

**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 22, 2019
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___, Richard Thompson___, Julie Lyon_____

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 REQUIRED

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members-

Correspondence-

General Manager—Ralph Emerson

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

- B.8 Cannabis Agriculture Meter Letter Response pg. 49-50
 (discussion-possible action)
Motion: **Second:** **Vote:**
- B.9 Update on Projects pg. 51
 (discussion—possible action) **pump/motor- Dan update**
- B.10 Update GSD Signatory card for Umpqua Bank pg. 52-55
 (discussion—action requested) resolution #19-006
- B.11 CSDA Conference Update pg. 56
 (information Only) Ralph

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance: Article 10—re-connection, after hours pg 57-59
 (discussion possible action) 2nd reading---resolution #19-005
Motion: **Second:** **Vote:**
- C.2 Updated Water Ordinance--Complete pg.60-79
 (discussion-no action) first reading
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

- A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Study
2. Project and Funding Update
3. Completed Water Ordinance
4. Board Member Vacancy Update

XII. ADJOURNMENT

Posting of Agenda at the District Office will be no later than, Date: October 18, 2019. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

GENERAL MANAGER REPORT

Date: October 22, 2019

I attended the CSDA Annual Conference and want to thank you for allowing me to participate because I am learning from other Agencies, Managers and Professionals in this field, while sharing ideas on how to better serve our Districts and avoid some of the obstacles which are associated with Public Governance.

We have been working with customers to catch up on their late service charges but there seems to be a few more than normal which are falling farther behind and as we pursue the collection process in our Ordinances, there is internal discussion with staff about when do we pursue liens and small-claims reimbursement because we spend a substantial amount of money and time on these collection procedures. I plan on doing more research and bring this topic to the November meeting, where we can address this together.

The District is evolving with many changes of occupancy, developers adding new businesses and multiple community groups working toward making a better Southern Humboldt, while addressing all of the problems which have hindered a positive atmosphere for families and visitors. I feel very fortunate to participate with our Board and staff to assist in this movement and look forward watching the improvements continue.

I have been going to the high water users and investigating what the water is used for while giving the approved letter from GSD to comply with our commercial agricultural water use requirements. This includes filling out an application of water use and demand projections, it also requires purchase of and installation of an agricultural water use meter which will separate residential use from commercial agricultural use.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 22, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: July 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for July 2019.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue	976,520.00	81,649.07	85,447.20	(3,798.13)	😞
Total Expenses	1,269,091.00	106,131.90	105,586.74	545.16	😞
Net Income (excluding Depreciation)	(292,571.00)	(24,482.83)	(20,139.54)	(4,343.29)	😞
Payroll	383,338.00	31,071.37	31,944.82	(873.45)	😊
Repair & Maintenance	48,500.00	1,277.39	4,041.66	(2,764.27)	😊

As can be seen on the “Statement of Cash Flows Report for Board - July 2019” and the “Balance Sheet Report for Board As of July 2019”:

- Net cash **DECREASE** for July is \$ **37,889.44**, and the year to date cash **DECREASE** is the same. Much of this is for the annual payment of liability and worker’s compensation insurance.
- Expenditures for fixed asset acquisition so far this year total \$ **0**.
- Total payments on loans so far this year total \$**28,114.67** of an expected year-end total of \$**164,903**.
- Total payroll costs are just under the YTD budgeted amount.
- The overtime wages are basically equal to the YTD budgeted amount.

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 between Current month and Fiscal Year ending June 30, 2018
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget
4. Check Register Report for all checks issued in July 2019

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
July 2019

	Current Month July 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	29,222.10	29,222.10	30,618.58	300,000.00	-1,396.48
4110 · Commercial	19,128.11	19,128.11	22,453.63	220,000.00	-3,325.52
Total Water Charges	48,350.21	48,350.21	53,072.21	520,000.00	-4,722.00
4200 · Sewer Charges	31,433.06	31,433.06	30,416.67	365,000.00	1,016.39
4300 · Connection Fees	0.00	0.00	0.00	40,000.00	0.00
4650 · Late Charges	1,335.00	1,335.00	791.66	9,500.00	543.34
4700 · Other Operating Revenue	500.00	500.00	416.66	5,000.00	83.34
Total Income	81,618.27	81,618.27	84,697.20	939,500.00	-3,078.93
Gross Profit	81,618.27	81,618.27	84,697.20	939,500.00	-3,078.93
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	29.16	350.00	-29.16
5005 · Bad Debts	30.00	30.00	291.66	3,500.00	-261.66
5010 · Bank Charges					
5012 · Merchant Account Fees	262.21	262.21	216.66	2,600.00	45.55
5010 · Bank Charges - Other	135.24	135.24	158.34	1,900.00	-23.10
Total 5010 · Bank Charges	397.45	397.45	375.00	4,500.00	22.45
5020 · Directors Fees	0.00	0.00	166.66	2,000.00	-166.66
5030 · Dues and Memberships	150.00	150.00	320.84	3,850.00	-170.84
5035 · Education and Training	0.00	0.00	250.00	3,000.00	-250.00
5036 · Education and Training - B.O.D.	0.00	0.00	25.00	300.00	-25.00
Insurance					
5040 · Liability	2,246.24	2,246.24	2,246.24	26,954.96	0.00
5050 · Workers' Comp	619.36	619.36	670.83	8,050.00	-51.47
5055 · Health					
5055.1 · Employee Portion	-607.62	-607.62	-650.00	-7,800.00	42.38
5055 · Health - Other	3,342.54	3,342.54	3,650.00	43,800.00	-307.46
Total 5055 · Health	2,734.92	2,734.92	3,000.00	36,000.00	-265.08
Total Insurance	5,600.52	5,600.52	5,917.07	71,004.96	-316.55
5060 · Licenses, Permits, and Fees	1,635.00	1,635.00	1,666.67	20,000.00	-31.67
5065 · Auto	23.79	23.79	208.34	2,500.00	-184.55
5070 · Miscellaneous	0.00	0.00	8.34	100.00	-8.34
5080 · Office Expense	539.78	539.78	583.34	7,000.00	-43.56
5085 · Outside Services	513.58	513.58	720.84	8,650.00	-207.26
5090 · Payroll Taxes	2,002.26	2,002.26	2,434.83	29,218.00	-432.57
5100 · Postage	498.79	498.79	233.34	2,800.00	265.45
5110 · Professional Fees	6,441.26	6,441.26	6,266.66	75,200.00	174.60
5120 · Property Taxes	0.00	0.00	0.00	50.00	0.00
5125 · Repairs and Maintenance	0.00	0.00	41.66	500.00	-41.66
5130 · Rents	1,670.00	1,670.00	835.00	10,020.00	835.00
5135 · Retirement	621.50	621.50	637.50	7,650.00	-16.00
5137 · Supplies	0.00	0.00	100.00	1,200.00	-100.00
5140 · Telephone	935.61	935.61	927.08	11,125.00	8.53

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
July 2019

	Current Month July 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5145 · Tools	0.00	0.00	166.66	2,000.00	-166.66
5150 · Travel and Meetings	0.00	0.00	83.34	1,000.00	-83.34
5155 · Utilities	440.82	440.82	250.00	3,000.00	190.82
5160 · Wages					
5165 · Wages - Overtime	354.38	354.38	166.66	2,000.00	187.72
5160 · Wages - Other	12,421.69	12,421.69	13,435.00	161,220.00	-1,013.31
Total 5160 · Wages	12,776.07	12,776.07	13,601.66	163,220.00	-825.59
5170 · Vacation Accrual Adjustment	0.00	0.00		2,000.00	0.00
Total Administrative and General	34,276.43	34,276.43	36,140.65	435,737.96	-1,864.22
Sewage Collection					
6010 · Fuel	154.77	154.77	235.10	2,821.25	-80.33
6030 · Repairs and Maintenance	0.00	0.00	666.67	8,000.00	-666.67
6040 · Supplies	0.00	0.00	250.00	3,000.00	-250.00
6050 · Utilities	593.60	593.60	416.67	5,000.00	176.93
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	592.50	592.50	166.67	2,000.00	425.83
6060 · Wages - Other	2,341.25	2,341.25	2,500.00	30,000.00	-158.75
Total 6060 · Wages	2,933.75	2,933.75	2,666.67	32,000.00	267.08
Total Sewage Collection	3,682.12	3,682.12	4,235.11	50,821.25	-552.99
Sewage Treatment					
6075 · Fuel	154.77	154.77	235.10	2,821.25	-80.33
6080 · Monitoring	0.00	0.00	583.33	7,000.00	-583.33
6100 · Repairs and Maintenance	13.75	13.75	833.33	10,000.00	-819.58
6110 · Supplies	23.69	23.69	791.67	9,500.00	-767.98
6120 · Utilities	1,409.00	1,409.00	766.67	9,200.00	642.33
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	0.00	0.00	83.33	1,000.00	-83.33
6130 · Wages - Other	4,005.05	4,005.05	2,083.33	25,000.00	1,921.72
Total 6130 · Wages	4,005.05	4,005.05	2,166.66	26,000.00	1,838.39
Total Sewage Treatment	5,606.26	5,606.26	5,376.76	64,521.25	229.50
Water Trans and Distribution					
7075 · Fuel	154.77	154.77	235.10	2,821.25	-80.33
7090 · Repairs and Maintenance	1,263.64	1,263.64	1,250.00	15,000.00	13.64
7100 · Supplies	2,317.07	2,317.07	1,000.00	12,000.00	1,317.07
7110 · Utilities	1,177.90	1,177.90	766.67	9,200.00	411.23
7120 · Wages					
7125 · Wages - Overtime Water Trans &	312.00	312.00	416.67	5,000.00	-104.67
7120 · Wages - Other	3,045.85	3,045.85	2,500.00	30,000.00	545.85
Total 7120 · Wages	3,357.85	3,357.85	2,916.67	35,000.00	441.18
Total Water Trans and Distribution	8,271.23	8,271.23	6,168.44	74,021.25	2,102.79
Water Treatment					
7020 · Fuel	154.80	154.80	235.10	2,821.25	-80.30
7010 · Monitoring	380.00	380.00	291.67	3,500.00	88.33
7030 · Repairs and Maintenance	0.00	0.00	1,250.00	15,000.00	-1,250.00
7040 · Supplies	0.00	0.00	1,166.67	14,000.00	-1,166.67
7050 · Utilities	5,863.47	5,863.47	3,833.33	46,000.00	2,030.14

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
July 2019

	Current Month July 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7060 · Wages					
7065 · Wages - Overtime Water Treatment	90.00	90.00	500.00	6,000.00	-410.00
7060 · Wages - Other	1,930.61	1,930.61	3,350.00	40,200.00	-1,419.39
Total 7060 · Wages	2,020.61	2,020.61	3,850.00	46,200.00	-1,829.39
Total Water Treatment	8,418.88	8,418.88	10,626.77	127,521.25	-2,207.89
Total Expense	60,254.92	60,254.92	62,547.73	752,622.96	-2,292.81
Net Ordinary Income	21,363.35	21,363.35	22,149.47	186,877.04	-786.12
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	25,500.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,900.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	250.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	27,710.00	0.00
8060 · Interest Income	30.80	30.80	750.00	9,000.00	-719.20
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	30.80	30.80	750.00	37,020.00	-719.20
Other Expense					
9010 · Other Expenses	2,030.00	2,030.00			2,030.00
9040 · Depreciation	41,063.42	41,063.42	42,083.33	505,000.00	-1,019.91
9050 · Interest Expense	2,783.56	2,783.56	955.68	11,468.04	1,827.88
Total Other Expense	45,876.98	45,876.98	43,039.01	516,468.04	2,837.97
Net Other Income	-45,846.18	-45,846.18	-42,289.01	-479,448.04	-3,557.17
Net Income	-24,482.83	-24,482.83	-20,139.54	-292,571.00	-4,343.29
9040 · Depreciation	41,063.42	41,063.42	42,083.33	505,000.00	(1,019.91)
Net Income excluding Depreciation	16,580.59	16,580.59	21,943.79	212,429.00	(5,363.20)

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
 As of July 31, 2019

	Jun 30, 19	Jul 31, 19	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	135,036.46	97,123.06	(37,913.40)	
1006 · Umpqua System Reserve - Water	25,738.24	25,745.89	7.65	
1007 · Umpqua System Reserve - Sewer	31,183.83	31,193.10	9.27	
1011 · Water Enterprise Fund	46,680.32	46,694.20	13.88	
1030 · County Treasury - Sewer Reserve	440,039.31	440,039.31	0.00	
1031 · County Treasury - Water Reserve	246,071.74	246,071.74	0.00	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	198.54	191.70	(6.84)	
Total Checking/Savings	924,987.95	887,098.51	(37,889.44)	
Accounts Receivable				
11000 · Accounts Receivable - Other	1,415.00	1,415.00	0.00	
Total Accounts Receivable	1,415.00	1,415.00	0.00	
Other Current Assets				
1111 · Insurance Proceeds Receivable	0.00	0.00	0.00	
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,208.29)	(2,169.56)	(961.27)	
1100 · Accounts Receivable - Other	97,849.33	99,910.55	2,061.22	
Total 1100 · Accounts Receivable	96,641.04	97,740.99	1,099.95	
1450 · Prepaid Rent	0.00	0.00	0.00	
1500 · Prepaid Insurance	3,342.54	28,051.26	24,708.72	
1501 · Prepaid Workers Comp	0.00	7,433.35	7,433.35	
1502 · Prepaid Expenses	0.00	0.00	0.00	
1510 · Prepaid Licenses and Permits	0.00	17,985.00	17,985.00	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	94,983.58	146,210.60	51,227.02	
Total Current Assets	1,021,386.53	1,034,724.11	13,337.58	
Fixed Assets				
CIP - CCC Replace - Insurance	(350,525.62)	(350,525.62)	0.00	
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	350,525.62	350,525.62	0.00	
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,015,106.82	8,015,106.82	0.00	
Water System	142,474.97	142,474.97	0.00	
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	
Collection	2,387,355.88	2,387,355.88	0.00	
Treatment	507,552.59	507,552.59	0.00	

GARBERVILLE SANITARY DISTRICT
Balance Sheet Report for Board
 As of July 31, 2019

	Jun 30, 19	Jul 31, 19	Difference	Notes
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,831,080.02	5,831,080.02	0.00	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,866,415.30)	(1,892,585.76)	(26,170.46)	
Accumulated Depreciation-Sewer	(1,990,685.10)	(2,005,578.06)	(14,892.96)	
Total Fixed Assets	10,652,358.25	10,611,294.83	(41,063.42)	
TOTAL ASSETS	11,673,744.78	11,646,018.94	(27,725.84)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	13,511.11	18,662.77	5,151.66	
Total Accounts Payable	13,511.11	18,662.77	5,151.66	
Other Current Liabilities				
2300 · Service Deposits	5,100.00	5,200.00	100.00	
20000 Accounts Payable		19,620.00	19,620.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2230 · Accrued Vacation	25,652.28	25,652.28	0.00	
2250 · Loans Payable - Current Portion	92,043.91	92,043.91	0.00	
Total Other Current Liabilities	122,754.73	142,474.73	19,720.00	
Total Current Liabilities	136,265.84	161,137.50	24,871.66	
Long Term Liabilities				
2500 · N/P - SWRCB	122,974.63	99,343.91	(23,630.72)	1 of 2 payment
2605 · RCAC Loan #6200-GSD-02	77,272.82	72,876.98	(4,395.84)	1 of 12 pmts
2655 · Lease Payable - Copier	535.15	447.04	(88.11)	1 of 12 pmts
2700 · SRF Loan - Water	1,218,532.74	1,218,532.74	0.00	
2900 · Less Current Portion	(92,043.91)	(92,043.91)	0.00	
Total Long Term Liabilities	1,327,271.43	1,299,156.76	(28,114.67)	
Total Liabilities	1,463,537.27	1,460,294.26	(3,243.01)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,373,192.52	4,080,715.76	(292,476.76)	
Net Income	(292,476.76)	(24,482.83)	267,993.93	
Total Equity	10,210,207.51	10,185,724.68	(24,482.83)	
TOTAL LIABILITIES & EQUITY	11,673,744.78	11,646,018.94	(27,725.84)	

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July 2019

	Jul 19
OPERATING ACTIVITIES	
Net Income	(24,482.83)
Adjustments to reconcile Net Income to net cash provided by operations:	
1100 · Accounts Receivable	(2,061.22)
1110 · Accts Receivable Over Payments	961.27
1500 · Prepaid Insurance	(24,708.72)
1501 · Prepaid Workers Comp	(7,433.35)
1510 · Prepaid Licenses and Permits	(17,985.00)
2000 · Accounts Payable	5,151.66
20000 · *Accounts Payable	19,620.00
2300 · Service Deposits	100.00
Net cash provided by Operating Activities	(50,838.19)
INVESTING ACTIVITIES	
Accumulated Depreciation-Water	26,170.46
Accumulated Depreciation-Sewer	14,892.96
Net cash provided by Investing Activities	41,063.42
FINANCING ACTIVITIES	
2500 · N/P - SWRCB	(23,630.72)
2605 · RCAC Loan #6200-GSD-02	(4,395.84)
2655 · Lease Payable - Copier	(88.11)
Net cash provided by Financing Activities	(28,114.67)
Net cash increase for period	(37,889.44)
Cash at beginning of period	924,987.95
Cash at end of period	887,098.51

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2019

Date	Num	Memo	Amount
101 Netlink			
07/22/2019	10015		-193.00
Total 101 Netlink			-193.00
Amazon.com			
07/26/2019	DBT		-23.69
Total Amazon.com			-23.69
Blue Star Gas			
07/22/2019	10018		-11.00
Total Blue Star Gas			-11.00
Capital Bank & Trust			
07/03/2019	EFT	557880519	-734.58
07/03/2019	EFT	025158148	-307.34
07/16/2019	EFT	557880519	-807.80
07/16/2019	EFT	025158148	-314.16
Total Capital Bank & Trust			-2,163.88
CWEA			
07/08/2019	9995		-188.00
Total CWEA			-188.00
Dazey's Building Center			
07/18/2019	10010		-72.57
Total Dazey's Building Center			-72.57
DialMyCalls			
07/29/2019	DBT		-100.00
Total DialMyCalls			-100.00
EDD			
07/03/2019	EFT	499-0538-3	-608.20
07/03/2019	EFT	499-0538-3	-46.50
07/16/2019	EFT	499-0538-3	-625.80
07/16/2019	EFT	499-0538-3	-36.11
Total EDD			-1,316.61
Fluentstream Tech			
07/02/2019	9988		-112.58
Total Fluentstream Tech			-112.58
Frontier Communications			
07/02/2019	9981		-345.64
07/22/2019	10016		-67.84
Total Frontier Communications			-413.48
HACH COMPANY			
07/02/2019	9982		-3,778.00
Total HACH COMPANY			-3,778.00
HughesNet			
07/15/2019	DBT		-104.29
Total HughesNet			-104.29
IRS			
07/03/2019	EFT	68-0296323	-2,889.16
07/16/2019	EFT	68-0296323	-3,068.14
Total IRS			-5,957.30

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2019

Date	Num	Memo	Amount
Jennie Short			
07/25/2019	10022		-2,982.92
Total Jennie Short			-2,982.92
KEENAN SUPPLY			
07/08/2019	9996		-336.56
Total KEENAN SUPPLY			-336.56
Lori Ruiz			
07/18/2019	10006		-100.00
Total Lori Ruiz			-100.00
Melissa Martini			
07/22/2019	10019		-22.50
Total Melissa Martini			-22.50
Mitchell, Brisso, Delaney & Vrieze			
07/11/2019	9998		-462.50
Total Mitchell, Brisso, Delaney & Vrieze			-462.50
NALCO			
07/02/2019	9983		-2,559.46
Total NALCO			-2,559.46
NAPA			
07/18/2019	10009		-52.19
Total NAPA			-52.19
North Coast Laboratories Ltd.			
07/02/2019	9989		-645.00
07/18/2019	10011		-245.00
Total North Coast Laboratories Ltd.			-890.00
PG&E			
07/18/2019	10007		-6,006.41
Total PG&E			-6,006.41
Pitney Bowes Purchase Power			
07/22/2019	10017		-498.79
Total Pitney Bowes Purchase Power			-498.79
Ralph Emerson			
07/25/2019	10020		-50.00
Total Ralph Emerson			-50.00
Redwood Merchant Services			
07/02/2019	10107		-108.09
07/31/2019			-143.90
Total Redwood Merchant Services			-251.99
RENNER			
07/10/2019	DBT		-619.11
Total RENNER			-619.11
Rural Community Assistance Program			
07/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
SDRMA			

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 July 2019

Date	Num	Memo	Amount
07/02/2019	9984		-35,007.67
07/08/2019	9997		-3,010.02
Total SDRMA			-38,017.69
Sentry III Center			
07/02/2019	9985		-835.00
07/25/2019	10021		-835.00
Total Sentry III Center			-1,670.00
Streamline Inc			
07/02/2019	9986		-100.00
Total Streamline Inc			-100.00
SWRCB-SRF Program			
07/18/2019	10012		-26,089.91
Total SWRCB-SRF Program			-26,089.91
The Paper Mill			
07/18/2019	10008		-19.09
Total The Paper Mill			-19.09
Umpqua Bank			
07/22/2019	10106	Account analysis fee	-126.13
Total Umpqua Bank			-126.13
US Cellular			
07/02/2019	9987		-256.30
Total US Cellular			-256.30
USABLUBOOK			
07/18/2019	10013		-408.47
Total USABLUBOOK			-408.47
Vistaprint			
07/25/2019	DBT		-50.63
Total Vistaprint			-50.63
Wells Fargo			
07/11/2019	9999		-90.51
Total Wells Fargo			-90.51
WYCKOFF'S Inc			
07/18/2019	10014		-23.51
Total WYCKOFF'S Inc			-23.51
Arreguin, Daniel J			
07/03/2019	9990		-2,203.15
07/16/2019	10000		-2,705.71
Total Arreguin, Daniel J			-4,908.86
Curnow, Laura B			
07/16/2019	10001		-216.90
Total Curnow, Laura B			-216.90
Emerson, Ralph K			
07/03/2019	9991		-3,110.98
07/16/2019	10002		-2,448.78
Total Emerson, Ralph K			-5,559.76

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
July 2019

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Miller, Brian A			
07/03/2019	9992		-1,673.84
07/16/2019	10003		-1,949.46
Total Miller, Brian A			-3,623.30
Nieto, Mary			
07/03/2019	9993		-983.38
07/16/2019	10004		-1,406.34
Total Nieto, Mary			-2,389.72
Ruiz, Ricardo			
07/03/2019	9994		-657.98
07/16/2019	10005		-315.16
Total Ruiz, Ricardo			-973.14
TOTAL			-118,508.56

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

**Date of Meeting: September 17th, 2019
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

5:00 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Absent
Doug Bryan

Linda Brodersen-Present
Julie Lyon
Richard Thompson

III. APPROVAL OF AGENDA

Motion: Richard Thompson Second: Julie Lyon Vote: 3-0

Pull B.2 No information at this time.

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

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- Richard Thompson is resigning from his position on the District Board. October 22, 2019 will be his last meeting.

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Preliminary JULY 2019 Financials Memo
- A.2 Approve Date: August 27, 2019 Regular Meeting Minutes
- A.3 Operations Safety Report

Motion: Julie Lyon Second: Richard Thompson Vote: 3-0

A. GENERAL BUSINESS – Action items

- B.1 SHCP potable water update
(discussion- possible action)
Motion: Richard Thompson Second: Julie Lyon Vote: 3-0

Linda read an email from Ed Voice as requested.

The Board made the motion to approve the recommended Board actions.

- 1. Review and approve the petition for change and place of use for the Districts water diversion and license permit. 2. Authorize the Board Chair to sign petition for Environmental information check list. 3. Authorize payment of the fees associated with the change of use which will be reimbursed by S.H.C.P. Approved with one motion.**

- B.2 Rate Study Process

PULL Agenda Item

- B.3 Update on Cannabis Water Use Letter Delivery

Ralph will hand out letters to those residential customers using more than 20 units a month of water. The Board suggest to start with those individuals who have obvious cannabis growing on the property.

- B.4 Request for Cannabis Manufacturing-Joe Bilandzija
(discussion-possible action)
Motion: Julie Lyon Second: Richard Thompson Vote: 3-0

The Board would like to have the District operators be responsible to take the samples needed. Dan would like the District to have control of the valve, which releases the waste into the collection system. Make appropriate changes to Joe's application.

- B.5 Open bids on 1999 Ford Utility Truck
(discussion-possible action)
Motion: Richard Thompson Second: Julie Richard Vote: 3-0

The District received two sealed bids for the truck.

- B.6 Southern Humboldt Special Districts Update
update from Dan Arreguin

It is important for the Districts in the area to have a collaborative relationship. Dan attended the meeting with Estelle Fennell and a few neighboring Districts.

- B.7 Projects Update-Design, Funding and Implementation
(information only)

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance: Article 10---re-connection, after hour fee
(discussion possible action) 2nd reading- resolution #19-005

Bring Back with Board changes.

- C.2 Personnel Policy --completed
(discussion-possible action)
Motion: Julie Lyon Second: Richard Thompson Vote: 3-0

The personnel policy needs to have all the same font and read consistent. The District has been updated the personnel policy for the last 4 years. The Board approved the completed personnel policy.

IX. CLOSED SESSION

A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Audit Update
2. Rate Study Update
3. **Board Resignation**
4. **Water Ordinance**
5. **Updated Cannabis Letters**

XII. ADJOURNMENT

@ 6:02 p.m

RECEIVED
SEP 26 2019



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 10/1/19 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.

Ergonomics'

Name (print)

Name (signature)

Name (print)	Name (signature)
1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Brian Miller</u>	<u>BREAN MILLER</u>
3. <u>Mary Vied</u>	<u>Mary Vied</u>
4. <u>Don Prequin</u>	<u>Don Prequin</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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





GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 22, 2019
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Southern Humboldt Community Park - Water Service Update

GENERAL OVERVIEW

The Humboldt Local Agency Formation Commission held the public hearing on September 18, 2019. The water extension request was approved and they adopted the Notice of Determination for the CEQA IS/MND Annexation Addendum. The deadline for filing a reconsideration request closes on October 18th.

The final step for the water service will be to petition the SWRCB-DWR for a change in place of use for our water diversion permit and license. The application and associated documents were sent to the SWRCB-DWR on September 30, 2019. Now we wait for the State to review the application and determine whether it is complete or if they need additional documentation to take action on the request.

FINANCIAL CONSIDERATIONS

Since the last Board meeting GSD issued checks for the SWRCB-DWR fees for processing the Petition for Change in Place of Use consisting of:

1-	Change Petition Fee for License and Permit - Base	\$ 2,000.00
2-	Change Petition Fee for License and Permit - Allowable Diversion on 522.2 acre-feet @ \$0.30/acre-foot	\$ 156.66
3-	Fish & Wildlife Fee	\$ 850.00
	<u>Total SWRCB-DWR Fees</u>	<u>\$3,006.66</u>

The amounts bill to the GSD by Jennie Short for June - September 2019 total \$5,328.38. The amount in excess of the \$5,000 allocation in the Water Service Agreement will be billed to SHCP.

RECOMMENDED BOARD ACTIONS

None

ATTACHMENTS

None.



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 22, 2019
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Application and Notice of Exemption
Wallen Road Tank Replacement Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The leak in the 20,000-gallon redwood tank on Wallen Road is getting progressively worse and needs to be replaced. In the past few years the District has placed a temporary plastic tank adjacent to the existing tank to be used in the event of catastrophic failure of the redwood tank. The tank is fed from the Wallen Road Pump Station. The pump station and tank were constructed in the late 1970s as part of the Meadows Subdivision.

The State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) oversees the Drinking Water State Revolving Fund (DWSRF). There are two types of applications that can be submitted to this funding source. The first is a planning project and the second is a construction project. As the District does not have the environmental or technical phases of the project completed, it is best to apply for a planning project and complete those tasks utilizing the DWSRF funds. Once the planning phase is complete, the District can apply for the construction project funding and move forward with the construction of the project.

The Planning Project application consists of four main “packages” that must be submitted before a funding agreement can be forwarded to the District for execution - General, Financial, Technical and Environmental. There are a number of documents that need to be reviewed and approved by the Board as part of these packages. I have prepared drafts of each for your consideration:

1. Authorization Resolution
2. CEQA document (Notice of Exemption)
3. NOE Resolution

Under CEQA, a Notice of Exemption is appropriate for this project under Section 15306 as a categorical exemption for any project that is for the purpose of Information Collection; and section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies. This planning project falls into both categories.

FINANCIAL CONSIDERATIONS

The Board budgeted for the preparation of this funding application in the FY2019-20 budget. The DWSRF funding program is a loan based program with a 20-year repayment term at low interest rates for the construction phase and a 5-year term for the planning phase. The District is a disadvantaged community and as such is eligible for significant “loan forgiveness” under the program as well as extended repayment terms and a zero percent interest rate. For the recent Drinking Water project, the loan forgiveness was 80% of the total loan amount with a 30-year term and 0% interest rate.

Under the requirements of the funding program, there are numerous reports and processes that the District will need to complete before we can proceed to the construction phase. These items add to the cost of the overall project, but this is offset by the fact that the State covers most if not all of the costs of the whole project. The Planning Project Scope is anticipated to consist of:

Item	Description	Amount
1	Project Evaluation, Pre-Design, Alternatives Analysis, Consideration of consolidation	15,000
2	Surveying	7,500
3	Geotechnical Investigation	7,500
4	Water Rate Study	10,000
5	Engineering Report	25,000
6	CEQA/NEPA and Permitting	35,000
7	TMF Assessment	15,000
8	Plans and Specifications	50,000
9	Administration	10,000
	Total	175,000

RECOMMENDED ACTIONS

1. Review and Adopt the Notice of Exemption
2. Review and Approve Resolution 19-007: RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE WALLEN ROAD TANK REPLACEMENT PROJECT PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION
3. Review and Approval Resolution 19-010: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE WALLEN ROAD TANK REPLACEMENT PROJECT

ATTACHMENTS

1. Notice of Exemption
2. Resolution 19-007
3. Resolution 19-010

The Planning Project Application package is available in the District Office.



GARBERVILLE SANITARY DISTRICT

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

NOTICE OF EXEMPTION

TO: Humboldt County Clerk
825 5th Street, 5th Floor
Eureka, CA 95501

Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

PROJECT TITLE: Wallen Road Tank Replacement Project - Planning Phase

PROJECT LOCATION: CITY: GARBERVILLE COUNTY: HUMBOLDT
Wallen Road Treated Water Storage Tank off Wallen Road.
Lat 40.10774 Long -123.77043

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:

The project consists of the planning phase for a project to replace the existing leaking redwood water storage tank. The beneficiaries are the community of Garberville.

NAME OF PUBLIC AGENCY APPROVING PROJECT: Garberville Sanitary District

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: Garberville Sanitary District

Exempt Status:

<input type="checkbox"/>	Ministerial (Sec. 21080(b)(1); 15268);
<input type="checkbox"/>	Declared Emergency (Sec. 21080(b)(3); 15269(a));
<input type="checkbox"/>	Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
<input checked="" type="checkbox"/>	Categorical Exemption. Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)
<input checked="" type="checkbox"/>	Statutory Exemption. Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)

Reason why this project is exempt:

The work in the planning stage will be for feasibility and planning studies and may include geotechnical borings that are categorically exempt under Class 6.

Lead Agency Contact Person: Jennie Short

Phone Number: (707)223-4567

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____
Ralph Emerson

Date: _____

Title: General Manager



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-007

RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE **WALLEN ROAD TANK REPLACEMENT PROJECT** PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION

WHEREAS, the Board of Directors (“Board”) reviewed and considered the planning phase components of the Wallen Road Tank Replacement Project (“Project”); and

WHEREAS, the Board has determined that commencing the planning phase of the project to further study the possible components of a future construction project to replace the leaking tank; and

WHEREAS, CEQA requires the Board, as a lead agency under CEQA, to consider the potential environmental effects of any project approved by the Board; and

WHEREAS, the Board’s approval of the Application for Drinking Water State Revolving Funds might be considered a “project” under CEQA and the Board must therefore determine what level of CEQA review is appropriate; and

WHEREAS, CEQA Guidelines section 15306 categorically exempts from CEQA any project that is for the purpose of Information Collection; and

WHEREAS, CEQA Guidelines section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies; and

WHEREAS, categorical exemptions shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances (CEQA Guidelines, § 15300.2 (c)); and

WHEREAS, the purpose of the planning phase of the Project is to further evaluate the possible construction project and determine the details and impacts of said project; and

WHEREAS, the Board has reviewed the attached Notice of Exemption.

NOW, THEREFORE, BE IT RESOLVED by the Garberville Sanitary District Board of Directors:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has reviewed and analyzed applicable law and determined that the Project is Class 6 categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262.

3. The categorical exemptions applicable to the Planning Phase of the Project are not subject to any applicable exception, including the “unusual circumstances” exception.
4. In light of the foregoing, the Board adopts the Notice of Exemption, attached hereto as Exhibit 1 and finds that the Project is exempt from CEQA review.
5. The General Manager is hereby directed to file the Notice of Exemption as attached for the Planning Phase of the Project with the County Clerk of Humboldt County and the Office of Planning and Research in conformance with the procedures provided for the filing of such notices in CEQA and the CEQA Guidelines.
6. No activities other than the feasibility studies/assessments will be completed/conducted without further CEQA evaluation and compliance.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____
 NOES: Directors _____
 EXCUSED: Directors _____

 Chair of the Board of Directors

ATTEST:

 Ralph Emerson
 Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-010

AUTHORIZING RESOLUTION/ORDINANCE

**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE
WALLEN ROAD TANK REPLACEMENT PROJECT**

WHEREAS, the Garberville Sanitary District operates a public water system that includes treatment, distribution, and storage facilities; and

WHEREAS, the Wallen Road Tank is a redwood tank that was constructed as part of the Meadows Subdivision in the 1970s; and

WHEREAS, the Wallen Road Tank has been leaking for many years; and

WHEREAS, the SWRCB-DDW District staff has indicated that the tank should be replaced in the near future.

IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT (the "Entity"), AS FOLLOWS:

The CHAIR OF THE BOARD OF DIRECTORS (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the WALLEN ROAD TANK REPLACEMENT PROJECT (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Passed and adopted by the Garberville Sanitary District's Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Chair of the Board of Directors

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the GARBERVILLE SANITARY DISTRICT held on OCTOBER 22, 2019.

_____, SEAL
Ralph Emerson
Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 22, 2019
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Application and Notice of Exemption
Robertson Tank Replacement Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The leak in the 50,000-gallon in-ground concrete tank between Arthur Road and Alderpoint Road is getting progressively worse and the tank needs to be replaced. The tank is fed from the Arthur Road pump station and the Alderpoint Road Tank. The tank was reportedly constructed in 1936 and was part of one of the old water systems that was consolidated into the Garberville Water Company. The tank appears to be held together with metal cables, which have been in place for more than 20 years.

The State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) oversees the Drinking Water State Revolving Fund (DWSRF). There are two types of applications that can be submitted to this funding source. The first is a planning project and the second is a construction project. As the District does not have the environmental or technical phases of the project completed, it is best to apply for a planning project and complete those tasks utilizing the DWSRF funds. Once the planning phase is complete, the District can apply for the construction project funding and move forward with the construction of the project.

The Planning Project application consists of four main “packages” that must be submitted before a funding agreement can be forwarded to the District for execution - General, Financial, Technical and Environmental. There are a number of documents that need to be reviewed and approved by the Board as part of these packages. I have prepared drafts of each for your consideration:

1. Authorization Resolution
2. CEQA document (Notice of Exemption)
3. NOE Resolution

Under CEQA, a Notice of Exemption is appropriate for this project under Section 15306 as a categorical exemption for any project that is for the purpose of Information Collection; and section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies. This planning project falls into both categories.

FINANCIAL CONSIDERATIONS

The Board budgeted for the preparation of this funding application in the FY2019-20 budget. The DWSRF funding program is a loan based program with a 20-year repayment term at low interest rates for the construction phase and a 5-year term for the planning phase. The District is a disadvantaged community and as such is eligible for significant "loan forgiveness" under the program as well as extended repayment terms and a zero percent interest rate. For the recent Drinking Water project, the loan forgiveness was 80% of the total loan amount with a 30-year term and 0% interest rate.

Under the requirements of the funding program, there are numerous reports and processes that the District will need to complete before we can proceed to the construction phase. These items add to the cost of the overall project, but this is offset by the fact that the State covers most if not all of the costs of the whole project. The Planning Project Scope is anticipated to consist of:

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3	Geotechnical Investigation	7,500
4	Water Rate Study	10,000
5	Engineering Report	30,000
6	CEQA/NEPA and Permitting	40,000
7	TMF Assessment	15,000
8	Plans and Specifications	40,000
9	Administration	10,000
	Total	175,000

RECOMMENDED ACTIONS

1. Review and Adopt the Notice of Exemption
2. Review and Approve Resolution 19-008: RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE ROBERTSON TANK REPLACEMENT PROJECT PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION
3. Review and Approval Resolution 19-011: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE ROBERTSON TANK REPLACEMENT PROJECT

ATTACHMENTS

1. Notice of Exemption
2. Resolution 19-008
3. Resolution 19-011

The Planning Project Application package is available in the District Office.



GARBERVILLE SANITARY DISTRICT

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

NOTICE OF EXEMPTION

TO: Humboldt County Clerk
825 5th Street, 5th Floor
Eureka, CA 95501

Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

PROJECT TITLE: **Robertson Tank Replacement Project - Planning Phase**

PROJECT LOCATION: CITY: GARBERVILLE COUNTY: HUMBOLDT
Robertson Treated Water Storage Tank off Alderpoint Road.
Lat 40.10625 Long -123.78646

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:

The project consists of the planning phase for a project to replace the existing leaking concrete water storage tank. The beneficiaries are the community of Garberville.

NAME OF PUBLIC AGENCY APPROVING PROJECT: Garberville Sanitary District

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: Garberville Sanitary District

Exempt Status:

<input type="checkbox"/>	Ministerial (Sec. 21080(b)(1); 15268);
<input type="checkbox"/>	Declared Emergency (Sec. 21080(b)(3); 15269(a));
<input type="checkbox"/>	Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
<input checked="" type="checkbox"/>	Categorical Exemption. Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)
<input checked="" type="checkbox"/>	Statutory Exemption. Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)

Reason why this project is exempt:

The work in the planning stage will be for feasibility and planning studies and may include geotechnical borings that are categorically exempt under Class 6.

Lead Agency Contact Person: Jennie Short

Phone Number: (707)223-4567

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____
Ralph Emerson

Date: _____

Title: General Manager



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-008

RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE **ROBERTSON TANK REPLACEMENT PROJECT** PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION

WHEREAS, the Board of Directors (“Board”) reviewed and considered the planning phase components of the Robertson Tank Replacement Project (“Project”); and

WHEREAS, the Board has determined that commencing the planning phase of the project to further study the possible components of a future construction project to replace the leaking tank; and

WHEREAS, CEQA requires the Board, as a lead agency under CEQA, to consider the potential environmental effects of any project approved by the Board; and

WHEREAS, the Board’s approval of the Application for Drinking Water State Revolving Funds might be considered a “project” under CEQA and the Board must therefore determine what level of CEQA review is appropriate; and

WHEREAS, CEQA Guidelines section 15306 categorically exempts from CEQA any project that is for the purpose of Information Collection; and

WHEREAS, CEQA Guidelines section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies; and

WHEREAS, categorical exemptions shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances (CEQA Guidelines, § 15300.2 (c)); and

WHEREAS, the purpose of the planning phase of the Project is to further evaluate the possible construction project and determine the details and impacts of said project; and

WHEREAS, the Board has reviewed the attached Notice of Exemption.

NOW, THEREFORE, BE IT RESOLVED by the Garberville Sanitary District Board of Directors:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has reviewed and analyzed applicable law and determined that the Project is Class 6 categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262.

3. The categorical exemptions applicable to the Planning Phase of the Project are not subject to any applicable exception, including the “unusual circumstances” exception.
4. In light of the foregoing, the Board adopts the Notice of Exemption, attached hereto as Exhibit 1 and finds that the Project is exempt from CEQA review.
5. The General Manager is hereby directed to file the Notice of Exemption as attached for the Planning Phase of the Project with the County Clerk of Humboldt County and the Office of Planning and Research in conformance with the procedures provided for the filing of such notices in CEQA and the CEQA Guidelines.
6. No activities other than the feasibility studies/assessments will be completed/conducted without further CEQA evaluation and compliance.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____
 NOES: Directors _____
 EXCUSED: Directors _____

 Chair of the Board of Directors

ATTEST:

 Ralph Emerson
 Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-011

AUTHORIZING RESOLUTION/ORDINANCE

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE **ROBERTSON TANK REPLACEMENT PROJECT**

WHEREAS, the Garberville Sanitary District operates a public water system that includes treatment, distribution, and storage facilities; and

WHEREAS, the **Robertson Tank** is a partially in-ground concrete tank that has been held together with cables for more than 20 years and has been leaking for many years; and

WHEREAS, the SWRCB-DDW District staff has indicated that the tank should be replaced in the February 5, 2019, Field Inspection Report.

IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT (the "Entity"), AS FOLLOWS:

The CHAIR OF THE BOARD OF DIRECTORS (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the ROBERTSON TANK REPLACEMENT PROJECT (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Passed and adopted by the Garberville Sanitary District's Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Chair of the Board of Directors

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the GARBERVILLE SANITARY DISTRICT held on OCTOBER 22, 2019.

_____, SEAL
Ralph Emerson
Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: October 22, 2019
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: DWSRF Planning Application and Notice of Exemption
Meadows Aerial Waterline Reconstruction Project

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The existing 6" aerial waterline over Bear Gulch transmits treated water from the main town of Garberville to the Meadows Subdivisions. It serves approximately one quarter of the GSD customers including the Cal FIRE station, Caltrans maintenance yard, Humboldt County Road Maintenance yard, PG&E maintenance yard, and Renner stations. These are some of the critical customers during emergency conditions. Maintaining water service to these locations is crucial for the Garberville community.

The waterline in the slope of Bear Gulch has had numerous failures in the past 15 years. The slope is extremely steep and access to the waterline can only be made on foot or with very small equipment. As part of the 2010 failure, the District had the problem evaluated by David Lindberg, Certified Engineering Geologist. Mr. Lindberg described the problem and the landslide(s) that has occurred on the slope of Bear Gulch. Mr. Lindberg's letter states, "For the long term, however, the water supply to the District's northern customers would be more reliable if the water line crossing Bear Canyon could be abandoned and rerouted to a more stable and accessible location."

The State Water Resources Control Board Division of Drinking Water (SWRCB-DDW) oversees the Drinking Water State Revolving Fund (DWSRF). There are two types of applications that can be submitted to this funding source. The first is a planning project and the second is a construction project. As the District does not have the environmental or technical phases of the project completed, it is best to apply for a planning project and complete those tasks utilizing the DWSRF funds. Once the planning phase is complete, the District can apply for the construction project funding and move forward with the construction of the project.

The Planning Project application consists of four main "packages" that must be submitted before a funding agreement can be forwarded to the District for execution - General, Financial, Technical and Environmental. There are a number of documents that need to be reviewed and approved by the Board as part of these packages. I have prepared drafts of each for your consideration:

1. Authorization Resolution
2. CEQA document (Notice of Exemption)
3. NOE Resolution

Under CEQA, a Notice of Exemption is appropriate for this project under Section 15306 as a categorical exemption for any project that is for the purpose of Information Collection; and section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies. This planning project falls into both categories.

FINANCIAL CONSIDERATIONS

The Board budgeted for the preparation of this funding application in the FY2019-20 budget. The DWSRF funding program is a loan based program with a 20-year repayment term at low interest rates for the construction phase and a 5-year term for the planning phase. The District is a disadvantaged community and as such is eligible for significant “loan forgiveness” under the program as well as extended repayment terms and a zero percent interest rate. For the recent Drinking Water project, the loan forgiveness was 80% of the total loan amount with a 30-year term and 0% interest rate.

Under the requirements of the funding program, there are numerous reports and processes that the District will need to complete before we can proceed to the construction phase. These items add to the cost of the overall project, but this is offset by the fact that the State covers most if not all of the costs of the whole project. The Planning Project Scope is anticipated to consist of:

Item	Description	Amount
1	Project Evaluation, Pre-Design, Alternatives Analysis, Consideration of consolidation	30,000
2	Surveying	15,000
3	Geotechnical Investigation	15,000
4	Water Rate Study	10,000
5	Engineering Report	50,000
6	CEQA/NEPA and Permitting	50,000
7	TMF Assessment	20,000
8	Plans and Specifications	90,000
9	Administration	20,000
	Total	300,000

The footprint of this project is significantly larger than that of the Wallen Road Tank Replacement Project or the Robertson Tank Replacement Project, which causes the costs to be significantly higher. There will be three bridge crossings to evaluate, survey, design, etc. The coordination with Caltrans and Humboldt County for Encroachment Permits will be time intensive. The possible environmental impacts of this larger project will also take additional effort to evaluate and possibly mitigate.

RECOMMENDED ACTIONS

1. Review and Adopt the Notice of Exemption
2. Review and Approve Resolution 19-009: RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE MEADOWS AERIAL WATERLINE RECONSTRUCTION PROJECT PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION
3. Review and Approval Resolution 19-012: A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE MEADOWS AERIAL WATERLINE RECONSTRUCTION PROJECT

ATTACHMENTS

1. Notice of Exemption
2. Resolution 19-009
3. Resolution 19-012

The Planning Project Application package is available in the District Office.



GARBERVILLE SANITARY DISTRICT

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

NOTICE OF EXEMPTION

TO: Humboldt County Clerk
825 5th Street, 5th Floor
Eureka, CA 95501

Office of Planning and Research
P.O. Box 3044
Sacramento, CA 95812-3044

PROJECT TITLE: **Meadows Aerial Waterline Reconstruction Project - Planning Phase**

PROJECT LOCATION: CITY: GARBERVILLE COUNTY: HUMBOLDT
Aerial Water Transmission Line over Bear Gulch near CalFIRE station.
Lat 40.10450 Long -123.79177

DESCRIPTION OF NATURE, PURPOSE, AND BENEFICIARIES OF PROJECT:

The project consists of the planning phase for a project to reconstruct or reroute the existing aerial waterline over Bear Gulch to the bridge structure over Bear Gulch at Redwood Drive. The beneficiaries are the community of Garberville.

NAME OF PUBLIC AGENCY APPROVING PROJECT: Garberville Sanitary District

NAME OF PERSON OR AGENCY CARRYING OUT PROJECT: Garberville Sanitary District

Exempt Status:

<input type="checkbox"/>	Ministerial (Sec. 21080(b)(1); 15268);
<input type="checkbox"/>	Declared Emergency (Sec. 21080(b)(3); 15269(a));
<input type="checkbox"/>	Emergency Project (Sec. 21080(b)(4); 15269(b)(c));
<input checked="" type="checkbox"/>	Categorical Exemption. Class 6, Information Collection (CCR, title 14, Article 19, Section 15306)
<input checked="" type="checkbox"/>	Statutory Exemption. Feasibility and Planning Studies (CCR, Title 14, Article 18, Section 15262)

Reason why this project is exempt:

The work in the planning stage will be for feasibility and planning studies and may include geotechnical borings that are categorically exempt under Class 6.

Lead Agency Contact Person: Jennie Short

Phone Number: (707)223-4567

If filed by applicant:

1. Attach certified document of exemption finding.
2. Has a Notice of Exemption been filed by the public agency approving the project? Yes No

Signature: _____
Ralph Emerson

Date: _____

Title: General Manager



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-009

RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS FINDING THE **MEADOWS AERIAL WATERLINE RECONSTRUCTION PROJECT** PLANNING PHASE EXEMPT FROM THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) AND ADOPTING A NOTICE OF EXEMPTION

WHEREAS, the Board of Directors (“Board”) reviewed and considered the planning phase components of the Meadows Aerial Waterline Reroute Project (“Project”); and

WHEREAS, the Board has determined that commencing the planning phase of the project to further study the possible components of a future construction project to reroute the failing aerial waterline; and

WHEREAS, CEQA requires the Board, as a lead agency under CEQA, to consider the potential environmental effects of any project approved by the Board; and

WHEREAS, the Board’s approval of the Application for Drinking Water State Revolving Funds might be considered a “project” under CEQA and the Board must therefore determine what level of CEQA review is appropriate; and

WHEREAS, CEQA Guidelines section 15306 categorically exempts from CEQA any project that is for the purpose of Information Collection; and

WHEREAS, CEQA Guidelines section 15262 statutorily exempts from CEQA any projects that consist of Feasibility and Planning Studies; and

WHEREAS, categorical exemptions shall not be used for an activity where there is a reasonable possibility that the activity will have a significant effect on the environment due to unusual circumstances (CEQA Guidelines, § 15300.2 (c)); and

WHEREAS, the purpose of the planning phase of the Project is to further evaluate the possible construction project and determine the details and impacts of said project; and

WHEREAS, the Board has reviewed the attached Notice of Exemption.

NOW, THEREFORE, BE IT RESOLVED by the Garberville Sanitary District Board of Directors:

1. The foregoing recitals are hereby adopted as true and correct.
2. The Board has reviewed and analyzed applicable law and determined that the Project is Class 6 categorically exempt from CEQA pursuant to 14 Cal.Code Regs. Article 19, Section 15306; and statutorily exempt from CEQA pursuant to 14 Cal.Code Regs. Article 18, Section 15262.

3. The categorical exemptions applicable to the Planning Phase of the Project are not subject to any applicable exception, including the “unusual circumstances” exception.
4. In light of the foregoing, the Board adopts the Notice of Exemption, attached hereto as Exhibit 1 and finds that the Project is exempt from CEQA review.
5. The General Manager is hereby directed to file the Notice of Exemption as attached for the Planning Phase of the Project with the County Clerk of Humboldt County and the Office of Planning and Research in conformance with the procedures provided for the filing of such notices in CEQA and the CEQA Guidelines.
6. No activities other than the feasibility studies/assessments will be completed/conducted without further CEQA evaluation and compliance.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Chair of the Board of Directors

ATTEST:

Ralph Emerson
Clerk of Board of Directors



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-012

AUTHORIZING RESOLUTION/ORDINANCE

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING THE CHAIR OF THE BOARD TO SIGN APPLICATIONS, FUNDING AGREEMENT, AMENDMENTS, AND CERTIFICATIONS FOR FUNDING FOR THE MEADOWS AERIAL WATERLINE RECONSTRUCTION PROJECT

WHEREAS, the Garberville Sanitary District operates a public water system that includes treatment, distribution, and storage facilities; and

WHEREAS, the Meadow Aerial Waterline was constructed over Bear Gulch on very steep slopes with no maintenance access as part of the Meadows Subdivision infrastructure in the 1970s; and

WHEREAS, this aerial waterline is the sole transmission line for water from the main pressure zone to the Meadows Subdivision including California Department of Fire station, the County Roads Maintenance station, Caltrans, and approximately 67 customers; and

WHEREAS, the aerial waterline has failed numerous times and that each repair has lessened the capacity of the line; and

WHEREAS, a geologist has evaluated the most recent failure and rerouting the line into a bridge structure will remedy the risk; and

WHEREAS, Humboldt County constructed a bridge over Bear Gulch at Redwood Drive with accommodation for the waterline to be placed on the bridge structure; and

WHEREAS, the SWRCB-DDW District staff has indicated that the tank should be replaced in the February 5, 2019, Field Inspection Report.

IT IS, THEREFORE, RESOLVED BY THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT (the "Entity"), AS FOLLOWS:

The CHAIR OF THE BOARD OF DIRECTORS (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning and/or design of the MEADOWS AERIAL WATERLINE RECONSTRUCTION PROJECT (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including

executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity’s responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on October 22, 2019 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

Chair of the Board of Directors

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the GARBERVILLE SANITARY DISTRICT held on OCTOBER 22, 2019.

_____, SEAL
Ralph Emerson
Clerk of Board of Directors

California Code, Government Code - GOV § 1780

(a) Notwithstanding any other provision of law, a vacancy in any elective office on the governing board of a special district, other than those specified in [Section 1781](#) , shall be filled pursuant to this section.

(b) The district shall **notify the county elections official of the vacancy no later than 15 days** after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.

(c) The remaining **members of the district board may fill the vacancy either by appointment** pursuant to subdivision (d) or by calling an election pursuant to subdivision (e).

(d)(1) The remaining **members of the district board shall make the appointment pursuant to this subdivision within 60 days after either the date on which the district board is notified of the vacancy or the effective date of the vacancy, whichever is later.** **The district shall post a notice of the vacancy in three or more conspicuous places in the district at least 15 days before the district board makes the appointment.** **The district shall notify the county elections official of the appointment no later than 15 days after the appointment.**

(2) **If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified.** **The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.**

(3) **If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.**

(e)(1) **In lieu of making an appointment the remaining members of the board may within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, call an election to fill the vacancy.**

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is 130 or more days after the date the district board calls the election.

(f)(1) **If the vacancy is not filled by the district board by appointment, or if the district board has not called for an election within 60 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, then the city council of the city in which the district is wholly located, or if the district is not wholly located within a city, the board of supervisors of the county representing the larger portion of the district area in which the election to fill the vacancy will be held, may appoint a person to fill the vacancy within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, or the city council or board of supervisors may order the district to call an election to fill the vacancy.**

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is 130 or more days after the date the city council or board of supervisors calls the election.

(g)(1) If within 90 days of the date the district board is notified of the vacancy or the effective date of the vacancy, whichever is later, the remaining members of the district board or the appropriate board of supervisors or city council have not filled the vacancy and no election has been called for, then the district board shall call an election to fill the vacancy.

(2) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is 130 or more days after the date the district board calls the election.

(h)(1) **Notwithstanding any other provision of this section, if the number of remaining members of the district board falls below a quorum, then at the request of the district secretary or a remaining member of the district board, the appropriate board of supervisors or the city council shall promptly appoint a person to fill the vacancy, or may call an election to fill the vacancy.**

(2) **The board of supervisors or the city council shall only fill enough vacancies by appointment or by election to provide the district board with a quorum.**

(3) If the vacancy occurs in the first half of a term of office and at least 130 days prior to the next general district election, the person appointed to fill the vacancy shall hold the office until the next general district election that is scheduled 130 or more days after the date the district board is notified of the vacancy, and thereafter until the person who is elected at that election to fill the vacancy has been qualified. The person elected to fill the vacancy shall hold office for the unexpired balance of the term of office.

(4) If the vacancy occurs in the first half of a term of office, but less than 130 days prior to the next general district election, or if the vacancy occurs in the second half of a term of office, the person appointed to fill the vacancy shall fill the balance of the unexpired term of office.

(5) The election called pursuant to this subdivision shall be held on the next established election date provided in Chapter 1 (commencing with [Section 1000](#)) of [Division 1 of the Elections Code](#) that is held 130 or more days after the date the city council or board of supervisors calls the election.



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

BOARD MEMBER QUESTIONS

I) General Introduction:

- a. Do you reside within the Garberville Sanitary District Boundaries and how long do you expect to live here?
- b. Tell us about yourself and your qualification that would make you an effective Board Member?
- c. Why are you interested in serving on the Board?
- d. Describe what you think the duties of a Public Board Member are?
- e. Are you willing to commit the time required to fulfill Board responsibilities?
 - Attend 12-15 Board meetings per year
 - Serve on various Board committees
 - Serve as an Officer of the Board
 - Periodic out-of-town travel for training and meetings
 - Review invoices, sign checks and other related Board duties
- f. Do you have any potential conflicts of interest that could affect your ability to participate as a Board member, such as contracts, relationships, customers, property dispute or business dealings?
- g. Have you ever worked for Garberville Sanitary District and if so, in what capacity?
- h. Are you related to any members of the GSD Board or of any GSD staff and if so, what is the relationship and who is that person?
- i. Have you ever had a grievance with GSD, Staff or a Board Member? And if so, are you able to put aside your differences to fulfill your Board duties?

II) Experience and Qualifications:

- a. What is your experience or knowledge of Special Districts and public governance?
- b. Describe your experience serving on a public Board?
 - What was your greatest accomplishment?
 - What is your greatest asset or ability on a public Board?
 - What was your greatest challenge or frustration as a Board member?
 - How would fellow Board members or friends describe you?
 - May we call co-Board members, associates, friends and references?
- c. How do you handle conflict and differing views on the Board or in the community?

III) Knowledge of Garberville Sanitary District:

- a. What is your knowledge of Garberville Sanitary District?
- b. What is your understanding of our Mission and Vision statement?
- c. What do you see as the problems facing the District?
- d. What can you do to assist in solving District problems?
- e. What is your experience, skills or training which would be helpful in assisting the GSD Board members and staff?

IV) In Closing:

- a. Do you have any questions of us?
- b. If chosen, when would you be able to serve as a Board member?
- c. You will be required to submit a conflict of interest form 700 upon appointment to the Board, are you able to do so?
- d. You will be required to attend Harassment, Ethics and Board Governance training within one year of appointment. Are you willing to do so?

******This concludes our interview******

HIGH WATER USER INVESTIGATION

I compiled a list of high water users from August 2019 and from that list, I visited each customer to determine if their water was for residential, yard watering or for commercial agricultural water demand. From the 24 customers I talked to who use over 30 units (750 gallons)/day, 2 have purchased an agriculture water meter and is being billed, 12 are using water for gardens and yard, 1 has an ag meter but no residence and 9 have a house but are using their residential water to irrigate various sizes of commercial cannabis farms that are unpermitted.

I presented the attached letter to those customers and explained that our ordinance requires separating commercial agricultural water use from residential and personal use. I answered questions and made it clear that we have nothing to do with cannabis permitting enforcement and only want account for where GSD water goes.

One of the high water users has received an abatement order and will no longer be using water for cannabis because they have been ordered to cease operation. They assured me that they will not be growing cannabis in the future because of the abatement notice.

I will continue working with these customers to have an approved agricultural water meter which will assist us in monitoring all water use within GSD boundaries while protecting the residence from having water turned off during drought years or times when we have limited water production.



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

CANNABIS-AGRICULTURAL WATER USE REQUIREMENTS

The Garberville Sanitary District requires a water use application be filled out if you are using water for any agricultural crop including cannabis.

It has come to our attention through site visits and water usage, that you are using GSD water for cannabis cultivation or for an alternative agricultural crop.

You will need to pick up an application at our office within one week of receiving this letter or you may have your water disconnected until the application and associated agricultural water meter fee of \$8,000 has been received.

WHY THIS APPLICATION IS REQUIRED

1. We are required to account for every gallon of water treated which includes where the water was used to fulfill State requirements.
2. When large amounts of water are used for irrigation, we have increased demand on our system, water tanks and staff time.
3. In case of drought or other disaster, GSD wants to ensure you have water for your residence and with an agriculture water meter, we can limit water use or disconnect the water for irrigation while providing continued water service to the residence.

If you have questions please contact our office or call (707)923-9566

Thank You for your cooperation,

Ralph Emerson

General Manager
Garberville Sanitary District

Date _____

UPDATE ON PROJECTS AND REPAIRS

We continue working with Brett VanMeter on the new water line replacement between Redwood Drive and Locust St. This project is required for the Bank Building Project and paid for by the developer. We have determined that rather than stopping at the Town Square and 2nd St., we should extend the new pipe to Locust St. which would ensure that we complete the entire street with a new water main line so that we are able to isolate this section of town and avoid the problem we had last year when we had a leak at Town Square and Locust St.

This section will be paid by the District but it will ensure that we complete all water line upgrades on Church Street and only use one water distribution pipe instead of two.

The New Inn is continuing forward toward a permitted final set of plans with an estimated time to start and complete this project on the property previously known as “Hippie Hill”.

I have been working with their engineer and survey team to provide the infrastructure and projected water use demands. Based on other motels in Garberville, the water usage per room should average 3-5 units of water per month if full occupancy. We will continue to stay on this project and provide you information as it progresses.

The Bank Building project is moving forward as previously mentioned with the infrastructure improvements but the work inside is moving slowly. I have been working with the owner and General Contractor to ensure the water and sewer service needs can be met and that the connection fees are paid prior to completion. We have received one sewer and water connection fee thus far with two more due.

We have not heard more information on the Joe Bilandzija cannabis manufacturing project on Redwood Drive, so I am not sure where this is with permitting and County approval. I will keep you informed when something happens.

Dan experienced a pump/motor problem on our finished water transmission pump at the water treatment plant on September 28-29. I will let him update you on what happened and let you know what we have done to fix the problem while replacing the pump and motor.



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130
Email: m.nieto@garberillesd.org

10/22/2019

To Whom It May Concern:

The following individuals are authorized on behalf of the Garberville Sanitary District in California to open an account(s) at Umpqua Bank for the purpose of investing/depositing into a Public Money Market Account; Certificate of Deposit or Depository Operating Account.

Individuals authorized to open/deposit/withdraw/close these Account(s) for the Garberville Sanitary District:

Name: Ralph Emerson Title: General Manager

Name: Mary Nieto Title: Administrative Assistant

Name: Linda Brodersen Title: Board Chair

Name: Soran Rio Anderson Title: Board Member

Name: Julie Lyon Title: Board Member

Name: Doug Bryan Title: Board Member

If you have any questions, please do not hesitate to contact me.

Sincerely,

Ralph Emerson,
General Manager



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130
Email: m.nieto@garbervillesd.org

What was your first car:

What was the color of your first car:

What was the name of your first pet:

Name of your favorite childhood friend:

Where would you like to travel someday:

Name of the 1st company you worked for:

Name of your first girlfriend/boyfriend:

In what town was your first job:

Your favorite restaurant in college:

Town your grandmother lived in:

City or town where your parents met:

Name of your 3rd grade teacher:

Name of your elementary school:

Street you lived on in 3rd grade:

Name of the first school you attended:

What was your childhood nickname:

In what city was your high school:

Name of the best man at your wedding:

School attended in 6th grade:

In what city were you married:



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 19-006

ESTABLISHING UPDATED CHECK SIGNING AUTHORIZATIONS WITH UMPQUA BANK

WHEREAS, the Board of Directors of the Garberville Sanitary District, (the District) has determined it to be in the best interest of the District to establish updated authorizations with Umpqua Bank, (the Bank).

WHEREAS, the District has one business checking account no. 991328238, two public funds money market accounts no. 991328220 and 991328212 and two public funds checking accounts no. 991328097 and 992322057 with Umpqua Bank,

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that all checks shall require the following signatures for authenticity:

Minimum	Maximum	Signatures Required
\$0	\$2,000	One Signature
\$2,000	None	Two Signatures including one Board Member
All Payroll Checks Regardless of Value		Two Signatures including one Board Member

BE IT FURTHER RESOLVED AND ORDERED, that the District's independent accountant will perform all bank reconciliations and will notify the Board should any discrepancies be found; and

BE IT FURTHER RESOLVED AND ORDERED, that Linda Brodersen, Chairperson of this District is hereby authorized and empowered to certify and to execute a signature card, or cards, including the following persons as authorized signatory on any or all of the above referenced accounts as well as written authorizations as needed or required by the Bank:

Name	Title	Name	Title
Ralph Emerson	General Manager	Soran Rio Anderson	Board Member
Mary Nieto	Administrative Assistant	Julie Lyon	Board Member
Linda Brodersen	Board Member	Doug Bryan	Board Member

Passed and adopted by the Garberville Sanitary District's Board of Directors on **October 22, 2019** during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

_____,
Ralph Emerson
Clerk of Board of Directors

CSDA Conference

Thank You for allowing me to participate in the recent CSDA conference which was very insightful as well as providing useful information to prepare for the upcoming changes to Special District governance practices.

1. After January of 2020 all water/sewer Districts will be required to print District information and notifications in Spanish, Chinese, Tagalog, Vietnamese and Korean. Additional languages will be included if they are 10% of your population.

2. To be successful in work and with people, we don't have to be interesting but we must be interested

3. Mozilla Firefox is the safest search engine on the internet because they don't sell your data and delete everything collected.

All technology is being linked and data collected, including your cameras on smart phones, computers and kindles.

Your digital footprint is now the most valuable tool for getting jobs and losing jobs so be cautious what is posted, emailed or texted.

There is currently technology that allows a person to wear glasses or contacts and everything seen can be programmed to give you a definition or response, such as seeing somebody's face and then having the glasses tell you the name of that person and a history of what is known.

4. Public agencies are being targeted by ineffective or disruptive employees that are terminated from employment. SDRMA has seen an 80% increase over the past 2 years as employees and attorneys have learned that claiming "Whistleblower" gives them protection and the employer has to prove they didn't do something wrong, while the employee, doesn't have to prove anything. This misuse of the Whistleblower policy is costing insurance companies millions of dollars because attorneys know that these types of claims are difficult to defend regardless of truth or that the employee should have been let go.

5. There are more document and retention regulations coming and Districts need to be careful to document everything while having a detailed and organized filing system and website because the public and regulatory agencies have a right to inspect. Governor Newsom did not sign the retention bill last week, so we have more time to solicit help from our legislature.

6. All Board Members are encouraged to have ongoing governance and ethics training to stay in compliance as well as being trained in Board governance practices. CSDA has continual webinars and trainings which can be accessed on line at your convenience or attending training sessions in person.

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. Service may be discontinued for non-payment of bills after (30) days late.
Adopted 06/27/2017

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of **\$100** will be made and collected prior to renewing service following disconnection.

(a) Water service will be reconnected during normal work hours or there will be an additional \$100 charge for employee overtime. There will be an additional \$100 fee if reconnection of water is requested after normal work hours 9:00am to 5:00pm, Monday--Friday

Adopted 06/27/2017

RESOLUTION 19-005

THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO ADD WATER ORDINANCE, ARTICLE 10, SEC 10.2(a)

A. **WHEREAS,** It has been determined that the Garberville Sanitary District will add Water Ordinance Article 10, Sec 10.2(a), After Hours Re-Connection fee

B. **WHEREAS,** Resolution 19-005 allows Garberville Sanitary District to charge a \$100 fee to reconnect water service after disconnection for non-payment and when request for service is after normal work hours as determined in the employee personnel policy.

C. **WHEREAS,** Customers desiring to have water service re-connected must notify the office during normal workhours Monday through Friday (9:00—5:00pm) or be subject to an additional \$100 after-hours reconnection fee.

D. **WHEREAS,** Those customers requesting a reconnection of water service are responsible for all past due service charges, re-connection fee and if applicable, an after hour fee of \$100.

WATER ORDINANCE, ARTICLE 10, SEC 10.2(a)

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of \$100 will be made and collected prior to renewing service following disconnection.

(a) Water service will be reconnected during normal work hours or there will be an additional \$100 charge for employee overtime.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES ADDING THE WATER ORDINANCE, ARTICLE 10, SEC 10.2(a)

RESOLUTION 19-005 WAS PASSED, APPROVED AND ADOPTED THIS 22nd DAY OF OCTOBER 2019 BY THE FOLLOWING ROLL CALL VOTE:

AYES:

NOES:

ABSTAIN:

ABSENT:

Board President

ATTEST:

Ralph Emerson, General Manager

WATER ORDINANCE NO. 1
GARBERVILLE SANITARY DISTRICT

AN ORDINANCE ESTABLISHING RATES, RULES AND REGULATIONS FOR WATER SERVICE.

Be it ordained by the Board of Directors of the Garberville Sanitary District, Humboldt County, California, as follows:

ARTICLE 1 - GENERAL RULES

Sec 1.1 Short Title. This ordinance shall be known and cited as “G.S.D. Water Code”.
Adopted 6/23/15

Sec 1.2 Words and Phrases. For the purpose of this ordinance, all words used herein shall be considered present and future as well as singular and plural.
Adopted 6/23/15

Sec 1.3 Water system. The District will furnish and operate a water system comprised of pumps, a water treatment facility, distribution system, easements, property buildings and equipment.
Adopted 6/23/15

Sec 1.4 Enforcement. If any section, subsection, sentence, clause, or phase of this ordinance is for any reason held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance.

Sec 1.5 Pressure Conditions. All applicants for service connections or water service shall be required to accept such conditions of pressure and service as are provided by the distributing system at the location of the proposed service connection, and to hold the District harmless for any damages arising out of low pressure or high pressure conditions or interruptions in service.

Sec 1.6 Maintenance of Water Pressure/Shutting Down for Emergency Repairs. The Board shall not accept any responsibility for the maintenance of pressure, and it reserves the right to discontinue service while making emergency repairs due to natural disasters or other circumstances beyond the District’s control. Customers that are dependent upon a continuous supply should have independent emergency storage.

Sec 1.7 Tampering with District Property. No one except a district employee or representative of the Board with a district employee, shall at any time in any manner operate the curb cocks or valves, main cocks, gates or valves of the Districts’ system, or interfere with meters or their connections, street mains, or other parts of the water system.

Sec 1.8 Penalty for Violation. For the failure of the customer to comply with all or any part of this ordinance, resolution or order fixing rates and charges of this District, a penalty for which has not hereafter been specifically fixed, the customer's service shall be discontinued until they have complied with the rule or regulation, rate or charge which was violated. Adopted 6/23/15

Sec 1.9 Ruling Final. All rulings of the Board shall be final.

ARTICLE 2 – DEFINITIONS

Sec 2.1 Board - The Board of Directors of the District.

Sec 2.2 Connection - The pipeline and appurtenant facilities such as the curb stop, meter and meter box used to extend water service from a main to premises, the laying thereof and the tapping of the main. Where services are divided at the curb or property line to serve several customers, each such branch service shall be deemed a separate service.

Sec 2.3 Cost - The cost of labor, material, transportation, supervision, engineering, and all other necessary overhead expenses.

Sec 2.4 Cross-Connection - Exposure to drinking water contamination or pollution due to the backflow or back-siphon age of contaminants or pollutants through the water service connection, including sewerage.

Adopted 6/23/15

Sec 2.5 District - The Garberville Sanitary District.

Sec 2.6 Main - A water line in a street, highway, alley, or easement used for public and private fire protection and for general distribution of water.

Sec 2.7 Person - An individual or a company, association, co-partnership or public or private corporation.

Sec 2.8 Premises - A lot or parcel of real property, commercial buildings or apartments or multiple dwellings.

Adopted 6/23/15

Sec 2.9 Private Fire Protection Service - Water service and facilities for building sprinkler systems, hydrants, hose reels, and other facilities installed on private property for fire protection.

Sec 2.10 Public Fire Protection Service - The service and facilities of the entire water supply, storage, and distribution system of the District, including the fire hydrants affixed thereto, and the water available for fire protection.

Sec 2.11 Owner - The person whose name the legal title to the property appears, by deed duly recorded in the County Recorder's office, or the person in possession of the property of buildings under claim of, or exercising acts of ownership over same for himself, or as executor, administrator, guardian, or trustee of the owner.
Adopted 6/23/15

Sec 2.12 Regular Water Service - Water service for normal domestic, commercial and industrial facilities, and the water available for domestic use.
Adopted 6/23/15

Sec 2.13 Temporary Water Service - Water service and facilities rendered for construction work and other uses of limited duration established by the District per incident.

Sec 2.14 General Manager - The person appointed by the Board to administer and enforce the rules and regulations of the District.
Adopted 6/23/15

Sec 2.15 District Engineer - The Engineer employed and acting for the Board of Directors, under the direction of the General Manager and shall be a Registered Civil Engineer.
Adopted 6/23/15

Sec 2.16 Permit - Any written authorization required pursuant to this or any other regulation of the District for the installation of any water works.

Sec 2.17 Applicant - The person making application for a permit for a water installation and shall be the owner of premises, or his authorized agent, for which a permit is requested.

Sec 2.18 Contractor - Any individual, firm, corporation, partnership, or association duly licensed by the State of California to perform the type of work to be done under the permit.

Sec 2.19 Single Family Unit - Refers to the place of residence for a single family.

Sec 2.20 Multiple Dwelling - A building for residential purposes containing more than one kitchen or having facilities for the occupancy of more than one person or families, including but not limited to the following: hotels, motels, mobile home parks, recreational vehicle parks, apartment houses, duplex, rooming houses, boarding houses, and dormitories.

Sec 2.21 Street - Any public highway, road, street, avenue, alleyway, public place, public easement, or right-of-way.

Sec 2.22 Additional Definitions - For the purposes of this ordinance, additional terms shall have the meaning indicated in Chapter 1 of the most recent edition of the "Uniform Plumbing Code" adopted by the International Association of Plumbing and Mechanical Officials.

ARTICLE 3 - NOTICES

Sec 3.1 Notice to Customers. Notice from the District to a customer will normally be given in writing, and either delivered or mailed to him/her at his/her last known address. Where conditions warrant and in emergencies, the District may resort to notification either by telephone or messenger.

Sec 3.2 Correspondence from Customers. A customer or their authorized representative may present correspondence to the District Board of Directors or to the District Office.

ARTICLE 4 - APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A property owner or his/her authorized agent **who provides authorization letter from owner** may make an application for Water Service. (See attached application form).
Adopted 7/28/15

Sec 4.2 Undertaking of Applicant. Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service.

Sec 4.3 Payment for Previous Service. An application will not be honored unless payment in full has been made for water service previously rendered to the applicant.

Sec 4.4 Installation Charges. New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided
Adopted 9/22/15

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

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

Sec 4.7 Size and Location. The District reserves the right to determine the size of service connections and their locations with respect to the boundaries of the premises to be served.
Adopted 7/28/15

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

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

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

Adopted 03/28/2017

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

ARTICLE 5 - APPLICATION FOR REGULAR WATER SERVICE WHEN MAIN EXTENSION REQUIRED

Sec 5.1 Permit Required. An applicant for a permit to connect a building to a public water supply when the property upon which such building is situated does not abut a public water supply, shall pay all fees, connection charges and furnish bonds as required by this section.

1. In the case of any water extension needed by the District to provide a service connection or connections, a sum shall be advanced to the District based upon an estimate by bid of the total cost of all labor, materials, equipment and other costs incidental to the installation, plus fifteen (15%) for general overhead, including the cost of oversizing water mains for the general benefit of the developer and water distribution system. Upon completion of construction, the amount advanced shall be adjusted to the actual cost plus fifteen percent (15%) for general overhead.

2. Extension by Applicant. A fee of the amount deemed necessary by the District to pay all engineering inspection and other costs required to insure compliance with the terms, the permit and with the rules, regulations and ordinances of the District shall be paid to the District prior to the time the permit is issued, for reviewing plans and specifications, issuing a permit and inspecting the installation of public water extension, lateral and all appurtenances. If the fee fixed by the District is in excess of the actual cost to the District, any surplus over the cost shall be refunded to the person obtaining the permit. If the fee fixed by the District is less than the actual cost to the District, the person obtaining the permit shall be liable for the excess cost to the District. Prior to the issuance of a permit, the applicant shall furnish to the District a faithful performance bond or cash in the amount of the total estimated cost of work. A surety or sureties satisfactory shall secure said bond to the District. The cash deposit or faithful performance bond shall be conditioned upon the performance of the terms and conditions of the permit and shall guarantee the correction of faulty workmanship and the replacement of defective materials for a period of one (1) year after the date of acceptance of the work.

Sec 5.2 General. The District may provide all main extensions upon application for service, except as but not limited to sections 5.1,1 and 5.1,2.

Sec 5.3 Determination. If, in the opinion of the Board, the cost thereof is in excess of what it is prepared to advance or it questions the economic advantage to the District of making such advance, it shall determine the cost of such line.

Sec 5.4 Advance Cost. When the Board so determines, the applicant shall advance one half the estimated cost of the main across his street frontage, which frontage shall be not less than fifty (50) feet, provided this distance plus street intersections, if any, does not exceed one hundred (100) feet, the total cost must be deposited in advance of construction. For a corner lot, the street frontage shall be one half the sum of the total street frontage.

Sec 5.5 Reimbursement. Reimbursement to a sub divider, school district or other person for a portion of the cost of extending community waters pursuant to paragraph (1) of Section 5.1 of the Article will be as follows: Where the costs of the line extension has been paid by the original property owner, all future property owners hooking up to the extension will share equally in the cost of extending the line. This will be in effect for a maximum period of five (5) years after the date of such extension is originally connected.

Sec 5.6 Plans, Profiles and Specifications. The application for a permit for water construction shall be accompanied by complete plans, profiles and specifications, complying with all applicable ordinances, rules and regulations of the District prepared by a Registered Civil Engineer showing all details of the proposal work based on an accurate survey of the ground. The application, together with the plans, profiles, and specifications shall be examined by the District who shall approve them as filed or require them to be modified as deemed necessary for proper installation. After examination by the District, a permit shall be issued upon payment of all connection charges, fees and furnishing of bonds as required by the District. The permit shall prescribe such terms and conditions as the District finds necessary in the public interest.

Sec 5.7 Subdivisions. The requirements of Section 5.1 and 5.2 of these ordinances shall be fully complied with before the District shall approve any final subdivision map. The final subdivision map shall provide for the dedication for public use of all streets, easements or right of way in which community water lines are to be constructed. If a final subdivision map of a tract is recorded and the work of constructing water to serve the tract is not completed within the time limit allowed in the permit, the District may extend the time limit or may complete the work and take appropriate steps to enforce the provisions of the bond furnished by the sub divider. Specific information contained within Article 6.

Sec 5.8 Easements or Right of Ways. In the event that an easement is required for the extension of the public water or the making of connections, the applicant shall procure and have accepted by the District proper easement or grant of right of way sufficient in width to allow the laying and maintenance of such extension or connection.

Sec 5.9 Persons authorized to Perform Work. Only properly licensed contractors shall be authorized to perform the work of community water construction within the District. All terms and conditions of the permit issued by the District to the applicant shall be binding on the contractor. The requirements of this Section shall apply to water lines installed concurrently with Public water construction.

Sec 5.10 Grade Stakes. A Registered Civil Engineer or Licensed Land Surveyor shall set grade and line stakes prior to the start of work on any public water construction. The contractor shall be responsible for accurately transferring grade to water invert.

Sec 5.11 Compliance with Local Regulations. Any persons constructing a water line within a street shall comply with all State and County laws, ordinances, rules and regulations. They shall obtain all permits and pay all fees required by the department having jurisdiction prior to the issuance of a permit by the District.

Sec 5.12 Protection of Excavation. The applicant shall maintain such barriers, lights and signs as necessary to give warning to the public at all times that a water line is under construction and of each dangerous condition to be encountered as a result thereof. He shall also likewise protect the public in the use of the sidewalks against any such conditions in connection with the construction of the water. Streets, sidewalks, parkways and other property disturbed in the course of the work shall be reinstalled in manner satisfactory to the District and any other person or agency having jurisdiction there over.

Sec 5.13 Design and Construction Standards. Minimum standards for the design and construction of water lines within the District shall be in accordance with the applicable provisions of the ordinances, rules and regulations heretofore or hereinafter adopted by the District, copies of which are on file in the office of the District. The District may permit modifications or may require higher standards where unusual conditions are encountered. “As-built” drawings showing the actual location of all mains, structures, valves and laterals shall be filed with the District before final acceptance of the work.

Sec 5.14 Completion of Water Required. Before any acceptance of any water line by the District and prior to the admission of any water from the District, the water line shall be tested and shall be completed in full compliance with all requirements of the accepted specifications and to the satisfaction of the District.

ARTICLE 6 - SUBDIVISIONS

Sec 6.1 Application. A person desiring to provide a water system within a tract of land that he proposes to subdivide shall make written application therefor.

Sec 6.2 Subdivision Identification. The application shall state the number of the tract, the name of the subdivision, and its location. It shall be accompanied by approved final subdivision map, and the plans, profiles, and specifications for the street work therein.

Sec 6.3 Investigation. Upon receiving the application, the Manager and/or District Engineer shall make an investigation and survey of the proposed subdivision and shall report his findings to the Board, including a recommendation as to the facilities required and the estimated cost of the proposed water system therefor.

Sec 6.4 Subdivision, Tracts, or Housing Project Deposit. Sub dividers shall advance to the District 110% if constructed by the District or 10 % if constructed by the sub divider for the cost of the labor and materials necessary for constructing main lines to be laid within the subdivision plus fire hydrants and appurtenances. Fire hydrants shall be so located that each lot is within 500 feet of a hydrant.

Sec 6.5 Specification and Construction. The size, type, and quality of materials and location of the lines shall be specified by the current adopted Uniform Plumbing Code and the actual construction will be done by the District or by a contractor acceptable to it, in either of which events it shall be inspected and accepted by the District. Acceptance shall not relieve the owner from repairing defects that are identified during the year guarantee period following acceptance.

Sec 6.6 Adjustment. Adjustments of any substantial difference between the estimated and actual number of feet of line installed shall be made at or before the completion of the installation, any excess shall be refunded to the sub divider and any shortage will be paid by him to the District.

Sec 6.7 Property of District. All facilities shall be the property of the District and the total amount of credits and refunds shall not exceed the original deposit.

Sec 6.8 Connection. The sub divider shall, at his cost, provide all connections to each parcel or building constructed by him as herein provided.

ARTICLE 7 - GENERAL USE REGULATIONS

Sec 7.1 Water Waste. No customer shall knowingly permit leaks. Where water is wastefully or negligently used on customer premises seriously affecting the general service, the District may discontinue the service if such conditions are not corrected within five (5) business days after giving the customer written notice.

Sec 7.2 Responsibility for Equipment on Customer Premises. All facilities installed by the District on private property for the purpose of rendering water service shall remain the property of the District and may be maintained, replaced, or repaired by the District without consent or interference of the owner or occupant of the property. The property owner shall use reasonable care in the protection of the facilities.

Sec 7.3 Damage to Water System Facilities. The customer shall be liable for any damage to the service facilities when such damage is from causes originating on the premises by an act of the customer or his tenants, agents, employees, contractors, licensees or permittees, including the breaking or destruction of locks by the customer or others on or near a meter, and any damage to a meter that may result from hot water or steam from a boiler or heater on the customer's premises. The District shall be reimbursed by the customer for any such damage promptly on presentation of a bill.

Sec 7.4 Ground-Wire Attachments. All individuals or business organizations are forbidden to attach any ground-wire or wires to any plumbing that is or may be connected to a service connection or main belonging to the District. The District will hold the customer liable for any damage to its property occasioned by such ground-wire attachments.

Sec 7.5 Control Valve on the Customers Property. The customer shall provide a valve on their side of the service installation as close to the meter location as practicable to control the flow of water to the piping on his premises. The customer shall not use the service curb stop to turn water on and off for his convenience.

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

4. Backflow Prevention Assemblies:

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

4. Notification will be given when termination of water service is required and water service will be denied until the backflow prevention assembly is working correctly, approved by certified tester and Garberville Sanitary District. The water user will be required to pay for any GSD staff time and for the certified tester before water service continues.

5. Governing Regulations:

Title 17. California Public Health and Safety Code.

Adopted 3/22/2016

Sec 7.10 Discontinued Service. The District may immediately discontinue the service of water to any premises if any defect is found in the check valve installations or other protective devices, or if it is found that dangerous unprotected cross-connections exist. Service will not be restored until such defects are corrected.

Sec 7.11 Interruptions in Service. The District shall not be liable for damage that may result from an interruption in service from a cause beyond the control of the District.

Sec 7.12 Ingress and Egress. Representatives from the District shall have the right of ingress and egress to the customer's premises at reasonable hours for any purpose reasonably connected with the furnishing of water services.

ARTICLE 8 - METERS

Sec 8.1 Change in Location of Meters. Meters moved for the convenience of the customer will be relocated at the customer's expense. Meters moved to protect the District's property will be moved at its expense.

Sec 8.2 Non-Registering Meters. If a meter is found to be not registering, the charges for service shall be at the minimum monthly rate or based on the estimated consumption, whichever is greater. Such estimates shall be made from previous consumption for a comparable period or by such other method as is determined by the District and its decision shall be final.

Sec 8.3 Access to Meters. Customers are required to keep meter boxes accessible. All landscaping or other forms of vegetation is to be kept away from meter box so as not to restrict access. It is the responsibility of the customer to maintain the area of their property in which this equipment is placed.

ARTICLE 9 - BILLING

Sec 9.1 Billing Period. The regular billing period will be monthly.

Sec 9.2 Meter Reading. Meters will be read as nearly as possible on the same day of each month.

Sec 9.3 Opening and Closing Bills. Opening and closing bills for less than the normal billing period shall be prorated as to quantity used.

Sec 9.4 Water Charges. Water charges are calculated and billed on the 1st of each month and are considered delinquent after the 25th of each month.
Adopted 11/24/15

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

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
Bills past due – Courtesy Call
35 days past due – Shut off notice – Hand delivered to service address.
7 days after shut off notice is delivered – Water will be turned off. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected.
60 days past due – Lien on building/property – Small claims
120 days past due – Turn over to collection agency.
- c. Adjustments to bills – Payment Plans:
The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.
- d. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- e. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- f. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- g. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a \$15 credit which can be used to decrease their monthly service charge. Any service credit will require (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month.

Adopted 10/23/2018

Sec 9.6 Billing of Separate Meters. Separate bills will be rendered for each meter installation.

Sec 9.7 Customer's Guarantee. The water charge begins when a service connection is installed and the meter is set. The property owner must sign the customer service agreement form prior to being connected. This agreement guarantees that the owner is responsible for their property and for all unpaid service charges.

- a. Customers are required to place a deposit of \$100, refundable or applied to account after 2 years of good payment history.

- b. Owner will be responsible for any unpaid charges. Account must be current before customer's account can be established.
- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

Adopted 4/24/2018

Sec 9.8 Water Used Without Application Being Made. A person taking possession of premises and using water from an active service connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District and if accumulated bills for service are not paid immediately, the service may be discontinued by the District without further notice.

Sec 9.9 Damages Through Leaking Pipes and Fixtures. When turning on the water supply as requested and the house or property is vacant, the District will endeavor to ascertain if water is running on the inside of the building and if such is found to be the case, the water will be left shut off at the curb cock on the inlet side of the meter. The Board's jurisdiction and responsibility ends at the property line and the Board will in no case be liable for damages occasioned by water running from open or faulty fixtures or from broken or damaged pipes inside the property line.

Sec 9.10 Damages to Meters. The Board reserves the right to set and maintain a meter on any service connection. The water consumer shall be held liable; however, for any damage to the meter due to his negligence or carelessness and in particular for damage caused by hot water or steam from the premises.

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. Service may be discontinued for non-payment of bills after (30) days late.

Adopted 06/27/2017

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of \$100 will be made and collected prior to renewing service following disconnection.

Adopted 06/27/2017

Sec 10.3 Unsafe Apparatus. Water service may be refused or discontinued to any premises where apparatus or appliances are in use which might endanger or disturb the service of other customers.

Sec 10.4 Cross-Connection. Water service may be refused or discontinued to any premises where exists a cross-connection in violation of State or Federal laws.

Sec 10.5 Fraud or Abuse. Service may be discontinued if necessary to protect the District against fraud or abuse.

Sec 10.6 Non-Compliance with Regulations. Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service.

Sec 10.7 Upon Vacating Premises. Customers desiring to discontinue service shall notify the District two (2) or more days prior to the date of disconnect. Customers who fail to notify the District as provided in this section shall be liable for regular water service charges whether or not any water is used.

Sec 10.8 Abandonment Charge. Any person abandons service to a building from the District's water system or to abandon service to a property, shall pay to the District an Abandonment Charge. When no abandonment fee is received by the District, legal action may be taken to collect the abandonment fee. If the fee is not received from the renter, the property owner will be responsible for payment and service charges, including late fees and if payment is not received from the owner, all charges will be paid by the new owner along with a new connection fee before service will be provided.

The Abandonment Charge shall consist of:

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover District costs.
- c. Owner must fill out the District Discontinuance application. (Appendix A)
 1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Adopted 12/18/2018

Sec 10.9 Annual Fee for Discontinuance of Service. Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension beyond two years will only be granted if approved by the General Manager or designee.

Adopted 4/26/16

Sec 10.10 Water Ordinance Safe Harbor. The District is electing to utilize Section 1.263(a)-1(f) de minimis safe harbor election, with a threshold of \$2500 per invoice or individual item, in accordance with Internal Revenue Service in Notice 2015-82 and all items in excess of this threshold will be booked as capital assets and will be depreciated in accordance with District policy and Appendix B of Publication 946. This election is effective as of July 1, 2017. TION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION
Adopted 11/28/2017

ARTICLE 11 - COLLECTION BY SUIT

Sec 11.1 Suit. Unpaid rates, charges and penalties herein provided may be collected by suit after 60 days of non-payment from billing date if all notifications and legal requirements have been met.

Adopted 2/23/16

Sec 11.2 Costs. Defendant shall pay costs in any judgment rendered in favor of the District.

ARTICLE 12 - PUBLIC FIRE PROTECTION

Sec 12.1 Use of Fire Hydrants. Fire hydrants are for use by the District or by organized fire protection agencies pursuant to contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain written permission from the General Manager or designee prior to use and shall operate the hydrant in accordance with instructions issued by the District.

- a. Unless previously agreed, water taken from a fire hydrant will be metered, monitored and billed at the bulk water rate in Article 14, Section 14.3
- b. Applications and contract will be available at the GSD office
- c. A \$10,000 fine may be charged for every unauthorized use of a fire hydrant

Adopted 5/24/16

Sec. 12.2 Moving of Fire Hydrants. A fire hydrant may be moved only if approved by the General Manager or designee, with direction from the local fire department. Any costs incurred for moving a fire hydrant will be at the expense of the petitioner and only upon District approval.

Adopted 6/28/16

Sec. 12.3 Installation of Fire Hydrants. When it is determined by Garberville Sanitary District that a fire hydrant is required at a specific location, the General Manager or designee will coordinate with the local fire department to determine what type of hydrant shall be installed. It will be the responsibility of Garberville Sanitary District to purchase and install all fire hydrants within District boundaries unless it has been determined that the hydrant is the responsibility of the fire department or property owner.

Adopted 8/23/16

ARTICLE 13 - PRIVATE FIRE PROTECTION SERVICE

Sec 13.1 Payment of Cost. The applicant for private fire protection service shall pay the total cost of installation of the service from the distribution main to the customer's premises, including the cost of a detector check meter or other suitable and equivalent device, valve, and meter box, said installation to become the property of the District. The District may agree to install the connection and meter at cost plus ten percent (10%).

Sec 13.2 No Connection to Other System. There shall be no connections between this fire protection system and any other water distribution system on the premises.

Sec 13.3 Use. There shall be no water used through the fire protection service except to extinguish fires and for testing the firefighting equipment.

Sec 13.4 Meter Rates. Any consumption recorded on the meter will be charged for at double the regular service rate except that no charge will be made for water used to extinguish fires where such fires have been reported to the fire department.

Sec 13.5 Monthly Rates. The District Board upon receipt of application shall establish the monthly rates for private fire protection.

Sec 13.6 Violation of Agreement. If water is used from a private fire service in violation of the agreement or of these regulations, the District may, at its option, discontinue and remove the service.

Sec 13.7 Water Pressure and Supply. The District assumes no responsibility for loss or damage due to lack of water or pressure, either high or low, and merely agrees to furnish such quantities and pressures as are available in its general distribution system. The service is subject to shutdowns and variations required by the operation of the system.

Sec 13.8 Rules. The following rules shall apply to fire service connections:

1. **Cross Connection.** Proper back flow device must be installed for each private fire protection system.
2. **Valve.** When a fire service connection is installed, the valve governing it will be closed and LOCKED and remain so until a written order is received from the owner of the premises to have the water turned on.
3. **Meter.** If the District does not require a meter and if the water is used through a fire service connection for any other purpose than extinguishing of fires, it shall have the right to place a meter on the fire service connection and at the owner's expense or shut off the entire water supply from such premises.

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.

Sec 14.2 Responsibility for Equipment. The customer shall, at his own risk and expense, furnish, install, and keep in good and safe condition all equipment that may be required for receiving, controlling, applying, and utilizing water, and the District shall not be responsible for any loss or damage caused by the improper installation of such equipment, or their negligence or wrongful act of the customer or of any of the customers tenants, agents, employees, contractors, licensees or permittees installing, maintaining, operating, or interfering with such equipment. The District shall not be responsible for damage to property caused by faucets, valves, and other equipment that are open when water is turned on at the meter, either originally or when turned on after temporary shutdown.

Sec 14.3 Bulk Water. A Bulk Water Sales Application must be completed and payment made prior to any bulk water sales for **new customers**. Those customers who have established a good payment history may be exempted and billed at the end of the month. If damage occurs to District owned property the person or company that is using district property will be charged the cost of repairs. Bulk water sales are from **9:00 AM to 3:00PM M-F** unless special arrangements are requested in advance. Persons or Companies that wish to purchase and haul large quantities of water must have an approved backflow prevention device or an air gap between the fire hydrant and storage tank. The Manager or Field Operator will inspect all vehicles prior to any connection to the distribution system. After the inspection has been performed and noted on the application form, water may be drafted from the distribution system at a designated fire hydrant.

Sec 14.4 Relief on Application. When any person, by reason of special circumstances, is of the opinion that any provision of this ordinance is unjust or inequitable as applied to his premises, he may make written application to the Board, stating the special circumstances, citing the provisions complained of, and requesting suspension or modification of this provision as applied to his premises. If such application were approved, the Board may, by resolution, suspend or modify the provision complained of, as applied to such premises to be effective as of the date of the application and continuing during the period of the special circumstances.

ARTICLE 15 - RATES AND FEES

Rates and Fees are set by the board of Directors by Resolution and will become effective 30 days after adoption of the resolution.

Sec 15.1 Connection Fee:

Sec 15.2 Monthly Quantity Charges.

Sec 15.3 System Expansion Fee.

Sec 15.4 Reconnection Charge.

Sec 15.5 Deposits.

Sec. 15.6 Late Fees.

Sec 15.6 Bulk Water Rates.

Sec 15.7 Pool Fill.

Sec 15.8 Nonprofit Irrigation Rate. Nonprofit organizations whose sole use of water is irrigating playing fields used primarily for youth athletic activities may apply for an irrigation only water rate.

Sec 15.9 Commercial Agricultural Water Use.

1. Commercial Agricultural Water Use Requirements

- a. Any person requesting treated potable water for a commercial agricultural business will be required to submit an application at the District office. This application will include the agricultural product, the operational plan, a site map, any permit required by the County and a \$150 handling and inspection fee. This application will be renewed annually, or commercial agricultural water use will be denied.
- b. This application will include the name and contact information of the owner and tenant of the property as well as the address of property and estimated gallons of water to be used monthly.
- c. A GSD new and separate approved water meter and a connection fee will be required for ever approved new commercial agricultural business or farm and all approved applicants will pay an additional base rate and water usage fee.
- d. In the event that Garberville Sanitary District faces drought conditions, infrastructure deficiencies or limitation on the approved diversion rate, the agricultural water will be turned off, to ensure adequate water for residential use and human consumption.
- e. All commercial agricultural operations which request water will have their property inspected by the General Manager or designee, at which time the infrastructure will be evaluated to ensure that it is capable of handling the increased water volume.
- f. In the event the infrastructure is not adequate for the increased volume of water, an agreement will be made with the commercial agricultural business to upgrade the infrastructure or work with the District to do so before the application will be approved.
- g. When an infrastructure upgrade is required but the commercial agricultural business will not pay for or participate in upgrading the infrastructure, the application will be denied. Any commercial agricultural business will be required to comply with all requirements listed below.
- h. Commercial Agricultural customers will be required to show a water catchment plan that collects water during the winter months while preparing for high demand summer months.
- i. A reconciliation report will be required annually to compare projections with actual water use and efficiency.

- j. REASON FOR DENIED WATER SERVICE
 - 1. Negative impact to neighbors
 - 2. Excessive pedestrian or vehicle traffic based on site visits and complaints.
 - 3. Excessive signage
 - 4. Excessive noise as determined by the District and complains.
 - 5. Excessive lights, glare, or brightness.
 - 6. Negative smells determined by District and complaints
 - 7. Negative impact to fire suppression capabilities.
 - 8. Inadequate water supply
 - 9. Violation of State diversion and permit limits.

Noncompliance with any of these requirements or from excessive complaints will result in your application being denied.

Adopted 01/23/2018

ARTICLE 16 - TIME OF TAKING EFFECT

Sec 16.1. This Ordinance shall take effect immediately on passage of resolution and prior Ordinances are hereby repealed or revised.

Chairperson of the Board of Directors

Date

Garberville Sanitary District
Humboldt County, California