

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

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

**August 28, 2018  
5:00 p.m. – Open Public Session  
Tour Of Water Treatment Plant**

*Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 919 Redwood Dr. during normal business hours.*

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson\_\_\_, Linda Brodersen\_\_\_, Doug Bryan\_\_\_, Richard Thompson\_\_\_**

**III. APPROVAL OF AGENDA - Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.**

**Motion:**

**Second:**

**Vote:**

**IV. OPEN SESSION**

A. Board Report of action, if any, taken during closed session—No action

**V. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

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

**General Public / Community Groups**

**VI. ANNOUNCEMENTS AND COMMUNICATIONS**

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

**Operations Staff-**

**Office Staff-**

**Board Members-**

**General Manager—Ralph Emerson Pg. 4**

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

**VII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**Notice to the Public**

*All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.*

- A.1 Approve 7/24/2018 Regular Meeting Minutes - **pg. 5-6**
- A.2 Operations Safety Report- **pg. 7-8**

**Motion:                      Second:                      Vote:**

**B. GENERAL BUSINESS – *Action items***

**Notice to the Public**

*The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.*

- B.1 Water Treatment Plant Tour-Contact Chamber Update **Pg. 9**
  
- B.2 Maple Lane Sewer Line Replacement Project **pg. 10-14**  
(Discussion-possible action)  
**Motion:                      Second:                      Vote:**
  
- B.3 Project Update within GSD Boundaries **pg. 15-16**  
(discussion-possible action)
  
- B.4 Annual Water Report—River, Diversion, Treatment, Metered  
(discussion-possible action) *handout at meeting*  
**Motion:                      Second:                      Vote:**
  
- B.5 Customer Service Charge-Rate Study Update **pg. 17-20**  
(discussion-direction)

**C. POLICY REVISION / ADOPTION**

- C.1 Personnel Policy—Employee Approved Days Off *Sec:5.3.1—5.3.9* **pg. 21-24**  
(discussion only) first reading
  
- C.2 Service Charge Discount for low income and Senior Customers **pg. 25**  
(discussion only) first reading
  
- C.3 Water Tampering Fine **pg. 26**  
(discussion only) first reading

**VIII. PUBLIC COMMENT ON CLOSED SESSION ITEM**

**IX. CLOSED SESSION**

General Manager-Public Employee Performance Evaluation, California Code (54957)

**X. REPORT OUT OF ANY ACTION TAKEN IN CLOSED SESSION**

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Rate Presentation
2. 10 year Capital Improvement Plan
3. Agricultural Water Use Ordinance –Sec 15.9
4. Chlorine Contact Chamber Update
5. Personnel Policy—Employee Days Off
6. Senior-Low Income Service Charge Discount
7. Water tampering fine
8. Multi Family Customers

**XII. ADJOURNMENT**

Posting of Notice at the District Office no later than August 24, 2018: Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

**GENERAL MANAGER REPORT**

Date: August 28, 2018

The fires ravaging California have not had a major impact on us other than the inconvenient smoke which we all must work through. Water being used for the fires has been taken from sources not connected to the S. Fork of the Eel River which is good because we are at the peak “water use” time of year and the cfs of water in the river has dropped 47cfs in 30 days.

There have been multiple customers changing address this past month which seems to be in relation to the uncertain economy because many renters are moving in and moving out in less than 3 months. These changes have created a lot of work collected unpaid balances as well as gathering the responsible person or owner information. Mary continues updating our contact lists and owner information but we have a lot of work to do because some properties have multiple layers of ownership and no reliable phone number.

Linda and I attended the CSDA sponsored Sexual Harassment training in McKinleyville which is required for all public managers and board members who receive compensation. We learned about the ever changing definitions of harassment which will be included in staff training and policy. There are webinars and other onsite Sexual Harassment trainings coming up during the next few months, so I will keep you informed if you want to participate and receive that training.

Respectfully Submitted:

Ralph Emerson

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

**July 24, 2018**

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**@ 5:06 pm**

**II. ESTABLISHMENT OF QUORUM**

**Rio Anderson-Present (arrived at 5:51 pm)**

**Linda Brodersen-Present**

**Doug Bryan-Present**

**Richard Thompson-Present**

**III. APPROVAL OF AGENDA**

**Motion: Richard Thompson Second: Doug Bryan Vote: 3-0**

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

**V. CLOSED SESSION**

**A. No items for closed session**

**VI. OPEN SESSION**

**A. Board Report of action, if any, taken during closed session—No action**

**VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**General Public / Community Groups**

**The state is proposing a pass through service tax in which the district is against. The district is in the process of completing projects that will improve efficiency**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS – 0**

**Operations Staff-0**

**Office Staff- 0**

**Board Members- Rates Meeting**

**General Manager—Ralph Emerson Pg. 4;**

**Ralph met with Rio to discuss water usage and introduced new staff member, Valerie.**

**A new security system was installed at the office, as well as, at the plant; Signs will be posted stating there is surveillance.**

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

**A.1 Approve Financials – Pg. 5-19**

**A.2 Approve 6/19/2018 Regular Meeting Minutes - Pg. 20-22**

**A.3 Operations Safety Report- Handout at Meeting**

**Motion: Doug Bryan Second: Richard Thompson Vote: 3-0**

**Motion Carried**

**B. GENERAL BUSINESS**

B.1 Eel River Flow Data Compared to Last Year Pg. 23  
(discussion-possible action)

**A graph is being drafted dating 10 years back. The graph will identify correlations on water usage and natural disasters.**

B.2 Water Treatment Plant Contact Chamber installation  
(discussion-possible action) update

**Project is taking longer due to unexpected circumstances.**

B.3 CSDA Sponsored Sexual Harassment Training Pg. 24-25  
(information)

**Training will be held in McKinleyville. Ralph and Linda will attend.**

B.4 Water Use Study Session-Assist Cannabis Growers Pg. 26  
(discussion-possible action)

**The district is requiring a different meter for agricultural use.**

B.5 Participation with Local Agencies and Businesses Pg. 27  
(discussion-possible action)

**The district will advertise for local agencies and businesses but is unable to donate public funds.**

**Motion:                      Second:                      Vote:**

B.6 Rate Study Update Pg. 28

**Preliminary report of the Rate Study will be given at the August business meeting with public information available in September.**

**C. POLICY REVISION / ADOPTION**

C.1 Payment of Bills, Late Fees, Sec 9.5 Pg. 29-32  
(discussion possible action) second reading—resolution #18-008

**Late charge will be increased to \$15 and will take effect in September. Customers will be notified by note on their bill, through the district’s website and it is posted in the office.**

**Motion: Rio Anderson    Second: Richard Thompson    Roll Call Vote: 4-0**

C.2 Hazardous Conditions, Water Ordinance, Sec. 7.7(a) Pg. 33  
(discussion—no action) First Reading

**In need of an ordinance for hazardous conditions in the field.**

C.3 Personnel Policy, Safety Policy, Sec. 7.1(a) Hazardous Work Conditions Pg. 34  
(discussion—no action) First Reading

**Doug appointed Ralph to seek advice from our attorney and review the policy.**

**X. ITEMS FOR NEXT BOARD MEETING**

1. Rate Study
2. Water Balance Presentation
3. Agricultural Water Use Ordinance –Sec 15.9
4. Chlorine Contact Chamber----Site Visit

**XI. ADJOURNMENT**

### Safety Meeting

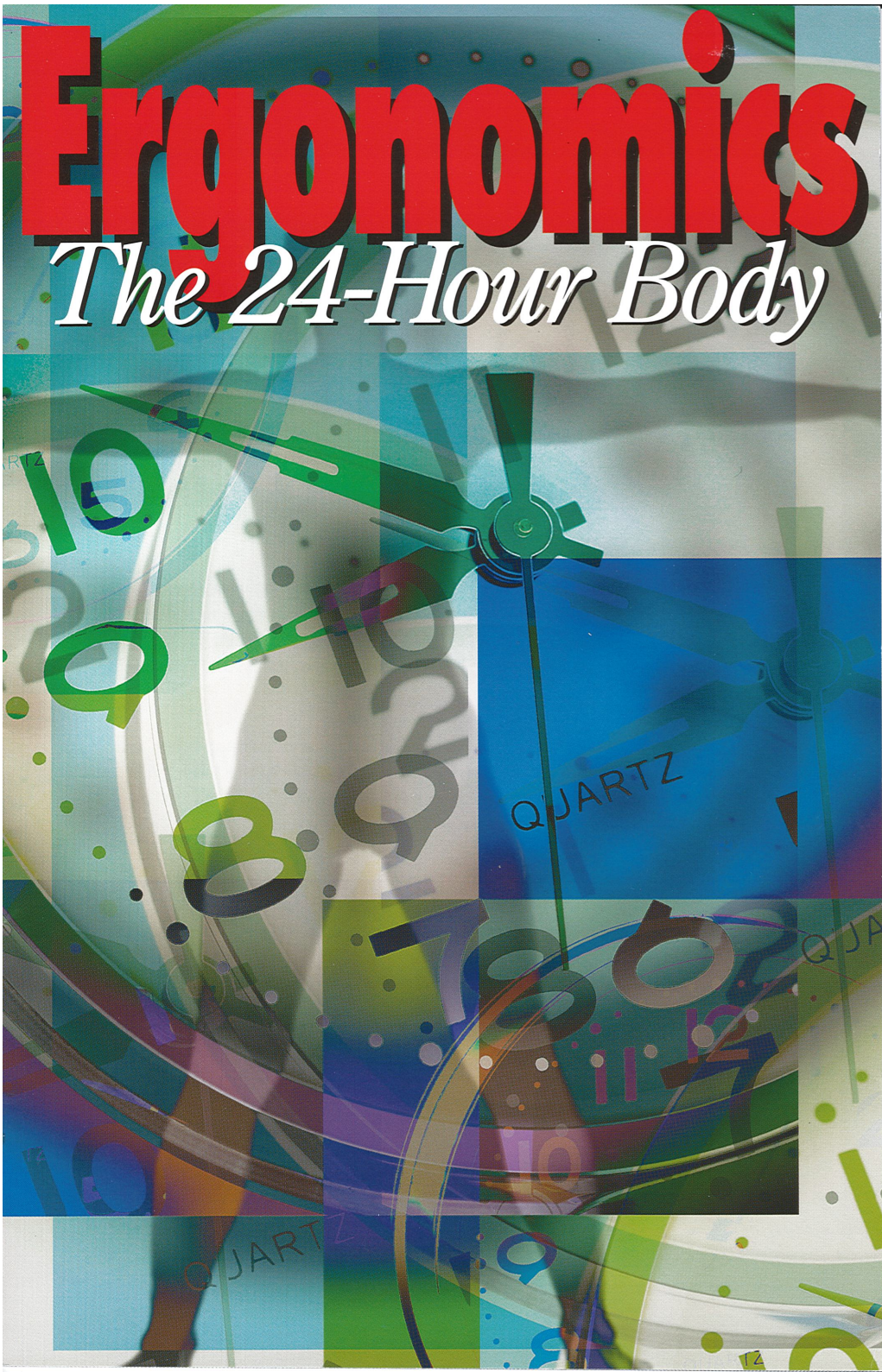
Date of Meeting: 8/15/18 Leader Name: Ralph Emerson

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Brian Miller</u>	<u>Brian Miller</u>
3. <u>Mary Nieto</u>	<u>Mary Nieto</u>
4. <u>Dan Arcequin</u>	<u>Dan Arcequin</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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





# CHLORINE CONTACT CHAMBER

August 28, 2018

## UPDATE

There have been multiple problems in delivery of the Chlorine Contact Chamber from Pennsylvania (Highland Tank) to the water treatment facility but we continue to move forward toward completion.

1. The fire closed highway 299 just prior to delivery so the tank sat in Anderson for 3 weeks. We were unable to come up highway 101 through Leggett and Richardson Grove because of load limits. An alternative was to haul the tank into Oregon and down highway 101 through Crescent City but the cost was too great so we were able to leave the tank in a protected location in Anderson.
2. Reaching compaction of the soil where the tank slab is set was difficult but we finally had the required 95% compaction to pour the concrete slab which holds the Chlorine Contact Chamber.
3. We have been working on supports for State required seismic precautions and plumbing which includes air and pressure relief.
4. The State Water Board is working with us to have a date to test the tank efficiency and we expect that investigation to be done in the next couple of weeks.
5. SDRMA is working with us on invoices and continues to ensure repayment of our expenses for this replacement project. They have paid \$100,000 thus far.
6. I can't give enough thanks to GSD field staff, Mary, Wahlund Construction, Candorrock Engineering, SDRMA and Jennie Short for assisting us on this project and making sure we have a product which exceeds our requirements while allowing us to have an above ground contact chamber which can be monitored and cleaned as needed.











# **2018-2019 PROJECT LIST**

## **G.S.D**

1. **Install back up tank for leaking Wallen Road  
Redwood Water Tank**  
(done)
  
2. **Connection between Robinson Tank and Alder Point  
Road Water Tank**  
(attempted but unable at this time because of complications)
  
3. **Replace sewer line on Upper Maple Lane**  
(Brett VanMeter replaced over 600ft of Terracotta pipe with  
6” SDR35 Sewer Pipe that was broken and failing)
  
4. **Replace Chlorine Contact Chamber**  
(In Progress)
  
5. **Security Cameras in Office and Water Treatment Plant**  
(done)

# **CUSTOMER PROJECT LIST**

## **2018-2019**

1. **OLD BANK BUILDING ON REDWOOD DRIVE**  
Plans on my desk and working with customer, engineer and County  
on renovation
  
2. **NEW INN—BETWEEN REDWOOD DRIVE AND  
HIGHWAY 101**  
Project is proceeding but there are complications with some of the  
regulatory agencies
  
3. **KNIGHTS LANE TRAILER PARK CHANGE OF  
CHANGE OF OWNERSHIP**  
Working with new owner to upgrade the water and sewer  
infrastructure
  
4. **LEINO LANE INFRASTRUCTURE UPGRADES**  
A customer is working with us to upgrade their water distribution  
system
  
5. **CANNABIS MANUFACTURING PROJECTS**  
Multiple people are working with us to provide service to their  
facilities and proposed projects



# RATE STUDY UPDATE

August 13, 2018 Study Session

Richard Thompsen, Linda Brodersen, Jennie Short and Mary Nieto met with me to discuss water/sewer rates, projects and anticipated costs now and in the future.

Jennie and Mary worked on customer service charges and what changes would look like if rates were to be adjusted. The research showed that we need to develop a detailed Capital Improvement Plan along with multiple scenarios for continued fiscal obligations, projects and customer equity.

All in attendance agreed that more research needed to be done but that we want to simplify the rate structure for customers and staff. We agreed that whole numbers and set base rates and sewer charges made sense and would make it easier for customers to know what each months service charge would be if water usage was similar to previous months rather than the adjustable rates based on prior month usage or annual water usage which fluctuates.

The Rate Study Committee concluded by stating we want to follow our current rate structure which was approved in 2009 but to make sure we are consistent with the rates and customers.

Much discussion was about finding a way to relieve some of the fiscal burden on low income and elderly individuals so we will do more research into possible programs and opportunities for the District to institute a new ordinance which will be discussed later in this agenda.

We will be meeting again in October after additional research is done.

Thank you to those who participated



# GARBERVILLE SANITARY DISTRICT

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

## BOARD AGENDA MEMORANDUM

Meeting Date: August 28, 2018  
To: Garberville Sanitary District Board of Directors  
From: Jennie Short, Consultant Project Manager  
Subject: Summary of Existing Water and Sewer Rates

### HISTORICAL INFORMATION AND DISCUSSION

In July 2009 the Board of Directors adopted residential and commercial water and sewer rates for the District. These rates were set up to be implemented in stages over a five year period from September 2009 to July 2013. Since July 2013 the rates have remained the same.

The commercial and residential sewer base rate is based upon an average of previous periods' consumption. Each year the District staff needs to re-average the customers' accounts so that this base rate is adjusted for the next 12 months.

Since the residential sewer base rate is based upon the consumption during January, February and March, this re-averaging has historically been completed shortly after April. This year, the re-averaging has yet to be done, and staff proposes to re-average for the September billing cycle. There may be some accounts for which the new base rate would have been lower for the past few billing cycles. This means that for those months these customers will have paid a small amount more than they should have. If the Board so desires, staff could issue credits to those account for the missed months of savings or we can re-average in September and utilize the new rate for 12 months at which time the full savings for those customers will be realized. There will also be customers for whom the charge would have been higher, but the District should not attempt to collect these additional charges.

There are some customers that need to have corrections performed to more accurately reflect the current conditions for the accounts. Staff recommends that these edits be performed in conjunction with the re-averaging so that the billing system is as accurate as possible going forward.

There are numerous premises on which multiple family residential units have been constructed "off-the-books". Staff has been creating a list of these premises and will be notifying the owners of the need to make corrections to how the accounts are billed so that they reflect the multi-family residential use on the property instead of the single family residential billing code that they have been classified with. The current ordinances require that multiple residential base rates be charged for each unit or that the account be moved to the non-single family residential/commercial billing codes. This is an ongoing process and staff will keep the Board updated as progress is made.

Implementation of the rates for new customers can be challenging due to the charges being based upon previous months' consumption, which is only available for the previous customer. Staff recommends that the Board adopt the following methodology for new customer initial rates until actual customer consumption data is available for the new customer. The average of all residential 5/8" or 3/4' meter consumption for January, February and March is 4 units. We propose that this average be used to set the initial residential sewer consumption charge.

New Residential Sewer Charges:

Sewer Base Charge:	\$34.99
Sewer Consumption Charge:	\$2.90 * 4 units = \$11.60
Total Sewer Charge:	\$46.59

For commercial customers that are taking over an **existing establishment**, the sewer base rate should remain the same as the previous rate because there is no reason to assume that the usage will vary significantly from the previous owner. Once a few months of actual usage history are available, the new account holder can request that the District re-average those months to update the base rate.

For commercial customers that are establishing a **new business**, the sewer base rate shall be set based upon an average of other customers that are of similar size and type of use, or the customer can provide detailed calculations of their business uses and the general manager can agree to an average monthly usage to use in the calculation of the sewer base rate (min of \$34.99/mo.) until actual usage history is available.

Water charges for both residential and commercial customers are set based upon the meter size and the consumption charge is for the actual monthly usage, so no adjustment needs to be made for these services.

Table 1. Water Rates for Residential and Commercial Customers

Description	Rate/mo.
Base Rate by meter size (\$/mo.)	
5/8" and 3/4"	60.22
1"	120.43
1.5"	240.87
2"	361.30
Upper Zone Surcharge -Meadows (\$/mo.)	7.00
Residential Tier 1: 0-500 cu ft. (\$/hcf)	0.70
Residential Tier 2: Over 500 cu ft. (\$/hcf)	3.85
Non-Single Family Residential/Commercial (\$/hcf)	2.67
Upper Zone Variable Surcharge (\$/hcf)	0.56

Table 2. Sewer Rates for **Residential** Customers

Description	Rate/mo.
Base Monthly Charge	34.99
Consumption Charge (\$/hcf)	2.90

For all sewer base rates, the minimum per month is \$34.99. The residential monthly consumption charge is calculated once a year using an average of the consumption during the months of January, February and March times the consumption charge rate (\$2.90/hcf) and that charge is then used for a 12 month period until the next time January, February and March usage is known and the accounts are re-averaged.

Table 3. Sewer Rates for **Commercial** Customers

Description	Rate/mo.
Base Monthly Charge = Average Useage X 0.9 X \$5.35	varies
Consumption Charge (\$/hcf)	
Low:	2.13
Domestic	2.66
Medium	3.98
High	5.31

The strength of the wastewater discharge is based on California State Water Resources Control Board Sewer Strength Guidelines:

Waste Strength	Typical Customers
Low	Laundromat, schools, offices
Domestic	Residential, commercial, hospital, hotel
Medium	Mixed use with restaurant
High	Restaurant, bakery, mortuary

The non-single family residential and commercial sewer base rate calculation is a bit more complicated than the residential. The average of the usage for a 12 month period is used to determine the base rate for the next 12 months. This usage average is multiplied by 90% and then multiplied by \$5.35. The consumption charge for non-single family residential and commercial customers is calculated by taking the month's usage, times 90%, times the rate for the strength of the wastewater for the customer.

**Example:** A bakery with a 1" water meter uses 10, 12, 12, 9, 14, 13, 12, 12, 10, 11, 14, 15 units for the months January through December.

The sewer base rate would be calculated as:

$$\frac{(10 + 12 + 12 + 9 + 14 + 13 + 12 + 12 + 10 + 11 + 14 + 15)}{12 \text{ months}} \times 0.90 \times \$5.35 = \$57.78 \text{ per month}$$

The sewer consumption charge for January would be: 10 units X \$5.31/unit = \$53.10

The charge for water would be: \$120.43 + 10 units X \$2.67/unit = \$147.13

So the total January bill would be: \$57.78 + \$53.10 + 147.13 = \$258.01

## RECOMMENDATIONS

1. Have District staff:
  - A. Reaverage all residential and commercial accounts sewer rates for the September billing.
  - B. Make corrections to various accounts as needed.
  - C. Notify customers with multifamily units on single family residential accounts that their charges are being changed to reflect the multifamily use of the premises.
2. Adopt the methodology as presented above for new customer initial charges until usage history is available.

### 5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after 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 with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 240 hours (30 days). Vacation hours accrued above 240 will be paid to the employee in an annual check at end of calendar year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.

*Adopted: June 27, 2017*

- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After **20** 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- c. An employee eligible for paid vacation may request approval by the **District Administrator General Manager or designee** to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off. **Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General manager or designee..**
- d. 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.
- e. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- f. 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 (January 1 <sup>st</sup> )	Labor Day (September-1 <sup>st</sup> Mon)
M. L. King Day (January-3 <sup>rd</sup> Mon)	Columbus Day (October-2 <sup>nd</sup> Mon)
Presidents' Day (February-3 <sup>rd</sup> Mon)	Thanksgiving Day (November-4 <sup>th</sup> Thurs)
Memorial Day (May-Last Mon)	Day after Thanksgiving
Independence Day (July 4 <sup>th</sup> )	Christmas Day (December 25 <sup>th</sup> )

- 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 District Administrator 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 **District Administrator General Manager or designee** 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. **A maximum of 480 hrs (60 days) may be accrued with additional hours being forfeited. This may accrue to a total of 24 working days.**
- b. Sick leave Use: **Paid sick leave may be used up to 3 work days but additional days will require a doctors note or authorization from the General Manager or designee. for doctor/dentist visits in not less than four-hour 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. **When additional days are taken without authorization, it will be determined that the employee has vacated their position of employment and that position will be filled.**
- 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 previous 12 months.
- c. Under FMLA, employees are entitled to fully paid benefits while on leave and are guaranteed reinstatement 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 District Administrator.
- b. Permanent part-time employees will be granted 3 days bereavement leave without pay under the same circumstances.
- c. The District Administrator 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 District Administrator.

- a. Leave of absence for any purpose other than those listed above will be granted at the discretion of the District Administrator.
- 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.



**Sec 9.8 Water Used Without Application Being Made.** A person taking possession of premises and using water from an active service connection without having made application to the District for water service, shall be held liable for the water delivered from the date of the last recorded meter reading, and if the meter is found inoperative, the quantity consumed will be estimated. If proper application for water service is not made upon notification to do so by the District and if accumulated bills for service are not paid immediately, the service may be discontinued by the District without further notice.

**Sec 9.9 Damages Through Leaking Pipes and Fixtures.** When turning on the water supply as requested and the house or property is vacant, the District will endeavor to ascertain if water is running on the inside of the building and if such is found to be the case, the water will be left shut off at the curb cock on the inlet side of the meter. The Board's jurisdiction and responsibility ends at the property line and the Board will in no case be liable for damages occasioned by water running from open or faulty fixtures or from broken or damaged pipes inside the property line.

**Sec 9.10 Damages to Meters.** The Board reserves the right to set and maintain a meter on any service connection. The water consumer shall be held liable; however, for any damage to the meter due to his negligence or carelessness and in particular for damage caused by hot water or steam from the premises.

**Sec 9.11 Tampering with Water Meters.** Any person found tampering with a water meter or turning the meter on after being turned off for non-payment will be fined \$200 in addition to the \$100 re-connection fee, subject to review and authorization of the General Manager or designee.

**Sec 9.12 Service Charge Discount.** Any customer that verifies they are over the age of 62 and have an income of less than \$24,000/annually may qualify for a \$10, 15, 20 credit which can be used to decrease their monthly service charge. Any service charge credit will require approval of the General Manager or designee. Please inquire at the GSD office for details.

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