

GARBERVILLE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING AGENDA

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

Date of Meeting: Tuesday, February 27th, 2024
5:00 p.m. – Closed Session

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

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson____, Doug Bryan____, Julie Lyon____, Dan Thomas____, Richard Landes____

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

Motion:

Second:

Vote:

IV. COMMENT ON CLOSED SESSION ITEM----

V. CLOSED SESSION---THERE WILL BE A CLOSED SESSION AT END OF MEETING

Conference with real property negotiators (Government Code §54956.8)

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 031-211-011, APN 031-211-035, APN 031-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

Motion:

Second:

Vote:

VI. OPEN SESSION

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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

Remote Public Comments:

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

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*

Dan and Brian - River Levels—Call-Outs—Operational Concerns

Mary Nieto – Customer Concerns

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 5

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

A.1 Approve Financials Date—November & December 2023 - pg. 6-25

A.2 Approve January 23rd 2024, Regular Meeting Minutes - pg. 26-28

A.3 Operations Safety Report- pg. 29-31

Motion:

Second:

Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

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

B.1 Tank Replacement Project Update
(discussion—possible action)

pg. 32-36

Motion:

Second:

Vote:

- B.2 Local Agency Formation Commission Director
(discussion-possible action) info at meeting
Motion: **Second:** **Vote:**
- B.3 Request to Submit Measure Z application with Garberville Fire Department
(information only)
Motion: **Second:** **Vote:**
- B.4 Customer Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 37-38
(discussion-possible action) Update from Mary
Motion: **Second:** **Vote:**
- B.5 Replace Office Carpet pg. 39-40
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.6 Humboldt Redwoods Inn—Mark Scown--Service Charge Complaint
(discussion-possible action) handout at meeting
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 41-43
(discussion—possible action) 3rd reading
Motion: **Second:** **Vote:**
- C.2 Cross Connection Sec 7.6 pg. 44-46
(discussion—possible action)
Motion: **Second:** **Vote:**

X. THE BOARD WILL ENTER CLOSED SESSION

Comments or Questions about Closed Session Items.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code

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

(discussion—possible action)
Motion: **Second:** **Vote:**

XI. Return to Open Session

Report of actions taken in closed session

XII. ITEMS FOR NEXT BOARD MEETING

Next Board Meeting-March 26th, 2024

1. Tank Replacement Project
2. Personnel Policy
3. In House Projects
- 4.
- 5

XIII. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday February 24th 2024. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: February 27th, 2024

Rain has contributed to the operational demands for staff but they have been able to repair leaks and keep the treatment facilities operating effectively while maintain safe potable water. There have been multiple water leaks, including some leaks late at night. Staff has been able to use our equipment and repair all the leaks during this past month. Thank You to all who came out on days off and after hours to get the work done.

The nightly operation of Sunnybank Lane Sewer Lift Station and overtime has stopped because floats and automated operating system has been replaced.

We continue to have late service charge payments, while entering into individual payment plans that are specific for each customer, based on factors that are presented to us.

Mary will be talking about this on the agenda item B.4

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: February 27, 2024
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: November and December 2023 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for November and December 2023. The audit has been completed and all year end adjusting entries are included in these reports.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,675,020.00	604,592.07	625,110.02	(20,517.95)	😞
Total Expense (excl. Depreciation)	1,017,718.75	520,466.63	505,490.06	14,976.57	😞
Net Income (excl. Depreciation)	656,762.26	84,125.44	119,619.96	(35,494.52)	😞
Payroll	493,108.00	258,256.62	243,554.04	14,702.58	😞
Repair & Maintenance + Supplies	106,900.00	57,146.06	53,450.02	3,696.04	😞

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

- Operational revenues are **\$2,001.66 OVER** budget.
- Operational expenses are **\$14,809.16 UNDER** budget.
- Net cash change through December is **(\$148,805.06)** which should be recouped when the DFA and DWR reimbursement requests have been processed.
- Overtime payroll costs are **\$9,717.42 OVER** budget and all payroll costs are OVER budget by **\$5,370.48**.

- The repair and maintenance plus supplies expenses are **\$3,696.04 OVER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$64,818.09** of a budgeted year-end total of \$100,785.11. We made the final payment on the WWTP SWRCB Loan.
- Expenditures for fixed asset acquisition through December 31, 2023 total **\$416,248.78** of a budgeted year-end total of \$739,00.00. The anticipated expenditures were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	584,000	382,789.26
Meadows Aerial Waterline SRF Grant/Loan	10,000	2,325.00
Bear Canyon Sewer Aerial Preliminary Design	0	50.00
Equipment:	0	2,772.74
Sewerline - Redwood Drive Replacement	0	28,311.78
Sunnybank Pump and Motor Replacement + Telemetry	10,000	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000	
Raw Water Intake Pump	70,000	
Loprest Actuators for SWTP Filters	35,000	
Unspecified	10,000	
Total:	739,000	416,248.78

RECOMMENDED BOARD ACTIONS

1. Review and file the reports.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2023.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in November and December 2023

GARBerville SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through December 2023

	Nov 23	Dec 23	Jul - Dec 23
OPERATING ACTIVITIES			
Net Income	(35,496.80)	(31,128.92)	(123,327.08)
Adjustments to reconcile Net Income to net cash provided by operations:			
1100 · Accounts Receivable	809.65	(6,762.13)	(8,670.83)
1110 · Accts Receivable Over Payments	(1,283.02)	75.70	(2,564.37)
1500 · Prepaid Insurance	5,818.78	5,225.80	(35,285.55)
1501 · Prepaid Workers Comp	1,160.37	928.27	(2,081.71)
1510 · Prepaid Licenses and Permits	918.49	2,977.49	(11,231.96)
2000 · Accounts Payable	(3,821.62)	3,295.17	(44,423.70)
20000 · Account Payable	(24,687.00)	(1,457.90)	0.00
2205 · Accrued Simple	0.00	0.00	(906.26)
2225 · Accrued Workers Comp	0.00	(906.26)	(1,625.45)
2300 · Service Deposits	(200.00)	100.00	(800.00)
Net cash provided by Operating Activities	(56,781.15)	(27,652.78)	(230,916.91)
INVESTING ACTIVITIES			
1315 · Water Grant Receivable	0.00	64,080.81	353,459.11
SEWER:Collection	0.00	0.00	(28,311.78)
Equipment	0.00	0.00	(2,772.74)
Accumulated Depreciation-Water	23,227.17	23,227.17	139,363.02
Accumulated Depreciation-Sewer	11,348.25	11,348.25	68,089.50
CIP- Bear Canyon Sewerline	0.00	0.00	(50.00)
CIP - Meadows Aerial Waterline	(400.00)	0.00	(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(87,070.79)	(95,997.34)	(382,789.26)
Net cash provided by Investing Activities	(52,895.37)	2,658.89	144,662.85
FINANCING ACTIVITIES			
1400 · Interest Receivable	0.00	0.00	2,267.09
2500 · N/P - SWRCB	0.00	(22,991.18)	(25,578.42)
2700 · SRF Loan - Water	0.00	0.00	(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,125.09)	(2,133.64)	(12,674.22)
2665 · RCAC Loan - #0998 Backhoe	0.00	0.00	(3,574.27)
Net cash provided by Financing Activities	(2,125.09)	(25,124.82)	(62,551.00)
Net cash increase for period	(111,801.61)	(50,118.71)	(148,805.06)
Cash at beginning of period	801,604.96	689,803.35	788,489.70
Cash at end of period	689,803.35	639,684.64	639,684.64

GARBerville SANITARY DISTRICT
Balance Sheet Report for Board
As of December 31, 2023

	Current Month Dec 31, 23	Begin Year July 1, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	64,902.96	113,735.48	(48,832.52)
1006 · Umpqua System Reserve - Water	25,815.81	25,814.51	1.30
1007 · Umpqua System Reserve - Sewer	31,274.90	31,273.32	1.58
1011 · Water Enterprise Fund	46,839.39	46,837.03	2.36
1030 · County Treasury - Sewer Reserve	381,067.57	481,067.57	(100,000.00)
1031 · County Treasury - Water Reserve	45,419.65	45,419.65	0.00
1035 · Water Capital Improvement Fund	26,003.15	26,001.84	1.31
1036 · Sewer Capital Improvement Fund	18,000.95	18,000.04	0.91
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
Total Checking/Savings	639,684.64	788,489.70	(148,805.06)
Accounts Receivable			
11000 · Accounts Receivable - Other	(2,212.01)	(2,212.01)	0.00
Total Accounts Receivable	(2,212.01)	(2,212.01)	0.00
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(458.74)	(3,023.11)	2,564.37
1100 · Accounts Receivable - Other	146,877.04	138,206.21	8,670.83
Total 1100 · Accounts Receivable	146,418.30	135,183.10	11,235.20
1315 · Water Grant Receivable	25,769.89	379,229.00	(353,459.11)
1400 · Interest Receivable	0.00	2,267.09	(2,267.09)
1500 · Prepaid Insurance	39,516.07	4,230.52	35,285.55
1501 · Prepaid Workers Comp	2,081.71	0.00	2,081.71
1510 · Prepaid Licenses and Permits	14,684.96	3,453.00	11,231.96
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	223,470.93	519,362.71	(295,891.78)
Total Current Assets	860,943.56	1,305,640.40	(444,696.84)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	988.75	50.00
CIP - Meadows Aerial Waterline	11,458.44	9,133.44	2,325.00
CIP-Robertson-Wallan-Hurlbutt T	945,170.19	562,380.93	382,789.26
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	15,842.30	15,842.30	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,173,478.62	8,173,478.62	0.00
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of December 31, 2023

	Current Month Dec 31, 23	Begin Year July 1, 23	\$ Change
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,395,295.12	28,311.78
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,887,636.09	5,859,324.31	28,311.78
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	315,872.29	2,772.74
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,170,248.02)	(3,030,885.00)	(139,363.02)
Accumulated Depreciation-Sewer	(2,717,364.50)	(2,649,275.00)	(68,089.50)
Total Fixed Assets	9,915,906.93	9,707,110.67	208,796.26
TOTAL ASSETS	10,776,850.49	11,012,751.07	(235,900.58)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	138,713.48	183,137.18	(44,423.70)
Total Accounts Payable	138,713.48	183,137.18	(44,423.70)
Other Current Liabilities			
2300 · Service Deposits	5,000.00	5,800.00	(800.00)
20000 · Account Payable	0.00	0.00	0.00
2205 · Accrued Simple	(1,007.72)	(101.46)	(906.26)
2225 · Accrued Workers Comp	0.00	1,625.45	(1,625.45)
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	77,801.48	77,801.48	0.00
Total Other Current Liabilities	122,527.52	125,859.23	(3,331.71)
Total Current Liabilities	261,241.00	308,996.41	(47,755.41)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	37,614.44	50,288.66	(12,674.22)
2665 · RCAC Loan - #0998 Backhoe	0.00	3,574.27	(3,574.27)
2500 · N/P - SWRCB	0.00	25,578.42	(25,578.42)
2700 · SRF Loan - Water	1,011,612.12	1,034,603.30	(22,991.18)
2900 · Less Current Portion	(77,801.48)	(77,801.48)	0.00
Total Long Term Liabilities	971,425.08	1,036,243.17	(64,818.09)
Total Liabilities	1,232,666.08	1,345,239.58	(112,573.50)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	3,237,421.86	300,597.88
Net Income	(123,327.08)	300,597.88	(423,924.96)
Total Equity	9,544,184.41	9,667,511.49	(123,327.08)
TOTAL LIABILITIES & EQUITY	10,776,850.49	11,012,751.07	(235,900.58)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2023

					Δ YTD Actual vs. Budget
	Dec 23	Jul - Dec 23	YTD Budget	Annual Budget	
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	26,777.00	181,386.50	181,770.00	365,000.00	(383.50)
4110 · Commercial	28,363.50	182,044.00	179,280.00	360,000.00	2,764.00
Total Water Charges	55,140.50	363,430.50	361,050.00	725,000.00	2,380.50
4200 · Sewer Charges	36,744.00	232,876.20	236,550.00	475,000.00	(3,673.80)
4650 · Late Charges	1,215.00	8,085.00	6,000.00	12,000.00	2,085.00
4700 · Other Operating Revenue	940.00	2,460.00	1,250.04	2,500.00	1,209.96
Total Income	94,039.50	606,851.70	604,850.04	1,214,500.00	2,001.66
Gross Profit	94,039.50	606,851.70	604,850.04	1,214,500.00	2,001.66
Expense					
Administrative and General					
5025 · Discount Program	758.00	3,998.00	3,150.00	6,300.00	848.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	391.00	7,579.50	2,500.00	6,000.00	5,079.50
5010 · Bank Charges					
5012 · Merchant Account Fees	323.20	2,196.26	2,000.04	4,000.00	196.22
5010 · Bank Charges - Other	175.97	1,112.50	999.96	2,000.00	112.54
Total 5010 · Bank Charges	499.17	3,308.76	3,000.00	6,000.00	308.76
5020 · Directors Fees	0.00	1,150.00	999.98	2,000.00	150.02
5030 · Dues and Memberships	447.82	7,013.34	2,925.00	5,850.00	4,088.34
5035 · Education and Training	168.25	168.25	2,499.96	5,000.00	(2,331.71)
5036 · Education and Training - B.O.D.	0.00	0.00	150.00	300.00	(150.00)
Insurance					
5040 · Liability	5,818.78	34,912.68	32,499.96	65,000.00	2,412.72
5050 · Workers' Comp	928.27	6,201.43	4,680.00	9,360.00	1,521.43
5055 · Health					
5055.1 · Employee Portion	(835.64)	(4,969.14)	(5,265.00)	(10,530.00)	295.86
5055 · Health - Other	4,230.52	25,383.12	26,655.00	53,310.00	(1,271.88)
Total 5055 · Health	3,394.88	20,413.98	21,390.00	42,780.00	(976.02)
Total Insurance	10,141.93	61,528.09	58,569.96	117,140.00	2,958.13
5060 · Licenses, Permits, and Fees	3,022.99	21,172.59	17,175.00	34,350.00	3,997.59
5065 · Auto	35.28	1,792.04	1,000.00	2,500.00	792.04
5070 · Miscellaneous	3.40	17.14	100.00	100.00	(82.86)
5080 · Office Expense	381.45	3,350.21	2,499.96	5,000.00	850.25
5082 · Office Subscriptions	19.99	2,878.07	3,399.96	6,800.00	(521.89)
5085 · Outside Services	1,277.84	4,667.73	5,150.04	10,300.00	(482.31)
5090 · Payroll Taxes	2,626.66	16,264.59	17,569.98	35,140.00	(1,305.39)
5095 · Penalties and Fines	0.00	6.19			6.19
5100 · Postage	642.79	1,203.82	1,749.96	3,500.00	(546.14)
5110 · Professional Fees	8,115.00	38,073.10	42,249.96	84,500.00	(4,176.86)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	49.40	1,000.00	2,000.00	(950.60)
5130 · Rents	835.00	5,010.00	5,010.00	10,020.00	0.00
5135 · Retirement	805.98	5,084.66	4,710.00	9,420.00	374.66
5137 · Supplies	94.62	1,802.71	750.00	1,500.00	1,052.71

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2023

	Dec 23	Jul - Dec 23	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5140 · Telephone	862.36	5,275.89	5,750.04	11,500.00	(474.15)
5145 · Tools	34.53	1,296.99	999.96	2,000.00	297.03
5150 · Travel and Meetings	0.00	456.78	750.00	1,500.00	(293.22)
5155 · Utilities	312.64	1,773.37	1,749.96	3,500.00	23.41
5160 · Wages					
5165 · Wages - Overtime	246.00	2,907.00	2,611.56	5,223.00	295.44
5160 · Wages - Other	15,622.05	89,180.11	98,828.52	197,657.00	(9,648.41)
Total 5160 · Wages	15,868.05	92,087.11	101,440.08	202,880.00	(9,352.97)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	47,344.75	287,008.33	287,099.80	581,450.00	(91.47)
Sewage Collection					
6010 · Fuel	210.91	2,044.36	2,500.02	5,000.00	(455.66)
6030 · Repairs and Maintenance	9,196.35	12,903.93	6,499.98	13,000.00	6,403.95
6040 · Supplies	15.29	645.05	1,000.02	2,000.00	(354.97)
6050 · Utilities	412.57	1,732.80	2,250.00	4,500.00	(517.20)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	594.00	14,109.00	6,000.00	12,000.00	8,109.00
6060 · Wages - Other	4,313.53	28,449.16	17,113.50	34,227.00	11,335.66
Total 6060 · Wages	4,907.53	42,558.16	23,113.50	46,227.00	19,444.66
Total Sewage Collection	14,742.65	59,884.30	35,363.52	70,727.00	24,520.78
Sewage Treatment					
6075 · Fuel	210.91	2,044.36	2,500.02	5,000.00	(455.66)
6080 · Monitoring	705.00	3,335.00	3,499.98	7,000.00	(164.98)
6100 · Repairs and Maintenance	251.13	3,595.80	7,500.00	15,000.00	(3,904.20)
6110 · Supplies	6,329.62	13,168.88	3,900.00	7,800.00	9,268.88
6120 · Utilities	1,716.27	9,141.41	8,500.02	17,000.00	641.39
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	96.00	1,000.02	2,000.00	(904.02)
6130 · Wages - Other	4,167.93	27,729.64	18,631.98	37,264.00	9,097.66
Total 6130 · Wages	4,167.93	27,825.64	19,632.00	39,264.00	8,193.64
Total Sewage Treatment	13,380.86	59,111.09	45,532.02	91,064.00	13,579.07
Water Trans and Distribution					
7075 · Fuel	210.91	2,044.36	2,500.02	5,000.00	(455.66)
7090 · Repairs and Maintenance	81.48	14,738.94	15,000.00	30,000.00	(261.06)
7100 · Supplies	41.20	675.09	2,500.02	5,000.00	(1,824.93)
7110 · Utilities	669.33	4,563.56	6,250.02	12,500.00	(1,686.46)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	597.00	5,768.00	2,299.98	4,600.00	3,468.02
7120 · Wages - Other	3,766.17	21,157.83	22,455.48	44,911.00	(1,297.65)
Total 7120 · Wages	4,363.17	26,925.83	24,755.46	49,511.00	2,170.37
Total Water Trans and Distribution	5,366.09	48,947.78	51,005.52	102,011.00	(2,057.74)
Water Treatment					
7020 · Fuel	210.94	2,044.49	2,500.02	5,000.00	(455.53)
7010 · Monitoring	205.00	1,540.14	7,999.98	16,000.00	(6,459.84)
7030 · Repairs and Maintenance	0.00	9,136.57	7,500.00	15,000.00	1,636.57
7040 · Supplies	87.47	429.69	7,800.00	15,600.00	(7,370.31)
7050 · Utilities	4,610.30	29,877.11	31,000.02	62,000.00	(1,122.91)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
December 2023

	Dec 23	Jul - Dec 23	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages					
7065 · Wages - Overtime Water Treatment	1,071.00	2,449.00	3,700.02	7,400.00	(1,251.02)
7060 · Wages - Other	3,420.88	18,446.22	22,563.00	45,126.00	(4,116.78)
Total 7060 · Wages	4,491.88	20,895.22	26,263.02	52,526.00	(5,367.80)
Total Water Treatment	9,605.59	63,923.22	83,063.04	166,126.00	(19,139.82)
Total Expense	90,439.94	518,874.72	502,063.90	1,011,378.00	16,810.82
Net Ordinary Income	3,599.56	87,976.98	102,786.14	203,122.00	(14,809.16)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	12,750.00	25,500.00	(12,750.00)
8020 · Unsecured	0.00	0.00	950.00	1,900.00	(950.00)
8025 · Prior Years	0.00	0.00	5.00	10.00	(5.00)
8030 · Supplemental - Current	0.00	0.00	125.00	250.00	(125.00)
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	0.00	13,855.00	27,710.00	(13,855.00)
8053 · Water Capital Grant Income	0.00	0.00	0.00	420,000.00	0.00
8060 · Interest Income	2.01	(2,259.63)	2,250.00	4,500.00	(4,509.63)
8070 · Other Non-Operating Revenue	0.00	0.00	3,999.98	8,000.00	(3,999.98)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	2.01	(2,259.63)	20,259.98	460,520.00	(22,519.61)
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	0.00	0.00	0.00	0.00
9010 · Other Expenses	0.00	0.00	2,000.04	4,000.00	(2,000.04)
9040 · Depreciation	34,575.42	207,452.52	199,000.02	398,000.00	8,452.50
9050 · Interest Expense	155.07	1,591.91	1,426.12	2,340.75	165.79
Total Other Expense	34,730.49	209,044.43	202,426.18	404,340.75	6,618.25
Net Other Income	(34,728.48)	(211,304.06)	(182,166.20)	56,179.25	(29,137.86)
Net Income	(31,128.92)	(123,327.08)	(79,380.06)	259,301.25	(43,947.02)

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2023

Date	Num	Memo	Amount
101 Netlink			
12/18/2023	12405		-250.00
Total 101 Netlink			-250.00
Adobe			
12/20/2023	DBT		-19.99
Total Adobe			-19.99
Anderson, Lucas, Somerville & Borges			
12/13/2023	12388		-1,500.00
Total Anderson, Lucas, Somerville & Borges			-1,500.00
Bank Of The West			
12/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
12/04/2023	12380		-11.00
12/27/2023	12411		-88.93
Total Blue Star Gas			-99.93
Brunelle & Clark Consulting, LLC			
12/20/2023	12409		-1,789.25
Total Brunelle & Clark Consulting, LLC			-1,789.25
California Department Of Tax an Fee			
12/14/2023	12404		-656.92
Total California Department Of Tax an Fee			-656.92
Capital Bank & Trust			
12/04/2023	EFT	557880519	-906.26
12/04/2023	EFT	025158148	-406.50
12/06/2023			-906.26
12/20/2023	EFT	557880519	-907.01
12/20/2023	EFT	025158148	-399.48
Total Capital Bank & Trust			-3,525.51
Clear Rate Communications			
12/19/2023	12406		-385.38
Total Clear Rate Communications			-385.38
CSDA			

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December 2023

Date	Num	Memo	Amount
12/13/2023	12379		-4,095.00
Total CSDA			-4,095.00
Dazey's Building Center			
12/30/2023	12416		-381.37
Total Dazey's Building Center			-381.37
EDD			
12/04/2023	EFT	499-0538-3	-903.05
12/04/2023	EFT	499-0538-3	-16.54
12/20/2023	EFT	499-0538-3	-24.51
12/20/2023	EFT	499-0538-3	-881.08
Total EDD			-1,825.18
Fluentstream Tech			
12/13/2023	12389		-111.49
Total Fluentstream Tech			-111.49
Glacier Water Vending			
12/15/2023	DBT		-2.60
Total Glacier Water Vending			-2.60
Humboldt County Recorder			
12/19/2023	12394		-2,814.00
Total Humboldt County Recorder			-2,814.00
IRS			
12/04/2023	EFT	68-0296323	-4,180.20
12/20/2023	EFT	68-0296323	-4,124.02
Total IRS			-8,304.22
Jennie Short			
12/28/2023	12403		-15,198.70
Total Jennie Short			-15,198.70
Lori Ruiz			
12/12/2023	12385		-100.00
12/30/2023	12417		-100.00
Total Lori Ruiz			-200.00
MCS Meters			
12/12/2023	12378		-5,679.76

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2023

Date	Num	Memo	Amount
Total MCS Meters			-5,679.76
MILT'S SAW SHOP			
12/30/2023	12418		-33.39
Total MILT'S SAW SHOP			-33.39
North Coast Laboratories Ltd.			
12/19/2023	12408		-1,180.00
Total North Coast Laboratories Ltd.			-1,180.00
PACE Supply			
12/11/2023	12384		-929.70
Total PACE Supply			-929.70
PG&E			
12/14/2023	12393		-7,356.50
Total PG&E			-7,356.50
Pitney Bowes Purchase Power			
12/28/2023	12413		-676.10
12/28/2023	12414		-169.59
Total Pitney Bowes Purchase Power			-845.69
Postmaster			
12/28/2023	DBT		-6.09
Total Postmaster			-6.09
Ralph Emerson			
12/21/2023	12410		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
12/30/2023	12419		-42.10
Total Recology Humboldt County			-42.10
Redway True Value			
12/30/2023	12420		-23.69
Total Redway True Value			-23.69
Redwood Merchant Services			
12/04/2023	12499		-136.49
12/31/2023			-212.55

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Check Register Report for Board

December 2023

Date	Num	Memo	Amount
Total Redwood Merchant Services			-349.04
RENNER			
12/10/2023	DBT		-843.67
Total RENNER			-843.67
SDRMA			
12/13/2023	12390		-4,823.50
Total SDRMA			-4,823.50
Sentry III Center			
12/04/2023	12381		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
12/13/2023	12391		-56,294.19
Total SHN Consulting Engineers & Geologists			-56,294.19
Staples Credit Plan			
12/01/2023	DBT		-82.81
Total Staples Credit Plan			-82.81
Starlink			
12/05/2023	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
12/12/2023	12386		-126.00
Total Streamline Inc			-126.00
SWRCB			
12/07/2023	12377		-26,785.00
Total SWRCB			-26,785.00
SWRCB - 2013CX103			
12/27/2023	12402		-22,991.18
Total SWRCB - 2013CX103			-22,991.18
The Mitchell Law Firm, LLP			
12/30/2023	12421		-540.00
Total The Mitchell Law Firm, LLP			-540.00
Umpqua Bank			

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GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
December 2023

Date	Num	Memo	Amount
12/20/2023	12498		-176.39
Total Umpqua Bank			-176.39
Umpqua Bank Credit Cards			
12/19/2023	12407		-168.25
Total Umpqua Bank Credit Cards			-168.25
US Cellular			
12/06/2023	12383		-207.86
Total US Cellular			-207.86
USABLUBOOK			
12/04/2023	12382		-1,519.51
Total USABLUBOOK			-1,519.51
Van Meter Construction			
12/27/2023	12412		-489.18
Total Van Meter Construction			-489.18
Wyatt & Whitchurch, E.A. Inc.			
12/12/2023	12387		-660.00
Total Wyatt & Whitchurch, E.A. Inc.			-660.00
WYCKOFF'S Inc			
12/30/2023	12415		-226.94
Total WYCKOFF'S Inc			-226.94
Arreguin, Daniel J			
12/04/2023	12370		-3,845.40
12/20/2023	12395		-3,607.70
Total Arreguin, Daniel J			-7,453.10
Emerson, Ralph K			
12/04/2023	12371		-3,079.32
12/20/2023	12396		-3,079.32
Total Emerson, Ralph K			-6,158.64
Holmes, Mir L			
12/04/2023	12372		-450.84
12/20/2023	12397		-513.03
Total Holmes, Mir L			-963.87

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December 2023

Date	Num	Memo	Amount
Miller, Brian A			
12/04/2023	12373		-2,185.62
12/20/2023	12398		-2,243.78
Total Miller, Brian A			-4,429.40
Nieto, Mary M			
12/04/2023	12374		-1,813.24
12/20/2023	12399		-1,777.04
Total Nieto, Mary M			-3,590.28
Ruiz, Ricardo			
12/04/2023	12375		-354.11
12/20/2023	12400		-270.84
Total Ruiz, Ricardo			-624.95
Sweet, Laura D.			
12/04/2023	12376		-109.74
12/20/2023	12401		-316.93
Total Sweet, Laura D.			-426.67
TOTAL			-200,505.60

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Date	Num	Memo	Amount
101 Netlink			
11/16/2023	12347		-250.00
Total 101 Netlink			-250.00
Adobe			
11/20/2023	DBT		-19.99
Total Adobe			-19.99
Amazon.com			
11/20/2023	DBT		-192.87
11/27/2023	DBT		-319.31
Total Amazon.com			-512.18
Anderson, Lucas, Somerville & Borges			
11/20/2023	12352		-3,000.00
Total Anderson, Lucas, Somerville & Borges			-3,000.00
B'Nai Ha Aretz			
11/07/2023	12342		-194.72
Total B'Nai Ha Aretz			-194.72
Bank Of The West			
11/15/2023	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Bear River Band THPO Department			
11/07/2023	12331		-30.00
Total Bear River Band THPO Department			-30.00
Branscomb Center			
11/15/2023	DBT		-228.37
Total Branscomb Center			-228.37
California Dept of Fish and Wildlife			
11/10/2023	12338		-3,860.25
11/21/2023	12366		-699.75
Total California Dept of Fish and Wildlife			-4,560.00
Capital Bank & Trust			
11/02/2023	EFT	557880519	-995.31
11/02/2023	EFT	025158148	-418.83
11/20/2023	EFT	025158148	-566.84

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Date	Num	Memo	Amount
11/20/2023	EFT	557880519	-1,198.69
Total Capital Bank & Trust			-3,179.67
Clear Rate Communications			
11/20/2023	12363		-385.38
Total Clear Rate Communications			-385.38
Dazey's Building Center			
11/30/2023	12369		-918.31
Total Dazey's Building Center			-918.31
EDD			
11/02/2023	EFT	499-0538-3	-22.26
11/02/2023	EFT	499-0538-3	-996.00
11/20/2023	EFT	499-0538-3	-1,173.82
11/20/2023	EFT	499-0538-3	-30.78
Total EDD			-2,222.86
Fluentstream Tech			
11/16/2023	12348		-111.49
Total Fluentstream Tech			-111.49
Fortuna Ace Hardware			
11/10/2023	DBT		-45.56
Total Fortuna Ace Hardware			-45.56
Frontier Communications			
11/09/2023	12343		-107.63
11/29/2023	12368		-107.63
Total Frontier Communications			-215.26
Humboldt County Dept. of Health & Human S			
11/20/2023	12364		-1,000.65
Total Humboldt County Dept. of Health & Human S			-1,000.65
Humboldt County Planning			
11/07/2023	12320		-5,190.50
Total Humboldt County Planning			-5,190.50
IRS			
11/02/2023	EFT	68-0296323	-4,632.08
11/20/2023	EFT	68-0296323	-5,934.28

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Check Register Report for Board
November 2023

Date	Num	Memo	Amount
Total IRS			-10,566.36
Jennie Short			
11/07/2023	12332		-10,992.90
11/13/2023	12340		-8,972.75
Total Jennie Short			-19,965.65
NCUAQMD			
11/07/2023	12333		-2,012.50
Total NCUAQMD			-2,012.50
North Coast Laboratories Ltd.			
11/09/2023	12346		-365.00
Total North Coast Laboratories Ltd.			-365.00
PACE Supply			
11/16/2023	12349		-305.32
Total PACE Supply			-305.32
PG&E			
11/09/2023	12341		-7,199.40
Total PG&E			-7,199.40
Ralph Emerson			
11/16/2023	12350		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
11/09/2023	12344		-27.15
Total Recology Humboldt County			-27.15
Redwood Merchant Services			
11/02/2023	12497		-247.51
11/30/2023			-223.54
Total Redwood Merchant Services			-471.05
RENNER			
11/10/2023	DBT		-1,387.17
Total RENNER			-1,387.17
SDRMA			
11/07/2023	12334		-4,230.52

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GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2023

Date	Num	Memo	Amount
Total SDRMA			-4,230.52
Sentry III Center			
11/01/2023	12329		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
11/07/2023	12335		-66,556.42
Total SHN Consulting Engineers & Geologists			-66,556.42
Starlink			
11/05/2023	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
11/16/2023	12351		-126.00
Total Streamline Inc			-126.00
SWRCB			
11/10/2023	12339		-2,985.00
Total SWRCB			-2,985.00
SWRCB-DWOCP			
11/21/2023	12365		-95.00
Total SWRCB-DWOCP			-95.00
The Mitchell Law Firm, LLP			
11/08/2023	12337		-4,046.00
Total The Mitchell Law Firm, LLP			-4,046.00
Umpqua Bank			
11/15/2023	12495		-195.39
Total Umpqua Bank			-195.39
US Cellular			
11/01/2023	12330		-207.86
Total US Cellular			-207.86
Wahlund Construction, Inc.			
11/07/2023	12336		-28,311.78
Total Wahlund Construction, Inc.			-28,311.78
Wyatt & Whitchurch, E.A. Inc.			

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2023

Date	Num	Memo	Amount
11/09/2023	12345		-1,985.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,985.00
WYCKOFF'S Inc			
11/28/2023	12367		-338.51
Total WYCKOFF'S Inc			-338.51
Arreguin, Daniel J			
11/02/2023	12313		-3,368.74
11/20/2023	12353		-3,410.99
11/20/2023	12360		-3,217.96
Total Arreguin, Daniel J			-9,997.69
Emerson, Ralph K			
11/02/2023	12314		-3,079.32
11/20/2023	12354		-3,079.32
Total Emerson, Ralph K			-6,158.64
Holmes, Mir L			
11/02/2023	12315		-505.26
11/20/2023	12355		-548.91
Total Holmes, Mir L			-1,054.17
Miller, Brian A			
11/02/2023	12316		-2,760.38
11/20/2023	12356		-2,101.30
11/20/2023	12361		-1,335.96
Total Miller, Brian A			-6,197.64
Nieto, Mary M			
11/02/2023	12317		-2,007.45
11/20/2023	12357		-1,777.04
11/20/2023	12362		-1,513.89
Total Nieto, Mary M			-5,298.38
Ruiz, Ricardo			
11/02/2023	12318		-668.93
11/20/2023	12358		-285.39
Total Ruiz, Ricardo			-954.32
Sweet, Laura D.			
11/02/2023	12319		-248.75
11/20/2023	12359		-490.17

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2023

Date	Num	Memo	Amount
Total Sweet, Laura D.			-738.92
Melissa Johnson			
11/28/2023		Deposit Refund (268-06)	-100.00
Total Melissa Johnson			-100.00
TOTAL			-207,260.49

GARBERVILLE SANITARY DISTRICT

**BOARD OF DIRECTORS MEETING
MINUTES**

Date of Meeting: Tuesday, January 23rd, 2024
5:00 p.m. – Open Session

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:30 PM

II. ESTABLISHMENT OF QUORUM

Rio Anderson – Absent
Doug Bryan – Present
Julie Lyon - Absent
Dan Thomas – Present
Richard Landes -Present

III. APPROVAL OF AGENDA

Motion: Dan Second: Richard Vote: 3-0 2 absent

IV. THE BOARD WILL ENTER CLOSED SESSION 15 Minutes (5:00pm)

IVa. Questions or Comments about Closed Session Items

1. Conference with Real Property Negotiators (Government Code § 54956.8):

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 032-211-011, APN 032-211-035, APN 032-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

V. RETURN TO OPEN SESSION at 6:28 PM

No Reportable action taken during the Closed Session portion of this meeting.

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE.

No Public Audience in Attendance

**VII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS –**

Operators--Dan re: Water Leaks: several leaks addressed. One 5ft deep on Wallan Road from 4 pm until after 11pm to complete the repair.

—Hill Side Sliding: Due to excess rain saturation and a natural spring above the Sewer Treatment Plant, some hill-sliding needed a couple of days to clean out ditch to alleviate water in the primary pond.

Office----Mary Nieto—**Customer Complaints—Concerns** this portion of discussion went to General Business

B. Section of the Agenda Item B.3

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date—September & October 2023 - Handout at Meeting

A.2 Approve December 19th, 2024 Regular Meeting Minutes - pg. 5-8

A.3 Operations Safety Report- Handout at meeting

Motion: Dan

Second: Richard

Vote: 3-0, 2 absent

B. GENERAL BUSINESS – *Action item*

B.1 Tank Replacement Project Update Resolution #24-002 Handout at Meeting Pg. 9-23
(discussion—possible action)

Authorizing Ralph Emerson and Jennie Short to sign Permits and Documents for the next phase of Project as it splits into two parts, of construction process.

Motion: Richard Landes

Second: Dan Thomas

Vote: 3-0, 2 absent

B.2 Approve 2022—2023 Audit pg. 24-62
(discussion—action requested)

Approve Doug Bryan to sign audit for (Safe Harbor) requirements for Keith /Auditor

Motion: Dan Thomas

Second: Richard Landes

Vote: 3-0, 2 absent

B.3 Past Due Customers--Payment Plan Agreement pg. 63-70
(discussion-possible action)

Mary presented the current situation regarding ever increasing Past Due Accounts and steps needed to enter into Payment Plans for customers experiencing financial hardship. Rather than turning OFF Water Services, creating individual Agreement Forms to help customers catch up as well as keep up with current usage.

C. POLICY REVISION / ADOPTION

C.1 Damage to Water System Facilities Sec 7.3 pg. 71-76
(discussion-action requested) Resolution #24-001

Discussion to approve the updated verbiage from legal counsel on the Release of Liability Form needed when assisting Customers on their property.

Motion: Richard Landes

Second: Dan Thomas

Vote: 3-0, 2 absent

- C.2 Emergency Preparedness Plan pg. 77-82
(discussion-possible action) 2nd reading
Discussion to Approve Updates, or Modifications, to Plan particularly related to water levels
(drought or rainy season) at the time of the Emergency.

Motion: Richard Landes

Second: Dan Thomas

Vote: 3-0, 2 absent

- C.3 Filling Pools and Tanks Sec 14.1 pg. 83-86
(discussion-possible action) 2nd reading
Discussion to approve further Modifications to the Customer Application for Filling Pools at a
'special rate', specifying start or end dates and including river levels, such as 50
cfs or concerning drought or rainy season at the time of request.

IX. THE BOARD WILL ENTER CLOSED SESSION 6:28 PM

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code
Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**
(discussion—possible action)

X. Return to Open Session

No Reportable Action Taken during the Closed Session portion of this meeting.

XI. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting: February 27th, 2024

1. Drought Planning
2. Application for Construction Funding from DWSRF for project
3. Project Update

**XII. ADJOURNMENT
7:58 PM**

SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District

Training Topic(s): Overhead Dangers!

Trainer: Ralph Emerson Training Date: 2/23/24

[illegible]

Overhead Crane/Hoist Inspections

When working with or around cranes and hoists, employees could be seriously injured if the proper safety inspections are not being conducted. This Safety Talk will review best practices for conducting inspections of overhead cranes and hoists commonly used by SDRMA members.

INSPECTIONS

Cal/OSHA requires different types of inspections at different times of the year. The most thorough type occurs annually and must be conducted by an accredited crane inspector. Annual inspections focus on critical electrical, mechanical and structural components.

Quarterly inspections are less thorough than annual inspections and can be completed by anyone qualified to recognize and mitigate hazards either by experience or training.

As an operator, you are required to conduct a daily crane/hoist inspection (or prior to use) To begin, inspect the following :

- All functional mechanisms for excessive wear or maladjustments interfering with proper operation
- Any pneumatic or hydraulic lines/equipment ensuring no leaks or deterioration
- The hydraulic system's fluid level
- The electrical apparatus for signs of excessive deterioration, dirt/moisture accumulation or any type of malfunction
- Ground conditions around the crane/hoist support system for ground settling

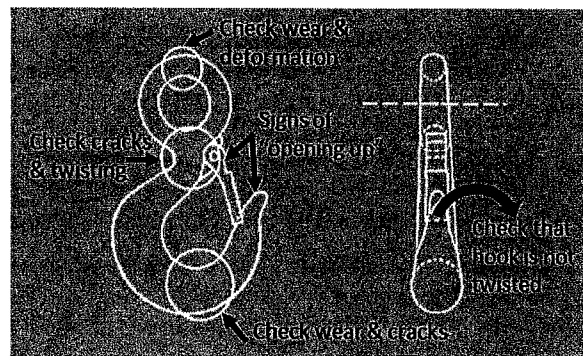


Next, inspect the hook, latch, chain, and sling for cracks, deformation, or excessive damage that could result in the load becoming unsecured and falling.

Hooks

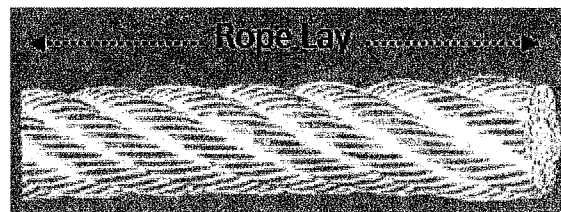
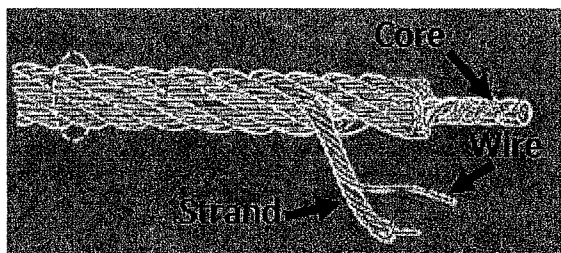
Remove the hook from service if any of the following are observed:

- Missing/illegible load rating info
- Excessive pitting or corrosion
- Deformation – any visible bends or twists from the original plane of hook
- Any distortion causing an increase in throat opening of 5% not to exceed 1/4" (or as recommended by manufacturer)
- Damaged or missing self closing latch/lock
- Evidence of welding, drilling, machining, grinding, or other modifications



Wire Rope Slings

Inspect the wire rope for broken strands of wire. Immediately remove from service any wire rope with six randomly distributed broken wires in one rope lay, **or** three broken wires in one strand in one rope lay.



A rope lay is the distance it takes for an individual strand to make a complete wrap around the core.

Other conditions that warrant removal of wire rope slings from service include:

- Kinking, crushing, bird caging, rope fatigue, or any other damage resulting in distortion of the wire rope structure



Synthetic Web Slings

Inspect synthetic web slings for the following:

- Manufacturer tag/markings indicating name, type of sling, and load rating
- Signs of acid or caustic burns
- Stitching that is unraveling or cut
- Web should not have holes, tears, snags or be discolored
- Knots in webbing



Remove the synthetic web sling from service if any of the above-mentioned issues are observed.

ADDITIONAL BEST PRACTICES

- Know the weight of the load being lifted, and do not exceed the load ratings for the sling, hook, or the crane
- Hoist from directly over the load. If not centered, the load may swing when lifted
- Never lift loads over people
- Do not raise loads higher than necessary to clear objects
- Never leave suspended loads unattended

More Resources:

- Cal/OSHA [§4880](#), Cranes and Hoisting Equip.
- [Cal/OSHA Crane Unit](#)
- [SDRMA Risk Control Team](#)

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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: February 27, 2024
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Prepared and submitted DFA Invoice #4 in the amount of \$115,839.89 for reimbursement of expenses
- Completion of the appraisal
- Reviewed property owner comments on the draft Property Exchange Agreement between GSD and the Swaffar Trust
- Coordinate with PG&E design team for new/relocated service applications
- Coordinated with CalFire to obtain concurrence with the Alderpoint PS footprint on their property
- Complete the 90% plans, specifications, and estimate of project costs
- Complete draft of the SWPPP
- Submitted DWR quarterly report #4
- Submitted DFA quarterly report #7

Over the next month SHN and Points West will have:

- Coordinated with the County and NCRWQCB to make sure the permits are progressing in a timely manner
- Start working on preparation of the Final 100% Plans, Specifications and Engineer's Estimate
- Finalize the SWPPP

The rest of the project team will be working on:

- acquiring additional planning phase funding to cover the shortfall
- property acquisition negotiations with G. Swaffar
- preparation of the summary appraisal report for the easements needed for the project
- preparation and delivery of the Offer of Just Compensation to Swaffar
- coordination with the Real Estate Branch of DWR and General Services as needed
- coordination with Caltrans and CalFire
- preparation of the Operations Manual for the TMF
- continued oversight of the finances
- preparation of the Drinking Water State Revolving Fund Construction Funding application

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through December 31, 2023, and the reimbursement status/amounts.

Description	Amount
Ineligible Expenses	\$32,311.24
Ineligible Expenses-DWR elimination of markups by SHN	3,996.85
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	-2.51
DFA Reimbursement Invoice #1 (paid)	64,008.00
DFA Reimbursement Invoice #2 (paid)	71,398.00
DFA Reimbursement Invoice #3 (paid)	52,221.00
DWR Reimbursement Invoice #1 (paid)	165,759.30
DWR Reimbursement Invoice #2 (paid)	64,077.51
DWR Reimbursement Invoice #3 (submitted)	131,672.02
DFA Reimbursement Invoice #4 (submitted)	115,839.89
DWR Reimbursement Invoice #4 (preparing)	77,886.10
DWR Retention Due	40,167.64
Expenses Awaiting Invoicing	47,212.50
Expenses Awaiting FA Amendment for Reimbursement	26,542.50
Total Project Costs to Date	\$950,700.05

Attached you will find the Project Tracking Report that list all the tasks in the DFA and DWR funding agreements along with the amounts requested for reimbursement, spent with SHN, estimated completion date and status of completion/submittal. As can be seen on the project tracking sheet, we have invoiced for \$315,332 of a total \$325,000 leaving **\$9,668** from DFA and \$438,621 of a total \$485,000 leaving **\$46,379** from DWR for the planning phase of this project. The contract with SHN will exceed the remaining funding from these two agencies. SHN's total contract is for \$940,310 of which they have billed \$689,924.18 as of January 31, 2024 leaving **\$250,385.82**. They likely will not end up spending the entirety of this amount. We are currently estimating that \$45,000 will likely not be expended with SHN. Unfortunately, the majority of the remainder of SHN's contract does not currently have funding available.

The request for an amendment to our Planning Project Funding Agreement to DFA in the amount of **\$347,00** in July 2023 has not yet been fully processed. We are still awaiting determination of the amount of additional funding that will be allocated to this project and whether they will add PERMITTING and PROPERTY ACQUISITION to this agreement or have us include it in the Construction Phase application. I am also coordinating with DWR on the possibility of adding funding for the Project Development line item to cover the remainder of the expenses from SHN that are unfunded.

RECOMMENDATIONS

1. None

ATTACHMENTS

Project Tracking Report

90% Plans and Specifications are available at the GSD office

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

Through Dec 31, 2023

DFA FA Item	SHN Task # Description	DFA Funding Agmt \$	Reimb. Amount \$	DWR Grant Agmt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 12/31/23	Estimated Completion Date	Completion Status *	Comments
1	DWR Task 2 - Project Development Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection & System Evaluation 5 Draft PER Deliver: Draft Preliminary Engineering Report	35,000	44,655	362,000	343,835	28,000 106,000	27,983 94,725	03/31/23	C C C	Includes DFA#1,2,3 & 5 Submitted 04/04/23
2	Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation Deliver: Geotechnical Report	20,000 15,000	42,209			1,820 60,000	1,820 54,996	07/31/23 07/31/23	C C C	Submitted 09/19/23 Submitted 08/31/23
3	Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans Deliver: Final Preliminary Engineering Report Preliminary Design	55,000	54,900			20,000 118,500	19,757 115,675	05/31/23 07/31/23	C C C C	Submitted 06/15/23 Submitted 08/01/23
4	Environmental Documents (CEQA) DWR#3 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources 7 CEQA Document + NOD Permitting- County, State, Federal Deliver: Draft Environmental Documents Final Environmental Documents	80,000	75,725	63,000 45,000	84,246	69,750 50,000 55,000	69,735 43,578 23,337	08/31/23 01/31/24 05/31/24 10/31/23 02/28/24	C C IP C C	Submitted 08/17/23 Submitted Nov 2023 Submitted 10/23/23 Submitted 12/20/23
5	Plans & Specifications Deliver: Draft Plans, Specifications & Bid Documents (60%) Final Plans, Specifications & Bid Documents (100%)	70,000	68,740			431,240	174,111	08/31/23 02/28/24	C IP	Submitted 09/29/23 90% Submitted 2/21/24

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

DFA FA Item SHN Task # Description	DFA Funding Agmt \$	Reimb. Amount \$	DWR Grant Agmt \$	DWR Reimb. \$	SHN Contract \$	SHN Billed \$ thru 12/31/23	Estimated Completion Date	Completion Status *	Comments
6 Technical, Managerial and Financial Deliver: Draft TMF Assessment form & supporting documentation Final TMF Assessment form & supporting documentation	20,000	11,195					09/30/23 03/31/24	IP IP	Draft Assessment Done Attachments In Progress
7 Water Rate Study Deliver: Draft Rate Study Final Rate Study	10,000							C	June 2020 Increases implemented June '21, '22 & '23
8 Administration (DWR #1) Deliver: Quarterly Progress Reports	20,000	17,908	15,000	10,540			12/31/25	P	Rpt#7 Submitted and Reimbursement Req #3&4
9 Work Completion (Planning Phase)							03/31/24		
TOTAL:	\$ 325,000	\$ 315,332	\$ 485,000	\$ 438,621	\$ 940,310	\$ 625,717			
Post Planning Phase Major Milestones									
Right of Way Acquisition			140,000	40,946			????	U	Coord w/ prop owners
Issuance of Federal, State & County permits							5/31/2024	U	Processing by Agency
Application for Construction Funding							03/31/24	U	DFA Const App
Execution of FA for Construction Phase							????		
Bid Project 1			10,000				7/31/2024		
Award Project 1							8/31/2024		
Begin Construction Work-Project 1 (DWR)							9/10/2024		
Construction			3,630,000						
CM, DA, CPM			280,000						
Complete Construction Work-Project 1							9/30/2025		
Final Funding Reimbursement-DWR							12/31/25		
Project 2 Starts after FA with DFA Executed							????		
Total:	325,000	315,332	4,545,000	479,566		625,717			
* Notes: <div style="float: right; text-align: right;"> Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project </div>									



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

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due - Courtesy Call
 - (2) 35 days past due (\$60) - Shut off notice - Hand delivered to service address. Owner of Property Notified.
 - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
 - (4) One Year past due—Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.
 - (5) Two Years past due - Turn over to collection agency.
 - (6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

Adjustments to bills - Payment Plans:

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$40 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- e. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- f. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a (\$30) credit which can be used to decrease their monthly service charge. A service credit will only be authorized if water usage is below (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month if customer uses (11) units of water or above.

Adopted 1/26/2021

ADDITIONAL LATE PAYMENT PROCEDURES

1. Contact Owner of property or building of payments that are past due
2. Notify Owner that they are responsible for all past due payments.
3. Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.
4. follow the approved payment of Bills Ordinance Sec 9.5, with additional legal action if payment plan is not complied with or when past due amount requires small claims court judgement and filing a lien on property.

CQ019715

QUOTE

Sold To		Ship To	
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542		RALPH EMERSON GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	
Quote Date	Phone #	PO Number	Quote Number
11/02/18	707-923-9566		CQ019715

Estimate Only

For the Main Office and the Storage Room:

- 1) Remove and dispose of the existing commercial carpet.
- 2) Furnish and install Shaw commercial carpet Scoreboard II 26 SLP, color "To Be Selected", to be glued down.

Notes:

- a) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- b) Demolition and installation to be performed during normal working hours.
- c) This proposal does not include moving or resetting any furniture or contents.
- d) Removing or resetting the existing wall base or providing new wall base.

— 11/03/18 —

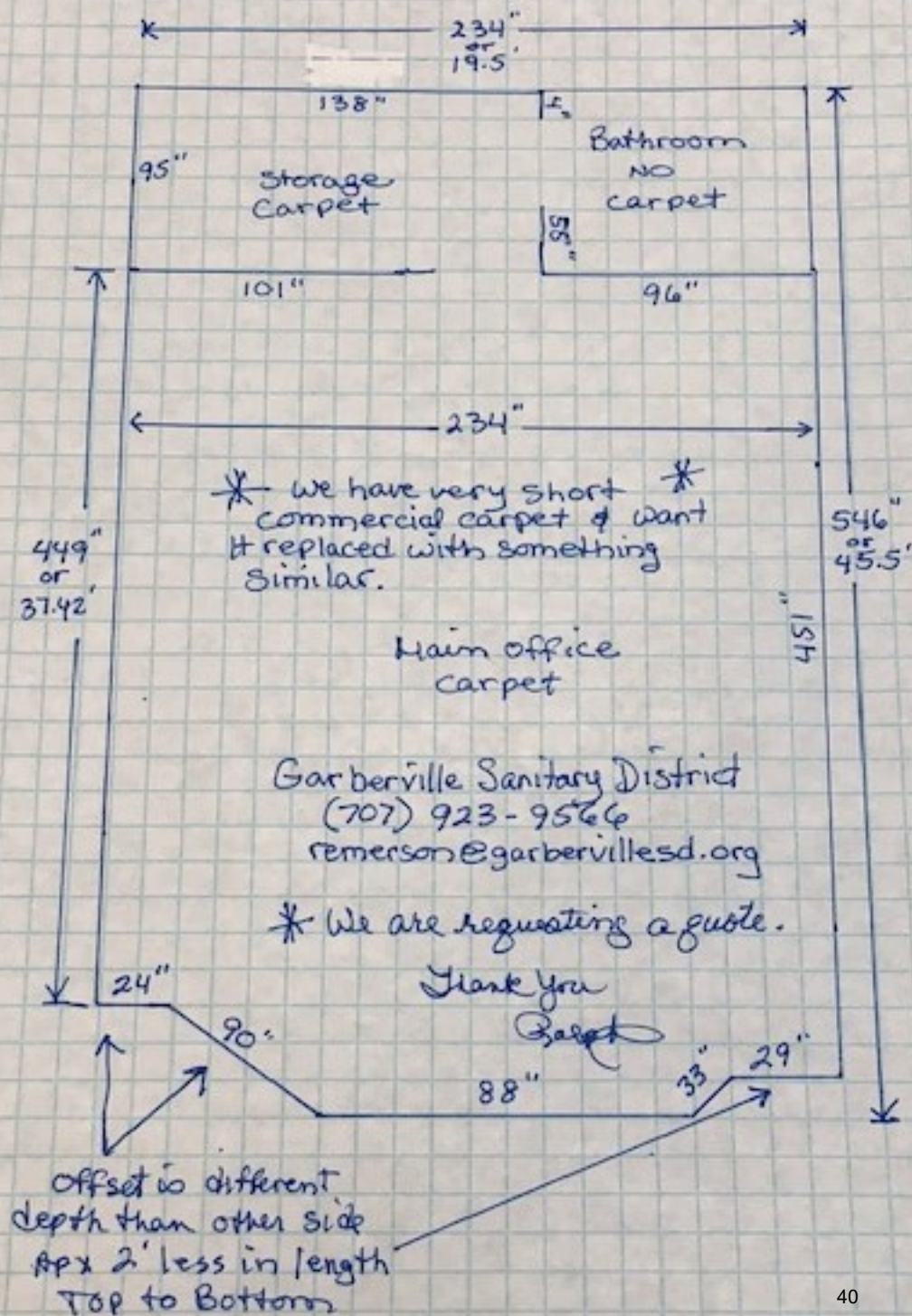
3:49PM —

Sales Representative(s):

ABIGAIL MANDVILLE

CA Crpt Stewardship Assessment: 29.33

QUOTE TOTAL: \$5,183.41



ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)



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

APPLICATION FOR FILLING POOLS OR LARGE TANKS.

Property and Contact Details:

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

Applicant Details: (if not the owner)

Full Name: _____

Street Address: _____

Mailing Address: _____

Phone Work# _____ Cell Phone# _____

Email Address: _____

☐ Residential Home or Apartment

☐ Commercial

Pool Details:

a. Location _____

b. Gallons _____

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

a. Filling pools must be completed by July 1st or application will be denied.

b. Filling pools will be denied when drought plan is in place.

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

a. Fee for filling pools will be less than regular potable water use and based on gallons used.

b. The fee will be calculated by the units of water used (748 gallons = 1 unit).

c. The units of water will be multiplied by the 2nd tier of customer water rate.

d. When pool is filled after July 1st, customer will pay full consumption charge.

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

a. Fee for filling pools will be less than regular potable water use and based on gallons used.

b. The fee will be calculated by the units of water used (748 gallons = 1 unit).

c. **The units of water will be billed at \$5/unit of water used to fill pool or tank.**

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District for compliance with pool Ordinance. Sec 14.1 and 15.7

Name _____ Date _____

Sec 7.6 Cross-Connection.

1. Purpose:

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by complying with State regulations adapted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “California Regulations to Drinking Water”. Chapter 5, Subchapter 1, Group 4.

The Garberville Sanitary District also follows the Cross Connection guidelines as set forth by the Environmental Protection Agency (EPA), in the Standards and Principles for California Public Water Systems. Effective date July 1, 2024.

2. Responsibility:

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each connection where required to prevent backflow from the water user’s, premises to the domestic water system. It shall be the water user’s responsibility to comply with Garberville Sanitary District requirements.

3. Requirements:

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water users may choose a higher level of protection than required by the water supplier but must be approved by Garberville Sanitary District and be adequate to meet or exceed the requirements stated in the Hazard section of State Code 7604, Title 17. Adopted 3/22/16

Sec 7.7 Special Cases. In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the backflow preventive devices.

Sec 7.8 Relief Valves. As a protection to the customer’s plumbing system, a suitable pressure relief valve must be installed and maintained by him/her at his/her expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

Sec 7.9 Back Flow Protection.

1. Description: “Cross Connection” is an unprotected actual or potential connection between a potable water system (GSD) used to supply water for drinking purposes and any source containing unapproved water or substance that is not or cannot be approved as safe, wholesome and potable. By-pass arrangements,

jumper connections, removable sections, swivel, or changeover devices, through which a backflow could occur, shall be considered cross-connections.

2. Responsibility and Scope:

- a. The cross-connection program will be administered by the General Manager or designee. The Garberville Sanitary District will maintain a list of approved backflow prevention assembly testers. Garberville Sanitary District will conduct studies to determine the Potential hazards and the water quality associated with backflow Prevention assemblies. The water user will be notified when an assembly needs to be tested and this notification will include a date by which the test must be completed.

3. Water User's Responsibility:

- a. The water user is responsible for installation, testing and repair of cross-connection devices, when such devices are deemed necessary by the District or State Department of Health.
- b. To advise the District of any and all conditions which may require cross-connection protection, including, but not limited to:
 1. Handling of chemicals that could contaminate the District's water system.
 2. Operation of a fire protection system that is or can be connected to the water system.
 3. Irrigation systems in which chemicals or unapproved water may be introduced.
 4. Any unapproved water source on the premises.
 5. Use of reclaimed water on the premises. Pumping of hazardous materials

4. Backflow Prevention Assemblies:

- a. Only backflow prevention assemblies which have been approved by Garberville Sanitary District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, title 17. Location of the assemblies shall be as close as practical to user's connection. The Garberville Sanitary District shall have final authority in determining the required location of a backflow prevention assembly.
- b. Testing of backflow assemblies shall be conducted only by certified testers and testing will be responsibility of water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the Garberville Sanitary District. No assembly shall

be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled or replaced whenever they are found to be defective all costs of testing, repairs and maintenance shall be borne by the water user. Approval must be obtained from the Garberville Sanitary District prior to removing, relocating or replacing a backflow prevention assembly.

- c. Water service termination will occur when there is a clear and immediate hazard to the potable water supply that cannot be immediately abated. Conditions that would require immediate water termination but are not limited to only these conditions are:
 - 1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow assembly.
 - 2. Direct or indirect connection between the public water system and a sewer line.
 - 3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
 - 4. Notification will be given when termination of water service is required and water service will be denied until the backflow prevention assembly is working correctly, approved by certified tester and Garberville Sanitary District. The water user will be required to pay for any GSD staff time and for the certified tester before water service continues.

5. Governing Regulations:

Title 17. California Public Health and Safety Code.

Adopted 3/22/2016