

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

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

**Date of Meeting: July 19th, 2022**  
**5:00 p.m. – Open Public Session**

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

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Doug Bryan\_\_\_, Julie Lyon\_\_\_, Dan Thomas\_\_\_**

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

**Motion:                      Second:                      Vote:**

**IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING IF NEEDED**

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

**V. OPEN 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 written public comments to [insert email address]. Emails are distributed to the Garberville Board of Directors and staff. To ensure the GSD Board has the opportunity to review information prior to the meeting, send emails by 1 p.m. on meeting date.**

**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

**Operations Staff-                                      River Level and Operational Concerns**

**Office Staff-**

**Board Members-**

**Correspondence- Pg. 4-7**

**General Manager—Ralph Emerson Pg. 8**

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



- B.6 Southern Humboldt Community Healthcare District,  
Conditional Will-Serve Agreement  
 (discussion-possible action) Agreement at meeting  
**Motion:** **Second:** **Vote:**

**C. POLICY REVISION / ADOPTION**

- C.1 Water Ordinance—Drought Plan-Enforcement-Sec 14.5 pg. 38-42  
 (discussion—action requested) Resolution-2<sup>nd</sup> reading-#22-009  
**Motion:** **Second:** **Vote:**
- C.2 Required Water Meter Discontinuance—Base Rate Requirements pg. 43  
 (discussion—action requested) Resolution-2<sup>nd</sup> reading  
**Motion:** **Second:** **Vote:**
- C.3 Water Ordinance 14.1 and 15.7 – Filling Pools pg. 44-48  
 (discussion—action requested) Resolution-2<sup>nd</sup> reading- Resolution 22-010  
**Motion:** **Second:** **Vote:**

**IX. NO CLOSED SESSION**

**X. RETURN TO OPEN SESSION**

Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Tank Replacement Project
2. Conference with Real Property Negotiators
3. River and Drought Conditions
- 4.
- 5.

**XII. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, July 16, 2022. 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.*

## Newsom Signs Expansive \$308 Billion 2022-2023 State Budget

By [Vanessa Gonzales](#) posted 21 hours ago



On Thursday, June 30, Governor Gavin Newsom signed a \$308 billion State Budget and an additional 29 budget trailer bills. Over the June 25-26 weekend, the Governor and legislative leadership came to an agreement on the budget framework and supplemental budget bills were heard the following week. The expansive State Budget affects special districts in a multitude of areas including climate change, infrastructure, parks, housing, emergency response, and transportation.

### **Budget Overview**

This historic budget includes a \$97.5 billion surplus. With respect to reserves and an impending [financial cliff](#), according to the Legislative Analyst's Office, the Budget reflects the banking of \$37.2 billion in budgetary reserves including the Proposition 2 Budget Stabilization Account, the Safety Net Reserve, and \$3.5 billion in the state's operating reserve, and allocates 93 percent of the discretionary surplus for one-time purposes avoiding the State Appropriations Limit known as the [Gann Limit](#).

The Gann Limit serves to constrain state spending with any excess revenues above the determined limit needing to be redistributed between schools throughout the state and taxpayer refunds. Therefore, the 2022-23 State Budget has been amended to include investments in state infrastructure and to provide relief to families in the form of \$9.5 billion for the Better for Families Tax Refund and a total of \$17 billion for the broad-based relief package providing a

refund to Californians of up to \$1,050 depending on family size and income level. The 2022-23 Budget will make substantial investments in homelessness, behavioral health, and additional protection from the impacts caused by drought and wildfire.

Below are highlights from the 2022-23 Budget and CSDA budget priorities that have been included:

### **Climate Change**

The 2022-23 Budget will allocate an additional \$39 billion over the next five years to expand zero-emission vehicles, climate resilience and innovation, and the encouragement of lithium production in the state. This investment builds upon the historic \$15 billion in climate change investments made in the previous year's budget.

### ***Water Resilience, Drought, and Energy***

With California heading into its third year of drought, the 2022-23 Budget allocates \$1.2 billion to drought support and an additional \$1.5 billion for long-term water resilience. Significant investments in water include \$431.5 million in immediate drought support to urban water districts and smaller community water suppliers, and \$500 million for drinking water, water supply and reliability, and flood control.

On March 18, CSDA, in a coalition with the Association of California Water Agencies (ACWA), California Municipal Utilities Association (CMUA), the California Water Association, and the California Association of Sanitation Agencies (CASA), submitted a letter to Assembly Member Richard Bloom and Senator Bob Wieckowski requesting an extension of the California Water and Wastewater Arrearage Payment Program. Although an extension was not explicitly provided in the 2022-23 Budget, the Budget includes \$200 million to address residential water and wastewater arrearages.

In addition, the Budget plans to allocate \$4.3 billion allowing the state to provide reliability insurance through reserves, an accelerated deployment of clean energy projects, and protection to ratepayers coming in many forms, including the arrearage budget allocation. The Budget also includes a total of \$8.1 billion one-time General Fund to support clean energy investments and energy reliability support, including \$1.2 billion for the California Arrearages Payment Program.

## ***Wildfires***

The State Budget reflects \$1.2 billion to be allocated to the continuation of building forest and wildfire resilience, and includes new CAL FIRE staffing and operational enhancements to support these efforts in the form of \$671.4 million to add new positions and the expansion of CAL FIRE programs.

On April 20, CSDA submitted a formal letter supporting the Sacramento Metropolitan Fire District's \$44 million Zinfadel First Responder Training Facility budget request. While the full amount of \$44 million was not included in the 2022-23 Budget, the request was acknowledged in [Assembly Bill 178](#) and the Governor and Legislature have allocated \$13 million for the training facility.

## **Infrastructure**

An emphasis has been placed on infrastructure in the upcoming year's budget, making a massive commitment to higher education, broadband infrastructure, energy reliability, and creating a strategic reserve. The 2022-23 Budget includes a commitment of \$47 billion in state funds over the next few years for infrastructure. These investments are in addition to the billions of dollars in new federal funding from the Infrastructure Investment and Jobs Act over the next five years. The State Budget prognosticates that, for every \$1 billion invested in California infrastructure, roughly 13,000 quality jobs will be created in the state.

This significant budgetary investment reflects \$14.8 billion allocated for transportation, \$6.1 billion for zero-emission vehicles over the next four years, \$1.2 billion for wildfire and forest resilience projects over the next two years, and \$2.8 billion for drought resilience and response over the next four years, including other infrastructure-related investments.

## **Parks and Recreation**

To provide equitable and safe access to the state's natural resources, open spaces, and parks and recreational opportunities, the Budget includes \$131.3 million. This allocation includes \$50 million for future state parks infrastructure projects, \$13.5 million to provide state park passes through local libraries in a pilot project designed to increase the number of passes available, and \$25 million to fund cultural and art installations to promote cultural awareness and natural resource connectivity.

## **Housing**

The Budget includes \$2 billion for the development of affordable housing in California, building upon the \$10.3 billion housing investment made last year. Furthermore, [Senate Bill 197](#) (budgetary legislation relating to housing) amends Section 65589.9 of the Government Code to facilitate “pro-housing local policy” criteria including the reduction of development impact fees.

CSDA has engaged on several bills related to affordable housing, development impact fees, and the potential benefits and concerns related to these bills introduced in this session. A more detailed account of those bills and CSDA’s efforts to amend them can be found [here](#).

Furthermore, the 2022-23 Budget includes \$50 million in one-time State General Fund money to provide grants to reimburse pre-development and non-recurring closing costs associated with the construction of accessory dwelling units (ADUs), \$400 million for the Multifamily Housing Program, and \$410 million for Adaptive Reuse over the next two years.

## **Emergency Response**

The 2022-23 Budget includes \$2.4 billion for the Office of Emergency Services (Cal OES), which serves as the state’s primary point for all emergencies and disasters in the state. Of that \$2.4 billion, \$25 million will be provided to Cal OES to support projects related to regional response and readiness.

## **Transportation**

The 2022-23 Budget includes roughly \$15 billion for transportation infrastructure over the next four years. Of the \$15 billion, the State Budget includes \$1.2 billion to increase goods movement capacity on roadways, rails, and at port terminals, \$1 billion for active transportation (walking and biking, increased safety, and mobility, etc.), and \$200 million in climate adaptation programs to identify vulnerabilities associated with climate.

CSDA will continue monitoring budget updates throughout the duration of the Legislative session and keep our members informed of budgetary priorities moving forward

# **Garberville Sanitary District**

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

## **GENERAL MANAGER REPORT**

Date: July 19, 2022

There have been multiple meetings regarding the tank replacement project which will be discussed as an agenda item. I am optimistic that we have concurrence on a plan, with the direction we should take.

The weather has been heating up but has not prohibited us from making improvements in operations procedures and maintaining equipment in preparation for winter rain season. There have been electrical outages as a result of heat and overload on system. PG&E has been telling customers that there will be delays in receiving electricity for new customers and good chance of outages this summer. We are working to ensure adequate supply of fuel for generators and vehicles, so that we are prepared for long electricity outages.

We have looked at alternative electricity sources over the years but the initial cost made it prohibitive without grant funding. We are going to renew our efforts to find alternative sources of electricity, which includes many of the previously researched options.

Respectfully Submitted:

Ralph Emerson





# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: July 19, 2022  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: May 2022 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for May 2022.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,183,185.00	1,035,740.47	1,043,421.33	(7,680.86)	😞
Total Expense (excl. Depreciation)	904,855.00	821,113.35	820,082.04	1,031.31	😞
Net Income (excl. Depreciation)	278,330.00	214,627.12	223,339.29	(8,712.17)	😞
Payroll	456,015.00	419,328.77	412,413.80	6,914.97	😞
Repair & Maintenance + Supplies	101,200.00	81,037.25	92,808.37	(11,771.12)	😊

As can be seen on the “Statement of Cash Flows Report for Board - July - May 2022” and the “Balance Sheet Report for Board as of May 31, 2022”:

- Operational revenues are \$(18,815.30) **UNDER** budget, mainly due to less water and sewer charges than anticipated.
- Operational expenses are \$ 1,215.02 **OVER** budget.
- Net cash **INCREASE** for May is \$20,359.93 and the year to date is a net cash **INCREASE** of \$ 59,253.04.
- Total payments on loans so far this year total \$ 88,695.99 of a budgeted year-end total of \$96,885.56.

- Overtime payroll costs are **\$16,130.39** OVER budget.
- The repair and maintenance plus supplies expenses are **\$ 11,771.12 UNDER** the YTD budgeted amount.
- Expenditures for fixed asset acquisition so far this year total **\$ 104,381.41** of a budgeted year-end total of \$123,000. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement - Planning Project	245,000	14,326.95
Robertson PRV Construction	0	55,002.69
Hurlbutt Tank Replacement - SRF	90,000	(2,768.00)
Meadows Aerial Waterline SRF Grant/Loan	8,000	
SRF DW Financing Reimbursement	(325,000)	
Bear Canyon Sewer Aerial Preliminary Design	5,000	225.00
WWTP Chlorine Analyzer/Sample Pump/Flow Meters/Reprogram	25,000	
Sunnybank Telemetry & Pumps	50,000	15,716.41
Knight's Lane - Melville Sewerline	2,000	7,939.24
SWTP Filter Media (7030)	13,000	0
Church Street Paving + Valves		6,800.00
Pumps - Rebuild FW @ SWTP		7,139.12
Unspecified	10,000	
<b>Total:</b>	<b>123,000.00</b>	<b>104,381.41</b>

## RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

## ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2021.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget for May
4. Check Register Report for all checks issued in May.

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board**  
**July 2021 through May 2022**

	May 22	Jul '21 - May 22
<b>OPERATING ACTIVITIES</b>		
Net Income	(24,689.15)	(170,803.64)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	3,703.05	(460.62)
1115 · Acct Receivable - Collection		3,501.80
1100 · Accounts Receivable	7,048.53	21,787.18
1110 · Accts Receivable Over Payments	409.38	(581.59)
1500 · Prepaid Insurance	4,027.32	(7,467.35)
1501 · Prepaid Workers Comp	863.81	(376.77)
1510 · Prepaid Licenses and Permits	2,611.91	(2,611.95)
1121 · Payroll Tax Overpayment		(304.15)
2000 · Accounts Payable	16,424.02	23,629.49
2220 · Accrued State PR Taxes	26.84	23.78
20001 · Accounts Payable - SWRCB		763.50
2300 · Service Deposits		(200.00)
Net cash provided by Operating Activities	10,425.71	(133,100.32)
<b>INVESTING ACTIVITIES</b>		
SEWER:Collection		(7,939.24)
Accumulated Depreciation-Water	22,690.66	249,597.26
Accumulated Depreciation-Sewer	12,348.50	135,833.50
CIP-Church Street		(6,800.00)
CIP-Hurlbutt Tank Replacement		2,768.00
CIP- Bear Canyon Sewerline		(225.00)
CIP - Wallan & Robertson Tank	(431.25)	(69,329.64)
WATER:Pumps		(7,139.12)
SEWER:Pumps		(15,716.41)
Net cash provided by Investing Activities	34,607.91	281,049.35
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB		(24,585.28)
2700 · SRF Loan - Water	(22,991.18)	(45,982.36)
2665 · RCAC Loan - #0998 Backhoe	(1,682.51)	(18,128.35)
Net cash provided by Financing Activities	(24,673.69)	(88,695.99)
Net cash increase for period	20,359.93	59,253.04
Cash at beginning of period	853,398.50	814,505.39
Cash at end of period	873,758.43	873,758.43

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of May 31, 2022

	<u>Current Month</u>	<u>Year Beginning</u>		
	May 31, 2022	July 1, 2021	Difference	Comments
	Balance	Balance		
<b>ASSETS</b>				
Current Assets				
Checking/Savings				
1036 · Sewer Capital Improvement Fund	9,998.12	0.00	9,998.12	Transfer to Open Acct
1035 · Water Capital Improvement Fund	17,998.92	0.00	17,998.92	Transfer to Open Acct
1005 · Umpqua Checking - Operating	180,400.15	40,294.77	140,105.38	Transfer from County
1006 · Umpqua System Reserve - Water	25,811.71	25,809.42	2.29	
1007 · Umpqua System Reserve - Sewer	31,269.94	31,267.18	2.76	
1011 · Water Enterprise Fund	46,831.96	46,827.66	4.30	
1030 · County Treasury - Sewer Reserve	420,064.59	478,899.49	(58,834.90)	Transfer to Checking
1031 · County Treasury - Water Reserve	141,265.36	191,265.36	(50,000.00)	Transfer to Checking
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	78.17	102.00	(23.83)	
<b>Total Checking/Savings</b>	<b>873,758.43</b>	<b>814,505.39</b>	<b>59,253.04</b>	
Accounts Receivable				
1115 · Acct Receivable - Collection	0.00	3,501.80	(3,501.80)	Paid-Arrearage Program
11000 · Accounts Receivable - Other	3,918.04	3,457.42	460.62	
<b>Total Accounts Receivable</b>	<b>3,918.04</b>	<b>6,959.22</b>	<b>(3,041.18)</b>	
Other Current Assets				
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(2,141.60)	(2,723.19)	581.59	
1100 · Accounts Receivable - Other	102,146.57	123,933.75	(21,787.18)	Paid-Arrearage Program
<b>Total 1100 · Accounts Receivable</b>	<b>100,004.97</b>	<b>121,210.56</b>	<b>(21,205.59)</b>	
1121 · Payroll Tax Overpayment	304.15	0.00	304.15	
1500 · Prepaid Insurance	10,907.01	3,439.66	7,467.35	
1501 · Prepaid Workers Comp	376.77	0.00	376.77	
1510 · Prepaid Licenses and Permits	2,611.95	0.00	2,611.95	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
<b>Total Other Current Assets</b>	<b>109,204.85</b>	<b>119,650.22</b>	<b>(10,445.37)</b>	
<b>Total Current Assets</b>	<b>986,881.32</b>	<b>941,114.83</b>	<b>45,766.49</b>	
Fixed Assets				
CIP-Church Street	6,800.00	0.00	6,800.00	Pave & Raise Valve Box
CIP-Hurlbutt Tank Replacement		2,768.00	(2,768.00)	Move to W&R Tank
CIP- Bear Canyon Sewerline	988.75	763.75	225.00	
CIP - Meadows Aerial Waterline	6,051.76	6,051.76	0.00	
CIP - Wallan & Robertson Tank	94,365.12	25,035.48	69,329.64	PRV Parts
<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	79,919.93	79,919.93	0.00	
Distribution	2,804,484.17	2,804,484.17	0.00	
Pumps	10,048.99	2,909.87	7,139.12	Rebuild FW Pump
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
<b>Total WATER</b>	<b>8,134,549.70</b>	<b>8,127,410.58</b>	<b>7,139.12</b>	
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
As of May 31, 2022

	<u>Current Month</u> May 31, 2022 Balance	<u>Year Beginning</u> July 1, 2021 Balance	Difference	Comments
<b>SEWER</b>				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,395,295.12	2,387,355.88	7,939.24	Knight's Ln
Treatment	507,552.59	507,552.59	0.00	
Pumps	32,648.40	16,931.99	15,716.41	Sunnybank Pumps
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
<b>Total SEWER</b>	<b>5,857,758.70</b>	<b>5,834,103.05</b>	<b>23,655.65</b>	
Office Equipment	38,244.29	38,244.29	0.00	
Equipment	237,123.48	237,123.48	0.00	
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	(2,737,187.56)	(2,487,590.30)	(249,597.26)	
Accumulated Depreciation-Sewer	(2,490,974.60)	(2,355,141.10)	(135,833.50)	
<b>Total Fixed Assets</b>	<b>9,568,767.68</b>	<b>9,849,817.03</b>	<b>(281,049.35)</b>	
<b>TOTAL ASSETS</b>	<b>10,555,649.00</b>	<b>10,790,931.86</b>	<b>(235,282.86)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	49,700.20	26,070.71	23,629.49	
<b>Total Accounts Payable</b>	<b>49,700.20</b>	<b>26,070.71</b>	<b>23,629.49</b>	
<b>Other Current Liabilities</b>				
20001 · Accounts Payable - SWRCB	763.50	0.00	763.50	
2300 · Service Deposits	7,100.00	7,300.00	(200.00)	
20000 · Account Payable	2,100.00	2,100.00	0.00	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2220 · Accrued State PR Taxes	26.84	3.06	23.78	
2230 · Accrued Vacation	30,435.83	30,435.83	0.00	
2250 · Loans Payable - Current Portion	65,704.81	65,704.81	0.00	
<b>Total Other Current Liabilities</b>	<b>106,029.52</b>	<b>105,442.24</b>	<b>587.28</b>	
<b>Total Current Liabilities</b>	<b>155,729.72</b>	<b>131,512.95</b>	<b>24,216.77</b>	
<b>Long Term Liabilities</b>				
2665 · RCAC Loan - #0998 Backhoe	26,095.59	44,223.94	(18,128.35)	11 Pmts of 12
2500 · N/P - SWRCB	50,655.35	75,240.63	(24,585.28)	1 Pmt of 1
2700 · SRF Loan - Water	1,080,585.66	1,126,568.02	(45,982.36)	1 Pmt of 2
2900 · Less Current Portion	(65,704.81)	(65,704.81)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,091,631.79</b>	<b>1,180,327.78</b>	<b>(88,695.99)</b>	
<b>Total Liabilities</b>	<b>1,247,361.51</b>	<b>1,311,840.73</b>	<b>(64,479.22)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	3,349,599.38	3,631,133.46	(281,534.08)	
Net Income	(170,803.64)	(281,534.08)	110,730.44	
<b>Total Equity</b>	<b>9,308,287.49</b>	<b>9,479,091.13</b>	<b>(170,803.64)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>10,555,649.00</b>	<b>10,790,931.86</b>	<b>(235,282.86)</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
 May 2022

	Current Month May 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	23,209.35	289,050.55	337,722.00	374,000.00	(48,671.45)
4110 · Commercial	24,831.75	279,543.25	253,743.00	281,000.00	25,800.25
Total Water Charges	48,041.10	568,593.80	591,465.00	655,000.00	(22,871.20)
4200 · Sewer Charges	36,218.70	411,755.60	418,237.99	463,165.00	(6,482.39)
4300 · Connection Fees	0.00	8,000.00	8,000.00	24,000.00	0.00
4650 · Late Charges	1,380.00	14,115.00	3,666.71	4,000.00	10,448.29
4700 · Other Operating Revenue	100.00	2,840.00	2,750.00	3,000.00	90.00
Total Income	85,739.80	1,005,304.40	1,024,119.70	1,149,165.00	(18,815.30)
Gross Profit	85,739.80	1,005,304.40	1,024,119.70	1,149,165.00	(18,815.30)
Expense					
Administrative and General					
5025 · Discount Program	180.00	2,005.00	3,300.00	3,600.00	(1,295.00)
5000 · Advertising	0.00	0.00	150.00	300.00	(150.00)
5005 · Bad Debts	1,303.75	7,534.94	5,000.00	10,000.00	2,534.94
5010 · Bank Charges					
5012 · Merchant Account Fees	718.01	4,502.97	3,025.00	3,300.00	1,477.97
5010 · Bank Charges - Other	169.95	1,802.32	1,833.29	2,000.00	(30.97)
Total 5010 · Bank Charges	887.96	6,305.29	4,858.29	5,300.00	1,447.00
5020 · Directors Fees	0.00	1,650.00	2,000.00	2,000.00	(350.00)
5030 · Dues and Memberships	0.00	5,352.14	4,312.50	4,500.00	1,039.64
5035 · Education and Training	0.00	705.36	2,750.00	3,000.00	(2,044.64)
5036 · Education and Training - B.O.D.	0.00	0.00	275.00	300.00	(275.00)
Insurance					
5040 · Liability	4,027.32	44,214.39	44,000.00	48,000.00	214.39
5050 · Workers' Comp	863.81	10,286.12	9,776.30	10,665.00	509.82
5055 · Health					
5055.1 · Employee Portion	(746.24)	(8,208.64)	(8,479.24)	(9,250.00)	270.60
5055 · Health - Other	3,893.74	42,255.24	42,945.76	46,850.00	(690.52)
Total 5055 · Health	3,147.50	34,046.60	34,466.52	37,600.00	(419.92)
Total Insurance	8,038.63	88,547.11	88,242.82	96,265.00	304.29
5060 · Licenses, Permits, and Fees	2,611.91	28,476.74	23,650.00	25,600.00	4,826.74
5065 · Auto	577.67	2,336.91	2,000.00	2,500.00	336.91
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	2,059.39	8,382.14	7,333.26	8,000.00	1,048.88
5085 · Outside Services	1,263.66	7,874.81	10,633.26	11,600.00	(2,758.45)
5090 · Payroll Taxes	2,120.41	27,282.12	29,791.63	32,500.00	(2,509.51)
5095 · Penalties and Fines	0.00	6.04			6.04
5100 · Postage	208.99	2,304.80	3,186.26	3,500.00	(881.46)
5110 · Professional Fees	6,812.55	76,477.39	73,333.26	80,000.00	3,144.13
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**May 2022**

	Current Month May 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5125 · Repairs and Maintenance	0.00	1,586.07	500.00	500.00	1,086.07
5130 · Rents	1,670.00	9,185.00	9,185.00	10,020.00	0.00
5135 · Retirement	683.97	8,553.45	8,424.24	9,190.00	129.21
5137 · Supplies	27.87	1,405.51	1,100.00	1,200.00	305.51
5140 · Telephone	830.10	9,331.87	11,458.26	12,500.00	(2,126.39)
5145 · Tools	0.00	3,481.02	1,833.26	2,000.00	1,647.76
5150 · Travel and Meetings	0.00	1,111.95	1,000.00	1,000.00	111.95
5155 · Utilities	241.59	2,460.16	3,208.26	3,500.00	(748.10)
5160 · Wages					
5165 · Wages - Overtime	735.00	6,181.50	3,841.74	4,300.00	2,339.76
5160 · Wages - Other	11,169.54	144,151.60	164,039.26	178,952.00	(19,887.66)
Total 5160 · Wages	11,904.54	150,333.10	167,881.00	183,252.00	(17,547.90)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
<b>Total Administrative and General</b>	<b>41,422.99</b>	<b>452,688.92</b>	<b>465,556.30</b>	<b>518,277.00</b>	<b>(12,867.38)</b>
<b>Sewage Collection</b>					
6010 · Fuel	300.77	3,583.67	3,666.63	4,000.00	(82.96)
6030 · Repairs and Maintenance	0.00	4,813.70	13,750.00	15,000.00	(8,936.30)
6040 · Supplies	18.31	18.31	1,833.37	2,000.00	(1,815.06)
6050 · Utilities	362.34	3,528.74	4,125.00	4,500.00	(596.26)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	480.00	28,410.00	5,940.00	6,480.00	22,470.00
6060 · Wages - Other	4,257.03	37,292.24	29,562.50	32,250.00	7,729.74
Total 6060 · Wages	4,737.03	65,702.24	35,502.50	38,730.00	30,199.74
<b>Total Sewage Collection</b>	<b>5,418.45</b>	<b>77,646.66</b>	<b>58,877.50</b>	<b>64,230.00</b>	<b>18,769.16</b>
<b>Sewage Treatment</b>					
6075 · Fuel	300.78	3,583.68	3,666.63	4,000.00	(82.95)
6080 · Monitoring	605.00	5,298.93	6,416.63	7,000.00	(1,117.70)
6100 · Repairs and Maintenance	4,350.15	7,225.42	13,750.00	15,000.00	(6,524.58)
6110 · Supplies	0.00	6,095.12	5,500.00	6,000.00	595.12
6120 · Utilities	1,179.82	10,406.98	9,166.63	10,000.00	1,240.35
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	0.00	875.00	2,016.63	2,200.00	(1,141.63)
6130 · Wages - Other	4,089.55	47,580.87	32,193.37	35,120.00	15,387.50
Total 6130 · Wages	4,089.55	48,455.87	34,210.00	37,320.00	14,245.87
<b>Total Sewage Treatment</b>	<b>10,525.30</b>	<b>81,066.00</b>	<b>72,709.89</b>	<b>79,320.00</b>	<b>8,356.11</b>
<b>Water Trans and Distribution</b>					
7075 · Fuel	300.78	3,583.68	3,666.63	4,000.00	(82.95)
7090 · Repairs and Maintenance	1,868.32	22,272.10	27,500.00	30,000.00	(5,227.90)
7100 · Supplies	0.00	1,273.91	4,583.37	5,000.00	(3,309.46)
7110 · Utilities	548.33	7,118.96	10,083.37	11,000.00	(2,964.41)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	141.00	2,898.00	7,333.37	8,000.00	(4,435.37)
7120 · Wages - Other	3,245.92	35,806.84	38,942.75	42,483.00	(3,135.91)



**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board**  
**May 2022**

	Current Month May 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Total 7120 · Wages	3,386.92	38,704.84	46,276.12	50,483.00	(7,571.28)
Total Water Trans and Distribution	6,104.35	72,953.49	92,109.49	100,483.00	(19,156.00)
Water Treatment					
7020 · Fuel	300.77	3,583.76	3,666.63	4,000.00	(82.87)
7010 · Monitoring	170.00	7,610.48	4,125.00	4,500.00	3,485.48
7030 · Repairs and Maintenance	3,951.33	25,336.94	13,291.63	14,500.00	12,045.31
7040 · Supplies	0.00	11,010.17	11,000.00	12,000.00	10.17
7050 · Utilities	4,261.87	46,609.47	45,833.37	50,000.00	776.10
7060 · Wages					
7065 · Wages - Overtime Water Treatme	321.00	4,231.00	7,333.37	8,000.00	(3,102.37)
7060 · Wages - Other	2,909.46	31,733.43	38,752.12	42,275.00	(7,018.69)
Total 7060 · Wages	3,230.46	35,964.43	46,085.49	50,275.00	(10,121.06)
Total Water Treatment	11,914.43	130,115.25	124,002.12	135,275.00	6,113.13
Total Expense	75,385.52	814,470.32	813,255.30	897,585.00	1,215.02
Net Ordinary Income	10,354.28	190,834.08	210,864.40	251,580.00	(20,030.32)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	14,966.37	12,750.00	25,500.00	2,216.37
8020 · Unsecured	0.00	862.11	950.00	1,900.00	(87.89)
8025 · Prior Years	0.00	54.53	5.00	10.00	49.53
8030 · Supplemental - Current	0.00	134.76	125.00	250.00	9.76
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	16,017.77	13,855.00	27,710.00	2,162.77
8053 · Water Capital Grant Income	0.00	432.56			432.56
8060 · Interest Income	0.88	12.39	4,125.00	4,500.00	(4,112.61)
8070 · Other Non-Operating Revenue	166.84	13,826.02	1,166.63	1,500.00	12,659.39
9030 · Homeowners' Tax Relief	0.00	147.33	155.00	310.00	(7.67)
Total Other Income	167.72	30,436.07	19,301.63	34,020.00	11,134.44
Other Expense					
9010 · Other Expenses	56.25	3,486.00	3,666.74	4,000.00	(180.74)
9040 · Depreciation	35,039.16	385,430.76	385,432.67	420,472.00	(1.91)
9050 · Interest Expense	115.74	3,157.03	3,160.00	3,270.00	(2.97)
Total Other Expense	35,211.15	392,073.79	392,259.41	427,742.00	(185.62)
Net Other Income	(35,043.43)	(361,637.72)	(372,957.78)	(393,722.00)	11,320.06
Net Income	(24,689.15)	(170,803.64)	(162,093.38)	(142,142.00)	(8,710.26)



**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2022**

Date	Num	Memo	Amount
<b>101 Netlink</b>			
05/23/2022	11537		-250.00
Total 101 Netlink			-250.00
<b>Amazon.com</b>			
05/10/2022	DBT		-25.36
05/17/2022	DBT		-9.47
05/17/2022	DBT		-26.95
Total Amazon.com			-61.78
<b>Blue Star Gas</b>			
05/23/2022	11544		-81.91
Total Blue Star Gas			-81.91
<b>Brenntag Pacific, Inc.</b>			
05/09/2022	11497		-4,356.87
Total Brenntag Pacific, Inc.			-4,356.87
<b>Capital Bank &amp; Trust</b>			
05/05/2022	EFT	557880519	-820.87
05/05/2022	EFT	025158148	-346.02
05/19/2022	EFT	557880519	-801.95
05/19/2022	EFT	025158148	-337.95
Total Capital Bank & Trust			-2,306.79
<b>Clear Rate Communications</b>			
05/19/2022	11535		-342.23
Total Clear Rate Communications			-342.23
<b>Dazey's Building Center</b>			
05/23/2022	11540		-43.81
Total Dazey's Building Center			-43.81
<b>EDD</b>			
05/05/2022	EFT	499-0538-3	-751.47
05/05/2022	EFT	499-0538-3	-1.12
05/19/2022	EFT	499-0538-3	-0.28
05/19/2022	EFT	499-0538-3	-734.49
Total EDD			-1,487.36
<b>Emerald Technologies</b>			
05/05/2022	11520		-292.40
Total Emerald Technologies			-292.40
<b>etrailer</b>			
05/17/2022	DBT		-227.07
Total etrailer			-227.07
<b>Fluentstream Tech</b>			
05/19/2022	11536		-117.10
Total Fluentstream Tech			-117.10
<b>Frontier Communications</b>			
05/26/2022	11548		-116.30
Total Frontier Communications			-116.30

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2022**

Date	Num	Memo	Amount
<b>Glacier Water Vending</b>			
05/03/2022	DBT		-0.60
05/03/2022	DBT		-2.60
05/03/2022	DBT		-2.60
Total Glacier Water Vending			-5.80
<b>HACH COMPANY</b>			
05/26/2022	11526		-3,199.23
Total HACH COMPANY			-3,199.23
<b>Harland Clarke Check Order</b>			
05/11/2022			-298.47
Total Harland Clarke Check Order			-298.47
<b>HughesNet</b>			
05/13/2022	DBT		-104.29
Total HughesNet			-104.29
<b>IRS</b>			
05/05/2022	EFT	68-0296323	-3,369.48
05/19/2022	EFT	68-0296323	-3,268.86
Total IRS			-6,638.34
<b>Jamie Corsetti, CPA, Inc</b>			
05/17/2022	11528		-500.00
Total Jamie Corsetti, CPA, Inc			-500.00
<b>Jennie Short</b>			
05/17/2022	11525		-8,809.05
Total Jennie Short			-8,809.05
<b>Lori Ruiz</b>			
05/23/2022	11541		-200.00
Total Lori Ruiz			-200.00
<b>Manufacturers Edge Inc.</b>			
05/31/2022	DBT		-227.57
Total Manufacturers Edge Inc.			-227.57
<b>NAPA</b>			
05/03/2022	11512		-103.53
Total NAPA			-103.53
<b>North Coast Laboratories Ltd.</b>			
05/12/2022	11527		-775.00
05/26/2022	11550		-635.00
Total North Coast Laboratories Ltd.			-1,410.00
<b>Owsley Electric</b>			
05/23/2022	11538		-463.05
Total Owsley Electric			-463.05
<b>PACE Supply</b>			
05/26/2022	11549		-1,318.32
Total PACE Supply			-1,318.32

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2022**

Date	Num	Memo	Amount
<b>PG&amp;E</b>			
05/11/2022	11522		-6,274.87
Total PG&E			-6,274.87
<b>Pitney Bowes Purchase Power</b>			
05/11/2022	11523		-208.99
Total Pitney Bowes Purchase Power			-208.99
<b>QuickBooks</b>			
05/12/2022	DBT		-1,729.76
Total QuickBooks			-1,729.76
<b>Ralph Emerson</b>			
05/23/2022	11545		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
05/02/2022	11509		-12.00
05/25/2022	11546		-12.00
Total Recology Humboldt County			-24.00
<b>Redwood Merchant Services</b>			
05/05/2022	11613		-149.07
05/31/2022			-435.54
Total Redwood Merchant Services			-584.61
<b>RENNER</b>			
05/10/2022	DBT		-1,203.10
Total RENNER			-1,203.10
<b>Rogers Machinery</b>			
05/25/2022	11547		-550.00
Total Rogers Machinery			-550.00
<b>Rural Community Assistance Prog - Backhoe</b>			
05/01/2022	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>SDRMA</b>			
05/11/2022	11498		-3,553.50
05/23/2022	11539		-340.24
Total SDRMA			-3,893.74
<b>Sentry III Center</b>			
05/02/2022	11510		-835.00
05/31/2022	11552		-835.00
Total Sentry III Center			-1,670.00
<b>Starlink</b>			
05/26/2022	DBT		-26.94
Total Starlink			-26.94
<b>Streamline Inc</b>			
05/05/2022	11519		-100.00
Total Streamline Inc			-100.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**May 2022**

Date	Num	Memo	Amount
<b>The Mitchell Law Firm, LLP</b>			
05/23/2022	11542		-1,829.00
Total The Mitchell Law Firm, LLP			-1,829.00
<b>Umpqua Bank</b>			
05/15/2022	11614		-183.00
Total Umpqua Bank			-183.00
<b>US Cellular</b>			
05/02/2022	11511		-204.47
05/31/2022	11551		-204.47
Total US Cellular			-408.94
<b>Wahlund Construction, Inc.</b>			
05/11/2022	11524		-1,887.86
Total Wahlund Construction, Inc.			-1,887.86
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
05/05/2022	11521		-400.00
Total Wyatt & Whitchurch, E.A. Inc.			-400.00
<b>WYCKOFF'S Inc</b>			
05/23/2022	11543		-549.31
Total WYCKOFF'S Inc			-549.31
<b>Arreguin, Daniel J</b>			
05/05/2022	11513		-2,904.35
05/19/2022	11529		-2,825.05
Total Arreguin, Daniel J			-5,729.40
<b>Emerson, Ralph K</b>			
05/05/2022	11514		-2,916.85
05/19/2022	11530		-2,916.86
Total Emerson, Ralph K			-5,833.71
<b>Miller, Brian A</b>			
05/05/2022	11515		-1,902.80
05/19/2022	11531		-1,819.76
Total Miller, Brian A			-3,722.56
<b>Nieto, Mary</b>			
05/05/2022	11516		-1,394.20
05/19/2022	11532		-1,483.04
Total Nieto, Mary			-2,877.24
<b>Ruiz, Ricardo</b>			
05/05/2022	11517		-521.60
05/19/2022	11533		-262.80
Total Ruiz, Ricardo			-784.40
<b>TOTAL</b>			<b>-75,280.95</b>

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

**Date of Meeting: June 28<sup>th</sup>, 2022  
5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

Doug called the meeting to order at 5:01 p.m

**II. ESTABLISHMENT OF QUORUM**

Rio Anderson- Present  
Doug Bryan- Present  
Julie Lyon- Present  
Dan Thomas- Present

**III. APPROVAL OF AGENDA**

Motion: Julie Lyon                      Second: Dan Thomas                      Vote: 4-0

**IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING IF NEEDED**

**V. OPEN SESSION**

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

Richard Landes  
Kristen Vogel  
Lisa Music

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

Operations Staff- Update on River Conditions ([www.waterwatch.usgs.gov](http://www.waterwatch.usgs.gov))

Office Staff- Customers calling in with confusion on rate increase from local newspaper article.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg.4

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date- April 2022 - pg. 5-15

A.2 Approve: May 24<sup>th</sup> 2022 Regular Meeting Minutes - pg. 16-18

A.3 Operations Safety Report- pg. 19-23

Motion: Rio Anderson                      Second: Julie Lyon                      Vote: 4-0

**B. GENERAL BUSINESS – Action items**

- B.1 SHCP Update on Requested Water pg. 24-25  
(discussion—possible action)

**On June 21<sup>st</sup> 2022 the water board unanimously approved our request to extend our place of use to include the S.H.C.P.**

- B.2 Tank Replacement Project and Planning Update pg. 26-28  
(discussion-possible action)

**Update from Jennie Short on the Tank Replacement Project.**

- B.3 Board Elections---Application (information at meeting)  
(discussion-possible action)

**Doug Bryan and Julie Lyon are both up for re-election.**

- B.4 Customer Service Charge Assistance-LIHWAP pg. 29-36  
(discussion-possible action)

**Customers must apply for this funding themselves. The information is available at the office and will be mailed out to all past due customers.**

- B.5 Joint Use Agreement for GSD equipment pg. 37  
(discussion-possible action)

**Bring back with more information on the cost per equipment and staff time.**

## C. POLICY REVISION / ADOPTION

- C.1 Fire-Flow and Installation Requirements-Sec 7.9, 3a and 4b pg. 38-44  
(discussion-action requested) 3<sup>rd</sup> reading **Resolution #22-008**

**Motion: Julie Lyon**

**Second: Dan Thomas**

**Roll Call Vote: 4-0**

**The Board approved Resolution #22-008 with the minor changes made at the meeting.**

- C.2 Water Ordinance- Drought Plan-Enforcement-Sec 14.5 pg. 45-48  
(discussion—possible action) 3<sup>rd</sup> reading

**Bring back with the Board recommendations.**

- C.3 Required Water Meter discontinuance—Base Rate Requirement  
(discussion—possible action) Discussion at Meeting

**The Board discussed having a lower rate for AG meter customers during a drought.  
Bring back with the Board recommendations.**

- C.4 Water Ordinance 14.1 and 15.7 – Pool and Tank Water pg. 49-50  
(discussion-no action) 2<sup>nd</sup> reading

**The Board discussed to have a cheaper rate for filling a swimming pool once a year with a cutoff time in July.**

**Bring back with the Board recommendations.**

## IX. CLOSED SESSION

No Closed Session Items

**X. RETURN TO OPEN SESSION**

**No Action Taken**

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Drought Planning
2. Mandatory water disconnection responsibility
3. Project Update
- 4.
- 5.

\*Next Meeting is July 19, 2022

**XII. ADJOURNMENT**

**Meeting ended at 6:39 p.m.**

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

There will be a Special meeting held by the Garberville Sanitary District Board of Directors

Call In---(916)588-9668    Conference Room—2451#    Password---1234#

## **SPECIAL MEETING**

Date of Special Meeting: May 3, 2022  
5:00 p.m. – Open Public Session

**I.    SPECIAL MEETING CALLED TO ORDER**

Doug called the meeting to order at 5:03 p.m.

**II.   ESTABLISHMENT OF QUORUM**

Rio Anderson- Joined meeting via teleconference at 5:09 p.m.  
Doug Bryan- Present  
Julie Lyon- Present  
Dan Thomas- Present

**III.   APPROVAL OF AGENDA -**

Motion: Julie Lyon                      Second: Dan Thomas                      Vote: 3-0

**IV.   OPEN SESSION**

Meeting Attendance:

Ed Voice-Phone  
Ralph Emerson-Phone  
Lisa Music- In person  
Jennie Short- Phone  
Kristen Vogal- Phone

**V.    SPECIAL AGENDA ITEM**

Purchase Ditch Witch, Vacuum Trailer  
(discussion—action requested)    Resolution #22-006

Motion: Dan Thomas                      Second: Julie Lyon                      Roll Call Vote: 4-0

The District has been paying other contractors to rent this piece of equipment for our projects and emergencies.  
The staff explained how this new Vac trailer will pay for itself. The loan is a 3 year term at 4.83% APR.

**VI.   ADJOURNMENT**

The meeting ended at 5:22 p.m.





## HAZARD COMMUNICATION

### *Know Your Hazardous Chemicals*

If you work with hazardous chemicals, it's important for you to know how to use and work with them safely. Cal/OSHA's Hazard Communication Standard outlines requirements and protection measures for all California employers.

This *Safety Talk* will help you understand the different types of hazardous chemicals, how they can enter your body, and how you can protect yourself.

#### TYPES OF HAZARDOUS CHEMICALS

Hazardous chemicals are substances or chemicals that pose a health hazard, a physical hazard, or harm to the environment.

There are three types of hazardous chemicals; solids, liquids and gases.

#### SOLIDS

- **Dust** can be released into the air by cutting, drilling, grinding, or sanding. The dust can settle onto work surfaces, food, and may be ingested. This may lead to potential exposure to silica or lead.

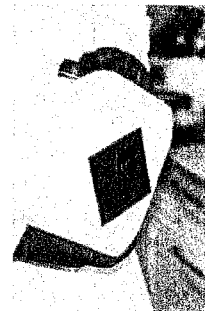


- **Fibers** can be released like dust, but have an elongated shape, such as asbestos or fiberglass.

- **Fumes** are tiny droplets formed because of a chemical reaction to high temperatures, such as metal vaporized when welding.

#### LIQUIDS

Liquids have the consistency of water or oil, except when sprayed, which forms a mist. Examples include flammable liquids, oxidizers, and pesticides.

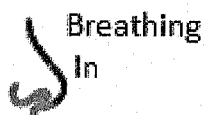


#### GASES

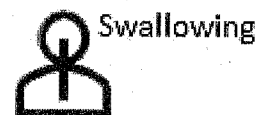
- **Gases** are chemicals in the gas phase at room temperature, such as oxygen, methane, chlorine fluoride.
- **Vapors** evaporate from substances that are liquids or solids at room temperature, such as paint thinner and gasoline.

#### HOW HAZARDOUS CHEMICALS ENTER YOUR BODY

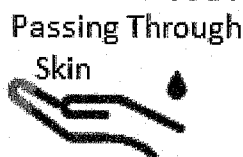
##### INHALATION



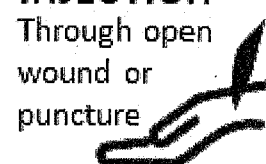
##### INGESTION



##### ABSORPTION



##### INJECTION



**HOW TO PROTECT YOURSELF**

Before working with any new hazardous chemical, your supervisor should review the chemical's label and Safety Data Sheet to ensure you understand the hazards, PPE requirements, and what to do in the event of an exposure.



**LABELS**

All labels are required to have pictograms, a signal word, hazard and precautionary statements, the product identifier, and supplier identification. A complete list of pictograms is provided on page 3.

**SAFETY DATA SHEET (SDS)**





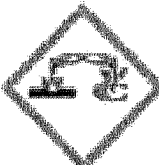




The SDS provides critical information about hazardous chemicals. There are 16 required sections in an SDS. A complete list is available at [OSHA SDS Requirements](#). Here are some key sections:

- Section 1:** Identifies the product and provides recommended use and restrictions.
- Section 2:** Outlines all the hazards regarding the chemical, including labeling requirements.
- Section 4:** Outlines first-aid measures and required treatment.
- Section 5:** Provides fire-fighting protocols.
- Section 6:** Outlines emergency procedures, protective equipment requirements, containment and cleanup.
- Section 7:** Describes safe handling and storage requirements.
- Section 8:** Identifies exposure controls and personal protection requirements.

SAMPLE LABEL	
<p>CODE _____ Product Name _____</p> <p>Company Name _____ Street Address _____ City _____ State _____ Postal Code _____ Country _____ Emergency Phone Number _____</p>	<p style="text-align: center;"><b>Hazard Pictograms</b></p> <div style="display: flex; justify-content: space-around; align-items: center;"> </div> <p style="text-align: center;"><b>Signal Word</b> <b>Danger</b></p> <p style="text-align: center;">Highly flammable liquid and vapor. May cause liver and kidney damage.</p>
<p>Keep container tightly closed. Store in a cool, well-ventilated place that is locked. Keep away from heat/sparks/open flame. No smoking. Only use non-sparking tools. Use explosion-proof electrical equipment. Take precautionary measures against static discharge. Ground and bond container and receiving equipment. Do not breathe vapors. Wear protective gloves. Do not eat, drink or smoke when using this product. Wash hands thoroughly after handling. Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon Dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b> If exposed call Poison Center. If on skin (or hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;"><b>Precautionary Statements</b></p> <p style="text-align: center;"><b>Hazard Statements</b></p> <p style="text-align: center;"><b>Supplemental Information</b></p> <p>Directions for Use _____ _____</p> <p>Fill weight: _____ Lot Number: _____ Gross weight: _____ Fill Date: _____ Expiration Date: _____</p>

**UNDERSTANDING HAZARDOUS CHEMICAL PICTOGRAMS**

Here are the universal symbols, signal words, and cautionary statements OSHA Pictogram/Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>• Carcinogen</li> <li>• Mutagenicity</li> <li>• Reproductive Toxicity</li> <li>• Respiratory Sensitizer</li> <li>• Target Organ Toxicity</li> <li>• Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>• Flammables</li> <li>• Pyrophorics</li> <li>• Self-Heating</li> <li>• Emits Flammable Gas</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>• Irritant (skin and eye)</li> <li>• Skin Sensitizer</li> <li>• Acute Toxicity (harmful)</li> <li>• Narcotic Effects</li> <li>• Respiratory Tract Irritant</li> <li>• Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>• Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>• Skin Corrosion/ Burns</li> <li>• Eye Damage</li> <li>• Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>• Explosives</li> <li>• Self-Reactives</li> <li>• Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>• Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>• Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>• Acute Toxicity (fatal or toxic)</li> </ul>

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



# **GARBERVILLE SANITARY DISTRICT**

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

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## **BOARD OF DIRECTORS MEETING MEMORANDUM**

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Meeting Date: July 19, 2022  
To: Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

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### **GENERAL OVERVIEW**

Since the last Board Meeting, the project team has completed collection of the data needed by SHN to create a model of the major components of the water system. A.T.E.E.M. (SHN's electrical and controls subconsultant) completed their site visit for the initial evaluation of the infrastructure and project elements. The project team has had some coordination with Greg Swaffar, owner of the parcels surrounding the existing Hurlbutt Tank and the Upper Tank Site from the 2012 project as bid. On future agendas there will be a closed session item each month to allow the Project Team to provide information associated with negotiations and get Board input if needed on how to proceed with terms and conditions of property acquisition.

During the next month I am hopeful that SHN will complete the surveying and creation + calibration of the water model, which will allow them to make initial recommendation on the various project alternatives.

Attached is the updated Project Tracking Report summarizes these FA items with their associated deliverables and the SHN tasks with estimated due dates and comments on the progress. It also contains several other major milestones that will be part of the property acquisition and construction phases of the project so that the Board can track the entire project with its various elements.

### **FINANCIAL IMPLICATIONS**

No change since last month.

### **RECOMMENDATIONS**

Discussion item with no Board action recommended.

### **ATTACHMENTS**

Project Tracking Report

## Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item	SHN Task # Description	Funding Agreement \$	Reimb. Request \$	SHN Contract \$	SHN Billed \$	Estimated Completion Date	Completion Status *	Comments
1	Project Evaluation, Alternative Analysis and Pre-design 1 Data Collection and Water System Evaluation 5 Draft PER  Deliver: <a href="#">Draft Preliminary Engineering Report</a>	35,000		28,000 29,000	1,440	09/30/22	U	GSD Provided Data for Model
2	Surveying and Geotechnical Investigation 3 Survey 4 Geotechnical Investigation and Geologic Hazards Evaluation  Deliver: <a href="#">Geotechnical Report</a>	35,000		42,000 42,500		09/30/22		
3	Final Preliminary Engineering Report 5 Final PER portion of Task 5 6 30% Plans  Deliver: <a href="#">Final Preliminary Engineering Report</a> <a href="#">Preliminary Design</a>	55,000		47,500 46,000		12/31/22 12/31/22  12/31/22 12/31/22		
4	Environmental Documents (CEQA) 2 Special Studies - Wetlands, Biological, Botany, Cultural Resources  Deliver: <a href="#">Draft Environmental Documents</a> <a href="#">Final Environmental Documents</a>	80,000		43,000	20,254	10/31/22  11/25/23 01/27/23	U	Fieldwork completed
5	Plans & Specifications  Deliver: <a href="#">Draft Plans, Specifications &amp; Bid Documents (60%)</a> <a href="#">Final Plans, Specifications &amp; Bid Documents (100%)</a>	70,000				02/10/23  04/10/23		

## Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

FA Item	SHN Task # Description	Funding Agreement \$	Reimb. Request \$	SHN Contract \$	SHN Billed \$	Estimated Completion Date	Completion Status *	Comments
6	Technical, Managerial and Financial Assessment  Deliver: <a href="#">Draft TMF Assessment form &amp; supporting documentation</a> <a href="#">Final TMF Assessment form &amp; supporting documentation</a>	20,000				05/08/23 06/30/23		
7	Water Rate Study  Deliver: <a href="#">Draft Rate Study</a> <a href="#">Final Rate Study</a>	10,000				05/08/23 06/30/23	C	June 2022
8	Administration Deliver: <a href="#">Quarterly Progress Reports</a>	20,000					P	Rpt#1 Submitted
9	Work Completion (Planning Phase)					03/31/24		
TOTAL:		\$325,000	\$0	\$278,000	\$21,694			
Post Planning Phase Major Milestones								
Right of Way Acquisition							U	Coord w/ prop owners
Issuance of Federal, State & County permits								
Application for Construction Funding								
Execution of FA for Construction Phase								
Bid Project								
Award Project								
Begin Construction Work								
Complete Construction Work								
Final Funding Reimbursement								
* Notes: Completion Status Key: C = Task Complete U = Task Underway P = Periodic Task for duration of project								



## LOW-INCOME HOME WATER ASSISTANCE PROGRAM (LIHWAP)



### **NEED HELP WITH YOUR PAST DUE WATER BILL?**

**Redwood Community Action Agency has funds to help eligible households with their past due water bill. The LIHWAP program can help qualified households with past due bills up to \$2,000.**

#### **Program requirements**

- ✓ Households must have a past due water bill
- ✓ Provide proof of their gross income for all household members
- ✓ Provide a valid, government issued photo identification card
- ✓ Your water service provider must be certified by the state to participate in the program
- ✓ Households must meet the gross income limits listed below

Household size	Maximum Gross Income
1 person	\$2,564 per month
2 persons	\$3,353 per month
3 persons	\$4,143 per month
4 persons	\$4,932 per month

**FOR MORE INFORMATION CALL (707)444-3831 ext. 201 TODAY**





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

**Board Member Candidate Process and Timeline**

1. **Meet with Humboldt County Elections Official between July 18th—August 12<sup>th</sup>**
2. **Elections Office is-----Location: 2426 6<sup>th</sup> Street, Eureka, CA 95501**  
**Phone: 707-445-7481 Fax:707-445-7204**  
**Hours: Monday – Friday, 8:30 am – 12 (noon) and 1 – 5 pm**
3. **Board Member Terms expiring:**  
**Doug Bryan**  
**Julie Lyon**
4. **It will take between 30-45 minutes to complete the candidate information form, so give yourself adequate time.**

**MUTUAL AID AND ASSISTANCE AGREEMENT**

**Between the \_\_\_\_\_ District and \_\_\_\_\_  
For Support and Assistance during Non-Emergency Events**

This Mutual Aid and Assistance Agreement ("Agreement") is made and entered effective as of \_\_\_\_\_, 2022 (the "Effective Date"), by the \_\_\_\_\_ District ("\_\_\_\_\_") and the other parties signatory to this Agreement from time to time (\_\_\_\_\_ and the other parties signatory to this Agreement from time to time being hereinafter referred to, individually, as a "Party" and, collectively, as the "Parties"). With respect to each Party other than \_\_\_\_\_, the date set forth next to such Party's signature shall constitute the effective date for such signatory to this Agreement (each such, a "Party Effective Date").

**RECITALS**

WHEREAS, \_\_\_\_\_ provides \_\_\_\_\_ to certain municipal customers, with \_\_\_\_\_ and such municipal customers serving a population of approximately \_\_\_\_\_, constituting approximately \_\_\_\_% of Humboldt County's population;

WHEREAS, as of the Effective Date, such customers consist of the \_\_\_\_\_;

WHEREAS, terms and conditions for interagency mutual aid and support during times of emergency are provided for in a variety of mutual aid agreements which have been developed and executed by various parties over the years;

WHEREAS, the mutual aid agreement for assistance during emergencies that is most applicable and widely used for water and wastewater agencies in California is the WARN 2007 Omnibus Mutual Assistance Agreement approved and adopted by the California Water/Wastewater Agency Response Network on September 30, 2007;

WHEREAS, the Parties agree to use the WARN 2007 Omnibus Mutual Assistance Agreement for any mutual aid and assistance requested and provided during emergency events; and

WHEREAS, the Parties desire to establish terms and conditions under which a Party may provide interagency mutual aid and support under non-emergency circumstances, including reimbursement for equipment, supplies and personnel made available to another Party, with the intent of facilitating the advancement of the Parties' collective service mission to the community.

**AGREEMENT**

Now, therefore, in consideration of the mutual covenants and agreements hereinafter set forth, the Parties agree as follows:

**1. Agreement to Provide Assistance Voluntary.** Subject to the discretion of each Party to decline to do so, the Parties agree to consider providing mutual aid and assistance to each other in times of need not constituting an emergency, on a voluntary basis. In general, assistance will be in the form of resources, such as equipment, supplies and personnel. The execution of this Agreement **shall not** create any duty to respond on the part of any Party to an assistance request from another Party and assistance shall be given only when a Party determines, in its unilateral discretion, that its own needs can be met while rendering assistance to a requesting Party. The execution of this Agreement by any Party shall not create a duty to provide assistance to any other Party to this Agreement and no Party shall be liable for any damages incurred by any other Party as a result of such Party's unwillingness or inability to provide the requested assistance.

## **2. Procedures.**

(a) **Request for Assistance.** An authorized representative of any Party may request aid and assistance (in such capacity, a "Requesting Party") from an authorized representative of any other Party (in such capacity, a "Responding Party"). Requests for assistance may be made orally or in writing. The authorized representative(s) of the Responding Party shall evaluate the request and, as soon as reasonably practicable, notify the Requesting Party whether the Responding Party is able and/or willing to provide the requested assistance; all such determinations shall be made in the sole and unilateral discretion of the Responding Party. In the event a Responding Party agrees to provide the requested assistance, the Requesting Party and the Responding Party shall complete a memorandum of assistance in substantially the form attached hereto as Exhibit A (each, a "Memorandum") to document the specific terms and conditions of the applicable provision of aid or assistance. At the sole discretion of the Responding Party, the requirement to complete this Memorandum may be waived, and the reimbursement provisions shall be agreed to orally. For purposes of this Agreement, an "authorized representative" of a Party shall mean an employee or officer of a Party who is authorized, on behalf of such Party, to request or offer assistance or to withdraw or refuse to offer assistance.

(b) **Direction and Control of Responding Party Employees.** Employees of a Responding Party provided under this Agreement will be under the direction and control of the Requesting Party. The Requesting Party's designated supervisor(s) must keep accurate records of time expended and work performed by such employees during the period of assistance.

(c) **Withdrawal of Assistance.** The Responding Party's authorized representative shall have the right, in such authorized representative's sole and absolute discretion, to withdraw some or all of its resources and/or employees at any time for any reason, without further obligation or liability to the Requesting Party.

(d) **Insurance.** Each Party to this Agreement shall maintain insurance or a self-insurance program that covers activities that it may undertake pursuant to this Agreement. Upon request of the Responding Party, the Requesting Party shall provide to the Responding Party such proof of insurance as is reasonably acceptable to the Responding Party.

## **3. Cost Reimbursement.**

(a) **Labor.** The Requesting Party shall reimburse the Responding Party for all direct and indirect labor costs of any employees provided by the Responding Party, such labor costs to include, but not be limited to, any such employee's applicable salary or hourly wage plus all indirect benefit compensation factors. Each Party shall be responsible for providing and administering worker's compensation benefits for its employees. Hourly Rates to be determined at time an agreement has been requested.

(b) **Equipment.** Use of equipment, such as construction equipment, vehicles, tools, pumps and generators, shall be at the rate set forth on the applicable Memorandum. Unless otherwise expressly provided on the applicable Memorandum, the equipment rate shall not include fuel, lubrication, transportation or loading/unloading of provided equipment, each of which shall either be provided by the Requesting Party or reimbursed by the Requesting Party to the Responding Party at the Responding Party's actual cost as specifically detailed in the Responding Party's invoice to the Requesting Party. At the option of the Responding Party, equipment may be provided with an operator. Hourly rates to be determined at time an agreement has been requested.

(c) **Return of Equipment.** All equipment shall be returned to the Responding Party as soon as practicable and reasonable under the circumstances or, at the latest, within twenty-four (24) hours after receipt by the Requesting Party of the Responding Party's oral or written request for return of equipment.

(d) Damage to Equipment. In the event equipment is damaged while being dispatched to the Requesting Party, or while in the custody and use of the Requesting Party, the Requesting Party shall reimburse the Responding Party for the reasonable cost of repairing said damaged equipment. If the equipment cannot be repaired, the Requesting Party shall reimburse the Responding Party for the cost of replacing such equipment that is of at least equal value and functionality as determined by the Responding Party. If the Responding Party must lease a piece of equipment while the Requesting Party equipment is being repaired or replaced, the Requesting Party shall reimburse the Responding Party for such lease cost.

(e) Supplies. The Requesting Party shall reimburse the Responding Party in kind or at actual replacement cost for use of expendable or non-returnable supplies. Other supplies and reusable items that are returned to the Responding Party in a clean, damage-free condition shall not be charged to the Requesting Party and no rental fee shall be charged. Supplies that are returned to the Responding Party with damage shall be treated as expendable supplies for purposes of cost reimbursement.

(f) Invoicing. The Responding Party shall provide an itemized invoice to the Requesting Party for the expenses incurred in providing assistance under this Agreement not later than thirty (30) days after the end of the month in which assistance is provided. The Responding Party may request additional time within which to submit any invoice and the Requesting Party shall not unreasonably withhold its written consent to such request.

(g) Payment. The Requesting Party shall reimburse the Responding Party within thirty (30) days from the receipt of each invoice. The Requesting Party may request additional time within which to pay any invoice and the Responding Party shall not unreasonably withhold its written consent to such request; provided, however, that no invoice shall be paid later than ninety (90) days after the date such invoice is submitted to the Requesting Party.

#### **4. Indemnification; Notice; Tort Claims.**

(a) Indemnification. The Requesting Party shall defend, fully indemnify and hold harmless, the Responding Party, its officers, agents and employees, from any and all claims, losses, damages, injuries and liabilities of every kind, nature and description, directly or indirectly arising out of Responding Party's work while Responding Party's agents and/or employees are performing work or otherwise rendering services to a Requesting Party. The period commences when personnel, equipment, or supplies depart from Responding Party's facility/facilities and ends when the personnel, equipment, or supplies return to the Responding Party's facility/facilities (portal to portal). The scope of the Requesting Member's duty to indemnify and defend Responding Party includes, but is not limited to, suits arising from, or related to, negligent or wrongful use of equipment or supplies on loan to the Requesting Party, or faulty workmanship or other negligent acts, errors or omissions by Requesting Party or the Responding Party's agents and/or employees while any such agents or employees are performing work or otherwise rendering services to a Requesting Party during a period of assistance, as described above.

(b) Notice. Each Party shall provide written notice of any claim or potential claim of which such Party becomes aware to each other Party who has or may have an indemnity obligation under this Agreement with respect to such claim or potential claim.

(c) Tort Claims. Each Party intends that this Agreement shall in no way abrogate or constitute a waiver of any immunity or defense available to it under California law, including, without limitation, any and all claim presentation requirements created by the California Tort Claims Act (California Government Code § 810, et seq.).

5. Miscellaneous.

(a) Records: Confidentiality. Authorized representatives of each Party shall have access to the other's books, documents, notes, reports, papers and records to the extent reasonably necessary for the purpose of reviewing the accuracy of any invoice(s) rendered for assistance provided under this Agreement. Each Party hereto agrees to keep confidential any such records or other information obtained by such Party as a result of its participation in this Agreement, including, but not limited to, any map, report, notes, papers, opinions or e-mail which relates to the system vulnerabilities of any other Party to this Agreement.

(b) Effective Date. This Agreement shall take effect on the Effective Date with respect to \_\_\_\_\_ and on each other Party's applicable Party Effective Date with respect to each such other Party.

(c) Termination. Any Party may withdraw from this Agreement by providing written notice to the other Parties. Any withdrawing Party's duty to reimburse any other Party for assistance rendered and any indemnity obligation of such withdrawing Party for any claims for damages accruing prior to such Party's withdrawal from this Agreement shall survive such withdrawal.

(d) Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of California without reference to the choice of law principles thereof.

(e) Entire Agreement; Modification; Waiver. This Agreement and, with respect to each applicable Responding Party and Requesting Party, each Memorandum of Assistance entered into hereunder, contain the entire agreement between the Parties with respect to the subject matter hereof, and there are no agreements, understandings, representations and warranties regarding the subject matter hereof between any Parties other than those set forth or referred to herein. This Agreement may not be modified or amended except by an instrument or instruments in writing signed by the Parties hereto. Any Party hereto may, only by an instrument in writing, waive compliance by any other Party hereto with any term or provision of this Agreement. The waiver by any Party hereto of a breach of any term or provision of this Agreement shall not be construed as a waiver of any subsequent breach.

(f) Counterparts. This Agreement may be executed in two or more counterparts, all of which shall be considered one and the same agreement, and shall become effective when one or more counterparts have been signed by each of the Parties and delivered to the other Parties. Photocopies, facsimiles and PDF files of any signed counterpart of this Agreement are effective and valid for any and all purposes as if they were the original signed copy.

(g) No Third Party Beneficiaries. Nothing in this Agreement or any ancillary documents, whether expressed or implied, is intended or shall be construed to confer upon or give to any person, firm, corporation or legal entity other than the Parties any rights, remedies or other benefits under or by reason of this Agreement.

(h) Severability. If any provision of this Agreement is declared by a court of competent jurisdiction to be invalid, the validity of the remaining terms and provisions shall not be affected.

(i) Worker's Compensation Claims. The Responding Party is responsible for providing worker's compensation benefits and administering worker's compensation for its employees. The Requesting Party is responsible for providing worker's compensation benefits and administering worker's compensation for its employees.

[THE NEXT PAGE IS THE SIGNATURE PAGE]

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

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

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

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

Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

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

**Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board.**

1. 1<sup>st</sup> phase of drought conservation plan will require all customers to voluntarily reduce water consumption. (10cfs) in South Fork of Eel River  
2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit. (7cfs)  
3rd phase will require only using water on **even days for even addresses and odd days for odd addresses. specific days, designated by GSD** (5cfs).  
4<sup>th</sup> phase requires all customers to only use water for health and safety, with no outside watering (4cfs)
2. Continual updates to customers will educate and inform of conditions
3. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
4. Ongoing: gray water education for irrigation
5. Ongoing: educate customers on personal water storage opportunities and conservation measures
6. Ongoing: leak monitoring and repairs
7. Ongoing: build additional water storage tanks or ponds
8. Identify all diversions from the river or GSD distribution system and report to law enforcement.

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



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

### **DROUGHT PREPAREDNESS**

**As we start the warmer months of summer, it is once again time to plan for hot temperatures and low river levels, thus creating drought conditions, that must be planned for by all.**

**The river level is a key factor in determining the amount of water for use, so as the flow decreases, we may have to begin (drought contingency measures).**

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

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

**Filling pools after July 1<sup>st</sup> is prohibited unless authorized by the GSD General Manager or designee.**

**Garberville Sanitary District will promote “Water Awareness Week” so that we can assist the community in reuse plans and to provide information regarding drought actions and river levels.**

**The drought plan with phases of action is located on our web site.  
[garbervillesd.org](http://garbervillesd.org)**

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

**Ralph Emerson**

**General Manager  
Garberville Sanitary District**

**RESOLUTION 22-009**  
**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY**  
**DISTRICT TO CHANGE WATER ORDINANCE,**  
**SEC. 14.5 DROUGHT CONTINGENCY PLAN**

**A. WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 14.5 drought contingency procedures.

**B. WHEREAS,** Resolution 22-009 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what is required when drought plan has been initiated

**C. WHEREAS,** This Resolution explains that it violates GSD Ordinance when you do not comply with the drought contingency procedures and restrictions on water use.

**D WHEREAS,** The adaption of Resolution 22-009 will take effect immediately and describes the drought contingency plan, with all of the associated actions required to conserve water.

**E. WHEREAS,** The new Water Ordinance, Sec. 14.5, drought contingency plan, will replace the existing ordinance of conserving water and water restriction steps.

**Sec 14.5 Drought Contingency Plan.**

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

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

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



Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system which is why it is recommended to have enough storage for your personal use. Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board.

1. 1<sup>st</sup> phase of drought conservation plan will require all customers to voluntarily reduce water consumption. (10cfs) in South Fork of Eel River  
2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit. (7cfs)  
3rd phase will require only using water on even days for even addresses and odd days for odd addresses.(5cfs).  
4<sup>th</sup> phase requires all customers to only use water for health and safety, with no outside watering (4cfs)
2. Continual updates to customers will educate and inform of conditions
3. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
4. Ongoing: gray water education for irrigation
5. Ongoing: educate customers on personal water storage opportunities and conservation measures
6. Ongoing: leak monitoring and repairs
7. Ongoing: build additional water storage tanks or ponds
8. Identify all diversions from the river or GSD distribution system and report to law enforcement.  
Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 14.5 DROUGHT CONTINGENCY PLAN**

**RESOLUTION 22-009 WAS PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JULY 2022 BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Doug Bryan, Chair Person**

**ATTEST:**

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**Ralph Emerson, General Manager**



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

#### MANDATED WATER DISCONTINUANCE POLICY

Garberville Sanitary District requires agricultural water meter be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use.

When District necessity or drought requires agricultural water meters to be disconnected, the customer's base rate will be removed until water is turned on. Base rate may be reduced to \$50/month if disconnection is required for a longer period.

Base rate and consumption charges will continue once the water is reconnected

## **ARTICLE 14 - GENERAL PROVISIONS**

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

- a. Filling pools must be completed by July 1<sup>st</sup> or application will be denied.
- b. Filling pools will be denied when drought plan is in place.

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

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be multiplied by the 2<sup>nd</sup> tier of customer water rate.
- d. When pool is filled after July 1<sup>st</sup>, customer will pay full consumption charge.



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**APPLICATION FOR FILLING POOLS**

**Property and Contact Details:**

**Property to be served:** \_\_\_\_\_ **APN #** \_\_\_\_\_

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

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

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

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

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

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

Residential Home or Apartment

Commercial

**Pool Details:**

**a. Location** \_\_\_\_\_

**b. Gallons** \_\_\_\_\_

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

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be multiplied by the 2<sup>nd</sup> tier of customer water rate.

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

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

## RESOLUTION 22-010

### THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE WATER ORDINANCE, SEC. 14.1 and 15.7 POOLS AND TANKS, FEE FOR FILLING POOLS

A. **WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 14.1 and 15.7 Filling Pools

B. **WHEREAS,** Resolution 22-010 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, that when a customer wants to fill a pool, they must fill out an application and adhere to the GSD ordinance.

C. **WHEREAS,** This Resolution explains that it violates GSD Ordinance when you fill a pool without GSD approval.

D **WHEREAS,** The adaption of Resolution 22-010 will take effect immediately and describes the requirements for filling a pool.

E. **WHEREAS,** The new Water Ordinance, Sec. 14.1 and 15.7 replaces the previous ordinance and goes into effect immediately after approved by the GSD Board.

## ARTICLE 14 – GENERAL PROVISIONS

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

- a. Filling pools must be completed by July 1<sup>st</sup> or application will be denied.

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

**Sec 15.7 Fee for Filling Pools.**

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

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee is calculated by units of water used (748 gallons = 1 unit).
- c. The units of water will be multiplied by the 2<sup>nd</sup> tier of customer Water rate.
- d. When pool is filled after July 1<sup>st</sup>, customer will pay full consumption charge.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 14.1 AND 15.7, FILLING POOLS.**

**RESOLUTION 22-010 WAS PASSED, APPROVED AND ADOPTED THIS 19<sup>th</sup> DAY OF JULY 2022 BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

-----  
**Doug Bryan, Chair Person**

**ATTEST:**

-----

**Ralph Emerson, General Manager**