

**GARBERVILLE SANITARY DISTRICT
BOARD OF TRUSTEES 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**

September 22, 2015

5:00 p.m. – Open Public Session - Convene to Closed Session

5:30 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

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. ADMINISTRATION

Public Employee Evaluation – General Manager

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session

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

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

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Trustees 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 Approval of the 8/25/15 Regular Meeting Minutes pg 4

A.2 Approval of the Draft June 2015 Financials pg 6

A.3 Operations Safety Report pg13

Motion: **Second:** **Vote:**

B. GENERAL BUSINESS – Action items

B.1 Board’s Consideration of Alder Point Tank Loan pg13
Resolution # 15-007 handout at meeting

Motion: **Second:** **Vote:**

B.2 Increase Water Connection Fee to \$8,000- pg14
Resolution # 15-008

Motion: **Second:** **Vote:**

B.3 Increase Sewer Connection Fee to \$8,000 pg15
Resolution # 15-009

Motion: **Second:** **Vote:**

B.4 Approve General Manager to be a CSDA Board Member pg16
Resolution # 15-010

Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

C.1 Water Ordinance 4.4 Update pg17

Motion: **Second:** **Vote:**

C.2 Sewer Ordinance 7-6A Update pg18

Motion: **Second:** **Vote:**

X. ITEMS FOR NEXT BOARD MEETING

1. Alder Point Update
2. Annexation Update
- 3.
- 4.

XI. ADJOURNMENT

Posting of Notice at the District Office no later than September 18, 2015: 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

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: September 22, 2015

I was approached by Dennis Huber from Tooby Park because there is a concern about having the new gate left open as people open the gate and do not close it. I have monitored the situation and conveyed to Dennis that there are upwards of 30 people in and out of that gate daily and that we are only a few. The problem is that those working on the property above the SWTP have many workers that come and go all day. Some leave gate open but most do not. There is currently a combination lock and chain on the gate which makes it easy to give the combination to anybody. I recommended a do not copy key and lock which would require only key holders to open the gate and insure it is closed. Dennis liked the idea but the park Board did not approve the proposal. A recommendation is now before the Board to install a solar key pad entry with auto shut gate along with remote gate openers for GSD staff along with property owners and park staff. Dennis is researching the cost but initially this seems to be the best solution but I will keep you informed of the research.

I rented a backhoe from Cresco Equipment for three days and did winterizing, ditch repairs and removed cattails from our primary pond. I punctured the liner in a few places but we lowered the pond level below the punctures and I have a company from Sacramento coming on October 5th to do the patch work, which is estimated to take one day. Patching pond liners is a fairly easy process which I have done myself and this company is very reputable. I do not have a price at this time but they are not working under prevailing wage.

I have been consulting with Briceland and Miranda on their water and wastewater needs but only as a resource and second opinion for questions. I appreciate the opportunity to build relationships with neighboring Districts and create resources which will help those Districts involved.

The SWTP has had some problems with the air conditioning in one of the control panels but it is being worked on under warranty. During the power outage our raw water generator came on as designed but would not shut off because the voltage was high from PG&E. A serviceman showed up and said the voltage was within PG&E limits and would require monitoring over a period which might be months. This meant we would have to run a generator indefinitely which is when I went to the PG&E office to file a complaint and have our attorney send a letter to demand back pay for any costs incurred. The same serviceman came to the desk and assured me he would go back and check it again. Within an hour he had fixed the problem so we averted having to run the generators more than necessary.

Respectfully Submitted:

Ralph Emerson

**GARBERVILLE SANITARY DISTRICT
BOARD OF DIRECTORS**

**AUGUST 25 2015 MEETING MINUTES
919 Redwood Dr. Garberville, CA**

I. CALL TO ORDER

Chairperson Anderson called the meeting to order at 5:04 p.m.

II. ROLL CALL

Present: Rio Anderson, Doug Bryan, Linda Brodersen

Absent: Bill Stewart

Staff: Emerson, Stillwell, Copenhafer, Arreguin, Miller, Short

Media: Sandy Feretto

Public: Kristin Vogel

III. BOARD MEMBER, COMMITTEE & GM REPORT

1. Directors' Report:

A. Rio Anderson- No report

B. Doug Bryan - No Report

C. Linda Brodersen - No Report

2. General Manager Report:

Emerson reported on the CSDA letter received. They are looking for board members from the northern region. Emerson may be interested. Emerson reported that he is helping the Miranda District at no cost has helped their operator get signed up to be an operator in training so that they are legal. The operator sends Emerson the daily reports to review. Emerson said that Doug has been the liaison between Cal Fire and the district and sent Emerson an email showing the water that Cal Fire has recorded as being used, these numbers are different than what the district had estimated. Emerson estimated 20 to 30 thousand gallons per day was being taken, he asked Copenhafer for verification. Cal Fire reported 11 to 31 thousand gallons per day. Emerson said that the district was able to keep up with the demand. Chair Anderson asked if the district had to do any reporting on this water use, Emerson replied yes because we will be billing them for the water.

IV. PUBLIC COMMENT

No Public Comment

V. ANOUNCEMENTS AND COMMUNICATIONS

1. Brown Act webinar handout

Emerson reviewed the Brown Act webinar that he and Tina attended.

Went over a couple of the examples in the handout.

VI. CONSENT AGENDA

1. Approval of the June - Jul 28, 2015 Regular Business Meeting Minutes
2. Financials not back from accountant - with new system- took longer to produce
3. Plant, Systems and Safety Report
Brodersen made a motion to amend the financial portion of the consent agenda with adding the July check register and approve the consent calendar. Bryan seconded the motion. The motion was passed by unanimous vote. Three yes votes.

VII. ACTION and/or DISCUSSION ITEMS

1. Item #1 (Discussion/Action)
Resolution #15-007
Alder Point Tank update: Funding agreement requested
**Emerson gave a report the construction of the tank. Also the contractor gave the excess sand to the district. The sand was moved down to the wastewater plant. RSH construction estimate two more weeks and the project will be done. The piping, disinfection, and landscaping needs to be completed. Brodersen asked how thick the tank walls were. Copenhafer replied 3/16. Short gave a report on the funding for the project. She summarized the CO Bank loan documents.
The Board request staff to send a letter stating the Board is willing to go with the minimum collateral for this loan. Also check with RCAC on their requirements and report back at next meeting.**
2. Item #2
SWTP update: (information only)
Emerson reported that Wahlund worked at the SWTP. The new air condition unit in one of the panels broke, Colburn is repairing.
3. Item #3 (Discussion/Action)
Resolution # 15-008
Proposed Connection Fee increase for water service to \$8,000 from \$1000
Ordinance 4.4
Emerson reported that this is the second reading and after discussion this item needs revised and return next meeting
4. Item #4 (Discussion/Action)
Resolution # 15-009
Proposed Connection Fee increase for sewer service to \$8,000 from \$1200.
Ordinance 6(a)

Emerson reported that this is the second reading and after discussion this item needs revised and return next meeting

5. Item #5 (Discussion/Action)
Ordinance updates:

Water Ordinance:

- 4.5–Installation of Service
- 4.9 (a)–Service connection

Brodersen made a motion to approve 4.5 and 4.9 (a) amendments of the water ordinance. Bryan seconded the motion. The motion was passed by three yes votes.

6. Item #6 (Discussion/Action)
Budget update

Short presented the revised recommended 2015-16 budget. After discussion Brodersen made a motion to approve the recommended revised budget. Bryan seconded the motion. The motion was passed by three yes votes.

VIII. ITEMS FOR NEXT BOARD MEETING

IX. ADJOURNMENT OF MEETING

The meeting was adjourned at 7:07 pm

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of June 30, 2015

		Jun 30, 15	Jun 30, 14	\$ Change
1	ASSETS			
2	Current Assets			
3	Checking/Savings			
4	1005 · Umpqua Checking- Operating	597,740.40	1,514,954.09	(917,213.69)
5	1006 · Umpqua System Reserve - Water	64,931.51	49,766.45	15,165.06
6	1007 · Umpqua System Reserve - Sewer	70,083.81	50,708.11	19,375.70
7	1011 · Water Enterprise Fund	46,025.32	20,177.76	25,847.56
8	1030 · County Treasury - Sewer Reserve	317,179.68	291,145.64	26,034.04
9	1031 · County Treasury - Water Reserve	5,261.76	5,222.71	39.05
10	1040 · Petty Cash	49.51	49.51	0.00
11	1050 · Cash Drawer	200.00	200.00	0.00
12	Total Checking/Savings	1,101,471.99	1,932,224.27	(830,752.28)
13	Accounts Receivable			
14	11000 · Accounts Receivable - Other	415.00	772.00	(357.00)
15	Total Accounts Receivable	415.00	772.00	(357.00)
16	Other Current Assets			
17	1100 · Accounts Receivable	107,515.29	110,860.91	(3,345.62)
18	1315 · Water Grant Receivable	39,909.81	480,848.82	(440,939.01)
19	1500 · Prepaid Insurance	13,090.62	2,255.22	10,835.40
20	1501 · Prepaid Workers Comp	25,443.76	0.00	25,443.76
21	Total Other Current Assets	185,959.48	593,964.95	(408,005.47)
22	Total Current Assets	1,287,846.47	2,526,961.22	(1,239,114.75)
23	Fixed Assets			
24	CIP - Alderpoint Tank (Water)	343,428.13	75,710.35	267,717.78
25	CIP - DWTP (Water)			
26	Tobin Well 2014	40,189.31	34,363.51	5,825.80
27	CIP - DWTP (Water) - Other	4,965,647.57	3,993,476.70	972,170.87
28	Total CIP - DWTP (Water)	5,005,836.88	4,027,840.21	977,996.67
29	MSR/SOI and Annexation Project	155,404.42	145,075.86	10,328.56
30	Collection Facilities			
31	Cost - Coll Fac	44,170.59	44,170.59	0.00
32	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
33	Cost - Lines	2,100,202.29	2,080,180.29	20,022.00
34	Total Collection Facilities	4,174,322.10	4,154,300.10	20,022.00
35	Land - Sewer	129,810.68	129,810.68	0.00
36	Land - Water	88,698.62	88,698.62	0.00
37	Office Equipment	24,584.22	17,764.97	6,819.25
38	Equipment	73,456.04	0.00	73,456.04
39	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
40	Treatment Facilities			
41	Cost - Equipment	3,381.24	3,381.24	0.00
42	Cost - Plant	488,193.00	488,193.00	0.00
43	Treatment Facilities - Other	4,500.00	0.00	4,500.00
44	Total Treatment Facilities	496,074.24	491,574.24	4,500.00

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of June 30, 2015

		Jun 30, 15	Jun 30, 14	\$ Change
45	Vehicles	48,023.52	48,023.52	0.00
46	Water Easements & Intangibles	177,397.11	177,397.11	0.00
47	Water System	164,747.22	120,924.22	43,823.00
48	Accumulated Depreciation-Water	(417,036.26)	(364,428.26)	(52,608.00)
49	Accumulated Depreciation-Sewer	(1,303,216.06)	(1,154,620.06)	(148,596.00)
50	Total Fixed Assets	11,953,982.77	10,750,523.47	1,203,459.30
51	TOTAL ASSETS	13,241,829.24	13,277,484.69	(35,655.45)
52	LIABILITIES & EQUITY			
53	Liabilities			
54	Current Liabilities			
55	Accounts Payable			
56	2000 - Accounts Payable	247,439.18	699,157.36	(451,718.18)
57	Total Accounts Payable	247,439.18	699,157.36	(451,718.18)
58	Other Current Liabilities			
59	Accrued Interest	0.00	4,280.75	(4,280.75)
60	*Accounts Payable	0.00	17,107.68	(17,107.68)
61	2205 - Accrued Simple	2.50	1,251.41	(1,248.91)
62	2225 - Accrued Workers Comp	21,155.77	0.00	21,155.77
63	2230 - Accrued Vacation	17,273.49	17,273.49	0.00
64	2235 - Customer Deposits	0.00	3,000.00	(3,000.00)
65	2250 - Loans Payable - Current Portion	1,011,084.00	1,011,084.00	0.00
66	Total Other Current Liabilities	1,049,515.76	1,053,997.33	(4,481.57)
67	Total Current Liabilities	1,296,954.94	1,753,154.69	(456,199.75)
68	Long Term Liabilities			
69	2500 - N/P - SWRCB	212,954.55	234,357.88	(21,403.33)
70	2605 - RCAC Loan #0789-GSD-01	0.00	925,268.67	(925,268.67)
71	2700 - SRF Loan - Water	1,379,471.00	739,247.17	640,223.83
72	2800 - Municipal Fin.Corp. WWTP CCOs	33,235.65	97,647.70	(64,412.05)
73	2900 - Less Current Portion	(1,011,084.00)	(1,011,084.00)	0.00
74	Total Long Term Liabilities	614,577.20	985,437.42	(370,860.22)
75	Total Liabilities	1,911,532.14	2,738,592.11	(827,059.97)
76	Equity			
77	3000 - Contributed Capital	6,129,491.75	6,129,491.75	0.00
78	3100 - Retained Earnings	4,409,400.83	2,518,805.63	1,890,595.20
79	3200 - Prior Period Adjustment	(5,512.28)	0.00	(5,512.28)
80	Net Income	796,916.80	1,890,595.20	(1,093,678.40)
81	Total Equity	11,330,297.10	10,538,892.58	791,404.52
82	TOTAL LIABILITIES & EQUITY	13,241,829.24	13,277,484.69	(35,655.45)

**Garberville Sanitary District
Profit & Loss Prev Year Comparison
July 2014 through June 2015**

				Jul '14 - Jun 15	Jul '13 - Jun 14	\$ Change
1	Ordinary Income/Expense					
2	Income					
3		4200	Sewer Charges	365,916.97	368,250.27	(2,333.30)
4		4300	Connection Fees	22,500.00	150.00	22,350.00
5		4650	Late Charges	3,317.50	3,299.87	17.63
6		4700	Other Operating Revenue	69.70	20.00	49.70
7	Total Income			391,804.17	371,720.14	20,084.03
8	Gross Profit			391,804.17	371,720.14	20,084.03
9	Expense					
10	Administrative and General					
11		5000	Advertising	390.64	107.50	283.14
12		5005	Bad Debts	3,369.68	1,784.94	1,584.74
13		5010	Bank Charges			
14		5012	Merchant Account Fees	489.46	308.23	181.23
15		5010	Bank Charges - Other	322.47	900.27	(577.80)
16			Total 5010 - Bank Charges	811.93	1,208.50	(396.57)
17		5020	Directors Fees	650.00	787.50	(137.50)
18		5030	Dues and Memberships	1,250.22	825.47	424.75
19		5035	Education and Training	1,238.34	633.90	604.44
20			Insurance			
21		5040	Liability	5,675.63	5,149.34	526.29
22		5050	Workers' Comp	13,852.88	10,740.47	3,112.41
23		5055	Health			
24		5037	Employee Benefits	592.39	28.88	563.51
25		5055.1	Employee Portion	(3,845.63)	(3,722.67)	(122.96)
26		5055	Health - Other	16,882.02	15,401.16	1,480.86
27			Total 5055 - Health	13,628.78	11,707.37	1,921.41
28			Total Insurance	33,157.29	27,597.18	5,560.11
29		5060	Licenses, Permits, and Fees	18,021.35	16,041.85	1,979.50
30		5065	Auto	1,717.91	1,842.11	(124.20)
31		5070	Miscellaneous	0.00	25.00	(25.00)
32		5080	Office Expense	2,876.98	1,911.47	965.51
33		5085	Outside Services	3,322.04	3,505.43	(183.39)
34		5090	Payroll Taxes	8,076.49	8,447.60	(371.11)
35		5100	Postage	1,158.09	1,205.58	(47.49)
36		5110	Professional Fees	12,217.81	8,893.86	3,323.95
37		5125	Repairs and Maintenance	23.75	174.20	(150.45)
38		5130	Rents	4,800.00	4,810.00	(10.00)
39		5135	Retirement	1,888.98	2,301.86	(412.88)
40		5137	Supplies	233.06	448.02	(214.96)
41		5140	Telephone	3,566.28	2,960.76	605.52
42		5145	Tools	1,951.71	1,142.44	809.27
43		5150	Travel and Meetings	297.83	434.59	(136.76)
44		5155	Utilities	942.72	872.10	70.62

**Garberville Sanitary District
Profit & Loss Prev Year Comparison
July 2014 through June 2015**

				Jul '14 - Jun 15	Jul '13 - Jun 14	\$ Change
45		5160	Wages			
46		5165	Wages - Overtime	31.05	626.12	(595.07)
47		5160	Wages - Other	43,090.13	34,746.88	8,343.25
48			Total 5160 - Wages	43,121.18	35,373.00	7,748.18
49		5170	Vacation Accrual Adjustment	0.00	153.36	(153.36)
50			Total Administrative and General	145,084.28	123,488.22	21,596.06
51			Sewage Collection			
52		6010	Fuel	2,944.61	0.00	2,944.61
53		6030	Repairs and Maintenance	27,755.80	24,077.66	3,678.14
54		6040	Supplies	1,472.44	186.09	1,286.35
55		6050	Utilities	5,131.21	4,886.26	244.95
56		6060	Wages			
57		6065	Wages - Overtime Sewer Collect	1,484.49	1,330.57	153.92
58		6060	Wages - Other	14,496.80	16,210.25	(1,713.45)
59			Total 6060 - Wages	15,981.29	17,540.82	(1,559.53)
60			Total Sewage Collection	53,285.35	46,690.83	6,594.52
61			Sewage Treatment			
62		6075	Fuel	2,106.11	0.00	2,106.11
63		6080	Monitoring	6,631.31	7,951.88	(1,320.57)
64		6100	Repairs and Maintenance	12,174.74	4,348.69	7,826.05
65		6110	Supplies	7,448.64	8,986.00	(1,537.36)
66		6120	Utilities	9,058.28	8,728.79	329.49
67		6130	Wages			
68		6135	Wages - Overtime Sewer Treatm	3,120.17	2,922.46	197.71
69		6130	Wages - Other	29,866.99	40,054.66	(10,187.67)
70			Total 6130 - Wages	32,987.16	42,977.12	(9,989.96)
71			Total Sewage Treatment	70,406.24	72,992.48	(2,586.24)
72			Total Expense	268,775.87	243,171.53	25,604.34
73			Net Ordinary Income	123,028.30	128,548.61	(5,520.31)
74			Other Income/Expense			
75			Other Income			
76			Property Tax Revenue			
77		8010	Secured	22,430.94	21,896.52	534.42
78		8020	Unsecured	868.04	839.42	28.62
79		8025	Prior Years	25.81	13.98	11.83
80		8030	Supplemental - Current	140.96	170.49	(29.53)
81		8035	Supplemental - Prior Years	35.86	39.57	(3.71)
82			Total Property Tax Revenue	23,501.61	22,959.98	541.63
83		8060	Interest Income	2,378.75	1,672.99	705.76
84		8070	Other Non-Operating Revenue	950.00	707.51	242.49
85		9030	Homeowners' Tax Relief	329.38	349.67	(20.29)
86			Total Other Income	27,159.74	25,690.15	1,469.59
87			Other Expense			
88		9040	Depreciation	148,596.00	151,568.00	(2,972.00)
89		9050	Interest Expense	5,702.40	6,854.68	(1,152.28)
90			Total Other Expense	154,298.40	158,422.68	(4,124.28)
91			Net Other Income	(127,138.66)	(132,732.53)	5,593.87
92			Net Income	(4,110.36)	(4,183.92)	73.56

**Garberville Sanitary District
Profit & Loss Prev Year Comparison
July 2014 through June 2015**

				Jul '14 - Jun 15	Jul '13 - Jun 14	\$ Change
1	Ordinary Income/Expense					
2	Income					
3	Water Charges					
4		4100	Residential	281,497.88	291,071.84	(9,573.96)
5		4110	Commercial	214,530.47	219,760.88	(5,230.41)
6		4150	Bulk Water Sales	0.00	48.00	(48.00)
7	Total Water Charges			496,028.35	510,880.72	(14,852.37)
8	4300 · Connection Fees			16,100.00	1,350.00	14,750.00
9	4650 · Late Charges			3,317.50	3,299.87	17.63
10	4700 · Other Operating Revenue			2,985.82	785.00	2,200.82
11	Total Income			518,431.67	516,315.59	2,116.08
12	Gross Profit			518,431.67	516,315.59	2,116.08
13	Expense					
14	Administrative and General					
15		5000	Advertising	390.66	107.50	283.16
16		5005	Bad Debts	2,692.97	2,989.48	(296.51)
17		5010	Bank Charges			
18		5012	Merchant Account Fees	489.48	308.23	181.25
19		5010	Bank Charges - Other	322.48	900.39	(577.91)
20		Total 5010 · Bank Charges		811.96	1,208.62	(396.66)
21		5020	Directors Fees	650.00	787.50	(137.50)
22		5030	Dues and Memberships	1,562.22	825.47	736.75
23		5035	Education and Training	1,597.32	758.91	838.41
24		Insurance				
25		5040	Liability	5,675.74	5,149.46	526.28
26		5050	Workers' Comp	34,922.09	10,299.30	24,622.79
27		5055	Health			
28		5037	Employee Benefits	982.37	1,076.14	(93.77)
29		5055.1	Employee Portion	(4,097.10)	(3,890.55)	(206.55)
30		5055	Health - Other	16,882.02	15,401.16	1,480.86
31		Total 5055 · Health		13,767.29	12,586.75	1,180.54
32		Total Insurance		54,365.12	28,035.51	26,329.61
33		5060	Licenses, Permits, and Fees	3,492.64	3,137.82	354.82
34		5065	Auto	1,719.44	1,837.36	(117.92)
35		5070	Miscellaneous	286.59	25.00	261.59
36		5080	Office Expense	3,092.13	1,911.52	1,180.61
37		5085	Outside Services	6,176.17	3,505.48	2,670.69
38		5090	Payroll Taxes	11,309.03	10,491.40	817.63
39		5100	Postage	1,158.12	1,205.56	(47.44)
40		5110	Professional Fees	11,428.83	9,808.14	1,620.69
41		5120	Property Taxes	12.00	12.00	0.00
42		5125	Repairs and Maintenance	0.00	174.22	(174.22)
43		5130	Rents	5,400.00	5,410.00	(10.00)
44		5135	Retirement	2,625.24	2,835.36	(210.12)
45		5137	Supplies	233.00	448.03	(215.03)

**Garberville Sanitary District
Profit & Loss Prev Year Comparison
July 2014 through June 2015**

				Jul '14 - Jun 15	Jul '13 - Jun 14	\$ Change
46			5140 · Telephone	4,052.25	2,960.67	1,091.58
47			5145 · Tools	3,023.56	1,084.44	1,939.12
48			5150 · Travel and Meetings	370.64	560.64	(190.00)
49			5155 · Utilities	942.74	872.07	70.67
50			5160 · Wages			
51			5165 · Wages - Overtime	23.29	881.67	(858.38)
52			5160 · Wages - Other	48,365.90	37,969.51	10,396.39
53			Total 5160 · Wages	48,389.19	38,851.18	9,538.01
54			5170 · Vacation Accrual Adjustment	0.00	164.50	(164.50)
55			Total Administrative and General	165,781.82	120,008.38	45,773.44
56			Water Trans and Distribution			
57			7075 · Fuel	2,191.81	0.00	2,191.81
58			7090 · Repairs and Maintenance	14,867.20	39,392.92	(24,525.72)
59			7100 · Supplies	10,256.68	6,004.30	4,252.38
60			7110 · Utilities	10,615.39	9,445.31	1,170.08
61			7120 · Wages			
62			7125 · Wages - Overtime Water Tr	4,246.26	2,559.02	1,687.24
63			7120 · Wages - Other	25,516.73	26,508.26	(991.53)
64			Total 7120 · Wages	29,762.99	29,067.28	695.71
65			Total Water Trans and Distribution	67,694.07	83,909.81	(16,215.74)
66			Water Treatment			
67			7020 · Fuel	3,409.93	0.00	3,409.93
68			7010 · Monitoring	2,705.18	2,337.95	367.23
69			7030 · Repairs and Maintenance	9,149.73	2,143.14	7,006.59
70			7040 · Supplies	16,382.29	11,546.36	4,835.93
71			7050 · Utilities	37,310.99	33,851.89	3,459.10
72			7060 · Wages			
73			7065 · Wages - Overtime Water Tr	5,053.95	3,191.33	1,862.62
74			7060 · Wages - Other	41,669.78	31,711.96	9,957.82
75			Total 7060 · Wages	46,723.73	34,903.29	11,820.44
76			Total Water Treatment	115,681.85	84,782.63	30,899.22
77			Total Expense	349,157.74	288,700.82	60,456.92
78			Net Ordinary Income	169,273.93	227,614.77	(58,340.84)
79			Other Income/Expense			
80			Other Income			
82			8060 · Interest Income	236.67	157.78	78.89
83			8070 · Other Non-Operating Revenue	0.00	707.52	(707.52)
84			Total Other Income	236.67	865.30	(628.63)
85			Other Expense			
86			9010 · Other Expenses	0.00	2,022.61	(2,022.61)
87			9040 · Depreciation	52,608.00	70,957.00	(18,349.00)
88			9050 · Interest Expense	3,067.39	2.37	3,065.02
89			Total Other Expense	55,675.39	72,981.98	(17,306.59)
90			Net Other Income	(55,438.72)	(72,116.68)	16,677.96
91			Net Income	113,835.21	155,498.09	(41,662.88)



GARBERVILLE SANITARY DISTRICT

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

Date: 09/22/15
To: GSD Board of Directors
From: Operations Manager
Subject: Monthly Reports

Sampling and Testing

Daily Results

08/04/15 BOD = 31 mg/L	Limit 30 MgL
08/11/15 BOD = 15 mg/L	Limit 30 MgL
08/18/15 BOD = 18 mg/L	Limit 30 MgL
08/25/15 BOD = 23 mg/L	Limit 30 MgL

Monthly Average = 21.75 Limit 15 MgL

No Safety Incidents or near misses.

Ron Copenhafer
Operations Manager
Garberville Sanitary District



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO: 15-008

RESOLUTION OF GARBERVILLE SANITARY DISTRICT
AUTHORIZING THE INCREASE OF WATER CONNECTION FEES FROM \$1,000 TO \$8,000 PER EQUIVALENT DWELLING UNIT (EDU) OR SINGLE FAMILY RESIDENCE.

WHEREAS, In the event that there are multiple residences on one parcel of property, GSD staff will determine the connection fees based on EDUs and impact to the system.

WHEREAS, Pursuant to the water ordinance 4.4, the District provides water service for customers within District boundaries for a cost of \$1,000 per EDU

WHEREAS, Connection fees will be evaluated as needed to insure that the fee will offset the costs to install a service connection and upgrade the distribution system as needed.

WHEREAS, It has been determined that the current connection fee has not kept up with inflation nor does it cover costs associated with service connection and upgrades.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, That the connection fee for a single family residence or EDU will be increased to \$8,000

BE IT FURTHER RESOLVED AND ORDERED, That all multi family or commercial connection fees will be determined on a case by case basis with \$8,000 per EDU used as the base rate.

Passed and adopted by Garberville Sanitary District's Board of Directors on Date: September 22, 2015 by the following vote:

AYES: Directors _____

NOES: Directors _____

ATTEST:

Title:



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO: 15-009

RESOLUTION OF GARBERVILLE SANITARY DISTRICT
AUTHORIZING THE INCREASE OF SEWER CONNECTION FEES FROM \$1,200 TO \$8,000 PER EQUIVALENT DWELLING UNIT (EDU) OR SINGLE FAMILY RESIDENCE.

WHEREAS, In the event that there are multiple residences on one parcel of property, GSD staff will determine the connection fees based on EDUs and impact to the system.

WHEREAS, Pursuant to the sewer ordinance Chapter 7.6(a), the District provides sewer service for customers within District boundaries for a cost of \$1,200 per EDU

WHEREAS, Connection fees will be evaluated as needed to insure that the fee will offset the costs to install a service connection and upgrade the distribution system as needed

WHEREAS, It has been determined that the current connection fee has not kept up with inflation nor does it cover costs associated with service connection and upgrades.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, That the connection fee for a single family residence or EDU will be increased to \$8,000

BE IT FURTHER RESOLVED AND ORDERED, That all multi family or commercial connection fees will be determined on a case by case basis with \$8,000 per EDU used as the base rate.

Passed and adopted by Garberville Sanitary District's Board of Directors on Date: September 22, 2015 by the following vote:

AYES: Directors _____

NOES: Directors _____

ATTEST:

Resolution: 15-009



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO: 15-010

RESOLUTION OF GARBERVILLE SANITARY DISTRICT

Authorizing the General Manager of Garberville Sanitary District (Ralph Emerson) to be nominated for a position on the California Special District's Board (CSDA)

WHEREAS, A position is open on the CSDA Board and Ralph Emerson was asked to consider serving a 4 year term on the Board.

WHEREAS, Garberville Sanitary District is the primary responsibility for the General Manager, so any involvement outside of GSD cannot interfere with that responsibility.

WHEREAS, Garberville Sanitary District is a member of CSDA and realizes the importance of CSDA for representing small districts, while providing much needed training and resources which enable staff to become more knowledgeable in their profession.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that Ralph Emerson the General Manager of Garberville Sanitary District is authorized to represent the District at CSDA and participate as a Board Member.

Passed and adopted by Garberville Sanitary District's Board of Directors on Date: September 22, 2015 by the following vote:

AYES: Directors _____

NOES: Directors _____

ATTEST:

Title:

ARTICLE 4 APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A property owner or his/her authorized agent (**who provides authorization letter from owner**) may make an application for Water Service. (See attached application form).

Sec 4.2 Undertaking of Applicant. Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service.

Sec 4.3 Payment for Previous Service. An application will not be honored unless payment in full has been made for water service previously rendered to the applicant.

Sec 4.4 Installation Charges. **New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided** (Proposed new language)

(Current language—Remove)

New construction of water service will require a deposit of **\$ 1,000.00** to be applied to the actual construction costs. Any remainder of the deposit after construction will be refunded to the customer. (See attached schedule of service connection charge).

- a. **Renewed Service Connections.** The Board may at its discretion require a deposit of \$100.00 for a renewed service connection made after the effective date of this ordinance, which deposit may be applied on any delinquent charges to the District or, if there are no delinquencies, shall be returned to the customer after 2 years with good payment history or when service is discontinued in accordance with this ordinance.

1. AGREEMENT

The applicant's signature on an application for any permit shall constitute an agreement to comply with all of the sections of this ordinance and the rules and regulations of the District, and with the plans and specifications he has filed with his application, if any, together with such corrections or modifications as may be made or permitted by the District, if any. Such agreement shall be binding upon the applicant and may be altered only by the District upon the written request for the alteration from the applicant.

2. FEES, CONNECTION CHARGES

All connection charges, fees and other charges in the District and in areas annexed thereto, rules and regulations as set forth in this ordinance, and the rules and regulations of the District as heretofore or hereafter fixed, shall be paid and complied with in the manner provided in this ordinance, and said rules and regulations. The costs to furnish and install a sewer service line from the District's sewer line to the unit to be served shall be borne by the owner.

3. FEES, SEWER CONNECTION

A new sewer connection will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any sewer service is provided (proposed new language)

(remove)

- (a) **A connection permit fee shall be paid to the Garberville Sanitary District by any person desiring to connect to the District sewer system. The permit fee shall be \$1,000.00 for the first water closet plus \$50.00 for each additional water closet.**

4. FEES, COMMERCIAL OR INDUSTRIAL SEWER CONNECTION PERMIT

- (a) A connection permit charge shall be paid to the District by the person desiring connection to the District sewer system.