

**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: June 28th, 2022
5:00 p.m. – Open Public Session**

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

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Doug Bryan___, Julie Lyon_____, Dan Thomas_____

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

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

Remote Public Comments:

- 1. Submit public comments in writing or by Email to the Garberville Board of Directors and Staff prior to meeting, so Board and staff have time to review the information provided. All public Comments sent to office or by email, must be received prior to 1:00PM on day of meeting.**

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff- Update on River Conditions

Office Staff-

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

- A.1 Approve Financials Date- April 2022 - pg. 5-15
 - A.2 Approve: May 24th 2022 Regular Meeting Minutes - pg. 16-18
 - A.3 Operations Safety Report- pg. 19-23
- Motion:** **Second:** **Vote:**

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items at the time the agenda item is considered. However We ask that any person who wishes to speak on an agenda item submit a request prior to the meeting being called to order. You will be given 3 minutes on each agenda item that you wish to comment on and the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 SHCP Update on Requested Water pg. 24-25
(discussion—possible action)
Motion: **Second:** **Vote:**
- B.2 Tank Replacement Project and Planning Update pg. 26-28
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.3 Board Elections---Application (information at meeting)
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Customer Service Charge Assistance-LIHWAP pg. 29-36
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.5 Joint Use Agreement for GSD equipment pg. 37
(discussion-possible action)
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Fire-Flow and Installation Requirements-Sec 7.9, 3a and 4b pg. 38-44
(discussion-action requested) 3rd reading **Resolution #22-008**
Motion: **Second:** **Vote:**

- C.2 Water Ordinance- Drought Plan-Enforcement-Sec 14.5 pg. 45-48
 (discussion—possible action) 3rd reading- resolution #22-009
Motion: **Second:** **Vote:**
- C.3 Required Water Meter discontinuance—Base Rate Requirement
 (discussion—possible action) Discussion at Meeting
Motion: **Second:** **Vote:**
- C.4 Water Ordinance 14.1 and 15.7 – Pool and Tank Water pg. 49-50
 (discussion-no action) 2nd reading—resolution #22-010
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

No Closed Session Items

X. RETURN TO OPEN SESSION

No Action Taken

XI. ITEMS FOR NEXT BOARD MEETING

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

XII. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, **June 25th, 2022**. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

GENERAL MANAGER REPORT

Date: June 28th 2022

There have been many meetings to discuss the tank replacement project, including a meeting with a property owner, where a tank site is considered. The work is proceeding to develop a plan to secure funding, and bids for the project.

There are multiple new reporting, funding and data collection programs that all of us are researching to find what may benefit our customers and GSD. You will hear about some of the potential cost savings and reimbursement opportunities on the agenda item.

I have been working with the elections office on 2022 requirements for Board Members and election process with time lines. They are helping me with new information which will be included in the candidacy requirements that will be discussed on agenda item B.3

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: June 28, 2022
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: April 2022 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for April 2022.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	1,183,185.00	949,832.95	943,213.81	6,619.14	😊
Total Expense (excl. Depreciation)	904,855.00	745,555.84	747,073.66	(1,517.82)	😊
Net Income (excl. Depreciation)	278,330.00	204,277.11	196,140.15	8,136.96	😊
Payroll	456,015.00	385,164.58	374,912.54	10,252.04	😞
Repair & Maintenance + Supplies	101,200.00	70,821.27	84,416.70	(13,595.43)	😊

As can be seen on the “Statement of Cash Flows Report for Board - July - April 2022” and the “Balance Sheet Report for Board as of April 30, 2022”:

- Operational revenues are \$ (4,805.91) **UNDER** budget, mainly due to late fees and reconnection fees.
- Operational expenses are \$ (3,190.45) **UNDER** budget.
- Net cash **DECREASE** for April is \$(21,595.76) and the year to date is a net cash **INCREASE** of \$ 38,893.11.
- Total payments on loans so far this year total **\$64,022.30** of a budgeted year-end total of \$96,885.56.

- Overtime payroll costs are **\$16,868.40** OVER budget.
- The repair and maintenance plus supplies expenses are **\$13,595.43** **UNDER** the YTD budgeted amount.
- Expenditures for fixed asset acquisition so far this year total **\$ 103,950.16** of a budgeted year-end total of \$123,000. The projects anticipated were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement - Planning Project	245,000	13,895.70
Robertson PRV Construction	0	55,002.69
Hurlbutt Tank Replacement - SRF	90,000	(2,768.00)
Meadows Aerial Waterline SRF Grant/Loan	8,000	
SRF DW Financing Reimbursement	(325,000)	
Bear Canyon Sewer Aerial Preliminary Design	5,000	225.00
WWTP Chlorine Analyzer/Sample Pump/Flow Meters/Reprogram	25,000	
Sunnybank Telemetry & Pumps	50,000	15,716.41
Knight's Lane - Melville Sewerline	2,000	7,939.24
SWTP Filter Media (7030)	13,000	0
Church Street Paving + Valves		6,800.00
Pumps - Rebuild FW @ SWTP		7,139.12
Unspecified	10,000	
Total:	123,000.00	103,950.16

RECOMMENDED BOARD ACTIONS

Review the reports and approve them with the consent agenda.

ATTACHMENTS

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

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

	Apr 22	Jul '21 - Apr 22
OPERATING ACTIVITIES		
Net Income	(22,354.51)	(146,114.49)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(212.50)	(4,163.67)
1115 · Acct Receivable - Collection	1,386.90	3,501.80
1100 · Accounts Receivable	(5,885.87)	14,738.65
1110 · Accts Receivable Over Payments	(1,228.73)	(990.97)
1500 · Prepaid Insurance	4,027.32	(11,494.67)
1501 · Prepaid Workers Comp	900.49	(1,240.58)
1510 · Prepaid Licenses and Permits	2,611.91	(5,223.86)
1121 · Payroll Tax Overpayment		(304.15)
2000 · Accounts Payable	(33,940.10)	7,205.47
2220 · Accrued State PR Taxes		(3.06)
20001 · Accounts Payable - SWRCB	763.50	763.50
2300 · Service Deposits	300.00	(200.00)
Net cash provided by Operating Activities	(53,631.59)	(143,526.03)
INVESTING ACTIVITIES		
SEWER:Collection		(7,939.24)
Accumulated Depreciation-Water	22,690.66	226,906.60
Accumulated Depreciation-Sewer	12,348.50	123,485.00
CIP-Church Street		(6,800.00)
CIP-Hurlbutt Tank Replacement		2,768.00
CIP- Bear Canyon Sewerline		(225.00)
CIP - Wallan & Robertson Tank	(1,327.80)	(68,898.39)
WATER:Pumps		(7,139.12)
SEWER:Pumps		(15,716.41)
Net cash provided by Investing Activities	33,711.36	246,441.44
FINANCING ACTIVITIES		
2500 · N/P - SWRCB		(24,585.28)
2700 · SRF Loan - Water		(22,991.18)
2665 · RCAC Loan - #0998 Backhoe	(1,675.53)	(16,445.84)
Net cash provided by Financing Activities	(1,675.53)	(64,022.30)
Net cash increase for period	(21,595.76)	38,893.11
Cash at beginning of period	874,994.26	814,505.39
Cash at end of period	853,398.50	853,398.50

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
As of April 30, 2022

	<u>Current Month</u>	<u>Year Beginning</u>		
	Apr 30, 2022	July 1, 2021	Difference	Comments
	Balance	Balance		
ASSETS				
Current Assets				
Checking/Savings				
1036 · Sewer Capital Improvement Fund	9,998.12	0.00	9,998.12	Transfer to Open Acct
1035 · Water Capital Improvement Fund	17,998.92	0.00	17,998.92	Transfer to Open Acct
1005 · Umpqua Checking - Operating	160,041.10	40,294.77	119,746.33	Transfer from County
1006 · Umpqua System Reserve - Water	25,811.50	25,809.42	2.08	
1007 · Umpqua System Reserve - Sewer	31,269.67	31,267.18	2.49	
1011 · Water Enterprise Fund	46,831.56	46,827.66	3.90	
1030 · County Treasury - Sewer Reserve	420,064.59	478,899.49	(58,834.90)	Transfer to Checking
1031 · County Treasury - Water Reserve	141,265.36	191,265.36	(50,000.00)	Transfer to Checking
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	78.17	102.00	(23.83)	
Total Checking/Savings	853,398.50	814,505.39	38,893.11	
Accounts Receivable				
1115 · Acct Receivable - Collection	0.00	3,501.80	(3,501.80)	
11000 · Accounts Receivable - Other	7,621.09	3,457.42	4,163.67	
Total Accounts Receivable	7,621.09	6,959.22	661.87	
Other Current Assets				
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,732.22)	(2,723.19)	990.97	
1100 · Accounts Receivable - Other	109,195.10	123,933.75	(14,738.65)	
Total 1100 · Accounts Receivable	107,462.88	121,210.56	(13,747.68)	
1121 · Payroll Tax Overpayment	304.15	0.00	304.15	
1500 · Prepaid Insurance	14,934.33	3,439.66	11,494.67	
1501 · Prepaid Workers Comp	1,240.58	0.00	1,240.58	
1510 · Prepaid Licenses and Permits	5,223.86	0.00	5,223.86	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	124,165.80	119,650.22	4,515.58	
Total Current Assets	985,185.39	941,114.83	44,070.56	
Fixed Assets				
CIP-Church Street	6,800.00	0.00	6,800.00	Pave & Raise Valve Box
CIP-Hurlbutt Tank Replacement	0.00	2,768.00	(2,768.00)	Move to W&R Tank
CIP- Bear Canyon Sewerline	988.75	763.75	225.00	
CIP - Meadows Aerial Waterline	6,051.76	6,051.76	0.00	
CIP - Wallan & Robertson Tank	93,933.87	25,035.48	68,898.39	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 April 30, 2022

	<u>Current Month</u>	<u>Year Beginning</u>		
	Apr 30, 2022	July 1, 2021	Difference	Comments
	Balance	Balance		
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	(2,714,496.90)	(2,487,590.30)	(226,906.60)	
Accumulated Depreciation-Sewer	(2,478,626.10)	(2,355,141.10)	(123,485.00)	
Total Fixed Assets	9,603,375.59	9,849,817.03	(246,441.44)	
TOTAL ASSETS	10,588,560.98	10,790,931.86	(202,370.88)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	33,276.18	26,070.71	7,205.47	
Total Accounts Payable	33,276.18	26,070.71	7,205.47	
Other Current Liabilities				
20001 · Accounts Payable - SWRCB	763.50	0.00	763.50	
2300 · Service Deposits	7,100.00	7,300.00	(200.00)	
20000 · Account Payable	2,100.00	2,100.00	0.00	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2220 · Accrued State PR Taxes		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	106,002.68	105,442.24	560.44	
Total Current Liabilities	139,278.86	131,512.95	7,765.91	
Long Term Liabilities				
2665 · RCAC Loan - #0998 Backhoe	27,778.10	44,223.94	(16,445.84)	10 Pmts of 12
2500 · N/P - SWRCB	50,655.35	75,240.63	(24,585.28)	1 Pmt of 1
2700 · SRF Loan - Water	1,103,576.84	1,126,568.02	(22,991.18)	1 Pmt of 2
2900 · Less Current Portion	(65,704.81)	(65,704.81)	0.00	
Total Long Term Liabilities	1,116,305.48	1,180,327.78	(64,022.30)	
Total Liabilities	1,255,584.34	1,311,840.73	(56,256.39)	
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	(146,114.49)	(281,534.08)	135,419.59	
Total Equity	9,332,976.64	9,479,091.13	(146,114.49)	
TOTAL LIABILITIES & EQUITY	10,588,560.98	10,790,931.86	(202,370.88)	

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
April 2022

	Current Month Apr. 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	25,978.55	265,841.20	303,314.00	374,000.00	(37,472.80)
4110 · Commercial	25,202.00	254,711.50	227,891.00	281,000.00	26,820.50
Total Water Charges	51,180.55	520,552.70	531,205.00	655,000.00	(10,652.30)
4200 · Sewer Charges	37,196.10	375,536.90	379,332.13	463,165.00	(3,795.23)
4300 · Connection Fees	0.00	8,000.00	8,000.00	24,000.00	0.00
4650 · Late Charges	1,245.00	12,735.00	3,333.38	4,000.00	9,401.62
4700 · Other Operating Revenue	600.00	2,740.00	2,500.00	3,000.00	240.00
Total Income	90,221.65	919,564.60	924,370.51	1,149,165.00	(4,805.91)
Gross Profit	90,221.65	919,564.60	924,370.51	1,149,165.00	(4,805.91)
Expense					
Administrative and General					
5025 · Discount Program	180.00	1,825.00	3,000.00	3,600.00	(1,175.00)
5000 · Advertising	0.00	0.00	150.00	300.00	(150.00)
5005 · Bad Debts	15.00	6,231.19	5,000.00	10,000.00	1,231.19
5010 · Bank Charges					
5012 · Merchant Account Fees	384.77	3,784.96	2,750.00	3,300.00	1,034.96
5010 · Bank Charges - Other	183.00	1,632.37	1,666.62	2,000.00	(34.25)
Total 5010 · Bank Charges	567.77	5,417.33	4,416.62	5,300.00	1,000.71
5020 · Directors Fees	0.00	1,650.00	2,000.00	2,000.00	(350.00)
5030 · Dues and Memberships	0.00	5,352.14	4,125.00	4,500.00	1,227.14
5035 · Education and Training	0.00	705.36	2,500.00	3,000.00	(1,794.64)
5036 · Education and Training - B.O.D.	0.00	0.00	250.00	300.00	(250.00)
Insurance					
5040 · Liability	4,027.32	40,187.07	40,000.00	48,000.00	187.07
5050 · Workers' Comp	900.49	9,422.31	8,887.54	10,665.00	534.77
5055 · Health					
5055.1 · Employee Portion	(746.24)	(7,462.40)	(7,708.40)	(9,250.00)	246.00
5055 · Health - Other	3,893.74	38,361.50	39,041.60	46,850.00	(680.10)
Total 5055 · Health	3,147.50	30,899.10	31,333.20	37,600.00	(434.10)
Total Insurance	8,075.31	80,508.48	80,220.74	96,265.00	287.74
5060 · Licenses, Permits, and Fees					
5065 · Auto	103.53	1,759.24	2,000.00	2,500.00	(240.76)
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	565.65	6,322.75	6,666.60	8,000.00	(343.85)
5085 · Outside Services	666.29	6,611.15	9,666.60	11,600.00	(3,055.45)
5090 · Payroll Taxes	2,276.36	25,161.71	27,083.30	32,500.00	(1,921.59)
5095 · Penalties and Fines	0.00	6.04			6.04
5100 · Postage	289.80	2,095.81	2,896.60	3,500.00	(800.79)
5110 · Professional Fees	7,266.80	69,664.84	66,666.60	80,000.00	2,998.24
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	1,586.07	500.00	500.00	1,086.07
5130 · Rents	0.00	7,515.00	8,350.00	10,020.00	(835.00)
5135 · Retirement	745.23	7,869.48	7,658.40	9,190.00	211.08

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
April 2022

	Current Month Apr. 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5137 · Supplies	85.48	1,377.64	1,000.00	1,200.00	377.64
5140 · Telephone	830.40	8,501.77	10,416.60	12,500.00	(1,914.83)
5145 · Tools	1,551.82	3,481.02	1,666.60	2,000.00	1,814.42
5150 · Travel and Meetings	0.00	1,111.95	1,000.00	1,000.00	111.95
5155 · Utilities	176.59	2,218.57	2,916.60	3,500.00	(698.03)
5160 · Wages					
5165 · Wages - Overtime	1,014.00	5,446.50	3,483.40	4,300.00	1,963.10
5160 · Wages - Other	12,871.41	132,982.06	149,126.60	178,952.00	(16,144.54)
Total 5160 · Wages	13,885.41	138,428.56	152,610.00	183,252.00	(14,181.44)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	39,893.35	411,265.93	424,610.26	518,277.00	(13,344.33)
Sewage Collection					
6010 · Fuel	349.84	3,282.90	3,333.30	4,000.00	(50.40)
6030 · Repairs and Maintenance	0.00	4,813.70	12,500.00	15,000.00	(7,686.30)
6040 · Supplies	0.00	0.00	1,666.70	2,000.00	(1,666.70)
6050 · Utilities	315.60	3,166.40	3,750.00	4,500.00	(583.60)
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	900.00	27,930.00	5,400.00	6,480.00	22,530.00
6060 · Wages - Other	3,453.35	33,035.21	26,875.00	32,250.00	6,160.21
Total 6060 · Wages	4,353.35	60,965.21	32,275.00	38,730.00	28,690.21
Total Sewage Collection	5,018.79	72,228.21	53,525.00	64,230.00	18,703.21
Sewage Treatment					
6075 · Fuel	349.84	3,282.90	3,333.30	4,000.00	(50.40)
6080 · Monitoring	605.00	4,693.93	5,833.30	7,000.00	(1,139.37)
6100 · Repairs and Maintenance	869.84	2,875.27	12,500.00	15,000.00	(9,624.73)
6110 · Supplies	2,178.43	6,095.12	5,000.00	6,000.00	1,095.12
6120 · Utilities	1,054.57	9,227.16	8,333.30	10,000.00	893.86
6130 · Wages					
6135 · Wages - Overtime Sewer Treatme	0.00	875.00	1,833.30	2,200.00	(958.30)
6130 · Wages - Other	4,411.97	43,491.32	29,266.70	35,120.00	14,224.62
Total 6130 · Wages	4,411.97	44,366.32	31,100.00	37,320.00	13,266.32
Total Sewage Treatment	9,469.65	70,540.70	66,099.90	79,320.00	4,440.80
Water Trans and Distribution					
7075 · Fuel	349.84	3,282.90	3,333.30	4,000.00	(50.40)
7090 · Repairs and Maintenance	6,789.42	20,403.78	25,000.00	30,000.00	(4,596.22)
7100 · Supplies	234.90	1,273.91	4,166.70	5,000.00	(2,892.79)
7110 · Utilities	460.45	6,570.63	9,166.70	11,000.00	(2,596.07)
7120 · Wages					
7125 · Wages - Overtime Water Trans &	366.00	2,757.00	6,666.70	8,000.00	(3,909.70)
7120 · Wages - Other	3,196.30	32,560.92	35,402.50	42,483.00	(2,841.58)
Total 7120 · Wages	3,562.30	35,317.92	42,069.20	50,483.00	(6,751.28)
Total Water Trans and Distribution	11,396.91	66,849.14	83,735.90	100,483.00	(16,886.76)
Water Treatment					
7020 · Fuel	349.84	3,282.99	3,333.30	4,000.00	(50.31)
7010 · Monitoring	170.00	7,440.48	3,750.00	4,500.00	3,690.48
7030 · Repairs and Maintenance	1,887.86	21,385.61	12,083.30	14,500.00	9,302.31

GARBERVILLE SANITARY DISTRICT
Combined Revenue Expense Report for Board
April 2022

	Current Month Apr. 2022	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	2,178.44	11,010.17	10,000.00	12,000.00	1,010.17
7050 · Utilities	4,171.39	42,347.60	41,666.70	50,000.00	680.90
7060 · Wages					
7065 · Wages - Overtime Water Treatme	237.00	3,910.00	6,666.70	8,000.00	(2,756.70)
7060 · Wages - Other	2,957.97	28,823.97	35,229.20	42,275.00	(6,405.23)
Total 7060 · Wages	3,194.97	32,733.97	41,895.90	50,275.00	(9,161.93)
Total Water Treatment	11,952.50	118,200.82	112,729.20	135,275.00	5,471.62
Total Expense	77,731.20	739,084.80	740,700.26	897,585.00	(1,615.46)
Net Ordinary Income	12,490.45	180,479.80	183,670.25	251,580.00	(3,190.45)
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	14,966.37	12,750.00	25,500.00	2,216.37
8020 · Unsecured	0.00	862.11	950.00	1,900.00	(87.89)
8025 · Prior Years	0.00	54.53	5.00	10.00	49.53
8030 · Supplemental - Current	0.00	134.76	125.00	250.00	9.76
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	(25.00)
Total Property Tax Revenue	0.00	16,017.77	13,855.00	27,710.00	2,162.77
8053 · Water Capital Grant Income	0.00	432.56	0.00	0.00	432.56
8060 · Interest Income	0.87	11.51	3,750.00	4,500.00	(3,738.49)
8070 · Other Non-Operating Revenue	316.05	13,659.18	1,083.30	1,500.00	12,575.88
9030 · Homeowners' Tax Relief	0.00	147.33	155.00	310.00	(7.67)
Total Other Income	316.92	30,268.35	18,843.30	34,020.00	11,425.05
Other Expense					
9010 · Other Expenses	0.00	3,429.75	3,333.40	4,000.00	96.35
9040 · Depreciation	35,039.16	350,391.60	350,393.34	420,472.00	(1.74)
9050 · Interest Expense	122.72	3,041.29	3,040.00	3,270.00	1.29
Total Other Expense	35,161.88	356,862.64	356,766.74	427,742.00	95.90
Net Other Income	(34,844.96)	(326,594.29)	(337,923.44)	(393,722.00)	11,329.15
Net Income	(22,354.51)	(146,114.49)	(154,253.19)	(142,142.00)	8,138.70

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2022

Date	Num	Memo	Amount
101 Netlink			
04/19/2022	11490		-250.00
Total 101 Netlink			-250.00
Amazon.com			
04/12/2022	DBT		-26.93
04/21/2022	DBT		-32.18
Total Amazon.com			-59.11
Blue Star Gas			
04/21/2022	11501		-39.78
Total Blue Star Gas			-39.78
Capital Bank & Trust			
04/05/2022	EFT	557880519	-876.20
04/05/2022	EFT	025158148	-378.60
04/20/2022	EFT	557880519	-841.13
04/20/2022	EFT	025158148	-366.63
Total Capital Bank & Trust			-2,462.56
Clear Rate Communications			
04/20/2022	11499		-342.23
Total Clear Rate Communications			-342.23
CUMMINS PACIFIC LLC.			
04/12/2022	11482		-1,152.45
Total CUMMINS PACIFIC LLC.			-1,152.45
Dazey's Building Center			
04/27/2022	11504		-222.20
Total Dazey's Building Center			-222.20
EDD			
04/05/2022	EFT	499-0538-3	-26.66
04/05/2022	EFT	499-0538-3	-885.77
04/20/2022	EFT	499-0538-3	-791.41
Total EDD			-1,703.84
Fluentstream Tech			
04/12/2022	11483		-117.40
Total Fluentstream Tech			-117.40
Frontier Communications			
04/04/2022	11469		-116.30
04/28/2022	11505		-116.30
Total Frontier Communications			-232.60
HughesNet			
04/13/2022	DBT		-104.29
Total HughesNet			-104.29
IRS			
04/05/2022	EFT	68-0296323	-3,861.30
04/20/2022	EFT	68-0296323	-3,442.10
Total IRS			-7,303.40
Jennie Short			
04/20/2022	11496		-7,591.65
Total Jennie Short			-7,591.65

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2022

Date	Num	Memo	Amount
Lori Ruiz			
04/28/2022	11506		-200.00
Total Lori Ruiz			-200.00
NAPA			
04/06/2022	11478		-17.75
Total NAPA			-17.75
North Coast Laboratories Ltd.			
04/06/2022	11479		-540.00
04/13/2022	11488		-235.00
Total North Coast Laboratories Ltd.			-775.00
PG&E			
04/12/2022	11475		-6,162.34
Total PG&E			-6,162.34
Pitney Bowes Purchase Power			
04/13/2022	11486		-289.80
Total Pitney Bowes Purchase Power			-289.80
Ralph Emerson			
04/21/2022	11500		-50.00
Total Ralph Emerson			-50.00
Rays Food Place			
04/28/2022	DBT		-42.33
Total Rays Food Place			-42.33
Recology Humboldt County			
04/06/2022	11480		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
04/05/2022	11585		-178.55
04/30/2022			-235.70
Total Redwood Merchant Services			-414.25
RENNER			
04/10/2022	DBT		-2,951.18
Total RENNER			-2,951.18
Rural Community Assistance Prog - Backhoe			
04/01/2022	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
SDRMA			
04/12/2022	11476		-3,553.50
04/27/2022	11503		-340.24
Total SDRMA			-3,893.74
Staples Credit Plan			
04/28/2022	11507		-222.90
Total Staples Credit Plan			-222.90
Streamline Inc			
04/13/2022	11487		-100.00
Total Streamline Inc			-100.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
April 2022

Date	Num	Memo	Amount
The Mitchell Law Firm, LLP			
04/12/2022	11484		-1,209.00
Total The Mitchell Law Firm, LLP			-1,209.00
Umpqua Bank			
04/15/2022	11586		-189.01
Total Umpqua Bank			-189.01
USABLUBOOK			
04/07/2022	11481		-1,241.91
04/28/2022	11508		-234.90
Total USABLUBOOK			-1,476.81
Van Meter Construction			
04/13/2022	11495		-6,780.00
Total Van Meter Construction			-6,780.00
Wahlund Construction, Inc.			
04/05/2022	11455		-37,857.65
Total Wahlund Construction, Inc.			-37,857.65
Workhorse Welding LLC			
04/05/2022	11477		-237.33
Total Workhorse Welding LLC			-237.33
Wyatt & Whitchurch, E.A. Inc.			
04/12/2022	11485		-560.00
Total Wyatt & Whitchurch, E.A. Inc.			-560.00
WYCKOFF'S Inc			
04/21/2022	11502		-28.23
Total WYCKOFF'S Inc			-28.23
Arreguin, Daniel J			
04/05/2022	11470		-3,437.67
04/20/2022	11491		-3,390.68
Total Arreguin, Daniel J			-6,828.35
Emerson, Ralph K			
04/05/2022	11471		-2,916.85
04/20/2022	11492		-2,916.86
Total Emerson, Ralph K			-5,833.71
Miller, Brian A			
04/05/2022	11472		-2,071.95
04/20/2022	11493		-1,900.20
Total Miller, Brian A			-3,972.15
Nieto, Mary			
04/05/2022	11473		-1,736.89
04/20/2022	11494		-1,346.05
Total Nieto, Mary			-3,082.94
Ruiz, Ricardo			
04/05/2022	11474		-496.40
Total Ruiz, Ricardo			-496.40
TOTAL			-107,062.63

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

**Date of Meeting: May 24th, 2022
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

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

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

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

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogal
Lisa Music
Peter Connolly
Ed Voice submitted public comment prior to the meeting.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- Vac Trailer Update --- Update on River Level compared with 2021

Office Staff- 0

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg.4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date February 2022 & March 2022 - pg.5-21

A.2 Approve March 22nd, 2022 Regular Meeting Minutes - pg. 22-25
May 3rd, 2022 Special Meeting Minutes pg.

A.3 Operations Safety Report- pg. 26-28

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

B. GENERAL BUSINESS – Action items

- B.1 Budget Presentation 2021-2022 and 2022-2023 pg. 29-39
 (discussion—possible action) **Resolution 22-007**
Motion: Dan Thomas Second: Rio Anderson Roll Call Vote: 4-0

Adopt the FY 2022-23 Budget and confirm the implementation of the FY22/23 rate increase as shown in tables 1, 2 and 3

- B.2 Robertson/Wallen/Hurlbut Tank Replacement Project pg. 40-62
 (discussion-possible action)
Motion: Dan Thomas Second: Julie Lyon Vote: 4-0

Doug asked for a motion to approve the SHN Service Agreement. Authorize the Chair of the Board to execute the Service Agreement as presented and authorize Ralph to execute a Serve Agreement amendment in amounts not to exceed 25,000 per occurrence.

- B.3 Update on SHCP Request for Potable Water pg. 63-97
 (discussion-possible action)

- B.4 Peter Connolly Request for Connection Fee Reimbursement pg. 98-111
 (discussion-possible action)

Doug made a motion to Refund Peter Connolly the \$8,000 for an Ag meter.

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

Doug made a motion to modify the classification for Peters meter from residential to commercial Ag. The credit amount is \$594.

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

- B.5 Water Source Capacity Report pg. 112-118
 (discussion-possible action) Jennie

C. POLICY REVISION / ADOPTION

- C.1 Fire Flow and Installation Requirements--Sec 3a and 4b pg. 119-122
 (discussion-action requested)

Table

- C.2 Water Ordinance-Drought Plan-Enforcement-Sec 14.5 pg. 123
 (discussion—possible action)

Table

- C.3 Water Ordinance 14.1—15.7 – Pool and Tank Water pg. 124-125
 (discussion-no action) 1st reading

The Board directed office staff to credit any units that go into the 3rd tier caused by filling a pool. This is the procedure to follow until the pool ordinance change is adopted by the Board.

IX. CLOSED SESSION

X. RETURN TO OPEN SESSION

No Action Taken

XI. ITEMS FOR NEXT BOARD MEETING

1. Drought Planning
2. Update on SHCP Water Request
3. Pool and Tank Water Ordinance
4. Fire Flow Ordinance - Resolution #22-008
5. Project Update

The Next Board meeting will be June 28th, 2022

XII. ADJOURNMENT

Doug ended the meeting at 7:24 p.m.



SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District Trainer: Ralph Emerson

Training Topic: Outdoor Hazards Training Date: 6/13/22

EMPLOYEE NAME	SIGNATURE
Ralph Emerson	Ralph Emerson
Dan Arrequin	Dan Arrequin
Brian Miller	Brian Miller
Mary Nieto	Mary Nieto

OUTDOOR HAZARDS

Protection against insects, snakes, and more

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

MOSQUITOS

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



PREVENTION

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

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



IF BITTEN

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

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

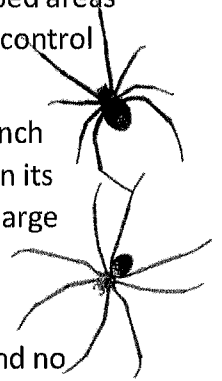
Call **911** if you have an onset of flu-like symptoms, stiff muscles, confusion, seizures, partial paralysis.

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

VENOMOUS SPIDERS

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

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



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

PREVENTION

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

IF BITTEN

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

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

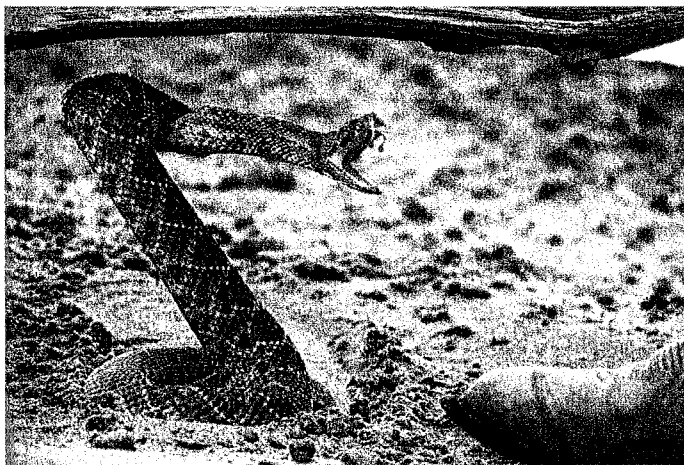
VENOMOUS SNAKES

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

PREVENTION

The CDC advises the following:

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



IF BITTEN

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

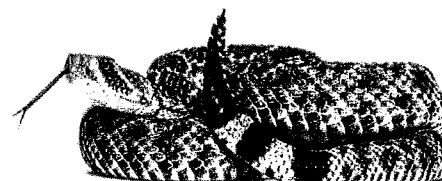
- Typically, you will see two fang marks, but the absence of visible fang marks is not evidence of a lack of a venomous snake bite.



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

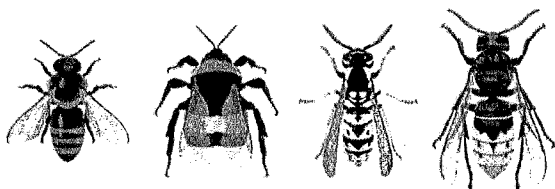
WHAT NOT TO DO

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



BEES, WASPS, AND HORNETS

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



Honey
Bee

Bumble
Bee

Wasp

Hornet

PREVENTION

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

IF STUNG

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

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

TICKS

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

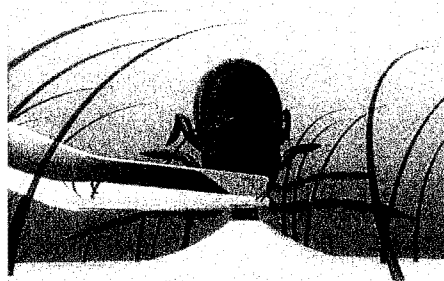
PREVENTION

When working in these environments, CDC recommends:

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

IF BITTEN

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



About Lyme Disease

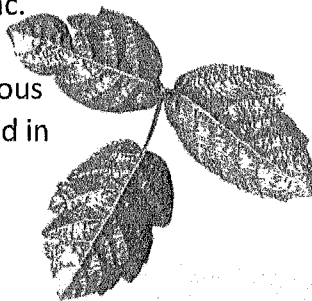
Lyme disease is the most common vector-borne disease in the U.S. It is transmitted to humans through the bite of an infected blacklegged tick. Most cases can be treated with antibiotics, especially if treatment is started early.

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

POISONOUS PLANTS

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

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



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

Employees may be exposed through:

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

PREVENTION

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

IF EXPOSED

Symptoms of skin contact include:

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



If you are exposed to Poison Oak:

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

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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 28, 2022
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: SHCP Water Service Request
SWRCB DWR POU Petition Update

GENERAL OVERVIEW

On June 21, 2022, the Waterboard held a Board Meeting that included the Proposed Order on pending petitions of Garberville Sanitary District to change water-right License 3404 and Permit 20789 (Applications A009686 and A029981). I attended the Meeting virtually and provided both written and verbal comments. The Waterboard unanimously approved the Proposed Order. That means that GSD now has all external approvals necessary to serve the Park with potable water.

Now that the final order has been adopted there are several items that need coordination between SHCP and GSD. The first will be modifications to the Water Service Agreement to incorporate the two conditions added to the License and Permit that are specific to the Park's property. The modified agreement will come before the GSD Board for approval, be forwarded to the SHCP Board, be executed by both parties, and then be recorded against the Park's property. These changes will detail the requirement for the Park to provide an updated map showing the locations of the waterline and the facilities to which the water is provided or a certification that no changes were made that year.

The second is identification and mapping of the specific infrastructure to be constructed within the Park's property to bring that water to the various locations added to our Place of Use. The Park will need to prepare a map showing how they intend on transporting GSD's potable water from the meter to the various locations within the approved Place of Use, along with associated details. The map/implementation plan may be based upon a phased approach (i.e. water brought to the residences first and then fountains and/or outbuildings) due to financial considerations for the construction costs and verification of the consumption of a first phase prior to extension of the waterlines to other locations. Once that map/plan has been approved by GSD and any County agencies that have permitting authority over this type of work, the Park will be free to begin construction. Upon Park completion of the piping and backflow preventor construction and testing, the meter will be installed and turned on by GSD. For the duration of the time that the Park has water service, they will need to coordinate with GSD prior to the installation of any waterlines on their property.

FINANCIAL CONSIDERATIONS

The SHCP made the requested payment in the amount of \$3,703.05.

RECOMMENDED BOARD ACTIONS

No action is recommended.

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 28, 2022
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

During the past month the project team has focused on collecting the data needed by SHN to create a model of the major components of the water system and understand the previous DWIP elements that were and were not constructed in 2014 along with other recent construction projects like the Alderpoint Tank Replacement Project and the Kimtu Meadows Subdivision waterline that impact the analysis for this project. SHN completed the site visits for the wetlands delineation and early biological assessments. The late flora and fauna assessments will be completed soon. I prepared and submitted the first Quarterly Report for the project.

The preliminary project funding agreement from the State Waterboard is structured with 9 items. The agreement with SHN covers 6 tasks that are associated with items 1, 2, 3, and select special studies for item 4. The attached project tracking table summarizes these FA items with their associated deliverables and the SHN tasks with estimated due dates and comments on the progress. It also contains several other major milestones that will be part of the property acquisition and construction phases of the project so that the Board can track the entire project with its various elements.

FINANCIAL IMPLICATIONS

The contract for preliminary engineering services with SHN is \$278,000. The Project Tracking Report details the budget and invoiced amounts for each Planning Funding Agreement item and SHN Task.

RECOMMENDATIONS

Discussion item with no Board action recommended.

ATTACHMENTS

Project Tracking Report

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

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

Robertson/Wallan/Hurlbutt Tank Replacement Project Tracking Report

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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: June 28, 2022
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Low Income Household Water Assistance Program (LIHWAP)

GENERAL OVERVIEW

Over the past year GSD has submitted applications to the State Waterboard for the Water and Wastewater Arrearage Program to provide relief to customers that were impacted by COVID-19 and had not paid all or part of their water and sewer service fees. These programs had a very specific timeframe in which the service charges had to have occurred (March 2020 to June 2021) and did not include payment of late charges or reconnection fees. The Arrearage Program was structured so that the water and/or sewer service provider (i.e. GSD) applied for the funds and there were no criteria for the customer to meet a low income threshold.

A new program called the Low Income Household Water Assistance Program (LIHWAP) has been created with federal funds administered by the CALIFORNIA DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT to assist low income customers with a one-time payment of their past due water and sewer bill. GSD has enrolled in the direct payment program and is ready for accepting the LIHWAP payment on behalf of the customer.

This program is structured so that the customer has to be the one making application. The District may not even know that the customer has made application, but will receive a payment directly from the program that would be credited to the customer's account.

From the April 2022 FINAL PROGRAM GUIDELINES for the Low Income Household Water Assistance Program (LIHWAP):

- LIHWAP assistance payments will be used to pay water and/or wastewater arrearages on a first-come, first-served basis to eligible households. The program will operate through August 31, 2023.
- Assistance may be applied to either water debt or wastewater debt (or both when a customer's bill bundles both services and the assistance amount needed to restore or prevent disconnection includes both services) to ensure households maintain access to clean, safe drinking water and wastewater services.

- Updates, resources, and other program information may be found throughout the program period at <https://www.csd.ca.gov/Pages/LIHWAP.aspx>.
- Individuals interested in learning about how LIHWAP may help them pay their bills and when they can apply can find information at <https://csd.ca.gov/waterbill>.
- LIHWAP will be administered as a water and wastewater arrearage response program where the level of benefit reduces arrearages, restores services where possible, avoids service disconnections, and/or prevents other adverse effects on the customer such as debt collection or placement of liens.
- CSD will consider modification to the program guidelines to pay customers' current bills if the need for arrearage assistance declines. CSD will make this determination six months after Phase II implementation.
- Local Service Providers are responsible for local administration of the LIHWAP program, conducting outreach and promoting program awareness to low-income households, conducting eligibility determination, and responding to and resolving customer complaints. Low-income households may apply for services directly through the LSP in their service area. The LSP for Garberville is

Water Utility Assistance Provider

Redwood Community Action Agency

This provider offers residential water and wastewater utility payment assistance to low-income Californians in your area.

539 T Street, Eureka, CA 95501

Phone: (707) 444-3834

Website: <http://rcaa.org/energy-services>

Monday through Thursday: 8:30 a.m. to 12:00 p.m. & 1:00 p.m. to 5:00 p.m.

[More Information...](#)

- Water Systems enrolled in the direct payment program will be responsible for accepting the LIHWAP payment on behalf of the household, confirming benefits have been credited to customer accounts, confirming that services have been restored or disconnection prevented, assisting with promoting the program to their customers, and notifying the customer the LIHWAP benefit has been applied to their account.
- LSPs are responsible for determining household eligibility in accordance with CSD's eligibility and verification requirements established for LIHEAP. LIHWAP's specific eligibility requirements include:

Applicant	<ul style="list-style-type: none"> • An applicant must have debt owed to a water system from nonpayment (past due balance) of residential accounts that accrued during any time period; • Given that LIHWAP benefits must be paid directly to water systems, the applicant’s servicing water or wastewater provider must be enrolled to receive direct payment of LIHWAP assistance in order for the applicant to complete successful enrollment in LIHWAP and receive financial assistance. <p>Applicants who are current on their water or wastewater bill are ineligible for benefits under the program.</p>
Income	<ul style="list-style-type: none"> ▪ Total household income must be at or below 60 percent State Median Income (SMI); OR ▪ A member of the household must be a current recipient of one of the following federal programs: <ul style="list-style-type: none"> ○ LIHEAP ○ CalFresh ○ CalWORKs
Documentation	<ul style="list-style-type: none"> ▪ Proof of income from all household members OR <ul style="list-style-type: none"> ○ Proof of participation in CalFresh or CalWORKs, or received LIHEAP assistance in the past 120 days. ▪ Proof of Identification from applicant by providing a copy of government-issued identification. ▪ Copy of water or wastewater bill indicating past due balance or property tax bill if water or wastewater arrearages can be identified.

2022 LIHWAP Income Eligibility

Persons In Household	Monthly Income
1	\$2,564.73
2	\$3,353.87
3	\$4,143.02
4	\$4,932.17
5	\$5,721.31
6	\$6,510.46
7	\$6,658.43
8	\$6,806.39
9	\$6,954.36
10	\$7,102.32

- A benefit payment may be applied to a customer's account in accordance with the following:
 - **One-time benefit:** a household may receive one benefit payment for water OR wastewater (including stormwater charges) or both if the bill includes both services during the program period (May 2022 through August 31, 2023).
 - **Maximum Benefit:** \$2,000.
 - **Coverage:** payment can cover the water OR wastewater arrearage amount (including stormwater charges), or both if the bill includes both services, to include current charges, late fees, reconnection fees, taxes, and other charges.
 - **Payment Agreement:** the water or wastewater system must have a payment agreement with the third-party funds disbursement partner, HORNE LLP, to receive payments.

GSD has executed a Payment Agreement with HORNE LLP and is set up to receive the third-party payments.

FINANCIAL IMPLICATIONS

Potential to reduce the overall past due accounts receivable, but more importantly will help struggling customers to bring their account current.

RECOMMENDATIONS

Direct office staff to distribute information and assist customers in obtaining the necessary paperwork for the details associated with past due water and sewer service charges.

ATTACHMENTS

Flier
LIHWAP Outreach Toolkit Pages



What is LIHWAP?

LIHWAP stands for the **Low Income Household Water Assistance Program**.

LIHWAP offers a **one-time payment** to help you pay your **past due water or wastewater bills**.

LIHWAP helps **pay overdue bills** which accrued during **any timeframe**.

There is no date restriction for when the overdue amount occurred.

How Do I Apply?

Households can apply for LIHWAP assistance through a local LIHWAP service provider.

Eligibility for LIHWAP services can vary depending on income, water system participation, place of residence, and other factors. Households whose utility payments are included in their rent may also be eligible for LIHWAP. Contact your local LIHWAP service provider to learn more about how to apply by visiting <https://csd.ca.gov/waterbill>.

What Can I Qualify For?

LIHWAP provides one-time payments to low-income households that are eligible for assistance. The size of a benefit can vary depending on the past due balance of the household's residential water and wastewater bills. In addition, program participation is limited to households receiving services from water and wastewater providers enrolled in LIHWAP to receive the payment of assistance benefits.

Households that qualify for LIHWAP could reduce their water or wastewater charges, or both if their bills include both services, by up to \$2,000.

If you are struggling to afford your water or wastewater bills, please visit csd.ca.gov/waterbill to see if you qualify for payment assistance through LIHWAP and to find the local service provider near you to apply.



Low Income Household Water Assistance Program Outreach Toolkit

Introduction

The Low Income Household Water Assistance Program (LIHWAP) provides **one-time financial assistance** to help Californians struggling to pay overdue **residential water or wastewater bills**. LIHWAP is funded by the federal government and administered by the [California Department of Community Services and Development](#) (CSD). Through LIHWAP, CSD works with a [network of community-based local service providers](#) to help low-income households pay down their outstanding water and wastewater utility bills.

Eligible households with past due residential water and wastewater bills can begin applying for LIHWAP assistance in June 2022.

CSD and its network of local service providers need your help to get the word out about LIHWAP to low-income households in need of water assistance!

How You Can Help

- Post and share LIHWAP social media on your organization's Facebook, Twitter, and Instagram channels. CSD created four social media posts with companion graphics that you can use to post and share.
- Include an article about LIHWAP in your organization's internal and external publications. Please see the sample newsletter text in this toolkit.

NOTE: This is sample copy. If you are interested in incorporating content into another form of communication or need additional information, please contact CSD for assistance at Web.Info@csd.ca.gov or 916-576-0950.

Get to Know LIHWAP

The following is general information about the LIHWAP program that can be used for website or collateral materials. A sample newsletter is located at the end of this Toolkit.

What is LIHWAP?

LIHWAP stands for the **Low Income Household Water Assistance Program**.

LIHWAP offers a **one-time payment** to help you pay your **past due water or wastewater bills**.

LIHWAP helps pay **overdue bills** which accrued during **any timeframe**. There is no date restriction for when the overdue amount occurred.

How Do I Apply?

Households can apply for LIHWAP assistance through a local LIHWAP service provider. Eligibility for LIHWAP services can vary depending on income, water system participation, place of residence, and other factors. Households whose utility payments are included in their rent may also be eligible for LIHWAP. Contact your local LIHWAP service provider to learn more about how to apply by visiting <https://csd.ca.gov/waterbill>.

What Can I Qualify For?

LIHWAP provides one-time payments to low-income households that are eligible for assistance. The size of a benefit can vary depending on the past due balance of the household's residential water and wastewater bills. In addition, program participation is limited to households receiving services from water and wastewater providers enrolled in LIHWAP to receive the payment of assistance benefits. Households that qualify for LIHWAP could reduce their water or wastewater charges, or both if their bills include both services, by up to \$2,000.

Contact your [local LIHWAP service provider](#) to learn more about eligibility and how to apply.

LIHWAP Sample Newsletter Text

Headline:

Behind on your water or wastewater bills? What is LIHWAP and how can it help?

Body:

All Californians deserve access to safe and clean water, and many households need assistance now.

LIHWAP stands for the Low Income Household Water Assistance Program and it may be able to help you pay your water or wastewater utility bill.

LIHWAP is a federally funded program that offers low-income households a one-time payment to help pay outstanding bills for residential water or wastewater costs. In the wake of the COVID-19 pandemic, the federal government awarded California funding to help households struggling to afford the costs of water, and many Californians in need may qualify.

The amount of help that you may get will depend on the past due balance of your household's residential water and wastewater bills. Households whose utility payments are included in their rent may also be eligible for LIHWAP. In addition, program participation is limited to households receiving services from water and wastewater providers enrolled in LIHWAP to receive the payment of assistance benefits.

LIHWAP can offer a one-time payment to help you:

1. Pay your residential water and wastewater utility bills.
2. Manage an emergency or water crisis, such as a service disconnection.
3. Prevent other adverse effects such as debt collection or placement of liens.

If you are struggling to afford your residential water or wastewater bills, please visit csd.ca.gov/waterbill to see if you qualify for payment assistance through LIHWAP and to find a local service provider near you to apply.

###



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

JOINT USE—EQUIPMENT RENTAL AGREEMENT

Neighboring Districts have requested use of our Backhoe, Hydro-Jetter and VacuumTrailer

I felt we needed to have discussion about renting our equipment, to who we rent it and what would be the requirements of such use.

Equipment would only be rented with our staff and only if available

If we entertain the idea of renting our equipment, it should only be with other public agencies

Additionally Insured from other Districts if equipment is requested

What hourly rate would be considered? \$175--\$250/hr is the range with operator included

Liability is a concern so a formal request application should be filled out at office

We want to work jointly with neighboring Districts and this may be a way to bridge this gap

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 fill out application and 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 (at owners expense) and results provided to GSD, before September of each year. (Refer to Sec 4.b) below.**
- 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 and for the testing companies 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. **All repairs and testing results must be given to GSD prior to September of every year or customer will be charged for GSD to have testing done.**
- 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.

RESOLUTION 22-008
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE WATER ORDINANCE,
SEC. 7.9, 3A-4B FIRE-FLOW REQUIREMENTS

A. WHEREAS, It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 7.9, 3A-4B Fire Flow Requirements

B. WHEREAS, Resolution 22-008 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, that when fire flow devices are required, a new connection fee will be required before project begins.

C. WHEREAS, This Resolution explains that it violates GSD Ordinance when you connect GSD water for Fire-Flow device, without providing and application, connection fee and inspection.

D. WHEREAS, The adaption of Resolution 22-008 will take effect immediately and will describe the Fire-Flow installation requirements.

E. WHEREAS, The new Water Ordinance, Sec. 7.9, 3A-4B Fire Flow Requirements, will replace the existing ordinance regarding water service for Fire-Flow requirements.

WATER ORDINANCE, SECTION 7.9, 3A-4B

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 fill out application and 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 (at owners expense) and results provided to GSD, before September of each year. (Refer to Sec 4.b) below.

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 and for the testing companies expense.

1. 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. All repairs and testing results must be given to GSD prior to September of every year or customer will be charged for GSD to have testing done.

- 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.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER

ORDINANCE, SEC. 7.9, 3A—3B FIRE-FLOW REQUIREMENTS

RESOLUTION 22-008 WAS PASSED, APPROVED AND ADOPTED THIS 28th DAY OF JUNE 2022 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan, Chair Person

ATTEST:

Ralph Emerson, General Manager

Sec 14.5 Drought Contingency Plan.

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

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

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

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

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

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

1. 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. (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



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

DROUGHT PREPAREDNESS

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

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

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

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

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

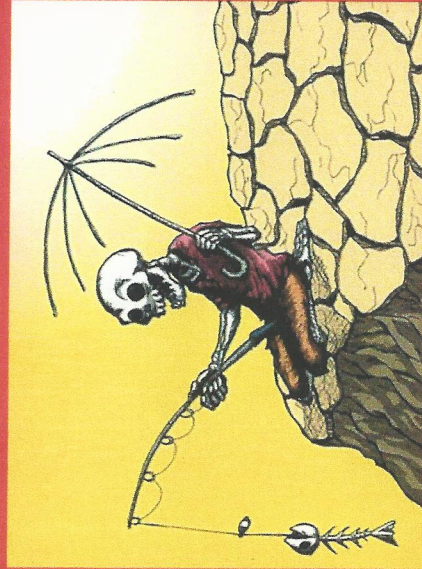
Please call our office for more information and we will notify you as river conditions change.

Ralph Emerson

**General Manager
Garberville Sanitary District**



**WE ARE IN A
DROUGHT**



**Please Conserve
Water**



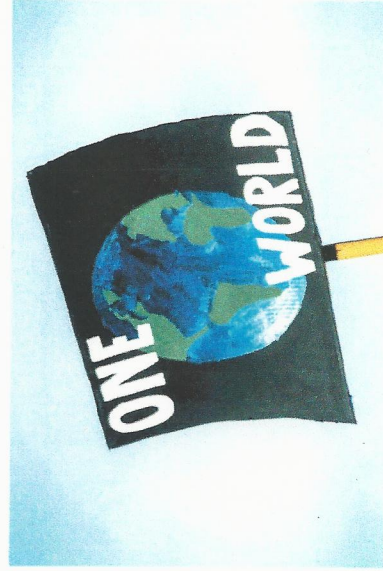
**Think before using
water because
waste is life
threatening**

**Drips lead to gallons of water waste
and higher bills**

**Please Check Our
Website For Ways To
Conserve Water**

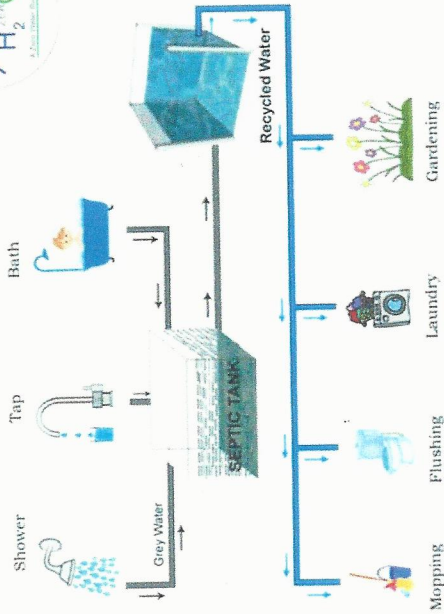
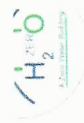
<https://garbervillesd.specialdistrict.org/>

**Garberville Sanitary District
919 Redwood Drive
Garberville Sanitary District
(707)923-9566
admin@garbervillesd.org**



Your water usage today will determine your water availability tomorrow.

CONSERVE WATER NOW



NON-COMPLIANCE MAY RESULT IN WATER DISCONTINUANCE WITH A \$100 RECONNECTION FEE

DROUGHT REQUIREMENTS

(1st phase)---All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when S. Fork Eel River reaches 10cfs

(2nd phase)--- Stop all outdoor watering except for animals, vegetables or fruit. Commercial AG customers use alternative water source. Takes effect when S. Fork Eel River reaches 7cfs

(3rd phase)--- Water use on specific days, designated by GSD. Takes effect when S. Fork Eel River reaches 5cfs.

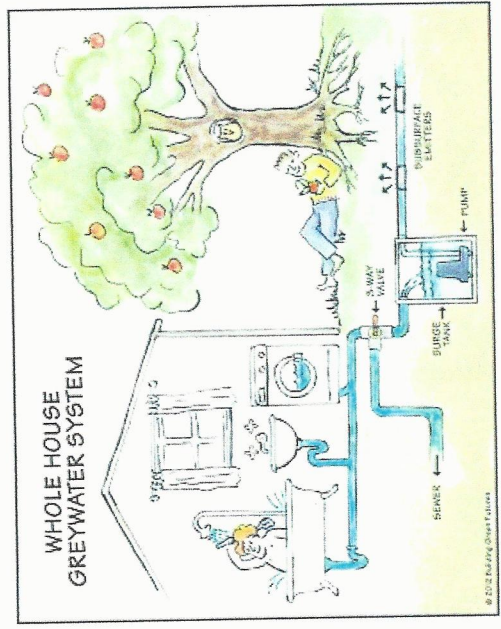
(4th phase)---Water for personal health and safety only with no allowance for outside watering. Takes effect when S. Fork Eel River reaches 4cfs

Eel River flow and CFS are found at:
<https://waterdata.usgs.gov/ca/nwis/uv/>
 site_no=11476500

This plan will be implemented and enforced by Garberville Sanitary District and the public will be made aware of this plan through customer outreach by the media, phone call, letter and the GSD website.

Customers will be required to conserve water including but not limited to gallons per day.

*****Store water for personal use*****



ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. [\(See Section 5.7\)](#)

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

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



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APPLICATION FOR POOL OR WATER STORAGE

Property and Contact Details:

Property to be served: _____ **APN #** _____

Applicant Details: (if not the owner)

Full Name: _____

Street Address: _____

Mailing Address: _____

Phone Work# _____ Cell Phone# _____

Email Address: _____

Residential Home or Apartment

Commercial

Pool or Water Storage Details:

a. Location _____

b. Gallons _____

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

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

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

Name _____ Date _____