

**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**

**December 20, 2016
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___, Gary Wellborn___

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. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION

A. No items for closed session

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session—No action

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- Report from Tina about Secretary Conference

Board Members-

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

Posting of Notice at the District Office no later than December 16, 2016: 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: December 20, 2016

I wanted the Board to know that Dan passed his State Wastewater exam and will be receiving his certificate soon. Congratulations.

There have been many lessons learned over the past couple months with all of the rain and high turbidity but with great work from Brian & Dan and everyone working together, we kept water in the tanks and stayed in compliance with safe drinking water standards.

We have been working on our backup plans in case of emergency or repairs which has allowed us to better understand what equipment we have and what it is capable of doing.

There have been many discussions with the State to reduce our wastewater BOD requirements and to transfer the Kimtu transmission water line into the property of the District. Jennie has been overseeing this request because she was involved in the process from the beginning. This would allow us to add new connections, add fire hydrants and do repairs on Leino lane and other locations. The State is currently evaluating our requests and I am optimistic that they will realize the logic of allowing the District to manage what is done to the transmission line to Kimtu.

We have been experimenting with alternative plans and personnel to assist Tina in the office as needed and to fill in when she is out of the office. There are times of the month when assistance is needed and having an additional trained person will provide a greatly needed back up person for the District.

The District F-350 utility truck has been repaired except for the seat so I expect to pick up the truck before January

I have continued working to build relationships with surrounding Districts so as to share equipment and staff. Currently I have met with all of the Districts in Southern Humboldt and will continue to forge relationships as time allows.

Respectfully Submitted:

Ralph Emerson

Garberville Sanitary District
Register QuickReport
October 2016

		Date	Num	Memo	Amount
1	101 Netlink				
2		10/04/2016	8370	internet	-239.00
3	Total 101 Netlink				-239.00
4	Allsport				
5		10/31/2016	10/31-5826	Brian Boots	-35.39
6		10/31/2016	10/31-5826b	Brian & Dan 2 head lamps each	-401.72
7	Total Allsport				-437.11
8	Blue Star Gas				
9		10/27/2016	8405	office	-9.50
10	Total Blue Star Gas				-9.50
11	Brian Miller				
12		10/12/2016	8384	Dan's Cell Phone Case	-53.99
13	Total Brian Miller				-53.99
14	C & K Market Inc.				
15		10/12/2016	8385	water	-9.27
16		10/25/2016	10/25-5297	Board Meeting and Lotion	-41.74
17	Total C & K Market Inc.				-51.01
18	Cadillac Wok				
19		10/26/2016	10/26ralph	Ralph? no Receipt	-47.25
20	Total Cadillac Wok				-47.25
21	Capital Bank & Trust				
22		10/04/2016	81613	025158148	-50.16
23		10/04/2016	91613	557880519	-600.00
24		10/06/2016	72125	557880519	-450.56
25		10/06/2016	52125	025158148	-285.58
26		10/21/2016	95710	557880519	-480.79
27		10/21/2016	75710	025158148	-427.88
28		10/21/2016	75710-1	025158148	-291.91
29	Total Capital Bank & Trust				-2,586.88
30	Cash				
31		10/04/2016	8347	VOID:	0.00
32	Total Cash				0.00
33	Crystal Springs Bottled Water				
34		10/12/2016	8386	water	-10.00
35	Total Crystal Springs Bottled Water				-10.00
36	Dazey's Building Center				
37		10/27/2016	8406	battery, tools, gloves, sand, round roc	-525.90
38	Total Dazey's Building Center				-525.90
39	Doug Bryan				
40		10/25/2016	8400	Board Meeting Jan - 2016 - Sept 201	-200.00
41	Total Doug Bryan				-200.00
42	EDD				
43		10/04/2016	392292	499-0538-3	-1,573.36
44		10/06/2016	408490	499-0538-3	-8.37
45		10/06/2016	408510	499-0538-3	-460.88
46		10/21/2016	465837	499-0538-3	-480.26

Garberville Sanitary District
Register QuickReport
 October 2016

		Date	Num	Memo	Amount
47	Total EDD				-2,522.87
48	Fluentstream Tech				
49		10/04/2016	10-2ach	office phones	-114.51
50	Total Fluentstream Tech				-114.51
51	Frontier Communications				
52		10/12/2016	8387	SWTP	-58.59
53		10/27/2016	8407	lease lines and shop phones	-334.85
54	Total Frontier Communications				-393.44
55	Garberville Rotary				
56		10/04/2016	8372	4th Qtr Lunches	-195.00
57	Total Garberville Rotary				-195.00
58	Gary Wellborn				
59		10/25/2016	8401	Board Meeting Jan 2016 - Sept 2016	-250.00
60	Total Gary Wellborn				-250.00
61	Humboldt County Dept. of Health & Human S				
62		10/12/2016	8388	Haz Mat Facility Fee - SWTP & WWTP	-787.03
63	Total Humboldt County Dept. of Health & Human S				-787.03
64	Humboldt Land Title Company				
65		10/27/2016	8408	Escrow # 159041 Wallan Road Tank	-400.00
66	Total Humboldt Land Title Company				-400.00
67	IRS				
68		10/04/2016	309024	68-0296323	-6,474.00
69		10/06/2016	472991	68-0296323	-2,327.00
70		10/21/2016	56505	68-0296323	-2,400.74
71	Total IRS				-11,201.74
72	Jamie Corsetti, CPA				
73		10/12/2016	8389	Monthly, Yearly Accounting	-495.00
74	Total Jamie Corsetti, CPA				-495.00
75	Jennie Short				
76		10/27/2016	8409	June - Sept invoices	-3,430.00
77	Total Jennie Short				-3,430.00
78	Linda Broderson				
79		10/25/2016	8402	Board Meetings Jan 2016 - Sept 2016	-500.00
80	Total Linda Broderson				-500.00
81	Mitchell, Brisso, Delaney & Vrieze				
82		10/12/2016	8390	Employee termination	-480.50
83	Total Mitchell, Brisso, Delaney & Vrieze				-480.50
84	NAPA				
85		10/12/2016	8391	tool set, brake light, ball mount	-210.57
86		10/27/2016	8410	Water Test for oil in river from tanker	-12.93
87	Total NAPA				-223.50
88	Newtrend Wireless				
89		10/06/2016	10/6-5826	Brian's Cell Phone case	-53.99
90	Total Newtrend Wireless				-53.99
91	North Coast Laboratories Ltd.				
92		10/27/2016	8411	monitoring	-635.00

Garberville Sanitary District
Register QuickReport
 October 2016

		Date	Num	Memo	Amount
93	Total North Coast Laboratories Ltd.				-635.00
94	PG&E				
95		10/04/2016	8373	SWTP	-2,143.20
96	Total PG&E				-2,143.20
97	Pitney Bowes Purchase Power				
98		10/07/2016	10/7debit	postage	-194.41
99	Total Pitney Bowes Purchase Power				-194.41
100	R. Anderson				
101		10/25/2016	8403	Board Meeting Jan 2016 - Sept 2016	-150.00
102	Total R. Anderson				-150.00
103	Ralph Emerson				
104		10/27/2016	8412	phone	-50.00
105	Total Ralph Emerson				-50.00
106	Randall Sand & Gravel				
107		10/04/2016	8374	Getti Up Fire Hydrant	-648.00
108	Total Randall Sand & Gravel				-648.00
109	Recology Humboldt County				
110		10/27/2016	8413	trash pickup closing bill	-11.98
111	Total Recology Humboldt County				-11.98
112	Redway True Value				
113		10/12/2016	8392	tools for new truck, gas blower, cable	-527.90
114	Total Redway True Value			inverter	-527.90
115	Redwood Merchant Services				
116		10/03/2016	10/3debit	9/16 bank card fees	-67.79
117		10/31/2016	10/16crcdfe	10/16 Credit Card Fees	-54.07
118	Total Redwood Merchant Services				-121.86
119	RENNER				
120		10/11/2016	10/11debit	fuel	-728.74
121	Total RENNER				-728.74
122	Richard Thompson				
123		10/25/2016	8404	Board Meeting Jan 2016 - Sept 2016	-225.00
124	Total Richard Thompson				-225.00
125	Rural Community Assistance Program				
126		10/03/2016	10/3ach	Ln 6200-GSD-02	-4,717.81
127	Total Rural Community Assistance Program				-4,717.81
128	SDRMA				
129		10/12/2016	8393	Medical in and F250 Insurance	-4,680.53
130	Total SDRMA				-4,680.53
131	Sears				
132		10/05/2016	10/5-5826	Refrigerator for Shop & Samples	-391.42
133	Total Sears				-391.42
134	Sentry III Center				
135		10/04/2016	8371	rent	-835.00
136	Total Sentry III Center				-835.00
137	Staples				
138		10/06/2016	10/6-5826-2	Glasses,Pens, Headphones, Earplug	-195.53

Garberville Sanitary District
Register QuickReport
 October 2016

		Date	Num	Memo	Amount
139	Total Staples				-195.53
140	Staples Credit Plan				
141		10/27/2016	8414	pens, tissue, wipes,adding machine t	-143.90
142	Total Staples Credit Plan			calculator ribbon, windex & towels	-143.90
143	Streamline				
144		10/04/2016	8375	Monthly Member Fee	-100.00
145		10/27/2016	8415	Streamline Monthly Member Fee	-100.00
146	Total Streamline				-200.00
147	T & T Valve and Instrument				
148		10/04/2016	8376	Two Electric Actuator 120v - SWTP	-2,650.89
149		10/27/2016	8416	SWTP - valves for stock	-2,112.04
150	Total T & T Valve and Instrument				-4,762.93
151	Umpqua Bank				
152		10/13/2016	8382SP	Stop Payment on Check 8382	-18.00
153		10/20/2016	10/20debit	9/16 bank fees	-117.51
154	Total Umpqua Bank				-135.51
155	US Cellular				
156		10/04/2016	8377	cell phones	-346.95
157	Total US Cellular				-346.95
158	USPS				
159		10/04/2016	10/4-5297	Postage	-13.94
160		10/04/2016	10-4-5297-1	Postage - Meter Broken	-125.50
161	Total USPS				-139.44
162	Walmart				
163		10/06/2016	10/6-5826-1	Ice Chest and Blue Ice	-31.34
164	Total Walmart				-31.34
165	Wells Fargo				
166		10/04/2016	8378	copier	-90.72
167	Total Wells Fargo				-90.72
168	Woodrose Cafe LLC				
169		10/18/2016	10/18-5826	operations meeting	-50.45
170	Total Woodrose Cafe LLC				-50.45
171	WYCKOFF'S				
172		10/12/2016	8394	Supplies and R&M	-645.23
173		10/27/2016	8417	Supplies and R&M	-271.17
174	Total WYCKOFF'S				-916.40
175	Arreguin, Daniel J				
176		10/05/2016	8379		-1,608.91
177		10/20/2016	8396		-1,537.04
178	Total Arreguin, Daniel J				-3,145.95
179	Emerson, Ralph K				
180		10/05/2016	8380		-2,747.71
181		10/20/2016	8397		-2,747.72
182	Total Emerson, Ralph K				-5,495.43
183	Miller, Brian A				
184		10/05/2016	8381		-1,280.18

Garberville Sanitary District
Register QuickReport
 October 2016

			Date	Num	Memo	Amount
185			10/20/2016	8398		-1,451.81
186	Total Miller, Brian A					-2,731.99
187	Ruiz, Ricardo					
188			10/05/2016	8395		-123.46
189			10/05/2016	8382	VOID: this check replaced by check 8	0.00
190	Total Ruiz, Ricardo					-123.46
191	Stillwell, Christina					
192			10/05/2016	8383		-807.30
193			10/20/2016	8399		-789.76
194	Total Stillwell, Christina					-1,597.06
195						
196	Transfer to Sewer Reserve acco		10/24/2016		Copenhafer, Oates, and Phelps New	-4,800.00
197	Transfer to Water Reserve acco		10/25/2016		Cohn, Oates, and Phelps New Water	-3,200.00
198						-8,000.00
199	TOTAL					-69,376.13

Garberville Sanitary District
Statement of Cash Flows
July through October 2016

		Jul - Oct 16
1	OPERATING ACTIVITIES	
2	Net Revenue	(84,511.93)
3	Adjustments to reconcile Net Revenue	
4	to net cash provided by operations:	
5	1100 · Accounts Receivable	(5,063.05)
6	1100 · Accounts Receivable:1110 · Accts Receivable Over Paym	780.96
7	1120 · A/R - Employee	256.30
8	1500 · Prepaid Insurance	(10,108.00)
9	1501 · Prepaid Workers Comp	(6,927.59)
10	1510 · Prepaid Licenses and Permits	(13,080.00)
11	2000 · Accounts Payable	5,751.75
12	*Accounts Payable	19,620.00
13	2205 · Accrued Simple	(1,477.87)
14	2230 · Accrued Vacation	(11,255.72)
15	2660 · Lease Payable - Ford Motor Cred	27,338.94
16	Net cash provided by Operating Activities	(78,676.21)
17	INVESTING ACTIVITIES	
18	Sewer Treatment Facilities:Cost - Equipment	(6,423.02)
19	Vehicles	(42,355.15)
20	Water Easements & Intangibles	(400.00)
21	Water System	(4,960.89)
22	Accumulated Depreciation-Water	117,996.00
23	Accumulated Depreciation-Sewer	58,184.00
24	Fire Hydrant Project	(23,980.03)
25	Net cash provided by Investing Activities	98,060.91
26	FINANCING ACTIVITIES	
27	2500 · N/P - SWRCB	(22,267.92)
28	2605 · RCAC Loan #6200-GSD-02	(15,233.73)
29	2655 · Lease Payable - Copier	(298.04)
30	Net cash provided by Financing Activities	(37,799.69)
31	Net cash increase for period	(18,414.99)
32	Cash at beginning of period	885,399.27
33	Cash at end of period	866,984.28

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of October 31, 2016

		Oct 31, 16	Jun 30, 16	\$ Change
1	ASSETS			
2	Current Assets			
3	Checking/Savings			
4	1005 · Umpqua Checking- Operating	83,983.35	110,627.79	(26,644.44)
5	1006 · Umpqua System Reserve - Water	75,878.56	72,592.66	3,285.90
6	1007 · Umpqua System Reserve - Sewer	80,042.29	75,153.24	4,889.05
7	1011 · Water Enterprise Fund	46,247.32	46,192.82	54.50
8	1030 · County Treasury - Sewer Reserve	344,370.84	344,370.84	0.00
9	1031 · County Treasury - Water Reserve	236,225.85	236,225.85	0.00
10	1040 · Petty Cash	49.51	49.51	0.00
11	1050 · Cash Drawer	186.56	186.56	0.00
12	Total Checking/Savings	866,984.28	885,399.27	(18,414.99)
13	Accounts Receivable			
14	11000 · Accounts Receivable - Other	415.00	415.00	0.00
15	Total Accounts Receivable	415.00	415.00	0.00
16	Other Current Assets			
17	1100 · Accounts Receivable			
18	1110 · Accts Receivable Over Paymer	(1,590.81)	(809.85)	(780.96)
19	1100 · Accounts Receivable - Other	95,070.97	90,007.92	5,063.05
20	Total 1100 · Accounts Receivable	93,480.16	89,198.07	4,282.09
21	1120 · A/R - Employee	0.00	256.30	(256.30)
22	1500 · Prepaid Insurance	14,272.15	4,164.15	10,108.00
23	1501 · Prepaid Workers Comp	6,927.59	0.00	6,927.59
24	1510 · Prepaid Licenses and Permits	13,080.00	0.00	13,080.00
25	1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
26	Total Other Current Assets	122,759.90	88,618.52	34,141.38
27	Total Current Assets	990,159.18	974,432.79	15,726.39
28	Fixed Assets			
29	Fire Hydrant Project	23,980.03	0.00	23,980.03
30	CIP - Leino Ln	585.00	585.00	0.00
31	CIP - Bear Canyon Aerial	576.10	576.10	0.00
32	DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
33	Tobin Well Project 2014	40,189.31	40,189.31	0.00
34	Melville Project Lines 2015	59,612.79	59,612.79	0.00
35	Alderpoint Tank Project (Water)	671,516.84	671,516.84	0.00
36	Collection Facilities			
37	Cost - Coll Fac	44,170.59	44,170.59	0.00
38	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
39	Cost - Lines	2,080,180.29	2,080,180.29	0.00
40	Total Collection Facilities	4,154,300.10	4,154,300.10	0.00
41	Office Equipment	32,004.40	32,004.40	0.00
42	Equipment	158,306.60	158,306.60	0.00
43	Land - Water	88,698.62	88,698.62	0.00
44	Land - Sewer	129,810.68	129,810.68	0.00
45	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
46	Sewer Treatment Facilities			
47	Cost - Equipment	14,492.40	8,069.38	6,423.02
48	Cost - Sewer Plant	488,193.00	488,193.00	0.00
49	Sewer Treatment Facilities - Other	4,500.00	4,500.00	0.00
50	Total Sewer Treatment Facilities	507,185.40	500,762.38	6,423.02
51	SWTP Office	19,740.96	19,740.96	0.00

Garberville Sanitary District
Balance Sheet Prev Year Comparison
 As of October 31, 2016

		Oct 31, 16	Jun 30, 16	\$ Change
52	Vehicles	90,378.67	48,023.52	42,355.15
53	Water Easements & Intangibles	177,797.11	177,397.11	400.00
54	MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
55	Water System	138,343.11	133,382.22	4,960.89
56	Accumulated Depreciation-Water	(954,148.26)	(836,152.26)	(117,996.00)
57	Accumulated Depreciation-Sewer	(1,527,465.06)	(1,469,281.06)	(58,184.00)
58	Total Fixed Assets	11,729,336.27	11,827,397.18	(98,060.91)
59	TOTAL ASSETS	12,719,495.45	12,801,829.97	(82,334.52)
60	LIABILITIES & EQUITY			
61	Liabilities			
62	Current Liabilities			
63	Accounts Payable			
64	2000 · Accounts Payable	30,778.49	25,026.74	5,751.75
65	Total Accounts Payable	30,778.49	25,026.74	5,751.75
66	Other Current Liabilities			
67	2660 · Lease Payable - Ford Motor Cr	27,338.94	0.00	27,338.94
68	*Accounts Payable	19,620.00	0.00	19,620.00
69	2205 · Accrued Simple	(40.00)	1,437.87	(1,477.87)
70	2230 · Accrued Vacation	14,654.79	25,910.51	(11,255.72)
71	2250 · Loans Payable - Current Portio	115,634.01	115,634.01	0.00
72	Total Other Current Liabilities	177,207.74	142,982.39	34,225.35
73	Total Current Liabilities	207,986.23	168,009.13	39,977.10
74	Long Term Liabilities			
75	2500 · N/P - SWRCB	168,855.28	191,123.20	(22,267.92)
76	2605 · RCAC Loan #6200-GSD-02	208,709.36	223,943.09	(15,233.73)
77	2655 · Lease Payable - Copier	3,140.03	3,438.07	(298.04)
78	2700 · SRF Loan - Water	1,356,479.82	1,356,479.82	0.00
79	2900 · Less Current Portion	(115,634.01)	(115,634.01)	0.00
80	Total Long Term Liabilities	1,621,550.48	1,659,350.17	(37,799.69)
81	Total Liabilities	1,829,536.71	1,827,359.30	2,177.41
82	Equity			
83	3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
84	3100 · Retained Earnings	4,842,018.92	5,105,728.46	(263,709.54)
85	3200 · Prior Period Adjustment	2,960.00	2,960.00	0.00
86	Net Revenue	(84,511.93)	(263,709.54)	179,197.61
87	Total Equity	10,889,958.74	10,974,470.67	(84,511.93)
88	TOTAL LIABILITIES & EQUITY	12,719,495.45	12,801,829.97	(82,334.52)

Garberville Sanitary District
Statement of Revenue and Expense
For the One and Fourth Months Ended October 31, 2016

		Total Water		Total Sewer	
		Oct 16	Jul - Oct 16	Oct 16	Jul - Oct 16
1	Ordinary Revenue/Expense				
2	Revenue				
3	Water Charges				
4	4100 · Residential	22,976.66	110,248.70	0.00	0.00
5	4110 · Commercial	18,175.20	75,158.10	0.00	0.00
6	Total Water Charges	41,151.86	185,406.80	0.00	0.00
7	4200 · Sewer Charges	0.00	0.00	30,566.11	124,405.80
8	4650 · Late Charges	305.00	1,022.02	305.00	1,022.02
9	4700 · Other Operating Revenue	67.50	262.50	67.50	77.50
10	Total Revenue	41,524.36	186,691.32	30,938.61	125,505.32
11	Gross Revenue	41,524.36	186,691.32	30,938.61	125,505.32
12	Expense				
13	Administrative and General				
14	5010 · Bank Charges				
15	5012 · Merchant Account Fees	49.86	239.61	49.88	239.66
16	5010 · Bank Charges - Other	90.87	272.56	90.87	272.58
17	Total 5010 · Bank Charges	140.73	512.17	140.75	512.24
18	5020 · Directors Fees	0.00	662.50	0.00	662.50
19	5030 · Dues and Memberships	97.50	601.60	97.50	601.60
20	5035 · Education and Training	0.00	12.50	461.07	723.57
21	Insurance				
22	5040 · Liability	599.48	2,397.92	599.47	2,397.88
23	5050 · Workers' Comp	440.70	2,398.72	367.05	2,146.69
24	5055 · Health				
25	5055.1 · Employee Portion	(604.43)	(2,381.95)	(568.57)	(2,310.05)
26	5055 · Health - Other	1,782.96	8,029.20	1,782.96	8,029.17
27	Total 5055 · Health	1,178.53	5,647.25	1,214.39	5,719.12
28	Total Insurance	2,218.71	10,443.89	2,180.91	10,263.69
29	5060 · Licenses, Permits, and Fees	210.00	1,251.43	1,425.00	6,075.60
30	5065 · Auto	3.10	148.08	3.09	148.08
31	5080 · Office Expense	121.19	754.33	121.20	754.35
32	5085 · Outside Services	372.75	2,002.04	372.75	1,759.08
33	5090 · Payroll Taxes	817.43	4,258.53	673.81	3,784.54
34	5100 · Postage	271.41	519.11	271.43	519.14
35	5110 · Professional Fees	324.12	3,993.57	324.13	1,640.38
36	5120 · Property Taxes	0.00	12.00	0.00	0.00
37	5125 · Repairs and Maintenance	0.00	3.02	0.00	3.01
38	5130 · Rents	417.50	1,670.00	417.50	1,670.00
39	5135 · Retirement	293.21	1,628.82	244.28	1,464.20
40	5140 · Telephone	116.97	467.94	116.98	467.98
41	5145 · Tools	956.32	2,267.98	939.16	1,329.23
42	5150 · Travel and Meetings	70.99	220.81	61.64	211.49
43	5155 · Utilities	92.05	462.83	92.06	462.86
44	5160 · Wages	5,996.90	25,308.69	5,477.10	24,390.37
45	Total Administrative and General	12,520.88	57,201.84	13,420.36	57,443.91
46	Sewage Collection				
47	6010 · Fuel	0.00	0.00	195.53	762.08
48	6030 · Repairs and Maintenance	0.00	0.00	460.92	8,047.03
49	6040 · Supplies	0.00	0.00	260.49	789.71
50	6050 · Utilities	0.00	0.00	403.57	1,619.02

Garberville Sanitary District
Statement of Revenue and Expense
For the One and Fourth Months Ended October 31, 2016

		Total Water		Total Sewer	
		Oct 16	Jul - Oct 16	Oct 16	Jul - Oct 16
51	6060 · Wages				
52	6065 · Wages - Overtime Sewer Col	0.00	0.00	285.75	967.50
53	6060 · Wages - Other	0.00	0.00	1,525.50	7,339.50
54	Total 6060 · Wages	0.00	0.00	1,811.25	8,307.00
55	Total Sewage Collection	0.00	0.00	3,131.76	19,524.84
56	Sewage Treatment				
57	6075 · Fuel	0.00	0.00	195.53	762.08
58	6080 · Monitoring	0.00	0.00	520.67	1,171.17
59	6100 · Repairs and Maintenance	0.00	0.00	20.19	3,910.18
60	6110 · Supplies	0.00	0.00	29.84	2,486.56
61	6120 · Utilities	0.00	0.00	803.29	3,042.92
62	6130 · Wages				
63	6135 · Wages - Overtime Sewer Tre	0.00	0.00	0.00	126.00
64	6130 · Wages - Other	0.00	0.00	1,520.00	11,020.50
65	Total 6130 · Wages	0.00	0.00	1,520.00	11,146.50
66	Total Sewage Treatment	0.00	0.00	3,089.52	22,519.41
67	Water Trans and Distribution				
68	7075 · Fuel	195.53	762.05	0.00	0.00
69	7090 · Repairs and Maintenance	249.19	4,991.98	0.00	0.00
70	7100 · Supplies	248.11	1,019.18	0.00	0.00
71	7110 · Utilities	675.85	3,318.52	0.00	0.00
72	7120 · Wages				
73	7125 · Wages - Overtime Water Tra	382.50	1,158.00	0.00	0.00
74	7120 · Wages - Other	2,388.00	10,488.50	0.00	0.00
75	Total 7120 · Wages	2,770.50	11,646.50	0.00	0.00
76	Total Water Trans and Distribution	4,139.18	21,738.23	0.00	0.00
77	Water Treatment				
78	7020 · Fuel	195.53	761.99	0.00	0.00
79	7010 · Monitoring	158.60	776.51	0.00	0.00
80	7030 · Repairs and Maintenance	1,057.60	3,307.48	0.00	0.00
81	7040 · Supplies	1,076.48	2,013.90	0.00	0.00
82	7050 · Utilities	3,299.56	15,193.74	0.00	0.00
83	7060 · Wages				
84	7065 · Wages - Overtime Water Tre	220.50	409.50	0.00	0.00
85	7060 · Wages - Other	1,588.00	12,358.00	0.00	0.00
86	Total 7060 · Wages	1,808.50	12,767.50	0.00	0.00
87	Total Water Treatment	7,596.27	34,821.12	0.00	0.00
88	Total Expense	24,256.33	113,761.19	19,641.64	99,488.16
89	Net Ordinary Revenue	17,268.03	72,930.13	11,296.97	26,017.16
90	Other Revenue/Expense				
91	Other Revenue				
92	8060 · Interest Revenue	35.58	140.40	22.73	89.05
93	Total Other Revenue	35.58	140.40	22.73	89.05
94	Other Expense				
95	9040 · Depreciation	29,499.00	117,996.00	14,546.00	58,184.00
96	9050 · Interest Expense	885.59	3,662.08	0.00	3,846.59
97	Total Other Expense	30,384.59	121,658.08	14,546.00	62,030.59
98	Net Other Revenue	(30,349.01)	(121,517.68)	(14,523.27)	(61,941.54)
99	Net Revenue	(13,080.98)	(48,587.55)	(3,226.30)	(35,924.38)

Garberville Sanitary District
Statement of Revenue and Expense
For the One and Fourth Months Ended October 31, 2016

			TOTAL	
			Oct 16	Jul - Oct 16
1	Ordinary Revenue/Expense			
2	Revenue			
3	Water Charges			
4	4100	Residential	22,976.66	110,248.70
5	4110	Commercial	18,175.20	75,158.10
6	Total Water Charges		41,151.86	185,406.80
7	4200	Sewer Charges	30,566.11	124,405.80
8	4650	Late Charges	610.00	2,044.04
9	4700	Other Operating Revenue	135.00	340.00
10	Total Revenue		72,462.97	312,196.64
11	Gross Revenue		72,462.97	312,196.64
12	Expense			
13	Administrative and General			
14	5010	Bank Charges		
15		5012 Merchant Account Fees	99.74	479.27
16		5010 Bank Charges - Other	181.74	545.14
17	Total 5010 Bank Charges		281.48	1,024.41
18	5020	Directors Fees	0.00	1,325.00
19	5030	Dues and Memberships	195.00	1,203.20
20	5035	Education and Training	461.07	736.07
21	Insurance			
22		5040 Liability	1,198.95	4,795.80
23		5050 Workers' Comp	807.75	4,545.41
24		5055 Health		
25		5055.1 Employee Portion	(1,173.00)	(4,692.00)
26		5055 Health - Other	3,565.92	16,058.37
27	Total 5055 Health		2,392.92	11,366.37
28	Total Insurance		4,399.62	20,707.58
29	5060	Licenses, Permits, and Fees	1,635.00	7,327.03
30	5065	Auto	6.19	296.16
31	5080	Office Expense	242.39	1,508.68
32	5085	Outside Services	745.50	3,761.12
33	5090	Payroll Taxes	1,491.24	8,043.07
34	5100	Postage	542.84	1,038.25
35	5110	Professional Fees	648.25	5,633.95
36	5120	Property Taxes	0.00	12.00
37	5125	Repairs and Maintenance	0.00	6.03
38	5130	Rents	835.00	3,340.00
39	5135	Retirement	537.49	3,093.02
40	5140	Telephone	233.95	935.92
41	5145	Tools	1,895.48	3,597.21
42	5150	Travel and Meetings	132.63	432.30
43	5155	Utilities	184.11	925.69
44	5160	Wages	11,474.00	49,699.06
45	Total Administrative and General		25,941.24	114,645.75
46	Sewage Collection			
47	6010	Fuel	195.53	762.08
48	6030	Repairs and Maintenance	460.92	8,047.03
49	6040	Supplies	260.49	789.71
50	6050	Utilities	403.57	1,619.02

Garberville Sanitary District
Statement of Revenue and Expense
For the One and Fourth Months Ended October 31, 2016

		TOTAL	
		Oct 16	Jul - Oct 16
51	6060 · Wages		
52	6065 · Wages - Overtime Sewer Col	285.75	967.50
53	6060 · Wages - Other	1,525.50	7,339.50
54	Total 6060 · Wages	1,811.25	8,307.00
55	Total Sewage Collection	3,131.76	19,524.84
56	Sewage Treatment		
57	6075 · Fuel	195.53	762.08
58	6080 · Monitoring	520.67	1,171.17
59	6100 · Repairs and Maintenance	20.19	3,910.18
60	6110 · Supplies	29.84	2,486.56
61	6120 · Utilities	803.29	3,042.92
62	6130 · Wages		
63	6135 · Wages - Overtime Sewer Tre	0.00	126.00
64	6130 · Wages - Other	1,520.00	11,020.50
65	Total 6130 · Wages	1,520.00	11,146.50
66	Total Sewage Treatment	3,089.52	22,519.41
67	Water Trans and Distribution		
68	7075 · Fuel	195.53	762.05
69	7090 · Repairs and Maintenance	249.19	4,991.98
70	7100 · Supplies	248.11	1,019.18
71	7110 · Utilities	675.85	3,318.52
72	7120 · Wages		
73	7125 · Wages - Overtime Water Tra	382.50	1,158.00
74	7120 · Wages - Other	2,388.00	10,488.50
75	Total 7120 · Wages	2,770.50	11,646.50
76	Total Water Trans and Distribution	4,139.18	21,738.23
77	Water Treatment		
78	7020 · Fuel	195.53	761.99
79	7010 · Monitoring	158.60	776.51
80	7030 · Repairs and Maintenance	1,057.60	3,307.48
81	7040 · Supplies	1,076.48	2,013.90
82	7050 · Utilities	3,299.56	15,193.74
83	7060 · Wages		
84	7065 · Wages - Overtime Water Tre	220.50	409.50
85	7060 · Wages - Other	1,588.00	12,358.00
86	Total 7060 · Wages	1,808.50	12,767.50
87	Total Water Treatment	7,596.27	34,821.12
88	Total Expense	43,897.97	213,249.35
89	Net Ordinary Revenue	28,565.00	98,947.29
90	Other Revenue/Expense		
91	Other Revenue		
92	8060 · Interest Revenue	58.31	229.45
93	Total Other Revenue	58.31	229.45
94	Other Expense		
95	9040 · Depreciation	44,045.00	176,180.00
96	9050 · Interest Expense	885.59	7,508.67
97	Total Other Expense	44,930.59	183,688.67
98	Net Other Revenue	(44,872.28)	(183,459.22)
99	Net Revenue	(16,307.28)	(84,511.93)

Garberville Sanitary District
Revenue & Expenses Prev Year Comparison - Water
 July through October 2016

		Jul - Oct 16	Jul - Oct 15	\$ Change
1	Ordinary Revenue/Expense			
2	Revenue			
3	Water Charges			
4	4100 · Residential	110,248.70	102,101.90	8,146.80
5	4110 · Commercial	75,158.10	73,849.81	1,308.29
6	Total Water Charges	185,406.80	175,951.71	9,455.09
7	4300 · Connection Fees	0.00	8,600.00	(8,600.00)
8	4650 · Late Charges	1,022.02	967.50	54.52
9	4700 · Other Operating Revenue	262.50	5.00	257.50
10	Total Revenue	186,691.32	185,524.21	1,167.11
11	Gross Revenue	186,691.32	185,524.21	1,167.11
12	Expense			
13	Administrative and General			
14	5005 · Bad Debts	0.00	1,500.00	(1,500.00)
15	5010 · Bank Charges			
16	5012 · Merchant Account Fees	239.61	276.91	(37.30)
17	5010 · Bank Charges - Other	272.56	147.45	125.11
18	Total 5010 · Bank Charges	512.17	424.36	87.81
19	5020 · Directors Fees	662.50	0.00	662.50
20	5030 · Dues and Memberships	601.60	1,185.32	(583.72)
21	5035 · Education and Training	12.50	189.93	(177.43)
22	Insurance			
23	5040 · Liability	2,397.92	1,940.75	457.17
24	5050 · Workers' Comp	2,398.72	4,904.40	(2,505.68)
25	5055 · Health			
26	5055.1 · Employee Portion	(2,381.95)	(1,759.47)	(622.48)
27	5055 · Health - Other	8,029.20	5,781.36	2,247.84
28	Total 5055 · Health	5,647.25	4,021.89	1,625.36
29	Total Insurance	10,443.89	10,867.04	(423.15)
30	5060 · Licenses, Permits, and Fees	1,251.43	1,208.64	42.79
31	5065 · Auto	148.08	663.40	(515.32)
32	5080 · Office Expense	754.33	1,027.31	(272.98)
33	5085 · Outside Services	2,002.04	1,223.55	778.49
34	5090 · Payroll Taxes	4,258.53	4,563.14	(304.61)
35	5100 · Postage	519.11	610.02	(90.91)
36	5110 · Professional Fees	3,993.57	6,588.25	(2,594.68)
37	5120 · Property Taxes	12.00	12.00	0.00
38	5125 · Repairs and Maintenance	3.02	0.00	3.02
39	5130 · Rents	1,670.00	1,635.00	35.00
40	5135 · Retirement	1,628.82	1,410.68	218.14
41	5137 · Supplies	0.00	245.51	(245.51)
42	5140 · Telephone	467.94	693.88	(225.94)
43	5145 · Tools	2,267.98	2,073.05	194.93
44	5150 · Travel and Meetings	220.81	215.10	5.71
45	5155 · Utilities	462.83	470.59	(7.76)
46	5160 · Wages	25,308.69	21,058.19	4,250.50
47	Total Administrative and General	57,201.84	57,864.96	(663.12)
48	Water Trans and Distribution			
49	7075 · Fuel	762.05	996.93	(234.88)
50	7090 · Repairs and Maintenance	4,991.98	10,652.88	(5,660.90)

Garberville Sanitary District
Revenue & Expenses Prev Year Comparison - Water
 July through October 2016

		Jul - Oct 16	Jul - Oct 15	\$ Change
51	7100 · Supplies	1,019.18	836.93	182.25
52	7110 · Utilities	3,318.52	2,846.13	472.39
53	7120 · Wages			
54	7125 · Wages - Overtime Water T	1,158.00	2,362.50	(1,204.50)
55	7120 · Wages - Other	10,488.50	12,698.50	(2,210.00)
56	Total 7120 · Wages	11,646.50	15,061.00	(3,414.50)
57	Total Water Trans and Distribution	21,738.23	30,393.87	(8,655.64)
58	Water Treatment			
59	7020 · Fuel	761.99	948.59	(186.60)
60	7010 · Monitoring	776.51	723.58	52.93
61	7030 · Repairs and Maintenance	3,307.48	1,657.59	1,649.89
62	7040 · Supplies	2,013.90	3,956.93	(1,943.03)
63	7050 · Utilities	15,193.74	14,588.42	605.32
64	7060 · Wages			
65	7065 · Wages - Overtime Water T	409.50	2,855.00	(2,445.50)
66	7060 · Wages - Other	12,358.00	18,748.00	(6,390.00)
67	Total 7060 · Wages	12,767.50	21,603.00	(8,835.50)
68	Total Water Treatment	34,821.12	43,478.11	(8,656.99)
69	Total Expense	113,761.19	131,736.94	(17,975.75)
70	Net Ordinary Revenue	72,930.13	53,787.27	19,142.86
71	Other Revenue/Expense			
72	Other Revenue			
73	8060 · Interest Revenue	140.40	155.47	(15.07)
74	Total Other Revenue	140.40	155.47	(15.07)
75	Other Expense			
76	9010 · Other Expenses	0.00	1,500.00	(1,500.00)
77	9040 · Depreciation	117,996.00	105,829.32	12,166.68
78	9050 · Interest Expense	3,662.08	54.15	3,607.93
79	Total Other Expense	121,658.08	107,383.47	14,274.61
80	Net Other Revenue	(121,517.68)	(107,228.00)	(14,289.68)
81	Net Revenue	(48,587.55)	(53,440.73)	4,853.18

Garberville Sanitary District
Revenue & Expenses Prev Year Comparison - Sewer
July through October 2016

		Jul - Oct 16	Jul - Oct 15	\$ Change
1	Ordinary Revenue/Expense			
2	Revenue			
3	4200 · Sewer Charges	124,405.80	125,588.20	(1,182.40)
4	4300 · Connection Fees	0.00	6,000.00	(6,000.00)
5	4650 · Late Charges	1,022.02	967.50	54.52
6	4700 · Other Operating Revenue	77.50	5.00	72.50
7	Total Revenue	125,505.32	132,560.70	(7,055.38)
8	Gross Revenue	125,505.32	132,560.70	(7,055.38)
9	Expense			
10	Administrative and General			
11	5005 · Bad Debts	0.00	1,500.00	(1,500.00)
12	5010 · Bank Charges			
13	5012 · Merchant Account Fees	239.66	276.96	(37.30)
14	5010 · Bank Charges - Other	272.58	147.44	125.14
15	Total 5010 · Bank Charges	512.24	424.40	87.84
16	5020 · Directors Fees	662.50	0.00	662.50
17	5030 · Dues and Memberships	601.60	1,185.33	(583.73)
18	5035 · Education and Training	723.57	189.91	533.66
19	Insurance			
20	5040 · Liability	2,397.88	1,990.72	407.16
21	5050 · Workers' Comp	2,146.69	3,194.16	(1,047.47)
22	5055 · Health			
23	5055.1 · Employee Portion	(2,310.05)	(1,681.42)	(628.63)
24	5055 · Health - Other	8,029.17	5,781.36	2,247.81
25	Total 5055 · Health	5,719.12	4,099.94	1,619.18
26	Total Insurance	10,263.69	9,284.82	978.87
27	5060 · Licenses, Permits, and Fees	6,075.60	6,267.00	(191.40)
28	5065 · Auto	148.08	663.39	(515.31)
29	5080 · Office Expense	754.35	1,047.33	(292.98)
30	5085 · Outside Services	1,759.08	1,167.82	591.26
31	5090 · Payroll Taxes	3,784.54	2,950.18	834.36
32	5100 · Postage	519.14	610.05	(90.91)
33	5110 · Professional Fees	1,640.38	5,899.26	(4,258.88)
34	5125 · Repairs and Maintenance	3.01	0.00	3.01
35	5130 · Rents	1,670.00	1,635.00	35.00
36	5135 · Retirement	1,464.20	864.82	599.38
37	5137 · Supplies	0.00	256.86	(256.86)
38	5140 · Telephone	467.98	909.36	(441.38)
39	5145 · Tools	1,329.23	2,971.27	(1,642.04)
40	5150 · Travel and Meetings	211.49	123.19	88.30
41	5155 · Utilities	462.86	470.59	(7.73)
42	5160 · Wages	24,390.37	19,985.16	4,405.21
43	Total Administrative and General	57,443.91	58,405.74	(961.83)
44	Sewage Collection			
45	6010 · Fuel	762.08	948.59	(186.51)
46	6030 · Repairs and Maintenance	8,047.03	483.73	7,563.30
47	6040 · Supplies	789.71	575.13	214.58
48	6050 · Utilities	1,619.02	1,440.11	178.91
49	6060 · Wages			
50	6065 · Wages - Overtime Sewer	967.50	376.50	591.00

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

**GSD District Office
919 Redwood Dr. Garberville, CA
October 25, 2016
5:00 p.m.**

I. REGULAR MEETING CALLED TO ORDER

Chairperson Brodersen called the meeting to order at 5:10 pm.

II. ESTABLISHMENT OF QUORUM

Present: Rio Anderson, Linda Brodersen, Richard Thompson

Absent: Doug Bryan, Gary Wellborn

III. APPROVAL OF AGENDA

Chair Brodersen asked for a motion to approve the agenda. Director Thompson made a motion to approve the agenda. Anderson seconded the motion. Motion passed 3-0.

IV. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No Comments

**V. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Operations Staff- None

Office Staff - Draft 2017 Board Meeting Calendar

Two dates were changed: September 26, 2017 was changed to September 19, 2017 and
December 26, 2017 was changed to December 19, 2017

Board Members- None

General Manager—Ralph Emerson reported there has been adjustments with Ron retiring on who is doing what. Every day he meets with the field staff and give them assignments and then helps them with projects. Today they were reading meters. Trying to get projects done and they are helping him with things he is not familiar with. They are putting together a master calendar with meeting dates, on-call schedule, vacations, reports due, lab testing, meter readings, what Tina needs done in here. He should have the calendar completed by the end of the year. They are also working on a priority list of things they want to get done this winter.

Emerson reported a leak on Elm Street and John Neill was able to repair within two hours.

Brodersen asked about a pumper truck at the headworks. Emerson said Wahlund Construction pumped the grit and sand out of the wet wells.

Brodersen asked about a leak at the laundromat. Emerson said there is a spring behind the building causing the problem.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 September 2016 Financials
- A.2 9/27/2016 Regular Meeting Minutes
- A.3 Operations Safety Report

Brodersen asked for a motion to approve the Consent Agenda.

Motion: Anderson

Second: Thompson

Vote: Approved 3-0

B. GENERAL BUSINESS

- B.1 Budget Update-Adjustment 2016-2017 Presented by Jennie Short

Short reported on the updated budget showing negative cash flow of \$39,655. After discussion Brodersen asked for a motion to approve the updated budget.

Motion: Thompson

Second: Anderson

Vote: Approved 3-0

- B.2 Wallan Rd tank and road repairs Update

Emerson said the telemetry is not working properly. Emerson said Carmichael had some changes he wanted to make in the contract. He said we are waiting for Wilcox to move their equipment to the work site.

- B.3 GSD water composition with State health standards

Emerson thought the board would like to know what is in our water, what we test for, and the State's health standards. He presented the district Consumer Confidence Report and the State Testing Requirements. Short said the testing requirements will change in the future due the new treatment plant.

- B.4 Declare pickup surplus property for sale

Emerson explained the pros and cons of the two trucks, the 2002 Silverado and the 1999 F350. After discussion it was decided to bring this item back to the next board meeting and surplus the Silverado.

- B.5 Linda Ln. culvert installation

Emerson reported on the condition of the culvert on Linda Ln. The culvert gets plugged and washes out the road. Emerson said that Wilcox repaired the culvert.

C. POLICY REVISION / ADOPTION

C.2 Personnel Policy Manual Introduction--Employment Process

Emerson presented the first seven pages of the Personnel Policy Manual. After discussion Emerson said that he would bring it back with the discussed amendments in place.

X. ITEMS FOR NEXT BOARD MEETING

1. Updated map of GSD infrastructure
2. Wallan Road update
3. On-Call compensation

Next Board Meeting November 22, 2016

XI. ADJOURNMENT

The meeting was adjourned at 6:17 pm.

Respectfully Submitted
Tina Stillwell

Surplus Property

2012 Chevy Silverado K1500

2012 Chevy Silverado K1500 -----Price \$13,000--\$18,000
Reg Cab Automatic
Long Bed
4wd
License Plate- 90825D1
VIN - 1GCNKPEA6CZ128396
District purchased in 2013
Miles—50,829

RESOLUTION 16-009

THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO DECLARE A 2012 CHEVY SILVERADO K1500 AS SURPLUS PROPERTY

A. **WHEREAS,** It has been determined that the Garberville Sanitary District has no need for a 2012 Chevy Silverado K1500

B. **WHEREAS,** Resolution 16-009 will allow the District to declare this vehicle as surplus property for sale

C. **WHEREAS,** This Resolution requires allowing the public to make a bid for this vehicle and that the District will post this request for bid in 3 locations and with the local news media

D. **WHEREAS,** The District will accept bids for 30 days after posting up until close of business.

E. **WHEREAS,** Bids will be opened at the January 24th meeting and the truck will be awarded to the highest bidder.

DECLARATION OF A 2012 CHEVY SILVERADO K1 500 AS SURPLUS PROPERTY

Garberville Sanitary District has recently purchased a new utility truck and has no need for a 2012 Chevy Silverado K1500, 4x4 long bed pick up. This vehicle has been declared surplus property and will be sold to the highest bidder.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES DECLARING A 2012 CHEVY K1500 PICKUP AS SURPLUS PROPERTY, THUS ALLOWING THE DISTRICT TO SELL THIS VEHICLE TO THE HIGHEST BIDDER.

**PASSED, APPROVED AND ADOPTED this ____ day of _____ 2016
by the following roll call vote:**

AYES:

NOES:

ABSTAIN:

ABSENT:

_ Linda Brodersen, Board President

ATTEST:

Ralph Emerson, General Manager











ON-CALL COMPENSATION

There are many opinions about what compensation should be for water and wastewater operators who are on-call so I am going to explain to you why being on-call is the most difficult job in this field because it means you are not allowed to go more than 30 minutes away and you will be called out on holidays, weekends, nights and in the worst possible conditions, while working alone to figure out what is wrong and make the correct diagnosis for repairs.

Currently the on-call pay is \$12/day or \$84/week. This is unheard of in this field with all other like size Districts paying between \$150-\$300/week.

I am requesting a new on-call compensation to be \$25/day or \$175/week

I cannot emphasize enough how critical it is to have competent, dependable and knowledgeable on-call operators who work alone to insure we stay in compliance and do not panic under the immense stress sometimes created by water and wastewater problems.

RATE STUDY UPDATE

There have been many phone conversations and emails over the past couple of months with Richard Culp who represents RCAC with completing our rate study.

It has been determined that my Capital Improvement Plan (CIP) may be too aggressive to attain over 10 years so we are working on a revenue which would allow these projects to be done without loans over a 20 year period while providing enough annual money to build reserves and complete projects both in house and done by contractors.

I have learned that tiered rate plans are used based on consumption but are more often unchallenged when tied to water conversation. We have discussed many scenarios of how to address the extremely high water users while not overcharging the customers who conserve water and there are a few ways we can approach this.

1. Leave service charges where they are
2. Add a 3rd tier rate structure for drought years
3. Raise the water unit rate while increasing the amount of units allowed in the first tier which would see a reduction in charges for very conservative water users and would increase the amount paid by the high water users

There are other options but based on the rate study information received along with what I expect to receive as our final rate study report, I would like request a Rate Study Committee with two Board members so we can take the necessary time to analyze the provided data and suggestions, while returning to the next Board meeting with a report and possible action item.

REDWAY—GARBERVILLE SHARED INTEREST MEETING

On Wednesday November 30th, members of RCSD and GSD met at the Garberville Sanitary District office to discuss ways in which we can assist each other and possibly do joint projects which benefit both Districts.

John Rogers and Michael Mckaskel represented RCSD and Ralph Emerson and Linda Brodersen represented GSD. There were many topics discussed and are included for further discussion between the respective Board Members and staff.

TOPICS OF DISCUSSION

1. Shared staff for emergencies or assistance in operations and in the office
2. Shared on-call personnel which can assist each other or cover other District as needed
3. Work together to find and repair I and I problems on the sewer collection system (inflow and infiltration)
4. Shared equipment use and possible purchases
5. Shared costs for professional services on joint endeavors
6. On-going collaboration between staff and Board on training topics which can be taught locally rather than traveling for the required courses to keep certifications and licenses current.
7. There was a lot of discussion on upstream storage and ways in which we can have enough storage to insure necessary water for our customers year round, including drought seasons.
8. River health and stability for growth and long term stewardship of local rivers is a concern of all and a joint plan with recommendations is a priority
9. Recycled and reused water is also a priority and to find what the cost would be to provide treated recycled wastewater for agricultural use whether by piping or trucking.
10. Toilet to tap recycled water was also discussed and the process with associated cost to treat waste water and recycle it to be used for domestic water consumption
11. Joint education for customers on water use, conservation and ongoing water issues is also an area we can work together to eliminate each district from having to their own research and write their own information sheet for customers
12. It was discussed that participating in Redwood Region Economic Development Commission (RREDC) is a good way to stay updated on local development and find alternative funding opportunities.
13. We will be sharing District lists of equipment, employees, contact info, skills, certificates and licenses so that we know where we can assist each other.
14. We discussed a possible connection from the GSD Alder Point tank to the Meadows Business Park for emergency use and backup.
15. The final point was made that we would like to continue conversations in a joint board meeting or with a planning committee.

GARBERVILLE SANITARY DISTRICT
P.O. Box 211 Garberville, CA 95542

**PERSONNEL
POLICY**



Adopted June 6, 2006
Amended 11/07/06; 02/09/07; 03/27/07; 10/27/09

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INTRODUCTION

Welcome to the Garberville Sanitary District. The District was organized April 12, 1932, as a Special District to provide services to our community. The District is an independent special district governed by a five member Board of Directors elected by Garberville's voters.

The Garberville Sanitary District is committed to a standard of excellence in the services that it provides to its customers. GSD employees participate in efforts to meet this commitment to achieve a high level of service to the community.

Each employee is expected to uphold the GSD commitment to "professionalism" which is understood to be an integral part of each employee's position responsibilities. "Professionalism" includes, but is not limited to, sharing expertise and assistance with other staff, working as a team player, maintaining a positive attitude, pitching in at time of crises, and providing customers, community, GSD Board Members and other GSD staff with the highest quality service and respect.

This Employee Policy is intended to help you get acquainted with the Garberville Sanitary District (GSD). It explains some of our philosophies and beliefs, and describes, in general terms, some of our employment guidelines. We hope that it will serve as a useful reference document throughout your employment at GSD. This policy supersedes and replaces all previous personnel policies and guidelines. To determine if this version of the policy is current, you are requested to contact the GSD office.

Personnel

Policy

Adopted 6/6/06

Amended

11/07/06;02/09/07;03/27/07;10/27/09

GARBERVILLE SANITARY DISTRICT

PERSONNEL POLICY

1.0 EMPLOYMENT AT WILL

Garberville Sanitary District is an “at-will” employer. GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. There are no express or limited covenants and no statements in this manual that shall in any way conflict with this mutual right and obligation. This type of employment is intended to be employment “at will” under California law. No one other than the Board of Directors has the authority to alter this arrangement, to enter into an agreement for employment for a specific period of time, or to make any agreement contrary to this “at will” policy. Any agreement that in any way alters the “at will” status of an employee must be authorized by a specific Resolution of the Board of Directors.

2.0 ORGANIZATION

2.1 Chain of Command

The chain of command is shown in the diagram in Appendix “A.” The **District Administrator General Manager** will be the **Chief Executive Officer** responsible for all day-to-day **operations function**. If the **District Administrator General Manager** is not available then the Board Chair will be consulted and if the Board chair is not available, next in line is the Vice Chair, and then decision making authority extends to any Board Member that is available.

2.2 Absence of **District Administrator General Manager**

When the **District Administrator General Manager** is absent, or otherwise not available, his/her staff will report to the Board Chair, as per chain of command in all matters requiring a managerial decision, or as specified by their manager before his/her absence.

3.0 EMPLOYMENT PROCESS

3.1 Equal Opportunity

The Garberville Sanitary District will recruit, hire, train, promote and administer human resource activities without regard to age, sex, race, creed, color or national origin, or any other legally protected status, and shall comply with the intent and the letter of all applicable laws which prohibit discrimination and affirm equal opportunity.

3.2 Qualifications

- a. All employees must be at least 18 years of age.
- b. Other qualifications are listed in the job descriptions attached in Appendix “B.”

3.3 Employment Process

All individuals seeking employment with GSD must complete a written application. The **District Administrator General Manager** will conduct an interview of candidates qualified for the position and may give applicant skills tests, which may include but are not limited to: communications, basic math, computer, and job-related licenses, and other qualifications.

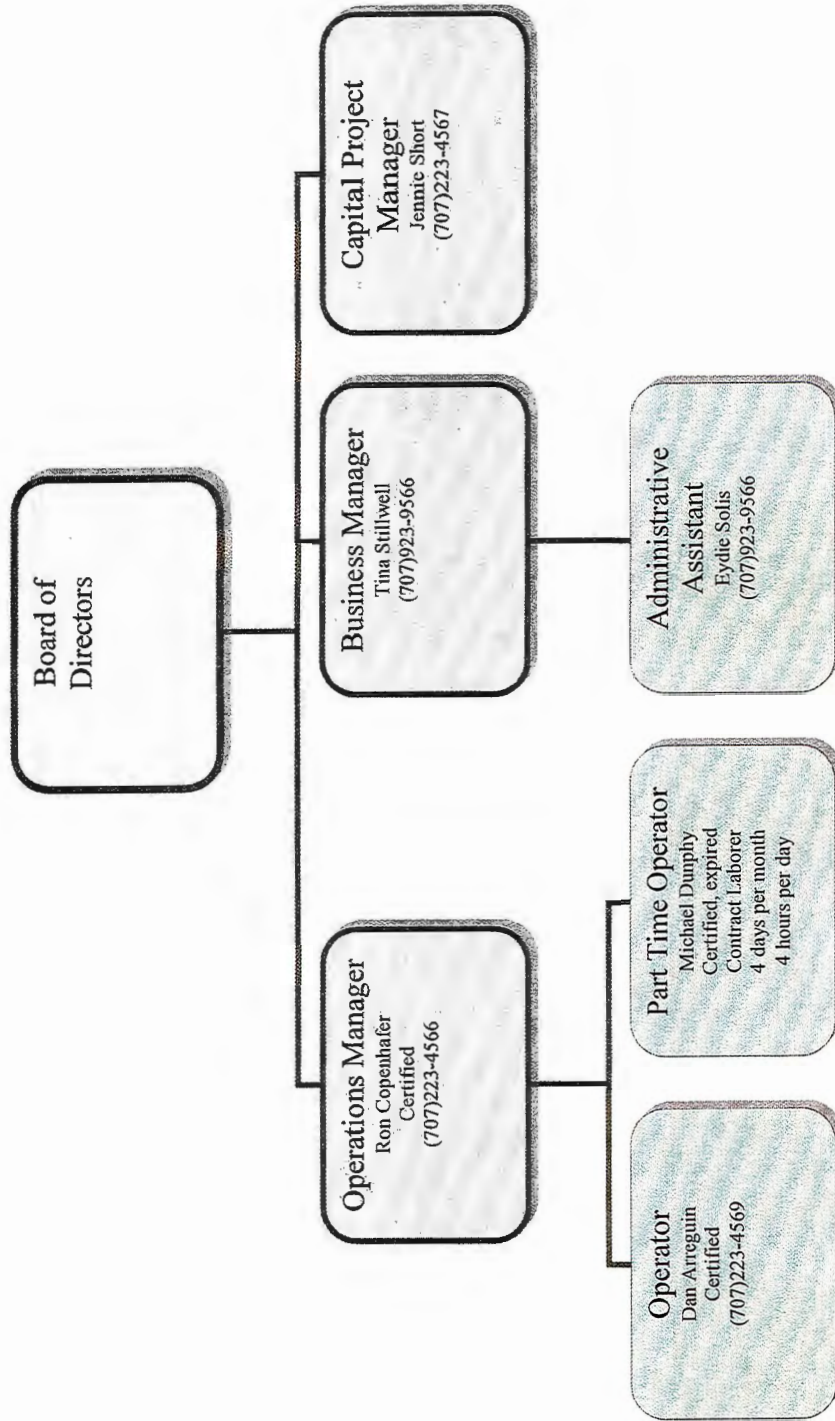
The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The District Administrator General Manager will make the final hiring decision. Hiring is contingent upon the new employee's passing a physical exam and appropriate or necessary drug, background, or other screening deemed necessary by GSD.

3.4 Evaluation Period and Notice of Termination

Following successful completion of a 3-month evaluation period, the employee will be considered a permanent employee. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory 3-month evaluation period, both GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. Notwithstanding this absolute right on the part of GSD or the employee to terminate with or without cause and with or without notice, and without any intention to limit or restrict such rights, both GSD and the employee are encouraged by this policy to provide as much advance notice of termination as reasonable under the circumstances.

APPENDIX A, Chain of Command

GARBERVILLE SANITARY DISTRICT
ORGANIZATIONAL CHART



APPENDIX B, Job Descriptions

TITLE: **DISTRICT ADMINISTRATOR**

ESSENTIAL FUNCTION

Under policy direction, serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board, executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and staffing to departments and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies.

PRIMARY DUTIES

Service Planning: Gather and accumulate information to describe federal, state and regional legislative policy trends in allocating responsibilities, resources, financing and regulation of water and wastewater delivery and processing systems. Direct the development and adoption of long term capital improvement plans, associated services, and financing strategies. Identify industry trends; options and alternatives; recommend long term goals and short term objectives. Direct the development and preparation of budget requests including the description and quantification of service activity and justification of funding requirements for services, personnel, and supplies, routine operating capital equipment and facilities, and special projects.

District Operations: Direct interagency coordination and response to emergency or disastrous events. Establish standards for procedures, systems, equipment, personnel and other means by which operations are conducted. Direct the implementation of policy changes to services, funding levels, position allocations, operating policies, standards, procedures and rules. Coordinate response to claims and litigation in consultation with district counsel and indemnity coverage. Assure that all employment and safety, legal property records, titles and registrations, insurance and permit renewal actions are accomplished in conformance with federal, state, regional laws and regulations and District ordinances, policies and procedures.

District Organization: Recommend the allocation of operating responsibilities to major organizational components. Assign responsibilities and duties to all positions; approve all assignment of internal departmental organization responsibilities and duties to departmental positions. Justify the merits, necessity and organization of responsibility assignments and obtain governing board approval of organization structure. Assure positions are funded and allocated in relation to the approved structure. Initiate employment policy actions to fill all personnel positions. Select and hire all employees. Direct training and formally evaluates employee performance. Take formal commendation, discipline and discharge actions involving personnel.

Work Program Management: Present regular status reports and relevant recommendations on work program status to the governing board. Monitor progress of planning, design and construction of approved capital improvement projects; operating and reporting status of regulatory compliance activities; cash management, budget and service contract performance levels; and status of general operations. Direct the preparation of information and materials for presentation to the governing board, assure compliance with all public agency noticing requirements and applicable policies. Initiate action to cause proper records to be made and follow-up actions from governing board meetings to be accomplished.

Public and Staff Relations: Respond to inquiries from the public, press, customers, local officials, outside agencies, community organizations, and industry counterparts. Prepare or cause the preparation of analyses, reports, recommendations and position papers on water and wastewater matters pending before legislative or regulatory bodies. Participate in the activities of professional water and wastewater organizations on behalf of the District. Participate in District related committees, civic events and activities of community organizations. Participate in governing board and staff social functions.

Other Assigned Duties: Perform other duties assigned by the governing board which are consistent with the responsibilities of the position and necessary to the operations of the District.

Knowledge of the following is required to perform the essential function:

- Principles, practices, methods and technical support functions of special district services.
- Fundamental intent and basic provisions of federal, state and local financing mechanisms of special district.
- Specific application of federal, state and local legislative enactments applicable to special district utility operations.
- Techniques used for gathering, evaluating and summarizing special district service data and information in preparing budgets and supporting policy decision making processes.
- Personnel and operating practices as they apply to special district operations.

Ability to do the following is required to perform the essential function:

- Interpret and apply the general intent and specific provisions of multiple laws and regulations and professional practices to specific issues.
- Develop and implement design and construction standards and operating policies and procedures for multiple functional programs and personnel.
- Provide verbal and written directives, information and advice to a wide variety of people and officials.
- Persuasively communicate ideas and assert a point of view in complex or controversial situations.
- Exhibit and instill in subordinates a high public service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.

Qualifying Training and Experience:

- A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

- Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

- Exempt.

Appointment and Removal Authority:

- Board of Directors.

TITLE: **ACCOUNT CLERK/ADMINISTRATIVE ASSISTANT**

ESSENTIAL FUNCTION

Under direct supervision, responsible for performing accounting and bookkeeping work in conformance with routine processes, accounting and financial transaction processing methods and accounting operations scheduling and control techniques. Responsible for performing a wide variety of general administrative support work and secretarial duties in conformance with established procedures.

PRIMARY DUTIES

This is an entry level accounting and administrative support clerical classification. This position reports to the District Administrator. This position is responsible for a full range of financial record keeping transactions including accounts receivable, accounts payable, utility billing, and collection. This position performs the full array of duties assigned by providing responsible, secretarial and administrative support. Demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties.

Billing and Collections: Maintains cash receipts log. Prepares and generates billings to customers in conformance with procedures applicable to each customer. Generate invoices, updates billing and payment information in customer accounts, generate statements and other collection documentation. Manage and audit all records. Receive and process payments on account and service connection payments for bank deposit. Prepare and present financial records of customer accounts for annual audit.

Payable: Administer full payables cycle (purchase order, encumbrances, vendor invoices, and issue check). Manage and audit all records.

General: Assist management staff with operation of accounting system and accounts receivable. Audit and reconcile accounting records. Assist with the preparation of Board agenda packets including researching and preparing reports for meetings. Perform secretarial duties such as generating correspondence for the District & Board of Directors. Order office supplies and keeping inventory control of all supplies and equipment. Processing mail, copying, filing and related work as required. Assist in maintaining public records. Operate under the guidelines of the District's Policies.

Other Assigned Duties: Perform other duties assigned which are consistent with the responsibilities of the position and necessary to the operations of the District.

Knowledge of the following is required to perform the essential function:

Knowledge of basic principles and practices of bookkeeping and financial record keeping; basic accounting principles; utility billing procedures and practices, and purchasing procedures.

Knowledge of administrative and office practices

Modern office practices, procedures and equipment usage including computer, printers, fax machine and 10 key calculator.

Public relations abilities, verbal communication, as well as letter writing skills. Proper English, spelling and grammar.

Public and agency desk procedures and methods of providing services and information.

Methods and technique for record keeping and report preparation.

Ability to do the following is required to perform the essential function:

- Exhibit a high customer service priority.
- Establish and maintain cooperative relations with those contacted in the course of work.
- Ability to manage multiple projects at the same time.
- Ability to work with others and accept delegated tasks.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Ability to maintain a variety of financial records; independently make mathematical calculations quickly and accurately.
- Ability to plan, coordinate, organize, and prioritize work to meet deadlines.
- Ability to work independently and use good judgment
- Operate standard office equipment.

Basic Qualifications: A high school diploma or G.E.D. equivalent. Two years of experience involving financial record keeping and administrative/secretarial experience.

Employment Requirements: Must be lawfully allowed to work in the United States. A valid California State Class C license must be maintained at all times. Pass illegal drug screen. Be available to attend monthly evening Board meetings as needed. Participate in the Safety Program.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

District Administrator.

TITLE: **CHIEF OPERATOR**

ESSENTIAL FUNCTION

Under supervision, responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work.

PRIMARY DUTIES

This position reports to the District Administrator and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials and maintain inventory of equipment. Coordinate with all Regulatory Agencies the operations of District facilities.

System Operation: Identifies adjustments indicated by current conditions and variations to control and alter flow and/or treatment processes. Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Controls the application of hazardous materials and chemicals such as chlorine. Records shift operating information on standard logs and checks lists. Will assign work, provide on the job instruction, and supervise field staff learning water or wastewater treatment operations.

System Monitoring: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory tests results to assess system functions and determine processing requirements. Extracts water and wastewater samples; prepares and maintains associated chain of custody and quality control records; transfers samples to laboratory and performs routine laboratory tests and analyses.

Service and Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment. Prepares maintenance and repair service requests and suggests changes to preventive maintenance schedules and actions. Establish or amend operational procedures and maintenance procedures to be approved the District Administrator. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Administers safety program, performs monthly safety inspections. Responds to service requests and complaints from service users. Conducts field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents monthly formal reports, including cost proposals for major equipment purchases and recommendations as appropriate. Prepares employee performance reviews on field staff for the District Administrator. Maintain records required by all regulatory agencies, ordinances and policies. Assist the District Administrator preparing annual budget, and coordinate field operations with office operations. Reports all emergencies with the operations of facilities to both the District Administrator and the Board Chairperson.

Other Assigned Duties: Perform other duties assigned by the District Administrator which are consistent with the responsibilities of the position and necessary to the operations of the District

Knowledge of the following is required to perform the essential function:

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.
- Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.
- Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.
- Safely transport and lift bulky objects.

Basic Qualifications: Must possess proper certification for operating the Water Treatment Plant and Wastewater Treatment Plant. At least three (3) years experience in the operation and maintenance of Water and Wastewater systems. Computer skills, ability to use word processing, spread sheets, and data processing is required.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist "on call" operator after normal scheduled work hours as needed.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

District Administrator.

TITLE: **SENIOR OPERATOR**

ESSENTIAL FUNCTION

Under supervision, responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work.

PRIMARY DUTIES

This position reports to the District Administrator and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials through administration and maintain inventory of equipment. Coordinate with all Regulatory Agencies the operations of District facilities.

System Operation: Identifies adjustments indicated by current conditions and variations to control and alter flow and/or treatment processes. Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Controls the application of hazardous materials and chemicals such as chlorine. Records shift operating information on standard logs and checks lists. Will provide on the job instruction and train field staff learning water or wastewater treatment operations.

System Monitoring: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory tests results to assess system functions and determine processing requirements. Extracts water and wastewater samples; prepares and maintains associated chain of custody and quality control records; transfers samples to laboratory and performs routine laboratory tests and analyses.

Service and Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment. Prepares maintenance and repair service requests and suggests changes to preventive maintenance schedules and actions. Establish or amend operational procedures and maintenance procedures to be approved the District Administrator. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Administers the hazard material safety program, performs monthly safety inspections. Responds to service requests and complaints from service users. Conducts field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents monthly formal reports, including cost proposals for major equipment purchases and recommendations as appropriate. Maintain records required by all regulatory agencies, ordinances and policies. Assist the District Administrator preparing annual budget, and coordinate field operations with office operations. Reports all emergencies with the operations of facilities to both the District Administrator and the Board Chairperson.

Other Assigned Duties: Perform other duties assigned by the District Administrator which are consistent with the responsibilities of the position and necessary to the operations of the District

Knowledge of the following is required to perform the essential function:

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.
- Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.
- Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.
- Safely transport and lift bulky objects.

Basic Qualifications: Must possess proper certification for operating the Water Treatment Plant and Wastewater Treatment Plant. At least three (3) years experience in the operation and maintenance of Water and Wastewater systems. Computer skills, ability to use word processing, spread sheets, and data processing is required.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist "on call" operator after normal scheduled work hours as needed.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

District Administrator.

TITLE: **OPERATOR I**

ESSENTIAL FUNCTION

Under direct supervision, responsible for performing water and wastewater treatment processing work in conformance with routine processes, treatment methods and in conformance with regulations and standard work and safety techniques.

PRIMARY DUTIES

This is an entry level technical water and wastewater treatment classification. This position reports to the Chief Operator.

System Operations: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory test results to assess system functions and determine processing requirements. Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Extracts water and/or wastewater samples; prepares and maintains associated control records; transfer samples to laboratory and performs routine laboratory tests and analyses. Assists in applying chemicals to treatment processes.

Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment. Prepares maintenance and repair service requests. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Responds to customer service calls. Assists in conducting field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts. Assists in housekeeping maintenance of work places.

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents formal reports and recommendations as appropriate. Inform if new or additional equipment is needed and maintain an inventory of equipment. Perform daily laboratory test and data entries on plant performance and equipment logs. Reports all emergencies with the operations of facilities to the Chief Operator.

Other Assigned Duties: Perform other duties assigned which are consistent with the responsibilities of the position and necessary to the operations of the District.

Knowledge of the following is required to perform the essential function:

Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.

Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.

Chemical and biological procedures and tests applied in water and wastewater treatment.

Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.

Safety practice procedures applicable to all aspects of treatment and conveyance systems operations; procedures for using protective gear; and specific procedure applicable in handling and using hazardous materials and chemicals.

Ability to do the following is required to perform the essential function:

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.
- Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
- Safely enter and leave confined spaces.
- Safely transport and lift bulky objects.

Basic Qualifications: Must possess Grade I certification for operating Water Treatment. At least two (2) years experience in the operation and maintenance of Water Treatment systems. Must obtain Grade II Water Treatment certificate within one (1) year and a Grade II Wastewater Treatment certificate in three (3) years. Computer skills, ability to use word processing, spread sheets, and data processing is desirable.

Employment Requirements: A valid California State Class C license must be maintained at all times. Pass physical examination and illegal drug screen. Maintain telephone service and reside within 30 minutes response time to GSD. Be available to assist "on call" operator after normal scheduled work hours as needed. Participate in the Safety Program and be physically able to use safety equipment.

Qualifying Training and Experience:

A combination of training and experience which demonstrates that a person has obtained the required knowledge and is able to perform the required work.

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

District Administrator.



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

Garberville Sanitary District Job Description

Job Title: Business Manager
Reports to: Board of Directors
Date: August 2012

Position summary

Responsible for the overall operations, management and finances of the organization. Under the general supervision of the board of directors, establishes policies and procedures for directing all internal and external affairs of the organization. Responsible for operating the district in accordance with all applicable state and federal laws and requirements.

Managerial duties

- Provides assistance to the board and committees as requested
- Supervises office personnel in the performance of their assigned duties
- Implements all board policies, including rates, service provision, personnel, and purchasing
- Plans, develops and implements organization policies and goals
- Generates monthly operations and finance reports for board review
- Prepares annual budget for submission to board for review and approval
- With the Operations Manager recommends system improvements and expansion to the board
- Responds to customer complaints and emergency conditions according to adopted procedures
- Prepare and submit required water agency reports in a timely manner
- Identify industry trends, options and alternatives, recommend long term goals and short term objectives.

- Establish standards for procedures, systems, equipment, personnel and other means by which operations are conducted.
- Assure that all employment and safety, legal property records, titles, and registrations, insurance and permit renewal actions are accomplished in conformance with federal, state, regional law, regulations and district ordinances, policies and procedures.
- Select, hire and evaluate employees
- Prepare of analyses, reports, recommendations and position papers on water and wastewater matters pending before legislative or regulatory bodies
- Perform other duties assigned by the governing board which are consistent with the responsibilities of the position and necessary to the operations of the district.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.



GARBERVILLE SANITARY DISTRICT

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Garberville Sanitary District Job Description

Job Title: Operations Manager
Reports To: Board of Directors
Date: August 2012

Job Duties and Responsibilities

- The Operations Manager will supervise the Water Distribution and Wastewater Collections operators to coordinate all field activities necessary to effectively maintain and operate the District.
- The Operations Manager will work with the Business Manager to assure District policies are implemented.
- The Operations Manager will work with the Business Manager and Project Manager to assist in the review of projects, designs, technical issues, and project management.
- The Operations Manager shall schedule jobs, assign tasks, and coordinate all aspects of each operation ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.
- The Operations Manager will be required to attend meetings during other than normal work hours. And may be called back to work before or after regularly scheduled work hours or on scheduled days off.
- The Operations Manager shall complete annual performance evaluations on those employees he supervises. He/she shall make recommendations for hiring, firing, promotions, raises, and disciplinary action.
- Commitment to teamwork among peers and subordinates.
- Promotes worker professionalism – Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
- Maintains knowledge and ensures compliance with current employment laws and regulations.

- Performs customer service tasks along with construction and maintenance work.
- Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment
- Oversees the work order system to assure proper record keeping is completed and filed.
- Schedule and assigns daily work to the operation personnel.
- Keeps the Business Manager and Board of Directors informed of field operations and potential operational problems.
- Assures the water storage facilities (tanks) are properly operated, maintained, and cleaned.
- Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.
- Assures that the cross connection program is up to date and in accordance with State regulations.
- Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
- Assures that mapping is maintained and up-to-date.
- Assures that developer extensions of the water system are in accordance with the District approved plans and are inspected by District personnel.
- Assures District contract improvements are inspected and completed as per plans and specifications.
- Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Office Manager
- Supervises the District safety program.
- Assure subordinate employee compliance with all District policies.
- Prepares reports as needed.
- Schedule training for the operations and maintenance employees, as provided for in the District budget.
- Performs other duties as assigned.



GARBERVILLE SANITARY DISTRICT

P. O. BOX 211 GARBERVILLE CA 95542
PHONE (707) 923-9566 / FAX (707) 923-3130

Garberville Sanitary District Capital Projects Manager

Project Manager will work independently from home managing the water project. Project manager will commute to Garberville when necessary.

Project Manager Responsibilities

See following job description

GSD Position Description

TITLE: CAPITAL PROJECTS MANAGER

Type of Position: Part time temporary employee paid bi-monthly hourly

Description of Duties

- Implementation of capital improvement projects for the District
- Participate in preparation of the short and long term capital improvement project program
- Perform general project management and oversight for assigned projects
- Coordinate with District Counsel for legal review of documents and actions as needed
- Manage the overall project scheduling
- Provide financial oversight, accounting, and reimbursement services for project costs
- Advise the Business Manager on changes in project costs and needed capital funding levels
- Complete and coordinate applications for funding Business Manager
- Participate in periodic fiscal budgeting processes as related to CIP projects assigned
- Coordinate with funding agencies and permitting agency for project

- Communicate with the funding agencies to reconcile issues or receive direction associated with implementation of capital improvement projects
- Coordinate with stakeholders, permitting, and regulatory agencies as related to projects assigned
- Solicit, negotiate, recommend award, and manage consultant contracts for Design and Construction Engineering Services for project assigned
- Review consultant contract invoices for services rendered and recommend payment to the District Administrator
- Manage milestones and deliverable by consultants on projects assigned
- Review construction plans and specifications as submitted by consultants
- Evaluate design decisions in conjunction with Chief Operator and Business Manager, and communicate decisions to consultant
- Coordinate property acquisition for projects assigned
- Coordinate with consultant and agencies for CEQA and NEPA compliance on projects assigned.
- Apply for and coordinate acquisition of permits as necessary for projects assigned
- Provide construction management assistance as needed
- Set up an auditable organization system for the construction contract paperwork to meet the funding program's requirements
- Conduct review of monthly construction contractor payments, contract change orders, contractor progress schedule, and time delays in conjunction with consultant contractors
- Prepare Notice of Award, Notice to Proceed, Notice of Substantial Completion, and Notice of Completion for District Administrator's signature
- Create an approved Labor Compliance Program or contract with a consultant to Review and Certify State and Federal Prevailing Wages
- Verify compliance with Buy American requirements
- Oversee submittal, request for information, and contract change order processes
- Oversee completion of environmental monitoring for construction activities
- Prepare Board memos for actions and updates on projects assigned
- Prepare GIS figures as needed for projects assigned
- Create GIS shape files as needed for projects assigned

RESOLUTION 16-010

**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO
CHANGE THE PERSONNEL POLICY SECTION 1-3:4**

- A. WHEREAS,** It has been determined that the Personnel Policy Section 1-3:4 needs to be updated
- B. WHEREAS,** This policy will reflect current job titles and hiring practices
- C. WHEREAS,** This policy will require the General Manager to be responsible for daily operations in the District and hire new employees
- D. WHEREAS,** This policy explains that all employees are “at will” employees and subject to termination with or without cause and the employment may be terminated by the employer or the employee at any time with at least 2 weeks notice.

PERSONNEL POLICY SECTION 1-3:4

This policy explains the hiring process for new employees along with the rights and process for employment. “at will” employment is also explained which allows employees and employers to terminate employment at any time, with or without cause as long as a minimum of 2 weeks notice is given.

NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES THE CHANGES MADE TO THE PERSONNEL POLICY SECTION 1-3:4

**PASSED, APPROVED AND ADOPTED this ____ day of _____ 2016
by the following roll call vote:**

AYES:

NOES:

ABSTAIN:

ABSENT:

Linda Broderson, Board President

ATTEST:

Ralph Emerson, General Manager

The Division of Labor Standards Enforcement believes that the sample posting below meets the requirements of Labor Code Section 1102.8(a). This document must be printed to 8.5 x 14 inch paper with margins no larger than one-half inch in order to conform to the statutory requirement that the lettering be larger than size 14 point type.

WHISTLEBLOWERS ARE PROTECTED

It is the public policy of the State of California to encourage employees to notify an appropriate government or law enforcement agency, person with authority over the employee, or another employee with authority to investigate, discover, or correct the violation or noncompliance, and to provide information to and testify before a public body conducting an investigation, hearing or inquiry, when they have reason to believe their employer is violating a state or federal statute, or violating or not complying with a local, state or federal rule or regulation.

Who is protected?

Pursuant to [California Labor Code Section 1102.5](#), employees are the protected class of individuals. "Employee" means any person employed by an employer, private or public, including, but not limited to, individuals employed by the state or any subdivision thereof, any county, city, city and county, including any charter city or county, and any school district, community college district, municipal or public corporation, political subdivision, or the University of California. [\[California Labor Code Section 1106\]](#)

What is a whistleblower?

A "whistleblower" is an employee who discloses information to a government or law enforcement agency, person with authority over the employee, or to another employee with authority to investigate, discover, or correct the violation or noncompliance, or who provides information to or testifies before a public body conducting an investigation, hearing or inquiry, where the employee has reasonable cause to believe that the information discloses:

1. A violation of a state or federal statute,
2. A violation or noncompliance with a local, state or federal rule or regulation, or
3. With reference to employee safety or health, unsafe working conditions or work practices in the employee's employment or place of employment.

A whistleblower can also be an employee who refuses to participate in an activity that would result in a violation of a state or federal statute, or a violation of or noncompliance with a local, state or federal rule or regulation.

What protections are afforded to whistleblowers?

1. An employer may not make, adopt, or enforce any rule, regulation, or policy preventing an employee from being a whistleblower.
2. An employer may not retaliate against an employee who is a whistleblower.
3. An employer may not retaliate against an employee for refusing to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation.
4. An employer may not retaliate against an employee for having exercised his or her rights as a whistleblower in any former employment.

Under [California Labor Code Section 1102.5](#), if an employer retaliates against a whistleblower, the employer may be required to reinstate the employee's employment and work benefits, pay lost wages, and take other steps necessary to comply with the law.

How to report improper acts

If you have information regarding possible violations of state or federal statutes, rules, or regulations, or violations of fiduciary responsibility by a corporation or limited liability company to its shareholders, investors, or employees, **call the California State Attorney General's Whistleblower Hotline at 1-800-952-5225**. The Attorney General will refer your call to the appropriate government authority for review and possible investigation.