

**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**

**July 26, 2016  
5:00 p.m. – Closed Session  
6:00 pm – Open Session**

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Richard Thompson\_\_\_, Gary Wellborn\_\_\_**

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

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

**V. CLOSED SESSION**

**A. General Manager evaluation**

**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 pg 4**

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



**X. ITEMS FOR NEXT BOARD MEETING**

1. Multiple Family Ordinance—second reading and resolution
2. Grease Interceptor Ordinance—first reading
3. Installation of fire hydrant ordinance—second reading and resolution
- 4.

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than July 22, 2016: 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](mailto:remerson@garbervillesd.org)

**GENERAL MANAGER REPORT**

Date: July 26, 2016

I want thank the Board and staff for participating in the recent study session on July 19<sup>th</sup> because it was informative and gave everyone an opportunity to participate in the process to improve GSD while working together toward a unified mission and vision of what we hope to accomplish for our community and customers.

We have been focusing on becoming more efficient and maximizing the use of staff and equipment in an effort to be self-sufficient. I will be spending more time in the field, training staff in alternative operational procedures and preventative maintenance programs.

We have converted over to liquid chlorine at the wastewater treatment plant which will reduce operator time on maintenance, allowing more time for other operational duties. I am optimistic that this conversion will reduce the cost of disinfection and simplify operator duties.

I have been working with LACO, RCAC and Jennie on securing grants for meter and fire hydrant replacements, Bear Canyon distribution main line re-route and replacing Wallen Road water tank with a 40,000 gallon tank.

We will have the new truck in August and begin hydro flushing the sewer collection system and do an inventory of all grease interceptors in an effort to reduce fats, oils and grease (FOG) from entering the collection system, thus causing blockages from grease coagulation.

I am optimistic about the direction we are moving and feel that with more training, we will become much more self-sufficient as a District and be able to perform many of the maintenance/repair projects which once were done by outside services.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

Draft Financial Report as of June 30, 2016			
1	Operating Account		\$110,177.79
2	WRF Account		\$72,592.66
3	SRF Account		\$75,153.24
4	Water Enterprise Fund		\$46,192.82
5	County Treasury – Sewer Reserve		\$331,427.22
6	County Treasury – Water Reserve		\$235,631.25
7	Petty Cash & Cash Drawer		\$236.07
8	<b>Total Cash on Hand</b>		<b>\$871,411.05</b>
9	<b>Revenue and Expenses for FY 2015 – 2016 (7-1-15 to 6-30-16)</b>		
10	<b>Revenue</b>		
11	Water Charges		\$481,221.33
12	Sewer Charges		\$365,409.09
13	Late Charges		\$4,545.00
14	Connection Fees		\$14,600.00
15	Other Revenue		\$5,128.83
17	<b>Total Revenue</b>		<b>\$870,904.25</b>
18	<b>Expenses</b>		
19	Administrative		\$185,315.41
20	Payroll		\$166,535.49
21	Rent		\$10,550.00
22	Sewer ( PR, monitoring, repairs & Utilities)		\$118,087.21
23	Water ( PR, monitoring, pumping, repairs, & Utilities)		\$181,792.39
24	<b>Total Expenses</b>		<b>\$662,280.50</b>
25	<b>Net Operating Revenue</b>		<b>\$208,623.75</b>
26	<b>Depreciation</b>		
27	Water Depreciation		\$317,265.96
28	Sewer Depreciation		\$164,558.04
29	<b>Total Depreciation</b>		<b>\$481,824.00</b>
30	Interest expense		\$12,856.13
31	Other Expense		\$1,500.00
32	Interest Revenue		\$2,747.28
33	Property Tax Revenue		\$12,344.15
34	<b>NET REVENUE</b>		<b><u><u>-\$272,464.95</u></u></b>

Garberville Sanitary District  
Check Register  
June 1 2016 - June 30 2016

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>1</b>	<b>101 Netlink</b>					
<b>2</b>			06/08/2016	8192	internet	-220.00
<b>3</b>	Total 101 Netlink					-220.00
<b>4</b>	<b>Benbow Inn</b>					
<b>5</b>			06/23/2016	6/23-5828	Ralph - Benbow Inn? Garrett?	-52.18
<b>6</b>	Total Benbow Inn					-52.18
<b>7</b>	<b>Best Western Motel</b>					
<b>8</b>			06/24/2016	6/24-5827	Ralph - Room for Garrett - backflow	-145.79
<b>9</b>	Total Best Western Motel				prevention device repair guy	-145.79
<b>10</b>	<b>C &amp; K Market Inc.</b>					
<b>11</b>			06/23/2016	6/23-1-5829	Meeting	-9.55
<b>12</b>			06/28/2016	6/28-5297	board meeting	-13.58
<b>13</b>	Total C & K Market Inc.					-23.13
<b>14</b>	<b>Calico's</b>					
<b>15</b>			06/03/2016	6-3-9368	Ralph - Lunch	-20.66
<b>16</b>	Total Calico's					-20.66
<b>17</b>	<b>Capital Bank &amp; Trust</b>					
<b>18</b>			06/06/2016	42003	557880519	-1,064.06
<b>19</b>			06/06/2016	62003	025158148	-336.08
<b>20</b>	Total Capital Bank & Trust					-1,400.14
<b>21</b>	<b>CITRIX</b>					
<b>22</b>			06/06/2016	6-6debit	go to meeting	-78.00
<b>23</b>	Total CITRIX					-78.00
<b>24</b>	<b>Crystal Springs Bottled Water</b>					
<b>25</b>			06/08/2016	8193	water	-15.00
<b>26</b>	Total Crystal Springs Bottled Water					-15.00
<b>27</b>	<b>CWEA</b>					
<b>28</b>			06/06/2016	6/6ach	Dan to Motor Controls and Pumps Electric	-75.00
<b>29</b>			06/21/2016	6/21-5297	Brian Miller Motor Controls and Pump Control	-75.00
<b>30</b>	Total CWEA					-150.00
<b>31</b>	<b>Dazey's Building Center</b>					
<b>32</b>			06/08/2016	8194	R & M and supplies	-104.35
<b>33</b>	Total Dazey's Building Center					-104.35
<b>34</b>	<b>Doug Bryan</b>					
<b>35</b>			06/16/2016	8214	replacement ck	-150.00
<b>36</b>	Total Doug Bryan					-150.00
<b>37</b>	<b>EDD</b>					
<b>38</b>			06/06/2016	282056	499-0538-3	-12.09
<b>39</b>			06/06/2016	281056	499-0538-3	-466.71
<b>40</b>			06/22/2016	977056	499-0538-3	-480.47
<b>41</b>	Total EDD					-959.27
<b>42</b>	<b>EUREKA FIRE EXT.</b>					
<b>43</b>			06/08/2016	8195	Fire Extinguisher Maintenance	-420.37
<b>44</b>	Total EUREKA FIRE EXT.					-420.37
<b>45</b>	<b>Ferguson Enterprises Inc.</b>					
<b>46</b>			06/27/2016	6/27-5826	6 Clay X 6 CI PVC Coup	-149.80
<b>47</b>	Total Ferguson Enterprises Inc.					-149.80
<b>48</b>	<b>Fluentstream Tech</b>					
<b>49</b>			06/02/2016	6/16phone	office phones	-114.51
<b>50</b>	Total Fluentstream Tech					-114.51
<b>51</b>	<b>Garberville Rotary</b>					

Garberville Sanitary District  
Check Register  
June 1 2016 - June 30 2016

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
52			06/08/2016	8196	Rotary Lunches	-195.00
53	Total Garberville Rotary					-195.00
54	<b>IRS</b>					
55			06/06/2016	495460	68-0296323	-2,733.76
56			06/21/2016	598211	68-0296323	-2,720.24
57	Total IRS					-5,454.00
58	<b>Jamie Corsetti, CPA</b>					
59			06/08/2016	8197	monthly accounting	-337.50
60	Total Jamie Corsetti, CPA					-337.50
61	<b>North Coast Laboratories Ltd.</b>					
62			06/08/2016	8198	monitoring	-120.00
63	Total North Coast Laboratories Ltd.					-120.00
64	<b>PG&amp;E</b>					
65			06/08/2016	8199		-4,267.96
66	Total PG&E					-4,267.96
67	<b>Pitney Bowes Purchase Power</b>					
68			06/06/2016	6/6ach	postage	-208.99
69	Total Pitney Bowes Purchase Power					-208.99
70	<b>R. Anderson</b>					
71			06/16/2016	8213	replacement check	-300.00
72	Total R. Anderson					-300.00
73	<b>Recology Humboldt County</b>					
74			06/08/2016	8200	trash	-17.38
75	Total Recology Humboldt County					-17.38
76	<b>Redwood Merchant Services</b>					
77			06/02/2016	6/2debit	5/16 bank card processing fees	-52.61
78			06/30/2016	6/16bkcdfee	6/16 Bank Card Fees	-96.01
79	Total Redwood Merchant Services					-148.62
80	<b>RENNER</b>					
81			06/10/2016	6-10debit	fuel	-767.39
82	Total RENNER					-767.39
83	<b>Resort at Squaw Creek Lake Tahoe</b>					
84			06/16/2016	6/16-5826	Ralph - CSDA Manager's Seminar	-835.39
85	Total Resort at Squaw Creek Lake Tahoe					-835.39
86	<b>Rural Community Assistance Program</b>					
87			06/02/2016	6-1debit	5/16 Ln 6200--GSD-02	-4,717.81
88	Total Rural Community Assistance Program					-4,717.81
89	<b>SDRMA</b>					
90			06/08/2016	8201	RCAC Loan Pmt	-4,164.15
91	Total SDRMA					-4,164.15
92	<b>Sentry III Center</b>					
93			06/08/2016	8202	6/16 rent	-835.00
94	Total Sentry III Center					-835.00
95	<b>Staples</b>					
96			06/06/2016	6/6-9368	Ralph office supplies	-118.81
97	Total Staples					-118.81
98	<b>SWRCB - 2013CX103</b>					
99			06/27/2016	8215	Ln 2013CX103	-22,991.18
100	Total SWRCB - 2013CX103					-22,991.18
101	<b>Umpqua Bank</b>					
102			06/21/2016	6-21debit	5/16 bank fees	-124.71

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June 1 2016 - June 30 2016

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>103</b>	Total Umpqua Bank					-124.71
<b>104</b>	<b>US Cellular</b>					
<b>105</b>			06/08/2016	8203	cell phones	-344.73
<b>106</b>	Total US Cellular					-344.73
<b>107</b>	<b>USABLUBOOK</b>					
<b>108</b>			06/08/2016	8204	union ball valve and float switch	-548.31
<b>109</b>	Total USABLUBOOK					-548.31
<b>110</b>	<b>USPS</b>					
<b>111</b>			06/08/2016	8205	12 month box rent for Box 211	-70.00
<b>112</b>	Total USPS					-70.00
<b>113</b>	<b>Wells Fargo</b>					
<b>114</b>			06/08/2016	8206	copier	-90.72
<b>115</b>	Total Wells Fargo					-90.72
<b>116</b>	<b>WYCKOFF'S</b>					
<b>117</b>			06/08/2016	8207	R & M and supplies	-453.43
<b>118</b>	Total WYCKOFF'S					-453.43
<b>119</b>	<b>Arreguin, Daniel J</b>					
<b>120</b>			06/02/2016	8186		-1,455.27
<b>121</b>			06/20/2016	8208		-1,576.70
<b>122</b>	Total Arreguin, Daniel J					-3,031.97
<b>123</b>	<b>Copenhafer, Ronald</b>					
<b>124</b>			06/02/2016	8187		-1,238.65
<b>125</b>			06/20/2016	8209		-1,557.21
<b>126</b>	Total Copenhafer, Ronald					-2,795.86
<b>127</b>	<b>Emerson, Ralph K</b>					
<b>128</b>			06/02/2016	8188		-2,100.51
<b>129</b>			06/20/2016	8210		-2,100.52
<b>130</b>	Total Emerson, Ralph K					-4,201.03
<b>131</b>	<b>Miller, Brian A</b>					
<b>132</b>			06/02/2016	8189		-1,383.57
<b>133</b>			06/20/2016	8211		-1,124.69
<b>134</b>	Total Miller, Brian A					-2,508.26
<b>135</b>	<b>Ruiz, Ricardo</b>					
<b>136</b>			06/02/2016	8190		-178.32
<b>137</b>	Total Ruiz, Ricardo					-178.32
<b>138</b>	<b>Stillwell, Christina</b>					
<b>139</b>			06/02/2016	8191		-1,062.03
<b>140</b>			06/20/2016	8212		-898.67
<b>141</b>	Total Stillwell, Christina					-1,960.70
<b>142</b>	<b>TOTAL</b>					<b>-65,790.42</b>



Draft Statement of Cashflow  
Ending June 30 2016

		Jul '15 - Jun 16
<b>1</b>	<b>OPERATING ACTIVITIES</b>	
2	Net Revenue	(272,464.95)
3	Adjustments to reconcile Net Revenue	
4	to net cash provided by operations:	
5	1100 · Accounts Receivable	16,192.19
6	1110 · Accts Receivable Over Payments	809.85
7	1500 · Prepaid Insurance	8,926.47
8	1501 · Prepaid Workers Comp	25,210.37
9	1502 · Prepaid Expenses	3,408.00
10	2000 · Accounts Payable	(228,406.14)
11	*Accounts Payable	1,059.50
12	2205 · Accrued Simple	1,435.37
13	2230 · Accrued Vacation	6,565.38
14	<b>Net cash provided by Operating Activities</b>	<b>(437,263.96)</b>
15	<b>INVESTING ACTIVITIES</b>	
16	1315 · Water Grant Receivable	39,909.83
17	CIP - Alderpoint Tank (Water)	343,609.12
18	Melville Project Lines 2015	(59,612.79)
19	MSR/SOI and Annexation Project	(1,915.12)
20	Collection Facilities:Cost - Lines	20,022.00
21	Office Equipment	(2,684.24)
22	Equipment	(84,850.56)
23	Sewer Treatment Facilities:Cost - Equipment	(4,688.14)
24	Water System	20,023.00
25	Accumulated Depreciation-Water	317,265.96
26	Accumulated Depreciation-Sewer	164,558.04
27	CIP - Leino Ln	(585.00)
28	CIP - Bear Canyon Aerial	(576.10)
29	Alderpoint Tank Project (Water)	(671,516.84)
30	SWTP Office	(19,740.96)
31	<b>Net cash provided by Investing Activities</b>	<b>59,218.20</b>
32	<b>FINANCING ACTIVITIES</b>	
33	2500 · N/P - SWRCB	(21,831.35)
34	2605 · RCAC Loan #6200-GSD-02	223,943.09
35	2655 · Lease Payable - Copier	(860.09)
36	2700 · SRF Loan - Water	(22,991.18)
37	2800 · Municipal Fin.Corp. WWTP CCOs	(33,235.65)
38	3100 · Retained Earnings	(5,512.28)
39	3200 · Prior Period Adjustment	8,472.28
40	<b>Net cash provided by Financing Activities</b>	<b>147,984.82</b>
41	<b>Net cash increase for period</b>	<b>(230,060.94)</b>
42	<b>Cash at beginning of period</b>	<b>1,101,471.99</b>
43	<b>Cash at end of period</b>	<b>871,411.05</b>



Draft Balance Sheet Compared to Previous Yr  
as of June 30 2016

		Jun 30, 16	Jun 30, 15	\$ Change
55	Accumulated Depreciation-Sewer	(1,468,784.10)	(1,304,226.06)	(164,558.04)
56	Total Fixed Assets	11,827,927.18	11,847,235.55	(19,308.37)
57	<b>TOTAL ASSETS</b>	<b>↓ 12,788,348.84</b>	<b>↑ 13,132,174.86</b>	<b>(343,826.02)</b>
58	<b>LIABILITIES &amp; EQUITY</b>			
59	Liabilities			
60	Current Liabilities			
61	Accounts Payable			
62	2000 · Accounts Payable	17,781.02	246,187.16	(228,406.14)
63	Total Accounts Payable	17,781.02	246,187.16	(228,406.14)
64	Other Current Liabilities			
65	*Accounts Payable	2,520.00	1,460.50	1,059.50
66	2205 · Accrued Simple	1,437.87	2.50	1,435.37
67	2230 · Accrued Vacation	25,910.51	19,345.13	6,565.38
68	2250 · Loans Payable - Current Por	78,918.27	78,918.27	0.00
69	Total Other Current Liabilities	108,786.65	99,726.40	9,060.25
70	Total Current Liabilities	126,567.67	345,913.56	(219,345.89)
71	Long Term Liabilities			
72	2500 · N/P - SWRCB	191,123.20	212,954.55	(21,831.35)
73	2605 · RCAC Loan #6200-GSD-02	223,943.09	0.00	223,943.09
74	2655 · Lease Payable - Copier	3,438.07	4,298.16	(860.09)
75	2700 · SRF Loan - Water	1,356,479.82	1,379,471.00	(22,991.18)
76	2800 · Municipal Fin.Corp. WWTP CCO	0.00	33,235.65	(33,235.65)
77	2900 · Less Current Portion	(78,918.27)	(78,918.27)	0.00
78	Total Long Term Liabilities	1,696,065.91	1,551,041.09	145,024.82
79	<b>Total Liabilities</b>	<b>↓ 1,822,633.58</b>	<b>↑ 1,896,954.65</b>	<b>(74,321.07)</b>
80	Equity			
81	3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
82	3100 · Retained Earnings	5,105,728.46	4,409,400.83	696,327.63
83	3200 · Prior Period Adjustment	2,960.00	(5,512.28)	8,472.28
84	Net Revenue	(272,464.95)	701,839.91	(974,304.86)
85	Total Equity	10,965,715.26	11,235,220.21	(269,504.95)
86	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>↓ 12,788,348.84</b>	<b>↑ 13,132,174.86</b>	<b>(343,826.02)</b>

Revenue & Expense  
One and Twelve Months  
Ending June 30 2016

		Total Water		Total Sewer	
		Jun 16	Jul '15 - Jun 16	Jun 16	Jul '15 - Jun 16
<b>1</b>	<b>Ordinary Revenue/Expense</b>				
<b>2</b>	<b>Revenue</b>				
<b>3</b>	<b>Water Charges</b>				
<b>4</b>	<b>4100 · Residential</b>	26,933.60	269,615.99	0.00	0.00
<b>5</b>	<b>4110 · Commercial</b>	18,969.79	211,605.34	0.00	0.00
<b>6</b>	<b>Total Water Charges</b>	45,903.39	481,221.33	0.00	0.00
<b>7</b>	<b>4200 · Sewer Charges</b>	0.00	0.00	31,300.15	365,409.09
<b>8</b>	<b>4300 · Connection Fees</b>	0.00	8,600.00	0.00	6,000.00
<b>9</b>	<b>4650 · Late Charges</b>	202.50	2,272.50	202.50	2,272.50
<b>10</b>	<b>4700 · Other Operating Revenue</b>	0.00	3,781.82	1,200.00	1,347.01
<b>11</b>	<b>Total Revenue</b>	46,105.89	495,875.65	32,702.65	375,028.60
<b>12</b>	<b>Gross Revenue</b>	46,105.89	495,875.65	32,702.65	375,028.60
<b>13</b>	<b>Expense</b>				
<b>14</b>	<b>Administrative and General</b>				
<b>15</b>	<b>5005 · Bad Debts</b>	0.00	1,500.00	0.00	1,500.00
<b>16</b>	<b>5010 · Bank Charges</b>				
<b>17</b>	<b>5012 · Merchant Account J</b>	75.10	724.93	75.11	725.07
<b>18</b>	<b>5010 · Bank Charges - Oth</b>	0.00	543.42	0.00	543.20
<b>19</b>	<b>Total 5010 · Bank Charges</b>	75.10	1,268.35	75.11	1,268.27
<b>20</b>	<b>5020 · Directors Fees</b>	0.00	475.00	0.00	475.00
<b>21</b>	<b>5030 · Dues and Memberships</b>	0.00	1,536.82	0.00	1,372.83
<b>22</b>	<b>5035 · Education and Training</b>	364.54	2,045.94	364.55	1,689.94
<b>23</b>	<b>Insurance</b>				
<b>24</b>	<b>5040 · Liability</b>	513.76	6,165.28	513.76	6,215.19
<b>25</b>	<b>5050 · Workers' Comp</b>	1,159.03	14,335.16	896.28	10,324.68
<b>26</b>	<b>5055 · Health</b>				
<b>27</b>	<b>5055.1 · Employee Por</b>	(586.58)	(6,461.15)	(586.42)	(6,090.12)
<b>28</b>	<b>5055 · Health - Other</b>	2,082.08	21,645.96	2,082.07	21,645.90
<b>29</b>	<b>Total 5055 · Health</b>	1,495.50	15,184.81	1,495.65	15,555.78
<b>30</b>	<b>Total Insurance</b>	3,168.29	35,685.25	2,905.69	32,095.65
<b>31</b>	<b>5060 · Licenses, Permits, and F</b>	210.00	3,736.31	1,418.08	18,304.00
<b>32</b>	<b>5065 · Auto</b>	0.00	1,597.53	0.00	1,597.57
<b>33</b>	<b>5080 · Office Expense</b>	66.91	3,076.55	66.90	3,096.70
<b>34</b>	<b>5085 · Outside Services</b>	367.87	3,731.47	367.88	3,675.81
<b>35</b>	<b>5090 · Payroll Taxes</b>	985.10	14,283.93	756.49	10,145.10
<b>36</b>	<b>5100 · Postage</b>	145.96	1,622.52	139.50	1,609.74
<b>37</b>	<b>5110 · Professional Fees</b>	213.75	20,816.65	213.75	17,293.18
<b>38</b>	<b>5120 · Property Taxes</b>	0.00	12.00	0.00	0.00
<b>39</b>	<b>5125 · Repairs and Maintenanc</b>	0.00	134.23	0.00	134.23
<b>40</b>	<b>5130 · Rents</b>	417.50	5,575.00	417.50	4,975.00
<b>41</b>	<b>5135 · Retirement</b>	375.73	4,367.36	296.67	3,112.49
<b>42</b>	<b>5137 · Supplies</b>	16.70	1,048.94	16.70	1,060.34
<b>43</b>	<b>5140 · Telephone</b>	116.99	2,112.06	117.00	2,327.65
<b>44</b>	<b>5145 · Tools</b>	11.96	3,133.35	18.04	3,814.25
<b>45</b>	<b>5150 · Travel and Meetings</b>	160.37	979.54	139.72	634.30
<b>46</b>	<b>5155 · Utilities</b>	104.09	1,143.98	104.10	1,144.08
<b>47</b>	<b>5160 · Wages</b>	5,859.50	69,281.95	5,859.50	65,344.66
<b>48</b>	<b>5170 · Vacation Accrual Adjus</b>	3,880.14	3,880.14	2,685.24	2,685.24
<b>49</b>	<b>Total Administrative and Gene</b>	16,540.50	183,044.87	15,962.42	179,356.03
<b>50</b>	<b>Sewage Collection</b>				

		Total Water		Total Sewer	
		Jun 16	Jul '15 - Jun 16	Jun 16	Jul '15 - Jun 16
51	6010 · Fuel	0.00	0.00	195.72	2,668.32
52	6030 · Repairs and Maintenan	0.00	0.00	149.80	6,352.09
53	6040 · Supplies	0.00	0.00	11.02	1,313.55
54	6050 · Utilities	0.00	0.00	393.16	4,625.02
55	6060 · Wages				
56	6065 · Wages - Overtime S	0.00	0.00	0.00	1,048.50
57	6060 · Wages - Other	0.00	0.00	2,453.50	18,366.00
58	Total 6060 · Wages	0.00	0.00	2,453.50	19,414.50
59	<b>Total Sewage Collection</b>	<b>0.00</b>	<b>0.00</b>	<b>3,203.20</b>	<b>34,373.48</b>
60	Sewage Treatment				
61	6075 · Fuel	0.00	0.00	195.72	2,906.21
62	6080 · Monitoring	0.00	0.00	482.50	19,924.60
63	6100 · Repairs and Maintenan	0.00	0.00	1,548.80	12,105.21
64	6110 · Supplies	0.00	0.00	15.87	3,435.57
65	6120 · Utilities	0.00	0.00	895.28	11,558.30
66	6130 · Wages				
67	6135 · Wages - Overtime S	0.00	0.00	0.00	726.00
68	6130 · Wages - Other	0.00	0.00	1,575.84	33,057.84
69	Total 6130 · Wages	0.00	0.00	1,575.84	33,783.84
70	<b>Total Sewage Treatment</b>	<b>0.00</b>	<b>0.00</b>	<b>4,714.01</b>	<b>83,713.73</b>
71	Water Trans and Distribution				
72	7075 · Fuel	195.72	2,812.29	0.00	0.00
73	7090 · Repairs and Maintenan	205.72	13,919.61	0.00	0.00
74	7100 · Supplies	121.91	2,295.00	0.00	0.00
75	7110 · Utilities	747.70	6,915.82	0.00	0.00
76	7120 · Wages				
77	7125 · Wages - Overtime V	360.00	3,922.50	0.00	0.00
78	7120 · Wages - Other	2,722.00	33,533.00	0.00	0.00
79	Total 7120 · Wages	3,082.00	37,455.50	0.00	0.00
80	<b>Total Water Trans and Distrib</b>	<b>4,353.05</b>	<b>63,398.22</b>	<b>0.00</b>	<b>0.00</b>
81	Water Treatment				
82	7020 · Fuel	195.71	2,668.23	0.00	0.00
83	7010 · Monitoring	92.50	2,932.47	0.00	0.00
84	7030 · Repairs and Maintenan	284.00	6,269.73	0.00	0.00
85	7040 · Supplies	4,292.40	13,871.19	0.00	0.00
86	7050 · Utilities	3,598.50	34,839.89	0.00	0.00
87	7060 · Wages				
88	7065 · Wages - Overtime V	144.00	5,513.00	0.00	0.00
89	7060 · Wages - Other	3,633.66	52,299.66	0.00	0.00
90	Total 7060 · Wages	3,777.66	57,812.66	0.00	0.00
91	<b>Total Water Treatment</b>	<b>12,240.77</b>	<b>118,394.17</b>	<b>0.00</b>	<b>0.00</b>
92	<b>Total Expense</b>	<b>33,134.32</b>	<b>364,837.26</b>	<b>23,879.63</b>	<b>297,443.24</b>
93	<b>Net Ordinary Revenue</b>	<b>12,971.57</b>	<b>131,038.39</b>	<b>8,823.02</b>	<b>77,585.36</b>
94	Other Revenue/Expense				
95	Other Revenue				
96	Property Tax Revenue				
97	8010 · Secured	0.00	0.00	0.00	11,153.97
98	8020 · Unsecured	0.00	0.00	0.00	857.28
99	8025 · Prior Years	0.00	0.00	0.00	9.48

		Total Water		Total Sewer	
		Jun 16	Jul '15 - Jun 16	Jun 16	Jul '15 - Jun 16
100	8030 · Supplemental - Current	0.00	0.00	0.00	140.05
101	8035 · Supplemental - Prior Years	0.00	0.00	0.00	22.32
102	Total Property Tax Revenue	0.00	0.00	0.00	12,183.10
103	8060 · Interest Revenue	34.17	574.46	21.61	2,172.82
104	9030 · Homeowners' Tax Relief	0.00	0.00	0.00	161.05
105	Total Other Revenue	34.17	574.46	21.61	14,516.97
106	Other Expense				
107	9010 · Other Expenses	0.00	1,500.00	0.00	0.00
108	9040 · Depreciation	26,438.83	317,265.96	13,713.17	164,558.04
109	9050 · Interest Expense	8.55	8,230.74	8.56	4,625.39
110	Total Other Expense	26,447.38	326,996.70	13,721.73	169,183.43
111	Net Other Revenue	(26,413.21)	(326,422.24)	(13,700.12)	(154,666.46)
112	Net Revenue	<b>(13,441.64)</b>	<b>(195,383.85)</b>	<b>(4,877.10)</b>	<b>(77,081.10)</b>

			<b>TOTAL</b>	
			<b>Jun 16</b>	<b>Jul '15 - Jun 16</b>
<b>1</b>	<b>Ordinary Revenue/Expense</b>			
<b>2</b>	<b>Revenue</b>			
<b>3</b>	<b>Water Charges</b>			
<b>4</b>	<b>4100</b>	<b>Residential</b>	26,933.60	269,615.99
<b>5</b>	<b>4110</b>	<b>Commercial</b>	18,969.79	211,605.34
<b>6</b>	<b>Total Water Charges</b>		45,903.39	481,221.33
<b>7</b>	<b>4200</b>	<b>Sewer Charges</b>	31,300.15	365,409.09
<b>8</b>	<b>4300</b>	<b>Connection Fees</b>	0.00	14,600.00
<b>9</b>	<b>4650</b>	<b>Late Charges</b>	405.00	4,545.00
<b>10</b>	<b>4700</b>	<b>Other Operating Revenue</b>	1,200.00	5,128.83
<b>11</b>	<b>Total Revenue</b>		78,808.54	870,904.25
<b>12</b>	<b>Gross Revenue</b>		78,808.54	870,904.25
<b>13</b>	<b>Expense</b>			
<b>14</b>	<b>Administrative and General</b>			
<b>15</b>	<b>5005</b>	<b>Bad Debts</b>	0.00	3,000.00
<b>16</b>	<b>5010</b>	<b>Bank Charges</b>		
<b>17</b>		<b>5012</b> · Merchant Account J	150.21	1,450.00
<b>18</b>		<b>5010</b> · Bank Charges - Oth	0.00	1,086.62
<b>19</b>	<b>Total 5010</b> · Bank Charges		150.21	2,536.62
<b>20</b>	<b>5020</b>	<b>Directors Fees</b>	0.00	950.00
<b>21</b>	<b>5030</b>	<b>Dues and Memberships</b>	0.00	2,909.65
<b>22</b>	<b>5035</b>	<b>Education and Training</b>	729.09	3,735.88
<b>23</b>	<b>Insurance</b>			
<b>24</b>	<b>5040</b>	<b>Liability</b>	1,027.52	12,380.47
<b>25</b>	<b>5050</b>	<b>Workers' Comp</b>	2,055.31	24,659.84
<b>26</b>	<b>5055</b>	<b>Health</b>		
<b>27</b>		<b>5055.1</b> · Employee Por	(1,173.00)	(12,551.27)
<b>28</b>		<b>5055</b> · Health - Other	4,164.15	43,291.86
<b>29</b>		<b>Total 5055</b> · Health	2,991.15	30,740.59
<b>30</b>	<b>Total Insurance</b>		6,073.98	67,780.90
<b>31</b>	<b>5060</b>	<b>Licenses, Permits, and F</b>	1,628.08	22,040.31
<b>32</b>	<b>5065</b>	<b>Auto</b>	0.00	3,195.10
<b>33</b>	<b>5080</b>	<b>Office Expense</b>	133.81	6,173.25
<b>34</b>	<b>5085</b>	<b>Outside Services</b>	735.75	7,407.28
<b>35</b>	<b>5090</b>	<b>Payroll Taxes</b>	1,741.59	24,429.03
<b>36</b>	<b>5100</b>	<b>Postage</b>	285.46	3,232.26
<b>37</b>	<b>5110</b>	<b>Professional Fees</b>	427.50	38,109.83
<b>38</b>	<b>5120</b>	<b>Property Taxes</b>	0.00	12.00
<b>39</b>	<b>5125</b>	<b>Repairs and Maintenanc</b>	0.00	268.46
<b>40</b>	<b>5130</b>	<b>Rents</b>	835.00	10,550.00
<b>41</b>	<b>5135</b>	<b>Retirement</b>	672.40	7,479.85
<b>42</b>	<b>5137</b>	<b>Supplies</b>	33.40	2,109.28
<b>43</b>	<b>5140</b>	<b>Telephone</b>	233.99	4,439.71
<b>44</b>	<b>5145</b>	<b>Tools</b>	30.00	6,947.60
<b>45</b>	<b>5150</b>	<b>Travel and Meetings</b>	300.09	1,613.84
<b>46</b>	<b>5155</b>	<b>Utilities</b>	208.19	2,288.06
<b>47</b>	<b>5160</b>	<b>Wages</b>	11,719.00	134,626.61
<b>48</b>	<b>5170</b>	<b>Vacation Accrual Adjus</b>	6,565.38	6,565.38
<b>49</b>	<b>Total Administrative and Gene</b>		32,502.92	362,400.90
<b>50</b>	<b>Sewage Collection</b>			

				<b>TOTAL</b>	
				<b>Jun 16</b>	<b>Jul '15 - Jun 16</b>
51	6010	Fuel		195.72	2,668.32
52	6030	Repairs and Maintenance		149.80	6,352.09
53	6040	Supplies		11.02	1,313.55
54	6050	Utilities		393.16	4,625.02
55	6060	Wages			
56		6065 Wages - Overtime S	0.00		1,048.50
57		6060 Wages - Other	2,453.50		18,366.00
58		Total 6060 Wages	2,453.50		19,414.50
59	<b>Total Sewage Collection</b>			<b>3,203.20</b>	<b>34,373.48</b>
60	Sewage Treatment				
61	6075	Fuel		195.72	2,906.21
62	6080	Monitoring		482.50	19,924.60
63	6100	Repairs and Maintenance		1,548.80	12,105.21
64	6110	Supplies		15.87	3,435.57
65	6120	Utilities		895.28	11,558.30
66	6130	Wages			
67		6135 Wages - Overtime S	0.00		726.00
68		6130 Wages - Other	1,575.84		33,057.84
69		Total 6130 Wages	1,575.84		33,783.84
70	<b>Total Sewage Treatment</b>			<b>4,714.01</b>	<b>83,713.73</b>
71	Water Trans and Distribution				
72	7075	Fuel		195.72	2,812.29
73	7090	Repairs and Maintenance		205.72	13,919.61
74	7100	Supplies		121.91	2,295.00
75	7110	Utilities		747.70	6,915.82
76	7120	Wages			
77		7125 Wages - Overtime V	360.00		3,922.50
78		7120 Wages - Other	2,722.00		33,533.00
79		Total 7120 Wages	3,082.00		37,455.50
80	<b>Total Water Trans and Distrib</b>			<b>4,353.05</b>	<b>63,398.22</b>
81	Water Treatment				
82	7020	Fuel		195.71	2,668.23
83	7010	Monitoring		92.50	2,932.47
84	7030	Repairs and Maintenance		284.00	6,269.73
85	7040	Supplies		4,292.40	13,871.19
86	7050	Utilities		3,598.50	34,839.89
87	7060	Wages			
88		7065 Wages - Overtime V	144.00		5,513.00
89		7060 Wages - Other	3,633.66		52,299.66
90		Total 7060 Wages	3,777.66		57,812.66
91	<b>Total Water Treatment</b>			<b>12,240.77</b>	<b>118,394.17</b>
92	<b>Total Expense</b>			<b>57,013.95</b>	<b>662,280.50</b>
93	<b>Net Ordinary Revenue</b>			<b>21,794.59</b>	<b>208,623.75</b>
94	Other Revenue/Expense				
95	Other Revenue				
96	Property Tax Revenue				
97	8010	Secured		0.00	11,153.97
98	8020	Unsecured		0.00	857.28
99	8025	Prior Years		0.00	9.48



				<b>TOTAL</b>	
				<b>Jun 16</b>	<b>Jul '15 - Jun 16</b>
<b>100</b>	<b>8030</b>	<b>·</b>	<b>Supplemental - Current</b>	0.00	140.05
<b>101</b>	<b>8035</b>	<b>·</b>	<b>Supplemental - Prior Years</b>	0.00	22.32
<b>102</b>	<b>Total Property Tax Revenue</b>			0.00	12,183.10
<b>103</b>	<b>8060</b>	<b>·</b>	<b>Interest Revenue</b>	55.78	2,747.28
<b>104</b>	<b>9030</b>	<b>·</b>	<b>Homeowners' Tax Relief</b>	0.00	161.05
<b>105</b>	<b>Total Other Revenue</b>			55.78	15,091.43
<b>106</b>	<b>Other Expense</b>				
<b>107</b>	<b>9010</b>	<b>·</b>	<b>Other Expenses</b>	0.00	1,500.00
<b>108</b>	<b>9040</b>	<b>·</b>	<b>Depreciation</b>	40,152.00	481,824.00
<b>109</b>	<b>9050</b>	<b>·</b>	<b>Interest Expense</b>	17.11	12,856.13
<b>110</b>	<b>Total Other Expense</b>			40,169.11	496,180.13
<b>111</b>	<b>Net Other Revenue</b>			(40,113.33)	(481,088.70)
<b>112</b>	<b>Net Revenue</b>			<b>(18,318.74)</b>	<b>(272,464.95)</b>











			Jul '15 - Jun 16	YTD Budget	\$ Over Budget
55		7110 · Utilities	6,915.82	10,944.00	-4,028.18
56		7120 · Wages			
57		7125 · Wages - Overtime Water	3,922.50	4,380.00	-457.50
58		7120 · Wages - Other	33,533.00	37,440.00	-3,907.00
59		Total 7120 · Wages	37,455.50	41,820.00	-4,364.50
60		<b>Total Water Trans and Distribution</b> ↓	<b>63,398.22</b>	<b>80,796.00</b> ↑	<b>-17,397.78</b>
61		Water Treatment			
62		7020 · Fuel	2,668.23	3,516.00	-847.77
63		7010 · Monitoring	2,932.47	2,796.00	136.47
64		7030 · Repairs and Maintenance	6,269.73	9,300.00	-3,030.27
65		7040 · Supplies	13,871.19	16,884.00	-3,012.81
66		7050 · Utilities	34,839.89	38,436.00	-3,596.11
67		7060 · Wages			
68		7065 · Wages - Overtime Water	5,513.00	5,208.00	305.00
69		7060 · Wages - Other	52,299.66	37,440.00	14,859.66
70		Total 7060 · Wages	57,812.66	42,648.00	15,164.66
71		<b>Total Water Treatment</b> ↑	<b>118,394.17</b>	<b>113,580.00</b> ↓	<b>4,814.17</b>
72		<b>Total Expense</b> ↓	<b>364,837.26</b>	<b>381,372.00</b> ↑	<b>-16,534.74</b>
73		<b>Net Ordinary Revenue</b> ↑	<b>131,038.39</b>	<b>107,556.00</b> ↓	<b>23,482.39</b>
74		Other Revenue/Expense			
75		Other Revenue			
76		8060 · Interest Revenue	574.46	312.00	262.46
77		Total Other Revenue	574.46	312.00	262.46
78		Other Expense			
79		9010 · Other Expenses	1,500.00		
80		9040 · Depreciation	317,265.96	52,608.00	264,657.96
81		9050 · Interest Expense	8,230.74	17,760.00	-9,529.26
82		Total Other Expense	326,996.70	70,368.00	256,628.70
83		Net Other Revenue	-326,422.24	-70,056.00	-256,366.24
84		<b>Net Revenue</b> ↓	<b>-195,383.85</b>	<b>37,500.00</b> ↑	<b>-232,883.85</b>









## GARBERVILLE SANITARY DISTRICT

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

Date: 07/26/16  
To: GSD Board of Directors  
From: Operations Manager  
Subject: Monthly Reports

### Sampling and Testing Results for June 2016:

All Samples Passed.  
06/07/16 BOD Result = 14 mg/L

Safety Report  
No Safety Incidents or near misses.

Ron Copenhafer  
Operations Manager  
Garberville Sanitary District



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

### **MEDIA PRESS RELEASE**

**Garberville Sanitary District is committed to providing the best quality water possible while promptly and respectfully meeting the needs of our customers. We believe in participating in the community we represent and want to inform you of water issues which may impact our area through regular press releases.**

### **Mission Statement**

**Garberville Sanitary District is committed to enhancing our community through excellent customer service, providing affordable potable water and wastewater and be responsible stewards of our environment. Our focus is on being efficient with public funds, while striving to educate the public about current water and wastewater issues.**

### **Vision Statement**

**Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment while aligning with the community and County General Plan while ensuring that the infrastructure allows for future opportunities.**

**The operational strategy is to enhance the community in a positive way while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.**

**Fiscally responsible operational procedures is a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.**

I have included Sec 2.19 and 2.20 for understanding the difference between multi family and single family units

**Sec 2.19 Single Family Unit** A single family unit is defined to mean and refer to the place of residence for a single family.

**Sec 2.20 Multiple Dwelling** shall mean a building for residential purposes containing more than one kitchen or having facilities for the occupancy of more than one person or families, including but not limited to the following: hotels, motels, mobile home parks, recreational vehicle parks, apartment houses, duplex, rooming houses, boarding houses, and dormitories.

**Sec 4.9 Service Connection**. It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- a. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter.
- b. Multiple service connections for single parcel with single owner are allowed under these conditions:
  1. A master meter is installed at the property line
  2. Metered service connections are provided for each sub unit. Meters and valves will be supplied and remain property of GSD.
  3. Supply line from master meter to each of the units shall be installed and maintained by owner.
  4. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
  5. *When unable to install separate sub-meters, there will be a water base rate charged to every "single family" unit on a single meter and all water usage will be paid by the owner or designated person or persons.*

**Note:** Separate sewer charge will also be billed to every single family resident

## **ARTICLE 12 PUBLIC FIRE PROTECTION**

**Sec 12.1 Use of Fire Hydrants.** Fire hydrants are for use by the District or by organized fire protection agencies pursuant to a contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain a contract agreement and written permission from the General Manager or designee prior to use and shall operate the hydrant in accordance with instructions issued by the District.

- a. Unless previously agreed, water taken from a fire hydrant will be metered, monitored and billed at the bulk water rate in Article 14, Section 14.3
- b. Applications and contract will be available at the GSD office
- c. A \$10,000 fine may be charged for every unauthorized use of a fire hydrant Approved 5/24/2016

**Sec. 12.2 Moving of Fire Hydrants.** A fire hydrant may be installed or moved only if approved by the General Manager or designee, with direction from the local fire department. Any costs incurred for moving a fire hydrant will be at the expense of the petitioner and only upon District approval. Approved 6/28/2016

**Sec. 12.3 Installation of Fire Hydrants.** When it is determined by Garberville Sanitary District that a fire hydrant is required at a specific location, The General Manager or designee will coordinate with the local fire department to determine what type of hydrant shall be installed.

It will be the responsibility of Garberville Sanitary District to purchase and install all fire hydrants within District boundaries unless at such time a new development or building requires a hydrant and then the owner of such project will be responsible for the fire hydrant cost and installation, under direction of the General Manager or designee.

## **Changes from study session on July 19<sup>th</sup> 2016**

### **Mission Statement**

**Garberville Sanitary District is committed to enhancing our community through excellent customer service, providing affordable potable water and wastewater services and be responsible stewards of our environment. Our focus is on being efficient with public funds, while striving to educate the public about current water and wastewater issues.**

### **Vision Statement**

**Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment while aligning with the community and County General Plan while ensuring that the infrastructure allows for future opportunities.**

**The operational strategy is to enhance the community in a positive way while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.**

**Fiscally responsible operational procedures is a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.**