

**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: October 27th 2020

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___, Linda Brodersen___, 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. COMMENTS ON CLOSED SESSION ITEM

V. THE BOARD WILL ENTER CLOSED SESSION

Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9

VI. OPEN SESSION

Report of Action taken in Closed Session

VII. 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

VIII. 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-

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 either before or during the consideration of that item. The Board reserves the right to limit the time of presentation by individuals and groups

IX. 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 June 2020 - Handout at Meeting
- A.2 Approve September 22, 2020 Regular Meeting Minutes - pg. 5-7
- A.3 Operations Safety Report- pg. 8-9

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 Update on New Rate Implementation **pg. 10**
 (discussion-possible action)
Motion: Second: Vote:
- B.2 Robertson Tank Removal-Replacement **pg. 11-14**
 (discussion-possible action) Update
Motion: Second: Vote:
- B.3 Technical Assistance Grant and Request **pg. 15-25**
 (discussion-possible action)
Motion: Second: Vote:
- B.4 Water Demand Comparison with Past Years
 (discussion-possible action) **Handout at Meeting**
Motion: Second: Vote:
- B.5 Emergency Operations Plan **pg. 26-30**
 (discussion-possible action)
Motion: Second: Vote:

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy 5.3.7—7.9 **pg. 31-39**
 (discussion-possible action) 2nd reading
Motion: Second: Vote:
- C.2 Drought Contingency Ordinance Sec. 14.5 **pg. 40-45**
 (discussion—action requested) 2nd reading resolution# 20-013
Motion: Second: Vote:

X. ITEMS FOR NEXT BOARD MEETING

1. Robertson Tank Replacement Project
2. Update on River Conditions
3. Customer Comment Report of GSD Staff
- 4.
- 5.

XI. ADJOURNMENT

Posting of Notice at the District Office no later than Date: October 24th, 2020. 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

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: October 27, 2020

We are still in the transition period after service charges were changed and have had multiple customers question the rates, while some are less friendly than others when discussing the charges. This is an agenda item so we will discuss in detail at that time.

Dan & Brian are cleaning the wastewater treatment ponds with our new backhoe and cleaning ditches to prepare for wet weather.

We have found leaks throughout District and repairing them as we find them, while replacing meters to ensure accurate water usage.

The safety measures for COVID-19 compliance have not impacted us greatly this month as customers are accustomed to using the payment box, paying by phone and credit card or wearing a mask when they come into office one at a time.

We continue working on the various stages of planning, funding and implementation of projects, which require a lot of communication between Staff, Jennie, the State and others but we are completing projects and moving forward to complete others.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, September 22, 2020

5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

@ 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Arrived at 5:03 p.m.

Linda Brodersen- Present

Doug Bryan- Present

Julie Lyon- Present

Dan Thomas- Present

III. APPROVAL OF AGENDA

Motion: Julie Lyon

Second: Dan Thomas

Vote: 4-0

Per customer request the Board moved B.8 after B.1

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- 0

Correspondence- Email letters from Maggie Coate, Peter Ryce

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date—no financials - **Pg. 5**

A.2 Approve Date: August 18, 2020 Regular Meeting Minutes - **Pg. 6-8**

A.3 Operations Safety Report- **Pg. 9-10**

Motion: Doug Bryan

Second: Dan Thomas

Vote: 5-0

B. GENERAL BUSINESS – *Action items*

- B.1 Rate Implementation and Update Pg. 11-13
(discussion—possible action)

The new rates took effect in August 2020. Staff is dealing with customer questions concerning the change in the rates. A few property owners have written letters to the Board concerning the change in their monthly service charges.

- B.2 Drought Planning Update Pg. 14-15
(discussion-action requested)

Change drought flyer again. Take away the portion that talks about fines. Doug Bryan suggested to have a water conservation chart for customers without a septic tanks.

- B.3 SHCP Update for Potable Water Pg. 16
(discussion-possible action)

The State Water Board will have to dismiss the protest and they have a process to do so. A new group was created within the division of water rights. The group is called the Administrative Hearings Office. Partly why this group was created is because the water board is a slow agency to get anything through. A memo has been prepared requesting that this project be transferred to that group so that it can be quickly processed.

- B.4 Robertson Tank-Repairs, Compliance Order and Proposal Pg. 17-35
(discussion-possible action)
Motion: Doug Bryan Second: Rio Anderson Vote: 5-0

The Robertson tank needs to be replaced not just repaired. The tank is in bad shape. The compliance order helped push the tank replacement funding up on the list. Linda entertained a motion to direct the Board Chair to sign the letter to the State Water Resource Control Board.

- B.5 Grant Update and Time line
(discussion-possible action)

Things are moving along as fast as the process will allow. The Robertson tank moved up the list due to the compliance order. Meadows waterline replacement project is still a priority of the Districts.

- B.6 Emergency Planning for Fires and Customer Safety Pg. 36
(discussion—possible action) Update from Staff
The District needs more water storage for any emergencies. The District is working on having a plan in place for any possible emergencies.

- B.7 Bulk Water Settlement Agreement with California Water Board Pg. 37-78
(Report-Status-Further Handling Direction)
(discussion-possible action)
Motion: Doug Bryan Second: Julie Lyon Vote: 5-0

The 40,000 from the county reserve needs to be removed from last year's budget into the current budget. The Board authorized the transfer of the 40,000 from the 2019 budget to the 2020 budget.

- B.8 Customer Request for Water and Adjustment to Service Charge
(discussion-possible action) information at meeting
B.8 was moved after B.1

The current tenant does not want to pay for two units on one meter.

Steve, the tenant attended the meeting on behalf of his landlords. The Board approved lowering Steve's EDU'S from 1.8 to a 1.6.

C. POLICY – ORDINANCE REVISION / ADOPTION

C.1 Personnel Policy 5.3.7—7.9 **Pg. 79-87**
(discussion-no action) 1st reading

**Line C. needs to be moved underneath the rest of the columns.
Take the green out. Bring Back.**

C.2 Sec. 14.5 Drought Contingency Plan **Pg. 88**
(discussion-no action) 1st reading

Bring Back.

IX. CLOSED SESSION

No Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Update on Customer Water Demand
2. Personnel Policy 5.3.7—7.9 2nd reading
3. Drought Contingency Ordinance Sec. 14.5
- 4.
- 5.

XII. ADJOURNMENT

@ 6:30 p.m.

RECEIVED
SEP 28 2020



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 10/20/20 Leader Name: Ralph Emerson

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

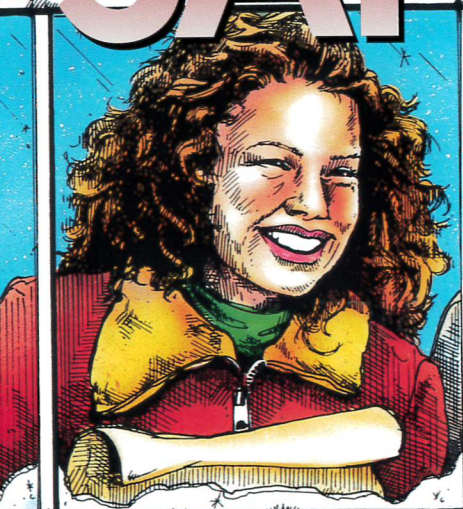
Name (print)

Name (signature)

1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Das Arcequin</u>	<u>Das Arcequin</u>
3. <u>Brian Mills</u>	<u>Brian Mills</u>
4. <u>Mary Nieto</u>	<u>Mary Nieto</u>
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20. _____	_____

Attachments: 1. Leader Discussion Guide 2. Safety Meeting Booklet

HOLIDAY SAFETY





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

UPDATE ON RATES AND CUSTOMER COMMENTS

We are now in our second month with new service charges but have learned a lot because customers call, leave notes on their payment or come into the office. What we have learned is that many customers expect the rate increase so that we can complete projects and keep up with the rising cost of services to all of us.

There are varying opinions about the rates which are not quite as positive but without exception the most vocal negative comments are from those who far exceed the normal daily water use range of 180-250 gallons per day.

These customers do not want to be charged an additional rate for excessive water use and have tried to find ways to reduce usage to lower the monthly service charge but there are others who approach this differently and express their opinions loudly and aggressively.

There are some customers of varying water demand amounts that refuse to pay any service charge because of COVID-19 and although we have authority to charge customers and collect service charges, the Governors order to not turn water off at this time does not eliminate the customers responsibility to pay all past due charges. We have been working with customers to develop payment plans to assist customers who have fallen behind but fortunately, there are only a few which fall into this category.

In an attempt to assist our customers, I talk to all of them who have questions about reducing water usage or a change in their service charges. Many contacts me about any customer who has a concern and after consulting with all staff; we do a site visit and present a plan to assist the customer.

As I previously stated, most customers understand the increase in rates to complete projects and update the water and wastewater infrastructure while keeping up with the increased cost to do business but the common statement is that they wish we would have had a more gradual increase.

We let customers know that rates have not increased in 7 years and that unfortunately, the new rates went into effect on one of the highest water usage months but looking forward and after consulting with staff and Jennie, we probably should consider a gradual increase and an ongoing rate study so as to not have to high of an increase in one year.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: October 27, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson Water Tank & Compliance Order
Directive Deadline Extension

GENERAL OVERVIEW

A Compliance Order was issued on August 28, 2020 by The Division of Drinking Water. The following Directives are included in the Compliance Order:

- “1. **By November 1, 2020**, remove all sediment from bottom of the Robertson Tank.*
- 2. **By December 31, 2020**, submit a design proposal for replacement of the Robertson Tank with either another tank or with the installation of a pressure reducing valve that complies with California Waterworks Standards.*
- 3. **By June 30, 2021**, construct a replacement tank or install a pressure reducing valve in accordance with the design proposal in Directive 1 above, and take the Robertson Tank offline permanently.*
- 4. Maintain all vegetation and grass to less than six inches of height within five feet of the tank.*
- 5. Inspect the exterior of the tank and access hatch for openings at least once per week. Seal all openings that are greater than 3/16" Dia. Look into the tank weekly via the access hatch and note any signs of animal intrusion or other signs of contamination. Records of the date and findings of each weekly inspection must be kept until the tank is replaced.*
- 6. If Garberville Sanitary District is unable to perform the tasks specified in this Order for any reason, whether within or beyond its control, and if Garberville Sanitary District notifies the Division in writing no less than thirty days in advance of the due date, the Division may extend the time for performance if Garberville Sanitary District demonstrates that it has made its best efforts to comply with the schedule and other requirements of this Order.”*

Directives #1, 4, and 5 are complete at this time. Directives #4 and 5 are things that are and will continue to be completed by Operations Staff. The District petitioned the Water Board to modify the order to postpone the deadlines recited in directives 2 and 3.

The requested extension has been granted. See attached letter from the Division of Drinking Water. The new language for Directives #2 and 3 now reads:

*“2. By **January 31, 2022**, submit a design proposal for replacement of the Robertson Tank with either another tank or with the installation of a pressure reducing valve that complies with California Waterworks Standards.*

*3. By **September 30, 2022**, construct a replacement tank or install a pressure reducing valve in accordance with the design proposal in Directive 2, and take the Robertson Tank offline permanently.”*

The application for the planning project grant is moving forward. The issuance of the Compliance Order resulted in the project being prioritized for quicker processing. We have now completed three of the four reviews needed for the project to be eligible for funding. The final review is for our financial capacity. This should be fairly straightforward as we are a severely disadvantaged community and that results in a 100% grant for a planning project. I continue to coordinate with the State as needed to keep the application moving through the process. I am hopeful that we can have a funding agreement in place by March 2021 and begin the design process for the tank replacement.

FINANCIAL IMPLICATIONS

None

RECOMMENDATIONS

None

ATTACHMENTS

Compliance Order Extension Letter

State Water Resources Control Board

Division of Drinking Water

October 14, 2020

Garberville Sanitary District (GSD)
P.O. Box 211
Garberville, CA 95812

Attention: Linda Broderson, Chair, Board of Directors

**COMPLIANCE ORDER NO. 01_01_20(R)_004
GARBERVILLE SANITARY DISTRICT PUBLIC WATER SYSTEM (PWS #1210008)
ROBERTSON TANK REPLACEMENT**

We have reviewed your letter, dated September 22, 2020, requesting an extension of the dates for compliance with Directive #2 and Directive #3 of Compliance Order No. 01_01_20(R)_004. Based on our review of the reasons noted in your letter, we agree that an extension is warranted for Directive #2 and Directive #3. The dates in Compliance Order No 01_01_20(R)_004 for Directive #4 is extended as follows:

Note: According to our records Garberville Sanitary District has complied with Directive #1

Refer to section entitled, DIRECTIVES:

2. **By January 31, 2022**, submit a design proposal for replacement of the Robertson Tank with either another tank or with the installation of a pressure reducing valve that complies with California Waterworks Standards.
3. **By September 30, 2022**, construct a replacement tank or install a pressure reducing valve in accordance with the design proposal in Directive 2, and take the Robertson Tank offline permanently.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

The Division reserves the right to make such modifications to the Order as it may deem necessary to protect public health and safety. Such modifications may be issued as amendments to this Order and shall be effective upon issuance. All submittals required by this Order shall be addressed to:

Barry Sutter, P.E., Klamath District Engineer
SWRCB, Division of Drinking Water
barry.sutter@waterboards.ca.gov

If you have any questions or if we can be of further assistance, please contact Scott Gilbreath at (530) 224-4876 or Barry Sutter at (530) 224-4875.



Kim Hanagan, PE, Chief, Northern California Section
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

System No. #1210008



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: October 27, 2020
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Planning Project Funding - Technical Assistance

GENERAL OVERVIEW

The GSD water system was purchased in 2004 from the privately held Garberville Water Company (GWC) after the death of the owner. GWC was incorporated in 1939 and was formed by connecting several small water systems with five pressure zones. No comprehensive evaluation of the operation of the combined system has ever been completed. Minimal water system as-built maps came with the purchase documents. The District has started mapping efforts but many holes still remain in the data. A full evaluation of GSD's overall storage capacity vs. maximum day demand and fire flow standards needs to be considered along with water distribution and hydraulic modeling to determine where additional or replacement storage should be sited among the four existing tank sites before the final design of the Robertson and Wallan tank replacement is completed. It is important to know where the storage capacity is needed to meet existing demands within the system at each pressure zone.

The attached application for Technical Assistance was submitted to the Division of Financial Assistance of the State Water Board on October 7, 2020. They have responded with "Thank you for submitting your TA Request Form. Your request is being reviewed for eligibility. Please allow up to three weeks for processing." We will keep you updated as more information is available.

FINANCIAL IMPLICATIONS

This would be 100% grant funds for the completion of the requested work. The project would be managed by a company that contracts directly with the State. District staff and consultants would only need to provide input as the owner of the system and any data or paperwork requested.

RECOMMENDATIONS

Confirm that the Board intends to accept Technical Assistance should the project be approved.

ATTACHMENTS

Application for Technical Assistance

REQUEST FOR TECHNICAL ASSISTANCE

Instructions: If an item is not relevant or unknown, enter "N/A" or "unknown."
Please e-mail the completed form to: DFA-TArequest@waterboards.ca.gov

Date of Submittal: Oct. 6, 2020

A. Community, System, or School Name: Garberville Sanitary District

Public Water System ID No. (if applicable): 1210008 County: Humboldt

Number of Service Connections: 471 Service Area Population: 913

Type of Organization: Municipal entity Private entity (Select one: nonprofit; for profit)

Tribe School/School district/Local education agency Other:

Estimated Median Household Income (MHI): \$ 28,265 (Source: US Census Bureau)

Estimated percentage of second or vacant homes: 2 %

B. Type of TA Need: Drinking Water Wastewater Storm Water Groundwater

C. Problem: Briefly summarize the problem or the TA needs.

The GSD water system was purchased in 2004 from the privately held Garberville Water Company (GWC) after the death of the owner. GWC was incorporated in 1939 and was formed by connecting several small water systems and has five pressure zones. No comprehensive evaluation of the operation of the combined system has ever been completed. Some system mapping has been completed but additional is needed to evaluate the pressures and elevations within the various zones. Identification of areas with substandard pressures is needed.

The system consists of aging pipelines that frequently break and necessitate emergency repairs. There are dozens of miles of asbestos cement and clay pipelines in diameters ranging from 2" to 8". The system experiences a substantial water loss from mostly unidentified sources. Repair and/or replacement of most of the aging pipelines are necessary. In 2014 the Fire Department had a hydrant test completed on the hydrants in the GSD and 15 of 31 were found deficient. A prioritization of which sections of pipeline are most critical for replacement is needed.

GSD received a Compliance Order in August 2020 requiring the replacement of the Robertson Tank. The District has two tanks (built 1922 and 1940) that are partially in-ground concrete with wood roof systems that are difficult to maintain to water standards. In addition, GSD has a forty year old redwood tank with leaks large enough in the top third of the tank that it must be operated only partially full. As part of the analysis on tank replacement, a full evaluation of GSD's overall storage capacity vs. maximum day demand needs to be considered along with water distribution and hydraulic modeling to determine where additional or replacement storage should be sited among the four existing tank sites.

D. Request: Briefly describe the assistance being requested.

System surveying and mapping for pressure zone elevations and operational pressures, water distribution system and hydraulic modeling, perform leak detection survey, identification of vulnerable service areas, identification of sections of pipeline most crucial for replacement, identification of water storage needs within each pressure zone, make recommendations for projects eligible for SRF applications and assist in preparation of planning project applications for each.

Is the regulatory agency (DDW, LPA, Regional Water Board, etc.) supportive of this project?

Yes, name of contact person/agency: Barry Sutter, SWRCB-DDW Klamath District No

Is this request associated with a compliance order?

Yes, Compliance Order No.: 01_01_20(R)_004 (attach a copy if available) No

E. Contact Information: Please provide a contact for correspondence regarding this request.

Jennie Short
Name

P.O. BOX 211
Mailing Address

707-223-4567
Phone Number

GSD Capital Projects Manager
Title/Organization

GARBERVILLE/CA 95525
City/State Zip Code

jmshort@garbervillesd.org
E-mail Address

TA Request Form, updated 11/25/2019



State Water Resources Control Board
Division of Drinking Water

August 28, 2020

Certified Mail No. 7017 0190 0000 6413 0898

Garberville Sanitary District
P.O.Box 211
Garberville, Ca 95542

Attention: Ralph Emerson, General Manager

Subject: Compliance Order No. 01_01_20(R)_004
Violation of the California Waterworks Standards
Garberville Sanitary District, Public Water System #1210008

Enclosed is Compliance Order No. 01_01_20(R)_004 (hereinafter "Order"), issued to the Garberville Sanitary District public water system. Please note that there are legally enforceable deadlines associated with this Order.

California Health and Safety Code (hereinafter "CHSC") Section 116577 provides that a public water system must reimburse the State Water Board for actual costs incurred by the State Water Board for specified enforcement actions, including preparing, issuing and monitoring compliance with an order. The Garberville Sanitary District will be billed at the State Water Resources Control Board's (hereinafter "State Water Board") hourly rate of approximately \$180 per hour for the time spent on issuing this Order. A bill will be sent by the State Water Board to Garberville Sanitary District in August of the next fiscal year. At this time, the State Water Board has spent approximately three hours on enforcement activities associated with the Order.

Any person who is aggrieved by a citation, order or decision issued under authority delegated to an officer or employee of the State Water Board under Article 8 (commencing with CHSC, Section 116625) or Article 9 (commencing with CHSC, Section 116650), of the Safe Drinking Water Act (CHSC, Division 104, Part 12, Chapter 4), may file a petition with the State Water Board for reconsideration of the citation, order or decision.

E. JOAQUIN ESQUIVEL, CHAIR | EILEEN SOBECK, EXECUTIVE DIRECTOR

364 Knollcrest Drive, Suite 101, Redding, CA 96002 | www.waterboards.ca.gov

Petitions must be received by the State Water Board within 30 days of the issuance of the citation, order or decision by the officer or employee of the State Water Board. The date of issuance is the date when the Division of Drinking Water mails a copy of the citation, order or decision. If the 30th day falls on a Saturday, Sunday, or state holiday, the petition is due the following business day by 5:00 p.m.

Information regarding filing petitions may be found at:

http://www.waterboards.ca.gov/drinking_water/programs/petitions/index.shtml

If you have any questions regarding this matter, please contact Scott Gilbreath at (530) 224-4876 or me at (530) 224-4875.

Sincerely,



Barry Sutter, P.E., Klamath District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

Enclosures

cc: Kim Hanagan, P.E., Chief, DDW, Northern California Section

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STATE OF CALIFORNIA
STATE WATER RESOURCES CONTROL BOARD
DIVISION OF DRINKING WATER

Public Water System: Garberville Sanitary District
Public Water System No: 1210008

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

Issued: August 27, 2020

COMPLIANCE ORDER FOR NONCOMPLIANCE
CALIFORNIA HEALTH AND SAFETY CODE, SECTION 116555 AND
CALIFORNIA WATERWORKS STANDARDS
DESIGN AND CONSTRUCTION OF DISTRIBUTION RESERVOIRS
Section 64585
Title 22, California Code of Regulations

The California Health and Safety Code (hereinafter "CHSC"), Section 116655 authorizes the State Water Resources Control Board (hereinafter "State Water Board"), to issue a Compliance Order to a public water system when the State Water Board determines that the public water system has violated or is violating the California Safe Drinking Water Act (hereinafter "California SDWA"), (CHSC Division 104, Part 12, Chapter 4, commencing

1 with Section 116270), or any regulation, standard, permit, or order issued or adopted
2 thereunder.

3
4 The State Water Board, acting by and through its Division of Drinking Water (hereinafter
5 “Division”), and the Deputy Director for the Division, pursuant to Section 116655 of the
6 CHSC, hereby issues Compliance Order No. 01_01_20(R)_004 (hereinafter “Order”) to
7 the Garberville Sanitary District for violations of California Code of Regulations (CCR),
8 California Waterworks Standards, Section 64585, Design and Construction of
9 Distribution Reservoirs.

10 11 **APPLICABLE AUTHORITIES**

12 CCR, Section 64551.10 defines a Distribution Reservoir as:

13 “Distribution reservoir” means any tank or other structure located within or connected to
14 the distribution system and used to store treated/finished drinking water.

15 CCR, Section 64585 (Design and Construction of Distribution Reservoirs) states in
16 relevant part:

17 (a) Each distribution reservoir shall meet the following:

18 (2) Vents and other openings shall be constructed and designed to prevent the entry of
19 rainwater or runoff, and birds, insects, rodents, or other animals;

20 (4) A reservoir shall not be designed, constructed, or used for any activity that creates a
21 contamination hazard.

22 23 **STATEMENT OF FACTS**

24 The Garberville Sanitary District is classified as a Community public water system
25 serving approximately 442 connections and 1500 people. The Garberville Sanitary
26 District water system consists of a surface water diversion, one well, a surface water
27

1 filtration and chlorination plant, the water distribution system, and four treated drinking
2 water storage tanks including the Robertson Tank.

3
4 The Robertson Tank is an aging circular in-ground concrete tank with a wood roof and a
5 storage capacity of approximately 50,000 gallons. The tank serves approximately 20
6 homes. It was constructed over 70 years ago and is in generally poor condition. It is
7 also vulnerable to damage by wildfire based on the location and use of wood as a
8 construction material.

9
10 Little consideration in the original design was given to convenient maintenance of the
11 Robertson Tank as evidenced by the reported lack of a dedicated drainage line and lack
12 of valving to allow for bypassing the tank. Without a dedicated drain and bypass, it is
13 difficult for Garberville Sanitary District staff to perform routine maintenance and interior
14 tank cleaning without draining the tank and consequently depressurizing the 20 homes
15 served by the tank. Reportedly, the tank has not been cleaned for many years and
16 sediment has accumulated on the bottom of the tank.

17
18 In 2019 and in 2020, while conducting routine sanitary surveys, Division staff identified
19 sanitary defects in the Robertson Tank including cracked concrete, tank leakage, a
20 poorly fitted access hatch, and small openings between the wood roof structure and the
21 top of the concrete tank. The remains of two lizards were identified at the bottom of the
22 tank during the 2020 inspection, suggesting they entered the tank by way of a small
23 opening somewhere in the tank structure.

24
25 As of the date of this Order, Garberville Sanitary District staff have removed the lizard
26 remains from the tank and sealed the identifiable openings. However, as the degradation
27

1 of the Robertson Tank continues the risk of animal intrusion and/or other contamination
2 will also continue.

3
4 **DETERMINATION**

5 The Division has determined the following:

- 6
- 7 1. The Robertson Tank suffers from fundamental design flaws leaving it
8 susceptible to animal intrusion and does not meet current standards outlined in
9 the California Waterworks Standards, Sections 64585(a)(2) and 64585(a)(4).
10
 - 11 2. The Robertson Tank is difficult to clean and maintain because it does not have a
12 dedicated drain line for cleaning purposes and there is no practical means to
13 bypass the Robertson Tank during maintenance.
14
 - 15 3. The above ground portion of the Robertson Tank is constructed of wood which is
16 combustible and is therefore highly vulnerable to damage by wildfire.
17

18 **DIRECTIVES**

19 Garberville Sanitary District is hereby directed to take the following actions:

- 20
- 21 1. **By November 1, 2020**, remove all sediment from bottom of the Robertson Tank.
22
 - 23 2. **By December 31, 2020**, submit a design proposal for replacement of the Robertson
24 Tank with either another tank or with the installation of a pressure reducing valve
25 that complies with California Waterworks Standards.
26
27

1 3. **By June 30, 2021**, construct a replacement tank or install a pressure reducing valve
2 in accordance with the design proposal in Directive 1 above, and take the Robertson
3 Tank offline permanently.

4
5 4. Maintain all vegetation and grass to less than six inches of height within five feet of
6 the tank.

7
8 5. Inspect the exterior of the tank and access hatch for openings at least once per
9 week. Seal all openings that are greater than 3/16" Dia. Look into the tank weekly
10 via the access hatch and note any signs of animal intrusion or other signs of
11 contamination. Records of the date and findings of each weekly inspection must be
12 kept until the tank is replaced.

13
14 6. If Garberville Sanitary District is unable to perform the tasks specified in this Order
15 for any reason, whether within or beyond its control, and if Garberville Sanitary
16 District notifies the Division in writing no less than thirty days in advance of the due
17 date, the Division may extend the time for performance if Garberville Sanitary District
18 demonstrates that it has made its best efforts to comply with the schedule and other
19 requirements of this Order.

20
21 If Garberville Sanitary District fails to perform any of the tasks specified in this Order by
22 the time described herein or by the time as subsequently extended pursuant to Directive
23 6 above, Garberville Sanitary District shall be deemed to have failed to comply with the
24 obligations of this Order and may be subject to additional enforcement action, including
25 civil penalties specified in the CHSC, Section 116650

1 All submittals required by this Order, unless otherwise specified in the directives above,
2 must be electronically submitted to the State Water Board at the following address. The
3 subject line for all electronic submittals corresponding to this Order must include the
4 following information: Water System name and number, compliance order number and
5 title of the document being submitted.

6
7 Barry Sutter, P.E., Klamath District Engineer
8 Barry.sutter@waterboards.ca.gov
9

10 The Division reserves the right to make such modifications to this Compliance Order as it
11 may deem necessary to protect public health and safety. Such modifications may be
12 issued as amendments to this Compliance Order and shall be effective upon issuance.

13
14 Nothing in this Compliance Order relieves Garberville Sanitary District of its obligation to
15 meet the requirements of the California Safe Drinking Water Act (CHSC, Division 104,
16 Part 12, Chapter 4, commencing with Section 116270), or any regulation, standard,
17 permit or order issued thereunder.

18 19 **PARTIES BOUND**

20 This Compliance Order shall apply to and be binding upon Garberville Sanitary District,
21 its owners, shareholders, officers, directors, agents, employees, contractors, successors,
22 and assignees.

23 24 **SEVERABILITY**

25 The Directives of this Compliance Order are severable, and Garberville Sanitary District
26 shall comply with each and every provision thereof notwithstanding the effectiveness of
27 any provision.

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FURTHER ENFORCEMENT ACTION

The California SDWA authorizes the Division to issue a citation or compliance order with assessment of administrative penalties to a public water system for violation or continued violation of the requirements of the California SDWA or any permit, regulation, permit or order issued or adopted thereunder including, but not limited to, failure to correct a violation identified in a citation or compliance order. The California SDWA also authorizes the Division to take action to suspend or revoke a permit that has been issued to a public water system if the system has violated applicable law or regulations or has failed to comply with an order of the Division; and to petition the superior court to take various enforcement measures against a public water system that has failed to comply with an order of the Division. The Division does not waive any further enforcement action by issuance of this citation or compliance order.

Kim Hanagan

8/28/2020

Kim Hanagan, P.E., Chief, Northern California Section
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

Date

Certified Mail No. 7017 0190 0000 6413 0898





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

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 be efficient in our efforts to survive any emergency.

EMERGENCY CONTACTS

911 Garberville Sanitary District—(707)923-9569
Office of Emergency Services—(707)445-7251 Sheriff's Office--(707)923-2761
Cal Fire—(707)923-2645 Humboldt County Road Department—(707) 445-7491
Garberville Fire Department—(707)923-3196 Cal-Trans—(707)923-9374
Hospital—(707)923-3921 PG&E—(800) 743-5000
Humboldt County Public Health—(707)445-6200 KMUD News— (707)-923-2605
Redwood Rural Health Center—(707)923-2783 Search & Rescue—911
Humboldt County Evacuation and Information Center—(707)268-2500
Emergency Alert Notification-- <https://member.everbridge.net/453003085616405/login>

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, 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

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

Earth Quake

Road Closures

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.

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.

Preparedness Resources

What Can Residents Do to Prepare for an Emergency?

Guides & Resources for Emergency Preparation

Plan Ahead for Disasters: Talk with your family and your neighbors. Your family may not be together if a disaster strikes, so it is important to know which types of disasters could affect your area.

[Are You Prepared: 72 Hours](#) - In a major disaster, it might be several days before vital services are restored.

[Are You Ready?](#) - A guide to Citizen Preparedness

[Plan Ahead for Disasters](#) - A guide from the Department of Homeland Security

[Public Health Preparedness and Response](#) — Center for Disease Control (CDC)

[Disaster Preparedness](#) - American Red Cross

[Prepare an Emergency Supply Kit](#) - Be prepared to use what you have on hand to make it on your own for at least three days, maybe longer, after a disaster.

[Citizens Organized to Prevent Emergencies \(COPE\)](#) - City of Santa Rosa Citizens Organized to Prepare for Emergencies (COPE) Program

What is the City doing to prepare for an emergency?

Continuity of Operations Plan (COOP)

The City of Santa Rosa is vulnerable to a host of hazards, including earthquakes, floods, winter storms, landslides/mudslides, hazardous material spills, droughts, civil unrest, terrorism, transportation disasters, and disease pandemics. Continuity of Operations (COOP) planning refers to the effort within individual cities, departments, and agencies to ensure a continuance of their essential functions across a wide range of potential emergencies. An organization's resiliency is directly related to the effectiveness of its continuity capability, and the ability of the organization to: protect its employees, customers, essential facilities, equipment, records, and other assets; reduce and mitigate disruptions to operations; prevent the loss of life and property damage; timely and orderly recovery from emergencies; and resumption of full service to customers.

Because local governments play an integral role in determining the needs of the public and providing essential services, such as police and fire services, road construction, and utilities, on a day-to-day basis, Continuity of Operations (COOP) planning is part of the fundamental mission of local governments. This COOP plan is designed to ensure the continuity of

government and performance of essential functions during and after an emergency, disaster or other disruption to normal City of Santa Rosa business operations.

Emergency Operations Plan (EOP):

This Emergency Operations Plan (EOP) is the ultimate authority for coordinating response and recovery operations in the City of Santa Rosa. Its primary intent is to govern such operations following incidents that require the involvement of multiple City departments, external organizations/jurisdictions, other levels of government, or mutual aid. This EOP identifies the City's emergency planning, organization, response policies, and procedures. The plan also addresses integration and coordination with other governmental levels when required. This plan is flexible enough to use in all emergencies and will facilitate response and short-term recovery activities. This plan is based on the functions and principles of the Standardized Emergency Management System (SEMS), which is based on the FIRESCOPE Incident Command System (ICS) and the National Incident Management System (NIMS) and identifies how the City fits into the overall SEMS/NIMS structure.

5.3.7 Jury Duty

Full-time employees who are summoned for jury duty will be paid the difference between their normal rate of pay and the jury duty pay for a period of up to 10 working days per year. Employees must provide the District with a copy of the payment records from the court in order to be compensated. Should the employee have to serve more than 10 days, the employee may **use accrued vacation time or** take unpaid time off.

The employee should make arrangements with **their supervisor the General Manager or designee** as soon as they receive the summons. **In fairness to the District,** Employees are expected to return to their job if they are excused from jury duty during their regular working hours.

5.3.8 Time off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official state sanctioned election, the employee may take off enough working time to vote. **Such time shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days notice. Time off to vote must be approved by the General Manager or designee.**

5.3.9 Leave of Absence

Under special circumstances, an employee with three months of employment A full time employee may be granted a leave of absence without pay **with approval from the General Manager or designee. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the General Manager.**

- a. Leave of absence for any purpose other than those listed above will be granted at the discretion of the General Manager **or designee.**
- b. The employee must use all paid vacation and personal days off (but not sick leave) before taking an unpaid leave of absence.
- c. The employee must pay premiums on all insurance, and may elect to make retirement contributions while on leave of absence. The District will resume paying its contribution when the employee returns to work.
- d. If the employee does not return to work at the end of the leave, it will be considered a voluntary termination. The employee will then be entitled to COBRA and any other benefits of voluntary termination.
- e. Employees will not accrue any paid time off while on personal leave.

5.4 Benefits

GSD provides medical insurance and a retirement plan for eligible employees and their dependents on the first day of the month following the completion of the introductory period. Eligible employees may participate in the District's benefits. Information and enrollment forms may be obtained from the office.

5.4.1 Health Insurance

- a. Full-time employees, after 30 days of employment, may participate in the insurance benefits currently provided by the District. Coverage starts on the first day of the month following enrollment. To assist you with the cost of this insurance, the District will pay for the employee portion of a single contract chosen by the Board of Directors. (If the employee chooses a plan that is above the Board's budgeted amount, the employee is responsible for paying the difference.) The employee will be responsible for paying the entire cost of the dependent coverage. In the event of an increase in medical insurance premium rates, all employees may be required to contribute to the cost of increased premiums to retain coverage.
- b. Permanent part-time employees may participate in the health insurance plan at their own expense, after 6 months of employment.

5.4.2 Retirement Benefits

The District provides eligible employees with an **Board approved** investment and savings plan **for retirement**. This plan is designed to be used in combination with the employee's Social Security benefits and personal resources to provide the employee with **retirement income**. **an assured income at retirement age**.

Eligibility for this plan **is begins** the month following **the** completion of the introductory period. **Full Time or Permanent Part Time** Employees who earned at least \$5,000 per calendar year **during any two preceding years** and **who** are expected to earn at least \$5,000 in the current year are eligible to participate in the plan.

GSD will contribute a dollar-for-dollar match up to 3% of each eligible employee's compensation. The employer match contribution is based on current IRS laws. Employee will be responsible for the start-up and maintenance fees of their retirement plan. The cost is \$10.00 per year for each employee to establish and maintain the plan. This is paid directly to the administration responsible for the plan.

The retirement program may be reviewed yearly for modifications.

5.4.3 Workers Compensation

On-the-job injuries are covered by the District's Worker's Compensation Insurance Policy provided at no cost to the employee.

- a. All District employees are covered by workers' compensation through SDWCA if they are injured on the job.
- b. Employees must report on-the-job injuries to their **supervisors General Manager or designee immediately**. SDWCA forms must be filled out within 24 hours of any injury requiring treatment. Forms and information are available at the GSD business office.

5.4.4 State Disability

- a. All District employees are eligible for a disability leave of absence due to illness, injury or pregnancy-related disabilities.
- b. Please provide the District written notice of disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.
- c. The employee is responsible for filing their claim and other forms promptly and accurately with the Employment Development Department (EDD). A claim may be obtained by calling EDD.
- d. The cost of this insurance is fully paid by the employee.
- e. The district will continue to provide medical insurance coverage for employees on authorized leave of absence due to physical disability for the first month of disability. When the above period expires, the employee may continue medical insurance coverage by making arrangements with the office to pay the appropriate monthly premium in advance each month.
- f. An employee's continued absence from work beyond their disability, as determined by their physician, will be deemed a voluntary termination of their employment.

5.4.5 Social Security

Social Security is more than a paycheck deduction. It offers financial security for the employee and their dependents. Although this is a federally established program, it is the employee's contributions, and the District's, that pay for this benefit.

Both the employee and the District contribute to provide the employee with monthly checks and medical coverage once the employee reach retirement age. These funds are then forwarded to the federal government to support the Social Security Program.

5.4.6 Water Service Discount

Full-time and permanent part-time employees residing in the District are entitled to water service at a discount equal to the base water rate during their employment with GSD.

6.0 PERSONNEL RECORDS

The employee has a right to inspect certain documents in their personnel file, as provided by law, in the presence of GSD representative at a mutually convenient time. No copies of documents in their file may be made, with the exception of documents that they have previously signed. The employee may add their comments to any disputed item in the file. GSD will restrict disclosure of their personnel file to authorized individuals with GSD. Any request for information contained in personnel files must be directed to the **District**

Administrator General Manager or designee. Only the General Manager **or designee** is authorized to release information about current or former employees. Disclosure of personnel information **to outside sourced** will be limited **by law and GSD Policy**. However, GSD will cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations and as otherwise legally required.

6.1 Names and Addresses

GSD is required by law to keep current all employees' name and addresses. Employees are responsible for notifying the District in the event of a name or address change.

6.1.2 Employee References

All requests for references must be directed to the General Manager **or designee**. No other person is authorized to release references for current or former employees. By policy, the District discloses the dates of employment, the title of the last position held, general description of last job duties, **reason for termination, and any incidents of violence of former employees.** If the employee authorizes the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage they last earned.

7.0 POLICIES REGARDING EMPLOYEE CONDUCT

7.1 Safety Policy

The District recognizes its responsibility for providing the safest possible conditions for its employees and customers. This responsibility is met by means of a safety program that is applied through the development of safety awareness among employees, the use of up to date safety equipment, and the continual inspection of conditions and practices by all levels of supervision. It is the responsibility of every employee to develop safe working habits. The development of proper attitudes toward safety is the only method to improve safe working habits. Therefore, training sessions play a large part in the safety program. The District wants to protect all employees and the public from injury and accidents. To accomplish this goal, the safety program involves all employees, and requires the active participation and cooperation of all to make it operate effectively.

Safety training sessions are conducted for all District employees, and employees are expected to perform in a safe manner. Negligent or unsafe conduct by an employee will result in disciplinary action. All employees must follow the safety procedures established by management. **The safety meeting, attendance and topics will be reported monthly at the regular Board meeting. The Chief Operator will report to the Board on annual completion of Safety training programs which he or she personally completes as well as certification of successful completion of the training program by all employees pursuant to the Chief Operator's job description set out in Appendix "B."**

7.1(a) Hazardous Work Conditions

Despite a collective and diligent effort to ensure safe working conditions for all District employees, there are hazards that cannot be foreseen or avoided.

Employees are expected to be aware of their surrounding at all times and to act safely and responsibly in the work place. Employees who are unsure, uncomfortable or hesitant should immediately notify the General Manager **or designee** before engaging in the potentially hazardous work.

Employees are NOT required to perform any task they consider to be dangerous or hazardous.

All incidents MUST be documented regardless of what the hazard or incident.

The following is a **non-exhaustive** list of certain hazardous conditions that may arise and responsive actions.

a. Animals biting or attacking---As a general rule, employees should keep a safe distance from stray or domestic animals. If an animal displays any tendencies perceived to be dangerous, do not come into contact with the animal, **ready carry** deterrent spray, contact the owner to control the animal, and call for assistance. If an employee is attacked, seek immediate medical attention and report the attack to **a supervisor the General Manager or designee** and law enforcement **if needed**.

b. Angry and threatening people---Employees are likely to encounter combative people during their employment. In such circumstances, employees should remain calm, professional, and respectful. Employees should remove themselves from the situation by leaving the area and should not, under any circumstances, respond aggressively. Employees should immediately report the incident to the General Manager or designee and law enforcement if needed.

c. Needles and dangerous paraphernalia—Employees who encounter needles or drug paraphernalia should immediately notify law enforcement and the General Manager or designee. Employees should not attempt to remove the item, unless appropriate safety precautions are taken, including avoiding contact with bare skin by wearing protective gloves and ensuring proper disposal. If an employee is injured by any object, go directly to the emergency room and notify General Manager or designee.

c. Being asked to do work for Customers—If a customer asked you to assist them, employees must first notify the General Manager or designee for prior approval. Employees should not provide assistance to customers if it involves going in private residences or on private property to perform work. **Under no circumstances may an employee accept payment for work performed for a customer if during work hours for the District.**

d. Working alone---If conditions are dangerous, employees should stop, call for assistance, and notify General Manager or designee.

e. Working in confined spaces or with chemicals---Employees should always notify a co-worker and the General Manager or designee in advance of performing the work in confined spaces or with any chemicals. Only employees who have obtained the proper training and certifications should perform any work with chemicals. If an employee is unsure, ask the General Manager or designee first. Employees should comply with any and all required precautions, such as the mandatory use of protective equipment.

7.2 Smoking Policy

GSD is committed to providing a safe and healthy environment for employees and visitors. Therefore, smoking is not permitted in the workplace.

7.3 Alcohol and Drug Use Policy

In accordance with our general personnel policies, whose overriding concern is a regard for the employee as an individual as well as a worker, GSD has adopted the following policy:

- a. We believe alcoholism and drug dependencies are illnesses and should be treated as such.
- b. We believe the majority of employees who develop these dependencies can be helped to recover, and the District shall offer or facilitate appropriate assistance for the employee.
- c. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the employee. However, continued refusal of an employee to seek treatment when it appears that substandard performance may be caused by any illness is not tolerated.
- d. We believe it is in the best interest of employees and the District that when alcoholism or drug dependency is present, it should be diagnosed and treated at the earliest possible stage. The District requires all new employees to pass a drug screening, and may, at its discretion, require further drug screening.
- e. Confidential handling of the diagnosis and treatment of alcoholism or drug dependency will be the responsibility of the appropriate manager and the General Manager.
- f. The objective of this policy is to retain employees who may develop alcohol or drug dependency by helping them to arrest its further advance before the condition renders them unemployable.
- g. All employees should be aware that the use of alcohol or any drugs interfering with safe and efficient functioning on the job is a matter of District concern and will be dealt with in an appropriate manner.
- h. Employees are prohibited from drinking alcoholic beverages on company time or on company premises, reporting to work or driving a District vehicle while under the influence of alcohol or drugs. Employees are prohibited from working, driving a District vehicle or appearing on Garberville Sanitary District premises under the influence of or in the possession of alcohol, illegal drugs, controlled substances, prescription drugs, or over-the-counter remedies that may impair the employee's ability to function, or that may endanger the safety of others.
- i. Substantial evidence of illegal actions on the job, including the use of illegal drugs, when such actions can be traced to specific employees, will be reported to the appropriate authority and will result in disciplinary action by the District.
- j. Employees convicted of illegal drug traffic charges will be immediately terminated. Employees found to be involved in such traffic on company premises or during working hours will be terminated and reported to the appropriate authorities.
- k. All employees must pass a drug and alcohol screen prior to beginning their duties. (See section 3.3.) The District reserves the right to screen employees for drug use as permitted by law including random drug screening of all employees, including managers, as well as drug and alcohol testing of individuals for cause.

7.4 Non-Harassment Policy

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

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

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

7.5 Standards of Conduct

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

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

7.6 General Office and Field Policies

- a. Only Board Members, District employees, or authorized visitors are permitted in the office area behind the counter or on District property.
- b. Unauthorized or excessive personal use of telephones, Internet, and other office equipment, or District property, is not allowed.
- c. District Vehicle Usage: During working hours, trips for personal purposes will be avoided. Occasionally, stopping at a store in route to a business destination, or going to a restaurant (within close proximity of your work location) for lunch is permitted. **While going to or from work, occasionally stopping to buy groceries, pick up laundry, medication, etc., is not appropriate.**
- d. Other than the foregoing uses, District Vehicles will not be used for any personal purposes without prior written approval. **This means that weekend or after-hour trips to the store (regardless of how close to home), trips back to the office to retrieve forgotten personal items, or any other non-business usage will not be permitted.**
- e. Personal Vehicle Usage: When an employee is authorized to use his/her personal vehicle in the performance of GSD work, he/she shall be reimbursed for the cost of said use on the basis of total miles driven and at the rate specified in the Internal Revenue Service Guidelines in effect at the time of said usage.
- f. Use of personal vehicles shall not be authorized for the performance of GSD work if a suitable GSD vehicle is available and safely operational.
- g. Every attempt shall be made to coordinate work so that GSD vehicles are available and operational for the performance of said work.
- h. Proof of adequate insurance coverage for collision, personal injury, and property damage shall be required by the GSD of any employee using a personal vehicle in the performance of GSD work.
- i. Tools will be inventoried annually by field staff. Employees are expected to use all tools and equipment with care and good judgment. Damage to tools and equipment must be reported to the Chief Operator or General Manager as soon as possible.

- j. Dress will be appropriate for the work to be performed. Employees must maintain a clean, neat appearance when working with the public.
- k. GSD reserves the right to inspect all GSD property to insure compliance with its rules and regulations, with or without notice to employee and/or in the employee's absence.
- l. GSD may keep a record of all passwords or codes used for any GSD electronic or other equipment, and GSD may at any time access any and all information on such equipment.

7.7 Approval of Expenditures

- a. Total expenditures for one calendar day by an employee for any single item or group of related items, may not exceed \$200.00, without advance General Manager **or designee** approval.
Managers may set lower limits for expenditures by their staff.
- b. Exceptions to the above limits are chemical, materials and services for routine operation of water and wastewater plants and systems, and routine office supplies and expenses.
- c. Employees must follow the chain of command to obtain approval for emergency expenditures.
- d. The General Manager **or designee** shall **prepare a written submit a** report to the Board for all emergency expenditures exceeding \$2,000.00 for any single item **for at** the next Board Meeting.

7.8 Questions regarding Board Members

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member should always be referred to the General Manager **or designee**. The General Manager **or designee** shall contact the Fair Political Practice Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not **attempt to** respond to questions or comments on issues that are the sole responsibility of the General Manager **or designee**.
- b. For security reasons, inquiries regarding plant design or operational specifics may be referred to the Board at management's discretion.

7.9 News Media Contacts

Employees may be approached for interview or comments by the news media. Only the General Manager, **designee or Board Chairperson** may comment to news reporters on GSD policy or events relevant to GSD.

Sec 14.5 Drought Contingency Plan.

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

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

Customers will be required to conserve water including but not limited to gallons per day water usage and **non-compliance may result in water discontinuance with a \$100 reconnection fee.** **if they don't comply, may be fined for gallons of water used above the maximum allowed.**

1. **1st phase—All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when the S. Fork Eel River reaches 10cfs.**
2. **2nd phase---Stop all outdoor watering except for animals, vegetables or fruit. Commercial Agriculture Customers use alternative water source. Takes effect when S. Fork Eel River reaches 8cfs.**
3. **3rd phase---Water use on specific days, designated by GSD. Takes effect when the S. Fork Eel River reaches 7cfs.**
4. **4th phase---Water for personal health and safety only with no allowance for outside watering. Takes effect when the S. Fork Eel River reaches 5cfs**
5. Continual updates to customers will educate and inform of conditions
6. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
7. Ongoing: gray water education for irrigation
8. Ongoing: educate customers on personal water storage opportunities and conservation measures
9. Ongoing: leak monitoring and repairs
10. Ongoing: build additional water storage tanks or ponds
11. 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



**WE ARE IN A
DROUGHT**



**Please Conserve
Water**



**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

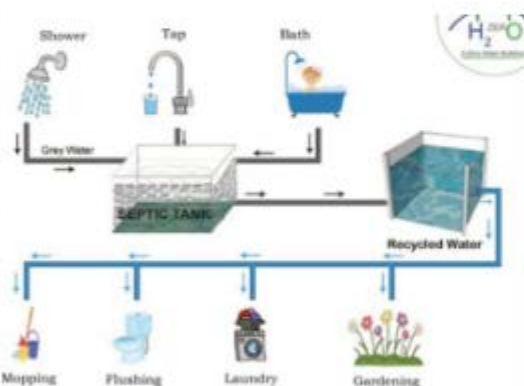
**Think before using
water because
waste is life
threatening**

Drips lead to gallons of water waste
and higher bills



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 8cfs

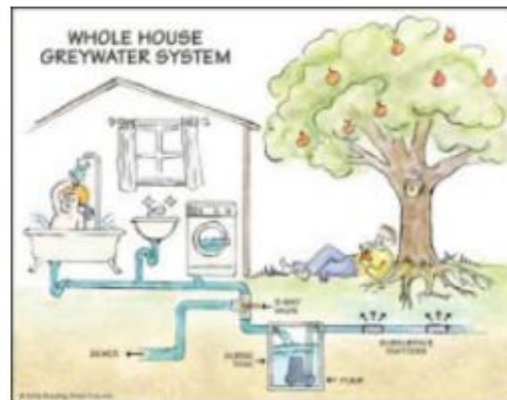
(3rd phase)--- Water use on specific days, designated by GSD. Takes effect when S. Fork Eel River reaches 7cfs.

(4th phase)---Water for personal health and safety only with no allowance for outside watering. Takes effect when S. Fork Eel River reaches 5cfs

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.



RESOLUTION 20-013
THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY
DISTRICT TO CHANGE THE DROUGHT CONTINGENCY
PLAN WATER ORDINANCE, SEC. 14.5

A. WHEREAS, It has been determined that the Garberville Sanitary District will change the Drought Contingency Ordinance Sec. 14.5, to be consistent with the Governing Board direction.

B. WHEREAS, Resolution 20-013 will define the Drought Contingency Plan and Ordinance which will take effect when GSD, Humboldt County or the State declares a drought or emergency conditions from reduced water flow and capacity required for domestic water demand.

C. WHEREAS, This Resolution explains the customer requirements during a declared drought along with the river CFS that initiate the drought contingency plan phases.

D. WHEREAS, The adaption of Resolution 20-013 will take effect immediately and will replace the existing drought contingency plan, Sec.14.5, 1-11.

DROUGHT CONTINGENCY ORDINANCE: SEC. 14.5

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

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

Customers will be required to conserve water including but not limited to gallons per day water usage and non-compliance may result in water discontinuance with a \$100 reconnection fee.

1. 1st phase—All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when the S. Fork Eel River reaches 10cfs.
 2. 2nd phase---Stop all outdoor watering except for animals, vegetables or fruit. Commercial Agriculture Customers use alternative water source. Takes effect when S. Fork Eel River reaches 8cfs.
 3. 3rd phase---Water use on specific days, designated by GSD. Takes effect when the S. Fork Eel River reaches 7cfs.
 4. 4th phase---Water for personal health and safety only with no allowance for outside watering. Takes effect when the S. Fork Eel River reaches 5cfs
 5. Continual updates to customers will educate and inform of conditions
 6. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
 7. Ongoing: gray water education for irrigation
 8. Ongoing: educate customers on personal water storage opportunities and conservation measures
 9. Ongoing: leak monitoring and repairs
 10. Ongoing: build additional water storage tanks or ponds
 11. 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 DROUGHT CONTINGENCY WATER ORDINANCE, SEC. 14.5 DROUGHT CONTINGENCY PLAN.

RESOLUTION 20-013 WAS PASSED, APPROVED AND ADOPTED THIS 27th DAY OF OCTOBER 2020 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager