

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

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

**Date of Meeting: March 26, 2019
5:00 p.m. – Open Public Session**

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

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Richard Thompson___, Julie Lyon_____

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

IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

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

General Public / Community Groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operations Staff-

Office Staff-

Board Members-

Correspondence- Proposed Legislative Bills—SDRMA Insurance update Pg. 4-17

General Manager—Ralph Emerson Pg. 18

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

VIII. 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 Financials Date: January 2019 – pg.19-32
- A.2 Approve Date: February 26, 2019 Regular Meeting Minutes - pg. 33-35
- A.3 Operations Safety Report- pg. 36-37

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 Hospital and Fire Department Update
(discussion-no action) Presentation by Kent Scown

- B.2 Customer Billing and Change of Procedures (Handout at Meeting)
(discussion-action requested) presentation by Mary
Motion: **Second:** **Vote:**

- B.3 Commercial Cannabis Manufacturing Application
(discussion-possible action) Eel River Farm – Information at Meeting
Motion: **Second:** **Vote:**

- B.4 Search and Rescue Building Project
(discussion only)

- B.5 Ongoing Projects (Bank Building-Theater-New Inn)
(discussion-possible action)
Motion: **Second:** **Vote:**

- B.6 Request for water at Connick Creek
(discussion—direction)

- B.7 Budget Update for 2018-2019 and 2019-2020
(information Only)

- B.8 Rate Proposal Update
(discussion-possible action)
Motion: **Second:** **Vote:**

B.9 Southern Humboldt Community park LAFCO Letter pg. 38
(discussion-possible action)
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

C.1 Non-Harassment Policy Sec:7.4 pg. 39-42
(discussion possible action) 2nd reading
Motion: **Second:** **Vote:**

C.2 Conflict of Interest Policy-Appendix D pg. 43-47
(discussion-possible action) 1st reading
Motion: **Second:** **Vote:**

IX. CLOSED SESSION

A. No Items For Closed Session

X. RETURN TO OPEN SESSION

Report of any actions taken in Closed Session

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Proposal
2. First draft of 2019/2020 budget
- 3.
- 4.

XII. ADJOURNMENT

Posting of Notice at the District Office no later than **Date: March 22, 2019**. 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.



TAKE ACTION BRIEF

March 2019

Prior to the State Legislature’s February 22 deadline to introduce legislation for consideration in 2019, legislators introduced a total of 2,576 bills. That represents a record number of new bills and a record number of “spot” bills that only provide limited details about the bill’s specific topic or intent. CSDA is currently in the process of reviewing each bill and will be working with our Legislative Committee to adopt positions on legislation that impacts special districts. As we continue to review bills and track amendments to “spot” bills, we encourage you to stay up to date and be ready to take action for your district by responding to our *Calls to Action*.



Inside this edition of the Take Action Brief:

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Contact a local CSDA representative near you!

Dane Wadlé
 Colleen Haley
 Cole Karr
 Steven Nascimento
 Chris Palmer

Northern & Sierra Networks
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 Coastal Network
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➤ GOVERNANCE AND ACCOUNTABILITY

CSDA's long range policy priority on governance and accountability is to enhance special districts' ability to govern as independent, local government bodies in an open and accessible manner. Encourage best practices that avoid burdensome, costly, redundant, or one-size-fits all approaches. Protect meaningful public participation in local agency formations, dissolutions, and reorganizations, and ensure local services meet the unique needs, priorities, and preference of each community

Bill Aimed at Reducing Public Records Act Lawsuits

CSDA is supporting the efforts of Senator Ben Hueso (D-San Diego), who has introduced [SB 615](#) to reduce the number of serial lawsuits associated with the California Public Records Act (CPRA). According to the author, and as we've heard from some of our own members, public agencies are increasingly becoming the targets of serial litigants that are abusing the CPRA. SB 615 addresses this issue by requiring potential litigants to meet-and-confer with public agencies regarding their CPRA request denials prior to filing litigation.

The CPRA was created in 1968 to ensure the public can access information concerning the conduct of state and local agencies. The public has a right to publicly held documents. However, the CPRA also properly recognizes that there are some instances when the public good is better served by not disclosing certain documents, such as the private information of residents, details of critical infrastructure, or details of ongoing litigation.

When records are not disclosed, the CPRA grants records requesters the ability to sue public agencies to ensure the public's right to records. Should an agency have improperly withheld any documents requested, the public agency must pay the court and attorney's fees of the plaintiff. The attorney's fees penalty can be quite costly and has been an effective tool in encouraging agencies to comply with CPRA requests.

Unfortunately, this penalty has been used by unscrupulous individuals to shake down public agencies for public dollars. Some CPRA requesters ask for voluminous amounts of records and, if any of the records requested were denied, they immediately file suit rather than work with the public agency to determine if records were improperly withheld from disclosure.

SB 615 looks to end this abusive practice by requiring a CPRA requester to meet and confer in good faith with the agency in an attempt to informally resolve each issue before instituting any proceeding for injunctive or declarative relief or writ of mandate.

If you believe your agency has been the victim of this type of serial litigation, or if you are aware of another district that has been, please share your story with CSDA Senior Legislative Representative Dillon Gibbons at dillong@csda.net.

CSDA is Sponsoring Important Governance Legislation:

[AB 510 \(Cooley\)](#) Video Monitoring records Retention Modernization - **SPONSOR**

This CSDA sponsored bill will allow special districts, cities, and counties to adopt record retention policies for routine video monitoring recordings as well as radio and telephone recordings that differ from the current standard of one-year for video recordings and 100-days for radio and telephone recordings. If an agency does not adopt their own policies, then the current standard applies. This change in law will allow agencies to save money on unnecessary data storage costs.

[SB 287 \(Nielsen\)](#) Commission on State Mandates: Test Claim Filing Deadline - **SPONSOR**

A CSDA sponsored bill, this would align the test claim filing period at the Commission on State Mandates (COSM) with the fiscal year rather than the calendar year. Recent regulatory changes at the COSM were changed to have the test claim filing deadline to track with the calendar year to align with the Government



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Code, even though the filing time that tracked with the fiscal year had been out of compliance with the Government code for over a decade. The change resulted in a six-month reduction in filing time for agencies to submit an accurate claim to the COSM. This bill aligns the Government Code with the previous fiscal year deadline so that claims can be filed no later than 12 months following the effective date of a statute or executive order, or within 12 months of incurring increased costs as a result of a statute or executive order, whichever is later. For purposes of filing a test claim based on the date of incurring increased costs, “within 12 months” would mean by June 30 of the fiscal year following the fiscal year in which increased costs were first incurred by the test claimant.



➤ INFRASTRUCTURE, INNOVATION, AND INVESTMENT

CSDA's long range policy principal regarding infrastructure, innovation, and investment is to encourage prudent planning for investment and maintenance of innovative long-term infrastructure. CSDA supports the development of fiscal tools and incentives to assist special districts in their efforts to meet California's changing demands, ensuring the efficient and effective delivery of core local services.

Multiple Accessory Dwelling Unit Bills Introduced Before Deadline

The Legislature is taking a hard look at local policies on land use and accessory dwelling units (ADUs) in 2019. Developers and housing advocates have pushed ADU construction as an answer to California's affordable housing crisis. ADUs can be considered infill development and do not require opening new land for housing, an advantage for policy makers confronting local "NIMBY" (not in my backyard) movements.

This year, there are seven bills on ADU policy that impact special districts. The bills focus on promoting ADU construction with a combination of slashing local development fees on ADUs, reducing timeframes for ministerial approval of new units, and restricting local agencies' ability to place requirements on ADUs for parking and other considerations.

A further three bills were introduced that would open up surplus public land for affordable housing development. This legislation would make it harder for local agencies to lease land reserved for their future needs.

[SB 4 \(McGuire and Beall\)](#) – **WATCH** – Contains a package of laws aimed to reduce local discretion for permitting infill housing development. Relevant to special districts, the bill includes a ban on impact fees, except connection and capacity charges for sewer, water, and electrical infrastructure, for "neighborhood multifamily" developments. The bill defines neighborhood multifamily developments to include up to a four-unit building in urban communities or up to a duplex in non-urban communities. SB 4 would prevent park and fire districts from collecting impact fees on these developments.

[SB 13 \(Wieckowski\)](#) – **WATCH** – A spot bill that declares the intent of the Legislature to remove obstacles to construction of accessory dwelling units (ADUs), including developer impact fees. This bill will likely be similar to SB 831 (Wieckowski, 2018) which would have banned developer impact fees on ADUs. SB 831 died in Assembly Local Government Committee. CSDA opposed SB 831.

[AB 68 \(Ting\)](#) – **WATCH** – Establishes restrictions on what limitations local agencies can place in an ordinance on accessory dwelling units (ADUs), including limitations on minimum lot size, lot coverage, and floor area ratio. Requires local agencies to ministerially approve permits for new ADUs within 60 days instead of 120 days. Prohibits capacity and connection fees on ADUs or junior ADUs that are substantially within the existing space of a single-family dwelling or accessory structure, including reconstruction of an existing space with substantially the same physical dimensions as the existing accessory structure. This bill is substantially similar to AB 2890 (2018, Ting), which died in Senate Appropriations. CSDA removed opposition to AB 2890 after amendments were taken to remove language banning developer impact fees on ADUs. AB 68 contains language that prohibits capacity and connection fees on ADUs or junior ADUs that are "substantially" within the existing space of a single-family dwelling or accessory structure, including, but not limited to, reconstruction of an existing space with "substantially" the same physical dimensions as the existing accessory structure. This is an expansion of the exemption previously established in 2016 under SB 1069 (Wieckowski).

[AB 670 \(Friedman\)](#) – **WATCH** – A spot bill related to ADU ordinances.

[AB 671 \(Friedman\)](#) – **WATCH** – A spot bill related to ADU ordinances.

[AB 1074 \(Diep\)](#) – **WATCH** – Creates a \$4 billion bond for ADU construction.



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[AB 1585 \(Boerner Horvath\)](#) – **WATCH** – A spot bill related to ADU ordinances.

[AB 1164 \(Gloria\)](#) – **WATCH** – AB 1164 is a spot bill related to the disposal of surplus land.

[AB 1290 \(Gloria\)](#) – **WATCH** – AB 1290 is a spot bill related to the disposal of surplus land.

[AB 1486 \(Ting\)](#) – **OPPOSE UNLESS AMENDED** – Requires special districts to offer a right of first refusal to affordable housing developers, school agencies, and park agencies before putting their land out to lease. These provisions leave special districts unable to enter leases to protect their land from development or preserve it for future use. The bill also requires agencies to offer the right of first refusal before conducting any formal or informal negotiations. Additionally, the definition of surplus land is expanded to include any land held by a public agency, rather than land designated as surplus by the agency. AB 1486 is substantially similar to AB 2065 (Ting, 2018), which CSDA opposed. AB 2065 was held in Assembly Appropriations Committee.

For more information, please contact CSDA Legislative Representative Rylan Gervase at rylang@cda.net.



➤ REVENUE, FINANCES, AND TAXATION

CSDA's long range policy priority on revenue, finances, and taxation is to ensure adequate funding for special districts' safe and reliable core local service delivery. Protect special districts' resources from the shift or diversion of revenues without the consent of the affected districts. Promote the financial independence of special districts and afford them access to revenue opportunities equal to that of other types of local agencies.

Redevelopment Revival with a Twist

Confronting California's housing and homelessness issues has taken center stage in Sacramento. While the state budget is sound, including billions in new monies statewide to tackle these issues, there is an interest in renewing the redevelopment agencies (RDAs) that were dissolved in 2012.

With Governor Jerry Brown, who dissolved RDA, retired and a Governor Gavin Newsom taking the reins, legislators are floating many variations on this theme. Most bills stop just short of traditional redevelopment. But, in a new twist, many of this year's measures attempt to spend the proceeds of the former RDAs on redevelopment rather than pay off the debts of the RDA successor agencies. Since RDAs were dissolved, it has been up to the RDA successor agencies to manage the obligation and outstanding debt until it is resolved. Many still owe from bonds passed prior to the dissolution of RDAs. Some would argue this only prolongs the loss of tax increment available to local government.

Some of the measures we are currently tracking on this topic include:

[AB 11 \(Chiu\)](#) **Community Redevelopment Law of 2019** - Picks up where [AB 3037](#) (Chiu, 2018) left off. This measure would reconstitute RDA's but contemplates a "pass-through" provision to make special districts whole. CSDA is still working with stakeholders and the author to make sure that should such a measure pass that its pass-through provision provides accountability and the mechanics and timelines to be useful.

[AB 411 \(Stone\)](#) **Redevelopment: City of Santa Cruz: bond proceeds: affordable housing** - Allows the city of Santa Cruz RDA Successor agency to spend bond proceeds on housing, rescheduling the eventual payoff of existing debts.

[AB 1437 \(Chen\)](#) **Community redevelopment: paramedic tax funds** – Spot bill introduced "to enact legislation that would revert tax revenues collected to fund paramedics that are currently being used for redevelopment."

[AB 1701 \(Cervantes\)](#) **California Infrastructure and Economic Development Bank: economic development facilities: redevelopment agencies** - Envisions financing through the existing California Infrastructure and Economic Development Bank (I-Bank) by agreement with a redevelopment agency, should RDAs be revived.

[SB 532 \(Portantino\)](#) **Redevelopment: bond proceeds: affordable housing** - Allows RDA successor agencies to use bond proceeds for housing rather than the cancellation of existing debt on the open market.

CSDA will continue to monitor and engage on these measures to ensure that special districts voices are heard. If you have any feedback, questions, or comments please contact Legislative Representative Anthony Tannehill at anthonyt@cdda.net



➤ HUMAN RESOURCES AND PERSONNEL

CSDA's long range policy priority on human resources and personnel is to promote policies related to hiring, management, and benefits and retirement that afford flexibility, contain costs, and enhance the ability to recruit and retain highly qualified, career-minded employees to public service. As public agency employers, support policies that foster productive relationships between management and employees, both represented and non-represented.

Bill Introduced to Update Sexual Harassment Prevention Training Requirements

Last year Governor Jerry Brown sign [SB 1343 \(Mitchell, 2018\)](#) into law which established new requirements for providing sexual harassment prevention training to all employees. The intent of the law is to require all employers, public or private, with 25 or more employees to provide, at a minimum, one-hour of sexual harassment prevention training to all employees and at least two-hours of training for supervisorial employees at least every two years. The bill requires employers to provide this training by 2020 and at least every other year after that. New employees hired after January 1, 2020 would need to receive the training within six months of being hired.

However, because of the specific language in the legislation, a [California Department of Fair Employment and Housing FAQ](#) states that the bill requires training both by January 1, 2020 and in 2020. That means all employees must be trained by 2020, either in 2018 or 2019, but for those employees trained in 2019, they would receive back-to-back years of training in 2019 and 2020 instead of in 2019 and again in 2021 and every other year after that. This back-to-back years of training was not the intended result of SB 1343, so the Legislature has introduced [AB 778](#) to this issue.

[AB 778](#) authored by the Senate Labor Public Employment and Retirement Committee is intended to allow all employees that receive sexual harassment prevention training in 2019 to not be required to take the training again until 2021. This will allow our special districts to save money on training while still ensuring employees receive proper sexual harassment prevention training.

Important Governance Legislation to Follow:

[SB 142 \(Wiener\)](#) Employees: lactation accommodation - **OPPOSE**

Requires all employers, including public agencies, to install lactation facilities in newly constructed workplaces and in tenant upgrades that cost more than \$1 million and are larger than 15,000 square feet. The lactation facilities need to be at least 50 square feet, contain an electrical outlet, with an additional outlet for a refrigerator where possible, provide access to a sink with hot and cold water, have a door with a lock that can be locked from the inside and contain a place to sit as well as an area to place lactation equipment.

The number of lactation facilities prescribed by the legislation is based on the number of employees, starting at one facility for employers with 50 or more employees and ranging up to 11 facilities for employers with 4,000 employees at a workplace, with an additional facility required for every 999 additional employees. The facilities must be within close proximity to employees' workstations and no more than two floors away from employees at multilevel workplaces. While the bill applies to all employers, those employers with fewer than 50 employees may be exempt from the requirements if they can demonstrate that the requirements pose an undue hardship.

[AB 589 \(Gonzalez\)](#) Employment: unfair immigration-related practices – **OPPOSE UNLESS AMENDED**

This bill, similar to AB 2732 (Gonzalez Fletcher, 2018) vetoed by Governor Brown, requires employers to provide all new hires with a copy of the "workers' bill of rights," which will be created by the Department of Industrial Relations, that must be signed by the employee, a copy of the signed document provided to the employee, with a copy of the signed document retained by the employer for 3 years. A failure to comply with the requirements of the bill is a misdemeanor and may result in a fine of up to \$10,000. CSDA would like the bill amended to exempt public agencies from the requirements of the bill.



➤ LEGAL ADVOCACY

CSDA is the leading legal advocacy voice for all special districts regarding public policy in California and actively tracks and reviews cases of significance affecting special districts in state and federal courts. Under the guidance of CSDA's Legal Advisory Working Group, CSDA files amicus briefs and opines on court cases when appropriate.

California Supreme Court Leaves Pension Rule Undisturbed

In a much-anticipated decision, the Supreme Court of California held that the opportunity to purchase additional retirement service (ARS) credit by current members of the California Public Employees' Retirement System (CalPERS) is not a constitutionally protected vested right. The case, *Cal Fire Local 2881 et al. v. CalPERS*, was considered to have the potential to address the key question of whether employers can alter "core pension rights" in their contracts.

Ultimately, the court declined to tangle with the "California Rule," which are past court decisions that have protected public worker pensions from being reduced without new benefits in exchange for the loss of income. It held that the right to purchase ARS (or "air time") is not a right protected by the contract clause of the constitution, and therefore the opportunity to purchase ARS credit could be altered or eliminated at the discretion of the Legislature.

It is important to note that this decision does not alter the rights of employees that have already purchased air time credit.

Beginning in 2003, many public employees were granted the opportunity to purchase up to five years of air time by making appropriate payments to their pension fund. Participating employees could therefore receive pension benefits calculated on the basis of up to five years' more public employment than they actually worked. In 2012, PEPPRA (the Public Employee Pension Reform Act) effectively repealed the statute granting public employees the opportunity to purchase ARS credit, although it did not alter the rights of employees who had already purchased such credit.

Cal Fire Local 2881 joined other parties to sue in an effort to reinstate the perk, arguing that the right to purchase air time could not be withdrawn without breaking the California Rule. Two issues were presented to the California Supreme Court: the first was whether the opportunity to purchase ARS credit was a "vested right" — a right protected by the constitutional contract clause. The second issue, which would arise only if the opportunity to purchase ARS credit is entitled to constitutional protection, is whether the Legislature's elimination of that benefit in PEPPRA constituted an unconstitutional impairment of public employees' vested rights. The court affirmed the decisions of the trial court and the Court of Appeal, concluding that the opportunity to purchase ARS credit was not a right protected by the contract clause.

The court found no indication in the statute conferring the opportunity to purchase ARS credit that the Legislature intended to create contractual rights, and said "[f]urther, unlike core pension rights, the opportunity to purchase ARS credit was not granted to public employees as deferred compensation for their work, and here we find no other basis for concluding that the opportunity to purchase ARS credit is protected by the contract clause."

The court made clear its intention to steer clear of addressing the California Rule, stating in the opinion authored by Chief Justice Tani Cantil-Sakauye, "...we have no occasion in this decision to address, let alone to alter, the continued application of the California Rule."

For more information about this decision, contact Legislative Analyst – Attorney Mustafa Hessabi at mustafah@csda.net.



➤ DISTRICTS MAKE THE DIFFERENCE

Districts Make the Difference was created to increase public awareness and understanding of special districts across California. The campaign website, www.districtsmakethedifference.org provides a public place to learn more about special districts and the positive effect they have on their communities, while also serving as a resource for districts to download useful materials, collateral, and information.

New Timeline for 2019 Student Video Contest

Districts Make the Difference is excited to announce changes to the upcoming submission period for the 2019 Student Video Contest. This year, the submission period has been extended! High school and college students now have from **May 1 to September 30** to submit a short video highlighting how special districts make the difference in California.

It's never too early for students to start working on their videos starring special districts. Students are encouraged to be as creative as possible when making their 60-90 second videos. That's correct, the length of the videos has also been extended! Students can now create videos up to 90 seconds long.

Do you know a student who may be interested? Do you know a teacher, principal, superintendent, or school board member that can help promote the contest? Spread the word!

Promotional material including a flyer and the social media graphic below are available on the Districts Make the Difference website at www.districtsmakethedifference.org/video-contest.

The video contest is a great opportunity to engage with students in your community and promote the important work and essential services your district provides. Watch the 2018 winning videos on the [Districts Make the Difference website](http://www.districtsmakethedifference.org).





➤ OTHER WAYS TO TAKE ACTION

Learn More

Want to attend a free conference? On Tuesday, March 26, SDRMA will host Spring Education Day in Sacramento, CA. This conference provides free training and information regarding coverages, online training programs, technology, and many valuable MemberPlus Services™. In addition, they also conduct their annual membership meeting at the beginning of the program.

If that is not enough already, SDRMA members who attend Spring Education Day are eligible to earn credit incentive points (CIPs) to reduce their annual contribution for both Property/Liability and Workers' Compensation Programs. This conference is FREE to SDRMA and CSDA members. Additional fee to CSDA members for Governance Foundations workshop on this day. Click [here](#) for more information and to register.

Utilize Resources

There are dozens of jobs posted in CSDA's online [Career Center](#). With a focus on special district and local government professions, the Career Center provides targeted opportunities for both employer and job seeker. CSDA members can get \$25 off single 30-day or 45-day online job postings with the promo code MAR19. Valid March 1-April 1, 2019.

Join Today

Join an Expert Feedback Teams to provide CSDA staff with invaluable insights on policy issues. Email marcusd@csda.net to inquire about joining one of the following teams:

- Budget, Finance and Taxation
- Environment
- Formation and Reorganization
- Human Resources and Personnel
- Governance
- Public Works and Contracting

Stay Informed

In addition to the many ways you can **TAKE ACTION** with CSDA's advocacy efforts, CSDA offers a variety of tools to keep you up-to-date and assist you in your district's legislative and public outreach. Make sure you're reading these resources:

- CSDA's weekly e-Newsletter
- Districts in the News
- CSDA's CA Special District Magazine

Email advocacy@csda.net for help accessing these additional member resources.

March 1, 2019

Ms. Mary Nieto
Secretary
Garberville Sanitary District
Post Office Box 211
Garberville, California 95542-0211

RE: 2019-20 Property/Liability Program Rate Information

Dear Ms. Nieto,

On behalf of the Special District Risk Management Authority (SDRMA) Board of Directors, we sincerely appreciate your safety/loss prevention efforts and continued support of SDRMA. We write to share information about changes affecting the calculation of your agency's estimated contribution for program year 2019-20.

Risk Factor Adjustment: *The risk factor applied to calculate the District's annual invoice will increase from .85 to 1. This increase is based on the District's loss history and claim development and does not include any changes to scheduled items (i.e. vehicle and/or property) or changes to Credit Incentive Program (CIP) points earned. This risk factor adjustment results in an increase of approximately 25% for the District's "Net Package Contribution" for the 2019-20 program year and is separate from the rate increase approved by the SDRMA Board.*

Deductible Adjustment: *We are also implementing a \$25,000 deductible for any Liability claims with an occurrence date of July 1, 2019 or later.*

By policy, the SDRMA Board of Directors requires an annual review of losses for each individual member agency and a comparison of those losses to the loss experience of all Authority members. This review ensures that the risk factor assigned to each member:

- *Fairly and equitably rates members;*
- *Equalizes contributions based on a member's exposures and loss experience; and*
- *Encourages members to focus on preventing claims and improving their loss experience.*

The analysis of individual members' losses and the comparison of their losses to the loss experience for all SDRMA members involves only members with multiple losses/claims and where their loss experience exceeds the established baseline. The policy also requires that member's annual contribution amounts be increased to reflect member losses above the established baseline and conversely, decreased if losses are below the established baseline (detailed loss history attached).

Based on our review and analysis, we have determined that the loss experience of your agency is higher than the established baseline for the Property/Liability Program. During our review period, SDRMA has paid or reserved over \$350,000 for multiple claims experienced by your agency. This resulted in a net loss ratio of 427% which is greater than the 35%-70% baseline established for this program.

Rate Increase: SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. Unfortunately, due to catastrophic fires within California and increasing liability court judgements, our excess carriers are imposing a rate increase on all their clients, including SDRMA. Based on those factors and overall pool claims costs over the past several years, after

considerable review and discussion on February 6, 2019, the Board approved a **5% increase for the liability rates and a 11% increase for property rates** for 2019-20. This increase will still leave a revenue shortfall that will require the use of reserves and investment income to fully fund the program.

Also, after intensive pricing review, the Board approved a change to the calculation of the Volume Discount that is applied to Property, Mobile Equipment and Auto Liability. SDRMA will no longer use a member's general liability contribution as a factor in determining the percentage of Volume Discount given.

New for 2019-20, as communicated in the Renewal Questionnaire packet, effective July 1, 2019, scheduled property values (building and contents) were automatically "trended" based on specific inflationary factors provided by Marshall & Swift. Properties added during the current policy or appraised within the last year were exempt from this process.

In addition, your agency's actual contribution amount for 2019-20 may vary compared to 2018-19 due to the rate increases, any coverage limit changes, outside policy pricing, scheduled item additions/deletions, risk factor adjustments and Credit Incentive Program (CIP) points earned.

Other Important Items to Note:

- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- SDRMA's Spring Education Day/Annual Membership Meeting is Tuesday, March 26 at the Hilton Sacramento Arden West Hotel and is FREE to SDRMA members including meals. For more information, please visit our website at www.sdrma.org and click on "Register for a Training Workshop" on the right side of the page.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, AB 1825/AB 1234 training, ergonomic assessments, and safety DVDs.
- Members considering withdrawal from coverage with SDRMA for the 2019-20 program year are required to submit a "Notice of Intent to Withdraw". This notice must be received in the SDRMA office before April 1 in accordance with the SDRMA Bylaws.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Heather Thomson, Chief Financial Officer at hthomson@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority



Mike Scheafer, President
Board of Directors

Special District Risk Management Authority



Property/Liability 10 Year Claim Summary

Garberville Sanitary District
 Member Since - 08/01/1986
 Member Type - Sanitary / Sewer / Wastewater
 As of 12/31/2018

Coverage Period	Number of Claims			Total Claims Amount			Average Severity Comparison		
	Open	Closed	Total	Paid	Outstanding Reserve	Total Incurred	Member	Member Type	Pool
2018-19	0	0	0	\$0	\$0	\$0	\$0	\$30,423	\$17,239
2017-18	1	0	1	\$338,418	\$46,582	\$385,000	\$385,000	\$14,038	\$28,777
2016-17	1	0	1	\$22,000	\$78,000	\$100,000	\$100,000	\$11,249	\$28,779
2015-16	0	0	0	\$0	\$0	\$0	\$0	\$8,438	\$47,496
2014-15	0	1	1	\$1,950	\$0	\$1,950	\$1,950	\$12,325	\$65,266
2013-14	0	0	0	\$0	\$0	\$0	\$0	\$16,536	\$31,650
2012-13	0	0	0	\$0	\$0	\$0	\$0	\$20,627	\$25,844
2011-12	0	0	0	\$0	\$0	\$0	\$0	\$18,996	\$24,970
2010-11	0	0	0	\$0	\$0	\$0	\$0	\$26,781	\$16,829
2009-10	0	0	0	\$0	\$0	\$0	\$0	\$31,646	\$19,426
	2	1	3	\$362,368	\$124,582	\$486,950			

Claims by Claim Type

	Number of Claims			Total Claims Amount			Average Severity Comparison		
	Open	Closed	Total	Paid	Outstanding Reserve	Total Incurred	Member	Member Type	Pool
Employment Practices Liability	1	0	1	\$22,000	\$78,000	\$100,000	\$100,000	\$76,186	\$92,839
All Risk Perils	1	1	2	\$340,368	\$46,582	\$386,950	\$193,475	\$41,519	\$18,562
	2	1	3	\$362,368	\$124,582	\$486,950			

Special District Risk Management Authority



Property/Liability Claim Detail

Garberville Sanitary District
As of 12/31/2018

Loss Date	Claim Number	Claimant Name	Loss Category	Loss Type	Claim Status	Indemnity Paid	Indemnity Reserve	Expense Paid	Expense Reserve	Total Incurred
12/31/2005	506002744-0001		Flood	Flood	C	\$22,512.95	\$0.00	\$0.00	\$0.00	\$22,512.95
2005-06		No. of Claims: 1								
12/05/2014	415005990-0001		All Risk Perils	Tree Damage	C	\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00
2014-15		No. of Claims: 1				\$1,950.00	\$0.00	\$0.00	\$0.00	\$1,950.00
06/05/2017	617007093-0001		Employment Practices Liability	Discrimination / Retaliation	O	\$0.00	\$25,000.00	\$22,000.00	\$53,000.00	\$100,000.00
2016-17		No. of Claims: 1				\$0.00	\$25,000.00	\$22,000.00	\$53,000.00	\$100,000.00
11/24/2017	718007231-0001		All Risk Perils	Water Damage	O	\$329,457.42	\$40,542.58	\$8,960.86	\$6,039.14	\$385,000.00
2017-18		No. of Claims: 1				\$329,457.42	\$40,542.58	\$8,960.86	\$6,039.14	\$385,000.00
Reporting Years: 4		Total No. of Claims: 4		No. of Open Claims: 2		\$353,920.37	\$65,542.58	\$30,960.86	\$59,039.14	\$509,462.95

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

GENERAL MANAGER REPORT

Date: March 26, 2019

We had a problem at our Sunnybank Lift Sewage Pump Station during the high river rain event on February 27th which created numerous problems, including Dan having to drive through the flooded Avenue to get to work, both pumps quit working at the pump house, cell service was lost for on-call operator and the alarm dial out system quit working. Brian was first on site and discovered all these problems happening at once along with encountering a concerned resident who worried his house would be flooded.

We received a call from the same resident of a red alarm light on and got one pump primed and running, picked up pump and tank to ensure water never escaped the wet well and had a vacuum truck in route for back up. We removed one motor and had it taken to Industrial electric for analysis. The price of a new motor was a similar price to repairing the old one so for \$1,500 plus labor, we had the new motor installed.

We are designing a new system to replace the outdated current system while including an updated alarm system which will allow us to respond quickly when anything fails at the pump station.

The cold and rainy weather has created a few problems at the water treatment plant because of inconsistent raw water and finished water turbidity so Brian & Dan have worked diligently throughout many nights to monitor the treatment process and ensure safe potable water. I have coordinated with them by phone or in person to provide assistance and can tell you, we are very lucky to have them working for GSD because they never complain about the long and difficult hours required to keep the water treatment plant operating efficiently and meeting the needs of our customers.

Respectfully Submitted:

Ralph Emerson



GARBERVILLE SANITARY DISTRICT

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

BOARD AGENDA MEMORANDUM

Meeting Date: March 26, 2019
 To: Garberville Sanitary District Board of Directors
 From: Jennie Short, Consultant Project Manager
 Subject: January 2019 Financial Statements

GENERAL OVERVIEW AND FINANCIAL CONSIDERATIONS

The attached Financial Statements are for January 2019. The current year to date revenue shortfall of \$12K is not anticipated to be overcome before the end of the year. If the repairs and maintenance expenses continue to be less than budgeted, the final net income excluding depreciation will likely catch up with the budgeted amount.

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

Description	Annual Budget	YTD spent	YTD Budget	YTD Difference	☺
Total Revenue	1,052,485.00	556,425.05	568,383.04	(11,957.99)	☹
Total Expenses	1,298,062.59	746,847.15	761,270.66	(14,423.51)	☺
Net Income (excluding Depreciation)	279,422.41	103,055.28	113,362.38	(10,307.10)	☹
Payroll	375,271.63	226,221.27	218,575.08	7,646.19	☹
Repair & Maintenance	66,000.00	25,199.10	41,041.70	(15,574.04)	☺

As can be seen on the “Statement of Cash Flows Report for Board - January 2019” and the “Balance Sheet Report for Board As of January 2019”:

- Net cash **INCREASE** for December is \$ 25,053.15 and the year to date cash **DECREASE** is \$ 77,593.17.
- Expenditures for fixed asset acquisition so far this year total \$ 318,785.05 which was for the replacement of the chlorine contact chamber at \$ 280,275.05 and \$38,510 for the Maple Lane sewer line replacement (this was an unbudgeted expenditure which will be partially offset by Wallen Road and Arthur Road tie-ins being undertaken in June 2018 instead of this fiscal year).
- As of January 31, 2019, the total reimbursement from the insurance company for the CCC replacement so far is \$350,525.62.
- Total payments on long term debt so far this year total \$ 90,490.45 of an expected year-end total of \$135,461.31.

The outlook for the final year end projections doesn't vary much from last month.

RECOMMENDED BOARD ACTIONS

None

ATTACHMENTS

1. Statement of Cash Flows - Current Month and Fiscal Year to Date
2. Balance Sheet with Comparison between Current month and Fiscal Year ending June 30, 2018
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 January 2019

Garberville Sanitary District
Balance Sheet Report for Board
As of January 31, 2019

	Jun 30, 18	Jan 2019	Difference	Notes
ASSETS				
Current Assets				
Checking/Savings				
1005 · Umpqua Checking - Operating	145,539.98	103,518.35	(42,021.63)	
1006 · Umpqua System Reserve - Water	53,000.76	25,701.26	(27,299.50)	
1007 · Umpqua System Reserve - Sewer	58,427.31	31,139.02	(27,288.29)	
1011 · Water Enterprise Fund	46,517.25	46,613.24	95.99	
1030 · County Treasury - Sewer Reserve	405,174.27	422,140.91	16,966.64	
1031 · County Treasury - Water Reserve	242,088.40	243,911.91	1,823.51	
1040 · Petty Cash	39.51	39.51	0.00	
1050 · Cash Drawer	173.98	304.09	130.11	
Total Checking/Savings	950,961.46	873,368.29	(77,593.17)	
Accounts Receivable				
11000 · Accounts Receivable - Other	2,951.00	1,283.00	(1,668.00)	
Total Accounts Receivable	2,951.00	1,283.00	(1,668.00)	
Other Current Assets				
1111 · Insurance Proceeds Receivable	145,649.00	0.00	(145,649.00)	Final
1100 · Accounts Receivable				
1110 · Accts Receivable Over Payments	(1,757.04)	(429.12)	1,327.92	
1100 · Accounts Receivable - Other	94,498.02	92,099.56	(2,398.46)	
Total 1100 · Accounts Receivable	92,740.98	91,670.44	(1,070.54)	
1120 · A/R - Employee	0.00	0.00		
1450 · Prepaid Rent	835.00	0.00	(835.00)	
1500 · Prepaid Insurance	3,257.77	12,698.38	9,440.61	
1501 · Prepaid Workers Comp	89.30	3,182.83	3,093.53	
1502 · Prepaid Expenses	3,647.00	2,780.12	(866.88)	
1510 · Prepaid Licenses and Permits	42.06	9,133.11	9,091.05	
1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00	
Total Other Current Assets	241,261.11	114,464.88	(126,796.23)	
Total Current Assets	1,195,173.57	989,116.17	(206,057.40)	
Fixed Assets				
CIP - CCC Replace - Insurance	(250,000.00)	(350,525.62)	(100,525.62)	Final SDRMA Pmt Rcvd
CIP-Meas-Z-Fire Hydrant Replace	70,000.00	70,000.00	0.00	
CIP-CL2 Contact Chamber Replace	70,250.57	350,525.62	280,275.05	Tank + Wahlund
CIP - SWTP Coag Project	4,806.26	4,806.26	0.00	
CIP - Leino Ln	585.00	585.00	0.00	
CIP - Bear Canyon Aerial	2,766.06	2,766.06	0.00	
WATER				
Land - Water	88,698.62	88,698.62	0.00	
Water Easements & Intangibles	177,397.11	177,397.11	0.00	
Treatment	65,382.17	65,382.17	0.00	
Distribution	2,712,614.17	2,712,614.17	0.00	
Pumps	2,909.87	2,909.87	0.00	
DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00	
Total WATER	8,015,106.82	8,015,106.82	0.00	
Water System	142,474.97	142,474.97	0.00	
SEWER				
Land - Sewer	129,810.68	129,810.68	0.00	

Garberville Sanitary District
Balance Sheet Report for Board
As of January 31, 2019

	Jun 30, 18	Jan 2019	Difference	Notes
Collection	2,334,001.02	2,372,511.02	38,510.00	Upper Maple Sewer
Treatment	507,552.59	507,552.59	0.00	
Pumps	13,908.96	13,908.96	0.00	
Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00	
Total SEWER	5,777,725.16	5,816,235.16	38,510.00	
CIP - Wallan Road Tank	13,789.78	13,789.78	0.00	
Office Equipment	32,004.40	32,004.40	0.00	
Equipment	158,306.60	158,306.60	0.00	
Vehicles	81,171.66	81,171.66	0.00	
MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00	
Accumulated Depreciation-Water	(1,532,391.26)	(1,722,809.67)	(190,418.41)	
Accumulated Depreciation-Sewer	(1,813,420.06)	(1,916,479.03)	(103,058.97)	
Total Fixed Assets	10,930,543.04	10,855,325.09	(75,217.95)	
TOTAL ASSETS	12,125,716.61	11,844,441.26	(281,275.35)	
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
2000 · Accounts Payable	32,592.27	41,016.39	8,424.12	
Total Accounts Payable	32,592.27	41,016.39	8,424.12	
Other Current Liabilities				
2002 · Accounts Payable Audit Entry	14,006.85	0.00	(14,006.85)	
2300 · Service Deposits	700.00	3,400.00	2,700.00	
20000 · Accounts Payable	0.00	2,520.00	2,520.00	
2205 · Accrued Simple	(41.46)	(41.46)	0.00	
2210 · Accrued Federal PR Taxes	0.07		(0.07)	
2220 · Accrued State PR Taxes	0.00		0.00	
2225 · Accrued Workers Comp	0.00		0.00	
2230 · Accrued Vacation	20,836.33	20,836.33	0.00	
2250 · Loans Payable - Current Portion	112,631.76	112,631.76	0.00	
Total Other Current Liabilities	148,133.55	139,346.63	(8,786.92)	
Total Current Liabilities	180,725.82	180,363.02	(362.80)	
Long Term Liabilities				
2500 · N/P - SWRCB	146,142.06	122,974.63	(23,167.43)	1 of 1 payment
2605 · RCAC Loan #6200-GSD-02	128,621.61	98,979.93	(29,641.68)	7 of 12 pmts
2655 · Lease Payable - Copier	1,559.75	969.35	(590.40)	7 of 12 pmts
2660 · Lease Payable - Ford Motor Cred	14,099.76	0.00	(14,099.76)	Final Payment
2700 · SRF Loan - Water	1,264,515.10	1,241,523.92	(22,991.18)	1 of 2 payments
2900 · Less Current Portion	(112,631.76)	(112,631.76)	0.00	
Total Long Term Liabilities	1,442,306.52	1,351,816.07	(90,490.45)	
Total Liabilities	1,623,032.34	1,532,179.09	(90,853.25)	
Equity				
3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00	
3100 · Retained Earnings	4,562,718.96	4,373,192.52	(189,526.44)	
Net Income	(189,526.44)	(190,422.10)	(895.66)	
Total Equity	10,502,684.27	10,312,262.17	(190,422.10)	
TOTAL LIABILITIES & EQUITY	12,125,716.61	11,844,441.26	(281,275.35)	

GARBERVILLE SANITARY DISTRICT
Statement of Cash Flows Report for Board
 July 2018 through January 2019

	Year to Date	Jan 2019
OPERATING ACTIVITIES		
Net Income	(190,422.10)	(33,703.10)
Adjustments to reconcile Net Income to net cash provided by operations:		
11000 · Accounts Receivable - Other	1,668.00	5,424.00
1100 · Accounts Receivable	2,398.46	1,216.22
1110 · Accts Receivable Over Payments	(1,327.92)	(595.76)
1450 · Prepaid Rent	835.00	
1500 · Prepaid Insurance	(9,440.61)	1,871.16
1501 · Prepaid Workers Comp	(3,093.53)	599.16
1502 · Prepaid Expenses	866.88	556.04
1510 · Prepaid Licenses and Permits	(9,091.05)	1,826.63
1111 · Insurance Proceeds Receivable	145,649.00	(87,429.67)
2000 · Accounts Payable	8,424.12	21,390.98
20000 · Accounts Payable	2,520.00	
2210 · Accrued Federal PR Taxes	(0.07)	
2002 · Accounts Payable Audit Entry	(14,006.85)	
2300 · Service Deposits	2,700.00	200.00
Net cash provided by Operating Activities	(62,320.67)	(88,644.34)
INVESTING ACTIVITIES		
SEWER:Collection	(38,510.00)	
Accumulated Depreciation-Water	190,418.41	27,202.63
Accumulated Depreciation-Sewer	103,058.97	14,722.71
CIP - CCC Replace - Insurance	100,525.62	100,525.62
CIP-CL2 Contact Chamber Replace	(280,275.05)	(24,380.36)
Net cash provided by Investing Activities	75,217.95	118,070.60
FINANCING ACTIVITIES		
2500 · N/P - SWRCB	(23,167.43)	
2605 · RCAC Loan #6200-GSD-02	(29,641.68)	(4,287.53)
2655 · Lease Payable - Copier	(590.40)	(85.58)
2700 · SRF Loan - Water	(22,991.18)	
2660 · Lease Payable - Ford Motor Cred	(14,099.76)	
Net cash provided by Financing Activities	(90,490.45)	(4,373.11)
Net cash increase for period	(77,593.17)	25,053.15
Cash at beginning of period	950,961.46	848,315.14
Cash at end of period	873,368.29	873,368.29

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 January 2019

	Current Month Jan 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Ordinary Income/Expense					
Income					
Water Charges					
4100 · Residential	22,037.21	179,036.54	181,223.71	308,000.00	(2,187.17)
4110 · Commercial	17,392.61	131,353.71	136,502.97	235,000.00	(5,149.26)
4150 · Bulk Water Sales	108.00	10,824.00	13,000.00	20,000.00	(2,176.00)
Total Water Charges	39,537.82	321,214.25	330,726.68	563,000.00	(9,512.43)
4200 · Sewer Charges	29,305.10	203,116.29	213,788.89	365,000.00	(10,672.60)
4300 · Connection Fees	0.00	0.00	0.00	80,000.00	0.00
4650 · Late Charges	1,530.00	6,685.00	3,791.67	6,500.00	2,893.33
4700 · Other Operating Revenue	340.00	3,220.00	4,083.30	7,000.00	(863.30)
49900 · Uncategorized Income	0.00	1,500.00			1,500.00
Total Income	70,712.92	535,735.54	552,390.54	1,021,500.00	(16,655.00)
Gross Profit	70,712.92	535,735.54	552,390.54	1,021,500.00	(16,655.00)
Expense					
Administrative and General					
5000 · Advertising	0.00	0.00	204.16	350.00	204.16
5005 · Bad Debts	15.00	1,792.16	2,041.66	3,500.00	249.50
5010 · Bank Charges					0.00
5012 · Merchant Account Fees	222.22	1,444.70	1,341.70	2,300.00	(103.00)
5010 · Bank Charges - Other	145.07	937.37	816.70	1,400.00	(120.67)
Total 5010 · Bank Charges	367.29	2,382.07	2,158.40	3,700.00	(223.67)
5020 · Directors Fees	0.00	0.00	1,050.00	1,800.00	1,050.00
5030 · Dues and Memberships	0.00	4,036.00	2,566.70	4,400.00	(1,469.30)
5035 · Education and Training	1,175.00	3,727.95	1,166.70	2,000.00	(2,561.25)
5036 · Education and Training - B.O.D.	0.00	0.00	175.00	300.00	175.00
Insurance					
5040 · Liability	1,871.16	13,098.12	13,098.16	22,453.96	0.04
5050 · Workers' Comp	599.16	4,952.10	4,693.33	8,045.63	(258.77)
5055 · Health					
5055.1 · Employee Portion	(607.62)	(4,253.34)	(4,550.00)	(7,800.00)	(296.66)
5055 · Health - Other	3,342.54	22,889.16	24,710.00	42,360.00	1,820.84
Total 5055 · Health	2,734.92	18,635.82	20,160.00	34,560.00	1,524.18
Total Insurance	5,205.24	36,686.04	37,951.49	65,059.59	1,265.45
5060 · Licenses, Permits, and Fees	2,610.63	14,716.26	13,708.35	23,500.00	(1,007.91)
5065 · Auto	0.00	1,231.66	1,866.70	3,200.00	635.04
5070 · Miscellaneous	(0.05)	66.03	58.30	100.00	(7.73)
5080 · Office Expense	950.08	3,796.83	3,266.70	5,600.00	(530.13)
5085 · Outside Services	962.15	4,239.19	4,958.30	8,500.00	719.11
5090 · Payroll Taxes	3,407.27	15,771.91	15,654.30	26,836.00	(117.61)
5100 · Postage	289.80	1,378.96	1,633.30	2,800.00	254.34
5110 · Professional Fees	8,777.35	52,094.24	45,150.00	77,400.00	(6,944.24)
5120 · Property Taxes	0.00	30.42	7.00	12.00	(23.42)
5125 · Repairs and Maintenance	0.00	23.14	291.70	500.00	268.56
5130 · Rents	835.00	5,845.00	7,000.00	12,000.00	1,155.00
5135 · Retirement	657.24	4,601.63	4,462.50	7,650.00	(139.13)
5137 · Supplies	0.00	1,438.76	700.00	1,200.00	(738.76)
5140 · Telephone	927.10	6,399.44	4,433.30	7,600.00	(1,966.14)
5145 · Tools	0.00	0.00	2,333.30	4,000.00	2,333.30
5150 · Travel and Meetings	0.00	115.19	875.00	1,500.00	759.81

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 January 2019

	Current Month Jan 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
5155 · Utilities	201.70	1,504.62	1,610.00	2,760.00	105.38
5160 · Wages					
5165 · Wages - Overtime	312.00	1,799.55	583.30	1,000.00	(1,216.25)
5160 · Wages - Other	13,457.29	83,229.17	93,510.70	160,304.00	10,281.53
Total 5160 · Wages	13,769.29	85,028.72	94,094.00	161,304.00	9,065.28
Total Administrative and General	40,150.09	246,906.22	249,416.86	427,571.59	2,510.64
Sewage Collection					
6010 · Fuel	224.34	1,898.48	1,878.35	3,220.00	(20.13)
6030 · Repairs and Maintenance	0.00	(190.25)	14,000.00	20,000.00	14,190.25
6040 · Supplies	0.00	2,960.35	1,166.65	2,000.00	(1,793.70)
6050 · Utilities	423.62	2,336.66	3,354.15	5,750.00	1,017.49
6060 · Wages					
6065 · Wages - Overtime Sewer Collecti	144.00	883.50	1,000.00	2,000.00	116.50
6060 · Wages - Other	2,246.29	17,983.18	16,863.60	28,909.00	(1,119.58)
Total 6060 · Wages	2,390.29	18,866.68	17,863.60	30,909.00	(1,003.08)
Total Sewage Collection	3,038.25	25,871.92	38,262.75	61,879.00	12,390.83
Sewage Treatment					
6075 · Fuel	224.34	1,898.49	1,744.15	2,990.00	(154.34)
6080 · Monitoring	635.00	1,800.00	8,166.65	14,000.00	6,366.65
6085 · Outside Services	0.00	800.00	0.00	0.00	(800.00)
6100 · Repairs and Maintenance	0.00	4,736.24	7,500.00	12,500.00	2,763.76
6110 · Supplies	616.58	4,103.27	4,433.35	7,600.00	330.08
6120 · Utilities	759.81	4,651.14	8,050.00	13,800.00	3,398.86
6130 · Wages					
6135 · Wages - Overtime Sewer Treatmen	306.00	787.50	1,000.00	2,000.00	212.50
6130 · Wages - Other	2,477.89	20,210.30	13,890.90	23,813.00	(6,319.40)
Total 6130 · Wages	2,783.89	20,997.80	14,890.90	25,813.00	(6,106.90)
Total Sewage Treatment	5,019.62	38,986.94	44,785.05	76,703.00	5,798.11
Water Trans and Distribution					
7075 · Fuel	224.34	1,898.57	1,677.10	2,875.00	(221.47)
7090 · Repairs and Maintenance	1,377.06	9,617.91	11,666.65	20,000.00	2,048.74
7100 · Supplies	0.00	12,481.35	2,333.35	4,000.00	(10,148.00)
7110 · Utilities	586.92	4,334.10	6,037.50	10,350.00	1,703.40
7120 · Wages					
7125 · Wages - Overtime Water Trans &	342.00	1,641.50	2,916.65	5,000.00	1,275.15
7120 · Wages - Other	3,358.66	22,397.45	17,530.90	30,053.00	(4,866.55)
Total 7120 · Wages	3,700.66	24,038.95	20,447.55	35,053.00	(3,591.40)
Total Water Trans and Distribution	5,888.98	52,370.88	42,162.15	72,278.00	(10,208.73)
Water Treatment					
7020 · Fuel	224.36	224.36	1,283.35	2,200.00	1,058.99
7010 · Monitoring	180.00	2,543.03	2,916.65	5,000.00	373.62
7015 · Outside Services	(800.00)	825.00			(825.00)
7030 · Repairs and Maintenance	2,294.04	11,012.06	7,583.35	13,000.00	(3,428.71)
7040 · Supplies	616.58	6,978.88	8,166.65	14,000.00	1,187.77
7050 · Utilities	4,150.42	27,074.59	26,833.35	46,000.00	(241.24)
7060 · Wages					
7065 · Wages - Overtime Water Treatmen	728.00	5,699.75	3,500.00	6,000.00	(2,199.75)
7060 · Wages - Other	2,572.07	27,627.91	22,808.90	39,101.00	(4,819.01)
Total 7060 · Wages	3,300.07	33,327.66	26,308.90	45,101.00	(7,018.76)
Total Water Treatment	9,965.47	81,985.58	73,092.25	125,301.00	(8,893.33)

GARBERVILLE SANITARY DISTRICT
Combined Revenue & Expense Report for Board
 January 2019

	Current Month Jan 2019	YTD Actual	YTD Budget	Annual Budget	Δ YTD Actual vs. Budget
Total Expense	64,062.41	446,121.54	447,719.06	763,732.59	1,597.52
Net Ordinary Income	6,650.51	89,614.00	104,671.48	257,767.41	15,057.48
Other Income/Expense					
Other Income					
Property Tax Revenue					
8010 · Secured	0.00	12,779.05	11,750.00	23,500.00	(1,029.05)
8020 · Unsecured	0.00	969.42	425.00	850.00	(544.42)
8025 · Prior Years	0.00	5.55	12.50	25.00	6.95
8030 · Supplemental - Current	0.00	124.80	125.00	250.00	0.20
8035 · Supplemental - Prior Years	0.00	0.00	25.00	50.00	25.00
Total Property Tax Revenue	0.00	13,878.82	12,337.50	24,675.00	(1,541.32)
8060 · Interest Income	30.76	5,111.81	3,500.00	6,000.00	(1,611.81)
8070 · Other Non-Operating Revenue	0.00	1,652.21			(1,652.21)
9030 · Homeowners' Tax Relief	0.00	46.67	155.00	310.00	108.33
Total Other Income	30.76	20,689.51	15,992.50	30,985.00	(4,697.01)
Other Expense					
9040 · Depreciation	41,925.34	293,477.38	306,250.00	525,000.00	12,772.62
9050 · Interest Expense	430.28	7,248.23	7,301.60	9,330.00	53.37
9999 · Suspense	(1,971.25)	0.00			0.00
Total Other Expense	40,384.37	300,725.61	313,551.60	534,330.00	12,825.99
Net Other Income	(40,353.61)	(280,036.10)	(297,559.10)	(503,345.00)	(17,523.00)
Net Income	(33,703.10)	(190,422.10)	(192,887.62)	(245,577.59)	(2,465.52)
9040 · Depreciation	41,925.34	293,477.38	306,250.00	525,000.00	(12,772.62)
Net Income excluding Depreciation	8,222.24	103,055.28	113,362.38	279,422.41	(10,307.10)

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
101 Netlink			
01/09/2019	9732		-302.00
01/10/2019	DBT		-300.00
Total 101 Netlink			-602.00
Anderson, Lucas, Somerville & Borges			
01/09/2019	9738		-3,547.50
Total Anderson, Lucas, Somerville & Borges			-3,547.50
Blue Star Gas			
01/02/2019	9713		-31.93
01/30/2019	9749		-66.81
Total Blue Star Gas			-98.74
Brenntag Pacific, Inc.			
01/02/2019	9710		-3,105.01
Total Brenntag Pacific, Inc.			-3,105.01
Candor Rock, LLP			
01/09/2019	9733		-237.50
Total Candor Rock, LLP			-237.50
Capital Bank & Trust			
01/04/2019	EFT	557880519	-800.10
01/04/2019	EFT	025158148	-323.58
01/17/2019	EFT	557880519	-793.45
01/17/2019	EFT	025158148	-333.66
Total Capital Bank & Trust			-2,250.79
Cash			
01/07/2019	9731		-5.69
01/31/2019	9759		-85.40
Total Cash			-91.09
Chem Quip Inc			
01/17/2019		QuickBooks generated zero amount transaction for bill payment stub	0.00
01/17/2019		QuickBooks generated zero amount transaction for bill payment stub	0.00
Total Chem Quip Inc			0.00
Crystal Springs Bottled Water			
01/09/2019	9734		-10.00
Total Crystal Springs Bottled Water			-10.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
CSDA			
01/15/2019	DBT		-550.00
01/15/2019	DBT		-625.00
Total CSDA			-1,175.00
CUMMINS PACIFIC LLC.			
01/30/2019	9750		-498.51
Total CUMMINS PACIFIC LLC.			-498.51
Dazey's Building Center			
01/09/2019			-2.68
01/10/2019	9740		-247.88
Total Dazey's Building Center			-250.56
EDD			
01/04/2019	EFT	499-0538-3	-674.42
01/04/2019	EFT	499-0538-3	-812.64
01/17/2019	EFT	499-0538-3	-680.72
01/17/2019	EFT	499-0538-3	-609.90
Total EDD			-2,777.68
Fluentstream Tech			
01/07/2019	9722		-109.40
Total Fluentstream Tech			-109.40
Frontier Communications			
01/07/2019	9723		-342.10
Total Frontier Communications			-342.10
Harland Clarke Check Order			
01/24/2019	DBT		-104.02
Total Harland Clarke Check Order			-104.02
Humboldt County Assessor			
01/30/2019	9751		-48.15
Total Humboldt County Assessor			-48.15
Humboldt County Dept. of Health & Human S			
01/02/2019	9709		-380.05
Total Humboldt County Dept. of Health & Human S			-380.05
IRS			
01/04/2019	EFT	68-0296323	-3,139.40

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
01/17/2019	EFT	68-0296323	-3,122.06
Total IRS			-6,261.46
Jennie Short			
01/30/2019	9752		-3,137.65
Total Jennie Short			-3,137.65
Lori Ruiz			
01/30/2019	9753		-200.00
Total Lori Ruiz			-200.00
Micah Bigelow			
01/07/2019	9724		-800.00
Total Micah Bigelow			-800.00
North Coast Laboratories Ltd.			
01/02/2019	9711		-225.00
01/07/2019	9725		-315.00
Total North Coast Laboratories Ltd.			-540.00
Owsley Electric			
01/30/2019	9754		-2,395.32
Total Owsley Electric			-2,395.32
PAPER MILL			
01/10/2019	9739		-22.28
Total PAPER MILL			-22.28
PG&E			
01/09/2019	9735		-4,987.35
Total PG&E			-4,987.35
Pitney Bowes Purchase Power			
01/09/2019	9736		-289.80
Total Pitney Bowes Purchase Power			-289.80
QuickBooks			
01/17/2019		QuickBooks generated zero amount transaction for bill payment stub	0.00
Total QuickBooks			0.00
Ralph Emerson			
01/07/2019	9726		-50.00

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
Total Ralph Emerson			-50.00
Rays Food Place			
01/23/2019	DBT		-18.38
01/31/2019	DBT		-26.16
Total Rays Food Place			-44.54
Recology Humboldt County			
01/30/2019	9755		-12.00
Total Recology Humboldt County			-12.00
Redwood Merchant Services			
01/02/2019	09832		-76.97
01/31/2019			-125.88
Total Redwood Merchant Services			-202.85
RENNER			
01/10/2019	DBT		-897.38
Total RENNER			-897.38
Rural Community Assistance Program			
01/01/2019	DBT		-4,717.81
Total Rural Community Assistance Program			-4,717.81
S.H.C.P.			
01/07/2019	9730		-800.00
Total S.H.C.P.			-800.00
SDRMA			
01/02/2019	9712		-332.52
01/07/2019	9727		-3,010.02
01/30/2019	9756		-332.52
Total SDRMA			-3,675.06
Sentry III Center			
01/02/2019	9714		-835.00
01/17/2019		QuickBooks generated zero amount transaction for bill payment stub	0.00
01/30/2019	9757		-835.00
Total Sentry III Center			-1,670.00
Staples Credit Plan			
01/07/2019	9728		-59.54
01/30/2019	9758		-177.39

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
Total Staples Credit Plan			-236.93
Streamline Inc			
01/07/2019	9729		-100.00
Total Streamline Inc			-100.00
The Paper Mill			
01/22/2019	DBT		-43.53
Total The Paper Mill			-43.53
Umpqua Bank			
01/23/2019	09833		-127.06
Total Umpqua Bank			-127.06
US Cellular			
01/02/2019	9715		-349.73
Total US Cellular			-349.73
Wells Fargo			
01/17/2019	9748		-90.51
Total Wells Fargo			-90.51
Wyatt & Whitchurch, E.A. Inc.			
01/09/2019	9737		-1,670.00
Total Wyatt & Whitchurch, E.A. Inc.			-1,670.00
WYCKOFF'S Inc			
01/10/2019	9741		-17.81
Total WYCKOFF'S Inc			-17.81
Arreguin, Daniel J			
01/04/2019	9716		-2,085.53
01/17/2019	9742		-2,497.96
Total Arreguin, Daniel J			-4,583.49
Emerson, Ralph K			
01/04/2019	9717		-3,110.98
01/17/2019	9743		-3,110.98
Total Emerson, Ralph K			-6,221.96
LaFond, Jamie L			
01/04/2019	9718		-371.07

GARBERVILLE SANITARY DISTRICT
Check Register Report for Board
 January 2019

Date	Num	Memo	Amount
01/17/2019	9744		-95.92
Total LaFond, Jamie L			-466.99
Miller, Brian A			
01/04/2019	9719		-2,046.19
01/17/2019	9745		-1,920.76
Total Miller, Brian A			-3,966.95
Nieto, Mary			
01/04/2019	9720		-1,088.11
01/17/2019	9746		-1,128.94
Total Nieto, Mary			-2,217.05
Ruiz, Ricardo			
01/04/2019	9721		-490.29
01/17/2019	9747		-164.43
Total Ruiz, Ricardo			-654.72
MMF Management III			
01/31/2019	9760		-100.00
Total MMF Management III			-100.00
TOTAL			-67,178.33

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

**Date of Meeting: February 26, 2019
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

@5:04

II. ESTABLISHMENT OF QUORUM

**Rio Anderson-Present
Linda Brodersen
Doug Bryan
Richard Thompson
Julie Lyon**

III. APPROVAL OF AGENDA

Motion: Richard Thompson Second: Julie Lyon Vote: 5-0

Motion approves amended agenda, moving B.5 under B.1

IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

No comments made by the audience.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- 0

Office Staff- Billing cards changed to full page statements for a trial basis.

Board Members- 0

Correspondence- PG&E Bankruptcy Documents---Waterless Toilets Pg. 4-16

General Manager—Ralph Emerson Pg. 17

The District cancelled 101 Netlink at the Wastewater Treatment Plant and switched to HughesNet. So far this has worked well for the operators, especially during the storms.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date December 2018 – Pg. 18-29

A.2 Approve Date: January 29th, 2019 Regular Meeting Minutes - Pg. 30-31

A.3 Operations Safety Report- Pg. 32-33

Motion: Julie Second: Rio Vote: 5-0

Treasury Item - Motion: Richard Second: Doug Vote: 5-0

A. **GENERAL BUSINESS** – *Action items*

B.1 RRHC Renovation-Services, Plan and Time Line pg. 34-35

A presentation was made by Tina Tvedt- Executive Director and Terri Klemetson-Facilities Manager.

B.2 Rate Proposal and Process Report pg. 36-49

A letter needs to be drafted to notify customers of rate change. Also customers need to be notified of the meeting in which they can cast there vote. One per household/business.

B.3 State Water Board Annual Inspection pg. 50-53

The District will fix all mandatory issues and address all others as needed.

B.4 Form 700 Conflict of Interest and Training pg. 54-62

Ralph explained to the Board and Staff how to fill out the Annual 700 form.

B.5 Southern Humboldt Search and Rescue Building pg.63

B.5 moved under B.1

Easement needs to be in place to purchase building. Needs permission from District to Re-route line. Also asking for help with cost of materials for project, only if the District legally can do so.

B.6 Measure Z Application pg. 64-69
(update-no action required)

10 fire hydrants proposal – District application completed for 2019 Measure Z funds.

B.7 Bank Building Renovation Project
(information Only) update

B.8 Chlorine Contact Chamber Update pg. 70-84
(information only)

Final Payment Sent – The tanks performance is as promised. The District is happy with the way it is working.

B.9 Video Monitoring and Retention Procedures pg. 85-87

Motion: Richard Second: Rio Vote: 5-0

The board directed Ralph to draft a letter for Linda to sign as well.

C. **POLICY REVISION / ADOPTION**

C.1 Non-Harassment Policy Sec; 7.4 Pg. 88-90
1st reading

A harassment form needs to be included with policy. A list of offenses needs to be created with consequences for each offense. More information. Bring back.

IX. CLOSED SESSION

- A. Public Employee Performance Evaluation: State Code, Section (54957)
(Evaluation of the General Manager, Ralph Emerson)

X. RETURN TO OPEN SESSION

The Board voted unanimously to give Ralph Emerson the General Manager a positive evaluation. They extended his contract to June 30, 2020 at which time there will be the option for a 5 year contract extension after a positive evaluation.

Motion: Julie Lyon

Second: Doug Bryan

Vote: 5-0

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Proposal Update
2. Eel River Data Comparisons
3. Conflict of Interest Policy
4. Harassment Policy

XII. ADJOURNMENT

6.29 p.m. Open Session

RECEIVED
MAR 04 2019



ATTENDANCE ROSTER

Safety Meeting

Date of Meeting: 3/19/19 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)

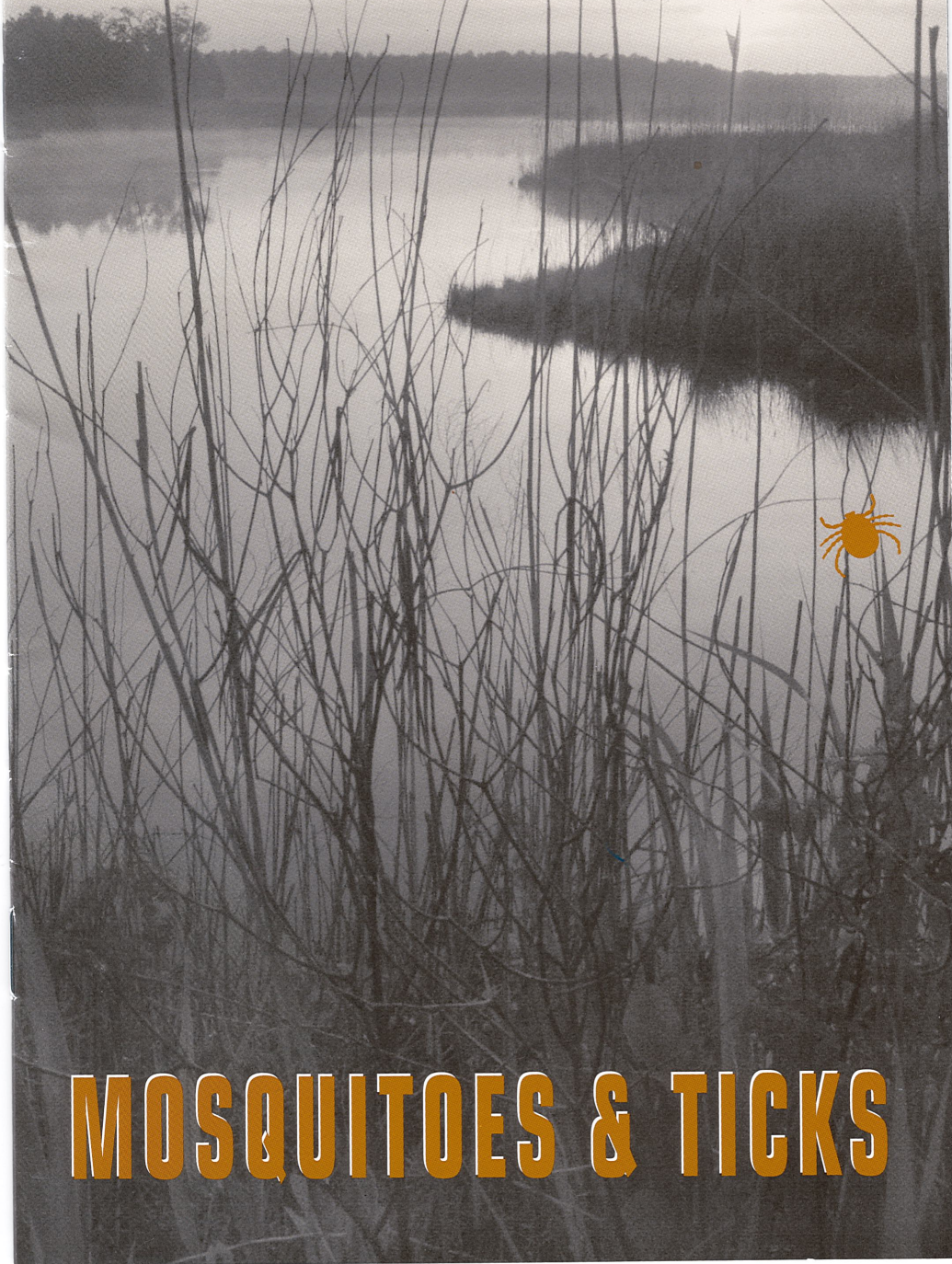
Name (signature)

1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Mary Nieto</u>	<u>Mary Nieto</u>
3. <u>Brian Miller</u>	<u>Brian Miller</u>
4. <u>Dan Arsequin</u>	<u>Dan Arsequin</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



WORKING OUTDOORS



MOSQUITOES & TICKS

Date: March 14, 2019

To: LAFCO

From: Southern Humboldt Community Park (SHCP), Board of Directors

Re: On behalf of the Board of the Southern Humboldt Community Park, we request a water service hook up from the Garberville Sanitary District (GSD).

The Southern Humboldt Community Park serves our community in multiple ways providing:

- multi use hiking trails
- site for community fundraisers, examples include the following:
 - a. Pumpkins in the Park, 2018, coordinated by Southern Humboldt Visitor’s Bureau, sponsored by the Southern Humboldt Community Credit Union
 - b. Garberville Rodeo 2017 and 2018 coordinated and sponsored by multiple local community leaders and businesses
 - c. Community Egg Hunt – 2018 - sponsored by the Southern Humboldt Community Healthcare District and the Southern Humboldt Healthcare Foundation
 - d. South Fork High School Leprechaun Chase – 2018, coordinated by our local high school track and field team in collaboration with our local Interact Service Club
- a wedding and memorial as well as many other special occasions site venue

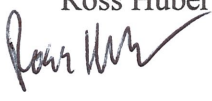
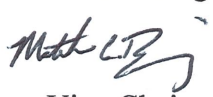

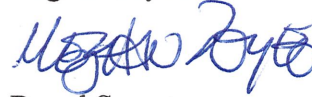
These vital and worthy community events bring hundreds of people to our community park, but the park does not have potable water, visitors must carry their own and event coordinators must provide it to attendees.

The Garberville water treatment plant is adjacent to the park. Historically the park property had a water hookup from the district, but it was pulled years back when the GSD went through the municipal review process.

We request a new hook up from the GSD to give the park potable water for domestic use only (not for irrigation purposes).

Granting our request would mean the world to us and our community and would be so deeply appreciated! We look forward to hearing from you.

The Southern Humboldt Community Park Board,

Ross Huber	Matt Banning	Carolyn Hino-Bourassa	Meghan Joyce
			
Board Chair	Vice-Chair	Board Treasurer	Board Secretary



PO Box 185, Garberville, CA, 95542 (707) 923-2928

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.

(PROPOSED POLICY)

Sec: 7.4--ANTI HARASSMENT AND DISCRIMINATION POLICY

Section 1. Introduction. The Garberville Sanitary District is dedicated to providing a work environment for its employees that is free of harassment and discrimination. The District prohibits harassment and discrimination because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation, genetic information or any other basis protected by federal, state or local law, ordinance or regulation. Such harassment and discrimination is unlawful and will not be tolerated. This policy prohibits unlawful harassment or discrimination of or by any employee of the District, including supervisors and co-workers. It also extends to

vendors, independent contractors and others doing business with the District.

Section 2. Definition and Examples of Harassment. Harassment because of race, religion, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, genetic information or any other protected basis is prohibited, including, but not limited to the following behavior and circumstances:

- 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 sexual oriented posters, photography, cartoons, drawings or gestures;
- c) Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with work because of sex, race or any other protected basis; and,
- d) Retaliation for having reported or threatened to report harassment.
- e) Harassment can occur between any individuals associated with the District. Such individuals may include: Board members, supervisors, coworkers, agents, customers, vendors, contractors, or members of the general public.
- f) The victim of harassment may not be the person that is the recipient of inappropriate comments, actions, images, etc. Anyone who is affected by offensive conduct may be considered the victim of harassment.

Sexual harassment is a form of harassment. Sexual harassment is defined by the Fair Employment and Housing Commission as “unwanted sexual advances, or visual, verbal or physical conduct of a sexual nature.”

Section 3. Complaint Process. If an employee thinks he or she is being harassed or discriminated against on the job because of gender, race, or other protected basis, or if an employee observes behavior he or she believes to be in violation of this policy, the employee should immediately contact his or her immediate supervisor, the Administrative Assistant to the General Manager, the General Manager, the President of the Board of Directors, or any other supervisor with whom the employee feels comfortable. The complaint should include all details of the incident (s), the names of all individuals involved, and the names of any witnesses. Every complaint that is reported will be taken seriously and investigated thoroughly. If harassment or discrimination is not reported, it cannot be investigated. The District will not retaliate against anyone for reporting any incidents of harassment, for making any complaints of harassment, or for participating in any investigation. Every employee’s cooperation is crucial.

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.

Section 4. Complaint Response Process.

- a) **Staff receiving harassment complaints will refer them immediately to the General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint. Supervisors must refer all harassment complaints to the General Manager, or to the President of the Board of Directors if the General Manager is unavailable or personally involved in the complaint.**

- b) **The General Manager will call a special meeting, within one (1) week from the date of the complaint or as soon thereafter as is practicable, in order to notify the Board of Directors that a claim of harassment has been made against an employee, a staff member, or other person doing business with the District.**

- c) The General Manager, or his/her designee, upon receiving direction from the Board of Directors, will ensure that an immediate, effective, thorough, and objective investigation of the allegation(s) is undertaken. Any information obtained through the investigation will be kept confidential to the extent possible to conduct an effective investigation into the allegations.

Section 5. Findings and Retaliation. If it is determined that harassment has occurred, effective remedial action will be taken in accordance with the circumstances involved. Any employee determined to be responsible for harassment will be subject to appropriate disciplinary action, up to and including termination. After the investigation and findings have been concluded, the District may communicate its findings to the complainant, the alleged harasser, and any other concerned party. Employees complaining of harassment, or otherwise participating in the District’s investigation of such conduct, shall be protected from any form of reprisal and/or retaliation.

Section 6. Immediate Reporting. All employees should report any incidents immediately so that complaints can be quickly and fairly resolved. The California Department of Fair Employment and Housing (“DFEH”) investigates and may prosecute complaints of harassment. An employee may have a claim of harassment even if he or she has not lost a job related or economic benefit. Whenever an employee thinks he or she has been harassed or that he or she has been retaliated against for resisting or complaining, that employee may file a complaint with the DFEH.

Section 7. Romantic Relationships. In addition, the District desires to avoid misunderstandings, complaints of favoritism, claims of sexual harassment and employee dissension that may result from personal or social relationships amongst employees. Therefore, the District asks that if employees become romantically involved with one another they disclose their relationship to the General Manager or Board President if General Manager is involved.

Section 8. Employee Acknowledgement. By signing below, Employee represents that he or she has read, understands, and agrees to the District’s Anti-Harassment and Discrimination Policy.

-
-

Date

Signature

Name Print

7.9 Conflict of Interest

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

Adapted 6/6/2006

APPENDIX "D"

CONFLICT OF INTEREST CODE

Section I Introduction

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

81000, et seq., and specifically with Sections 87300 et seq., the GARBERVILLE SANITARY DISTRICT (GSD) hereby adopts this Conflict of Interest Code, which shall be applicable to all designated employees, **Managers and Board Members** 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, **Board Members or Managers**

The Board Chair, all Board Members, District Administrator 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, **Board Member or Manager** 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 officer's** disclosure category are the types of financial interest which he or she **foreseeably** can affect materially through the conduct of his or her office. Each designated **employee officer** 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, **officers and Managers are** required to submit a statement of economic interest shall file the original with the **District Administrator General Manager or designee** of GSD, who shall be the filing officer for all designated employees and officers. Upon receipt of the statement of economic interest the **District Administrator General Manager or designee** of GSD shall make and retain a copy and forward the originals of these statements to the Humboldt County **Board of Supervisors Elections office**, 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 and officers of** 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 **and officers** 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, **Board Members and Managers** must disqualify themselves from making, participating in the making or using their official positions to influence the making of any governmental decision which will foreseeable have a material financial effect, distinguishable from its effect on the public generally, on:

- A) Any business entity in which the designated employee has a direct or indirect investment worth more than one thousand dollars (\$1,000) ;
- B) Any real property in which the designated employee has a direct or indirect interest worth more than one thousand dollars (\$1,000);
- C) Any source of income other than loans by a commercial lending institution in the regular course of business aggregating two hundred fifty dollars (\$250) or more in value received by or promised to the designated employee within twelve months prior to the time when the decision is made; or,
- D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management. No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. (The fact that a designated employee's vote is needed to break a tie does not make his or her participation legally required for purposes of this section.)

Section 10 Manner of Disqualification

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

Conflict of Interest Designated Employees - Appendix A

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

Administrator, General Manager, 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, BOARD MEMBER or MANAGER:

Signed _____ Dated _____

Print _____

DISTRICT:

Signed _____ Dated _____

Print _____

Title _____