

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

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

Date of Meeting: Tuesday, January 25th, 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.

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.

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

No Closed Session

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

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- Fire Safe Council Meeting (Dan)

Office Staff- Arrearage Program Update (Mary)

Board Members-

Correspondence-

General Manager—Ralph Emerson Pg.4

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

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Approve Financials Date **October & November 2021** - pg.5-23
- A.2 Approve Date: December 21st, 2021 Regular Meeting Minutes - pg.24-26
- A.3 Operations Safety Report- pg.27-28

Motion: **Second:** **Vote:**

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 Conflict of Interest Policy pg. 29-37
(discussion-possible action)
Motion: **Second:** **Vote:**

- B.2 Project Update pg. 38
(discussion-possible action)
Motion: **Second:** **Vote:**

- B.3 Southern Humboldt Basin Plan
(discussion-possible action) (Update at Meeting)
Motion: **Second:** **Vote:**

- B.4 Purchase Emergency Preparedness Equipment pg. 39-45
(discussion-possible action)
Motion: **Second:** **Vote:**

- B.5 Replace Carpet in Office pg. 46-47
(discussion-possible action)
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Board Policy pg.48-61
(discussion—possible action) 2nd reading
Motion: **Second:** **Vote:**
- C.2 Water Ordinance- Sec 14.5 Drought Plan and Enforcement pg. 62-66
(discussion—action requested) 2nd reading, resolution #22-001
Motion: **Second:** **Vote:**
- C.3 Connection Fees Sec 4.4a pg. 67-68
(discussion—possible action) 1st reading
Motion: **Second:** **Vote:**
- C.4 Fire Flow and Installation requirements Sec 3a pg. 69-71
(discussion—possible action) 1st reading
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

No Action Taken

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. 2021-2022 Budget Update
2. Projects Update
3. Connection Fees Ordinance Sec 4.4a
4. Fire-Flow Requirement Sec 3a
- 5.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than Date: Saturday, January 22, 2022. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Garberville Sanitary District Office at (707)923-9566 at least 48 hours in advance.

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: January 25th, 2022

It appears there are people who feel the need to call us names and disparage our efforts as we work tirelessly with the Board's guidance to improve the District while providing safe potable water.

A disgruntled person referred to me as a farm animal, which apparently is what this person uses to invoke a response instead of using facts. I find it peculiar that there are those who rather than get involved in the process with positive input, prefer to attack those making the effort to help while taking all the risk.

We have been working with customers to prepare for potential drought conditions and recommending that they have sufficient storage for their needs, during Summer months when water is scarce.

I have been communicating with local media to update on events happening in the District and what we are doing for drought planning.

I spent a lot of time updating our website, while providing information from regulatory agencies.

We have been working on multiple projects, while securing equipment, supplies and personnel to perform the work. We will discuss this more on the agenda item.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: January 25, 2022
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: PRELIMINARY DRAFT
 October and November 2021 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached **PRELIMINARY DRAFT** Financial Statements are for October and November 2021. Once the audit is completed, a final version of these reports will be prepared for your review and approval.

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	501,634.61	480,066.45	21,568.16	😊
Total Expense (excl. Depreciation)	904,855.00	359,343.25	377,479.35	(18,136.10)	😊
Net Income (excl. Depreciation)	278,330.00	142,291.36	102,587.10	39,704.26	😊
Payroll	456,015.00	191,026.30	187,406.30	3,620.00	😞
Repair & Maintenance + Supplies	101,200.00	24,530.20	42,208.35	(17,678.15)	😞

As can be seen on the “Statement of Cash Flows Report for Board - July - November 2021” and the “Balance Sheet Report for Board as of November 30, 2021”:

- Operational revenues are **\$10,387.30 OVER** budget, mainly due to late fees and reconnection fees.
- Operational expenses are **\$19,249.34 UNDER** budget.
- Net cash **INCREASE** for October is **\$7,703.94**, November is **\$28,318.59** and the year to date is a net cash **INCREASE** of **\$ 42,361.33**.

- Total payments on loans so far this year total **\$32,722.72** of a budgeted year-end total of \$96,885.56.
- Overtime payroll costs are **\$11,493.45** OVER budget - mostly in Sewer Collection because of the need to run Sunnybank PS manually until the new pumps and controls are installed.
- The repair and maintenance plus supplies expenses are **\$17,678.15** **UNDER** the YTD budgeted amount.
- Expenditures for fixed asset acquisition so far this year total **\$55,944.96** of a budgeted year-end total of \$123,000. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen Tank Replacement - SRF Grant App	245,000	2,812.50
Robertson PRV Construction	0	15,277.69
Hurlbutt Tank Replacement - SRF	90,000	260.00
Meadows Aerial Waterline SRF Grant/Loan	8,000	0
SRF DW Financing Reimbursement	(325,000)	0
Bear Canyon Sewer Aerial Preliminary Design	5,000	0
WWTP Chlorine Analyzer/Sample Pump/Flow Meters/Reprogram	25,000	0
Sunnybank Telemetry & Pumps	50,000	15,716.41
Knight's Lane - Melville Sewerline	2,000	7,939.24
SWTP Filter Media	13,000	0
Church Street Paving + Valves		6,800.00
Pumps - Rebuild FW @ SWTP		7,139.12
Unspecified	10,000	0
Total:	123,000.00	55,944.96

RECOMMENDED BOARD ACTIONS

Review the preliminary reports. No approval is needed until the final reports are produced after the audit is complete.

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. (Two reports - one for each of October and November)
4. Check Register Report for all checks issued in Current Month (Two reports - one for each of October and November)

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through November 2021

	Oct '21	Nov '21	Jul - Nov 21
OPERATING ACTIVITIES			
Net Income	(14,441.99)	18,477.19	2,134.72
Adjustments to reconcile Net Income to net cash provided by operations:			
11000 · Accounts Receivable - Other	(1,069.25)	1,000.00	(10,134.75)
1100 · Accounts Receivable	(5,025.19)	16,161.96	7,561.45
1110 · Accts Receivable Over Payments	438.14	2,859.15	1,479.28
1500 · Prepaid Insurance	3,769.42	4,027.29	(31,631.24)
1501 · Prepaid Workers Comp	917.63	967.51	(5,852.91)
1510 · Prepaid Licenses and Permits	2,005.27	2,005.27	(14,046.25)
2000 · Accounts Payable	27,119.33	(13,794.73)	17,692.53
20000 · Account Payable			24,072.60
2220 · Accrued State PR Taxes			(3.06)
2300 · Service Deposits		(200.00)	(400.00)
Net cash provided by Operating Activities	13,713.36	31,503.64	(9,127.63)
INVESTING ACTIVITIES			
SEWER:Collection	(7,939.24)		(7,939.24)
Accumulated Depreciation-Water	22,690.66		90,762.64
Accumulated Depreciation-Sewer	12,348.50		49,394.00
CIP-Church Street			(6,800.00)
CIP-Hurlbutt Tank Replacement			(260.00)
CIP - Wallan & Robertson Tank	(15,758.69)	(1,544.00)	(18,090.19)
WATER:Pumps			(7,139.12)
SEWER:Pumps	(15,716.41)		(15,716.41)
Net cash provided by Investing Activities	(4,375.18)	(1,544.00)	84,211.68
FINANCING ACTIVITIES			
2500 · N/P - SWRCB			(24,585.28)
2665 · RCAC Loan - #0998 Backhoe	(1,634.24)	(1,641.05)	(8,137.44)
Net cash provided by Financing Activities	(1,634.24)	(1,641.05)	(32,722.72)
Net cash increase for period	7,703.94	28,318.59	42,361.33
Cash at beginning of period	820,844.19	828,548.13	814,505.39
Cash at end of period	828,548.13	856,866.72	856,866.72

GARBERVILLE SANITARY DISTRICT Balance Sheet Report for Board

As of November 30, 2021

	<u>Current Month</u> Nov. 30, 2021 Balance	<u>Year Beginning</u> July 1, 2021 Balance	Difference	Comments
ASSETS				
Current Assets				
Checking/Savings				
1036 · Sewer Capital Improvement Fund	9,997.79	0.00	9,997.79	Transfer to Open Acct
1035 · Water Capital Improvement Fund	17,998.32	0.00	17,998.32	Transfer to Open Acct
1005 · Umpqua Checking - Operating	178,755.22	40,294.77	138,460.45	Transfer from County
1006 · Umpqua System Reserve - Water	25,810.43	25,809.42	1.01	
1007 · Umpqua System Reserve - Sewer	31,268.38	31,267.18	1.20	
1011 · Water Enterprise Fund	46,829.62	46,827.66	1.96	
1030 · County Treasury - Sewer Reserve	404,800.09	478,899.49	(74,099.40)	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	102.00	102.00	0.00	
Total Checking/Savings	856,866.72	814,505.39	42,361.33	
Accounts Receivable				
1115 · Acct Receivable - Collection	3,501.80	3,501.80	0.00	
11000 · Accounts Receivable - Other	13,592.17	3,457.42	10,134.75	
Total Accounts Receivable	17,093.97	6,959.22	10,134.75	
Other Current Assets				
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(4,202.47)	(2,723.19)	(1,479.28)	
1100 · Accounts Receivable - Other	116,372.30	123,933.75	(7,561.45)	
Total 1100 · Accounts Receivable	112,169.83	121,210.56	(9,040.73)	
1500 · Prepaid Insurance	35,070.90	3,439.66	31,631.24	
1501 · Prepaid Workers Comp	5,852.91	0.00	5,852.91	
1510 · Prepaid Licenses and Permits	14,046.25	0.00	14,046.25	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	162,139.89	119,650.22	42,489.67	
Total Current Assets	1,036,100.58	941,114.83	94,985.75	
Fixed Assets				
CIP-Church Street	6,800.00	0.00	6,800.00	Pave & Raise Valve Box
CIP-Hurlbutt Tank Replacement	3,028.00	2,768.00	260.00	
CIP- Bear Canyon Sewerline	763.75	763.75	0.00	
CIP - Meadows Aerial Waterline	6,051.76	6,051.76	0.00	
CIP - Wallan & Robertson Tank	43,125.67	25,035.48	18,090.19	PRV Parts
WATER				
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	
Total WATER	8,134,549.70	8,127,410.58	7,139.12	
Water System	142,474.97	142,474.97	0.00	

**GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board**

As of November 30, 2021

	<u>Current Month</u> Nov. 30, 2021 Balance	<u>Year Beginning</u> July 1, 2021 Balance	Difference	Comments
SEWER				
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	
Total SEWER	5,857,758.70	5,834,103.05	23,655.65	
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	(2,578,352.94)	(2,487,590.30)	(90,762.64)	
Accumulated Depreciation-Sewer	(2,404,535.10)	(2,355,141.10)	(49,394.00)	
Total Fixed Assets	9,765,605.35	9,849,817.03	(84,211.68)	
TOTAL ASSETS	10,801,705.93	10,790,931.86	10,774.07	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	43,763.24	26,070.71	17,692.53	
Total Accounts Payable	43,763.24	26,070.71	17,692.53	
Other Current Liabilities				
2300 · Service Deposits	6,900.00	7,300.00	(400.00)	
20000 · Account Payable	26,172.60	2,100.00	24,072.60	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2220 · Accrued State PR Taxes		3.06	(3.06)	
2230 · Accrued Vacation	30,435.83	30,435.83	0.00	
2250 · Loans Payable - Current Portion	65,704.81	65,704.81	0.00	
Total Other Current Liabilities	129,111.78	105,442.24	23,669.54	
Total Current Liabilities	172,875.02	131,512.95	41,362.07	
Long Term Liabilities				
2665 · RCAC Loan - #0998 Backhoe	36,086.50	44,223.94	(8,137.44)	5 Pmts of 12
2500 · N/P - SWRCB	50,655.35	75,240.63	(24,585.28)	1 Pmt of 1
2605 · RCAC Loan #6200-GSD-02		0.00	0.00	Paid in Full
2700 · SRF Loan - Water	1,126,568.02	1,126,568.02	0.00	0 Pmt of 2
2900 · Less Current Portion	(65,704.81)	(65,704.81)	0.00	
Total Long Term Liabilities	1,147,605.06	1,180,327.78	(32,722.72)	
Total Liabilities	1,320,480.08	1,311,840.73	8,639.35	
Equity				
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	2,134.72	(281,534.08)	283,668.80	
Total Equity	9,481,225.85	9,479,091.13	2,134.72	
TOTAL LIABILITIES & EQUITY	10,801,705.93	10,790,931.86	10,774.07	

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2021

	Current Month Nov 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	24,981.40	141,916.00	154,836.00	374,000.00	(12,920.00)
4110 · Commercial	25,124.00	134,022.50	116,334.00	281,000.00	17,688.50
Total Water Charges	50,105.40	275,938.50	271,170.00	655,000.00	4,768.50
4200 · Sewer Charges	36,880.50	196,868.60	197,771.45	463,165.00	(902.85)
4300 · Connection Fees	0.00	8,000.00	8,000.00	24,000.00	0.00
4650 · Late Charges	1,080.00	6,315.00	833.35	4,000.00	5,481.65
4700 · Other Operating Revenue	700.00	1,040.00	0.00	3,000.00	1,040.00
Total Income	88,765.90	488,162.10	477,774.80	1,149,165.00	10,387.30
Gross Profit	88,765.90	488,162.10	477,774.80	1,149,165.00	10,387.30
Expense					
Administrative and General					
5025 · Discount Program	145.00	705.00	1,500.00	3,600.00	(795.00)
5000 · Advertising	0.00	0.00	150.00	300.00	(150.00)
5005 · Bad Debts	112.75	2,838.14	5,000.00	7,500.00	(2,161.86)
5010 · Bank Charges					
5012 · Merchant Account Fees	377.82	1,889.69	1,375.00	3,300.00	514.69
5010 · Bank Charges - Other	186.03	775.91	833.30	2,000.00	(57.39)
Total 5010 · Bank Charges	563.85	2,665.60	2,208.30	5,300.00	457.30
5020 · Directors Fees	0.00	600.00	1,000.00	2,000.00	(400.00)
5030 · Dues and Memberships	85.12	5,352.14	1,875.00	4,500.00	3,477.14
5035 · Education and Training	0.00	705.36	1,250.00	3,000.00	(544.64)
5036 · Education and Training - B.O.D.	0.00	0.00	125.00	300.00	(125.00)
Insurance					
5040 · Liability	4,027.29	20,050.50	20,000.00	48,000.00	50.50
5050 · Workers' Comp	967.51	4,809.98	4,443.80	10,665.06	366.18
5055 · Health					
5055.1 · Employee Portion	-746.24	-3,731.20	-3,854.20	-9,250.00	123.00
5055 · Health - Other	3,778.56	18,892.80	19,520.80	46,850.00	(628.00)
Total 5055 · Health	3,032.32	15,161.60	15,666.60	37,600.00	(505.00)
Total Insurance	8,027.12	40,022.08	40,110.40	96,265.06	(88.32)
5060 · Licenses, Permits, and Fees	2,716.97	12,350.23	11,550.00	25,600.00	800.23
5065 · Auto	54.90	109.28	1,000.00	2,500.00	(890.72)
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	508.53	5,080.84	3,333.30	8,000.00	1,747.54
5085 · Outside Services	584.39	2,904.69	4,833.30	11,600.00	(1,928.61)
5090 · Payroll Taxes	2,373.05	11,966.34	13,541.65	32,500.00	(1,575.31)
5100 · Postage	653.53	1,274.59	1,448.30	3,500.00	(173.71)
5110 · Professional Fees	7,845.74	29,070.49	33,333.30	80,000.00	(4,262.81)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	1,909.87	250.00	500.00	1,659.87
5130 · Rents	835.00	3,340.00	4,175.00	10,020.00	(835.00)
5135 · Retirement	778.95	3,910.38	3,829.20	9,190.04	81.18
5137 · Supplies	162.53	766.26	500.00	1,200.00	266.26
5140 · Telephone	821.59	4,381.39	5,208.30	12,500.00	(826.91)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2021

	Current Month Nov 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	527.96	833.30	2,000.00	(305.34)
5150 · Travel and Meetings	0.00	1,111.95	500.00	1,000.00	611.95
5155 · Utilities	193.10	1,122.05	1,458.30	3,500.00	(336.25)
5160 · Wages					
5165 · Wages - Overtime	609.00	2,821.50	1,691.70	4,300.00	1,129.80
5160 · Wages - Other	12,202.69	62,490.85	74,563.30	178,952.00	(12,072.45)
Total 5160 · Wages	12,811.69	65,312.35	76,255.00	183,252.00	(10,942.65)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	39,273.81	198,026.99	215,417.65	515,777.10	(17,390.66)
Sewage Collection					
6010 · Fuel	256.61	1,411.76	1,666.65	4,000.00	(254.89)
6030 · Repairs and Maintenance	947.50	3,570.06	6,250.00	15,000.00	(2,679.94)
6040 · Supplies	0.00	0.00	833.35	2,000.00	(833.35)
6050 · Utilities	314.70	1,589.85	1,875.00	4,500.00	(285.15)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	3,618.00	16,593.00	2,700.00	6,480.00	13,893.00
6060 · Wages - Other	3,997.44	13,964.43	13,437.50	32,250.00	526.93
Total 6060 · Wages	7,615.44	30,557.43	16,137.50	38,730.00	14,419.93
Total Sewage Collection	9,134.25	37,129.10	26,762.50	64,230.00	10,366.60
Sewage Treatment					
6075 · Fuel	256.61	1,411.76	1,666.65	4,000.00	(254.89)
6080 · Monitoring	697.50	1,612.50	2,916.65	7,000.00	(1,304.15)
6100 · Repairs and Maintenance	6.07	387.65	6,250.00	15,000.00	(5,862.35)
6110 · Supplies	0.00	1,955.11	2,500.00	6,000.00	(544.89)
6120 · Utilities	723.39	3,664.87	4,166.65	9,999.96	(501.78)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	128.00	779.00	916.65	2,200.00	(137.65)
6130 · Wages - Other	3,747.12	24,637.84	14,633.35	35,120.00	10,004.49
Total 6130 · Wages	3,875.12	25,416.84	15,550.00	37,320.00	9,866.84
Total Sewage Treatment	5,558.69	34,448.73	33,049.95	79,319.96	1,398.78
Water Trans and Distribution					
7075 · Fuel	256.61	1,411.76	1,666.65	4,000.00	(254.89)
7090 · Repairs and Maintenance	947.50	7,485.31	12,500.00	30,000.00	(5,014.69)
7100 · Supplies	0.00	893.16	2,083.35	5,000.00	(1,190.19)
7110 · Utilities	363.47	3,585.84	4,583.35	11,000.00	(997.51)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	96.00	1,545.00	3,333.35	8,000.00	(1,788.35)
7120 · Wages - Other	2,999.90	16,491.75	17,701.25	42,483.00	(1,209.50)
Total 7120 · Wages	3,095.90	18,036.75	21,034.60	50,483.00	(2,997.85)
Total Water Trans and Distribution	4,663.48	31,412.82	41,867.95	100,483.00	(10,455.13)
Water Treatment					
7020 · Fuel	256.61	1,411.79	1,666.65	4,000.00	(254.86)
7010 · Monitoring	167.50	5,936.05	1,875.00	4,500.00	4,061.05
7030 · Repairs and Maintenance	2,963.17	3,079.81	6,041.65	14,500.00	(2,961.84)
7040 · Supplies	0.00	4,482.97	5,000.00	12,000.00	(517.03)
7050 · Utilities	3,829.59	22,430.42	20,833.35	50,000.00	1,597.07
7060 · Wages					

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2021

	Current Month Nov 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatme	570.00	1,730.00	3,333.35	8,000.00	(1,603.35)
7060 · Wages - Other	3,051.85	14,124.63	17,614.60	42,275.00	(3,489.97)
Total 7060 · Wages	3,621.85	15,854.63	20,947.95	50,275.00	(5,093.32)
Total Water Treatment	10,838.72	53,195.67	56,364.60	135,275.00	(3,168.93)
Total Expense	69,468.95	354,213.31	373,462.65	895,085.06	(19,249.34)
Net Ordinary Income	19,296.95	133,948.79	104,312.15	254,079.94	29,636.64
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	862.11	0.00	1,900.00	862.11
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	38.49	0.00	250.00	38.49
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	900.60	0.00	27,710.00	900.60
8060 · Interest Income	1.19	6.28	1,875.00	4,500.00	(1,868.72)
8070 · Other Non-Operating Revenue	0.00	12,565.63	416.65	1,500.00	12,148.98
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	1.19	13,472.51	2,291.65	34,020.00	11,180.86
Other Expense					
9010 · Other Expenses	663.75	2,771.50	1,666.70	4,000.00	1,104.80
9040 · Depreciation	0.00	140,156.64	162,500.00	390,000.00	(22,343.36)
9050 · Interest Expense	157.20	2,358.44	2,350.00	3,270.00	8.44
Total Other Expense	820.95	145,286.58	166,516.70	397,270.00	(21,230.12)
Net Other Income	-819.76	-131,814.07	-164,225.05	-363,250.00	32,410.98
Net Income	18,477.19	2,134.72	-59,912.90	-109,170.06	62,047.62

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
October 2021

	Current Month Oct 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	25,081.10	116,934.60	126,786.00	374,000.00	(9,851.40)
4110 · Commercial	26,722.00	108,898.50	95,259.00	281,000.00	13,639.50
Total Water Charges	51,803.10	225,833.10	222,045.00	655,000.00	3,788.10
4200 · Sewer Charges	38,675.70	159,988.10	160,718.25	463,165.00	(730.15)
4300 · Connection Fees	0.00	8,000.00	8,000.00	24,000.00	0.00
4650 · Late Charges	1,020.00	5,235.00	666.68	4,000.00	4,568.32
4700 · Other Operating Revenue	0.00	340.00	0.00	3,000.00	340.00
Total Income	91,498.80	399,396.20	391,429.93	1,149,165.00	7,966.27
Gross Profit	91,498.80	399,396.20	391,429.93	1,149,165.00	7,966.27
Expense					
Administrative and General					
5025 · Discount Program	145.00	560.00	1,200.00	3,600.00	(640.00)
5000 · Advertising	0.00	0.00	150.00	300.00	(150.00)
5005 · Bad Debts	45.00	2,725.39	5,000.00	7,500.00	(2,274.61)
5010 · Bank Charges					
5012 · Merchant Account Fees	336.49	1,511.87	1,100.00	3,300.00	411.87
5010 · Bank Charges - Other	132.46	589.88	666.64	2,000.00	(76.76)
Total 5010 · Bank Charges	468.95	2,101.75	1,766.64	5,300.00	335.11
5020 · Directors Fees	0.00	600.00	1,000.00	2,000.00	(400.00)
5030 · Dues and Memberships	4,263.62	5,267.02	1,500.00	4,500.00	3,767.02
5035 · Education and Training	705.36	705.36	1,000.00	3,000.00	(294.64)
5036 · Education and Training - B.O.D.	0.00	0.00	100.00	300.00	(100.00)
Insurance					
5040 · Liability	4,027.29	16,023.21	16,000.00	48,000.00	23.21
5050 · Workers' Comp	917.63	3,842.47	3,555.04	10,665.06	287.43
5055 · Health					
5055.1 · Employee Portion	-746.24	-2,984.96	3,083.36	9,250.00	(6,068.32)
5055 · Health - Other	3,778.56	15,114.24	15,616.64	46,850.00	(502.40)
Total 5055 · Health	3,032.32	12,129.28	18,700.00	56,100.00	(6,570.72)
Total Insurance	7,977.24	31,994.96	38,255.04	114,765.06	(6,260.08)
5060 · Licenses, Permits, and Fees	3,507.45	9,633.26	9,600.00	25,600.00	33.26
5065 · Auto	0.00	54.38	1,000.00	2,500.00	(945.62)
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	734.09	4,572.31	2,666.64	8,000.00	1,905.67
5085 · Outside Services	578.29	2,320.30	3,866.64	11,600.00	(1,546.34)
5090 · Payroll Taxes	2,298.95	9,593.29	10,833.32	32,500.00	(1,240.03)
5100 · Postage	184.52	621.06	1,158.64	3,500.00	(537.58)
5110 · Professional Fees	4,460.50	21,224.75	26,666.64	80,000.00	(5,441.89)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	1,909.87	250.00	500.00	1,659.87
5130 · Rents	0.00	2,505.00	3,340.00	10,020.00	(835.00)
5135 · Retirement	761.40	3,131.43	3,063.36	9,190.04	68.07
5137 · Supplies	128.24	603.73	400.00	1,200.00	203.73
5140 · Telephone	781.58	3,559.80	4,166.64	12,500.00	(606.84)

GARBERVILLE SANITARY DISTRICT
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	Current Month Oct 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	527.96	666.64	2,000.00	(138.68)
5150 · Travel and Meetings	893.45	1,111.95	500.00	1,000.00	611.95
5155 · Utilities	170.35	928.95	1,166.64	3,500.00	(237.69)
5160 · Wages					
5165 · Wages - Overtime	357.00	2,212.50	1,333.36	4,300.00	879.14
5160 · Wages - Other	12,614.59	50,288.16	59,650.64	178,952.00	(9,362.48)
Total 5160 · Wages	12,971.59	52,500.66	60,984.00	183,252.00	(8,483.34)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	41,075.58	158,753.18	180,450.84	534,277.10	(21,697.66)
Sewage Collection					
6010 · Fuel	253.67	1,155.15	1,333.32	4,000.00	(178.17)
6030 · Repairs and Maintenance	1,122.67	2,622.56	5,000.00	15,000.00	(2,377.44)
6040 · Supplies	0.00	0.00	666.68	2,000.00	(666.68)
6050 · Utilities	306.78	1,275.15	1,500.00	4,500.00	(224.85)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	3,162.00	12,975.00	2,160.00	6,480.00	10,815.00
6060 · Wages - Other	3,342.92	9,966.99	10,750.00	32,250.00	(783.01)
Total 6060 · Wages	6,504.92	22,941.99	12,910.00	38,730.00	10,031.99
Total Sewage Collection	8,188.04	27,994.85	21,410.00	64,230.00	6,584.85
Sewage Treatment					
6075 · Fuel	253.67	1,155.15	1,333.32	4,000.00	(178.17)
6080 · Monitoring	460.00	915.00	2,333.32	7,000.00	(1,418.32)
6100 · Repairs and Maintenance	258.72	381.58	5,000.00	15,000.00	(4,618.42)
6110 · Supplies	0.00	1,955.11	2,000.00	6,000.00	(44.89)
6120 · Utilities	630.89	2,941.48	3,333.32	9,999.96	(391.84)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmei	0.00	651.00	733.32	2,200.00	(82.32)
6130 · Wages - Other	3,948.87	20,890.72	11,706.68	35,120.00	9,184.04
Total 6130 · Wages	3,948.87	21,541.72	12,440.00	37,320.00	9,101.72
Total Sewage Treatment	5,552.15	28,890.04	26,439.96	79,319.96	2,450.08
Water Trans and Distribution					
7075 · Fuel	253.67	1,155.15	1,333.32	4,000.00	(178.17)
7090 · Repairs and Maintenance	5,376.79	6,537.81	10,000.00	30,000.00	(3,462.19)
7100 · Supplies	0.00	893.16	1,666.68	5,000.00	(773.52)
7110 · Utilities	525.76	3,222.37	3,666.68	11,000.00	(444.31)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	336.00	1,449.00	2,666.68	8,000.00	(1,217.68)
7120 · Wages - Other	3,467.81	13,491.85	14,161.00	42,483.00	(669.15)
Total 7120 · Wages	3,803.81	14,940.85	16,827.68	50,483.00	(1,886.83)
Total Water Trans and Distribution	9,960.03	26,749.34	33,494.36	100,483.00	(6,745.02)
Water Treatment					
7020 · Fuel	253.69	1,155.18	1,333.32	4,000.00	(178.14)
7010 · Monitoring	165.00	5,768.55	1,500.00	4,500.00	4,268.55
7030 · Repairs and Maintenance	0.00	116.64	4,833.32	14,500.00	(4,716.68)
7040 · Supplies	0.00	4,482.97	4,000.00	12,000.00	482.97
7050 · Utilities	3,816.17	18,600.83	16,666.68	50,000.00	1,934.15
7060 · Wages					

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
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	Current Month Oct 2021	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7065 · Wages - Overtime Water Treatme	0.00	1,160.00	2,666.68	8,000.00	(1,506.68)
7060 · Wages - Other	2,797.81	11,072.78	14,091.68	42,275.00	(3,018.90)
Total 7060 · Wages	2,797.81	12,232.78	16,758.36	50,275.00	(4,525.58)
Total Water Treatment	7,032.67	42,356.95	45,091.68	135,275.00	(2,734.73)
Total Expense	71,808.47	284,744.36	306,886.84	913,585.06	(22,142.48)
Net Ordinary Income	19,690.33	114,651.84	84,543.09	235,579.94	30,108.75
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	862.11	0.00	1,900.00	862.11
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	38.49	0.00	250.00	38.49
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	900.60	0.00	27,710.00	900.60
8060 · Interest Income	1.60	5.09	1,500.00	4,500.00	(1,494.91)
8070 · Other Non-Operating Revenue	1,069.25	12,565.63	333.32	1,500.00	12,232.31
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	1,070.85	13,471.32	1,833.32	34,020.00	11,638.00
Other Expense					
9010 · Other Expenses	0.00	2,107.75	1,333.36	4,000.00	774.39
9040 · Depreciation	35,039.16	140,156.64	130,000.00	390,000.00	10,156.64
9050 · Interest Expense	164.01	2,201.24	2,200.00	3,270.00	1.24
Total Other Expense	35,203.17	144,465.63	133,533.36	397,270.00	10,932.27
Net Other Income	-34,132.32	-130,994.31	-131,700.04	-363,250.00	705.73
Net Income	-14,441.99	-16,342.47	-47,156.95	-127,670.06	30,814.48

GARBERVILLE SANITARY DISTRICT
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Date	Num	Memo	Amount
101 Netlink			
11/22/2021	11275		-250.00
Total 101 Netlink			-250.00
Amazon.com			
11/03/2021	DBT		-83.98
11/08/2021	DBT		-116.25
11/22/2021	DBT		-85.12
Total Amazon.com			-285.35
Blue Star Gas			
11/24/2021	11278		-46.05
Total Blue Star Gas			-46.05
Capital Bank & Trust			
11/04/2021	EFT	557880519	-934.15
11/04/2021	EFT	025158148	-400.50
11/17/2021	EFT	557880519	-916.65
11/17/2021	EFT	025158148	-378.45
Total Capital Bank & Trust			-2,629.75
Clear Rate Communications			
11/16/2021	11265		-337.04
Total Clear Rate Communications			-337.04
CSDA			
11/24/2021	11274		-4,279.00
Total CSDA			-4,279.00
CUMMINS PACIFIC LLC.			
11/15/2021	11263		-1,117.44
Total CUMMINS PACIFIC LLC.			-1,117.44
Dazey's Building Center			
11/29/2021	11286		-236.93
Total Dazey's Building Center			-236.93
EDD			
11/04/2021	EFT	499-0538-3	-981.34
11/17/2021	EFT	499-0538-3	-922.98
Total EDD			-1,904.32
Emerald Technologies			
11/01/2021	11247		-539.65
Total Emerald Technologies			-539.65
Fluentstream Tech			
11/24/2021	11284		-116.60
Total Fluentstream Tech			-116.60
Frontier Communications			
11/03/2021	11250		-115.65
Total Frontier Communications			-115.65
G.R. Wilcox Enterprises, Inc			
11/11/2021	11261		-1,895.00
Total G.R. Wilcox Enterprises, Inc			-1,895.00
HughesNet			

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Date	Num	Memo	Amount
11/15/2021	DBT		-104.29
Total HughesNet			-104.29
Humboldt County Dept. of Health & Human S			
11/11/2021	11262		-947.18
Total Humboldt County Dept. of Health & Human S			-947.18
IRS			
11/04/2021	EFT	68-0296323	-4,030.62
11/17/2021	EFT	68-0296323	-3,851.48
Total IRS			-7,882.10
Jennie Short			
11/10/2021	11258		-6,931.00
Total Jennie Short			-6,931.00
Lori Ruiz			
11/24/2021	11283		-100.00
Total Lori Ruiz			-100.00
NAPA			
11/03/2021	11249		-279.73
Total NAPA			-279.73
North Coast Laboratories Ltd.			
11/30/2021	11288		-815.00
Total North Coast Laboratories Ltd.			-815.00
PACE Supply			
11/24/2021	11279		-587.24
Total PACE Supply			-587.24
PG&E			
11/10/2021	11259		-5,455.72
Total PG&E			-5,455.72
Pitney Bowes Purchase Power			
11/15/2021	11264		-422.51
Total Pitney Bowes Purchase Power			-422.51
Ralph Emerson			
11/24/2021	11280		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
11/22/2021	11276		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
11/04/2021	11364		-126.03
11/30/2021			-253.07
Total Redwood Merchant Services			-379.10
RENNER			
11/01/2021	DBT		-1,026.44
Total RENNER			-1,026.44
Rural Community Assistance Prog - Backhoe			
11/01/2021	DBT		-1,798.25

GARBERVILLE SANITARY DISTRICT
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Date	Num	Memo	Amount
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
11/10/2021	11257		-3,440.20
11/24/2021	11281		-257.87
11/29/2021	11285		-338.36
Total SDRMA			-4,036.43
Staples Credit Plan			
11/01/2021	11248		-119.75
Total Staples Credit Plan			-119.75
Streamline Inc			
11/22/2021	11277		-100.00
Total Streamline Inc			-100.00
SWRCB-DWOCP			
11/24/2021	11282		-60.00
Total SWRCB-DWOCP			-60.00
The Mitchell Law Firm, LLP			
11/09/2021	11260		-635.50
Total The Mitchell Law Firm, LLP			-635.50
Umpqua Bank			
11/22/2021	11365		-132.46
Total Umpqua Bank			-132.46
US Cellular			
11/03/2021	11251		-197.30
Total US Cellular			-197.30
USABLUBOOK			
11/16/2021	11267		-5,369.44
Total USABLUBOOK			-5,369.44
Van Meter Construction			
11/17/2021	11273		-7,352.00
Total Van Meter Construction			-7,352.00
Wyatt & Whitchurch, E.A. Inc.			
11/16/2021	11266		-330.00
Total Wyatt & Whitchurch, E.A. Inc.			-330.00
WYCKOFF'S Inc			
11/29/2021	11287		-126.05
Total WYCKOFF'S Inc			-126.05
Arreguin, Daniel J			
11/04/2021			-3,564.92
11/17/2021	11268		-3,014.00
Total Arreguin, Daniel J			-6,578.92
Emerson, Ralph K			
11/04/2021	11253		-2,899.77
11/17/2021	11269		-2,899.76
Total Emerson, Ralph K			-5,799.53
Miller, Brian A			
11/04/2021	11295		-2,321.37

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Accrual Basis

GARBERVILLE SANITARY DISTRICT
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Date	Num	Memo	Amount
11/17/2021	11270		-2,355.12
Total Miller, Brian A			-4,676.49
Nieto, Mary			
11/04/2021	11255		-1,580.59
11/17/2021	11271		-1,630.30
Total Nieto, Mary			-3,210.89
Ruiz, Ricardo			
11/04/2021	11256		-422.93
11/17/2021	11272		-320.83
Total Ruiz, Ricardo			-743.76
TOTAL			-80,011.86

GARBERVILLE SANITARY DISTRICT
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Date	Num	Memo	Amount
101 Netlink			
10/20/2021	11233		-250.00
Total 101 Netlink			-250.00
Amazon.com			
10/28/2021	DBT		-74.69
Total Amazon.com			-74.69
Blue Star Gas			
10/20/2021	11241		-11.00
Total Blue Star Gas			-11.00
Brenntag Pacific, Inc.			
10/05/2021	11211		-3,867.84
Total Brenntag Pacific, Inc.			-3,867.84
Capital Bank & Trust			
10/05/2021	EFT	557880519	-908.25
10/05/2021	EFT	025158148	-382.65
10/19/2021	EPT	557880519	-889.65
10/19/2021	EPT	025158148	-378.75
Total Capital Bank & Trust			-2,559.30
Clear Rate Communications			
10/14/2021	11222		-337.19
Total Clear Rate Communications			-337.19
Dazey's Building Center			
10/19/2021	11232		-166.59
Total Dazey's Building Center			-166.59
EDD			
10/05/2021	EFT	499-0538-3	-926.06
10/19/2021	ETP	499-0538-3	-891.34
10/22/2021		Q3 ETT payment	-1.90
Total EDD			-1,819.30
Embassy Suites			
10/28/2021	DBT		-705.36
Total Embassy Suites			-705.36
Fluentstream Tech			
10/20/2021	11234		-116.60
Total Fluentstream Tech			-116.60
Frontier Communications			
10/05/2021	11208		-115.65
Total Frontier Communications			-115.65
HughesNet			
10/13/2021	DBT		-104.29
Total HughesNet			-104.29
IRS			
10/05/2021	EFT	68-0296323	-3,866.14
10/19/2021	EPT	68-0296323	-3,704.96
Total IRS			-7,571.10
Jennie Short			

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 October 2021

Date	Num	Memo	Amount
10/21/2021	11243		-4,240.00
Total Jennie Short			-4,240.00
Lori Ruiz			
10/20/2021	11235		-100.00
Total Lori Ruiz			-100.00
NAPA			
10/07/2021	11218		-244.31
Total NAPA			-244.31
Nieto Mary			
10/22/2021	11244		-893.45
Total Nieto Mary			-893.45
North Coast Laboratories Ltd.			
10/12/2021	11219		-620.00
10/20/2021	11242		-185.00
Total North Coast Laboratories Ltd.			-805.00
PG&E			
10/19/2021	11230		-6,214.62
Total PG&E			-6,214.62
Pitney Bowes Purchase Power			
10/20/2021	11236		-176.36
Total Pitney Bowes Purchase Power			-176.36
Postmaster			
10/06/2021	DBT		-8.16
Total Postmaster			-8.16
Ralph Emerson			
10/23/2021	11246		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
10/12/2021	11220		-12.00
10/20/2021	11237		-12.00
Total Recology Humboldt County			-24.00
Redwood Merchant Services			
10/04/2021	11363		-180.18
10/31/2021			-210.46
Total Redwood Merchant Services			-390.64
RENNER			
10/10/2021	DBT		-1,014.70
Total RENNER			-1,014.70
Rural Community Assistance Prog - Backhoe			
10/01/2021	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
10/06/2021	11217		-3,440.20
10/20/2021	11238		-338.36
Total SDRMA			-3,778.56

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 October 2021

Date	Num	Memo	Amount
Sentry III Center			
10/05/2021	11209		-835.00
Total Sentry III Center			-835.00
State Water Resources Control Board WWOCP			
10/20/2021	11239		-110.00
Total State Water Resources Control Board WWOCP			-110.00
Streamline Inc			
10/19/2021	11224		-100.00
Total Streamline Inc			-100.00
The Mitchell Law Firm, LLP			
10/18/2021	11223		-1,208.00
Total The Mitchell Law Firm, LLP			-1,208.00
Thomas & Associates			
10/23/2021	11231		-15,716.41
Total Thomas & Associates			-15,716.41
Umpqua Bank			
10/22/2021	11362		-147.53
Total Umpqua Bank			-147.53
US Cellular			
10/05/2021	11210		-197.60
Total US Cellular			-197.60
USA North 811			
10/13/2021	11221		-116.40
Total USA North 811			-116.40
Van Meter Construction			
10/23/2021	11245		-2,720.00
Total Van Meter Construction			-2,720.00
WYCKOFF'S Inc			
10/20/2021	11240		-90.64
Total WYCKOFF'S Inc			-90.64
Arreguin, Daniel J			
10/05/2021	11212		-3,238.59
10/19/2021	11225		-3,293.47
Total Arreguin, Daniel J			-6,532.06
Emerson, Ralph K			
10/05/2021	11213		-2,899.77
10/19/2021	11226		-2,899.76
Total Emerson, Ralph K			-5,799.53
Miller, Brian A			
10/05/2021	11214		-2,261.64
10/19/2021	11227		-2,152.55
Total Miller, Brian A			-4,414.19
Nieto, Mary			
10/05/2021	11215		-1,614.05
10/19/2021	11228		-1,462.78

11:10 AM

01/13/22

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
October 2021

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Total Nieto, Mary			-3,076.83
Ruiz, Ricardo			
10/05/2021	11216		-335.45
10/19/2021	11229		-233.35
Total Ruiz, Ricardo			-568.80
TOTAL			-79,069.95

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

Date of Meeting: Tuesday, December 21, 2021

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 – *Agenda Amended*

Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

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

No Items for Closed Session

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Audience:

Kristen Vogal

Richard Landes

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff-

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson **PAGE 4**

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date – JULY, AUGUST, AND SEPTEMBER 2021 – PAGE 5-30
- A.2 Approve Date: November 16, 2021 Regular Meeting Minutes - PAGE 31-33
- A.3 Operations Safety Report- HANDOUT AT MEETING
Motion: Julie Lyon Second: Rio Anderson Vote: 4-0

B. GENERAL BUSINESS – *Action items*

- B.1 Board Member Officers-Assignments **pg. 34-35**
(Action Required)

Nomination of Chairperson *Doug Bryan*
Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

Nomination of Vice Chairperson *Rio Anderson*
Motion: Dan Thomas Second: Julie Lyon Vote: 4-0

Nomination of Secretary *Ralph Emerson*
Motion: Doug Bryan Second: Rio Anderson Vote: 4-0

The Board approved Ralph as the Secretary. The Board discussed if they needed a position for the Board Secretary. It was decided to remove Ralph as the Secretary and only have him as the Clerk of the Board. A motion was made to remove Ralph as Secretary of the Board.
Motion: Dan Thomas Second: Julie Lyon Vote: 4-0

Nomination of Treasurer *Julie Lyon*
Motion: Doug Bryan Second: Dan Thomas Vote: 4-0

Authorized Signatures to Sign for District *Resolution 21-013*
Motion: Dan Thomas Second: Julie Lyon Roll Call Vote: 4-0

- B.2 Board Meeting Calendar-2022 **pg. 36**
(discussion--action requested)
Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

- B.3 Update on SHCP Request for Water **pg. 37-39**
(discussion-possible action)

- B.4 Technical Assistance Grant for Meredith Lane-Pressurized Sewer Pipe Capital Projects & Funding Update **pg.40-47**
(discussion-possible action)

- B.5 Alternative Source of Electricity **pg. 48-59**
(discussion-possible action) information at meeting
Bring Back.

- B.6 Training for Board Members—Ethics-Harassment **pg.60**
(discussion—possible action) Update from Staff
CSDA trainings are available online for the staff and Board.

B.7 Process of Building a Dam on Scenic River **pg. 61-67**
(Discussion—possible action)

B.8 Funding Agreement on Tank Replacement **Resolution 21-014**
(discussion-possible action) Handout at Meeting
Motion: Dan Thomas Second: Julie Lyon Roll Call Vote: 4-0

The Board approved the Resolution. The Resolution gives the District more flexibility to have Doug sign what is needed without having another Board Meeting.

C. POLICY REVISION / ADOPTION

C.1 Board Policy **pg. 68-81**
(discussion-no action) 1st reading
Bring Back.

C.2 Water Ordinance-Sec 14.5 Drought Plan and Enforcement **pg. 82-86**
(discussion—action requested) 4th reading **resolution #21-015**
Bring Back.

IX. CLOSED SESSION

Pursuant to Government Code Section

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Alternative Electricity Update
2. Update on Projects
3. Update on SHCP Water
4. Report from staff on operations during storms
5. Update on Funding Applications

XII. ADJOURNMENT

The meeting ended at 6:51 P.M



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Ralph Emerson
Training Topic: Attitude & Safety Training Date: 1/18/22

EMPLOYEE NAME	SIGNATURE
Ralph Emerson	Ralph Emerson
Bri Miller	BRIAN MILLER
Dan Arregum	Dan Arregum
Mary Nieto	Mary Nieto

Attitude and Safety

[Click here to download an ad-free version of this talk!](#)

Attitude and Safety – Safety Talk

How does attitude affect how your work and safety on the job? What is your attitude today? We all have days where our overall attitude could improve, but how is yours towards your coworkers, boss, or safety on a day-to-day basis? If you are generally a negative person, what effects would a more positive attitude have on your life and on your work?

Positive Attitude and Health

There are many reasons to strive to have a positive attitude. Outside of the obvious reasons, such as improving your mood and being more enjoyable to be around, researchers have been studying how it can benefit our health. The Mayo Clinic mentions possible benefits such as:

- Increased life span
- Lower rates of depression
- Lower levels of distress
- Greater resistance to the common cold
- Better psychological and physical well-being
- Reduced risk of death from cardiovascular disease
- Better coping skills during hardships and times of stress



Attitude and Safety on the Job

A negative attitude can lead to carelessness, complacency, taking shortcuts, or even serve as a distraction from a work task. A negative attitude towards safety specifically will eventually result in unsafe behaviors. Unsafe behaviors lead to incidents occurring on the job resulting in injury or property damage. Is your overall attitude as it relates to safety negative? If so, why is that?

How to Improve Your Attitude

- 1. Recognize it.** The first step to improve it is to recognize if it is leaning towards the negative side. Ask yourself how your attitude is today and why it is in that state. If it is negative then you need to try to improve it to be a safer, more efficient worker.
- 2. What is the source of the issue(s)?** After you recognize the state of your attitude you need to find the source of your issues that are making it negative. What is bothering you? Is it a coworker? A family situation? Whatever it may be, take note of the negative sources.
- 3. Address the issues.** Take the time to address what is having a negative effect on your attitude. For example, if it is an issue with a coworker or boss, have a conversation with them. Most issues can be resolved with a constructive conversation. If the issue cannot be resolved with a conversation with the other person, go to another level of management to resolve it.
- 4. Remain aware of your attitude.** It is important to do a daily self-check. A good way to do this is to monitor your thoughts or conversations you are having with others. If you are having more negative conversations than positive ones, then it is a good indicator that you need to improve your attitude. It is easy for your attitude to begin to tip towards the negative side as stressors pile back on in your life. There is always going to be issues in your life, but it is important to not let them have a negative effect on you for an extended amount of time.

More Content, Support the Site!

Over 50 Safety Talks Added for Members in the Last Few Months!

[Join Today](#)



Conflicts of Interest Rules

Under the Act, a public official has a disqualifying conflict of interest in a governmental decision if it is foreseeable that the decision will have a financial impact on his or her personal finances or other financial interests. In such cases, there is a risk of biased decision-making that could sacrifice the public's interest in favor of the official's private financial interests. To avoid actual bias or the appearance of possible improprieties, the public official is prohibited from participating in the decision.

Disqualifying Financial Interests

There are five types of interests that may result in disqualification:

- **Business Entity.** A business entity in which the official has an investment of \$2,000 or more in which he or she is a director, officer, partner, trustee, employee, or manager.
- **Real Property.** Real property in which the official has an interest of \$2,000 or more including leaseholds. (However, month-to-month leases are not considered real property interests.)
- **Income.** An individual or an entity from whom the official has received income or promised income aggregating to \$500 or more in the previous 12 months, including the official's community property interest in the income of his or her spouse or registered domestic partner.
- **Gifts.** An individual or an entity from whom the official has received gifts aggregating to \$500 or more in the previous 12 months.
- **Personal Finances.** The official's personal finances including his or her expenses, income, assets, or liabilities, as well as those of his or her immediate family.

Disqualifying Financial Impact or Effect

If a decision may have a financial impact or effect on any of the foregoing interests, an official is disqualified from governmental decision if the following two conditions are met:

- The financial impact or effect is foreseeable, and
- The financial impact or effect is significant enough to be considered material.

Generally, a financial impact or effect is presumed to be both foreseeable and material if the financial interest is "explicitly" or directly involved in the decision. A financial interest is explicitly involved in the decision whenever the interest is a named party in, or the subject of, a governmental decision before the official or the official's agency.

If the interest is "not explicitly involved" in the decision, a financial impact or effect is reasonably foreseeable if the effect can be recognized as a realistic possibility and more than hypothetical or theoretical. A financial effect need not be likely to occur to be considered reasonably foreseeable.

However, for interests "not explicitly involved" in the decision, different standards apply to determine whether a foreseeable effect on an interest will be material depending on the nature of the interest. The FPPC has adopted rules for deciding what kinds of financial effects are important enough to trigger a conflict of interest. These rules are called "materiality standards," that is, they are the standards that should be used for judging what kind of financial impacts resulting from governmental decisions are considered material or important.

There are too many materiality standards to adequately review all of them here. To determine the applicable materiality standard, or to obtain more detailed information on conflicts, an official may consult the FPPC's guide to [Recognizing Conflicts of Interest](#). Alternatively, the official should seek assistance from agency counsel or the FPPC anytime the official has reason to believe a decision may have a financial impact or effect on his or her personal finances or other financial interests.

Exceptions

Not all conflicts of interest prevent a public official from lawfully taking part in the government decision. There are two limited exceptions to the conflict of interest rules:

- **The Public Generally Exception.** A public official is not disqualified from a decision if the effect on the official's interests is indistinguishable from the effect on the public.

- **Legally Required to Participate.** In certain rare circumstances, a public official may be randomly selected to take part in a decision if a quorum cannot be reached because too many officials are disqualified under the Act.

Exceptions must be considered with care. A public official should contact agency counsel or the FPPC to determine if an exception applies.

Recusal Requirements

An official with a disqualifying conflict of interest may not make, participate in making, or use his or her position to influence a governmental decision. When appearing before his or her own agency or an agency subject to the authority or budgetary control of his or her agency, an official is making, participating in making, or using his or her position to influence a decision any time the official takes any action to influence the decision including directing a decision, voting, providing information or a recommendation, or contacting or appearing before any other agency official. When appearing before any other agency, the official must not act or purport to act in his or her official capacity or on behalf of his or her agency.

Certain officials (including city council members, planning commissioners, and members of the boards of supervisors) have a mandated manner in which they must disqualify from decisions made at a public meeting (including closed session decisions) and must publicly identify a conflict of interest and leave the room before the item is discussed.

While there are limited exceptions that allow a public official to participate as a member of the public and speak to the press, the exceptions are interpreted narrowly and may require advice from your agency's counsel or the FPPC.



INSTITUTE FOR LOCAL GOVERNMENTSM

Promoting Good Government at the Local Level

Clerks Quick Reference Sheet

Safe Harbor Agenda Listings for Closed Sessions (§ 54954.5)

License/Permits (§ 54956.7)

⇒ **Applicant(s):** (Specify number of applicants)

Conference with Real Property Negotiations (§ 54956.8)

⇒ **Property:** (Specify street address, or if no street address, the parcel number or other unique reference, of the real property)

⇒ **Agency Negotiation:** (Names of negotiators attending the closed session) (if specified negotiator can't attend – announce who will attend at the open session)

⇒ **Negotiating Parties:** (Specify name of Party (not agent))

⇒ **Under Negotiation:** (Specify whether instruction to negotiator will concern **price, terms of payment, or both**)

Conference with Legal Counsel – Existing Litigation (§ 54956.9)

⇒ **Name of Case:** (Specify by reference to claimant's name, names of parties, case or claim numbers)

Liability Claims (§ 54956.95)

⇒ **Claimant:** (Specify name unless unspecified pursuant to section 54961)

⇒ **Agency claimed against:** (Specify name)

Threat to Public Services or Facilities (§ 54957)

⇒ **Consultation with:** (Specify name of law enforcement agency and title of officer)

Public Employee Appointment (§ 54957)

⇒ **Title:** (Specify description of position to be filled)

Public Employment (§ 54957)

⇒ **Title:** (Specify description of position to be filled)

Public Employee Performance Evaluation (§ 54957)

⇒ **Title:** (Specify position title of employee being reviewed)

-or-

⇒ **Case Name Unspecified:** (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

Public Employee Discipline/Dismissal/Release (§ 54957)

(No additional information is required)

Conference with Legal Counsel – Anticipated Litigation (§ 54956.9)

- ⇒ Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: (Specify number of potential cases)
- ⇒ The agency may also have to provide additional info on the agenda or in an oral statement prior to the closed session pursuant to section 54956.9(e)(2)-(5).
- ⇒ Initiation of litigation pursuant to paragraph (4) of subdivision (d) of Section 54956.9: (Specify number of potential cases)

Conference with Labor Negotiators (§ 54957.6)

- ⇒ Agency designated representatives: (Specify names of designated representatives attending the closed session) (If designated representative can't attend, announce who will attend at open session.)
- ⇒ Employee organization: (Specify name of organization representing employee or employees in question)

-or-

- ⇒ Unrepresented employee: (Specify position title of unrepresented employee who is the subject of the negotiations)

Note: All citations are to California Government Code unless otherwise specified.

Sections in the California Code are accessible at <http://leginfo.legislature.ca.gov/>. Fair Political Practices Commission regulations are accessible at www.fppc.ca.gov/index.php?id=52.

For more information, see www.ca-ilg.org/transparency

Clerks Quick Reference Sheet 2013

Safe Harbor Agenda Listings for Closed Sessions, *cont'd* (§ 54954.5)

Audit by California State Auditor's Office (§ 54956.75)

(No additional information is required)

Conference Involving a Joint Powers Agency (Specify Name) (§ 54956.96)

- ⇒ Discussion will concern: (Specify closed session description used by the joint powers agency)
- ⇒ Name of local agency representative on joint powers agency board: (Specify name)
- ⇒ (Additional information listing the names of agencies or titles of representatives attending the closed session as consultants or other representatives.)

For Multi-Jurisdictional Law Enforcement Agencies (§ 54957.8):

Case Review/Planning

(No additional information is required)

For County Hospital Boards/Hospital District Boards/ Hospitals Managed by Board of Hospital Trustees (§§ 37606, 37624, Health & Safety Code §§ 1461, 32106, 32155):

Report Involving Trade Secret

⇒ **Discussion will concern:** (Specify whether discussion will concern proposed new service, program, or facility)

⇒ **Estimated date of public disclosure:** (Specify month and year)

Hearings

⇒ **Subject matter:** (Specify whether testimony/deliberation will concern staff privileges, report of medical audit committee, or report of quality assurance committee)

For Agencies Providing Medi-Cal Services and Case Management (§ 54956.86):

Charge or Complaint Involving Information Protected by Federal Law

(No additional information is required)



About this Resource

This quick reference is a service of the Institute for Local Government (ILG) whose mission is to promote good government at the local level with practical, impartial, and easy-to-use resources for California communities. ILG is the nonprofit 501(c)(3) research and education affiliate of the League of California Cities and the California State Association of Counties.

Although the Institute tries to help local officials understand laws that apply to their public service, these materials are not legal advice. Attorneys can and do disagree on the best interpretation of the law in any given area. In addition, the law can and does change over time. Officials are encouraged to consult with an attorney or relevant regulatory authorities for up-to-date information and advice on specific situations.

The Institute welcomes feedback and suggestions for improving this resource:

Clerks Quick Reference Sheet 2013

OPEN SESSIONS

Teleconferencing § 54953(b)

- * Record in minutes that notice has been posted and a quorum participated from locations within the jurisdiction.

Meeting Outside Jurisdiction § 54954(b)

- * Record in minutes the purpose of meeting under section 54954.

Action on Non-Agenda Items § 54954.2(b)

Can be taken when:

- * An Emergency - Majority vote to invoke emergency; record a description of emergency that complies with section 54956.5
- * An Immediate Need - Document 2/3 vote taken and findings related to need to take action that came to agency's attention after agenda posted
- * The item was posted for a prior meeting (5 days or less prior) and at the prior meeting, the item was continued to the meeting at which action was taken

Adjourned Meetings § 54955 Special notice requirements apply. Minutes should record that the notice of adjournment was posted in accordance with section 54955.

Special Meetings § 54956 Special notice and waiver of notice rules apply. Record the waivers received and in what form in the minutes.

Emergency Meetings § 54956.5 Special requirements for posting the minutes apply.

CLOSED SESSIONS

Pre-Closed Sessions Disclosures

- * Record in minutes that open session disclosure was made pursuant to section 54957.7
 - ◇ Content of Disclosure: All items to be discussed during the closed session. May be reference to the items as listed on the agenda (see safe harbor agenda listings).
 - ◇ Any required announcements may be made at the location of the closed session as long as the public is allowed to be present

Post Closed Session Reporting § 54957.1

- * Real Estate Negotiations – Record report of action in minutes
- * Pending Litigation – Record report in minutes
- * Personnel Actions – Identify title of position
 - ◇ Exception: Report of dismissal or non-renewal of an employment contract deferred until after exhaustion of administrative remedies
- * Labor Negotiations
 - ◇ Report on agreement when final
 - Identify item approved (for example, the MOU)

- Identify other party or parties to the negotiation

CONFLICTS OF INTEREST

Conflicts of Interest Under the Political Reform Act

- * Mandatory Disclosure/Identification (§ 87105/ 2 CCR §18702.5)
 - ◇ Section 87200 Filers only
 - ◇ Disclosure Content: Enough specificity as to *each* involved economic interest to be *understood* by the public
 - ◇ Timing: Made orally when agenda item is called
 - ◇ Record: In the official record (minutes)
 - ◇ Recusal/Leave Room – except consent
 - ◇ Exceptions:
 - Item on Consent – Announce, don't leave
 - Item in Closed Sessions – Make disclosure at open session
 - Disqualified Official Absent – No identification/disclosure required
 - ◇ Example of entry in the minutes:

“Immediately following the announcement of Agenda Item , *[insert official name]* announced she would be stepping down from the dais due to a conflict of interest which arises because *[insert reason, for example, “she lives within 500’ of the proposed project”]*. *[Insert official name]* then left the dais and the chambers.”
- * Permissive Disclosure– Record announcement if made (2 CCR § 18702.1(a)(5))
 - ◇ Local rules may require disclosure/more specificity
- * Quorum – Disqualified official does not count
- * Legally Required Participation (2 CCR § 18708)
 - Must be in minutes (2 CCR § 18708(b)(4)(A))

Conflicts of Interest Under Government Code § 1090

- * If official has a **remote interest** (§ 1091), record in minutes
 - ◇ The interest must be disclosed to the body of which the officer is a member *and* noted in the official records – applies to *all* remote interests
- * If the official has a **non-interest** (§ 1091.5), record in minutes
 - ◇ Note: Since three of the eleven non-interest categories require disclosure and recordation, a good practice is to record all announcement in the minutes

G:\INSTITUTE\Ethics\Brown Act\Clerks Quick Reference\Clerks Quick Reference.pdf

Institute for Local Government www.ca-ilg.org



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

Projects in Progress

- 1. I have been working with Wahlund Construction to replace the filter media at the water treatment plant. Ryan Wahlund assures me that they will be here next week to remove old media (sand and anthracite) and install new media. This will allow us to have more efficient filtration. The work was stalled during last storms but we are back on the priority list.**
- 2. Wahlund Construction has done the pre-work inspection on the Arthur Road bypass project which will take Robertson tank off line. Once they are here for replacing the filter media, they will continue directly to this project.**
- 3. We are working to make improvements to the pumping station at Sunny Bank Lane (in-house) but Wahlund Construction will assist if needed, while they are here.**
- 4. VanMeter Excavating has made the tie in from Knights lane, where they installed new pipe at the owners expense and then connected to our main sewer line on Melville Road.**
- 5. We are replacing meters and working to find any leaks throughout system and then fix those leaks as they are found**



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EMERGENCY PLANNING—EQUIPMENT---SUPPLIES

We have seen an increase within the industry and State, of supply, equipment and fuel delays, which is why we have put together a list of emergency planning items we propose purchasing to assist the District in maintaining service in spite of the shortages and emergencies which arise.

1. Fuel tank for bed of work truck (1) 100 gallon (Cost)\$800--\$1,500
Used for filling all equipment, trucks and generators
2. Surveillance cameras at all water tanks, pump stations and treatment facilities
(15) (Cost)\$150--\$500/unit
3. Vacuum Trailer (1) (Cost) \$8,000--\$15,000 (Used)
Clean out ditches and holes where work is performed (in-house)
4. Alternative Power to reduce electricity cost and be self-sufficient.
Looking at cost options, along with types of electricity generation
5. Pipe and Parts Inventory (Cost) To Be Determined (Not to exceed \$5,000)
We have had to wait months for some basic pipe fittings and parts during this past year, with some items, being over the counter at all hardware stores in the past.
5. Open for Ideas that can protect GSD amidst storms, droughts, terror threats, etc.



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Garberville, CA. 95542
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EMERGENCY OPERATIONS PLAN

Garberville Sanitary District is committed to providing the best service possible for our customers but we also want to provide leadership, a remediation plan and assistance in surviving and escaping emergencies which may arise.

Southern Humboldt is vulnerable to a host of hazards and natural disasters such as earthquakes, floods, winter storms, landslides, droughts and fires; which is why Garberville Sanitary District is providing this Emergency Operational Plan, to assist in protecting our environment and customers.

Garberville is located in an area which has had many natural disaster emergencies over the years and because Cal-Trans, Cal-Fire, Sheriff's Office, PG&E, Humboldt County Road Department, The Hospital, Water District and the Garberville Fire Department are all located within the GSD boundaries, we must work together and coordinate effectively to survive any emergency.

EMERGENCY CONTACTS

Call 911

Garberville Sanitary District—(707)923-9569
<https://garbervillesd.specialdistrict.org/>

Office of Emergency Services—(707)445-7251
<https://humboldt.gov/356/Office-of-Emergency-Services>

Sheriff's Office--(707)923-2761
<https://humboldt.gov/2350/Sheriffs-Office-Newsroom>

Cal Fire—(707)923-2645
<https://www.fire.ca.gov/incidents/>

Humboldt County Road Department—(707) 445-7491
<https://humboldt.gov/CivicAlerts.aspx?CID=14>

Cal-Trans—(707)923-9374
<https://roads.dot.ca.gov/roadscell.php>

EMERGENCY CONTACTS

Humboldt County Public Health—(707)445-6200
<https://humboldt.gov/330/Public-Health>

PG&E—(800) 743-5000
<https://www.pgecurrents.com/>

Hospital—(707)923-3921

KMUD News— (707)-923-2605
<https://kmud.org/>

Redwood Rural Health Center—(707)923-2783

Garberville Fire Department—(707)923-3196

Search & Rescue—911

Humboldt County Evacuation and Information Center—(707)268-2500
<https://humboldt.gov/374/Emergency-Operations-Plan>

Emergency Alert Notification-- <https://member.everbridge.net/453003085616405/login>

Southern Humboldt Amateur Radio Club— <http://www.sharc-ca.org> , info@sharc-ca.org
Patte Rae: 707-223-1560

Redheaded Black Belt News Online
<https://kymkemp.com/>

Lost Coast Outpost News
<https://lostcoastoutpost.com/>

USGS River Conditions
https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, food, water, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and know how to use it

ACTION TAKEN FOR EMERGENCIES

Fires

1. Don't try to be a hero
2. Be prepared to survive or get out
3. Fires can happen at any time for a variety of reasons so be aware of the conditions.
 - a) Call 911
 - b) Lightning is notorious for starting multiple fires that can halt escape
 - c) Debris and anything flammable is an accelerant so remove it from around house
 - d) Fires typically move faster uphill and slower downhill but wind blows fire everywhere
 - e) As fire becomes close, wet yard, house and roof while removing anything flammable
 - f) Grass fires move quickly but generate less heat than brush and heavy timber
4. Store water and a fire backpack with spray nozzle along with fire extinguisher
5. Always have a fire retardant blanket or clothing available if unable to get out
6. Garberville Sanitary District will make water available to anyone in danger during a fire
7. We will keep our website updated with current conditions of the emergency so continue to check in for road closures and updates www.garbervillesd.org
8. You can call our emergency number at (707)923-9569

Floods

There have been floods in the past which have closed roads, destroyed buildings and property, along with causing mass destruction, including death so although floods are a minimal risk, we must plan for the unexpected.

As the South Fork Eel River rises, you can check the Garberville Sanitary District website for local flood concerns, along with the emergency contacts above. You can also check river conditions on your own by going to the USGS Water Information Center - https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

Flood stage for the Eel River is 33ft, so being prepared for road closures and flood damage is important for all people living near the river or along the highway 101 corridor from Leggett to Fortuna.

Assuming the water will not affect you is the wrong plan for survival because once the water has breached the banks and closed roads, you are at the mercy of the flood so best practice is to leave the area before road closes and seek higher ground to ensure your safety.

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5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. Have portable submersible pump available with hose
12. Have emergency floatation devices for everyone in your home or business
13. Boats will not help during a flood so do not try to leave in a boat
14. Have security ropes, cables or lines attached to anything you want to secure as water rises.
15. First Aid Kit and know how to use it

Earthquake

Earthquakes are difficult to prepare for because unlike fires and floods, they can happen at any time and with no warning, weather or environmental indicators or rain which causes river to rise. An earthquake can destroy everything within the area impacted so being prepared or surviving an earthquake requires knowing how to protect yourself quickly.

Have a place to go where you can quickly be safe from falling objects, broken glass and other objects that can move and cause harm. Make sure that where you go for safety, there is access to a phone or device to contact others and that you protect your face and vital organs from moving objects

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and knowledge of use

ROAD CLOSURES

You know how to access your property, business or home during normal conditions but you need to know how to access or leave property quickly and safely in the event of emergencies, disasters or road closures.

Have an escape route with all possibilities and a map in your car and programmed on your phone.

The roads might be closed so locate the escape routes which may require a river or overland escape. Are you prepared to leave by boat if required or do you have a survival backpack, clothing and shoes to walk to safety?

GARBERVILLE SANITARY DISTRICT RESPONSIBILITY

NOTIFY CUSTOMERS

Garberville Sanitary District will notify all customers of local disasters and emergencies through our Call system and we will give updates as we get them, which include escape routes, road closures, evacuation centers and all pertinent information to assist our customers. We will have all emergency and preparedness information updated hourly during all local disasters and emergency events.

ESCAPE ROUTES

Know your escape routes and check our website frequently because we will maintain the most current information about what is happening with the disaster or emergency.

We will keep you informed on road closures as well as alternative routes that can be taken to help you leave the area safely and expediently.

CQ019715

QUOTE

Sold To	Ship To
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	RALPH EMERSON GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542

Quote Date	Phone #	PO Number	Quote Number
11/02/18	707-923-9566		CQ019715

Estimate Only

For the Main Office and the Storage Room:

- 1) Remove and dispose of the existing commercial carpet.
- 2) Furnish and install Shaw commercial carpet Scoreboard II 26 SLP, color "To Be Selected", to be glued down.

Notes:

- a) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- b) Demolition and installation to be performed during normal working hours.
- c) This proposal does not include moving or resetting any furniture or contents.
- d) Removing or resetting the existing wall base or providing new wall base.

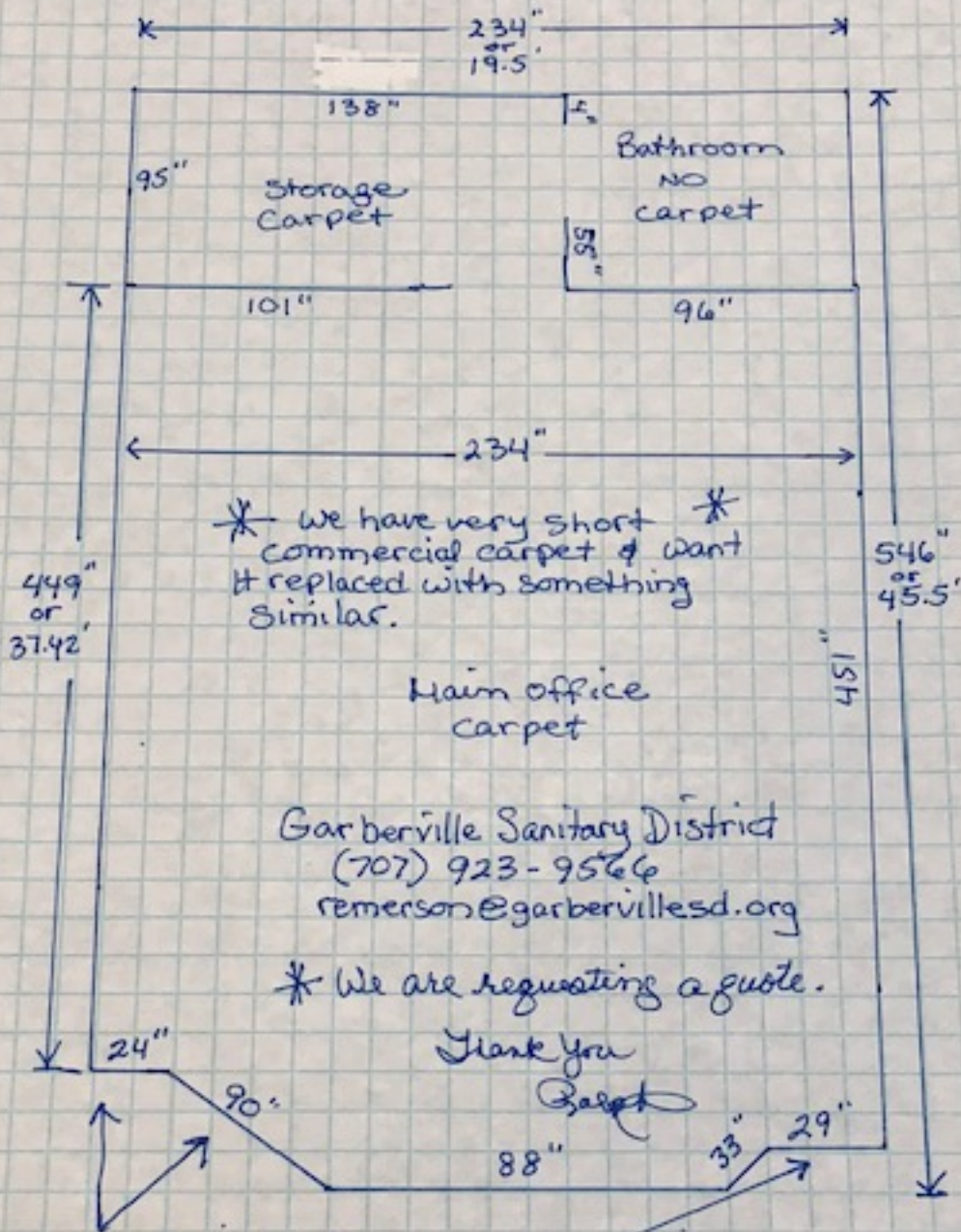
— 11/03/18 —

3:49PM —

Sales Representative(s):
 ABIGAIL MANDVILLE

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CA Crpt Stewardship Assessment: 29.33
QUOTE TOTAL: \$5,183.41



offset is different
depth than other side
Apx 2' less in length
TOP to BOTTOM

**GARBERVILLE SANITARY
DISTRICT**

**DUTIES AND
RESPONSIBILITIES
FOR THE**

BOARD OF DIRECTORS

Adopted February 25, 2020

PRIMARY ROLES AND RESPONSIBILITIES **OF A BOARD MEMBER**

One of the most significant responsibilities as a board member is to understand that the Board is a team and you need to work together as such. Understanding the dynamics of the group, as well as the individual perspectives and opinions of your fellow Board members, is crucial to the success of the team, the district and community you represent.

This united approach will help to strengthen the district and provide the grounds for maintaining a clear vision of the future, a unity of purpose, and a cohesive Board.

SPECIFIC ROLES AND RESPONSIBILITIES

1. Set the direction for the district.

Establish the mission and vision of the district

Mission Statement: Why does the district exist?

Vision Statement: What should the district look like should it accomplish its mission and how can we achieve that goal?

2. Establish and support the policies and structure of the district.

Policies are written statements specifying the manner in which the district's business is conducted.

Policies guide district governance such as Board meetings, agendas, Board conduct, personnel responsibilities and rules of order.

3. Oversee the financial resources necessary to fund the district.

Ensure fiscal policy exists and that decisions and projects are fiscally sustainable or achievable. Work with General Manager and Budget Committee to develop a budget which addresses the financial needs of the district while ensuring projects and district costs can be met or that a plan exists to fund those projects prior to expending funds.

4. Guide employee relations, including the hiring and supervising of the General Manager who, in turn operates the district while hiring and managing staff.

The Board is responsible for evaluating the performance of the General Manager, approve personnel policies, approve job descriptions and organizational structure, while establishing a strong communications link between the Board and General Manager.

5. Serve as community leaders who communicate effectively on behalf of the district.

The district and Board are linked in the eyes of the public and often seen as one and the same. Therefore, the conduct of the Board members reflects upon the district and community it serves.

This holds true in board meetings, with community interaction and in the media. Even the personal lives of board members can impact the perception and effectiveness of the district.

BOARD MEMBER GUIDELINES

1. Board members are to attend monthly **Board** meetings and participate as part of the district's governing board.
2. A Board member is unable to make decisions or conduct district business outside of a legally agendized Board meeting.

3. There are 5 Board members and no action or Board meetings can take place unless there is a quorum (3 Board members).

4. Board members are not allowed to email, text, call or contact other Board members about district business or they are in violation of the “Brown Act”, which prohibits such meetings and conversations. The Brown Act protects the public from Board members conducting business in private and not being transparent with the public or not allowing public comment prior to decisions being made.

5. Board members must participate in the monthly meetings or be in jeopardy of being removed from their position on the board. This may occur when a board member misses (3) meetings in a row without an excusable reason for being absent.

6. Board members are a crucial part of the success of a district’s effectiveness and ability to provide the services required for its customers and because of this reason, it is important to act responsibly and with respect for all who participate in the governance process.

7. Board members should not disrupt meetings for a personal cause but should state opinions or **provide** supporting facts and then let the remainder of Board have equal time to give their opinion and then vote. The public also has a right to make comments on agenda items and should be allowed (3 minutes) to do so without interruption.

8. When serving on a public board, there are required trainings that must be completed or there will be violations that could result in fines. The required trainings to be a public Board member are ethics and harassment. These training courses are required but there is no cost to the member.

9. Conflicts of interest must be avoided including the perception of a conflict. For example, if you have or are related to somebody that has an interest in a property that is being discussed by the board at a meeting you are not allowed to participate in the discussion and should leave the room during that discussion.

As public Board members **we you** have a responsibility to be unbiased about decisions **we you** make and when there is a potential conflict of interest, the public may perceive a bias on that agenda item and have distrust in the final decision.

CHAIRPERSON

Function:

The primary duty of the chairperson shall be to preside over GSD meetings and be the presiding officer of the district.

Reports To:

The chairperson reports to voting members of the governing board at a regular board meeting that is held in the public. The chairperson shall be subject to those policies established by the Board of Directors and in accordance with State governance code.

Authority:

The chairperson must ensure that all action of the Board meets appropriate laws and government regulations. The chairperson is the only board member which has authority to speak on behalf of GSD.

Chairperson Responsibility:

- Appoints committees.
- Serves as chief spokesperson of the District with the General Manager or designee on policy issues and action of the District.
- Presides over Board of Director meetings.
- Coordinates with General Manager or designee, for all required meetings of the committees.
- Serves as an alternate member for all committees
- Works with General Manager or designee to develop regular meeting agenda and topics for discussion.
- Ensure that all board members comply with State requirements for public governance, including ethics and harassment training.
- Work with governing board and General Manager or designee to have conflict of interest forms filled out and submitted (form 700).

VICE CHAIRPERSON

Function:

In the absence or disability of Chairperson, the Vice Chairperson shall exercise all of the Chairperson responsibilities.

Reports To:

The Vice Chairperson reports to the Chairperson and in the event of Chairperson absence, will report to the General Manager or designee.

Authority:

Carry out the work approved by the Board and under the direction of the chairperson.

Responsibility:

- Presides over meetings when chairperson is unavailable
- Assist with policy development process
- Participates in meetings and committees
- Oversees projects as directed by chairperson

BOARD SECRETARY

Function:

The secretary shall review all Board meeting minutes and correspondence with staff.

Reports To:

The secretary is to report to the GSD chairperson.

Authority:

To ensure all necessary documents required by law are completed and submitted on time.

Responsibility:

- Ensures accurate recording of motions, minutes and other actions taken by the Board of Directors.
- Read all correspondence at regular meeting
- Ensure that a file is maintained accurately of board meeting minutes, along with record of other meetings as requested by Chairperson.
- Participate as necessary in meetings and committees

TREASURER

Function:

The Treasurer is the official reviewer of District funds, which includes budget oversight and reimbursement.

Reports To:

The Treasurer reports to the Chairperson and Board

Authority:

The Treasurer will participate with Chairperson along with General Manager or designee to approve or deny reimbursement requests by District Board Members per District policy. The Treasurer is the chairperson of the Fiscal Committee.

Responsibility:

- Review financials and report as needed
- Serves as chair of Budget committee
- Participates in committee meetings
- Assists as needed for audit

DUTIES OF BOARD MEMBERS

Function:

Establish and revise policy as appropriate under direction of the Chairperson

Reports To:

Board members report to the Chairperson and to the committees which they participate in.

Authority:

Carry out the programs and assignments which have been approved by the Board and under the direction of the Chairperson.

Responsibility:

- Attend Board meetings and functions of the District
- Assist in developing Board policy and ordinances
- Participate in Board activities, committees and projects
- Participate in the community represented by District with a positive attitude

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. Any enforcement action can be appealed to the GSD Board of Directors at a regularly scheduled meeting.

1. **1st 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. **No watering lawn, washing cars, sidewalks, etc.** (7cfs)
3rd phase will require only using water on specific days, designated by GSD (5cfs).
4th 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

RESOLUTION 22-001
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 Plan.

B. WHEREAS, Resolution 22-001 allows the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, the various types of water service affected by drought conditions which includes but not limited to residential, commercial, multi-family, agricultural and commercial agricultural.

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you use a residential water meter for commercial agricultural use which includes cannabis during phase 2—4 of the drought contingency plan.

D. WHEREAS, The adaption of Resolution 22-001 will take effect immediately and explains the conditions of the Drought Contingency Plan, along with enforcement actions.

E. WHEREAS, This updated water ordinance also addresses the factors which initiate drought planning, along with the action phases that are initiated by the CFS in the river.

F. WHEREAS, The Drought Contingency Plan listed below will replace the existing ordinance upon Board approval.

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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. Any enforcement action can be appealed to the GSD Board of Directors at a regularly scheduled meeting.

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2nd phase will be to stop all outdoor watering for everything except animals, vegetables, or fruit. No watering lawn, washing cars, sidewalks, etc. (7cfs)

3rd phase will require only using water on specific days, designated by GSD (5cfs).

4th 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 PLAN AND ENFORCEMENT

RESOLUTION 22-001 WAS PASSED, APPROVED AND ADOPTED THIS 25TH DAY OF JANUARY 2022 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan, Board Chairperson

ATTEST:

Ralph Emerson, General Manager

Sec 4.4 Installation Charges. New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided

Adopted 9/22/15

Sec 4.4a Installation Charge Requirements: New water service requires that connection fees must be paid prior to service being provided. The amount of connection fees will be determined by the size of project, water demand and the General Manager or designee.

A new agreement must be approved along with any additional fees, if the project is not completed at completion of the second year after application was signed.

Additional fees may include staff time, all outstanding connection fees due upon application approval and possibly \$100/day fine until all fees are received.

Sec 4.5 Installation of Service. Service installations will be made only to property within GSD boundaries. Adopted 8/25/15

Sec 4.6 Changes in Customer Equipment. Customers making any material change in the size, character, or extent of the equipment or operations utilizing water service, or whose change in operations results in a large increase in the use of water, shall immediately give the District written notice of the nature of the change and, if necessary, amend their application. Changes to existing services is also subject to but not limited to sections 2.6 and 4.4

Sec 4.7 Size and Location. The District reserves the right to determine the size of service connections and their locations with respect to the boundaries of the premises to be served.

Adopted 7/28/15

Sec 4.8 Curb Cock. Every service connection installed by the District shall be equipped with a curb cock on the inlet side of the meter. The curb cock is intended for the exclusive use of the District in controlling the water supply through the service connection pipe. If the curb cock is damaged by the consumers use to an extent requiring replacement, such replacement shall be at the customer's expense.

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

- a. Multiple service connections for single parcel are allowed under these conditions, if approved by General Manager or designee:
 1. Each building under separate ownership must be provided with a separate service connection and meter. Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if approved by the General Manager or designee.
 2. A master meter is installed at the property line.
 3. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
 4. Supply line from master meter to each of the units shall be installed and maintained by owner.
 5. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
 6. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
 7. Failure to notify the District when making improvements to the property or buildings may result in inspection costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
- b. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
- c. Divided Property. When property with a service connection is divided, each parcel will have a separate service connection. Change to exiting services is also subject to but not limited to Sections 2.6 and 4.4.

Adopted 03/28/2017

Sec 4.10 Maintenance of Service Connections. The District will maintain the service line from the water main to the property line. This includes the meter, meter box, and curb stop. All pipes and fixtures extending or lying within the property line shall be installed and maintained by the owner of the property. Problems with pressure, line size etc., may be discussed with the Manager for better service by the District.

Sec 7.6 Cross-Connection.

1. **Purpose:**

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by complying with State regulations adapted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “California Regulations to Drinking Water”. Chapter 5, Subchapter 1, Group 4.

2. **Responsibility:**

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each connection where required to prevent backflow from the water user’s, premises to the domestic water system. It shall be the water user’s responsibility to comply with Garberville Sanitary District requirements.

3. **Requirements:**

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water users may choose a higher level of protection than required by the water supplier but must be approved by Garberville Sanitary District and be adequate to meet or exceed the requirements stated in the Hazard section of State Code 7604, Title 17.

Adopted 3/22/16

Sec 7.7 Special Cases. In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the backflow preventive devices.

Sec 7.8 Relief Valves. As a protection to the customer’s plumbing system, a suitable pressure relief valve must be installed and maintained by him/her at his/her expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

Sec 7.9 Back Flow Protection.

1. Description: “Cross Connection” is an unprotected actual or potential connection between a potable water system (GSD) used to supply water for drinking purposes and any source containing unapproved water or substance that is not or cannot be approved as safe, wholesome and potable. By-pass arrangements, jumper connections, removable sections, swivel, or changeover devices, through which a backflow could occur, shall be considered cross-connections.

2. **Responsibility and Scope:**
 - a. The cross-connection program will be administered by the General Manager or designee. The Garberville Sanitary District will maintain a list of approved backflow prevention assembly testers. Garberville Sanitary District will conduct studies to determine the Potential hazards and the water quality associated with backflow Prevention assemblies. The water user will be notified when an assembly needs to be tested and this notification will include a date by which the test must be completed.

3. **Water User’s Responsibility:**
 - a. The water user is responsible for installation, testing and repair of cross-connection devices, when such devices are deemed necessary by the District or State Department of Health.
 - b. To advise the District of any and all conditions which may require cross-connection protection, including, but not limited to:
 1. Handling of chemicals that could contaminate the District’s water system.
 2. Operation of a fire protection system that is or can be connected to the water system.
 3. Irrigation systems in which chemicals or unapproved water may be introduced.
 4. Any unapproved water source on the premises.
 5. Use of reclaimed water on the premises. Pumping of hazardous materials

3.A Fire-Flow Requirements:

- a. **When Fire-Flow is required for any project, it will be inspected by General Manager or designee and a plan will be presented to provide water for the project.**

- b. **A backflow device will be required for all systems which require Fire-Flow water and a new service will be required with associated connection to main water line.**

- c. **The applicant will be required to pay a new \$8,000 connection fee before service will be provided.**

- d. **The Customer will have a monthly service charge with minimum base rate**

- e. **The Customer will be required to have annual back-flow testing done by**

certified tester and results to be given to District.

f. If Customer does not have this testing done, GSD will have back-flow device tested and send customer a separate invoice for staff time a testing company expense.

4. Backflow Prevention Assemblies:

- a. Only backflow prevention assemblies which have been approved by Garberville Sanitary District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, title 17. Location of the assemblies shall be as close as practical to user's connection. The Garberville Sanitary District shall have final authority in determining the required location of a backflow prevention assembly.
- b. Testing of backflow assemblies shall be conducted only by certified testers and testing will be responsibility of water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the Garberville Sanitary District. No assembly shall be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled or replaced whenever they are found to be defective all costs of testing, repairs and maintenance shall be borne by the water user. Approval must be obtained from the Garberville Sanitary District prior to removing, relocating or replacing a backflow prevention assembly.
- c. Water service termination will occur when there is a clear and immediate hazard to the potable water supply that cannot be immediately abated. Conditions that would require immediate water termination but are not limited to only these conditions are:
 1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow assembly.
 2. Direct or indirect connection between the public water system and a sewer line.
 3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
 4. Notification will be given when termination of water service is required and water service will be denied until the backflow prevention assembly is working correctly, approved by certified tester and Garberville Sanitary District. The water user will be required to pay for any GSD staff time and for the certified tester before water service continues.