

**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**

**April 25th, 2017
5:00 p.m. – Open Public Session**

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson __, Linda Brodersen __, Doug Bryan __, Richard Thompson __, Gary Wellborn __

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

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

V. CLOSED SESSION

A. No items for closed session

VI. OPEN SESSION

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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

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

X. ITEMS FOR NEXT BOARD MEETING

1. Personnel Committee—Job Descriptions
2. Budget Committee report—1st view of 2017/2018 Budget
3. Relief of sewer charges Anita Lane, 2nd reading
4. Strategic Plan update

XI. ADJOURNMENT

Posting of Notice at the District Office no later than April 21, 2017: 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: April 25, 2017

This month has been a glimpse of how well the staff willingly works to assist each other with projects and responsibilities as there have been changes to job assignments and employees with time off. I am very happy with the willingness of staff to jump in and help wherever needed, which makes me confident that GSD is in good hands moving forward now and in the future.

I have been working on project development, operator and office staff development, rate-study research and budget assumptions as we close out this year and move towards our next fiscal year.

Projects I am working on are Bear Canyon water re-route, water and sewer service to the property known as “Hippie Hill”, sewer service expansion throughout District, securing rights to the Kimtu 8” water pipe, working with the park to plan for long term water and sewer service and soliciting prices for infrastructure upgrades.

I attended the Southern Humboldt Values Conference and want to thank Rio and those community members involved for putting this conference on as a first step toward developing a strategic plan for unity and stewardship.

We are working on a Strategic Plan Study Session, so I have provided a few dates for you to consider Tuesday May 9th (any time after 2:00), Wednesday May 10 (any time after 2:00), Thursday May 11 (3:00-6:00), Tuesday May 16 (3:00-6:00), Wednesday May 17 (any time after 2:00).

I will use these dates to find which days we can meet as the Personnel Committee to work on job descriptions and staffing requirements.

Respectfully Submitted:

Ralph Emerson

GARBERVILLE SANITARY DISTRICT
LOANS

SWRCB Principle Payment - WWTP (until 8/2023, 2%, \$428,907) (21,831)
SWRCB Principle Payment - DWIP (until 01/2046, 0%, \$1,379,471) (\$45,982)-(2@ \$22,991)
RCAC: ALPT Const - Principle Payment (until 11/2020, 5%, \$250,000) (\$46,084)
2016 Ford Utility Truck - Principle Payment (until 9/2/2018, 6.5%, \$42,400) (\$15,016)

Total loan obligation annually until 9/2/2018-----\$128,913



Customer Service:
1-866-486-7782

GARBERVILLE SANITARY DISTRICT
OPERATING ACCOUNT
PO BOX 211
GARBERVILLE CA 95542-0211

Last statement: February 28, 2017
This statement: March 31, 2017

Get paid faster with next day funding and improve your cash flow with Umpqua Merchant Services. We have a full range of hardware and software available to fit your business needs. Visit our website to learn more about merchant services available through Umpqua Bank. Member FDIC.

PUBLIC FUNDS ANALYZED CHECKING

| | | | |
|-----------------|-------------|--------------------------|-------------|
| Account number | 991328238 | Beginning balance | \$34,327.02 |
| Low balance | \$21,027.06 | Deposits/Additions | \$72,305.60 |
| Average balance | \$33,613.77 | Withdrawals/Subtractions | \$84,721.76 |
| Interest earned | \$0.00 | Ending balance | \$21,910.86 |

Deposits/Additions

| <u>Date</u> | <u>Description</u> | <u>Additions</u> |
|------------------------|--------------------|--------------------|
| 03-01 | Deposit | 4,061.08 |
| 03-03 | Deposit | 5,257.63 |
| 03-06 | Deposit | 9,679.30 |
| 03-09 | Deposit | 8,184.60 |
| 03-16 | Deposit | 16,853.86 |
| 03-17 | Deposit | 2,292.69 |
| 03-21 | Deposit | 7,180.21 |
| 03-22 | Deposit | 3,334.22 |
| 03-27 | Deposit | 5,912.68 |
| 03-29 | Deposit | 2,002.13 |
| Total Additions | | \$64,758.40 |

ACH and Electronic Payments/Subtractions

| <u>Date</u> | <u>Description</u> | <u>Subtractions</u> |
|---|---|---------------------|
| 03-01 | ACH Debit Rural Community Mthly EFT Lt6200-gsd-02 Ln# 6200-gsd-02 | 4,717.81 |
| 03-02 | ACH Debit Bankcard Discount 427504170300011 20170302 | 2.42 |
| 03-02 | ACH Debit Bankcard Mtot Disc 427504170300011 20170302 | 57.40 |
| 03-03 | ACH Debit Bankcard Discount 427504170300011 20170303 | 1.59 |
| 03-03 | ACH Debit Employment Devel Edd Eftpmt 49905383 Txp*49905383*01300 *170331**16978*t* 000*t*16978*web*\ | 169.78 |
| 03-03 | ACH Debit Employment Devel Edd Eftpmt 49905383 Txp*49905383*01100 *170303**10220*t* 37312*t*47532*web* | 475.32 |
| 03-03 | ACH Debit IRS Usatapyt 270746234743929 20170303 | 2,685.34 |
| 03-06 | ACH Debit Bankcard Discount 427504170300011 20170306 | 1.63 |
| 03-06 | ACH Debit Bankcard Discount 427504170300011 20170306 | 2.14 |
| 03-06 | ACH Debit American Funds Investment 00000025158148 20170306 | 286.34 |
| 03-06 | ACH Debit American Funds Investment 000000557880519 20170306 | 569.52 |
| 03-07 | ACH Debit Bankcard Discount 427504170300011 20170307 | 6.58 |
| 03-09 | ACH Debit Bankcard Discount 427504170300011 20170309 | 13.52 |
| 03-10 | ACH Debit Bankcard Discount 427504170300011 20170310 | 1.59 |
| 03-10 | ACH Debit Renner Petroleum March 20170310 | 786.76 |
| 03-16 | ACH Debit Bankcard Discount 427504170300011 20170316 | 3.90 |
| 03-17 | ACH Debit Bankcard Discount 427504170300011 20170317 | 1.45 |
| 03-20 | ACH Debit Bankcard Discount 427504170300011 20170320 | .78 |
| 03-20 | ACH Debit Bankcard Discount 427504170300011 20170320 | 4.13 |
| 03-21 | ACH Debit Bankcard Discount 427504170300011 20170321 | 12.44 |
| 03-21 | ACH Debit Employment Devel Edd Eftpmt 49905383 Txp*49905383*01300 *170331**3658*t*0 00*t*3658*web*\ | 36.58 |
| 03-21 | ACH Debit Employment Devel Edd Eftpmt 49905383 Txp*49905383*01100 *170320**9767*t*3 9479*t*49246*web*\ | 492.46 |
| 03-21 | ACH Debit IRS Usatapyt 270748075788069 20170321 | 2,617.34 |
| 03-22 | ACH Debit American Funds Investment 00000025158148 20170322 | 307.87 |
| 03-22 | ACH Debit American Funds Investment 000000557880519 20170322 | 591.11 |
| 03-24 | ACH Debit Bankcard Discount 427504170300011 20170324 | 13.58 |
| 03-27 | ACH Debit Bankcard Discount 427504170300011 20170327 | 3.32 |
| 03-27 | ACH Debit Employment Devel Edd Eftpmt 49905383 Txp*49905383*01100 *170324**9990*t*6 3870*t*73860*web*\ | 738.60 |
| 03-27 | ACH Debit IRS Usatapyt 270748600468755 20170327 | 3,535.42 |
| 03-28 | ACH Debit Bankcard Discount 427504170300011 20170328 | 6.01 |
| 03-28 | ACH Debit American Funds Investment 000000557880519 20170328 | 640.90 |
| 03-28 | ACH Debit American Funds Investment 00000025158148 20170328 | 891.11 |
| 03-30 | ACH Debit Bankcard Discount 427504170300011 20170330 | 5.30 |
| 03-31 | ACH Debit Bankcard Discount 427504170300011 20170331 | 2.11 |
| Total ACH and Electronic Payments/Subtractions | | \$19,682.15 |

ACH and Electronic Deposits/Additions

| <u>Date</u> | <u>Description</u> | <u>Additions</u> |
|-------------|--|------------------|
| 03-02 | ACH Credit Bankcard Btot Dep 427504170300011 20170302 | 151.13 |
| 03-03 | ACH Credit Bankcard Btot Dep 427504170300011 20170303 | 99.52 |
| 03-06 | ACH Credit Bankcard Btot Dep 427504170300011 20170306 | 133.46 |
| 03-06 | ACH Credit Bankcard Btot Dep 427504170300011 20170306 | 101.71 |
| 03-07 | ACH Credit Garberville Sani Cr Offset 1680296323 Credit Offset For Originated Debits | 647.20 |
| 03-07 | ACH Credit Bankcard Btot Dep 427504170300011 20170307 | 411.10 |
| 03-09 | ACH Credit Bankcard Btot Dep 427504170300011 20170309 | 845.25 |
| 03-10 | ACH Credit Bankcard Btot Dep 427504170300011 20170310 | 99.51 |
| 03-15 | ACH Credit Garberville Sani Cr Offset 1680296323 Credit Offset For Originated Debits | 254.90 |
| 03-16 | ACH Credit Bankcard Btot Dep 427504170300011 20170316 | 243.76 |
| 03-17 | ACH Credit Bankcard Btot Dep 427504170300011 20170317 | 90.67 |
| 03-20 | ACH Credit Bankcard Btot Dep 427504170300011 20170320 | 258.33 |
| 03-20 | ACH Credit Bankcard Btot Dep 427504170300011 20170320 | 48.49 |

| <u>Date</u> | <u>Description</u> | <u>Additions</u> |
|--|--|-------------------|
| 03-21 | ACH Credit Bankcard Btot Dep 427504170300011 20170321 | 777.66 |
| 03-22 | ACH Credit Garberville Sani Cr Offset 1680296323 Credit Offset For Originated Debits | 1,489.38 |
| 03-24 | ACH Credit Bankcard Btot Dep 427504170300011 20170324 | 848.41 |
| 03-27 | ACH Credit Bankcard Btot Dep 427504170300011 20170327 | 207.72 |
| 03-28 | ACH Credit Bankcard Btot Dep 427504170300011 20170328 | 375.92 |
| 03-30 | ACH Credit Bankcard Btot Dep 427504170300011 20170330 | 331.24 |
| 03-31 | ACH Credit Bankcard Btot Dep 427504170300011 20170331 | 131.84 |
| Total ACH and Electronic Deposits/Additions | | \$7,547.20 |

Card Transactions/Withdrawals

| <u>Date</u> | <u>Description</u> | <u>Subtractions</u> |
|--|---|---------------------|
| 03-07 | POS Purchase Terminal Vbase2 Fluentstream Techn Olog 877-31264 Co XXXXXXXXXXXX5297 | 114.41 |
| 03-10 | POS Purchase Terminal 04358869 Nnt Sears Roebuck 630 Eureka CA XXXXXXXXXXXX5826 | 33.61 |
| 03-13 | POS Purchase Terminal Vbase2 Harveys Casino N/S 866209473 Nv XXXXXXXXXXXX5297 | 200.01 |
| 03-13 | POS Purchase Terminal 2628142 Sears Roebuck 26 28 Eureka CA XXXXXXXXXXXX5826 | 917.84 |
| 03-24 | POS Purchase Terminal 02720953 CA Rural Water Ass Oc 916-553-4 CA XXXXXXXXXXXX5297 | 425.00 |
| 03-24 | POS Purchase Terminal Vbase2 Usps Po 0529220499 Garbervil CA XXXXXXXXXXXX5297 | 31.97 |
| Total Card Transactions/Withdrawals | | \$1,722.84 |

Other Withdrawals/Subtractions

| <u>Date</u> | <u>Description</u> | <u>Subtractions</u> |
|---|---|---------------------|
| 03-21 | Maintenance Fee Analysis Activity For 02/17 | 120.40 |
| Total Other Withdrawals/Subtractions | | \$120.40 |

Daily Balances

| <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> | <u>Date</u> | <u>Amount</u> |
|-------------|---------------|-------------|---------------|-------------|---------------|
| 02-28 | 34,327.02 | 03-10 | 33,036.88 | 03-22 | 50,330.38 |
| 03-01 | 33,670.29 | 03-13 | 31,778.85 | 03-23 | 45,711.94 |
| 03-02 | 32,404.26 | 03-14 | 30,985.37 | 03-24 | 23,806.46 |
| 03-03 | 32,810.26 | 03-15 | 29,287.32 | 03-27 | 22,251.25 |
| 03-06 | 37,407.47 | 03-16 | 42,321.20 | 03-28 | 21,027.06 |
| 03-07 | 31,660.57 | 03-17 | 44,703.11 | 03-29 | 23,029.19 |
| 03-08 | 31,351.96 | 03-20 | 44,098.57 | 03-30 | 23,239.77 |
| 03-09 | 39,648.59 | 03-21 | 46,841.92 | 03-31 | 21,910.86 |

Overdraft Fee Summary

| | Total For This Period | Total Year-to-Date |
|---------------------------------|------------------------------|---------------------------|
| Total Overdraft Fees | \$0.00 | \$0.00 |
| Total Returned Item Fees | \$0.00 | \$0.00 |

Checks

| <u>Check #</u> | <u>Amount</u> | <u>Date</u> | <u>Check #</u> | <u>Amount</u> | <u>Date</u> |
|----------------|---------------|-------------|----------------|---------------|-------------|
| 8589 | \$18.29 | 03-21 | 8619 | \$1,378.34 | 03-16 |
| *8593 | \$227.00 | 03-07 | 8620 | \$223.48 | 03-14 |
| 8594 | \$82.56 | 03-07 | 8621 | \$129.00 | 03-13 |
| 8595 | \$1,493.88 | 03-06 | 8622 | \$2,681.50 | 03-16 |
| 8596 | \$162.00 | 03-08 | 8623 | \$6.23 | 03-20 |
| 8597 | \$348.19 | 03-10 | 8624 | \$1,665.06 | 03-15 |
| 8598 | \$570.00 | 03-14 | 8625 | \$36.16 | 03-22 |
| 8599 | \$2,436.40 | 03-23 | 8626 | \$243.48 | 03-15 |
| 8600 | \$590.00 | 03-09 | 8627 | \$44.41 | 03-15 |
| 8601 | \$2,605.14 | 03-10 | 8628 | \$332.50 | 03-27 |
| 8602 | \$50.00 | 03-09 | 8629 | \$62.09 | 03-28 |
| 8603 | \$3,696.20 | 03-07 | 8630 | \$13,000.00 | 03-24 |
| 8604 | \$835.00 | 03-06 | 8631 | \$400.00 | 03-22 |
| 8605 | \$79.70 | 03-09 | 8632 | \$208.99 | 03-27 |
| 8606 | \$100.00 | 03-08 | 8633 | \$3,294.00 | 03-24 |
| 8607 | \$2,935.93 | 03-10 | 8634 | \$4,448.37 | 03-24 |
| 8608 | \$46.61 | 03-08 | 8635 | \$90.51 | 03-24 |
| 8609 | \$695.25 | 03-02 | 8636 | \$178.32 | 03-27 |
| 8610 | \$1,619.12 | 03-03 | 8637 | \$1,814.95 | 03-21 |
| 8611 | \$2,678.45 | 03-07 | 8638 | \$2,678.46 | 03-27 |
| 8612 | \$1,381.83 | 03-06 | 8639 | \$1,450.46 | 03-24 |
| 8613 | \$541.16 | 03-06 | 8640 | \$319.22 | 03-23 |
| 8614 | \$102.06 | 03-21 | 8641 | \$32.01 | 03-30 |
| 8615 | \$205.76 | 03-06 | *8643 | \$900.22 | 03-20 |
| 8616 | \$662.09 | 03-02 | *8645 | \$1,862.82 | 03-23 |
| 8617 | \$6.18 | 03-13 | *8649 | \$1,458.64 | 03-31 |
| 8618 | \$5.00 | 03-13 | *8653 | \$83.35 | 03-30 |

(* Skip in check sequence, R-Check has been returned, + Electronified check)

Total Checks paid: 54 for **-\$63,196.37**

8589

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Lon A Ruiz \$ **18.29

Eighteen and 28/100

Lon A Ruiz
P. O. Box 1872
Redway, CA 95550

MEMO: Rev. Report 02/01/2017 - 02/15/2017

#008589# 1211418190 991328238#

Check # 8589, Posted 03-21-17, Amount \$18.29

8598

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: General Engineering Contractor \$ **570.00

Five Hundred Seventy and 00/100

John Nell Gel Inc
3785 Sprout Creek Rd
Garberville, CA 95542

MEMO: Meter Leak at the Westwater Plant

#008598# 1211418190 991328238#

Check # 8598, Posted 03-14-17, Amount \$570.00

8593

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: 101 Netlink \$ **227.00

Two Hundred Twenty Seven and 00/100

101 Netlink
P.O. Box 101
Whitashorn, CA 95589

MEMO:

#008593# 1211418190 991328238#

Check # 8593, Posted 03-07-17, Amount \$227.00

8599

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: NALCO \$ **2,436.40

Two Thousand Four Hundred Thirty Six and 40/100

NALCO Company
PO BOX 70716
CHICAGO, IL 60673-0716

MEMO:

#008599# 1211418190 991328238# 70000243640

Check # 8599, Posted 03-23-17, Amount \$2,436.40

8594

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Blue Star Gas \$ **82.56

Eighty Two and 56/100

Blue Star Gas
1333 Redwood Drive
Garberville, CA 95542

MEMO: 03-100756

#008594# 1211418190 991328238#

Check # 8594, Posted 03-07-17, Amount \$82.56

8600

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: North Coast Laboratories Ltd \$ **590.00

Five Hundred Ninety and 00/100

North Coast Laboratories Ltd
5850 West End Road
Anaheim, CA 92814-9202

MEMO:

#008600# 1211418190 991328238#

Check # 8600, Posted 03-09-17, Amount \$590.00

8595

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Dazeys Building Center \$ **1,493.88

One Thousand Four Hundred Ninety Three and 88/100

Dazeys Building Center
P. O. Box 1940
Redway, CA 95550

MEMO:

#008595# 1211418190 991328238#

Check # 8595, Posted 03-06-17, Amount \$1,493.88

8601

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: PG&E \$ **2,605.14

Two Thousand Six Hundred Five and 14/100

PG&E
Box 997300
Sacramento, CA 95899-7300

MEMO:

#008601# 1211418190 991328238#

Check # 8601, Posted 03-10-17, Amount \$2,605.14

8596

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Emerald Technologies \$ **162.00

One Hundred Sixty Two and 00/100

Emerald Technologies
915 Redwood Drive Suite D
Garberville, CA 95542

MEMO:

#008596# 1211418190 991328238#

Check # 8596, Posted 03-08-17, Amount \$162.00

8602

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Ralph Emerson \$ **50.00

Fifty and 00/100

Ralph Emerson
P. O. Box 182
Garberville, CA 95542

MEMO:

#008602# 1211418190 991328238#

Check # 8602, Posted 03-09-17, Amount \$50.00

8597

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: Frontier Communications \$ **348.19

Three Hundred Forty Eight and 19/100

Frontier Communications
PO Box 740407
Cincinnati, OH 45274-0407

MEMO:

#008597# 1211418190 991328238#

Check # 8597, Posted 03-10-17, Amount \$348.19

8603

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQLIA
(1-888-486-7762)
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: SDRMA \$ **3,696.20

Three Thousand Six Hundred Ninety Six and 20/100

SDRMA
1112 I STREET SUITE 300
SACRAMENTO, CA 95814-2885

MEMO:

#008603# 1211418190 991328238#

Check # 8603, Posted 03-07-17, Amount \$3,696.20

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: SENTRY III CENTER \$ **835.00

Eight Hundred Thirty-Five and 00/100

SENTRY III CENTER
JIM JOHNSON
784 REDWOOD DR.
GARBERVILLE, CA 95542

MEMO: *Tim Stillwell*

#008604# 121141819: 991328238#

Check # 8604, Posted 03-06-17, Amount \$835.00

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: DANIEL J ARREGUIN \$ **1,619.12

One Thousand Six Hundred Nineteen and 12/100

DANIEL J ARREGUIN
P. O. BOX 1072
GARBERVILLE, CA 95542

MEMO: *Joseph Emerson*

#008610# 121141819: 991328238#

Check # 8610, Posted 03-03-17, Amount \$1,619.12

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: STAPLES CREDIT PLAN \$ **79.70

Seventy-Nine and 70/100

STAPLES CREDIT PLAN
DEPT. 51 - 7820761384
P. O. BOX 78004
PHOENIX, AZ 85062-8004

MEMO: *Tim Stillwell*

#008605# 121141819: 991328238#

Check # 8605, Posted 03-09-17, Amount \$79.70

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: RALPH K EMERSON \$ **2,678.45

Two Thousand Six Hundred Seventy-Eight and 45/100

RALPH K EMERSON
PO BOX 108
MURPHYS, CA 95247

MEMO: *Joseph Emerson*

#008611# 121141819: 991328238#

Check # 8611, Posted 03-07-17, Amount \$2,678.45

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: STREAMLINE \$ **100.00

One Hundred and 00/100

STREAMLINE
2321 P STREET, FIRST FLOOR
SACRAMENTO, CA 95816

MEMO: *Tim Stillwell*

#008606# 121141819: 991328238#

Check # 8606, Posted 03-08-17, Amount \$100.00

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: BRIAN A MILLER \$ **1,381.83

One Thousand Three Hundred Eighty-One and 83/100

BRIAN A MILLER
P. O. BOX 113
GARBERVILLE, CA 95542

MEMO: *Joseph Emerson*

#008612# 121141819: 991328238#

Check # 8612, Posted 03-06-17, Amount \$1,381.83

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: USABUEBOOK \$ **2,935.93

Two Thousand Nine Hundred Thirty-Five and 93/100

USABUEBOOK
PO BOX 9004
GURNEE, IL 60031-9004

MEMO: *Tim Stillwell*

#008607# 121141819: 991328238#

Check # 8607, Posted 03-10-17, Amount \$2,935.93

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: MARY NIETO \$ **541.16

Five Hundred Forty-One and 16/100

MARY NIETO
400 RED ROCK RD.
GARBERVILLE, CA 95542

MEMO: *Joseph Emerson*

#008613# 121141819: 991328238#

Check # 8613, Posted 03-06-17, Amount \$541.16

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/1/2017

PAY TO THE ORDER OF: WYCKOFFS \$ **46.61

Forty-Six and 61/100

WYCKOFFS
1341 EVERGREEN RD.
REDWAY, CA 95560

MEMO: *Tim Stillwell*

#008608# 121141819: 991328238#

Check # 8608, Posted 03-08-17, Amount \$46.61

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: LON A RUZ \$ **102.06

One Hundred Two and 06/100

LON A RUZ
P. O. BOX 1872
REDWAY, CA 95560

MEMO: *Joseph Emerson*

#008614# 121141819: 991328238#

Check # 8614, Posted 03-21-17, Amount \$102.06

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: JOSE J ALIAS \$ **695.25

Six Hundred Ninety-Five and 25/100

JOSE J ALIAS
P. O. BOX 73
85301 DRIVE THRU TREE RD
LEGGETT, CA 95585

MEMO: *Joseph Emerson*

#008609# 121141819: 991328238#

Check # 8609, Posted 03-02-17, Amount \$695.25

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
1-888-466-7752
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: RICARDO RUZ \$ **205.76

Two Hundred Five and 76/100

RICARDO RUZ
506 CHALK ST
GARBERVILLE, CA 95542

MEMO: *Joseph Emerson*

#008615# 121141819: 991328238#

Check # 8615, Posted 03-06-17, Amount \$205.76

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: Christina Stillwell \$ **982.09

Six Hundred Sixty-Two and 00/100

Christina Stillwell
484 Maple Ln
Garberville, CA 95542

MEMO: Web Payroll 02/19/2017 - 02/28/2017

008616 ⑆121141819⑆ 991328238⑆

Check # 8616, Posted 03-02-17, Amount \$662.09

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/2/2017

PAY TO THE ORDER OF: Mitchell, Brisso, Delaney & Vrieze \$ **2,681.50

Two Thousand Six Hundred Eighty-One and 50/100

Mitchell, Brisso, Delaney & Vrieze
P. O. Drawer 1008
Eureka, CA 95502

MEMO

008622 ⑆121141819⑆ 991328238⑆

Check # 8622, Posted 03-16-17, Amount \$2,681.50

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: C&K Market, Inc. \$ **6.18

Six and 18/100

Ray's Food Place #64
875 Redwood Drive
Garberville, CA 95542

MEMO

008617 ⑆121141819⑆ 991328238⑆

Check # 8617, Posted 03-13-17, Amount \$6.18

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: THE PAPER MILL \$ **6.23

Six and 23/100

PAPER MILL
752-B REDWOOD DR.
GARBERVILLE, CA 95542

MEMO: box and paper tray

008623 ⑆121141819⑆ 991328238⑆

Check # 8623, Posted 03-20-17, Amount \$6.23

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: Crystal Springs Bottle Water Co \$ **5.00

Five and 00/100

Crystal Springs Bottled Water Co.
P. O. Box 3786
Eureka, CA 95502

MEMO

008618 ⑆121141819⑆ 991328238⑆

Check # 8618, Posted 03-13-17, Amount \$5.00

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: PG&E \$ **1,665.06

One Thousand Six Hundred Sixty-Five and 06/100

PG&E
Box 597300
Sacramento, CA 95889-7300

MEMO: SWTP

008624 ⑆121141819⑆ 991328238⑆

Check # 8624, Posted 03-15-17, Amount \$1,665.06

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: CUMMINGS WEST, INC. \$ **1,378.34

One Thousand Three Hundred Seventy-Eight and 34/100

Cummings Pacific LLC,
P.O. Box 848731
Los Angeles, CA 90084-8731

MEMO

008619 ⑆121141819⑆ 991328238⑆

Check # 8619, Posted 03-16-17, Amount \$1,378.34

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: Redway True Value \$ **36.16

Thirty-Six and 16/100

Redway True Value
P.O. Box 1280
Redway, CA 95550

MEMO

008625 ⑆121141819⑆ 991328238⑆

Check # 8625, Posted 03-22-17, Amount \$36.16

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: Dazey's Building Center \$ **223.48

Two Hundred Twenty-Three and 48/100

Dazey's Building Center
P. O. Box 1940
Redway CA 95560

MEMO

008620 ⑆121141819⑆ 991328238⑆

Check # 8620, Posted 03-14-17, Amount \$223.48

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: US Cellular \$ **243.48

Two Hundred Forty-Three and 48/100

US Cellular
P.O. Box 0203
Paratine, IL 60055-0203

MEMO

008626 ⑆121141819⑆ 991328238⑆

Check # 8626, Posted 03-15-17, Amount \$243.48

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: Emerald Technologies \$ **129.00

One Hundred Twenty-Nine and 00/100

Emerald Technologies
916 Redwood Drive Suite D
Garberville, CA 95542

MEMO: Web Hosting 3/4/2017 - 3/4/2018

008621 ⑆121141819⑆ 991328238⑆

Check # 8621, Posted 03-13-17, Amount \$129.00

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9566

1-888-4UNPQUA
(1-888-486-7782)
90-4181/1211

3/7/2017

PAY TO THE ORDER OF: WYCKOFFS \$ **44.41

Forty-Four and 41/100

WYCKOFFS
1341 EVERGREEN RD.
REDWAY, CA 95560

MEMO

008627 ⑆121141819⑆ 991328238⑆

Check # 8627, Posted 03-15-17, Amount \$44.41

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Candor Rock LLP \$ **332.50

Three Hundred Thirty-Two and 50/100 DOLLARS

Candor Rock LLP
 2105 Windwood Ln
 Eureka, CA 95503

MEMO: WY Facility BOD limit Revision

008628 1211141819 991328238

Check # 8628, Posted 03-27-17, Amount \$332.50

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Wahlund Construction Inc \$ **4,448.37

Four Thousand Four Hundred Forty-Eight and 37/100 DOLLARS

Wahlund Construction
 830 Hama Drive
 Eureka, CA 95503

MEMO:

008634 1211141819 991328238

Check # 8634, Posted 03-24-17, Amount \$4,448.37

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Frontier Communications \$ **62.09

Sixty-Two and 09/100 DOLLARS

Frontier Communications
 PO Box 74047
 Cincinnati, OH 45274-0407

MEMO:

008629 1211141819 991328238

Check # 8629, Posted 03-28-17, Amount \$62.09

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Wells Fargo \$ **90.51

Ninety and 51/100 DOLLARS

Wells Fargo Financial Leasing
 P. O. Box 10306
 Des Moines, IA 50308-0306

MEMO:

008635 1211141819 991328238

Check # 8635, Posted 03-24-17, Amount \$90.51

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: G.R. Wilcox Enterprises Inc \$ **13,000.00

Thirteen Thousand and 00/100 DOLLARS

G.R. Wilcox Enterprises, Inc.
 P. O. Box 188
 Whitehorn, CA 95589

MEMO: New Flat for Wallen Tank, memo back, install culvert

008630 1211141819 991328238

Check # 8630, Posted 03-24-17, Amount \$13,000.00

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/20/2017

PAY TO THE ORDER OF: Jose I Arias \$ **178.32

One Hundred Seventy-Eight and 32/100 DOLLARS

Jose I Arias
 P. O. Box 73
 65301 Drive Thru Tree Rd
 Leggett, CA 95585

MEMO: Pay Period: 03/01/2017 - 03/15/2017

008636 1211141819 991328238

Check # 8636, Posted 03-27-17, Amount \$178.32

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Jamie Corsett, CPA \$ **400.00

Four Hundred and 00/100 DOLLARS

Jamie Corsett, CPA
 815 7th Street
 Eureka, CA 95501

MEMO: Monthly Accounting

008631 1211141819 991328238

Check # 8631, Posted 03-22-17, Amount \$400.00

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/20/2017

PAY TO THE ORDER OF: Daniel J Arzaguin \$ **1,814.95

One Thousand Eight Hundred Fourteen and 95/100 DOLLARS

Daniel J Arzaguin
 P. O. Box 1072
 Garberville, CA 95542

MEMO: Pay Period: 03/01/2017 - 03/15/2017

008637 1211141819 991328238

Check # 8637, Posted 03-21-17, Amount \$1,814.95

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: Purchase Power \$ **208.99

Two Hundred Eight and 99/100 DOLLARS

Purchase Power
 P.O. Box 371874
 Pittsburgh PA 15250-7874

MEMO:

008632 1211141819 991328238

Check # 8632, Posted 03-27-17, Amount \$208.99

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/20/2017

PAY TO THE ORDER OF: Ralph K Emerson \$ **2,678.46

Two Thousand Six Hundred Seventy-Eight and 46/100 DOLLARS

Ralph K Emerson
 PO Box 108
 Murphys, CA 95247

MEMO: Pay Period: 03/01/2017 - 03/15/2017

008638 1211141819 991328238

Check # 8638, Posted 03-27-17, Amount \$2,678.46

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/14/2017

PAY TO THE ORDER OF: SDRMA \$ **3,294.00

Three Thousand Two Hundred Ninety-Four and 00/100 DOLLARS

SDRMA
 1112 I STREET SUITE 300
 SACRAMENTO, CA 95814-2865

MEMO:

008633 1211141819 991328238

Check # 8633, Posted 03-24-17, Amount \$3,294.00

Garberville Sanitary District
 P. O. Box 211
 Garberville, CA 95542
 707-923-9566

1-888-4UNPQUA
 (1-888-486-7782)
 90-4181/1211

3/20/2017

PAY TO THE ORDER OF: Brian A Miller \$ **1,450.48

One Thousand Four Hundred Fifty and 48/100 DOLLARS

Brian A Miller
 P. O. Box 113
 Garberville, CA 95542

MEMO: Pay Period: 03/01/2017 - 03/15/2017

008639 1211141819 991328238

Check # 8639, Posted 03-24-17, Amount \$1,450.48

8640

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/20/2017

PAY TO THE ORDER OF: **Mary Nieto** **CCUSH** \$ 319.22

Three Hundred Ninety and 22/100

Mary Nieto
400 Road Rock Rd
Garberville, CA 95542

MEMO: Pay Period: 03/01/2017 - 03/15/2017

#008640# ⑆121141819⑆ 991328238#

Check # 8640, Posted 03-23-17, Amount \$319.22

8645

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/22/2017

PAY TO THE ORDER OF: **Ironhorse Welding** \$ 1,862.82

One Thousand Eight Hundred Sixty-Two and 82/100

Ironhorse Welding
P. O. Box 203
Miranda, CA 95511

MEMO: Welding Table

#008645# ⑆121141819⑆ 991328238#

Check # 8645, Posted 03-23-17, Amount \$1,862.82

8641

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/20/2017

PAY TO THE ORDER OF: **Lori A Ruiz** \$ 32.01

Thirty-Two and 01/100

Lori A Ruiz
P. O. Box 1872
Redway, CA 95560

MEMO: Pay Period: 03/01/2017 - 03/15/2017

#008641# ⑆121141819⑆ 991328238#

Check # 8641, Posted 03-30-17, Amount \$32.01

8649

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/28/2017

PAY TO THE ORDER OF: **Blue Star Gas** \$ 1,458.64

One Thousand Four Hundred Fifty-Eight and 64/100

Blue Star Gas
1333 Redwood Drive
Garberville, CA 95542
65-103 826 - 75.92
85-101 598 - 132.72

MEMO: Blue Star Gas

#008649# ⑆121141819⑆ 991328238#

Check # 8649, Posted 03-31-17, Amount \$1,458.64

8643

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/20/2017

PAY TO THE ORDER OF: **Christina Stillwell** \$ 900.22

Nine Hundred and 22/100

Christina Stillwell
484 Maple Ln
Garberville, CA 95542

MEMO: Pay Period: 03/01/2017 - 03/15/2017

#008643# ⑆121141819⑆ 991328238#

Check # 8643, Posted 03-20-17, Amount \$900.22

8653

Garberville Sanitary District
P. O. Box 211
Garberville, CA 95542
707-923-9562

1-888-4UMPQUA
(1-888-486-7762)
90-4181/1211

3/28/2017

PAY TO THE ORDER OF: **Reconer Petroleum** \$ 83.35

Eighty-Three and 35/100

L & M Renner, Inc.
P.O. Box 4888
Eureka, CA 96502-4888

MEMO: Reconer Petroleum

#008653# ⑆121141819⑆ 991328238#

Check # 8653, Posted 03-30-17, Amount \$83.35

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

**GSD District Office
919 Redwood Dr. Garberville, CA**

March 28, 2017

5:00 p.m. – Closed Session

6:00 p.m.- Open Public Session

I. REGULAR MEETING CALLED TO ORDER

Open Session started 6:00 PM

II. ESTABLISHMENT OF QUORUM

Present:

Linda Brodersen

Doug Bryan

Richard Thompson

Gary Wellborn

Absent: Rio Anderson

III. APPROVAL OF AGENDA

Motion: Gary

Second: Richard

Vote: 4-0

Table Item B4; Rate Study Update. Waiting on more information.

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

Charlie Butterworth- Thinks it's wrong to go against high rate payers and forcing them to put more meters. Charlie went through the ordinance and found things to be wrong. Butterworth unhappy that he was turned into the building department, for zoning noncompliance.

V. CLOSED SESSION

No Action Taken

VI. OPEN SESSION

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Charlie Butterworth

Karen Leduc

Richard Barnick

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members-0

General Manager—Ralph Emerson

Ralph- The hospital has contacted Kent Scout about the potential for a new hospital being put in the CR building on Sprowl Creek rd. Ralph thinks they are far off from breaking ground. The hospital is wanting the District to serve them water and sewer. Hospital currently using 50 to 58 units per month. Ralph has been reviewing the current infrastructure the district has currently in place. The waterline is

8" water capacity. On the sewer side we have a 6" line, collection system. 6" in and 4" out. Based on the amount of time the District spends down at the lift station, potentially undersized for certain times of the year and the District does have problems with the pump station. If we have more influent sewage coming into the pump station, its only going to increase preexisting problems. There will have to be some sort of agreement with the hospital, for the development of the new hospital. Which Ralph already sent the hospital a letter. Town Square- The restroom group that came before the District two years ago. They requested approval to use the previous connection fees for the current connection fee. They also wanted to put a time in which they payed for the fees. The Board authorized them to pay the existing connection fees, \$1,200 sewer and \$1,000 water. This way they could have the project started or completed in two years. What's happened since then the town square group, which is a separate group. Has gotten involved on the planning stages. Town square group wants to include a grease interceptor, 1,200 gallons for food trucks. Ralph states that was not part of the original agreement. He wants that taken out or brought before the Board to discuss the impact that would have on the District. Adding the food trucks changes the agreement. Town square group is redoing the plans.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials
- A.2 Approve 2/28/2017 Regular Meeting Minutes
- A.3 Operations Safety Report

Motion: Richard Second: Gary Vote: 4-0

A.1- (PG 6) Richard questioning Crystal springs bottle water two payments. Wondered if we were paying our bills or typo? The Office staff most likely received invoice late for January. In the beginning of February, the District payed Januarys rental fee. Reason for two rental payments in the month of February. Richard is questioning why the District bought new tires for a new truck. Reason being the truck came with street tires. Which is not appropriate for winter conditions. Ralph authorized to purchase snow tires for the winter. The street tires are being stored and will be used again this summer. On PG 8 under Wells Fargo there are two copier payments? Reason being, the Office staff received Januarys invoice late. The first payment was for January. Invoice Due Date 1/23/2017, payed on 02/02/2017. The second payment was for the month of February. On PG 20, line 75 Property Tax revenue why are we showing \$0 July '16 - Feb '17? Still need to find out from the County what is the hold up, or when should we receive payment for July '16 – Feb '17.

A. GENERAL BUSINESS

B.1 Open Bids for 2012 Chevy Silverado

Motion: Doug Second: Richard Vote: 4-0

The District received two bids for the 2012 Chevy Silverado. First Bid is from Geoff Hubert for \$14,001. The second bid is from Marshall Brisbin for \$14,500. GSD asking price \$14,750. Ralph/Doug If the winning bid Marshall Brisbin backs out then the second bid Geoff Huber will be awarded the Chevy. If Geoff the second bid was to decline his offer as well, then the truck would be brought back for sale a third time.

Motion: Doug Second: Gary Vote: 4-0

B.2 Wallan Rd tank and road easement

Motion: Doug Second: Richard Roll Call Vote: 4-0 Rio Absent

Ralph- Wallen tank road was inaccessible at times of the year. It's on a private land owner's property. This year GSD put a new road and rocked the road. Now the easement has changed, needs approval. The resolution is making sure the property that we used to put the new road in and the driveway to round the tank is included in the easement and along with the property we had prior. Jennie went through the resolution and approved it. Plus the county and surveyor approved it as well. The

owners still have to approve the easement after board members approve Resolution #17-007.

B.3 Declare District cell phone surplus property

Motion: Doug Second: Gary Roll Call Vote: 4-0 Rio Absent

Sold to Ron Copenhafer for \$5.00

B.4 Rate Study Update

Table

B.5 Southern Humboldt Community Park Update

Ralph-Brought before the Board of Supervisors 3/28/17. Ralph attended a meeting in Eureka on behalf of the District. The park wants to change Land Use Classifications. They presented a draft EIR several months ago. Ralph responded to them stating he wanted to insure the District had adequate water for a year, in case of a declared drought. Second discussion topic was they weren't going to have large venues, now they are. Now 5,000 people per event plus parking up and down the street. The District needs to be able to access the water treatment plant, Day or Night. In a timely manner! If the men are delayed that could cause a boil water order. The planning department would not give their recommendation on their Questionable request. The park wants the potential for 54 residential properties they can sell or rent. The planning Department did not approve it nor the staff. The Board of Supervisors approved it anyways. The park is required to put in their own water plant to sustain the park. They are trying to bypass the District, even though they are in our sphere of influence. Ralph- They should take the time and pay extra money to have it done right with the District. That would require being annexed into the District so eventually we could provide sewer services.

B.6 Final Audit Report

Motion: Doug Second: Richard Vote: 4-0

B.7 Relief of Sewer Charges—Anita Ln.

Ralph- Residence burned down several years ago off Anita Ln. Tenants have been paying water and sewer charges ever since. Tenant wants to only pay water and have the sewer charges waived. Linda- wants this to come back after further review.

C. **POLICY REVISION / ADOPTION**

C.1 Water Ordinance-Article 4: Section 4.9 water service- multi family

Motion: Gary Second: Richard Roll Call Vote: 4-0 Rio Absent

Third reading. Butterworth- Section a #1 believes it is not the Districts Job but the Land owners, to deal with their own tenants. Karen Leduc- Was worried she would randomly be charged the \$8,000 new connection fee. False information Ralph explained. Richard Barnick- Asked if GSD is a public or private entity. Ralph responded that he can fill out a public records request form.

C.2 Policy Manual-General Manager—Operator Job Descriptions-Appendix B

Third reading. Needs adjustments still.

Bring Back "Table"

X. **ITEMS FOR NEXT BOARD MEETING**

1. Organizational Chart
2. Office Staff Job Description
3. 2017 Master Calendar
4. Job Descriptions

Starting on the Budget

XI. ADJOURNMENT
7:07 pm

ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 4/10/17 Leader Name: Ralph Emerson

Instructions:

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

Name (print)

Name (signature)

| Name (print) | Name (signature) |
|-------------------------|----------------------|
| 1. <u>Ralph Emerson</u> | <u>Ralph Emerson</u> |
| 2. <u>BRIAN MILLER</u> | <u>Brian Miller</u> |
| 3. <u>Myrietta</u> | <u>Myrietta</u> |
| 4. _____ | _____ |
| 5. _____ | _____ |
| 6. _____ | _____ |
| 7. _____ | _____ |
| 8. _____ | _____ |
| 9. _____ | _____ |
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| 16. _____ | _____ |
| 17. _____ | _____ |
| 18. _____ | _____ |
| 19. _____ | _____ |
| 20. _____ | _____ |

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

RATE STUDY REPORT

April 18, 2017

Thank You Rich & Gary for participating in this process.

On August 25, 2009, the Garberville Sanitary District Board approved a rate increase plan that was based on the Bartles and Wells rate study. This increase was approved because projects and operational expenses were not covered by the service charges of that time and if continued would have created a negative cash flow and deficit spending.

The service charges have not increased since 2013 but the cost of business, supplies, contractors, fuel and satisfactory salaries for retention of staff have increased over the past 4 years. We also have 4 loans, totaling \$128,913 annually which has obligated a large portion of our general fund for repayment of those loans.

In 2015 we built Alder Point water tank (200,000 gallons). This stopped a .50/gpd leak so when looking at water totals, you will see significant changes in September of 2015.

Garberville Sanitary District has 424 customers
Residential Customers---301
Commercial Customers---123

2012---Treated water 62,782,708 gal
2013---Treated water 62,671,704 gal
2014---Treated water 57,303,358 gal
2015—Treated water 55,219,740 gal
2016---Treated water 48,226,725 gal

USAGE TOTALS

230 customers use 13,251 units/year---9,912,000 gal/year----average per customer 131 g/day

71 customers use 15,379 units/year---11,503,492 gal/year---average per customer 443 g/day

COMMENTS—RECOMMENDATIONS

1. In talking with RCAC who has helped with our rate study, we can justify an increase of some kind, to finance projects and provide continued services
2. The rate committee felt we need more information before making a recommendation but that there are a couple areas which could be adjusted and justified.
3. Change our re-connection fee from \$25 to \$50 to \$100. This would insure that people neglecting their bills and being shut off will have to pay for GSD employees to leave their daily assignments to go back to the residence and turn them on.
4. Our current base rate is \$60.22 Garberville and \$67.22 Meadows with no units of water included. We could add 5 units (3,740 gal) in the base rate which would not increase the low water users.

5. We could adjust the current tiers above 5 units to pay for projects, adjust for inflation and keep qualified employees.
6. Currently a multi-family residence pays a lower per unit charge above 5 units than a single family residence. It is recommended that we promptly change the multi family charge to something higher than single family users.
 - a. Currently single-family users above 5 units pay \$3.85/unit (748 gallons)
 - b. Currently multi-family users pay \$2.67/unit
7. We will continue meeting to find a proposal that can be justified while not raising rates unless absolutely necessary, while trying to keep the rates the same or lower the rates for low water users.

COMMUNITY PARK UPDATE

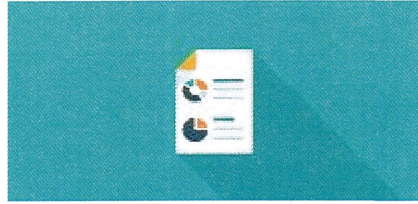
After attending the Supervisors meeting that approved land use changes and long term agreements between the Park, County and Community, I have been working with members of the Park in an effort to insure access to the Water Treatment Plant during events which cause traffic delays.

I am also working to develop a plan, where GSD would provide the potable water for the Park because one of the Park requirements is that they will have to provide potable water and build their own water treatment facility. This proposal is not in the best interest of the Park or the Community because our water treatment facility adjoins the Park and the Park is in our Sphere of Influence.

There was an Easter event at the Park recently which caused traffic problems and a delay for staff to access the water treatment facility, so I want to find a solution to future events with thousands of people on Sprowel Creek rd.

I will continue working with the Park and find solutions to areas we can help but also find ways to eliminate problems now and in the future.

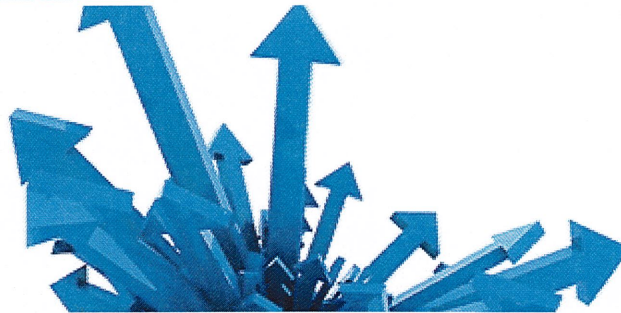
A Practical Guide for Creating New Board Member Orientation



On-Demand Webinar

New Board members need a good start. An orientation that is comprehensive, factual, and strategic is crucial as they begin their service and provides them with vital information they need. This course is intended for the District administrators to prepare a proper Orientation process and provides many ideas and methods to bring new Board members up to speed as quickly as possible.

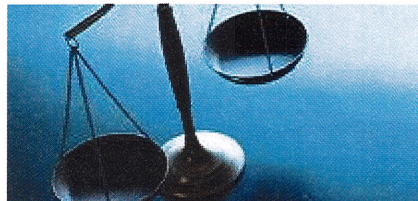
Please make sure you are logged in as the person ... [Details](#)
[Accessing Legislative & Outreach Information](#)



On-Demand Webinar

Regardless of the type of district you represent, CSDA provides the tools and information you'll need in your advocacy and public outreach efforts. Online resources include our Grassroots Action Center, Districts Make the Difference campaign, and more.

Please make sure you are logged in as the person who will be watching this On-Demand Webinar. The certificate will be created automatically with the name of the person you... [Details](#)
[Annual Employment Law Update 2017](#)



On-Demand Webinar

This presentation will identify and discuss the most recent laws and court decisions impacting special districts over the past year, how the new laws and decisions impact managers and supervisors, and what your district should know in order to navigate this changing landscape. We will also cover best practices to help you apply necessary changes and anticipate emerging new trends in labor and employment law before problems can arise. ... [Details](#)

[Ask the Experts: Financing Mission Critical Infrastructure](#)



On-Demand Webinar

Does your district need money for capital improvements? Do you have questions about financing options and you don't know who to ask? The CSDA Finance Corporation is hosting a complimentary, highly interactive webinar designed to address your district's specific needs. Lead by the CSDA Finance Corporation's team of expert consultants.

Please make sure you are logged in as the person who will be watching this On-Demand... [Details](#)
[Avoid Payment/Performance Problems on Construction Project](#)



On-Demand Webinar

This webinar will provide participants with the top ten tips to make sure their construction projects run smoothly. We will provide helpful hints from the inception of a project through completion, including advice on contract documents, project personnel, and course of constructions issues relating to payment and performance. Further, we will discuss common pitfalls that your agency should avoid and how to best prepare for and manage risks during your... [Details](#)
[Benefits to Your Bottom Line](#)



On-Demand Webinar

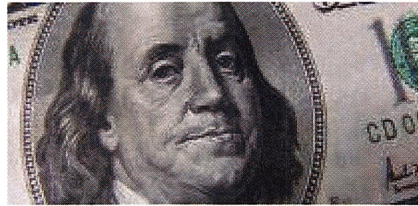
Membership in CSDA gives your agency access to exclusive programs that can have a positive impact on your district's bottom line. Learn how you can save time and money while getting the greatest value for your dues investment.

Please make sure you are logged in as the person who will be watching this On-Demand Webinar. The certificate will be created automatically with the name of the person you are logged in. CSDA has no way... [Details](#)
[Best Practices in Agenda Preparation & Taking/Recording](#)



On-Demand Webinar

Agendas and minutes drive the various meetings special district staff and elected officials participate in regularly. Understanding the essential and required components in agendas and how you can assist with agenda items is a key function for staff. Accurately recording minutes at meetings is also a critical function as they serve to reflect the general discussion and action taken at a meeting as well as being historical documents for the district. In... [Details](#)
[Best Practices in Managing Special District Investments](#)



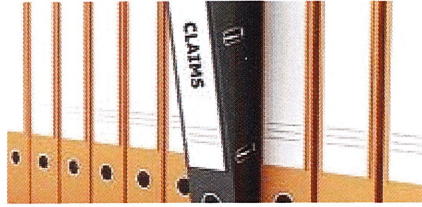
On-Demand Webinar

Special districts are faced with the challenge of meeting their constituents' needs of earning higher yields without taking on excess liquidity risk or risk to principal preservation. In this difficult rate environment many investors are choosing to avoid markets entirely, maintaining significant balances in deposit accounts. The opportunity cost of keeping investment dollars fully liquid shows up through missed earning opportunities. By developing a... [Details](#)
[Brown Act: Principles, Traps, and Avoiding Violation](#)



On-Demand Webinar

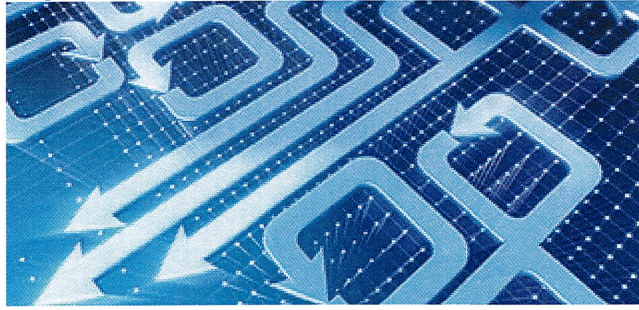
Brown Act violations, most often unintentional, impede the effective governance of special districts. This workshop will use entertaining hypotheticals to engage participants in a wide-ranging, hands-on overview of the Brown Act to help board members stay in compliance when it comes to closed sessions, public comments, serial meetings, and e-Communications. Newly elected and experienced board members alike will be equipped with the tools needed to...
[Details](#)
[California Tort Claims Requirements](#)



On-Demand Webinar

When is a claim a claim? Is your agency required to provide a claims form? What are the essential elements necessary to file a Tort Claim. What are the Public Entities options? This webinar will discuss and provide examples of submitted claims and identify a public entities statutory response to a claim and the time limitations and affirmative defenses available to a public entity.

Required Ethics AB1234 Compliance Training



On-Demand Webinar

This two-hour webinar covers general ethics principles and state laws related to: personal gain by public servants, conflict of interest, bribery and nepotism; gift, travel, and mass mailing restrictions; honoraria, financial interest disclosure and competitive bidding; prohibitions on the use of public resources for personal or political purposes; The Brown Act Open meeting law and The Public Records Act.

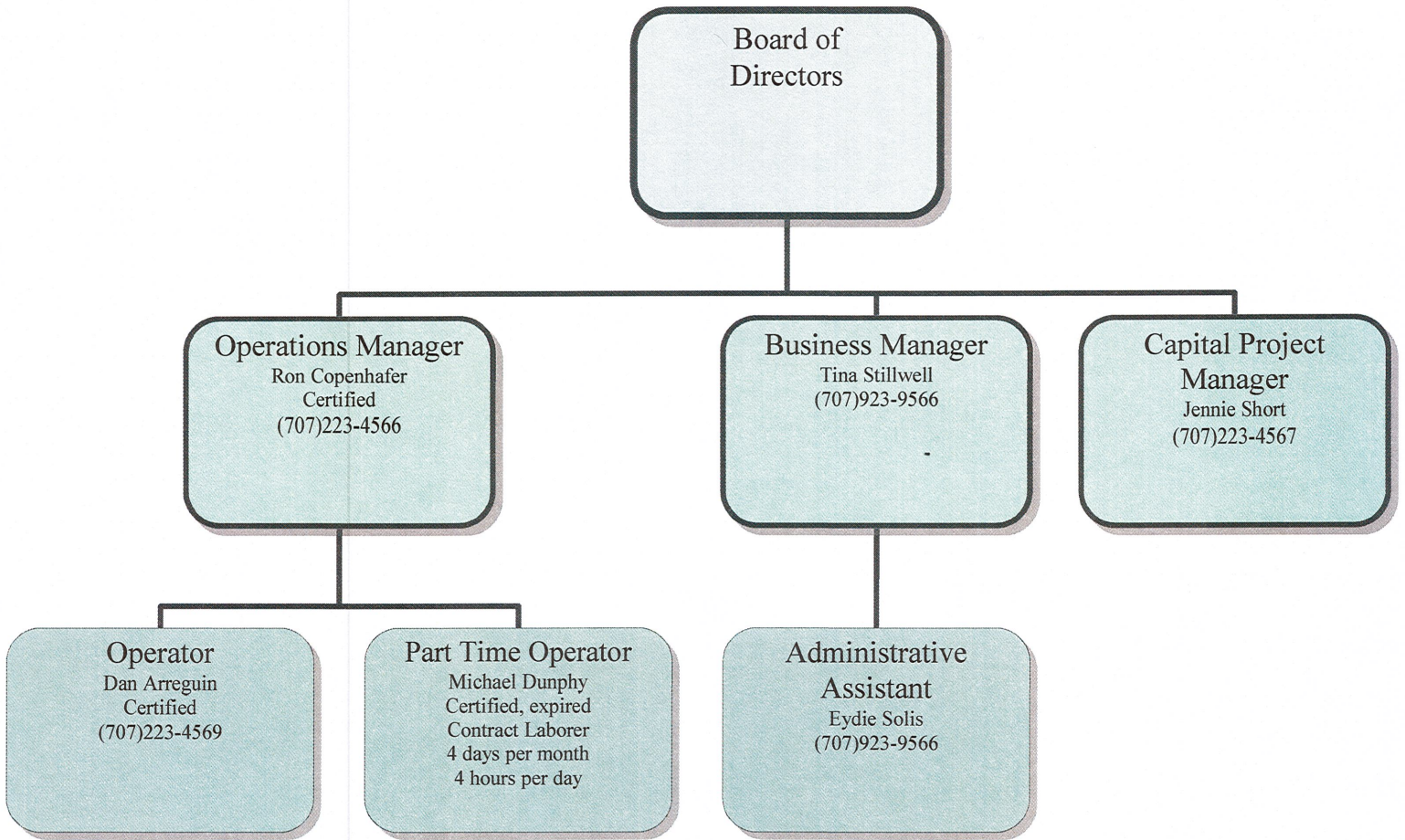
PRIORITIES-PROJECTS-ACTION ITEMS

Updated: April 20, 2017

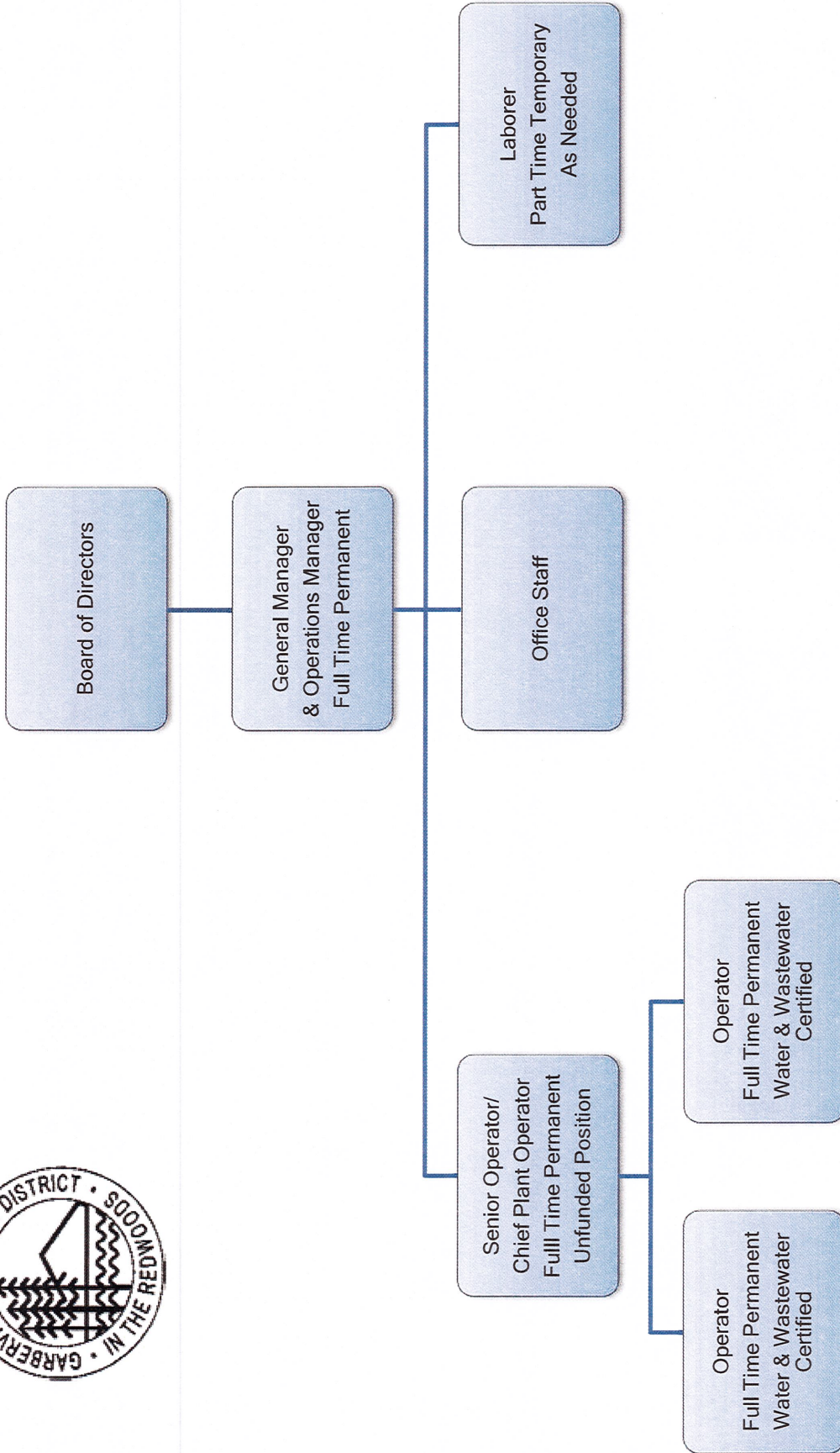
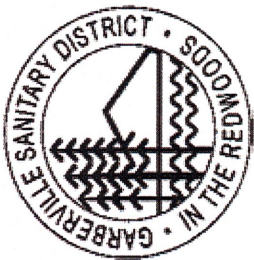
1. Bear Canyon reroute water line
2. **Wallen tank road replace-rock and pave—done 2016**
3. Miller St well development for back up
4. Additional water tank above Hurlbut tank
5. New tank Wallen road —**10,000 gallon temporary tank on site as back up 2016**
6. Replace or repair all fire hydrants—**replaced 2 in 2016**
7. Add manholes as needed
8. Replace entire infrastructure water—sewer
9. Maple lane collection system
10. **Grease trap inspection plan and reporting**
11. Sanitary Sewer Overflow (SSO) reporting accurate info **I do it now**
12. Cross connection device testing schedule---**done annually**
13. **Hydro flushing schedule and training**
14. Building over intake gallery electrical equipment
15. Grape stake fence and gate at Hurlbut tank
16. Upgrade all maps and verify—**in process**
17. Find all multi family residences and make adjustment to bills—**in process**
18. **Capital Improvement Plan (CIP)**
19. **Strategic Plan (SP)**
20. Municipal Service Review (MSR)
21. **Emergency Preparedness Plan**
22. **Operations Manual**
23. **10 year plan**
24. **New Web Site---done 2016**
25. **Training in all areas**
26. **Detailed backup plan for all staff, emergencies, equipment and maintenance**
27. **Grants for projects**
28. Weed eat around all ponds, tanks and buildings---**on going**
29. Fully functional SCADA system for all operational processes
30. Backhoe
31. Utility dump trailer
32. Accurate map of entire District with water/wastewater infrastructure---**in process**
33. FOG program (fats, oils and grease)
34. Inventory all equipment and tools—**in process**
35. Types of equipment and identification numbers, models and ordering info—**in process**
36. Evaluations--**annually**
37. Sampling schedule--**weekly**
38. Budget—**annually**
39. Monthly reports---**monthly**
40. Annual reports---**annually**
41. Pave around wastewater plant

42. Repair road to wastewater plant
43. Repair Road to SWTP
44. Ordinance Updates---**on going**
45. Aeration in primary pond
46. Heat/Air SWTP
47. Video all collection system
48. GPS and video all manholes
49. Staff Training—certification upgrades—**on going**
50. Daily data collection---**daily**
51. Replace defective water meters---**on going**

GARBERVILLE SANITARY DISTRICT
ORGANIZATION CHART



GARBERVILLE SANITARY DISTRICT
 ORGANIZATIONAL CHART APRIL 2017



1. BILLING PROCEDURES

An application for service will be required by the District. The service application shall be signed by both owner and lessee. A deposit of \$25.00 will be required. Service will be billed on a monthly basis.

2. ANNUAL DISCONTINUANCE OF SEWER SERVICE

Any person requesting discontinuance of service may pay an annual fee of \$200 to keep service active and not be charged a re-connection fee when service continues.

- 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 \$200 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$200 inactive service fee, they will be required to pay current connection fees prior to service.

Example:

Water

Garberville Water base rate=\$60.22 x 12 months=\$722.64 annually

Discontinuance of water service annual fee=\$500

Sewer

Garberville Sewer base rate=\$34.99 x 12 months=\$419.88 annually

(Currently we have no discontinuance of sewer service annual fee)

My proposal is at the top and if approved, I would like to change our ordinance to be in alignment with our water discontinuance ordinance