

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 Concerns

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- April 2024 pg. 6-20
- A.2 Approve May 21st, 2024 Regular Meeting Minutes - pg. 21-23
- A.3 Operations Safety Report- pg. 24-28

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. 29
(discussion—possible action) Jennie Short

Motion: Second: Vote:

- B.2 Tank Replacement Project-Construction Phase-Award Contract pg. 30-45
 (discussion—possible action) Jennie Short
Motion: **Second:** **Vote:**
- B.3 Rate Study Update pg.
 (discussion only)
- B.4 Humboldt County Sewer Reserve Request **Resolution 24-009** pg. 46-51
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 Update On Operations during Hot Weather
 (discussion-possible action) Dan, Brian, Mir
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Grievance Procedures-Ordinance Sec # 14.4a pg. 52-56
 (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. 57-58
 (discussion-possible action) Ralph and Mary
Motion: **Second:** **Vote:**
- C.3 Drought Plan With LSAA Compliance pg. 59-61
 (discussion-possible action)
Motion: **Second:** **Vote:**
- C.4 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 62-63
 (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: July 23rd, 2024

1. Drought Planning Changes--LSAA
2. Tank Replacement Planning Update
3. Tank Construction Update
4. Customer Grievance Procedures
5. Pool Fill Charges—Possible Credit
6. Vacation Days Policy
7. Rate Study including Connection Fees

XI. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: **Saturday, June 22nd, 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: June 25th, 2024

With Summer upon us, we are adjusting to the new office layout, while performing repairs and maintenance in the field, installing new water meters and assisting as needed with the tank replacement project and customer related issues.

There have been multiple customer concerns during this past month, with several customers falling farther behind on paying their service charges, so we are working hard to develop payment plans which assist customers, while providing revenue for the District and maintaining water and sewer service for our customers.

One of our delinquent customers had their house burn down this month, so we are working with the owner to collect the back service charges.

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: June 25, 2024
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: April 2024 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for April 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	1,554,482.71	1,554,662.51	(179.80)	☺
Total Expense (excl. Depreciation)	1,018,257.74	849,926.63	841,575.78	8,350.85	☹
Net Income (excl. Depreciation)	656,762.26	704,556.08	713,086.73	(8,530.65)	☺
Payroll	492,785.99	427,538.80	405,923.40	21,615.40	☹
Repair & Maintenance + Supplies	106,900.00	89,867.03	89,166.70	700.33	☹

As can be seen on the “Statement of Cash Flows Report for Board - April 2024” and the “Balance Sheet Report for Board as of April 30, 2024”:

- Operational revenues are **\$3,371.90 UNDER** budget.
- Operational expenses are **\$11,198.15 OVER** budget.
- Net cash change year to date is **\$(79,603.47)**. This amount will not 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. Their accounting department has stopped processing checks until they close their fiscal year, so the very soonest we will receive the \$300K they owe us will be late July.

- Overtime payroll costs are **\$10,856.71 OVER** budget and all payroll costs are **OVER** budget by **\$21,615.40**. 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 **\$700.33 OVER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$73,438.86** 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 **\$681,532.01** 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	637,957.52
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	
Total:	739,000	681,532.01

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

GARBERVILLE SANITARY DISTRICT Statement of Cash Flows Report for Board

July 2023 through April 2024

	Apr 24	Jul '23 - Apr 24
OPERATING ACTIVITIES		
Net Income	368,725.57	358,801.88
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(2,075.00)	(2,075.00)
1316 · Water Grant Reimb. Receivable	(267,647.34)	(267,647.34)
1100 · Accounts Receivable	(11.70)	1,636.88
1110 · Accts Receivable Over Payments	(665.45)	(694.67)
1500 · Prepaid Insurance	5,774.76	(12,142.49)
1510 · Prepaid Licenses and Permits	2,332.39	(1,211.80)
2000 · Accounts Payable	(76,637.07)	(86,376.78)
2205 · Accrued Simple	0.00	(906.26)
2225 · Accrued Workers Comp	1,069.37	400.70
2300 · Service Deposits	(500.00)	(1,500.00)
Net cash provided by Operating Activities	30,365.53	(11,714.88)
INVESTING ACTIVITIES		
1315 · Water Grant Receivable	0.00	339,060.99
SEWER:Collection	0.00	(28,311.78)
Equipment	0.00	(2,772.74)
Accumulated Depreciation-Water	23,227.17	232,271.70
Accumulated Depreciation-Sewer	11,348.25	113,482.50
CIP- Bear Canyon Sewerline	0.00	(50.00)
CIP - Meadows Aerial Waterline	0.00	(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(18,299.45)	(637,957.52)
WATER:Pumps	0.00	(10,114.97)
Net cash provided by Investing Activities	16,275.97	3,283.18
FINANCING ACTIVITIES		
1400 · Interest Receivable	0.00	2,267.09
2500 · N/P - SWRCB	0.00	(25,578.42)
2700 · SRF Loan - Water	0.00	(22,991.18)
2661 · Ditchwitch Vacuum Trailer	(2,168.19)	(21,294.99)
2665 · RCAC Loan - #0998 Backhoe	0.00	(3,574.27)
Net cash provided by Financing Activities	(2,168.19)	(71,171.77)
Net cash increase for period	44,473.31	(79,603.47)
Cash at beginning of period	664,412.92	788,489.70
Cash at end of period	708,886.23	708,886.23

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board

As of April 30, 2024

	Apr 30, 24	Begin Year July 1, 23	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	108,317.49	113,735.48	(5,417.99)
1006 · Umpqua System Reserve - Water	25,816.67	25,814.51	2.16
1007 · Umpqua System Reserve - Sewer	31,275.93	31,273.32	2.61
1011 · Water Enterprise Fund	46,840.94	46,837.03	3.91
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
Total Checking/Savings	708,886.23	788,489.70	(79,603.47)
Accounts Receivable			
1316 · Water Grant Reimb. Receivable	267,647.34	0.00	267,647.34
11000 · Accounts Receivable - Other	(137.01)	(2,212.01)	2,075.00
Total Accounts Receivable	267,510.33	(2,212.01)	269,722.34
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,328.44)	(3,023.11)	694.67
1100 · Accounts Receivable - Other	136,569.33	138,206.21	(1,636.88)
Total 1100 · Accounts Receivable	134,240.89	135,183.10	(942.21)
1315 · Water Grant Receivable	40,168.01	379,229.00	(339,060.99)
1400 · Interest Receivable	0.00	2,267.09	(2,267.09)
1500 · Prepaid Insurance	16,373.01	4,230.52	12,142.49
1501 · Prepaid Workers Comp	0.00	0.00	0.00
1510 · Prepaid Licenses and Permits	4,664.80	3,453.00	1,211.80
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	190,446.71	519,362.71	(328,916.00)
Total Current Assets	1,166,843.27	1,305,640.40	(138,797.13)
Fixed Assets			
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	988.75	50.00
CIP - Meadows Aerial Waterline	11,458.44	9,133.44	2,325.00
CIP-Robertson-Wallan-Hurlbutt T	1,200,338.45	562,380.93	637,957.52
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	25,957.27	15,842.30	10,114.97
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,183,593.59	8,173,478.62	10,114.97
Water System	142,474.97	142,474.97	0.00

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board

As of April 30, 2024

	Apr 30, 24	Begin Year July 1, 23	\$ Change
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,395,295.12	28,311.78
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,887,636.09	5,859,324.31	28,311.78
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	315,872.29	2,772.74
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,263,156.70)	(3,030,885.00)	(232,271.70)
Accumulated Depreciation-Sewer	(2,762,757.50)	(2,649,275.00)	(113,482.50)
Total Fixed Assets	10,042,888.48	9,707,110.67	335,777.81
TOTAL ASSETS	11,209,731.75	11,012,751.07	196,980.68
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
2000 · Accounts Payable	96,760.40	183,137.18	(86,376.78)
Total Accounts Payable	96,760.40	183,137.18	(86,376.78)
Other Current Liabilities			
2300 · Service Deposits	4,300.00	5,800.00	(1,500.00)
20000 · Account Payable	0.00	0.00	0.00
2205 · Accrued Simple	(1,007.72)	(101.46)	(906.26)
2225 · Accrued Workers Comp	2,026.15	1,625.45	400.70
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	77,801.48	77,801.48	0.00
Total Other Current Liabilities	123,853.67	125,859.23	(2,005.56)
Total Current Liabilities	220,614.07	308,996.41	(88,382.34)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	28,993.67	50,288.66	(21,294.99)
2665 · RCAC Loan - #0998 Backhoe	0.00	3,574.27	(3,574.27)
2500 · N/P - SWRCB	0.00	25,578.42	(25,578.42)
2700 · SRF Loan - Water	1,011,612.12	1,034,603.30	(22,991.18)
2900 · Less Current Portion	(77,801.48)	(77,801.48)	0.00
Total Long Term Liabilities	962,804.31	1,036,243.17	(73,438.86)
Total Liabilities	1,183,418.38	1,345,239.58	(161,821.20)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	3,237,421.86	300,597.88
Net Income	358,801.88	300,597.88	58,204.00
Total Equity	10,026,313.37	9,667,511.49	358,801.88
TOTAL LIABILITIES & EQUITY	11,209,731.75	11,012,751.07	196,980.68

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 April 2024

	Apr 24	Jul '23 - Apr 24	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	27,690.00	298,032.50	297,840.00	365,000.00	192.50
4110 · Commercial	27,905.75	295,733.00	293,760.00	360,000.00	1,973.00
Total Water Charges	55,595.75	593,765.50	591,600.00	725,000.00	2,165.50
4200 · Sewer Charges	35,798.40	379,071.00	387,600.00	475,000.00	(8,529.00)
4650 · Late Charges	0.00	11,835.00	10,000.00	12,000.00	1,835.00
4700 · Other Operating Revenue	40.00	3,240.00	2,083.40	2,500.00	1,156.60
Total Income	91,434.15	987,911.50	991,283.40	1,214,500.00	(3,371.90)
Expense					
Administrative and General					
5025 · Discount Program	931.00	7,053.00	5,250.00	6,300.00	1,803.00
5000 · Advertising	0.00	0.00	200.00	300.00	(200.00)
5005 · Bad Debts	5,809.40	15,702.05	3,500.00	6,000.00	12,202.05
5010 · Bank Charges					
5012 · Merchant Account Fees	327.32	3,769.43	3,333.40	4,000.00	436.03
5010 · Bank Charges - Other	181.33	1,832.88	1,666.60	2,000.00	166.28
Total 5010 · Bank Charges	508.65	5,602.31	5,000.00	6,000.00	602.31
5020 · Directors Fees	0.00	1,700.00	1,583.30	2,000.00	116.70
5030 · Dues and Memberships	0.00	5,409.87	4,875.00	5,850.00	534.87
5035 · Education and Training	80.00	628.25	4,166.60	5,000.00	(3,538.35)
5036 · Education and Training - B.O.D.	0.00	0.00	250.00	300.00	(250.00)
Insurance					
5040 · Liability	5,774.76	58,055.74	54,166.60	65,000.00	3,889.14
5050 · Workers' Comp	1,069.37	10,309.29	7,800.00	9,360.00	2,509.29
5055 · Health					
5055.1 · Employee Portion	(895.43)	(8,371.49)	(8,775.00)	(10,530.00)	403.51
5055 · Health - Other	4,823.50	44,677.12	44,425.00	53,310.00	252.12
Total 5055 · Health	3,928.07	36,305.63	35,650.00	42,780.00	655.63
Total Insurance	10,772.20	104,670.66	97,616.60	117,140.00	7,054.06
5060 · Licenses, Permits, and Fees	2,332.39	35,570.72	28,625.00	34,350.00	6,945.72
5065 · Auto	52.36	2,698.35	2,000.00	2,500.00	698.35
5070 · Miscellaneous	0.00	13.74	100.00	100.00	(86.26)
5080 · Office Expense	1,683.69	6,278.83	4,166.60	5,000.00	2,112.23
5082 · Office Subscriptions	19.99	3,733.03	5,666.60	6,800.00	(1,933.57)
5085 · Outside Services	535.48	7,439.08	8,583.40	10,300.00	(1,144.32)
5090 · Payroll Taxes	2,605.98	27,656.66	29,283.30	35,140.00	(1,626.64)
5095 · Penalties and Fines	0.00	6.19			6.19
5100 · Postage	266.63	2,145.25	2,916.60	3,500.00	(771.35)
5110 · Professional Fees	3,098.50	56,022.18	70,416.60	84,500.00	(14,394.42)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	288.58	1,750.00	2,000.00	(1,461.42)
5130 · Rents	835.00	8,350.00	8,350.00	10,020.00	0.00
5135 · Retirement	727.62	8,212.39	7,850.00	9,420.00	362.39
5137 · Supplies	191.20	2,372.35	1,250.00	1,500.00	1,122.35
5140 · Telephone	1,032.19	9,310.58	9,583.40	11,500.00	(272.82)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 April 2024

	Jul '23 - Apr				Δ YTD
	Apr 24	24	YTD Budget	Annual Budget	Actual vs. Budget
5145 · Tools	0.00	1,549.69	1,666.60	2,000.00	(116.91)
5150 · Travel and Meetings	0.00	645.04	1,250.00	1,500.00	(604.96)
5155 · Utilities	317.70	3,185.48	2,916.60	3,500.00	268.88
5160 · Wages					
5165 · Wages - Overtime	891.00	6,065.26	4,352.60	5,223.00	1,712.66
5160 · Wages - Other	12,656.87	143,681.90	164,714.20	197,657.00	(21,032.30)
Total 5160 · Wages	13,547.87	149,747.16	169,066.80	202,880.00	(19,319.64)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	45,347.85	465,991.44	477,933.00	581,450.00	(11,941.56)
Sewage Collection					
6010 · Fuel	324.76	3,122.14	4,166.70	5,000.00	(1,044.56)
6030 · Repairs and Maintenance	0.00	12,903.93	10,833.30	13,000.00	2,070.63
6040 · Supplies	15.09	660.14	1,666.70	2,000.00	(1,006.56)
6050 · Utilities	415.46	3,815.99	3,750.00	4,500.00	65.99
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	102.00	15,278.50	10,000.00	12,000.00	5,278.50
6060 · Wages - Other	8,109.96	53,545.66	28,522.50	34,227.00	25,023.16
Total 6060 · Wages	8,211.96	68,824.16	38,522.50	46,227.00	30,301.66
Total Sewage Collection	8,967.27	89,326.36	58,939.20	70,727.00	30,387.16
Sewage Treatment					
6075 · Fuel	324.76	3,122.14	4,166.70	5,000.00	(1,044.56)
6080 · Monitoring	717.50	6,305.00	5,833.30	7,000.00	471.70
6100 · Repairs and Maintenance	36.10	5,439.08	12,500.00	15,000.00	(7,060.92)
6110 · Supplies	0.00	9,911.63	6,500.00	7,800.00	3,411.63
6120 · Utilities	1,933.28	17,065.62	14,166.70	17,000.00	2,898.92
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	0.00	882.25	1,666.70	2,000.00	(784.45)
6130 · Wages - Other	4,297.80	44,949.74	31,053.30	37,264.00	13,896.44
Total 6130 · Wages	4,297.80	45,831.99	32,720.00	39,264.00	13,111.99
Total Sewage Treatment	7,309.44	87,675.46	75,886.70	91,064.00	11,788.76
Water Trans and Distribution					
7075 · Fuel	324.76	3,122.14	4,166.70	5,000.00	(1,044.56)
7090 · Repairs and Maintenance	2,807.58	18,635.18	25,000.00	30,000.00	(6,364.82)
7100 · Supplies	86.05	804.20	4,166.70	5,000.00	(3,362.50)
7110 · Utilities	331.42	6,983.31	10,416.70	12,500.00	(3,433.39)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	192.00	8,090.00	3,833.30	4,600.00	4,256.70
7120 · Wages - Other	3,333.03	34,598.42	37,425.80	44,911.00	(2,827.38)
Total 7120 · Wages	3,525.03	42,688.42	41,259.10	49,511.00	1,429.32
Total Water Trans and Distribution	7,074.84	72,233.25	85,009.20	102,011.00	(12,775.95)
Water Treatment					
7020 · Fuel	324.78	3,122.34	4,166.70	5,000.00	(1,044.36)
7010 · Monitoring	192.50	2,310.14	13,333.30	16,000.00	(11,023.16)
7030 · Repairs and Maintenance	6,014.44	26,164.88	12,500.00	15,000.00	13,664.88
7040 · Supplies	96.90	12,687.06	13,000.00	15,600.00	(312.94)
7050 · Utilities	4,606.37	49,930.62	51,666.70	62,000.00	(1,736.08)
7060 · Wages					

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 April 2024

					Δ YTD
	Jul '23 - Apr				Actual
	Apr 24	24	YTD Budget	Annual Budget	vs. Budget
7065 · Wages - Overtime Water Treatme	357.00	6,560.00	6,166.70	7,400.00	393.30
7060 · Wages - Other	3,054.44	31,403.10	37,605.00	45,126.00	(6,201.90)
Total 7060 · Wages	3,411.44	37,963.10	43,771.70	52,526.00	(5,808.60)
Total Water Treatment	14,646.43	132,178.14	138,438.40	166,126.00	(6,260.26)
Total Expense	83,345.83	847,404.65	836,206.50	1,011,378.00	11,198.15
Net Ordinary Income	8,088.32	140,506.85	155,076.90	203,122.00	(14,570.05)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	16,314.86	12,750.00	25,500.00	3,564.86
8020 · Unsecured	0.00	1,051.05	950.00	1,900.00	101.05
8025 · Prior Years	0.00	12.01	5.00	10.00	7.01
8030 · Supplemental - Current	0.00	292.25	125.00	250.00	167.25
8035 · Supplemental - Prior Years	0.00	72.16	25.00	50.00	47.16
Total Property Tax Revenue	0.00	17,742.33	13,855.00	27,710.00	3,887.33
8053 · Water Capital Grant Income	393,257.34	539,327.48	539,327.48	420,000.00	0.00
8060 · Interest Income	0.85	3,539.02	3,375.00	4,500.00	164.02
8061 · Interest Income (Prior Year)	0.00	3,259.52	0.00	0.00	3,259.52
8070 · Other Non-Operating Revenue	2,075.00	2,562.31	6,666.63	8,000.00	(4,104.32)
9030 · Homeowners' Tax Relief	0.00	140.55	155.00	310.00	(14.45)
Total Other Income	395,333.19	566,571.21	563,379.11	460,520.00	3,192.10
Other Expense					
8041 · Emergency Wage Reimbursement	0.00	396.00	0.00	0.00	396.00
9010 · Other Expenses	0.00	0.00	3,333.40	4,000.00	(3,333.40)
9040 · Depreciation	34,575.42	345,754.20	331,666.70	398,000.00	14,087.50
9050 · Interest Expense	120.52	2,125.98	2,035.88	2,340.75	90.10
Total Other Expense	34,695.94	348,276.18	337,035.98	404,340.75	11,240.20
Net Other Income	360,637.25	218,295.03	226,343.13	56,179.25	(8,048.10)
Net Income	368,725.57	358,801.88	381,420.03	259,301.25	(22,618.15)

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2024

Date	Num	Memo	Amount
101 Netlink			
04/24/2024	12604		-250.00
Total 101 Netlink			-250.00
Adobe			
04/22/2024	DBT		-19.99
Total Adobe			-19.99
Amazon.com			
04/11/2024	DBT		-150.84
Total Amazon.com			-150.84
Bank Of The West			
04/18/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Bender Rosenthal, INC			
04/18/2024	12594		-190.00
04/30/2024	12590		-6,500.00
Total Bender Rosenthal, INC			-6,690.00
Blue Star Gas			
04/24/2024	12605		-112.38
Total Blue Star Gas			-112.38
Branscomb Center			
04/17/2024	DBT		-53.86
Total Branscomb Center			-53.86
Capital Bank & Trust			
04/04/2024	EFT	557880519	-915.40
04/04/2024	EFT	025158148	-365.79
04/18/2024	EFT	557880519	-891.91
04/18/2024	EFT	025158148	-361.83
Total Capital Bank & Trust			-2,534.93
Clear Rate Communications			
04/18/2024	12592		-444.22
Total Clear Rate Communications			-444.22

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2024

Date	Num	Memo	Amount
Colantuono, Highsmith & Whatley, PC			
04/18/2024	12595		-1,771.00
Total Colantuono, Highsmith & Whatley, PC			-1,771.00
Daniel Thomas			
04/23/2024	12598		-100.00
Total Daniel Thomas			-100.00
Dazey's Building Center			
04/23/2024	12597		-383.67
Total Dazey's Building Center			-383.67
Doug Bryan			
04/23/2024	12599		-150.00
Total Doug Bryan			-150.00
EDD			
04/04/2024	EFT	499-0538-3	-48.97
04/04/2024	EFT	499-0538-3	-834.81
04/18/2024	EFT	499-0538-3	-32.97
04/18/2024	EFT	499-0538-3	-818.87
Total EDD			-1,735.62
Emerald Technologies			
04/24/2024	12606		-111.13
Total Emerald Technologies			-111.13
Fidelity National Title Group			
04/08/2024	12575		-900.00
Total Fidelity National Title Group			-900.00
Fluentstream Tech			
04/09/2024	12576		-112.01
Total Fluentstream Tech			-112.01
Frontier Communications			
04/01/2024	12560		-108.11
Total Frontier Communications			-108.11

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2024

Date	Num	Memo	Amount
Glacier Water Vending			
04/16/2024	DBT		-2.60
Total Glacier Water Vending			-2.60
Harland Clarke Check Order			
04/24/2024	DBT		-358.44
Total Harland Clarke Check Order			-358.44
Humboldt County Planning			
04/24/2024	12607		-786.00
Total Humboldt County Planning			-786.00
IRS			
04/04/2024	EFT	68-0296323	-3,923.24
04/18/2024	EFT	68-0296323	-3,911.84
Total IRS			-7,835.08
Jennie Short			
04/11/2024	12572		-11,516.20
Total Jennie Short			-11,516.20
Julie Lyon			
04/23/2024	12600		-100.00
Total Julie Lyon			-100.00
Lori Ruiz			
04/01/2024	12561		-200.00
Total Lori Ruiz			-200.00
Microbac Laboratories Inc.			
04/16/2024	12577		-745.00
Total Microbac Laboratories Inc.			-745.00
NAPA			
04/08/2024	12573		-40.81
Total NAPA			-40.81
PACE Supply			
04/16/2024	12578		-1,190.75
Total PACE Supply			-1,190.75

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2024

Date	Num	Memo	Amount
Parkinson Building Materials			
04/24/2024	12608		-85.20
Total Parkinson Building Materials			-85.20
PayPal			
04/02/2024	DBT		-80.00
Total PayPal			-80.00
PG&E			
04/11/2024	12553		-8,070.83
Total PG&E			-8,070.83
Pitney Bowes Purchase Power			
04/18/2024	12593		-266.63
Total Pitney Bowes Purchase Power			-266.63
Points West Surveying Co.			
04/18/2024	12582		-8,051.25
Total Points West Surveying Co.			-8,051.25
Postmaster			
04/08/2024	DBT		-30.45
Total Postmaster			-30.45
R. Anderson			
04/23/2024	12601		-50.00
Total R. Anderson			-50.00
Ralph Emerson			
04/23/2024	12603		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
04/24/2024	12609		-27.15
Total Recology Humboldt County			-27.15
Redway True Value			
04/24/2024	12610		-23.69
Total Redway True Value			-23.69

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2024

Date	Num	Memo	Amount
Redwood Merchant Services			
04/03/2024	12688		-155.06
04/30/2024			-206.48
Total Redwood Merchant Services			-361.54
RENNER			
04/10/2024	DBT		-1,299.06
Total RENNER			-1,299.06
Richard Landes			
04/23/2024	12602		-150.00
Total Richard Landes			-150.00
SDRMA			
04/16/2024	12554		-4,823.50
Total SDRMA			-4,823.50
Sentry III Center			
04/01/2024	12563		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
04/18/2024	12581		-72,971.00
Total SHN Consulting Engineers & Geologists			-72,971.00
Staples Credit Plan			
04/19/2024	DBT		-1,069.87
Total Staples Credit Plan			-1,069.87
Starlink			
04/12/2024	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
04/16/2024	12579		-226.00
Total Streamline Inc			-226.00
Sylvandale Gardens			
04/18/2024	DBT		-38.28
04/24/2024	DBT		-8.05
Total Sylvandale Gardens			-46.33

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 April 2024

Date	Num	Memo	Amount
The Mitchell Law Firm, LLP			
04/16/2024	12580		-1,369.50
Total The Mitchell Law Firm, LLP			-1,369.50
Umpqua Bank			
04/15/2024	12687		-177.98
Total Umpqua Bank			-177.98
US Cellular			
04/08/2024	12574		-19.60
Total US Cellular			-19.60
USABLUBOOK			
04/01/2024	12562		-480.57
Total USABLUBOOK			-480.57
WYCKOFF'S Inc			
04/22/2024	12596		-27.25
Total WYCKOFF'S Inc			-27.25
Arreguin, Daniel J			
04/04/2024	12565		-3,069.18
04/18/2024	12583		-3,128.75
Total Arreguin, Daniel J			-6,197.93
Emerson, Ralph K			
04/04/2024	12566		-3,083.17
04/18/2024	12584		-3,023.38
Total Emerson, Ralph K			-6,106.55
Holmes, Mir L			
04/04/2024	12567		-1,152.76
04/18/2024	12585		-1,402.41
Total Holmes, Mir L			-2,555.17
Miller, Brian A			
04/04/2024	12568		-2,029.79
04/18/2024	12586		-1,916.62
Total Miller, Brian A			-3,946.41

5:27 PM

06/18/24

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2024

Date	Num	Memo	Amount
Nieto, Mary M			
04/04/2024	12569		-1,847.39
04/18/2024	12587		-1,634.35
Total Nieto, Mary M			-3,481.74
Ruiz, Ricardo			
04/04/2024	12570		-186.14
04/18/2024	12588		-329.29
Total Ruiz, Ricardo			-515.43
Sweet, Laura D.			
04/04/2024	12571		-209.36
04/18/2024	12589		-314.05
Total Sweet, Laura D.			-523.41
TOTAL			-164,755.39

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

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**

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson- Present
Doug Bryan- Present
Julie Lyon- Arrived Late
Dan Thomas- Present on Phone
Richard Landes- Present**

III. APPROVAL OF AGENDA

Motion: Rio Anderson 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 reportable action was taken during the closed session.**

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No one in attendance

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

Operators--Dan and Brian- Operational Demands and problems

Office----Mary Nieto – 19 customers received one last LIHWAP. The total received was \$3,766.37

Board Members- Nothing

Correspondence- Nothing

General Manager—Ralph Emerson Ralph mentioned the District is figuring out what to do with the number of past due, unresponsive customers.

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 was taken in closed session**

X. ITEMS FOR NEXT BOARD MEETING

Date of Next Meeting: June 25th, 2024

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

XI. ADJOURNMENT

7:16 p.m.

OUTDOOR HAZARDS

Protection against insects, snakes, and more

With summer around the corner, it's the perfect time to think about nature's exposures and how they may affect you while working outdoors. This Safety Talk provides valuable prevention measures on a variety of insects, snakes, and more.

MOSQUITOS

Mosquitos can transmit deadly viruses, such as Zika, malaria, yellow fever, and West Nile.



PREVENTION

The best way to protect yourself is to avoid mosquito bites by:

- Using an [EPA-registered repellent](#)
- Treating clothing and gear with Permethrin (.5%).
- Wearing long sleeves and long pants when working outdoors.



IF BITTEN

Common symptoms include soft bumps on the skin that may become pink, red, and itchy.

- Wash area with soap and water.
- Apply ice pack for 10 minutes to reduce swelling and itching.
- Apply a mixture of baking soda and water to help reduce the itch or use anti-itch cream.

Call **911** if you have an onset of flu-like symptoms, stiff muscles, confusion, seizures, partial paralysis.

Source Content: [Centers for Disease Control & National Institute for Occupational Safety and Health](#)

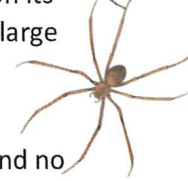
VENOMOUS SPIDERS

The black widow and brown recluse spiders are the only two venomous spiders found in the U.S. They often live in dry undisturbed areas and find their way inside buildings, control boxes, sheds, and wood piles.

The **BLACK WIDOW** is about 1/2-1 inch long with a red hourglass marking on its underside and is shiny black with a large round abdomen.



The **BROWN RECLUSE** is also about 1/2-1 inch long, solid light brown, and no markings, patterns, or spots on the tail end.



PREVENTION

- Shake out clothing, shoes, towels, before use.
- Wear protective clothing (long-sleeved shirt and long pants, hat, gloves, and boots).
- Reduce debris and trim tall grass from around outdoor work areas.
- Keep tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

IF BITTEN

Symptoms may include itching, rash, site pain, muscle pain, blistering, sweating, difficulty breathing, headache, nausea, fever, chills, and high blood pressure.

- Try to identify the type of spider, this will aid in medical treatment.
- Notify your supervisor and call **911** if symptoms become severe.
- Wash bite area with soap and water.
- Apply a cold cloth to the bite area to reduce swelling.
- Elevate bite area if possible.
- Do not attempt to remove venom.

VENOMOUS SNAKES

The only venomous snakes in California are the eight species of rattlesnakes. Most snake bites occur between April and October. If you work outdoors, be prepared to encounter snakes in the brush, bushes, around rocks, wood piles, tool sheds, pump stations, or even walking along a path.

PREVENTION

The CDC advises the following:

- If you encounter any snake, do NOT handle it. Leave it alone and notify other workers of the snake's location.
- Wear work boots, leather gloves, and long pants when working outdoors.
- Be aware that snakes are more active in warm weather and at night.
- Make noise because snakes will tend to avoid the noise.



IF BITTEN

- Move the bitten person well away from the snake's reach to avoid additional bites.
- Stay Calm! Call **911**. Always treat snakebites as an emergency!
- Notify your supervisor and other employees.

- Typically, you will see two fang marks, but the absence of visible fang marks is not evidence of a lack of a venomous snake bite.



- Restrict movement and keep the bite area below the heart. Above the heart will increase the heart rate and increase the movement of venom through the body.
- If possible, wash the bite area with soap and water as soon as possible.
- Cover wound with clean, dry bandage.
- If EMS is not readily available, apply first aid and begin transport of the victim to the nearest hospital emergency room.
- If possible, take a picture of the snake but do not approach the snake.

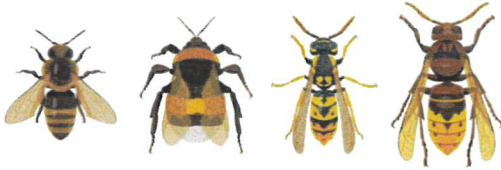
WHAT NOT TO DO

- DO NOT wait to seek immediate medical attention if bitten.
- DO NOT attempt to capture or kill the snake.
- DO NOT cut bite wounds and/or attempt to suck out the venom.
- DO NOT constrict blood flow. Allowing blood flow will dilute the toxin and likely reduce tissue damage
 - Don't apply ice to the bite area.
 - Don't apply a tourniquet.
 - Don't immerse in water or other liquids.
 - Don't drink alcohol or caffeinated beverages.



BEES, WASPS, AND HORNETS

Bees, wasps, and hornets are most abundant in the warmer months. Nests and hives may be found in trees, under roof eaves, or on equipment such as ladders.



Honey
Bee

Bumble
Bee

Wasp

Hornet

PREVENTION

- Avoid perfumed toiletries.
- Wear clothing to cover as much of the body as possible.
- Keep work areas clear of discarded food.
- Remain calm and still if a bee is flying around. Swatting may cause it to sting.
- If attacked by several bees, run and try to get indoors or in a vehicle.

IF STUNG

In most cases symptoms include burning pain at the sting site with red welt and small white spot at puncture site.

- Wash the site with soap and water.
- Remove stinger using gauze wiped over the area or by scraping a fingernail over the area. Never squeeze the stinger or use tweezers.
- Apply ice to reduce swelling.
- Do not scratch the sting as this may increase swelling, itching, and risk of infection.
- Call **911** immediately if you or a coworker has an allergic reaction. Symptoms include:
 - Hives, itching, flushed or pale skin.
 - Difficulty breathing and swelling of the throat and tongue.
 - A weak, rapid pulse.
 - Nausea, vomiting, or diarrhea.
 - Dizziness, fainting, or loss of consciousness.

TICKS

Ticks are tiny insects that live in tall grass or shrubs and often ride on deer, dogs, mice, or people. Tick activity peaks during the summer months. Worksites with wood, bushes, high grass, or leaf litter are likely to have more ticks.

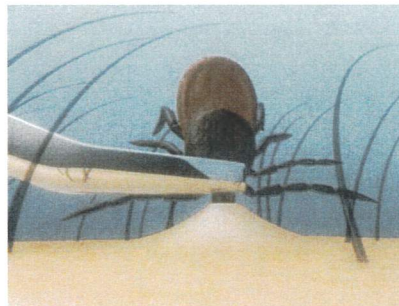
PREVENTION

When working in these environments, CDC recommends:

- Wear a hat and tuck your pants into your boots or socks.
- Always use insect repellents that provide protection from tick bites
- Check your skin and clothes at the end of your shift.

IF BITTEN

1. Sanitize bite area and tweezers.
2. Grab tick close to the head and pull up slowly.
3. Sanitize bite area again.



About [Lyme Disease](#)

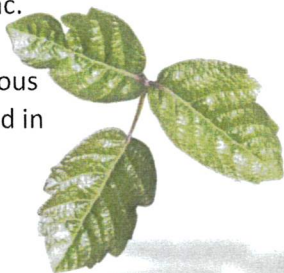
Lyme disease is the most common vector-borne disease in the U.S. It is transmitted to humans through the bite of an infected blacklegged tick. Most cases can be treated with antibiotics, especially if treatment is started early.

Seek medical attention promptly if you develop symptoms of body/muscle aches, fever, headaches, fatigue, joint pain, rash, stiff neck, and facial paralysis. Tell your health care provider about working outdoors in an area where ticks may be present.

POISONOUS PLANTS

Employees who work outdoors are at risk of exposure to poisonous plants, such as Poison Oak, Poison Ivy, and Poison Sumac.

Poison Oak is the primary poisonous plant in California. It can be found in the forest, fields, along streams, roadsides, and even in urban environments.



When in contact with skin, the leaf's sap oil (urushiol) can cause an allergic reaction. Burning these poisonous plants produces smoke that, when inhaled, can cause lung irritation.

Employees may be exposed through:

- Direct contact with the plant.
- Indirect contact (touching tools, animals, or clothing with urushiol on them).
- Inhalation of particles containing urushiol from burning plants.

PREVENTION

- Wear long sleeves, long pants, boots, and gloves.
- Wash exposed clothing separately in hot water with detergent.
- Barrier skin creams, such as lotion containing Bantoquatum, may offer some protection.
- After use, clean tools with rubbing alcohol or soap and lots of water. Urushiol can remain active on the surface of objects for up to 5 years. Wear disposable gloves during this process.
- Do not burn plants or brush piles that may contain poison oak. Inhaling smoke from burning plants can cause severe allergic respiratory problems.
- When exposure to burning poison oak is unavoidable review the guidance at [NIOSH Poisonous Plants Fast Facts](#).

IF EXPOSED

Symptoms of skin contact include:

- Red rash within a few days of contact
- Swelling and itching
- Possible bumps, patches, and streaking
- Possible weeping blisters. Blister fluids are not contagious



If you are exposed to Poison Oak:

- Immediately rinse skin with rubbing alcohol, poison plant wash, or degreasing soap (such as dishwashing soap) or detergent, and lots of water. Rinse frequently so that wash solutions do not dry on the skin and further spread the urushiol.
- Scrub under nails with a brush.
- Apply wet compresses, calamine lotion, or hydrocortisone cream to the skin to reduce itching and blistering. Oatmeal baths may relieve itching as well.
- An antihistamine may help relieve itching but remember drowsiness may occur.
- In severe cases, or if the rash is on the face or genitals, seek professional medical attention.
- Call 911 or go to a hospital emergency room if you have a severe allergic reaction, such as swelling, difficulty breathing, or if you've had a severe reaction in the past.

This *Safety Talk* provides awareness level training on a variety of outdoor hazards. If this information is unclear or if you have any additional questions, please talk to your supervisor.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 25, 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:

- Prepared version 3 of the Property Exchange Agreement plus all but one of the exhibits and presented it to G. Swaffar
- Issued the First Written Offer of Just Compensation for acquisition of the CalFire Site
- Received comments about version 3 of the Property Exchange Agreement from G. Swaffar

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

- BRI: negotiations with G. Swaffar

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
- 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
- prepare the quarterly reports to DFA and DWR

RECOMMENDATIONS

1. None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 25, 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

The construction of the subject project has been funded by the Department of Water Resources through the Small Community Drought Relief Program as 100% grant. This construction project is a subset of the larger planning project for which design was recently completed.

Since the last Board Meeting, the Project Team has:

- Answered contractor questions and issued two addenda
- Opened bids on June 6, 2024
- Assessed the bids and determined which portions can be awarded based upon available funding
- SHN reviewed the bids and prepared a recommendation for award Memo (attached)
- Coordinated with DWR's project manager for review of SHN's recommendation for award
- The Real Estate Branch of DWR approved the appraisal for CalFire site easement acquisition
- BRI sent the First Written Offer of Just Compensation to CalFire for their review and consideration (acquisition of this site is necessary for the construction contractor to be allowed to enter CalFire's property and begin construction of the Alderpoint Pump Station)

The project team will be working on:

- Coordination with BRI and the State Department of General Services for the CalFire site easement acquisition
- continued oversight of the finances
- preparation of the 2024 Q2 quarterly report to DWR

FINANCIAL IMPLICATIONS

The attached bid analysis and summary from SHN details the bids received. SHN's recommendation is to award the construction contract to the low bidder, Wahlund Construction. We are recommending that the **base bid be awarded** and exclude the Tobin Well site until later in the construction project. This would equate to a contract in the amount of **\$4,083,540**. This is well within the amount of grant funds we have available from DWR. Attached is a one-page

summary of all the incurred and estimated project costs, along with the source of funding for each updated for this bid amount. Note that a small portion of the construction engineering and other soft costs could end up being paid for in part with GSD funds. This is also the case with the contingency, should it become necessary to use it. The management of the consultants during the construction phase will be completed in such a way as to minimize the costs to try to free up funds for the Tobin Well site, while still meeting all of the requirements of the DWR Grant Agreement.

Attached is an application to RCAC for a **construction bridge loan** with the DWR Grant Agreement as collateral. The loan is set up as a line of credit that we can draw from as needed. It will have a loan origination fee (1.5%) on the total credit line (\$10,500) and interest (estimated to be 5.5% APR) accrued only during the period of time that the funds are borrowed and only for the unpaid amount drawn. 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. The application is for a **\$700,000** maximum loan line of credit.

RECOMMENDATIONS

1. Award the Construction Contract to Wahlund Construction in the amount of \$4,083,540
2. Review and adopt Resolution 24-008 for the RCAC Construction Bridge Loan

ATTACHMENTS

Overview of Project Cost Estimates

SHN Memo Recommending Award of the Contract

Resolution 24-008: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT
AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE THE
LOAN APPLICATION, AGREEMENT, PROMISSORY NOTE, SECURITY, AND OTHER
INSTRUMENTS TO MAKE AND SECURE THE LOAN FROM RURAL COMMUNITY
ASSISTANCE CORPORATION FOR A CONSTRUCTION BRIDGE LOAN ON THE
GARBERVILLE TANKS REPLACEMENT PROJECT (FUNDED BY DWR) AND ANY
AMENDMENTS THERETO; AND
AUTHORIZING THE GENERAL MANAGER OR CONSTRUCTION PROJECT MANAGER
TO APPROVE CLAIMS FOR REIMBURSEMENT AND SIGN DOCUMENTATION
REQUIRED BY RCAC FOR THE DISBURSEMENT OF FUNDS DURING THE TERM OF
THE LOAN; AND DEDICATING REIMBURSEMENTS FROM DWR AS THE SOURCE OF
REVENUE TO REPAY SAID LOAN

Bridge Loan Application: Cover page and List of Attachments

Garberville Sanitary District: Tanks (Wallan & Robertson) Replacement Project
 Overview of Project Cost Estimates from Bids with Funding Sources

Updated June 6, 2024 after opening bids

Item	Amount	Anticipated Funding Source			
		Existing DWR Grant	DWR CLAIMED thru Inv#3	GSD \$	Planning FA SWRCB DFA
PLANNING PHASE					
Grant Administration, Legal					
6 TMF	\$20,000				\$20,000
7 Rate Study	\$10,000				\$10,000
8 Planning Administration & Legal	\$35,000	\$10,000	\$8,625		\$50,000
Property Acquisition	\$140,000	\$140,000	\$21,528		
		-\$30,000			
Environmental/Permitting Services		\$108,000	\$53,471		
Special Studies & Planning Assistance \		-\$50,000			\$50,000
4 CEQA Compliance \ →	\$194,500				\$30,000
Permit Fees and Asbestos Testing /					\$20,000
Permitting Assistance /					\$30,000
Planning Phase Engineering Services		\$362,000	\$318,056		
2 Geotechnical Services \	\$148,500	-\$50,000			\$30,000
Survey /					\$45,000
1 Project Eval, Alt Analysis, Draft PER	\$200,000				\$72,000
3 Final PER & 30%	\$65,000				\$65,000
Controls and Electrical Design (by ATEEM) \					
Preliminary Design and Engineering Report					
5 Final Design (Development of PS&E) /	\$415,500				\$250,000
Total Planning Phase:	\$1,228,500	\$490,000	\$401,680	\$0	\$672,000
CONSTRUCTION PHASE					
DWR Construction Phase Engineering Services					
Constr Administration & Legal	\$25,000	\$15,000		\$10,000	
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	\$110,000		\$40,000	
Construction Engineering (SHN)	\$157,900	\$110,000		\$47,900	
SWPPP Support Services (SHN)	\$35,000	\$15,000		\$20,000	
Materials Testing & Special Inspections (SHN)	\$44,000	\$20,000		\$24,000	
Environmental Compliance Monitoring (SHN)	\$62,000	\$30,000		\$32,000	
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	
Total Construction Soft Costs	\$614,200	\$365,000	\$0	\$249,200	\$0
DWR Garb Tanks Const Contract Engr Est		\$3,690,000			
Base Bid	\$3,686,400			-\$3,600	
Trailer Mounted Generator 1.11	\$0			\$0	
Additive Alternatives	\$104,800			\$0	
Contingency	\$150,000			\$150,000	
Total Construction Phase:	\$4,555,400	\$4,055,000	\$0	\$395,600	\$0
Total Estimated Project Costs	\$5,783,900	\$4,545,000	\$401,680	\$395,600	\$672,000
				6.8%	



Reference: 022067

June 11, 2024

Ralph Emerson
General Manager
Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542

Subject: Garberville Tanks Replacement (DWR) Project—Contract Award Recommendation

Dear Ralph Emerson:

Garberville Sanitary District (GSD) received two bids for the Garberville Tanks Replacement (DWR) Project on June 6, 2024. The two contractors that submitted bids were Wahlund Construction Inc. (Wahlund), and Van Meter Logging Inc. (Van Meter).

Wahlund Construction Inc. is the low bidder for this project. Wahlund's bid package was examined and found to be complete with all of the necessary bid attachments included. No irregularities were found in Wahlund's bid.

After reviewing the two revised bids received for the project, it is SHN's recommendation that the contract be awarded to the lowest responsible bidder, which is Wahlund Construction Inc. SHN has identified that Wahlund's bid is responsive, and their qualifications are adequate to perform the work successfully. The bid summary and evaluation are provided as an attachment to this letter.

Please email me at jobarr@shn-engr.com if you have any questions.

Sincerely,

SHN

Jared O'Barr, PE
Principal Civil Engineer

JOB:ame

Attachment 1. Bid Summary and Analysis

P:\Eureka\2022\022067-GSD-Water\900-DWR-Bid-Assistance\PUBS\rpts\20240611-DWR-BidRecommendation.docx



Bid Summary and Analysis

1



Bid Summary
Garberville Tanks Replacement Project
Bid Opening Date: June 6, 2024
Garberville Sanitary District, Garberville, California

Item	Description	Units	Quantity	Engineer Estimate		Van Meter		Wahlund		Remarks
				Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	
Wallan Tank and Wallan Pump Station										
1.1	Mobilization/Demobilization	LS	1	\$ 106,000	\$ 106,000	\$ 110,000	\$ 110,000	\$ 475,500	\$ 475,500	
1.2	Demo Existing Wallan Tank, Foundation, Piping	LS	1	\$ 35,000	\$ 35,000	\$ 35,000	\$ 35,000	\$ 22,000	\$ 22,000	
1.3	70,000 Gallon Bolted Steel Tank & Foundation & Disinfection	LS	1	\$ 307,000	\$ 307,000	\$ 340,000	\$ 340,000	\$ 423,000	\$ 423,000	
1.4	Site Grading and Surfacing	SY	1000	\$ 60	\$ 60,000	\$ 40	\$ 40,000	\$ 32	\$ 32,000	
1.5	Yard Piping	LS	1	\$ 45,000	\$ 45,000	\$ 72,000	\$ 72,000	\$ 60,000	\$ 60,000	
1.6	Wallan Tank Radio, Solar, and Electrical	LS	1	\$ 70,000	\$ 70,000	\$ 72,000	\$ 72,000	\$ 58,000	\$ 58,000	
1.7	Security Fencing and Gate	LF	260	\$ 110	\$ 28,600	\$ 139	\$ 36,140	\$ 131	\$ 34,060	
1.8	4-inch C900 PVC Distribution Piping	LF	440	\$ 130	\$ 57,200	\$ 85	\$ 37,400	\$ 180	\$ 79,200	
1.9	Demolition of Mechanical/Electrical at Wallan Pump Station	LS	1	\$ 10,000	\$ 10,000	\$ 22,000	\$ 22,000	\$ 12,000	\$ 12,000	
1.10	Electrical/Controls	LS	1	\$ 514,000	\$ 514,000	\$ 135,000	\$ 135,000	\$ 112,500	\$ 112,500	
1.11	Towable Generator	LS	1	\$ 85,000	\$ 85,000	\$ 130,000	\$ 130,000	\$ 122,000	\$ 122,000	
1.12	Pump Station Building Exterior Repairs	LS	1	\$ 15,000	\$ 15,000	\$ 35,000	\$ 35,000	\$ 6,900	\$ 6,900	
1.13	Pump Station Pumps, Piping & Valves	LS	1	\$ 86,000	\$ 86,000	\$ 98,000	\$ 98,000	\$ 60,000	\$ 60,000	
Wallan Tank and Wallan Pump Station Total				\$ 1,418,800	\$ 1,418,800	\$ 1,162,540	\$ 1,162,540	\$ 1,497,160	\$ 1,497,160	
Arthur Road Pump Station and Alderpoint Pump Station										
2.1	Mobilization/Demobilization	LS	1	\$ 100,000	\$ 100,000	\$ 200,000	\$ 200,000	\$ 41,000	\$ 41,000	
2.2	Demolition of Arthur Rd Pump Station and piping	LS	1	\$ 32,000	\$ 32,000	\$ 23,000	\$ 23,000	\$ 57,000	\$ 57,000	
2.3	Site Work at New Alderpoint Pump Station	LS	1	\$ 43,000	\$ 43,000	\$ 60,000	\$ 60,000	\$ 25,000	\$ 25,000	
2.4	Alderpoint Pump Station Building Construction (CMU)	SF	280	\$ 400	\$ 112,000	\$ 625	\$ 175,000	\$ 20.50	\$ 5,740	Wahlund: Unit cost appears low, but written total was calculated correctly from this value
2.5	Alderpoint PRV Vault/PRVs	LS	1	\$ 59,000	\$ 59,000	\$ 96,000	\$ 96,000	\$ 133,000	\$ 133,000	
2.6	Pump Station Pumps/Mechanical	LS	1	\$ 182,000	\$ 182,000	\$ 122,000	\$ 122,000	\$ 100,000	\$ 100,000	
2.7	Yard Piping	LS	1	\$ 100,000	\$ 100,000	\$ 45,000	\$ 45,000	\$ 101,000	\$ 101,000	
2.8	PG & E Service Modifications-Contractor Scope	LS	1	\$ 5,000	\$ 5,000	\$ 12,000	\$ 12,000	\$ 5,200	\$ 5,200	
2.9	Electrical/Controls	LS	1	\$ 701,000	\$ 701,000	\$ 923,000	\$ 923,000	\$ 844,000	\$ 844,000	
2.10	Site Restoration	LS	1	\$ 10,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 11,000	\$ 11,000	
Arthur Road Pump Station and Alderpoint Pump Station Total				\$ 1,344,000	\$ 1,344,000	\$ 1,668,000	\$ 1,668,000	\$ 1,322,940	\$ 1,322,940	
Alderpoint Road Water Main										
3.1	Mobilization/Demobilization	LS	1	\$ 37,000	\$ 37,000	\$ 100,000	\$ 100,000	\$ 2,000	\$ 2,000	
3.2	Traffic Control	LS	1	\$ 40,000	\$ 40,000	\$ 80,000	\$ 80,000	\$ 33,350	\$ 33,350	
3.3	8-inch C900 PVC Piping to Wallan Rd tie in	LF	2000	\$ 200	\$ 400,000	\$ 260	\$ 520,000	\$ 230	\$ 460,000	
3.4	Arthur Road Tie In	LS	1	\$ 15,000	\$ 15,000	\$ 30,000	\$ 30,000	\$ 26,000	\$ 26,000	
Alderpoint Road Water Main Total				\$ 492,000	\$ 492,000	\$ 730,000	\$ 730,000	\$ 521,350	\$ 521,350	
Robertson Tank and Antenna Tower										
4.1	Mobilization/Demobilization	LS	1	\$ 17,000	\$ 17,000	\$ 200,000	\$ 200,000	\$ 43,500	\$ 43,500	
4.2	Demo Existing Robertson Tank and Foundation	LS	1	\$ 51,000	\$ 51,000	\$ 25,000	\$ 25,000	\$ 60,000	\$ 60,000	
4.3	Asbestos Containing Construction Materials Disposal	TON	60	\$ 390	\$ 23,400	\$ 25,000	\$ 25,000	\$ 360	\$ 21,600	Van Meter: Line item total as written in bid is used. Unit cost written appears miscalculated.
4.4	Repeater Tower	LS	1	\$ 85,000	\$ 85,000	\$ 165,000	\$ 165,000	\$ 133,500	\$ 133,500	
4.5	Backfill Tank	CY	400	\$ 90	\$ 36,000	\$ 50	\$ 20,000	\$ 70	\$ 28,000	
4.6	Imported Top Soil	CY	40	\$ 150	\$ 6,000	\$ 100	\$ 4,000	\$ 300	\$ 12,000	
4.7	Site Restoration	LS	1	\$ 10,000	\$ 10,000	\$ 4,000	\$ 4,000	\$ 12,000	\$ 12,000	
Robertson Tank and Antenna Tower Total				\$ 228,400	\$ 228,400	\$ 443,000	\$ 443,000	\$ 310,600	\$ 310,600	
General Items										
5.1	Excavation Sheeting, Shoring, and Bracing	LS	1	\$ 10,000	\$ 10,000	\$ 20,000	\$ 20,000	\$ 1,150	\$ 1,150	
5.2	SWPPP Implementation	LS	1	\$ 30,000	\$ 30,000	\$ 40,000	\$ 40,000	\$ 24,000	\$ 24,000	
5.3	Pressure Grouting/Pipe Abandonment	CY	4	\$ 5,000	\$ 20,000	\$ 5,000	\$ 20,000	\$ 2,300	\$ 9,200	
General Items Total				\$ 60,000	\$ 60,000	\$ 80,000	\$ 80,000	\$ 34,350	\$ 34,350	
Additive Alternate A1- Tobin Well Generator										
A1.1	Mobilization/Demobilization	LS	1	\$ 12,000	\$ 12,000	\$ 50,000	\$ 50,000	\$ 2,300	\$ 2,300	
A1.2	Tobin Well Generator/Electrical/Controls	LS	1	\$ 139,000	\$ 139,000	\$ 110,000	\$ 110,000	\$ 92,500	\$ 92,500	
A1.3	Site Work and Restoration	LS	1	\$ 3,800	\$ 3,800	\$ 20,000	\$ 20,000	\$ 10,000	\$ 10,000	
Additive Alternate A1 Total				\$ 154,800	\$ 154,800	\$ 180,000	\$ 180,000	\$ 104,800	\$ 104,800	
Total Project Summary										
				Base Bid	\$ 3,543,200		\$ 4,083,540		\$ 3,686,400	Van Meter: Totals as written in bid do not match sum of items. Sum of items is used.
				Project Total	\$ 3,698,000		\$ 4,263,540		\$ 3,791,200	



Bid Analysis
Garberville Tanks Replacement Project
Bid Opening Date: June 6, 2024
Garberville Sanitary District, Garberville, California

Bid Packet Content		Wahlund	Van Meter
	Addendums Acknowledged	Yes	Yes
A	Non-Collusion Affidavit (00420)	Yes	Yes
B	Workers Compensation Certification (00421)	Yes	Yes
C	Drug Free Workplace Certification (00422)	Yes	Yes
D	Debarment Certification (00423)	Yes	Yes
E	Lobbying Certification (00424)	Yes	Yes
F	Iran Contracting Certification (00425)	Yes	Yes
G	Economic Sanctions Certification (00426)	Yes	Yes
H	Non-Segregated Certification (00427)	Yes	Yes
I	Bid Security (00430)	Yes	Yes
J	Qualifications Statement (00451)	Yes	Yes
K	Licensing Statement (00452)	Yes	Yes
L	List of Subcontractors (00460)	Yes	Missing Subcontract percentage, a DIR number, and Expiration dates



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 24-008

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE THE LOAN APPLICATION, AGREEMENT, PROMISSORY NOTE, SECURITY, AND OTHER INSTRUMENTS TO MAKE AND SECURE THE LOAN FROM RURAL COMMUNITY ASSISTANCE CORPORATION FOR A CONSTRUCTION BRIDGE LOAN ON THE GARBERVILLE TANKS REPLACEMENT PROJECT (FUNDED BY DWR) AND ANY AMENDMENTS THERETO; AND

AUTHORIZING THE GENERAL MANAGER OR CONSTRUCTION PROJECT MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT AND SIGN DOCUMENTATION REQUIRED BY RCAC FOR THE DISBURSEMENT OF FUNDS DURING THE TERM OF THE LOAN; AND DEDICATING REIMBURSEMENTS FROM DWR AS THE SOURCE OF REVENUE TO REPAY SAID LOAN.

WHEREAS, the Garberville Sanitary District (hereinafter referred to as "District") is a Special District that was formed by the Humboldt County Board of Supervisors on April 12, 1932, pursuant to the Sanitary District Act of 1923 (the "Act"), after a majority vote was cast in a general election; and

WHEREAS, the community of Garberville is designated as a severely disadvantaged community by the State of California; and

WHEREAS, the District owns and operates the Wallan Road Tank, which is a redwood tank that was constructed as part of the Meadows Subdivision in the 1970s and has been leaking for many years; and

WHEREAS, the District installed a temporary tank adjacent to the Wallan Road Tank so that the tank level could be brought below the largest leak, to minimize the water loss from the tank, especially during drought conditions.

WHEREAS, the District owns and operates the Robertson Tank, which is a partially in-ground concrete tank that has been held together with cables for more than 20 years and has been leaking for decades; and

WHEREAS, the SF Eel River contains protected salmonid species and is a wild and scenic river. During fall of 2021, the flows in the SF Eel River reached 80-year historic lows at the Miranda Gage. The imminent completion of this project is critical, and

WHEREAS, the GARBERVILLE TANKS REPLACEMENT PROJECT is being implemented in response to a drought scenario, as defined by Water Code section 13198(a) and is intended to: (1) address immediate impacts on human health and safety; (2) address immediate impacts on fish and wildlife resources; or, (3) provide water to persons or communities that lose or are threatened with the loss or contamination of water supplies, and

WHEREAS, the District has executed with the Department of Water Resources Small Community Drought Relief Program, Grant Agreement Number 4600015036 including Amendments 1 and 2 for the administration, project development, environmental review, permitting, and construction of the GARBERVILLE TANKS REPLACEMENT PROJECT totaling **\$4.545 million in grant funds**; and

WHEREAS, the GARBERVILLE TANKS REPLACEMENT PROJECT (hereinafter referred to as “Project”) consists of demolishing the Robertson Tank, replacing the Wallan Tank, rehabilitating the Wallan pump station, construction of a new Alderpoint pump station, decommissioning of the Arthur pump station, construction of a waterline in Alderpoint Road, with associated piping and appurtenances necessary to physically and electronically connect the various sites; all in Humboldt County, California; and

WHEREAS, the District has bid the Project and desires to award the Project to the low bidder in the amount of \$4,083,540 with a completion date of November 1, 2025, and

WHEREAS, California law requires the District to make timely payments to the construction contractor and construction engineering firms, and

WHEREAS, there will be a delay between the date of payment to contractors or consultants and the receipt of reimbursement disbursements from the State Department of Water Resources under the Grant Agreement; and

WHEREAS, Rural Community Assistance Corporation (hereinafter referred to as “RCAC”) is authorized to make loans for housing, environmental infrastructure and community facilities for low-income people; and

WHEREAS, the District wishes to obtain from RCAC a bridge loan for the construction of the Project; and

WHEREAS, RCAC has a loan funding program that allows the District to use the existing grant agreement as collateral on a line of credit for a construction bridge loan;

WHEREAS, the District is entitled to borrow money and incur indebtedness pursuant to the Act and California Health and Safety Code Section 6523.1; and

WHEREAS, the District wishes to obtain from RCAC a construction bridge loan with a maximum line of credit of \$700,000.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the foregoing recitals are true and correct and shall be implemented as stated; and

BE IT FURTHER RESOLVED AND ORDERED, that

1. the District shall submit to RCAC an application for a loan in an amount not to exceed Seven Hundred Thousand Dollars (\$700,000) to be used for the Garberville Tanks Replacement Project in the town of Garberville, in Humboldt County, California.
2. If the loan is approved, the District is hereby authorized to incur indebtedness in the amount approved by RCAC, but **not to exceed Seven Hundred Thousand Dollars (\$700,000)**, and to enter into a loan agreement with RCAC for the purposes set forth in the loan application and approved by RCAC. It also may give a promissory note and execute security and other instruments required by RCAC to evidence and secure the indebtedness.
3. The District is further authorized to request amendments, including increases in the loan amount up to amounts approved by RCAC, and to execute any and all documents required by RCAC to evidence and secure these amendments.
4. The Board authorizes the **CHAIR OF THE BOARD OF DIRECTORS** to execute in the name of the District, the loan application and the loan agreement, promissory note, security and other instruments, and any and all documentation for the disbursement of funds required by RCAC to make and secure the loan and any amendments thereto.
5. The Board authorizes the **GENERAL MANAGER (Ralph Emerson) or CONSTRUCTION PROJECT MANAGER (Jennie Short)** to execute in the name of the District, only that documentation required by RCAC for the disbursement of funds during the term of the loan.

6. The Board authorizes the **OFFICE ADMINISTRATIVE ASSISTANT (Mary Nieto)** to confirm the District's bank account information for loan disbursements and payments.

Passed and adopted by the Garberville Sanitary District's Board of Directors on **June 25, 2024** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Doug Bryan, Chair of the Board

ATTEST:

Ralph Emerson
Clerk of Board of Directors



Rural Community Assistance Corporation

Application for Infrastructure Construction Loan

If your organization has already received an infrastructure feasibility loan or predevelopment loan from RCAC, complete only the organizations name, any changes in other borrower information, the amount needed and term requested, provide any changes or updates to the previous attachments, date and sign. Attach items 8 through 12 below (if not already provided) and a new Resolution to Borrow. Applicants who have not had a previous feasibility loan or predevelopment loan must complete the full application information and provide all attachments.

BORROWER INFORMATION			Date:	June 25, 2024
Name of Borrower :	Garberville Sanitary District	Type of Organization:	<input type="checkbox"/> Nonprofit (Mutual)	
Mailing Address:	P.O. Box 211		<input checked="" type="checkbox"/> Public Body	
Street Address (if different):	919 Redwood Drive		<input type="checkbox"/> Tribal	
City:	Garberville	Contact Person:	Jennie Short	
County:	Humboldt	Title:	Const. Project Manager	
State:	Ca	Telephone:	(707)923-9566	
Zip Code:	95525	Fax:		
Tax ID Number:	68-0296323	Cell:	(707)223-4567	
DUNS #:	827063041	E-mail:	jmshort@garbervillesd.org	

PROJECT INFORMATION	
Loan Amount:	\$700,000
Term Requested:	Bridge Loan - Repay as we receive reimbursement from DWR
Median Household Income:	36,000
Population Served:	919
# of Jobs Created:	3
# of Jobs Retained:	4
Technical Assistance Provider:	None

- Please attach the following documents to the application:**
1. Formation documents applicable to type of entity.
 2. Resolution to Borrow (format attached).
 3. Board roster with names, addresses, occupations.
 4. Last two years financial statements (audited if available) and current interim financial statements. If not available discuss alternatives with loan officer.
 5. Current operating budget and rate structure.
 6. Brief system history, current staffing, income levels served, etc.
 7. For public body applicants – Attorney’s opinion letter as to ability of organization to incur loan obligation. For nonprofits, complete attached Assurances Statement.
 8. Letter of Conditions from permanent financing lender.
 9. Full copy of Preliminary Engineering Report (PER).
 10. Engineering Agreement with permanent lender approval.
 11. Construction documents with permanent lender approval.
 12. Proposed form of security for interim construction financing.

Credit: I hereby grant Rural Community Assistance Corporation permission to obtain credit information and general references, and to contact borrower’s accountant.

Certification: I certify that I am the person authorized by the Board of Directors to execute a loan application and other documents in connection with this request and that the information on this loan application and attachments hereto is complete and current to the best of my knowledge. Furthermore, I understand that intentional misrepresentation of facts may be a basis for denial of credit or an “event of default” as described in the Promissory Note which will evidence the loan request, if approved.

Authorized Signature: _____ Date: June 25, 2024

Recommended (RCAC or other TA provider)

Signature: _____ Date: _____

Notice: The Federal Equal Opportunity Act prohibits creditors from discriminating against credit applicants on the basis of race, color, religion, national origin, sex, marital status, age (provided the applicant has the capacity to enter into a binding contract); because all or part of the applicant’s income derives from any public assistance program; or because the applicant has, in good faith, exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with the law concerning this credit is the Federal Trade Commission, Division of Credit Practices, 6th and Pennsylvania Avenue, NW, Washington, DC 20580.



GARBERVILLE SANITARY DISTRICT

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

Summary of Application Attachments

#	Description
1	Order Establishing GSD
2	<p>Resolution 24-008: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD OF DIRECTORS TO EXECUTE THE LOAN APPLICATION, AGREEMENT, PROMISSORY NOTE, SECURITY, AND OTHER INSTRUMENTS TO MAKE AND SECURE THE LOAN FROM RURAL COMMUNITY ASSISTANCE CORPORATION FOR A CONSTRUCTION BRIDGE LOAN ON THE GARBERVILLE TANKS REPLACEMENT PROJECT (FUNDED BY DWR) AND ANY AMENDMENTS THERETO; AND</p> <p>AUTHORIZING THE GENERAL MANAGER OR CONSTRUCTION PROJECT MANAGER TO APPROVE CLAIMS FOR REIMBURSEMENT AND SIGN DOCUMENTATION REQUIRED BY RCAC FOR THE DISBURSEMENT OF FUNDS DURING THE TERM OF THE LOAN; AND DEDICATING REIMBURSEMENTS FROM DWR AS THE SOURCE OF REVENUE TO REPAY SAID LOAN</p>
3	Board Roster
4a	Audit for Fiscal Year ending June 30, 2022
4b	Audit for Fiscal Year ending June 20, 2023
4c	Board Memo for Financial Statements for February & March 2024
5a	Resolution 24-007: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2024-25 BUDGET AND IMPLEMENTING THE MODIFIED SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007 AS REVISED HEREIN
5b	Fiscal Year 24/25 Budget as presented to the GSD Board for Resolution 24-007
6	System & Project History
7	District Counsel opinion letter
8a	Department of Water Resources (DWR) Small Community Drought Relief Program Grant Agreement Number 4600015036
8b	With Amendments 1 and 2
8c	
9	Final Preliminary Engineering Report - download from https://www.garbervillesd.org/files/b0d05f026/GSD-WATER-IMPROVMTS-PER-FINAL+2023.pdf
10	Engineering Agreement with SHN (Construction Phase) <i>(DWR doesn't review and approve the engineering agreement, so we don't have a permanent lender approval letter)</i>
11	Construction Documents: 100% Plans and Specifications - these can be downloaded from https://www.garbervillesd.org/tanks-replacement-project-bid-documents
12	Proposed form of security - DWR Grant Agreement (see #8)

#	Description
13	<p data-bbox="168 233 704 264">Green Lending Qualification Checklist</p> <p data-bbox="168 306 1357 373">Also download the CEQA IS/MND for additional information regarding environmental mitigations:</p> <p data-bbox="168 380 1170 447">https://www.garbervillesd.org/files/37fd65000/20231213-Final-IS-MND-GSD_r_SIGNED+website+copy+LS+12-21-23.pdf</p> <p data-bbox="168 485 1520 552">https://www.garbervillesd.org/files/5084abc97/NOD+signed+2023+1219+website+copy+LS+12-21-2023.pdf</p> <p data-bbox="168 590 1029 657">https://www.garbervillesd.org/files/a3ba29fea/Resolution+23-015+Signed+website+copy+LS+12-21-23.pdf</p>



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CLIFFORD B. MITCHELL (1927 - 2010)

PAUL A. BRISSO*
RUSSELL S. GANS
NICHOLAS R. KLOEPEL
RYAN T. PLOTZ
AMY A. HUNT
KAREN J. ROEBUCK, Senior Associate
SHAE N. McKNIGHT, Associate

ATTORNEYS AT LAW
426 FIRST STREET
EUREKA, CALIFORNIA 95501

www.mitchelllawfirm.com

Established 1915

TELEPHONE (707) 443-5643
FACSIMILE (707) 444-9586

P.O. DRAWER 1008
EUREKA, CA 95502

WILLIAM F. MITCHELL (Retired)
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* Of Counsel

June 10, 2024

Board of Directors
Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542

Re: Garberville Sanitary District Application for Loan Funding from the Rural
Community Assistance Corporation

Dear Members of the Board:

This letter is written at the request of the Garberville Sanitary District regarding the application for infrastructure construction loan funding from the Rural Community Assistance Corporation. This law office, with the undersigned acting as counsel, has served as District Counsel since, approximately, April, 2012.

The Garberville Sanitary District (“District”) is a public entity that was formed under the Sanitary District Act of 1923 (California Health and Safety Code Sections 6400, et seq.) by an order of the Humboldt County Board of Supervisors on April 12, 1932. As a public entity the District is not subject to State taxation pursuant to the California Constitution, Art. 13, Sections 3, 11 and Section 202 of the California Revenue and Taxation Code. The District is treated as a non-taxable entity by the Internal Revenue Service. The District has continuously provided water service within its jurisdictional boundaries with the approval of the Humboldt Area Local Formation Commission (“LAFCO”) since, approximately, November 18, 2004. The District operates the water system pursuant to Domestic Water Supply Permit #01-01-11(P)-004, issued by the California Department of Public Health effective on December 27, 2004. The District has owned, operated, maintained, and managed the water system ever since.

A District's authority to incur debt and guarantee performance of debt derives from Health and Safety Code § 6523.1, which states that a district: "[M]ay borrow money and incur indebtedness and guarantee the performance of its legal or contractual obligations whether heretofore or hereafter incurred; and also refund or retire any public indebtedness or lien that may exist or be created against the district or any property therein which shall have arisen out of the transaction of the affairs of the district." The only explicit limitation on a District's authority to offer security for a loan in the form of a pledge of its revenues appears in Health and Safety Code § 6520.5, which states:

“[A] district may, by an order approved by a two-thirds vote of the members of the board, prescribe, revise and collect, fees, tolls, rates, rentals, or other charges for services and facilities furnished by it in connection with its sanitation or sewerage systems. Revenues derived by the district under the provisions of this section may be used for any purpose except the acquisition or construction of additional local street sewers or laterals which are an augmentation to an existing sewer system.”

A sanitary district's limitations on borrowing are not contained in the Health and Safety Code, however, in a California Attorney General Opinion it was stated that the power to borrow “must be limited to funds which will be produced by tax levy for that year.” (16 Op.Cal.Atty.Gen. 77.) A review of this document shows that this Opinion was based on a repealed statute. (Gov. Code § 29190 et. seq.) Further research shows that in a later California Attorney General Opinion, this section was deemed applicable only if the sanitary district was not a revenue producing utility and bound to stay within a budget. (19 Op.Cal.Atty.Gen. 187.) The District is a revenue producing utility and therefore is not bound by the above limitations.

Consequently, there is no limitation on the District's ability to incur debt in this circumstance.

As of the date this letter is drafted and to the knowledge of the undersigned and this law office, the District currently has no actions, suits or proceedings pending before any court or administrative agency that could adversely materially affect the financial condition and operations of the District.

June 10, 2024

Page 3

If you have any questions regarding the opinions stated in this letter please do not hesitate to contact me.

Very truly yours,

THE MITCHELL LAW FIRM, LLP

Russell S. Gans

RSG/snm



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 24-009

AUTHORIZING TRANSFER OF FUNDS FROM THE DISTRICT'S RESERVE ACCOUNT# 2200 HELD WTH THE COUNTY OF HUMBOLDT TO UMPQUA BANK

WHEREAS, the District has two reserve accounts - account 2201 for water and 2200 for sewer; and

WHEREAS, each year the County deposits into the sewer reserve account all of the property tax revenues; and

WHEREAS, over the past five fiscal years a total of \$152,849.94 in property tax revenue was deposited but not transferred into the District's operations checking account to pay the expenses; and

WHEREAS, the County also deposited \$22,104.27 in interest income over the past five fiscal years, which should have been transferred to the operations account to cover the cost of the low-income senior credits; and

WHEREAS, during this fiscal year there have been extensive expenses for the capital infrastructure projects, that have yet to be reimbursed by the State, resulting in the need for funds in the Umpqua operations checking account to meet our operational obligations.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that the Board of Directors authorizes the County to transfer \$75,000 from the sewer reserve account #2200 into the District's Umpqua Bank account.

Passed and adopted by the Garberville Sanitary District's Board of Directors on June 25, 2024 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

_____,
Ralph Emerson
Clerk of Board of Directors

Pay to the order of: Garberville Sanitary District: EFT to Umpqua Bank

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
Res 24-009			75,000.00			Transfer from Acct#2200		
TOTAL CLAIMED:			\$75,000.00					

DEPARTMENTAL NOTATIONS:

Notes:

Prepared by: Jennie Short for the GSD Board of Directors Chair Doug Bryan
Phone Number: (707)223-4567 **Date:** 6/25/2024

Approved by:

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

GARBERVILLE SANITARY DISTRICT Revenue & Expense - Compare Fiscal Years

July 2018 through June 2023

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	TOTAL
Ordinary Income/Expense						
Income						
4200 · Sewer Charges	351,884.48	361,937.74	417,838.69	450,658.10	501,436.10	2,083,755.11
4300 · Connection Fees	0.00	8,000.00	0.00	0.00	8,000.00	16,000.00
4650 · Late Charges	7,045.00	4,897.50	2,115.00	7,627.50	7,327.50	29,012.50
4700 · Other Operating Revenue	800.00	(15.23)	1,364.81	0.00	2,222.87	4,372.45
49900 · Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	359,729.48	374,820.01	421,318.50	458,285.60	518,986.47	2,133,140.06
Gross Profit	359,729.48	374,820.01	421,318.50	458,285.60	518,986.47	2,133,140.06
Expense						
Administrative and General						
5025 · Discount Program	0.00	0.00	492.50	1,095.00	2,280.00	3,867.50
5005 · Bad Debts	30.47	64.33	2,239.02	(1,025.86)	470.65	1,778.61
5010 · Bank Charges						
5012 · Merchant Account Fees	1,276.48	1,531.14	1,812.60	2,511.37	2,864.67	9,996.26
5010 · Bank Charges - Other	826.03	932.02	942.00	984.59	1,068.04	4,752.68
Total 5010 · Bank Charges	2,102.51	2,463.16	2,754.60	3,495.96	3,932.71	14,748.94
5020 · Directors Fees	1,250.00	1,225.00	1,275.00	1,125.00	1,075.00	5,950.00
5030 · Dues and Memberships	2,112.00	1,864.11	2,009.61	2,676.07	2,837.43	11,499.22
5035 · Education and Training	2,360.77	1,194.67	765.10	352.68	708.22	5,381.44
5036 · Education and Training - B.O.D.	159.72	0.00	0.00	0.00	0.00	159.72
Insurance						
5040 · Liability	11,226.98	14,429.80	21,485.36	26,637.14	26,267.38	100,046.66
5050 · Workers' Comp	3,740.49	4,158.07	4,608.65	5,870.88	4,648.68	23,026.77
5055 · Health						
5055.1 · Employee Portion	(3,302.17)	(3,354.07)	(3,790.34)	(4,157.25)	(4,212.52)	(18,816.35)
5055 · Health - Other	19,800.90	20,346.60	21,824.11	22,847.45	24,372.78	109,191.84
Total 5055 · Health	16,498.73	16,992.53	18,033.77	18,690.20	20,160.26	90,375.49
Total Insurance	31,466.20	35,580.40	44,127.78	51,198.22	51,076.32	213,448.92
5060 · Licenses, Permits, and Fees	19,069.47	21,464.37	24,101.08	27,693.03	27,134.88	119,462.83
5065 · Auto	645.77	867.15	1,255.85	1,238.37	1,918.76	5,925.90
5070 · Miscellaneous	87.72	90.51	31.01	(61.29)	2.65	150.60
5080 · Office Expense	4,704.97	3,379.23	6,004.65	4,451.40	4,254.48	22,794.73

GARBERVILLE SANITARY DISTRICT Revenue & Expense - Compare Fiscal Years

	July 2018 through June 2023					
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	TOTAL
5082 · Office Subscriptions	0.00	0.00	0.00	0.00	925.00	925.00
5085 · Outside Services	3,885.08	2,991.53	2,932.96	3,411.38	3,848.76	17,069.71
5090 · Payroll Taxes	12,253.29	12,807.68	13,146.72	16,269.39	16,782.29	71,259.37
5095 · Penalties and Fines	0.00	0.00	0.00	3.01	0.00	3.01
5100 · Postage	1,193.84	1,467.10	1,577.34	1,224.35	2,026.07	7,488.70
5110 · Professional Fees	33,053.58	40,467.71	36,852.25	37,499.68	30,729.09	178,602.31
5120 · Property Taxes	15.21	14.44	0.00	0.00	0.00	29.65
5125 · Repairs and Maintenance	11.57	14.74	6.77	793.01	31.24	857.33
5130 · Rents	4,602.50	5,427.50	5,020.00	5,010.00	4,592.50	24,652.50
5135 · Retirement	3,585.79	3,700.01	3,943.99	5,155.21	5,239.55	21,624.55
5137 · Supplies	1,041.96	949.33	503.00	592.35	1,154.20	4,240.84
5140 · Telephone	5,308.66	5,264.06	5,765.14	5,081.18	5,074.36	26,493.40
5145 · Tools	0.00	13.46	2,811.64	1,772.34	1,004.09	5,601.53
5150 · Travel and Meetings	99.10	592.30	393.57	555.97	466.58	2,107.52
5155 · Utilities	1,177.74	1,379.94	1,246.80	1,337.81	1,619.18	6,761.47
5160 · Wages						
5165 · Wages - Overtime	799.50	1,037.31	1,194.20	1,614.75	982.50	5,628.26
5160 · Wages - Other	69,479.04	67,831.62	78,162.48	78,086.54	86,730.08	380,289.76
Total 5160 · Wages	70,278.54	68,868.93	79,356.68	79,701.29	87,712.58	385,918.02
5170 · Vacation Accrual Adjustment	2,220.15	3,536.18	(1,264.00)	5,794.82	(117.38)	10,169.77
Administrative and General - Other	(3.32)	0.00	0.00	0.00	0.00	(3.32)
Total Administrative and General	202,713.29	215,687.84	237,349.06	256,440.37	256,779.21	1,168,969.77
Sewage Collection						
6010 · Fuel	2,645.89	2,685.95	2,234.59	4,008.26	4,443.04	16,017.73
6030 · Repairs and Maintenance	4,493.17	35,412.42	18,212.74	4,813.70	11,038.52	73,970.55
6040 · Supplies	3,149.89	998.18	178.36	18.31	252.15	4,596.89
6050 · Utilities	3,664.41	3,192.18	4,122.52	3,889.24	3,262.52	18,130.87
6060 · Wages						
6065 · Wages - Overtime Sewer Collec	3,012.00	5,571.00	1,770.50	28,890.00	27,153.00	66,396.50
6060 · Wages - Other	30,671.27	33,541.14	33,783.26	41,608.94	50,316.51	189,921.12
Total 6060 · Wages	33,683.27	39,112.14	35,553.76	70,498.94	77,469.51	256,317.62
Total Sewage Collection	47,636.63	81,400.87	60,301.97	83,228.45	96,465.74	369,033.66
Sewage Treatment						

GARBERVILLE SANITARY DISTRICT Revenue & Expense - Compare Fiscal Years

	July 2018 through June 2023					
	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	TOTAL
6075 · Fuel	2,645.88	2,685.95	2,234.59	4,008.27	4,598.19	16,172.88
6080 · Monitoring	4,025.00	4,622.50	5,745.00	5,298.93	6,535.50	26,226.93
6085 · Outside Services	800.00	0.00	600.00	0.00	0.00	1,400.00
6100 · Repairs and Maintenance	5,034.96	6,849.36	2,587.96	11,512.33	5,644.60	31,629.21
6110 · Supplies	7,570.07	7,130.81	4,390.89	6,095.12	12,120.23	37,307.12
6120 · Utilities	7,652.26	11,025.71	9,258.65	11,510.85	15,702.69	55,150.16
6130 · Wages						
6135 · Wages - Overtime Sewer Treat	1,258.50	528.00	527.00	875.00	2,393.50	5,582.00
6130 · Wages - Other	38,957.58	44,704.69	45,181.46	52,049.99	42,745.20	223,638.92
Total 6130 · Wages	40,216.08	45,232.69	45,708.46	52,924.99	45,138.70	229,220.92
Total Sewage Treatment	67,944.25	77,547.02	70,525.55	91,350.49	89,739.91	397,107.22
Water Trans and Distribution						
7090 · Repairs and Maintenance	0.00	36.62	0.00	0.00	0.00	36.62
7100 · Supplies	0.00	441.96	0.00	0.00	0.00	441.96
7120 · Wages	0.00	0.00	0.00	0.00	0.00	0.00
Total Water Trans and Distribution	0.00	478.58	0.00	0.00	0.00	478.58
Water Treatment						
7030 · Repairs and Maintenance	0.00	1,168.94	0.00	0.00	0.00	1,168.94
7060 · Wages	0.00	0.00	0.00	0.00	0.00	0.00
Total Water Treatment	0.00	1,168.94	0.00	0.00	0.00	1,168.94
Total Expense	318,294.17	376,283.25	368,176.58	431,019.31	442,984.86	1,936,758.17
Net Ordinary Income	41,435.31	(1,463.24)	53,141.92	27,266.29	76,001.61	196,381.89
Other Income/Expense						
Other Income						
Property Tax Revenue						
8045 · PILT Revenue	0.00	0.00	18.51	8.92	9.04	36.47
8010 · Secured	26,347.17	27,983.34	29,215.87	29,324.96	31,951.85	144,823.19
8020 · Unsecured	1,060.80	1,088.57	1,121.44	1,134.52	1,214.92	5,620.25
8025 · Prior Years	5.55	8.76	14.01	84.68	13.29	126.29
8030 · Supplemental - Current	335.10	410.19	341.28	342.83	502.16	1,931.56
8035 · Supplemental - Prior Years	68.11	89.34	88.52	0.00	66.21	312.18
Total Property Tax Revenue	27,816.73	29,580.20	30,799.63	30,895.91	33,757.47	152,849.94
8053 · Water Capital Grant Income	0.00	0.00	0.00	103.55	0.00	103.55

GARBERVILLE SANITARY DISTRICT Revenue & Expense - Compare Fiscal Years

July 2018 through June 2023

	Jul '18 - Jun 19	Jul '19 - Jun 20	Jul '20 - Jun 21	Jul '21 - Jun 22	Jul '22 - Jun 23	TOTAL
8060 · Interest Income	6,854.13	5,915.30	9,042.71	7,203.96	7,830.31	36,846.41
8061 · Interest Income (Prior Year)	0.00	0.00	0.00	0.00	(4,242.14)	(4,242.14)
8070 · Other Non-Operating Revenue	830.20	2,032.64	1,047.56	751.91	1,419.32	6,081.63
9030 · Homeowners' Tax Relief	310.91	306.64	305.47	294.66	(449.13)	768.55
Total Other Income	35,811.97	37,834.78	41,195.37	39,249.99	38,315.83	192,407.94
Other Expense						
8041 · Emergency Wage Reimbursement	0.00	0.00	0.00	0.00	288.00	288.00
9010 · Other Expenses	0.00	0.00	212.00	0.00	318.75	530.75
9040 · Depreciation	177,265.04	182,618.00	181,838.00	149,647.00	144,486.90	835,854.94
9050 · Interest Expense	5,012.40	3,826.07	3,610.81	2,385.17	2,110.26	16,944.71
Total Other Expense	182,277.44	186,444.07	185,660.81	152,032.17	147,203.91	853,618.40
Net Other Income	(146,465.47)	(148,609.29)	(144,465.44)	(112,782.18)	(108,888.08)	(661,210.46)
Net Income	(105,030.16)	(150,072.53)	(91,323.52)	(85,515.89)	(32,886.47)	(464,828.57)

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.



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

CUSTOMER GRIEVANCE FORM

Property and Contact Details:

Property in question: _____ **Acct #** _____

Applicant Details: (owner or owner designee)

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 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.

EXPLAIN THE PURPOSE OF YOUR GRIEVANCE:

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/Designee

Name _____ Date _____

Garberville Sanitary District Representative

Name _____ Date _____



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

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 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.

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 25th day of June, 2024 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan–Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary



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

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

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

Adjustments to bills - Payment Plans:

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

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

Adopted 1/26/2021

ADDITIONAL LATE PAYMENT PROCEDURES

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

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. **1st phase---When River level is 30cfs, all customers will receive a call to inform of conditions and to request voluntary conservation of water.**
2. **2nd phase--- River level and usage awareness when river level is 20cfs.**
3. 3rd phase—All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when the S. Fork Eel River reaches **(3days at)10cfs**
4. 4th 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. 5th phase---Water use on specific days, designated by GSD. Takes effect when the S. Fork Eel River reaches **(3days at)5cfs**
6. 6th 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



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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-sf-eel-r-nr-miranda-ca)

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2. **2nd phase---** River level and usage awareness when river level is 20cfs.
3. **3rd 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. **6th 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

5.3.1 Vacation:

Full-time employees are eligible for paid vacation. Vacation is calculated according to your anniversary date.

a) Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate; which is necessary to handle stress which may come with a work environment. Employees will be allowed to accrue (bank) up to

Personnel Policy - 11 - Adopted 6/6/06

Amended 9/17/2019 and resumed 09/28/2023 LS

240 hours (30 days). Vacation hours accrued above 240 hours will be paid to the employee in an annual check at the end of the calendar year.

b) The General Manager will not be paid for vacation time accrued above 240 hours annually and will only be paid for unused vacation time, not to exceed 320 hours (2 months), when terminated from the GSD employment.

c) After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.

d) After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.

e) After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.

f) An employee eligible for paid vacation may request approval by the General Manager or designee to receive pay for up to ½ of the year's vacation time, in lieu of taking time off. Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General Manager or designee.

g) Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.

h) Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

i) Full-time employees are eligible to use accrued vacation after six months of employment.

j) Accrued vacation time may be shared with a co-worker when their vacation time has been depleted and when authorized by the General Manager or designee. Shared vacation time may only be approved for specific vacation days requested and when vacation time has been depleted.

Sec. 5.3.1 Updated by LS 09/28/2023 as per Revision Adopted 02/23/2021 BOD Me

5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. This may accrue to a total of 24 working days.
- b. Sick leave Use: Paid sick leave may be used for doctor/dentist visits in not less than four hour units.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.
- g. [Accrued sick leave may be shared with a co-worker when their sick leave has been depleted and when authorized by the General Manager or designee.](#)