

**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**

**November 27th, 2018
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___

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

Correspondence- Pg. 4-7

Operations Staff-

Office Staff-

Board Members-

General Manager—Ralph Emerson Pg. 8

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

X. ITEMS FOR NEXT BOARD MEETING

1. Rate Study
2. Southern Humboldt Park Projects
3. Update on Projects
4. Budget Update 2018—2019
5. Introduction and swearing in of New Board Members
6. Board Member officers and Duties
7. 2019 Board Calendar

XI. ADJOURNMENT

Posting of Notice at the District Office no later than November 23, 2018: 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.

State Water Resources Control Board

**NOTICE OF APPLICATION 32267 AND
PETITION FOR CHANGE FOR LICENSE 6965 (APPLICATION 4413)**

COUNTY: Humboldt

STREAM SYSTEM: Eel River

The Del Oro Water Company (Company) has filed application 32267 to appropriate water by permit and a petition for change of license 6965 (application 4413) with the State Water Resources Control Board's Division of Water Rights (Division). Any correspondence directed to the Company should be sent to the following contact: Del Oro Water Company, c/o Wagner and Bonsignore Consulting Civil Engineers, Attn Paula Whealen, 2151 River Plaza Drive, Suite 100, Sacramento, CA 95833.

Summary of Application 32267

Source:	East Branch South Fork Eel River thence the South Fork Eel River thence the Eel River
Points of Diversion:	(3) SE ¼ of NE ¼ of Section 36, T4S, R3E, HB&M (4) SW ¼ of NW ¼ of Section 31, T4S, R4E, HB&M
Amount:	0.52 cubic foot per second by direct diversion, with an annual limit of 156 acre-feet
Season:	November 1 of each year to March 31 of the succeeding year
Purpose of Use:	Municipal
Place of Use:	838 gross acres within the Del Oro Water Company service area, including 300 acres within Section 36, T4S, R3E, HB&M; 412 acres within Section 31, T4S, R4E, HB&M; 90 acres within Section 6, T5S, R4E, HB&M, and 36 acres within Section 1, T5S, R3E, HB&M.

Summary of License 6965 (Application 4413) and Proposed Changes

Source:	East Branch South Fork Eel River thence the South Fork Eel River thence the Eel River in Humboldt County
Points of Diversion:	Present: (1) SW ¼ of SW ¼ of Section 36, T4S, R3E, HB&M (2) NE ¼ of SE ¼ of Section 36, T4S, R3E, HB&M (3) SE ¼ of NE ¼ of Section 36, T4S, R3E, HB&M Proposed: (3) SE ¼ of NE ¼ of Section 36, T4S, R3E, HB&M (4) SW ¼ of NW ¼ of Section 31, T4S, R4E, HB&M
Amount:	Present: 0.52 cubic foot per second by direct diversion and 502 acre-feet per year by storage. Proposed: 0.52 cubic foot per second by direct diversion (<i>the storage component of the right will be removed due to the removal of Benbow Dam</i>)

Season:	Present: April 1 to October 31 of each year for direct diversion and May 1 to June 30 of each year for diversion to storage Proposed: April 1 to October 31 of each year for direct diversion (<i>the storage component of the right will be removed</i>)
Purpose of Use:	Present: Domestic, Irrigation, Recreational Proposed: Domestic, Irrigation, Recreational (no change proposed)
Place of Use:	Present: Domestic and Recreational uses within Section 31, T4S, R4E, HB&M; Section 36, T4S, R3E, HB&M; and Section 1, T5S, R3E, HB&M Irrigation of 40.5 acres within Section 31, T4S, R4E, HB&M; and Section 36, T4S, R3E, HB&M Proposed: 838 gross acres within the Del Oro Water Company service area, including 300 acres within Section 36, T4S, R3E, HB&M; 412 acres within Section 31, T4S, R4E, HB&M; 90 acres within Section 6, T5S, R4E, HB&M, and 36 acres within Section 1, T5S, R3E, HB&M

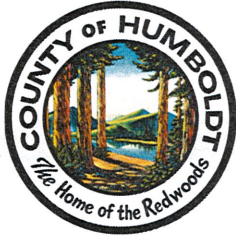
More information regarding this application and petition is available at:
http://www.waterboards.ca.gov/waterrights/water_issues/programs/applications/appropriations/

Any interested person may file a written protest against the approval of this application or petition (Wat. Code, §§ 1330, 1703.1). Protest submittal information is available at:
http://www.waterboards.ca.gov/waterrights/water_issues/programs/applications/docs/protests.pdf

Protests must be received by the Division by **4:30 p.m. on December 18, 2018.**

Mark Matranga is the staff person presently assigned to this matter, and he can be reached at (916) 327-3112 or mark.matranga@waterboards.ca.gov. Written correspondence or inquiries should be addressed as follows: State Water Resources Control Board, Division of Water Rights, Attn Mark Matranga, P.O. Box 2000, Sacramento, CA, 95812-2000.

Date of Notice: November 8, 2018



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
LONG RANGE PLANNING

3015 H Street Eureka CA 95501
Phone: (707) 445-7541 Fax: (707) 268-3792

November 6, 2018

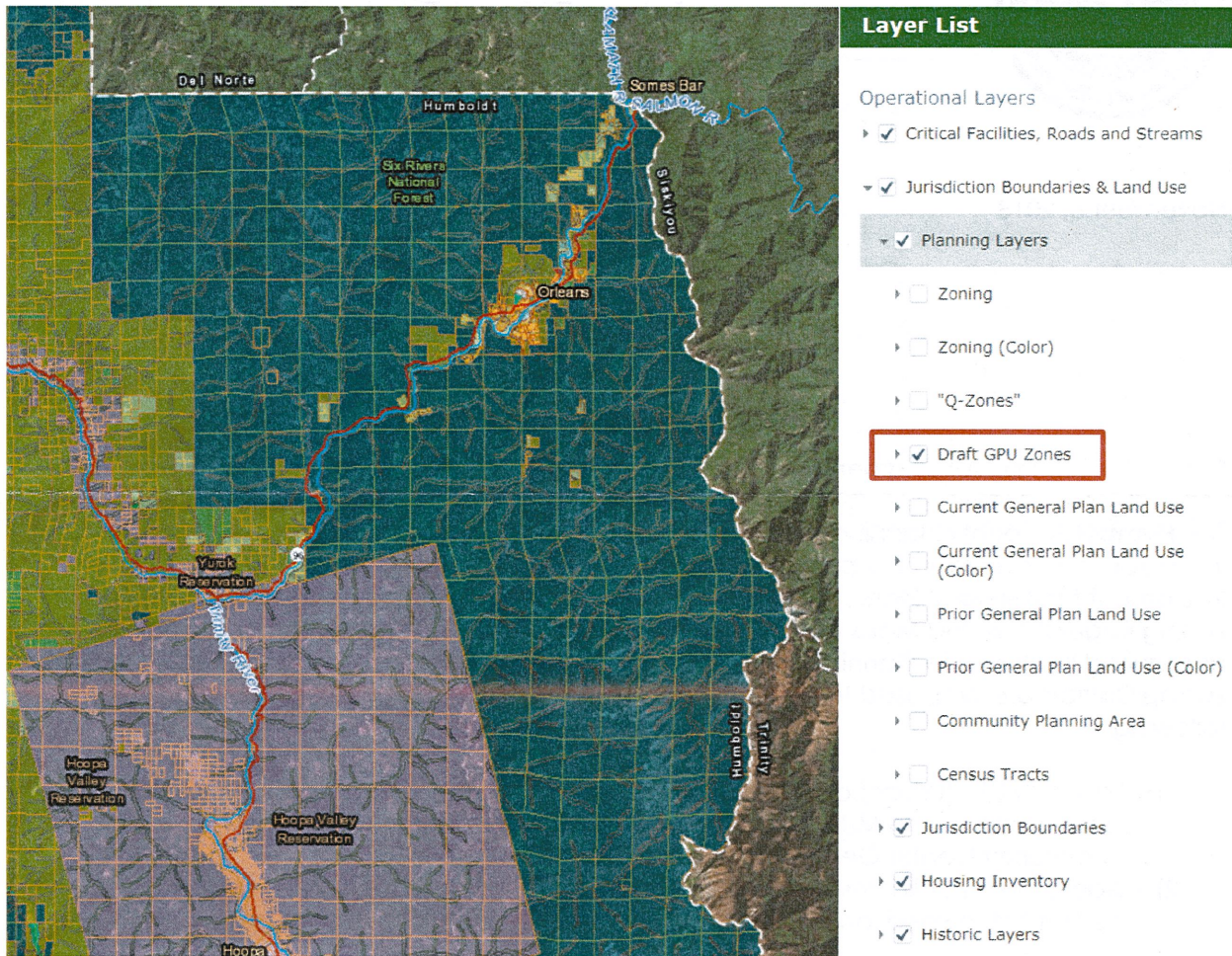
GARBERVILLE SANITARY DISTRICT
PO BOX 211
GARBERVILLE, CA 95542

Re: Zoning Text Amendments and Zone Reclassifications to Implement the General Plan

The Humboldt County Planning and Building Department would like to provide information and invite your comments on the proposed Zoning Text Amendments and Zone Reclassifications to Implement the General Plan. The objective of this project is to bring consistency between the Zoning Regulations and Maps and the 2017 Humboldt County General Plan and Land Use Map, as required by the state Planning Law. To be consistent with the new Land Use Maps, new Zoning Districts are proposed to be added to the Inland Zoning regulations including the following:

- 1) Add a "MU1" (Urban) and "MU2" (Rural) Mixed Use Zones and apply these new zones to areas with MU - Mixed Use, VC - Village Center, or RCC - Rural Community Center General Plan designations.
- 2) Add a "PR - Public Resource and Recreation" Zone and apply this new Zone to the publicly owned lands with a "Public Lands" General Plan Land Use designation.
- 3) "TL - Tribal Land" Zone to apply it to the areas with a "TL - Tribal Lands" or a "TTL - Tribal Trust Lands" General Plan Land Use designation.
- 4) Add a "TE - Timberland Exclusive" Zone and apply this new Zone to areas with a "T - Timberland" General Plan Land Use designation that are not zoned "TPZ" or AE-B-5-(160) and part of an agricultural preserve.
- 5) Add a "RR - Railroad" Combining Zone and apply this new Combining Zone to NCRA railroad rights of way, and along the former Annie and Mary Railroad rail corridor between Arcata and Blue Lake.
- 6) Add a "MR - Mineral Resources" Combining Zone and apply this new Combining Zone to parcels with permitted surface mining operations, and
- 7) Apply the existing "WR - Streamside Management Areas and Wetlands" and "AP - Airport Safety Review" Combining Zones to Streamside Management Areas per General Plan Standard BR-S5, Streamside Management Area Defined, and S-IM16, Airport Safety Review Combining Zone, respectively.
- 8) Assign specific zones to all areas currently zoned "U - Unclassified".

The Planning and Building Department has a page to the Department's website for this project: <https://humboldt.gov.org/2429/Implementation>. The page provides links to all the proposed new Zones and electronic maps showing where the proposed new Zones will occur. Interactive mapping information for specific areas showing the proposed new Zones can be viewed using the County's webGIS application [<http://webgis.co.humboldt.ca.us/HCEGIS2.0/>]. Select the "Draft GPU Zones" from the layer list shown below in red outline ("Jurisdictional Boundaries and Land Use > Planning Layers > Draft GPU Zones").



Please let me know if you have any questions about this project. I can be reached at (707) 268-3781 or jpmiller@co.humboldt.ca.us.

Sincerely,

John Miller
 Phone: (707) 268-3781
 Email: jpmiller@co.humboldt.ca.us

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

GENERAL MANAGER REPORT

Date: November 27, 2018

The past two months have tested our ability to solve problems and continue providing water for our customers and although there have been a few obstacles in the way, staff stepped up to provide continuous safe drinking water through many late night hours and hard work. We lost our (UPS) Uninterrupted Power Supply controller which inhibits our ability to transfer electricity automatically when there are outages. Dan & Brian have been working with Owsley Electric to install a new device.

We had the infamous water leak on Locust Street which created quite the photo and video opportunity for the community. We had a small water leak from an old 2 inch valve and needed equipment to dig up the street to repair or replace it. Brett Vanmeter was scheduled to do the repair/replacement and had a new valve to replace the old one but once we got to the pipe, we found that it had fabricated connections which could not be replaced without extensive excavating. They unscrewed the valve from the base although the main water supply was not fully shut off which created the geyser you saw in the media. We found that the main water valve does not work completely and cannot shut off the water supply so we replaced the valve stem packing while water was still coming out of pipe. We are now scheduled to replace the two main line valves in the next month which will isolate this part of town and avoid having this problem in the future.

We had a van removed from the raw water pump site because it was abandoned for a week with a broken window. The van was parked in the middle of the road and because it was on private property, we were responsible for removing it which is why we had it towed away. There has been no charge to date so hopefully the towing company can contact the owner for payment.

With the cold weather, we have reduced the amount of water treated daily by about 100,000 gpd so in spite of the chlorine contact chamber blowing apart a year ago on November 24th, doing the clean-up, investigation, finding a new chlorine contact chamber, designing and installing the Highland Tank contact chamber, we have survived the high GPD of summer, with Dan and Brian doing an exemplary job of maintain uninterrupted water to our customers. I cannot thank them enough for their dedication in operating the water treatment plant under very difficult circumstances, late nights and malfunctions.

Respectfully Submitted:

Ralph Emerson

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

October 23, 2018

5:00 p.m. – Closed Session

6:00 p.m.—Open Session

I. REGULAR MEETING CALLED TO ORDER

Open Session Started at 6:10p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson-Absent

Linda Brodersen-Present

Doug Bryan

Richard Thompson

III. APPROVAL OF AGENDA

Motion: Doug Bryan

Second: Richard Thompson

Vote: 3-0

IV. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. CLOSED SESSION

- A. **Conference with Legal Counsel – Existing Litigation (Government Code § 54956.9)**
Stillwell vs. Garberville Sanitary District, Humboldt County Superior Court Case No. DR180139.

VI. OPEN SESSION—6:00 p.m.

Nothing to report from closed session.

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Jesse Jeffries owns a water delivery business in Garberville. He states the GSD is in violation of the 2012 cease and desist order. Jesse Jeffries wants to have all the bulk water sales.

Kristin Vogel questions the District about the records kept for bulk water sales.

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- Mary attended a CSDA Secretary's Conference in Tahoe.

Board Members- 0

General Manager—Ralph Emerson Pg. 4-6

Ralph gave report of the meeting with Mr. Jeffries, and that Jennie Short is working with the state to determine if GSD can sell bulk water.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials – **Board Recognized the June and July Financials.**

A.2 Approve 9/20/18 Regular Meeting Minutes - **pg. 40-42**

A.3 Operations Safety Report- **pg. 43-44**

Motion: Doug Bryan

Second: Richard Thompson

Motion Carried- Vote: 3-0

B. GENERAL BUSINESS – *Action items*

B.1 **Unfunded Mandates and Requirements of California Affecting GSD** **pg. 45-51**

Ralph explained state requirements and bills being considered including unfunded mandates (reimbursement).

B.2 **Water Treatment Plant Contact Chamber Update**

Chlorine Contact Chamber is completed and the tank is in operation while we wait for tracer study on 10/30-10/31/18.

B.3 **Rate Study Update**

Richard, Jennie, and Linda met with Ralph on updating rate structure. Some of the changes will be compared to the revenue and expense projections.

C. POLICY REVISION / ADOPTION

C.1 **ADDING ORDINANCE ARTICLES 4B, 4C, 4D APPENDING ARTICLE 1, 2, 5 AND 15 ESTABLISHING RATES, RULES AND REGULATIONS FOR WATER AND SEWER SERVICE WILL-SERVE LETTERS** (Jennie Short presentation) **pg. 53-68**
second reading--- Resolution 18-012

Jennie gave presentation with power point on the annexation process and history. A history of the GSD was given and maps were used. Jennie stated General Manager has authority to approve up to 4 residence. The Board approves all commercial properties, and above 4 residence projects.

Motion: Doug Bryan

Second: Richard Thompson

Roll Call Vote: 3-0

C.2 **Payment of Bills-Tampering with meter--Water Ordinance-Article 9, Sec 9.5** **pg. 69-71**
third reading—Resolution 18-011

Tampering with meters after being turned off for nonpayment. Change F to E.
Approved with changes from Doug.

Motion: Doug Bryan

Second: Richard Thompson

Roll Call Vote: 3-0

C.3 **Personnel Policy-Safety 7 1(a) Hazardous Conditions** **pg.72-73**
(discussion—possible action) third reading

Motion: Richard Thompson

Second: Doug Bryan

Vote: 3-0

X. ITEMS FOR NEXT BOARD MEETING

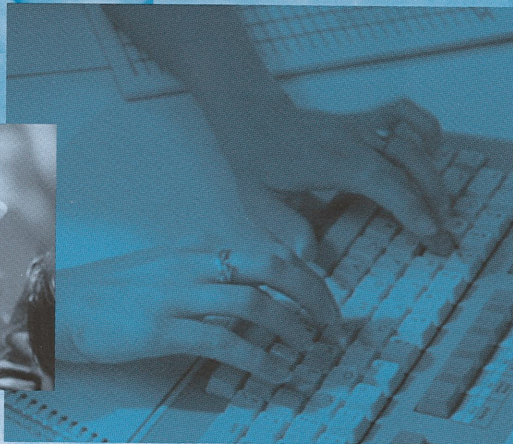
1. Rate Study
2. Chlorine Contact Chamber Testing
- 3.
- 4.

XI. ADJOURNMENT

@ 7:16 p.m.

Handwashing

*Avoiding
Germs &
Viruses
at Work*



Safety Meeting

Date of Meeting: 11/13/18 Leader Name: Ralph Emerson

Instructions:

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

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

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

RAW WATER INTAKE GALLERY UPDATE
SOUTH FORK OF THE EEL RIVER
ENVIRONMENTAL AND DOMESTIC WATER CONSUMPTION SAFETY

I have presented this item for discussion because we currently are the only water district that I have located which has a gravel recovery operation directly above the raw water intake gallery.

Currently Randalls Sand and Gravel removes gravel and river rock from above our intake gallery during summer months which directly impacts the turbidity of the water entering our treatment facility along with creating the potential to collapse the pipes which are vulnerable when heavy equipment is directly over them and especially when several feet of material is removed.

I am proposing that we send a letter to the Department of Fish and Game requesting a Cease and Desist of this practice and move the gravel recovery operation to a site below our intake gallery but at the very least, move it to an alternative location.

The practice of removing the water filtering media above and around our raw water intake gallery puts water quality at risk while creating potential damage to the existing pipes which would require replacing the intake gallery in the South Fork of the Eel River. When we have to replace the intake gallery, it will be very costly and there will be a lengthy application/approval process.



Hurlbutt Tank

SWTP

101

Intake

Sprowl Creek Rd

Camp Kimtu Rd

Rivercrest Dr

W River Rd

Leino Rd

Alsford Ln

Riverview Ln

Sunnybank Ln

Baker Ln

Redwood Dr

Wrights Ln

Menville Rd

Locust St

Miller St

© 2015 Google

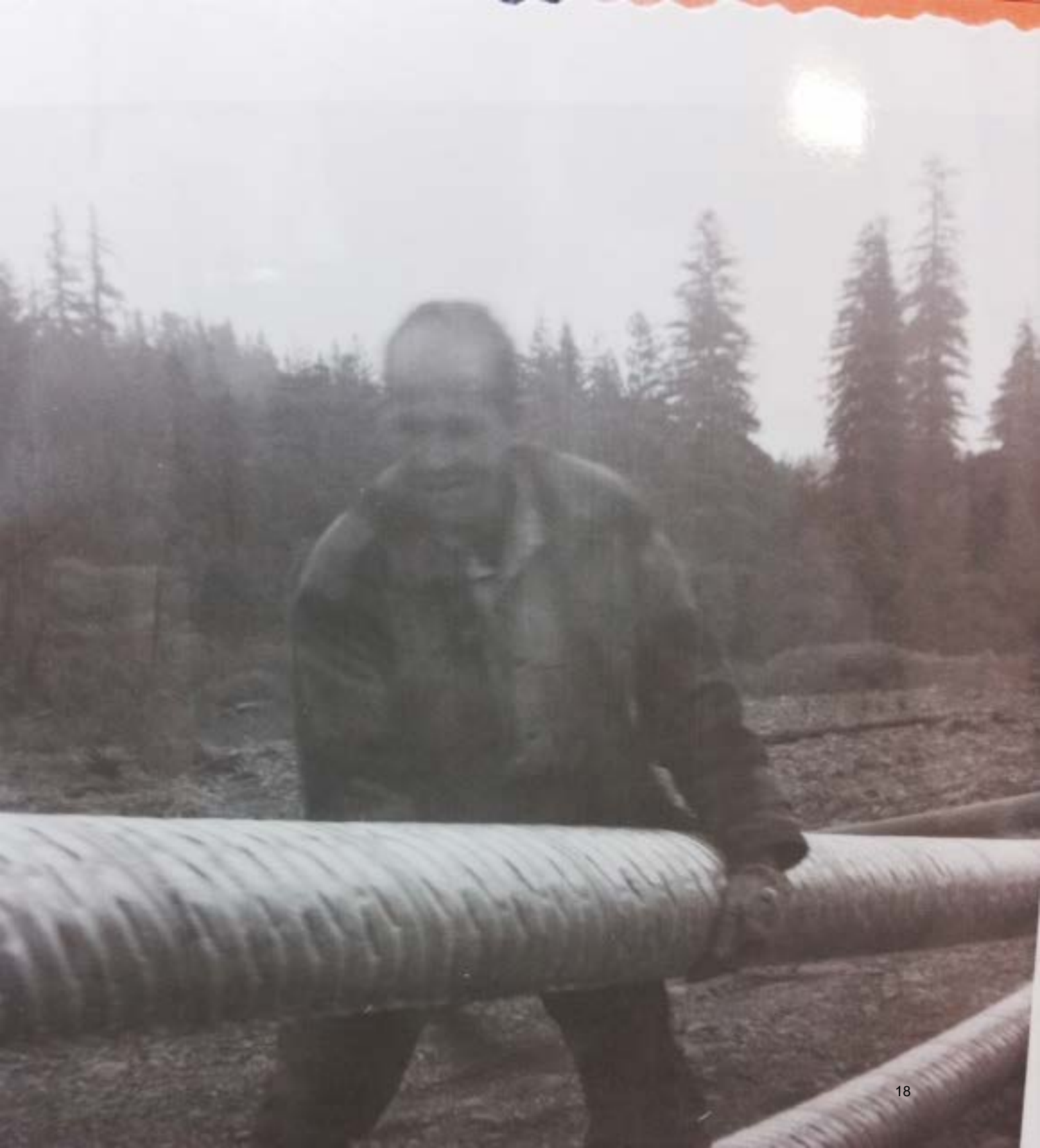
Google earth

2004

Imagery Date: 5/28/2014 40°05'39.51" N 123°47'47.39" W elev 338 ft eye alt 3976 ft









Garberville Sanitary District
CA1210008
Tracer Study
October 30-31, 2018

Tracer Study:

- Reactor: Pressure Vessel
- Volume: 20,000 Gallons
- Diameter: 10 ft
- Length: 36 ft
- Baffled Tank (over/under)
- Inlet/Outlet Full Perforated Baffles

Performed by:
Guy Schott, P.E.
CA Division of Drinking Water

Table of Content

Summary of Tracer Results

Reactor Design

Tracer Sample Locations

Graph 1: Slug-Dose Curve

Graph 2: Normalized Slug-Dose Curve to F-Curve

Graph 3: Modified Step-Dose Curve

Graph 4: Normalized Modified Step-Dose Curve to F-Curve

Purpose of a Tracer Test

Disinfection Exposure Time of Fluid in Vessel for Determining Ct_{10}

Ct_{10} Value

Baffling Factor (BF)

Tracer Test Methods

Method of Analysis and Equipment

Garberville SD Tracer Test Results

Slug-Dose Method

- Test Date: 9/30/18
- ***Baffling Factor (t_{10}/HRT): 0.45**
- Modal Baffling Factor ($t_{\text{mod}}/\text{HRT}$): 0.67
- t_{50}/HRT : 0.84
- Morril Index, t_{90}/t_{10} : 3.37
- Average Flow: 210 gpm
- HRT: 95 minutes
- t_{10} : 43 minutes
- t_{50} : 80 minutes
- t_{90} : 145 minutes
- Tracer Added: Fluoride (126.5 grams)
- Tracer Recovered: Fluoride (120.3 grams)
- Sample Frequency Outlet:
 - 0 – 10 min (5 min)
 - 10 – 130 min (2 min)
 - 130 – 160 min (3 min)
 - 160 – 210 min (5 min)
 - 210 – 330 min (10 min)

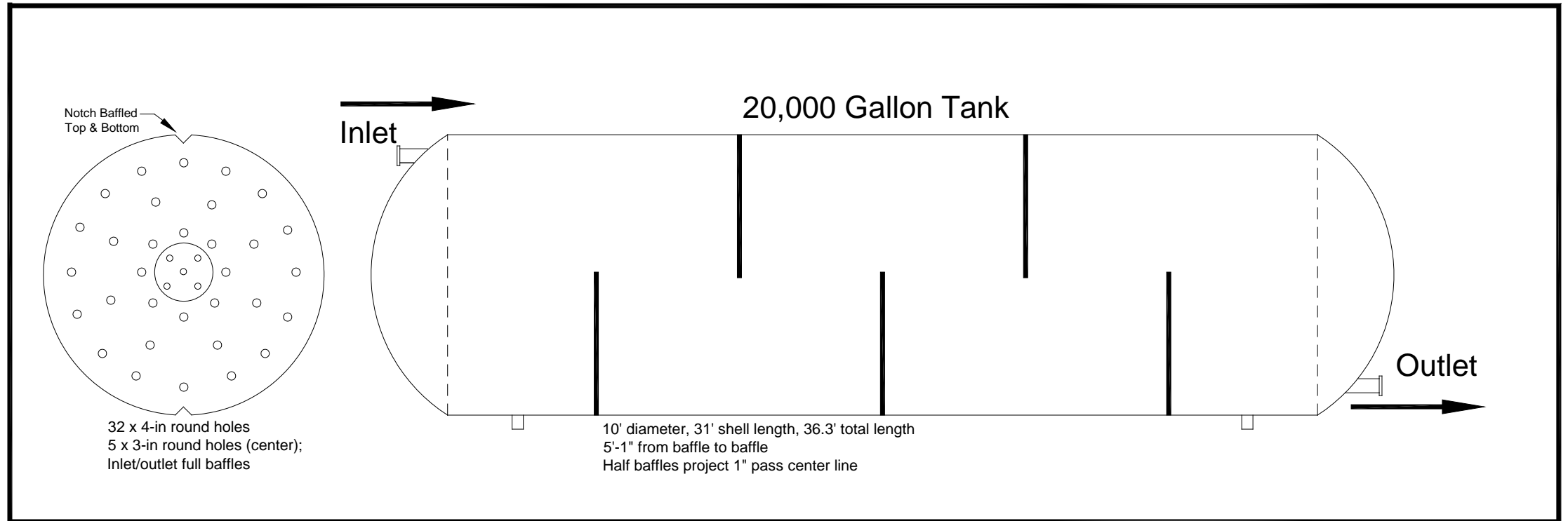
*Note: Calculations are based on tracer mass recovery.

Modified Step-Dose

- Test Date: 9/31/18
- **Baffling Factor (t_{10}/HRT): 0.49**
- Average Flow: 213 gpm
- HRT: 94 minutes
- t_{10} : 46.5 minutes
- Tracer: Fluoride (2.72 mg/L)
- Sample Frequency Inlet:
 - 5 gallon bucket (fill duration 3-5 min)
 - 8 samples (10 – 59 min range)
- Sample Frequency Outlet:
 - 0 – 10 min (5 min)
 - 10 – 6 min (2 min)
 - 36 – 52 min (1 min)

HRT: Hydraulic Residence Time (reactor volume/flow)

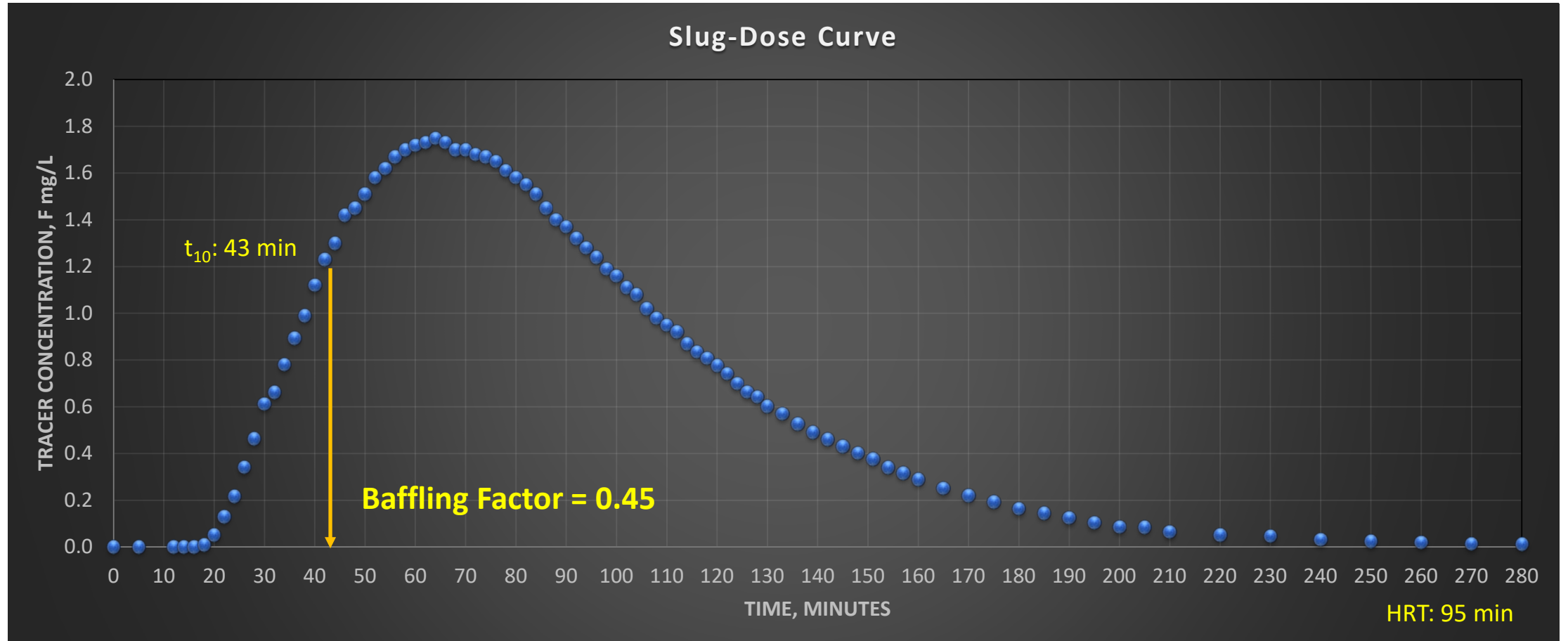
Horizontal Pressure Clearwell Design



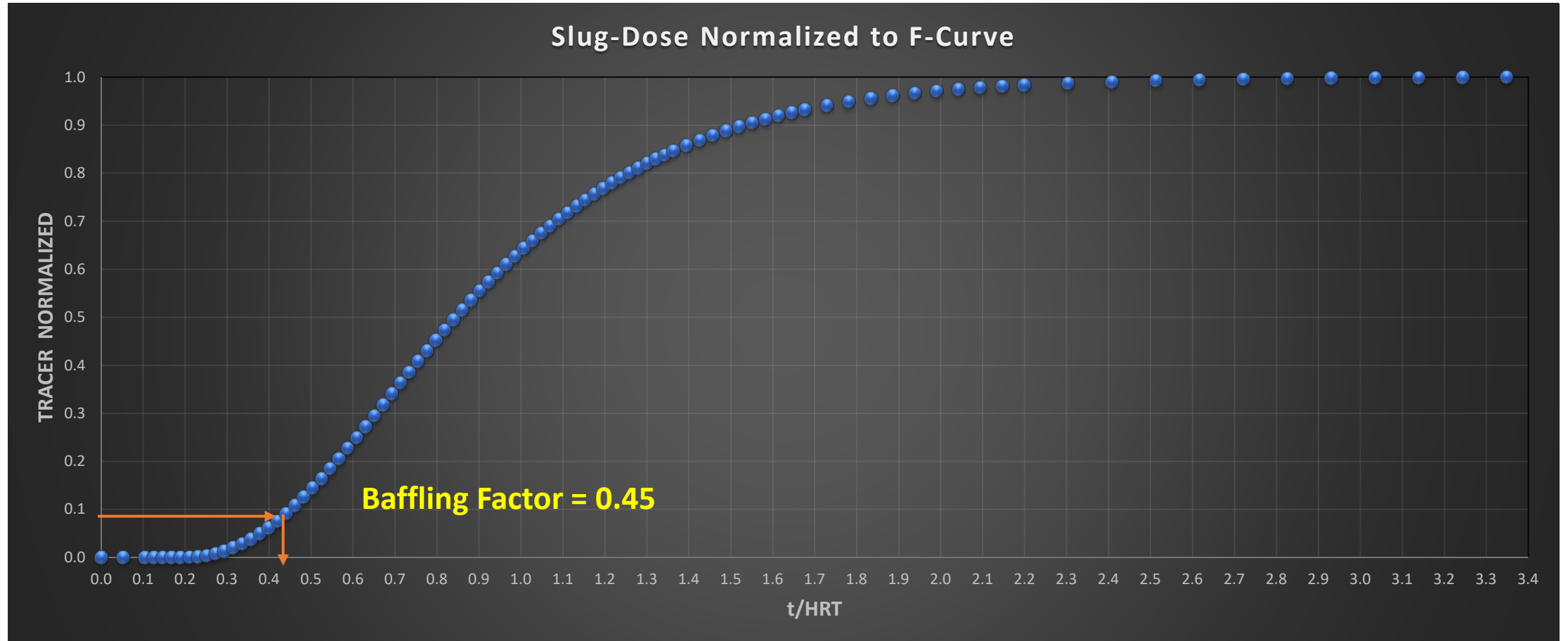
Tracer Sample Locations



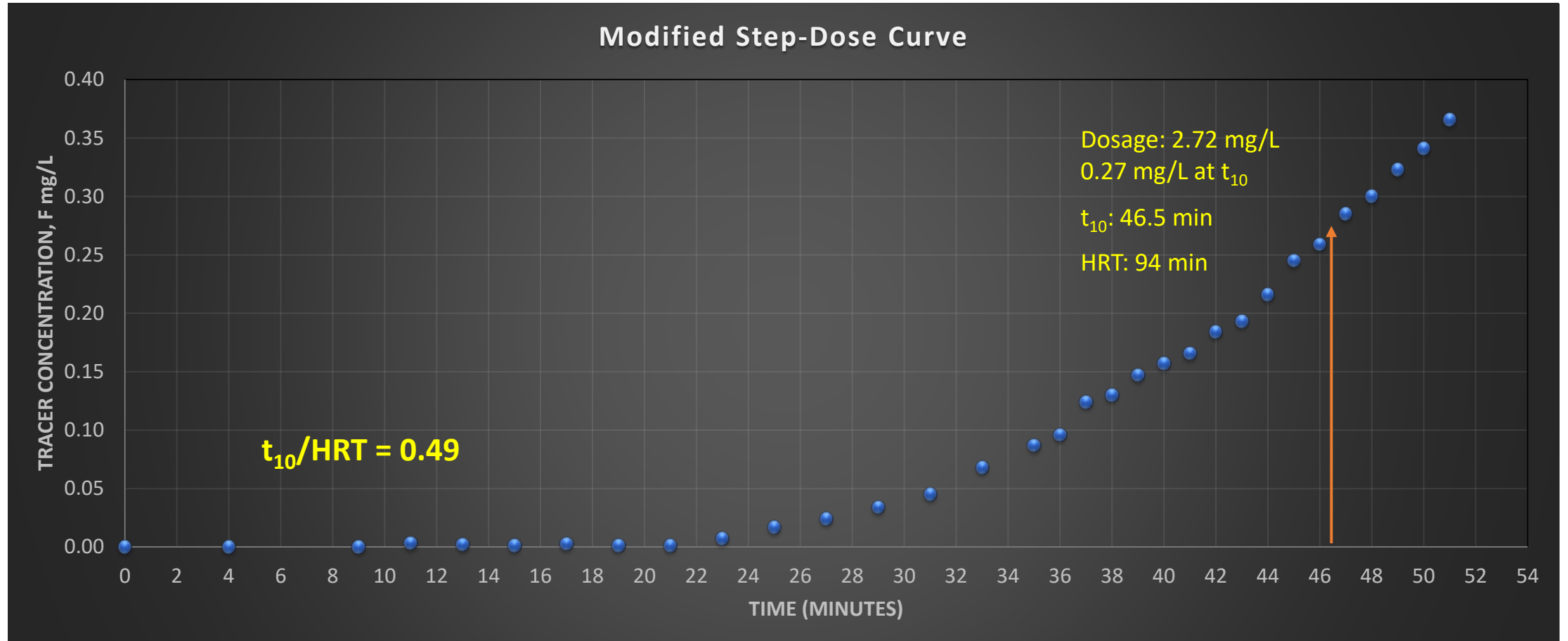
Garberville SD – Slug-Dose Curve



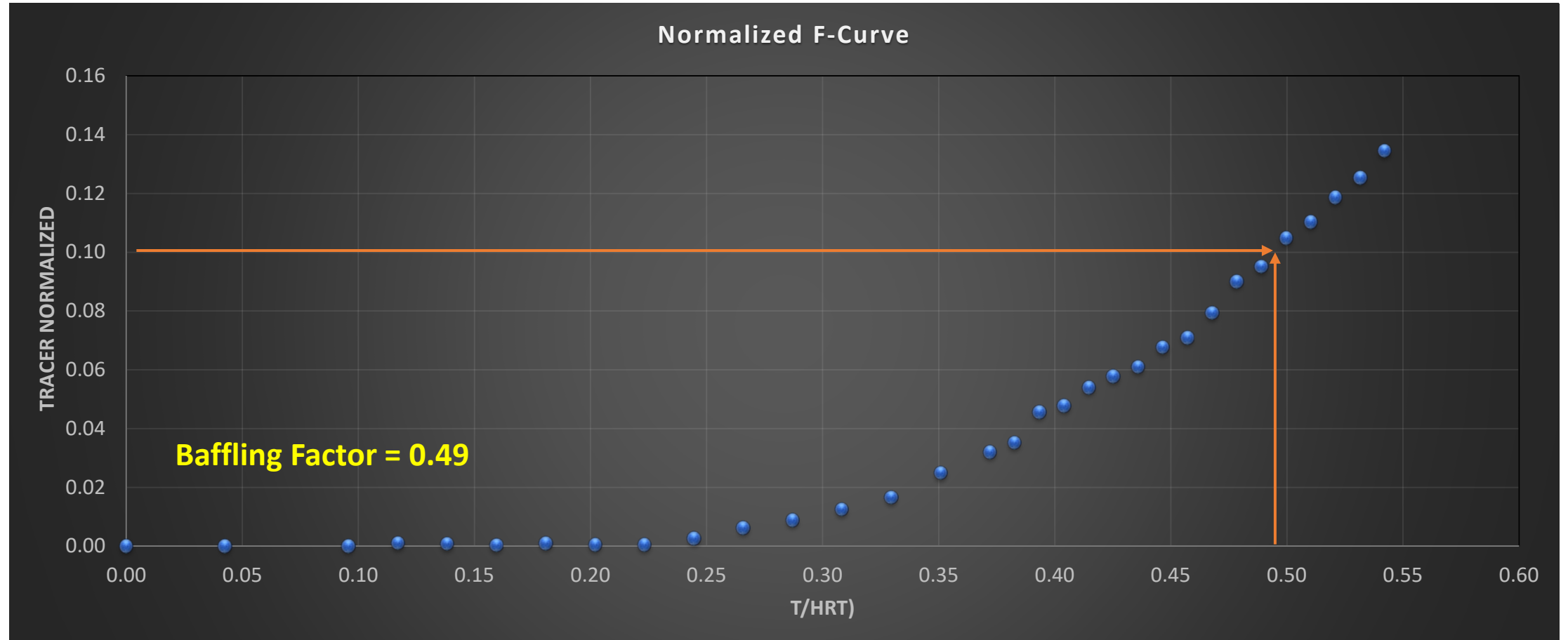
Garberville SD – Slug-Dose Curve Normalized to F-Curve



Garberville SD – Modified Step-Dose Curve



Garberville SD – Modified Step-Dose Curve Normalized to F-Curve



Purpose a Tracer Study?

- To determine the hydraulic efficiency or disinfectant exposure time of water through one or more reactors.
- The addition of known quantities of a nonreactive chemical (tracer) is added in the form of a pulse (slug) or step-input.
- The time of travel or disinfectant exposure time through the reactor is related to:
 - Flow rate
 - Reactor water volume
 - Water Depth
 - Reactor configuration

Disinfection
Exposure
Time of
Fluid in
Vessel for
Determining
 Ct_{10}

“**C**” is the disinfectant residual (mg/L) at the point of inactivation compliance.

The disinfection exposure time of water used for Ct_{10} calculation is the time (t_{10}) it takes for 10 percent of the water entering the reactor to exit the reactor.

To determine this, a marker (nonreactive tracer) is introduced into the water and is monitored leaving the reactor.

Example: 1.0 Kg of tracer is slug-dose; t_{10} is that time when 0.1 Kg of tracer material (10%) has exit the reactor.

Ct₁₀ Value

- Log inactivation is based on the Delivered Dose, “Ct₁₀”

“C” is the disinfectant residual (mg/L)

“t₁₀” is the exposure or contact time (minutes)

Multiply them:

$$C \cdot t_{10} = \text{mg/L} \cdot \text{min} \text{ (delivered dose)}$$

The calculated Ct₁₀ value is looked up in **EPA Ct** tables to determine the log inactivation based on specific monitoring parameters (pH, disinfectant residual and/or temperature).

Baffling Factor (BF)

- Baffling factor or short-circuiting factor:
 - Determined from tracer study or estimated
 - **BF** = t_{10} / **HRT** from tracer study
 - HRT (hydraulic residence time) = reactor volume divided by reactor flow
- Once the BF is determined, then it is applied to the operations of the reactor for determining the disinfectant exposure time.

Example:

- Clearwell operating volume: 20,000 gallons
- Exit flow: 200 gpm
- **BF**: 0.44, from tracer study
- Calculated contact or disinfection exposure time:
 - $20,000 \text{ gal} \div 200 \text{ gpm} \times 0.44 = \underline{\underline{44 \text{ minutes}}} = t_{10}$

Test Methods

Slug-Dose or Pulse-Input Method

- Adding the entire amount tracer at the beginning of test. The reactor outlet tracer concentration is monitored for 3-4 HRT to determine mass recovery and the time (t_{10}) it takes for 10% of the tracer mass to exit the reactor.

Modified Step-Dose Method

- It is a continue feed of tracer at constant rate and plant flow throughout the duration of the test. The “Step-Dose” test is run to 3-4 HRT to achieve reactor outlet steady-state tracer concentration. The time “ t_{10} ” is determined when 10% of the tracer dose concentration has exist the reactor. The “Modified Step-Dose” test allows the test to be completed in less than 1 HRT by physical measurements of the tracer inlet flow concentration to verify dosage.

Method of Analysis and Equipment

- Intellical™ ISEF121 Fluoride (F⁻) Ion Selective Electrode (ISE)
- HQ40d Portable ISE Multi-Parameter Meter
- Fluoride Ionic Strength Adjustor (ISA)
- Fluoride Standards (0.2/2.0 & 0.5/ 5.0 mg/L)
- 50 mL graduated cylinder
- Finnpiquette F2 variable volume pipette, capacity 0.5 - 5 mL
- Electrode stirrer stand
- 50 mL beakers
- Stir Bar, Magnetic, Polygon



Contact



- Guy Schott, P.E.
- State Water Resources Control Board
- Division of Drinking Water
- Santa Rosa, CA
- Guy.Schott@waterboards.ca.gov
- 707-576-2732

CQ019715

QUOTE

Sold To		Ship To	
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542		RALPH EMERSON GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	
Quote Date	Phone #	PO Number	Quote Number
11/02/18	707-923-9566		CQ019715

Estimate Only

For the Main Office and the Storage Room:

- 1) Remove and dispose of the existing commercial carpet.
- 2) Furnish and install Shaw commercial carpet Scoreboard II 26 SLP, color "To Be Selected", to be glued down.

Notes:

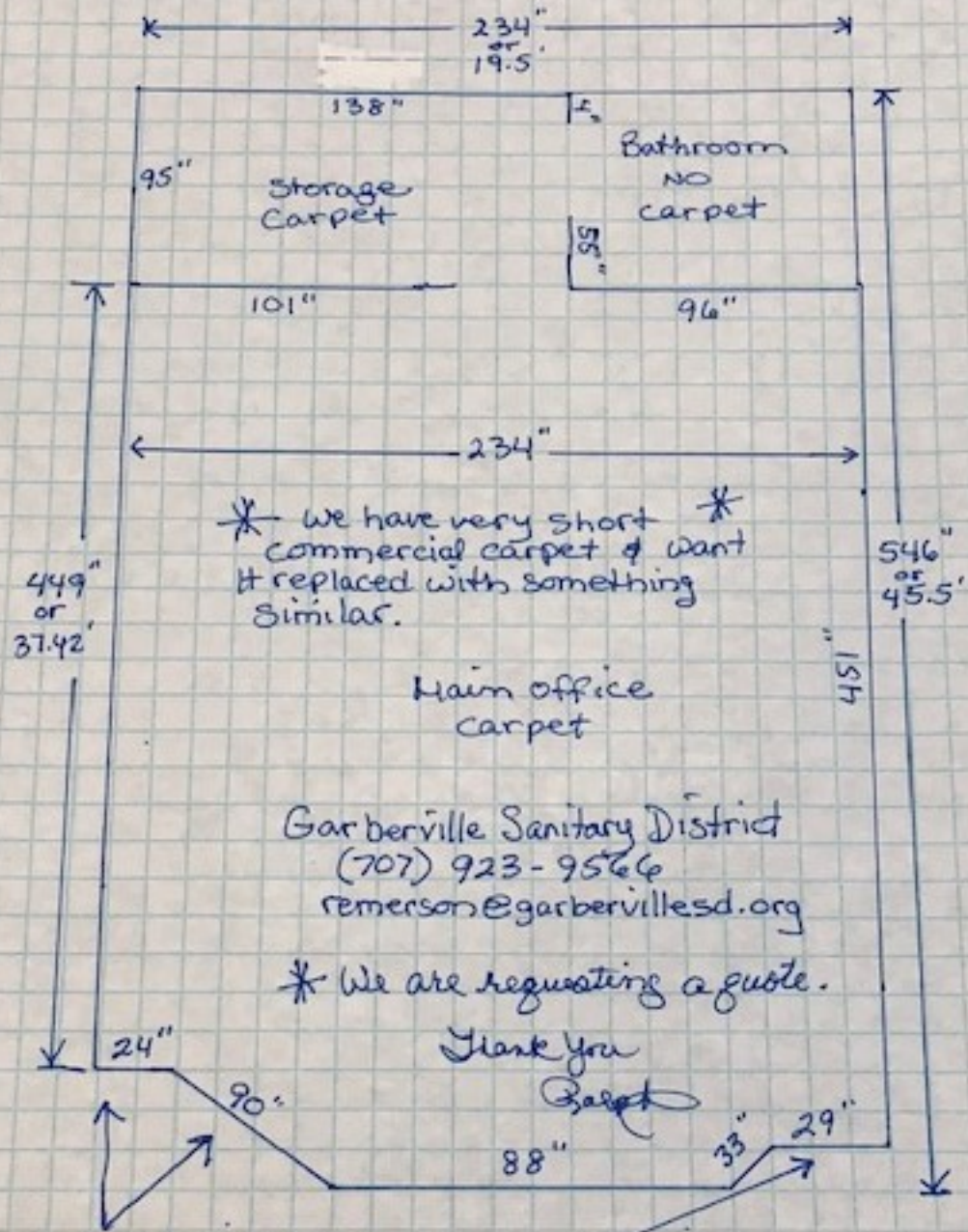
- a) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- b) Demolition and installation to be performed during normal working hours.
- c) This proposal does not include moving or resetting any furniture or contents.
- d) Removing or resetting the existing wall base or providing new wall base.

— 11/03/18 —

3:49PM —

Sales Representative(s):
 ABIGAIL MANDVILLE

CA Crpt Stewardship Assessment: 29.33
QUOTE TOTAL: \$5,183.41



Offset is different
 depth than other side
 Apx 2' less in length
 Top to Bottom



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

APPLICATION FOR NEW WATER--SEWER CONNECTION

Note: This form is to be used for new sewer connections, alteration, relocation and discontinuation requests.

Property and Contact Details:

Property to be served: _____ **APN #** _____

Street Address: _____

Property Owner Details:

Full Name: _____
Street Address: _____
Mailing Address: _____
Phone Work# _____ Cell Phone# _____
Email Address _____

Applicant Details: (if not the owner)

Full Name: _____
Street Address: _____
Mailing Address: _____
Phone Work# _____ Cell Phone# _____
Email Address: _____

******This letter will be given to the Owner and Applicant******

Property Development Type

Residential:

Commercial-Industrial-Agricultural:

Check Boxes That Apply:

- New Building
- Existing Building
- Vacant Land
- Residential with Fire Sprinkler System
- Residential Home Business with Fire Sprinkler System
- Commercial with Fire Sprinkler System

- New
- Existing
- Vacant Land

INTENDED USE OF PROPERTY:

- Residential Home or Apartment
- Commercial (laundromat, school, office, etc.)
- Commercial (hospital, multi-family Units—Number of Units (____))
- Commercial (Mixed Use with Restaurant, etc.)
- Commercial (Restaurant, Bakery, Mortuary, etc.)
- Other---Please Explain_____

PROPERTY INFORMATION

Does the property have an existing sewer connection? Yes No how many?_____

Is there a backflow prevention device on property? Yes No

If yes, what is the hazard level? High Medium Low

DISCONNECTION/DEMOLITION

Do any water or sewer connections need to be disconnected? Yes No

If disconnection required, When?_____

CONNECTION SIZE

Connection required will be determined by GSD site inspection, with a minimum of 4” pipe.

Description of connection/alteration requirements:_____

NOTE: A detailed site plan showing property boundaries, existing water and sewer services, and proposed work must be attached to this application. The application cannot be approved without a plan. The plan needs to show the preferred location of the connection, including the street name and address.

CONNECTION FEE

I have enclosed the following connection fee with my application: Sewer (\$8,000 per connection)

Total Connections_____ Total Connection Fees \$_____

APPLICATION FOR NEW WATER CONNECTION

Note: This form is to be used for new water connections, alteration, relocation and discontinuation requests.

Property Development Type

Residential:

Commercial-Industrial-Agricultural:

Check Boxes That Apply:

- | | |
|---|--------------------------------------|
| <input type="checkbox"/> New Building | <input type="checkbox"/> New |
| <input type="checkbox"/> Existing Building | <input type="checkbox"/> Existing |
| <input type="checkbox"/> Vacant Land | <input type="checkbox"/> Vacant Land |
| <input type="checkbox"/> Residential with Fire Sprinkler System | |
| <input type="checkbox"/> Residential Home Business with Fire Sprinkler System | |
| <input type="checkbox"/> Commercial with Fire Sprinkler System | |

INTENDED USE OF PROPERTY:

- Residential Home or Apartment
- Commercial (laundromat, school, office, etc.)
- Commercial (hospital, multi-family Units—Number of Units (____))
- Commercial (Mixed Use with Restaurant, etc.)
- Commercial (Restaurant, Bakery, Mortuary, etc.)
- Other---Please Explain _____

PROPERTY INFORMATION

- Does the property have an existing Water connection? Yes No how many? _____
- Is there a backflow prevention device on property? Yes No
- If yes, what is the hazard level? High Medium Low

CONNECTION SIZE

Connection size required-(Standard size is 3/4'') _____

Description of connection/alteration requirements:

NOTE: A detailed site plan showing property boundaries, existing water and sewer services, and proposed work must be attached to this application. The application cannot be approved without a plan. The plan needs to show the preferred location of the connection, including the street name and address.

CONNECTION FEE

I have enclosed the following connection fee with my application: Water (\$8,000 per connection)

Total Connections _____ Total Connection Fees \$ _____

DECLARATION

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District requirements for service.

Yes, I have read the conditions of service.

Name _____ Date _____



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WILL SERVE AGREEMENT

As requested by:

Address: _____

Date:

Garberville Sanitary District agrees to provide water/sewer service for APN# _____ as long as connection fees are paid and a water meter is installed. We will not serve water to this property if owner uses unapproved alternative water sources.

All District ordinances and policies will have to be complied with, along with a site visit and inspection from the General Manager or designee but if an inspection is not completed, water/sewer service will not be provided to this address.

All projects which include more than one single family equivalent unit will be evaluated by the GSD Governing Board at a regularly scheduled Board meeting.

Please contact Garberville Sanitary District for questions or clarification.

Ralph Emerson

Garberville Sanitary District

General Manager
Garberville Sanitary District

Board Chairperson

Owner-Applicant Signature:

Date:



GARBERVILLE SANITARY DISTRICT

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

November 2, 2018

California State Water Resources Control Board
Division of Water Rights; North Coast Enforcement Unit
Attn: Skyler Anderson & Alex Sweat
P.O. Box 100
Sacramento, CA 95812-0100

SUBJECT: Response to Request for Records under 2012 Cease and Desist Order (Order WR 2012-0036-DWR)
License 3404 and Permit 20789

This District received your email dated October 23, 2018, requesting detailed records for all bulk water sales in 2015 - 2017. The District has been very careful to only supply bulk water to public agencies performing repairs that are categorized as emergencies and affect the community of Garberville. There are many requests for bulk water but all are rejected unless State, County or Federal agencies are the final beneficial users on projects with an "emergency" designation.

In calendar year 2015 CalFIRE requested that they be allowed to fill water tender type trucks out of the fire hydrant near their complex on Alderpoint Road to fight the Buck Fire on Alderpoint Road. This water was used directly on the fire and for the personnel housed as the Eel River Fire Base Camp just outside of our POU. We deemed this to be an emergency that met the criteria of the CDO.



<https://lostcoastoutpost.com/2017/aug/3/fire-northwest-garberville-closes-alderpoint-road/>

Attached please find the information on the dates that the water was taken, invoice amount, the number of gallons, and the payment by CalFIRE for the water. I am sure that CalFIRE would be happy to supply a letter supporting the need for communities to be allowed to provide water to them for firefighting activities that are within the urban interface should that become necessary.

There were no bulk water sales in calendar year 2016.

In calendar year 2017 we sold bulk water for several emergency projects. In April 2017 a large slide covered all lanes of Hwy 101 and closed the road to southern Humboldt County. Caltrans issued an emergency contract for the work with Mendocino Construction Services as a subcontractor. MCS needed water for the work to be done at the site. They contacted GSD and completed the Fire Hydrant Use Application which was approved as an emergency and temporary use (i.e. when the project is done so will the use).



<https://www.pressdemocrat.com/news/6763536-181/rockslide-closes-highway-101-in?sba=AAS>

<https://www.mendovoice.com/2017/04/re-closed-101/>

MCS uses the water on the project site for activities such as dust control, addition to slide materials to obtain required compaction, hydro-seeding, cellular grout for culvert liner, erosion control, fill rollers for compaction of asphalt, fill required onsite fire suppression tank.

Also in 2017 Humboldt County started the Garberville Airport reconstruction project. Cox & Cox request that they be allowed to use water from the hydrant for this project. They did not follow the requirements and submit the log of water taken, and they were removed from the contract by the County, so we have had to estimate the quantity of water they took and have not received any revenue from that bulk water. The water was intended to be used for fire suppression and backfill compaction.

When Cox & Cox was removed from the Garberville Airport project, Mercer Frasier took over completing the work. The airport had been closed for many months at this point and was not available for the staging of firefighting aircraft nor use by the life-flight planes that transport critically injured people from our very small hospital to larger facilities. Getting the airport reconstruction completed and the airport available again was deemed an emergency and Mercer Frasier was allowed to purchase bulk water to finish the project.

Serafix Engineering Contractors requested on the Fire Hydrant Use Application Contract to use bulk water on Caltrans Contract No. 01-0A4604 on Hwy 101 near the County line. They estimated that they would use less than 10,000 gallons and ended up using 10,996 gallons.

Attached please find detailed records showing the dates, volumes, company taking water, and location of use (or project number that correlates to a location). There is a summary sheet of each sale followed by the detailed records for each customer. If you need GSD to prepare a map showing the locations of the project sites relative to the POU, Jennie Short can do so but we wanted to get you this information as quickly as possible.

Pending the receipt of the SWRCB's determination on whether these bulk water customers are acceptable under the CDO, the District has notified the contractors that bulk water sales have been suspended. A copy of the notice provided to the contractors is attached for your files.

Please don't hesitate to contact Jennie Short if you need any further information or clarification on the information contained in this response. You can reach her by email at jmshort@garbervillesd.org or by phone at (707)223-4567. You may also reach me at (707)923-9566.

We look forward to your review of the submitted documents and your input on the acceptability of these documents.

Respectfully,

A handwritten signature in blue ink that reads "Ralph Emerson". The signature is written in a cursive style and is positioned above a horizontal line.

Ralph Emerson
General Manager

Cc: Jennie Short
Russ Gans, District Counsel

JMS



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CEASE AND DESIST

BULK WATER SALES

October 25, 2018

As of today, Bulk Water services will cease until The State Water Board issues a response for providing bulk water to Public Agencies requiring water for emergency services including Fire Departments and public road repairs.

We apologize for the inconvenience and will notify you once we have been notified of what the State will require.

Please contact our office for clarification.

Ralph Emerson

General Manager

Garberville Sanitary District

State Water Resources Control Board

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

Dear Mr. Emerson:

NOTICE OF VIOLATION OF ORDER WR 2012-0036-DWR

On December 27, 2012 the State Water Resources Control Board (State Water Board) issued Order WR 2012-0036-DWR requiring Garberville Sanitary District (GSD) to cease and/or abate a threatened or ongoing violation of one or more conditions of License 3404 (Application 9686) and Permit 20789 (Application 29981).

Order WR 2012-0036-DWR required GSD to cease and desist the bulk sale and delivery of water under License 3404 and/or Permit 20789 to areas outside the authorized place of use, unless it is demonstrated to the satisfaction of the State Water Board that the water is needed for emergency domestic water supply.

On September 4, 2018 the State Water Board, Division of Water Rights (Division) received a complaint requesting an investigation to determine if GSD was in violation of Order WR 2012-0036-DWR. In a September 5, 2018 email correspondence with the complainant Ed Voice, GSD confirmed that it sold water outside of its licensed and permitted place of use for construction related activities.

This letter serves to inform GSD that sales of bulk water for construction related activities outside of the place of use of License 3404 and Permit 20789 is a violation of Order WR 2012-0036-DWR. Order WR 2012-0036-DWR specifies that bulk water can only be sold outside of the place of use for License 3404 and Permit 20789 if it is for emergency domestic water supply. GSD shall cease all sales of bulk water for purposes other than emergency domestic water supply.

If you have any questions, please contact Skyler Anderson at (916) 341-5307 or via e-mail at: skyler.anderson@waterboards.ca.gov. Written correspondence should be addressed as follows: State Water Resources Control Board, Division of Water Rights Attn: Skyler Anderson, P.O. Box 2000 Sacramento, CA 95812-2000.

Sincerely,

ORIGINAL SIGNED BY:

Skyler Anderson
North Coast Enforcement Unit
Division of Water Rights

Ec: Mr. Ed Voice
evice@mchsi.com

Ms. Jane Arnold
jane.arnold@wildlife.ca.gov

GARBERVILLE SANITARY DISTRICT CUSTOMERS

There are 424 customers in the Garberville Sanitary District

284 residential customers

Garberville---191 residential customers

Meadows---93 residential customers

(115) Residential customers using 0-5 units/water/monthly/annual average

(153) Residential customers using 6-20 units/water/monthly/annual average

(16) Residential customers using over 21 units/water/monthly/annual average

(1 unit of water =748 gallons)—California average for single family residences are
8 units/month/annual average

140 commercial customers

We have been researching how many customers we actually have within the GSD boundaries and from going door to door and customer billing discrepancies have determined we have approximately 56 people using water or sewer from another customer but not paying their own service charges which include a monthly base rate of \$60.22 Garberville or \$67.22 Meadows.

If we use the lower base rate of \$60.22 x 56 x 12 months, we are not receiving over \$40,000/year in service charges which would assist in operational costs.

When including a sewer base rate of \$34 x 56 x 12 months, we are not receiving over \$20,000/year in sewer charges.

Estimated Water and Sewer combined loss for non-payment of identified 56 single family residents not being charged is \$60,000/year

These people are paying rent to somebody that pays for a single family residence or have a commercial account with single family tenants.

When two or more single family tenants are on the same water meter it is called a multi-family property yet we only have one property listed as a residential multi-family with 56 people not paying for water or sewer service.

As part of our rate study and research into the entire GSD financial health with projects and operating costs we felt the need to research how many customers we are providing service to and whether they are paying for those services.

I am presenting this information as part of the ongoing investigation into compliance of GSD ordinances and billing policies which we will continue investigating.

We will have a proposal for you in upcoming months but are not prepared to make a recommendation at this time.

7.5 Standards of Conduct

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

- a. Courteous treatment of the public and fellow employees.
- b. **Following all lawful and reasonable regulations and orders given by the supervisor. C. Attention to duty. Perform all duties and follow direction from your Supervisor unless illegal or unsafe and then discuss your concerns with the Supervisor which will be documented.**
- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

7.6 General Office and Field Policies

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

- k. GSD reserves the right to inspect all GSD property to insure compliance with its rules and regulations, with or without notice to employee and/or in the employee's absence.
- l. GSD may keep a record of all passwords or codes used for any GSD electronic or other equipment, and GSD may at any time access any and all information on such equipment.

7.7 Approval of Expenditures

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

7.8 Questions regarding Board Members

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

7.9 News Media Contacts

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

7.10 Seminars and Workshops

Attendance at seminars or workshops by GSD staff must be approved by the **District Administrator General Manager or designee**. Per Diem and other costs associated with seminars and workshops will be approved on an individual basis for each seminar or workshop, based upon current Humboldt County reimbursement schedules.

7.11 Conflict of Interest

Employees must comply with Garberville Sanitary District's conflict of interest code set out in Appendix "D."

APPENDIX “D”

CONFLICT OF INTEREST CODE

Section I Introduction

In compliance with the Political Reform Act of 1974, California Government Code Sections

81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2 Definition of Terms

The definitions contained in the Political Reform Act of 1974, the regulations of the Fair Political Practices Commission (2 Cal. Adm. Code Sections 18100 et seq.), and any amendments to the Act or regulations, are incorporated by reference into this Conflict of Interest Code.

Section 3 Designated Employees

The Board Chair, all Board Members, **District Administrator General Manager or designee** and the Chief Operator are persons holding positions that are designated employees. It has been determined that these officers and employees make or participate in the making of decisions which may foresee-ably have a material affect on financial interests.

Section 4 Disclosure Statements

A designated employee shall be assigned one or more of the disclosure categories set forth in Appendix B. It has been determined that the financial interests set forth in a designated employee's disclosure category are the types of financial interest which he or she foreseeable can affect materially through the conduct of his or her office. Each designated employee shall file statements of economic interests disclosing his or her financial interests as required by the applicable disclosure category.

Section 5 Place of Filing

All designated employees required to submit a statement of economic interest shall file the original with the **District Administrator General Manager or designee** of GSD, who shall be the filing officer for all designated employees and officers. Upon receipt of the statement of economic interest the **District Administrator General Manager or designee** of GSD shall make and retain a copy and forward the originals of these statements to the Humboldt County Board of Supervisors, who shall be the filing officer, within five days of the filing deadline or five days of the receipt in the case of statements filed late.

Section 6 Time of Filing

- A) Initial Statements. All designated employees employed by the District on the effective date of this Code shall file statements within thirty days after the effective date of this Code.
- B) Assuming Office Statements. All persons assuming designated positions after the effective date of this Code which are elected or appointed positions, shall file statements within thirty days after assuming the designated positions.
- C) Annual Statements. All designated employees shall file statements no later than January 31.
- D) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 7 Contents of Statements

- A) Contents of Initial Statements. Initial statements shall disclose any reportable investments and interests in real property (and management positions) held on the effective date of the Code.
- B) Assuming Office Statements. Assuming office statements shall disclose any reportable investments and interests in real property and management positions held on the date of assuming office (or on the date of nomination, whichever is earlier).
- C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, and income (and management positions) held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the Code or the date of assuming office, whichever is later.
- D) Contents of Leaving Office Statements. Leaving office statements shall disclose reportable investments, interests in real property and income or management positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

Section 8 Manner of Reporting

Disclosure statements shall be made on Standard Form 700, and shall contain the following information:

- A) Contents of Investment and Real Property Reports. When an investment or interest in real property is required to be reported, (For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer). The statement shall contain the following:
 - 1) A statement of the nature of the investment or interest;
 - 2) The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
 - 3) The address or other precise location of the real property;
 - 4) A statement whether the fair market value of the investment or interest in real property exceeds one thousand dollars (\$1,000), exceeds ten thousand dollars (\$10,000), or exceeds one hundred thousand dollars (\$100,000).
- B) Contents of Personal Income Reports. When personal income is required to be reported, the statement shall contain:
 - 1) The name and address of each source of income aggregating to two hundred and fifty dollars (\$250) or more in value, or twenty-five (\$25) or more in value if the income was a gift, and a general description of the business activity, if any, of each source.
 - 2) A statement whether the aggregate value of income from each source was one thousand dollars (\$1,000) or less, greater from one thousand dollars, or greater than ten thousand dollars (\$10,000);

- 3) A description of the consideration if any, for which the income was received;
 - 4) In the case of a gift the name and address of the donor: a description of the gift, the amount or value of the gift, and the date on which the gift was received.
- C) Contents of Business Entity Income Reports. When income of a business entity, including income of a sole proprietorship, is required to be reported, the statement shall contain:
- 1.) The name, address, and general description of the business activity of the business entity.
 - 2) In the case of a business entity which provides legal or brokerage services, the name of every person who paid fees to the business entity if the filer's pro rata. Share of fees from such person was equal to or greater than one thousand dollars (\$1,000);
 - 3) In the case of a business entity not covered by paragraph 2), the name of every person from whom the share of gross receipts from such person was equal to or greater than ten thousand dollars (\$10,000).
- D) Contents of Management Position Reports
- 1) When management positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged and the designated employee's position with the business entity.
 - 2) Investments and interests in real property which have a fair market value of less than \$1,000 are not investments and interest in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investments or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10% or greater.
 - 3) A designated employee's income includes his or her community property interest in the income of his or her spouse.
 - 4) Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer, spouse and dependent children in the business entity aggregates a 10% or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the source is with in one of the disclosure categories of the filer.
- E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

Section 9 Disqualification

Designated employees must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeable have a material financial effect, distinguishable from its effect on the public generally, on:

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);

- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

Section 10 Manner of Disqualification

A designated employee required to disqualify him or herself shall notify his or her supervisor in writing. This notice shall be forwarded to the **District Administrator General Manager or designee** who shall record the employee's disqualification. Upon receipt of such statement, the supervisor shall reassign the matter to another employee. In the case of a designated employee who is a Board Member, notice of disqualification shall be given at the meeting during which consideration of the decision takes place and shall be made part of the official record of the Board.

Conflict of Interest Designated Employees - Appendix A

Any and all employees in supervisory, or management capacity; Specifically the District

Administrator General Manager or designee, Chief Operator, Fiscal Officers, Board Chair, Board Members, and Consultants.*

*The Board may determine in writing that a particular consultant, although a "designated position," is hired to perform a range of duties that is limited in scope and thus is not required to fully comply with the disclosure requirements described in this section. Such written determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The determination is a public inspection in the same manner and location as this conflict of interest code.

Disclosure Categories - Appendix B

All designated employees shall complete the same Form 700 -Statement of Economic Interests, as provided by the Fair Political Practices Commission.

EMPLOYEE:

Signed _____ Dated _____

Print _____

DISTRICT:

Signed _____ Dated _____

Print _____

Title _____

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

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

The Abandonment Charge shall consist of:

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover District costs.
- c. Owner must fill out the District Discontinuance application. **(Appendix A)**

1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Adopted 3/22/16

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

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.

- b. When a discontinued service wants reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension beyond two years will only be granted if approved by the General Manager or designee.

Adopted 4/26/16

WATER/SEWER DISCONTINUANCE APPLICATION



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

Applicant Information: APPENDIX (A)

Name: _____
Mailing Address: _____
Telephone Number: _____ Email: _____
Property Address: _____
Mailing Address: _____
Tax Parcel Number: _____

Garberville Sanitary District Requirements for Discontinued Service

1. A \$500 water and a \$200 sewer discontinuance fee is due at time of application or monthly service charges and associated late charges will accrue and if non- payment occurs, GSD will pursue every allowable legal option.
2. If you discontinue service for 2 years there will be a connection fee due before any service will be provided to the property.
3. If you choose to disconnect service but want to eliminate future connection fees you can continue making monthly service charges or pay an annual disconnect fee which will keep your account active without monthly service charges.

Please Contact District Office for options available

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

Owner Signature: _____ Date: _____

GSD Only: Account # _____ Meter # _____

General Manager Signature _____

WATER/SEWER DISCONTINUANCE APPLICATION