



**V. RETURN TO OPEN SESSION**

Report of action taken in Closed Session

**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, Mir and Brian- Water Leaks—Operational Demands**

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

**Board Members-**

**Correspondence-**

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

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

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

A.1 Approve September 24th, 2024 Regular Meeting Minutes - pg. 6-8

A.2 Operations Safety Report- pg. 9-11

**Motion:**

**Second:**

**Vote:**

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

**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 Draft Management Discussion and Analysis Report with June 30, 2024 Draft Financial Statements (discussion-possible action) Jennie pg. 12-39  
**Motion:**                      **Second:**                      **Vote:**
- B.2 Tank Replacement Project- Project Development and Planning Phase pg. 40-41  
(discussion-possible action) Jennie  
**Motion:**                      **Second:**                      **Vote:**
- B.3 Tank Replacement Project –Construction Phase pg. 42-43  
(discussion-possible action) Jennie  
**Motion:**                      **Second:**                      **Vote:**
- B.4 (Next-Bill Pay) Customer Billing Program pg. 44-61  
(discussion-possible action) Mary  
**Motion:**                      **Second:**                      **Vote:**
- B.5 Code of Conduct Policy pg. 62-66  
(discussion-possible action) Resolution #24-013  
**Motion:**                      **Second:**                      **Vote:**
- B.6 Metron Smart Meter Replacement Plan pg. 67-69  
(discussion-possible action) Ralph and Mary  
**Motion:**                      **Second:**                      **Vote:**

**C. POLICY REVISION / ADOPTION**

- C.1 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 70-75  
(discussion-action requested) Ralph and Mary Resolution #24-012  
**Motion:**                      **Second:**                      **Vote:**
- C.2 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 76-79  
(discussion-possible action) Resolution #24-014  
**Motion:**                      **Second:**                      **Vote:**
- C.3 Work Place Violence Prevention Plan Per (Senate Bill 553) pg. 80-84  
(discussion-possible action) Resolution #24-015  
**Motion:**                      **Second:**                      **Vote:**

**IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—November 19th, 2024**

1. In House Projects
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay Proposal
5. Metron Smart Meter Replacement
6. Small Claims Progress

**X. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, October 19th, 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: October 22<sup>nd</sup>, 2024

The past month was filled with a wide range of operational and customer related issues which were handled very well by staff, as everyone helped each other at all hours of day. There was a large leak on Alderpoint road which required help from all of us but the repair was made by Brian, Mir and Dan. Mary came in after hours to notify customers that a leak had occurred and we were taking care of it. There was some anxious moments with so much water coming out of pipe and ground, with very little time to notify many customers, but at about 11:30 the leak was repaired and water restored.

Some of us attended a training for additional reporting procedures that will be included with monthly reports, but Dan and Mary will be coordinating to provide the required information.

We are still replacing old water meters while considering the Smart Meter replacement option, as we move forward in planning for efficiency and possible problems from switching over to a system which requires additional outside service when problems occur.

There has been a consistent increase in required State & County reports, which is becoming problematic because of the small district we are, with very little time available for employees to complete these additional responsibilities but I want to Thank them for stepping up and working together to accomplish these tasks along with Jennie, who also assists as needed.

Respectfully Submitted:

Ralph Emerson



### **3. Souvanna Property**

Property under consideration: Acquisition of approximately 761± SF of a Utility Easement as a portion of the parcel designated as Site Address: 414 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-005.

Garberville Sanitary District Negotiating Team with Jennie Short will participate.

Under negotiation: Price and/or terms of payment, PG&E Easement Agreement verbiage.

(discussion—possible action)

### **V. RETURN TO OPEN SESSION**

No Reportable action was taken in closed session.

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

There was no one in the audience.

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

**Operators—Dan, Mir and Brian- Water Leaks—Operational Demands**

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

**Board Members-**

**Correspondence- SDRMA Presidents Special Acknowledgment Award. No paid claims during the prior five consecutive program years in the Workers' Compensation Program.**

**General Manager—Ralph Emerson**

**No additional comments were made by Ralph.**

### **VIII. REGULAR AGENDA ITEMS**

#### **A. CONSENT AGENDA**

A.1 Approve Financials Date- No Financials

A.2 Approve August 27<sup>th</sup>, 2024 Regular Meeting Minutes - pg. 5-7

A.3 Operations Safety Report- pg. 8-10

**Motion: Richard Landes**

**Second: Rio Anderson**

**Vote: 5-0**

#### **B. GENERAL BUSINESS** – *Action items*

B.1 METRON-FARNIER Smart Meter Presentation

pg. 11-16

(discussion-possible action)

**Brian Tomari with Metron gave a presentation to the GSD board on the options available on how we gather meter information. The board would like more information on this subject and discuss the options presented.**

- B.2 Tank Replacement Project –Construction Phase  
(discussion-possible action) Jennie

**The construction project is moving forward as anticipated. The plan at this point is for them to focus on doing submittals, getting the tank engineering completed. Construction will start mid spring, as soon as it's dry enough to go out on those sites. All construction will be completed in a single construction season in 2025. We are hoping to have all the easements in place by time they need them next spring.**

- B.3 Meadows Aerial Water Line Project Update  
(discussion-possible action)

**Jennie received an email back from the state. They consider the application for this project complete. They classified this project as a D. We will not receive funding as a D based on the state's current funding availability. They are currently funding projects A-C. If a catastrophic failure occurs we will receive emergency funding.**

- B.4 Code of Conduct Policy pg. 17-18  
(discussion-possible action)

**Bring this back next month with a Resolution.**

## C. POLICY REVISION / ADOPTION

- C.1 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 19-23  
(discussion-action requested) Ralph and Mary

**Ralph is working with legal counsel on the procedure to take past due customers to small claims. The board would like to see the application for customers be updated. The service deposit amount for new customers also needs to be increased from \$100 to at least \$200.**

- C.2 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 24-25  
(discussion-possible action)

**The board likes the language for this personnel policy change. Something to be clear on is an employee must have zero sick or vacation time left before the policy could be put into action. Also, an employee can only be paid out at the rate they were currently at when being gifted another employees sick or vacation hours.**

- C.3 Work Place Violence Prevention Plan Per (Senate Bill 553) pg. 26-27  
(discussion-possible action)

**Bring back with a Resolution next month.**

## IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting--October 22<sup>nd</sup>, 2024

1. Drought Planning Changes
2. Meadows Aerial Line Project
3. Project Update
- 4.
- 5.

## X. ADJOURNMENT

Doug Bryan called the meeting to an end at 6:56 p.m.





## PORTABLE LADDER SAFETY

Inspection • Use • Maintenance



According to the Centers for Disease Control (CDC), over 40% of fatal falls involve ladders, and thousands are injured from ladder falls each year.

This Safety Talk provides a condensed version of the Cal/OSHA Portable Ladder Safety [E-Tool](#). If you regularly use portable ladders, we recommend a thorough review of the Etool.

### PLAN AHEAD

The first step is to evaluate the job and determine the types of ladder(s) needed. This step will reduce the potential for falls.

### INSPECTIONS

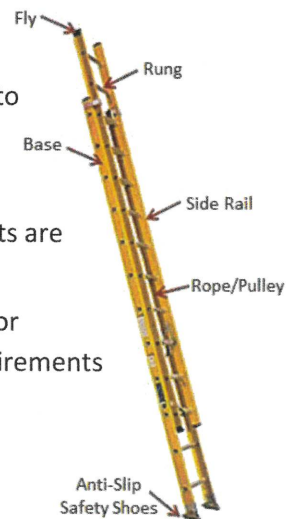
Ladders should always be inspected for visible defects before each use. Check for:

- Lack of structural integrity, missing components, or loose parts.
- Tight and secure step rungs.
- Securely attached hardware and fittings.
- Intact and readable labels.
- Oil, grease, or slippery materials and remove before use.
- Condition of accessories (leg levelers, paint shelves, stand-off shelves, etc.).
- Slip resistant material at the ladder base.

While inspecting extensions ladders make sure:

- Ropes and pulleys are in good condition.
- Ladder extension locks move freely and lock correctly.
- Rung locks are on the rails of the top section to ensure the top section will not fall.
- Extension guide brackets are secure and in place.

Take a look at the *E-Tool* for additional inspection requirements by ladder type.



### SAFE USE

#### Ladder Position

- Make sure the base is placed on secure and level footing. Use ladder levelers for uneven surfaces.
- Ensure ladder is sitting straight and secure before climbing it.
- Keep the area clear around the top and bottom of a ladder.
- In crowded areas, use warning signs or barricades to guide traffic away or use a spotter to hold and guard the bottom of the ladder.
- Try to avoid hallways, passageways, doorways, driveways or heavy traffic areas. Never set up a ladder in front of a door unless the door is locked or a guard is posted.



## SAFE USE

### Ladder Position Continued

- Use the right ladder for the job. Do not set ladders on unstable bases to reach farther.
- Avoid setting up or using a ladder in high winds, especially a lightweight metal or fiberglass type.
- For every 4 feet in height, place the base of the ladder one foot away from whatever the top of the ladder leans against (wall, post, etc.)

### Securing Ladders

- The ladder must be placed to prevent slipping, or it must be secured (tied, blocked, held).
- Make sure the top support is supported equally on the two rails.
- When using an extension ladder, the side rails must extend at least 36 inches above the upper landing surface. If an extension is not possible, the top of the ladder must be secured, and a grasping device must be provided for mounting and dismantling the ladder.

### Climbing/Working On Ladders

- Always follow manufacturer's recommendations for proper use and follow all labels/markings on the ladder.
- Do not stand on the topcap or the step below the topcap of a step ladder.
- Do not stand on the on the top 3 rungs of a single or extension ladder. If you must, make sure there are structures that provide a firm handhold, or you can use a personal fall protection system.
- Climb or work with the body near the middle to keep the load centered.

- Face the ladder and always maintain three-points of contact (two feet one hand, or two hands one foot).
- Unless secured (tool belt), do not carry equipment or materials on ladders. Have coworkers hand up tools and equipment.



- Do not overreach from the center position. Descend and reposition the ladder. When it's not practical, secure the ladder at the top and use a personal fall protection system.
- Do not move, shift, or extend ladders while in use.
- Never use a ladder on a scaffold platform.
- Be sure that all locks on an extension ladder are properly engaged.
- Make sure the spreader is locked on a stepladder.
- Never use metal ladders around exposed electrical wiring or overhead power lines. Use non-conductive ladders in wet and damp locations where electrical work is anticipated (wood, fiberglass).
- Wear shoes with slip resistant soles.
- Clean mud and other slippery substances off your shoes and ladder rungs before climbing the ladder.
- When moving an extension ladder always retract the "fly" section(s).
- When carrying an extension ladder keep the bottom section lower than the top. Use a ladder dolly to help you carry heavy ladders.

This *Safety Talk* provides awareness training on portable ladder safety. For additional information go to Cal/OSHA Portable Ladder Safety [E-Tool](#). If this information is unclear or if you have any additional questions, please talk to your supervisor.

GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

### Purpose of the MD&A

This Management Discussion and Analysis report is being prepared to provide an objective and easily readable analysis of the District's financial activities based on currently known facts, decisions, or conditions. It is meant to supplement the detailed financial statements and the audit with a concise overview or an explanation of what makes up the numbers presented. It is Management's intention that this information provides the financial statement reader with a brief and concise overview and analysis of the District's financial activities for the fiscal year ended June 30, 2024.

### Brief Discussion of Basic Financial Statements

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The District's annual report consists of: Management's Discussion and Analysis, Financial Statements, and Notes to the Financial Statements.

The basic financial statements following this discussion are: Statement of Net Position, Statement of Activities and Changes in Net Position, and Statement of Cash Flows. The District's basic statements report "Business-Type Activities" of the Water and Sewer operations. Following the basic financial statements are Notes to the Financial Statement that provide accounting methodology and other disclosures related to specifically identified financial statement reporting.

### Condensed Comparative Financial Statements

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#### FINANCIAL HIGHLIGHTS

- The District's assets exceeded liabilities at the close of the fiscal year by \$10,232,059.87. This represents the net position (equity) of the District as of June 30, 2024.
- The District's net position increased by \$ 564,548.38 due to the Water Grant reimbursements.
- Total operational revenues for the fiscal year were \$1,167,358.65, a decrease of \$29,507.95 or -2.47% over the prior fiscal year.
- Total operating expenses for the fiscal year were \$1,043,883.47, an increase of \$132,965.38 or 12.74% over the prior fiscal year. Consistent with generally accepted accounting principles, operating expenses do not include principal payments or capital asset purchases.
- In addition to the operating expenses, the District also made principal payments on long term debt in the amount of \$100,792.66 during the fiscal year.
- In addition to the operating expenses, the District incurred \$836,138.61 in capital asset purchases during the current fiscal year.
- Cash and Cash Equivalents on June 30, 2024 totaled \$595,488.98.
- Cash and Cash Equivalents decreased by \$193,000.72 during the fiscal year.
- Grant Receivables increased by \$204,727.20 this year for the Tanks Replacement Project.
- Net Income excluding Grant Income, Connection Fees, and Depreciation was only \$163,985.09, which is a decrease of \$163,482.13 over last year.
- The Net Income for the Sewer fund was \$(11,205.41).
- Accounts receivable increased again this year by \$25,305.25.

GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

**Analysis of Financial Position and Results of Operations**

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**REVENUE**

The District receives revenue from two sources, service fees and property taxes. Services fees are considered as operating revenue and for the purposes of the financial statements they are labeled Operational Revenue. Property taxes are consolidated with other non-operating revenues such as interest income and grant income into the category of Other Revenue. The table below compares Program Revenue and General Revenue for the year ended June 30, 2024 to the year ended June 30, 2023.

Table 1. Revenue Summary and Comparison

	June 30, 2024	June 30, 2023	Change (\$)	Change (%)
Operational Revenue				
Water Charges	699,295.00	673,649.75	25,645.25	3.81%
Sewer Charges	450,278.65	501,436.10	-51,157.45	-10.20%
Late Charges	14,265.00	14,655.00	-390.00	-2.66%
Other	3,520.00	7,125.75	-3,605.75	-50.60%
Total Operational Revenue	1,167,358.65	1,196,866.60	-29,507.95	-2.47%
General Revenue				
Property Tax	17,882.88	33,308.34	-15,425.46	-46.31%
Grants	815,468.33	387,970.26	427,498.07	110.19%
Interest	3,541.98	1,762.00	1,779.98	101.02%
Prior Year Interest	3,259.52	0.00	3,259.52	100.00%
Other	2,562.31	3,739.67	-1,177.36	-31.48%
Total General Revenue	842,715.02	426,780.27	415,934.75	97.46%
Total Revenue	2,010,073.67	1,623,646.87	386,426.80	23.80%

Each year the Board adopts a budget that estimates the revenues from both base rate service charges and the more variable revenues from the units of water that are consumed by each customer. This year the operational revenues are \$47,141.35 less than budgeted and \$29,507.95 than last year. The sewer revenue is \$51,157.45 less than last year. The water revenue is \$25,705.00 less than budgeted. This year the District issued approximately \$10,500 in leak credits. This is the first year in a long time that the sewer class has experienced a loss.

This is concerning because of the potential effect that the rate increases are having on conservation of water usage, which directly affects the variable portion of the operational revenues. Because both water and sewer revenues are calculated in part on the number of units used by the customer, this conservation affects both classes of operational revenue. Further investigation into where this deficit has come from is warranted. The majority of the District's revenue is from base rates, which remain stable. This year the Rate Committee has begun to meet to investigate the causes of the deficit in projected revenue from the new rates and actual revenue.

GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

The GSD Board adopted the five-year incremental rate structure in Attachment 1 of Resolution 20-007. The scheduled rate increase with an effective date of July 1, 2023 was approved for implementation with a slight modification in Resolution 23-006. The modifications generally consisted of the residential rate for Tier 3 units would not be increased to \$13 per unit, that residential sewer consumption would not be charged on any Tier 3 units, and the sewer base rate was not increased from \$3.00 per ERU to the \$5.00 that was scheduled. The Board also did not implement the scheduled increase for sewer base rates in 2022. For 2023 there were 1,932 units in Tier 3. In 2024, the Board did not adopt any of the proposed increases. At this point the Sewer base rate is still at the July 1, 2021 scheduled rate per ERU.

The Board adopted a budget for sewer revenue that was \$45,000 less than last year, but even with that reduction for the budget, the actual revenue is less than the budgeted amount again this year.

Even though the Board adopted a water rate increase that was projected to increase revenues by \$37,000, due to the loss of customers and the lower number of units used, the actual increase was only \$25,645. There have been six commercial customers lost. Three with commercial water Tier 3 base rates, one more Tier 2, and two less Tier 1, which equates to an overall decrease in base rate revenue of \$10,900 per year.

Management highly recommends that a thorough evaluation of the rates and the impacts of the southern Humboldt economy and the rate increases have had on consumption along with a hard look at what rates will be necessary to cover the expenses of the district while saving for asset replacement and capital improvement projects.

## EXPENSES

The operational expenses are divided into five categories in the financial statements: Administrative and General, Sewage Collection, Sewage Treatment, Water Transmission and Distribution, and Water Treatment. In the following table the expenses have been summarized into major groups.

For the current fiscal year, the expenses were \$32,505.47 more than the amount budgeted. They were also \$122,476.30 more than the previous year.

The deficiency in revenue compounded by the overage in expenses has resulted in the operational net income being about half of what was budgeted.



GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

Table 2. Expense Summary and Comparison

	June 30, 2024	June 30, 2023	Change (\$)	Change (%)
Operational Expenses				
General Administrative	209,174.71	195,965.08	13,209.63	6.32%
Payroll	515,976.54	481,178.12	34,798.42	6.74%
Liability Insurance	69,605.26	52,534.86	17,070.40	24.52%
Sewage Collection	23,602.69	18,996.23	4,606.46	19.52%
Sewage Treatment	49,533.75	44,601.21	4,932.54	9.96%
Water Trans. & Dist.	50,503.61	33,559.15	16,944.46	33.55%
Water Treatment	125,486.91	84,083.44	41,403.47	32.99%
Total Operational Expenses	1,043,883.47	910,918.09	132,965.38	12.74%
Other Expenses				
Interest	2,340.78	5,233.55	-2,892.77	-123.58%
Miscellaneous	396.00	8,057.75	-7,661.75	-1934.79%
Depreciation	414,905.04	414,839.60	65.44	0.02%
Total Other Expenses	417,641.82	428,130.90	-10,489.08	-2.51%
Total Expenses	1,461,525.29	1,339,048.99	122,476.30	8.38%

### Budgetary Analysis

This year the overall net income was \$564,548.38. Once Grant Income, Connection Fees and Depreciation are removed from this amount, the Net Income is \$163,985.09 of a budgeted \$237,301.25. This is \$73,316.16 less than budget and a quite significant \$163,482.13 less than last year.

There are a group of expenses that increase each year by more than standard cost of living and inflation rates, and are mainly out of the control of District personnel. Each year we experience increases in costs for the various insurances that we have to possess. These include worker's compensation, health/dental/vision, property, pollution, cyber, General liability, errors & omissions, employee and public officials' dishonesty, auto liability, comprehensive and collision, and mobile equipment/trailer coverage. These are carried as four policies. Two policies we pay for on an annual basis due July 1 and the other two we pay for monthly, one month in advance. The total for all four policies in 2022-23 was \$100,994.57, in 2023-24 was \$127,112.45 which is a \$26,118 or 25.86% increase. The 2024-25 budgeted amount for insurance is \$146,900. This particular expense is escalating much quicker than the existing rate structure anticipated.

Payroll expenses also increase significantly each year, which include wages, taxes, worker's compensation insurance, and benefits such as health and dental insurance, retirement, and vacation. The increases for worker's compensation and health/dental/vision insurances are dictated by SDRMA, but we have also awarded raises to the majority of the staff each year. Payroll expenses were \$515,976.54, which is a \$31,755.28 increase over last year.

GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

One area in which there is significant variation between years is for the Monitoring expenses. This is due to the terms of the State Water Resources Control Board monitoring schedule for distribution within our Water Permit and the requirements for our Wastewater Discharge Permit. Some tests are required annually, but there are groups that must be completed every 2, 3, 5, and 10 years. Depending upon where we are within the cycle, the cost of the tests can vary greatly. The budget adopted by the Board includes an estimate of the anticipated costs based upon the scheduled tests and the estimated cost per test.

**Analysis of the Balances and Significant Transactions of Individual Funds**

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**CASH BALANCES**

The cash balances saw some significant changes this year as we moved funds from the Water Fund treasury account to the operations account to cover the large expenses associated with the Tanks Replacement Project. These funds will be replaced in those accounts once the project is completed and the state has fully reimbursed the District for the expenses that we have to “front” for the project. The requirement to be reimbursed in arrears has resulted in a negative cash flow of \$193,000.72 for this fiscal year.

Table 3. Cash Account Balances

Checking/Savings	June 30, 2024	June 30, 2023	Change (\$)
1005 · Umpqua Checking - Operating	3,927.28	113,735.48	-109,808.20
1006 · Umpqua System Reserve - Water	807.02	25,814.51	-25,007.49
1007 · Umpqua System Reserve - Sewer	31,276.46	31,273.32	3.14
1011 · Water Enterprise Fund	46,841.72	46,837.03	4.69
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	34,004.55	26,001.84	8,002.71
1036 · Sewer Capital Improvement Fund	26,001.94	18,000.04	8,001.90
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
<b>Total Checking/Savings</b>	<b>595,488.98</b>	<b>788,489.70</b>	<b>-193,000.72</b>

**GRANT RECEIVABLE**

Grant Receivables are at a significant level this year as we await reimbursement for the project expenses that have been incurred through the end of this fiscal year, but have not yet been reimbursed. There is a total grant receivable balance of \$583,956.20 as of June 30, 2024. Details for what makes up this balance are provided in section 6 as part of the discussion on the Tanks Replacement Project. The expenses that make up this receivable amount have been paid for in part from Capital Project reserve account funds, which will be put back when the reimbursement is received, but the Board should be prepared for the reserve fund balance to remain below the \$700,000 target balance at least for a period of time during the upcoming year(s) while we proceed with this project. During this year \$75,000 was transferred from the County Treasury account to use for paying project costs until reimbursement is received.



**GARBERVILLE SANITARY DISTRICT**  
**Management's Discussion & Analysis Report**

For Year ended June 30, 2024

**Capital Assets and Reoccurring Fixed Assets**

As part of the budget review and adoption process, the District identifies fixed assets and capital projects that will be undertaken over the next fiscal year. For the 2023-24 fiscal year, the Board budgeted for a year-end total of \$739,000.00. Actual expenditures for fixed asset acquisition through June 30, 2024 total \$878,120.44. The following table summarizes the budgeted and actual expenses.

Table 4. Details of Fixed Assets and Capital Projects Budgeted and Spent

Asset Description	Annual Amount Budgeted	Amount Spent thru 06/30/24
Robertson + Wallen + Hurlbutt Tank Replacement Project	584,000.00	834,545.95
Meadows Aerial Waterline SRF Grant/Loan	10,000.00	2,325.00
Bear Canyon Sewer Aerial Preliminary Design	0.00	50.00
Sunnybank Pump and Motor Replacement + Telemetry	10,000.00	
Fencing and Shelter for Raw Water Intake Generator & Controls	20,000.00	
Raw Water Intake Pump	70,000.00	10,114.97
Loprest Actuators for SWTP Filters	35,000.00	Bought F/Y 22-23
Equipment:		2,772.74
Replace Sewerline in Redwood Drive		28,311.78
Unspecified	10,000.00	
<b>Total:</b>	<b>739,000.00</b>	<b>878,120.44</b>

**ROBERTSON, WALLAN, AND HURLBUTT TANKS REPLACEMENT PLANNING PROJECT**

This capital asset project consists of replacing the existing 180,000-gallon, in-ground, concrete, finished water storage tank (Hurlbutt Tank) with a new in-ground, 550,000-gallon, pre-stressed concrete tank (Main Tank) located on an adjacent parcel. Replace the existing 20,000-gallon, failing, redwood drinking water storage tank (Wallan Tank) with an approximately 77,000-gallon bolted steel tank. Remove the failing Robertson Tank from the system. Demolish the existing Upper Maple Lane Pump Station and replace it with a new one at the site of the new Main Tank. Demolish the existing Arthur Pump Station and replace it with a new Alderpoint Pump Station. Upgrade the existing Wallan Pump Station to meet the operational requirements of the new Wallan Tank. Install new segments of distribution piping to connect the new tanks and pump stations to the existing distribution system. Install new, diesel-powered, backup generators at the Tobin Well, Upper Maple Lane Pump Station, Alderpoint Pump Station, and Wallan Pump Station. Install new instrumentation, controls, and radio telemetry improvements.

We executed a funding agreement with SWRCB for state revolving funds to complete surveying, geotechnical, design, CEQA, permitting and preparation of biddable plans and specifications for replacement of these three old tanks. The funding was in the amount of \$325,000 as 100% grant through Proposition 86. The scope of work associated with this planning project is more than the \$325,000 and now includes some components deemed necessary, but not included in the original funding agreement. A request for an increase in planning grant funds has been prepared for the State's review and approval. As of June 26,

GARBERVILLE SANITARY DISTRICT  
Management's Discussion & Analysis Report

For Year ended June 30, 2024

2024 Amendment #1 to the funding agreement has been executed and the funds were increased to \$672,000.

The grant program is a reimbursement program which means that the District will incur all the expenses and then SWRCB DFA will review eligibility of the expenses and eventually reimburse us. The difficulty with this is that it can take 6 - 12 months, or sometimes even more, to elapse between the date the District pays the expense and when they receive the reimbursement. This results in hundreds of thousands of dollars being utilized from the reserve account during the delay.

In November 2021, the District submitted a grant application packet for the Small Community Drought Relief Program for the Wallan, Robertson, and Hurlbutt Tanks. On August 22, 2022, the District received notice from the State of California Department of Water Resources Small Community Drought Relief Program that they had approved funding in an amount not to exceed \$4,545,000 for this project. This grant covers administration, project development, property acquisition, and construction for the tank replacement project. The Grant Agreement was executed on March 6, 2023. An amendment was executed on October 4, 2023, which modified the scope of work to only include the Hurlbutt/Main Tank and associated waterline and pump station. A second amendment was executed on May 16, 2024, which modified the scope to include the Wallan and Robertson Tanks plus the new Alderpoint Pump Station and retrofits of the Wallan Pump Station. None of the amendments with DWR changed the funding amount.

Table 5. Summary of CIP-Robertson/Wallan/Hurlbutt project costs and Reimbursement Sources (including prior fiscal years) through June 30, 2024.

Description	Amount
Ineligible Expenses	\$32,426.93
Ineligible Expenses-DWR elimination of markups by SHN	9,419.09
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	0.52
DFA Reimbursement Invoice #1 (paid 12/12/22)	64,008.00
DFA Reimbursement Invoice #2 (paid 9/21/23)	71,398.00
DFA Reimbursement Invoice #3 (paid 9/27/23)	52,221.00
DWR Reimbursement Invoice #1 (paid 8/8/23)	165,759.30
DWR Reimbursement Invoice #2 (paid 12/0/23)	64,080.81
DWR Reimbursement Invoice #3 (paid 2/22/24)	131,672.02
DFA Reimbursement Invoice #4 (paid 4/8/24)	125,610.00
DFA Reimbursement Invoice #5 (approved)	294,971.54
DFA Reimbursement Invoice #6 (approved)	63,626.00
DWR Reimbursement Invoice #4 (approved)	153,636.76
DWR Reimbursement Invoice #5 (preparing)	13,034.83
DWR Retention Due	58,687.08
Expenses Awaiting Invoicing (Future DFA Construction Funding)	38,764.99
<b>Total Project Costs to Date</b>	<b>\$1,396,926.88</b>

**GARBERVILLE SANITARY DISTRICT**  
**Management's Discussion & Analysis Report**

For Year ended June 30, 2024

The amount outstanding from DFA as of 6/30/24 is \$294,971.54+ 63,626.00= \$358,597.54.

The amount outstanding from DWR as of 6/30/24 is \$153,636.75 + 13,034.83 + 58,687.08 (Retainage) = \$225,358.66.

The total Grant Receivable is \$583,956.20

During this fiscal year we completed the environmental review, permitting, final design and most of the property acquisition. The project was split into two construction projects so that the DWR funding could be spent prior to the deadline. The DWR project was bid and awarded in June 2024. The retainage will not be released to the District until the project is fully constructed and finalized by the State. The DFA portion of the project has had a construction application submitted for the SWRCB Division of Financial Assistance Drinking Water State Revolving Fund program. All indications are that the construction funds are not available at this time and will likely not be available for several years.

**Long-term Debt Activity**

The District has several long-term loans for various projects or assets that have been acquired over the past few years. Each loan is listed below with loan terms and remaining balance as of June 30, 2024. More detail can be found in the Financial Statement Note 4.

Table 6. Loan Payments made this year are:

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB WWTP Principle Pmt (until 8/2023, 2%, \$428,907)	25,578.45	511.49	26,089.94
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
RCAC Backhoe (3 yr. 9/1/23, 5%, \$60,000)	3,566.69	22.35	3,589.05
Ditch Witch Vac Trailer (3 yr., until 5/2025, 4.83%, \$74,280)	25,657.61	1,806.91	27,464.52
<b>TOTAL</b>	<b>100,785.11</b>	<b>2,340.75</b>	<b>103,125.87</b>

Table 7. Loan Payments budgeted for next year are:

Name of Lender	PRINCIPLE	INTEREST	TOTAL
SWRCB DWIP Principle Pmt (until 01/2046, 0%, \$1,379,471)	45,982.36	-	45,982.36
Ditch Witch Vac Trailer (3 yr., until 5/2025, 4.83%, \$74,280)	24,631.05	544.76	25,175.81
<b>TOTAL</b>	<b>70,613.41</b>	<b>544.76</b>	<b>71,158.17</b>

As of June 30, 2024, we have paid off the loan for the backhoe and the 20-year sewer loan for IP-2000 project. This will free up a significant amount of funds for use on other CIP or asset acquisition/replacement projects.

**Currently Known Facts, Decisions, or Conditions**

There are no additional facts, decisions or conditions that management anticipates having a material effect on the District's financial position in the next fiscal year.

# Management Discussion & Analysis Reference Attachments for Board Fiscal Year 2023-2024

Prepared for:  
Garberville Sanitary District  
Board of Directors

at October 22, 2024 Meeting

Prepared by:  
Jennie Short  
Consultant Project Manager

Garberville Sanitary District  
P.O. Box 211  
Garberville, CA 95542  
(707)923-9566

October 2024

# Table of Contents

MD&A Attachments

October 2024

## Description of Attachment

A	DRAFT Combined Revenue and Expense Report - June 30, 2024
B	DRAFT Revenue and Expense Reports by Class (Water & Sewer) - June 30, 2024
C	DRAFT Balance Sheets - 2 years
D	DRAFT Cash Flow
E	Budget Adoption Resolution

# Attachment A

## DRAFT (pre Audit) Combined Revenue and Expense Report - June 30, 2024

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

June 2024

	YTD		Year End Total Budget	Δ YTD
	June 24	July 23 - June 24		Actual vs. Budget
Ordinary Income/Expense				
Income				
Water Charges				
4100 · Residential	21,644.50	348,240.00	365,000.00	(16,760.00)
4110 · Commercial	27,409.75	351,055.00	360,000.00	(8,945.00)
Total Water Charges	49,054.25	699,295.00	725,000.00	(25,705.00)
4200 · Sewer Charges	34,662.85	450,278.65	475,000.00	(24,721.35)
4300 · Connection Fees	16,000.00	16,000.00	16,000.00	0.00
4650 · Late Charges	1,335.00	14,265.00	12,000.00	2,265.00
4700 · Other Operating Revenue	80.00	3,520.00	2,500.00	1,020.00
Total Income	101,132.10	1,183,358.65	1,230,500.00	(47,141.35)
Gross Profit	101,132.10	1,183,358.65	1,230,500.00	(47,141.35)
Expense				
Administrative and General				
5025 · Discount Program	807.00	8,652.00	6,300.00	2,352.00
5000 · Advertising	0.00	0.00	300.00	(300.00)
5005 · Bad Debts	(10,242.65)	5,459.40	6,000.00	(540.60)
5010 · Bank Charges				
5012 · Merchant Account Fees	405.08	4,567.46	4,000.00	567.46
5010 · Bank Charges - Other	184.78	2,189.77	2,000.00	189.77
Total 5010 · Bank Charges	589.86	6,757.23	6,000.00	757.23
5020 · Directors Fees	650.00	2,350.00	2,000.00	350.00
5030 · Dues and Memberships	0.00	5,409.87	5,850.00	(440.13)
5035 · Education and Training	0.00	628.25	5,000.00	(4,371.75)
5036 · Education and Training - B.O.D.	0.00	0.00	300.00	(300.00)
Insurance				
5040 · Liability	5,774.76	69,605.26	65,000.00	4,605.26
5050 · Workers' Comp	1,144.80	12,497.93	9,360.00	3,137.93
5055 · Health				
5055.1 · Employee Portion	(955.22)	(10,281.93)	(10,530.00)	248.07
5055 · Health - Other	5,790.57	55,291.19	53,310.00	1,981.19
Total 5055 · Health	4,835.35	45,009.26	42,780.00	2,229.26
Total Insurance	11,754.91	127,112.45	117,140.00	9,972.45
5060 · Licenses, Permits, and Fees	2,332.41	40,235.52	34,350.00	5,885.52
5065 · Auto	59.73	2,758.08	2,500.00	258.08
5070 · Miscellaneous	0.00	13.74	100.00	(86.26)
5080 · Office Expense	602.05	7,492.01	5,000.00	2,492.01
5082 · Office Subscriptions	19.99	5,695.01	6,800.00	(1,104.99)
5085 · Outside Services	631.67	8,845.38	10,300.00	(1,454.62)
5090 · Payroll Taxes	2,686.39	33,120.84	35,140.00	(2,019.16)
5095 · Penalties and Fines	0.00	6.19		6.19
5100 · Postage	274.45	2,848.03	3,500.00	(651.97)
5110 · Professional Fees	3,190.00	71,161.43	84,500.00	(13,338.57)
5120 · Property Taxes	0.00	0.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	10,838.58	2,000.00	8,838.58
5130 · Rents	835.00	10,020.00	10,020.00	0.00

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

June 2024

	YTD		Year End Total Budget	Δ YTD
	June 24	July 23 - June 24		Actual vs. Budget
5135 · Retirement	766.98	9,735.07	9,420.00	315.07
5137 · Supplies	0.00	2,598.75	1,500.00	1,098.75
5140 · Telephone	959.12	11,223.82	11,500.00	(276.18)
5145 · Tools	0.00	1,816.94	2,000.00	(183.06)
5150 · Travel and Meetings	0.00	645.04	1,500.00	(854.96)
5155 · Utilities	270.87	3,719.44	3,500.00	219.44
5160 · Wages				
5165 · Wages - Overtime	543.01	8,931.77	5,223.00	3,708.77
5160 · Wages - Other	13,113.61	171,424.14	197,657.00	(26,232.86)
Total 5160 · Wages	13,656.62	180,355.91	202,880.00	(22,524.09)
5170 · Vacation Accrual Adjustment	0.00	0.00	6,000.00	(6,000.00)
<b>Total Administrative and General</b>	<b>29,844.40</b>	<b>559,498.98</b>	<b>581,450.00</b>	<b>(21,951.02)</b>
<b>Sewage Collection</b>				
6010 · Fuel	220.72	3,639.97	5,000.00	(1,360.03)
6030 · Repairs and Maintenance	685.78	14,617.11	13,000.00	1,617.11
6040 · Supplies	5.92	666.06	2,000.00	(1,333.94)
6050 · Utilities	420.44	4,679.55	4,500.00	179.55
6060 · Wages				0.00
6065 · Wages - Overtime Sewer Collecti	606.00	16,038.25	12,000.00	4,038.25
6060 · Wages - Other	6,204.24	68,198.13	34,227.00	33,971.13
Total 6060 · Wages	6,810.24	84,236.38	46,227.00	38,009.38
<b>Total Sewage Collection</b>	<b>8,143.10</b>	<b>107,839.07</b>	<b>70,727.00</b>	<b>37,112.07</b>
<b>Sewage Treatment</b>				
6075 · Fuel	220.72	3,639.97	5,000.00	(1,360.03)
6080 · Monitoring	285.00	7,102.50	7,000.00	102.50
6100 · Repairs and Maintenance	0.58	5,449.87	15,000.00	(9,550.13)
6110 · Supplies	2,989.98	12,901.61	7,800.00	5,101.61
6120 · Utilities	1,409.07	20,439.80	17,000.00	3,439.80
6130 · Wages				
6135 · Wages - Overtime Sewer Treatmen	0.00	882.25	2,000.00	(1,117.75)
6130 · Wages - Other	6,218.20	54,656.41	37,264.00	17,392.41
Total 6130 · Wages	6,218.20	55,538.66	39,264.00	16,274.66
<b>Total Sewage Treatment</b>	<b>11,123.55</b>	<b>105,072.41</b>	<b>91,064.00</b>	<b>14,008.41</b>
<b>Water Trans and Distribution</b>				
7075 · Fuel	220.72	3,639.97	5,000.00	(1,360.03)
7090 · Repairs and Maintenance	19,055.94	37,779.09	30,000.00	7,779.09
7100 · Supplies	0.00	804.20	5,000.00	(4,195.80)
7110 · Utilities	743.95	8,280.35	12,500.00	(4,219.65)
7120 · Wages				
7125 · Wages - Overtime Water Trans &	537.00	8,729.00	4,600.00	4,129.00
7120 · Wages - Other	3,276.67	41,426.84	44,911.00	(3,484.16)
Total 7120 · Wages	3,813.67	50,155.84	49,511.00	644.84
<b>Total Water Trans and Distribution</b>	<b>23,834.28</b>	<b>100,659.45</b>	<b>102,011.00</b>	<b>(1,351.55)</b>
<b>Water Treatment</b>				
7020 · Fuel	220.74	3,640.21	5,000.00	(1,359.79)
7010 · Monitoring	8,185.28	10,687.92	16,000.00	(5,312.08)



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

June 2024

	YTD			Δ YTD
	June 24	July 23 - June 24	Year End Total Budget	Actual vs. Budget
7030 · Repairs and Maintenance	35.44	33,751.02	15,000.00	18,751.02
7040 · Supplies	2,989.99	15,677.05	15,600.00	77.05
7050 · Utilities	6,629.99	61,730.71	62,000.00	(269.29)
7060 · Wages				
7065 · Wages - Overtime Water Treatmen	972.75	7,685.75	7,400.00	285.75
7060 · Wages - Other	3,267.72	37,640.90	45,126.00	(7,485.10)
Total 7060 · Wages	4,240.47	45,326.65	52,526.00	(7,199.35)
Total Water Treatment	22,301.91	170,813.56	166,126.00	4,687.56
Total Expense	95,247.24	1,043,883.47	1,011,378.00	32,505.47
Net Ordinary Income	5,884.86	139,475.18	219,122.00	(79,646.82)
Other Income/Expense				
Other Income				
Property Tax Revenue				
8010 · Secured	0.00	16,314.86	25,500.00	(9,185.14)
8020 · Unsecured	0.00	1,051.05	1,900.00	(848.95)
8025 · Prior Years	0.00	12.01	10.00	2.01
8030 · Supplemental - Current	0.00	292.25	250.00	42.25
8035 · Supplemental - Prior Years	0.00	72.16	50.00	22.16
Total Property Tax Revenue	0.00	17,742.33	27,710.00	(9,967.67)
8053 · Water Capital Grant Income	14,483.14	815,468.33	420,000.00	395,468.33
8060 · Interest Income	2.07	3,541.98	4,500.00	(958.02)
8061 · Interest Income (Prior Year)	0.00	3,259.52		3,259.52
8070 · Other Non-Operating Revenue	0.00	2,562.31	8,000.00	(5,437.69)
9030 · Homeowners' Tax Relief	0.00	140.55	310.00	(169.45)
Total Other Income	14,485.21	842,715.02	460,520.00	382,195.02
Other Expense				
8041 · Emergency Wage Reimbursement	0.00	396.00	0.00	396.00
9010 · Other Expenses	0.00	0.00	4,000.00	(4,000.00)
9040 · Depreciation	34,575.42	414,905.04	398,000.00	16,905.04
9050 · Interest Expense	103.02	2,340.78	2,340.75	0.03
Total Other Expense	34,678.44	417,641.82	404,340.75	13,301.07
Net Other Income	(20,193.23)	425,073.20	56,179.25	368,893.95
Net Income	(14,308.37)	564,548.38	275,301.25	289,247.13

# Attachment B

DRAFT (pre Audit)

## Revenue and Expense Reports by Fund June 30, 2024

Water

Sewer

**GARBERVILLE SANITARY DISTRICT**

**Profit & Loss by Class**

July 2023 through June 2024

	Water	Sewer	TOTAL
Ordinary Income/Expense			
Income			
Water Charges			
4100 · Residential	348,240.00	0.00	348,240.00
4110 · Commercial	351,055.00	0.00	351,055.00
Total Water Charges	699,295.00	0.00	699,295.00
4200 · Sewer Charges	0.00	450,278.65	450,278.65
4300 · Connection Fees	8,000.00	8,000.00	16,000.00
4650 · Late Charges	7,132.50	7,132.50	14,265.00
4700 · Other Operating Revenue	3,320.00	200.00	3,520.00
Total Income	717,747.50	465,611.15	1,183,358.65
Gross Profit	717,747.50	465,611.15	1,183,358.65
Expense			
Administrative and General			
5025 · Discount Program	4,780.00	3,872.00	8,652.00
5005 · Bad Debts	4,797.70	561.70	5,459.40
5010 · Bank Charges			
5012 · Merchant Account Fees	2,255.05	2,312.41	4,567.46
5010 · Bank Charges - Other	1,128.60	1,061.17	2,189.77
Total 5010 · Bank Charges	3,383.65	3,373.58	6,757.23
5020 · Directors Fees	1,175.00	1,175.00	2,350.00
5030 · Dues and Memberships	2,704.94	2,704.93	5,409.87
5035 · Education and Training	460.00	168.25	628.25
Insurance			
5040 · Liability	34,802.58	34,802.68	69,605.26
5050 · Workers' Comp	5,657.59	6,840.34	12,497.93
5055 · Health			
5055.1 · Employee Portion	(5,522.26)	(4,759.67)	(10,281.93)
5055 · Health - Other	27,645.60	27,645.59	55,291.19
Total 5055 · Health	22,123.34	22,885.92	45,009.26
Total Insurance	62,583.51	64,528.94	127,112.45
5060 · Licenses, Permits, and Fees	7,910.71	32,324.81	40,235.52
5065 · Auto	1,379.08	1,379.00	2,758.08
5070 · Miscellaneous	6.87	6.87	13.74
5080 · Office Expense	3,905.79	3,586.22	7,492.01
5082 · Office Subscriptions	2,847.57	2,847.44	5,695.01
5085 · Outside Services	5,292.72	3,552.66	8,845.38
5090 · Payroll Taxes	15,008.33	18,112.51	33,120.84
5095 · Penalties and Fines	3.10	3.09	6.19
5100 · Postage	1,424.09	1,423.94	2,848.03
5110 · Professional Fees	36,578.73	34,582.70	71,161.43
5125 · Repairs and Maintenance	5,299.70	5,538.88	10,838.58
5130 · Rents	5,010.00	5,010.00	10,020.00
5135 · Retirement	4,494.97	5,240.10	9,735.07
5137 · Supplies	1,296.75	1,302.00	2,598.75
5140 · Telephone	5,585.12	5,638.70	11,223.82

**GARBERVILLE SANITARY DISTRICT**

**Profit & Loss by Class**

July 2023 through June 2024

	Water	Sewer	TOTAL
5145 · Tools	908.49	908.45	1,816.94
5150 · Travel and Meetings	322.52	322.52	645.04
5155 · Utilities	1,859.76	1,859.68	3,719.44
5160 · Wages			
5165 · Wages - Overtime	7,305.01	1,626.76	8,931.77
5160 · Wages - Other	85,739.55	85,684.59	171,424.14
Total 5160 · Wages	93,044.56	87,311.35	180,355.91
Total Administrative and General	272,063.66	287,335.32	559,498.98
Sewage Collection			
6010 · Fuel	0.00	3,639.97	3,639.97
6030 · Repairs and Maintenance	0.00	14,617.11	14,617.11
6040 · Supplies	0.00	666.06	666.06
6050 · Utilities	0.00	4,679.55	4,679.55
6060 · Wages			
6065 · Wages - Overtime Sewer Collecti	0.00	16,038.25	16,038.25
6060 · Wages - Other	0.00	68,198.13	68,198.13
Total 6060 · Wages	0.00	84,236.38	84,236.38
Total Sewage Collection	0.00	107,839.07	107,839.07
Sewage Treatment			
6075 · Fuel	0.00	3,639.97	3,639.97
6080 · Monitoring	0.00	7,102.50	7,102.50
6100 · Repairs and Maintenance	0.00	5,449.87	5,449.87
6110 · Supplies	0.00	12,901.61	12,901.61
6120 · Utilities	0.00	20,439.80	20,439.80
6130 · Wages			
6135 · Wages - Overtime Sewer Treatmen	0.00	882.25	882.25
6130 · Wages - Other	0.00	54,656.41	54,656.41
Total 6130 · Wages	0.00	55,538.66	55,538.66
Total Sewage Treatment	0.00	105,072.41	105,072.41
Water Trans and Distribution			
7075 · Fuel	3,639.97	0.00	3,639.97
7090 · Repairs and Maintenance	37,779.09	0.00	37,779.09
7100 · Supplies	804.20	0.00	804.20
7110 · Utilities	8,280.35	0.00	8,280.35
7120 · Wages			
7125 · Wages - Overtime Water Trans &	8,729.00	0.00	8,729.00
7120 · Wages - Other	41,426.84	0.00	41,426.84
Total 7120 · Wages	50,155.84	0.00	50,155.84
Total Water Trans and Distribution	100,659.45	0.00	100,659.45
Water Treatment			
7020 · Fuel	3,640.21	0.00	3,640.21
7010 · Monitoring	10,687.92	0.00	10,687.92
7030 · Repairs and Maintenance	33,751.02	0.00	33,751.02
7040 · Supplies	15,677.05	0.00	15,677.05
7050 · Utilities	61,730.71	0.00	61,730.71
7060 · Wages			

**GARBERVILLE SANITARY DISTRICT**

**Profit & Loss by Class**

July 2023 through June 2024

	Water	Sewer	TOTAL
7065 · Wages - Overtime Water Treatment	7,685.75	0.00	7,685.75
7060 · Wages - Other	37,640.90	0.00	37,640.90
Total 7060 · Wages	45,326.65	0.00	45,326.65
Total Water Treatment	170,813.56	0.00	170,813.56
Total Expense	543,536.67	500,246.80	1,043,883.47
Net Ordinary Income	174,210.83	(34,635.65)	139,475.18
Other Income/Expense			
Other Income			
Property Tax Revenue			
8045 · PILT Revenue	0.00	0.00	0.00
8010 · Secured	0.00	16,314.86	16,314.86
8020 · Unsecured	0.00	1,051.05	1,051.05
8025 · Prior Years	0.00	12.01	12.01
8030 · Supplemental - Current	0.00	292.25	292.25
8035 · Supplemental - Prior Years	0.00	72.16	72.16
Total Property Tax Revenue	0.00	17,742.33	17,742.33
8053 · Water Capital Grant Income	815,468.33	0.00	815,468.33
8060 · Interest Income	300.07	3,241.91	3,541.98
8061 · Interest Income (Prior Year)	283.13	2,976.39	3,259.52
8070 · Other Non-Operating Revenue	2,318.65	243.66	2,562.31
9030 · Homeowners' Tax Relief	0.00	140.55	140.55
Total Other Income	818,370.18	24,344.84	842,715.02
Other Expense			
8041 · Emergency Wage Reimbursement	396.00	0.00	396.00
9040 · Depreciation	278,726.04	136,179.00	414,905.04
9050 · Interest Expense	1,426.18	914.60	2,340.78
Total Other Expense	280,548.22	137,093.60	417,641.82
Net Other Income	537,821.96	(112,748.76)	425,073.20
Net Income	712,032.79	(147,384.41)	564,548.38
Add Back Depreciation & Grant Income			
9040 · Depreciation	278,726.04	136,179.00	414,905.04
8053 · Water Capital Grant Income	815,468.33	0.00	815,468.33
Net Income without Depreciation or Grant Income	175,290.50	(11,205.41)	163,985.09

# Attachment C

## DRAFT Balance Sheets

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change
<b>ASSETS</b>			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	3,927.28	113,735.48	(109,808.20)
1006 · Umpqua System Reserve - Water	807.02	25,814.51	(25,007.49)
1007 · Umpqua System Reserve - Sewer	31,276.46	31,273.32	3.14
1011 · Water Enterprise Fund	46,841.72	46,837.03	4.69
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	34,004.55	26,001.84	8,002.71
1036 · Sewer Capital Improvement Fund	26,001.94	18,000.04	8,001.90
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	320.75	300.75	20.00
<b>Total Checking/Savings</b>	<b>595,488.98</b>	<b>788,489.70</b>	<b>(193,000.72)</b>
Accounts Receivable			
1316 · Water Grant Reimb. Receivable	583,956.20	0.00	583,956.20
11000 · Accounts Receivable - Other	(2,167.01)	(2,212.01)	45.00
<b>Total Accounts Receivable</b>	<b>581,789.19</b>	<b>(2,212.01)</b>	<b>584,001.20</b>
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(2,651.02)	(3,023.11)	372.09
1100 · Accounts Receivable - Other	163,139.37	138,206.21	24,933.16
<b>Total 1100 · Accounts Receivable</b>	<b>160,488.35</b>	<b>135,183.10</b>	<b>25,305.25</b>
1315 · Water Grant Receivable	0.00	379,229.00	(379,229.00)
1400 · Interest Receivable	0.00	2,267.09	(2,267.09)
1500 · Prepaid Insurance	4,823.49	4,230.52	592.97
1510 · Prepaid Licenses and Permits	0.00	3,453.00	(3,453.00)
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>160,311.84</b>	<b>519,362.71</b>	<b>(359,050.87)</b>
<b>Total Current Assets</b>	<b>1,337,590.01</b>	<b>1,305,640.40</b>	<b>31,949.61</b>
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	1,396,926.88	562,380.93	834,545.95
<b>WATER</b>			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	25,957.27	15,842.30	10,114.97
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,183,593.59</b>	<b>8,173,478.62</b>	<b>10,114.97</b>
Water System	142,474.97	142,474.97	0.00
<b>SEWER</b>			

**GARBERVILLE SANITARY DISTRICT**

**Balance Sheet**

As of June 30, 2024

	Jun 30, 24	Jun 30, 23	\$ Change
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,423,606.90	2,395,295.12	28,311.78
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>Total SEWER</b>	<b>5,887,636.09</b>	<b>5,859,324.31</b>	<b>28,311.78</b>
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	315,872.29	2,772.74
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,309,611.04)	(3,030,885.00)	(278,726.04)
Accumulated Depreciation-Sewer	(2,785,454.00)	(2,649,275.00)	(136,179.00)
<b>Total Fixed Assets</b>	<b>10,170,326.07</b>	<b>9,707,110.67</b>	<b>463,215.40</b>
<b>TOTAL ASSETS</b>	<b>11,507,916.08</b>	<b>11,012,751.07</b>	<b>495,165.01</b>
<b>LIABILITIES &amp; EQUITY</b>			
<b>Liabilities</b>			
<b>Current Liabilities</b>			
<b>Accounts Payable</b>			
2000 · Accounts Payable	214,863.39	183,137.18	31,726.21
<b>Total Accounts Payable</b>	<b>214,863.39</b>	<b>183,137.18</b>	<b>31,726.21</b>
<b>Other Current Liabilities</b>			
2300 · Service Deposits	3,700.00	5,800.00	(2,100.00)
2205 · Accrued Simple	(1,007.72)	(101.46)	(906.26)
2220 · Accrued State PR Taxes	100.00	0.00	100.00
2225 · Accrued Workers Comp	4,214.79	1,625.45	2,589.34
2230 · Accrued Vacation	40,733.76	40,733.76	0.00
2250 · Loans Payable - Current Portion	47,622.23	77,801.48	(30,179.25)
<b>Total Other Current Liabilities</b>	<b>95,363.06</b>	<b>125,859.23</b>	<b>(30,496.17)</b>
<b>Total Current Liabilities</b>	<b>310,226.45</b>	<b>308,996.41</b>	<b>1,230.04</b>
<b>Long Term Liabilities</b>			
2661 · Ditchwitch Vacuum Trailer	24,631.05	50,288.66	(25,657.61)
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	988,620.94	1,034,603.30	(45,982.36)
2900 · Less Current Portion	(47,622.23)	(77,801.48)	30,179.25
<b>Total Long Term Liabilities</b>	<b>965,629.76</b>	<b>1,036,243.17</b>	<b>(70,613.41)</b>
<b>Total Liabilities</b>	<b>1,275,856.21</b>	<b>1,345,239.58</b>	<b>(69,383.37)</b>
<b>Equity</b>			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	3,538,019.74	3,237,421.86	300,597.88
Net Income	564,548.38	300,597.88	263,950.50
<b>Total Equity</b>	<b>10,232,059.87</b>	<b>9,667,511.49</b>	<b>564,548.38</b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,507,916.08</b>	<b>11,012,751.07</b>	<b>495,165.01</b>



# Attachment D

## DRAFT Cash Flow

## GARBERVILLE SANITARY DISTRICT Statement of Cash Flows Report for Board

July 2023 through June 2024

Jun 24                      Jul '23 - Jun 24

	Jun 24	Jul '23 - Jun 24
<b>OPERATING ACTIVITIES</b>		
Net Income	(14,308.37)	564,548.38
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	225.00	(45.00)
1316 · Water Grant Reimb. Receivable	(14,483.14)	(583,956.20)
1100 · Accounts Receivable	(17,555.31)	(24,933.16)
1110 · Accts Receivable Over Payments	(1,421.39)	(372.09)
1500 · Prepaid Insurance	5,774.76	(592.97)
1501 · Prepaid Workers Comp		0.00
1510 · Prepaid Licenses and Permits	2,332.41	3,453.00
2000 · Accounts Payable	62,068.63	31,726.21
20000 · Account Payable		0.00
2205 · Accrued Simple	0.00	(906.26)
2210 · Accrued Federal PR Taxes	0.00	0.00
2220 · Accrued State PR Taxes	100.00	100.00
2225 · Accrued Workers Comp	1,144.80	2,589.34
2300 · Service Deposits	(800.00)	(2,100.00)
Net cash provided by Operating Activities	23,077.39	(10,488.75)
<b>INVESTING ACTIVITIES</b>		
1315 · Water Grant Receivable		379,229.00
SEWER:Collection		(28,311.78)
Equipment		(2,772.74)
Accumulated Depreciation-Water	23,227.17	278,726.04
Accumulated Depreciation-Sewer	11,348.25	136,179.00
CIP- Bear Canyon Sewerline		(50.00)
CIP - Meadows Aerial Waterline		(2,325.00)
CIP-Robertson-Wallan-Hurlbutt T	(41,649.33)	(834,545.95)
WATER:Pumps		(10,114.97)
Net cash provided by Investing Activities	(7,073.91)	(83,986.40)
<b>FINANCING ACTIVITIES</b>		
1400 · Interest Receivable		2,267.09
2250 · Loans Payable - Current Portion	(30,179.25)	(30,179.25)
2500 · N/P - SWRCB		(25,578.42)
2700 · SRF Loan - Water	(22,991.18)	(45,982.36)
2900 · Less Current Portion	30,179.25	30,179.25
2661 · Ditchwitch Vacuum Trailer	(2,185.69)	(25,657.61)
2665 · RCAC Loan - #0998 Backhoe		(3,574.27)
Net cash provided by Financing Activities	(25,176.87)	(98,525.57)
Net cash increase for period	(9,173.39)	(193,000.72)
Cash at beginning of period	604,662.37	788,489.70
Cash at end of period	595,488.98	595,488.98

**GARBERVILLE SANITARY DISTRICT**  
**A/P Aging Summary**

As of June 30, 2024

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Bender Rosenthal, INC	0.00	2,180.98	0.00	0.00	0.00	2,180.98
Blue Star Gas	0.00	11.00	0.00	0.00	0.00	11.00
Brenntag Pacific, Inc.	0.00	5,979.97	0.00	0.00	0.00	5,979.97
Colantuono, Highsmith & Whatley, PC	38.50	0.00	0.00	0.00	0.00	38.50
Daniel Thomas	100.00	0.00	0.00	0.00	0.00	100.00
Dazey's Building Center	0.00	386.79	0.00	0.00	(0.99)	385.80
Doug Bryan	150.00	0.00	0.00	0.00	0.00	150.00
Frontier Communications	0.00	108.11	0.00	0.00	0.00	108.11
HACH COMPANY	0.00	7,970.28	0.00	0.00	0.00	7,970.28
Jennie Short	8,795.60	12,641.20	0.00	13,247.40	10,940.00	45,624.20
Julie Lyon	150.00	0.00	0.00	0.00	0.00	150.00
Microbac Laboratories Inc.	0.00	500.00	0.00	0.00	0.00	500.00
NAPA	0.00	59.73	0.00	0.00	(30.78)	28.95
PACE Supply	0.00	783.75	0.00	0.00	0.00	783.75
PG&E	0.00	5,824.84	0.00	0.00	0.00	5,824.84
Points West Surveying Co.	0.00	5,070.00	0.00	0.00	0.00	5,070.00
R. Anderson	100.00	0.00	0.00	0.00	0.00	100.00
Ralph Emerson	0.00	50.00	0.00	0.00	0.00	50.00
Recology Humboldt County	0.00	36.67	0.00	0.00	0.00	36.67
Redway True Value	0.00	32.29	0.00	0.00	0.00	32.29
Redwood Merchant Services	128.72	0.00	0.00	0.00	0.00	128.72
Richard Landes	150.00	0.00	0.00	0.00	0.00	150.00
SHN Consulting Engineers & Geologists	21,813.00	16,971.40	78,235.75	0.00	0.00	117,020.15
The Mitchell Law Firm, LLP	3,938.00	0.00	0.00	0.00	0.00	3,938.00
Umpqua Bank	174.78	0.00	0.00	0.00	0.00	174.78
US Cellular	0.00	251.48	0.00	0.00	0.00	251.48
Van Meter Construction	0.00	16,000.00	0.00	0.00	0.00	16,000.00
WECO Industries, LLC	0.00	0.00	0.00	1,121.82	0.00	1,121.82
Wyatt & Whitchurch, E.A. Inc.	830.00	0.00	0.00	0.00	0.00	830.00
WYCKOFF'S Inc	0.00	123.64	0.00	0.00	(0.54)	123.10
<b>TOTAL</b>	<b>36,368.60</b>	<b>74,982.13</b>	<b>78,235.75</b>	<b>14,369.22</b>	<b>10,907.69</b>	<b>214,863.39</b>

Total to pay SHN & 4Js Consulting when DFA \$ is received: 162,644.35

# Attachment E

## Budget Adoption Resolution



# GARBERVILLE SANITARY DISTRICT

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

## RESOLUTION NO. 23-006

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVING THE FY 2023-24 BUDGET AND IMPLEMENTING THE SCHEDULED RATE INCREASE AS ADOPTED IN RESOLUTION 20-007 AS REVISED HEREIN

**WHEREAS**, the Garberville Sanitary District is a Special District that operates as an enterprise fund for water and sewer services on a fiscal year ending June 30<sup>th</sup>; and

**WHEREAS**, the GSD Board adopted a five-year rate increase schedule for water and sewer rates in Resolution 20-007 on June 23, 2020 to meet the expected inflation increases and capital project expenditures as follows;

Table 1. Residential Water Rates

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

Table 2. Commercial and Multifamily Water Rates

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

Table 3. Residential and Commercial Sewer Rates

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

**WHEREAS**, it is the duty of the GSD Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

**WHEREAS**, the District annually reviews the current year’s budget progress and prepares a proposed budget for the Budget Committee’s review and recommendation; and

**WHEREAS**, the District’s Budget Committee met on May 17<sup>th</sup> to review the draft proposed budget and the necessity for implementation of the scheduled rate increase effective July 1, 2023; and

**WHEREAS**, the Board has previously established a Reserve Balance minimum of \$700,000 and the Budget as presented continues to result in a reserve balance in excess of this minimum; and

**WHEREAS**, the budget as recommended by the Budget Committee including the REVISED rate increase has been reviewed by the Board during a regular board meeting.

**NOW, THEREFORE, BE IT RESOLVED AND ORDERED**, by the GSD Board of Directors as follows:

1. The FY 23/24 budget as presented by the Consultant Project Manager in the Board Memorandum and at the meeting on May 23, 2023 including all budget and fiscal policies outlined therein is hereby adopted.
2. The scheduled rate increase is hereby REVISED for implementation this year (column headed “Revised July 2023”) and a further review will be conducted as needed during the fiscal year to verify that this lesser implementation schedule will be sufficient to cover annual expenditures and debt service payments.

Table 4. **Revised Residential Water Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - all meter sizes (\$/mo.)	75.00	79.00	79.00
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	12.00
Consumption Charges:			
Residential Tier 1: 0-8 units (\$/hcf)	2.50	3.00	3.00
Residential Tier 2: 9-20 units (\$/hcf)	4.50	5.00	5.00
Residential Tier 3: 21 + units (\$/hcf)	12.00	13.00	12.00
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	1.00

Table 5. **Commercial and Multifamily Water Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate (\$/mo.)			
Tier 1 - 0-8 units annual average	75.00	79.00	NO
Tier 2 - 9-40 units annual average	140.00	150.00	CHANGE
Tier 3 - 41 + units annual average	280.00	300.00	PROP-
Upper Zone Surcharge -Meadows (\$/mo.)	11.00	12.00	OSD
Consumption Charges			
Commercial Tier 1: 0-40 units (\$/hcf)	4.50	5.00	
Commercial Tier 2: 41 + units (\$/hcf)	3.75	4.25	
Upper Zone Variable Surcharge (\$/hcf)	1.00	1.00	

Table 6. **Revised Residential and Commercial Sewer Rates**

Description	Current	Adopted July 2023	Revised July 2023
Base Rate - per ERU (\$/mo.)	48.00	51.00	48.00
Residential and Commercial Consumption (\$/hcf) X consumption strength multiplier (SFR CSM = 1.0)	4.00	5.00	3.00


3. The cash on hand balance as of March 31, 2023 is \$817,093.57 of which \$770,257.71 is unrestricted. Reserves are anticipated to increase by \$ 3,911.14, which keeps the reserve balance above the \$700,000 threshold.

Passed and adopted by the Garberville Sanitary District's Board of Directors on May 23, 2023 during a regular meeting, by the following vote:

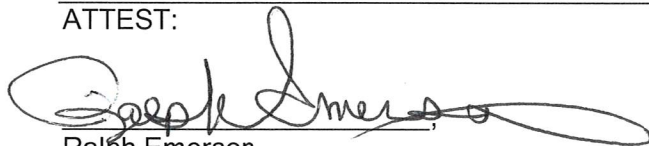
AYES: Directors BRYAN, LYON, THOMAS, LANDES

NOES: Directors —

EXCUSED: Directors ANDERSON

  
\_\_\_\_\_  
Doug Bryan, Chair of the Board

ATTEST:

  
\_\_\_\_\_  
Ralph Emerson  
Clerk of Board of Directors



# GARBERVILLE SANITARY DISTRICT

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

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## BOARD OF DIRECTORS MEETING MEMORANDUM

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Meeting Date: October 22, 2024  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project  
Project Development and Planning Phase

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### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Coordinated with G.Swaffar on version 4 of the Property Exchange Agreement
- Coordinated with G.Swaffar on the Waterline and Access Easement
- Coordinate with the California Department of General Services for acquisition of the various easements on the CalFire site.
- Coordinate with PG&E on the details for the Utility Easement in their favor for the CalFire site.
- Coordinated acquisition of about 700 sq ft of Utility Easement to PG&E with Souvanna
- Prepared and submitted DFA reimbursement request #6, which is the final reimbursement request
- Notified DFA that the planning project is complete

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

- BRI: negotiations with G. Swaffar if PEA isn't accepted

The rest of the project team will be working on:

- property acquisition negotiations with G. Swaffar
- continued oversight of the finances
- preparation of DWR reimbursement request #5 for any outstanding project development, permitting, or property acquisition costs through June 30, 2024

Russ Gans and I are working on preparing what should be the final version of the Property Exchange Agreement to incorporate minor changes to verbiage and to provide a response to Swaffar for his comments on the draft waterline easement along with preparing the drainage easements and the temporary construction easements.

We anticipate having an open session item on the November board agenda for the Board to consider executing the agreements with Swaffar.



## FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through June 30, 2024, and the reimbursement status/amounts.

Description	Amount
Ineligible Expenses	\$32,426.93
Ineligible Expenses-DWR elimination of markups by SHN	9,422.75
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	0.17
DFA Reimbursement Invoice #1 (paid 12/12/22)	64,008.00
DFA Reimbursement Invoice #2 (paid 9/21/23)	71,398.00
DFA Reimbursement Invoice #3 (paid 9/27/23)	52,221.00
DWR Reimbursement Invoice #1 (paid 8/8/23)	165,759.30
DWR Reimbursement Invoice #2 (paid 12/0/23)	64,077.51
DWR Reimbursement Invoice #3 (paid 2/22/24)	131,672.02
DFA Reimbursement Invoice #4 (paid 4/8/24)	125,610.00
DFA Reimbursement Invoice #5 (approved)	294,971.54
DFA Reimbursement Invoice #6 (approved)	63,626.00
DWR Reimbursement Invoice #4 (approved)	153,636.76
DWR Reimbursement Invoice #5 (preparing)	14,483.14
DWR Retention Due	57,238.76
Expenses Awaiting Invoicing (Future DFA Construction Funding)	38,764.99
<b>Total Project Costs to Date</b>	<b>\$1,396,926.88</b>

The total project costs that will come from the District funds for the foreseeable future total \$138,224.68 and are highlighted in the table above.

## 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: October 22, 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 - DWR

### GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- BRI and I have continued to coordinated with the State Department of General Services for the CalFire site easement acquisition
- Answer DGS questions about the project for their FWO review
- Coordinated with RCAC for the Bridge Loan
- Coordinated with PG&E to produce the documents for Souvanna to sign for the easement
- Revised the fourth reimbursement request to DWR to meet their requirements for documentation (is is now approved for payment in the amount of \$

The project team will be working on:

- Coordination with BRI and the State Department of General Services for the CalFire site easement acquisition
- Coordination with Souvanna for the PG&E easement for the new overhead service
- Coordination with PG&E to get all the easements recorded for their new service
- Continued oversight of the finances
- Processing submittals and Requests for Information from the construction contractor
- Updating the construction project's proposed schedule
- Putting together the labor compliance program and making the necessary notifications

### FINANCIAL IMPLICATIONS

The District received a check from the State in the amount of \$294,972 last week and was able to pay the last 6 months of SHN & 4Js Consulting invoices. That brings the amount due from the State not including retainage to \$230,297.59 for expenses incurred prior to June 30, 2024. They owe for additional expenses that have not yet been invoiced.

No progress payment requests have been received yet from Wahlund Construction.

## RECOMMENDATIONS

1. None.

## ATTACHMENTS

None

## ABOUT NEXBILLPAY

Nexbillpay is the one-stop solution for rural utilities, providing comprehensive payment and notification services and serving over 1,500 customers across the US. Our platform is designed to cater to the specific business requirements of rural utilities while delivering security, flexibility, and value. Our system integrates with Jayhawk to provide customers with a user-friendly portal, featuring Real-time payment posting, account verification, usage/billing presentment, payment storage, notification options, e-billing services, linked accounts, and more.



Our new admin portal is designed to make your day-to-day operations a breeze, handling everything from in-office payments to reconciliation in real time. In addition, the admin dashboard provides a quick and easy way to view daily and monthly totals.

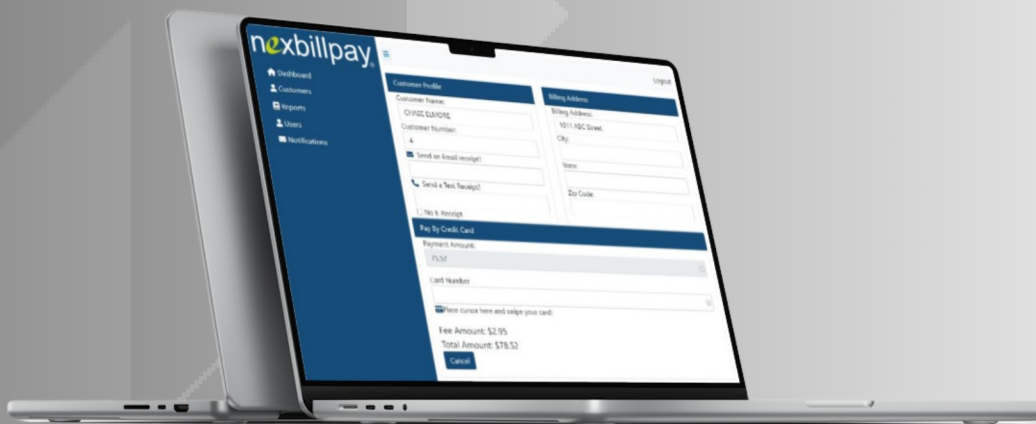
**COMING SOON: Alternative Payment options including Apple Pay, Google Pay, Venmo, PayPal, and more!**

## FEATURES

-  Secure Account Login / Management
-  Real-time Customer Updates
-  Linked Accounts
-  Detailed Payment History
-  Paperless Billing
-  Email and Text Alert Notifications
-  Create / Reset Password
-  Multiple Payment Options

## OUR MISSION

At Nexbillpay, we aim to provide a seamless experience for our partners and their customers. Our approach involves utilizing integrated software and technology with the goal of creating successful relationships founded on trust and unwavering support.



**Advantage Computer**

1000 W Miller RD, PO Box 385  
Iola, KS 66749

Phone: (620) 365-5156  
Fax: (620) 365-7980  
www.ac-js.com



**Quote**

No.: **48738**  
Date: 7/23/2024

Prepared for:

Mary Nieto

**Garberville Sanitary District**

919 Redwood Drive  
PO Box 211  
Garberville, CA 95542-0211 USA

Acct ID: J0709

Phone: (707) 923-9566

Fax: (707) 923-3130

Quantity	Item ID	Description	UOM	Discount	Sell	Total
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----- JUS Add-On:

1.00	EP WEB B NBP	Billing Online Payment Interface through Nexbillpay	EA	\$0.00	\$750.00	\$750.00
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*Provides online pay service for your billing customers to view usage and amount due and pay by credit card, debit card, checking, savings, and recurring AutoPay. Also includes web interface to manually process walk-in/phone-in card payments with optional card reading terminal.*

*Includes option for all transaction/monthly fees to be charged to city/district, or passed on to city/district's customers.*

QUOTE NOTE:

----- Original cost is \$1500. This quote includes a \$750

**Your Price:**                      **\$750.00**

**Total:**                      **\$750.00**

**Prices are firm until 11/29/2024**

Terms: Cash - Prepay

**Prepared by:** Terri Stewart, terri@jayhawksoftware.com

**Date:** 7/23/2024

**Accepted by:** \_\_\_\_\_

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

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.



# Request for Proposal For Credit Card Processing Services Convenience Fee Model

Prepared For: Garberville Sanitary District

Description: Integrated Credit Card Processing Services

Software Vendor: *Jayhawk*

Contact: Mary Nieto

Number: 707-923-9566

Email: [m.nieto@garbervillesd.org](mailto:m.nieto@garbervillesd.org)

Meters: 500

Integration: Jayhawk

Card Readers: 1 (FREE)

- *Each additional card reader is \$125.00*

Nexbillpay

2416 Green Springs Hwy

Birmingham, Alabama 35209

Tel: 800-639-2435 Fax: 866-561-3710

[www.nexbillpay.com](http://www.nexbillpay.com)

October 15, 2024

Mary

It is Nexbillpay's intention to provide you with the bottom line results that you demand along with the quality of service you expect. Additionally, Nexbillpay provides customized reporting that automatically gives your staff the tools needed in managing your payments 24 hours a day, 7 days a week in real time.

Nexbillpay is an Alabama company with its main office located in Birmingham, AL. Since starting the Municipal Division in 2009, Nexbillpay has been providing payment processing services for municipalities and utilities of all sizes.

Nexbillpay will utilize a full spectrum of options to help the Garberville Sanitary District meet their business needs and goals. Advanced technology allows us to offer cloud-based bill presentment with credit card payment options for the utility and the consumer. Our platform is built to adapt to all third-party billing applications using the Nexbillpay Web Service API. This will enable billing software providers to access payment data in real-time increasing their software functionality and services. Nexbillpay has a large customer base, including more than 1200 current municipality and utility accounts.

We are eager to prove the many ways that Nexbillpay can help your municipality control cost well into the future. Thank you again for your interest in Nexbillpay and for the opportunity to do business with the Garberville Sanitary District.

Sincerely,

*Monica Dodd*

Monica Dodd  
Relationship Manager  
2416 Greensprings Hwy.  
Birmingham, AL 35209  
1-800-639-2435 ext. 3037 Fax: 866-561-3710  
[mdodd@nexbillpay.com](mailto:mdodd@nexbillpay.com)



## **Nexbillpay EBPP Platform**

*Jayhawk integrates to Nexbillpay and provides an easy to use system for Jayhawk's customers and its payers. Time and time again, implementing our solutions has resulted in significant cost and time savings. The Garberville Sanitary District and its customers would receive the following benefits from implementing Nexbillpay. (If Applicable)*

- **Your customers have access to an extensive Customer Portal to view and/or pay bills:**
  - View 24 months of billing and payment history (*if paid through NBP*)
  - Store bank account and/or credit/debit card information – Nexbillpay handles all PCI and NACHA compliance
  - Consumer usage/consumption monthly data
  - Payment history
  - Sign up for Auto-Pay and/or payment notifications by SMS text message or email.
  - All of these options improve your ability to provide services 24/7
- **Improve communications with consumers by offering a comprehensive E – payment platform:**
  - E-mail reminders, 3 per bill
  - SMS text messages reminders
  - Auto-Pay/Scheduled payment reminder
  - NSF/rejection notification
  - Credit card expiration (if the credit card on file has expired)
- **Web and Mobile Payment Options**
  - One-time only and/or Quick pay
  - Log in and pay each month
  - Auto-Pay
  - Linked Accounts: pay multiple bills at once for multiple properties, manage all accounts through one interface
  - Accept payments in any manner (depending on each department)
    - Online, IVR, Point of Sale, Mobile
    - Using Nexbillpay will give you a single source of reconciliation on the back end for all payment types
- **IVR Phone Payment Options**
  - Designated 800 #
  - Available 24/7
  - Store bank account and/or credit/debit card information – Nexbillpay handles all PCI compliance
  - Check current balance, past due balance, previous payment amount, last payment date, due date
  - English or Spanish Options
  - Receive text message confirmations
- **Paperless Billing**
  - Save money on print/mail and increase consumer adoption and satisfaction
- **Access to extensive administrative features in the Biller/Admin Portal:**
  - Reconciliation Tools
  - Access payment data in real time with time stamps
  - Search and locate any payment, regardless of where it was made (counter, web, IVR)
  - Notify customers with outbound SMS text messages & automated phone calls for bill reminders
  - Increase customer satisfaction, awareness, communications, collections and on time payments
- **\*\*\* Text 2 Pay \*\*\***
  - Enroll 24/7
  - Receive a short SMS text message w/bill amount
  - Store preferred payment method
  - Reply ALL to initiate bill payment from the preferred payment method
  - Encourages on-time, hassle-free transactions to avoid late fees
  - Eliminates the need to open a browser or log in to a user account... Pay in Seconds

## 1.0 Nexbillpay set up cost:

Online Bill Presentment and payment platform	\$0.00
Point of Sale (VPOS) Virtual Terminal payment platform <u>(1) card reader</u>	\$0.00
IVR - Automated Phone Payments	\$0.00
Alerts	\$0.00
E-Billing	\$0.00

**Proposed Fee Schedule – VTerminal Convenience Fee Model Utility**

<b>Point of Sale – Visa /MC/Discover</b>	
Credit/Debit Card	<b>\$0.00 - \$250.00</b>
<i>Fee</i>	<b>\$2.75</b>
Credit/Debit Card	<b>\$250.01 - \$5,000.00</b>
<i>Fee</i>	<b>2.75%</b>

**Proposed Fee Schedule – Online Convenience Fee Model Utility**

<b>Online Payment Portal – Visa /MC/Discover</b>	
Credit/Debit Card	<b>\$0.00 - \$250.00</b>
<i>Fee</i>	<b>\$2.75</b>
.	
Credit/Debit Card	<b>\$250.01 - \$5,000.00</b>
<i>Fee</i>	<b>2.75%</b>
E - Check	<b>\$0.01 - \$5,000.00</b>
<i>Fee</i>	<b>\$2.00</b>

**Proposed Fee Schedule – IVR Convenience Fee Model Utility**

<b>IVR Payment Portal – Visa /MC/Discover</b>	
Credit/Debit Card	<b>\$0.00 - \$250.00</b>
<i>Fee</i>	<b>\$2.75</b>
Credit/Debit Card	<b>\$250.01 - \$5,000.00</b>
<i>Fee</i>	<b>2.75%</b>
E - Check	<b>\$0.01 - \$5,000.00</b>
<i>Fee</i>	<b>\$2.00</b>

*Nexbillpay will deposit funding into all designated bank accounts for each department within 24-48 hours after each successful settlement*

**Nexbillpay Alert: (Boil Water Notice, Water Main Breaks, Emergency Notification, etc...)**

Service	Cost
NEXBILLPAY ALERT Per SMS Text	\$0.10/USER UNLIMITED
NEXBILLPAY ALERT Per Outbound Call	\$0.10/USER UNLIMITED
NEXBILLPAY ALERT Per Email Sent	\$0.00/USER UNLIMITED
NEXBILLPAY ALERT Setup Fee	WAIVED
NEXBILLPAY ALERT Monthly Fee	WAIVED

**Nexbillpay Bill Pay Reminder/Shut off/Disconnect Notice.**

Service	Cost
NEXBILLPAY ALERT Per SMS Text	FREE
NEXBILLPAY ALERT Per Outbound Call	FREE
NEXBILLPAY ALERT Per Email Sent	FREE
NEXBILLPAY ALERT Setup Fee	WAIVED
NEXBILLPAY ALERT Monthly Fee	WAIVED



**Proposed Fee Schedule – Paperless Billing**

***\*\*\*Remove the clutter and lower cost in delivering utility bills! Better security, more efficient, increase payments and customer satisfaction guaranteed! \*\*\****

Service	Cost
Cost	UNLIMITED \$0.10USER

Above Order Accepted and Approved By:

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

Please sign, date and or fax proposal to 866-561-3710 or email to [mdodd@nexbillpay.com](mailto:mdodd@nexbillpay.com)

Nexbillpay, LLC

By/Title: Monica Dodd/Relationship Manager

# Request for Proposal For Credit Card Processing Services Absorb & Convenience Fee

Prepared For: Garberville Sanitary District

Description: Integrated Credit Card Processing Services

Software Vendor: *Jayhawk*

Contact: Mary Nieto

Number: 707-923-9566

Email: [m.nieto@garbervillesd.org](mailto:m.nieto@garbervillesd.org)

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E-Billing	\$0.00





### Proposed Fee Schedule – Online Convenience Fee Model Utility

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E - Check	<b>\$0.01 - \$5,000.00</b>
<i>Fee</i>	<b>\$2.00</b>

### Proposed Fee Schedule – IVR Convenience Fee Model Utility

<b>IVR Payment Portal – Visa /MC/Discover</b>	
Credit/Debit Card	<b>\$0.00 - \$250.00</b>
<i>Fee</i>	<b>\$2.75</b>
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NEXBILLPAY ALERT Monthly Fee	WAIVED

**Nexbillpay Bill Pay Reminder/Shut off/Disconnect Notice.**

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NEXBILLPAY ALERT Per Email Sent	FREE
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**Proposed Fee Schedule – Paperless Billing**

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Service	Cost
Cost	UNLIMITED \$0.10USER

Above Order Accepted and Approved By:

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

Please sign, date and or fax proposal to 866-561-3710 or email to [mdodd@nexbillpay.com](mailto:mdodd@nexbillpay.com)

Nexbillpay, LLC

By/Title: Monica Dodd/Relationship Manager



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

## **CODE OF CONDUCT**

### Standards of Conduct

Following is a list of standards that GSD expects of its employees, **contractors, vendors and the public**. Violation of these standards could lead to **legal or** disciplinary action, including possible termination. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor.
- c. Attention to duty.
- d. **Careful use of District property.**
- e. **Honesty.**
- f. **Promptness and consistent attendance.**
- g. **Appropriate use of sick leave.**
- h. Professionalism.
- i. **Compliance with the Alcohol and Drug Use Policy stated above.**

### General Office and Field Policies

- a. Only Board Members, District employees, or authorized visitors are permitted in the office area behind the counter or on District property.

### Non-Harassment Policy

GSD is committed to providing a work environment free of **unlawful harassment**. **GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or** harassment or any other **basis protected** violation of employee and public safety **as required** by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including **the public**, supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.

- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written grievance complaint to the General Manager or designee. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint cannot be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the General Manager or designee and if complaint is against Management, the Chairperson of the Board of Directors will initiate an investigation.

Questions regarding Board Members, Employees or Operations

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member will always be referred to the General Manager. The General Manager shall contact the Fair Political Practice Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not attempt to respond to questions or comments on issues that are the sole responsibility of the General Manager.
- b. For security reasons, inquiries regarding plant design or operational specifics must be referred to the General Manager or designee.
- c. All questions from media or the public about Board Members, Employees or Operations of the District, must be given to the General Manager or designee.

## RESOLUTION 24-013

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT APPROVES A CODE OF CONDUCT POLICY WHICH WILL BE ADHERED TO BY ALL EMPLOYEES, PUBLIC, CONTRACTORS AND VENDORS.

**A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, has developed a Code of Conduct Policy which will assist in providing safety and respectful interaction with all who enter the office or GSD property.

**B. WHEREAS,** we expect courteous and respectful behavior from all who access GSD property or the office and prohibit disrespectful or harassing behavior.

**C. WHEREAS,** violating the Code of Conduct policy will result in removal and potential legal action for harassing those on GSD property or in the office.

**D. WHEREAS,** violation of the Code of Conduct policy may result in permanent denial from entering GSD property or office.

## CODE OF CONDUCT

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- a. Courteous treatment of the public and fellow employees.
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- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written grievance complaint to the General Manager or designee. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint cannot be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the General Manager or designee and if complaint is against Management, the Chairperson of the Board of Directors will initiate an investigation.

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- c. All questions from media or the public about Board Members, Employees or Operations of the District, must be given to the General Manager or designee.
- d.

**NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-013, APPROVING THE CODE OF CONDUCT POLICY ON THIS 22<sup>ND</sup> DAY OF OCTOBER 2024**

**PASSED, APPROVED AND ADOPTED this 22ND day of October 2024 by the following roll call**

**VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Doug Bryan—Board Chairperson**

**ATTEST:**

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**Ralph Emerson, Board Secretary**



Company 5665 Airport Blvd  
 Address: Boulder, Colorado 80301  
 United States

Purchase Order #:  
 Quote Number: Q-03353  
 Created Date: 09/30/2024  
 Expiration Date: 10/30/2024

Prepared By: Brian Tomari  
 Email: brian@metronfarnier.com

Bill To Name: Garberville Sanitary District  
 Bill To: 2 Tooby Ranch Road  
 Garberville, California 95542  
 United States

Ship To Name: Garberville Sanitary District  
 Ship To: 2 Tooby Ranch Road  
 Garberville, California 95542  
 United States

Quote To: Ralph Emerson  
 707-923-9566  
 remerson@garbervillesd.org

Additional To:

Quantity	Product	Line Item Description	Sales Price	Total Price
10	Innov8-VN	This package contains the following products: Innov8-VN Antenna-Local Paddle	\$320.00	\$3,200.00
10	Cellular Connectivity	10 Year Annual Service Plan	\$0.00	\$0.00
10	Badger Housing Kit	Universal Housing Kit Badger	\$0.00	\$0.00

Residential Programming:

Commercial Programming:

Description:

Terms and Conditions:

- FOB Boulder, CO
- Quote is good for 30 days
- Payment net 30 days from date of shipment
- All Non-Stock/Custom product sales are non-returnable and non-refundable

Subtotal: \$3,200.00  
 Shipping Cost: \$40.00  
 Tax: \$248.00



Grand Total: \$3,488.00

**Advantage Computer**

1000 W Miller RD, PO Box 385  
Iola, KS 66749

Phone: (620) 365-5156  
Fax: (620) 365-7980  
www.ac-js.com



**Quote**

No.: **49079**  
Date: 10/10/2024

Prepared for:  
Mary Nieto (707) 923-9566

Acct ID: J0709  
Phone: (707) 923-9566  
Fax: (707) 923-3130

**Garberville Sanitary District**

919 Redwood Drive  
PO Box 211  
Garberville, CA 95542-0211 USA

Quantity	Item ID	Description	UOM	Discount	Sell	Total
----- JUS Add-On:						
1	SOL AMI Metron	AMI Interface for Solus with Metron WaterScope <i>Interface to communicate with Kamstrup AMI solution and electronically import meter reading information into Solus, as well as export meter information to AMI.</i>	EA	\$0.00	\$1,800.00	\$1,800.00

QUOTE NOTE:  
---- Mass Meter Change Out not needed. They are changing out a few a month.

<b>Your Price:</b>	<u>\$1,800.00</u>
<b>Total:</b>	<u><u>\$1,800.00</u></u>

**Prices are firm until 11/29/2024**

Terms: Cash - Prepay

**Prepared by:** Terri Stewart, terri@jayhawksoftware.com

**Date:** 10/10/2024

**Accepted by:** \_\_\_\_\_

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

By signing, you agree to purchase the above equipment, software, and/or services under the pricing and terms outlined herein (applicable tax may be added/updated when invoiced). Only work stated above will be performed (NO installation, travel or technical service is included for this quote or covered under equipment warranty unless specified). Prepayment, along with signed quote, required on all orders, unless previous arrangements are made. All software sales are final. Authorized returns must be within 15 days and subject to a 25% restocking fee.



**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 25<sup>th</sup> of each month and if not paid a \$15 late charge will be applied.

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

**Adjustments to bills - Payment Plans:**

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

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

Adopted 1/26/2021

### ADDITIONAL PROCEDURES TO AVOID DELINQUENT SERVICE CHARGES

1. *Owners of property will be given an annual letter which explains that they are responsible for all service charges. This letter will include the "Payment of Bills" The GSD Ordinance, with past due procedures.*
2. *The owner of premise must sign request for service application as responsible party or service will be denied.*
3. *Contact Owner of property or building of payments that are past due*
4. *Notify Owner that they are responsible for all past due payments.*
5. *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.*
6. *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.*
7. *Uncollected Service Charges may be turned over to a collection agency for recovery of those past due charges, which may include taking owner and tenant to small claims court for a judgement, that will be used for a lien on property, or attaching wages and taxes.*
8. *The District may require a credit check at time of service at customer expense.*
9. *Based on credit history, A \$200 deposit may be required at time of service, which will be refunded if all service charges are paid after leaving premise.*

### RESPONSIBILITY OF PROPERTY OWNER FOR SERVICE CHARGES

*Property owners are responsible for water/sewer service charges if their renter or tenant becomes delinquent or vacates premise, prior to paying all charges associated with property, house, or business.*

*The District will make every reasonable attempt to work with tenant/renter in paying their service charges but when unable to collect the past due charges, the owner will be responsible and nobody will be allowed water/sewer service to this property, until all past due charges are paid or a payment plan is agreed to between owner and District.*

### PREVENTATIVE MEASURES

*When customers violate the terms of their agreement with GSD, they will not be allowed to have water or sewer service within District boundaries until all past due charges are paid in full, including all reconnection fees and lates charges.*

## RESOLUTION 24-012

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO THE PAYMENT OF BILLS ORDINANCE SEC 9.5., ALONG WITH ADDITIONAL PROCEDURES FOR DELINQUENT CHARGES

A. **WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that that the billing ordinance Sec 9.5 must be upgraded to include policy for delinquent charges and who is responsible.

B. **WHEREAS,** when customers are unable to pay their service charges, the District will work with them within the guidelines of District and State policy

C. **WHEREAS,** there will be a difference between residential, mixed use and non-residential customers, along with different time lines for service disconnection

D. **WHEREAS,** customers must comply with Sec 9.5 Payment of Bills or service will be disconnected and there will be a reconnection fee due before service is reconnected.

E. **WHEREAS,** the owner of property or building will be responsible for all past due service charges, when tenant does not pay.

F. **WHEREAS,** be it furthermore resolved that water will be disconnected when service charges are delinquent and will not be reconnected until all charges are brought current.

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

- a. Customer Bills:  
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
  - (1) Bills past due – Courtesy Call
  - (2) 35 days past due (\$60) – Shut off notice – Hand delivered to service address. Owner of Property Notified.
  - (3) 7 days after shut off notice is delivered – Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)



(4) One Year past due—Lien on building/property – File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.

(5) Two Years past due – Turn over to collection agency.

(6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

### **Adjustments to bills – Payment Plans:**

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

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

### **ADDITIONAL PROCEDURES TO AVOID DELINQUENT SERVICE CHARGES**

1. Owners of property will be given an annual letter which explains that they are responsible for all service charges. This letter will include the “Payment of Bills” The GSD Ordinance, with past due procedures.
2. The owner of premise must sign request for service application as responsible party or service will be denied.
3. Contact Owner of property or building of payments that are past due
4. Notify Owner that they are responsible for all past due payments.

5. 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.
6. 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.
7. Uncollected Service Charges may be turned over to a collection agency for recovery of those past due charges, which may include taking owner and tenant to small claims court for a judgement, that will be used for a lien on property, or attaching wages and taxes.
- 8.. The District may require a credit check at time of service at customer expense.
9. Based on credit history, A \$200 deposit may be required at time of service, which will be refunded if all service charges are paid after leaving premise.

#### RESPONSIBILITY OF PROPERTY OWNER FOR SERVICE CHARGES

Property owners are responsible for water/sewer service charges if their renter or tenant becomes delinquent or vacates premise, prior to paying all charges associated with property, house, or business.

The District will make every reasonable attempt to work with tenant/renter in paying their service charges but when unable to collect the past due charges, the owner will be responsible and nobody will be allowed water/sewer service to this property, until all past due charges are paid or a payment plan is agreed to between owner and District.

#### PREVENTATIVE MEASURES

When customers violate the terms of their agreement with GSD, they will not be allowed to have water or sewer service within District boundaries until all past due charges are paid in full, including all reconnection fees and lates charges.

**NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-012, APPROVING CHANGES TO PAYMENT OF BILLS ORDINANCE SEC 9.5**

**PASSED, APPROVED AND ADOPTED** this 22nd day of October 2024 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Doug Bryan—Board Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Ralph Emerson, Board Secretary**

### 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.](#)

## RESOLUTION 24-014

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO THE VACATION 5.3.1 AND SICK LEAVE 5.3.3 POLICY, WHICH WOULD ALLOW CO-WORKERS TO SHARE ACCRUED SICK LEAVE OR VACATION DAYS WHEN AUTHORIZED BY THE GENERAL MANAGER OR DESIGNEE

**A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that that the Vacation policy 5.3.1 and Sick Leave policy 5.3.3 will be changed to allow employees to share accrued time with co-workers when approved by General Manager or designee.

**B. WHEREAS,** when an employee requires time away from work for an approved absence, co-workers can donate their accrued hours to assist the co-worker as long as it is approved by General Manager or designee.

**C. WHEREAS,** there will be a meeting with all employees involved in this transfer of hours and it will be with the General Manager or designee.

**D. WHEREAS,** any person receiving donated hours will be compensated at their rate of pay and not at the donors rate of pay

**E. WHEREAS,** this ordinance is only to be used in times when an employee has exhausted all of their sick leave and vacation days, while still requiring additional days off for an approved or medical absence.

#### **5.3.1 Vacation:**

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.

#### **5.3.3 Sick Leave:**

a. 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.

**NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-014, APPROVING CHANGES TO VACATION POLICY 5.3.1 AND SICK LEAVE POLICY 5.3.3, WHICH ALLOWS SHARING OF EMPLOYEE ACCRUED SICK LEAVE AND VACATION DAYS WHEN APPROVED BY GENERAL MANAGER OR DESIGNEE, FOR AN AUTHORIZED ABSENCE.**

**PASSED, APPROVED AND ADOPTED** this 22nd day of October 2024 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Doug Bryan—Board Chairperson**

**ATTEST:**

---

**Ralph Emerson, Board Secretary**

#### 7.4 Non Violence---Harassment Policy

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.
- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.
- g. [The District adheres to the State, Workplace Violence standards of Senate Bill 553, which describes in detail, what workplace violence is and why it will not be tolerated under any circumstances. \(a copy of Senate Bill 553 is included\). Upon final approval](#)

#### 7.5 Standards of Conduct

Following is a list of standards that GSD expects of its employees while on the job. Violation of these standards could lead to disciplinary action, including possible termination. Note: Both employee and the employer have the right to terminate the employment relationship at any time with or without cause. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor.
- c. Attention to duty.



- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

## RESOLUTION 24-015

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO THE VIOLENCE AND HARASSMENT POLICY, SEC 7.4. -7.5

**A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that that the harassment policy, Sec 7.4-7.5 must be changed to include the proposed language in Senate Bill 553.

**B. WHEREAS,** the Garberville Sanitary District will not tolerate violence or harassment of any kind including threats, on District property, with the public or with employees.

**C. WHEREAS,** when a violent or harassing incident is brought to our attention, there will be consequences for those actions which include an investigation, possible disciplinary action or termination and in some cases, the incident may be turned over to law enforcement.

**D. WHEREAS,** The safety and well being of our employees customers is the utmost importance and why we will not tolerate violence or harassment in the work place.

#### **7.4 Violence---Harassment Policy**

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.

- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.
- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.
- g. The District adheres to the State, Workplace Violence standards of Senate Bill 553, which describes in detail, what workplace violence is and why it will not be tolerated under any circumstances. (a copy of Senate Bill 553 is included). Upon final approval

## **7.5 Standards of Conduct**

Following is a list of standards that GSD expects of its employees while on the job. Violation of these standards could lead to disciplinary action, including possible termination. Note: Both employee and the employer have the right to terminate the employment relationship at any time with or without cause. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor.
- c. Attention to duty.
- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

**NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-015, APPROVING CHANGES TO THE VIOLENCE AND HARASSMENT POLICY SECTION 7.4--7.5**

**PASSED, APPROVED AND ADOPTED** this 22nd day of October 2024 by the following roll call vote:

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

---

**Doug Bryan—Board Chairperson**

**ATTEST:**

---

**Ralph Emerson, Board Secretary**