

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

**There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the
GSD District Office
919 Redwood DR. Garberville, CA**

**Date of Meeting: Tuesday, September 26th 2023
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.

NOTE: The Board of Directors may require staff and the public to participate, via teleconference or otherwise electronically. This meeting is compliant with AB361 which allows for a deviation of Teleconference rules required by the Brown Act during a proclaimed state of emergency.

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Doug Bryan___, Julie Lyon____, Dan Thomas____, Richard Landes_____

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. (NO CLOSED SESSION)

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

Remote Public Comments:

- 1. Submit public comments in writing or by Email to the Garberville Board of Directors and Staff prior to meeting, so Board and staff have time to review the information provided. All public Comments sent to office or by email, must be received prior to 1:00PM on day of meeting.**

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

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

Dan and Brian - River Levels—Fires---Power Outages—Water Leaks

Mary Nieto – Payment Option Update (LIHWAP—Website)

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 August 22, 2023 Regular Meeting Minutes - pg. 5-7

A.2 Operations Safety Report- pg. 8-10

A.3 Renew Audit Service Agreement with Anderson, Lucas, Somerville & Borges, LLP(Handout)

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.

B.1 Update on Tank Replacement project pg. 11-15
(discussion—possible action)

Motion:

Second:

Vote:

B.2 Meadows Aerial Water Line Project Update
(discussion-possible action)

Motion:

Second:

Vote:

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes Sec 3.0-4.0 pg. 16-17
(discussion-action requested) 2nd reading
Motion: **Second:** **Vote:**

- C.2 Use Agreement for Supplies, Parts and Chemicals pg. 18-21
(action requested) Ordinance 15.10 3rd reading (resolution 23-011)
Motion: **Second:** **Vote:**

- C.3 Emergency Preparedness Policy pg. 22-33
(discussion-possible action) 3rd reading
Motion: **Second:** **Vote:**

- C.4 GSD Staff Training Policy pg. 34
(discussion-action requested) 2nd reading
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

No Closed Session Items

X. RETURN TO OPEN SESSION

No Action Taken

XI. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Update on River Gauge vs actual data
3. In House Projects
4. Emergency Preparedness Plan
- 5.

XII. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, September 23rd, 2023. 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

remerson@garbervillesd.org

GENERAL MANAGER REPORT

Date: September 26, 2023

There have been multiple requests from customers, to reduce their water service charges and to reduce water consumption, so we have been educating them about financial assistance programs, while doing site visits, to help with water reduction measures.

I have been working with our attorney in defining easements and property access, between the public and GSD. There have been requests over the years about whether members of the public can access GSD property and whether they have an easement or right to access, which is why we are addressing this issue and developing a policy for future requests.

We are working on meter replacements and leak repairs throughout District. Operations staff and Rick have been doing a good job, making these repairs and working with Mary to find the high water users, which may have water leaks on their side of meter.

I have been talking to other Districts about increased cost to do business, while trying not to increase rates in order to have balanced budgets. Everyone I talked with has the same problem as GSD, and when the State mandates new procedures, sampling or reports, they do not provide grants to meet the new requirements. What I have learned, is that nobody is coming to help us, so we must be frugal in spending and mindful of service charges to our customers, because as rates go up, customers use less water, which doesn't help in generating additional funding for the increased burden of higher cost to operate the District.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, August 22nd, 2023
5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

Doug Bryan called the meeting to order at 5:01 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Absent
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Absent
Richard Landes- Present

III. APPROVAL OF AGENDA

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

IV. NO CLOSED SESSION

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Kristen Vogel was in the Audience. No additional comments were made.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff- River Levels—Operational Demands The river level was 16 CFS the day of the meeting.

Office Staff- Issues have arose with the online portal through Stripe. Mary is working with Streamline and Stripe to get this issue resolved for the customers. The LIHWAP program has ran out of funding to help the customers with their past due water/sewer service charges. Updates will be given as we get them.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

No additional comments were made by Ralph.

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy Changes Sec 3.0—4.0 pg. 90-91
(discussion-possible action)
Bring back.

C.2 Use Agreement for Equipment, Supplies, Parts and Chemicals pg. 92-95
(discussion only) Ordinance 15.10 2nd reading
Bring back with a Resolution.

C.3 Vagrancy Ordinance Sec 14.2a pg. 96-97
(discussion-possible action) Resolution #23-010

Doug asked for a motion to approve Resolution 23-010

Motion: Richard Landes

Second: Julie Lyon

Vote: 3-0

The District staff will put up the appropriate signage on all District properties.

C.4 GSD Staff Training Policy pg. 98
(discussion-possible action)
1st reading Bring back.

IX. CLOSED SESSION

No Closed Session Items

X. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project Update
2. Update on SHCP
3. Use agreement for supplies—Ordinance 15.10
4. Personnel Policy
- 5.

Next board meeting is September 26th, 2023.

XI. ADJOURNMENT

Doug ended the meeting at 6:14 p.m.

➤ Ergonomics Tips For Remote Workstations

More and more, public agencies are offering alternative work schedules. Many of these include an option to work remotely.

Whether working from home or the office employees must maintain neutral body postures to prevent fatigue and soft tissue injuries. This safety talk will give you tips to maintain neutral postures when working remotely.

LOCATION

Select an area that is conducive for work. It should be quiet with minimal distractions. Ideally, your remote workstation will look like the one at your office.

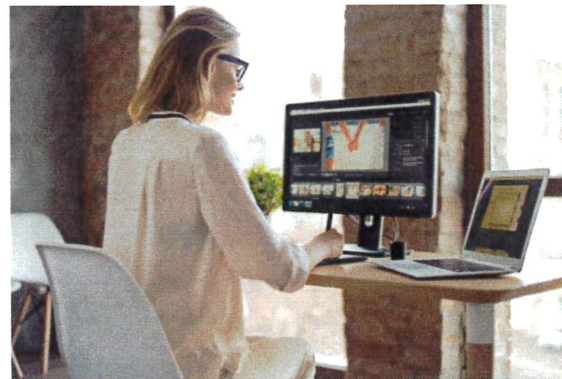
LEGS

Start with your feet flat on the floor. Adjust the chair height until your thighs and feet are parallel to the ground. Your knees should be bent at an angle somewhere between 90° and 120°.



How?

- **Avoid working on the couch and floor!** Invest in a standard task chair with the following adjustment features: chair height, back angle, seat pan tilt, arm rest height, and seat pan depth.
- If the chair must be raised to reach the table/desk, use a footrest to maintain a 90° knee bend. In place of a footrest, use a cushion or a few books.
- If using a dining room chair, place cushions on the seat to protect your tailbone.

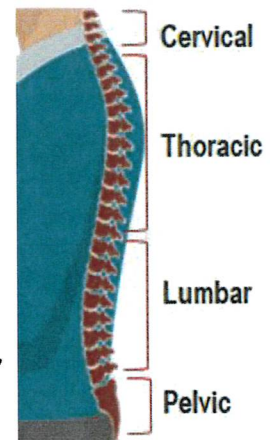


BACK

The neck/cervical area should be aligned with lumbar support. Avoid twisting in the trunk area.

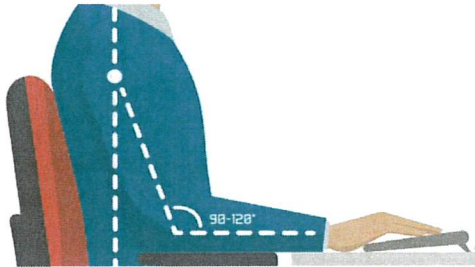
How?

- Adjust the chair's backrest and lumbar support to be able to relax into the backrest while maintaining an upright position.
- If using a kitchen chair, use pillows to achieve the proper alignment.



ARMS & WRISTS

Next, ensure the best posture for your upper body. Keep your arms close to your sides with your shoulders relaxed and elbows bent at about 90°.



How?

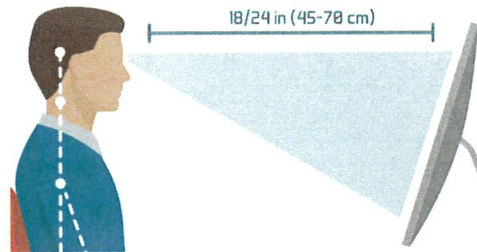
- Adjust the chair height and/or keyboard height to allow for a 90° elbow bend.
- If you adjusted the chair height, recheck your leg posture. Is it still somewhere between 90° and 120°?
- The keyboard should be flat. Lower the “kickstands,” if necessary.
- Try to keep your elbows in line with your shoulders and ears while typing. This may feel awkward at first, but in time, it will feel second nature.
- Keep your wrists straight and relaxed. Pretend your wrist is in a cast when mousing. This forces you to use your larger forearm muscles instead of tiring your wrist.



- Use a wrist pad to avoid contact stress from resting on a hard surface

NECK

Your neck should be relaxed with minimal bending up, down, or side-to-side.



How?

- The top of the monitor should be at eye level and slightly titled. If wearing bifocals, lower the monitor an additional 2-3 inches below eye level to prevent tipping your head back when reading.
- When using a laptop, use a separate monitor or use a laptop riser to ensure a neutral position. This requires the use of a separate keyboard and mouse but is strongly recommended.



- Avoid cradling the phone. Use a headset or the speakerphone feature instead.
- When viewing your cell phone try to reduce your neck bend. A 60° neck bend places 60 lbs. of pressure on your spine.



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



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: September 26, 2023
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Received approval for DWR Invoice #2 in the amount of \$64,291.73 (they have a 10% retention until the project is complete)
- Received approval for DFA Invoices #2 and #3 in the amounts of \$71,396.46 and \$52,220.29
- produced the administrative draft of the CEQA document
- completed the Technical, Managerial, and Financial Assessment

Over the next month or two, SHN will have:

- completed the 60% design
- produced the public circulation draft of the CEQA document
- identified the county, state, and federal permits needed for the project

The rest of the project team will be working on property acquisition, coordination with Caltrans and CalFire, preparation of the TMF attachments for the report, continued oversight of the finances, preparation of quarterly reports, and invoices to the state for reimbursement of expenses. I continue to coordinate with DFA for both the Expedited Drinking Water Grant Funding Program and the more traditional State Revolving Fund Construction Funding Program.

Also attached for the Board's review and approval is a contract with Bender Rosenthal Incorporated to provide the required appraisal services for the property acquisition at the new main tank site. They are qualified to meet all of the requirements in the grant agreement with DWR.

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through June 30, 2023, and the reimbursement status/amounts.

<u>Description</u>	<u>Amount</u>
Ineligible Expenses - Pre FA	\$ 32,796.28
Arthur Road PRV Construction Costs	\$ 57,610.01
DFA Reimbursement Invoice #1 (paid)	\$ 64,007.74
DWR Reimbursement Invoice #1 (paid)	\$165,759.30
DFA Reimbursement Invoice #2 (approved)	\$ 71,396.46
DWR Reimbursement Invoice #2 (approved)	\$ 64,291.73
DFA Reimbursement Invoice #3 (approved)	\$ 52,220.29
DWR Retention Due	\$ 25,561.23
Expenses Awaiting Invoicing	0.00
Expenses Awaiting FA Amendment for Reimbursement	\$ 26,542.50
Total Project Costs to Date	\$ 562,380.93

All three of the outstanding reimbursement invoices totaling \$187,908.48 have been approved by the project managers and payment is anticipated in the next 30 - 45 days.

RECOMMENDATIONS

1. Approve the contract with Bender Rosenthal Incorporated and authorize the Chair of the Board to sign.

ATTACHMENTS

None

September 13, 2023

ORIGINAL BY E-MAIL:
jmshort@garbervillesd.org

Jennie Short
Consultant Project Manager
Garberville Sanitary District
P.O. Box 211
Garberville, CA 95542

Re: Appraisal Services for Robertson/Wallan/Hurlbutt Tank Replacement Project
APN: 032-211-021 (Field Site), 032-211-035 (Residence), 032-211-011 (Tank Site)
Garberville, California

Dear Ms. Short,

We appreciate the opportunity to provide our scope and fee for the appraisal of the above referenced properties. The subject consists of 17.81 ± acres of residential land. We understand Garberville Sanitary District (GSD) wishes to trade the existing tank parcel located on APN: 032-211-011 for a new tank parcel located in the southwest corner of APN 032-211-021. These improvements will require the acquisition of permanent and temporary easements. The intended use of the appraisal report will be to establish a basis of value for purposes of negotiations to acquire the necessary rights. Our client will be GSD, who will also be the intended user.

The Appraisal Report will include the investigation, data, and analysis supporting our conclusion. The narrative appraisal will be prepared in conformance with, and subject to, the requirements of the Code of Professional Ethics and the Standards of Professional Practice of the Appraisal Institute, which fully incorporate the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation, as well as applicable laws.

FAIR MARKET VALUE ANALYSIS

The primary steps in completion of the fair market value appraisal of the property rights to be acquired include but are not limited to the following:

- Provide Notice of Decision to Appraise (NODA) to the property owner.
- Onsite physical inspection of the subject property. The owner of the property will be given the opportunity to inspect with the BRI representative.
- Inspection of the comparable market data.
- Study of community and neighborhood in which the subject is located.
- Collection of data from appropriate governmental agencies.
- Verification of market data with sources knowledgeable with the pertinent details of the transaction.
- Analysis of all appropriate data in the before and after condition to arrive at an opinion of value.
- Preparation of appraisal report.

The specific methodology used in the partial acquisition appraisal analysis is summarized as follows:

The analysis starts with an estimate of market value for the “undivided fee” interest of the larger parcel using the most applicable method for valuing similar properties.

Once the larger parcel value is estimated the following partial acquisition appraisal methodology is utilized:

- Value the part acquired.
- Value of the remainder parcel as part of the Larger Parcel, which is the value of the remainder before consideration of damages or benefits.
- Value the remainder parcel, after the proposed acquisition and before consideration of benefits. This identifies severance damages due to the acquisition, consisting of a potential loss of market value, and cost to cure damages are estimated where applicable.
- Value the remainder parcel, after the acquisition, considering benefits. This identifies benefits, consisting of a potential gain in market value due to the acquisition.
- The value of the acquisition is the value of the part acquired plus any damages.

FEES FOR SERVICES

The not-to-exceed fee is shown as follows.

APPRAISAL REPORT FEE	
Valuation of	Fee
APN: 032-211-021 (Field Site), 032-211-035(Residence) 032-211-011 (Tank Site) Garberville, California	\$6,500

Upon receipt of final mapping and the NTP, the report will be delivered within six (6) weeks. We will provide an electronic copy of the report and up to two original signed hardcopies upon request. The fee is due upon delivery.

In order to meet the timing schedule, please provide the items and information set forth below within the first week of award:

- Plats and legals;
- Easement deeds detailing the easement language; and
- Any other information you think may be relevant to the assignment

2023 HOURLY BILLING RATES

If additional services are required beyond the task captured in the lump sum fee, (post appraisal meetings, consultations, etc.) our standard hourly rates will apply. These tasks will not commence prior to written authorization. Our standard rates for 2023 are as follows:

Sr. Designated Member (MAI/SRA/AI-GRS/ARA)	\$220/hr.*
Designated Member (MAI/SRA/AI-GRS/ARA)	\$195/hr.*
Senior Appraiser	\$175/hr.
Appraiser	\$150/hr.
Researcher	\$ 90/hr.
Administrative Support III	\$ 85/hr.
Administrative Support II	\$ 70/hr.
Administrative Support I	\$ 50/hr.

*NOTE: For court or briefing preparation, depositions, any pre-trial conferences, court appearances, and related activities, the hourly rate is \$450.

Appraisal services are generally completed on a lump sum basis rather than hourly rate. Rates for appraisal services vary based on land use and type of acquisition.

As Senior Vice President, I, David Wraa, am authorized to execute agreements for these services. We appreciate your consideration of our bid and look forward to working with you. Please feel free to contact me at d.wraa@benderrosenthal.com or (916) 978-4900 if you have any questions.

Sincerely,

BENDER ROSENTHAL, INC.



David Wraa, MAI, ARA, AI-GRS
Senior Vice President
Bender Rosenthal, Inc.
TIN: 41-2034507

APPROVED AND ACCEPTED:

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

3.0 EMPLOYMENT PROCESS

3.1 Equal Opportunity

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

3.2 Qualifications

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

3.3 Employment Process

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

The applications of acceptable candidates may be presented to the Board, who may also choose to interview these candidates. The General Manager or designee will make the final hiring decision **of qualified applicants.**

(1) Hiring is contingent upon the new employee's passing a physical exam and appropriate or necessary drug, background, or other screening deemed necessary by GSD.

3.3 (a) Evaluation Period and Notice of Termination

Following successful completion of a 3-month evaluation period, the employee will be considered an permanent employee in good standing.

(b) All employees are "At Will", which means that the employee may be terminated at any time, with or without cause. By signing the employment agreement, the employee acknowledges that they may be terminated at any time and that they have no legal rights to remain employed, if terminated from employment. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory 3-month evaluation period, both GSD and GSD employees have the right to terminate the employment relationship at any time, with a minimum of two weeks written advance notice of the termination date, with or without cause. Notwithstanding this absolute right on the part of GSD or the employee to terminate with or without cause and with or without notice, and without any intention to limit or restrict such rights, both GSD and the employee are encouraged by this policy to provide as much advance notice of termination as reasonable under the circumstances.

4.0 JOB DESCRIPTIONS

4.1 General Manager

The General Manager serves as the chief executive officer responsible for supporting the service, financial and capital improvement planning activity of the governing board. **The General Manager oversees all operations, while executing District Policy and Ordinances.** **executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and** **The General Manager is responsible for staffing of all departments to departments** and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies.



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

USE AGREEMENT FOR EQUIPMENT, SERVICES, PARTS AND CHEMICALS

Ordinance # 15.10

Any Person, District or Agency that requests, services, chemicals, parts or equipment, must fill out an application at the District office. Once the application has been received, the General Manager or designee will determine what cost is associated with any request and whether GSD will be able to provide what is wanted.

Parts, Valves, Supplies and Fittings will be replaced or paid for at market value within 30 days of being received. There will be no additional charge unless staff is required to make installation and then the rate will be \$100/hr, which includes truck and staff time. When invoices must be sent out and money received, there will be a \$50 handling fee included with reimbursement cost.

Chlorine and Chemicals will be paid at market value plus \$50 for staff time, invoicing and accounting. (7/25/2023---Sodium Hypochlorite is currently \$4.50/gallon).

When Backhoe, Hydro Jetter or Vacuum Trailer are requested, they will be operated by a GSD employee and the rate will be \$150/hr from time they leave shop until they return.

Operator rate will be \$50/hr if required without equipment.

There will be no charge for operator time if an emergency is declared.

Rate and Cost are subject to increase if GSD cost goes up.

All consideration for providing parts, service, equipment or chemicals, will depend on the availability of equipment and staff, and must be approved by the General Manager or designee.



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

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

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

Chemicals at Market Value (Currently) \$4.50/gallon

Parts and Supplies: Current Value from Supplier

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

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.

Name _____ Date _____
Authorized Person for Approving Agreement

Name _____ Date _____
GSD General Manager or Designee



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

Resolution #23-011

**BE IT RESOLVED THAT
THE GARBERVILLE SANITARY DISTRICT
ESTABLISHES A NEW USE AGREEMENT FOR
SERVICES, PARTS AND EQUIPMENT**

WHEREAS, the Board of Directors of the Garberville Sanitary District, (the District) has had requests from other District's and agencies to purchase chemicals or need parts and services, which is why this ordinance will be enacted.

WHEREAS, THE District will require a use agreement to be completed prior to supplies, parts or chemicals are provided for outside District use.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that anybody requesting services or supplies and not providing a use agreement, will be denied.

BE IT FURTHER RESOLVED AND ORDERED, that all requests for supplies, parts or chemicals, must be approved by the General Manager or designee.

BE IT FURTHER RESOLVED AND ORDERED THAT, Sec 15.10, Use Agreement for Equipment, Services, Parts or Chemicals will take effect upon Board Approval.

Any Person, District or Agency that requests, services, chemicals, parts or equipment, must fill out an application at the District office. Once the application has been received, the General Manager or designee will determine what cost is associated with any request and whether GSD will be able to provide what is wanted.

Parts, Valves, Supplies and Fittings will be replaced or paid for at market value within 30 days of being received. There will be no additional charge unless staff is required to make installation and then the rate will be \$100/hr, which includes truck and staff time. When invoices must be sent out and money received, there will be a \$50 handling fee included with reimbursement cost.

Chlorine and Chemicals will be paid at market value plus \$50 for staff time, invoicing and accounting. (7/25/2023---Sodium Hypochlorite is currently \$4.50/gallon).

When Backhoe, Hydro Jetter or Vacuum Trailer are requested, they will be operated by a GSD employee and the rate will be \$150/hr from time they leave shop until they return.

**Operator rate will be \$50/hr if required without equipment.
There will be no charge for operator time if an emergency is declared.
Rate and Cost are subject to increase if GSD cost goes up.**

All consideration for providing parts, service, equipment or chemicals, will depend on the availability of equipment and staff, and must be approved by the General Manager or designee.

Passed and adopted by the Garberville Sanitary District Board of Directors on September 26th, 2023 during a regular business meeting, by the following vote:

AYES: Directors: _____

NOES: Directors: _____

EXCUSED: Directors: _____

**ATTEST: _____ Chairperson
Doug Bryan**

**Ralph Emerson
Clerk of Board**

GSD EMERGENCY PREPAREDNESS PLAN
Spill Prevention and Response Plan
TO ASSIST EMPLOYEES-BOARD MEMBERS-CUSTOMERS

This policy has been developed to assist in managing a crisis, while being able to ensure that employees, Board Members and Customers know where to go and what is required for safety, while being directed to where information about the emergency can be provided.

September 26, 2023

TABLE OF CONTENTS

1. Assessment of Emergency
2. Contacts for Information
3. Develop a Plan
4. Evacuation and Response Plan
5. Employee Safety Procedures
6. Protection to Resources, Office, Operating Equipment and Files
7. Operation of Water Treatment Facility
 - (a) Water Treatment Plant
 - (b) Raw Water Intake Gallery
 - (c) Booster Pumps
 - (d) Power Outages
8. Maintenance and Operation of Distribution System
 - (a) Water Tanks
 - (b) Distribution System
9. Operation of Wastewater Treatment Facility
 - (a) Wastewater Treatment Plant
 - (b) Ponds
10. Collection System Maintenance and Operation
 - (a) Headworks—Lift Stations
 - (b) Collection System
11. Training Exercise and Emergency Readiness

ASSESSMENT:

The General Manager or designee will work with employees, the County and the State, Office of Emergency Services to determine.

1. What the emergency is
2. Where to go for information
3. What are the escape options and routes
4. What can we do to protect each other and our customers
5. Where to go for necessities and temporary accommodations.

The General Manager or designee will gather information, contact all staff and Board members, post information on door and then make a robo-call to all customers on what the emergency is and how to respond. There will be a notice posted on web site promptly after assessment is made.

CONTACTS FOR INFORMATION:

1. General Manager: (Cell Phone)(209)743-0125 (Office)(707)923-9566
2. Dan Arreguin (707)223-4569 (707)923-9569
3. Brian Miller (707)223-5621 (707)923-9569
4. Mary Nieto (707)923-9566
5. Board Chair Person (707)923-9566
6. Office of Emergency Services—(707)445-7251
<https://humboldt.gov/356/Office-of-Emergency-Services>
7. Sheriff's Office--(707)923-2761
<https://humboldt.gov/2350/Sheriffs-Office-Newsroom>
8. Cal Fire—(707)923-2645
<https://www.fire.ca.gov/incidents/>
9. Humboldt County Road Department—(707) 445-749
<https://humboldt.gov/CivicAlerts.aspx?CID=14>
10. Cal-Trans—(707)923-9374
<https://roads.dot.ca.gov/roadscell.php>
11. PG&E—(800) 743-5000
<https://www.pgecurrents.com/>
12. Humboldt County Evacuation and Information Center—(707)268-2500
<https://humboldt.gov/374/Emergency-Operations-Plan>
13. Humboldt County Public Health—(707)445-6200
<https://humboldt.gov/330/Public-Health>
14. KMUD News— (707)-923-2605
<https://kmud.org/>
15. Redheaded Black Belt News Online
<https://kymkemp.com/>

DEVELOP A PLAN:

The General Manager or designee, with the help of GSD employees will coordinate to ensure that customers and employees are safe, the operational requirements of the District are met and that tasks are assigned to assist with emergency personnel.

EVACUATION PLAN:

1. Post evacuation and emergency plan (visible) at all work places.
2. Check to see that there are at least two exits from hazardous areas
3. Go to safe area when possible (Office Parking lot—Water/Wastewater Plant Parking Lot)

RESPONSE MEASURES:

Upon notification of all emergencies, the GSD employees will assess whether the emergency is inside building or outside. A determination needs to be promptly made as to whether it is safer to stay inside with doors locked or outside in the open.

EMPLOYEE SAFETY

FIRE IN BUILDING:

1. Safely take what you can to protect operational and customer accounting files and procedures, then promptly leave building or treatment facilities to parking lot (open space), and then reevaluate the severity of emergency.
2. Call 911
3. Call General Manager and employees to update each other of fire.
4. General Manager or designee will assign tasks and call Board Members
5. Do what emergency personnel tell you do
6. Operators will assist in providing water for fire suppression

FIRE OUTSIDE OF BUILDING:

1. Call 911
2. Determine whether you are safer inside building or out (based on observation of fire location).
3. If leaving building is safer, then promptly remove operational and customer accounting files and procedures and leave area for safety
4. Contact General Manager about emergency
5. General Manager or designee will contact Board Members and local media while working with Emergency personnel and employees on whether we are able to assist in this crisis.

SHELTER IN PLACE-LOCKDOWN

1. In the event of a tornado warning, Chemical release, potential violence outside or harm to your life, you should lock doors, find safe and secure space removed from main building and make sure you are protected from falling objects.
2. Contact 911
3. Call the General Manager and stay calm
4. Do not over react and go outside until crisis is over or until emergency personnel come for you.

PROTECTION TO RESOURCES AND FACILITIES

1. Coordinate with General Manager and staff to check all GSD facilities for damage
2. If safe to enter, do an inventory of what may be impacted, based on the emergency
3. Take photographs of buildings and grounds (replacement-insurance)
4. Make sure generators have fuel for a week

OPERATION OF WATER TREATMENT FACILITY

1. If safe to enter, make sure all equipment is working correctly and no damage
2. Evaluate whether plant should be turned off during emergency
3. Take steps required so plant can operate safely during the emergency
4. Make a list of required equipment or chemicals that will get us through Emergency
5. Make sure generators have fuel for a week

MAINTENANCE AND OPERATION OF DISTRIBUTION SYSTEM

1. As conditions and emergency allows, drive or walk entire distribution system
2. Look for water leaks and damage to equipment, valves and pipes
3. Inspect Pump Stations for damage
4. Make sure generators have fuel for a week

OPERATION OF WASTEWATER TREATMENT FACILITY

1. Enter treatment facility with caution until you determine any safety risk
2. Check equipment for damage and assess any immediate operational needs.
3. Make list of chemicals or supplies needed to continue operation through emergency
4. Take photographs of buildings and grounds (replacement-insurance)
5. Make sure generators have fuel for a week

COLLECTION SYSTEM, MAINTENANCE AND OPERATION

1. Drive or walk along collection system, looking for leaks and damage
2. Check pump stations for damage
3. Make sure generators have fuel for a week

QUARTERLY TRAINING EXERCISES— EMERGENCY READINESS

1. REVIEW EMERGENCY RESPONSE PLAN IN SAFETY MEETINGS MONTHLY
2. DISCUSS POSSIBLE EMERGENCIES AND THREATS TO SAFETY
3. ASSESS RESOURCES AND ABILITY TO ADDRESS EMERGENCIES
4. TALK WITH LOCAL EMERGENCY RESPONDERS AND OES FOR PROCEDURES TO FOLLOW.
5. LEARN WHO TO CONTACT FOR THE MANY EMERGENCIES THAT MAY OCCUR



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

EMERGENCY OPERATIONS PLAN

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

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

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

EMERGENCY CONTACTS

Call 911

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

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

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

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

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

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

EMERGENCY CONTACTS

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

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

Hospital—(707)923-3921

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

Redwood Rural Health Center—(707)923-2783

Garberville Fire Department—(707)923-3196

Search & Rescue—911

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

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

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

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

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

USGS River Conditions
https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

ARE YOU PREPARED

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

ACTION TAKEN FOR EMERGENCIES

Fires

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

Floods

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

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

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

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

ARE YOU PREPARED

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

Earthquake

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

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

ARE YOU PREPARED

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

ROAD CLOSURES

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

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

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

GARBERVILLE SANITARY DISTRICT RESPONSIBILITY

NOTIFY CUSTOMERS

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

ESCAPE ROUTES

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

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

7.10 Seminars and Workshops

Attendance at seminars or workshops by GSD staff must be approved by the General Manager. 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.

7.10a Employee Training Requirements

All employees are required to complete Harassment and Ethics training every 2 years while having a current training certificate on file.

Office staff is required to attend at least one seminar/course annually, in the field they are responsible for.

Treatment Operators must complete the required courses to keep their water, wastewater and distribution certificates current and compliant. A copy of certificates and training courses will be kept in their file.