

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

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

Office----Mary Nieto—Customers---Equipment/Software Purchases--Melville Manor

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

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

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

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

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

Motion: Second: Vote:

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

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

Motion: Second: Vote:

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

Motion: Second: Vote:

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

Motion: Second: Vote:

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

Motion: Second: Vote:

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

Motion: Second: Vote:

B.6 Property on Sprowel Creek Rd (Information at meeting)
(discussion-possible action) Ralph
Motion: **Second:** **Vote:**

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

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy pg. 52-104
(discussion-possible action)
Motion: **Second:** **Vote:**

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

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

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, January 25th, 2025. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: January 28th 2025

The mild weather has allowed us to catch up on some maintenance issues, including repairs to the transfer switch, (switches electricity between PG&E and generator) which was first thought to require a new transfer switch but Peterson equipment service tech was able to repair the equipment we have.

There has been a consistent increase in required State & County reports, which is becoming problematic because of the small district we are, with very little time available for employees to complete these additional responsibilities but I want to Thank them for stepping up and working together to accomplish these tasks along with Jennie, who also assists where needed.

1. Sanitary Sewer Overflow
2. Wastewater
3. Water
4. EAR
5. Safer Clearinghouse
6. Generator-Air Quality (Monthly log and Annual Report)
7. Water License
8. Recycled Water
9. SDRMA
10. Transparent California
11. Volumetric Annual Wastewater and Recycling Report
12. Audit
13. There are other reports we generate for internal accountability that are not listed her

Mary and I continue working with customers to pay their service charges through payment plans and pursuing small claims judgement and filing liens on property.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM - Consent Item

Meeting Date: January 28, 2025
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: September, October & November 2024 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for November 2024 and include the check register and cash flow reports for September and October. To follow is a summary and analysis of the budget implications for the current statements.

Table 1. Overview of the “Combined Revenue & Expense Report for Board”

Description	Annual Budget	YTD Actual	YTD Budget	YTD Difference	😊
Total Revenue (excl. connection fees)	2,691,310.00	518,560.20	502,890.92	1,845.13	😊
Total Expense (excl. Depreciation)	1,074,109.76	502,832.63	443,941.55	58,891.08	😞
Net Income (excl. Depreciation)	1,617,200.24	15,727.57	58,949.37	(43,221.80)	😞
Payroll	544,095.00	233,022.28	224,206.25	8,816.03	😞
Repair & Maintenance + Supplies	107,400.00	64,737.46	44,666.65	20,070.81	😞

As can be seen on the “Statement of Cash Flows Report for Board - November 2024” and the “Balance Sheet Report for Board as of November 30, 2024”:

- Operational revenues are **\$19,427.33 OVER** budget.
- Operational expenses are **\$34,518.93 OVER** budget. This is a significant amount.
- Net income is **\$36,833.90 UNDER** budget. More than half of this amount is due to the payment of the \$25,000 deductible to SDRMA on the settlement agreement.
- Net cash change year to date is **\$257,301.08**. This is due to the receipt of grant receivable funds from the State Water Resources Control Board and the

Department of Water Resources minus the payments for overdue invoices from SHN and 4Js.

- Overtime payroll costs are **\$4,250.05 OVER** budget and all payroll costs are **OVER** budget by **\$8,816.03**.
- The professional services so far this year are **\$17,260.90 UNDER** budget. This is partially due to my focusing on the tank projects and spending less time on administrative tasks and that the invoicing is not yet current.
- The repair and maintenance plus supplies expenses are **\$20,070.81 OVER** the YTD budgeted amount.
- Total payments on loans so far this year total **\$11,061.10** of a budgeted year-end total of \$70,613.41.
- Expenditures for fixed asset acquisition total **\$836,138.61** of a budgeted year-end total of \$739,00.00. The anticipated expenditures were:

Asset Description	Annual Amount Budgeted	Amount Spent YTD
Robertson + Wallen + Hurlbutt Tank Replacement Project	1,520,000	61,897.75
Meadows Aerial Waterline SRF Grant/Loan	3,000	100.00
Bear Canyon Sewer Aerial Preliminary Design	1,000	0
Raw Water Intake Pumps Installation	60,000	0
Unspecified	20,000	0
Total:	1,604,000	61,997.75

RECOMMENDED BOARD ACTIONS

1. Review and file the reports.

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison = Current month and Fiscal Year beginning July 1, 2024.
3. Revenue and Expense Report - Combined Report for Water & Sewer containing current month actual, fiscal year to date actual, and annual budget.
4. Check Register Report for all checks issued in Current Month

November 2024 Financial Statements

**Cash Flow
Balance Sheet
Revenue & Expense**

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
July through November 2024

	Nov 24	Jul - Nov 24
OPERATING ACTIVITIES		
Net Income	(31,070.00)	(154,967.88)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	45.00	45.00
1316 · Water Grant Reimb. Receivable	63,603.50	511,260.80
1100 · Accounts Receivable	(1,060.95)	12,323.79
1110 · Accts Receivable Over Payments	(485.54)	(2,088.93)
1500 · Prepaid Insurance	5,592.04	(39,144.28)
1501 · Prepaid Workers Comp	1,334.34	(3,191.44)
1510 · Prepaid Licenses and Permits	2,357.36	(16,501.60)
1121 · Payroll Tax Overpayment		(62.54)
2000 · Accounts Payable	(18,964.63)	(177,541.04)
20000 · Account Payable		28,288.40
2205 · Accrued Simple	0.00	0.00
2210 · Accrued Federal PR Taxes	0.00	0.00
2220 · Accrued State PR Taxes	9.45	9.45
2225 · Accrued Workers Comp	0.00	(2,095.13)
2300 · Service Deposits	200.00	400.00
Net cash provided by Operating Activities	21,560.57	156,734.60
INVESTING ACTIVITIES		
Accumulated Depreciation-Water	23,022.67	115,113.35
Accumulated Depreciation-Sewer	11,116.42	55,582.10
CIP R-W-H Project:CIP-Hurlbutt Tank Reimbursement	(1,387.50)	(9,898.50)
CIP R-W-H Project:CIP Robertson-Wallen-Hurlbutt T	(21,430.25)	(51,999.25)
CIP - Meadows Aerial Waterline		(100.00)
Net cash provided by Investing Activities	11,321.34	108,697.70
FINANCING ACTIVITIES		
1400 · Interest Receivable		2,929.88
2661 · Ditchwitch Vacuum Trailer	(2,230.03)	(11,061.10)
Opening Bal Equity		0.00
Net cash provided by Financing Activities	(2,230.03)	(8,131.22)
Net cash increase for period	30,651.88	257,301.08
Cash at beginning of period	842,378.63	615,729.43
Cash at end of period	873,030.51	873,030.51

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of November 30, 2024

	Nov 30, 24	Jun 30, 24	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
1005 · Umpqua Checking - Operating	352,276.23	3,927.28	348,348.95
1006 · Umpqua System Reserve - Water	757.05	807.02	(49.97)
1007 · Umpqua System Reserve - Sewer	31,277.77	31,276.46	1.31
1011 · Water Enterprise Fund	46,843.69	46,841.72	1.97
1030 · County Treasury - Sewer Reserve	350,899.93	425,899.93	(75,000.00)
1031 · County Treasury - Water Reserve	46,610.27	46,610.27	0.00
1035 · Water Capital Improvement Fund	26,005.23	34,004.55	(7,999.32)
1036 · Sewer Capital Improvement Fund	18,002.43	26,001.94	(7,999.51)
1040 · Petty Cash	39.51	39.51	0.00
1050 · Cash Drawer	318.40	320.75	(2.35)
Total Checking/Savings	873,030.51	615,729.43	257,301.08
Accounts Receivable			
1316 · Water Grant Reimb. Receivable	72,695.40	583,956.20	(511,260.80)
11000 · Accounts Receivable - Other	(2,212.01)	(2,167.01)	(45.00)
Total Accounts Receivable	70,483.39	581,789.19	(511,305.80)
Other Current Assets			
1100 · Accounts Receivable			
1110 · Accts Receivable Over Payments	(562.09)	(2,651.02)	2,088.93
1100 · Accounts Receivable - Other	150,815.58	163,139.37	(12,323.79)
Total 1100 · Accounts Receivable	150,253.49	160,488.35	(10,234.86)
1121 · Payroll Tax Overpayment	730.17	667.63	62.54
1400 · Interest Receivable	0.00	2,929.88	(2,929.88)
1500 · Prepaid Insurance	44,934.85	5,790.57	39,144.28
1501 · Prepaid Workers Comp	3,191.44	0.00	3,191.44
1510 · Prepaid Licenses and Permits	16,501.60	0.00	16,501.60
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
Total Other Current Assets	210,611.55	164,876.43	45,735.12
Total Current Assets	1,154,125.45	1,362,395.05	(208,269.60)
Fixed Assets			
CIP R-W-H Project			
CIP-Hurlbutt Tank Reimbursement	48,624.99	38,726.49	9,898.50
CIP Robertson-Wallen-Hurlbutt T	1,410,199.64	1,358,200.39	51,999.25
Total CIP R-W-H Project	1,458,824.63	1,396,926.88	61,897.75
CIP-Church Street	6,800.00	6,800.00	0.00
CIP- Bear Canyon Sewerline	1,038.75	1,038.75	0.00
CIP - Meadows Aerial Waterline	11,558.44	11,458.44	100.00
WATER			
Land - Water	94,594.62	94,594.62	0.00
Water Easements & Intangibles	177,397.11	177,397.11	0.00
Treatment	113,055.54	113,055.54	0.00
Distribution	2,804,484.17	2,804,484.17	0.00

GARBERVILLE SANITARY DISTRICT

Balance Sheet

As of November 30, 2024

	Nov 30, 24	Jun 30, 24	\$ Change
Pumps	25,957.27	25,957.27	0.00
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
Total WATER	8,183,593.59	8,183,593.59	0.00
Water System	142,474.97	142,474.97	0.00
SEWER			
Land - Sewer	129,810.68	129,810.68	0.00
Collection	2,429,245.29	2,429,245.29	0.00
Treatment	507,552.59	507,552.59	0.00
Pumps	34,214.01	34,214.01	0.00
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
Total SEWER	5,893,274.48	5,893,274.48	0.00
Office Equipment	38,244.29	38,244.29	0.00
Equipment	318,645.03	318,645.03	0.00
Vehicles	121,205.99	121,205.99	0.00
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
Accumulated Depreciation-Water	(3,425,210.35)	(3,310,097.00)	(115,113.35)
Accumulated Depreciation-Sewer	(2,842,141.02)	(2,786,558.92)	(55,582.10)
Total Fixed Assets	10,065,675.88	10,174,373.58	(108,697.70)
TOTAL ASSETS	11,219,801.33	11,536,768.63	(316,967.30)
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
2000 · Accounts Payable	37,322.35	214,863.39	(177,541.04)
2300 · Service Deposits	4,100.00	3,700.00	400.00
20000 · Account Payable	28,288.40	0.00	28,288.40
2205 · Accrued Simple	(1,007.72)	(1,007.72)	0.00
2220 · Accrued State PR Taxes	9.45	0.00	9.45
2225 · Accrued Workers Comp	0.00	2,095.13	(2,095.13)
2230 · Accrued Vacation	43,173.74	43,173.74	0.00
2250 · Loans Payable - Current Portion	47,622.23	47,622.23	0.00
Total Current Liabilities	159,508.45	310,446.77	(150,938.32)
Long Term Liabilities			
2661 · Ditchwitch Vacuum Trailer	13,569.95	24,631.05	(11,061.10)
2700 · SRF Loan - Water	988,620.94	988,620.94	0.00
2900 · Less Current Portion	(47,622.23)	(47,622.23)	0.00
Total Long Term Liabilities	954,568.66	965,629.76	(11,061.10)
Total Liabilities	1,114,077.11	1,276,076.53	(161,999.42)
Equity			
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
3100 · Retained Earnings	4,131,200.35	3,538,019.74	593,180.61
Net Income	(154,967.88)	593,180.61	(748,148.49)
Total Equity	10,105,724.22	10,260,692.10	(154,967.88)
TOTAL LIABILITIES & EQUITY	11,219,801.33	11,536,768.63	(316,967.30)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2024

	Nov 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	28,191.00	163,550.00	146,781.00	347,000.00	16,769.00
4110 · Commercial	29,425.25	151,525.50	148,050.00	350,000.00	3,475.50
4150 · Bulk Water Sales	0.00	456.00	0.00	0.00	456.00
Total Water Charges	57,616.25	315,531.50	294,831.00	697,000.00	20,700.50
4200 · Sewer Charges	38,103.00	194,385.00	198,810.00	470,000.00	(4,425.00)
4650 · Late Charges	1,530.00	7,140.00	5,833.30	14,000.00	1,306.70
4700 · Other Operating Revenue	140.00	3,303.43	1,458.30	3,500.00	1,845.13
Total Income	97,389.25	520,359.93	500,932.60	1,184,500.00	19,427.33
Gross Profit	97,389.25	520,359.93	500,932.60	1,184,500.00	19,427.33
Expense					
Administrative and General					
5025 · Discount Program	1,008.50	5,101.00	3,166.70	7,600.00	1,934.30
5000 · Advertising	0.00	0.00	100.00	100.00	(100.00)
5005 · Bad Debts	2,449.40	3,928.67	1,958.35	7,000.00	1,970.32
5010 · Bank Charges					
5012 · Merchant Account Fees	528.02	2,384.88	1,916.70	4,600.00	468.18
5010 · Bank Charges - Other	214.18	1,275.43	833.30	2,000.00	442.13
Total 5010 · Bank Charges	742.20	3,660.31	2,750.00	6,600.00	910.31
5020 · Directors Fees	0.00	650.00	666.65	2,000.00	(16.65)
5030 · Dues and Memberships	0.00	7,021.00	2,708.30	6,500.00	4,312.70
5035 · Education and Training	0.00	229.25	1,458.30	3,500.00	(1,229.05)
5036 · Education and Training - B.O.D.	0.00	0.00	125.00	300.00	(125.00)
Insurance					
5040 · Liability	5,592.04	28,007.70	30,833.30	74,000.00	(2,825.60)
5050 · Workers' Comp	1,334.34	6,405.03	4,191.65	10,060.00	2,213.38
5055 · Health					
5055.1 · Employee Portion	(955.22)	(4,776.10)	(5,133.30)	(12,320.00)	357.20
5055 · Health - Other	5,790.57	28,952.85	31,120.80	74,690.00	(2,167.95)
Total 5055 · Health	4,835.35	24,176.75	25,987.50	62,370.00	(1,810.75)
Total Insurance	11,761.73	58,589.48	61,012.45	146,430.00	(2,422.97)
5060 · Licenses, Permits, and Fees	3,269.02	13,949.85	16,666.70	40,000.00	(2,716.85)
5065 · Auto	102.84	2,058.35	1,000.00	2,500.00	1,058.35
5070 · Miscellaneous	0.00	0.00	100.00	100.00	(100.00)
5080 · Office Expense	2,526.18	3,239.14	2,500.00	6,000.00	739.14
5082 · Office Subscriptions	225.85	4,699.34	3,125.00	7,500.00	1,574.34
5085 · Outside Services	733.00	3,824.20	4,291.70	10,300.00	(467.50)
5090 · Payroll Taxes	3,217.45	16,419.71	15,666.70	37,600.00	753.01
5095 · Penalties and Fines	0.00	48.62	0.00	0.00	48.62
5100 · Postage	226.71	1,646.36	1,458.30	3,500.00	188.06
5110 · Professional Fees	2,522.50	16,489.10	33,750.00	81,000.00	(17,260.90)
5120 · Property Taxes	0.00	0.00	50.00	50.00	(50.00)
5125 · Repairs and Maintenance	0.00	0.00	750.00	2,000.00	(750.00)
5130 · Rents	835.00	4,175.00	4,175.00	10,020.00	0.00
5135 · Retirement	903.85	3,950.93	4,291.70	10,300.00	(340.77)
5137 · Supplies	0.00	108.63	833.30	2,000.00	(724.67)
5140 · Telephone	1,023.30	5,466.41	4,791.70	11,500.00	674.71
5145 · Tools	309.23	309.23	833.30	2,000.00	(524.07)
5150 · Travel and Meetings	55.26	55.26	625.00	1,500.00	(569.74)
5155 · Utilities	241.98	1,420.61	1,458.30	3,500.00	(37.69)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2024

	Nov 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5160 · Wages					
5165 · Wages - Overtime	195.00	2,445.00	1,072.90	2,575.00	1,372.10
5160 · Wages - Other	18,654.44	71,838.62	84,787.50	203,490.00	(12,948.88)
Total 5160 · Wages	18,849.44	74,283.62	85,860.40	206,065.00	(11,576.78)
5170 · Vacation Accrual Adjustment	0.00	0.00	0.00	6,000.00	0.00
Total Administrative and General	51,003.44	231,324.07	256,172.85	623,465.00	(24,848.78)
Sewage Collection					0.00
6010 · Fuel	278.29	2,048.15	2,083.35	5,000.00	(35.20)
6030 · Repairs and Maintenance	64.65	4,920.22	5,416.65	13,000.00	(496.43)
6040 · Supplies	156.31	482.14	833.35	2,000.00	(351.21)
6050 · Utilities	499.67	2,114.88	1,875.00	4,500.00	239.88
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	84.00	519.75	2,291.65	5,500.00	(1,771.90)
6060 · Wages - Other	4,489.28	26,484.64	22,115.40	53,077.00	4,369.24
Total 6060 · Wages	4,573.28	27,004.39	24,407.05	58,577.00	2,597.34
Total Sewage Collection	5,572.20	36,569.78	34,615.40	83,077.00	1,954.38
Sewage Treatment					
6075 · Fuel	278.29	2,048.15	2,083.35	5,000.00	(35.20)
6080 · Monitoring	615.00	1,332.50	2,916.65	7,000.00	(1,584.15)
6100 · Repairs and Maintenance	0.00	618.49	6,250.00	15,000.00	(5,631.51)
6110 · Supplies	7,449.90	7,862.98	3,250.00	7,800.00	4,612.98
6120 · Utilities	1,505.92	7,155.60	7,083.35	17,000.00	72.25
6130 · Wages					0.00
6135 · Wages - Overtime Sewer Treatmen	504.00	504.00	1,062.50	2,550.00	(558.50)
6130 · Wages - Other	5,557.26	29,258.75	21,698.35	52,076.00	7,560.40
Total 6130 · Wages	6,061.26	29,762.75	22,760.85	54,626.00	7,001.90
Total Sewage Treatment	15,910.37	48,780.47	44,344.20	106,426.00	4,436.27
Water Trans and Distribution					
7075 · Fuel	278.29	2,048.15	2,083.35	5,000.00	(35.20)
7090 · Repairs and Maintenance	5,426.60	19,481.90	12,500.00	30,000.00	6,981.90
7100 · Supplies	188.09	982.74	2,083.35	5,000.00	(1,100.61)
7110 · Utilities	709.98	5,315.65	5,208.35	12,500.00	107.30
7120 · Wages					0.00
7125 · Wages - Overtime Water Trans &	1,491.00	5,856.25	2,041.65	4,900.00	3,814.60
7120 · Wages - Other	4,889.44	19,352.66	18,910.00	45,384.00	442.66
Total 7120 · Wages	6,380.44	25,208.91	20,951.65	50,284.00	4,257.26
Total Water Trans and Distribution	12,983.40	53,037.35	42,826.70	102,784.00	10,210.65
Water Treatment					
7020 · Fuel	278.30	2,048.21	2,083.35	5,000.00	(35.14)
7010 · Monitoring	185.00	17,563.91	4,166.65	10,000.00	13,397.26
7030 · Repairs and Maintenance	73.26	26,737.71	6,250.00	15,000.00	20,487.71
7040 · Supplies	373.45	3,542.65	6,500.00	15,600.00	(2,957.35)
7050 · Utilities	2,013.33	31,985.84	25,833.35	62,000.00	6,152.49
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	462.00	3,393.75	2,000.00	4,800.00	1,393.75
7060 · Wages - Other	5,578.38	22,416.44	18,088.75	43,413.00	4,327.69
Total 7060 · Wages	6,040.38	25,810.19	20,088.75	48,213.00	5,721.44
Total Water Treatment	8,963.72	107,688.51	64,922.10	155,813.00	42,766.41
Total Expense	94,433.13	477,400.18	442,881.25	1,071,565.00	34,518.93
Net Ordinary Income	2,956.12	42,959.75	58,051.35	112,935.00	(15,091.60)
Other Income/Expense					
Other Income					

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
November 2024

	Nov 24	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Property Tax Revenue					
8010 · Secured	0.00	0.00	0.00	33,000.00	0.00
8020 · Unsecured	0.00	0.00	0.00	1,300.00	0.00
8025 · Prior Years	0.00	0.00	0.00	10.00	0.00
8030 · Supplemental - Current	0.00	0.00	0.00	500.00	0.00
8035 · Supplemental - Prior Years	0.00	0.00	0.00	50.00	0.00
Total Property Tax Revenue	0.00	0.00	0.00	34,860.00	0.00
8053 · Water Capital Grant Income	0.00	0.46	0.00	1,500,000.00	0.46
8060 · Interest Income	0.65	(2,925.40)	1,125.00	4,500.00	(4,050.40)
8070 · Other Non-Operating Revenue	171.00	1,125.21	833.32	2,000.00	291.89
9030 · Homeowners' Tax Relief	0.00	0.00	0.00	310.00	0.00
Total Other Income	171.65	(1,799.73)	1,958.32	1,541,670.00	(3,758.05)
Other Expense					0.00
9010 · Other Expenses (Settlement Deductible)	0.00	25,050.00	833.30	2,000.00	24,216.70
9040 · Depreciation	34,139.09	170,695.45	177,083.35	425,000.00	
9050 · Interest Expense	58.68	382.45	227.00	544.76	155.45
Total Other Expense	34,197.77	196,127.90	178,143.65	427,544.76	17,984.25
Net Other Income	(34,026.12)	(197,927.63)	(176,185.33)	1,114,125.24	(21,742.30)
Net Income	(31,070.00)	(154,967.88)	(118,133.98)	1,227,060.24	(36,833.90)

November 2024

Check Register

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2024

Date	Num	Memo	Amount
101 Netlink			
11/25/2024	12944		-250.00
Total 101 Netlink			-250.00
Adobe			
11/20/2024	DBT		-19.99
11/26/2024	DBT		-12.99
Total Adobe			-32.98
Amazon.com			
11/13/2024	DBT		-46.69
11/20/2024	DBT		-192.87
11/25/2024	DBT		-174.56
11/25/2024	DBT		-65.72
11/26/2024	DBT		-53.96
11/29/2024	DBT		-109.91
Total Amazon.com			-643.71
Anderson, Lucas, Somerville & Borges			
11/25/2024	12945		-2,000.00
Total Anderson, Lucas, Somerville & Borges			-2,000.00
Bank Of The West			
11/11/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
11/06/2024	12908		-11.00
11/25/2024	12946		-13.00
Total Blue Star Gas			-24.00
Capital Bank & Trust			
11/05/2024	EFT	557880519	-1,017.91
11/05/2024	EFT	025158148	-406.85
11/20/2024	EFT	557880519	-1,142.91
11/20/2024	EFT	025158148	-497.00
Total Capital Bank & Trust			-3,064.67
Chanpheng Souvanna			
11/15/2024	12920		-10,000.00
Total Chanpheng Souvanna			-10,000.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2024

Date	Num	Memo	Amount
Clear Rate Communications			
11/20/2024	12936		-524.90
Total Clear Rate Communications			-524.90
Colantuono, Highsmith & Whatley, PC			
11/21/2024	12939		-38.50
Total Colantuono, Highsmith & Whatley, PC			-38.50
Dazey's Building Center			
11/27/2024	12951		-496.51
Total Dazey's Building Center			-496.51
EDD			
11/05/2024	EFT	499-0538-3	-1,077.88
11/05/2024	EFT	499-0538-3	-0.26
11/20/2024	EFT	499-0538-3	-2.02
11/20/2024	EFT	499-0538-3	-1,098.27
Total EDD			-2,178.43
Fluentstream Tech			
11/12/2024	12918		-11.97
Total Fluentstream Tech			-11.97
Frontier Communications			
11/06/2024	12909		-108.11
Total Frontier Communications			-108.11
Humboldt County Assessor			
11/06/2024	12910		-58.23
Total Humboldt County Assessor			-58.23
Humboldt County Dept. of Health & Human S			
11/25/2024	12947		-1,066.39
Total Humboldt County Dept. of Health & Human S			-1,066.39
IRS			
11/05/2024	EFT	68-0296323	-4,813.64
11/20/2024	EFT	68-0296323	-5,382.80
Total IRS			-10,196.44

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2024

Date	Num	Memo	Amount
JAYHAWK SOFTWARE			
11/11/2024	12914		-1,895.00
Total JAYHAWK SOFTWARE			-1,895.00
Jennie Short			
11/19/2024	12922		-22,555.60
Total Jennie Short			-22,555.60
Lori Ruiz			
11/21/2024	12940		-200.00
Total Lori Ruiz			-200.00
Microbac Laboratories Inc.			
11/13/2024	12919		-680.00
Total Microbac Laboratories Inc.			-680.00
MILT'S SAW SHOP			
11/21/2024	12941		-63.77
Total MILT'S SAW SHOP			-63.77
NAPA			
11/06/2024	12911		-54.93
Total NAPA			-54.93
Nieto Mary			
11/11/2024	12916		-50.00
Total Nieto Mary			-50.00
PACE Supply			
11/21/2024	12942		-366.35
Total PACE Supply			-366.35
PG&E			
11/07/2024	12888		-8,681.76
Total PG&E			-8,681.76
Ralph Emerson			
11/11/2024	12917		-50.00
Total Ralph Emerson			-50.00

GARBERVILLE SANITARY DISTRICT Check Register Report for Board November 2024

Date	Num	Memo	Amount
Randall Sand & Gravel			
11/21/2024	12943		-226.28
Total Randall Sand & Gravel			-226.28
Recology Humboldt County			
11/11/2024	12915		-60.20
Total Recology Humboldt County			-60.20
Redwood Merchant Services			
11/04/2024	DBT		-156.90
11/30/2024			-363.89
Total Redwood Merchant Services			-520.79
RENNER			
11/10/2024	DBT		-1,113.17
Total RENNER			-1,113.17
SDRMA			
11/11/2024	12889		-5,790.57
11/14/2024	12925		-47.50
Total SDRMA			-5,838.07
Sentry III Center			
11/04/2024	12901		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
11/27/2024	12923		-3,957.75
Total SHN Consulting Engineers & Geologists			-3,957.75
Staples Credit Plan			
11/05/2024	DBT		-243.28
Total Staples Credit Plan			-243.28
Starlink			
11/05/2024	DBT		-145.00
Total Starlink			-145.00
State Water Resources Control Board			
11/20/2024	12937		-60.00
Total State Water Resources Control Board			-60.00

GARBERVILLE SANITARY DISTRICT Check Register Report for Board November 2024

Date	Num	Memo	Amount
State Water Resources Control Board WWOCP			
11/26/2024	12949		-149.00
Total State Water Resources Control Board WWOCP			-149.00
Streamline Inc			
11/25/2024	12948		-126.00
Total Streamline Inc			-126.00
The Lost French Man			
11/01/2024	DBT		-27.02
11/15/2024	DBT		-28.24
Total The Lost French Man			-55.26
The Mitchell Law Firm, LLP			
11/19/2024	12926		-615.00
Total The Mitchell Law Firm, LLP			-615.00
Tiktok Shop			
11/14/2024	DBT		-309.23
Total Tiktok Shop			-309.23
Umpqua Bank			
11/20/2024	DBT		-186.34
Total Umpqua Bank			-186.34
Umpqua Bank Credit Cards			
11/18/2024	12921		-5,041.74
Total Umpqua Bank Credit Cards			-5,041.74
US Cellular			
11/06/2024	12912		-278.32
Total US Cellular			-278.32
USABLUBOOK			
11/20/2024	12938		-262.75
Total USABLUBOOK			-262.75
Van Meter Construction			
11/07/2024	12876		-6,910.00
Total Van Meter Construction			-6,910.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
November 2024

Date	Num	Memo	Amount
Wyatt & Whitchurch, E.A. Inc.			
11/06/2024	12913		-1,095.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,095.00
WYCKOFF'S Inc			
11/27/2024	12950		-512.10
Total WYCKOFF'S Inc			-512.10
Arreguin, Daniel J			
11/05/2024			-3,550.66
11/20/2024	12927		-3,224.07
11/20/2024	12932		-2,509.22
Total Arreguin, Daniel J			-9,283.95
Emerson, Ralph K			
11/05/2024	12903		-3,023.38
11/20/2024	12928		-3,023.38
Total Emerson, Ralph K			-6,046.76
Holmes, Mir L			
11/05/2024	12904		-2,067.41
11/20/2024	12929		-1,730.99
Total Holmes, Mir L			-3,798.40
Miller, Brian A			
11/05/2024			-2,378.43
11/20/2024	12930		-2,036.80
11/20/2024	12933		-654.13
Total Miller, Brian A			-5,069.36
Nieto, Mary M			
11/05/2024	12906		-2,079.70
11/20/2024	12931		-1,804.67
11/20/2024	12934		-1,075.67
Total Nieto, Mary M			-4,960.04
Ruiz, Ricardo			
11/05/2024	12907		-231.70
11/20/2024			-231.68
Total Ruiz, Ricardo			-463.38
TOTAL			-125,743.13

October 2024

**Check Register
&
Cash Flow**

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
October 2024

	Oct 24
OPERATING ACTIVITIES	
Net Income	(34,540.08)
Adjustments to reconcile Net Income to net cash provided by operations:	
1316 · Water Grant Reimb. Receivable	448,152.30
1100 · Accounts Receivable	8,663.77
1110 · Accts Receivable Over Payments	(902.96)
1500 · Prepaid Insurance	5,592.04
1501 · Prepaid Workers Comp	1,330.95
1510 · Prepaid Licenses and Permits	2,357.36
2000 · Accounts Payable	(198,143.69)
2205 · Accrued Simple	0.00
2210 · Accrued Federal PR Taxes	0.00
2220 · Accrued State PR Taxes	0.00
2225 · Accrued Workers Comp	0.00
2300 · Service Deposits	500.00
Net cash provided by Operating Activities	233,009.69
INVESTING ACTIVITIES	
Accumulated Depreciation-Water	23,022.67
Accumulated Depreciation-Sewer	11,116.42
CIP R-W-H Project:CIP-Hurlbutt Tank Reimbursement	(165.00)
CIP R-W-H Project:CIP Robertson-Wallen-Hurlbutt T	(4,111.75)
Net cash provided by Investing Activities	29,862.34
FINANCING ACTIVITIES	
2661 · Ditchwitch Vacuum Trailer	(2,221.08)
Net cash provided by Financing Activities	(2,221.08)
Net cash increase for period	260,650.95
Cash at beginning of period	581,727.68
Cash at end of period	842,378.63

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 October 2024

Date	Num	Memo	Amount
101 Netlink			
10/18/2024	12890		-250.00
Total 101 Netlink			-250.00
Adobe			
10/21/2024	DBT		-19.99
10/28/2024	DBT		-12.99
Total Adobe			-32.98
Amazon.com			
10/28/2024	DBT		-48.74
Total Amazon.com			-48.74
Bank Of The West			
10/15/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Bender Rosenthal, INC			
10/15/2024	12877		-332.50
Total Bender Rosenthal, INC			-332.50
Blue Star Gas			
10/02/2024	12857		-11.00
Total Blue Star Gas			-11.00
Capital Bank & Trust			
10/03/2024	EFT	025158148	-393.53
10/03/2024	EFT	557880519	-988.23
10/17/2024	EFT	557880519	-924.70
10/17/2024	EFT	025158148	-373.09
Total Capital Bank & Trust			-2,679.55
Clear Rate Communications			
10/16/2024	12878		-524.90
Total Clear Rate Communications			-524.90
Colantuono, Highsmith & Whatley, PC			
10/18/2024	12891		-154.00
Total Colantuono, Highsmith & Whatley, PC			-154.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
October 2024

Date	Num	Memo	Amount
CRWA			
10/24/2024	12895		-631.00
Total CRWA			-631.00
Daniel Thomas			
10/08/2024	12868		-150.00
Total Daniel Thomas			-150.00
Dazey's Building Center			
10/29/2024	12900		-207.70
Total Dazey's Building Center			-207.70
Doug Bryan			
10/08/2024	12863		-100.00
Total Doug Bryan			-100.00
EDD			
10/03/2024	EFT	499-0538-3	-6.88
10/03/2024	EFT	499-0538-3	-998.65
10/17/2024	EFT	499-0538-3	-11.01
10/17/2024	EFT	499-0538-3	-881.34
Total EDD			-1,897.88
Emerald Technologies			
10/18/2024	12892		-280.00
Total Emerald Technologies			-280.00
Frontier Communications			
10/07/2024	12859		-108.11
Total Frontier Communications			-108.11
Grainger			
10/29/2024	DBT		-306.74
Total Grainger			-306.74
HACH COMPANY			
10/02/2024	12848		-4,279.30
10/09/2024	12869		-3,695.83
Total HACH COMPANY			-7,975.13

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 October 2024

Date	Num	Memo	Amount
IRS			
10/03/2024	EFT	68-0296323	-4,534.00
10/17/2024	EFT	68-0296323	-4,122.16
10/17/2024	EFT		-1,670.62
Total IRS			-10,326.78
JAYHAWK SOFTWARE			
10/18/2024	12893		-775.00
Total JAYHAWK SOFTWARE			-775.00
Jennie Short			
10/08/2024	12841		-40,129.20
Total Jennie Short			-40,129.20
Julie Lyon			
10/08/2024	12864		-150.00
Total Julie Lyon			-150.00
Lori Ruiz			
10/18/2024	12894		-200.00
Total Lori Ruiz			-200.00
Microbac Laboratories Inc.			
10/02/2024	12856		-1,151.00
10/28/2024	12899		-480.00
Total Microbac Laboratories Inc.			-1,631.00
NAPA			
10/09/2024	12873		-20.89
Total NAPA			-20.89
Nieto Mary			
10/08/2024	12865		-50.00
Total Nieto Mary			-50.00
PayPal			
10/31/2024	DBT		-229.25
Total PayPal			-229.25

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 October 2024

Date	Num	Memo	Amount
PG&E			
10/09/2024	12872		-9,473.05
Total PG&E			-9,473.05
Pitney Bowes Purchase Power			
10/24/2024	12896		-708.04
Total Pitney Bowes Purchase Power			-708.04
Points West Surveying Co.			
10/01/2024	12846		-708.75
Total Points West Surveying Co.			-708.75
R. Anderson			
10/08/2024	12866		-100.00
Total R. Anderson			-100.00
Ralph Emerson			
10/16/2024	12879		-50.00
Total Ralph Emerson			-50.00
Randall Sand & Gravel			
10/16/2024	12880		-193.95
Total Randall Sand & Gravel			-193.95
Redway Feed & Supply			
10/24/2024	12897		-70.98
Total Redway Feed & Supply			-70.98
Redwood Merchant Services			
10/02/2024	13035		-199.48
10/31/2024			-234.34
Total Redwood Merchant Services			-433.82
RENNER			
10/10/2024	DBT		-1,465.37
Total RENNER			-1,465.37
Richard Landes			
10/08/2024	12867		-150.00
Total Richard Landes			-150.00

GARBERVILLE SANITARY DISTRICT Check Register Report for Board October 2024

Date	Num	Memo	Amount
SDRMA			
10/01/2024	12833		-2,095.13
10/02/2024	12847		-25,000.00
10/09/2024	12870		-5,790.57
Total SDRMA			-32,885.70
Sentry III Center			
10/08/2024	12861		-835.00
Total Sentry III Center			-835.00
SHN Consulting Engineers & Geologists			
10/09/2024	12871		-122,438.15
10/24/2024	12898		-780.00
Total SHN Consulting Engineers & Geologists			-123,218.15
Starlink			
10/05/2024	DBT		-145.00
Total Starlink			-145.00
Streamline Inc			
10/01/2024	DBT		-126.00
10/31/2024	DBT		-126.00
Total Streamline Inc			-252.00
The Mitchell Law Firm, LLP			
10/09/2024	12874		-4,350.00
Total The Mitchell Law Firm, LLP			-4,350.00
Umpqua Bank			
10/22/2024	DBT		-198.25
Total Umpqua Bank			-198.25
US Cellular			
10/08/2024	12862		-310.39
Total US Cellular			-310.39
USABLUBOOK			
10/18/2024	12875		-3,475.18
Total USABLUBOOK			-3,475.18

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
October 2024

Date	Num	Memo	Amount
Wahlund Construction, Inc.			
10/03/2024	12858		-843.40
10/07/2024	12855		-12,706.48
Total Wahlund Construction, Inc.			-13,549.88
Wyatt & Whitchurch, E.A. Inc.			
10/07/2024	12860		-1,480.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,480.00
WYCKOFF'S Inc			
10/16/2024	12881		-315.77
Total WYCKOFF'S Inc			-315.77
Arreguin, Daniel J			
10/03/2024	12849		-3,365.82
10/17/2024	12882		-3,224.05
Total Arreguin, Daniel J			-6,589.87
Emerson, Ralph K			
10/03/2024	12850		-3,023.38
10/17/2024	12883		-3,023.38
Total Emerson, Ralph K			-6,046.76
Holmes, Mir L			
10/03/2024	12851		-1,960.66
10/17/2024	12884		-1,705.80
Total Holmes, Mir L			-3,666.46
Miller, Brian A			
10/03/2024	12852		-2,286.75
10/17/2024	12885		-2,040.70
Total Miller, Brian A			-4,327.45
Nieto, Mary M			
10/03/2024	12853		-1,925.47
10/17/2024	12886		-1,686.30
Total Nieto, Mary M			-3,611.77

9:23 AM

01/22/25

Accrual Basis

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
October 2024

<u>Date</u>	<u>Num</u>	<u>Memo</u>	<u>Amount</u>
Ruiz, Ricardo			
10/03/2024	12854		-231.68
10/17/2024	12887		-356.29
Total Ruiz, Ricardo			-587.97
TOTAL			-290,690.62

September 2024

**Check Register
&
Cash Flow**

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
September 2024

	Sep 24
OPERATING ACTIVITIES	
Net Income	(38,497.35)
Adjustments to reconcile Net Income to net cash provided by operations:	
1316 · Water Grant Reimb. Receivable	(495.00)
1100 · Accounts Receivable	9,674.92
1110 · Accts Receivable Over Payments	725.54
1500 · Prepaid Insurance	5,592.04
1501 · Prepaid Workers Comp	1,274.19
1510 · Prepaid Licenses and Permits	2,357.36
1121 · Payroll Tax Overpayment	(12.54)
2000 · Accounts Payable	34,914.35
2205 · Accrued Simple	0.00
2210 · Accrued Federal PR Taxes	0.00
2220 · Accrued State PR Taxes	0.00
2225 · Accrued Workers Comp	(2,095.13)
2300 · Service Deposits	(200.00)
Net cash provided by Operating Activities	13,238.38
INVESTING ACTIVITIES	
Accumulated Depreciation-Water	23,022.67
Accumulated Depreciation-Sewer	11,116.42
CIP R-W-H Project:CIP-Hurlbutt Tank Reimbursement	(792.50)
CIP R-W-H Project:CIP Robertson-Wallen-Hurlbutt T	(11,323.25)
CIP - Meadows Aerial Waterline	(100.00)
Net cash provided by Investing Activities	21,923.34
FINANCING ACTIVITIES	
2661 · Ditchwitch Vacuum Trailer	(2,212.19)
Opening Bal Equity	0.00
Net cash provided by Financing Activities	(2,212.19)
Net cash increase for period	32,949.53
Cash at beginning of period	548,778.15
Cash at end of period	581,727.68

GARBERVILLE SANITARY DISTRICT Check Register Report for Board September 2024

Date	Num	Memo	Amount
101 Netlink			
09/30/2024	12845		-250.00
Total 101 Netlink			-250.00
Adobe			
09/20/2024	DBT		-19.99
09/23/2024	DBT		-239.88
09/26/2024	DBT		-12.99
Total Adobe			-272.86
Amazon.com			
09/05/2024	DBT		-13.98
09/06/2024	DBT	VOID: GJE, RGJE created on 01/21/2025	0.00
09/09/2024	DBT		-50.07
09/26/2024	DBT		-40.72
Total Amazon.com			-104.77
Bank Of The West			
09/15/2024	DBT		-2,288.71
Total Bank Of The West			-2,288.71
Blue Star Gas			
09/03/2024	12804		-11.00
Total Blue Star Gas			-11.00
Branscomb Center			
09/05/2024	DBT		-19.38
09/05/2024	DBT		-77.77
Total Branscomb Center			-97.15
Capital Bank & Trust			
09/04/2024	EFT	557880519	-938.46
09/04/2024	EFT	025158148	-377.15
09/19/2024	EFT	557880519	-931.02
09/19/2024	EFT	025158148	-368.99
Total Capital Bank & Trust			-2,615.62
Chautauqua			
09/17/2024	DBT		-4.10
Total Chautauqua			-4.10

GARBERVILLE SANITARY DISTRICT Check Register Report for Board September 2024

Date	Num	Memo	Amount
Clear Rate Communications			
09/18/2024	12834		-529.91
Total Clear Rate Communications			-529.91
Colantuono, Highsmith & Whatley, PC			
09/24/2024	12835		-38.50
Total Colantuono, Highsmith & Whatley, PC			-38.50
Dazey's Building Center			
09/27/2024	12844		-135.71
Total Dazey's Building Center			-135.71
EDD			
09/04/2024	EFT	499-0538-3	-10.56
09/04/2024	EFT	499-0538-3	-921.09
09/19/2024	EFT	499-0538-3	-853.98
Total EDD			-1,785.63
Frontier Communications			
09/04/2024	12819		-108.11
Total Frontier Communications			-108.11
Hum. Co. Sheriff Dept.			
09/10/2024	12821		-15.00
Total Hum. Co. Sheriff Dept.			-15.00
IRS			
09/04/2024	EFT	68-0296323	-4,289.02
09/19/2024	EFT	68-0296323	-3,965.68
Total IRS			-8,254.70
Jacqueline Stockin			
09/10/2024	12820		-20.00
Total Jacqueline Stockin			-20.00
Lori Ruiz			
09/24/2024	12836		-200.00
Total Lori Ruiz			-200.00

GARBERVILLE SANITARY DISTRICT Check Register Report for Board September 2024

Date	Num	Memo	Amount
Microbac Laboratories Inc.			
09/04/2024	12817		-160.00
Total Microbac Laboratories Inc.			-160.00
NALCO			
09/04/2024	12812		-2,897.10
Total NALCO			-2,897.10
NAPA			
09/04/2024	12813		-60.40
Total NAPA			-60.40
Nieto Mary			
09/24/2024	12837		-50.00
Total Nieto Mary			-50.00
Owsley Electric			
09/04/2024	12814		-285.00
Total Owsley Electric			-285.00
Peterson CAT			
09/24/2024	12832		-7,419.68
Total Peterson CAT			-7,419.68
PG&E			
09/13/2024	12822		-10,096.85
Total PG&E			-10,096.85
Pitney Bowes Purchase Power			
09/04/2024	12815		-52.85
09/24/2024	12838		-169.59
Total Pitney Bowes Purchase Power			-222.44
Ralph Emerson			
09/24/2024	12839		-50.00
Total Ralph Emerson			-50.00
Recology Humboldt County			
09/04/2024	12818		-12.00
Total Recology Humboldt County			-12.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
September 2024

Date	Num	Memo	Amount
Redwood Merchant Services			
09/03/2024	13033		-189.92
09/30/2024			-369.60
Total Redwood Merchant Services			-559.52
RENNER			
09/10/2024	DBT		-2,591.45
Total RENNER			-2,591.45
SDRMA			
09/13/2024	12823		-5,790.57
Total SDRMA			-5,790.57
Sentry III Center			
09/04/2024	12816		-835.00
Total Sentry III Center			-835.00
Starlink			
09/09/2024	DBT		-145.00
Total Starlink			-145.00
State Water Resources Control Board WWOCP			
09/26/2024	12842		-125.00
Total State Water Resources Control Board WWOCP			-125.00
Streamline Inc			
09/03/2024	DBT		-126.00
Total Streamline Inc			-126.00
The Mitchell Law Firm, LLP			
09/13/2024	12824		-5,265.00
09/24/2024	12831		-2,561.50
Total The Mitchell Law Firm, LLP			-7,826.50
Umpqua Bank			
09/15/2024	13034		-208.33
Total Umpqua Bank			-208.33
US Cellular			
09/03/2024	12805		-246.57
Total US Cellular			-246.57

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
September 2024

Date	Num	Memo	Amount
Wahlund Construction, Inc.			
09/16/2024	12825		-2,970.11
Total Wahlund Construction, Inc.			-2,970.11
WYCKOFF'S Inc			
09/27/2024	12843		-163.97
Total WYCKOFF'S Inc			-163.97
Arreguin, Daniel J			
09/04/2024	12808		-3,243.57
09/19/2024	12826		-3,046.37
Total Arreguin, Daniel J			-6,289.94
Emerson, Ralph K			
09/04/2024	12809		-3,023.38
09/19/2024	12827		-3,023.38
Total Emerson, Ralph K			-6,046.76
Holmes, Mir L			
09/04/2024	12810		-1,731.00
09/19/2024	12828		-1,572.03
Total Holmes, Mir L			-3,303.03
Miller, Brian A			
09/04/2024	12811		-2,096.74
09/19/2024	12829		-2,101.47
Total Miller, Brian A			-4,198.21
Nieto, Mary M			
09/04/2024	12797		-1,898.35
09/19/2024	12830		-1,686.30
Total Nieto, Mary M			-3,584.65
Ruiz, Ricardo			
09/04/2024	12798		-342.79
Total Ruiz, Ricardo			-342.79
TOTAL			-83,338.64

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

Date of Meeting: Tuesday, December 17th, 2024
5:00 p.m. – Closed Session with Open Public Session to Follow

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:06 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Absent
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Present (by phone)
Richard Landes- Present

III. APPROVAL OF AGENDA

Motion: Julie Lyon

Second: Richard Landes

Vote: 4-0

IV. Questions or Comments about Closed Session Items

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

1. Cal Fire Property (State of California)

Property under consideration: Acquisition of approximately 874± SF of a Waterline and Maintenance Easement; 5,145 ± SF of a Pump Station Easement and 5,733± SF of a Utility Easement as a portion of the parcel designated as Site Address: 324 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-003.

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

Under negotiation: Price and/or terms of payment, conditions for acquisition, Easement Agreements and/or Easement vacation (1,683± SF) verbiage.

(discussion—possible action)

V. RETURN TO OPEN SESSION

No reportable action was taken in closed session.

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No members of the public were present at the Board Meeting.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

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

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

Board Members-

Correspondence-

General Manager—Ralph Emerson No additional comments were made at the meeting.

- B.4 DWR Garberville Tanks Replacement Project Property Acquisition- Souvanna Property Acquisition of approximately 2,436+ SF of a Utility Easement as a portion of the parcel designated as Site Address: 414 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-005 pg. 43-49
(discussion—possible action)
Souvanna signed the agreement in front of a notary. There is no need for the District to except the easement like normal since the easement is to PG&E.
- B.5 DWR Tanks Replacment Project (Wallan & Robertson)- Construction Phase (discussion-possible action) Jennie Short pg. 50-51
- B.6 Robertson/Wallan/Hurlbutt Tank Replacement Project- Planning Phase Closed-Out (discussion-possible action)
Table and Bring Back to the January 28th, 2025 BOD Meeting
- B.7 Daupler-Operations and Customer Notification Program pg. 52-60
(discussion-possible action) Ralph and Mary
The Board spoke with a representative on Zoom from Daupler. Ava explained what Daupler can do for the District. No decision was made and this will be discussed more in the upcoming meetings.
- B.8 FY 24/25: Budget Modifications and delayed Implementation of Adopted Sewer Rates (discussion-possible action) Jennie Short **Resolution 24-016** pg. 61-66
Motion: Dan Thomas Second: Richard Landes Roll Call Vote: 4-0
The Board approved the new sewer base rate of \$53 per ERU.
- B.9 Rate Study Update (discussion-possible action) Jennie Short pg. 67
Next rate study meeting will be December 18th, 2024
- B.10 Metron Smart Meter Replacement Plan pg. 68-70
(discussion-possible action) Ralph and Mary
Ralph and Staff feel like this is not the right time as far as the budget to go through with the Metron Smart Meter Replacement. This will be brought back in future meetings.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy pages 1-11 pg. 71-77
(discussion-possible action)
This will be brought back to the January 28th, 2025 BOD Meeting for further discussion.

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—January 28th, 2025

1. Daupler accounting and notification program
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay
5. Metron Smart Meter Replacement
6. Small Claims Progress
7. Eco-Green Audit Update

X. ADJOURNMENT

Doug called the meeting to an end at 6:53 p.m.

Housekeeping 101

Ensuring a safe and efficient workplace involves much more than just adhering to regulatory mandates; it's about establishing routines to protect people from injury and protect property from fire.

Good Housekeeping

Poor housekeeping is a leading and preventable cause of accidents such as slips, trips, falls, cuts, struck-by's, and workplace fires.

- ✓ Keep walkways, ramps, stairways, and areas around ladders clear of tools, trash, debris, materials, and equipment.
- ✓ Place used oily or flammable rags in fire-resistant containers with self-closing lids.
- ✓ Designate daily cleanup times for each area of the workplace. This helps maintain consistent cleanliness and reduces fire and slip/trip hazards.
- ✓ Schedule monthly or quarterly inventory checks to identify unnecessary items that are occupying valuable space, especially if they are flammable, hazardous, or combustible.



- ✓ After identifying surplus or outdated items, create a plan to remove them from the premises. This may include donating, recycling, or discarding according to applicable regulations.

Hazardous Materials

Hazardous materials are a necessity for most Districts. Make sure they are not creating a hazard by:

- Ensuring hazardous materials remain stored in their designated areas when not in use. Storage should be away from high-traffic activities, near stairs, emergency exit routes, and far from incompatible substances (refer to SDS).
- Chemical products should be in appropriate containers with secure lids and labeling. Regularly check containers for leaks, rust, bloating, crystal formation, or other signs of deterioration.

Accumulating expired or unused hazardous materials can lead to potential risks if not properly managed. If you observe unsafe conditions or hazards related to storage or container integrity report it to your supervisor.

More Best Practices

- Since back injuries are prevalent for Districts, make sure material handling aids like hand trucks and carts are readily available in their designated storage area.
- Ensure spill kits are stocked and readily accessible to trained employees.
- Place frequently used tools and materials in easily accessible areas.
- Implement a “return and replace” mindset so that items do not accumulate and create clutter.
- Check to make sure flammable gas cylinders are separated from oxygen cylinders by at least 20 feet or by a non-combustible barrier at least 5 feet high with a half-hour fire resistance rating.
- Ensure materials in storage are stacked neatly and not too high to prevent tipping.

Conclusion

Housekeeping is an ongoing commitment, not a one-time task. It is maintained not achieved. By using these best practices, you contribute to a safer environment for everyone.

This *Safety Talk* provides awareness level training housekeeping in the workplace.

If this information is unclear or if you have any additional questions, please talk to your supervisor.

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code, Section 10515

I, JUAN PABLO CERVANTES, Humboldt County Registrar of Voters, do hereby certify that at a regular meeting of the Humboldt County Board of Supervisors held on November 12th, 2024, **SORAN ZACHERY ANDERSON** was appointed to the office of Governing Board Member of the **GARBERVILLE SANITARY DISTRICT**. The term of this office is 4 years ending on the first Friday of December, 2028.

Dated: November 29, 2024
Juan Pablo Cervantes
County Registrar of Voters

By _____
Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **SORAN ZACHERY ANDERSON**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501



GARBERVILLE SANITARY DISTRICT

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

BOARD MEETING MEMORANDUM

Meeting Date: January 28, 2025
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Garberville Tanks Replacement Project - [Construction Phase](#)
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS - DWR

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Negotiated with CalFire headquarters for the terms of the easement to PG&E for the new overhead electric service to the Alderpoint Pump Station
- Coordinated with the State Department of General Services for the CalFire site easement acquisition
- Completed SWPPP review for implementation during construction
- The boundaries of the environmentally sensitive areas have been flagged
- Prepared the seventh reimbursement request to DWR
- Prepared the quarterly report for period ending December 31, 2024
- Reviewed dozens of submittals and Requests for Information
- Held biweekly Construction Progress Meetings with the contractor
- Construction is scheduled to begin January 27th

The project team will be working on:

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

FINANCIAL IMPLICATIONS

DWR approved invoice #5 and #6. The District received payments totaling \$30,930.80. The only outstanding reimbursement amount is the 10% retainage for DWR which currently totals \$60,675.52. Reimbursement Request #7 will be submitted with the quarterly report this week.

A more detailed financial breakdown will be provided as a handout at the meeting.

Table 1. Summary of Construction Budget

Description	Budget Amount	Contract Amount	Amount Spent
Construction Administration & Legal	25,000		
Bid Support (SHN)	11,700	15,000	
Construction Management (4Js)	150,000	75,000	
Construction Engineering (SHN + ATEEM)	157,900	143,200	
SWPPP Support Services (SHN)	35,000	30,500	
Survey Coordination (Points West)	11,000	11,000	
Materials Testing & Special Inspections (SHN)	44,000	27,000	
Environmental Compliance Monitoring (SHN)	62,000	15,000	
Construction Permits + fees	10,000	4,000	
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	
PG&E Direct Costs for Service	30,000	29,713	
Wahlund Construction Agreement	3,686,400	3,686,400	
CCO#1	0	0	
<u>Post Construction Items</u>			
Revegetation Planting	20,000		
Record Drawings	10,000		
Warranty Inspection (SHN)	10,000		
O&M Manual	10,000		
Total Construction Project Costs	4,338,000	4,051,813	
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	
GSD Amount (Grant Shortfall) or Ineligible	418,000	131,813	
Arthur Rd PRV already built	57,610	---	
Additive Alt. Not Awarded (Tobin Generator)	104,800	0	
Construction Contingency	300,000	0	

RECOMMENDATIONS

None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD OF DIRECTORS MEETING MEMORANDUM

Meeting Date: January 28, 2025
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Robertson/Wallan/Hurlbutt Tank Replacement Project
Project Development and Planning Phase - [CLOSE OUT](#)

GENERAL OVERVIEW

Since the last Board Meeting, the Project Team has:

- Finalized the Property Exchange Agreement with Greg Swaffar
- Finalized the Waterline and Access Easement with Greg Swaffar
- At the December Board meeting the Board:
 - o approved the Swaffar PEA and authorized the Chair to sign the agreements on behalf of the District
 - o acknowledged the acquisition of the 32' wide easement for PG&E on Souvanna's property
- Notified DFA that the planning project is complete

Russ Gans and I have prepared the final version of the Property Exchange Agreement including the Waterline and Access Easement for Greg and Megan Swaffar's signature in DocuSign. In addition a Memorandum of Agreement has been prepared to document the existence of the PEA. Both documents will be executed by the Chair once they have been signed by the Swaffars. Payment of the \$25,000 will be completed upon receipt of the signed documents.

The planning and project development phase of the project is complete. All remaining property acquisition for CalFire will be tracked with the construction project as part of the DWR grant.

FINANCIAL IMPLICATIONS

To follow is a summary of the project costs through September 30, 2024, and the reimbursement status/amounts.

Description	Amount
Ineligible Expenses	\$32,990.43
Ineligible Expenses-DWR elimination of markups by SHN	9,542.09
Arthur Road PRV Construction Costs	57,610.01
DFA Reimbursement Rounding - Cumulative	-0.30
DFA Reimbursement Invoice #1 (paid 12/12/22)	64,008.00
DFA Reimbursement Invoice #2 (paid 9/21/23)	71,398.00
DFA Reimbursement Invoice #3 (paid 9/27/23)	52,221.00
DWR Reimbursement Invoice #1 (paid 8/8/23)	165,759.30
DWR Reimbursement Invoice #2 (paid 12/0/23)	64,077.51
DWR Reimbursement Invoice #3 (paid 2/22/24)	131,672.02
DFA Reimbursement Invoice #4 (paid 4/8/24)	125,610.00
DFA Reimbursement Invoice #5 (paid 10/03/24)	294,972.00
DFA Reimbursement Invoice #6 (paid 10/28/24)	63,626.00
DWR Reimbursement Invoice #4 (paid 10/21/24)	153,636.76
DWR Reimbursement Invoice #5 (paid 12/20/24)	13,038.12
DWR Reimbursement Invoice #6 (paid 01/14/25)	17,892.68
DWR Retention Due	60,675.52
Expenses Awaiting Invoicing (Future DFA Construction Funding)	53,087.49

The total project costs that will come from the District funds for the foreseeable future total \$153,230.02 and are shown in green text in the table above. An additional \$25,000 will be added to the future DFA Construction Funding balance once the payment to the Swaffars is made.

RECOMMENDATIONS

1. None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: January 28, 2025
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: Rate Structure Review and Rate Study Preparation

GENERAL OVERVIEW

The Rate Committee has met several times in the past few months. Much progress has been made on possible changes to the methodology and tiers for water and sewer rates. Over the past month we met and finalized the five-year financial projections and identified the various capital improvement projects for the next twenty years. The final step for the Rate Committee will be to review the effects of the new methodology concepts on various example customer types to make sure that they don't have an unequal effect on the low water consumption customers. Once this final verification is complete, I will prepare a draft Rate Study document for the Board to review prior to authorization to begin the Prop 218 notification process. The goal has been to have this draft to the Board in February. We are on track with this goal.

The implementation of the scheduled sewer base rate increase for 2024 has been completed as approved by the Board in December.

SCHEDULE

Task#	Description	Date	Status
1	Review existing Rates and resulting annual increase in income by customer type and consumption tier		Complete
2	Meet with Rate Committee to look at rate calculation methodology		Complete
3	Prepare updated CIP and 10-year financial forecasts	Dec 2024	Complete
4	Produce Draft Rate Study for Board review	Feb 2025	
5	Prop 218 Noticing	March 2025	
6	Hold Public Hearing during Board Meeting and count protests	June 2025	
7	Potentially adopt new rate structure	June 2025	

ABOUT NEXBILLPAY

Nexbillpay is the one-stop solution for rural utilities, providing comprehensive payment and notification services and serving over 1,500 customers across the US. Our platform is designed to cater to the specific business requirements of rural utilities while delivering security, flexibility, and value. Our system integrates with Jayhawk to provide customers with a user-friendly portal, featuring Real-time payment posting, account verification, usage/billing presentment, payment storage, notification options, e-billing services, linked accounts, and more.



Our new admin portal is designed to make your day-to-day operations a breeze, handling everything from in-office payments to reconciliation in real time. In addition, the admin dashboard provides a quick and easy way to view daily and monthly totals.

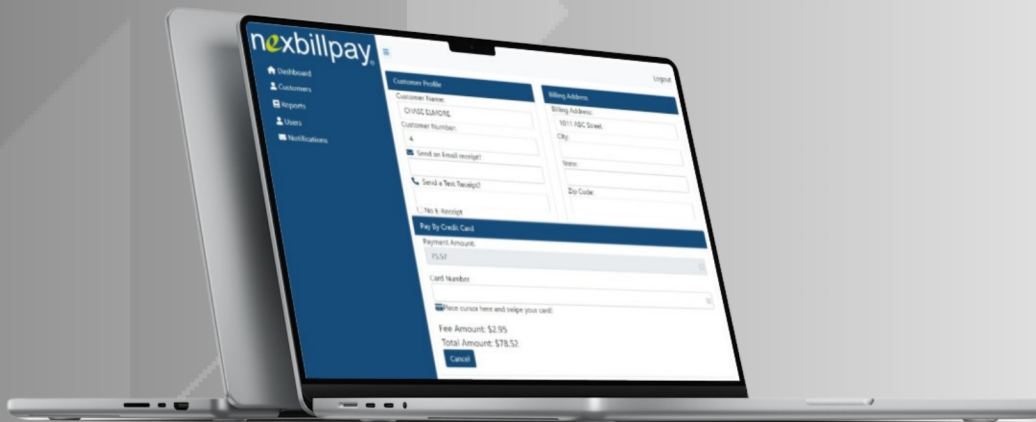
COMING SOON: Alternative Payment options including Apple Pay, Google Pay, Venmo, PayPal, and more!

FEATURES

-  Secure Account Login / Management
-  Real-time Customer Updates
-  Linked Accounts
-  Detailed Payment History
-  Paperless Billing
-  Email and Text Alert Notifications
-  Create / Reset Password
-  Multiple Payment Options

OUR MISSION

At Nexbillpay, we aim to provide a seamless experience for our partners and their customers. Our approach involves utilizing integrated software and technology with the goal of creating successful relationships founded on trust and unwavering support.



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

PERSONNEL POLICY



Adopted June 6, 2006
Amended: September 17th, 2019

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INTRODUCTION

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

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

Each employee is expected to uphold the GSD commitment to "professionalism" which is understood to be an integral part of each employee's position responsibilities.

"Professionalism" includes, but is not limited to, sharing expertise and assistance with other staff, working as a team player, maintaining a positive attitude, pitching in at time of crises, and providing customers, community, GSD Board Members and other GSD staff with the highest quality service and respect.

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

Adopted 6/6/06
Amended 9/17/2019

GARBERVILLE SANITARY DISTRICT

PERSONNEL POLICY

1.0 EMPLOYMENT AT WILL

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

2.0 ORGANIZATION

2.1 Chain of Command

The chain of command is shown in the diagram in Appendix “A.” The General Manager or designee will be the Chief Executive Officer responsible for all day-to-day operations. If the General Manager or designee is not available then the Board Chair will be consulted and if **a decision must be made, a Board meeting must be called to have a quorum and provide input for any decision.** **the Board chair is not available, next in line is the Vice Chair, and then decision making authority extends to any Board Member that is available.**

2.2 Absence of General Manager or Designee:

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

3.0 EMPLOYMENT PROCESS

3.1 Equal Opportunity

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

3.2 Qualifications

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

3.3 Employment Process

All individuals seeking employment with GSD must complete a written application. The 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 **abilities may be required because of certain job requirements**. **qualifications**.

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

3.4 Evaluation Period and Notice of Termination

Following successful completion of a **6 3**-month evaluation period, the employee will be considered a permanent employee. Because GSD is an "at will" employer, notwithstanding that an employee becomes "permanent" in the sense that they have successfully completed their introductory **6 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, executing actions to cause operations to adjust to enacted policy changes, directing the allocation of responsibility and staffing to departments and managing the scheduling of approved work programs in conformance with applicable statutes, regulations and policies. A complete job description can be found in Appendix B.

4.1.1 Chief / **Senior** Operator

The Chief / **Senior** Operator reports to the General Manager or designee and is responsible for performing water and wastewater treatment processing and analysis work in conformance with regular procedures, approved treatment processing methods and regulatory prescribed techniques and verifying compliance with requirements and validating quality of completed work. The Chief / **Senior** Operator is responsible for all activities in the operations, maintenance and construction of District facilities. The Chief Operator is also responsible for supervising Operators and Field Staff.

The Chief / **Senior** Operator is directly responsible to notify the General Manager or designee of any unusual occurrence or emergency situations. When the General

Manager **or designee** is not available, the Chief / **Senior** Operator will follow the chain of command **as described in Section 2.1 and 2.2**. A complete job description can be found in Appendix B.

4.1.2 Water/Wastewater Operator

The Water/Wastewater Operator reports to the Chief /**Senior** Operator and is responsible for performing water and wastewater treatment processing work in conformance with routine processes, treatment methods and in conformance with regulations and standard work and safety techniques. A complete job description can be found in Appendix B.

4.1.3 Field Staff—**Operator in Training**--Permanent and Part Time

Permanent and temporary part-time field staff **or Operator in Training**, report to and are supervised by the Chief /**Senior** Operator and are responsible for completion of all work assigned to them by the Chief / **Senior** Operator or General Manager / **Administrative Assistant**.

4.1.4 Account Clerk/Administrative Assistant

The Account Clerk/Administrative Assistant reports to the General Manager and is responsible for performing accounting and bookkeeping work in conformance with routine processes, accounting and financial transactions. **processing methods and accounting operations scheduling and control techniques**. Responsible for performing a wide variety of general administrative support work and secretarial duties in conformance with established procedures. **Responsible for assisting the General Manager in all administrative duties while overseeing accurate job duties, meter reading and accumulation of time worked. Responsible for audit compliance and all customer or finance related reports**. A complete job description can be found in Appendix B.

4.2 Workweek

Because of the nature of our business, the District's work schedule may vary depending on the employee's job. The District's normal business hours are 9:00 a.m. to 5:00 p.m., Monday through Thursday. The water/wastewater operator's work 7:00 a.m. to 3:30 p.m., Monday through Friday. **The General Manager or designee are the only people who can modify the hours required in a work week.**

4.2.1 Work Hours

The work week is defined as the 7-day period beginning at 00:01 Monday and ending at 24:00 the following Sunday.

The work day is defined as the period beginning at midnight and ending at the following midnight.

- a. The General Manager is intended to be a full time position. This position is exempt from the Fair Labor Standards Act Overtime. The General Manager will attend all scheduled and special Board meetings.
- b. Part-time office staff will work as scheduled by the General Manager, **Administrative Assistant, or** designee, with hours not to exceed 8 hours per day or 30 hours per week.

- c. Office staff will schedule time so that at least one office staff person will be in the office during business hours.
- d. The Chief / **Senior** Operator and Field Staff will, if necessary, work 40 hours per 7-day workweek, scheduled to avoid overtime.
- e. The Chief / **Senior** Operator will attend all scheduled Board meetings and special Board meetings as required, to be compensated by overtime if over 8 hours per day.
- f. Part-time Field Staff will work as scheduled by the Chief / **Senior** Operator, with hours not to exceed 30 hours per 7-day workweek, scheduled to avoid overtime.

4.2.2 Meal Time and Breaks

A “half-hour”, unpaid lunch break will be taken each day. (Two) (paid), 15-minute breaks will be taken daily, one to be taken in the morning and one to be taken in the afternoon. These breaks are to be taken based on the employee’s work schedule. The employee is to check with their supervisor if they have questions. The two 15 minute breaks cannot be used concurrent with the unpaid lunch break.

5.0 PAY AND BENEFITS

Sick leave, holiday leave, vacation leave, health, and retirement benefits are some of the benefits approved by the District. Employee compensation will be based on work performed, knowledge of position and education required.

5.1 Categories of Employment

5.1.1 Introductory period: Full-time and part-time employees are on an introductory period during their first **three six** months of employment. Upon completion of the introductory period, the employee’s performance will be reviewed.

5.1.2 Regular full-time employees (General Manager, Chief/**Senior** Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the **3 6**-month introductory period.

5.1.3 Regular part-time employees are wage-earning employees. They may work no more than 30 hours per week. The General Manager or designee may limit a part-time position to less than 30 hours per week. If hours are to be more than 30 hours per week on a long term basis,

the General Manager or designee will determine if the additional hours were needed and inform the governing Board. Permanent part-time employees are entitled to limited benefits as described below.

5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary parttime employees do not receive benefits **except what is legally required by State law.**

5.2 Pay 5.2.1 Wages and **Salaries Wages and** salaries shall be determined by the General Manager or designee **unless they are unavailable and at such time, the Board of Directors will make that decision.** The Board of Directors will determine the salary of the General Manager.

5.2.2 Time Cards

All employees are required to maintain an accurate record of time worked. All employees must complete time cards and submit them to the office prior to pay day as determined by the General Manager, **Administrative Assistant** or designee.

5.2.3 Paydays

Paychecks shall be issued on the 5th and on the 20th. If this date falls on a weekend, holiday or day in which two signatures cannot be obtained, pay day will be moved to the closest day preceding these dates. Checks will be available at the office by 3:00 pm on payday. 5.2.4 Pay Advances: There will no pay advances given on work

performed. All vacation hours accrued at end of December will be paid above **200 240** and must first be approved by the General Manager, or designee.

5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The General Manager is exempt from this law. All overtime must be approved in advance by the General Manager, **Chief Plant Operator** or designee. Hourly employees will be paid at a rate of time and one-half for hours worked over 8 in a day and/or 40 in a week. Hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay. Only actual hours worked count towards computing weekly overtime

5.2.6 On-Call Time

“On-Call” means the designated employee must respond to all emergencies and must be able to respond within 30 minutes to all call-outs.

- a. On-Call Work Week The on-call work week begins at 7:00AM Tuesday morning and ends at 6:59AM on Tuesday morning of the following week. These hours and days can be modified by Senior Operator, General Manager or designee.
- b. On-Call Compensation Compensation for being on-call is \$25/day or \$175/week

5.2.7 Call-Out Time

“Call-Out” means an employee may be called to respond to emergencies on their scheduled time off. The District will pay a minimum of 2 hours pay, **at the employees rate of pay the appropriate rate**, if they are **called** out. This will be in addition to daily or “On-Call” compensation.

5.2.8 Compensatory Time

Compensatory (comp) **time will only be approved by the General Manager or designee and only for specific incidents. policies are generally illegal under federal law. Therefore, the District has opted to comply with this federal policy and pay employees instead of accruing comp time.** Employees that are called to work during vacations, holidays, emergencies, or when other staff are not available to complete necessary work, shall get paid at a rate of time and one-half for hours worked. **Comp time can be banked if approved by General Manager or designee. Comp time will not be accrued nor will the District provide compensation time off in lieu of pay.**

5.2.9 Raises

Depending upon the employee’s performance a pay raise may be made when there has been an improvement in or sustainment of an already good performance during the review period.

- a. Cost of Living: All permanent employees will be eligible to receive annual cost of living increases at beginning of the fiscal year, based upon the Consumer Price Index and at the discretion of the General Manager, designee or Board. Cost of Living increases will be reviewed prior to the fiscal year meeting of the Board. The General Manager or designee will provide information on cost of living increase in the packet for the Board Meeting.
- b. **Merit Pay Increase:** All permanent employees are eligible for an annual increase, over and above cost of living increases. When considering a Merit pay adjustment, the General Manager or designee will evaluate the employee’s willingness to work, ability to learn, **interact with co-workers and customers, along with any and record of accomplishments. The General Manager or designee will provide a recommendation to the Board of Directors for approval if the employee is to receive a Merit Pay Raise.**

5.3 Time Off

Time off will be granted according to category specified below.

5.3.1 Vacation

Full-time employees are eligible for paid vacation, **that Vacation** is calculated according to the **date you were hired your anniversary date**.

- a. Full-time employees shall be entitled to 10 working days paid vacation after
 - b. completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire (current employees only) with prior General Manager or designee approval.
 - c. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
 - d. An employee eligible for paid vacation may request approval by the District Administrator to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off.
 - e. Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.
 - f. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

Full-time employees are eligible to use accrued vacation after six months of employment

5.3.2 Holidays

- a. Full-time employees receive the following paid Federal holidays:

New Year's Day (Jan 1 st)	Labor Day (Sept-1 st Mon)
M. L. King Day (Jan-3 rd Mon)	Columbus Day (Oct-2 nd Mon)
Presidents' Day (Feb-3 rd Mon)	Thanksgiving Day (Nov-4 th Thurs)
Memorial Day (May-Last Mon)	Day after Thanksgiving
Independence Day (July 4 th)	Christmas Day (Dec 25 th)
- b. Permanent part-time employees, after 2 years of employment, receive 2 (two) 8-hour paid holidays: Thanksgiving and Christmas Day.
- c. Holiday Schedule: If one of the above holidays falls on a Saturday, the District will take Friday as the holiday. If one of the above holidays falls on a Sunday, the District will take Monday as the holiday.
- d. If an employee has to work on a Holiday, that employee will get paid at a rate of time and one-half for hours worked only. The employee does not receive additional holiday paid on top of time worked. If the employee only works a portion of the day, the hours worked will be paid at a rate of time and one-half and the remaining hours will be paid at straight holiday pay.

- e. Personal Day Off: Full-time employees and permanent part-time employees will receive 2 (two) 8-hour paid personal holidays after 3 years of service to used within the anniversary year. In the event the employees fail to take the paid personal holidays off within the anniversary year, they will expire and not be carried over to the following year.
- f. A floating day for holidays is provided to employees who work non-standard workweeks (for example, Wednesday through Sunday). These employees are entitled to the same number of holidays per year as those employees who work a normal schedule. The floating day for holidays is as follows: On holidays that fall on the scheduled work day of the operator, the operator will take off the day before or after the holiday depending on the work schedule. For example, on holidays that fall on Monday the operator that works Monday through Friday is entitled to take off the Friday before the Monday of the holiday. For an operator that works Wednesday through Sunday, they are entitled to take off the Wednesday after the holiday. The floating day for holidays will change based on work schedule. A floating holiday day is to be taken before or after the holiday and is not to be banked. Operations will need to provide the General Manager a schedule of holidays off at the beginning of each year. Operations will make sure that the days off does not impact the District's operation. The General Manager will review, modify and approved the floating holiday day off schedule before it becomes effective.
- g. Full-time employees are eligible for paid holidays after completing their 3-month introductory period.

5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. This may accrue to a total of 24 working days.
- b. Sick leave Use: Paid sick leave may be used for doctor/dentist visits in not less than fourhour units.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.

5.3.4 Family Medical Leave

Family care leave will be granted in accordance with the Family Medical Leave Act (FMLA)

- a. FMLA is an unpaid leave that may be used by employees when they have a prolonged illness or physical condition that prevents them from working, or it may be used by employees to take time to care for family members with serious medical condition requiring their help, if the condition is expected to last more than three consecutive days.
- b. Under the FMLA employees are entitled to 12 weeks Family Medical Leave (FML) per fiscal year; if they have worked for the District for 12 months prior to requested leave, for a minimum of 1250 hours in the previous12 months.
- c. Under FMLA, employees are entitled to fully paid benefits while on leave and are guaranteed re-instatement of their job if they are physically capable.

- d. FML begins as soon as the employee receives written notification from the District of activation of FML. This may be as early as the first day of an absence due to a medical condition of the employee or his/her family member. Neither the employee nor the District can declare FML retroactively.
- e. FML runs concurrently with worker's compensation, or disability payments.
- f. Employees do not accrue additional vacation time or new sick leave while on FML, but the District must continue to cover paid benefits, such as health insurance.
- g. If possible (such as for scheduled surgery), employees must give the District written advance notice of their intention to take FML, as soon as they know they will need to take the leave.
- h. The District may require documentation from the attending physician.

5.3.5 Military Leave

Employees who wish to serve in the military will be granted Military Leave in accordance with the Universal Military Leave Act. Employees are entitled to reinstatement upon completion of military service, provided they return or apply for reinstatement within the time allowed by law.

5.3.6 Bereavement Leave

GSD grants leave of absence to all employees in the event of the death of the employee's current spouse (or domestic partner), child, parent, legal guardian, brother, sister, grandparent, or grandchild; or mother-, father-, sister-, brother-, son-, or daughter-in-law. An employee with such a death in the family may take up to the following:

- a. Full-time employees will be granted 3 days bereavement leave with pay in the event of the death of an immediate family member, or at the discretion of the General Manager.
- b. Permanent part-time employees will be granted 3 days bereavement leave without pay under the same circumstances.
- c. The General Manager may approve additional unpaid time off.

5.3.7 Jury Duty

Full-time employees who are summoned for jury duty will be paid the difference between their normal rate of pay and the jury duty pay for a period of up to 10 working days per year. Employees must provide the District with a copy of the payment records from the court in order to be compensated. Should the employee have to serve more than 10 days, the employee may take unpaid time off.

The employee should make arrangements with their supervisor as soon as they receive the summons. In fairness to the District, employees are expected to return to their job if they are excused from jury duty during their regular working hours.

5.3.8 Time off for Voting

If an employee does not have sufficient time outside of working hours to vote in an official statesanctioned election, the employee may take off enough working time to vote. Such time shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two hours combined. Under these circumstances, an employee will be allowed a maximum of two hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give their supervisor at least two days notice.

5.3.9 Leave of Absence

Under special circumstances, an employee with three months of employment may be granted a leave of absence without pay. The granting of this type of leave is normally for compelling reasons and is dependent upon the written approval of the General Manager.

- a. Leave of absence for any purpose other than those listed above will be granted at the discretion of the General Manager.
- b. The employee must use all paid vacation and personal days off (but not sick leave) before taking an unpaid leave of absence.
- c. The employee must pay premiums on all insurance, and may elect to make retirement contributions while on leave of absence. The District will resume paying its contribution when the employee returns to work.
- d. If the employee does not return to work at the end of the leave, it will be considered a voluntary termination. The employee will then be entitled to COBRA and any other benefits of voluntary termination.
- e. Employees will not accrue any paid time off while on personal leave.

5.4 Benefits

GSD provides medical insurance and a retirement plan for eligible employees and their dependents on the first day of the month following the completion of the introductory period. Eligible employees may participate in the District's benefits. Information and enrollment forms may be obtained from the office.

5.4.1 Health Insurance

- a. Full-time employees, after 30 days of employment, may participate in the insurance benefits currently provided by the District. Coverage starts on the first day of the month following enrollment. To assist you with the cost of this insurance, the District will pay for the employee portion of a single contract chosen by the Board of Directors. (If the employee chooses a plan that is above the Board's budgeted amount, the employee is responsible for paying the difference.) The employee will be responsible for paying the entire cost of the dependent coverage. In the event of an increase in medical insurance premium rates, all employees maybe required to contribute to the cost of increased premiums to retain coverage.
- b. Permanent part-time employees may participate in the health insurance plan at their own expense, after 6 months of employment.

5.4.2 Retirement Benefits

The District provides eligible employees with a Board approved retirement plan. This plan is designed to be used in combination with the employee's Social Security benefits and personal resources to provide the employee with an assured income at retirement age.

Eligibility for this plan is the month following the completion of the introductory period. Employees who earned at least \$5,000 per calendar year during any two preceding years and who are expected to earn at least \$5,000 in the current year are eligible to participate in the plan.

GSD will contribute a dollar-for-dollar match up to 3% of each eligible employee's compensation. The employer match contribution is based on current IRS laws. Employee will be responsible for the start-up and maintenance fees of their retirement plan. The cost is \$10.00 per year for each employee to establish and maintain the plan. This is paid directly to the administration responsible for the plan.

The retirement program may be review yearly for modifications.

5.4.3 Workers Compensation

On-the-job injuries are covered by the District's Worker's Compensation Insurance Policy provided at no cost to the employee.

- a. All District employees are covered by workers' compensation through SDWCA if they are injured on the job.
- b. Employees must report on-the-job injuries to their supervisors immediately. SDWCA forms must be filled out within 24 hours of any injury requiring treatment. Forms and information are available at the GSD business office.

5.4.4 State Disability

- a. All District employees are eligible for a disability leave of absence due to illness, injury or pregnancy-related disabilities.
- b. Please provide the District written notice of disability, including a doctor's certificate stating the nature of the disability and the expected date of return to work.
- c. The employee is responsible for filing their claim and other forms promptly and accurately with the Employment Development Department (EDD). A claim may be obtained by calling EDD.
- d. The cost of this insurance is fully paid by the employee.
- e. The district will continue to provide medical insurance coverage for employees on authorized leave of absence due to physical disability for the first month of disability. When the above period expires, the employee may continue medical insurance coverage by making arrangements with the office to pay the appropriate monthly premium in advance each month.
- f. An employee's continued absence from work beyond their disability, as determined by their physician, will be deemed a voluntary termination of their employment.

5.4.5 Social Security

Social Security is more than a paycheck deduction. It offers financial security for the employee and their dependents. Although this is a federally established program, it is the employee's contributions, and the District's, that pay for this benefit. Both the employee and the District contribute to provide the employee with monthly checks and medical coverage once the employee reach retirement age. These funds are then forwarded to the federal government to support the Social Security Program.

5.4.6 Water Service Discount

Full-time and permanent part-time employees residing in the District are entitled to water service at a discount equal to the base water rate during their employment with GSD.

6.0 PERSONNEL RECORDS

The employee has a right to inspect certain documents in their personnel file, as provided by law, in the presence of GSD representative at a mutually convenient time. No copies of documents in their file may be made, with the exception of documents that they have previously signed. The employee may add their comments to any disputed item in the file. GSD will restrict disclosure of their personnel file to authorized individuals with GSD. Any request for information contained in personnel files must be directed to the District Administrator. Only the General Manager is authorized to release information about current or former employees. Disclosure of personnel information to outside sourced will be limited. However, GSD will cooperate with requests from authorized law enforcement, or local, state, or federal agencies conducting official investigations and as otherwise legally required.

6.1 Names and Addresses

GSD is required by law to keep current all employees' name and addresses. Employees are responsible for notifying the District in the event of a name or address change.

6.1.2 Employee References

All requests for references must be directed to the General Manager. No other person is authorized to release references for current or former employees. By policy, the District discloses the dates of employment, the title of the last position held, general description of last job duties, reason for termination, and any incidents of violence of former employees. If the employee authorizes the disclosure in writing, the District also will inform prospective employers of the amount of salary or wage they last earned.

7.0 POLICIES REGARDING EMPLOYEE CONDUCT

7.1 Safety Policy

The District recognizes its responsibility for providing the safest possible conditions for its employees and customers. This responsibility is met by means of a safety program that is applied through the development of safety awareness among employees, the use of up to date safety equipment, and the continual inspection of conditions and practices by all levels of supervision. It is the responsibility of every employee to develop safe working habits. The development of proper attitudes toward safety is the only method to improve safe working habits. Therefore, training sessions play a large part in the safety program. The District wants to protect all employees and the public from injury and accidents. To accomplish this goal, the safety program involves all employees, and requires the active participation and cooperation of all to make it operate effectively.

Safety training sessions are conducted for all District employees, and employees are expected to perform in a safe manner. Negligent or unsafe conduct by an employee will result in disciplinary action. All employees must follow the safety procedures established by management. The Chief Operator will report to the Board on annual completion of Safety training programs which he or she personally completes as well as certification of successful completion of the training program by all employees pursuant to the Chief Operator's job description set out in Appendix "B."

7.1(a) Hazardous Work Conditions

Despite a collective and diligent effort to ensure safe working conditions for all District employees, there are hazards that cannot be foreseen or avoided. Employees are expected to be aware of their surrounding at all times and to act safely and responsibly in the work place. Employees who are unsure, uncomfortable or hesitant should immediately notify the General Manager before engaging in the potentially hazardous work. Employees are NOT required to perform any task they consider to be dangerous or hazardous.

All incidents MUST be documented regardless of what the hazard or incident.

The following is a non-exhaustive list of certain hazardous conditions that may arise and responsive actions.

- a. Animals biting or attacking---As a general rule, employees should keep a safe distance from stray or domestic animals. If an animal displays any tendencies perceived to be dangerous, do not come into contact with the animal, ready deterrent spray, contact the owner to control the animal, and call for assistance. If an employee is attacked, seek immediate medical attention and report the attack to a supervisor and law enforcement.
- b. Angry and threatening people---Employees are likely to encounter combative people during their employment. In such circumstances, employees should remain calm, professional, and respectful. Employees should remove themselves from the situation by leaving the area and should not, under any circumstances, respond aggressively. Employees should immediately report the incident to the General Manager or designee and law enforcement if needed.
- c. Needles and dangerous paraphernalia—Employees who encounter needles or drug paraphernalia should immediately notify law enforcement and the General Manager or designee. Employees should not attempt to remove the item, unless appropriate safety precautions are taken, including avoiding contact with bare skin by wearing protective gloves and ensuring proper disposal. If an employee is injured by any object, go directly to the emergency room and notify General Manager or designee.
- c. Being asked to do work for Customers—If a customer asked you to assist them, employees must first notify the General Manager or designee for prior approval. Employees should not provide assistance to customers if it involves going in private residences or on private property to perform work.
- d. Working alone---If conditions are dangerous, employees should stop, call for assistance, and notify General Manager or designee.
- e. Working in confined spaces or with chemicals---Employees should always notify a co-worker and the General Manager or designee in advance of performing the work in confined spaces or with any chemicals. Only employees who have obtained the proper training and certifications should perform any work with chemicals. If an employee is unsure, ask the General Manager or designee first. Employees should comply with any and all required precautions, such as the mandatory use of protective equipment.

7.2 Smoking Policy

GSD is committed to providing a safe and healthy environment for employees and visitors. Therefore, smoking is not permitted in the workplace.

7.3 Alcohol and Drug Use Policy

In accordance with our general personnel policies, whose overriding concern is a regard for the employee as an individual as well as a worker, GSD has adopted the following policy:

- a. We believe alcoholism and drug dependencies are illnesses and should be treated as such.
- b. We believe the majority of employees who develop these dependencies can be helped to recover, and the District shall offer or facilitate appropriate assistance for the employee.
- c. We believe the decision to seek diagnosis and accept treatment for any suspected illness is the responsibility of the employee. However, continued refusal of an employee to seek treatment when it appears that substandard performance may be caused by any illness is not tolerated.
- d. We believe it is in the best interest of employees and the District that when alcoholism or drug dependency is present, it should be diagnosed and treated at the earliest possible stage. The District requires all new employees to pass a drug screening, and may, at its discretion, require further drug screening.
- e. Confidential handling of the diagnosis and treatment of alcoholism or drug dependency will be the responsibility of the appropriate manager and the General Manager.
- f. The objective of this policy is to retain employees who may develop alcohol or drug dependency by helping them to arrest its further advance before the condition renders them unemployable.
- g. All employees should be aware that the use of alcohol or any drugs interfering with safe and efficient functioning on the job is a matter of District concern and will be dealt with in an appropriate manner.
- h. Employees are prohibited from drinking alcoholic beverages on company time or on company premises, reporting to work or driving a District vehicle while under the influence of alcohol or drugs. Employees are prohibited from working, driving a District vehicle or appearing on Garberville Sanitary District premises under the influence of or in the possession of alcohol, illegal drugs, controlled substances, prescription drugs, or over-the-counter remedies that may impair the employee's ability to function, or that may endanger the safety of others.
- i. Substantial evidence of illegal actions on the job, including the use of illegal drugs, when such actions can be traced to specific employees, will be reported to the appropriate authority and will result in disciplinary action by the District.
- j. Employees convicted of illegal drug traffic charges will be immediately terminated. Employees found to be involved in such traffic on company premises or during working hours will be terminated and reported to the appropriate authorities.
- k. All employees must pass a drug and alcohol screen prior to beginning their duties. (See section 3.3.) The District reserves the right to screen employees for drug use as permitted by law including random drug screening of all employees, including managers, as well as drug and alcohol testing of individuals for cause.

7.4 Non-Harassment Policy

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.
- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.

7.5 Standards of Conduct

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

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor. C. Attention to duty.
- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.

7.6 General Office and Field Policies

- a. Only Board Members, District employees, or authorized visitors are permitted in the office area behind the counter or on District property.

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

7.7 Approval of Expenditures

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

7.8 Questions regarding Board Members

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member should always be referred to the General Manager. The General Manager shall contact the Fair Political Practice

Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not attempt to respond to questions or comments on issues that are the sole responsibility of the General Manager.

- b. For security reasons, inquiries regarding plant design or operational specifics may be referred to the Board at management's discretion.

7.9 News Media Contacts

Employees may be approached for interview or comments by the news media. Only the General Manager may comment to news reporters on GSD policy or events relevant to GSD.

7.10 Seminars and Workshops

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

7.11 Conflict of Interest

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

Appendix "D."

PERFORMANCE EVALUATION

The employee's performance is important to the District. The performance evaluations are guides to help the employee improve in needed areas and confirm their strengths in other areas. Once each year, on or about their anniversary date, the employee's supervisor will review their job progress within the District and help them to set new job performance plans. New employees will be reviewed at the end of their introductory three month period and then annually.

8.1 Annual Evaluation

The appropriate manager will evaluate all employees, permanent and temporary, full-time and part-time at least annually.

- a. Management will evaluate their staff members and review the evaluation with the employee. Each employee evaluation shall be in writing: written by the appropriate manager and signed by the employee.
- b. The Chief Operator will be evaluated by the General Manager. The evaluation shall be in writing and signed by both the General Manager and Chief Operator.
- c. The General Manager will be evaluated based on the Agreement signed by the Board and the General Manager.
- d. The Board will consider a merit in grade raise based on General Manager's recommendation and evaluation of employees.

8.2 Interim Evaluations and Counseling

Management may evaluate or counsel their staff as needed between annual evaluations to help employees improve their performance. The Board may evaluate or counsel the General Manager as needed between annual evaluations to help with his/her performance.

8.3 Positive Performance Guidelines

Management will follow the Positive Performance Guidelines when evaluating or counseling their staff. Because GSD is an “at will” employer, both employee and employer have the right to terminate the employment relationship at any time with or without probable cause. Results of evaluations do not affect or modify the “at will” status of employment.

9.0 GRIEVANCE PROCEDURE

Any employee may obtain consideration of a grievance without jeopardizing the security of his/her position with the District by following the steps below:

- a. Discuss the grievance with the appropriate manager and try to reach a resolution.
- b. If the grievance is unresolved within 7 days, the employee may present his/her case in writing to the Board member appointed as Employee Liaison.
- c. The employee will meet with the appointed Board Employee Liaison to discuss, and if possible, resolve the grievance.
- d. If the grievance is not resolved within 7 days of the meeting with the Board Employee Liaison, the liaison or the employee may request in writing that this matter be presented to the Board within 15 days.
- e. Board of Directors' consideration of employee grievances will be conducted according to the Brown Act of the State of California. The employee bringing the grievance may choose whether discussion will be conducted in open or in executive (closed) session.
- f. In the event that the determination of the Board is not accepted by the Employee, the employee may request and the Board shall refer the matter to the Dispute Resolution Committee under Section 9.0. This grievance procedure is set out as a general method for the District and employees to resolve issues. However, nothing in this grievance procedure is intended to, or shall change the “at will” status of employment.

10.0 DISPUTE RESOLUTION PROCEDURE

Garberville Sanitary District will follow the dispute resolution procedure set forth in Appendix “C.” As a condition of employment, ALL employees will be required to sign the dispute resolution.

11.0 RIGHT TO REVISE

This personnel policy manual contains the employment policies and practices of Garberville Sanitary District in effect at the time of publication. All previously issued handbooks and any inconsistent policy statements or memoranda are superseded.

Garberville Sanitary District reserves the right to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in this manual or in any other document, except for the policy of "at-will" employment. However, any such changes must be in writing and must be approved by the Board of Directors of Garberville Sanitary District.

Any written changes to this manual will be distributed to all employees so that employees will be aware of the new policies or procedures. No oral statements or representations can in any way alter the provisions of this manual.

This Personnel Policy Manual sets forth the entire agreement between the employee and Garberville Sanitary District. Nothing in this manual or in any other personnel document, including benefits plans descriptions, creates or is intended to create a promise or representation of continued employment for any employee.

12.0 CONFIRMATION OF RECEIPT

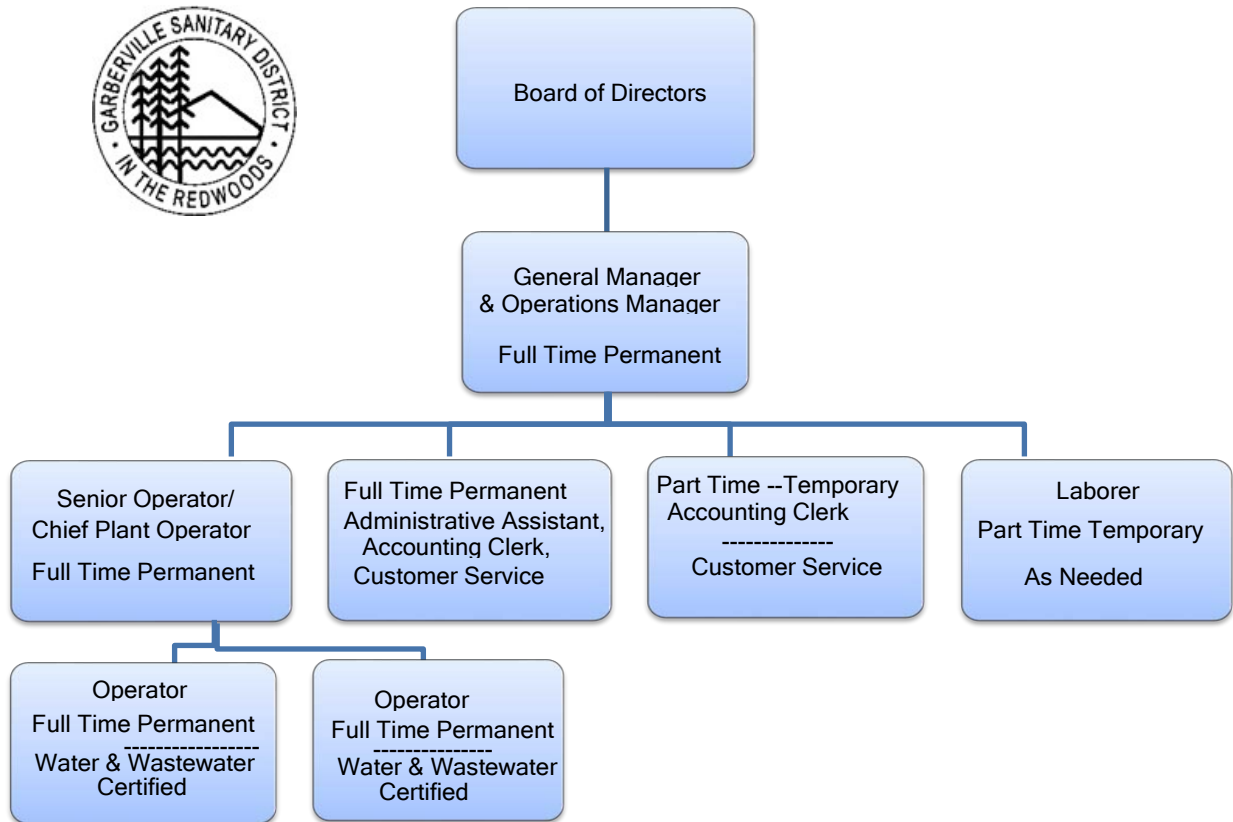
By signing below the employee acknowledges receiving a copy of the District's Personnel Policy Manual. The employee understands and agrees that it is their responsibility to read and familiarize themselves with the policies and procedures contained in the manual.

The employee understands that except for employment "at-will" employment status, any and all policies or practices can be changed at any time by the District. Garberville Sanitary District reserves the right to change the employee's hours, wages, and working conditions at any time. The employee understand and agree that other than the General Manager, no other person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than "at-will"; only the General Manager has the authority to make any such agreement and then only in writing.

The employee understand and agree that nothing in the Personnel Policy Manual creates or is intended to create a promise or representation of continued employment and that employment at Garberville Sanitary District is employment "at-will;" employment may be terminated at the will of the District. The employee's signature certifies that they understand that the foregoing agreement on "at-will" status is the sole and entire agreement between Garberville Sanitary District and the employee concerning the duration of their employment and the circumstances under which their employment may be terminated. It supersedes all prior agreements, understandings, and representations concerning their employment with Garberville Sanitary District.

EMPLOYEE SIGNATURE _____ DATE _____

APPENDIX A, Chain of Command



APPENDIX B, Job Descriptions

TITLE:

GENERAL MANAGER

ESSENTIAL FUNCTION

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

PRIMARY DUTIES

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

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

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

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

Appendix B 1

Garberville Sanitary District

Classification Specifications

Established: 10/03/06

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

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

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

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

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Exempt.

Appointment and Removal Authority:

Board of Directors.

ACCOUNT CLERK/ADMINISTRATIVE ASSISTANT

ESSENTIAL FUNCTION

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

PRIMARY DUTIES

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

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

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

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

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

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

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

Knowledge of administrative and office practices

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

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

Public and agency desk procedures and methods of providing services and information. Methods and technique for record keeping and report preparation.

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

Exhibit a high customer service priority.

Establish and maintain cooperative relations with those contacted in the course of work.

Ability to manage multiple projects at the same time.

Ability to work with others and accept delegated tasks.

Establish and maintain open and honest communications with co-workers at all levels of the organization.

Ability to maintain a variety of financial records; independently make mathematical calculations quickly and accurately.

Ability to plan, coordinate, organize, and prioritize work to meet deadlines. Ability to work independently and use good judgment Operate standard office equipment.

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

CHIEF OPERATOR

ESSENTIAL FUNCTION

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

PRIMARY DUTIES

This position reports to the General Manager and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials and maintain inventory of equipment. Coordinate with Regulatory Agencies for the operations of District facilities. Responsible for all reports and communication with Regulatory Agencies under the direction of the General Manager.

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

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

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

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

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

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

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

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

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

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

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

Qualifying Training and Experience:

Personnel Policy

Appendix D

Adopted 6/6/06

- 9 -

Amended 9/17/2019

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

SENIOR OPERATOR

ESSENTIAL FUNCTION

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

PRIMARY DUTIES

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

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

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

Service and Facilities Maintenance: Identifies and assists in diagnosing existing and potential repair requirements to plant, wells, pump stations, power generators and all related facilities and equipment. Performs routine scheduled preventive maintenance work and maintenance on equipment.

. Prepares maintenance and repair service requests and suggests changes to preventive maintenance schedules and actions. Establish or amend operational procedures and maintenance procedures to be approved the General Manager. Assists external contractors and internal repair crews to locate, evaluate, adjust, maintain and/or replace equipment, systems and facilities. Maintains central and remote work places. Performs maintenance work on facilities and grounds as needed. Administers the hazard material safety program, performs monthly safety inspections. Responds to service requests and complaints from service users. Conducts field investigations and/or inspections of service conditions at user locations. Takes actions needed to resolve service needs. Prepares reports of service calls and complaints. Responds to utility service alerts.

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

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

1

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

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

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

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.
- Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.
- Exhibit a high customer service priority.
- Establish and maintain open and honest communications with co-workers at all levels of the organization.
- Instruct others in specific processes and procedures applied in treatment and equipment operations.
- Operate vehicles, office computers and field communications equipment.
- Operate water and wastewater equipment and process controls.
- Tolerate physical presence of height.
- Ascend and descend ladders and stairs.

Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.
Safely enter and leave confined spaces.
Safely transport and lift bulky objects.

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

OPERATOR I

ESSENTIAL FUNCTION

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

PRIMARY DUTIES

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

System Operations: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory test results to assess system functions and determine processing requirements.

Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Extracts water and/or wastewater samples; prepares and maintains associated control records; transfer samples to laboratory and performs routine laboratory tests and analyses. Assists in applying chemicals to treatment processes.

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

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

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

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

- Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.
- Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.
- Chemical and biological procedures and tests applied in water and wastewater treatment.
- Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.

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

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

- Extract water and wastewater samples and perform standard laboratory tests.
- Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.
- Perform maintenance on water and wastewater equipment and facilities.
- Understand, retain and apply written procedures.

Understand and explain specific provisions and procedures contained in technical manuals, drawings, specifications, blueprints, layouts and schematics.

Exhibit a high customer service priority.

Establish and maintain open and honest communications with co-workers at all levels of the organization.

Instruct others in specific processes and procedures applied in treatment and equipment operations.

Operate vehicles, office computers and field communications equipment.

Operate water and wastewater equipment and process controls.

Tolerate physical presence of height.

Ascend and descend ladders and stairs.

Within CALOSHA guidelines, withstand periods of physical exposure to the presence of fumes, odors, dust and pollen without incapacitating adverse effect.

Safely enter and leave confined spaces.

Safely transport and lift bulky objects.

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

General Manager.

Garberville Sanitary District

Job Description

Job Title: Business Manager

Reports to: Board of Directors

Date: August 2012

Position summary

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

Managerial duties

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

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



Garberville Sanitary District
Job Description

Job Title: Operations Manager

Reports To: Board of Directors

Date: August 2012

Job Duties and Responsibilities

- The Operations Manager will supervise the Water Distribution and Wastewater Collections operators to coordinate all field activities necessary to effectively maintain and operate the District.
- The Operations Manager will work with the Business Manager to assure District policies are implemented.
- The Operations Manager will work with the Business Manager and Project Manager to assist in the review of projects, designs, technical issues, and project management.
- The Operations Manager shall schedule jobs, assign tasks, and coordinate all aspects of each operation ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.
- The Operations Manager will be required to attend meetings during other than normal work hours. And may be called back to work before or after regularly scheduled work hours or on scheduled days off.

- The Operations Manager shall complete annual performance evaluations on those employees he supervises. He/she shall make recommendations for hiring, firing, promotions, raises, and disciplinary action.
- Commitment to teamwork among peers and subordinates.
- Promotes worker professionalism – Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
- Maintains knowledge and ensures compliance with current employment laws and regulations.
- Performs customer service tasks along with construction and maintenance work.
- Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment
- Oversees the work order system to assure proper record keeping is completed and filed.
- Schedule and assigns daily work to the operation personnel.
- Keeps the Business Manager and Board of Directors informed of field operations and potential operational problems.
- Assures the water storage facilities (tanks) are properly operated, maintained, and cleaned.
- Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.
- Assures that the cross connection program is up to date and in accordance with State regulations.
- Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
- Assures that mapping is maintained and up-to-date.
- Assures that developer extensions of the water system are in accordance with the District approved plans and are inspected by District personnel.

- Assures District contract improvements are inspected and completed as per plans and specifications.
- Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the Office Manager ➤ Supervises the District safety program.
- Assure subordinate employee compliance with all District policies.
- Prepares reports as needed.
 - Schedule training for the operations and maintenance employees, as provided for in the District budget.
 - Performs other duties as assigned.



Garberville Sanitary District
Capital Projects Manager

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

Project Manager
Responsibilities
See following job description

GSD Position Description

TITLE: CAPITAL PROJECTS MANAGER

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

Description of Duties

- Implementation of capital improvement projects for the District

- Participate in preparation of the short and long term capital improvement project program
- Perform general project management and oversight for assigned projects
- Coordinate with District Counsel for legal review of documents and actions as needed
- Manage the overall project scheduling
- Provide financial oversight, accounting, and reimbursement services for project costs
- Advise the Business Manager on changes in project costs and needed capital funding levels
- Complete and coordinate applications for funding Business Manager
- Participate in periodic fiscal budgeting processes as related to CIP projects assigned
- Coordinate with funding agencies and permitting agency for project
- Communicate with the funding agencies to reconcile issues or receive direction associated with implementation of capital improvement projects
- Coordinate with stakeholders, permitting, and regulatory agencies as related to projects assigned
- Solicit, negotiate, recommend award, and manage consultant contracts for Design and Construction Engineering Services for project assigned
- Review consultant contract invoices for services rendered and recommend payment to the General Manager
- Manage milestones and deliverable by consultants on projects assigned
- Review construction plans and specifications as submitted by consultants
- Evaluate design decisions in conjunction with Chief Operator and Business Manager, and communicate decisions to consultant
- Coordinate property acquisition for projects assigned

- Coordinate with consultant and agencies for CEQA and NEPA compliance on projects assigned.
- Apply for and coordinate acquisition of permits as necessary for projects assigned
- Provide construction management assistance as needed
- Set up an auditable organization system for the construction contract paperwork to meet the funding program's requirements
- Conduct review of monthly construction contractor payments, contract change orders, contractor progress schedule, and time delays in conjunction with consultant contractors
- Prepare Notice of Award, Notice to Proceed, Notice of Substantial Completion, and Notice of Completion for General Manager's signature
- Create an approved Labor Compliance Program or contract with a consultant to Review and Certify State and Federal Prevailing Wages
- Verify compliance with Buy American requirements
- Oversee submittal, request for information, and contract change order processes
- Oversee completion of environmental monitoring for construction activities
- Prepare Board memos for actions and updates on projects assigned
- Prepare GIS figures as needed for projects assigned • Create GIS shape files as needed for
 - projects assigned

APPENDIX C, Dispute Resolution Procedure

APPENDIX "C"

DISPUTE RESOLUTION PROCEDURE

In the event any issue or dispute arising under or involving any provision under this Personnel Manual or any issue regarding an employee's employment with the Garberville Sanitary District ("District") or the termination of employment, except for claims for worker's compensation, unemployment insurance, or any matter within the jurisdiction of the California Labor Commissioner, the issue or dispute shall be submitted to voluntary and confidential mediation if agreed to by the employee and the District. This procedure is in addition to the Grievance Procedure for employees set out in Section 9.0 of the Personnel Policy. It is intended to provide direct access to members of the Board as an alternative and additional procedure for resolving any disputes within the District.

The party initiating the mediation shall notify the Chairperson of the Board of Directors. All communications arising out of or related to the mediation shall be confidential in compliance with California Evidence Code Section 1115 to 1128. The mediation shall cover any issue raised by either party. The Chair shall then appoint two members of the Board to serve as an ad hoc Dispute Resolution Committee one of whom will be designated as Chair of the Dispute Resolution Committee (DRC). The Chair of the DRC will contact all parties to the dispute, arrange for meetings and use appropriate mediation and facilitation skills to resolve the dispute.

All discussions will be kept confidential and will result in no recommendation for actions by either member of the DRC. In the event that the dispute is not resolved, the Chairperson shall declare an impasse. If the impasse causes harm either to the District or any party to the dispute, the case shall be referred to private and binding under Title 9, Arbitration, and California Code of Civil Procedure Sections 1280, et seq. The designated arbitrator is authorized to award attorney fees and or costs to either or neither party. Arbitration shall be the exclusive method for resolving any issue or dispute. Any party may request equitable relief from the Arbitrator, including but not limited to injunctive relief, which then may, if necessary, submit the award for confirmation from a court of competent jurisdiction. The claims that are to be arbitrated under this agreement include but are not limited to any and all claims related to employee's employment, or termination.

Except as otherwise provided by law, this Dispute Resolution Procedure through arbitration precludes either the employer or employee or any party to the arbitration from bringing a civil action for issues or disputes relating to, among other things, termination of employment, alleged discriminatory conduct, or alleged sexual or other harassment, and thereby precludes the employer or employee from having such disputes or allegations tried before a judge or a jury.

Arbitration and/or mediation proceedings will be held at a location mutually convenient to the employee, party, and the District. Within thirty (30) days following the hearing and the submission of the matter to the arbitrator, the arbitrator shall issue a written opinion and award, which shall be signed and dated. The arbitrator's award shall decide all issues submitted by the parties and the arbitrator may not decide any issue not submitted. The arbitrator shall be permitted to award only those remedies in law or equity, which is requested by the parties. The cost of the arbitrator and other incidental costs of arbitration may be equally shared between the employee and the District subject to the Arbitrator's power to award of attorney fees and costs.

Personnel Policy Appendix C Adopted 6/6/06 - 1 - Amended 11/07/06

The General Manager and Employees of the District shall sign the following declaration and acceptance:

I _____ (employee), and the District, hereby confirm that we understand and consent to the foregoing Dispute Resolution Procedure. We understand that our agreement to use this procedure means that, except as specifically excepted in the Procedure, we cannot bring civil claims arising out of employment in court, before a judge or a jury, and as such this document constitutes a waiver of our rights to have matters heard by a judge or jury. We have fully considered the effects of this waiver and the procedure provided herein, have consulted with or waived consultation with our own private attorney, and willingly acknowledge, understand, and consent to this Dispute Resolution Procedure.

EMPLOYEE:

Signed _____ Dated _____

Print _____

DISTRICT:

Signed _____ Dated _____

Print _____

Title _____

APPENDIX D, Conflict of Interest Code

APPENDIX "D"

CONFLICT OF INTEREST CODE

Section 1 Introduction

In compliance with the Political Reform Act of 1974, California Government Code Sections 81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees of the agency. The requirements of the Act such as the general prohibition against conflicts of interest contained in Government Code Section 87100, and to any other state or local laws pertaining to conflicts of interest.

Section 2 Definition of Terms

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

Section 3 Designated Employees

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

Section 4 Disclosure Statements

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

Section 5 Place of Filing

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

Section 6 Time of Filing

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

- D) Leaving Office Statements. All persons who leave designated positions shall file statements within thirty days after leaving office.

Section 7 Contents of Statements

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

Section 8 Manner of Reporting

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

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

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

Section 9 Disqualification

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

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be

prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

Section 10 Manner of Disqualification

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

Conflict of Interest Designated Employees - Appendix A

Any and all employees in supervisory, or management capacity; Specifically the District Administrator, Chief Operator, Fiscal Officers, Board Chair, Board Members, and Consultants.*

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

Disclosure Categories - Appendix B

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

EMPLOYEE:

Signed _____ Dated _____

Print_____

DISTRICT:

Signed _____ Dated _____

Print_____

Title_____