

**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, March 26th, 2024

**5:00 p.m. – Closed Session with Open Session to Follow
There will be an additional Closed Session at end of Open 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. THE BOARD WILL ENTER CLOSED SESSION (5:00pm)

IVa. Questions or Comments about Closed Session Items

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

**Property: Approximately (undetermined) acres of land and is a portion of the
parcel designated as Assessor's Parcel Numbers APN 032-211-011, APN 032-211-035,
APN 032-211-021**

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

Motion:

Second:

Vote:

V. RETURN TO OPEN SESSION

Report of action taken in Closed Session

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

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.**

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operators--Dan and Brian- Operational Demands and storm related problems

Office----Mary Nieto—Customer Complaints and Past Due Service Charges

Board Members-

Correspondence-

General Manager—Ralph Emerson Pg. 5

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

A.1 Approve Financials Date- No Financials

A.2 Approve February 27th, 2024 Regular Meeting Minutes - pg. 6-8

A.3 Operations Safety Report- pg. 9-10

Motion:

Second:

Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

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

B.1 Tank Replacement Project Update
(discussion—possible action)

pg. 11-13

Motion:

Second:

Vote:

- B.2 2023 Annual Water Source Capacity Report
(discussion -possible action)
Motion: **Second:** **Vote:**
- B.3 LSAA (Lake or Streambed Alteration Report) – Water Diversion Project pg. 14-28
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Office Carpet Replacement Options pg. 29-34
(discussion—possible action)
Motion: **Second:** **Vote:**
- B.5 Meter Replacement Plan Information at Meeting
(discussion-possible action) Mary-Ralph
Motion: **Second:** **Vote:**
- B.6 Drought Planning-Procedures pg. 35
(discussion-no action)

C. POLICY REVISION / ADOPTION

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 36-40
(discussion-action requested) Resolution #24-003
Motion: **Second:** **Vote:**
- C.2 Cross Connection Sec 7.6 pg. 41-47
(discussion—possible action) Resolution #24-004
Motion: **Second:** **Vote:**
- C.3 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 48-49
(discussion-possible action) Update from Mary
Motion: **Second:** **Vote:**

IX. THE BOARD WILL ENTER CLOSED SESSION

Comments or Questions about Closed Session Items.

CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code

Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).

(discussion—possible action)

Motion: **Second:** **Vote:**

X. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting April 23rd, 2024

1. Drought Planning Changes
2. Tank Replacement Project Update
3. Annual Water Source Capacity Report
- 4.
- 5.

XI. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: **Saturday, March 23rd, 2024**. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: March 26th 2024

There have been multiple water meters replaced during past month and this will be discussed in detail with an agenda item. Staff has been engaged in preventative care and maintenance on operational equipment.

As the weather warms up, we have been able to repair water leaks and clean sewer collection system. We will be doing maintenance on all equipment during the next months, while developing an in-house project list, that we can complete over the summer.

We are all working on the many required reports that seem to multiply rapidly but are mandatory for compliance and avoidance of violation.

Respectfully Submitted:

Ralph Emerson

GARBERVILLE SANITARY DISTRICT

BOARD OF DIRECTORS MEETING MINUTES

Date of Meeting: Tuesday, February 27th, 2024
5:00 p.m. – Closed Session

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5 P.M.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Absent

Doug Bryan- Present

Julie Lyon- Present

Dan Thomas- Present

Richard Landes- Present

III. APPROVAL OF AGENDA

Motion: **Dan Thomas**

Second: **Julie Lyon**

Vote: **4-0 1 absent**

IV. COMMENT ON CLOSED SESSION ITEM----

No re portable Action Taken on either Closed Sessions

V. CLOSED SESSION---THERE WILL BE A CLOSED SESSION AT END OF MEETING

Conference with real property negotiators (Government Code §54956.8)

Property: Approximately (undetermined) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 031-211-011, APN 031-211-035, APN 031-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion ONLY)

VI. OPEN SESSION

Resumed at 5:23 P.M.

No Re-portable Action Taken during CLOSED SESSION

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No audience in attendance

VIII. ANNOUNCEMENTS AND COMMUNICATIONS REPORTS AND PRESENTATIONS

Dan and Brian - River Levels—Call-Outs—Operational Concerns

Mary Nieto – Customer Concerns ongoing past due customers, shut OFF notices and payment plans

Board Members- NONE

Correspondence- A District customer sent in a letter and photos for the board's consideration.

General Manager—Ralph Emerson pg. 5

The only thing presented was a series of photos re: an ongoing customer issue regarding owner and tenants.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date—November & December 2023 - pg. 6-25
- A.2 Approve **January 23rd 2024**, Regular Meeting Minutes - pg. 26-28
- A.3 Operations Safety Report- pg. 29-31

Motion: Rich Landes

Second: Dan Thomas

Vote: 4-0 1 absent

B. GENERAL BUSINESS – *Action items*

- B.1 Tank Replacement Project Update pg. 32-36
(discussion—only)

Jenny updated project progress -projected breaking ground by mid to late spring 2025

- B.2 Local Agency Formation Commission Director
(discussion) info at meeting
NO participation

- B. 3 Request to Submit Measure Z application with Garberville Fire Department
(information only)
The board agrees to support fixing of 5 Fire Hydrants (no official vote)

- B.4 Customer Late Payment Procedures and Payment Plan **Section 9.5 Payment of Bills** pg. 37-38
Update from Mary particularly regarding excessive staff time spent with this increasingly prevalent issue.

- B.5 Replace Office Carpet pg. 39-40
(discussion)
Ralph will bring back an updated cost estimation

- B.6 Humboldt Redwoods Inn—Mark Scown--Service Charge Complaint

The Board and staff discussed this customer complaint. The board did not make a motion on this matter.

C. POLICY REVISION / ADOPTION

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 3rd reading pg. 41-43

The board prefers to base the ordinance around CFS levels rather than calendar dates.

- C.2 Cross Connection Sec 7.6 pg. 44-46
(discussion only)

The state has new cross connection requirements. The District will reference in our ordinance the states requirements. 1st reading

X. THE BOARD WILL ENTER CLOSED SESSION

Comments or Questions about Closed Session Items.

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code
Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**
(discussion—possible action)

XI. Return to Open Session 6:53 P.M.

NO re portable actions taken during closed session

XII. ITEMS FOR NEXT BOARD MEETING

Next Board Meeting-March 26th, 2024

1. Tank Replacement Project
2. Personnel Policy
3. In House Projects
- 4.
- 5

XIII. ADJOURNMENT

Doug ended the meeting at 6:55 p.m.

SAFETY TRAINING SIGN-IN SHEET

District Name:

Garberville Sanitary District

Training Topic(s):

Defensive Driving in Bad Weather

Trainer:

Ralph Emerson

Training Date:

3/18/24

[illegible]

DEFENSIVE DRIVING IN WET WEATHER



Defensive driving is especially important when roads are wet and slippery. The general response is to slow down, and while this is critical, let's also take a look at other factors to consider while driving in the rain.

BE PREPARED

- When it's raining always plan for longer travel times.
- Don't let your vehicle's condition contribute to the dangers.
 - Make sure your breaks are in good condition.
 - Clean your windshield and windows and make certain your front & rear defrosters work.
 - Check the wiper blades and level of your washer fluid.
 - Regularly check your headlights, taillights, turn signals, and tire tread.

STAY FOCUSED

- Turn on headlights to increase visibility.
- Avoid distractions (phone use, grooming, reading, eating & drinking).
- Be attentive to what's happening all around you.
- When changing lanes always check your blind spots.

SLOW DOWN

Always maintain a safe following distance and turn off cruise control. If you start to skid or hydroplane the cruise control could hamper your efforts to slow down.

Leave at least five seconds between you and the vehicle in front of you. This gives you more time to react to what's ahead.

USING YOUR BRAKES

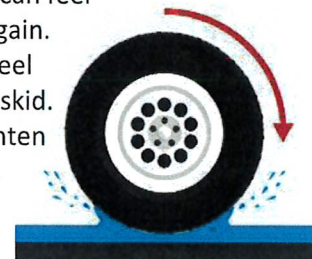
Brake gently and early. Hard braking in wet conditions can cause your vehicle to slide. This is a primary reason for rear end collisions. Braking early will also alert the driver behind you that you are slowing down.

ROAD POSITION

- While driving on highways, try to drive in the middle lanes and avoid driving through large puddles where possible.
- Try to avoid large trucks, tire spray can reduce visibility.
- Be prepared for wind and keep a firm grip on the steering wheel.

HYDROPLANING

Hydroplaning occurs when a layer of water builds between the tires and the road surface. If you start to hydroplane do not brake or turn suddenly. Ease your foot off the gas until the vehicle slows and you can feel traction on the road again. Turn your steering wheel in the direction of the skid. As you recover, straighten the wheels. If needed, brake gently.



This *Safety Talk* provides general awareness training on defensive driving in wet weather. If this information is unclear or if you have any additional questions, please talk to your supervisor.



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: March 26, 2024
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:

- DFA Invoice #4 approved in the amount of \$115,839.89 for reimbursement of expenses
- Updated the appraisal for Swaffar to include the PG&E easements for underground services
- Prepared the summary appraisal report for the easements needed at Swaffar parcels
- Submitted the updated appraisal for Swaffar to Real Estate Branch of DWR for review and approval
- Coordinate with PG&E design team for new/relocated service applications
- Submitted the 90% plans, specifications, and estimate of project costs for DFA and DWR review and comment
- Executed the LSAA for the project
- Contracted with BRI to complete the appraisal for the easements needed at CalFire Station
- Received and reviewed the first draft of the LSAA for the Raw Water Intake (a separate agenda item has been included for this contract)

Over the next month SHN and Points West will have:

- Coordinated with the County and NCRWQCB to make sure the permits are progressing in a timely manner
- County Planning Commission will hear the project permits at their April 4th meeting
- Start working on preparation of the Final 100% Plans, Specifications and Engineer's Estimate
- Finalize the SWPPP
- Prepare the Plat Maps and Legal Descriptions for the property acquisition @ Swaffar
- Prepare the Plat Maps and Legal Descriptions for the property acquisition @ CalFire

The rest of the project team will be working on:

- acquiring additional planning phase funding to cover the shortfall
- property acquisition negotiations with G. Swaffar
- preparation of the appraisal for the CalFire Station easements
- preparation and delivery of the Offer of Just Compensation to Swaffar
- coordination with the Real Estate Branch of DWR and General Services as needed
- coordination with Caltrans and CalFire

- continued oversight of the finances
- preparation of the final DFA reimbursement request for the planning phase funding
- preparation of the Drinking Water State Revolving Fund Construction Funding application

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through December 31, 2023, and the reimbursement status/amounts.

Description	Amount
Ineligible Expenses	\$32,311.24
Ineligible Expenses-DWR elimination of markups by SHN	3,996.85
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	-2.51
DFA Reimbursement Invoice #1 (paid)	64,008.00
DFA Reimbursement Invoice #2 (paid)	71,398.00
DFA Reimbursement Invoice #3 (paid)	52,221.00
DWR Reimbursement Invoice #1 (paid)	165,759.30
DWR Reimbursement Invoice #2 (paid)	64,077.51
DWR Reimbursement Invoice #3 (submitted)	131,672.02
DFA Reimbursement Invoice #4 (submitted)	115,839.89
DWR Reimbursement Invoice #4 (preparing)	77,886.10
DWR Retention Due	40,167.64
Expenses Awaiting Invoicing	47,212.50
Expenses Awaiting FA Amendment for Reimbursement	26,542.50
Total Project Costs to Date	\$950,700.05

The current estimate for construction costs for the DWR project (Robertson/Wallan/Wallan PS/Alderpoint PS) is \$4.4M including 15% contingency and inflation. We currently have about \$4M in grant funds from DWR. There will be construction management and engineering that adds around \$500K. Depending upon the outcome of the bids, the District may need to consider financing the difference with a short-term loan from RCAC or another similar source. This total also includes the Tobin Well site, which could be saved until the DFA project should it be necessary to stay within available funding. A final decision on whether to award that additive alternative will be made once the bids are opened and analyzed.

The estimate for the DFA project (Hurlbutt/Upper Maple PS+waterline reroute) is \$7.1M, also including contingency and inflation. In addition to the construction costs, there will be construction management and engineering that adds between \$800K and \$1M depending upon the level of daily inspections and the means and methods the contractor may choose to use to minimize the timeline. A full construction application to the State Waterboard for the DFA project's construction + soft costs will be submitted before the fiscal year for the State closes. This application will also include any costs from the planning phase that were in excess of the available funding from DFA and DWR.

RECOMMENDATIONS

1. None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 26, 2024
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: CDFW EPIMS-HUM-45945-R1C - Raw Water Intake Diversion
Draft Lake or Streambed Alteration Agreement

GENERAL OVERVIEW

When the District undertook the Drinking Water Improvement Project back in 2012, it included construction of an extension to the well casing at the Raw Water Diversion from the South Fork of the Eel River. The District notified then California Department of Fish and Game of the project which resulted in the issuance of a Lake or Streambed Alteration Agreement (LSAA). That LSAA expired five years after its execution, but since the construction was complete when it expired, no renewal seemed needed.

In 2023 when we circulated the IS/MND for the Tanks Project, one of the comments received from CDFW was that we needed an LSAA for the project and one for the ongoing diversion of water from the SF Eel River. I coordinated with CDFW staff to discuss the pros and cons of applying for one LSAA for both activities vs. two separate LSAAs. Since the Tanks project does not include any work near the SF Eel River, we decided that it made the most sense to get one LSAA for the work near Hurlbutt Tank and a separate one for the operation of the Raw Water Intake diversion.

In November 2023, I submitted two notices (applications) through EPIMS for each of the proposed permits. The LSAA for the Tanks project was provided to the Board at the January 2024 meeting. The Board adopted Resolution 24-002 Authorizing the General Manager and Consultant Project Manager to execute all project permitting documents on behalf of the Board. This authorization would include both LSAAs. The LSAA for the Tanks project has been fully executed and is ready for use once the project goes to construction.

On March 18th, we received notice that the Draft LSAA for the RWI was ready for our review and comment. It is attached for your reference. There are a number of measures recited that needs some modification. Some are simple administrative changes, others less so. Ralph and I will prepare a response to CDFW outlining the requested to changes and I will submit it through EPIMS as required by the CDFW process.

The section that contains the measures specific to the diversion of water at the RWI are in blue font.

2.6 Maximum Diversion Rate. The maximum instantaneous diversion rate from the water intake shall not exceed 0.75 cubic feet per second (cfs) at any time.

2.7 Bypass Flow. The Permittee shall pass 90% of the flow at all times to keep all aquatic species including fish and other aquatic life in good condition below the point of diversion.

- 2.8 Conservation Measures. The Permittee shall implement the following water conservation measures based on streamflow as measured at the United States Geologic Survey gaging station 11476500 South Fork Eel near Miranda, CA:
- 2.8.1 When the South Fork Eel River is at or below 30 cfs Permittee shall voluntarily reduce water diversion by 10%.
 - 2.8.2 When the South Fork Eel River is at or below 20 cfs Permittee shall voluntarily reduce water diversion by 20%.
 - 2.8.3 When the South Fork Eel River is at or below 10 cfs Permittee shall reduce water diversion by 30%.
- 2.9 Measurement of Diverted Flow. Permittee shall install and maintain an adequate measuring device (i.e., flow totalizer) for measuring the instantaneous and cumulative rate of diversion. This measurement shall begin as soon as this Agreement is signed by the Permittee. The device shall be installed within the in-line flow of diverted water. The Permittee shall maintain records of diversion, and provide information including, but not limited to the following:
- 2.9.1 The amount (in gallons) of water diverted from the South Fork Eel River per Month.
 - 2.9.2 At CDFW's request, Permittee shall make available for review any diversion records required by the State Water Resources Control Board.
- 3.1 Measurement of Diverted Flow. Copies of the Water Diversion Records (measure 2.9) shall be submitted to CDFW no later than March 31 of each year beginning in 2025.

Measure 2.6 and 2.7 contain limitations that we already operate within. They restate conditions from the 2012 LSAA and/or the 2023 Amended Diversion License and Permit. We already comply with measure 2.9 through our annual water right reports and SAFER reports. For Measure 3.1, I would like to request that they modify this to specify that they will accept the same table summarizing our monthly diversions that we provide to the State Waterboard. We want to avoid having another type and timeline for reporting the same water diversion information. Their wording is vague enough that this report would comply, but for future clarity's sake, I recommend that we request that they specify they will deem that report acceptable for the duration of the agreement.

Since measure 2.8 directly impacts the existing Ordinance Section 14.5 Drought Contingency Plan, we would like to get the Board's input about possible changes to this ordinance that would be favorable to the Board. Attached you will find the most current adopted Section 14.5. The current ordinance contains four water conservation phases. The following table summarizing what is in the ordinance (black font) as well as what CDFW is proposing (in blue font)

Table 1. Summary of Conservation Phases from Ordinance Section 14.5 & CDFW LSAA Draft

River Flow (cfs)	Method	Conservation
30	Voluntary	10% of ??
20	Voluntary	20% of ??
10	Mandatory?	30% of ??
10	Voluntary	no specific amount
7	Mandatory	stop all outdoor watering for everyone except animals, vegetables or fruit - all cannabis meters are shut off
5	Mandatory	only using water for approved phase 2 uses on even days for even addresses and odd days for odd addresses
4	Mandatory	only use water for health and safety, with no outside watering

One of the issues that needs to be dealt with when discussing conservation as a percent, is what is the percent calculated OF? I asked the CDFW staff person processing this LSAA and there is no specific direction on what the intent is. They are open to us making a suggestion for how this target would be determined over the term of the agreement since the number and type of customers causes variations over time. The weather during the summer months effects how much water is used by the average household. The hotter it is, the more water that is consumed by both people and animals. For the commercial accounts, one of the highly variable areas is the amount of water used in motels. When tourism is increased, both restaurants and motels use more water. The number of large events held in or near Garberville effect the number of tourists. It is a complicated question to try to answer. Obviously we can't use all the variables in the evaluation of conservation benchmarks.

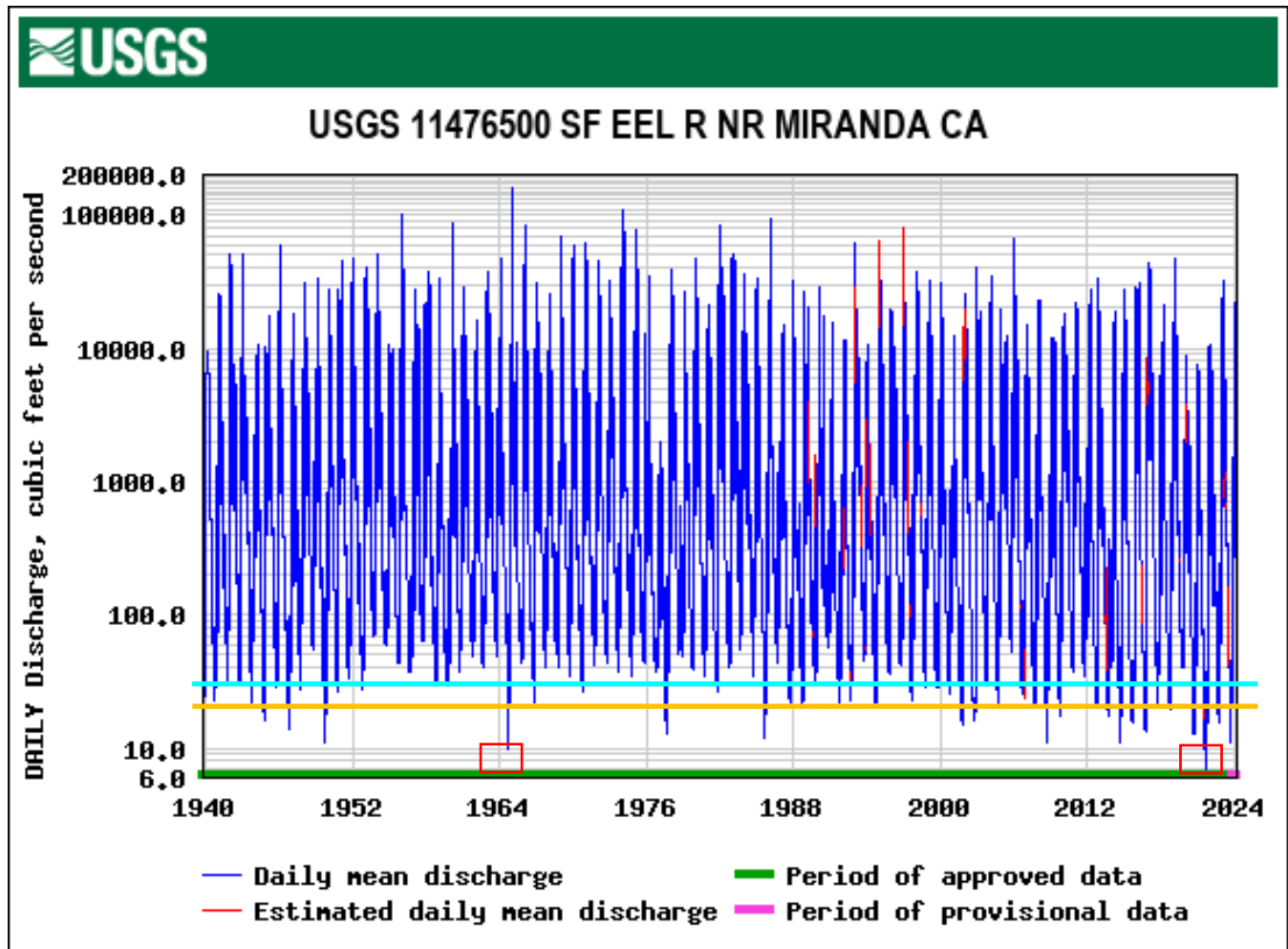
In an effort to analyze GSD's historical water diversion for each month over the past 14 years, I prepared the attached graph to look at max, min, average, and actual diversion quantities for each month. As you can see there is a significant variation from one year to another. One mathematical option would be for the % reduction to be based upon the previous 10-year average for each month. Most customers could and probably would make an effort to lower their water consumption to less than what they would use on average voluntarily, if they knew that the river levels were dropping and it is necessary to try to use less water when possible. This could be a method for the 30 and 20 cfs river flow levels.

Once the river reaches 10 cfs, especially if it is early in August, there is a concern that it could drop below 7.5 cfs. At 7.5 cfs we reach the point that we can no longer divert our maximum instantaneous flow rate to the treatment plant. We don't normally divert water at this rate anyway. Our plant has several set points, which are used so that the diversion rate matches the daily useage rate as close as possible while operating the treatment plant during the electrical off-peak hours. We use the low setting during winter when treatment is most efficient when the plant runs at a slower rate and has a chance to remove as much turbidity as possible. The consumption levels in winter are also small, so the low flow rate work well. In spring and fall when the consumption is moderate, we use the mid-level. Again, we try to run the plant for more hours per day before we move up to the higher level so that the diversion from the river is at the lowest rate possible while still meeting the needs of the customers. Even at the highest set point, we never divert 0.75 cfs (336 gpm).

Below is a graph from the USGS website for the Miranda gauge from Oct 1, 1939 to current. The cyan line is at 30 cfs. Over the past 12 years, the river flow going below 30 cfs occurs most summers. In the prior seven decades, there are still many years that go below 30 cfs, but it is less frequent than the past decade.

The orange line is at 20 cfs. Over the past 12 years, the river dropping below 20 cfs occurs more than half of the summers. In the prior seven decades, it is infrequent for the flow to drop this low. Some decades have none, and the others have one or a few.

The graph clearly shows that frequency of the river going below 10 cfs is very low. There are two red boxes around the only locations on the graph that are at or near 10 cfs.



This is just an initial look at the available data to inform the Board of historical trends. More information will be provided as we determine possible methods for measuring conservation success.

The other major consideration for setting these goals is what enforcement authority does GSD have? Can we shut of a residence's water service if they don't meet voluntary and/or mandatory conservation goals? What about turning off the water to a motel or restaurant? The hospital? Our ordinance includes fines once the river flow reaches 7cfs. It reads *"Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board. Any enforcement action can be appealed to the GSD Board of Directors at a regularly scheduled meeting.."*

FINANCIAL IMPLICATIONS

No specific implications for the LSAA. Conservation efforts will impact the water and sewer revenues that are based upon useage.

RECOMMENDATIONS

Provide general direction to staff for the items that the District would like changed in the Draft LSAA prior to execution

ATTACHMENTS

Draft LSAA
Ordinance 14.5
Monthly Diversion 2010 - 2023 Graph

CALIFORNIA DEPARTMENT OF FISH AND WILDLIFE
REGION 1 – NORTHERN REGION
619 2nd Street
Eureka, CA 95501



LAKE OR STREAMBED ALTERATION AGREEMENT

NOTIFICATION NO. EPIMS-HUM-45945-R1C
South Fork Eel River, Tributary to the Eel River and the Pacific Ocean

Jennie Short representing Garberville Sanitary District
Garberville Sanitary District Water Diversion Project (Project)
1 Encroachment

This Lake or Streambed Alteration Agreement (Agreement) is entered into between the California Department of Fish and Wildlife (CDFW) and Jennie Short representing Garberville Sanitary District (Permittee).

RECITALS

WHEREAS, pursuant to Fish and Game Code (FGC) section 1602, the Permittee initially notified CDFW on November 22, 2023, that the Permittee intends to complete the Project described herein.

WHEREAS, pursuant to FGC section 1603, CDFW has determined that the Project could substantially adversely affect existing fish or wildlife resources and has included measures in the Agreement necessary to protect those resources.

WHEREAS, the Permittee has reviewed the Agreement and accepts its terms and conditions, including the measures to protect fish and wildlife resources.

NOW THEREFORE, the Permittee agrees to complete the Project in accordance with the Agreement.

PROJECT LOCATION

The Project to be completed is located within the Eel River watershed, approximately 0.5 miles south of the community of Garberville, County of Humboldt, State of California. The Project is located in Section 24, T04 south, R03 east, Humboldt Base and Meridian; in the Garberville U.S. Geological Survey 7.5-minute quadrangle; Assessor's Parcel Number 032-211-019; latitude 40.0934 and longitude -123.7958 at the point of diversion (POD).

PROJECT DESCRIPTION

The Project is limited to one encroachment. The encroachment is for water diversion from the South Fork Eel River. Water is diverted for municipal purposes. Work for the water diversion will include use and maintenance of the water diversion infrastructure.

Table 1. Project Encroachments with Description

ID	Latitude/Longitude	Description
POD	40.0934, -123.7958	Water diversion from a Class I stream, South Fork Eel River, for Municipal purposes. Maintain water diversion structure consistent with the Agreement.

PROJECT IMPACTS

Existing fish or wildlife resources the project could substantially adversely affect include Chinook Salmon (*Oncorhynchus tshawytscha*), Coho Salmon (*O. kisutch*), Steelhead Trout (*O. mykiss*), Western Brook Lamprey (*Lampetra richardsoni*), Pacific Lamprey (*Entosphenus tridentata*), Coastal Giant Salamander (*Dicamptodon tenebrosus*), Foothill Yellow-legged Frog (*Rana boylei*), Northwest Pond Turtle (*Actinemys marmorata*) amphibians, reptiles, aquatic invertebrates, mammals, birds, and other aquatic and riparian species.

The adverse effects the project could have on the fish or wildlife resources identified above include:

Impacts to water quality:

- Increased water temperature;
- Reduced instream flow; and

Impacts to bed, channel, or bank and direct effects on fish, wildlife, and their habitat:

- Loss or decline of riparian habitat; and
- Direct impacts on benthic organisms;

Impacts to natural flow and effects on habitat structure and process:

- Cumulative effect when other diversions on the same stream are considered;
- Diversion of flow from activity site;
- Direct and/or incidental take;
- Indirect impacts;
- Impediment of up- or down-stream migration;
- Water quality degradation; and
- Damage to aquatic habitat and function.

MEASURES TO PROTECT FISH AND WILDLIFE RESOURCES

1. Administrative Measures

The Permittee shall meet each administrative requirement described below.

- 1.1 Documentation at Project Site. The Permittee shall make the Agreement, any extensions and amendments to the Agreement, and all related notification

materials and California Environmental Quality Act (CEQA) documents, readily available at the project site at all times and shall be presented to CDFW personnel, or personnel from another state, federal, or local agency upon request.

- 1.2 Providing Agreement to Persons at Project Site. The Permittee shall provide copies of the Agreement and any extensions and amendments to the Agreement to all persons who will be working on the project at the project site on behalf of the Permittee, including but not limited to contractors, subcontractors, inspectors, and monitors.
- 1.3 Change of Conditions and Need to Cease Operations. If conditions arise, or change, in such a manner as to be considered deleterious by CDFW to the stream or wildlife, operations shall cease until corrective measures approved by CDFW are taken. This includes new information becoming available that indicates that bypass flows and diversion rates provided in this agreement are not providing adequate protection to keep aquatic life downstream in good condition or to avoid “take” or “incidental take” of federal or State listed species.
- 1.4 Adherence to Existing Authorizations. All water diversion facilities that the Permittee owns, operates, or controls shall be operated and maintained in accordance with current law and applicable water rights.
- 1.5 Notification of Conflicting Provisions. The Permittee shall notify CDFW if the Permittee determines or learns that a provision in the Agreement might conflict with a provision imposed on the project by another local, state, or federal agency. In that event, CDFW shall contact the Permittee to resolve any conflict.
- 1.6 Project Site Entry. Permittee agrees that CDFW personnel may enter the Project site at any time to verify compliance with the Agreement.
- 1.7 Agreement Compliance. The proposed work shall comply with all measures included in this Agreement. **Failure to comply with these measures may result in suspension or revocation of this Agreement.**

2. **Avoidance and Minimization Measures**

To avoid or minimize adverse impacts to fish and wildlife resources identified above, the Permittee shall implement each measure listed below.

- 2.1 Permitted Project Activities. Except where otherwise stipulated in this Agreement, all work shall be in accordance with the Permittee Notification received on November 22, 2023, together with all maps, BMP's, photographs, drawings, and other supporting documents submitted with the Notification.
- 2.2 Incidental Take. This Agreement does not allow for the “take,” or “incidental take” of any federal or State listed threatened or endangered listed species.

Project Timing

- 2.3 Work Period. All work, not including authorized diversion of water, shall be confined to the period **June 1 through October 31** of each year. Work within the active channel of a stream shall be restricted to periods of dry weather. Precipitation forecasts and potential increases in stream flow shall be considered when planning construction activities. Construction activities shall cease, and all necessary erosion control measures shall be implemented prior to the onset of precipitation.
- 2.4 Avoidance of Nesting Birds. Fish and Game Code sections 3503 and 3503.5 prohibits the taking or destroying of native bird's nests or eggs. Vegetation maintenance or removal (e.g., clearing and grubbing) shall occur between September 1 and March 15. Removal areas should be managed once cleared to reduce nesting potential during the breeding season.

Vegetation Management

- 2.5 Minimum Vegetation Removal. No native riparian vegetation shall be removed from the bank of the stream, except where authorized by CDFW. Permittee shall limit the disturbance or removal of native vegetation to the minimum necessary to achieve design guidelines and standards for the Authorized Activity. Permittee shall take precautions to avoid damage to vegetation outside the work area.

Water Diversion

- 2.6 Maximum Diversion Rate. The maximum instantaneous diversion rate from the water intake shall not exceed **0.75 cubic feet per second** (cfs) at any time.
- 2.7 Bypass Flow. The Permittee shall pass **90% of the flow** at all times to keep all aquatic species including fish and other aquatic life in good condition below the point of diversion.
- 2.8 Conservation Measures. The Permittee shall implement the following water conservation measures based on streamflow as measured at the United States Geologic Survey gaging station 11476500 South Fork Eel near Miranda, CA:
- 2.8.1 When the South Fork Eel River is at or below 30 cfs Permittee shall voluntarily reduce water diversion by 10%.
- 2.8.2 When the South Fork Eel River is at or below 20 cfs Permittee shall voluntarily reduce water diversion by 20%.
- 2.8.3 When the South Fork Eel River is at or below 10 cfs Permittee shall reduce

water diversion by 30%.

2.9 Measurement of Diverted Flow. Permittee shall install and maintain an adequate measuring device (i.e., flow totalizer) for measuring the instantaneous and cumulative rate of diversion. This measurement shall begin as soon as this Agreement is signed by the Permittee. The device shall be installed within the in-line flow of diverted water. The Permittee shall maintain records of diversion, and provide information including, but not limited to the following:

2.9.1 The amount (in gallons) of water diverted from the South Fork Eel River per Month.

2.9.2 At CDFW's request, Permittee shall make available for review any diversion records required by the State Water Resources Control Board.

3. Reporting Measures

Permittee shall meet the reporting requirement described below. The report shall be submitted by e-mail to CDFW at EPIMS.R1C@wildlife.ca.gov.

3.1 Measurement of Diverted Flow. Copies of the **Water Diversion Records** (measure 2.9) shall be submitted to CDFW no later than **March 31** of each year beginning in **2025**.

CONTACT INFORMATION

Written communication the Permittee or CDFW submits to the other shall be delivered to the address below unless the Permittee or CDFW specifies otherwise.

To Permittee:

Jennie Short representing Garberville Sanitary District
PO Box 211
Garberville, California 95542
707-923-9566
jmshort@garbervillesd.org

To CDFW:

Department of Fish and Wildlife
Northern Region
619 2nd Street
Eureka, California 95501
EPIMS.R1C@wildlife.ca.gov
Attn: Lake and Streambed Alteration Program
Notification No. EPIMS-HUM-45945-R1C

LIABILITY

The Permittee shall be solely liable for any violation of the Agreement, whether committed by the Permittee or any person acting on behalf of the Permittee, including its officers, employees, representatives, agents or contractors and subcontractors, to complete the project or any activity related to it that the Agreement authorizes.

This Agreement does not constitute CDFW's endorsement of or require the Permittee to proceed with the project. The decision to proceed with the project is the Permittee's alone.

SUSPENSION AND REVOCATION

CDFW may suspend or revoke in its entirety this Agreement if it determines that the Permittee or any person acting on behalf of the Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, is not in compliance with the Agreement.

Before CDFW suspends or revokes the Agreement, it shall provide the Permittee written notice by certified or registered mail that it intends to suspend or revoke. The notice shall state the reason(s) for the proposed suspension or revocation, provide the Permittee an opportunity to correct any deficiency before CDFW suspends or revokes the Agreement, and include instructions to the Permittee, if necessary, including but not limited to a directive to immediately cease the specific activity or activities that caused CDFW to issue the notice.

ENFORCEMENT

Nothing in the Agreement precludes CDFW from pursuing an enforcement action against the Permittee instead of, or in addition to, suspending or revoking the Agreement.

Nothing in the Agreement limits or otherwise affects CDFW's enforcement authority or that of its enforcement personnel.

OTHER LEGAL OBLIGATIONS

This Agreement does not relieve the Permittee or any person acting on behalf of the Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, from obtaining any other permits or authorizations that might be required under other federal, state, or local laws or regulations before beginning the project or an activity related to it.

This Agreement does not relieve the Permittee or any person acting on behalf of the Permittee, including its officers, employees, representatives, agents, or contractors and

subcontractors, from complying with other applicable statutes in the FGC including, but not limited to, FGC sections 2050 *et seq.* (threatened and endangered species), 3503 (bird nests and eggs), 3503.5 (birds of prey), 5650 (water pollution), 5652 (refuse disposal into water), 5901 (fish passage), 5937 (sufficient water for fish), and 5948 (obstruction of stream).

Nothing in the Agreement authorizes the Permittee or any person acting on behalf of the Permittee, including its officers, employees, representatives, agents, or contractors and subcontractors, to trespass.

AMENDMENT

CDFW may amend the Agreement at any time during its term if CDFW determines the amendment is necessary to protect an existing fish or wildlife resource.

The Permittee may amend the Agreement at any time during its term, provided the amendment is mutually agreed to in writing by CDFW and the Permittee. To request an amendment, the Permittee shall submit to CDFW a completed CDFW "Request to Amend Lake or Streambed Alteration" form and include with the completed form payment of the corresponding amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

TRANSFER AND ASSIGNMENT

This Agreement may not be transferred or assigned to another entity, and any purported transfer or assignment of the Agreement to another entity shall not be valid or effective, unless the transfer or assignment is requested by the Permittee in writing, as specified below, and thereafter CDFW approves the transfer or assignment in writing.

The transfer or assignment of the Agreement to another entity shall constitute a minor amendment, and therefore to request a transfer or assignment, the Permittee shall submit to CDFW a completed CDFW "Request to Amend Lake or Streambed Alteration" form and include with the completed form payment of the minor amendment fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5).

EXTENSIONS

In accordance with FGC section 1605(b), the Permittee may request one extension of the Agreement, provided the request is made prior to the expiration of the Agreement's term. To request an extension, the Permittee shall submit to CDFW a completed CDFW "Request to Extend Lake or Streambed Alteration" form and include with the completed form payment of the extension fee identified in CDFW's current fee schedule (see Cal. Code Regs., tit. 14, § 699.5). CDFW shall process the extension request in accordance with FGC 1605(b) through (e).

If the Permittee fails to submit a request to extend the Agreement prior to its expiration, the Permittee must submit a new notification and notification fee before beginning or continuing the project the Agreement covers (FGC section 1605(f)).

EFFECTIVE DATE

The Agreement becomes effective on the date of CDFW's signature, which shall be: 1) after the Permittee signature; 2) after CDFW complies with all applicable requirements under the California Environmental Quality Act (CEQA); and 3) after payment of the applicable FGC section 711.4 filing fee listed at http://www.wildlife.ca.gov/habcon/ceqa/ceqa_changes.html.

TERM

This Agreement shall **expire five years** from date of execution, unless it is terminated or extended before then. All provisions in the Agreement shall remain in force throughout its term. The Permittee shall remain responsible for implementing any provisions specified herein to protect fish and wildlife resources after the Agreement expires or is terminated, as FGC section 1605(a)(2) requires.

AUTHORITY

If the person signing the Agreement (signatory) is doing so as a representative of the Permittee, the signatory hereby acknowledges that he or she is doing so on the Permittee's behalf and represents and warrants that he or she has the authority to legally bind the Permittee to the provisions herein.

AUTHORIZATION

This Agreement authorizes only the project described herein. If the Permittee begins or completes a project different from the project the Agreement authorizes, the Permittee may be subject to civil or criminal prosecution for failing to notify CDFW in accordance with FGC section 1602.

CONCURRENCE

Through the electronic signature by the permittee or permittee's representative as evidenced by the attached concurrence from CDFW's Environmental Permit Information Management System (EPIMS), the permittee accepts and agrees to comply with all provisions contained herein.

The EPIMS concurrence page containing electronic signatures must be attached to this agreement to be valid.

Sec 14.5 Drought Contingency Plan.

During drought conditions as identified by the State of California, Humboldt County or Garberville Sanitary District, the Drought Contingency Plan will go into effect immediately. This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

- * Customers will be required to conserve water including but not limited to gallons per day water usage and if they don't comply, may be fined for gallons of water used above the maximum allowed.
- * Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.
- * Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system which is why it is recommended to have enough storage for your personal use.
- * Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board. Any enforcement action can be appealed to the GSD Board of Directors at a regularly scheduled meeting.

1. Conservation Plan Phases:

- 1st phase of drought conservation plan will require all customers to voluntarily reduce water consumption. (10cfs) in South Fork of Eel River
- 2nd phase will be to stop all outdoor watering for everyone except animals, vegetables or fruit. (7cfs)
- 3rd phase will require only using water for approved phase 2 uses on even days for even addresses and odd days for odd addresses. (5cfs)
- 4th phase requires all customers to only use water for health and safety, with not outside watering. (4cfs)

2. Continual updates to customers will educate and inform of conditions.

3. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.

4. Ongoing: gray water education for irrigation

5. Ongoing: educate customers on personal water storage opportunities and conservation measures

6. Ongoing: leak monitoring and repairs

7. Ongoing: build additional water storage tanks or ponds

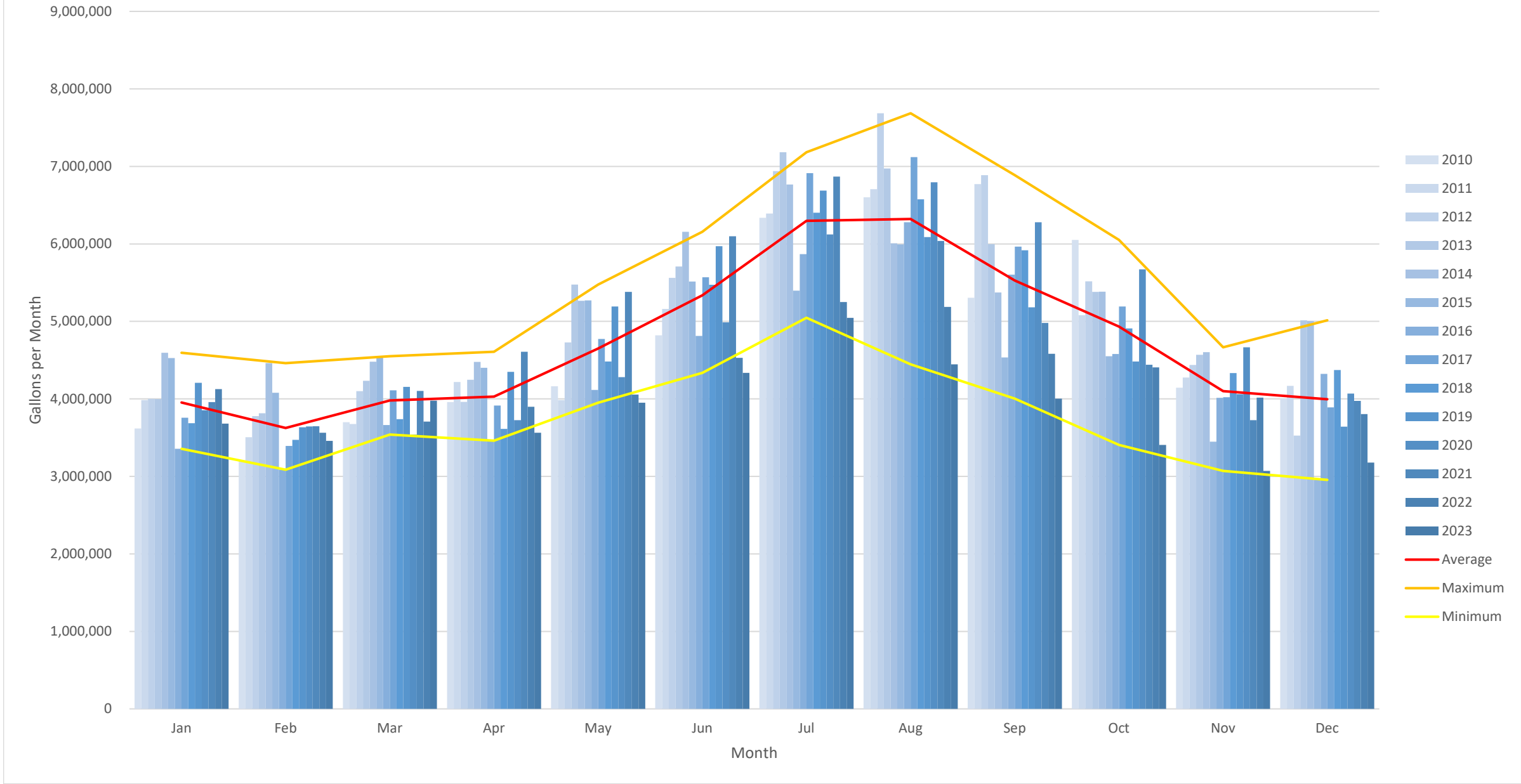
8. Identify all diversions from the river or GSD distribution system and report to law

9. enforcement.

10. Ongoing: Participate in all drought planning forums to share ideas and planning strategies while developing partnerships on collaborative water projects and funding opportunities

Updated 09/22/2022 as per Resolution 22-010 adopted 08/23/2022

Monthly Diversion 2010 - 2023



NORTH COAST FLOOR & TILE
CA LIC.# 808031
2510 BROADWAY
EUREKA, CA 95501
Telephone: 707-445-1805

Page 1

CQ031263

ESTIMATE

Sold To		Ship To	
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542		GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	
Quote Date	Phone #	PO Number	Quote Number
03/21/24	707-923-9566	SEALED CONCRETE	CQ031263

Style/Item	Color/Description	Quantity	Units	Price	Extension
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For the Main Office & Storage:

- 1) Remove and dispose of the existing carpet.
- 2) Using a planetary grinder, perform a two-step light grind, and apply a Stain Protector and Densifier. The finish will be low gloss. The concrete will be lightly ground, cleaned and sealed, not fully polished.

Additional Notes and Exclusions:

- i) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- ii) This proposal does not include moving or resetting any furniture or contents.
- iii) No wall base is included in this proposal.
- iv) All labor to be completed during standard working hours.
- v) **IMPORTANT NOTE ABOUT CONCRETE SEALING** - Views on concrete sealing are highly subjective. A sealed slab does not have a uniform look and will have "character" due to abnormalities which can include but are not limited to cracks, spalls, saw cuts, expansion joints, different pours, materials in concrete, patches, surface contaminants, and age of concrete. Overall, the slab will be consistent in smoothness and sheen.

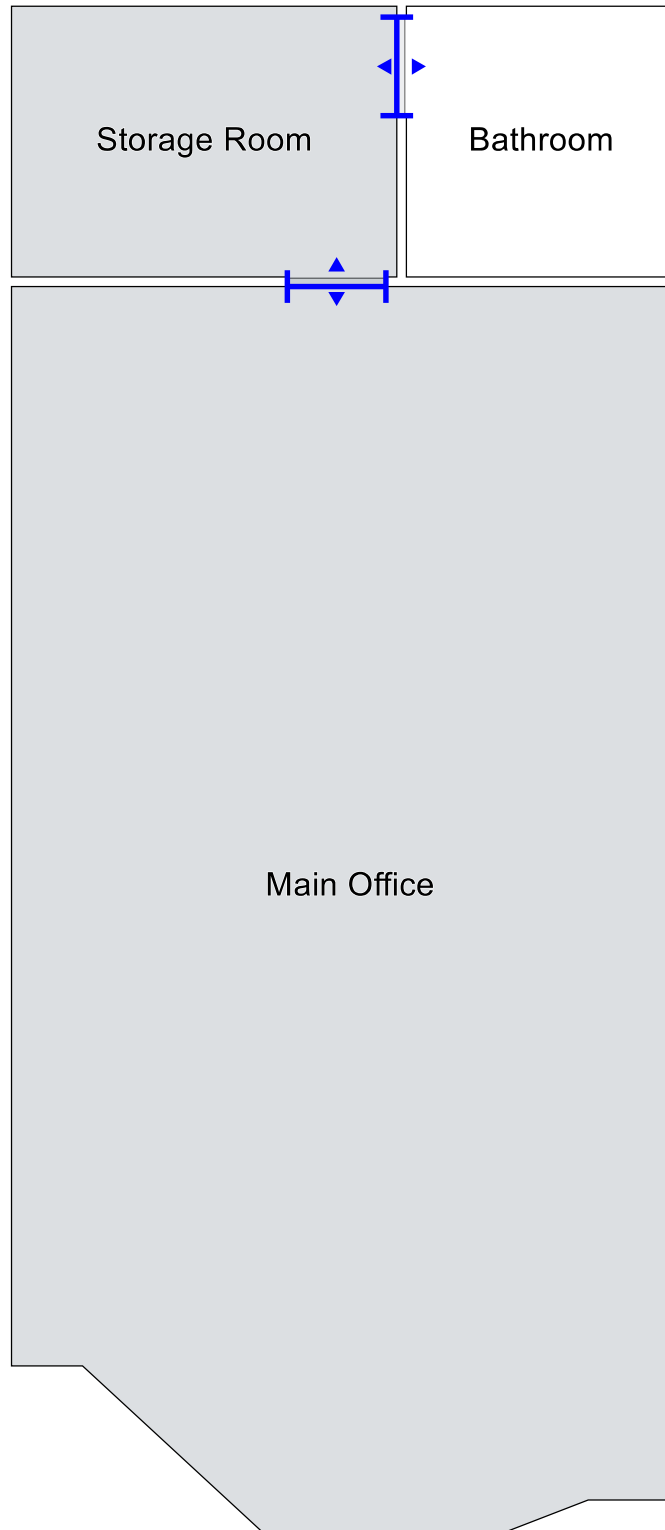
Sales Representative(s):

JASON JORDAN

REBEKAH MANDVILLE

ESTIMATE TOTAL: \$8,490.00

Project: Garberville Sanitary District (Ralph Emerson) - 919 Redwood Drive, Garberville
Section: Sealed Concrete Option



☐ None

☒ Sealed Concrete

NORTH COAST FLOOR & TILE
CA LIC.# 808031
2510 BROADWAY
EUREKA, CA 95501
Telephone: 707-445-1805

Page 1

CQ031264

ESTIMATE

Sold To		Ship To	
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542		GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	
Quote Date	Phone #	PO Number	Quote Number
03/21/24	707-923-9566	CARPET TILE OPTION	CQ031264

Style/Item	Color/Description	Quantity Units	Price	Extension
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For the Main Office and Storage Room:

- 1) Remove the existing carpet.
- 2) Perform standard floor preparation to remove prepare subfloor for carpet installation.
- 3) Furnish and install Matrexx carpet tile style Framework, color "to be determined", to be glued down to the subfloor.

Additional Notes and Exclusions:

- i) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- ii) This proposal does not include moving or resetting any furniture or contents.
- iii) No wall base is included in this proposal.
- iv) All labor to be completed during standard working hours.

Sales Representative(s):

JASON JORDAN


REBEKAH MANDVILLE

ESTIMATE TOTAL: \$6,530.00

Project: Garberville Sanitary District (Ralph Emerson) - 919 Redwood Drive, Garberville
Section: Carpet Tile Option



 Framework 20" x 20": TBD

 None

NORTH COAST FLOOR & TILE
CA LIC.# 808031
2510 BROADWAY
EUREKA, CA 95501
Telephone: 707-445-1805

Page 1

CQ031263

ESTIMATE

Sold To		Ship To	
GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542		GARBERVILLE SANITARY DISTRICT 919 REDWOOD DRIVE GARBERVILLE, CA 95542	
Quote Date	Phone #	PO Number	Quote Number
03/21/24	707-923-9566	SEALED CONCRETE	CQ031263

Style/Item	Color/Description	Quantity	Units	Price	Extension
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For the Main Office & Storage:

- 1) Remove and dispose of the existing carpet.
- 2) Using a planetary grinder, perform a two-step light grind, and apply a Stain Protector and Densifier. The finish will be low gloss. The concrete will be lightly ground, cleaned and sealed, not fully polished.

Additional Notes and Exclusions:

- i) These measurements have been provided by the customer. Quote total may change after site assessment has been conducted.
- ii) This proposal does not include moving or resetting any furniture or contents.
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- iv) All labor to be completed during standard working hours.
- v) **IMPORTANT NOTE ABOUT CONCRETE SEALING** - Views on concrete sealing are highly subjective. A sealed slab does not have a uniform look and will have "character" due to abnormalities which can include but are not limited to cracks, spalls, saw cuts, expansion joints, different pours, materials in concrete, patches, surface contaminants, and age of concrete. Overall, the slab will be consistent in smoothness and sheen.

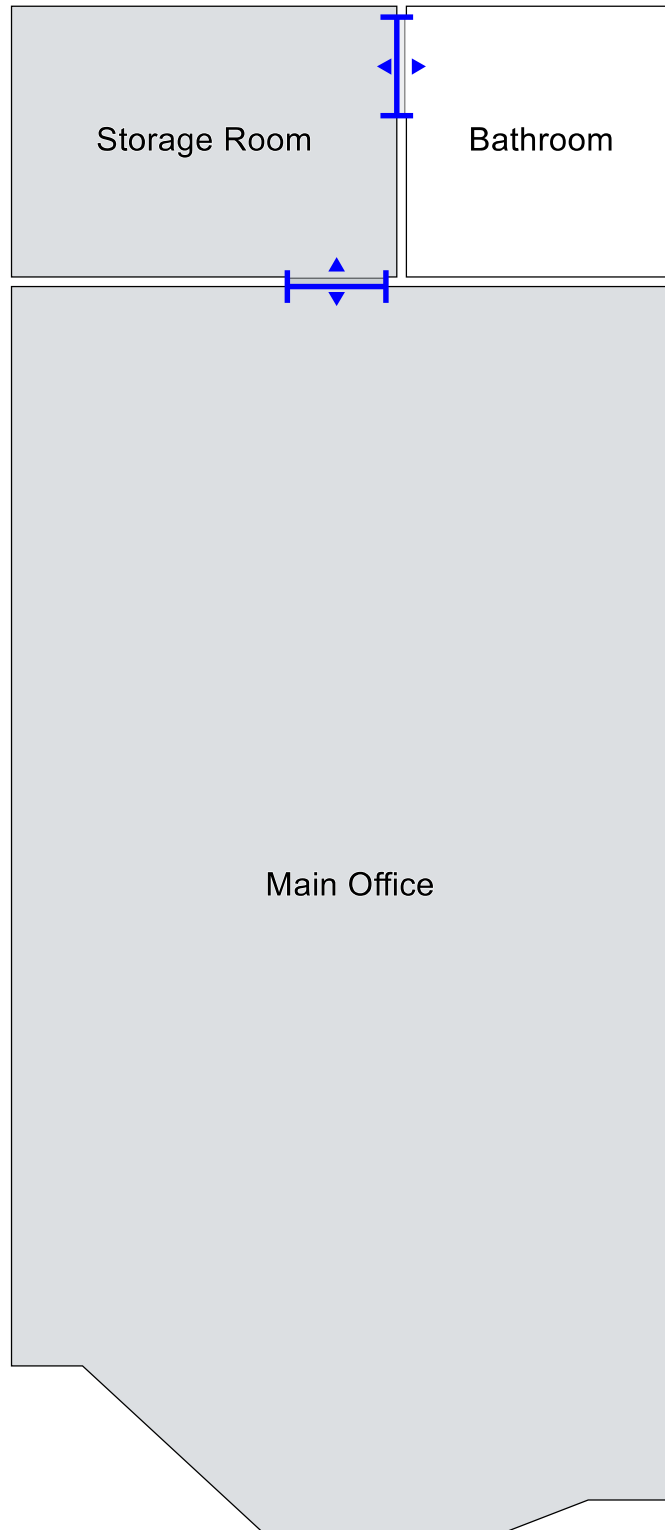
Sales Representative(s):

JASON JORDAN

REBEKAH MANDVILLE

ESTIMATE TOTAL: \$8,490.00

Project: Garberville Sanitary District (Ralph Emerson) - 919 Redwood Drive, Garberville
Section: Sealed Concrete Option



☐ None

☒ Sealed Concrete



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

WATER CONSERVATION PLANNING
DROUGHT PREPAREDNESS
August 2022

As we enter the final months of summer and river levels continue to decrease, it is once again time to plan for drought conditions and water conservation measures. The river level is a key factor in determining the amount of water for use, so as the flow decreases, we will begin (drought contingency measures).

River conditions are on this site and all drought phases are based on the cubic feet per second (CFS) of the South Fork Eel River.

[USGS Current Conditions for USGS 11476500 SF EEL R NR MIRANDA CA](https://www.usgs.gov/monitoring-location/11476500-south-fork-eel-river-nr-miranda-ca)

- 1. All customers will work to reduce water consumption when river level is 20cfs.**
- 2. 1st phase—All customers voluntarily reduce water consumption. No agricultural irrigation. Takes effect when the S. Fork Eel River reaches (3 days at)10cfs.**
- 3. 2nd phase---Stop all outdoor watering except for animals, vegetables or fruit. Takes effect when S. Fork Eel River reaches (3 days at)7cfs.**
- 4. 3rd phase---Phase 2 water use on even days for even addresses and odd days for odd addresses. Takes effect when the S. Fork Eel River reaches (3 days at)5cfs.**
- 5. 4th phase---Water for personal health and safety only with no outside watering. Takes effect when the S. Fork Eel River reaches (3 days at)4cfs**

We recommend that you begin storing water required for your personal use, so that when conditions worsen, you have enough water to sustain you until river flow increases.

The normal daily water use for a single family home is 200gpd, while less water is required for health and safety. So plan accordingly.

The drought plan with phases of action is located on our web site.

<https://www.garbervillesd.org>

Please call our office for more information and we will notify you as river conditions change.

Ralph Emerson

General Manager
Garberville Sanitary District

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)



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

APPLICATION FOR FILLING POOLS OR LARGE TANKS.

Property and Contact Details:

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

Applicant Details: (if not the owner)

Full Name: _____

Street Address: _____

Mailing Address: _____

Phone Work# _____ Cell Phone# _____

Email Address: _____

☐ Residential Home or Apartment

☐ Commercial

Pool Details:

a. Location _____

b. Gallons _____

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

a. Filling pools must be completed by July 1st or application will be denied.

b. Filling pools will be denied when drought plan is in place.

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

a. Fee for filling pools will be less than regular potable water use and based on gallons used.

b. The fee will be calculated by the units of water used (748 gallons = 1 unit).

c. The units of water will be multiplied by the 2nd tier of customer water rate.

d. When pool is filled after July 1st, customer will pay full consumption charge.

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

a. Fee for filling pools will be less than regular potable water use and based on gallons used.

b. The fee will be calculated by the units of water used (748 gallons = 1 unit).

c. **The units of water will be billed at \$5/unit of water used to fill pool or tank.**

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 for compliance with pool Ordinance. Sec 14.1 and 15.7

Name _____ Date _____

RESOLUTION 24-003

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO ARTICLE 14-SEC 14.1 AND SEC 15.7 FILLING POOLS AND TANKS

A. WHEREAS, the Board of Directors of the Garberville Sanitary District, has determined that Sec 14.1 and 15.7 must be upgraded to include language which protects the District from high water demand filling pools and tanks, during drought conditions or when water is unavailable for such use.

B. WHEREAS, when Customers fill pools or tanks over 5,000 gallons, they must contact the office at 919 Redwood Drive to obtain an application and then it will be reviewed for consideration and requirements.

C. WHEREAS, when GSD approves application to fill a pool or tank, an inspection will take place by General Manager or designee.

D. WHEREAS, the District is committed to assisting our customers and will assist in every way possible when a request is received to fill pools and tanks.

E. WHEREAS, this updated ordinance will go into effect upon Board approval

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. (See Section 15.7)

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 40cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be billed at \$5/unit of water used to fill pool or tank.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-003, APPROVING CHANGES TO THE POOL AND TANK FILLING ORDINANCE SEC 14.1 AND SEC 15.7

PASSED, APPROVED AND ADOPTED this **26TH** day of **March, 2024** by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary

Sec 7.6 Cross-Connection.

1. Purpose:

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by complying with State regulations adapted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “California Regulations to Drinking Water”. Chapter 5, Subchapter 1, Group 4.

The Garberville Sanitary District also follows the Cross Connection guidelines as set forth by the Environmental Protection Agency (EPA), in the Standards and Principles for California Public Water Systems. Effective date July 1, 2024.

2. Responsibility:

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each connection where required to prevent backflow from the water user’s, premises to the domestic water system. It shall be the water user’s responsibility to comply with Garberville Sanitary District requirements.

3. Requirements:

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user’s premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water users may choose a higher level of protection than required by the water supplier but must be approved by Garberville Sanitary District and be adequate to meet or exceed the requirements stated in the Hazard section of State Code 7604, Title 17. Adopted 3/22/16

Sec 7.7 Special Cases. In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the backflow preventive devices.

Sec 7.8 Relief Valves. As a protection to the customer’s plumbing system, a suitable pressure relief valve must be installed and maintained by him/her at his/her expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

Sec 7.9 Back Flow Protection.

1. Description: “Cross Connection” is an unprotected actual or potential connection between a potable water system (GSD) used to supply water for drinking purposes and any source containing unapproved water or substance that is not or cannot be approved as safe, wholesome and potable. By-pass arrangements,

jumper connections, removable sections, swivel, or changeover devices, through which a backflow could occur, shall be considered cross-connections.

2. Responsibility and Scope:

- a. The cross-connection program will be administered by the General Manager or designee. The Garberville Sanitary District will maintain a list of approved backflow prevention assembly testers. Garberville Sanitary District will conduct studies to determine the Potential hazards and the water quality associated with backflow Prevention assemblies. The water user will be notified when an assembly needs to be tested and this notification will include a date by which the test must be completed.

3. Water User's Responsibility:

- a. The water user is responsible for installation, testing and repair of cross-connection devices, when such devices are deemed necessary by the District or State Department of Health.
- b. To advise the District of any and all conditions which may require cross-connection protection, including, but not limited to:
 1. Handling of chemicals that could contaminate the District's water system.
 2. Operation of a fire protection system that is or can be connected to the water system.
 3. Irrigation systems in which chemicals or unapproved water may be introduced.
 4. Any unapproved water source on the premises.
 5. Use of reclaimed water on the premises. Pumping of hazardous materials

4. Backflow Prevention Assemblies:

- a. Only backflow prevention assemblies which have been approved by Garberville Sanitary District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, title 17. Location of the assemblies shall be as close as practical to user's connection. The Garberville Sanitary District shall have final authority in determining the required location of a backflow prevention assembly.
- b. Testing of backflow assemblies shall be conducted only by certified testers and testing will be responsibility of water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the Garberville Sanitary District. No assembly shall

be placed back in service unless it is functioning as required. These assemblies shall be serviced, overhauled or replaced whenever they are found to be defective all costs of testing, repairs and maintenance shall be borne by the water user. Approval must be obtained from the Garberville Sanitary District prior to removing, relocating or replacing a backflow prevention assembly.

- c. Water service termination will occur when there is a clear and immediate hazard to the potable water supply that cannot be immediately abated. Conditions that would require immediate water termination but are not limited to only these conditions are:
 - 1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow assembly.
 - 2. Direct or indirect connection between the public water system and a sewer line.
 - 3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
 - 4. Notification will be given when termination of water service is required and water service will be denied until the backflow prevention assembly is working correctly, approved by certified tester and Garberville Sanitary District. The water user will be required to pay for any GSD staff time and for the certified tester before water service continues.

5. Governing Regulations:

Title 17. California Public Health and Safety Code.

Adopted 3/22/2016

RESOLUTION 24-004

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO SEC 7.6 CROSS CONNECTIONS

A. WHEREAS, the Board of Directors of the Garberville Sanitary District, has determined that Sec 7.6 must be upgraded to include language which protects the District from cross connection contamination.

B. WHEREAS, when customers connect District water service to personal property, the owner is required to install an approved backflow device that will protect against cross connection contamination.

C. WHEREAS, if contamination occurs from not installing or maintaining a backflow device, the customer will be responsible for any costs for staff or decontamination procedures and they may be fined for non-compliance.

D. WHEREAS, the District will inspect all new water services and backflow devices as required. The onsite inspection will determine what type of backflow device will be installed at owner expense.

E. WHEREAS, this updated ordinance will go into effect upon Board approval

Sec 7.6 Cross-Connection.

1. Purpose:

The purpose of this ordinance is to protect the public water supply system from contamination due to potential and actual cross-connections. This shall be accomplished by complying with State regulations adapted pursuant to Title 17, Section 7583 – 7605, inclusive of the California Code of Regulations, entitled “California Regulations to Drinking Water”. Chapter 5, Subchapter 1, Group 4.

The Garberville Sanitary District also follows the Cross Connection guidelines as set forth by the Environmental Protection Agency (EPA), in the Standards and Principles for California Public Water Systems. Effective date July 1, 2024.

2. Responsibility:

The General Manager or designee shall be responsible for implementing and enforcing the cross-connection program. An appropriate backflow prevention assembly shall be installed by and at the expense of the water user at each connection where required to

prevent backflow from the water user's, premises to the domestic water system. It shall be the water user's responsibility to comply with Garberville Sanitary District requirements.

3. Requirements:

The type of protection that shall be provided to prevent backflow into the public water supply system shall be commensurate with the degree of hazard, actual or potential, that exists on the water user's premises. Unprotected cross-connections with the public water supply are prohibited. The type of backflow prevention assembly that may be required (listed in decreasing level of protection) includes: Air-gap separation (AG), Reduced Pressure Principle Backflow Prevention Assembly (RP), and a Double Check Valve Assembly (DC). The water users may choose a higher level of protection than required by the water supplier but must be approved by Garberville Sanitary District and be adequate to meet or exceed the requirements stated in the Hazard section of State Code 7604, Title 17. Adopted 3/22/16

Sec 7.7 Special Cases. In special circumstances, when the customer is engaged in the handling of especially dangerous or corrosive liquids or industrial or process waters, the District may require the customer to eliminate certain plumbing or piping connections as an additional precaution and as a protection to the backflow preventive devices.

Sec 7.8 Relief Valves. As a protection to the customer's plumbing system, a suitable pressure relief valve must be installed and maintained by him/her at his/her expense when check valve or other protective devices are used. The relief valve shall be installed between the check valves and the water heater.

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2. Responsibility and Scope:

- a. The cross-connection program will be administered by the General Manager or designee. The Garberville Sanitary District will maintain a list of approved backflow prevention assembly testers. Garberville Sanitary District will conduct studies to determine the Potential hazards and the water quality associated with backflow Prevention assemblies. The water user will be notified when an assembly needs to be tested and this notification will include a date by which the test must be completed.

3. Water User's Responsibility:

- a. The water user is responsible for installation, testing and repair of cross-connection devices, when such devices are deemed necessary by the District or State Department of Health.
- b. To advise the District of any and all conditions which may require cross-connection protection, including, but not limited to:
 - 1. Handling of chemicals that could contaminate the District's water system.
 - 2. Operation of a fire protection system that is or can be connected to the water system.
 - 3. Irrigation systems in which chemicals or unapproved water may be introduced.
 - 4. Any unapproved water source on the premises.
 - 5. Use of reclaimed water on the premises. Pumping of hazardous material

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- a. Only backflow prevention assemblies which have been approved by Garberville Sanitary District shall be acceptable for installation by a water user. A list of approved backflow prevention assemblies will be provided upon request to any affected customer. Backflow prevention assemblies shall be installed in a manner prescribed in Section 7603, title 17. Location of the assemblies shall be as close as practical to user's connection. The Garberville Sanitary District shall have final authority in determining the required location of a backflow prevention assembly.
- b. Testing of backflow assemblies shall be conducted only by certified testers and testing will be responsibility of water user. Backflow prevention assemblies must be tested at least annually and immediately after installation, relocation or repair. More frequent testing may be required if deemed necessary by the Garberville Sanitary District. No assembly shall be placed back in service unless it is functioning as required.

- c. These assemblies shall be serviced, overhauled or replaced whenever they are found to be defective all costs of testing, repairs and maintenance shall be borne by the water user. Approval must be obtained from the Garberville Sanitary District prior to removing, relocating or replacing a backflow prevention assembly.
- d. Water service termination will occur when there is a clear and immediate hazard to the potable water supply that cannot be immediately abated. Conditions that would require immediate water termination but are not limited to only these conditions are:
 - 1. Refusal to install or test a backflow prevention assembly, or to repair or replace a faulty backflow assembly.
 - 2. Direct or indirect connection between the public water system and a sewer line.
 - 3. Unprotected direct or indirect connection between the public water system and a system or equipment containing contaminants.
 - 4. Notification will be given when termination of water service is required and water service will be denied until the backflow prevention assembly is working correctly, approved by certified tester and Garberville Sanitary District. The water user will be required to pay for any GSD staff time and for the certified tester before water service continues.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 24-004, APPROVING CHANGES CROSS CONNECTION ORDINANCE. SEC 7.6

PASSED, APPROVED AND ADOPTED this 26TH day of March 2024 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary



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

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due - Courtesy Call
 - (2) 35 days past due (\$60) - Shut off notice - Hand delivered to service address. Owner of Property Notified.
 - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
 - (4) One Year past due—Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.
 - (5) Two Years past due - Turn over to collection agency.
 - (6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

Adjustments to bills - Payment Plans:

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$40 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- e. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- f. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a (\$30) credit which can be used to decrease their monthly service charge. A service credit will only be authorized if water usage is below (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month if customer uses (11) units of water or above.

Adopted 1/26/2021

ADDITIONAL LATE PAYMENT PROCEDURES

1. Contact Owner of property or building of payments that are past due
2. Notify Owner that they are responsible for all past due payments.
3. Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.
4. follow the approved payment of Bills Ordinance Sec 9.5, with additional legal action if payment plan is not complied with or when past due amount requires small claims court judgement and filing a lien on property.
5. When staff is required to make additional calls or visits to collect service charges, the customer may be required to pay for the additional time from staff.