

**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: December 15<sup>th</sup>, 2020**

**5:00 p.m. – Open Public Session**

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

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

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

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

**IV. COMMENTS ON CLOSED SESSION ITEM**

**V. THE BOARD WILL ENTER CLOSED SESSION**

**Conference with Legal Counsel Regarding Stillwell vs Garberville Sanitary District Pending Litigation.  
Paragraph (2) of subdivision (d) of Government Code Section 54956.9**

**VI. OPEN SESSION**

1. Report any action taken in closed session
2. Action if required from closed session item

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

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

**General Public / Community Groups**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff-**

**Office Staff-**

**Board Members-**

**Correspondence-**

**General Manager—Ralph Emerson Pg. 4**

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

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

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

A.1 Approve Financials Date **October 2020** - Pg. 5-16

A.2 Approve Date: **November 17, 2020** Regular Meeting Minutes - Pg. 17-19

A.3 Operations Safety Report- Pg. 20-21

**Motion:                          Second:                          Vote:**

**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

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

B.1 Board Organization and Duties **Pg. 22-31**  
(action required)

Nomination of Chairperson  
**Motion:                          Second:                          Vote:**

Nomination of Vice Chairperson  
**Motion:                          Second:                          Vote:**

Nomination of Secretary  
**Motion:                          Second:                          Vote:**

Nomination of Treasurer  
**Motion:                          Second:                          Vote:**

Authorized Signatures to Sign For District  
**Motion:                          Second:                          Vote:**

B.2 Approve 2021 Board Calendar **Pg. 32**  
(action requested)

**Motion:                          Second:                          Vote:**

B.3 Veterans Memorial Building Presentation by Michelle Bushnell  
(discussion-possible action)

**Motion:                          Second:                          Vote:**

- B.4 GSD Emergency Response Plan **Pg. 33-38**  
 (discussion-possible action)  
**Motion:** **Second:** **Vote:**
- B.5 Covid-19 lost Revenue Update (from Mary)  
 (discussion-possible action)  
**Motion:** **Second:** **Vote:**
- B.6 Discontinuance of Service Application **Pg. 39-40**  
 (discussion—possible action)  
**Motion:** **Second:** **Vote:**

**C. POLICY REVISION / ADOPTION**

- C.1 Water Ordinance- Discontinuance of Service Sec 10.9 **Pg. 41-49**  
 (discussion—action requested) 2<sup>nd</sup> reading –resolution 20-014
- C.2 Board Policy-Roles and Responsibility **Pg. 50-62**  
 (discussion-no action) 1st reading

**X. ITEMS FOR NEXT BOARD MEETING**

1. Update on River Conditions
2. Update on Grant process
3. GSD Staff Projects
4. Veterans Memorial Building
- 5.

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than Date: Saturday December 12<sup>th</sup>, 2020. Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

# Garberville Sanitary District

PO Box 211

Garberville, CA. 95542

(707)923-9566

[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)

## GENERAL MANAGER REPORT

Date: December 15, 2020

I wanted to take a moment and express my gratitude for Bill Stewart, who passed away last week and for his contribution to Garberville and Southern Humboldt. Bill was one of the first people I met in Garberville and immediately expressed his love for this community and his commitment to Garberville Sanitary District. Bill's life is fascinating and is one of those people you listen to and realize you are in the presence of somebody who has lived life to the fullest while sharing his experiences and money with the community he called home. Bill Stewart is an example of hard work, commitment to others and of getting involved to improve your community regardless of opposition. I am grateful to Bill for taking a chance on me and becoming a friend.

I hope all of you enjoyed Thanksgiving with loved ones and friends regardless of the distractions around us but I am optimistic about proceeding forward with a supportive Board and co-workers.

As you are most likely experiencing in your own lives', people are reacting to all the Covid-19 fears and shut downs in a variety of ways, with some local businesses shutting their doors permanently and customers unsure about the future in Garberville or their ability to support themselves. This has created a difficult time for us as we work to assist customers with payment plans and keep them from falling too far behind on service charges.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: December 15, 2020  
 To: Garberville Sanitary District Board of Directors  
 From: Jennie Short, Consultant Project Manager  
 Subject: PRELIMINARY October 2020 Financial Statements

### GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for October 2020 and are preliminary until the audit is completed.

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

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	☺
Total Revenue (excluding connection fees)	1,071,045.00	324,649.37	1,071,045.00	31,966.47	☺
Total Expenses	1,370,378.85	443,325.52	1,330,378.81	145.42	☹
Net Income (excluding Depreciation)	(299,333.85)	(118,676.15)	(259,333.81)	31,821.05	☺
Payroll	423,040.00	141,013.36	423,040.00	(6,548.70)	☺
Repair & Maintenance	65,000.00	21,750.00	65,000.00	19,555.85	☹

As can be seen on the “Statement of Cash Flows Report for Board - October 2020” and the “Balance Sheet Report for Board As of October 2020”:

- Operational revenues are **OVER** the budgeted amount by \$ 34,678.98. Expenses are \$2,843.19 **OVER** budget.
- Net cash **INCREASE** for October is \$ 2,875.65 and the year to date is a net cash **DECREASE** of (\$77,182.57).
- Total payments on loans so far this year total \$ 45,805.03 of a budgeted year-end total of \$125,158.
- Total payroll costs are \$ 6,548.70 lower than the year to date budgeted amount.
- The overtime wages are \$ 121.02 higher than the year to date budgeted amount.

- The repair and maintenance expenses are \$ 19,555.85 **OVER** the YTD budgeted amount, but is still under the total annual budget amount.
- Expenditures for fixed asset acquisition so far this year total **\$70,115.06** which includes \$65,000 for the backhoe which was offset by the \$60,000 RCAC loan. The projects anticipated were:

Asset Description	Amount Budgeted	Amount Spent
Robertson + Wallen Tank Replacement - SRF Grant App	2,000	3763.50
Meadows Aerial Waterline SRF Grant/Loan	0	400.00
Bear Canyon Sewer Aerial Preliminary Design	5,000	448.75
Utility Trailer	7,000	0
BS Headworks - pump controls	10,000	0
Sunnybank Telemetry	5,000	0
Unspecified	25,000	0
Backhoe		65,000.00
Pumps		502.81
<b>Total:</b>	<b>54,000</b>	<b>70,115.06</b>

## RECOMMENDED BOARD ACTIONS

Review the preliminary 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 October 30, 2020 and second Balance Sheet with comparison between Sept 2020 and Sept 2019.
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 October

**GARBERVILLE SANITARY DISTRICT**  
**Statement of Cash Flows Report for Board** PRELIMINARY  
 July through October 2020

	<u>Jul - Oct 20</u>	<u>Oct 20</u>
<b>OPERATING ACTIVITIES</b>		
Net Income	(86,855.10)	(38,014.34)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	(856.07)	(1,434.81)
1100 · Accounts Receivable	(21,990.78)	4,838.44
1110 · Accts Receivable Over Payments	520.60	(755.74)
1500 · Prepaid Insurance	(28,856.18)	2,617.66
1501 · Prepaid Workers Comp	(6,256.18)	579.23
1510 · Prepaid Licenses and Permits	(13,080.00)	1,635.00
2000 · Accounts Payable	(2,356.41)	955.24
20000 · Account Payable	19,620.00	
2300 · Service Deposits	500.00	100.00
2238 · SWRCB Settlement	(40,000.00)	
Net cash provided by Operating Activities	<u>(179,610.12)</u>	<u>(29,479.32)</u>
<b>INVESTING ACTIVITIES</b>		
Equipment	(65,000.00)	
Accumulated Depreciation-Water	102,444.32	25,611.08
Accumulated Depreciation-Sewer	55,903.32	13,975.83
CIP- Bear Canyon Sewerline	(448.75)	
CIP - Meadows Aerial Waterline	(400.00)	
CIP - Wallan & Robertson Tank	(3,763.50)	(998.50)
WATER:Pumps	(502.81)	
Net cash provided by Investing Activities	<u>88,232.58</u>	<u>38,588.41</u>
<b>FINANCING ACTIVITIES</b>		
2500 · N/P - SWRCB	(24,103.28)	
2605 · RCAC Loan #6200-GSD-02	(18,598.80)	(4,678.74)
2665 · RCAC Loan - #0998 Backhoe	56,897.05	(1,554.70)
Net cash provided by Financing Activities	<u>14,194.97</u>	<u>(6,233.44)</u>
Net cash increase for period	<u>(77,182.57)</u>	<u>2,875.65</u>
Cash at beginning of period	<u>823,078.76</u>	<u>743,020.54</u>
Cash at end of period	<u><u>745,896.19</u></u>	<u><u>745,896.19</u></u>

**GARBERVILLE SANITARY DISTRICT**  
**Balance Sheet Report for Board**  
 As of October 31, 2020

**PRELIMINARY**

	Jun 30, 20	Oct 31, 20	Difference
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Checking/Savings</b>			
1005 · Umpqua Checking - Operating	84,661.03	57,468.97	(27,192.06)
1006 · Umpqua System Reserve - Water	25,806.44	5,807.50	(19,998.94)
1007 · Umpqua System Reserve - Sewer	31,266.46	1,266.76	(29,999.70)
1011 · Water Enterprise Fund	46,804.01	46,812.14	8.13
1030 · County Treasury - Sewer Reserve	444,956.82	444,956.82	0.00
1031 · County Treasury - Water Reserve	189,330.09	189,330.09	0.00
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	214.40	214.40	0.00
<b>Total Checking/Savings</b>	<b>823,078.76</b>	<b>745,896.19</b>	<b>(77,182.57)</b>
<b>Accounts Receivable</b>			
11000 · Accounts Receivable - Other	5,423.63	6,279.70	856.07
<b>Total Accounts Receivable</b>	<b>5,423.63</b>	<b>6,279.70</b>	<b>856.07</b>
<b>Other Current Assets</b>			
<b>1100 · Accounts Receivable</b>			
1110 · Accts Receivable Over Payments	(1,688.68)	(2,209.28)	(520.60)
1100 · Accounts Receivable - Other	112,393.96	134,384.74	21,990.78 ↑ Old A/R
<b>Total 1100 · Accounts Receivable</b>	<b>110,705.28</b>	<b>132,175.46</b>	<b>21,470.18</b>
1500 · Prepaid Insurance	3,439.66	32,295.84	28,856.18
1501 · Prepaid Workers Comp	0.00	6,256.18	6,256.18
1510 · Prepaid Licenses and Permits	0.00	13,080.00	13,080.00
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>Total Other Current Assets</b>	<b>109,144.94</b>	<b>178,807.48</b>	<b>69,662.54</b>
<b>Total Current Assets</b>	<b>937,647.33</b>	<b>930,983.37</b>	<b>(6,663.96)</b>
<b>Fixed Assets</b>			
CIP- Bear Canyon Sewerline	280.00	728.75	448.75
CIP - Meadows Aerial Waterline	5,441.76	5,841.76	400.00
CIP - Wallan & Robertson Tank	18,368.48	22,131.98	3,763.50
<b>WATER</b>			
Fire Hydrants (Measure Z)		0.00	0.00
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	70,773.43	70,773.43	0.00
Distribution	2,804,484.17	2,804,484.17	0.00
Pumps	2,909.87	3,412.68	502.81
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>Total WATER</b>	<b>8,118,264.08</b>	<b>8,118,766.89</b>	<b>502.81</b>
<b>Water System</b>	<b>142,474.97</b>	<b>142,474.97</b>	<b>0.00</b>
<b>SEWER</b>			
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 October 31, 2020

**PRELIMINARY**

	Jun 30, 20	Oct 31, 20	Difference	
Pumps	16,931.99	16,931.99	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
<b>Total SEWER</b>	<b>5,834,103.05</b>	<b>5,834,103.05</b>	<b>0.00</b>	
Office Equipment	38,244.29	38,244.29	0.00	
Equipment	158,306.60	223,306.60	65,000.00	Backhoe
Vehicles	121,205.99	121,205.99	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(2,188,691.30)	(2,291,135.62)	(102,444.32)	
Accumulated Depreciation-Sewer	(2,173,303.10)	(2,229,206.42)	(55,903.32)	
<b>Total Fixed Assets</b>	<b>10,232,061.90</b>	<b>10,143,829.32</b>	<b>(88,232.58)</b>	
<b>TOTAL ASSETS</b>	<b>11,169,709.23</b>	<b>11,074,812.69</b>	<b>(94,896.54)</b>	
<b>LIABILITIES &amp; EQUITY</b>				
<b>Liabilities</b>				
<b>Current Liabilities</b>				
<b>Accounts Payable</b>				
2000 · Accounts Payable	34,297.40	31,940.99	(2,356.41)	
<b>Total Accounts Payable</b>	<b>34,297.40</b>	<b>31,940.99</b>	<b>(2,356.41)</b>	
<b>Other Current Liabilities</b>				
2300 · Service Deposits	6,600.00	7,100.00	500.00	
20000 · Account Payable	0.00	19,620.00	19,620.00	
2205 · Accrued Simple	(101.46)	(101.46)	0.00	
2230 · Accrued Vacation	33,096.87	33,096.87	0.00	
2238 · SWRCB Settlement	40,000.00	0.00	(40,000.00)	
2250 · Loans Payable - Current Portion	70,391.37	70,391.37	0.00	
<b>Total Other Current Liabilities</b>	<b>149,986.78</b>	<b>130,106.78</b>	<b>(19,880.00)</b>	
<b>Total Current Liabilities</b>	<b>184,284.18</b>	<b>162,047.77</b>	<b>(22,236.41)</b>	
<b>Long Term Liabilities</b>				
2665 · RCAC Loan - #0998 Backhoe	0.00	56,897.05	56,897.05	\$60k - pmts
2500 · N/P - SWRCB	99,343.91	75,240.63	(24,103.28)	
2605 · RCAC Loan #6200-GSD-02	23,296.92	4,698.12	(18,598.80)	Nov pmt left
2700 · SRF Loan - Water	1,172,550.38	1,172,550.38	0.00	
2900 · Less Current Portion	(70,391.37)	(70,391.37)	0.00	
<b>Total Long Term Liabilities</b>	<b>1,224,799.84</b>	<b>1,238,994.81</b>	<b>14,194.97</b>	
<b>Total Liabilities</b>	<b>1,409,084.02</b>	<b>1,401,042.58</b>	<b>(8,041.44)</b>	
<b>Equity</b>				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,080,715.76	3,631,133.46	(449,582.30)	
Net Income	(449,582.30)	(86,855.10)	362,727.20	
<b>Total Equity</b>	<b>9,760,625.21</b>	<b>9,673,770.11</b>	<b>(86,855.10)</b>	
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>11,169,709.23</b>	<b>11,074,812.69</b>	<b>(94,896.54)</b>	

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board** PRELIMINARY  
 October 2020

	Current Month Oct 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
<b>Water Charges</b>					
4100 · Residential	40,868.15	175,494.40	109,363.88	340,125.00	66,130.52
4110 · Commercial	5,753.00	35,007.55	75,845.62	234,375.00	(40,838.07)
<b>Total Water Charges</b>	<b>46,621.15</b>	<b>210,501.95</b>	<b>185,209.50</b>	<b>574,500.00</b>	<b>25,292.45</b>
4200 · Sewer Charges	35,074.30	144,581.59	136,639.87	421,125.00	7,941.72
4300 · Connection Fees	0.00	0.00	0.00	24,000.00	0.00
4650 · Late Charges	0.00	0.00	0.00	10,000.00	0.00
4700 · Other Operating Revenue	1,272.81	1,352.81	0.00	5,000.00	1,352.81
49900 · Uncategorized Income	92.00	92.00			92.00
<b>Total Income</b>	<b>83,060.26</b>	<b>356,528.35</b>	<b>321,849.37</b>	<b>1,034,625.00</b>	<b>34,678.98</b>
<b>Expense</b>					
<b>Administrative and General</b>					
5025 - Discount Program	0.00	75.00	1,200.00	3,600.00	(1,125.00)
5000 · Advertising	0.00	0.00	0.00	350.00	0.00
5005 · Bad Debts	858.00	1,779.45	0.00	3,500.00	1,779.45
<b>5010 · Bank Charges</b>					
5012 · Merchant Account Fees	293.78	1,170.87	1,000.00	3,000.00	170.87
5010 · Bank Charges - Other	158.57	1,420.04	666.64	2,000.00	753.40
<b>Total 5010 · Bank Charges</b>	<b>452.35</b>	<b>2,590.91</b>	<b>1,666.64</b>	<b>5,000.00</b>	<b>924.27</b>
5020 · Directors Fees	0.00	650.00	1,000.00	2,000.00	(350.00)
5030 · Dues and Memberships	3,004.00	3,891.00	1,333.36	4,000.00	2,557.64
5035 · Education and Training	0.00	0.00	1,000.00	3,000.00	(1,000.00)
5036 · Education and Training - B.O.D.	0.00	0.00	100.00	300.00	(100.00)
<b>Insurance</b>					
5040 · Liability	3,607.02	14,098.32	13,988.40	41,965.14	109.92
5050 · Workers' Comp	579.23	3,218.57	3,080.00	9,240.00	138.57
<b>5055 · Health</b>					
5055.1 · Employee Portion	(614.91)	(2,437.77)	(2,433.36)	(7,300.00)	(4.41)
5055 · Health - Other	3,439.66	13,758.64	13,478.32	40,435.00	280.32
<b>Total 5055 · Health</b>	<b>2,824.75</b>	<b>11,320.87</b>	<b>11,044.96</b>	<b>33,135.00</b>	<b>275.91</b>
<b>Total Insurance</b>	<b>7,011.00</b>	<b>28,637.76</b>	<b>28,113.36</b>	<b>84,340.14</b>	<b>524.40</b>
5060 · Licenses, Permits, and Fees	2,512.18	8,677.18	8,166.68	24,500.00	510.50
5065 · Auto	0.00	91.74	1,000.00	2,000.00	(908.26)
5070 · Miscellaneous	7.17	12.44	100.00	100.00	(87.56)
5080 · Office Expense	1,232.89	7,241.76	3,933.36	7,000.00	3,308.40
5085 · Outside Services	596.29	2,546.83	2,883.36	8,650.00	(336.53)
5090 · Payroll Taxes	2,068.25	8,415.32	10,256.68	30,770.00	(1,841.36)
5100 · Postage	330.90	911.42	933.36	2,800.00	(21.94)
<b>5110 · Professional Fees</b>					
SWRCB Complaint	35.00	700.50			700.50
5110 · Professional Fees - Other	4,994.00	21,815.25	27,066.64	81,200.00	(5,251.39)
<b>Total 5110 · Professional Fees</b>	<b>5,029.00</b>	<b>22,515.75</b>	<b>27,066.64</b>	<b>81,200.00</b>	<b>(4,550.89)</b>
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	250.00	500.00	(250.00)
5130 · Rents	835.00	3,360.00	3,340.00	10,020.00	20.00

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board** **PRELIMINARY**  
**October 2020**

	Current Month Oct 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5135 · Retirement	663.89	2,666.28	2,675.04	8,025.00	(8.76)
5137 · Supplies	0.00	128.98	400.00	1,200.00	(271.02)
5140 · Telephone	2,237.54	4,835.06	3,708.32	11,125.00	1,126.74
5145 · Tools	0.00	61.76	666.64	2,000.00	(604.88)
5150 · Travel and Meetings	0.00	77.71	500.00	1,000.00	(422.29)
5155 · Utilities	240.53	962.28	1,833.36	5,500.00	(871.08)
5160 · Wages					
5165 · Wages - Overtime	395.37	2,817.37	1,166.64	3,500.00	1,650.73
5160 · Wages - Other	11,755.02	48,783.10	55,515.04	166,545.00	(6,731.94)
Total 5160 · Wages	12,150.39	51,600.47	56,681.68	170,045.00	(5,081.21)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	3,000.00	0.00
<b>Total Administrative and General</b>	<b>39,229.38</b>	<b>151,729.10</b>	<b>158,858.48</b>	<b>475,575.14</b>	<b>(7,129.38)</b>
<b>Sewage Collection</b>					
6010 · Fuel	152.27	585.79	1,000.00	3,000.00	(414.21)
6030 · Repairs and Maintenance	1,432.06	6,507.28	5,000.00	15,000.00	1,507.28
6040 · Supplies	0.00	173.30	1,000.00	3,000.00	(826.70)
6050 · Utilities	329.71	1,304.74	1,000.00	3,000.00	304.74
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	87.00	222.00	1,333.32	4,000.00	(1,111.32)
6060 · Wages - Other	3,091.47	11,221.78	11,060.00	33,180.00	161.78
Total 6060 · Wages	3,178.47	11,443.78	12,393.32	37,180.00	(949.54)
<b>Total Sewage Collection</b>	<b>5,092.51</b>	<b>20,014.89</b>	<b>20,393.32</b>	<b>61,180.00</b>	<b>(378.43)</b>
<b>Sewage Treatment</b>					
6075 · Fuel	152.27	585.79	1,000.00	3,000.00	(414.21)
6080 · Monitoring	0.00	300.00	2,333.32	7,000.00	(2,033.32)
6100 · Repairs and Maintenance	150.45	162.35	5,000.00	15,000.00	(4,837.65)
6110 · Supplies	0.00	0.00	3,000.00	9,000.00	(3,000.00)
6120 · Utilities	772.02	2,814.42	3,066.68	9,200.00	(252.26)
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmer	0.00	0.00	333.32	1,000.00	(333.32)
6130 · Wages - Other	3,090.04	13,388.23	12,056.68	36,170.00	1,331.55
Total 6130 · Wages	3,090.04	13,388.23	12,390.00	37,170.00	998.23
<b>Total Sewage Treatment</b>	<b>4,164.78</b>	<b>17,250.79</b>	<b>26,790.00</b>	<b>80,370.00</b>	<b>(9,539.21)</b>
<b>Water Trans and Distribution</b>					
7075 · Fuel	152.27	585.79	1,000.00	3,000.00	(414.21)
7090 · Repairs and Maintenance	12,426.94	27,182.32	6,666.68	20,000.00	20,515.64
7100 · Supplies	0.00	152.76	3,333.32	10,000.00	(3,180.56)
7110 · Utilities	1,126.85	4,337.66	2,000.00	6,000.00	2,337.66
7120 · Wages					
7125 · Wages - Overtime Water Trans &	0.00	1,515.00	2,333.32	7,000.00	(818.32)
7120 · Wages - Other	4,538.29	15,922.29	13,531.68	40,595.00	2,390.61
Total 7120 · Wages	4,538.29	17,437.29	15,865.00	47,595.00	1,572.29
<b>Total Water Trans and Distribution</b>	<b>18,244.35</b>	<b>49,695.82</b>	<b>28,865.00</b>	<b>86,595.00</b>	<b>20,830.82</b>
<b>Water Treatment</b>					
7020 · Fuel	152.28	585.85	1,000.00	3,000.00	(414.15)
7010 · Monitoring	120.00	1,970.00	1,333.32	4,000.00	636.68
7030 · Repairs and Maintenance	4,887.75	7,453.90	4,833.32	14,500.00	2,620.58

**GARBERVILLE SANITARY DISTRICT**  
**Combined Revenue & Expense Report for Board PRELIMINARY**  
**October 2020**

	Current Month Oct 20	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
7040 · Supplies	107.00	107.00	4,666.68	14,000.00	(4,559.68)
7050 · Utilities	4,776.62	18,095.47	15,666.68	47,000.00	2,428.79
7060 · Wages					
7065 · Wages - Overtime Water Treatmer	546.00	2,733.25	2,000.00	6,000.00	733.25
7060 · Wages - Other	3,532.68	12,240.60	14,626.68	43,880.00	(2,386.08)
Total 7060 · Wages	4,078.68	14,973.85	16,626.68	49,880.00	(1,652.83)
Total Water Treatment	14,122.33	43,186.07	44,126.68	132,380.00	(940.61)
Total Expense	80,853.35	281,876.67	279,033.48	836,100.14	2,843.19
Net Ordinary Income	2,206.91	74,651.68	42,815.89	198,524.86	31,835.79
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	2.29	9.49	2,000.00	6,000.00	(1,990.51)
8070 · Other Non-Operating Revenue	70.00	78.00	800.00	2,400.00	(722.00)
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	72.29	87.49	2,800.00	36,420.00	(2,712.51)
Other Expense					0.00
9010 · Other Expenses	424.01	494.01	666.64	2,000.00	(172.63)
9040 · Depreciation	39,586.91	158,347.64	163,333.36	490,000.00	(4,985.72)
9050 · Interest Expense	282.62	2,752.62	292.04	2,278.67	2,460.58
Total Other Expense	40,293.54	161,594.27	164,292.04	494,278.67	(2,697.77)
Net Other Income	(40,221.25)	(161,506.78)	(161,492.04)	(457,858.67)	(14.74)
Net Income	(38,014.34)	(86,855.10)	(118,676.15)	(259,333.81)	31,821.05
Add Back Depreciation	39,586.91	158,347.64	163,333.36	490,000.00	(4,985.72)
Net Income excluding Depreciation	1,572.57	71,492.54	44,657.21	230,666.19	26,835.33

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 October 2020

Date	Num	Memo	Amount
<b>101 Netlink</b>			
10/21/2020	10706		-180.00
Total 101 Netlink			-180.00
<b>Blue Star Gas</b>			
10/26/2020	10709		-11.00
Total Blue Star Gas			-11.00
<b>Branscomb Center</b>			
10/06/2020	DBT		-1,301.61
Total Branscomb Center			-1,301.61
<b>Capital Bank &amp; Trust</b>			
10/01/2020	EFT	025158148	-326.90
10/01/2020	EFT	557880519	-802.81
10/20/2020	EFT	557880519	-833.20
10/20/2020	EFT	025158148	-336.99
Total Capital Bank & Trust			-2,299.90
<b>CUMMINS PACIFIC LLC.</b>			
10/16/2020	10696		-5,882.89
Total CUMMINS PACIFIC LLC.			-5,882.89
<b>Daniel Thomas</b>			
10/29/2020	10720		-150.00
Total Daniel Thomas			-150.00
<b>Dazey's Building Center</b>			
10/20/2020	10705		-149.82
Total Dazey's Building Center			-149.82
<b>Doug Bryan</b>			
10/29/2020	10721		-100.00
Total Doug Bryan			-100.00
<b>EDD</b>			
10/01/2020	EFT	499-0538-3	-680.99
10/20/2020	EFT	499-0538-3	-699.12
Total EDD			-1,380.11
<b>Fluentstream Tech</b>			
10/01/2020	10674		-109.68
10/05/2020	10681		-109.70
Total Fluentstream Tech			-219.38
<b>Frontier Communications</b>			
10/05/2020	10682		-434.51
10/26/2020	10710		-147.06
10/28/2020	10717		-364.58
Total Frontier Communications			-946.15
<b>HughesNet</b>			
10/13/2020	DBT		-104.29
Total HughesNet			-104.29
<b>Instrumart</b>			
10/15/2020	DBT		-1,432.06
Total Instrumart			-1,432.06

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**October 2020**

Date	Num	Memo	Amount
<b>IRS</b>			
10/01/2020	EFT	68-0296323	-3,277.48
10/20/2020	EFT	68-0296323	-3,287.02
Total IRS			-6,564.50
<b>JAYHAWK SOFTWARE</b>			
10/16/2020	10695		-1,800.00
Total JAYHAWK SOFTWARE			-1,800.00
<b>Jim Truitt</b>			
10/07/2020	10692		-424.01
Total Jim Truitt			-424.01
<b>Julie Lyon</b>			
10/29/2020	10722		-100.00
Total Julie Lyon			-100.00
<b>Linda Broderson</b>			
10/29/2020	10723		-150.00
Total Linda Broderson			-150.00
<b>Lori Ruiz</b>			
10/21/2020	10707		-200.00
Total Lori Ruiz			-200.00
<b>Manufacturers Edge Inc.</b>			
10/23/2020	DBT		-1,379.16
Total Manufacturers Edge Inc.			-1,379.16
<b>MCS Meters</b>			
10/26/2020	10711		-678.06
Total MCS Meters			-678.06
<b>NAPA</b>			
10/06/2020	10690		-36.94
Total NAPA			-36.94
<b>North Coast Laboratories Ltd.</b>			
10/06/2020	10688		-240.00
10/28/2020	10718		-930.00
Total North Coast Laboratories Ltd.			-1,170.00
<b>PACE Supply</b>			
10/14/2020	10694		-2,348.32
10/27/2020	10703		-3,217.31
Total PACE Supply			-5,565.63
<b>PG&amp;E</b>			
10/14/2020	10680		-7,459.05
Total PG&E			-7,459.05
<b>Pitney Bowes Purchase Power</b>			
10/26/2020	10712		-330.90
Total Pitney Bowes Purchase Power			-330.90
<b>R. Anderson</b>			
10/29/2020	10724		-150.00
Total R. Anderson			-150.00

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
 October 2020

Date	Num	Memo	Amount
<b>Ralph Emerson</b>			
10/26/2020	10713		-50.00
Total Ralph Emerson			-50.00
<b>Recology Humboldt County</b>			
10/05/2020	10683		-24.00
Total Recology Humboldt County			-24.00
<b>Redway True Value</b>			
10/05/2020	10684		-96.47
Total Redway True Value			-96.47
<b>Redwood Merchant Services</b>			
10/02/2020	10784		-119.33
10/31/2020			-191.94
Total Redwood Merchant Services			-311.27
<b>RENNER</b>			
10/10/2020	DBT		-609.09
Total RENNER			-609.09
<b>Rural Community Assistance Prog - Backhoe</b>			
10/01/2020	DBT		-1,798.25
Total Rural Community Assistance Prog - Backhoe			-1,798.25
<b>Rural Community Assistance Program #6200</b>			
10/01/2020	DBT		-4,717.81
Total Rural Community Assistance Program #6200			-4,717.81
<b>SDRMA</b>			
10/05/2020	10685		-328.66
10/14/2020	10693		-3,111.00
10/21/2020	10708		-989.36
10/28/2020	10719		-328.66
Total SDRMA			-4,757.68
<b>Sentry III Center</b>			
10/27/2020	10715		-835.00
Total Sentry III Center			-835.00
<b>Streamline Inc</b>			
10/06/2020	10689		-100.00
Total Streamline Inc			-100.00
<b>The Mitchell Law Firm, LLP</b>			
10/07/2020	10691		-775.00
Total The Mitchell Law Firm, LLP			-775.00
<b>Umpqua Bank</b>			
10/15/2020	10785		-161.50
Total Umpqua Bank			-161.50
<b>US Cellular</b>			
10/05/2020	10686		-260.32
Total US Cellular			-260.32

**GARBERVILLE SANITARY DISTRICT**  
**Check Register Report for Board**  
**October 2020**

Date	Num	Memo	Amount
<b>USABUEBOOK</b>			
10/26/2020	10714		-940.65
Total USABUEBOOK			-940.65
<b>Van Meter Construction</b>			
10/26/2020	10702		-5,844.00
Total Van Meter Construction			-5,844.00
<b>Vistaprint</b>			
10/16/2020	DBT		-200.12
Total Vistaprint			-200.12
<b>Wyatt &amp; Whitchurch, E.A. Inc.</b>			
10/05/2020	10687		-1,545.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,545.00
<b>WYCKOFF'S Inc</b>			
10/16/2020	10704		-46.58
Total WYCKOFF'S Inc			-46.58
<b>Arreguin, Daniel J</b>			
10/01/2020	10675		-2,687.56
10/20/2020	10697		-2,719.66
Total Arreguin, Daniel J			-5,407.22
<b>Emerson, Ralph K</b>			
10/01/2020	10676		-2,801.41
10/20/2020	10698		-2,794.12
Total Emerson, Ralph K			-5,595.53
<b>Miller, Brian A</b>			
10/01/2020	10677		-1,936.79
10/20/2020	10699		-2,088.01
Total Miller, Brian A			-4,024.80
<b>Nieto, Mary</b>			
10/01/2020	10678		-1,585.08
10/20/2020	10700		-1,483.46
Total Nieto, Mary			-3,068.54
<b>Ruiz, Ricardo</b>			
10/01/2020	10679		-520.18
10/20/2020	10701		-292.32
Total Ruiz, Ricardo			-812.50
<b>TOTAL</b>			<b>-82,146.79</b>



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

**Date of Meeting: November 17, 2020**

**COVID-19 HEALTH MEASURES ARE REQUIRED**

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

@ 4:58 p.m.

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson-Present  
Linda Brodersen-Present  
Doug Bryan-Present  
Julie Lyon-Present  
Dan Thomas-Present**

**III. APPROVAL OF AGENDA**

**Motion: Rio Anderson          Second: Julie Lyon          Vote: 5-0**

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

**V. OPEN SESSION**

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

*Kristen Vogel was in the audience.*

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff-**

**Office Staff-**

**Board Members-**

**Correspondence-**

**General Manager—Ralph Emerson**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date July, August and September 2020

A.2 Approve Date: October 27, 2020 Regular Meeting Minutes

A.3 Operations Safety Report

**Motion: Julie Lyon          Second: Dan Thomas          Vote: 5-0**

**The Board approved the consent agenda with the changes made. The date was wrong on the Minutes.**

**B. GENERAL BUSINESS – Action items**

B.1 Robertson Tank Grant Update  
(Action required)

**Robertson/Wallan tank is moving forward. The District has 3 / 4 of the clearances that we need to get a funding agreement for the planning phase of the project. We are hoping to be on schedule for the compliance order.**

**Meadows Aerial Waterline is moving slowly through the state process. The District has 2 / 4 of the clearances needed.**

B.2 2020-2021 Budget Update  
(Discussion—possible action) presentation by Jennie Short

**The District has lost revenue during the COVID-19 pandemic. This is an ongoing situation. The budget committee will be Linda Brodersen and Rio Anderson. The District needs to cut cost where possible this year.**

B.3 Petition for Change in Place of Use-SHCP Update  
(Discussion-possible action) Jennie Short

**The process is going to move forward in a timely fashion. We received notice that the project has been transferred to the Administrative Hearings Office.**

B.4 Emergency Preparedness Plan  
(Discussion-possible action)

**A link will be placed on the Districts website.**

B.5 Projects and Development Update  
(Discussion-possible action)

**Update only.**

B.6 Customer Request for Service Charge Reduction  
(Discussion—possible action)

**The District did everything they could to help this customer with their leak issues. A letter of response will be sent to this customer.**

B.7 Discontinuance Fee and Application  
(Discussion—possible action)

**Bring Back.**

**C. POLICY REVISION / ADOPTION**

C.1 Water Ordinance Sec. 10.9 Discontinuance of Service  
(Discussion-no action) 1st reading

**Bring Back.**

**IX. CLOSED SESSION**

Pursuant to Government Code Section

**X. RETURN TO OPEN SESSION**

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Emergency Operations Plan
2. Discontinuance of Service Ordinance Sec.10.9
- 3.
- 4.
- 5.

**XII. ADJOURNMENT**

@ 6:37 p.m.

RECEIVED  
NOV 14 2020



ATTENDANCE ROSTER

**Safety Meeting**

Date of Meeting: 12/10/20 Leader Name: May Nieto

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Brian Miller</u>	<u>BRIAN Miller</u>
2. <u>Dan Arcequin</u>	<u>Dan Arce</u>
3. <u>May Nieto</u>	<u>May Nieto</u>
4. <u>Ralph Emerson</u>	<u>by Phone</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



## **BOARD MEMBER INFORMATION**

**December 15, 2020**

1. Linda Brodersen-----Term Began (2013)----Term Expires (2022)
2. Doug Bryan-----Term Began (2014)-----Term Expires (2022)
3. Dan Thomas-----Term Began 2020-----Term Expires (2024)
4. Rio Anderson-----Term Began (2011)----Term Expires (2024)
5. Julie Lyon -----Term Began (2018)----Term Expires (2022)

I have submitted Dan Thomas and Rio Anderson's name for appointment by the Humboldt County Supervisors because no GSD customer submitted interest in participating as a Board Member.

Once they are appointed, there term will expire in 2024.



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

2021  
BOARD MEMBER OFFICERS--DUTIES

**BOARD CHAIRPERSON:**

**BOARD VICE CHAIRPERSON:**

**BOARD SECRETARY:**

**BOARD TREASURER:**

**BOARD CLERK:**

**BUDGET COMMITTEE: BOARD MEMBER** \_\_\_\_\_

**RATES: BOARD MEMBER** \_\_\_\_\_

**PERSONNEL COMMITTEE: BOARD MEMBER** \_\_\_\_\_

**BOARD MEMBER** \_\_\_\_\_

**WATER ORDINANCE BOARD MEMBER** \_\_\_\_\_

**COMMITTEE: BOARD MEMBER** \_\_\_\_\_

**BOARD MEMBER AUTHORIZED SIGNATORIES:**

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

**Signatory** \_\_\_\_\_

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

Humboldt County Board of Supervisors,  
Humboldt County Office of Elections, (attn: Lucinda)  
3033 H Street, Eureka, CA. 95501  
humboldt\_elections@co.humboldt.ca.us

**Re: Board Vacancy for Garberville Sanitary District,**

I have received notification from the Humboldt County Office of Elections that we had no applicants for the November 3<sup>rd</sup> 2020 election which will leave Garberville Sanitary District with 3 Board members and the inability to have any members of the Board Members absent.

I am submitting two names of qualified candidates and requesting the Board of Supervisors appoint these individuals to those vacant seats.

**My Recommendation:**

**Vacant Positions**

Appoint Dan Thomas to the (4 year seat which expires in 2024). Dan Thomas lives outside of the Garberville Sanitary District boundaries but socializes, conducts daily business and votes within the GSD boundary. Dan was appointed by the Humboldt County Supervisors in January 2020 to serve out the remainder of Richard Thompson's term which expires in December of 2020. Nobody has submitted a letter of interest to run for this position, so I am asking that you appoint Dan Thomas as a GSD Board Member.

Dan Thomas lives at 4461 Sawmill Rd. which sets just outside of the GSD boundary off of Alder Point Road.

Dan's Career as a Cal Trans Engineer is valuable to this Board and staff because of his knowledge in developing projects.

Soran (Rio) Anderson---I am requesting that you appoint Rio to remain on the Board after the general election. Rio has served as Board President for two years and is extremely committed to Garberville and does a great job representing the customers of the District.

He desires to stay on the Board but has moved to 2557 Blue Rock Rd. in Benbow. He still owns several homes, apartments and businesses in Garberville besides working here daily, voting and involving himself with the community. Nobody is more committed to Garberville or protecting the community he grew up in and nobody has submitted interest in running for this (4 year seat which expires in 2024).



**For Consideration**

Please appoint these people to serve on the Garberville Sanitary District Board and allow us to have a full Board.

1. Dan Thomas—4461 Sawmill Rd. Garberville, CA.
2. Soran (Rio) Anderson—2557 Blue Rock Rd, Benbow

**Summary**

By approving these appointments you will allow GSD to have a five member board and be able to address the needs of GSD and the community.

Thank you for your consideration and willingness to assist GSD in filling these vacancies.



**Ralph Emerson**


**General Manager  
Garberville Sanitary District**



COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6<sup>th</sup> Street  
Eureka, CA 95501-0788  
707-445-7481  
Fax 707-445-7204

TO: Ralph Emerson, General Manager  
Garberville Sanitary District  
PO Box 211  
Garberville, CA 95542

FROM: Lucinda Jackson, Administrative Analyst 

DATE: November 30, 2020

SUBJECT: Presidential General Election on November 3, 2020  
**Appointments to District Boards**

---

Garberville Sanitary District has 2 four-year terms to expire on December 4, 2020. The district's 2 four-year terms did not go to election due to insufficient number of qualified candidates.

When the number of qualified candidates is fewer than the number of available seats, the Board of Supervisors is directed to appoint a qualified person as of the date an election would have been held: November 3, 2020. In this latter scenario special districts are allowed to make recommendations to the Board of Supervisors for appointment. Our office received the Garberville Sanitary District's recommendations to bring before the Board of Supervisors for consideration.

On November 17, 2020, the Humboldt County Board of Supervisors considered and approved appointments to special district boards either (1) in lieu of an election, or (2) pursuant to district recommendation.

### **APPOINTMENTS & ELECTION RESULTS**

Based on appointment and November 3<sup>rd</sup> election results, the following Garberville Sanitary District board seats have been filled:

<b>Term</b>	<b>Board Member</b>	<b>Type</b>
4	Soran Zachery Anderson	BOS Appointment
4	Daniel Davies Thomas	BOS Appointment

## **CERTIFICATES & ROSTER**

Board members will assume office on December 4, 2020. Attached are Notices of Appointment for new members to your special district board, and a Roster of Public Officials. Please complete these documents and return signed originals to the Office of Elections by **December 31, 2020**.

## **FORM 700 – STATEMENT OF ECONOMIC INTERESTS**

All board members assuming office are required to submit an original, signed Statement of Economic Interests (Form 700) within 30 days of assuming office. Additionally, all board members leaving office are required to submit an original, signed Form 700 within 30 days of leaving office. Please coordinate with board members assuming office and board members leaving office to complete and return a Form 700 to the Office of Elections. Both the Form 700 and instructions are available online at <https://www.fppc.ca.gov>. (Note: Board members who currently hold an office and have either been reappointed or reelected to that office where there is no break in service do not need to file a Form 700 at this time.)

Please feel free to contact our office anytime with questions.

## **ATTACHMENTS**

- Notices of Appointment
- Statement of Economic Interests (Form 700)
- Roster of Public Officials

**GOVERNING BOARD MEMBER – SPECIAL DISTRICT**

**NOTICE OF APPOINTMENT**

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that at a regular meeting of the Humboldt County Board of Supervisors held on November 17, 2020, **SORAN ZACHERY ANDERSON** was appointed to the office of Governing Board Member of the **GARBERVILLE SANITARY DISTRICT**. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020

Kelly Sanders

County Registrar of Voters

By  \_\_\_\_\_  
Deputy Clerk

**OATH OF OFFICE**

Govt Code Section 1360-1363, inclusive,  
3105 Section 3, Article XX, State Constitution

I, **SORAN ZACHERY ANDERSON**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Residential Address:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person administering oath

**Return signed original form to the Humboldt County Office of Elections:**

**2426 6<sup>th</sup> Street, Eureka, CA 95501**

**GOVERNING BOARD MEMBER – SPECIAL DISTRICT**

**NOTICE OF APPOINTMENT**

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that at a regular meeting of the Humboldt County Board of Supervisors held on November 17, 2020, **DANIEL DAVIES THOMAS** was appointed to the office of Governing Board Member of the **GARBERVILLE SANITARY DISTRICT**. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020  
Kelly Sanders  
County Registrar of Voters

By  \_\_\_\_\_  
Deputy Clerk

**OATH OF OFFICE**

Govt Code Section 1360-1363, inclusive,  
3105 Section 3, Article XX, State Constitution

I, **DANIEL DAVIES THOMAS**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Residential Address:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person administering oath

**Return signed original form to the Humboldt County Office of Elections:**

**2426 6<sup>th</sup> Street, Eureka, CA 95501**

**COVER PAGE**

**A PUBLIC DOCUMENT**

Please type or print in ink.

NAME OF FILER (LAST) (FIRST) (MIDDLE)

**1. Office, Agency, or Court**

Agency Name (Do not use acronyms)

Division, Board, Department, District, if applicable Your Position

► If filing for multiple positions, list below or on an attachment. (Do not use acronyms)

Agency: Position:

**2. Jurisdiction of Office (Check at least one box)**

- State  Judge, Retired Judge, Pro Tem Judge, or Court Commissioner (Statewide Jurisdiction)
- Multi-County \_\_\_\_\_  County of \_\_\_\_\_
- City of \_\_\_\_\_  Other \_\_\_\_\_

**3. Type of Statement (Check at least one box)**

- Annual:** The period covered is January 1, 2019, through December 31, 2019.  **Leaving Office:** Date Left \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Check one circle.)
- or-  
The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through December 31, 2019.  The period covered is January 1, 2019, through the date of leaving office.
- Assuming Office:** Date assumed \_\_\_\_/\_\_\_\_/\_\_\_\_ -or-  
 The period covered is \_\_\_\_/\_\_\_\_/\_\_\_\_, through the date of leaving office.
- Candidate:** Date of Election \_\_\_\_\_ and office sought, if different than Part 1: \_\_\_\_\_

**4. Schedule Summary (must complete) ► Total number of pages including this cover page: \_\_\_\_\_**

**Schedules attached**

- Schedule A-1 - Investments** – schedule attached
- Schedule A-2 - Investments** – schedule attached
- Schedule B - Real Property** – schedule attached
- Schedule C - Income, Loans, & Business Positions** – schedule attached
- Schedule D - Income – Gifts** – schedule attached
- Schedule E - Income – Gifts – Travel Payments** – schedule attached

-or-  **None - No reportable interests on any schedule**

**5. Verification**

MAILING ADDRESS STREET CITY STATE ZIP CODE  
(Business or Agency Address Recommended - Public Document)

DAYTIME TELEPHONE NUMBER EMAIL ADDRESS  
( )

I have used all reasonable diligence in preparing this statement. I have reviewed this statement and to the best of my knowledge the information contained herein and in any attached schedules is true and complete. I acknowledge this is a public document.

I certify under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Date Signed \_\_\_\_\_ Signature \_\_\_\_\_  
(month, day, year) (File the originally signed paper statement with your filing official.)

## ROSTER OF PUBLIC OFFICIALS

Legal Name of Agency: \_\_\_\_\_

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

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**Members of Governing Board** (if you need additional space, please use a separate piece of paper)

**Name:** \_\_\_\_\_ **Current term ends:** \_\_\_\_\_

Residence address: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Current term ends:** \_\_\_\_\_

Residence address: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Current term ends:** \_\_\_\_\_

Residence address: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Current term ends:** \_\_\_\_\_

Residence address: \_\_\_\_\_

**Name:** \_\_\_\_\_ **Current term ends:** \_\_\_\_\_

Residence address: \_\_\_\_\_

Title and name of Presiding Officer: \_\_\_\_\_

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

Name of secretary or clerk: \_\_\_\_\_

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

Address where records are maintained: \_\_\_\_\_

Frequency, time and place of board meetings: \_\_\_\_\_

Submitted by: \_\_\_\_\_ (signature) Date: \_\_\_\_\_

Title: \_\_\_\_\_



Garberville Sanitary District  
PO Box 211  
919 Redwood Dr.  
Garberville, CA. 95542

**2021**  
**BOARD CALENDAR**

**JANUARY 26—BOARD MEETING**

**FEBRUARY 23---BOARD MEETING**

**MARCH 23---BOARD MEETING**

**STRATEGIC PLANNING MEETING**

**APRIL 27---BOARD MEETING**

**BUDGET MEETING 2021-2022**

**MAY 25---BOARD MEETING (Memorial Day on 31st)**

**JUNE 22---BOARD MEETING**

**JULY 27---BOARD MEETING**

**AUGUST 24---BOARD MEETING**

**SEPTEMBER 28---BOARD MEETING**

**OCTOBER 26---BOARD MEETING**

**NOVEMBER 16---BOARD MEETING---(Thanksgiving on 25<sup>th</sup>)**

**DECEMBER 28---BOARD MEETING---(Christmas on 25<sup>th</sup>)**





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

## **EMERGENCY OPERATIONS PLAN**

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

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

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

### **EMERGENCY CONTACTS**

#### **Call 911**

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

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

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

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

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

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

## EMERGENCY CONTACTS

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

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

Hospital—(707)923-3921

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

Redwood Rural Health Center—(707)923-2783

Garberville Fire Department—(707)923-3196

Search & Rescue—911

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

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

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

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

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

USGS River Conditions  
[https://waterdata.usgs.gov/ca/nwis/uv?site\\_no=11476500](https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500)

## **ARE YOU PREPARED**

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

## **ACTION TAKEN FOR EMERGENCIES**

### **Fires**

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

## **Floods**

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

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

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

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

## **ARE YOU PREPARED**

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. Have portable submersible pump available with hose
12. Have emergency floatation devices for everyone in your home or business
13. Boats will not help during a flood so do not try to leave in a boat
14. Have security ropes, cables or lines attached to anything you want to secure as water rises.
15. First Aid Kit and know how to use it

## **Earthquake**

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

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

### **ARE YOU PREPARED**

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

### **ROAD CLOSURES**

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

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

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

## **GARBERVILLE SANITARY DISTRICT RESPONSIBILITY**

### **NOTIFY CUSTOMERS**

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

### **ESCAPE ROUTES**

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

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

# WATER/SEWER DISCONTINUANCE APPLICATION



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

## Applicant Information:

Name: (Owner) \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Assessor Parcel Number: \_\_\_\_\_

## Garberville Sanitary District Requirements for Discontinued Service

1. A \$500 discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue and if non- payment occurs, GSD will pursue every allowable legal option.
2. If you discontinue service there will be a connection fee due before any service will be provided to the property **or you must pay all past service charges; whichever is greater.**
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnect fee which will keep your account active without monthly service charges.
4. **Disconnection Fees must be approved by the General Manager or designee.**

### Please Contact District Office for options available

By signing this Discontinued Service Application **form** I acknowledge that **I will not have water/sewer service and may have to pay a new connection fee for service. GSD may not have adequate water to reconnect this property in the future and a reconnection fee will be due if water is available.**

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

GSD: Account # \_\_\_\_\_ Meter # \_\_\_\_\_

General Manager Signature \_\_\_\_\_

# **WATER/SEWER DISCONTINUANCE APPLICATION**



**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.

**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 **or unless there is an approved justification for extension.**

**The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.**

- 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 requires** 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 which exceeds** two years will only be granted if approved by the General Manager or designee.
- d. Any request for an approved “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.**

Adopted 4/26/16

## **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 9.5 Payment of Bills.** Bills are due and payable by 4:30 P.M. on the 25<sup>th</sup> 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:
  - (1) Bills past due – Courtesy Call
  - (2) 35 days past due – Shut off notice – Hand delivered to service address.  
Owner or Property Manager Notified
  - (3) 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.
  - (4) One Year past due – Lien on building/property – File Small claims against owner/customer for service charges owed with associated fees and late charges plus \$500 for staff time and legal expenses.
  - (5) Two Years past due – Turn over to collection agency.
  - (6) 2 years of non-payment, meter will be removed with Owner and property manager notified that a new water and sewer connection fee will be due before water reconnected.
- 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

**RESOLUTION 20-014**  
**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY**  
**DISTRICT TO CHANGE WATER ORDINANCE,**  
**SEC. 4.9 SERVICE CONNECTION**

**A. WHEREAS,** It has been determined that the Garberville Sanitary District will change Water Ordinance Sec. 4.9, Service Connection

**B. WHEREAS,** Resolution 20-003 will allow the Board to make appropriate changes to this Ordinance and give clear direction to customers and staff, what water service connections are allowed within GSD boundaries.

**C. WHEREAS,** This Resolution explains that it violates GSD Ordinance when you install or utilize any water source including wells without authorization of the GSD General Manager and Governing Board.

**D WHEREAS,** The adaption of Resolution 20-003 will take effect immediately and will describe the service connection ordinance.

**E. WHEREAS,** The new Water Ordinance, Sec. 4.9, 1-9 Service Connection, will replace the existing ordinance and will address customer water usage requirements along with actions taken when a violation occurs within GSD boundaries.

**WATER ORDINANCE, SECTION 4.9, 1-9**

**Sec 4.9 Service Connection.** It violates District Ordinance to install a well without GSD approval, or to use a water connection that does not conform 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.
  8. Wells or alternative water sources are prohibited unless approved by the GSD Board.
  9. Violation of this Ordinance may result in legal action and fines of \$100/day for every day unauthorized water is used.
- 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.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGING THE WATER ORDINANCE, SEC. 4.9 SERVICE CONNECTION**



**RESOLUTION 20-002 WAS PASSED, APPROVED AND ADOPTED THIS 28<sup>th</sup> DAY OF JANUARY 2020 BY THE FOLLOWING ROLL CALL VOTE:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Linda Brodersen, Board President**

**ATTEST:**

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**Ralph Emerson, General Manager**

**GARBERVILLE SANITARY  
DISTRICT**

**DUTIES AND  
RESPONSIBILITIES  
FOR THE**

**BOARD OF DIRECTORS**

Adopted February 25, 2020

# **PRIMARY ROLES AND RESPONSIBILITIES**

## **OF A BOARD MEMBER**

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

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

## **SPECIFIC ROLES AND RESPONSIBILITIES**

### **1. Set the direction for the district.**

Establish the mission and vision of the district

**Mission Statement:** Why does the district exist?

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

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

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

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

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

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

### **4. Guide employee relations, including the hiring and supervising of the general manager who, in turn operates the district while hiring and managing staff.**

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

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

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

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

### **BOARD MEMBER GUIDELINES**

- 1.** Board members are to attend monthly meetings and participate as part of the district's governing board.
- 2.** A board member is unable to make decisions or conduct district business outside of a legally agendized board meeting.
- 3.** There are 5 board members and no action or board meetings can take place unless there is a quorum (3 board members).

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

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

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

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

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

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

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



## **CHAIRPERSON**

### **Function:**

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

### **Reports To:**

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

### **Authority:**

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

## **Chairperson Responsibility:**

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

## **VICE CHAIRPERSON**

### **Function:**

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

### **Reports To:**

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

### **Authority:**

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

### **Responsibility:**

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

## **BOARD SECRETARY**

### **Function:**

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

### **Reports To:**

The secretary is to report to the GSD chairperson.

### **Authority:**

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

### **Responsibility:**

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

## **TREASURER**

### **Function:**

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

### **Reports To:**

The Treasurer reports to the Chairperson and Board

### **Authority:**

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

### **Responsibility:**

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

## **DUTIES OF BOARD MEMBERS**

### **Function:**

Establish and revise policy as appropriate under direction of the Chairperson

### **Reports To:**

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

### **Authority:**

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

### **Responsibility:**

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