	09-16-19



Sally Swanson Architects, Inc.

220 Sansome St. Suite 1100
San Francisco, CA 94104
Tel: 415.445.3046
Fax: 415.445.3055
ssa@swanarch.com

Architecture
Planning
Accessible Design

ARCHITECT STAMP

DATE _____

PROJECT GARBERVILLE
MINI
COMPLEX

303 CEDAR STREET
GARBERVILLE, CA 95942

DRAWING TITLE
RAMP PLAN, ELEVATIONS
AND DETAILS

SCALE: 1/4"=1'-0"	
JOB NUMBER 11033.05	DRAWING NUMBER A-12
DRAWN BY A.C.	CHECKED BY K.W. & S.S.
DATE 09/16/2019	SHEET NO. 4 OF

1 SCHEMATIC DESIGN - SITE / FLOOR PLAN
GARBERVILLE MINI COMPLEX

SCALE: 1"=15'-0"



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

CANNABIS-AGRICULTURAL WATER USE REQUIREMENTS

The Garberville Sanitary District requires a water use application be filled out if you are using water for any agricultural crop including cannabis.

It has come to our attention through site visits and water usage, that you are using GSD water for cannabis cultivation or for an alternative agricultural crop.

You will need to pick up an application at our office within one week of receiving this letter or you may have your water disconnected until the application and associated agricultural water meter fee of \$8,000 has been received.

WHY THIS APPLICATION IS REQUIRED

1. We are required to account for every gallon of water treated which includes where the water was used
2. In case of drought or other disaster, GSD wants to ensure you have water for your residence and with an agriculture water meter, we can limit water use or disconnect the water for irrigation while providing continued water service to the residence.
3. When large amounts of water are used for irrigation, we have increased demand on our system, water tanks and staff time. The additional agriculture water meter fee offsets the cost for ensuring you have the water required to meet your agricultural water demands.

If you have questions please contact our office or call (707)923-9566

Thank You for your cooperation,

Ralph Emerson

General Manager
Garberville Sanitary District

Date _____

4.2 Workweek

The work week begins at 12:01 am on Monday morning and ends at 12:00 midnight on the following Sunday night.

4.2.1 Work Hours

The work hours consist of up 30 hours or more between Monday through Sunday in a 7 day period. The work day is defined as 8 hours worked during a 24 hour period with the period beginning at midnight and ending at the following midnight.

- a. The General Manager is intended to be a full time position. This position 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. The District office will be open Monday through Thursday between 9:00am to 5:00pm and closed on Fridays. 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, if necessary, 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 General Manager or Chief Operator, with hours not to exceed 24 hours per 7-day workweek. Overtime will not be allowed unless authorized by the General Manager or Chief Plant Operator.

4.2.2 Meal Time and Breaks

A half-hour, unpaid meal break will be taken each day. Two, 15-minute breaks, 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.

Any modifications of meal time or breaks must be approved by the General Manager or designee.

6/1/2018 modified

5.0 Pay and Benefits

Prior to the adoption of the current Personnel Policy dated June 6, 2006, Garberville Sanitary District did not have a personnel policy in place. Therefore any benefits approved by the adoption of the Personnel Policy will commence from June 6, 2006 forward. 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 **and a determination will be made to hire for the position or terminate employment.**

5.1.2 Regular full-time employees

(**District Administrator General Manager**, Chief Operator, **Field Water/Wastewater** Operator, and Account Clerk/Administrative Assistant) **regularly** work 30 or more hours each week and are eligible to receive **the GSD employee benefits package** after **the** 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 **District Administrator 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 **District Administrator General Manager or designee will would determine if the additional hours were needed and inform the Governing Board. need to get Board approval.** 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, **or less** as approved by the **District Administrator General Manager**. 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 or wage of the General Manager. motion of the Board of Directors, except as already agreed with existing employees prior to adoption of this policy and previously approved by the Board.**

5.2.2 Time Cards

All **non-exempt** employees are required to maintain an accurate record of **all** time worked. All **non-exempt** employees must complete time cards and submit them to the office **prior to pay day or determined by the General Manager or designee. by 10 am on the 1st and 16th of the month. Time cards must be approved and signed off by the District Administrator. The District Administrator is exempt from submitting a time card.**

5.2.3 Paydays

Paychecks shall be issued on the 5th and on the 20th. 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. the District will pay on the preceding Friday. If it falls on a Sunday, the District will pay on the following Monday. If it falls on a holiday, paychecks will be given on the preceding workday.** 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. Pay advances against paychecks or against un-accrued vacation will not be granted to employees.

5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The **District Administrator General Manager** is exempt from this law. All overtime must be approved in advance by the **District Administrator 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.

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5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all emergencies **via telephone, cell phone, or pager** and must be able to respond within 30 minutes to a required call. **The District will pay \$12.00 per day as on-call compensation.**

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 callout. This will be in addition to daily or “On-Call” compensation.

5.2.8 Compensatory Time

Compensatory (comp) time policies are generally illegal under federal law. Therefore, the District has opted to comply with this federal policy and pay employees instead of accruing comp 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 will not be accrued nor will the District provide compensation time off in lieu of pay.

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 **at prior to** the **annual** fiscal year meeting of the Board. The **District Administrator General Manager or designee** will provide information on **any** cost of living increase in the packet **provided to for** the Board **for said** Meeting.

b. Merit In grade Pay Raise: All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit **In grade pay** adjustment, the **District Administrator General Manager or designee** will evaluate the employee's willingness to work, ability to learn and record of accomplishments. The **District Administrator General Manager or designee** will provide a recommendation to the Board of Directors for approval if the employee is to receive a Merit **In grade pay** raise.

c. Salary Schedule Increase

All employees on a salary schedule will receive the annual wage increase based on where the employee is at on that salary schedule. At such time the employee is no longer on the salary schedule, the General Manager or designee will consider a wage increase annually based on performance and longevity.

5.3 Time Off

Time off will be granted according to category specified below **and only after approval from the General Manager or designee.**

5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to your anniversary date **from day of hire.**

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 (current employees only) with prior District Administrator General Manager or designee approval. Any employees hired after January 2007 will be required to wait the full year from date of hire before they are eligible to use vacation time. All vacation time must be taken within the anniversary year after it is earned (Example: Hired in October 2006 – Anniversary year is October 2007 – October 2008. Employee must use all vacation time by October 2008), unless the District Administrator approves an employee's request to carry vacation time to the next year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.

b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. 10 years of employment, a full-time employee is entitled to 20 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 30 days paid vacation.

c. 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.

d c. 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.

E d. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

f. e. Full-time employees are eligible to use accrued vacation after six months of employment.

5.3.2 Holidays

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

New Year's Day (Jan 1 st)	Labor Day (Sept-1 st Mon)
M. L. King Day (Jan-3 rd Mon)	Columbus Day (Oct-2 nd Mon)
Presidents' Day (Feb-3 rd Mon)	Thanksgiving Day (Nov-4 th Thurs)
Memorial Day (May-Last Mon)	Day after Thanksgiving
Independence Day (July 4 th)	Christmas Day (Dec 25 th)

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 get paid at a rate of time and one-half for hours worked only. The employee does not receive additional holiday paid on top of time worked. If the employee only works a portion of the day, the hours worked will be paid at a rate of time and one-half and the remaining hours will be paid at straight holiday pay.

e. Personal Day Off: Full-time employees and permanent part-time employees will receive 2 (two) 8-hour paid personal holidays after 3 years of service to used within the anniversary year. In the event the employees fail to take the paid personal holidays off within the anniversary year, they will expire and not be carried over to the following year.

f. A floating day for holidays is provided to employees who work non-standard workweeks (for example, Wednesday through Sunday). These employees are entitled to the same number of holidays per year as those employees who work a normal schedule. The floating day for holidays is as follows: On holidays that fall on the scheduled work day of the operator, the operator will take off the day before or after the holiday depending on the work schedule. For example, on holidays that fall on Monday the operator that works Monday through Friday is entitled to take off the Friday before the Monday of the holiday. For an operator that works Wednesday through Sunday, they are entitled to take off the Wednesday after the holiday. The floating day for holidays will change based on work schedule. A floating holiday day is to be taken before or after the holiday and is not to be banked. Operations will need to provide the **District Administrator General Manager or designee** a schedule of holidays off at the beginning of each year. Operations will make sure that the days off does not impact the District's operation.

The **District Administrator General Manager or designee** will review, modify and **approved approve** 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 doctor/dentist/**counseling** visits. **in not less than four-hour units.**

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 **unless approved by the General Manager or designee.**

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.