

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operators—Dan, Mir and Brian- Water Leaks and frozen pipes (Presentation by Dan)

Office----Mary Nieto—Office and Customer Update

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

A.1 Approve Financials Date- No Financials

A.2 Approve January 28th, 2025 Regular Meeting Minutes - pg. 5-7

A.3 Operations Safety Report- pg. 8-10

Motion: Second: Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

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

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

B.1 Tank Replacement Project –Construction Phase pg. 11-12

(discussion-possible action) Jennie

Motion: Second: Vote:

B.2 Rate Study Update pg. 13-14

(discussion-possible action)

Motion: Second: Vote:

B.3 Melville Manor Request and Information pg. 15-18

(discussion-possible action)

Motion: Second: Vote:

B.4 (Next-Bill Pay) Customer Billing Program

(discussion-possible action)

Motion: Second: Vote: Mary

C. POLICY REVISION / ADOPTION

- C.1 Sec 4.2.2 Personnel Policy, Breaks pg. 19-20
(discussion-possible action) 1st reading
Motion: **Second:** **Vote:**
- C.2 Ordinance Sec 4.1 to 4.2 and 9.7 Change of Ownership pg. 21-22
(discussion only) 1st reading
Motion: **Second:** **Vote:**
- C.3 Ordinance – Article 10-Sec 10.1—10.9b Discontinuance of Service pg. 23-25
(discussion only) 1st reading
Motion: **Second:** **Vote:**
- C.4 Equipment, Parts and Employee Use Agreement for Other Districts pg. 26-27
(discussion only) 1st reading
Motion: **Second:** **Vote:**

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—March 25th, 2025

1. Riverview water service
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay Proposal
5. Policy--Ordinances
6. Small Claims Progress

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, February 22nd, 2025. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: February 25th 2025

We participated in a Daupler Operations and Customer information presentation but are not yet ready to put on agenda, as we are looking at costs and benefit. We will bring this back in March to have a discussion with Board. All staff were present for this presentation because this program will affect most aspects of operations, if implemented.

Rachel Pratt from the State Water Board inspected the District and will send us an inspection report of her visit while including any areas that may need improvement, but she did not find any during site visit. Brian and Mir were present during her inspection, as we told her of areas we felt the State could assist us.

There have been multiple water leaks during past month that required many hours of overtime but staff was diligent in persisting at finding ways to make repairs on very old fittings and pipes.

Mary continues to educate customers about water usage and service charge requirements, with most being understanding, there have been a few adversarial customers that Mary diffused with professionalism and respect.

We communicate throughout every day on all matters relating to GSD, including discussion of ordinance changes that may assist in customer education and ease of involvement from staff.

I have been looking into the expense and ability to accept the Sprowel Creek Road property which was presented to you at last meeting. There are concerns because of maintaining property, cleaning up property and accepting the liability for vagrants using the property.

I contacted the County about their concerns, back taxes or clean up and abatement orders. They could not answer my questions about clean-up responsibility because it is private property.

Our legal Counsel recommends not assuming ownership that has liability and cost of clean up and ongoing maintenance on property we have an easement and not currently needed for GSD.

I have submitted multiple Small Claims requests to County and have been making the changes they want while submitting additional customers for Small Claims Judgement while Mary has been assisting me with delinquent customers.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, January 28th 2025
5:00 p.m. – Closed Session with Open Public Session to Follow

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:04 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Present (left at 5:25 p.m.)

Doug Bryan- Present

Julie Lyon- Present

Dan Thomas- Present (by phone)

Richard Landes- Present

III. APPROVAL OF AGENDA

Motion: Rio Anderson

Second: Richard Landes

Vote: 5-0

IV. Questions or Comments about Closed Session Items

Conference with Real Property Negotiators (Government Code § 54956.8):

1. Cal Fire Property (State of California)

Property under consideration: Acquisition of approximately 874± SF of a Waterline and Maintenance Easement; 5,145 ± SF of a Pump Station Easement and 1,792± SF of a Utility Easement as a portion of the parcel designated as Site Address: 324 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-003.

Garberville Sanitary District Negotiating Team with Jennie Short and Russ Gans if available (GSD attorney) will participate.

Under negotiation: Price and/or terms of payment, conditions for acquisition, Easement Agreements and/or Easement vacation verbiage.

(discussion—possible action)

V. RETURN TO OPEN SESSION

No reportable action was taken in closed session.

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Ryan O'Connell and Staci Scott with Melville Manor were present at the meeting. They will bring their request to the board for discussion next month.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operators—Dan, Mir and Brian- Water Leaks—Operational Demands

Office----Mary Nieto—Customers---Equipment/Software Purchases--Melville Manor The office will get a new computer from JUS. The cost will be \$2030.00

Board Members- Rio talked about measure O

Correspondence- 0

General Manager—Ralph Emerson

No additional comments were made at the meeting.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date- September 2024-November 2024 - pg. 5-36

A.2 Approve December 17th 2024 Regular Meeting Minutes - pg. 37-40

A.3 Operations Safety Report- pg. 41-43

Motion: Julie Lyon Second: Richard Landes Vote: 5-0

B. GENERAL BUSINESS – *Action items*

B.1 Dan Thomas and Rio Anderson Oath of Office pg. 44
(discussion-possible action)

Motion: Richard Landes Second: Rio Anderson Vote: 5-0

Dan Thomas was sworn into office by a notary and he mailed the original documents to the District. Ralph swore in Rio in person at the January 2025 meeting.

B.2 Tank Replacement Project –Construction Phase pg. 45-46
(discussion-possible action) Jennie

The project team will be working on:

- **Field construction beginning with the installation of the new waterline in Alderpoint Road**
- **Finalize the documents with the State Department of General Services for the CalFire site easements acquisition**
- **Coordination with PG&E to get all the easements recorded for their new service**
- **Continued oversight of the finances**
- **Processing submittals and Requests for Information from the construction contractor**
- **Construction Management, Engineering, and Inspection**
- **SWPPP and Environmental Compliance Inspections and oversight/reporting**

B.3 Tank Replacement Project-Close Out Phase pg. 47-48
(discussion-possible action) Jennie

Russ Gans and I have prepared the final version of the Property Exchange Agreement including the Waterline and Access Easement for Greg and Megan Swaffar’s signature in DocuSign. In addition a Memorandum of Agreement has been prepared to document the existence of the PEA. Both documents will be executed by the Chair once they have been signed by the Swaffars. Payment of the \$25,000 will be completed upon receipt of the signed documents. The planning and project development phase of the project is complete. All remaining property acquisition for CalFire will be tracked with the construction project as part of the DWR grant.

B.4 Audit Presentation and Findings Handout
(discussion-possible action) Jennie and Mary

The representation letter was signed by the Chair of the Board.

Motion: Richard Landes Second: Dan Thomas Vote: 4-0

B.5 Rate Study Progress pg. 49
(discussion-possible action)

The rate committee met in December 2024. Customers have noticed the rate increase for the sewer base rate. More information to come in the next few meetings.

- B.6 Property on Sprowel Creek Rd (Information at meeting)
(discussion-possible action) Ralph

Jesse Jeffries presented his idea to the Board. Ralph will look into the issues at the county level for this property. More information will be brought to the board on this discussion item.

- B.7 (Next-Bill Pay) Customer Billing Program pg. 50-51
(discussion-possible action) Mary and Ralph

Mary and Ralph are interested in pursuing this customer billing upgrade with Next-Bill Pay. More information will be brought to the board next month.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy pg. 52-104
(discussion-possible action)

The board wants Ralph to look into California State Labor law concerning meal time and breaks. This policy will be brought back to the next board meeting.

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—February 25th, 2025

1. In House Projects
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay Proposal
5. Policy--Ordinances
6. Small Claims Progress
7. Daupler Data Collection and Emergency Response System

X. ADJOURNMENT

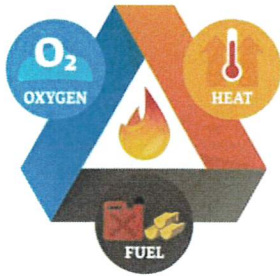
Doug called the meeting to an end at 6:39 p.m.

Fire Extinguisher Safety

While other trainings focus on fire prevention, this safety talk discusses how to select, use, store, and maintain fire extinguishers.

Before learning the basics of fire extinguisher safety, you need to understand how a fire burns and the different classes of fire.

FUEL + OXYGEN + HEAT = FIRE



A fire needs to maintain a balance of three things to sustain itself: fuel, oxygen, and heat. Control any of these elements and the fire will be extinguished.

Imagine if your flammable liquid cabinet was on fire. Would a water-based (Class A) fire extinguisher work?

No, it would make the fire worse for several reasons. Although it appears to eliminate oxygen, water-based extinguishers work by quickly absorbing heat which stops the exothermic reaction extinguishing the fire, but this only applies to ordinary combustibles involving wood, paper, cloth, rubber and plastics.

Flammable liquid fires generate higher temperatures boiling the water instead of suppressing the heat. Additionally, water is denser than many flammable liquids sinking below the liquid fuel where it evaporates and carries the flammable liquid into the air causing further spread and intensifying the fire. If the fire is hot enough, water can quickly vaporize causing a steam explosion.

CLASSES OF FIRE

Before grabbing a fire extinguisher, identify the type of materials fueling the fire, for example:



Wood, paper cloth, rubber, and many plastics



Gasoline, petroleum, greases, tars, oils, Oil-based paints, solvents, alcohols, propane, butane



Computers, servers, motors, transformers, appliances



Magnesium, titanium, zirconium, lithium, potassium



Animal & vegetable fats

For each type of fire, there is a corresponding extinguisher. Most fire extinguishers can be used on multiple types of fire and are labeled A-B-C. Always use the appropriate type of extinguisher for the fuel involved in the fire.

WHEN TO USE A FIRE EXTINGUISHER

After identifying the type of fire involved, don't reach for the fire extinguisher just yet. First, notify others of the workplace fire. Sound the alarm, call 911, and assess the situation.

Only use a fire extinguisher if you have a clear escape route, **and** the fire is small. Fire extinguishers are designed for use on small fires. If a fire is too large or spreading rapidly, it's important to evacuate immediately.

REMEMBER 'PASS'

When using a fire extinguisher remember the acronym **PASS – Pull, Aim, Squeeze, Sweep**

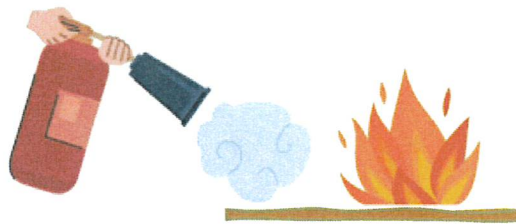
PULL the pin at the top of the fire extinguisher. This will break the tamper seal and allow you to discharge the extinguisher.



AIM the nozzle or hose at the base of the fire. Do not aim at the flames; instead, direct the extinguishing agent at the source of the fire.



SQUEEZE the handle to discharge the extinguishing agent. Release the handle to stop the discharge. Use short bursts rather than a continuous stream to conserve the extinguishing agent.



SWEEP the nozzle or hose from side to side while continuing to aim at the base of the fire. This sweeping motion helps to ensure that the entire area of the fire is covered.



OTHER TIPS:

- ✓ Stand at a safe distance from the fire, but close enough to effectively aim and control the extinguisher
- ✓ Even if you think you've extinguished the fire, keep an eye on the area in case it reignites
- ✓ If you're unable to control the fire, if it's spreading rapidly, or if you're uncertain, evacuate the area immediately and call emergency services.
- ✓ Ensure that fire extinguishers are regularly inspected and maintained to ensure they are in working order.

This *Safety Talk* provides awareness level training on fire extinguisher safety. If this information is unclear or if you have any additional questions, please talk to your supervisor.



GARBERVILLE SANITARY DISTRICT

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

BOARD MEETING MEMORANDUM

Meeting Date: February 25, 2025
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Garberville Tanks Replacement Project - [Construction Phase](#)
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS - DWR

GENERAL OVERVIEW

Construction onsite commenced this month. The contractor has been working on:

- Installation of the new 8" water main in Alderpoint Road from CalFire to the Wallan Road intersection
- Installation of SWPPP BMPs
- Fencing for the environmentally sensitive areas

Wahlund's project schedule has them moving to demolish the Robertson Tank next and then move up to the Wallan Tank site to demolish that tank and built the new tank.

Project management items completed since the last Board Meeting:

- Negotiated with CalFire headquarters for the terms of the easement to PG&E for the new overhead electric service to the Alderpoint Pump Station
- Coordinated with the State Department of General Services for the CalFire site easement acquisition
- Approval of the seventh reimbursement request by DWR
- Review of submittals and Requests for Information (this is a continual item)
- Held biweekly Construction Progress Meetings with the contractor (this is a continual item)

Items in progress:

- Finalize the documents with the State Department of General Services for the CalFire site easements acquisition
- Coordination with PG&E to get all the easements recorded for their new service
- Continued oversight of the finances
- Construction Management, Engineering, and Inspection
- SWPPP and Environmental Compliance Inspections and oversight/reporting

FINANCIAL IMPLICATIONS

DWR approved invoice #7, which should be received in the next few weeks. The only other outstanding reimbursement amount is the 10% retainage for DWR which currently totals \$65,101.03. The District should receive the first construction progress payment at the beginning of March. Once approved, the request for reimbursement of those costs from DWR will be submitted. With the change to the contractor payment terms in CCO#1, we have up to 120 days

to make payment to Wahlund which allows us some time to prepare and submit the request and for DWR to approve it and make payment within those 120 days. If we are successful at this timeline, I do not plan to draw on the bridge loan. When we are unable to get payment from DWR this quickly, then the draw from RCAC will be completed. I anticipate that there may be a few months towards the end of the fiscal year in which this timeline may be problematic but the rest of the year should be successful.

Table 1. Summary of Construction Budget

Description	Budget Amount	Contract Amount	Amount Spent
Construction Administration & Legal	25,000		
Bid Support (SHN)	11,700	15,000	7,472.65
Construction Management (4Js)	150,000	75,000	26,181.80
Construction Engineering (SHN + ATEEM)	157,900	143,200	28,741.50
SWPPP Support Services (SHN)	35,000	30,500	3,955.00
Survey Coordination (Points West)	11,000	11,000	3,847.50
Materials Testing & Special Inspections (SHN)	44,000	27,000	0.00
Environmental Compliance Monitoring (SHN)	62,000	15,000	2,790.57
Construction Permits + fees	10,000	4,000	704.00
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	15,000.00
PG&E Direct Costs for Service	30,000	29,713	29,713.10
Wahlund Construction Agreement	3,686,400	3,686,400	0.00
<u>Post Construction Items</u>			
Revegetation Planting	20,000		
Record Drawings	10,000		
Warranty Inspection (SHN)	10,000		
O&M Manual	10,000		
Total Construction Project Costs	4,338,000	4,051,813	118,406.12
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	100,282.22
GSD Amount (Grant Shortfall) or Ineligible	418,000	131,813	18,123.90
Additive Alt. Not Awarded (Tobin Generator)	104,800	0	0.00
Construction Contingency	300,000	0	0.00
Total GSD \$ for Construction Phase through Dec 31, 2024			\$18,123.90

RECOMMENDATIONS

None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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BOARD AGENDA MEMORANDUM

Meeting Date: February 25, 2025
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Rate Structure Review and Rate Study Preparation

GENERAL OVERVIEW

The Rate Committee has met again last week. A consensus was reached on what rate structure and methodology should be included in the Rate Study report. Now that the Rate Committee has completed their deliberations, I will prepare a draft Rate Study document for the Board to review prior to authorization to begin the Prop 218 notification process. The Rate Study Report will be ready for the March 25, 2025 board meeting. Under Proposition 218's regulations, the notification to the property owners must be mailed at least 45 calendar days prior to the date of the public hearing. The May board meeting was changed from the 27th to the 20th due to Memorial Day. If the Board was to approve the draft Rate Study on March 25th, then the notices would need to be mailed by April 4th to hold the public hearing on May 20th. If a majority protest is not received, the Board can adopt the proposed rates, or an alternative of them, during the same board meeting. They would be adopted with an effective date of July 1, 2025.

SCHEDULE

Task#	Description	Date	Status
1	Review existing Rates and resulting annual increase in income by customer type and consumption tier		Complete
2	Meet with Rate Committee to look at rate calculation methodology		Complete
3	Prepare updated CIP and 10-year financial forecasts	Dec 2024	Complete
4	Rate Committee recommendation of proposed rates and methodology	Feb 18, 2025	Complete
5	Produce Draft Rate Study for Board review	March 25, 2025	
6	Prop 218 Noticing	By April 4, 2024	
7	Hold Public Hearing during Board Meeting and count protests	May 20, 2025	
8	Board adopts new 5-year rate structure	May 20, 2025	
9	New rate structure implementation date	July 1, 2025	

Property-related fees and charges continued

Table 3

Property-related Fees and Charges		
Type of Fee or Charge	Procedural Requirements	Approval
Water, Sewer, and Trash	<p>(1) Hold noticed public hearing.</p> <p>(2) Notice of public hearing must be mailed to property owners of record and tenants directly responsible for the fee at least 45 days prior to the public hearing.</p> <p>(3) Notice must contain (a) the amount of the fee or charge proposed to be imposed; (b) the basis upon which it was calculated; (c) the reason for the fee or charge; (d) the date, time, and location of the public hearing.</p> <p>(4) May adopt a schedule of fees with automatic adjustments that pass through increases in wholesale charges for water, sewer treatment, and wastewater treatment from another public agency or adjustments for inflation; provided, (a) the adjustments are for a period not to exceed 5 years; (b) adjustments for inflation must have a clearly defined formula and any adjustment must not exceed the cost of providing the service; (c) notice of any adjustment pursuant to the schedule shall be given not less than 30 days before the effective date of the adjustment.</p>	<p>(1) If a majority of the affected property owners submit written protests prior to the close of the public hearing to the increase to the property-related fee or charge, it may not be increased. (2) Only one written protest per parcel, filed by an owner or a tenant of the parcel, shall be counted in calculating a majority protest.</p>
All other property-related fees and charges other than water, sewer and trash, e.g., stormwater service fees and charges	<p>(1) Hold noticed public hearing.</p> <p>(2) Notice of public hearing must be mailed to property owners of record and tenants directly responsible for the fee at least 45 days prior to the public hearing.</p> <p>(3) If there is not a majority protest, then must conduct an election of either the affected property owners or the electorate residing in the affected area. Election shall be conducted not less than 45 days after the majority protest public hearing.</p>	<p>(1) If a majority of the affected property owners submit written protests prior to the close of the public hearing to the increase to the property-related fee or charge, it may not be increased. (2) Only one written protest per parcel, filed by an owner or a tenant of the parcel, shall be counted in calculating a majority protest. If there is no majority protest, then the fee or charge must be approved by:</p> <p>(1) a majority vote of the property owners of the property subject to the fee; or, at the option of the special district,</p> <p>(2) a 2/3 vote of the electorate residing in the affected area.</p>

1/8/25

ATT: GSD Board

RE: Melville Manor

As stated at the January meeting, we plan to join the Board of the Garberville Sanitary District during the February board meeting.

Our proposal: consider to allow the master meter to be the meter used to determine the water usage of the 4 laundry rooms, (totaling 8 washing machines), and the amount owed monthly to the GSD.

Please add this as an agenda item.

Thank you,

Staci Scott
Ryan O'Connell

ARTICLE 4 - APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A water service application must be completed by owner or owner of property and renter. The Property owner is required to have an application on file which acknowledges their responsibility to follow GSD Ordinances while keeping service charges current. A property owner or his/her authorized agent who provides authorization letter from owner may make an application for Water Service. (Contact GSD Office for Application).
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021

Sec 4.2 Agreement of Applicant. This Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service. The owner is responsible for all service charges if not collected from the renter/tenant.
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. For nonresidential commercial customers, Commercial Customer services may be discontinued for non-payment of bills after (30) days late. For residential customers, service may be discontinued for non-payment of bills after (60) days of delinquency pursuant to the District's Policy Governing the Disconnection of Residential Water Service for Nonpayment of Water Rates and Charges.

Updated 09/29/2022 as per Resolution 20-2022 adopted 04/28/2020

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

- a. Water service will be reconnected during normal work hours or there will be an additional \$100.00 charge for employee overtime.

Updated 10/03/2022 as per Resolution 19-005 adopted 10/22/2019

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

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

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

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

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

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

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

The Abandonment Charge shall consist of: interruption of service

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

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

Sec 10.9 Annual Fee for Discontinuance of Service. Any person **approved for** discontinuance of service **will** pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years or unless there is an approved justification for extension. The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500(water) and \$200(sewer) discontinued service fee.
- b. When a discontinued service requires reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.

- c. An extension which exceeds two years will only be granted if approved by the General Manager or designee.
- d. Any request for an approved “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.

Updated 09/29/2022 as per Resolution 21-001 adopted 02/23/2021

Sec 10.9a Mandated Water Discontinuance of Service. Garberville Sanitary District requires agricultural water meter to be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use. When District necessity or drought requires agricultural water meters be disconnected, the customer’s base rate will be waived until water is turned on, or up to 3 months. Base rate may be reduced 50% if disconnection is required for a longer period. [Sewer \\$200/year water \\$500/year](#) Mandated water disconnection and service charges will be reevaluated monthly, until water is reconnected. Base rate and consumption charges will continue once the water is reconnected.

Updated 01/10/2023 as per Resolution 22-011 adopted 12/20/2022

[Sec 10.9b Reconnection of Water/Sewer Services](#)

[When a customer has been paying for the annual discontinuance fee and now requests reconnection to District water/sewer service, the amount of money paid for discontinuance will be pro-rated and applied to customer account and monthly service charges will continue with approved water and sewer service charges.](#)

4.2.2 Meal Time and Breaks

A "half-hour", unpaid lunch break will be taken each day. (Two) (paid), 15-minute breaks will be taken daily, one to be taken in the morning and one to be taken in the afternoon.

These breaks are to be taken based on the employee's work schedule. The employee is to check with their supervisor if they have questions. The two 15 minute breaks cannot be used concurrent with the unpaid lunch break.

4.2.2a Exception to Meal and Work Breaks

The only exception to the meal and work break time, is when authorized by the General Manager or designee and when District work is being conducted during this time.

4.2.2b Abuse of Meal Time and Work Breaks

When Meal breaks exceed 30 minutes or when 15 minute work breaks are extended without authorization, the employee may be subject to disciplinary action once verbal and written notification have been given by the General Manager of designee.

California Meal Break Law Requirements

- If you work over 5 hours in a day, you are entitled to a meal break of at least 30 minutes that must start before the end of the fifth hour of your shift. BUT, you can agree with your boss to waive this meal period provided you do not work more than 6 hours in the workday. You can also agree with your boss to an on-duty meal break which counts as time worked and is paid.
- If you work over 10 hours in a day, you are entitled to a second meal break of at least 30 minutes that must start before the end of the tenth hour of your shift. You can agree with your boss to waive the second meal break if you do not work more than 12 hours and you did not waive your first meal break.
- You must be allowed to take your meal break off work premises and spend your break how you wish, since it is off the clock.
- You cannot be required to work during any required meal break. [Cal. Lab. C. 512].
- As of 2012, your boss has an affirmative obligation to ensure that breaks are made available to you but the actual taking of meal breaks is left to the employee. In other words, you are responsible for “breaking” yourself.

Note, rest breaks and meal breaks are supposed to be separate, they should not be combined. Your boss cannot give you a single 1-hour break and say that that counts as all of your meal breaks and rest breaks.

Breaks

Most California workers must receive the following breaks:

- An uninterrupted 30-minute unpaid meal break when working more than five hours in a day.
- An additional 30-minute unpaid meal break when working more than 12 hours in a day.
- A paid 10-minute rest period for every four hours worked.

Certain workers, such as domestic workers and farm workers, are covered by different meal and rest break laws. Additional information on [meal periods](#) and [rest periods](#) can be found on the Labor Commissioner's website.

ARTICLE 4 - APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A water service application must be completed by owner or owner of property and renter. The Property owner is required to have an application on file which acknowledges their responsibility to follow GSD Ordinances while keeping service charges current. A property owner or his/her authorized agent who provides authorization letter from owner may make an application for Water Service. (Contact GSD Office for Application).
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021

Sec 4.2 Agreement of Applicant. This Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service. The owner is responsible for all service charges if not collected from the renter/tenant.
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021



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

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

- a. Customers are required to place a deposit of (\$200), refundable or applied to account after 2 years of good payment history.
- b. Owner will be responsible for any unpaid charges. Account must be current before customer's account can be established.
- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

ARTICLE 4 - APPLICATION FOR WATER SERVICE

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Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. For nonresidential commercial customers, Commercial Customer services may be discontinued for non-payment of bills after (30) days late. For residential customers, service may be discontinued for non-payment of bills after (60) days of delinquency pursuant to the District's Policy Governing the Disconnection of Residential Water Service for Nonpayment of Water Rates and Charges.

Updated 09/29/2022 as per Resolution 20-2022 adopted 04/28/2020

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

- a. Water service will be reconnected during normal work hours or there will be an additional \$100.00 charge for employee overtime.

Updated 10/03/2022 as per Resolution 19-005 adopted 10/22/2019

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

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

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

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

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

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

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

The Abandonment Charge shall consist of: interruption of service

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

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

Sec 10.9 Annual Fee for Discontinuance of Service. Any person **approved for** discontinuance of service **will** pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years or unless there is an approved justification for extension. The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500(water) and \$200(sewer) discontinued service fee.
- b. When a discontinued service requires reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.

- c. An extension which exceeds two years will only be granted if approved by the General Manager or designee.
- d. Any request for an approved “Discontinuance Fee” must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.

Updated 09/29/2022 as per Resolution 21-001 adopted 02/23/2021

Sec 10.9a Mandated Water Discontinuance of Service. Garberville Sanitary District requires agricultural water meter to be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water from agricultural demand while allowing residence to continue receiving water for personal health and safety use. When District necessity or drought requires agricultural water meters be disconnected, the customer’s base rate will be waived until water is turned on, or up to 3 months. Base rate may be reduced 50% if disconnection is required for a longer period. [Sewer \\$200/year water \\$500/year](#) Mandated water disconnection and service charges will be reevaluated monthly, until water is reconnected. Base rate and consumption charges will continue once the water is reconnected.

Updated 01/10/2023 as per Resolution 22-011 adopted 12/20/2022

[Sec 10.9b Reconnection of Water/Sewer Services](#)

[When a customer has been paying for the annual discontinuance fee and now requests reconnection to District water/sewer service, the amount of money paid for discontinuance will be pro-rated and applied to customer account and monthly service charges will continue with approved water and sewer service charges.](#)



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USE APPLICATION FOR SUPPLIES, CHEMICALS, PARTS, EQUIPMENT

District, Person or Agency Information:

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Why Do You Require GSD Supplies, Chemicals, Equipment or Parts:

What Do You Need From Garberville Sanitary District and How Much

Repeat Use of Supplies, Chemicals, Parts or Equipment

- | | | |
|---------------------|----------------|-------|
| 1. What is Needed: | Who Requested: | Date: |
| 2. What is Needed: | Who Requested: | Date: |
| 3. What is Needed: | Who Requested: | Date: |
| 4. What is Needed: | Who Requested: | Date: |
| 5. What is Needed: | Who Requested: | Date: |
| 6. What is Needed: | Who Requested: | Date: |
| 7. What is Needed: | Who Requested: | Date: |
| 8. What is Needed: | Who Requested: | Date: |
| 9. What is Needed: | Who Requested: | Date: |
| 10. What is Needed: | Who Requested: | Date: |

Any Request must be approved by the General Manager, with no exceptions:

EMERGENCIES: Will be handled on availability and individual basis, with General Manager or designee, determining if assistance requires reimbursement.

Commitment To Replace or Reimburse:

Garberville is committed to assisting the neighboring Districts and Agencies but must have parts and supplies replaced or be reimbursed for chemical, equipment, supplies, parts or labor costs.

Staff Time: \$50/hr -- Office Staff: \$50 handling fee on every transaction

Overtime: \$75/hr

Chemicals at Market Value

Parts and Supplies: Current Value from Supplier

Equipment: (Hydro Jetter, Vacuum Trailer, Backhoe): \$150/hr

Invoice time begins when staff and equipment leave GSD until returned.

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this agreement in the name of the Owner, District or Agency and in so doing, accept the conditions of the Garberville Sanitary District reimbursement requirements for, supplies, chemicals, parts or equipment.

When reimbursement or replacement is not done within 60 days, GSD will no longer allow you to have access to staff time, parts, chemicals, equipment or supplies.

Name _____ Date _____
Authorized Person for Approving Agreement

Name _____ Date _____
GSD General Manager or Designee