

**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**

**December 18, 2018
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___

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

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

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-

General Manager—Ralph Emerson Pg. 4

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

- A.1 Approve Financials – Pg. 5-17
 - A.2 Approve 11/27/18 Regular Meeting Minutes - Pg. 18-19
 - A.3 Operations Safety Report- Pg. 20-21
- Motion: Second: Vote:**

A. GENERAL BUSINESS – Action items

Notice to the Public

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

- B.1 Board Organization and Duties **pg. 22-30**
(action required)
Nomination of Chairperson
Motion: Second: Vote:

Nomination of Vice Chairperson
Motion: Second: Vote:

Nomination of Secretary
Motion: Second: Vote:

Nomination of Treasurer
Motion: Second: Vote:

Authorized Signatures to Sign For District
Motion: Second: Vote:
- B.2 Approve Board Calendar for 2018 **pg. 31**
(action requested)
Motion: Second: Vote:
- B.3 Bank Building Remodel Project **pg. 32-35**
(discussion-possible action)
Motion: Second: Vote:
- B.4 Draft Audit Presentation **pg. 36-71**
(discussion-possible action)
Motion: Second: Vote:
- B.5 Southern Humboldt Park Projects and Request **pg. 72-75**
(discussion-possible action)
Motion: Second: Vote:

B.6 Will Serve Water/Sewer Service Agreement and Application **pg. 76-80**
(discussion—possible action)

B.7 Rate Study Update

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy—Employee Conduct Section 7.5--7.11 **pg. 81-87**
(discussion possible action) second reading

Motion: Second: Vote:

C.2 Water Ordinance, Discontinuance of Service Article 10, Sec 10.7-10.9 **pg. 88-94**
(discussion-no action) second reading—Resolution #18-012

IX. CLOSED SESSION

A. **Conference with Legal Counsel – Existing Litigation (Government Code § 54956.9)**
Stillwell vs. Garberville Sanitary District, Humboldt County Superior Court Case No. DR180139.

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Study
2. Budget Update 2018-2019
3. Annual Water Balance Analysis
- 4.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than December 14, 2018: 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: December 18, 2018

I was asked to look into the Town Square Food Truck Sewage and water use but after doing research the food trucks bring their own water and have disposal tanks on truck that are disposed of off-site. The site where the trucks sit is capable of receiving water from Town Square and disposing of truck wastewater at that location but I haven't found anybody who knows of food trucks disposing of their truck wastewater in the receiving tank on site.

There have been multiple meetings this past month regarding the finalization of the water treatment plant requirements and the new chlorine contact chamber. We received another reimbursement check from SDRMA and are currently reimbursed for all expenses with only a small percentage of work left to do.

There are some in the community and elsewhere who demand our time for their own personal crusade against the community and those trying to improve Southern Humboldt County while claiming to protect the environment but as a Public Agency, we have certain requirements to provide information to these people regardless of how beneficial to GSD which is very time consuming and during this past month we have spent countless hours doing research which limits staff time from doing productive work for the customers and GSD.

We have received rain which has increased the river flow at the same time of decreased water demand by the customers which has provided some valuable information as we plan for the future. We have learned that although the chlorine contact chamber failed and we operated all summer without it, Dan & Brian have been able to operate our treatment plant and provide water to the customers by operating at lower gpm and constant day and night monitoring of the distribution/transmission system. They did a great job this past summer at a time we were facing a potential water deficit between treatment and demand.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: December 18, 2018
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: October 2018 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for October 2018. As can be seen on the “Combined Revenue & Expense Report for Board” in the YTD Actual (first four months of year) column:

- The total revenue is **\$ 311,424.38**, which is **\$ 31,647.45** under budget so far this year (bad)
- The total expenses are **\$ 428,242.80**, which is **\$ 7,578.75** under budget (good)
- The net income excluding depreciation is **\$ 50,882.94**, which is **\$ 31,367.34** under budget

As can be seen on the “Statement of Cash Flows Report for Board - October 2018” and the “Balance Sheet Report for Board As of October 2018”:

- Net cash **DECREASE** for September is **\$ 77,260.09** and the year to date cash decrease is **\$ 85,061.39**.
- Expenditures for fixed asset acquisition so far this year total **\$ 275,035.56** which was for the replacement of the chlorine contact chamber and \$38,510 for Maple Lane sewer line replacement (this was an unbudgeted expenditure)
- As of October 31, 2018, the total reimbursement from the insurance company so far is \$184,214.19. SDRMA has been very efficient at reimbursing GSD for CCC-CL2 expenses.
- Total payments on long term debt so far this year total **\$ 54,434.49**.

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 October 2018

Garberville Sanitary District
Statement of Cash Flows Report for Board
October 2018

	<u>Oct 18</u>	<u>Jul - Oct 18</u>
OPERATING ACTIVITIES		
Net Income	(45,478.54)	(116,818.42)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	3,564.00	1,776.00
1100 · Accounts Receivable	14,958.03	17,158.81
1110 · Accts Receivable Over Payments	519.18	(249.91)
1450 · Prepaid Rent		835.00
1500 · Prepaid Insurance	1,871.16	(14,969.32)
1501 · Prepaid Workers Comp	705.02	(5,083.14)
1502 · Prepaid Expenses	556.04	(801.24)
1510 · Prepaid Licenses and Permits	1,635.00	(13,037.94)
1111 · Insurance Proceeds Receivable	67,582.65	79,863.19
2000 · Accounts Payable	100,284.54	106,214.34
20000 · *Accounts Payable		19,620.00
2210 · Accrued Federal PR Taxes		(0.07)
2300 · Service Deposits	600.00	2,200.00
Net cash provided by Operating Activities	<u>146,797.08</u>	<u>76,707.30</u>
INVESTING ACTIVITIES		
SEWER:Collection	(38,510.00)	(38,510.00)
Accumulated Depreciation-Water	27,202.63	108,810.52
Accumulated Depreciation-Sewer	14,722.71	58,890.84
CIP-CL2 Contact Chamber Replace	(68,633.61)	(236,525.56)
Net cash provided by Investing Activities	<u>(65,218.27)</u>	<u>(107,334.20)</u>
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(23,167.43)
2605 · RCAC Loan #6200-GSD-02	(4,234.38)	(16,832.39)
2655 · Lease Payable - Copier	(84.34)	(334.91)
2700 · SRF Loan - Water		0.00
2660 · Lease Payable - Ford Motor Cred		(14,099.76)
Net cash provided by Financing Activities	<u>(4,318.72)</u>	<u>(54,434.49)</u>
Net cash increase for period	<u>77,260.09</u>	<u>(85,061.39)</u>
Cash at beginning of period	788,639.98	950,961.46
Cash at end of period	<u><u>865,900.07</u></u>	<u><u>865,900.07</u></u>

Garberville Sanitary District
Balance Sheet Report for Board
As of October 31, 2018

	Oct 31, 18	Jun 30, 18	Difference
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	115,044.28	145,539.98	(30,495.70)
1006 · Umpqua System Reserve - Water	25,678.60	53,000.76	(27,322.16)
1007 · Umpqua System Reserve - Sewer	31,111.56	58,427.31	(27,315.75)
1011 · Water Enterprise Fund	46,572.14	46,517.25	54.89
1030 · County Treasury - Sewer Reserve	405,174.27	405,174.27	0.00
1031 · County Treasury - Water Reserve	242,088.40	242,088.40	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	191.31	173.98	17.33
Total Checking/Savings	865,900.07	950,961.46	(85,061.39)
Accounts Receivable			
11000 · Accounts Receivable - Other	1,175.00	2,951.00	(1,776.00)
Total Accounts Receivable	1,175.00	2,951.00	(1,776.00)
Other Current Assets			
1111 · Insurance Proceeds Receivable	65,785.81	145,649.00	(79,863.19)
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(1,507.13)	(1,757.04)	249.91
1100 · Accounts Receivable - Other	77,339.21	94,498.02	(17,158.81)
Total 1100 · Accounts Receivable	75,832.08	92,740.98	(16,908.90)
1450 · Prepaid Rent	0.00	835.00	(835.00)
1500 · Prepaid Insurance	18,227.09	3,257.77	14,969.32
1501 · Prepaid Workers Comp	5,172.44	89.30	5,083.14
1502 · Prepaid Expenses	4,448.24	3,647.00	801.24
1510 · Prepaid Licenses and Permits	13,080.00	42.06	13,037.94
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	177,545.66	241,261.11	(63,715.45)
Total Current Assets	1,044,620.73	1,195,173.57	(150,552.84)
Fixed Assets			
CIP - CCC Replace - Insurance	(250,000.00)	(250,000.00)	0.00
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00
CIP-CL2 Contact Chamber Replace	295,939.28	59,413.72	236,525.56
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
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,372,511.02	2,334,001.02	38,510.00

Garberville Sanitary District
Balance Sheet Report for Board
As of October 31, 2018

	Oct 31, 18	Jun 30, 18	Difference
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	5,816,235.16	5,777,725.16	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	(1,641,201.78)	(1,532,391.26)	(108,810.52)
Accumulated Depreciation-Sewer	(1,872,310.90)	(1,813,420.06)	(58,890.84)
Total Fixed Assets	11,027,040.39	10,919,706.19	107,334.20
TOTAL ASSETS	12,071,661.12	12,114,879.76	(43,218.64)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	138,806.61	32,592.27	106,214.34
Total Accounts Payable	138,806.61	32,592.27	106,214.34
Other Current Liabilities			
2300 · Service Deposits	2,900.00	700.00	2,200.00
20000 · *Accounts Payable	19,620.00	0.00	19,620.00
2205 · Accrued Simple	(41.46)	(41.46)	0.00
2210 · Accrued Federal PR Taxes	0.00	0.07	(0.07)
2220 · Accrued State PR Taxes	0.00	0.00	0.00
2225 · Accrued Workers Comp	0.00	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	155,946.63	134,126.70	21,819.93
Total Current Liabilities	294,753.24	166,718.97	128,034.27
Long Term Liabilities			
2500 · N/P - SWRCB	122,974.63	146,142.06	(23,167.43)
2605 · RCAC Loan #6200-GSD-02	111,789.22	128,621.61	(16,832.39)
2655 · Lease Payable - Copier	1,224.84	1,559.75	(334.91)
2660 · Lease Payable - Ford Motor Cred	0.00	14,099.76	(14,099.76)
2700 · SRF Loan - Water	1,264,515.10	1,264,515.10	0.00
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00
Total Long Term Liabilities	1,387,872.03	1,442,306.52	(54,434.49)
Total Liabilities	1,682,625.27	1,609,025.49	73,599.78
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,376,362.52	4,562,718.96	(186,356.44)
Net Income	(116,818.42)	(186,356.44)	69,538.02
Total Equity	10,389,035.85	10,505,854.27	(116,818.42)
TOTAL LIABILITIES & EQUITY	12,071,661.12	12,114,879.76	(43,218.64)

Garberville Sanitary District
Combined Revenue & Expense Report for Board
 October 2018

PRELIMINARY UNTIL
 AUDIT COMPLETED

	Oct. 2018 Actual	YTD Actual	YTD Budget	Difference YTD Actual to Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 · Residential	23,472.77	111,597.50	116,637.70	(5,040.20)
4110 · Commercial	17,874.69	77,624.32	82,014.51	(4,390.19)
4150 · Bulk Water Sales	0.00	6,684.00	13,000.00	(6,316.00)
Total Water Charges	41,347.46	195,905.82	211,652.21	(15,746.39)
4200 · Sewer Charges	23,158.08	108,035.42	124,919.65	(16,884.23)
4300 · Connection Fees	0.00	0.00	0.00	0.00
4650 · Late Charges	1,230.00	3,595.00	2,166.69	1,428.31
4700 · Other Operating Revenue	540.00	2,080.00	2,333.28	(253.28)
Total Income	66,275.54	309,616.24	341,071.83	(31,455.59)
Gross Profit	66,275.54	309,616.24	341,071.83	(31,455.59)
Expense				
Administrative and General				
5000 · Advertising	0.00	0.00	116.68	(116.68)
5005 · Bad Debts	15.00	144.01	1,166.68	(1,022.67)
5010 · Bank Charges				
5012 · Merchant Account Fees	152.52	785.14	766.72	18.42
5010 · Bank Charges - Other	146.70	545.28	466.72	78.56
Total 5010 · Bank Charges	299.22	1,330.42	1,233.44	96.98
5020 · Directors Fees	0.00	1,000.00	600.00	400.00
5030 · Dues and Memberships	3,016.00	4,036.00	1,466.72	2,569.28
5035 · Education and Training	926.48	2,652.95	666.72	1,986.23
5036 · Education and Training - B.O.D.	0.00	0.00	100.00	(100.00)
Insurance				
5040 · Liability	1,871.16	7,484.64	7,484.68	(0.04)
5050 · Workers' Comp	705.02	2,962.49	2,681.95	280.54
5055 · Health				
5055.1 · Employee Portion	(607.62)	(2,430.48)	(2,600.00)	169.52
5055 · Health - Other	3,257.77	13,031.08	14,120.00	(1,088.92)
Total 5055 · Health	2,650.15	10,600.60	11,520.00	(919.40)
Total Insurance	5,226.33	21,047.73	21,686.63	(638.90)
5060 · Licenses, Permits, and Fees	2,577.14	7,584.20	7,833.36	(249.16)
5065 · Auto	0.00	0.00	1,066.72	(1,066.72)
5070 · Miscellaneous	0.00	66.08	33.28	32.80
5080 · Office Expense	1,249.02	2,529.29	1,866.72	662.57
5085 · Outside Services	573.10	2,327.78	2,833.28	(505.50)
5090 · Payroll Taxes	1,979.22	8,045.32	8,945.28	(899.96)
5100 · Postage	498.79	788.59	933.28	(144.69)
5110 · Professional Fees	9,776.46	26,949.57	25,800.00	1,149.57
5120 · Property Taxes	0.00	30.42	4.00	26.42
5125 · Repairs and Maintenance	23.14	23.14	166.72	(143.58)
5130 · Rents	835.00	3,340.00	4,000.00	(660.00)
5135 · Retirement	648.62	2,518.77	2,550.00	(31.23)
5137 · Supplies	473.34	1,246.73	400.00	846.73
5140 · Telephone	851.02	3,737.21	2,533.28	1,203.93

Garberville Sanitary District
Combined Revenue & Expense Report for Board
 October 2018

PRELIMINARY UNTIL
 AUDIT COMPLETED

	Oct. 2018 Actual	YTD Actual	YTD Budget	Difference YTD Actual to Budget
5145 · Tools	0.00	0.00	1,333.28	(1,333.28)
5150 · Travel and Meetings	115.19	115.19	500.00	(384.81)
5155 · Utilities	194.89	985.64	920.00	65.64
5160 · Wages				
5165 · Wages - Overtime	366.90	845.40	333.28	512.12
5160 · Wages - Other	10,173.33	42,407.33	53,434.72	(11,027.39)
Total 5160 · Wages	10,540.23	43,252.73	53,768.00	(10,515.27)
Total Administrative and General	39,818.19	133,751.77	142,524.07	(8,772.30)
Sewage Collection				
6010 · Fuel	213.41	857.17	1,073.36	(216.19)
6030 · Repairs and Maintenance	(61.93)	(265.71)	8,000.00	(8,265.71)
6040 · Supplies	0.00	2,743.80	666.64	2,077.16
6050 · Utilities	353.03	1,199.56	1,916.64	(717.08)
6060 · Wages				
6065 · Wages - Overtime Sewer Collecti	108.00	516.00	0.00	516.00
6060 · Wages - Other	2,551.21	11,131.67	9,636.36	1,495.31
Total 6060 · Wages	2,659.21	11,647.67	9,636.36	2,011.31
Total Sewage Collection	3,163.72	16,182.49	21,293.00	(5,110.51)
Sewage Treatment				
6075 · Fuel	213.41	857.18	996.64	(139.46)
6080 · Monitoring	245.00	580.00	4,666.64	(4,086.64)
6100 · Repairs and Maintenance	2,213.98	4,731.86	4,500.00	231.86
6110 · Supplies	1,793.95	1,934.19	2,533.36	(599.17)
6120 · Utilities	673.43	2,472.56	4,600.00	(2,127.44)
6130 · Wages				
6135 · Wages - Overtime Sewer Treatmen	223.50	481.50	0.00	481.50
6130 · Wages - Other	3,846.29	11,859.18	7,937.64	3,921.54
Total 6130 · Wages	4,069.79	12,340.68	7,937.64	4,403.04
Total Sewage Treatment	9,209.56	22,916.47	25,234.28	(2,317.81)
Water Trans and Distribution				
7075 · Fuel	213.42	857.22	958.36	(101.14)
7090 · Repairs and Maintenance	192.42	3,653.42	6,666.64	(3,013.22)
7100 · Supplies	0.00	12,481.35	1,333.36	11,147.99
7110 · Utilities	599.98	2,768.21	3,450.00	(681.79)
7120 · Wages				
7125 · Wages - Overtime Water Trans &	261.00	1,155.50	1,666.64	(511.14)
7120 · Wages - Other	3,171.43	12,914.12	10,017.64	2,896.48
Total 7120 · Wages	3,432.43	14,069.62	11,684.28	2,385.34
Total Water Trans and Distribution	4,438.25	33,829.82	24,092.64	9,737.18
Water Treatment				
7020 · Fuel	0.00	0.00	733.36	(733.36)
7010 · Monitoring	180.00	1,800.00	1,666.64	133.36
7015 · Outside Services	0.00	800.00		800.00
7030 · Repairs and Maintenance	569.66	5,438.29	4,333.36	1,104.93
7040 · Supplies	4,305.36	4,584.93	4,666.64	(81.71)
7050 · Utilities	4,019.03	16,068.44	15,333.36	735.08
7060 · Wages				

Garberville Sanitary District
Combined Revenue & Expense Report for Board
 October 2018

PRELIMINARY UNTIL
 AUDIT COMPLETED

	Oct. 2018 Actual	YTD Actual	YTD Budget	Difference YTD Actual to Budget
7065 · Wages - Overtime Water Treatment	843.00	2,988.75	2,000.00	988.75
7060 · Wages - Other	3,650.64	16,281.74	13,033.64	3,248.10
Total 7060 · Wages	4,493.64	19,270.49	15,033.64	4,236.85
Total Water Treatment	13,567.69	47,962.15	41,767.00	6,195.15
Total Expense	70,197.41	254,642.70	254,910.99	(268.29)
Net Ordinary Income	(3,921.87)	54,973.54	86,160.84	(31,187.30)
Other Income/Expense				
Other Income				
Property Tax Revenue				
8010 · Secured	0.00	0.00	0.00	0.00
8020 · Unsecured	0.00	0.00	0.00	0.00
8025 · Prior Years	0.00	0.00	0.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	0.00
8060 · Interest Income	30.72	155.93	2,000.00	(1,844.07)
8070 · Other Non-Operating Revenue	821.38	1,652.21		1,652.21
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	0.00
Total Other Income	852.10	1,808.14	2,000.00	(191.86)
Other Expense				
9040 · Depreciation	41,925.34	167,701.36	175,000.00	(7,298.64)
9050 · Interest Expense	483.43	5,898.74	5,910.56	(11.82)
Total Other Expense	42,408.77	173,600.10	180,910.56	(7,310.46)
Net Other Income	(41,556.67)	(171,791.96)	(178,910.56)	7,118.60
Net Income	(45,478.54)	(116,818.42)	(92,749.72)	(24,068.70)
9040 · Depreciation	41,925.34	167,701.36	175,000.00	(7,298.64)
Net Income Excluding Depreciation	(3,553.20)	50,882.94	82,250.28	(31,367.34)

Garberville Sanitary District
Check Register Report for Board
October 2018

Date	Num	Memo	Amount
101 Netlink			
10/10/2018	9578		-255.00
Total 101 Netlink			-255.00
Allsport			
10/15/2018	DBT		-221.87
Total Allsport			-221.87
Anderson, Lucas, Somerville & Borges			
10/10/2018	9574		-1,000.00
Total Anderson, Lucas, Somerville & Borges			-1,000.00
Base Camp Pizza			
10/22/2018	DBT		-70.00
Total Base Camp Pizza			-70.00
Blue Star Gas			
10/17/2018	9599		-11.00
Total Blue Star Gas			-11.00
Branscomb Center			
10/19/2018	DBT		-183.13
Total Branscomb Center			-183.13
Brenntag Pacific, Inc.			
10/30/2018	9601		-3,044.13
Total Brenntag Pacific, Inc.			-3,044.13
Capital Bank & Trust			
10/04/2018	EFT	557880519	-767.35
10/04/2018	EFT	025158148	-318.48
10/17/2018	EFT	025158148	-330.14
10/17/2018	EFT	557880519	-773.83
Total Capital Bank & Trust			-2,189.80
Cash			
10/16/2018	9590		-210.00
10/19/2018	9600		-100.00
Total Cash			-310.00
Crystal Springs Bottled Water			
10/02/2018	09565		-21.00

Garberville Sanitary District
Check Register Report for Board
 October 2018

Date	Num	Memo	Amount
Total Crystal Springs Bottled Water			-21.00
Dazey's Building Center			
10/10/2018	9575		-83.71
Total Dazey's Building Center			-83.71
Driftwood Cafe			
10/25/2018	DBT		-26.02
Total Driftwood Cafe			-26.02
EDD			
10/04/2018	EFT	499-0538-3	-648.94
10/04/2018	EFT	499-0538-3	-17.68
10/17/2018	EFT	499-0538-3	-686.95
10/17/2018	EFT	499-0538-3	-34.09
Total EDD			-1,387.66
Ellies Mutt Hut & Vegetarian Cafe			
10/21/2018	DBT		-47.00
Total Ellies Mutt Hut & Vegetarian Cafe			-47.00
Fluentstream Tech			
10/10/2018	9576		-109.43
Total Fluentstream Tech			-109.43
Frontier Communications			
10/10/2018	9577		-343.61
10/30/2018	9602		-402.90
Total Frontier Communications			-746.51
G.R. Wilcox Enterprises, Inc			
10/17/2018	9591		-4,000.00
Total G.R. Wilcox Enterprises, Inc			-4,000.00
Gunbarrel			
10/22/2018	DBT		-46.33
Total Gunbarrel			-46.33
Harrahs			
10/23/2018	DBT		-143.51
Total Harrahs			-143.51
Heavens Little Cafe			

**Garberville Sanitary District
Check Register Report for Board
October 2018**

Date	Num	Memo	Amount
10/23/2018	DBT		-32.65
Total Heavens Little Cafe			-32.65
In-N-Out			
10/26/2018	DBT		-12.99
Total In-N-Out			-12.99
IRS			
10/04/2018	EFT	68-0296323	-2,949.70
10/17/2018	EFT	68-0296323	-3,138.20
Total IRS			-6,087.90
JAYHAWK SOFTWARE			
10/10/2018	9579		-775.00
Total JAYHAWK SOFTWARE			-775.00
Jennie Short			
10/17/2018	9592		-6,013.45
Total Jennie Short			-6,013.45
Joasis			
10/22/2018	DBT		-42.06
Total Joasis			-42.06
Just Rent It, LLC			
10/30/2018	9603		-1,224.04
Total Just Rent It, LLC			-1,224.04
Lake Tahoe Resort Hotel			
10/29/2018	DBT		-496.92
Total Lake Tahoe Resort Hotel			-496.92
Lori Ruiz			
10/30/2018	9604		-200.00
Total Lori Ruiz			-200.00
Mitchell, Brisso, Delaney & Vrieze			
10/10/2018	9580		-61.00
Total Mitchell, Brisso, Delaney & Vrieze			-61.00
North Coast Laboratories Ltd.			
10/10/2018	9581		-145.00

**Garberville Sanitary District
Check Register Report for Board
October 2018**

Date	Num	Memo	Amount
10/30/2018	9605		-330.00
Total North Coast Laboratories Ltd.			-475.00
PG&E			
10/10/2018	9582		-5,774.16
Total PG&E			-5,774.16
Pitney Bowes Purchase Power			
10/10/2018	9583		-498.79
Total Pitney Bowes Purchase Power			-498.79
Ralph Emerson			
10/02/2018	09566		-50.00
Total Ralph Emerson			-50.00
Rays Food Place			
10/15/2018	DBT		-20.28
Total Rays Food Place			-20.28
Recology Humboldt County			
10/10/2018	9584		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
10/02/2018	09670		-104.59
10/31/2018			-86.33
Total Redwood Merchant Services			-190.92
RENNER			
10/10/2018	DBT		-640.24
10/20/2018	DBT		-50.34
Total RENNER			-690.58
Roadrunner 76			
10/26/2018	DBT		-39.12
Total Roadrunner 76			-39.12
Rural Community Assistance Program			
10/01/2018	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
Sentry III Center			

**Garberville Sanitary District
Check Register Report for Board
October 2018**

Date	Num	Memo	Amount
10/30/2018	9606		-835.00
Total Sentry III Center			-835.00
Shell Oil			
10/22/2018	DBT		-25.73
Total Shell Oil			-25.73
Staples Credit Plan			
10/29/2018			-155.04
10/30/2018	9607		-286.31
Total Staples Credit Plan			-441.35
Starbucks			
10/29/2018	DBT		-9.00
Total Starbucks			-9.00
State Water Resources Control Board WWOCP			
10/03/2018	9568		-110.00
Total State Water Resources Control Board WWOCP			-110.00
Streamline			
10/10/2018	9585		-100.00
Total Streamline			-100.00
Umpqua Bank			
10/22/2018	09671		-126.81
Total Umpqua Bank			-126.81
US Cellular			
10/02/2018	09567		-267.54
Total US Cellular			-267.54
Wahlund Construction, Inc.			
10/10/2018	9586		-13,100.11
Total Wahlund Construction, Inc.			-13,100.11
Wells Fargo			
10/10/2018	9587		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
10/10/2018	9588		-3,160.00

Garberville Sanitary District
Check Register Report for Board
October 2018

Date	Num	Memo	Amount
Total Wyatt & Whitchurch, E.A. Inc.			-3,160.00
WYCKOFF'S			
10/11/2018	9589		-49.43
Total WYCKOFF'S			-49.43
Arreguin, Daniel J			
10/04/2018	9569		-2,243.54
10/17/2018	9593		-2,570.63
Total Arreguin, Daniel J			-4,814.17
Emerson, Ralph K			
10/04/2018	9570		-3,094.00
10/17/2018	9594		-3,094.00
Total Emerson, Ralph K			-6,188.00
LaFond, Jamie L			
10/17/2018	9595		-104.95
Total LaFond, Jamie L			-104.95
Miller, Brian A			
10/04/2018	9571		-1,829.79
10/17/2018	9596		-1,790.42
Total Miller, Brian A			-3,620.21
Nieto, Mary			
10/04/2018	9572		-1,015.27
10/17/2018	9597		-1,149.84
Total Nieto, Mary			-2,165.11
Ruiz, Ricardo			
10/04/2018	9573		-260.35
10/17/2018	9598		-397.37
Total Ruiz, Ricardo			-657.72
TOTAL			-77,176.41

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

**November 27th, 2018
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Meeting started at 5:02 pm

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Present
Linda Brodersen
Doug Bryan
Richard Thompson-Arrived at 5:15pm

III. APPROVAL OF AGENDA

Motion: Rio Anderson Second: Doug Bryan Vote: 3-0

IV. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION

A. No items for closed session

VI. OPEN SESSION

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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogel asked what happened to the meter after it was taken off the hydrant. The response from GM is nothing at this time. Meter has been put away.

Jessie Jeffries stated he felt GM provided incomplete information to him because of what the State Water Board had received. He felt GM was not doing a very good job.

Shawn Studebaker
Dan Thomas

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –
Correspondence- Pg. 4-7

Operations Staff-

Office Staff-

Board Members- The Board acknowledged the GSD staff for all they do.

General Manager—Ralph Emerson Pg. 8

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials - pg (Sent by Email to all Board Members)
- A.2 Approve 10/23/2018 Regular Meeting Minutes - pg. 9-11

A.3 Operations Safety Report- pg.12-13
Motion: Doug Bryan Second: Rio Anderson Vote: 4-0

B. GENERAL BUSINESS – Action items

B.1 Raw Water Intake Gallery-South Fork Eel River pg.14-18

**More research needs to be done. The pipes need to be located.
Follow up for the interest of the Water District.**

B.2 Chlorine Contact Chamber—Tracer Study pg. 19-34

The tracer study was successful and the tank meets the requirements of the state.

B.3 Replace Office Carpet--Consideration pg. 35-36

The District would be responsible for the full price to replace the office carpet. The staff will look into more flooring options.

B.4 Will Serve Water/Sewer Service Application and Agreement pg.37-41

Bring back with corrections made to the application.

B.5 Emergency Bulk Water Sales-Response From State Water Board pg. 42-46

The District will not be providing bulk water unless approved by the state water board.

B.6 Rate Study Update pg.47-48

December 3rd 2018 at 2:00 pm is the next rate study meeting.

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy—Employee Conduct Section 7.5--7.11 pg.49-55
(discussion possible action) first reading

Bring Back

C.2 Water Ordinance, Discontinuance of Service Article 10, Sec 10.7-10.9 pg. 56-59
(discussion-no action) first reading

Bring Back

X. ITEMS FOR NEXT BOARD MEETING

1. Rate Study
2. Southern Humboldt Park Projects
3. Update on Projects
4. Budget Update 2018—2019
5. Introduction and swearing in of New Board Members
6. Board Member officers and Duties
7. 2019 Board Calendar

Next Board Meeting is December 18th 2018

XI. ADJOURNMENT

Before You Turn the Key





ATTENDANCE ROSTER

BY:

Safety Meeting

Date of Meeting: 12/12/18 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.
c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)

Name (signature)

Table with 2 columns: Name (print) and Name (signature). Rows 1-5 contain handwritten entries for Ralph Emerson, Brian M. Hark, Dan Arsequin, Rex Vieto, and Jamie LaFond.

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

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

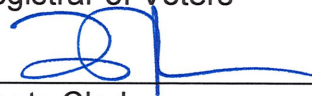
CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **DOUG BRYAN** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 6, 2018. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2022.

Dated: November 30, 2018

Kelly Sanders
County Registrar of Voters

By 
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **DOUG BRYAN**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return original form to the Humboldt County Office of Elections:
2426 6th Street, Eureka, CA 95501-0788

GOVERNING BOARD MEMBER – SPECIAL DISTRICT


CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **LINDA BRODERSEN** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 6, 2018. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2022.

Dated: November 30, 2018

Kelly Sanders
County Registrar of Voters

By  _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **LINDA BRODERSEN**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return original form to the Humboldt County Office of Elections:
2426 6th Street, Eureka, CA 95501-0788

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **JULIE LYON** was nominated for the position of Director of the **GARBERVILLE SANITARY DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Statewide General Election held on November 6, 2018. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2022.

Dated: November 30, 2018

Kelly Sanders
County Registrar of Voters

By  _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **JULIE LYON**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

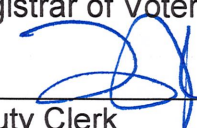
Return original form to the Humboldt County Office of Elections:
2426 6th Street, Eureka, CA 95501-0788

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that at a regular meeting of the Humboldt County Board of Supervisors held on November 13, 2018, **RICHARD WAYNE THOMPSON** was appointed to the office of Governing Board Member of the **GARBERVILLE SANITARY DISTRICT**. The term of this office is 2 years ending on the first Friday of December, 2020.

Dated: November 30, 2018
Kelly Sanders
County Registrar of Voters
By  _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **RICHARD WAYNE THOMPSON**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

CERTIFICATES & ROSTER

Board members will assume office on December 7, 2018. Attached are **Certificates of Appointment in Lieu of Election** and a **Notice of Appointment** for new members to your special district board, and a **Roster of Public Officials**. Please complete these documents and return signed originals to the Office of Elections by **December 31, 2018**.

FORM 700 – STATEMENT OF ECONOMIC INTERESTS

All board members assuming office are required to submit an original, signed Statement of Economic Interests (Form 700) within 30 days of assuming office. Additionally, all board members leaving office are required to submit an original, signed Form 700 within 30 days of leaving office. Please coordinate with board members assuming office and board members leaving office to complete and return a Form 700 to the Office of Elections. Both the Form 700 and instructions are available online at www.fppc.ca.gov. (Note: Board members who currently hold an office and have either been reappointed or reelected to that office where there is no break in service do not need to file a Form 700 at this time.)

Please feel free to contact our office anytime with questions.

ATTACHMENTS


- Certificates of Appointment in Lieu of Election
- Notice of Appointment
- Statement of Economic Interests (Form 700)
- Roster of Public Officials



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

TO: Garberville Sanitary District
PO Box 211
Garberville, CA 95542

FROM: Lucinda Jackson, Administrative Analyst 

DATE: November 30, 2018

SUBJECT: Statewide General Election on November 6, 2018
Appointments to District Boards

Garberville Sanitary District has four terms to expire on December 7, 2018; however, the District's available seats did not go to election on November 6, 2018, due to an insufficient number of qualified candidates.

Elections Code, Section 10515, provides direction for special district appointments when either the number equals to or is less than the number of available seats. When the number of qualified candidates equals the number of available seats and no petition requesting an election has been filed, the Registrar of Voters is directed to request the Humboldt County Board of Supervisors to appoint those qualified candidates in lieu of an election.

When the number of qualified candidates is fewer than the number of available seats, the Board of Supervisors is directed to appoint a qualified person as of the date an election would have been held: November 6, 2018. In this latter scenario special districts are allowed to make recommendations to the Board of Supervisors for appointment. On November 13, 2018, the Humboldt County Board of Supervisors considered and approved appointments to special district boards either (1) in lieu of an election, or (2) pursuant to district recommendation.

APPOINTMENTS & ELECTION RESULTS

Based on appointment and November 6th election results, the following Garberville Sanitary District board seats have been filled:

Term	Board Member	Type
4	Doug Bryan	in Lieu
4	Linda Brodersen	in Lieu
4	Julie Lyon	in Lieu
2	Richard Wayne Thompson	BOS Appointment

ROSTER OF PUBLIC OFFICIALS

Legal Name of Agency: _____

Mailing Address: _____

Telephone: _____ Fax: _____

EMAIL: _____

Members of Governing Board (if you need additional space, please use a separate piece of paper)

Name: _____ **Current term ends:** _____

Residence address: _____

Name: _____ **Current term ends:** _____

Residence address: _____

Name: _____ **Current term ends:** _____

Residence address: _____

Name: _____ **Current term ends:** _____

Residence address: _____

Name: _____ **Current term ends:** _____

Residence address: _____

Title and name of Presiding Officer: _____

Address: _____

Name of secretary or clerk: _____

Address: _____

Address where records are maintained: _____

Frequency, time and place of board meetings: _____

Submitted by: _____ Date: _____

(signature)

Title: _____

Return original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501-0788

COVER PAGE

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

1. Office, Agency, or Court

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

2. Jurisdiction of Office (Check at least one box)

- State Judge or Court Commissioner (Statewide Jurisdiction)
- Multi-County County of
- City of Other

3. Type of Statement (Check at least one box)

- Annual:** The period covered is January 1, 2017, through December 31, 2017.
- or-
- The period covered is ____/____/____, through December 31, 2017.
- Assuming Office:** Date assumed ____/____/____
- Candidate:** Date of Election ____ and office sought, if different than Part 1: ____
- Leaving Office:** Date Left ____/____/____ (Check one)
- The period covered is January 1, 2017, through the date of leaving office.
- or-
- The period covered is ____/____/____, through the date of leaving office.

4. Schedule Summary (must complete) ► Total number of pages including this cover page: _____

Schedules attached

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-

None - No reportable interests on any schedule

5. Verification

MAILING ADDRESS STREET CITY STATE ZIP CODE
 (Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER E-MAIL ADDRESS
 ()

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed _____
 (month, day, year)

Signature _____
 (File the originally signed statement with your filing official.)



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

2019
BOARD MEMBER OFFICERS--DUTIES

BOARD CHAIRPERSON:

BOARD VICE CHAIRPERSON:

BOARD SECRETARY:

BOARD TREASURER:

BOARD CLERK:

BUDGET COMMITTEE: BOARD MEMBER _____

RATES: BOARD MEMBER _____

PERSONNEL COMMITTEE: BOARD MEMBER _____

BOARD MEMBER _____

WATER ORDINANCE BOARD MEMBER _____

COMMITTEE: BOARD MEMBER _____

BOARD MEMBER AUTHORIZED SIGNATORIES:

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____

Signatory _____



Garberville Sanitary District
PO Box 211
919 Redwood Dr.
Garberville, CA. 95542

2019
BOARD CALENDAR

JANUARY 22—BOARD MEETING

FEBRUARY 26---BOARD MEETING

MARCH 18 (Mon)---BUDGET MEETING

MARCH 26---BOARD MEETING

APRIL 16 (Wed)---STRATEGIC PLANNING MEETING

APRIL 23---BOARD MEETING

MAY 28---BOARD MEETING

JUNE 18---BOARD MEETING---GM Meeting on 25th

JULY 23---BOARD MEETING

AUGUST 27---BOARD MEETING

SEPTEMBER 17---BOARD MEETING---Conference on 24th

OCTOBER 22---BOARD MEETING

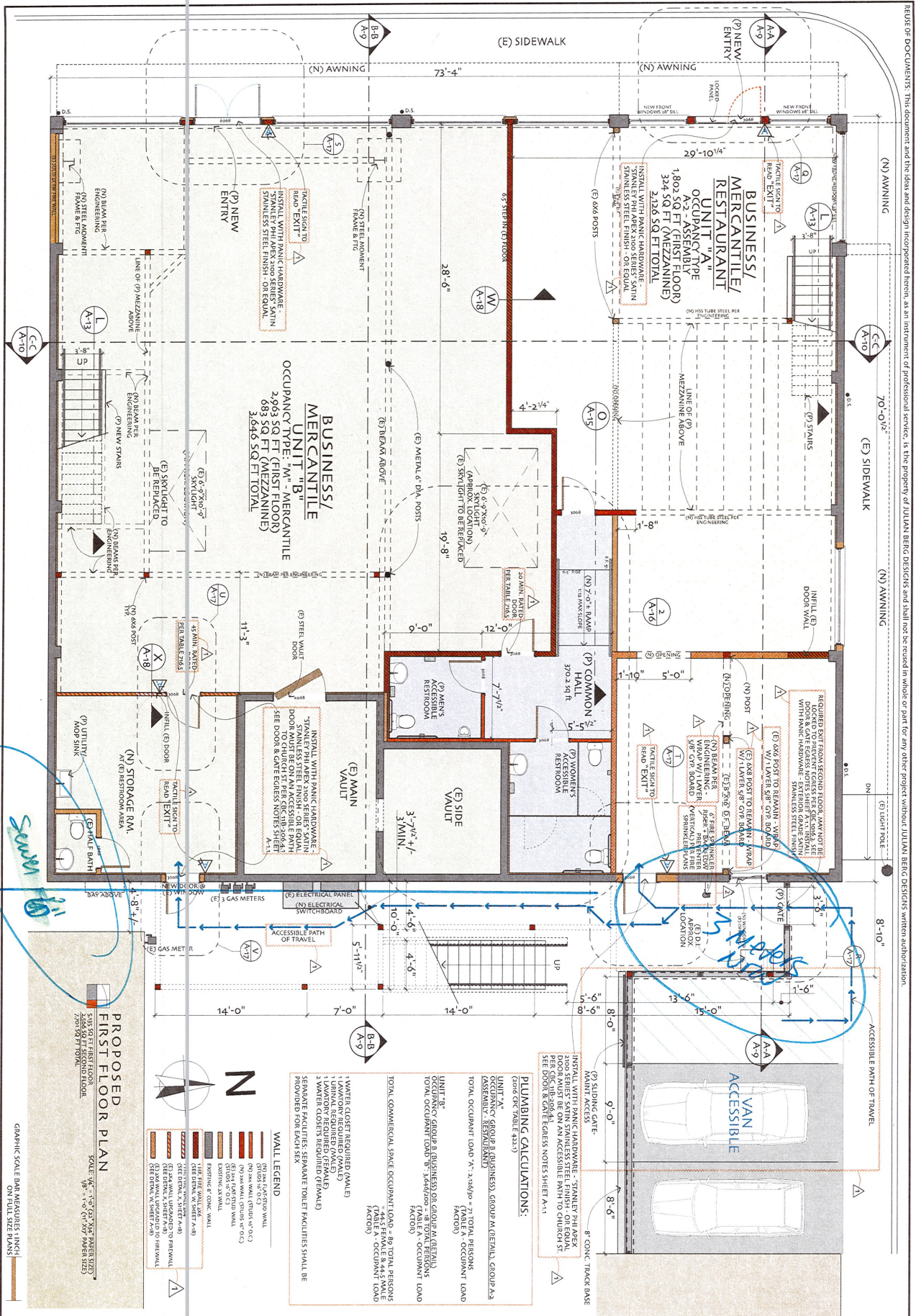
NOVEMBER 19---BOARD MEETING---Thanksgiving on 28th

DECEMBER 17---BOARD MEETING---Christmas on 25th

Julian Berg Designs
 Church St
 6" @ 900 (Required)

6" @ 900 (Required)

6" @ 900 (Required)



Julian Berg
 505k Sweet
 Trent Sanders

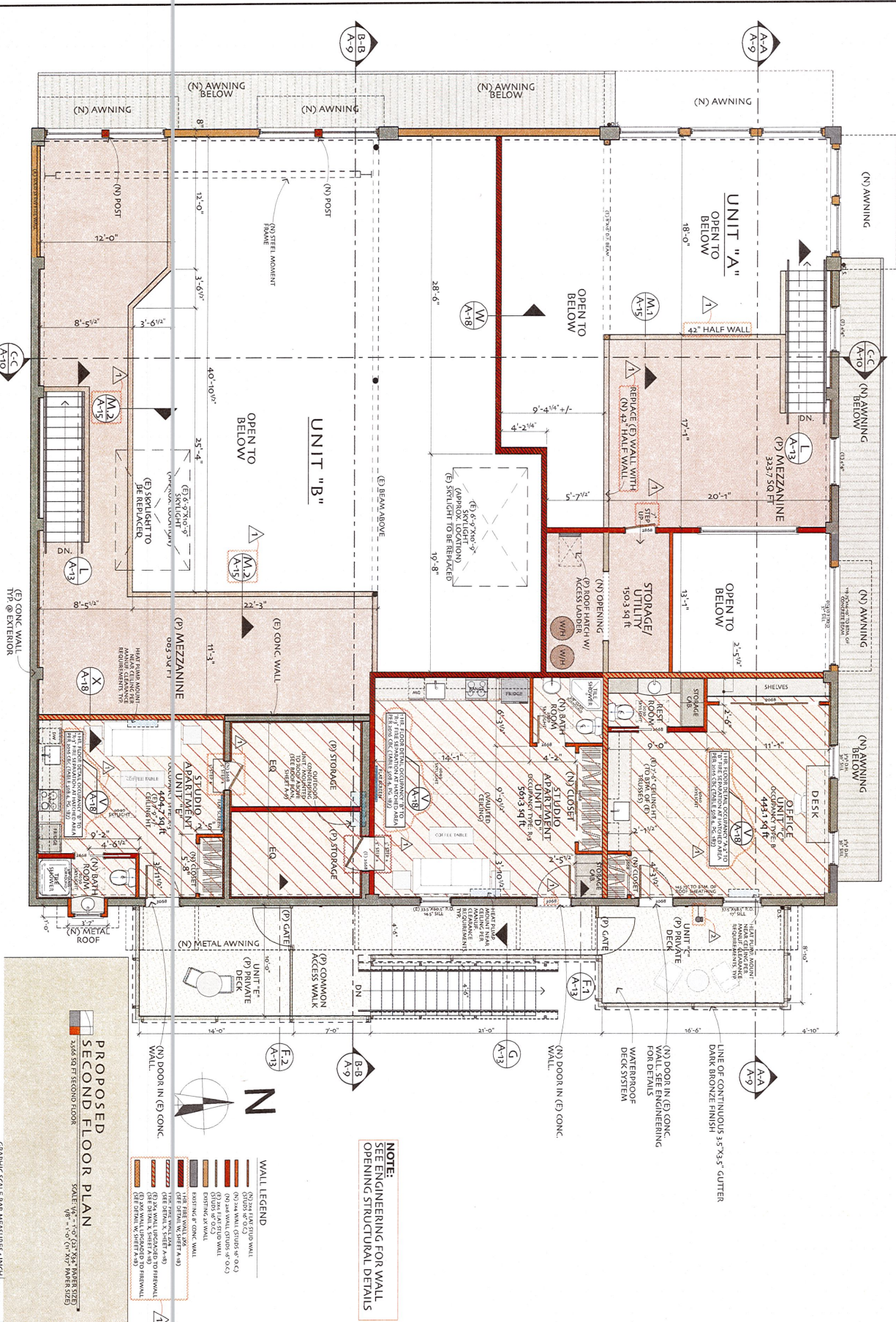
Bank Building
 Project

* Noted Karen
 at Planning Dept
 8/3/18

PLAN CHECK & CONSTRUCTION SET

SHEET # A-4	DATE 6/25/2018	PROJECT TITLE: BANK BUILDING REMODEL, GARBERVILLE, CA JOS & SWEET & TRENT SANDERS • P.O. BOX 1126 • REDWAY, CA 95560 • TEL: (707) 986-7068	JULIAN BERG DESIGNS ARCHITECTURE & PLANNING 846 A STREET ARCATA, CALIFORNIA, 95521 TEL: (707) 407-8820 julianbergdsgns.com
	DRAWN BY: SHEETS BY:	ASSIGNOR'S PARCEL NUMBER: 032-044-008	

REVISIONS: 1. 8/7/2018



NOTE:
SEE ENGINEERING FOR WALL
OPENING STRUCTURAL DETAILS

WALL LEGEND

	8" THICK CONCRETE WALL
	12" THICK CONCRETE WALL
	16" THICK CONCRETE WALL
	20" THICK CONCRETE WALL
	24" THICK CONCRETE WALL
	8" THICK CONCRETE WALL WITH REINFORCEMENT
	12" THICK CONCRETE WALL WITH REINFORCEMENT
	16" THICK CONCRETE WALL WITH REINFORCEMENT
	20" THICK CONCRETE WALL WITH REINFORCEMENT
	24" THICK CONCRETE WALL WITH REINFORCEMENT
	8" THICK CONCRETE WALL WITH REINFORCEMENT AND FIRE RATING
	12" THICK CONCRETE WALL WITH REINFORCEMENT AND FIRE RATING
	16" THICK CONCRETE WALL WITH REINFORCEMENT AND FIRE RATING
	20" THICK CONCRETE WALL WITH REINFORCEMENT AND FIRE RATING
	24" THICK CONCRETE WALL WITH REINFORCEMENT AND FIRE RATING



PROPOSED SECOND FLOOR PLAN
SCALE: 1/8" = 1'-0" (3/16" = 1'-0")
GRAPHIC SCALE BAR MEASURES 1/8" ON FULL SIZE PLANS

PLAN CHECK & CONSTRUCTION SET

SHEET # **A-5**
DATE: 6/23/2018
DRAWN BY: [Name]PROJECT NO: [Number]

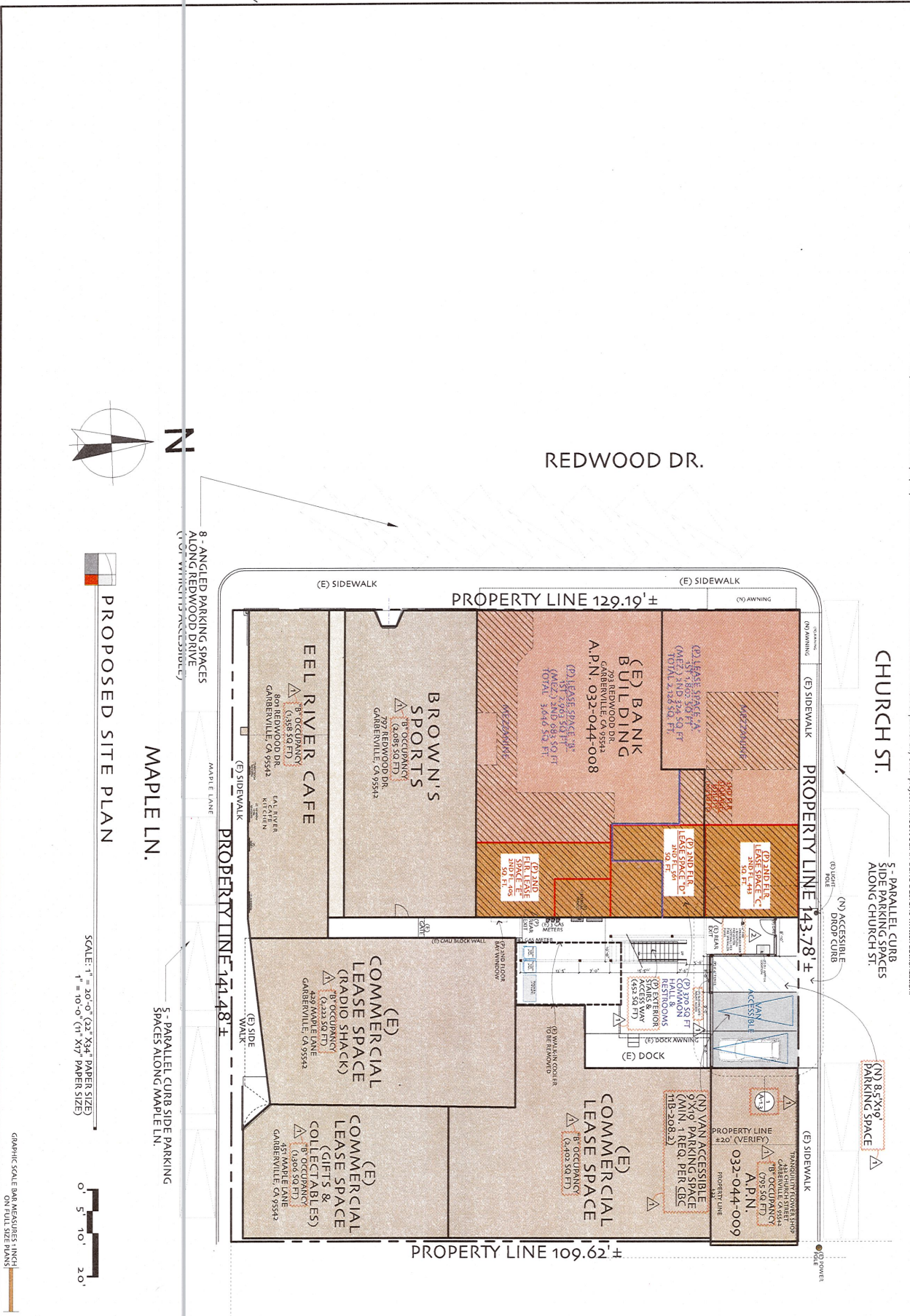
PROJECT TITLE: **BANK BUILDING REMODEL, GARBERVILLE, CA**
JOHN SWEET & TRENT SANDERS • P.O. BOX 1126 • REDWAY, CA 95560 • TEL: (707) 986-7068
SHEET TITLE: **PROPOSED SECOND FLOOR PLAN**
ASSessor'S PARCEL NUMBER: **032-044-008**

JULIAN BERG DESIGNS
ARCHITECTURE & PLANNING
845 A STREET
ARCATA, CALIFORNIA, 95521
TEL: (707) 407-8820
julianbergdsgns.com

REVISIONS:
1. 8/7/2018

REVISIONS:
1. 8/7/2018

REUSE OF DOCUMENTS: This document and the ideas and design incorporated therein, as an instrument of professional service, is the property of JULIAN BERG DESIGNS and shall not be reused in whole or part for any other project without JULIAN BERG DESIGNS written authorization.



REDWOOD DR.

CHURCH ST.

MAPLE LN.

PROPOSED SITE PLAN

SCALE: 1" = 20'-0" (2" X 34" PAPER SIZE)
1" = 10'-0" (11" X 17" PAPER SIZE)

GRAPHIC SCALE BAR MEASURES 1/4" ON FULL SIZE PLANS

PLAN CHECK & CONSTRUCTION SET

<p>REVISIONS: A/19/18 B/7/18</p>	<p>JULIAN BERG DESIGNS ARCHITECTURE & PLANNING 846 A STREET ARCATA, CALIFORNIA, 95521 TEL: (707) 400-8880 julianbergdsgns.com</p>	<p>PROJECT TITLE: BANK BUILDING REMODEL, GARBERVILLE, CA JOHN SWEET & TRENT SANDERS • P.O. BOX 1126 • REDWAY, CA 95560 • TEL: (707) 986-7068</p>	<p>PROJECT NO.: GFR-1636 DATE: 05/24/2018 SHEET #: A-1.2</p>
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GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: December 18, 2018
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Draft Audit for Fiscal Year 2016/17

GENERAL OVERVIEW

The District contracted with Anderson, Lucas, Somerville, and Borges to perform the annual audit for the 2017-18 fiscal year. Again this year the staff person performing the audit was Keith Borges. The preparatory and onsite portions of the audit went very smoothly. The Draft Audit was presented to the District on December 3, 2018. GSD staff and I have reviewed the draft audit. All necessary changes to the draft audit have been incorporated into the draft as attached.

Again this year the management report received from the auditor was very complementary. The auditor's findings included the following statements:

- "We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period."
- "Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We reviewed the capital asset listing, and current year depreciation schedule. We were satisfied that the calculations used were reasonable."
- "The financial statement disclosures are neutral, consistent, and clear."
- "We encountered no difficulties in dealing with management in performing and completing our audits."
- "Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no adjustments to the financial statements in the current year."
- "we did not identify any deficiencies in internal control that we considered to be material weaknesses."

All of these findings summarize the efforts that our accounting team has made over the past two years in accurately recording and reviewing the business of the District.

STAFF RECOMMENDATION FOR BOARD ACTIONS

1. Review the Draft Audit as presented
2. Review the Representations Letter, approve it, and authorize the Chair of the Board to sign on behalf of the Board.

ATTACHMENTS

- #1 - GSD Board Representations Letter to Auditor
- #2 - Draft Audit
- #3 - Draft Fiscal Year 2017/18 Audit Response letter
- #4 - Draft Auditor's Letter on Internal Control

Attachment #1

GSD Board Representations Letter to Auditor



GARBERVILLE SANITARY DISTRICT

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

December 18, 2018

Anderson, Lucas, Somerville & Borges
1338 Main Street
Fortuna, CA 95540

We are providing this letter in connection with your audits of the financial statements of Garberville Sanitary District as of June 30, 2018 and for the year then ended for the purpose of expressing opinions as to whether the financial statements present fairly, in all material respects, the respective financial position of the business-type activities, each major fund and the aggregate remaining fund information of Garberville Sanitary District and the respective changes in financial position and cash flows in conformity with U.S. generally accepted accounting principles. We confirm that we are responsible for the fair presentation of the previously mentioned financial statements in conformity with U.S. generally accepted accounting principles. We are also responsible for adopting sound accounting policies, establishing and maintaining effective internal control over financial reporting, and preventing and detecting fraud.

Certain representations in this letter are described as being limited to matters that are material. Items are considered material if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgement of a reasonable person relying on the information would be changed or influenced by the omission or misstatements. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of November 5, 2018, the following representations made to you during your audits.

1. The financial statements referred to above are fairly presented in conformity with U.S. generally accepted accounting principles and include all properly classified funds and other financial information of the business-type activities required by generally accepted accounting principles to be included in the financial reporting entity.
2. We have made available to you all —
 - a. Financial records and related data.
 - b. Minutes of the meetings of the Board of Directors of the

Garberville Sanitary District or summaries of actions of recent meetings for which minutes have not yet been prepared.

3. There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
4. There are no material transactions that have not been properly recorded in the accounting records underlying the financial statements.
5. We believe the effects of the uncorrected financial statement misstatements summarized in the attached schedule, if any, are immaterial, both individually and in the aggregate, to the financial statements taken as a whole. In addition, you have proposed adjusting journal entries that have been posted. We are in agreement with those adjustments.
6. We acknowledge our responsibility for the design and implementation of programs and controls to prevent and detect fraud.
7. We have no knowledge of any fraud or suspected fraud affecting the entity involving:
 - a. Management,
 - b. Employees who have significant roles in internal control, or
 - c. Others where the fraud could have a material effect on the financial statements.
8. We have no knowledge of any allegations of fraud or suspected fraud affecting the entity received in communications from employees, former employees, analysts, regulators, or others.
9. We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

10. The District has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or fund equity.
11. The following, if any, have been properly recorded or disclosed in the financial statements:
 - a. Related party transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties.
 - b. Guarantees, whether written or oral, under which the District is contingently liable.
 - c. All accounting estimates that could be material to the financial statements, including the key factors and significant assumptions underlying those estimates and measurements. We believe the estimates and measurements are reasonable in the circumstances, consistently applied and adequately disclosed.
12. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives, including legal and contractual provisions for reporting specific activities in separate funds.
13. There are no —
 - a. Violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements or as a basis for recording a loss contingency, or for reporting on noncompliance.
 - b. Unasserted claims or assessments that our lawyer has advised us are probable of assertion and must be disclosed in accordance with generally accepted accounting principles (Statement of Financial Accounting Standards No. 5).
 - c. Other liabilities or gain or loss contingencies that are

required to be accrued or disclosed by Financial Accounting Standards Board (FASB) Statement No. 5.

- d. Reservations or designation of fund equity that were not properly authorized and approved.
14. As part of your audit, you assisted with preparation of the financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have made all management decisions and performed all management functions. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
15. The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral, except as made known to you.
16. The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
17. We have followed all applicable laws and regulations in adopting, approving and amending budgets.
18. The financial statements properly classify all funds and activities.
19. All funds that meet the quantitative criteria in GASB Statement Nos. 34 & 37 for presentation as major are identified and presented.
20. Net asset components (invested in capital assets, net of related debt; restricted; and unrestricted) and equity amounts are properly classified and, if applicable, approved.
21. Provisions for uncollectible receivables have been properly identified and recorded.
22. Interfund, internal and inter-entity activity and balances have been appropriately classified and reported.
23. Deposits and investment securities, if any, are properly classified as to risk, and investments are properly valued.
24. Capital assets are properly capitalized, reported, and, if applicable, depreciated.
25. We acknowledge our responsibility for the required supplementary information (RSI), if any. The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used on the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurements and presentations of the RSI.

Anderson, Lucas, Somerville & Borges
December 20, 2016
Page 5.

To the best of our knowledge and belief, no events, including instances of noncompliance, have occurred subsequent to the balance sheet date and through the date of this letter that would require adjustment to or disclosure in the aforementioned financial statements.

Signed: _____

Title: _____

Attachment #2

Draft Audit

GARBERVILLE SANITARY DISTRICT

FINANCIAL STATEMENTS

JUNE 30, 2018

DRAFT

GARBERVILLE SANITARY DISTRICT

Table of Contents

June 30, 2018

INDEPENDENT AUDITORS' REPORT	1
BASIC FINANCIAL STATEMENTS	
Statement of Net Position	3
Statement of Revenues, Expenses and Changes in Net Position	4
Statement of Cash Flows	6
NOTES TO FINANCIAL STATEMENTS	8

DRAFT

INDEPENDENT AUDITORS' REPORT

To the Board of Directors
Garberville Sanitary District

Report on the Financial Statements

We have audited the accompanying financial statements of the business-type activities, each major fund, and the aggregate remaining fund information of Garberville Sanitary District as of and for the years ended June 30, 2018 and 2017, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Board of Directors
Garberville Sanitary District

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the business-type activities, each major fund, and the aggregate remaining fund information of the Garberville Sanitary District, as of June 30, 2018 and 2017, and the respective changes in financial position, and, where applicable, cash flows thereof for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Management has omitted the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America required to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

November 5, 2018
Fortuna, California

BASIC FINANCIAL STATEMENTS

DRAFT

GARBERVILLE SANITARY DISTRICT
Statement of Net Position
June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
ASSETS		
Current Assets		
Cash and Cash Equivalents	\$ 223,082	\$ 149,997
Cash - Insurance Proceeds Held	34,100	-
Restricted Cash	46,517	46,355
Accounts Receivable - Net of \$5,000		
Allowance for Doubtful Accounts	90,692	94,092
Prepays and Deposits	7,871	20,119
Total Current Assets	402,262	310,563
Restricted Assets		
Cash in County Treasury	647,263	611,988
Total Restricted Assets	647,263	611,988
Noncurrent Assets		
Capital Assets, Net of Depreciation	11,018,345	11,496,261
Construction in Progress	91,947	6,627
Total Noncurrent Assets	11,110,292	11,502,888
Total Assets	\$ 12,159,817	\$ 12,425,439
LIABILITIES		
Current Liabilities		
Accounts Payable	\$ 47,258	\$ 27,769
Insurance Proceeds Payable	34,100	-
Accrued Payroll Liabilities	-	2,049
Accrued Vacation	20,836	16,721
Current Portion of Long-Term Obligations	112,632	131,751
Total Current Liabilities	214,826	178,290
Noncurrent Liabilities		
Noncurrent Portion of Long-Term Obligations	1,442,307	1,554,938
Total Liabilities	1,657,133	1,733,228
NET POSITION		
Invested in Capital Assets, Net of Related Debt	9,555,353	9,816,199
Reserved for Debt Service	46,517	46,355
Unrestricted	900,814	829,657
Total Net Position	\$ 10,502,684	\$ 10,692,211

The accompanying notes are an integral part of these financial statements

GARBERVILLE SANITARY DISTRICT
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2018

	Water	Sewer	Total 2018
OPERATING REVENUES			
Utility Sales	\$ 534,001	\$ 359,798	\$ 893,799
Connection Fees	-	-	-
Other Revenues	22,825	23,546	46,371
<u>Total Operating Revenues</u>	556,826	383,344	940,170
OPERATING EXPENSES			
Salaries and Wages	161,827	126,438	288,265
Payroll Taxes	13,531	10,715	24,246
Employee Benefits	17,116	16,934	34,050
Rent	5,428	5,428	10,856
Materials and Supplies	801	801	1,602
Transportation	902	902	1,804
Sewage Collection	-	16,288	16,288
Office Expense	12,513	12,431	24,944
Insurance	16,024	14,757	30,781
Professional Services	37,369	32,322	69,691
Sewage Treatment	-	32,576	32,576
Water Treatment	75,716	-	75,716
Water Distribution	34,020	-	34,020
Permits and Fees	3,931	18,079	22,010
Utilities	1,204	1,204	2,408
Bad Debts	928	928	1,856
Other Expenses	7,805	7,625	15,430
Deprecation and Amortization	349,249	176,763	526,012
<u>Total Operating Expenses</u>	738,364	474,191	1,212,555
OPERATING GAIN (LOSS)	(181,538)	(90,847)	(272,385)
NON-OPERATING REVENUES (EXPENSES)			
Property Taxes and Exemptions	-	26,933	26,933
Capital Grant Income	60,000	0	60,000
Interest Income	3,600	5,363	8,963
Interest Expense	(8,713)	(4,325)	(13,038)
<u>Total Non-operating Revenues (Expenses)</u>	54,887	27,971	82,858
CHANGE IN NET POSITION	(\$126,651)	(\$62,876)	\$ (189,527)
NET POSITION			
BEGINNING OF YEAR			\$ 10,692,211
END OF YEAR			\$ 10,502,684

The accompanying notes are an integral part of these financial statements

GARBERVILLE SANITARY DISTRICT
Statement of Revenues, Expenses and Changes in Net Position
For the Year Ended June 30, 2017

	Water	Sewer	Total 2017
OPERATING REVENUES			
Utility Sales	\$ 510,062	\$ 362,192	\$ 872,254
Connection Fees	-	-	-
Other Revenues	7,825	3,415	11,240
<u>Total Operating Revenues</u>	517,887	365,607	883,494
OPERATING EXPENSES			
Salaries and Wages	163,701	124,590	288,291
Payroll Taxes	14,327	10,978	25,305
Employee Benefits	19,887	19,977	39,864
Rent	5,010	5,010	10,020
Materials and Supplies	4,128	3,827	7,955
Transportation	1,477	1,477	2,955
Sewage Collection	-	14,784	14,784
Office Expense	10,775	10,906	21,682
Insurance	15,808	14,184	29,992
Professional Services	30,527	25,788	56,314
Sewage Treatment	-	36,581	36,581
Water Treatment	74,978	-	74,978
Water Distribution	27,305	-	27,305
Permits and Fees	3,742	17,578	21,320
Utilities	2,565	2,565	5,129
Bad Debts	-	-	-
Other Expenses	69	69	138
Depreciation and Amortization	355,832	176,212	532,044
<u>Total Operating Expenses</u>	730,131	464,525	1,194,655
OPERATING GAIN (LOSS)	(212,244)	(98,917)	(311,161)
NON-OPERATING REVENUES (EXPENSES)			
Property Taxes and Exemptions	(12)	24,891	24,879
Gain on Asset Disposal	5,446	5,446	10,891
Interest Income	3,040	4,151	7,191
Interest Expense	(10,223)	(3,903)	(14,127)
<u>Total Non-operating Revenues (Expenses)</u>	(1,749)	30,584	28,835
CHANGE IN NET POSITION	(\$213,993)	(\$68,333)	\$ (282,326)
NET POSITION			
BEGINNING OF YEAR			\$ 10,974,537
PRIOR PERIOD ADJUSTMENT			
END OF YEAR			\$ 10,692,211

The accompanying notes are an integral part of these financial statements

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Cash Flows From Operating Activities		
Cash Received from Customers	\$ 943,570	\$ 874,274
Cash Paid for Employees	(344,495)	(362,040)
Cash Paid for Goods and Services	<u>(308,245)</u>	<u>(322,364)</u>
Net Cash Provided by Operating Activities	<u>290,830</u>	<u>189,870</u>
Cash Flows From Non-Capital Financing Activities		
Cash from Sale of Assets	-	14,001
Property Tax Revenues	<u>26,933</u>	<u>24,879</u>
Net Cash Provided by Non-Capital Financing Activities	<u>26,933</u>	<u>38,880</u>
Cash Flows From Capital and Related Financing Activities		
Proceeds from Long-Term Debt	-	-
Principal Paid on Long-Term Debt	(131,750)	(88,295)
Interest Paid on Long-Term Debt	(13,038)	(14,127)
Acquisition of Capital Assets	(203,667)	(210,579)
Proceeds from Insurance	104,351	-
Capital Grant	<u>60,000</u>	<u>-</u>
Net Cash Provided (Used) by Capital and Related Financing Activities	<u>(184,104)</u>	<u>(313,001)</u>
Cash Flows From Investing Activities		
Interest on Investments	<u>8,963</u>	<u>7,191</u>
Net Cash Provided by Investing Activities	<u>8,963</u>	<u>7,191</u>
Net (Decrease) in Cash and Cash Equivalents	<u>142,622</u>	<u>(77,060)</u>
Cash and Cash Equivalents - Beginning of Year	<u>808,340</u>	<u>885,400</u>
Cash and Cash Equivalents - End of Year	<u>\$ 950,962</u>	<u>\$ 808,340</u>

The accompanying notes are an integral part of these financial statements

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows
For the Years Ended June 30, 2018 and 2017

	<u>2018</u>	<u>2017</u>
Reconciliation of Operating Gain (Loss) to Net Cash Provided by Operating Activities		
Operating Gain (Loss)	\$ (272,385)	\$ (311,161)
Adjustment to Reconcile Operating Gain (Loss) to Net Cash Provided by Operating Activities:		
Depreciation and Amortization	526,012	532,044
(Increase) Decrease in Accounts Receivable	3,400	(9,223)
(Increase) Decrease in Other Receivable	-	-
(Increase) Decrease in Prepaid Expenses	12,248	(15,955)
Increase (Decrease) in Accounts Payable	19,489	2,742
Increase (Decrease) in Accrued Liabilities	<u>2,066</u>	<u>(8,577)</u>
Total Adjustments	<u>563,215</u>	<u>501,031</u>
Net Cash Provided by Operating Activities	<u><u>\$ 290,830</u></u>	<u><u>\$ 189,870</u></u>
Reconciliation of Cash and Cash Equivalents per Statement of Cash Flows to Cash and Cash Equivalents per Balance Sheet		
Cash and Cash Equivalents per Statement of Cash Flows	<u><u>\$ 950,962</u></u>	<u><u>\$ 808,340</u></u>
Cash and Cash Equivalents per Balance Sheet:		
Cash and Cash Equivalents	\$ 303,699	\$ 196,352
Cash in County Treasury	<u>647,263</u>	<u>611,988</u>
	<u><u>\$ 950,962</u></u>	<u><u>\$ 808,340</u></u>

The accompanying notes are an integral part of these financial statements

NOTES TO FINANCIAL STATEMENTS

DRAFT

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Reporting Entity - On April 12th, 1932, the Garberville Sanitary District (the "District") was formed, pursuant to the Sanitary District Act of 1923, Health & Safety Code Section 6400 et seq. for the following purposes:

1. The collection, treatment, and disposal of wastewater for the District and its inhabitants.

In December of 2004, the community voted to purchase the assets of the Garberville Water Company for the following purposes:

1. To supply the inhabitants of the District with water for domestic use, irrigation, sanitation, industrial use, fire protection and recreation.

Garberville is an unincorporated community in the southern reaches of Humboldt County, California.

Measurement Focus and Basis of Accounting - The financial statements of the District are prepared in accordance with Generally Accepted Accounting Principles (GAAP). The District applies all applicable Governmental Accounting Standards Board (GASB) pronouncements.

The accounts are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

The District uses proprietary funds. Proprietary funds are accounted for using the *economic resources measurement focus* and the *accrual basis of accounting*. Accordingly, all of the District's assets and liabilities including capital assets and long-term liabilities are included in the accompanying Balance Sheet. Under the accrual method of accounting, revenues are recognized in the period in which they are earned while expenses are recognized in the period in which the liability is incurred, regardless of the timing of related cash flows. The District reports the following proprietary funds:

Enterprise Funds - These funds are used to account for those operations that are financed and operated in a manner similar to a private business or where the board of directors has decided that the determination of revenues earned, costs incurred, and/or net income is necessary for management accountability.

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Budgets and Budgetary Accounting – The General Manager with the assistance from the Consultant Project Manager presents proposed budgets to the Board of Directors for approval. The budget is approved by a motion to adopt by the Board of Directors.

The budgets for the enterprise funds are adopted on the full accrual basis of accounting consistent with the comparative actual amounts.

Cash and Cash Equivalents - Cash and cash equivalents for purposes of the statement of cash flows includes amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the District. Restricted assets are included.

The District has a pooled investment which is administered by the County of Humboldt. These approved investments are carried at cost, which approximates market value, and may be liquidated as needed. The investment pool has not been assigned a risk category since the District is not issued securities, but rather owns an undivided beneficial interest in the assets of this pool.

Capital Assets and Depreciation - Capital assets are recorded at cost. Capital asset purchases with values exceeding \$2,500 and having a life expectancy of at least 3 years are capitalized.

Depreciation is computed under the straight-line method using lives ranging from 3 to 50 years. Depreciation expense is calculated by using annual allowance rates varying from 2% to 33% of the various year-end account balances.

Compensated Absences - Qualified employees of the District accrue vacation, sick, compensatory and other leave time. Upon retirement, resignation, or dismissal, employees are paid in cash for all leave time accumulated except sick leave. No compensation for accrued sick leave upon retirement or termination is made. Accordingly, sick pay is charged to expenditures when taken. No provision has been made in the financial statements for unused sick leave. The liability for compensated absences at June 30, 2018 was \$20,836, and at June 30, 2017 was \$16,721, and has been reflected thus on the Balance Sheet.

Fund Equity - Reservations of the ending retained earnings indicate the portions of retained earnings not appropriable for expenditures or amounts legally segregated for a specific future use. These amounts are not available for appropriation and expenditure at the balance sheet date.

Allowance Method Used to Record Bad Debts – Management has provided an allowance for doubtful accounts equal to the estimated uncollectible amounts. The estimate is based on a review of the current status of trade accounts receivable. It is reasonably possible that the District's estimate of the allowance for doubtful accounts will change. Accounts receivable are presented net of an allowance for doubtful accounts of \$5,000 at June 30, 2018 and 2017.

GARBERVILLE SANITARY DISTRICT

Notes to Financial Statements

June 30, 2018

NOTE 1 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Use of Estimates - The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts reported in the financial statements and accompanying notes. Actual results could differ from those estimates.

Policy for Defining Operating and Non-Operating Revenues - The District's proprietary funds make a distinction between operating and non-operating revenues and expenses. Operating revenues and expenses generally result from providing goods and services related directly to the principal operations of the funds. All revenues and expenses not meeting this definition are reported as non-operating including interest income and expense.

Policy for Applying FASB Pronouncements - The District has adopted all applicable FASB Statements and Interpretations, APB Opinions, and ARBs issued after November 30, 1989.

Policy for Applying Restricted/Unrestricted Resources - When an expense is incurred for which both restricted and unrestricted retained earnings are available, restricted resources are applied first.

NOTE 2 - CASH AND CASH EQUIVALENTS

The District has no self-directed investments other than the pooled investment administered by the County referred to in Note 1. The District's funds invested and maintained by other agencies are as follows:

<u>2018</u>	<u>Cash in Checking</u>	<u>Cash in Savings</u>	<u>Cash in County</u>	<u>Petty Cash</u>	<u>Total</u>
Insured by FDIC	145,541	111,428	-	-	256,969
Restricted Water Fund	46,517	-	-	-	46,517
Petty Cash	-	-	-	213	213
Subtotal					303,699
Pooled with County	-	-	647,263	-	647,263
Total	<u>192,058</u>	<u>111,428</u>	<u>647,263</u>	<u>213</u>	<u>950,962</u>
<u>2017</u>	<u>Cash in Checking</u>	<u>Cash in Savings</u>	<u>Cash in County</u>	<u>Petty Cash</u>	<u>Total</u>
Insured by FDIC	13,490	136,268	-	-	149,758
Restricted Water Fund	46,355	-	-	-	46,355
Petty Cash	-	-	-	239	239
Subtotal					196,352
Pooled with County	-	-	611,988	-	611,988
Total	<u>59,845</u>	<u>136,268</u>	<u>611,988</u>	<u>239</u>	<u>808,340</u>

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 3 - CAPITAL ASSETS AND DEPRECIATION

Capital Assets for the District for the years ended June 30, 2018 and 2017 consisted of the following:

	Balance 6/30/17	Additions	Deletions Transfers	Balance 6/30/18
Land - Sewer	129,811	-	-	129,811
Land - Water	88,699	-	-	88,699
Water System	142,475	-	-	142,475
Water Easements	177,397	-	-	177,397
Collection Facilities	2,311,581	22,420	-	2,334,001
Sewer Treatment Facilities	507,553	-	-	507,553
Water Distribution	2,696,416	16,247	(50)	2,712,613
Water Treatment	59,930	7,252	(1,800)	65,382
Water Pumps	2,910	-	-	2,910
Sewer Pumps	9,882	4,027	-	13,909
Water Project 2015	4,968,105	-	-	4,968,105
Sewer Project 2011	2,792,452	-	-	2,792,452
Wallan Road Tank	-	13,790	-	13,790
Office Equipment	32,004	-	-	32,004
Equipment	158,307	-	-	158,307
Vehicles	81,171	-	-	81,171
CIP Leino Lane	585	-	-	585
CIP Bear Canyon	1,236	1,530	-	2,766
CIP SWTP Coag	4,806	-	-	4,806
CIP Fire Hydrant Replace	-	70,000	-	70,000
CIP Contact Chamber Replace	-	70,251	(70,251)	-
Annexation Project CIP	157,367	-	-	157,367
Less: Accumulated Depreciation	(2,819,799)	(526,588)	576	(3,345,811)
Total	\$ 11,502,888	(321,071)	(71,525)	11,110,292

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 3 - CAPITAL ASSETS AND DEPRECIATION (Continued)

Land - Sewer	129,811	0	0	129,811
Land - Water	88,699	0	0	88,699
Water System	133,382	9,093	0	142,475
Water Easements	177,397	0	0	177,397
Collection Facilities	2,245,631	36,144	29,806	2,311,581
Kintu Waterline	1,908,669	0	(1,908,669)	0
Sewer Treatment Facilities	500,762	6,791	0	507,553
Water Distribution	0	86,424	2,609,992	2,696,416
Water Treatment	0	0	59,930	59,930
Water Pumps	0	2,910	0	2,910
Sewer Pumps	0	9,882	0	9,882
Water Project 2015	4,968,105	0	0	4,968,105
Tobin Well 2015	40,189	0	(40,189)	0
Sewer Project 2011	2,792,452	0	0	2,792,452
SWTP Office Remodel	19,741	0	(19,741)	0
Alderpoint Tank	671,517	0	(671,517)	0
Melville Road (2015)	59,613	0	(59,613)	0
Office Equipment	32,004	0	0	32,004
Equipment	158,307	0	0	158,307
Vehicles	48,024	53,869	(20,722)	81,171
CIP Leino Lane	585	0	0	585
CIP Bear Canyon	576	660	0	1,236
CIP SWTP Coag	0	4,806	0	4,806
Annexation Project CIP	157,367	0	0	157,367
Less: Accumulated Depreciation	(2,305,367)	(532,044)	17,612	(2,819,799)
Total	<u>11,827,464</u>	<u>(321,465)</u>	<u>(3,111)</u>	<u>11,502,888</u>

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 4 - LONG-TERM DEBT

Long-term debt of the District for the years ended June 30, 2018 and 2017 consisted of the following:

	Balance 6/30/17	Additions	Principal Payments	Balance 6/30/18
SWRCB	168,855	0	(22,713)	146,142
Ford Truck Lease	27,339	0	(13,239)	14,100
RCAC-ALPT TANF	177,471	0	(48,850)	128,621
SRF Loan	1,310,498	0	(45,982)	1,264,516
Copier Lease	2,526	0	(966)	1,560
	<u>1,686,689</u>	<u>0</u>	<u>(131,750)</u>	<u>1,554,939</u>

	Balance 6/30/2016	Additions	Principal Payments	Balance 6/30/17
SWRCB	191,123	0	(22,268)	168,855
MFC	0	42,355	(15,016)	27,339
RCAC-ALPT TANF	223,943	0	(46,472)	177,471
Copier Lease	1,356,480	0	(45,982)	1,310,498
SRF Loan	36,438	0	(912)	2,526
	<u>1,774,984</u>	<u>42,355</u>	<u>(130,650)</u>	<u>1,686,689</u>

Current portion of long-term debt is as follows:

SWRCB	\$ 23,167
SRF Loan	22,991
RCAC Loan	51,349
Ford Motor Credit	14,100
Copier	1,025
	<u>\$ 112,632</u>

Descriptions, terms, and other information on each of the above categories of debt are as follows:

STATE WATER RESOURCES CONTROL BOARD (SWRCB):

On June 28, 2005, the District borrowed \$395,340 for the Sewer System Relocation Project. On September 27, 2006, the District received additional loan funding of \$33,567. The loan is payable in annual installments of \$26,090 each August 1, including 2% interest, through August 1, 2023. Net revenues of the District are pledged as collateral for this loan. The principal balance due as of June 30, 2018 was \$146,142.

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 4 - LONG-TERM DEBT (Continued)

STATE WATER RESOURCES CONTROL BOARD (SWRCB) – (Continued)

Following are the principal and interest requirements to maturity for each of the five subsequent fiscal years and in five-year increments thereafter:

Year(s) Ending June 30	Principal	Interest	Total
2019	23,167	2,923	26,090
2020	23,631	2,459	26,090
2021	24,103	1,987	26,090
2022	24,585	1,505	26,090
2023	25,077	1,013	26,090
2024	25,579	511	26,090
	<u>\$ 146,142</u>	<u>\$ 10,398</u>	<u>\$ 156,540</u>

WELLS FARGO FINANCIAL LEASING

On January 9, 2015, the District entered a capital lease agreement for a Toshiba Copier. The terms were for a 60 month period with purchase option. The following principal and interest to maturity are:

Year(s) Ending June 30	Principal	Interest	Total
2019	1,025	64	1,089
2020	535	9	544
	<u>\$ 1,560</u>	<u>\$ 73</u>	<u>\$ 1,633</u>

RURAL COMMUNITY ASSISTANCE CORPORATION (RCAC-ALPT TANK)

The Alderpoint Tank Replacement Project was completed in 2016. The total project cost was \$671,517. The majority of this cost was paid for out of GSD cash funds. The District entered into a 5-year note and construction loan agreement on October 14, 2015 in the amount of \$250,000 with Rural Community Assistance Corporation. The maturity date is November 1, 2020 with an interest rate of 5.00%. Monthly payments of \$4,717.81 began on December 1, 2015. The principal balance at June 30, 2018 was \$128,622.

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

NOTE 4 - LONG-TERM DEBT (Continued)

RURAL COMMUNITY ASSISTANCE CORPORATION (RCAC-ALPT TANK) – (Continued)

Year(s) Ending June 30	Principal	Interest	Total
2019	51,349	5,265	56,614
2020	53,976	2,638	56,614
2021	23,296	248	23,544
	<u>\$ 128,621</u>	<u>\$ 8,151</u>	<u>\$ 136,772</u>

STATE REVOLVING FUND (SRF)

The District began the Drinking Water Improvement Project in 2005. The project was completed January 29, 2015. The total project costs were \$4,968,105. Of this amount, the District received \$400,000 in planning grant and \$100,000 in planning loan funds (which have been fully repaid). The District entered into Funding Agreement (Project 1210008-006C) SRFCX103 under the provisions of the California Safe Drinking Water State Revolving Fund through the California Department of Public Health on May 10, 2013 in the amount of \$4,060,478. This amount consisted of \$3,000,000 in grant funds and the remainder in a 0% interest rate and 30-year term loan. The Funding Agreement was amended September 2014 to increase the total to \$4,379,471. The final loan amount was \$1,379,471. As of June 30, 2016 there were no grant receivables outstanding and all loan and grant reimbursements had been received.

The principal payments of \$22,991 are due semiannually on January 1 and July 1 commencing January 2016. The principal balance at June 30, 2018 was \$1,264,515.

Year(s) Ending June 30	Principal	Interest	Total
2019	45,982	-	45,982
2020	45,982	-	45,982
2021	45,982	-	45,982
2022	45,982	-	45,982
2023	45,982	-	45,982
2024-2046	1,034,606	-	1,034,606
	<u>\$ 1,264,516</u>	<u>\$ -</u>	<u>\$ 1,264,516</u>

GARBERVILLE SANITARY DISTRICT
Notes to Financial Statements
June 30, 2018

FORD TRUCK LEASE

The District entered into a 3-year lease purchase agreement for a new Ford Truck, including interest at 6.5% and annual payments of \$15,016.21.

Year(s) Ending June 30	Principal	Interest	Total
2019	14,100	916	15,016
	\$ 14,100	\$ 916	\$ 15,016

NOTE 5 - INSURANCE

The District is exposed to various risks of loss related to torts; damage to, and theft or destruction of assets; errors and omissions; injuries to employees; and natural disasters. The District was a member of the Special District Risk Management Authority (SDRMA), an intergovernmental risk sharing joint powers authority created pursuant to California Government Code Sections 6500, et. seq., effective July 1, 2017 through June 30, 2018. During its membership, the following policies were in effect:

	Limits
General and Auto Liability, Public Officials' and Employees' Errors and Omissions and Employment Practices Liability (per occurrence)	2,500,000
Employee Dishonesty Coverage (per loss)	1,000,000
Property Loss (per occurrence)	1,000,000,000
Boiler and Machinery (per occurrence)	100,000,000
Public Officials Personal Liability (per occurrence)	500,000

GARBERVILLE SANITARY DISTRICT

Notes to Financial Statements

June 30, 2018

NOTE 6 - PROPERTY TAXES/EXEMPTIONS

The County Board of Supervisors has authorized the District's receipt of taxes and exemptions from the County-wide \$1 per \$100 assessed valuation general purpose tax, as well as special taxes assessed for purposes of the general obligation bonds. The purpose of these appropriations is to assist the District in providing wastewater services. Following is a listing of the District's receipts by source:

	2018	2017
Current Secured Taxes	25,296	23,214
Current Unsecured Taxes	890	920
Taxes-Prior Years	0	8
Taxes-Current-Supplemental Rolls	373	406
State-Homeowners' Exemptions	317	307
Taxes-Prior Years-Supplemental	57	36
Total Taxes/Exemptions	26,933	24,891

NOTE 7 – SUBSEQUENT EVENTS

Management has evaluated subsequent events through November 5, 2018, the date the financial statements were available to be issued.

Storm Damage

On November 24, 2017, the surface water treatment plant's chlorine contact chamber underground piping experienced catastrophic failure. Coordination with the contractor that completed the construction of piping in 2014 and the State Water Resources Control Board Division of Drinking Water ensued. Temporary emergency measures were completed within days that allowed for operation of the plant while bypassing the chlorine contact chamber. SDRMA, the District's insurance company, was contacted along with various professionals and construction specialists. An insurance claim has been filed. The temporary measures in place now will be sufficient until spring when the flow rates for the plant will need to increase to fulfill increased demand. Staff is coordinating the design and implantation of a permanent fix to the failure. The cost for construction of the chlorine contact chamber underground piping in 2014 was approximately \$210,000. Replacement costs will either be paid for under the claim with the insurance company or will come from the District's reserve funds.

As of June 30, 2018, the design and partial construction of the replacement chlorine contact pressure vessel was complete. As of the date of the audit report, the construction is virtually complete and only minor sundry items remain to be completed. The operations of the water treatment plant are now fully transitioned to the new chlorine contact pressure vessel.

Attachment #3

**Draft Fiscal Year 2017/18
Audit Response letter**

November 5, 2018

To the Board of Directors and Members of Management
Garberville Sanitary District
Garberville, California

Board of Directors and Members of Management:

We have audited the financial statements of the business-type activities of the Garberville Sanitary District as of and for the year ended June 30, 2018. Professional standards require that we provide you with the following information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter dated August 24, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our audit engagement letter, our responsibility, as described by professional standards, is to express opinions about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audits

We performed the audits according to the planned scope and timing previously communicated to you in our engagement letter.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the District are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the year. We noted no transactions entered into by the District during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The most sensitive estimates affecting the financial statements were accumulated depreciation and depreciation expense.

Management's estimate of the accumulated depreciation and related expense for the current year was based on management's estimate of the life expectancy of the fixed assets. We reviewed the capital asset listing, and current year depreciation schedule. We were satisfied that the calculations used were reasonable.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audits

We encountered no difficulties in dealing with management in performing and completing our audits.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. There were no adjustments to the financial statements in the current year.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated November 5, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the District, financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the District's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of the Garberville Sanitary District and is not intended to be and should not be used by anyone other than these specified parties.

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

Attachment #4

Draft Auditor's Letter on Internal Control

Board of Directors and Management
Garberville Sanitary District

In planning and performing our audit of the financial statements of the business-type activities of the Garberville Sanitary District as of and for the year ended June 30, 2018 in accordance with auditing standards generally accepted in the United States of America, we considered Garberville Sanitary District's internal control over financial reporting (internal control) as a basis for designing auditing procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the District's internal control. Accordingly, we do not express an opinion on the effectiveness of the District's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent or detect and correct misstatements on a timely basis. A material weakness is a deficiency or combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations during our audit, we did not identify any deficiencies in internal control that we considered to be material weaknesses. However, material weaknesses may exist that have not been identified.

This communication is intended solely for the information and use of management, the Board of Directors and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.

ANDERSON, LUCAS, SOMERVILLE & BORGES, LLP

Fortuna, California
November 5, 2018



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

Garberville Sanitary District
919 Redwood Drive
Garberville, CA 95542

June 15, 20018

Dear Mr. Ralph Emerson,

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

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

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

Sincerely,

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



GARBERVILLE SANITARY DISTRICT

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

August 15, 2018

Southern Humboldt Community Park Board of Directors
P.O. Box 185
Garberville, CA 95542

Re: RESPONSE TO SHCP REQUEST FOR TREATED WATER SERVICE

Dear Mr. Huber:

Thank you for your letter inquiring on options for receiving potable water from the Garberville Sanitary District and what steps would be necessary. There are two options of ways that GSD might be able to provide potable water to the Park. I will discuss both options in general and then once the Park Board decides which of the options you are interested in pursuing, I can collect more information and provide more details on what the steps would be involved.

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

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

The second option is the more "traditional" option of GSD supplying standard water service to the SHCP property. This option has been discussed in detail over the past 5 years and we have

a fairly detailed idea of what this would take. The SHCP would need to pay to have an amendment to the GSD SWRCB water diversion permit and license to add the SHCP properties to the Place of Use. In addition, some type of action by LAFCo would be required. This LAFCo action could conceivably be as simple as an Out of Agency Service or as involved as an Annexation of all or part of the property. Both LAFCo and SWRCB will require CEQA documentation before being able to take action. This CEQA documentation may take the form as an amendment to the previously adopted EIR as GSD water was not included in the adopted document as a water source planned to be used. I do not believe that the CEQA MND adopted by GSD for the Annexation Project will suffice, but that might be something that SHCP wants to pursue prior to undertaking an alternative CEQA process. Below are some specific details on the limitations that GSD has for this option:

1. During the October 9, 2012 GSD board meeting, the GSD Board agreed to allow a new future connection for the SHCP when the State Water Resources Control Board and Humboldt Local Agency Formation Commission had both approved service to all or part of the Park property. The GSD Board adopted the following conditions on October 9, 2012 for this new connection:
 - a. *"SHCP would be given one new connection (3/4" meter) to rectify the condition that both the yellow house and the park are served off the same meter. This condition was created in 2009 when the Lot Line Adjustment was recorded and the property line was moved so that the residential structures were split into two properties.*
 - b. *The SHCP will make application for this new service connection. The application will stipulate at which location the park is proposing installation of the one new 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 CDPH and LAFCo approval of the connection to the Kimtu waterline.*
 - c. *No connection fee would be charged, but the SHCP would be responsible for all costs associated with the installation of the new meter, pressure reducer, and backflow preventer plus any associated appurtenances.*
 - d. *The one new 3/4" meter is for residential use only and is not intended to be used to serve future development on the Property contemplated by SHCP in the application for a General Plan Amendment (and associated applications for a conditional use permit, the Operational Plan, and the CEQA Initial Study Checklist as submitted to the Humboldt County Planning Department by SHCP) currently on file with the Humboldt County Planning Department.*
 - e. *The usage for the connection is limited to 2,000 cubic feet per month. The usage will be monitored monthly in conjunction with the reading of the meters. The SHCP will be notified each time the usage reading is in excess of the 2,000 cubic feet per month limit. The meter will be shut off if the usage is more than 1.5 times (3,000 cubic feet per month) the allowable quantity for any 2 months in a 12 month period. If the meter is shut off, the SHCP will have to petition the Board for reinstatement of service and obtain approval from LAFCo if necessary.*
 - f. *As part of the application for the new connection, the SHCP will be required to enter into a legally binding agreement that will be recorded for the parcel agreeing to the stipulated types and quantities of use as well as the enforcement methods."*
2. The Final IS/MND prepared for the Annexation Project (State Clearinghouse No. 2012032025) identifies these circumstances described above and listed these

conditions. As part of the impact analysis to determine sufficient water supplies, the CEQA document accounts for a future consumption quantity of up to 2,000 cubic feet per month (approximately 180,000 gallons per year) for APNs 222-091-014 and 222-241-009.

3. If the new SHCP connection is made at Tooby Ranch Road, the Park would be responsible for constructing the waterlines within Park property to bring the potable water to all locations that are to be served with potable water. This will mean constructing an extensive and expensive network of new waterlines to keep the potable water separate from the various other untreated water sources that the Park uses on their property. The County Public Health Department will determine which locations need potable water.
4. Any proposed uses other than the 2,000 cubic feet per month for the two residences and the existing outbuildings are not currently approved by the District and will be evaluated based upon the District's available water supply at the time that the Park requests any expanded water uses. The SHCP will need to be specific about these additional uses so that GSD can determine if we have sufficient water capacity to supply those levels of use.
5. The District has limited water sources and many not have water available for any expanded uses at the Park.

The District desires that the SHCP find a way to have potable water at the SHCP and will help as much as we can, but cannot expend ratepayer's funds on assisting developers with their projects. We can supply assistance and information but the SHCP will need to be responsible for the documents, application fees, etc. that both of these options will entail. If you decide upon an option that the SHCP Board would like to pursue, please notify us prior to moving forward so we can work together to minimize the amount of effort required.

Sincerely,

Linda Broderson
Chair of the Board of Directors

jms



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

APPLICATION FOR NEW SEWER CONNECTION

Note: This form is to be used for new sewer connections, alteration, relocation and discontinuation requests.

Property and Contact Details:

Property to be served: _____ **APN #** _____

Street Address: _____

Property Owner Details:

Full Name: _____
Street Address: _____
Mailing Address: _____
Phone Work# _____ Cell Phone# _____
Email Address _____

Applicant Details: (if not the owner)

Full Name: _____
Street Address: _____
Mailing Address: _____
Phone Work# _____ Cell Phone# _____
Email Address: _____

******This letter will be given to the Owner and Applicant******

Property Development Type

Residential:

Commercial-Industrial-Agricultural:

Check Boxes That Apply:

- New Building
- Existing Building
- Vacant Land
- Residential with Fire Sprinkler System
- Residential Home Business with Fire Sprinkler System
- Commercial with Fire Sprinkler System

- New
- Existing
- Vacant Land

INTENDED USE OF PROPERTY:

- Residential Home or Apartment
- Commercial (laundromat, school, office, etc.)
- Commercial (hospital, multi-family Units—Number of Units (____))
- Commercial (Mixed Use with Restaurant, etc.)
- Commercial (Restaurant, Bakery, Mortuary, etc.)
- Other---Please Explain_____

PROPERTY INFORMATION

Does the property have an existing sewer connection? Yes No How Many?_____

Is there a backflow prevention device on property? Yes No

If yes, what is the hazard level? High Medium Low

DISCONNECTION/DEMOLITION

Do any water or sewer connections need to be disconnected? Yes No

If disconnection required, When?_____

CONNECTION SIZE

Connection required will be determined by GSD site inspection, with a minimum of 4” pipe.

Description of connection/alteration requirements:_____

NOTE: A detailed site plan showing property boundaries, existing water and sewer services, and proposed work must be attached to this application. The application cannot be approved without a plan. The plan needs to show the preferred location of the connection, including the street name and address.

CONNECTION FEE

I have enclosed the following connection fee with my application: Sewer (\$8,000 per connection)

Total Connections_____ Total Connection Fees \$_____

APPLICATION FOR NEW WATER CONNECTION

Note: This form is to be used for new water connections, alteration, relocation and discontinuation requests.

Property Development Type

Residential:

Commercial-Industrial-Agricultural:

Check Boxes That Apply:

- | | |
|---|---|
| <input type="checkbox"/> New Building
<input type="checkbox"/> Existing Building
<input type="checkbox"/> Vacant Land
<input type="checkbox"/> Residential with Fire Sprinkler System
<input type="checkbox"/> Residential Home Business with Fire Sprinkler System
<input type="checkbox"/> Commercial with Fire Sprinkler System | <input type="checkbox"/> New
<input type="checkbox"/> Existing
<input type="checkbox"/> Vacant Land |
|---|---|

INTENDED USE OF PROPERTY:

- Residential Home or Apartment
- Commercial (laundromat, school, office, etc.)
- Commercial (hospital, multi-family Units—Number of Units (____))
- Commercial (Mixed Use with Restaurant, etc.)
- Commercial (Restaurant, Bakery, Mortuary, etc.)
- Other---Please Explain_____

PROPERTY INFORMATION

- Does the property have an existing Water connection? Yes No How Many? _____
- Is a backflow prevention device on property or required? Yes No
- If yes, what is the hazard level? High Medium Low

CONNECTION SIZE

Connection size required-(Standard size is 3/4'')_____

Description of connection/alteration requirements:

NOTE: A detailed site plan showing property boundaries, existing water and sewer services, and proposed work must be attached to this application. The application cannot be approved without a plan. The plan needs to show the preferred location of the connection, including the street name and address.

***This application and service from Garberville Sanitary District is subject to re-evaluation after one year:**

CONNECTION FEE

I have enclosed the following connection fee with my application: Water (\$8,000 per connection)

Total Connections _____ Total Connection Fees \$ _____

DECLARATION

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District requirements for service.

Yes, I have read the conditions of service.

Name _____ Date _____



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

WILL SERVE AGREEMENT

As requested by:

Address: _____

Date:

Garberville Sanitary District agrees to provide water/sewer service for APN# _____ as long as connection fees are paid and a water meter is installed. We will not serve water to this property if owner uses unapproved alternative water sources.

All District ordinances and policies will have to be complied with, along with a site visit and inspection from the General Manager or designee but if an inspection is not completed, water/sewer service will not be provided to this address.

All projects which include more than one single family equivalent unit will be evaluated by the GSD Governing Board at a regularly scheduled Board meeting.

Please contact Garberville Sanitary District for questions or clarification.

Ralph Emerson

Garberville Sanitary District

General Manager
Garberville Sanitary District

Board Chairperson

Owner-Applicant Signature:

Date:

7.5 Standards of Conduct

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

- a. Courteous treatment of the public and fellow employees.
- b. **Following all lawful and reasonable regulations and orders given by the supervisor. C. Attention to duty. Perform all duties and follow direction from your Supervisor unless illegal or unsafe and then discuss your concerns with the Supervisor which will be documented.**
- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

7.6 General Office and Field Policies

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

- k. GSD reserves the right to inspect all GSD property to insure compliance with its rules and regulations, with or without notice to employee and/or in the employee's absence.
- l. GSD may keep a record of all passwords or codes used for any GSD electronic or other equipment, and GSD may at any time access any and all information on such equipment.

7.7 Approval of Expenditures

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

7.8 Questions regarding Board Members

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member should always be referred to the **District Administrator General Manager or designee**. The **District Administrator General Manager or designee** shall contact the Fair Political Practice Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not attempt to respond to questions or comments on issues that are the sole responsibility of the **District Administrator General Manager or designee**.
- b. For security reasons, inquiries regarding plant design or operational specifics may be referred to the Board at management's discretion.

7.9 News Media Contacts

Employees may be approached for interview or comments by the news media. Only the **District Administrator General Manager, designee or Board Chair Person** may comment to news reporters on GSD policy or events relevant to GSD.

7.10 Seminars and Workshops

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

7.11 Conflict of Interest

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

APPENDIX “D”

CONFLICT OF INTEREST CODE

Section I Introduction

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

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

Section 2 Definition of Terms

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

Section 3 Designated Employees

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

Section 4 Disclosure Statements

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

Section 5 Place of Filing

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

Section 6 Time of Filing

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

Section 7 Contents of Statements

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

Section 8 Manner of Reporting

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

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

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

Section 9 Disqualification

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

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);

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

Section 10 Manner of Disqualification

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

Conflict of Interest Designated Employees - Appendix A

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

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

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

Disclosure Categories - Appendix B

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

EMPLOYEE:

Signed _____ Dated _____

Print _____

DISTRICT:

Signed _____ Dated _____

Print _____

Title _____

Sec 10.7 Upon Vacating Premises. Customers desiring to discontinue service shall notify the District two (2) or more days prior to the date of disconnect. Customers who fail to notify the District as provided in this section shall be liable for regular water service charges whether or not any water is used.

Sec 10.8 Abandonment Charge. Any person who **desires to abandons** services to a building from the District's water system or to abandon service to a property, shall pay to the District an Abandonment Charge. When no abandonment fee is received by the District, legal action may be taken to collect the abandonment fee. If the fee is not received from the renter, the property owner will be responsible for payment and service charges, including late fees and if payment is not received from the owner, all charges will be paid by the new owner along with a new connection fee before service will be provided

The Abandonment Charge shall consist of:

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover District costs.
- c. Owner must fill out the District Discontinuance application. **(Appendix A)**

1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Adopted 3/22/16

Sec 10.9 Annual Fee for Discontinuance of Service. Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.

- b. When a discontinued service wants reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension beyond 2 years will only be granted if approved by the General Manager or designee.

Adopted 4/26/16

WATER/SEWER DISCONTINUANCE APPLICATION



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

Applicant Information: APPENDIX (A)

Name: _____
Mailing Address: _____
Telephone Number: _____ Email: _____
Property Address: _____
Mailing Address: _____
Tax Parcel Number: _____

Garberville Sanitary District Requirements for Discontinued Service

1. A \$500 water and a \$200 sewer discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue and if non- payment occurs, GSD will pursue every allowable legal option.
2. If you discontinue service for 2 years there will be a connection fee due before any service will be provided to the property.
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnect fee which will keep your account active without monthly service charges.

Please Contact District Office for options available

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

Owner Signature: _____ Date: _____

GSD Only: Account # _____ Meter # _____

General Manager Signature _____

WATER/SEWER DISCONTINUANCE APPLICATION

RESOLUTION 18-012

THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE WATER ORDINANCE, ARTICLE 10, SEC 10.7-10.9

A. **WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Article 10, Sec 10.7-10.9, Discontinuance of Service

B. **WHEREAS,** Resolution 18-012 allows Garberville Sanitary District to disconnect service to an abandoned premise and require new connection fees be paid before service will be provided.

C. **WHEREAS,** Customers desiring to discontinue service shall notify the District (2) or more days prior to date of disconnect or they will be subject to all monthly service charges until a discontinuance application is approved.

D. **WHEREAS,** Those customers discontinuing service or abandoning their premise will be required to pay a one-time fee of \$500 to cover the costs to remove the meter and do the necessary work preparing for new customers.

E. **WHEREAS,** After two years of non-payment and no water or sewer service, the premise will be considered abandoned and the discontinuance procedures will begin in compliance with Article 10, Sec 10.7-10.9.

WATER ORDINANCE, ARTICLE 10, SEC 10.7-10.9

Sec 10.7 Upon Vacating Premises. Customers desiring to discontinue service shall notify the District two (2) or more days prior to the date of disconnect. Customers who fail to notify the District as provided in this section shall be liable for regular water service charges whether or not any water is used.

Sec 10.8 Abandonment Charge. Any person who abandons service to a building from the District’s water system or to abandon service to a property, shall pay to the District an Abandonment Charge. When no abandonment fee is received by the District, legal action may be taken to collect the abandonment fee. If the fee is not received from the renter, the property owner will be responsible for payment and service charges, including late fees and if payment is not received from the owner, all charges will be paid by the new owner along with a new connection fee before service will be provided

The Abandonment Charge shall consist of:

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
 - b. The sum of five hundred dollars (\$500.00), to recover District costs.
 - c. Owner must fill out the District Discontinuance application. (Appendix A)
-
- 1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District’s Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, ARTICLE 10, SEC 10.7–10.9

**RESOLUTION 18-012 WAS PASSED, APPROVED AND ADOPTED THIS 18th DAY OF
DECEMBER 2018 BY THE FOLLOWING ROLL CALL VOTE:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Board President

ATTEST:

Ralph Emerson, General Manager