

**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, May 21st, 2024**

**5:00 p.m. – Closed Session with Open Session to Follow  
There will be an additional Closed Session at end of 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.*

**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.**

**IV. THE BOARD WILL ENTER CLOSED SESSION (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)

**Motion:**

**Second:**

**Vote:**

**V. RETURN TO OPEN SESSION**

Report of action taken in Closed 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*

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

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

**General Public / Community Groups**

**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.**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operators--Dan and Brian- Operational Demands and problems**

**Office----Mary Nieto—Customer and Office Update**

**Board Members-**

**Correspondence-**

**General Manager—Ralph Emerson Pg. 5**

**VIII. 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—February and March 2024 financials - pg. 6-33

A.2 Approve April 23<sup>rd</sup>, 2024 Regular Meeting Minutes - pg. 34-36

A.3 Operations Safety Report- Handout

**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 Planning pg. 37-40

(discussion—possible action) Jennie Short

**Motion: Second: Vote:**

- B.2 Tank Replacement Project (DWR) Construction Phase pg. 41-50  
 (discussion—possible action) Jennie Short  
**Motion:** **Second:** **Vote:**
- B.3 2023 Annual Water Source Capacity Report pg. 51-59  
 (discussion -possible action) Jennie Short  
**Motion:** **Second:** **Vote:**
- B.4 RWI--LSAA Response and Recommendation to DFW Handout  
 (discussion-possible action) Jennie Short  
**Motion:** **Second:** **Vote:**
- B.5 Presentation of 2024-2025 Budget Handout  
 (discussion--no action required) Jennie Short
- B.6 Rate Study Committee and Time Line pg. 60-62  
 (discussion-possible action)  
**Motion:** **Second:** **Vote:**

C. **POLICY REVISION / ADOPTION**

- C.1 Grievance Procedures-Ordinance Sec # 14.4a pg. 63-67  
 (discussion—action requested) 2nd reading resolution #24-006  
**Motion:** **Second:** **Vote:**
- C.2 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 68-69  
 (discussion-possible action) Update from Mary  
**Motion:** **Second:** **Vote:**
- C.3 Drought Plan With LSAA Compliance pg. 70-72  
 (discussion-possible action)  
**Motion:** **Second:** **Vote:**

IX. **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:**

**X. ITEMS FOR NEXT BOARD MEETING**

**Date of Next Meeting: June 18th, 2024**

1. Drought Planning Changes--LSAA
2. Tank Replacement Planning Update
3. Tank Construction Update
4. Customer Grievance Procedures
- 5.

**XI. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: **Saturday, May 18th, 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: May 21<sup>st</sup> 2024

This has been a short month because of Memorial Day on the 27<sup>th</sup> but we have all worked together to prepare for this meeting, while completing our other duties, which include moving everything out of office for the carpet removal project and providing service for customers and operations.

Mary has been overseeing the office transition while providing continuous service to customers, while staff has been moving everything back and forth between office spaces while keeping phones and computers working.

They stayed late on two nights in a row and made this transition happen, while not without challenges but they made it look easy because they worked well together Thank You

There have been many water meters replaced since the last meeting and Thank You to all who made this a priority, while completing their daily tasks, emergencies and assisting in the office transformation and floor renovation project.

The tank project is proceeding with many moving parts, meetings and participants, while now having plans prepared to accept bids and proceed to the next phase of this process.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: May 21, 2024  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: February and March 2024 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for February and March 2024. To follow is a summary and analysis of the budget implications for the current statements.

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	1,067,715.37	1,055,060.03	12,655.34	😊
Total Expense (excl. Depreciation)	1,018,257.74	765,720.78	757,804.35	7,916.43	😞
Net Income (excl. Depreciation)	656,762.26	301,994.59	297,255.68	4,738.91	😊
Payroll	492,785.99	386,213.66	365,331.06	20,882.60	😞
Repair & Maintenance + Supplies	106,900.00	80,619.67	80,175.03	444.64	😞

As can be seen on the “Statement of Cash Flows Report for Board - January 2024” and the “Balance Sheet Report for Board as of January 31, 2024”:

- Operational revenues are \$10,802.29 **OVER** budget.
- Operational expenses are only \$403.82 **OVER** budget.
- Net cash change year to date is **\$(124,076.78)**. Hopefully this will be offset by the receipt of grant receivable funds from the State Water Resources Control Board and the Department of Water Resources by the end of the fiscal year.
- Overtime payroll costs are \$11,916.64 **OVER** budget and all payroll costs are **OVER** budget by \$20,882.60. The overage in regular time payroll costs is due to

hiring an additional operator for 32 hours per week. The budget did not include this additional position.

- The repair and maintenance plus supplies expenses are **\$444.64 UNDER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$71,270.67** of a budgeted year-end total of \$100,785.11. We made the final payment on the WWTP SWRCB Loan and the Backhoe Loan this year.
- Expenditures for fixed asset acquisition total **\$663,232.56** 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	619,658.07
Meadows Aerial Waterline SRF Grant/Loan	10,000	2,325.00
Bear Canyon Sewer Aerial Preliminary Design	0	50.00
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	10,114.97
Loprest Actuators for SWTP Filters	35,000	Bought F/Y 22-23
Equipment:		2,772.74
Replace Sewerline in Redwood Drive		28,311.78
Unspecified	10,000	
<b>Total:</b>	<b>739,000</b>	<b>663,323.56</b>

## 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 Current Month

March 2024

Financial Statements

Cash Flow

Balance Sheet

Revenue & Expenditure



**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2023 through March 2024**

	Mar 24	Jul '23 - Mar 24
<b>OPERATING ACTIVITIES</b>		
Net Income	14,129.92	(9,184.19)
Adjustments to reconcile Net Income to net cash provided by operations:		
1100 · Accounts Receivable	6,015.89	1,648.58
1110 · Accts Receivable Over Payments	1,810.75	(29.22)
1500 · Prepaid Insurance	5,774.76	(17,917.25)
1501 · Prepaid Workers Comp	7.80	
1510 · Prepaid Licenses and Permits	2,332.39	(3,544.19)
2000 · Accounts Payable	(22,972.27)	(10,479.21)
2205 · Accrued Simple		(906.26)
2225 · Accrued Workers Comp	956.78	(668.67)
2300 · Service Deposits	200.00	(1,000.00)
Net cash provided by Operating Activities	8,256.02	(42,080.41)
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable		339,060.99
SEWER:Collection		(28,311.78)
Equipment		(2,772.74)
Accumulated Depreciation-Water	23,227.17	209,044.53
Accumulated Depreciation-Sewer	11,348.25	102,134.25
CIP- Bear Canyon Sewerline		(50.00)
CIP - Meadows Aerial Waterline		(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(63,539.25)	(619,658.07)
WATER:Pumps		(10,114.97)
Net cash provided by Investing Activities	(28,963.83)	(12,992.79)
<b>FINANCING ACTIVITIES</b>		
1400 · Interest Receivable		2,267.09
2500 · N/P - SWRCB		(25,578.42)
2700 · SRF Loan - Water		(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,159.51)	(19,126.80)
2665 · RCAC Loan - #0998 Backhoe		(3,574.27)
Net cash provided by Financing Activities	(2,159.51)	(69,003.58)
Net cash increase for period	(22,867.32)	(124,076.78)
Cash at beginning of period	687,280.24	788,489.70
Cash at end of period	664,412.92	664,412.92

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of March 31, 2024

	Mar 31, 24	Begin Year July 1, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
Checking/Savings			
1005 · Umpqua Checking - Operating	63,845.03	113,735.48	(49,890.45)
1006 · Umpqua System Reserve - Water	25,816.45	25,814.51	1.94
1007 · Umpqua System Reserve - Sewer	31,275.68	31,273.32	2.36
1011 · Water Enterprise Fund	46,840.56	46,837.03	3.53
1030 · County Treasury - Sewer Reserve	405,966.16	481,067.57	(75,101.41)
1031 · County Treasury - Water Reserve	46,303.59	45,419.65	883.94
1035 · Water Capital Improvement Fund	26,003.80	26,001.84	1.96
1036 · Sewer Capital Improvement Fund	18,001.39	18,000.04	1.35
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
<b>Total Checking/Savings</b>	<b>664,412.92</b>	<b>788,489.70</b>	<b>(124,076.78)</b>
Accounts Receivable			
11000 · Accounts Receivable - Other	(2,212.01)	(2,212.01)	0.00
<b>Total Accounts Receivable</b>	<b>(2,212.01)</b>	<b>(2,212.01)</b>	<b>0.00</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,993.89)	(3,023.11)	29.22
1100 · Accounts Receivable - Other	136,557.63	138,206.21	(1,648.58)
<b>Total 1100 · Accounts Receivable</b>	<b>133,563.74</b>	<b>135,183.10</b>	<b>(1,619.36)</b>
1315 · Water Grant Receivable	40,168.01	379,229.00	(339,060.99)
1400 · Interest Receivable		2,267.09	(2,267.09)
1500 · Prepaid Insurance	22,147.77	4,230.52	17,917.25
1501 · Prepaid Workers Comp		0.00	0.00
1510 · Prepaid Licenses and Permits	6,997.19	3,453.00	3,544.19
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>197,876.71</b>	<b>519,362.71</b>	<b>(321,486.00)</b>
<b>Total Current Assets</b>	<b>860,077.62</b>	<b>1,305,640.40</b>	<b>(445,562.78)</b>
<b>Fixed Assets</b>			
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	1,182,039.00	562,380.93	619,658.07
<b>WATER</b>			
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	25,957.27	15,842.30	10,114.97
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,183,593.59</b>	<b>8,173,478.62</b>	<b>10,114.97</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of March 31, 2024

	Mar 31, 24	Begin Year July 1, 23	\$ Change
<b>SEWER</b>			
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
<b>Total SEWER</b>	<b>5,887,636.09</b>	<b>5,859,324.31</b>	<b>28,311.78</b>
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	(3,239,929.53)	(3,030,885.00)	(209,044.53)
Accumulated Depreciation-Sewer	(2,751,409.25)	(2,649,275.00)	(102,134.25)
<b>Total Fixed Assets</b>	<b>10,059,164.45</b>	<b>9,707,110.67</b>	<b>352,053.78</b>
<b>TOTAL ASSETS</b>	<b>10,919,242.07</b>	<b>11,012,751.07</b>	<b>(93,509.00)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	172,657.97	183,137.18	(10,479.21)
<b>Total Accounts Payable</b>	<b>172,657.97</b>	<b>183,137.18</b>	<b>(10,479.21)</b>
<b>Other Current Liabilities</b>			
2300 · Service Deposits	4,800.00	5,800.00	(1,000.00)
20000 · Account Payable		0.00	0.00
2205 · Accrued Simple	(1,007.72)	(101.46)	(906.26)
2225 · Accrued Workers Comp	956.78	1,625.45	(668.67)
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	77,801.48	77,801.48	0.00
<b>Total Other Current Liabilities</b>	<b>123,284.30</b>	<b>125,859.23</b>	<b>(2,574.93)</b>
<b>Total Current Liabilities</b>	<b>295,942.27</b>	<b>308,996.41</b>	<b>(13,054.14)</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	31,161.86	50,288.66	(19,126.80)
2665 · RCAC Loan - #0998 Backhoe		3,574.27	(3,574.27)
2500 · N/P - SWRCB		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
<b>Total Long Term Liabilities</b>	<b>964,972.50</b>	<b>1,036,243.17</b>	<b>(71,270.67)</b>
<b>Total Liabilities</b>	<b>1,260,914.77</b>	<b>1,345,239.58</b>	<b>(84,324.81)</b>
<b>Equity</b>			
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	(9,184.19)	300,597.88	(309,782.07)
<b>Total Equity</b>	<b>9,658,327.30</b>	<b>9,667,511.49</b>	<b>(9,184.19)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,919,242.07</b>	<b>11,012,751.07</b>	<b>(93,509.00)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 March 2024

	March 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	28,019.00	270,342.50	266,085.00	365,000.00	4,257.50
4110 · Commercial	27,687.00	267,827.25	262,440.00	360,000.00	5,387.25
Total Water Charges	55,706.00	538,169.75	528,525.00	725,000.00	9,644.75
4200 · Sewer Charges	35,687.40	343,272.60	346,275.00	475,000.00	(3,002.40)
4650 · Late Charges	1,245.00	11,835.00	9,000.00	12,000.00	2,835.00
4700 · Other Operating Revenue	0.00	3,200.00	1,875.06	2,500.00	1,324.94
Total Income	92,638.40	896,477.35	885,675.06	1,214,500.00	10,802.29
Expense					
Administrative and General					
5025 · Discount Program	698.00	6,122.00	4,725.00	6,300.00	1,397.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	2,118.15	9,892.65	3,250.00	6,000.00	6,642.65
5010 · Bank Charges					
5012 · Merchant Account Fees	439.52	3,442.11	3,000.06	4,000.00	442.05
5010 · Bank Charges - Other	177.98	1,651.55	1,499.94	2,000.00	151.61
Total 5010 · Bank Charges	617.50	5,093.66	4,500.00	6,000.00	593.66
5020 · Directors Fees	550.00	1,700.00	1,499.97	2,000.00	200.03
5030 · Dues and Memberships	0.00	5,409.87	4,387.50	5,850.00	1,022.37
5035 · Education and Training	0.00	548.25	3,749.94	5,000.00	(3,201.69)
5036 · Education and Training - B.O.D.	0.00	0.00	225.00	300.00	(225.00)
Insurance					
5040 · Liability	5,774.76	52,280.98	48,749.94	65,000.00	3,531.04
5050 · Workers' Comp	964.58	9,239.92	7,020.00	9,360.00	2,219.92
5055 · Health					
5055.1 · Employee Portion	(835.64)	(7,476.06)	(7,897.50)	(10,530.00)	421.44
5055 · Health - Other	4,823.50	39,853.62	39,982.50	53,310.00	(128.88)
Total 5055 · Health	3,987.86	32,377.56	32,085.00	42,780.00	292.56
Total Insurance	10,727.20	93,898.46	87,854.94	117,140.00	6,043.52
5060 · Licenses, Permits, and Fees	2,332.39	33,238.33	25,762.50	34,350.00	7,475.83
5065 · Auto	823.05	2,645.99	2,000.00	2,500.00	645.99
5070 · Miscellaneous	0.00	13.74	100.00	100.00	(86.26)
5080 · Office Expense	1,354.66	4,595.14	3,749.94	5,000.00	845.20
5082 · Office Subscriptions	19.99	3,713.04	5,099.94	6,800.00	(1,386.90)
5085 · Outside Services	755.39	6,903.60	7,725.06	10,300.00	(821.46)
5090 · Payroll Taxes	2,527.53	25,050.68	26,354.97	35,140.00	(1,304.29)
5095 · Penalties and Fines	0.00	6.19			6.19
5100 · Postage	6.27	1,878.62	2,624.94	3,500.00	(746.32)
5110 · Professional Fees	1,893.49	52,184.18	63,374.94	84,500.00	(11,190.76)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	288.58	1,500.00	2,000.00	(1,211.42)
5130 · Rents	835.00	7,515.00	7,515.00	10,020.00	0.00
5135 · Retirement	764.28	7,484.77	7,065.00	9,420.00	419.77
5137 · Supplies	64.48	2,181.15	1,125.00	1,500.00	1,056.15
5140 · Telephone	854.55	8,278.39	8,625.06	11,500.00	(346.67)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 March 2024

	March 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	252.70	1,549.69	1,499.94	2,000.00	49.75
5150 · Travel and Meetings	147.32	645.04	1,125.00	1,500.00	(479.96)
5155 · Utilities	374.23	2,867.78	2,624.94	3,500.00	242.84
5160 · Wages					
5165 · Wages - Overtime	627.00	5,174.26	3,917.34	5,223.00	1,256.92
5160 · Wages - Other	12,697.37	131,025.03	148,242.78	197,657.00	(17,217.75)
<b>Total 5160 · Wages</b>	<b>13,324.37</b>	<b>136,199.29</b>	<b>152,160.12</b>	<b>202,880.00</b>	<b>(15,960.83)</b>
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
<b>Total Administrative and General</b>	<b>41,040.55</b>	<b>419,904.09</b>	<b>430,474.70</b>	<b>581,450.00</b>	<b>(10,570.61)</b>
<b>Sewage Collection</b>					
6010 · Fuel	265.97	2,797.38	3,750.03	5,000.00	(952.65)
6030 · Repairs and Maintenance	0.00	12,903.93	9,749.97	13,000.00	3,153.96
6040 · Supplies	0.00	645.05	1,500.03	2,000.00	(854.98)
6050 · Utilities	559.92	3,400.53	3,375.00	4,500.00	25.53
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	216.75	15,176.50	9,000.00	12,000.00	6,176.50
6060 · Wages - Other	6,171.10	45,435.70	25,670.25	34,227.00	19,765.45
<b>Total 6060 · Wages</b>	<b>6,387.85</b>	<b>60,612.20</b>	<b>34,670.25</b>	<b>46,227.00</b>	<b>25,941.95</b>
<b>Total Sewage Collection</b>	<b>7,213.74</b>	<b>80,359.09</b>	<b>53,045.28</b>	<b>70,727.00</b>	<b>27,313.81</b>
<b>Sewage Treatment</b>					
6075 · Fuel	265.97	2,797.38	3,750.03	5,000.00	(952.65)
6080 · Monitoring	827.50	5,587.50	5,249.97	7,000.00	337.53
6100 · Repairs and Maintenance	91.58	5,402.98	11,250.00	15,000.00	(5,847.02)
6110 · Supplies	0.00	9,911.63	5,850.00	7,800.00	4,061.63
6120 · Utilities	1,913.09	15,132.34	12,750.03	17,000.00	2,382.31
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	0.00	882.25	1,500.03	2,000.00	(617.78)
6130 · Wages - Other	3,826.65	40,651.94	27,947.97	37,264.00	12,703.97
<b>Total 6130 · Wages</b>	<b>3,826.65</b>	<b>41,534.19</b>	<b>29,448.00</b>	<b>39,264.00</b>	<b>12,086.19</b>
<b>Total Sewage Treatment</b>	<b>6,924.79</b>	<b>80,366.02</b>	<b>68,298.03</b>	<b>91,064.00</b>	<b>12,067.99</b>
<b>Water Trans and Distribution</b>					
7075 · Fuel	265.97	2,797.38	3,750.03	5,000.00	(952.65)
7090 · Repairs and Maintenance	216.76	15,827.60	22,500.00	30,000.00	(6,672.40)
7100 · Supplies	0.00	718.15	3,750.03	5,000.00	(3,031.88)
7110 · Utilities	666.90	6,651.89	9,375.03	12,500.00	(2,723.14)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	294.00	7,898.00	3,449.97	4,600.00	4,448.03
7120 · Wages - Other	3,474.67	31,265.39	33,683.22	44,911.00	(2,417.83)
<b>Total 7120 · Wages</b>	<b>3,768.67</b>	<b>39,163.39</b>	<b>37,133.19</b>	<b>49,511.00</b>	<b>2,030.20</b>
<b>Total Water Trans and Distribution</b>	<b>4,918.30</b>	<b>65,158.41</b>	<b>76,508.28</b>	<b>102,011.00</b>	<b>(11,349.87)</b>
<b>Water Treatment</b>					
7020 · Fuel	266.00	2,797.56	3,750.03	5,000.00	(952.47)
7010 · Monitoring	192.50	2,117.64	11,999.97	16,000.00	(9,882.33)
7030 · Repairs and Maintenance	693.78	20,150.44	11,250.00	15,000.00	8,900.44
7040 · Supplies	0.00	12,590.16	11,700.00	15,600.00	890.16
7050 · Utilities	5,139.20	45,324.25	46,500.03	62,000.00	(1,175.78)
7060 · Wages					

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 March 2024

	March 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatme	1,617.00	6,203.00	5,550.03	7,400.00	652.97
7060 · Wages - Other	3,223.81	28,348.66	33,844.50	45,126.00	(5,495.84)
<b>Total 7060 · Wages</b>	<b>4,840.81</b>	<b>34,551.66</b>	<b>39,394.53</b>	<b>52,526.00</b>	<b>(4,842.87)</b>
<b>Total Water Treatment</b>	<b>11,132.29</b>	<b>117,531.71</b>	<b>124,594.56</b>	<b>166,126.00</b>	<b>(7,062.85)</b>
<b>Total Expense</b>	<b>71,229.67</b>	<b>763,319.32</b>	<b>752,920.85</b>	<b>1,011,378.00</b>	<b>10,398.47</b>
<b>Net Ordinary Income</b>	<b>21,408.73</b>	<b>133,158.03</b>	<b>132,754.21</b>	<b>203,122.00</b>	<b>403.82</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
<b>Property Tax Revenue</b>					
8010 · Secured	16,314.86	16,314.86	12,750.00	25,500.00	3,564.86
8020 · Unsecured	1,051.05	1,051.05	950.00	1,900.00	101.05
8025 · Prior Years	12.01	12.01	5.00	10.00	7.01
8030 · Supplemental - Current	292.25	292.25	125.00	250.00	167.25
8035 · Supplemental - Prior Years	72.16	72.16	25.00	50.00	47.16
<b>Total Property Tax Revenue</b>	<b>17,742.33</b>	<b>17,742.33</b>	<b>13,855.00</b>	<b>27,710.00</b>	<b>3,887.33</b>
8053 · Water Capital Grant Income	0.00	146,070.14	146,000.00	420,000.00	70.14
8060 · Interest Income	5,796.10	3,538.17	3,375.00	4,500.00	163.17
8061 · Interest Income (Prior Year)	3,259.52	3,259.52	0.00	0.00	3,259.52
8070 · Other Non-Operating Revenue	487.31	487.31	5,999.97	8,000.00	(5,512.66)
9030 · Homeowners' Tax Relief	140.55	140.55	155.00	310.00	(14.45)
<b>Total Other Income</b>	<b>27,425.81</b>	<b>171,238.02</b>	<b>169,384.97</b>	<b>460,520.00</b>	<b>1,853.05</b>
<b>Other Expense</b>					
8041 · Emergency Wage Reimbursement	0.00	396.00	0.00	0.00	396.00
9010 · Other Expenses	0.00	0.00	3,000.06	4,000.00	(3,000.06)
9040 · Depreciation	34,575.42	311,178.78	298,500.03	398,000.00	12,678.75
9050 · Interest Expense	129.20	2,005.46	1,883.44	2,340.75	122.02
<b>Total Other Expense</b>	<b>34,704.62</b>	<b>313,580.24</b>	<b>303,383.53</b>	<b>404,340.75</b>	<b>10,196.71</b>
<b>Net Other Income</b>	<b>(7,278.81)</b>	<b>(142,342.22)</b>	<b>(133,998.56)</b>	<b>56,179.25</b>	<b>(8,343.66)</b>
<b>Net Income</b>	<b>14,129.92</b>	<b>(9,184.19)</b>	<b>(1,244.35)</b>	<b>259,301.25</b>	<b>(7,939.84)</b>

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2024

Date	Num	Memo	Amount
<b>101 Netlink</b>			
03/27/2024	12556		-250.00
Total 101 Netlink			-250.00
<b>Adobe</b>			
03/20/2024	DBT		-19.99
Total Adobe			-19.99
<b>Amazon.com</b>			
03/01/2024	DBT	VOID: GJE, RGJE created on 05/08/2024	0.00
03/06/2024	DBT		-92.43
03/07/2024	DBT		-451.47
Total Amazon.com			-543.90
<b>Bank Of The West</b>			
03/08/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Bender Rosenthal, INC</b>			
03/19/2024	12544		-500.00
Total Bender Rosenthal, INC			-500.00
<b>Blue Star Gas</b>			
03/27/2024	12557		-123.65
Total Blue Star Gas			-123.65
<b>Branscomb Center</b>			
03/20/2024	DBT		-116.54
03/26/2024	DBT		-140.03
Total Branscomb Center			-256.57
<b>Brenntag Pacific, Inc.</b>			
03/11/2024	12512		-6,192.18
Total Brenntag Pacific, Inc.			-6,192.18
<b>Capital Bank &amp; Trust</b>			
03/05/2024	EFT	557880519	-974.92
03/05/2024	EFT	025158148	-383.73
03/20/2024	EFT	025158148	-380.55
03/20/2024	EFT	557880519	-966.79
Total Capital Bank & Trust			-2,705.99

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2024

Date	Num	Memo	Amount
<b>Clear Rate Communications</b>			
03/21/2024	12555		-446.77
Total Clear Rate Communications			-446.77
<b>Colantuono, Highsmith &amp; Whatley, PC</b>			
03/19/2024	12539		-3,850.00
Total Colantuono, Highsmith & Whatley, PC			-3,850.00
<b>Dazey's Building Center</b>			
03/19/2024	12540		-637.91
Total Dazey's Building Center			-637.91
<b>Ditch Witch West</b>			
03/14/2024	DBT	VOID: GJE, RGJE created on 05/08/2024	0.00
Total Ditch Witch West			0.00
<b>EDD</b>			
03/05/2024	EFT	499-0538-3	-33.62
03/05/2024	EFT	499-0538-3	-851.71
03/20/2024	EFT	499-0538-3	-34.56
03/20/2024	EFT	499-0538-3	-827.16
Total EDD			-1,747.05
<b>Emerald Technologies</b>			
03/11/2024	12533		-141.80
Total Emerald Technologies			-141.80
<b>Fluentstream Tech</b>			
03/05/2024	12529		-113.53
Total Fluentstream Tech			-113.53
<b>Frontier Communications</b>			
03/04/2024	12516		-108.11
Total Frontier Communications			-108.11
<b>Glacier Water Vending</b>			
03/19/2024	DBT		-2.60
Total Glacier Water Vending			-2.60



**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2024

Date	Num	Memo	Amount
<b>Harland Clarke Check Order</b>			
03/06/2024			-421.68
Total Harland Clarke Check Order			-421.68
<b>IRS</b>			
03/05/2024	EFT	68-0296323	-3,895.30
03/20/2024	EFT	68-0296323	-3,813.40
Total IRS			-7,708.70
<b>Miclette's Automotive Repair</b>			
03/13/2024	12538		-782.24
Total Miclette's Automotive Repair			-782.24
<b>Microbac Laboratories Inc.</b>			
03/04/2024	12517		-680.00
03/13/2024	12537		-340.00
Total Microbac Laboratories Inc.			-1,020.00
<b>NAPA</b>			
03/05/2024	12530		-168.99
Total NAPA			-168.99
<b>PAPE D.W. Inc</b>			
03/15/2024	DBT		-202.08
Total PAPE D.W. Inc			-202.08
<b>PG&amp;E</b>			
03/12/2024	12527		-8,778.93
Total PG&E			-8,778.93
<b>Pitney Bowes Purchase Power</b>			
03/11/2024	12534		-169.59
Total Pitney Bowes Purchase Power			-169.59
<b>Points West Surveying Co.</b>			
03/27/2024	12558		-600.00
Total Points West Surveying Co.			-600.00
<b>Postmaster</b>			
03/26/2024	DBT		-6.27
Total Postmaster			-6.27

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2024

Date	Num	Memo	Amount
<b>Ralph Emerson</b>			
03/19/2024	12545		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
03/27/2024	12559		-33.72
Total Recology Humboldt County			-33.72
<b>Redwood Merchant Services</b>			
03/29/2024	12628		-132.84
03/31/2024			-284.46
Total Redwood Merchant Services			-417.30
<b>RENNER</b>			
03/10/2024	DBT		-1,063.91
Total RENNER			-1,063.91
<b>SDRMA</b>			
03/05/2024	12531		-4,823.50
Total SDRMA			-4,823.50
<b>Sentry III Center</b>			
03/04/2024	12518		-835.00
Total Sentry III Center			-835.00
<b>SHN Consulting Engineers &amp; Geologists</b>			
03/04/2024	12519		-64,207.50
Total SHN Consulting Engineers & Geologists			-64,207.50
<b>Staples Credit Plan</b>			
03/04/2024	DBT		-104.65
Total Staples Credit Plan			-104.65
<b>Starlink</b>			
03/12/2024	DBT		-145.00
Total Starlink			-145.00
<b>Streamline Inc</b>			
03/11/2024	12535		-126.00
Total Streamline Inc			-126.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 March 2024

Date	Num	Memo	Amount
<b>The Mitchell Law Firm, LLP</b>			
03/19/2024	12541		-1,327.50
Total The Mitchell Law Firm, LLP			-1,327.50
<b>Umpqua Bank</b>			
03/15/2024	12627		-162.79
Total Umpqua Bank			-162.79
<b>Umpqua Bank Credit Cards</b>			
03/19/2024	12542		-147.32
Total Umpqua Bank Credit Cards			-147.32
<b>US Cellular</b>			
03/05/2024	12528		-493.31
Total US Cellular			-493.31
<b>USABLUBOOK</b>			
03/11/2024	12536		-559.47
Total USABLUBOOK			-559.47
<b>Wahlund Construction, Inc.</b>			
03/21/2024	12552		-8,960.94
Total Wahlund Construction, Inc.			-8,960.94
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
03/05/2024	12532		-1,055.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,055.00
<b>WYCKOFF'S Inc</b>			
03/19/2024	12543		-19.37
Total WYCKOFF'S Inc			-19.37
<b>Arreguin, Daniel J</b>			
03/05/2024	12520		-3,164.49
03/20/2024	12546		-3,128.75
Total Arreguin, Daniel J			-6,293.24
<b>Emerson, Ralph K</b>			
03/05/2024	12521		-3,083.17
03/20/2024	12547		-3,083.17
Total Emerson, Ralph K			-6,166.34

10:09 AM

05/10/24

Accrual Basis

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
March 2024

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
<b>Holmes, Mir L</b>			
03/05/2024	12522		-766.10
03/20/2024	12548		-768.89
Total Holmes, Mir L			-1,534.99
<b>Miller, Brian A</b>			
03/05/2024	12523		-2,266.36
03/20/2024	12549		-2,238.72
Total Miller, Brian A			-4,505.08
<b>Nieto, Mary M</b>			
03/05/2024	12524		-1,697.99
03/20/2024	12550		-1,550.17
Total Nieto, Mary M			-3,248.16
<b>Ruiz, Ricardo</b>			
03/05/2024	12525		-124.11
Total Ruiz, Ricardo			-124.11
<b>Sweet, Laura D.</b>			
03/05/2024	12526		-209.37
03/20/2024	12551		-361.49
Total Sweet, Laura D.			-570.86
<b>TOTAL</b>			<b>-146,762.30</b>

February 2024

Financial Statements

Cash Flow

Balance Sheet

Revenue & Expenditure

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2023 through February 2024**

	Feb 24	Jul '23 - Feb 24
<b>OPERATING ACTIVITIES</b>		
Net Income	124,173.77	(23,314.11)
Adjustments to reconcile Net Income to net cash provided by operations:		
1100 · Accounts Receivable	(9,186.25)	(4,367.31)
1110 · Accts Receivable Over Payments	786.00	(1,839.97)
1500 · Prepaid Insurance	5,774.76	(23,692.01)
1501 · Prepaid Workers Comp	1,121.20	(7.80)
1510 · Prepaid Licenses and Permits	2,332.39	(5,876.58)
2000 · Accounts Payable	22,571.85	12,493.06
2205 · Accrued Simple		(906.26)
2225 · Accrued Workers Comp		(1,625.45)
2300 · Service Deposits	(500.00)	(1,200.00)
Net cash provided by Operating Activities	147,073.72	(50,336.43)
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable	(14,398.12)	339,060.99
SEWER:Collection		(28,311.78)
Equipment		(2,772.74)
Accumulated Depreciation-Water	23,227.17	185,817.36
Accumulated Depreciation-Sewer	11,348.25	90,786.00
CIP- Bear Canyon Sewerline		(50.00)
CIP - Meadows Aerial Waterline		(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(86,623.50)	(556,118.82)
WATER:Pumps	(10,114.97)	(10,114.97)
Net cash provided by Investing Activities	(76,561.17)	15,971.04
<b>FINANCING ACTIVITIES</b>		
1400 · Interest Receivable		2,267.09
2500 · N/P - SWRCB		(25,578.42)
2700 · SRF Loan - Water		(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,150.84)	(16,967.29)
2665 · RCAC Loan - #0998 Backhoe		(3,574.27)
Net cash provided by Financing Activities	(2,150.84)	(66,844.07)
Net cash increase for period	68,361.71	(101,209.46)
Cash at beginning of period	618,918.53	788,489.70
Cash at end of period	687,280.24	687,280.24

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of February 29, 2024

	Feb 29, 24	Begin Year July 1, 23	\$ Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1005 · Umpqua Checking - Operating	112,496.86	113,735.48	(1,238.62)
1006 · Umpqua System Reserve - Water	25,816.23	25,814.51	1.72
1007 · Umpqua System Reserve - Sewer	31,275.41	31,273.32	2.09
1011 · Water Enterprise Fund	46,840.16	46,837.03	3.13
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
<b>Total Checking/Savings</b>	<b>687,280.24</b>	<b>788,489.70</b>	<b>(101,209.46)</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable - Other	(2,212.01)	(2,212.01)	0.00
<b>Total Accounts Receivable</b>	<b>(2,212.01)</b>	<b>(2,212.01)</b>	<b>0.00</b>
<b>Other Current Assets</b>			
<b>1100 · Accounts Receivable</b>			
1110 · Accts Receivable Over Payments	(1,183.14)	(3,023.11)	1,839.97
1100 · Accounts Receivable - Other	142,573.52	138,206.21	4,367.31
<b>Total 1100 · Accounts Receivable</b>	<b>141,390.38</b>	<b>135,183.10</b>	<b>6,207.28</b>
1315 · Water Grant Receivable	40,168.01	379,229.00	(339,060.99)
1400 · Interest Receivable		2,267.09	(2,267.09)
1500 · Prepaid Insurance	27,922.53	4,230.52	23,692.01
1501 · Prepaid Workers Comp	7.80	0.00	7.80
1510 · Prepaid Licenses and Permits	9,329.58	3,453.00	5,876.58
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>213,818.30</b>	<b>519,362.71</b>	<b>(305,544.41)</b>
<b>Total Current Assets</b>	<b>898,886.53</b>	<b>1,305,640.40</b>	<b>(406,753.87)</b>
<b>Fixed Assets</b>			
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	1,118,499.75	562,380.93	556,118.82
<b>WATER</b>			
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	25,957.27	15,842.30	10,114.97
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,183,593.59</b>	<b>8,173,478.62</b>	<b>10,114.97</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of February 29, 2024

	Feb 29, 24	Begin Year July 1, 23	\$ Change
<b>SEWER</b>			
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
<b>Total SEWER</b>	<b>5,887,636.09</b>	<b>5,859,324.31</b>	<b>28,311.78</b>
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	(3,216,702.36)	(3,030,885.00)	(185,817.36)
Accumulated Depreciation-Sewer	(2,740,061.00)	(2,649,275.00)	(90,786.00)
<b>Total Fixed Assets</b>	<b>10,030,200.62</b>	<b>9,707,110.67</b>	<b>323,089.95</b>
<b>TOTAL ASSETS</b>	<b>10,929,087.15</b>	<b>11,012,751.07</b>	<b>(83,663.92)</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
Accounts Payable			
2000 · Accounts Payable	195,630.24	183,137.18	12,493.06
<b>Total Accounts Payable</b>	<b>195,630.24</b>	<b>183,137.18</b>	<b>12,493.06</b>
Other Current Liabilities			
2300 · Service Deposits	4,600.00	5,800.00	(1,200.00)
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
<b>Total Other Current Liabilities</b>	<b>122,127.52</b>	<b>125,859.23</b>	<b>(3,731.71)</b>
<b>Total Current Liabilities</b>	<b>317,757.76</b>	<b>308,996.41</b>	<b>8,761.35</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	33,321.37	50,288.66	(16,967.29)
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
<b>Total Long Term Liabilities</b>	<b>967,132.01</b>	<b>1,036,243.17</b>	<b>(69,111.16)</b>
<b>Total Liabilities</b>	<b>1,284,889.77</b>	<b>1,345,239.58</b>	<b>(60,349.81)</b>
<b>Equity</b>			
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	(23,314.11)	300,597.88	(323,911.99)
<b>Total Equity</b>	<b>9,644,197.38</b>	<b>9,667,511.49</b>	<b>(23,314.11)</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,929,087.15</b>	<b>11,012,751.07</b>	<b>(83,663.92)</b>



**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2024

	Feb 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	33,469.00	242,323.50	236,520.00	365,000.00	5,803.50
4110 · Commercial	29,006.00	240,140.25	233,280.00	360,000.00	6,860.25
Total Water Charges	62,475.00	482,463.75	469,800.00	725,000.00	12,663.75
4200 · Sewer Charges	37,350.60	307,585.20	307,800.00	475,000.00	(214.80)
4650 · Late Charges	1,320.00	10,590.00	8,000.00	12,000.00	2,590.00
4700 · Other Operating Revenue	500.00	3,200.00	1,666.72	2,500.00	1,533.28
Total Income	101,645.60	803,838.95	787,266.72	1,214,500.00	16,572.23
Expense					
Administrative and General					
5025 · Discount Program	728.00	5,424.00	4,200.00	6,300.00	1,224.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	105.00	7,774.50	3,000.00	6,000.00	4,774.50
5010 · Bank Charges					
5012 · Merchant Account Fees	348.28	3,002.59	2,666.72	4,000.00	335.87
5010 · Bank Charges - Other	162.79	1,473.57	1,333.28	2,000.00	140.29
Total 5010 · Bank Charges	511.07	4,476.16	4,000.00	6,000.00	476.16
5020 · Directors Fees	0.00	1,150.00	1,166.64	2,000.00	(16.64)
5030 · Dues and Memberships	0.00	5,409.87	3,900.00	5,850.00	1,509.87
5035 · Education and Training	0.00	548.25	3,333.28	5,000.00	(2,785.03)
5036 · Education and Training - B.O.D.	0.00	0.00	200.00	300.00	(200.00)
Insurance					
5040 · Liability	5,774.76	46,506.22	43,333.28	65,000.00	3,172.94
5050 · Workers' Comp	1,121.20	8,275.34	6,240.00	9,360.00	2,035.34
5055 · Health					
5055.1 · Employee Portion	(835.64)	(6,640.42)	(7,020.00)	(10,530.00)	379.58
5055 · Health - Other	4,823.50	35,030.12	35,540.00	53,310.00	(509.88)
Total 5055 · Health	3,987.86	28,389.70	28,520.00	42,780.00	(130.30)
Total Insurance	10,883.82	83,171.26	78,093.28	117,140.00	5,077.98
5060 · Licenses, Permits, and Fees	2,612.39	30,905.94	22,900.00	34,350.00	8,005.94
5065 · Auto	30.90	1,822.94	2,000.00	2,500.00	(177.06)
5070 · Miscellaneous	0.00	13.74	100.00	100.00	(86.26)
5080 · Office Expense	222.12	3,240.48	3,333.28	5,000.00	(92.80)
5082 · Office Subscriptions	19.99	3,693.05	4,533.28	6,800.00	(840.23)
5085 · Outside Services	633.00	6,148.21	6,866.72	10,300.00	(718.51)
5090 · Payroll Taxes	2,921.24	22,523.15	23,426.64	35,140.00	(903.49)
5095 · Penalties and Fines	0.00	6.19			6.19
5100 · Postage	648.18	1,872.35	2,333.28	3,500.00	(460.93)
5110 · Professional Fees	2,805.00	50,290.69	56,333.28	84,500.00	(6,042.59)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	239.18	288.58	1,500.00	2,000.00	(1,211.42)
5130 · Rents	835.00	6,680.00	6,680.00	10,020.00	0.00
5135 · Retirement	837.56	6,720.49	6,280.00	9,420.00	440.49
5137 · Supplies	23.65	2,116.67	1,000.00	1,500.00	1,116.67
5140 · Telephone	1,210.17	7,423.84	7,666.72	11,500.00	(242.88)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2024

	Feb 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	1,296.99	1,333.28	2,000.00	(36.29)
5150 · Travel and Meetings	40.94	497.72	1,000.00	1,500.00	(502.28)
5155 · Utilities	361.09	2,493.55	2,333.28	3,500.00	160.27
5160 · Wages					
5165 · Wages - Overtime	1,055.26	4,547.26	3,482.08	5,223.00	1,065.18
5160 · Wages - Other	13,484.20	118,327.66	131,771.36	197,657.00	(13,443.70)
Total 5160 · Wages	14,539.46	122,874.92	135,253.44	202,880.00	(12,378.52)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	40,207.76	378,863.54	383,016.40	581,450.00	(4,152.86)
Sewage Collection					
6010 · Fuel	264.80	2,531.41	3,333.36	5,000.00	(801.95)
6030 · Repairs and Maintenance	0.00	12,903.93	8,666.64	13,000.00	4,237.29
6040 · Supplies	0.00	645.05	1,333.36	2,000.00	(688.31)
6050 · Utilities	530.04	2,840.61	3,000.00	4,500.00	(159.39)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	431.75	14,959.75	8,000.00	12,000.00	6,959.75
6060 · Wages - Other	6,132.43	39,264.60	22,818.00	34,227.00	16,446.60
Total 6060 · Wages	6,564.18	54,224.35	30,818.00	46,227.00	23,406.35
Total Sewage Collection	7,359.02	73,145.35	47,151.36	70,727.00	25,993.99
Sewage Treatment					
6075 · Fuel	264.80	2,531.41	3,333.36	5,000.00	(801.95)
6080 · Monitoring	607.50	4,760.00	4,666.64	7,000.00	93.36
6100 · Repairs and Maintenance	0.00	5,311.40	10,000.00	15,000.00	(4,688.60)
6110 · Supplies	3,096.09	9,911.63	5,200.00	7,800.00	4,711.63
6120 · Utilities	1,984.80	13,219.25	11,333.36	17,000.00	1,885.89
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	786.25	882.25	1,333.36	2,000.00	(451.11)
6130 · Wages - Other	4,720.10	36,825.29	24,842.64	37,264.00	11,982.65
Total 6130 · Wages	5,506.35	37,707.54	26,176.00	39,264.00	11,531.54
Total Sewage Treatment	11,459.54	73,441.23	60,709.36	91,064.00	12,731.87
Water Trans and Distribution					
7075 · Fuel	264.80	2,531.41	3,333.36	5,000.00	(801.95)
7090 · Repairs and Maintenance	296.31	15,610.84	20,000.00	30,000.00	(4,389.16)
7100 · Supplies	19.37	718.15	3,333.36	5,000.00	(2,615.21)
7110 · Utilities	565.28	5,984.99	8,333.36	12,500.00	(2,348.37)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	1,632.00	7,604.00	3,066.64	4,600.00	4,537.36
7120 · Wages - Other	3,593.27	27,790.72	29,940.64	44,911.00	(2,149.92)
Total 7120 · Wages	5,225.27	35,394.72	33,007.28	49,511.00	2,387.44
Total Water Trans and Distribution	6,371.03	60,240.11	68,007.36	102,011.00	(7,767.25)
Water Treatment					
7020 · Fuel	264.81	2,531.56	3,333.36	5,000.00	(801.80)
7010 · Monitoring	192.50	1,925.14	10,666.64	16,000.00	(8,741.50)
7030 · Repairs and Maintenance	9,759.93	19,456.66	10,000.00	15,000.00	9,456.66
7040 · Supplies	3,096.09	12,590.16	10,400.00	15,600.00	2,190.16
7050 · Utilities	5,645.66	40,185.05	41,333.36	62,000.00	(1,148.31)
7060 · Wages					

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
February 2024

	Feb 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatme	1,056.00	4,586.00	4,933.36	7,400.00	(347.36)
7060 · Wages - Other	3,417.16	25,124.85	30,084.00	45,126.00	(4,959.15)
Total 7060 · Wages	4,473.16	29,710.85	35,017.36	52,526.00	(5,306.51)
Total Water Treatment	23,432.15	106,399.42	110,750.72	166,126.00	(4,351.30)
Total Expense	88,829.50	692,089.65	669,635.20	1,011,378.00	22,454.45
Net Ordinary Income	12,816.10	111,749.30	117,631.52	203,122.00	(5,882.22)
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	146,070.14	146,070.14	146,000.00	420,000.00	70.14
8060 · Interest Income	0.82	(2,257.93)	2,250.00	4,500.00	(4,507.93)
8070 · Other Non-Operating Revenue	0.00	0.00	5,333.31	8,000.00	(5,333.31)
9030 · Homeowners' Tax Relief	0.00	0.00	155.00	310.00	(155.00)
Total Other Income	146,070.96	143,812.21	167,593.31	460,520.00	(23,781.10)
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	396.00	0.00	0.00	396.00
9010 · Other Expenses	0.00	0.00	2,666.72	4,000.00	(2,666.72)
9040 · Depreciation	34,575.42	276,603.36	265,333.36	398,000.00	11,270.00
9050 · Interest Expense	137.87	1,876.26	1,731.00	2,340.75	145.26
Total Other Expense	34,713.29	278,875.62	269,731.08	404,340.75	9,144.54
Net Other Income	111,357.67	(135,063.41)	(102,137.77)	56,179.25	(32,925.64)
Net Income	124,173.77	(23,314.11)	15,493.75	259,301.25	(38,807.86)

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2024

Date	Num	Memo	Amount
<b>101 Netlink</b>			
02/28/2024	12513		-250.00
Total 101 Netlink			-250.00
<b>Adobe</b>			
02/20/2024	DBT		-19.99
Total Adobe			-19.99
<b>Allsport</b>			
02/06/2024	DBT		-43.08
Total Allsport			-43.08
<b>Amazon.com</b>			
02/13/2024	DBT		-23.65
Total Amazon.com			-23.65
<b>Anderson, Lucas, Somerville &amp; Borges</b>			
02/14/2024	12495		-1,700.00
Total Anderson, Lucas, Somerville & Borges			-1,700.00
<b>Bank Of The West</b>			
02/08/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
<b>Blue Star Gas</b>			
02/06/2024	12481		-101.12
02/29/2024	12514		-89.85
Total Blue Star Gas			-190.97
<b>Branscomb Center</b>			
02/19/2024	DBT		-86.19
Total Branscomb Center			-86.19
<b>California State University, Sacramento</b>			
02/05/2024	DBT		-30.00
Total California State University, Sacramento			-30.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2024

Date	Num	Memo	Amount
<b>Capital Bank &amp; Trust</b>			
02/05/2024	EFT	557880519	-1,119.40
02/05/2024	EFT	025158148	-447.39
02/20/2024	EFT	557880519	-996.57
02/20/2024	EFT	025158148	-390.17
Total Capital Bank & Trust			-2,953.53
<b>Clear Rate Communications</b>			
02/27/2024	12507		-446.76
Total Clear Rate Communications			-446.76
<b>Dazey's Building Center</b>			
02/27/2024	12510		-264.43
Total Dazey's Building Center			-264.43
<b>EDD</b>			
02/05/2024	EFT	499-0538-3	-110.11
02/05/2024	EFT	499-0538-3	-1,124.54
02/20/2024	EFT	499-0538-3	-33.53
02/20/2024	EFT	499-0538-3	-883.32
Total EDD			-2,151.50
<b>Fluentstream Tech</b>			
02/07/2024	12487		-111.99
Total Fluentstream Tech			-111.99
<b>Frontier Communications</b>			
02/06/2024	12482		-108.11
Total Frontier Communications			-108.11
<b>Glacier Water Vending</b>			
02/26/2024	DBT		-2.60
Total Glacier Water Vending			-2.60
<b>IRS</b>			
02/05/2024	EFT	68-0296323	-4,969.42
02/20/2024	EFT	68-0296323	-4,016.78
Total IRS			-8,986.20
<b>Jamie Corsetti, CPA, Inc</b>			
02/12/2024	12490		-827.59
Total Jamie Corsetti, CPA, Inc			-827.59

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2024

Date	Num	Memo	Amount
<b>Jennie Short</b>			
02/07/2024	12463		-12,737.00
02/13/2024	12492		-8,615.40
Total Jennie Short			-21,352.40
<b>Just Rent It, LLC</b>			
02/13/2024	12494		-1,439.55
Total Just Rent It, LLC			-1,439.55
<b>Lori Ruiz</b>			
02/27/2024	12508		-100.00
Total Lori Ruiz			-100.00
<b>Microbac Laboratories Inc.</b>			
02/06/2024	12486		-1,175.00
Total Microbac Laboratories Inc.			-1,175.00
<b>NALCO</b>			
02/12/2024	12464		-2,711.04
Total NALCO			-2,711.04
<b>NCUAQMD</b>			
02/27/2024	DBT		-250.00
Total NCUAQMD			-250.00
<b>PACE Supply</b>			
02/27/2024	12504		-10,114.97
Total PACE Supply			-10,114.97
<b>PG&amp;E</b>			
02/27/2024	12503		-9,361.28
Total PG&E			-9,361.28
<b>Pitney Bowes Purchase Power</b>			
02/29/2024	12515		-478.59
Total Pitney Bowes Purchase Power			-478.59
<b>Ralph Emerson</b>			
02/27/2024	12509		-50.00
Total Ralph Emerson			-50.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2024

Date	Num	Memo	Amount
<b>Recology Humboldt County</b>			
02/12/2024	12491		-26.48
Total Recology Humboldt County			-26.48
<b>Redwood Merchant Services</b>			
02/02/2024	12625		-159.45
02/29/2024			-215.44
Total Redwood Merchant Services			-374.89
<b>RENNER</b>			
02/10/2024	DBT		-1,059.21
Total RENNER			-1,059.21
<b>SDRMA</b>			
02/06/2024	12462		-4,823.50
Total SDRMA			-4,823.50
<b>Sentry III Center</b>			
02/06/2024	12483		-835.00
Total Sentry III Center			-835.00
<b>SHN Consulting Engineers &amp; Geologists</b>			
02/13/2024	12493		-41,240.94
Total SHN Consulting Engineers & Geologists			-41,240.94
<b>Staples Credit Plan</b>			
02/07/2024	DBT		-90.25
Total Staples Credit Plan			-90.25
<b>Starlink</b>			
02/12/2024	DBT		-145.00
Total Starlink			-145.00
<b>Streamline Inc</b>			
02/21/2024	12505		-126.00
Total Streamline Inc			-126.00
<b>SWRCB</b>			
02/08/2024	12488		-1,503.40
Total SWRCB			-1,503.40

## GARBERVILLE SANITARY DISTRICT Check Register Report for Board February 2024

Date	Num	Memo	Amount
<b>The Mitchell Law Firm, LLP</b>			
02/29/2024	12511		-9,992.36
Total The Mitchell Law Firm, LLP			-9,992.36
<b>Umpqua Bank</b>			
02/15/2024	12626		-198.28
Total Umpqua Bank			-198.28
<b>Umpqua Bank Credit Cards</b>			
02/27/2024	EFT		-40.94
Total Umpqua Bank Credit Cards			-40.94
<b>US Cellular</b>			
02/06/2024	12484		-219.35
Total US Cellular			-219.35
<b>USABLUBOOK</b>			
02/06/2024	12485		-439.13
Total USABLUBOOK			-439.13
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
02/08/2024	12489		-1,375.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,375.00
<b>WYCKOFF'S Inc</b>			
02/27/2024	12506		-75.27
Total WYCKOFF'S Inc			-75.27
<b>Arreguin, Daniel J</b>			
02/05/2024	12474		-4,015.89
02/20/2024	12496		-3,195.73
Total Arreguin, Daniel J			-7,211.62
<b>Emerson, Ralph K</b>			
02/05/2024	12475		-3,083.17
02/20/2024	12497		-3,083.17
Total Emerson, Ralph K			-6,166.34



**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 February 2024

Date	Num	Memo	Amount
<b>Holmes, Mir L</b>			
02/05/2024	12476		-1,080.95
02/20/2024	12498		-766.11
Total Holmes, Mir L			-1,847.06
<b>Miller, Brian A</b>			
02/05/2024	12477		-2,723.18
02/20/2024	12499		-2,352.08
Total Miller, Brian A			-5,075.26
<b>Nieto, Mary M</b>			
02/05/2024	12478		-2,151.38
02/20/2024	12500		-1,792.74
Total Nieto, Mary M			-3,944.12
<b>Ruiz, Ricardo</b>			
02/05/2024	12479		-356.29
02/20/2024	12501		-62.05
Total Ruiz, Ricardo			-418.34
<b>Sweet, Laura D.</b>			
02/05/2024	12480		-209.37
02/20/2024	12502		-268.24
Total Sweet, Laura D.			-477.61
<b>C.C.U.S.H.</b>			
02/12/2024		Deposit Refund (018)	-100.00
Total C.C.U.S.H.			-100.00
<b>John Merz</b>			
02/12/2024		Deposit Refund (277)	-100.00
Total John Merz			-100.00
<b>Nathan Pike</b>			
02/12/2024		Deposit Refund (245)	-100.00
Total Nathan Pike			-100.00
<b>Oxalis Intergrative Support Services</b>			
02/12/2024		Deposit Refund (149)	-100.00
Total Oxalis Intergrative Support Services			-100.00
<b>TOTAL</b>			<b>-155,623.48</b>

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

**Date of Meeting: Tuesday, April 23rd, 2024**

**5:00 p.m. – Closed Session with Open Session to Follow  
There will be an additional Closed Session at end of Open Session**

**I. REGULAR MEETING CALLED TO ORDER**

The meeting was called to order by the board chairperson at 5 p.m.

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA –**

*Motion: Julie Lyon                      Second: Richard Landes                      Vote: 4-0*

**IV. THE BOARD WILL ENTER CLOSED SESSION                      (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**

No action was taken in closed session

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

No audience

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

**Operators--Dan and Brian- Operational Demands and storm related problems**

**Office----Mary Nieto—Customer Complaints and Past Due Service Charges**

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson---2024-2025 Budget Meeting Update      Pg. 5**

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date-January 2024 - pg. 6-18
- A.2 Approve March 26<sup>th</sup>, 2024 Regular Meeting Minutes - pg. 19-21
- A.3 Operations Safety Report- pg. 22-24

**Motion: Richard Landes      Second: Rio Anderson      Vote: 4-0**

VIIIa. PUBLIC HEARING ITEMS

Any member of the public may address the Board on scheduled public hearing items. The Chair may regulate the order of such presentations and reserves the right to limit the time allowed for each person to speak.

**A. Garberville Tanks Replacement Project: Public Hearing for the Comment and Possible Action on the determination of whether the project is “substantially complex” and therefore eligible to be designated as requiring a ten percent (10%) retention withholding.**

**Presentation by Jennie Short**

**The Board will consider adoption of Resolution 24-005      Pg. 25-26**

**Motion: Julie Lyon      Second: Richard Landes      Vote: 4-0**

B. GENERAL BUSINESS – *Action items*

- B.1 Tank Replacement Project Update      pg. 27-28  
(discussion—possible action)

**Motion: Richard Landes      Second: Julie Lyon      Vote: 4-0**

**Recommendations to the Board:**

**Authorize bidding of the Garberville Tanks Replacement Project. Authorize the Chair of the Board to execute the Construction Services contract with SHN for Bidding Services in the amount of \$15,000**

- B.2 2023 Annual Water Source Capacity Report  
(discussion -possible action)

**TABLED**

- B.3 LSAA (Lake or Streambed Alteration Report) – Water Diversion Project  
(discussion-possible action)

**TABLED**

- B.4 Office Carpet Replacement Update  
(no action required)

**The carpet will be removed and the floor finished by the next board meeting.**

- B.5 Customer Relations and Service Charge Payment Status Update  
(discussion-possible action) Mary-Ralph

**No action was taken. A few customers are on a payment plan to bring their accounts current with the District.**

- B.6 South Fork Eel River History-Including Benbow Dam and CFS      pg. 29-31  
(discussion-no action)

**TABLED**

C. POLICY REVISION / ADOPTION

C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 32-36  
(discussion-action requested) Resolution #24-003  
**Motion: Richard Landes                      Second: Rio Anderson                      Vote: 4-0**

C.2 Grievance Procedures-Ordinance Sec # 14.4a pg. 37-39  
(discussion—no action) 1<sup>st</sup> reading  
**No action was taken. Bring back next month.**

C.3 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 40-41  
(discussion-possible action) Update from Mary  
**No action was taken. Discussion around how to charge customers for excessive staff time.**

**IX. 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)

No reportable action taken in closed session

**X. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting May 21<sup>st</sup>, 2024**

1. Drought Planning Changes
2. Tank Replacement Project Update
3. Annual Water Source Capacity Report
4. Customer Grievance Procedures
- 5.

**XI. ADJOURNMENT**

The meeting ended at 6:27 p.m.



# GARBERVILLE SANITARY DISTRICT

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

## BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: May 21, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project  
Project Development and Planning Phase

### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- SHN: Finish the Final 100% Plans, Specifications and Engineer's Estimate for the DFA portion of the project
- PWS: Prepare the Plat Maps and Legal Descriptions for the property acquisition @ CalFire
- BRI: Preparation of the appraisal for the CalFire Station easements
- PSW: Prepare map with extents of property and identify easements for acquisition and vacation within
- BRI: Finalize & send the Offer of Just Compensation to Swaffar
- SHN: Notice the bidding of the construction project for the Robertson and Wallan Tanks
- Coordinate with PG&E design team for new/relocated service applications
- Coordinated with CDFW on the timing for a response to the first draft of the LSAA for the Raw Water Intake (a separate agenda item has been included for this contract)
- Prepared and submitted the quarterly reports for DFA and DWR
- Prepared and submitted DFA reimbursement request #5 for the planning phase funding in the amount of **\$267,647.34**
- Review and execute the DFA Funding Agreement Amendment #1 which includes the requested **\$347,000** in additional funding to cover the shortfall
- Prepared a new Services Agreement between SHN and GSD for the Construction Engineering services of the DWR portion of the project (this is attached for your review and execution)

Over the next month SHN, Points West, and BRI will have:

- SHN and Points West are basically finished with all aspects of the project unless a funding agency has questions
- BRI: negotiations with G. Swaffar
- BRI: prepare the Letter of Just Compensation for CalFire

The rest of the project team will be working on:

- Rate study
- Prepare updated financial projections

- Finalize TMF and upload into FFAST
- property acquisition negotiations with G. Swaffar
- coordination with the Real Estate Branch of DWR and General Services as needed for CalFire Easement Acquisition
- continued oversight of the finances
- preparation of DWR reimbursement request #4 for any outstanding project development, permitting, or property acquisition costs
- preparation of the Drinking Water State Revolving Fund Construction Funding application

## FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through March 31, 2024, 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	-2.27
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 (paid)	131,672.02
DFA Reimbursement Invoice #4 (paid)	125,609.39
DFA Reimbursement Invoice #5 (submitted)	267,647.34
DWR Retention Due	40,168.01
Expenses Awaiting Invoicing	113,323.55
Expenses Awaiting FA Amendment for Reimbursement	0.00
<b>Total Project Costs to Date</b>	<b>\$1,189,799.95</b>

Attached is a one page summary of all the project expenses and estimated project costs along with the source of funding for each.

## RECOMMENDATIONS

1. None

## ATTACHMENTS

Project Summary

Garberville Sanitary District Tanks (Robertson/Wallan/Hurlbutt) Replacement Project  
 Overview of Project Cost Estimates from Final PS&E with Funding Sources

Updated 9-May-24

Item	Amount	Anticipated Funding Source						
		Existing DWR Grant	DWR CLAIMED	GSD \$	Existing Planning FA SWRCB DFA	DFA CLAIMED	Amendment to Planning FA SWRCB DFA	Future Construct FA SWRCB DFA
<b>PLANNING PHASE</b>			thru Inv#3			thru Inv#5		
Grant Administration, Legal								
6 TMF	\$20,000				\$20,000	\$12,095	\$10,000	
7 Rate Study	\$10,000				\$10,000	\$0		
8 Planning Administration & Legal	\$35,000	\$10,000	\$8,625		\$20,000	\$24,748	\$20,000	
Property Acquisition	\$140,000	\$140,000	\$21,528					
Environmental/Permitting Services		\$108,000	\$53,471					
Special Studies & Planning Assistance \		-\$55,000			\$50,000	\$116,343		
4 CEQA Compliance \ →	\$194,500				\$30,000			
Permit Fees and Asbestos Testing /							\$20,000	
Permitting Assistance /					\$0		\$30,000	
Planning Phase Engineering Services		\$362,000	\$318,056					
2 Geotechnical Services \	\$148,500	-\$50,000			\$15,000		\$15,000	
Survey /					\$20,000	\$42,464	\$25,000	
1 Project Eval, Alt Analysis, Draft PER	\$200,000				\$35,000	\$71,197	\$37,000	
3 Final PER & 30%	\$65,000				\$55,000	\$54,900	\$10,000	
5 Final Design (Development of PS&E) /	\$415,500				\$70,000	\$259,133	\$180,000	
<b>Total Planning Phase:</b>	\$1,228,500	\$515,000	\$401,680	\$0	\$325,000	\$580,881	\$347,000	\$0
<b>CONSTRUCTION PHASE</b>					Shortfall TD:	\$255,881	→ ↑	
DWR Construction Phase Engineering Services								
Constr Administration & Legal	\$50,000	\$10,000		\$40,000				
Bid Support (SHN)	\$11,700	\$10,000		\$1,700				
PG&E Direct Costs for Service	\$30,000	\$30,000		\$0				
Construction Permitting Fees	\$17,900	\$15,000		\$2,900				
Survey Coordination (Points West)	\$11,000	\$10,000		\$1,000				
Construction Management (4Js)	\$150,000	\$130,000		\$20,000				
Construction Engineering (SHN)	\$157,900	\$130,000		\$27,900				
SWPPP Support Services (SHN)	\$35,000	\$20,000		\$15,000				
Materials Testing & Special Inspections (SHN)	\$44,000	\$30,000		\$14,000				
Environmental Compliance Monitoring (SHN)	\$62,000	\$25,000		\$37,000				
Revegetation Planting	\$35,000			\$35,000				
Record Drawings	\$11,200			\$11,200				
Warranty Inspection (SHN)	\$14,400			\$14,400				
O&M Manual	\$9,100			\$9,100				

Garberville Sanitary District Tanks (Robertson/Wallan/Hurlbutt) Replacement Project  
 Overview of Project Cost Estimates from Final PS&E with Funding Sources

Updated 9-May-24

Item	Amount	Anticipated Funding Source						
		Existing DWR Grant	DWR CLAIMED	GSD \$	Existing Planning FA SWRCB DFA	DFA CLAIMED	Amendment to Planning FA SWRCB DFA	Future Construct FA SWRCB DFA
DFA Construction Phase Engineering Services								
Constr Administration & Legal	\$100,000							\$100,000
Bid Support (SHN)	\$11,700							\$11,700
PG&E Direct Costs for Service	\$100,000							\$100,000
Construction Permitting Fees	\$38,750							\$38,750
Survey Coordination (Points West)	\$11,000							\$11,000
Construction Management	\$300,000							\$300,000
Construction Engineering (SHN)	\$140,700							\$140,700
SWPPP Support Services (SHN)	\$85,000							\$85,000
Materials Testing & Special Inspections (SHN)	\$55,000							\$55,000
Environmental Compliance Monitoring (SHN)	\$36,000							\$36,000
Revegetation Planting	\$5,000							\$5,000
Record Drawings	\$11,200							\$11,200
Warranty Inspection (SHN)	\$6,800							\$6,800
O&M Manual	\$9,100							\$9,100
Property Acquisition Reimbursement	\$250,000							\$250,000
DWR Garb Tanks Const Contract Engr Est		\$3,620,000						
Base Bid	\$3,452,217			-\$167,783				
Trailer Mounted Generator 1.11	\$85,217			\$85,217				
Additive Alternatives	\$155,130			\$155,130				
Contingency	\$553,885			\$553,885				
DFA Hurlbutt Tank Const Contract Engr Est								\$0
Base Bid	\$5,966,348							\$5,966,348
Additive Alternatives	\$155,130							\$155,130
Contingency	\$1,098,222							\$1,098,222
<b>Total Construction Phase:</b>	<b>\$13,265,600</b>	<b>\$4,030,000</b>	<b>\$0</b>	<b>\$855,650</b>	<b>\$0</b>	<b>\$255,881</b>	<b>\$0</b>	<b>\$8,379,950</b>
<b>Total Estimated Project Costs</b>	<b>\$14,494,100</b>	<b>\$4,545,000</b>	<b>\$401,680</b>	<b>\$855,650</b>	<b>\$325,000</b>	<b>\$836,762</b>	<b>\$347,000</b>	<b>\$8,379,950</b>
Total SWRCB DFA \$:								\$9,051,950

\$61,417 w/ only base bid





# GARBERVILLE SANITARY DISTRICT

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

## BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: May 21, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Garberville Tanks Replacement Project - Construction Phase  
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS

### GENERAL OVERVIEW

This memo is intended to separate out the portion of the planning project that was funded by the Department of Water Resources through the Small Community Drought Relief Program.

Since the last Board Meeting, the Project Team has:

- Prepared a new Services Agreement between SHN and GSD for the Construction Engineering/Bidding Assistance services of the DWR portion of the project (this is attached for your review and execution)
- Coordinated
- The project has been advertised for bids
- The pre-bid meeting was held on May 15, 2024

The project team will be working on:

- Answering contractor questions and issuing addenda
- Opening bids on June 6, 2024
- Assess the bids and determine which portions can be awarded based upon available funding
- SHN will review the bids and make a recommendation for award
- Coordinating with DWR's project manager for review of SHN's recommendation for award
- Coordinate with the Real Estate Branch of DWR and General Services as needed for CalFire site easement acquisition
- continued oversight of the finances
- provide an update to the Board at the June 25<sup>th</sup> meeting (possibly to award)

### FINANCIAL IMPLICATIONS

Attached is a one-page summary of all the project expenses and estimated project costs along with the source of funding for each. Depending upon the outcome of the bids, the District may need to consider financing the difference with a short-term loan from RCAC or another similar source. This total also includes the Tobin Well site, which could be saved until the DFA project

should it be necessary to stay within available funding. A final decision on whether to award that additive alternative will be made once the bids are opened and analyzed.

Regardless of the final costs for the project, it is ideal to have a bridge loan set up for the construction phase of the project because there can be a delay between incurring large expenses and the receipt of the reimbursement payment. We are obligated to make payment to the construction contractor within 30 days. Generally, the timeline for reimbursement is more like 60+days. A bridge loan from RCAC with the DWR Grant Agreement as collateral can easily be set up for the project. The loan will have an origination fee (generally 1%) and interest for only the period of time that the funds are borrowed. This means that most funds drawn will have interest for about 60 days and then we will pay off the bridge loan balance with the reimbursement payment from the State. None of the fees or interest are eligible project expenses and would have to be borne by the District.

## RECOMMENDATIONS

1. Authorize the Chair of the Board to execute the Construction Services Agreement with SHN Consulting Engineers for Bidding Services in the amount of \$15,000
2. Authorize the Chair of the Board to execute the Agreement with Barthel and Associates Consulting for Labor Compliance
3. Authorize staff to coordinate for a construction bridge loan with the DWR Grant Agreement as collateral

## ATTACHMENTS

Project Summary  
SHN Services Agreement  
Barthel and Associates Consulting Agreement (handout)

Garberville Sanitary District Tanks (Robertson/Wallan/Hurlbutt) Replacement Project  
 Overview of Project Cost Estimates from Final PS&E with Funding Sources

Updated 9-May-24

Item	Amount	Anticipated Funding Source						
		Existing DWR Grant	DWR CLAIMED	GSD \$	Existing Planning FA SWRCB DFA	DFA CLAIMED	Amendment to Planning FA SWRCB DFA	Future Construct FA SWRCB DFA
<b>CONSTRUCTION PHASE</b>								
DWR Construction Phase Engineering Services								
Constr Administration & Legal	\$50,000	\$10,000		\$40,000				
Bid Support (SHN)	\$11,700	\$10,000		\$1,700				
PG&E Direct Costs for Service	\$30,000	\$30,000		\$0				
Construction Permitting Fees	\$17,900	\$15,000		\$2,900				
Survey Coordination (Points West)	\$11,000	\$10,000		\$1,000				
Construction Management (4Js)	\$150,000	\$130,000		\$20,000				
Construction Engineering (SHN)	\$157,900	\$130,000		\$27,900				
SWPPP Support Services (SHN)	\$35,000	\$20,000		\$15,000				
Materials Testing & Special Inspections (SHN)	\$44,000	\$30,000		\$14,000				
Environmental Compliance Monitoring (SHN)	\$62,000	\$25,000		\$37,000				
Revegetation Planting	\$35,000			\$35,000				
Record Drawings	\$11,200			\$11,200				
Warranty Inspection (SHN)	\$14,400			\$14,400				
O&M Manual	\$9,100			\$9,100				
DFA Construction Phase Engineering Services								
Constr Administration & Legal	\$100,000							\$100,000
Bid Support (SHN)	\$11,700							\$11,700
PG&E Direct Costs for Service	\$100,000							\$100,000
Construction Permitting Fees	\$38,750							\$38,750
Survey Coordination (Points West)	\$11,000							\$11,000
Construction Management	\$300,000							\$300,000
Construction Engineering (SHN)	\$140,700							\$140,700
SWPPP Support Services (SHN)	\$85,000							\$85,000
Materials Testing & Special Inspections (SHN)	\$55,000							\$55,000
Environmental Compliance Monitoring (SHN)	\$36,000							\$36,000
Revegetation Planting	\$5,000							\$5,000
Record Drawings	\$11,200							\$11,200
Warranty Inspection (SHN)	\$6,800							\$6,800
O&M Manual	\$9,100							\$9,100
Property Acquisition Reimbursement	\$250,000							\$250,000

Garberville Sanitary District Tanks (Robertson/Wallan/Hurlbutt) Replacement Project  
 Overview of Project Cost Estimates from Final PS&E with Funding Sources

Updated 9-May-24

Item		Anticipated Funding Source						
		Existing DWR Grant	DWR CLAIMED	GSD \$	Existing Planning FA SWRCB DFA	DFA CLAIMED	Amendment to Planning FA SWRCB DFA	Future Construct FA SWRCB DFA
DWR Garb Tanks Const Contract Engr Est		\$3,620,000						
Base Bid	\$3,452,217			-\$167,783				
Trailer Mounted Generator 1.11	\$85,217			\$85,217				
Additive Alternatives	\$155,130			\$155,130				
Contingency	\$553,885			\$553,885				
DFA Hurlbutt Tank Const Contract Engr Est								
Base Bid	\$5,966,348							\$5,966,348
Additive Alternatives	\$155,130							\$155,130
Contingency	\$1,098,222							\$1,098,222
<b>Total Construction Phase:</b>	<b>\$13,265,600</b>	<b>\$4,030,000</b>	<b>\$0</b>	<b>\$855,650</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$8,379,950</b>
<b>Total Estimated Project Costs</b>	<b>\$14,494,100</b>	<b>\$4,545,000</b>	<b>\$401,680</b>	<b>\$855,650</b>	<b>\$325,000</b>	<b>\$580,881</b>	<b>\$347,000</b>	<b>\$8,379,950</b>
Total SWRCB DFA \$:								\$9,051,950

\$61,417 w/ only base bid

## Service Agreement

This Agreement is made this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, between Garberville Sanitary District, subsequently referred to as "CLIENT," and SHN Consulting Engineers & Geologists, Inc., 812 W. Wabash Avenue, Eureka, California, a California Corporation, subsequently referred to as "SHN." SHN's professional work is conducted by or under the direction of licensed engineers and geologists. The work under this contract will be under the direction of Jared O'Barr, PE C76125, located at SHN Consulting Engineers & Geologists, Inc., 812 W. Wabash Avenue, Eureka, California 95501-2138. SHN may assign another appropriately licensed person to direct such work by providing reasonable notice of such to CLIENT.

### 1. Project

- A. By joining in this Agreement, CLIENT retains SHN to provide consulting services for Bid Assistance for the Department of Water Resources (DWR) funded water system improvements project located in Garberville, California, and subsequently referred to as "Project."
- B. CLIENT is aware that no work will begin until both CLIENT and SHN sign this Agreement.

### 2. Scope of Services

- A. By this Agreement, the scope of SHN's services is limited to the following (the "Scope of Services" or "Services"):
  - (i) Bid assistance services to be provided by SHN and A T.E.E.M. for the DWR funded project. Bid assistance is expected to include the following tasks:
    - a. Prepare pre-bid meeting agenda (SHN).
    - b. Attend onsite pre-bid meeting (SHN).
    - c. Respond to questions from potential bidders and issue bid addendum (SHN/A T.E.E.M.).
    - d. Evaluate contractor bids and recommend award of bid (SHN).
    - e. Task assumptions:
      - i. SHN will submit the bid package to the Humboldt Builder's Exchange for advertisement. Any other notice to contractors or advertisement for the project will be handled by GSD.
      - ii. Assumes one (1) round of bidding.
      - iii. GSD will receive questions from bidders and will distribute these questions to SHN.
      - iv. GSD will receive and open bids and will provide SHN with scanned bid documents.
      - v. SHN does not anticipate attending the bid opening or the GSD board meeting to approve award of bid.
- B. SHN will not be responsible for any services not specifically listed under 2(A) above pursuant to this Agreement, including but not limited to:
  - (i) Construction support services. Construction support services are expected to be included in a future scope of work.
- C. Except as expressly provided for in Sections 3(C) and 5(B) hereof, there will be no addition or deletion to the Scope of Services, schedule for performance, or the fees charged for such Services without the written consent of both parties. Such written consent addressing the scope of Services, schedule for performance, and fees charged for such services shall be required prior to any additional work being provided except as otherwise provided for in Sections 3(C) and 5(B) hereof.



### 3. Work Schedule

- A. SHN will perform the Services described in the Scope of Services, in conformance with the schedule provided in the bid documents package that SHN has prepared for the Project pursuant to separate and independent written agreement(s) with CLIENT.
- B. Reasonable schedule extensions will be allowed for any delay that is beyond the control of SHN. Matters beyond the control of SHN that may give rise to schedule extensions include, but are not limited to inclement weather, unanticipated Project conditions, delays in obtaining necessary third party approvals regarding the Project, illness or death of key Project personnel, and delays caused by third parties working on the Project. In the event of delay allowed for herein, the parties agree to work together in good faith to make appropriate modifications to the schedule described in Section 3(A) above. SHN shall not be liable for damages arising out of any such delay and shall not be deemed to be in breach of this Agreement as a result thereof.
- C. In the event there is a change to the scope of Services that is agreed to in writing by the parties, but the parties fail to agree upon a change to the above described schedule for performance of the services, a reasonable extension to the schedule will be allowed to accommodate the change to the scope of Services.

### 4. General Conditions

The following general conditions are incorporated into and made part of this Agreement:

- A. SHN is an independent contractor and will maintain complete control of and responsibility for its employees, subconsultants, subcontractors, and agents.
- B. CLIENT will provide SHN with all available information concerning this Project, including electronic copies, as necessary. SHN shall be entitled to rely, without liability, on the accuracy and completeness of any and all information and Services provided by CLIENT, CLIENT's consultants and contractors, and information from public records, without the need for independent verification, except to the extent the information is prepared by SHN.
- C. In order to complete the work, CLIENT will provide the right of entry for SHN and subcontractor personnel.
- D. While SHN will take all reasonable precautions to minimize any damage to the property, it is understood by CLIENT that in the normal course of work some damage may occur, the correction of which is not part of this Agreement unless otherwise noted. In the execution of work, SHN will take all reasonable precautions to avoid damage to surface and subsurface structures and/or utilities. CLIENT agrees to hold SHN harmless for any damages to subsurface structures and/or utilities that are not called to SHN's attention and are not currently shown on the plans furnished or otherwise identified by CLIENT or otherwise known to SHN.
- E. In the course of performing the Scope of Services as outlined in this Agreement, previously unknown or unidentified hazardous materials or substances may be encountered. In such event, SHN will not be considered the Owner, in control of, or responsible for said materials. SHN's sole responsibility will be to notify CLIENT of said hazardous materials and possible courses of action for CLIENT to pursue. All work on the Scope of Services outlined in this Agreement will cease until hazardous conditions have been resolved. Any additional work with regard to the hazardous material mitigation measures will be subject to negotiation of a new agreement. CLIENT agrees to indemnify, defend, and hold SHN, its agents, employees, officers, directors, and independent contractors harmless from any liability relating to or arising from the breach of CLIENT's duties hereunder. Nothing in this Agreement, however, will relieve SHN of any obligations, duties of care, liabilities, indemnity pledge(s), or other services SHN owes or has pledged to CLIENT related to the Project pursuant to separate written agreements whether entered before or after this Agreement.
- F. SHN will take reasonable precautions to safeguard its own employees. Except as otherwise expressly agreed to in writing by SHN, SHN will have no responsibility for any Project safety program or the safety of any entity or person other than SHN and its employees.
- G. Services performed by SHN under this Agreement will be conducted in a manner consistent with that level of care and skill ordinarily expected by members of the profession currently practicing in the same locality, under similar conditions. SHN will comply with applicable laws, rules, and



regulations.

- H. No representation, express or implied, of warranty or guarantee is included or intended in this Agreement or in any report, opinion, document, or otherwise. Nothing in this Agreement, however, shall constitute a waiver by CLIENT of any representation, warranty or guaranty SHN has pledged to CLIENT under any separate written agreement(s) between SHN and CLIENT.
- I. CLIENT recognizes that subsurface conditions at various locations on the Project property may vary from those encountered at the location where borings, surveys, or explorations are made by SHN.
- J. The data, interpretations, and recommendations of SHN are based solely on the information available to SHN. SHN will be responsible for its data, interpretations, and recommendations, but will not be responsible for interpretations of the developed information made by others.
- K. In such a case where CLIENT requests that SHN provide machine-readable information and data regarding PROJECT to CLIENT or CLIENT's authorized agent, SHN shall not be liable for claims, liabilities, or losses arising out of or in connection with:
  - (i) the modifications or misuse by CLIENT or third parties of such electronic data; or
  - (ii) decline of accuracy or readability of electronic data due to inappropriate storage conditions or duration; or
  - (iii) any use by CLIENT or third parties of such electronic data, for additions to this project, for the completion of this project by others, for generation of record drawings, or for any other project by SHN.
- L. CLIENT, by acceptance of such electronic data, agrees to indemnify SHN for damages and liability resulting from the modification, use, or misuse of such electronic data, as described above.
- M. Neither CLIENT nor SHN may delegate, assign, or transfer their duties or interest in this Agreement without the written consent of the other party except as expressly allowed for herein. SHN may use third parties it engages to perform the services provided hereunder, and SHN may assign the right to collect any amounts due for work performed pursuant to this Agreement to third parties, without the consent of CLIENT having first been obtained.
- N. CLIENT shall review and approve SHN-prepared Project documents conforming to the Scope of Services.
- O. Any opinion of the capital, construction, or operating costs of the facilities or operations related to the Scope of Services and prepared by SHN, represents SHN's judgment as a professional and is supplied for the general guidance of CLIENT. Because SHN has no control over the cost of labor, material, or equipment, or over the competitive bidding or market conditions, SHN does not guarantee the accuracy of such opinions as compared to contractor bids or actual costs to CLIENT.
- P. If SHN assists CLIENT in the process of selecting other consultants, contractors, or services, CLIENT shall perform its own due diligence in making a final decision. SHN makes no warranty or guarantee on the performance of the selected consultant, contractor, or service.
- Q. If CLIENT proposes and goes forward with an objectionable project decision or feature, construction activity, or operational procedure, SHN shall notify CLIENT of its objection and the reasons for the objection. If CLIENT moves forward with the objectionable action, SHN shall be held harmless from liability and negative results related to the action.
- R. SHN and CLIENT agree that any dispute arising under this Agreement and the performance thereof with an amount in controversy exceeding \$10,000.00 shall be subject to non-binding mediation as a prerequisite to further legal proceedings. The cost of such mediation shall be borne equally by the parties. Any party making a demand for mediation shall do so in writing to the other party, and such demand shall suggest not less than five (5) licensed attorneys with offices located within Humboldt County, California, as disinterested mediators to assist with resolution of the dispute. The parties shall cooperate to arrange mediation with a mediator from such list selected by the non-demanding party to be conducted not less than 60 days after the demand having been made. Failure by a party to cooperate with the foregoing shall enable the other party to proceed to further legal proceedings without completing mediation and the party so failing shall be liable for any damages caused by such.



Any pertinent statute of limitations shall be tolled pending the conduct of the above-described mediation process. This Agreement shall be governed by the laws of the State of California, and any litigation or other legal proceedings shall be conducted in the Superior Court of California. The parties agree that this Agreement was negotiated and executed in Humboldt County, California, and as such, agree that the proper venue for adjudication of any disputes arising hereunder shall be the Superior Court of California located in Humboldt County, California.

- S. To the fullest extent permitted by law, the total liability, in the aggregate, of SHN and its agents and subconsultants, to CLIENT, and anyone claiming by, through, or under CLIENT, and to any third parties granted reliance, for any claims, losses, costs, or damages whatsoever arising out of, resulting from, or relating to the Scope of Services under this Agreement shall not exceed the total compensation received by SHN pursuant to this Agreement. CLIENT may negotiate a higher limitation of liability for an additional fee, which is necessary to compensate for the greater risk assumed by SHN. Nothing in this Agreement, however, shall be interpreted or applied to limit any claims, losses, costs, damages, rights or interests the CLIENT may have, whatsoever and in any form, arising out of, resulting from, or relating to the Project under any and all other written agreement(s) between SHN and CLIENT in addition to this Agreement.
- T. SHN and CLIENT waive all consequential damages and any similar damages in tort, including, but not limited to damages for loss of use, profits, revenue, business opportunity, or production for claims, disputes, or other matters arising out of or relating to this Agreement, regardless of whether such claim or dispute is based upon breach of contract or the negligent act, or omission of SHN or its employees, agents, subconsultants, or other legal theory. This mutual waiver shall survive termination or completion of this Agreement.
- U. SHN shall be afforded reasonable extensions of time with respect to its duty to perform the Scope of Services provided for herein during the period of any force majeure event. Force majeure events shall include but are not limited to strikes; labor troubles; lockouts; inclement weather, including but not limited to extreme heat, hail, snow, freezing temperatures, excessive rain, and excessive wind; drought; floods; blocked road access; acts of God; inability to secure necessary materials; mandated or advised shutdowns due to pandemic or other related conditions; earthquakes; mudslides or earthflows; tsunamis, seiches, utility disturbances; acts of war, terrorism, vandalism, and fire. In addition to the foregoing, CLIENT shall be responsible for any additional costs incurred by SHN in the performance of the Scope of Services provided for herein as a result of any force majeure event.
- V. This Agreement shall be terminated as follows:
  - (i) Upon completion of the Scope of Services and receipt of all compensation due to SHN; or
  - (ii) Upon receipt by either party from the other of ten (10) days' written notice of termination. In such event, SHN shall be compensated for all Services performed prior to the termination notice date plus reasonable termination expenses, including the cost of completing analysis, records, and reports necessary to document job status at the time of termination.

**5. Fee**

- A. SHN will be compensated for these Services on a time and expenses basis (not to exceed). Fees are estimated as Fifteen Thousand dollars (\$15,000).  
Fees DO NOT include Prevailing Wage Rates.
- B. If Project requirements indicate that the Scope of Services covered by this Agreement should be revised, an additional Service Agreement or a written addendum to this Agreement will be entered into to cover the revised scope and fee. In the event a change to the Scope of Services is agreed to in writing as provided for herein, but the parties fail to agree in writing to a revised method or figure for fees concerning the changed Scope of Services, the fees for the changed Scope of Services shall be determined on the basis of time and expense in accordance with SHN's current schedule of fees.
- C. SHN will submit monthly progress invoices to CLIENT and the final bill upon completion of the Services. CLIENT shall notify SHN within two (2) weeks of receipt of invoice of any dispute with the invoice. CLIENT and SHN will act in good faith to resolve any disputed items promptly. Payment on invoice amounts is due upon receipt of invoice by CLIENT and is past due fifteen (15) days from the





date of the invoice. Thereafter, SHN will charge, and CLIENT agrees to pay, a finance charge of 1.5% per month on the outstanding balance. At SHN's discretion, this Agreement may be terminated without penalty or liability to SHN for CLIENT failure to make timely payment for outstanding invoices. The retainer will be held until Project completion and will be applied to the final invoice.

- D. SHN warrants that all Services provided under this Agreement shall be performed in accordance with applicable federal, state, and local laws and regulations, including, but not limited to, conflict of interest laws. SHN further represents and warrants that it is now, and will remain for the duration of its Services, properly licensed, qualified, experienced, and equipped to perform the Services.
- E. Where the Services to be provided by SHN under this Agreement, if any, are design professional services, as that term is defined under Civil Code Section 2782.8, SHN agrees to indemnify, fund the defense of, and hold harmless, the CLIENT, its officers, officials, and employees from claims, demands, costs or liability, to the extent caused by the negligence, recklessness or willful misconduct of SHN and its agents in the performance of design professional services under this Agreement to the maximum extent provided by law, but this indemnity does not apply to liability for damages for bodily injury, property damage or other loss, resulting from the CLIENT's own negligent acts or omissions, recklessness, or willful misconduct. If it is finally adjudicated that liability is caused by the comparative fault of the CLIENT, then SHN's indemnification and defense obligations shall be reduced in proportion to the established comparative liability of the CLIENT and shall not exceed the SHN's proportionate percentage of fault. In no event shall the cost to defend the CLIENT charged to SHN exceed the SHN's proportionate percentage of fault as finally adjudicated.
- F. CLIENT shall be the sole owner of all rights to any work product in any form, which has been prepared by SHN on CLIENT'S behalf pursuant to this Agreement, unless otherwise specified in writing by the parties.
- G. SHN shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, medical condition, disability, or other prohibited basis. All nondiscrimination rules or regulations required by law to be included in this Agreement are incorporated by this reference.
- H. This Agreement is subject to Government Code Section 84308, as amended by SB 1439. That statute requires SHN to disclose any campaign contribution by the SHN or the SHN's agent to CLIENT Board Members or other CLIENT officials of more than \$250 in the aggregate within the preceding 12 months. If such contributions have been made, SHN shall provide a signed copy of the attached Campaign Contribution Disclosure Form with SHN's execution of this First Amendment. If not, the Campaign Disclosure Form need not be completed and returned to the CLIENT.
- I. The Professional Services Agreement is subject to the requirements of Government Code Section 1097.6 relating to SHNs entering into subsequent or multiple contracts for the same project.
- J. Where the scope of SHN's Services includes conceptual, preliminary, or initial plans or specifications for a prior stage of the project; SHN shall provide access to the work, such that all bidders or proposers for the subsequent stages shall have access to the same information as SHN, including all conceptual, preliminary, or initial plans or specifications prepared by SHN pursuant to the Professional Services Agreement.
- K. SHN's duties and services under this Agreement shall not include preparing or assisting the CLIENT with any portion of the CLIENT's preparation of a request for proposals, request for qualifications, or any other solicitation regarding SHN's subsequent or additional contract with the CLIENT. The CLIENT shall at all times retain responsibility for public contracting, including with respect to any subsequent phase of this Project. SHN's participation in the planning, discussions, or drawing of Project plans or specifications shall be limited to conceptual, preliminary, or initial plans or specifications. SHN shall cooperate with the CLIENT to ensure that all bidders for a subsequent contract on any subsequent phase of this Project have access to the same information, including all conceptual, preliminary, or initial plans or specifications prepared by SHN pursuant to this Agreement or any other agreement(s) with CLIENT.



In Witness Whereof, the parties have executed this Agreement the day and year first set forth.

**SHN Consulting Engineers & Geologists, Inc.**  
Address: 812 W. Wabash Ave. Eureka, CA  
95501-2138

**CLIENT: Garberville Sanitary District**  
Address: P.O. Box 211 Garberville, CA  
95542

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

License #: \_\_\_\_\_





# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: May 21, 2024  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: 2023 Annual Water Source Capacity Report

The 2023 Annual Water Source Capacity Analysis Report will be presented at the May 21<sup>st</sup> Board meeting. This report is based upon a calendar year, not a fiscal year or water year. The analysis provides an overview of the various water sources, infrastructure at those sources, treatment infrastructure, and historical water diversions from the sources. It identifies the different uses for the water diverted by calendar year.

### DIVERSION TRENDS, WATER SALES, and WATER LOSS

To follow are two graphs summarizing the District's water diversions, metered customer sales, and bulk water sales. **Graph 1** displays the annual diversions from the South Fork of the Eel River as reported to the SWRCB for the license plus the permit from 1977 to 2023.

- The average from 1977 to 2023 was **60,550,585** gallons per year.
- The average over the past 20 years was **58,184,427** gallons per year.
- The average over the past 10 years was **55,687,115** gallons per year.

This 10-year average is almost 2MG less than last year, and continues to be lower each year than the previous year in part because GSD implemented a new rate structure from 2009 - 2014 and again in August 2020 that effectively increased rates, causing the customers to conserve water as much as possible. In addition, the District replaced the leaking Alderpoint Road Tank in 2014/15 and removed the leaking Robertson Tank from service in 2022. Once the Wallan storage tank is replaced, the District will likely see an additional decrease in the annual diversion quantity.

**Graph 2** depicts the water diverted and used each year from 2014 - 2023 diversions. Worth noting on graph 2 is the continuing downward trend of water sold in the past ten years. This year was the lowest amount shown. There are a number of commercial accounts that have decreased their consumption and/or businesses that have closed completely and not been replaced. The cannabis consumption has also decreased from almost 1MG a year to just over 380KG. The District is seeing the effect of these lower usage quantities reflected in the water revenues.

Table 1. Type and Number of Water Customer Accounts

Customer Type	Number of Accounts
Residential	288
Commercial	108
Other (Master, GSD & discontinued)	14
Irrigation	4
Multi-family/Mixed Use	41
Cannabis Cultivation	10
Vacant/Inactive	3
Total	468

**Graph 3** shows water uses by calendar year including the amount of “lost” water within our water system each year. **2023 had the lowest water loss within the years for which we have data.** Lost water exists within every water system, although the magnitude of the loss varies with the age of the system. This lost water was reduced with the replacement of the Alderpoint Road Tank and has been reduced as we have identified specific sources of leaks and accounted for them.

In 2022, the District contracted for installation of a pressure reducing valve station at the intersection of Arthur Road and Alderpoint Road. In February 2022, the PRV was completed and the Robertson Tank was taken offline. The amount of water diverted this year, and the historically low quantity of lost water, would indicate that there has been a noticeable decrease in lost water following the removal of this tank from the system.

Another significant source of apparent water loss in a system this old comes from old meters that do not register all of the water that passes through them. This water is beneficially used, but not documented in the water sold totals, nor is it included in the revenue. Over the past 5 years, the District has undertaken a meter replacement program. In 2023, the District replaced 11 meters. In the past five years, the District has replaced 142 meters, or approximately one quarter of all the meters in the District.

The following ten APNs have an ag meter issued for them as of December 31, 2023: 032-171-027, 223-191-008, 223-171-001, 223-171-002, 223-171-003, 222-156-016, 222-156-018, 222-156-019, 223-191-002 and 223-191-005. The water delivered through these meters is tallied separately and reported on the District’s annual report for the License and Permit diversions. In calendar year 2023 they were billed for a total of 380,732 gallons, which is approximately 340,000 gallons less than 2022 and 640,000 gallons less than 2021. There is one additional APN (222-156-015) that is approved for an ag meter but the meter has not been set because the permit or construction process is incomplete.

**PROJECTS APPROVED AND CONNECTED IN 2022**

The following table lists various projects that have been approved by GSD within the last few years and were connected to the system during 2023. It details the type of development and the annual water consumed by those customers in 2023. These consumption amounts are already included in the total water sold and diverted for 2023. These project locations are illustrated in dark blue on Figure 1A and 1B in Attachment 1.

Table 2. Approved Projects that were Connected in 2023

APN	Description	Actual 2023 Water Consumption (Gallon/year)	Conn Fee Paid?	In IS/MND?
222-091-015	SHCP	8,228	N/A	Addendum
	Total for Table			

**PROJECTS REVIEWED BY THE DISTRICT IN 2023**

GSD receives numerous County referrals each year. Many do not include new water service. They are electrical, mechanical, roofing, or other non-expansion building permits. Some are planning actions that do not have a specific water service component. The table below lists the projects that do or could have an effect on the water consumption. They have been approved by the District but have yet to be connected to the District’s water system. These project locations are illustrated in medium blue on Figure 1A and 1B in Attachment 1.

Table 3. Projects Approved by District with potential water use increase - unconnected as of 12/31/23

APN	Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-044-008 & 09	Bank Remodel	211,500	≈2 of 3	Existing
032-063-006	Healthcare Worker Hostelry 291 Sprowel Creek Road	584,000	0 of 8	Y *
032-091-014, -016, -017, -018, -019, and 032-171-018	Garberville Hospital and Medical Office Building 286 Sprowel Creek Road	1,679,000	1 of 18	Y *
	Total for Table	4,474,500		

\* These projects will have an independent CEQA process through the County’s approval of the planning and building permits.

**PROJECTS BEING PROCESSES - UNAPPROVED AND UNCONNECTED**

The following table lists some projects that are still in the planning phases for their total development type, needed off-site infrastructure, and associated water consumption estimates. Some are still in the preliminary stages of development so the specific amount of water consumption is not listed in the table if it has yet to be determined. These projects have yet to be approved with a specific water consumption amount from GSD. These project locations are illustrated in light blue on Figure 1A and 1B in Attachment 1.

Table 4. Projects Under Consideration

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-091-014	Extra Hospital Allocation pending final design	3,084,250	No	Existing
	Total for Table	<b>3,084,250</b>		

Projects that have been abandoned and are no longer included in this table include Bilandzia and the So Hum Inn.

**DEVELOPMENT POTENTIAL WITHIN PLACE OF USE**

The table below lists those APNs and estimates the future potential water consumption for each parcel and a brief description of the type of development anticipated on the parcel. None of these parcels have any indication that this potential development will actually occur in the near future, or ever, but the water is allocated so that their right to develop in this manner and have water service is generally reserved.

Figure 2A and 2B (in Attachment 1) illustrate in turquoise, the APNs within the Place of Use that were not consuming water during 2023.

Table 5. Potential Future Development within POU - Unconnected as of 12/31/23

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-011-010	SFR	70,500	N	Y
032-042-017	Commercial	177,500	N	Y
032-102-028	SFR	70,500	N	Y
032-111-019	Burn Down; 821 Locust St.	70,500	N/A	Existing
032-121-019	Commercial	177,500	N	Y
032-121-020	Commercial	177,500	N	Y
032-171-022	SFR	70,500	N	Y
032-171-023	SFR	70,500	N	Y
032-171-024	SFR	70,500	N	Y
032-211-003	HOZ/Second Dwellings	65,465	N	Y
032-211-010	HOZ/Second Dwellings	65,465	N	Y
032-211-012	HOZ/Second Dwellings	65,465	N	Y
032-211-015	HOZ/Second Dwellings	65,465	N	Y
032-211-018	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-021	SFR + HOZ/Second Dwellings	135,965	N	Y
032-211-034	SFR + HOZ/Second Dwellings Was 032-211-014	135,965	N	Y

APN	Potential Development Description	Estimated Future Water Consumption (gallon/year)	Conn Fee Paid?	In IS/MND?
032-231-016	RESIDENTIAL	70,500	N	Y
032-231-028	RESIDENTIAL	70,500	N	Y
032-231-043	RESIDENTIAL	70,500	N	Y
032-231-045	Has Shops	177,500	N	Y
032-231-053	RESIDENTIAL	70,500	N	Y
032-231-054	RESIDENTIAL	70,500	N	Y
032-231-056	RESIDENTIAL	70,500	N	Y
222-091-011	3 SFR (4th Connected 2019)	211,500	N	Y
222-156-	RESIDENTIAL	70,500	N	Y
223-061-025	SFR (was APN 222-156-012)	70,500	N	Y
223-061-034	HOZ/Second Dwellings	65,465	N	Y
223-171-007	COMMERCIAL	177,500	N	Y
223-171-027	COMMERCIAL	177,500	N	N
223-181-012	RESIDENTIAL	70,500	N	Y
223-181-017	RESIDENTIAL	70,500	N	Y
223-181-020	RESIDENTIAL	70,500	N	Y
223-181-031	HOZ/Second Dwellings	65,465	N	Y
223-181-043	HOZ/Second Dwellings	65,465	N	Y
223-181-044	HOZ/Second Dwellings	65,465	N	Y
223-183-010	RESIDENTIAL	70,500	N	Y
	Total for Section	<b>3,477,115</b>		

## ANALYSIS OF DIVERSIONS AND DEVELOPMENT POTENTIAL

For calendar year 2023, a total of **46,113,600** gallons were diverted from the SF of the Eel River. This is the second lowest recorded diversion since 1977, the first year that we have data. The average diversion for years 1977 - 2023 was 60,550,585. After adding the estimated water consumption for the potential development in Table 5 for undeveloped and under-developed parcels plus future water consumption for recent county referral projects from Table 3, the total estimated average annual water diversion would be 65,003,444. See Table 6 below for details.

Table 6. Total Estimated Annual Water Diversion Needs

DESCRIPTION	AMOUNT GALLONS PER YEAR
1977 - 2022 average water diversion	60,550,585
Undeveloped and under-developed (Table 5)	3,477,115
Approved Projects unconnected as of 12/31/22 (Table 3)	2,474,500
Total estimated annual water diversion needed to meet existing commitment	66,502,200
<b>Available from 80M Gallon Allotment</b>	<b>13,497,800</b>
Buffer for Annual Variation	- 5,000,000
Available for future development	8,497,800

The water diversion needed can be collected from any combination of the South Fork Eel River diversion and/or the Tobin Well. The total estimated annual water diversion needed can be easily diverted from the river with the Tobin well remaining as a backup water supply when river water quality is poorer than desirable for treatment at the new SWTP.

Projects under “consideration” **could** total 13.5 M gallons per year and still stay under the 80 million gallon maximum. Some cushion should be maintained, as this analysis is based upon AVERAGE annual flows. Conservatively keeping 5 M-gallons as a buffer would still leave **8.5 M gallons of available water capacity per year** that could be diverted and sold to projects currently under consideration and/or unidentified future projects. If all the projects under consideration were approved at the currently estimated consumption levels, then **5.41 M gallons of available water capacity per year** would still remain. The Board is considering a policy that limits this available water capacity to projects other than cannabis cultivation. That would minimize any additional cannabis cultivation projects within the District and limit future projects to residential and smaller commercial projects.

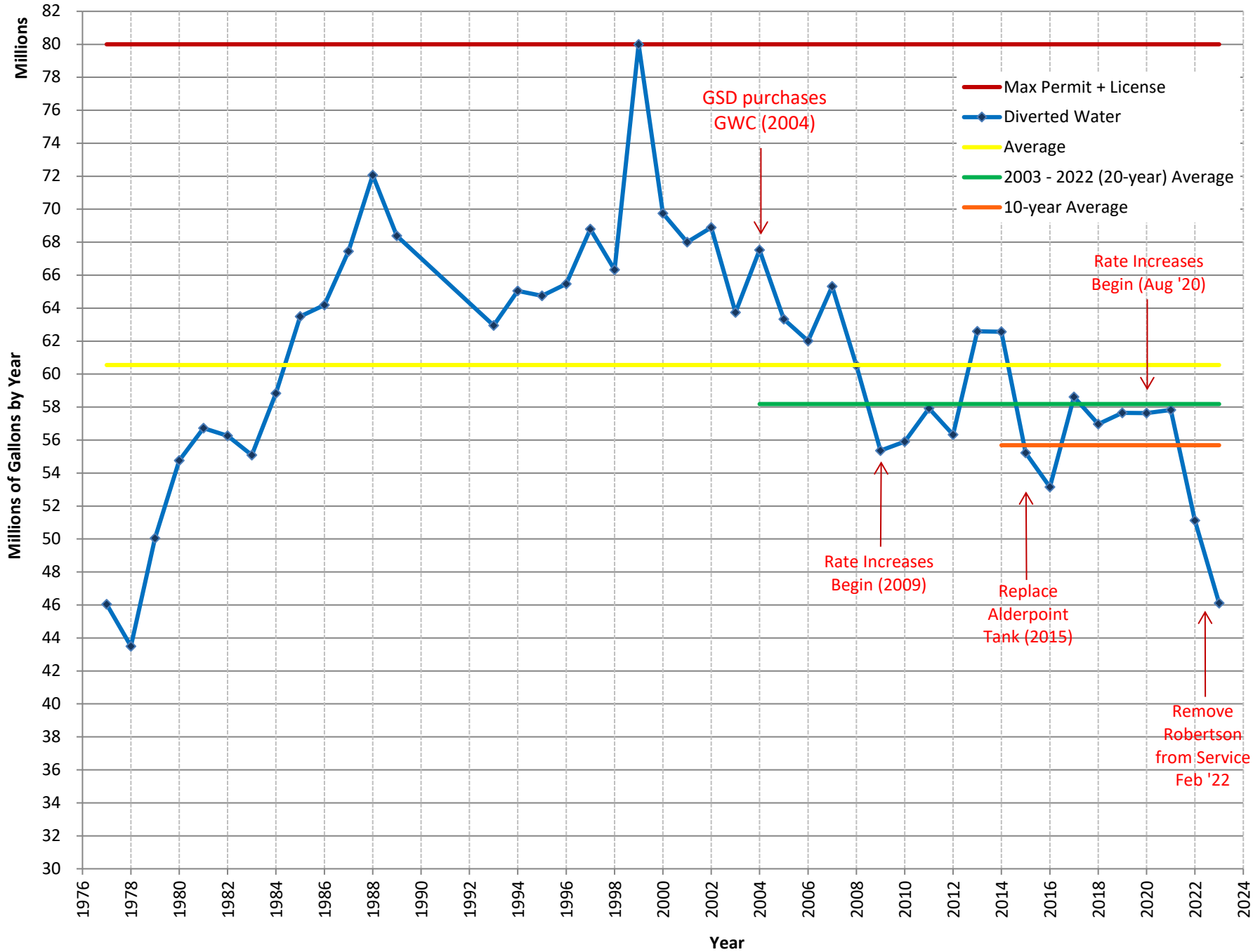
## ATTACHMENTS

Graphs 1 through 3

The full report can be downloaded from the GSD Website.



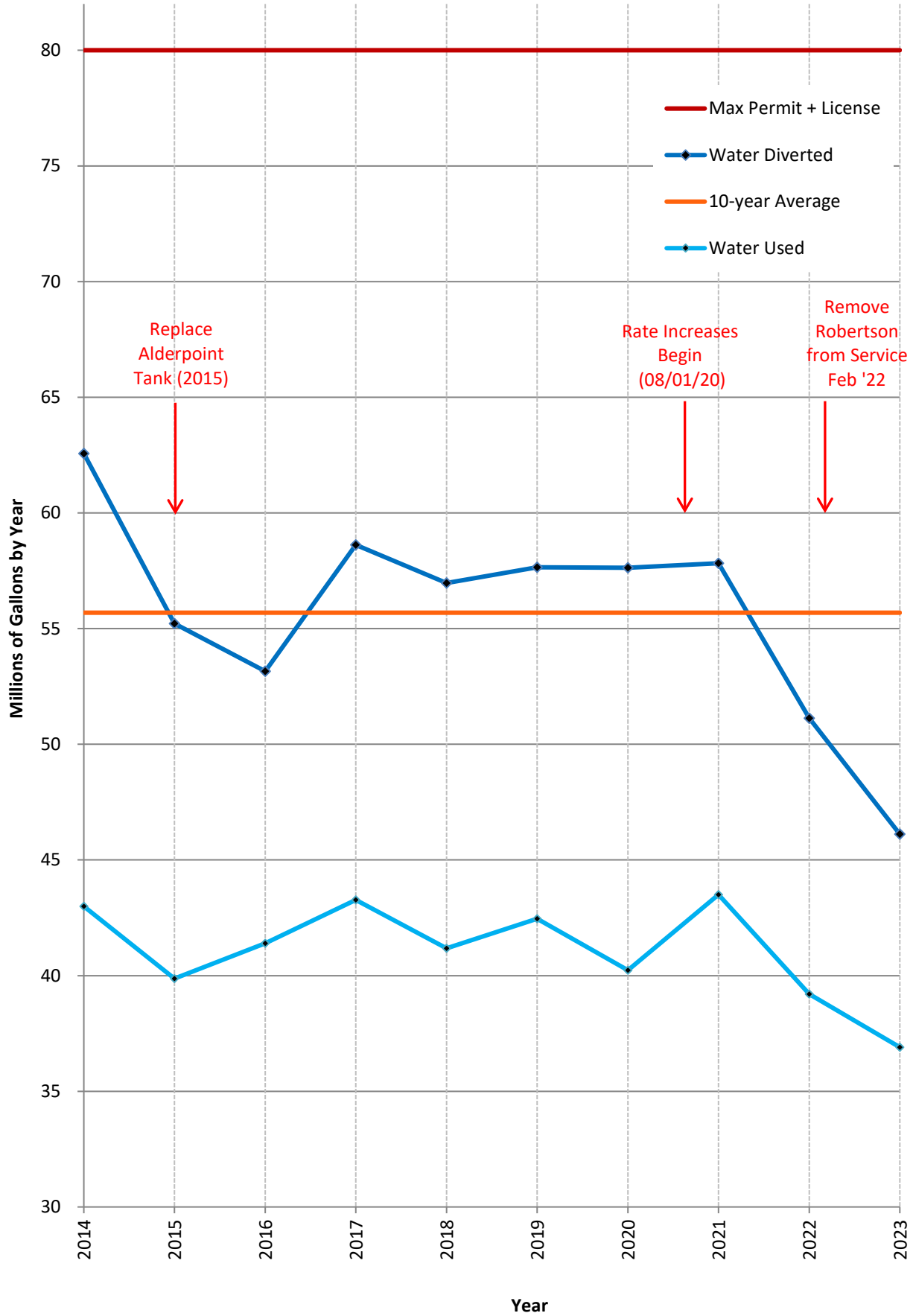
# Summary by Year of Water Diversion Reported



Graph 1

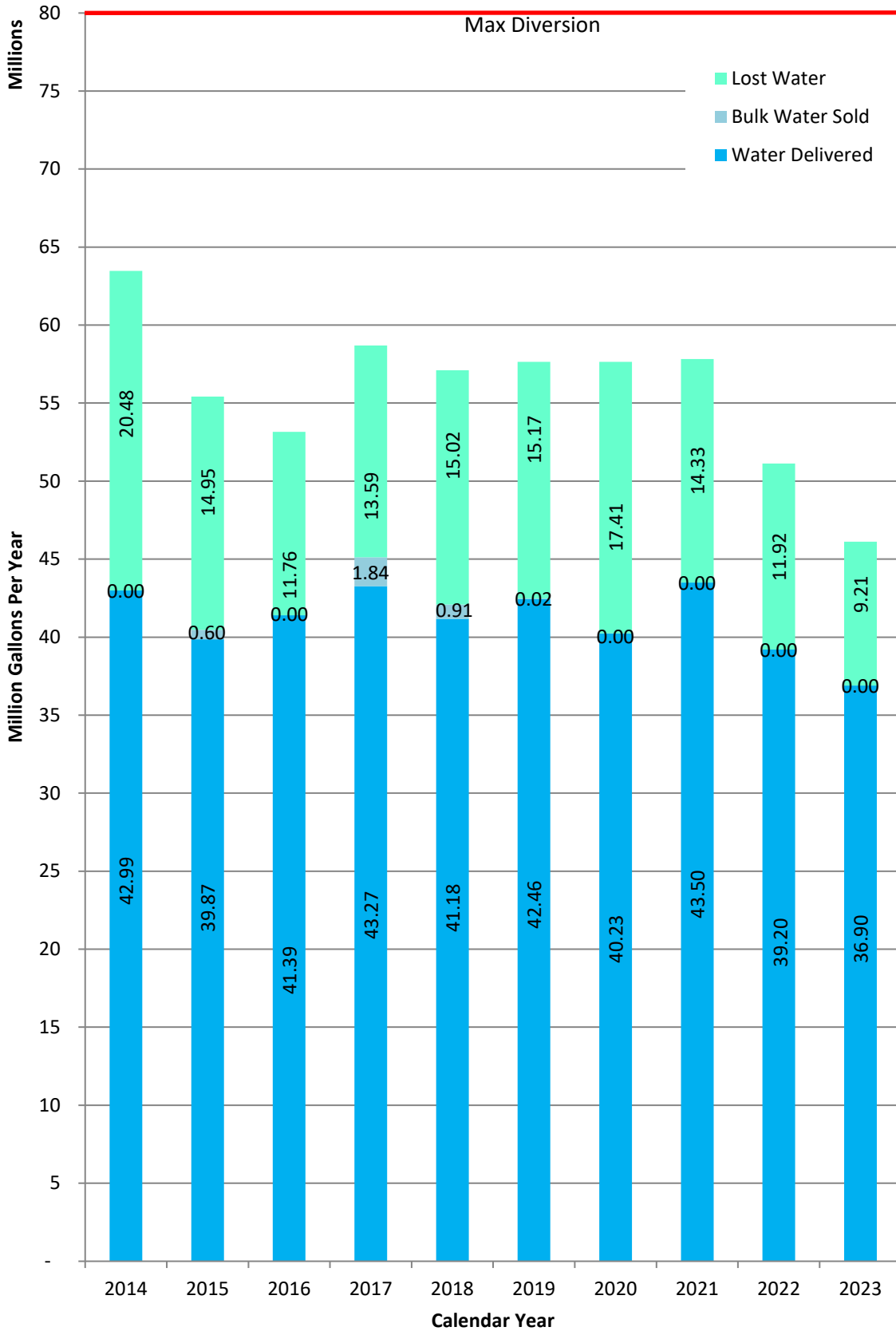
# Summary by Year of Water Diversion Reported

Graph 2



# Water Uses by Calendar Year

Graph 3





# GARBERVILLE SANITARY DISTRICT

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

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## BOARD AGENDA MEMORANDUM - Consent Item

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Meeting Date: May 21, 2024  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Rate Structure Review and Potential Rate Study

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### GENERAL OVERVIEW

The last rate increase was adopted in June 2020 with Resolution 20-007. Attachment #1 from that resolution is included with this memo for your reference. Each fiscal year as part of the budget review and adoption, the Board has reviewed the adopted increase and decided whether the entirety of the planned increase would be implemented. In the upcoming fiscal year 2024-25, the final rate increase only affects the sewer rates and will be considered as part of the budget agenda item. The increase in revenue anticipated from the rate increases has not matched with actual increases.

With the completion of the design of the Garberville Tanks Replacement Project (DWR) and the Hurlbutt Tank Replacement Project (DFA), more is known regarding the likely operation and maintenance costs for these projects and the likely District costs for the construction phase. In addition, an updated Capital Improvement Plan should be prepared.

As part of the DFA funded planning project, \$10,000 was provided to complete a rate study, but needs to be expended by September 30, 2024. In light of the changes that the District has experienced over the past 4 years through COVID, inflation, staffing, and CIPs, it is time to begin the process of reviewing the existing rates and evaluating whether a rate structure change is necessary. The District has a committee that reviews the budget, which consists of Julie Lyon and Dan Thomas with Richard Landis as alternate. Mr. Thomas will be less available for the rest of the calendar year, so I recommend that the Board convene a Rate Committee and appoint Julie Lyon and Richard Landis as the Board Members. Myself, Ralph and Mary will also participate and provide information as needed.

### FINANCIAL CONSIDERATIONS

The DFA Funding Agreement contains \$10,000 for the preparation of a Rate Study. These funds should be more than sufficient to cover the costs.

## PROPOSED SCHEDULE

Task#	Description	Date
1	Review existing Rates and resulting annual increase in income by customer type and consumption tier	06/01/2024
2	Meet with Rate Committee to look at rate calculation methodology and consider changes	06/06/2024
3	Prepare updated CIP and 10-year financial forecasts	
4	Meet with Rate Committee to review Draft Rate Study	08/10/2024
5	Submit Draft Rate Study to DFA	08/15/2024
6	Modify Rate Study as needed from DFA comments	09/15/2024
7	Produce Final Rate Study	09/30/2024
8	Submit Final Rate Study to DFA	09/30/2024
9	Prop 218 Noticing	10/01/2024
10	Hold Public Hearing during Board Meeting	12/17/2024
11	Adopt new rate structure	12/17/2024

## RECOMMENDED BOARD ACTIONS

1. Appoint two Board Members to the Rate Committee

## ATTACHMENTS

Current Rate Structure - Res 20-07 Att#1

**Resolution 20-007 – Attachment #1**

Table 1. Amended Residential Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - all meter sizes (\$/mo.)	65.00	70.00	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges:					
Residential Tier 1: 0-8 units (\$/hcf)	1.00	1.75	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	11.00	11.50	12.00	13.00	13.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Table 2. Amended Commercial and Multifamily Water Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate (\$/mo.)					
Tier 1 - 0-8 units annual average	65.00	70.00	75.00	79.00	79.00
Tier 2 - 9-40 units annual average	120.00	130.00	140.00	150.00	150.00
Tier 3 - 41 + units annual average	240.00	260.00	280.00	300.00	300.00
Upper Zone Surcharge -Meadows (\$/mo.)	8.00	9.50	11.00	12.00	12.00
Consumption Charges					
Commercial Tier 1: 0-40 units (\$/hcf)	3.00	3.75	4.50	5.00	5.00
Commercial Tier 2: 41 + units (\$/hcf)	2.75	3.25	3.75	4.25	4.25
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00	1.00	1.00

Details for the proposed water tier base rate for each commercial and multifamily residential account is listed in Appendix B and C of the 2020 WATER AND SEWER RATE STUDY which is on file at the GSD office. Water tier base rates for commercial and multifamily residential accounts are determined by the District General Manager. Customers may petition to have their tier determination reviewed if conditions at the property change. The General Manager’s decision can be appealed to the District Board of Directors.

Table 3. Amended Residential and Commercial Sewer Rates

Description	RATE PER MONTH STARTING				
	June 2020	July 2021	July 2022	July 2023	July 2024
Base Rate - per ERU (\$/mo.)	42.00	45.00	48.00	51.00	53.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier SFR CSM = 1.0	2.50	3.00	4.00	5.00	5.50

Details for consumption strength multiplier (CSM) and Equivalent Residential Units (ERU) for each commercial and multifamily customer can be found in Appendix B and C in the 2020 WATER AND SEWER RATE STUDY. The explanation for the changes in charge calculation methodology can be found in the rate study.

Attachment #2 in this Resolution details the WASTEWATER EQUIVALENT RESIDENTIAL UNIT DETERMINATION and the Consumption Strength Multiplier by property utilization.

**Sec 14.4 Relief on Application.** When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provisions complained of, and requesting suspension or modification of this provision as applied to his premises. If such application were approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises to be effective as of the date of the application and continuing during the period of the special circumstances.

**Sec 14.4a Customer Grievance Policy** When a customer feels that their concerns are not addressed in a manner which results in a satisfactory outcome, they can request a grievance form at the GSD office, and submit for the General Manager to address the matter.

In the event that a satisfactory resolution cannot be met, the customer will be included on the monthly Board agenda, to present the grievance to the Board Members for their consideration and potential assistance in finding a solution to the grievance.



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Garberville, CA. 95542  
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**CUSTOMER GRIEVANCE FORM**

**Property and Contact Details:**

**Property in question:** \_\_\_\_\_ **Acct #** \_\_\_\_\_

**Applicant Details:** (if not the owner)

Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone Work# \_\_\_\_\_ Cell Phone# \_\_\_\_\_

Email Address: \_\_\_\_\_

- Residential Home or Apartment
- Commercial

**ARTICLE 14.a GRIEVANCE PROCEDURES**

**Sec 14.4a Customer Grievance Policy** When a customer feels that there concerns are not addressed in a manner which results in a satisfactory outcome, they can request a grievance form at the GSD office, and submit for the General Manager to address the matter.

In the event that a satisfactory resolution cannot be met, the customer will be included on the monthly Board agenda, to present the grievance to the Board Members for their consideration and potential assistance in finding a solution to the grievance.

**EXPLAIN THE PURPOSE OF YOUR GRIEVANCE:**

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I, the undersigned, hereby declare that the information given on this application is true and correct and I am authorized to submit this grievance form.

Property Owner/Customer

Name \_\_\_\_\_ Date \_\_\_\_\_

Garberville Sanitary District Representative

Name \_\_\_\_\_ Date \_\_\_\_\_



GSD

**Garberville Sanitary District**  
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**RESOLUTION 24-006**  
**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT**  
**AUTHORIZING ADDITION OF A NEW CUSTOMER GRIEVANCE POLICY**  
**SEC 14.4a**

A. **WHEREAS**, the Board of Directors of the Garberville Sanitary District, has determined that an additional ordinance is necessary for a customer grievance.

B. **WHEREAS**, when Customers have concerns or a grievance about district policy/ordinances or interaction with GSD employees and Board Members they can follow the process in Sec 14.4a.

C. **WHEREAS**, when GSD receives a customer grievance, an application is required and is available at GSD office.

D. **WHEREAS**, the District is committed to assisting our customers and will assist in every way possible, so when grievance is received, it will be reviewed by office personnel to address the concern, but if necessary, the grievance will be reviewed by the General Manager for remediation.

E. **WHEREAS**, when the grievance cannot be remediated or satisfied by customer after the General Manager or designee involvement, the grievance will be presented to the GSD governing Board for input and a final decision.

**Sec 14.4a Customer Grievance Policy** When a customer feels that there concerns are not addressed in a manner which results in a satisfactory outcome, they can request a grievance form at the GSD office, and submit for the General Manager to address the matter.

In the event that a satisfactory resolution cannot be met, the customer will be included on the monthly Board agenda, to present the grievance to the Board Members for their consideration and potential assistance in finding a solution to the grievance.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-006, THE ADDITION OF CUSTOMER GREIVANCE ORDINANCE SEC 14.4a

PASSED, APPROVED AND ADOPTED this 21st day of May, 2024 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

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Doug Bryan–Board Chairperson

ATTEST:

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Ralph Emerson, Board Secretary



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**Sec 9.5 Payment of Bills.** Bills are due and payable by 4:30 P.M. on the 25<sup>th</sup> 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.
5. When staff is required to make additional calls or visits to collect service charges, the customer may be required to pay for the additional time from staff.



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**WATER CONSERVATION PLANNING**  
**DROUGHT PREPAREDNESS**  
**2024**

As we enter the final months of summer and river levels continue to decrease, it is once again time to plan for drought conditions and water conservation measures. The river level is a key factor in determining the amount of water for use, so as the flow decreases, we will begin (drought contingency measures).

River conditions are on this site and all drought phases are based on the cubic feet per second (CFS) of the South Fork Eel River.

[USGS Current Conditions for USGS 11476500 SF EEL R NR MIRANDA CA](https://www.usgs.gov/monitoring-location/11476500-south-fork-eel-river-nr-miranda-ca)

1. **1<sup>st</sup> phase---**When River level is 30cfs, all customers will receive a call to inform of conditions and to request voluntary conservation of water.
2. **2<sup>nd</sup> phase---** River level and usage awareness when river level is 20cfs.
3. **3<sup>rd</sup> phase---**All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when the S. Fork Eel River reaches **(3days at)10cfs**
4. **4<sup>th</sup> phase---**Stop all outdoor watering except for animals, vegetables or fruit. No watering lawn, washing cars, sidewalks, etc. Commercial Agriculture Customers use alternative water source. Takes effect when S.Fork Eel River reaches **(3days at)7cfs**
5. **5<sup>th</sup> phase---**Water use on specific days, designated by GSD. Takes effect when the S. Fork Eel River reaches **(3days at)5cfs**
6. **6<sup>th</sup> phase---**Water for personal health and safety only with no allowance for outside watering. Takes effect when the S. Fork Eel River reaches **(3days at)4cfs**

We recommend that you begin storing water required for your personal use, so that when conditions worsen, you have enough water to sustain you until river flow increases.

The normal daily water use for a single family home is 200gpd, while less water is required for health and safety. So plan accordingly.

The drought plan with phases of action is located on our web site.

<https://www.garbervillesd.org>

Please call our office for more information and we will notify you as river conditions change.

**Ralph Emerson**  
**General Manager**  
**Garberville Sanitary District**

### **Sec 14.5 Drought Contingency Plan.**

During drought conditions as identified by the State of California, Humboldt County or Garberville Sanitary District, the Drought Contingency Plan will go into effect immediately.

This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

Customers will be required to conserve water including but not limited to gallons per day water usage and non-compliance may result in water discontinuance with a \$100 reconnection fee.

Customers will be required to conserve water including but not limited to gallons per day water usage and if they don't comply, may be fined for gallons of water used above the maximum allowed.

Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 4) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system which is why it is recommended to have enough storage for your personal use.

Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 4-6) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board. Any enforcement action can be appealed to the GSD Board of Directors at a regularly scheduled meeting.

1. **1<sup>st</sup> phase---When River level is 30cfs, all customers will receive a call to inform of conditions and to request voluntary conservation of water.**
2. **2<sup>nd</sup> phase--- River level and usage awareness when river level is 20cfs.**
3. 3<sup>rd</sup> phase—All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when the S. Fork Eel River reaches **(3days at)10cfs**
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6. 6<sup>th</sup> phase---Water for personal health and safety only with no allowance for outside watering. Takes effect when the S. Fork Eel River reaches **(3days at)4cfs**
7. Continual updates to customers will educate and inform of conditions
8. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
9. Ongoing: gray water education for irrigation
10. Ongoing: educate customers on personal water storage opportunities and conservation measures

11. Ongoing: leak monitoring and repairs
12. Ongoing: build additional water storage tanks or ponds
13. Identify all diversions from the river or GSD distribution system and report to law enforcement.

Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities

Updated 10/27/2020