

**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**

**February 28, 2017  
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\_\_\_, Gary Wellborn\_\_\_**

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

**V. CLOSED SESSION**

**A. No items for closed session**

**VI. OPEN SESSION**

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

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

*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**

**VIII. 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 - 700 Form Reminder**

**Board Members-**

**General Manager - Ralph Emerson pg. 4**

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

**IX. 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 – pg. 5
- A.2 Approve 1/24/2017 Regular Meeting Minutes Available at Meeting
- A.3 Operations Safety Report- pg. 15
- A.4 Correspondence  
 Connection Fee for Hospital CT Unit pg. 16  
 Measure Z Expenditures Application pg. 17  
 Planning Department Response – Town Square Restroom pg. 21

<b>Motion:</b>	<b>Second:</b>	<b>Vote:</b>
----------------	----------------	--------------

**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 Open Bids for 2012 Chevy Silverado  
 (discussion-possible action)  

Motion:	Second:	Vote:
---------	---------	-------
- B.2 Mr. Butterworth request for multi family charges pg. 22  
 (discussion-possible action)  

Motion:	Second:	Vote:
---------	---------	-------
- B.3 Board Committees-Appointments pg. 27  
 (discussion-possible action)
- B.4 SDRMA Nominations for Board Member—pg. 28  
 (discussion-possible action)  

Motion:	Second:	Vote:
---------	---------	-------
- B.5 CSDA Nominations for Board Member – pg. 46  
 (discussion-possible action)  

Motion:	Second:	Vote:
---------	---------	-------
- B.6 Reschedule Election of Governing Board Members pg. 51  
 Resolution No 17-005 (discussion-possible action)

**C. POLICY REVISION / ADOPTION**

- C.1 Policy Manual updates-Section job descriptions –Appendix B-Operators pg. 58  
 (second reading)
- C.2 Water Ordinance-Article 4: Section 4.9 water Service pg. 72  
 (discussion-possible action) second reading—resolution 17-004  

<b>Motion:</b>	<b>Second:</b>	<b>Vote:</b>
----------------	----------------	--------------

**Motion:**

**Second:**

**Vote:**

**X. ITEMS FOR NEXT BOARD MEETING**

1. Wallan road tank Easement
2. Organizational Chart—1st reading
3. 2017 Master Calendar
4. Office Job Descriptions—1st reading

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than February 24, 2017: Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

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

**GENERAL MANAGER REPORT**

Date: February 28, 2017

There have been numerous storms and critical problems which have arisen during the past month but staff has worked hard to solve the problems expeditiously while diligently staying up all night as needed to insure safe drinking water is provided to the GSD customers.

I want to thank Gary & Rich for meeting with me about the rate study and although a lot of information was discussed along with sharing ideas, we are not yet ready to present a recommendation to the Board. We will be meeting again prior to the March meeting and should have a recommendation for you to consider.

I missed the deadline last year to apply for Measure Z money but have submitted an application this year to replace 14 fire hydrants at a cost of \$112,000. I want to thank Gary and Shon Wellborn along with Estelle Fennel for their input on this application process. I am hopeful that we can receive the funding for these hydrants and be able to satisfy our responsibility to replace the failing hydrants.

I am working with Andy Sundquist and Jennie Short on grant applications and shovel ready plans for upcoming projects. Bear Canyon reroute, tank replacements and infrastructure upgrades are among projects I am seeking funding.

I have been working with Legal Counsel and Jennie Short to correct the mistakes and inaccurate information in the draft audit which is ready to be signed by Linda and sent to Keith Borges. A copy of those corrections will be provided at the meeting and we will be ready to receive the final audit for approval.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

Financial Report as of January 31, 2017				
1	Operating Account			\$40,480.44
2	WRF Account			\$75,945.52
3	SRF Account			\$80,112.92
4	Water Enterprise Fund			\$46,288.13
5	County Treasury - Sewer Reserve			\$344,370.84
6	County Treasury - Water Reserve			\$236,225.85
7	Petty Cash & Cash Drawer			\$297.48
8				<b>\$823,721.18</b>
9	<b>Revenue and Expenses for December (1-1-17 to 1-31-17)</b>			
10	<b>Revenue</b>			
11	Water Charges			\$35,584.14
12	Sewer Charges			\$29,397.18
13	Late Charges			\$340.00
14	Connection Fees			\$0.00
15	Other Revenue			\$135.00
17	<b>Total Revenue</b>			<b>\$65,456.32</b>
18	<b>Expenses</b>			
19	Administrative			\$12,526.96
20	Payroll			\$14,413.35
21	Rent			\$835.00
22	Sewer ( PR, monitoring, repairs & Utilities)			\$6,321.74
23	Water ( PR, monitoring, pumping, repairs, & Utilities)			\$14,936.78
24	<b>Total Expenses</b>			<b>\$49,033.83</b>
25	<b>Net Operating Revenue</b>			<b>\$16,422.49</b>
26	<b>Depreciation</b>			
27	Water Depreciation			\$29,499.00
28	Sewer Depreciation			\$14,546.00
29	<b>Total Depreciation</b>			<b>\$44,045.00</b>
30	Interest expense			\$851.85
31	Interest income			\$60.12
32	<b>NET INCOME</b>			<b>-\$28,414.24</b>

**Garberville Sanitary District  
Register QuickReport  
January 2017**

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>1</b>	<b>101 Netlink</b>					
<b>2</b>			01/10/2017	8512	internet	-229.00
<b>3</b>	Total 101 Netlink					-229.00
<b>4</b>	<b>Anderson, Lucas, Somerville &amp; Borges</b>					
<b>5</b>			01/10/2017	8513	Final Billing on annual fiscal audit ending June 30	-2,000.00
<b>6</b>	Total Anderson, Lucas, Somerville & Borges					-2,000.00
<b>7</b>	<b>Bruce Whittle Electric</b>					
<b>8</b>			01/26/2017	8535	PLC - Solar Panel replacement and programming	-14,600.00
<b>9</b>	Total Bruce Whittle Electric					-14,600.00
<b>10</b>	<b>Capital Bank &amp; Trust</b>					
<b>11</b>			01/06/2017	32915	557880519	-611.59
<b>12</b>			01/06/2017	12915	025158148	-320.81
<b>13</b>			01/20/2017	13919	025158148	-311.35
<b>14</b>			01/20/2017	33919	557880519	-607.58
<b>15</b>	Total Capital Bank & Trust					-1,851.33
<b>16</b>	<b>Cash</b>					
<b>17</b>			01/09/2017	8511	to correct cash drawer amount	-10.00
<b>18</b>	Total Cash					-10.00
<b>19</b>	<b>Crystal Springs Bottled Water</b>					
<b>20</b>			01/10/2017	8514	water	-17.00
<b>21</b>	Total Crystal Springs Bottled Water					-17.00
<b>22</b>	<b>Dazey's Building Center</b>					
<b>23</b>			01/10/2017	8515	R&M and Supplies	-996.62
<b>24</b>	Total Dazey's Building Center					-996.62
<b>25</b>	<b>EDD</b>					
<b>26</b>			01/06/2017	739124	499-0538-3	-707.56
<b>27</b>			01/06/2017	739107	499-0538-3	-520.53
<b>28</b>			01/20/2017	798680	499-0538-3	-511.01
<b>29</b>			01/20/2017	798685	499-0538-3	-597.73
<b>30</b>	Total EDD					-2,336.83
<b>31</b>	<b>Fluentstream Tech</b>					
<b>32</b>			01/02/2017	25181	office phones	-114.51
<b>33</b>	Total Fluentstream Tech					-114.51
<b>34</b>	<b>Frontier Communications</b>					
<b>35</b>			01/10/2017	8516	Lease lines and land lines at plants	-337.17
<b>36</b>	Total Frontier Communications					-337.17
<b>37</b>	<b>Garberville Rotary</b>					
<b>38</b>			01/10/2017	8517	1/17-3/17 lunches	-180.00
<b>39</b>	Total Garberville Rotary					-180.00
<b>40</b>	<b>IRS</b>					
<b>41</b>			01/06/2017	52494	68-0296323	-2,786.08
<b>42</b>			01/20/2017	200618	68-0296323	-2,726.54
<b>43</b>	Total IRS					-5,512.62
<b>44</b>	<b>Jamie Corsetti, CPA</b>					
<b>45</b>			01/10/2017	8518	monthly accounting	-600.00
<b>46</b>	Total Jamie Corsetti, CPA					-600.00
<b>47</b>	<b>KEENAN SUPPLY</b>					
<b>48</b>			01/10/2017	8519	sewer popper	-187.12
<b>49</b>	Total KEENAN SUPPLY					-187.12
<b>50</b>	<b>Kolstad Land Surveyors</b>					
<b>51</b>			01/26/2017	8536	Meadows Tank (Wallan Tank) Easement Research	-1,954.00
<b>52</b>	Total Kolstad Land Surveyors					-1,954.00
<b>53</b>	<b>NAPA</b>					
<b>54</b>			01/10/2017	8520	A/C Converter	-1,035.03
<b>55</b>	Total NAPA					-1,035.03
<b>56</b>	<b>Nilsen Feed &amp; Garden</b>					
<b>57</b>			01/26/2017	1/265826	Wheat Straw, seed mix for Wallan Tank Area	-249.83
<b>58</b>	Total Nilsen Feed & Garden					-249.83

**Garberville Sanitary District  
Register QuickReport  
January 2017**

		<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>59</b>	<b>North Coast Laboratories Ltd.</b>				
<b>60</b>		01/10/2017	8521	Monitoring	-949.00
<b>61</b>	Total North Coast Laboratories Ltd.				-949.00
<b>62</b>	<b>PG&amp;E</b>				
<b>63</b>		01/10/2017	8522		-4,561.56
<b>64</b>	Total PG&E				-4,561.56
<b>65</b>	<b>Pitney Bowes Purchase Power</b>				
<b>66</b>		01/10/2017	6236009	postage	-208.99
<b>67</b>	Total Pitney Bowes Purchase Power				-208.99
<b>68</b>	<b>Ralph Emerson</b>				
<b>69</b>		01/10/2017	8523	11/16 phone	-50.00
<b>70</b>	Total Ralph Emerson				-50.00
<b>71</b>	<b>Redwood Merchant Services</b>				
<b>72</b>		01/04/2017	1/4debit	12/16 bank card fees	-94.54
<b>73</b>		01/31/2017	1/17bkcdfee	1/17 Bank Card Fees	-86.94
<b>74</b>	Total Redwood Merchant Services				-181.48
<b>75</b>	<b>RENNER</b>				
<b>76</b>		01/10/2017	1/17debit	Fuel	-1,063.41
<b>77</b>	Total RENNER				-1,063.41
<b>78</b>	<b>Rural Community Assistance Program</b>				
<b>79</b>		01/03/2017	1/3debit	Ln 6200-GSD-02	-4,717.81
<b>80</b>	Total Rural Community Assistance Program				-4,717.81
<b>81</b>	<b>SDRMA</b>				
<b>82</b>		01/23/2017	8533	Medical for December 2016	-3,176.28
<b>83</b>	Total SDRMA				-3,176.28
<b>84</b>	<b>Sentry III Center</b>				
<b>85</b>		01/23/2017	8534	rent	-835.00
<b>86</b>	Total Sentry III Center				-835.00
<b>87</b>	<b>Umpqua Bank</b>				
<b>88</b>		01/20/2017	1/20debit	12/16 bank fees	-119.79
<b>89</b>	Total Umpqua Bank				-119.79
<b>90</b>	<b>US Cellular</b>				
<b>91</b>		01/10/2017	8524	cell phones	-343.35
<b>92</b>	Total US Cellular				-343.35
<b>93</b>	<b>USABBLUEBOOK</b>				
<b>94</b>		01/10/2017	8525	Sampling Supplies	-417.19
<b>95</b>	Total USABBLUEBOOK				-417.19
<b>96</b>	<b>Working Person's Store</b>				
<b>97</b>		01/26/2017	1/26-5826	Jackets	-138.24
<b>98</b>	Total Working Person's Store				-138.24
<b>99</b>	<b>WYCKOFF'S</b>				
<b>100</b>		01/10/2017	8526	R&M	-119.83
<b>101</b>	Total WYCKOFF'S				-119.83
<b>102</b>	<b>Arreguin, Daniel J</b>				
<b>103</b>		01/05/2017	8504		-2,177.53
<b>104</b>		01/19/2017	8527		-1,938.17
<b>105</b>	Total Arreguin, Daniel J				-4,115.70
<b>106</b>	<b>Emerson, Ralph K</b>				
<b>107</b>		01/05/2017	8505		-2,689.01
<b>108</b>		01/19/2017	8528		-2,689.02
<b>109</b>	Total Emerson, Ralph K				-5,378.03
<b>110</b>	<b>Miller, Brian A</b>				
<b>111</b>		01/05/2017	8506		-1,475.14
<b>112</b>		01/19/2017	8529		-1,507.44
<b>113</b>	Total Miller, Brian A				-2,982.58
<b>114</b>	<b>Nieto, Mary</b>				
<b>115</b>		01/05/2017	8507		-461.07

**Garberville Sanitary District**  
**Register QuickReport**  
 January 2017

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>116</b>			01/19/2017	8530		-608.41
<b>117</b>	Total Nieto, Mary					-1,069.48
<b>118</b>	<b>Ruiz, Lori A</b>					
<b>119</b>			01/05/2017	8510		-59.44
<b>120</b>			01/19/2017	8531		-36.58
<b>121</b>	Total Ruiz, Lori A					-96.02
<b>122</b>	<b>Ruiz, Ricardo</b>					
<b>123</b>			01/05/2017	8508		-109.74
<b>124</b>	Total Ruiz, Ricardo					-109.74
<b>125</b>	<b>Stillwell, Christina</b>					
<b>126</b>			01/05/2017	8509		-808.61
<b>127</b>			01/19/2017	8532		-781.82
<b>128</b>	Total Stillwell, Christina					-1,590.43
<b>129</b>	<b>TOTAL</b>					<b>-64,434.97</b>



## Garberville Sanitary District Balance Sheet Prev Year Comparison

As of January 31, 2017

		Jan 31, 17	Jun 30, 16	\$ Change
<b>1</b>	<b>ASSETS</b>			
<b>2</b>	<b>Current Assets</b>			
<b>3</b>	<b>Checking/Savings</b>			
<b>4</b>	1005 · Umpqua Checking- Operating	40,480.44	110,627.79	(70,147.35)
<b>5</b>	1006 · Umpqua System Reserve - Water	75,945.52	72,592.66	3,352.86
<b>6</b>	1007 · Umpqua System Reserve - Sewer	80,112.92	75,153.24	4,959.68
<b>7</b>	1011 · Water Enterprise Fund	46,288.13	46,192.82	95.31
<b>8</b>	1030 · County Treasury - Sewer Reserve	344,370.84	344,370.84	0.00
<b>9</b>	1031 · County Treasury - Water Reserve	236,225.85	236,225.85	0.00
<b>10</b>	1040 · Petty Cash	49.51	49.51	0.00
<b>11</b>	1050 · Cash Drawer	247.97	186.56	61.41
<b>12</b>	<b>Total Checking/Savings</b>	823,721.18	885,399.27	(61,678.09)
<b>13</b>	<b>Accounts Receivable</b>			
<b>14</b>	11000 · Accounts Receivable - Other	215.00	415.00	(200.00)
<b>15</b>	<b>Total Accounts Receivable</b>	215.00	415.00	(200.00)
<b>16</b>	<b>Other Current Assets</b>			
<b>17</b>	1100 · Accounts Receivable			
<b>18</b>	1110 · Accts Receivable Over Payments	(2,520.33)	(809.85)	(1,710.48)
<b>19</b>	1100 · Accounts Receivable - Other	77,547.08	90,007.92	(12,460.84)
<b>20</b>	<b>Total 1100 · Accounts Receivable</b>	75,026.75	89,198.07	(14,171.32)
<b>21</b>	1120 · A/R - Employee	0.00	256.30	(256.30)
<b>22</b>	1500 · Prepaid Insurance	10,443.12	4,164.15	6,278.97
<b>23</b>	1501 · Prepaid Workers Comp	4,335.47	0.00	4,335.47
<b>24</b>	1502 · Prepaid Expenses	1,425.00	0.00	1,425.00
<b>25</b>	1510 · Prepaid Licenses and Permits	8,140.44	0.00	8,140.44
<b>26</b>	1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>27</b>	<b>Total Other Current Assets</b>	94,370.78	88,618.52	5,752.26
<b>28</b>	<b>Total Current Assets</b>	918,306.96	974,432.79	(56,125.83)
<b>29</b>	<b>Fixed Assets</b>			
<b>30</b>	Fire Hydrant Project	23,980.03	0.00	23,980.03
<b>31</b>	CIP - Leino Ln	585.00	585.00	0.00
<b>32</b>	CIP - Bear Canyon Aerial	1,236.10	576.10	660.00
<b>33</b>	CIP - Wallan Road Tank	58,028.00	0.00	58,028.00
<b>34</b>	DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>35</b>	Tobin Well Project 2014	40,189.31	40,189.31	0.00
<b>36</b>	Melville Project Lines 2015	59,612.79	59,612.79	0.00
<b>37</b>	Alderpoint Tank Project (Water)	671,516.84	671,516.84	0.00
<b>38</b>	<b>Collection Facilities</b>			
<b>39</b>	Cost - Coll Fac	44,170.59	44,170.59	0.00
<b>40</b>	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
<b>41</b>	Cost - Lines	2,080,180.29	2,080,180.29	0.00
<b>42</b>	<b>Total Collection Facilities</b>	4,154,300.10	4,154,300.10	0.00
<b>43</b>	Office Equipment	32,004.40	32,004.40	0.00
<b>44</b>	Equipment	158,306.60	158,306.60	0.00
<b>45</b>	Land - Water	88,698.62	88,698.62	0.00
<b>46</b>	Land - Sewer	129,810.68	129,810.68	0.00
<b>47</b>	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>48</b>	<b>Sewer Treatment Facilities</b>			
<b>49</b>	Cost - Equipment	14,492.40	8,069.38	6,423.02
<b>50</b>	Cost - Sewer Plant	488,193.00	488,193.00	0.00
<b>51</b>	Sewer Treatment Facilities - Other	4,500.00	4,500.00	0.00
<b>52</b>	<b>Total Sewer Treatment Facilities</b>	507,185.40	500,762.38	6,423.02
<b>53</b>	SWTP Office	19,740.96	19,740.96	0.00
<b>54</b>	Vehicles	90,378.67	48,023.52	42,355.15
<b>55</b>	Water Easements & Intangibles	177,397.11	177,397.11	0.00
<b>56</b>	MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00

## Garberville Sanitary District Balance Sheet Prev Year Comparison

As of January 31, 2017

		Jan 31, 17	Jun 30, 16	\$ Change
57	Water System	138,343.11	133,382.22	4,960.89
58	Accumulated Depreciation-Water	(1,042,645.26)	(836,152.26)	(206,493.00)
59	Accumulated Depreciation-Sewer	(1,571,103.06)	(1,469,281.06)	(101,822.00)
60	<b>Total Fixed Assets</b>	<b>11,655,489.27</b>	<b>11,827,397.18</b>	<b>(171,907.91)</b>
61	<b>TOTAL ASSETS</b>	<b>12,573,796.23</b>	<b>12,801,829.97</b>	<b>(228,033.74)</b>
62	<b>LIABILITIES &amp; EQUITY</b>			
63	<b>Liabilities</b>			
64	<b>Current Liabilities</b>			
65	<b>Accounts Payable</b>			
66	2000 · Accounts Payable	59,263.31	25,026.74	34,236.57
67	<b>Total Accounts Payable</b>	59,263.31	25,026.74	34,236.57
68	<b>Other Current Liabilities</b>			
69	2660 · Lease Payable - Ford Motor Cred	27,338.94	0.00	27,338.94
70	*Accounts Payable	6,085.92	0.00	6,085.92
71	2205 · Accrued Simple	0.00	1,437.87	(1,437.87)
72	2230 · Accrued Vacation	14,654.79	25,910.51	(11,255.72)
73	2250 · Loans Payable - Current Portion	115,634.01	115,634.01	0.00
74	<b>Total Other Current Liabilities</b>	163,713.66	142,982.39	20,731.27
75	<b>Total Current Liabilities</b>	222,976.97	168,009.13	54,967.84
76	<b>Long Term Liabilities</b>			
77	2500 · N/P - SWRCB	168,855.28	191,123.20	(22,267.92)
78	2605 · RCAC Loan #6200-GSD-02	197,116.63	223,943.09	(26,826.46)
79	2655 · Lease Payable - Copier	2,912.67	3,438.07	(525.40)
80	2700 · SRF Loan - Water	1,333,488.64	1,356,479.82	(22,991.18)
81	2900 · Less Current Portion	(115,634.01)	(115,634.01)	0.00
82	<b>Total Long Term Liabilities</b>	1,586,739.21	1,659,350.17	(72,610.96)
83	<b>Total Liabilities</b>	1,809,716.18	1,827,359.30	(17,643.12)
84	<b>Equity</b>			
85	3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
86	3100 · Retained Earnings	4,842,018.92	5,105,728.46	(263,709.54)
87	3200 · Prior Period Adjustment	2,960.00	2,960.00	0.00
88	Net Income	(210,390.62)	(263,709.54)	53,318.92
89	<b>Total Equity</b>	10,764,080.05	10,974,470.67	(210,390.62)
90	<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,573,796.23</b>	<b>12,801,829.97</b>	<b>(228,033.74)</b>

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the One and Seventh Months Ended Jan 31, 2017

		Total Water		Total Sewer	
		Jan 17	Jul '16 - Jan 17	Jan 17	Jul '16 - Jan 17
<b>1</b>	<b>Ordinary Income/Expense</b>				
<b>2</b>	<b>Income</b>				
<b>3</b>	<b>Water Charges</b>				
<b>4</b>	<b>4100 · Residential</b>	18,677.76	173,309.63	0.00	0.00
<b>5</b>	<b>4110 · Commercial</b>	16,906.38	127,351.65	0.00	0.00
<b>6</b>	<b>Total Water Charges</b>	35,584.14	300,661.28	0.00	0.00
<b>7</b>	<b>4200 · Sewer Charges</b>	0.00	0.00	29,397.18	214,051.59
<b>8</b>	<b>4650 · Late Charges</b>	170.00	1,769.52	170.00	1,769.52
<b>9</b>	<b>4700 · Other Operating Revenue</b>	130.00	1,420.51	5.00	110.50
<b>10</b>	<b>Total Income</b>	35,884.14	303,851.31	29,572.18	215,931.61
<b>11</b>	<b>Gross Profit</b>	35,884.14	303,851.31	29,572.18	215,931.61
<b>12</b>	<b>Expense</b>				
<b>13</b>	<b>Administrative and General</b>				
<b>14</b>	<b>5000 · Advertising</b>	135.00	135.00	135.00	135.00
<b>15</b>	<b>5010 · Bank Charges</b>				
<b>16</b>	<b>5012 · Merchant Account F</b>	76.74	451.51	76.74	451.56
<b>17</b>	<b>5010 · Bank Charges - Othe</b>	0.00	383.63	0.00	383.63
<b>18</b>	<b>Total 5010 · Bank Charges</b>	76.74	835.14	76.74	835.19
<b>19</b>	<b>5020 · Directors Fees</b>	0.00	662.50	0.00	662.50
<b>20</b>	<b>5030 · Dues and Memberships</b>	90.00	1,556.06	90.00	1,556.06
<b>21</b>	<b>5035 · Education and Training</b>	0.00	328.49	0.00	1,039.58
<b>22</b>	<b>Insurance</b>				
<b>23</b>	<b>5040 · Liability</b>	674.70	4,572.43	674.68	4,572.32
<b>24</b>	<b>5050 · Workers' Comp</b>	545.31	3,957.94	319.79	3,179.59
<b>25</b>	<b>5055 · Health</b>				
<b>26</b>	<b>5055.1 · Employee Port</b>	(680.54)	(4,312.52)	(492.46)	(3,898.48)
<b>27</b>	<b>5055 · Health - Other</b>	1,782.96	13,378.08	1,782.96	13,378.05
<b>28</b>	<b>Total 5055 · Health</b>	1,102.42	9,065.56	1,290.50	9,479.57
<b>29</b>	<b>Total Insurance</b>	2,322.43	17,595.93	2,284.97	17,231.48
<b>30</b>	<b>5060 · Licenses, Permits, and F</b>	210.00	2,571.99	1,418.08	10,487.16
<b>31</b>	<b>5065 · Auto</b>	630.27	7,054.59	630.26	7,054.57
<b>32</b>	<b>5070 · Miscellaneous</b>	2.50	2.50	2.50	2.50
<b>33</b>	<b>5080 · Office Expense</b>	319.37	1,786.66	319.36	1,786.68
<b>34</b>	<b>5085 · Outside Services</b>	164.50	2,507.92	224.23	2,324.70
<b>35</b>	<b>5090 · Payroll Taxes</b>	1,904.01	8,116.46	1,126.59	6,284.82
<b>36</b>	<b>5100 · Postage</b>	145.00	768.61	144.99	768.62
<b>37</b>	<b>5110 · Professional Fees</b>	1,101.81	14,004.07	1,101.81	10,240.89
<b>38</b>	<b>5120 · Property Taxes</b>	0.00	12.00	0.00	0.00
<b>39</b>	<b>5125 · Repairs and Maintenanc</b>	0.00	3.02	0.00	3.01
<b>40</b>	<b>5130 · Rents</b>	417.50	2,922.50	417.50	2,922.50
<b>41</b>	<b>5135 · Retirement</b>	402.40	2,795.90	229.76	2,233.16
<b>42</b>	<b>5137 · Supplies</b>	69.12	95.29	69.12	95.29
<b>43</b>	<b>5140 · Telephone</b>	91.98	793.72	91.97	793.77
<b>44</b>	<b>5145 · Tools</b>	140.05	2,748.15	215.44	1,884.83
<b>45</b>	<b>5150 · Travel and Meetings</b>	0.00	366.75	0.00	357.44
<b>46</b>	<b>5155 · Utilities</b>	111.87	689.09	111.85	689.11
<b>47</b>	<b>5160 · Wages</b>				
<b>48</b>	<b>5165 · Wages - Overtime</b>	14.25	42.75	14.25	42.75
<b>49</b>	<b>5160 · Wages - Other</b>	5,884.46	44,353.73	4,837.63	40,152.67
<b>50</b>	<b>Total 5160 · Wages</b>	5,898.71	44,396.48	4,851.88	40,195.42
<b>51</b>	<b>Total Administrative and General</b>	14,233.26	112,748.82	13,542.05	109,584.28
<b>52</b>	<b>Sewage Collection</b>				
<b>53</b>	<b>6010 · Fuel</b>	0.00	0.00	370.93	1,531.30
<b>54</b>	<b>6030 · Repairs and Maintenanc</b>	0.00	11 0.00	80.99	31,313.82

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the One and Seventh Months Ended Jan 31, 2017

		Total Water		Total Sewer	
		Jan 17	Jul '16 - Jan 17	Jan 17	Jul '16 - Jan 17
55	6040 · Supplies	0.00	0.00	62.54	1,044.09
56	6050 · Utilities	0.00	0.00	409.58	2,887.22
57	6060 · Wages				
58	6065 · Wages - Overtime Se	0.00	0.00	145.50	2,178.00
59	6060 · Wages - Other	0.00	0.00	1,840.91	12,396.91
60	Total 6060 · Wages	0.00	0.00	1,986.41	14,574.91
61	Total Sewage Collection	0.00	0.00	2,910.45	51,351.34
62	Sewage Treatment				
63	6075 · Fuel	0.00	0.00	370.93	1,531.30
64	6080 · Monitoring	0.00	0.00	457.50	2,746.67
65	6100 · Repairs and Maintenanc	0.00	0.00	0.00	6,062.39
66	6110 · Supplies	0.00	0.00	32.02	4,645.75
67	6120 · Utilities	0.00	0.00	1,052.15	5,988.22
68	6130 · Wages				
69	6135 · Wages - Overtime Se	0.00	0.00	63.00	189.00
70	6130 · Wages - Other	0.00	0.00	1,435.69	14,887.69
71	Total 6130 · Wages	0.00	0.00	1,498.69	15,076.69
72	Total Sewage Treatment	0.00	0.00	3,411.29	36,051.02
73	Water Trans and Distribution				
74	7075 · Fuel	370.93	1,531.27	0.00	0.00
75	7090 · Repairs and Maintenanc	249.83	5,468.54	0.00	0.00
76	7100 · Supplies	70.75	1,803.03	0.00	0.00
77	7110 · Utilities	626.87	5,478.01	0.00	0.00
78	7120 · Wages				
79	7125 · Wages - Overtime W	837.25	3,482.50	0.00	0.00
80	7120 · Wages - Other	2,915.01	17,771.51	0.00	0.00
81	Total 7120 · Wages	3,752.26	21,254.01	0.00	0.00
82	Total Water Trans and Distributio	5,070.64	35,534.86	0.00	0.00
83	Water Treatment				
84	7020 · Fuel	371.00	1,531.27	0.00	0.00
85	7010 · Monitoring	1,099.56	4,152.26	0.00	0.00
86	7030 · Repairs and Maintenanc	522.50	7,174.46	0.00	0.00
87	7040 · Supplies	68.53	6,704.21	0.00	0.00
88	7050 · Utilities	2,669.50	23,809.86	0.00	0.00
89	7060 · Wages				
90	7065 · Wages - Overtime W	888.00	2,314.50	0.00	0.00
91	7060 · Wages - Other	3,677.05	21,192.55	0.00	0.00
92	Total 7060 · Wages	4,565.05	23,507.05	0.00	0.00
93	Total Water Treatment	9,296.14	66,879.11	0.00	0.00
94	Total Expense	28,600.04	215,162.79	19,863.79	196,986.64
95	Net Ordinary Income	7,284.10	88,688.52	9,708.39	18,944.97
96	Other Income/Expense				
97	Other Income				
98	8060 · Interest Income	36.32	248.17	23.80	159.68
99	Total Other Income	36.32	248.17	23.80	159.68
100	Other Expense				
101	9040 · Depreciation	29,499.00	206,493.00	14,546.00	101,822.00
102	9050 · Interest Expense	844.67	6,246.58	7.18	3,870.38
103	Total Other Expense	30,343.67	212,739.58	14,553.18	105,692.38
104	Net Other Income	(30,307.35)	(212,491.41)	#####	(105,532.70)
105	Net Income	(23,023.25)	(123,802.89)	(4,820.99)	(86,587.73)

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the One and Seventh Months Ended Jan 31, 2017

			TOTAL	
			Jan 17	Jul '16 - Jan 17
<b>1</b>	<b>Ordinary Income/Expense</b>			
<b>2</b>	<b>Income</b>			
<b>3</b>	<b>Water Charges</b>			
<b>4</b>	<b>4100</b>	<b>· Residential</b>	18,677.76	173,309.63
<b>5</b>	<b>4110</b>	<b>· Commercial</b>	16,906.38	127,351.65
<b>6</b>	<b>Total Water Charges</b>		35,584.14	300,661.28
<b>7</b>	<b>4200</b>	<b>· Sewer Charges</b>	29,397.18	214,051.59
<b>8</b>	<b>4650</b>	<b>· Late Charges</b>	340.00	3,539.04
<b>9</b>	<b>4700</b>	<b>· Other Operating Revenue</b>	135.00	1,531.01
<b>10</b>	<b>Total Income</b>		65,456.32	519,782.92
<b>11</b>	<b>Gross Profit</b>		65,456.32	519,782.92
<b>12</b>	<b>Expense</b>			
<b>13</b>	<b>Administrative and General</b>			
<b>14</b>	<b>5000</b>	<b>· Advertising</b>	270.00	270.00
<b>15</b>	<b>5010</b>	<b>· Bank Charges</b>		
<b>16</b>		<b>5012 · Merchant Account F</b>	153.48	903.07
<b>17</b>		<b>5010 · Bank Charges - Othe</b>	0.00	767.26
<b>18</b>	<b>Total 5010 · Bank Charges</b>		153.48	1,670.33
<b>19</b>	<b>5020</b>	<b>· Directors Fees</b>	0.00	1,325.00
<b>20</b>	<b>5030</b>	<b>· Dues and Memberships</b>	180.00	3,112.12
<b>21</b>	<b>5035</b>	<b>· Education and Training</b>	0.00	1,368.07
<b>22</b>	<b>Insurance</b>			
<b>23</b>		<b>5040 · Liability</b>	1,349.38	9,144.75
<b>24</b>		<b>5050 · Workers' Comp</b>	865.10	7,137.53
<b>25</b>		<b>5055 · Health</b>		
<b>26</b>		<b>5055.1 · Employee Port</b>	(1,173.00)	(8,211.00)
<b>27</b>		<b>5055 · Health - Other</b>	3,565.92	26,756.13
<b>28</b>	<b>Total 5055 · Health</b>		2,392.92	18,545.13
<b>29</b>	<b>Total Insurance</b>		4,607.40	34,827.41
<b>30</b>	<b>5060</b>	<b>· Licenses, Permits, and F</b>	1,628.08	13,059.15
<b>31</b>	<b>5065</b>	<b>· Auto</b>	1,260.53	14,109.16
<b>32</b>	<b>5070</b>	<b>· Miscellaneous</b>	5.00	5.00
<b>33</b>	<b>5080</b>	<b>· Office Expense</b>	638.73	3,573.34
<b>34</b>	<b>5085</b>	<b>· Outside Services</b>	388.73	4,832.62
<b>35</b>	<b>5090</b>	<b>· Payroll Taxes</b>	3,030.60	14,401.28
<b>36</b>	<b>5100</b>	<b>· Postage</b>	289.99	1,537.23
<b>37</b>	<b>5110</b>	<b>· Professional Fees</b>	2,203.62	24,244.96
<b>38</b>	<b>5120</b>	<b>· Property Taxes</b>	0.00	12.00
<b>39</b>	<b>5125</b>	<b>· Repairs and Maintenanc</b>	0.00	6.03
<b>40</b>	<b>5130</b>	<b>· Rents</b>	835.00	5,845.00
<b>41</b>	<b>5135</b>	<b>· Retirement</b>	632.16	5,029.06
<b>42</b>	<b>5137</b>	<b>· Supplies</b>	138.24	190.58
<b>43</b>	<b>5140</b>	<b>· Telephone</b>	183.95	1,587.49
<b>44</b>	<b>5145</b>	<b>· Tools</b>	355.49	4,632.98
<b>45</b>	<b>5150</b>	<b>· Travel and Meetings</b>	0.00	724.19
<b>46</b>	<b>5155</b>	<b>· Utilities</b>	223.72	1,378.20
<b>47</b>	<b>5160 · Wages</b>			
<b>48</b>		<b>5165 · Wages - Overtime</b>	28.50	85.50
<b>49</b>		<b>5160 · Wages - Other</b>	10,722.09	84,506.40
<b>50</b>	<b>Total 5160 · Wages</b>		10,750.59	84,591.90
<b>51</b>	<b>Total Administrative and General</b>		27,775.31	222,333.10
<b>52</b>	<b>Sewage Collection</b>			
<b>53</b>	<b>6010</b>	<b>· Fuel</b>	370.93	1,531.30
<b>54</b>	<b>6030</b>	<b>· Repairs and Maintenanc</b>	80.99	31,313.82

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the One and Seventh Months Ended Jan 31, 2017

			<b>TOTAL</b>	
			<b>Jan 17</b>	<b>Jul '16 - Jan 17</b>
55	6040	Supplies	62.54	1,044.09
56	6050	Utilities	409.58	2,887.22
57	6060	Wages		
58	6065	Wages - Overtime Se	145.50	2,178.00
59	6060	Wages - Other	1,840.91	12,396.91
60	Total 6060 · Wages		1,986.41	14,574.91
61	Total Sewage Collection		2,910.45	51,351.34
62	Sewage Treatment			
63	6075	Fuel	370.93	1,531.30
64	6080	Monitoring	457.50	2,746.67
65	6100	Repairs and Maintenanc	0.00	6,062.39
66	6110	Supplies	32.02	4,645.75
67	6120	Utilities	1,052.15	5,988.22
68	6130	Wages		
69	6135	Wages - Overtime Se	63.00	189.00
70	6130	Wages - Other	1,435.69	14,887.69
71	Total 6130 · Wages		1,498.69	15,076.69
72	Total Sewage Treatment		3,411.29	36,051.02
73	Water Trans and Distribution			
74	7075	Fuel	370.93	1,531.27
75	7090	Repairs and Maintenanc	249.83	5,468.54
76	7100	Supplies	70.75	1,803.03
77	7110	Utilities	626.87	5,478.01
78	7120	Wages		
79	7125	Wages - Overtime W	837.25	3,482.50
80	7120	Wages - Other	2,915.01	17,771.51
81	Total 7120 · Wages		3,752.26	21,254.01
82	Total Water Trans and Distributio		5,070.64	35,534.86
83	Water Treatment			
84	7020	Fuel	371.00	1,531.27
85	7010	Monitoring	1,099.56	4,152.26
86	7030	Repairs and Maintenanc	522.50	7,174.46
87	7040	Supplies	68.53	6,704.21
88	7050	Utilities	2,669.50	23,809.86
89	7060	Wages		
90	7065	Wages - Overtime W	888.00	2,314.50
91	7060	Wages - Other	3,677.05	21,192.55
92	Total 7060 · Wages		4,565.05	23,507.05
93	Total Water Treatment		9,296.14	66,879.11
94	Total Expense		48,463.83	412,149.43
95	Net Ordinary Income		16,992.49	107,633.49
96	Other Income/Expense			
97	Other Income			
98	8060	Interest Income	60.12	407.85
99	Total Other Income		60.12	407.85
100	Other Expense			
101	9040	Depreciation	44,045.00	308,315.00
102	9050	Interest Expense	851.85	10,116.96
103	Total Other Expense		44,896.85	318,431.96
104	Net Other Income		(44,836.73)	(318,024.11)
105	Net Income		(27,844.24)	(210,390.62)

### Safety Meeting

Date of Meeting: 2/10/17 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>DAVID M. VAN</u>	<u>David M. Van</u>
4. <u>Daniel J Arreguin</u>	<u>Dan Arreguin</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



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

Southern Humboldt Community Healthcare District,  
733 Cedar St. Garberville CA. 95542  
Attn: Matt Rees

I was made aware of the intent to install a CT unit on the empty lot adjoining the hospital which will require a water and sewer connection. The GSD ordinance is clear about past service charges being paid prior to new service of property or pay a new connection fee for water and sewer. Currently the Sewer fee is \$8,000 and the water fee is \$8,000.

In an effort to work with the hospital we also have an ordinance which allows for abandonment or approved discontinuance of service annual fee of \$500 that will keep a service active without having to pay monthly service charges or new connection fees.

Upon review and in an effort to comply with GSD ordinances, we propose you pay the 5 years of annual discontinuance of service fees, which equals \$2,500 and I will waive the new connection fees of \$16,000

**Sec 10.9 Annual Fee for Discontinuance of Service.** Any person requesting discontinuance of service will pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues. A new connection fee will be required before service is reinstated if discontinuance exceeds two years.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$500 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$500 inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension beyond two years will only be granted if approved by the General Manager or designee.

Please contact me for clarification or further information,

Ralph Emerson

General Manager  
Garberville Sanitary District

cc: Kent Scown





## CITIZENS' ADVISORY COMMITTEE ON MEASURE Z EXPENDITURES

(Advisory Committee will make recommendations to the Humboldt County Board of Supervisors as to expenditure of funds derived from *Measure Z*.)

### APPLICATION FOR FUNDING

Agency Name: Garberville Sanitary District

Mailing Address: PO Box 211

Contact Person: Ralph Emerson

Title: General Manager

Telephone: (707) 923-9566

E-mail address: remerson@garbervillesd.org

1. AMOUNT OF MEASURE Z FUNDING REQUESTED FOR FY 2017-18: \$ 112,000

2. ENTITY TYPE -- Please check appropriate box.

- a. Humboldt County Department
- b. Contract Service Provider to Humboldt County
- c. Local Government Entity
- d. Private Service Provider
- e. Non-Profit Service Provider
- f. Other

3. Please provide brief description of proposal for which you are seeking funding.

Garberville Sanitary District is responsible for maintaining the fire hydrants in Garberville and 14 hydrants do not work or do not work correctly which creates a health and safety concern in case of a fire.

4. Measure Z funding is scheduled to "sunset" in 2020. How are you developing a plan for sustainability, including diversification of funding sources, in order for your proposal to carry on without reliance on future Measure Z funds?

We have already developed a policy of including money in each fiscal year budget to address repairs or replacement of failing Hydrants.

After receiving Measure Z funds to replace the failing hydrants to insure the safety of Garbesville in the case or event of fire, we will continue the policy of budgeting money each year for all necessary repairs.



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

**Measure Z Committee,**

**February 10, 2017**

**Garberville Sanitary District provides water and sewer service to the residents within the boundaries of the District and we are responsible for the installation and maintenance of all fire hydrants. Over the years many fire hydrants have been neglected and either do not work or do not work properly.**

**The Governing Board has authorized me to insure all fire hydrants are operable and able to protect the Garberville community in the event of a fire. Budget limitations have been a factor in not making these improvements and providing reliable fire suppression which is why we adapted a long term plan of budgeting money each year for hydrant repairs or replacement.**

**My concern is that at a rate of adding one or two hydrants per year, the residents of Garberville will not be fully protected with fire suppression capability through fire hydrants for 10 years.**

**Garberville Sanitary District thanks you in advance for considering us eligible for Measure Z funding to insure our community's protection from fire.**

**Respectfully,**

**Ralph Emerson**

**General Manager  
Garberville Sanitary District**

5. If this request is for the continuation, or expansion, of an existing program/service, what is the current source of funding for that program/service?

This request is not for continuation of existing program.

6. If you are awarded Measure Z funds, how will you use them to leverage additional grants, contributions, or community support?

We will notify the public that measure Z money was received and being used to install new fire hydrants for the safety of Garberville residents.

7. Will this proposal require new or expanded activity on the part of another entity to be fully functional and effective? If so, please describe.

No other entity will be involved.

**ATTACHMENTS—Please include the following with your application**

**Proposal Narrative:** Brief description of your request for Measure Z funds – Please explain how it is an essential service or for public safety. (one page maximum)

**Prior Year Results:** If your request is a continuation of a program funded with Measure Z in prior fiscal years, please provide the results of implementation. (one page maximum)

**Program Budget**

**I declare under penalty of perjury under the laws of the State of California that the above statements and all attachments are true and correct**

DATE: 2/10/17

SIGNATURE: 

**SUBMIT THIS APPLICATION TO:**

Humboldt County Citizens' Advisory Committee on Measure Z Expenditures  
c/o County Administrative Office  
825 Fifth Street, Suite 111  
Eureka, CA 95501-1153.

---



**Garberville Sanitary District**  
PO Box 211  
919 Redwood dr.  
Garberville, CA. 95542  
Office(707)923-9566 Fax(707)923-3130  
[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)

Garberville Town Square Restroom  
Humboldt County Planning Department

February 21, 2017

We have received a proposal and site plan for the proposed town square restroom and grease interceptor.

The requirements and comments from Garberville Sanitary District are included.

1. A clean out will be required for access and cleaning
2. A manhole will be required at the connection into the existing sewer collection line.
3. There was no discussion when connection fees were addressed which included a grease interceptor for food trucks and if there is to be a food truck grease interceptor, it will have to be inspected by GSD staff to determine what connection fee should be charged and how water will be provided.
4. Any improvements to allow for the construction of a restroom and grease interceptor for a food truck will be paid by the owner or responsible party along with any applicable connection fees.
5. Garberville Sanitary District will not make final water and sewer connections until all required improvements are made and connection fees paid.

**Ralph Emerson**

**General Manager**  
**Garberville Sanitary District**

RECEIVED  
FEB 15 2017

RE: .....

FLOYD LAW FIRM

819 Seventh Street

Eureka, California 95501

Telephone:(707) 445-9754

Facsimile:(707) 445-5915

E-mail: [bcfloyd@floydlawfirm.net](mailto:bcfloyd@floydlawfirm.net)

Attorneys:

Bradford C Floyd

Carlton D. Floyd

February 9, 2017

Ralph Emerson  
General Manager  
Garberville Sanitary District  
PO Box 211  
Garberville, CA 95542-0211

**Re: Butterworth Rental Units and Service Connections**

Dear Mr. Emerson,

Enclosed with this letter are my letters of January 9 and 19, 2017, as well as your initial letter of December 2, 2016 and a responsive letter from you of January 18, 2017, along with attachments. I am sending this letter to you with copies to the chairman, vice-chairman and board members of the Garberville Sanitary District ("GSD").

As you know, you have subjectively singled out my client, Charles Butterworth, for fees under the guise that the "Garberville Sanitary District **requires** a separate water meter be installed for every multi-family unit." (Emerson letter of December 2, 2016. Emphasis added.) This grossly misstates the GSD's rules and regulations. There is no such requirement nor has the GSD required this of all other multi-family unit owners within the district. The language in GSD's rules and regulations, Article 4.9(a) in the second sentence states: "Two or more buildings under same ownership and on the same lot or parcel **may** be supplied through the same service connection and meter if authorized by the General Manager or GSD Board." (Emphasis added.) Furthermore, Article 4.9(b) states: Multiple service connections for single parcel with single owner are **allowed** under these conditions:" (Conditions omitted; Emphasis added.) In other words, the requirement of multiple meters on a multi-family unit within GSD's district is discretionary at best. However, a closer reading of Article 4.9 appears to leave the discretion to the property owner and not the GSD by use of the word "allowed."

The water bill arrangement Mr. Butterworth has with his tenants is that he is responsible for paying this bill. It should be noted that you, as General Manager of GSD, without Mr. Butterworth's permission or consent, took the water bill out of Mr. Butterworth's name despite repeated requests of my client it be returned to his name. Again, we renew this request. Mr. Butterworth does not charge his tenants one penny for the water they use. For this reason alone it makes no sense to require Mr. Butterworth to have separate meters. It really appears in this instance this is a money grab. Understandably, if this was new construction and new service the GSD would incur time and money in extending new service. This is not the case here. These properties were constructed long ago and water service provided at that time. Presumably, a fee was charged when that event occurred. Again, my client wishes to be responsible for the water bill to these units so there is absolutely no need for additional meters.

Ralph Emerson  
February 9, 2017  
Page 2

Based upon the foregoing, it is respectfully requested this matter be dropped and no further meters be required and no connection fees be levied on my client.

Sincerely,



Bradford C. Floyd

BCF/hla  
Enclosures

cc: Gary Wellborn (via email)  
Richard Thompson (via email)  
Linda Brodersen (via email)  
Doug Bryan (via email)  
Rio Anderson (via email)  
Client

## FLOYD LAW FIRM

819 Seventh Street

Eureka, California 95501

Telephone:(707) 445-9754

Facsimile:(707) 445-5915

E-mail: [bcfloyd@floydlawfirm.net](mailto:bcfloyd@floydlawfirm.net)

Attorneys:

Bradford C Floyd

Carlton D. Floyd

January 19, 2017

Ralph Emerson  
General Manager  
Garberville Sanitary District  
PO Box 211  
Garberville, CA 95542-0211

Re: Butterworth Rental Units and Service Connections

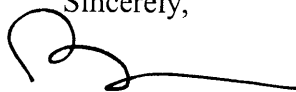
Dear Mr. Emerson,

Thank you for your letter of January 18, 2017. This letter is in response.

In my letter of January 9, 2017, I requested you provide me authority that the GSD “requires separate water meters for multi-unit properties.” The operative word being “requires.” Attached to your response you provided a highlighted copy of section 4.9 Service Connection of GSD’s Water Ordinance No. 1. However, nothing in section 4.9 mandates or “requires” separate water meters for multi-unit properties. Quite the contrary, section 4.9 a. puts it wholly at the discretion of the General Manager or the GSD Board. In other words, there is nothing mandatory regarding separate water meters at all- it is wholly subjective.

Regarding my client, he is the one that pays the water bills for his tenants. That is the current arrangement and the preferred arrangement prospectively. On behalf of GSD you want to change that. I am sure you are also aware that these units house lower income individuals. If GSD arbitrarily requires my client separately meter these units and pay the fees demanded, those costs will necessarily be passed on to the tenants. Requiring my client separately meter these units and pay the fees demanded makes no sense when the landlord and tenants are very happy with the current arrangement and the rents currently being charged. For these reasons we are requesting the GSD Board to use its discretionary powers to allow the present status of the water connections remain in place.

Sincerely,



Bradford C. Floyd

BCF/hla  
Enclosures  
cc: Client



## Brad Floyd

---

**From:** remerson <remerson@garbervillesd.org>  
**Sent:** Wednesday, January 18, 2017 10:22 PM  
**To:** ""  
**Subject:** Butterworth rental units and service connections  
**Attachments:** Ordinance for Attorney.docx

MR. Floyd,

I have received your letter regarding the five Butterworth rental units on two water meters and am responding to that letter with the Ordinances in which I referred to in writing my letter to Mr. Butterworth.

When somebody pulls an improvement or building permit we receive a request from the County to provide a will-serve letter for that property and we would inspect the location and verify that the infrastructure and service lines are adequate for that property. That was not done and when I called the County Building Department, they were unaware of these improvements. If Mr. Butterworth would have contacted us we would have given direction and assistance prior to the improvements.

I was made aware of this situation by a tenant and a neighbor at which time I became involved and found that District Ordinances were not complied with and we were not notified as the utility District serving these properties.

This will be discussed at the January 24th Board meeting and at such time I will present your comments along with the statement of Mr. Butterworth at last meeting and will make a recommendation for the Board to consider and make a decision.

Respectively,

Ralph Emerson

General Manager  
Garberville Sanitary District  
919 Redwood Dr.  
Garberville, CA. 95542  
(707)923-9566

# FLOYD LAW FIRM

819 Seventh Street

Eureka, California 95501

Telephone:(707) 445-9754

Facsimile:(707) 445-5915

E-mail: [bcfloyd@floydlawfirm.net](mailto:bcfloyd@floydlawfirm.net)

Attorneys:

Bradford C Floyd

Carlton D. Floyd

January 9, 2017

Ralph Emerson  
General Manager  
Garberville Sanitary District  
PO Box 211  
Garberville CA 95542-0211

**RE: Butterworth/Water Connection Fees**

Gentlepersons:

I have been retained by Charles Butterworth regarding a dispute that has arisen between the Garberville Sanitary District (“GSD”) and Mr. Butterworth. On December 2, 2016, you authored a letter to Mr. Butterworth, a copy of which is attached hereto as **Exhibit A** and incorporated herein by reference. This letter is in response to that letter.

As you know, Mr. Butterworth owns real property at 638 Fir Lane and 646 Locust Street in Garberville. The Fir Lane property has three units, and the Locust Street property has two units. GSD is now demanding my client pay water connection fees in the amount of \$18,200, or water to these properties will be turned off. There is currently a hearing set on January 24, 2017, with GSD regarding this matter.

In your letter you assert “Garberville Sanitary District requires a separate water meter be installed for every multi-family unit.” Please provide me with a copy of the ordinance wherein you believe GSD requires separate water meters for multi-unit properties. I have reviewed Water Ordinance No. 1 and do not find any such requirement.

Demand is hereby made that within ten days of the date of this letter, you respond with your legal authorities so we will be fully prepared to address this matter at the hearing of January 24. I look forward to your response.

Sincerely,



Bradford C. Floyd

BCF/gme

cc: Gary Wellborn (via email)  
Richard Thompson (via email)  
Client



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

## **BOARD COMMITTEES**

### **PERSONNEL HEARING COMMITTEE**

1. Board Member \_\_\_\_\_
2. Board Member \_\_\_\_\_

### **BUDGET COMMITTEE**

1. Board Member \_\_\_\_\_
2. Board Member \_\_\_\_\_

### **RATE STUDY COMMITTEE**

1. Board Member \_\_\_\_\_
2. Board Member \_\_\_\_\_

### **JOINT DISTRICT REPRESENTATIVE**

1. Board Member \_\_\_\_\_
2. Board Member \_\_\_\_\_

**Notification of Nominations – 2017 Election  
SDRMA Board of Directors**

February 3, 2017

Ms. Linda Brodersen  
Board President  
Garberville Sanitary District  
Post Office Box 211  
Garberville, California 95542-0211



BY: .....

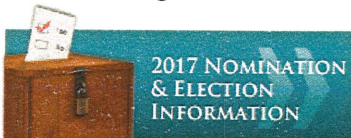
Dear Ms. Brodersen:

Notice of Nominations for the Special District Risk Management Authority (SDRMA) Board of Directors 2017 Election is being provided in accordance with the SDRMA Sixth Amended and Restated Joint Powers Agreement. The following nomination information is enclosed: Nomination Packet Checklist, Board of Director Fact Sheet, Nomination/Election Schedule, SDRMA Election Policy No. 2017-03, sample Resolution for Candidate Nomination and Candidate's Statement of Qualifications Form.

General Election Information - Four Director seats are up for election. The nomination filing deadline is Friday, May 5, 2017. Ballots will be mailed to all SDRMA member agencies in mid-May. Mail-in ballots will be due back to SDRMA Tuesday, August 29, 2017.

Nominee Qualifications - Nominees must be a member of the agency's governing body or a management employee (see SDRMA Election Policy 2017-03, Section 4.1) and be an active member agency of **both** SDRMA's Property/Liability and Workers' Compensation Programs. Candidates must be nominated by Resolution from their member agency's governing body and complete and submit a "Candidates Statement of Qualifications".

Nomination Documents and Information - Nomination documents (Nominating Resolution and Candidates Statement of Qualifications) and nomination guideline information may also be obtained on SDRMA's website at [www.sdrma.org](http://www.sdrma.org). To obtain documents electronically:



*From the SDRMA homepage, click on the "2017 Nomination & Election Information" button. All necessary nomination documents and election information may be downloaded and printed.*

Term of Office – Directors are elected to 4-year terms. The term of office for the newly elected Directors will begin January 1, 2018 and expire December 31, 2021.

Nomination Filing Deadline – Nomination documents **must be received in SDRMA's office no later than 5:00 P.M. on Friday, May 5, 2017.**

Please contact SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790, if you have any questions regarding the 2017 SDRMA Board of Director Nominations or the election process.

Sincerely,  
Special District Risk Management Authority

  
Gregory S. Hall, ARM  
Chief Executive Officer

# 2017 Nomination Packet Checklist



## SDRMA BOARD OF DIRECTORS NOMINATION AND ELECTION GUIDELINES

January 5, 2017, marked the official commencement of nominations for the SDRMA Board of Directors. Four seats on the Board of Directors are up for election in August 2017.

**For your convenience we have enclosed the necessary nomination documents and election process schedule.** Please note that some items have important deadlines. All document contained in this packet, as well as additional information regarding SDRMA Board elections are available on our website [www.sdrma.org](http://www.sdrma.org) and/or by calling SDRMA Chief Operating Officer Paul Frydendal at 800.537.7790.

- \_\_\_ **Attachment One:**    **SDRMA Board of Directors Fact Sheet:** This document reviews the Board of Directors' Roles and Responsibilities along with other important information.
  
- \_\_\_ **Attachment Two:**    **SDRMA Board of Directors 2017 Nomination/Election Schedule:** Please review this document for important deadlines.
  
- \_\_\_ **Attachment Three:**    **SDRMA Election Policy No. 2017-03:** A Policy of the Board of Directors of the Special District Risk Management Authority establishing guidelines for Director elections.
  
- \_\_\_ **Attachment Four:**    **Sample Resolution for Candidate Nomination:** A resolution of the Governing Body of the Agency nominating a candidate for the Special District Risk Management Authority Board of Directors.
  
- \_\_\_ **Attachment Five:**    **Candidate's Statement of Qualifications:** Please be advised that no candidate statements are endorsed by SDRMA. Candidate's Statements of Qualification will be distributed to the membership with the SDRMA election ballot, "exactly as submitted" by the candidate.

**Please complete and return all required nomination and election documents to:**

SDRMA Election Committee  
C/O Paul Frydendal, COO  
Special District Risk Management Authority  
1112 "I" Street, Suite 300  
Sacramento, California 95814

SDRMA BOARD OF DIRECTORS  
FACT SHEET

## SDRMA BOARD OF DIRECTORS

### ROLE AND RESPONSIBILITIES

Special District Risk Management Authority (SDRMA) is a public entity Joint Powers Authority established to provide cost-effective property/liability, worker’s compensation, health benefit coverages and comprehensive risk management programs for special districts and other public agencies throughout California. SDRMA is governed by a Board of Directors elected from the membership by the programs’ members.

Number of Board Members	7-Board Members: SDRMA Board of Directors consists of seven Board Members, who are elected at-large from members participating in either program.
Board of Directors’ Role	SDRMA Board of Directors provide effective governance by supporting a unified vision, and ensuring accountability, setting direction based on SDRMA’s mission and purpose, as well as establishing and approving policy to ensure SDRMA meets its obligations and commitment to its members.
Board of Directors’ Responsibilities	Board Member responsibilities include a commitment to: serve as a part of a unified governance body; govern within Board of Directors’ policies, standards and ethics; commit the time and energy to be effective; represent and make policy decisions for the benefit, and in the best interest, of all SDRMA members; support collective decisions; communicate as a cohesive Board of Directors with a common vision and voice; and operate with the highest standards of integrity and trust.
Four Seats For this Election	4-Seats: Elections for Directors are staggered and held every two years, four seats during one election and three seats in the following election. Four seats are up for election this year.
Term of Directors	4-Year Terms: Directors are elected for 4-year terms. Terms for directors elected this election begin January 1, 2018 and end on December 31, 2021.
Board Member Travel Reimbursement	Board Members are reimbursed for reasonable travel and lodging in accordance with SDRMA Board Policy Manual 2017-01 and applicable laws and are allowed to claim a stipend of \$195 per meeting day or for each day’s service rendered as a Member of the Board.
Number of Meetings per Year	7-Board Meetings Annually: Generally not more than one meeting per month, with an average of seven board meetings per year.
Meeting Location	SDRMA office in Sacramento, California.
Meeting Dates	Typically the first Wednesday afternoon and Thursday morning of the month.
Meeting Starting Times	3:00 p.m. and 8:00 a.m.: Meetings are from 3:00 p.m. on Wednesday afternoon until 5:30 p.m. and Thursday from 8:00 a.m. to 10:00 a.m.
Meeting Length	4 - 6 hours: Length of meetings on average.
Average Time Commitment	15 - 20 hours: Commitment per month.

*“The mission of Special District Risk Management Authority is to provide risk financing and risk management services through a financially sound pool to California public agencies, delivered in a timely and responsive cost efficient manner.”*

Special District Risk Management Authority | A Property/Liability, Workers’ Compensation and Health Benefits Program

**SDRMA BOARD OF DIRECTORS  
2017 NOMINATION/ELECTION SCHEDULE**



# 2017 Nomination/Election Schedule

JANUARY							FEBRUARY							MARCH						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4	5	6	7	8	9	10	11
8	9	10	11	12	13	14	5	6	7	8	9	10	11	12	13	14	15	16	17	18
15	16	17	18	19	20	21	12	13	14	15	16	17	18	19	20	21	22	23	24	25
22	23	24	25	26	27	28	19	20	21	22	23	24	25	26	27	28	29	30	31	
29	30	31					26	27	28											

APRIL							MAY							JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1														
2	3	4	5	6	7	8	1	2	3	4	5	6	4	5	6	7	8	9	10	
9	10	11	12	13	14	15	7	8	9	10	11	12	13	11	12	13	14	15	16	17
16	17	18	19	20	21	22	14	15	16	17	18	19	20	18	19	20	21	22	23	24
23/30	24	25	26	27	28	29	21	22	23	24	25	26	27	25	26	27	28	29	30	
							28	29	30	31										

JULY							AUGUST							SEPTEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1														
2	3	4	5	6	7	8	1	2	3	4	5	6	3	4	5	6	7	8	9	
9	10	11	12	13	14	15	6	7	8	9	10	11	12	10	11	12	13	14	15	16
16	17	18	19	20	21	22	13	14	15	16	17	18	19	17	18	19	20	21	22	23
23/30	24/31	25	26	27	28	29	20	21	22	23	24	25	26	24	25	26	27	28	29	30
							27	28	29	30	31									

OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
1	2	3	4	5	6	7				1	2	3	4	3	4	5	6	7	8	9
8	9	10	11	12	13	14	5	6	7	8	9	10	11	10	11	12	13	14	15	16
15	16	17	18	19	20	21	12	13	14	15	16	17	18	17	18	19	20	21	22	23
22	23	24	25	26	27	28	19	20	21	22	23	24	25	24/31	25	26	27	28	29	30
29	30	31					26	27	28	29	30									

TASK TIMELINE
1/5 Board approves Election Schedule
2/3 Mail Notification of Election and Nomination Procedure to Members in January 90 days prior to mailing Ballots (103 actual days)
5/5 Deadline to return Nominations
5/11 Tentative Election Comm. Reviews Nominations
5/17-18 Mail Ballots 60 days prior to ballot receipt deadline (103 actual days)
8/29 Deadline to Receive Ballots
8/30 Tentative Election Committee Counts Ballots
8/31 Election Committee Notifies Successful Candidates and Provides Them With Upcoming Board Meeting Schedule
9/27 Directors' Elect Invited to CSDA Annual Conf/SDRMA Breakfast/Super Session
11/1-2 Directors' Elect Invited to SDRMA Board Meeting
1/2018 Newly Elected Directors Seated and Election of Officers

SDRMA BOARD OF DIRECTORS  
ELECTION POLICY NO. 2017-03

**A POLICY OF THE BOARD OF DIRECTORS OF SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY ESTABLISHING GUIDELINES FOR DIRECTOR ELECTIONS, DIRECTOR APPOINTMENTS, AND CREATION OF A SUPERVISING ELECTION COMMITTEE**

- WHEREAS, SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY (SDRMA) is a joint powers authority, created pursuant to Section 6500, et. seq. of the California Government Code; and
- WHEREAS, the Board of Directors recognizes that it is in the best interest of the Authority and its members to adopt a written policy for conducting the business of the Board; and
- WHEREAS, establishing guidelines for Director elections and appointments will help ensure a process that is consistent for all nominees and candidates, will promote active participation by SDRMA members in the election/appointment process, and will help ensure election/appointment of the most qualified candidate(s); and
- WHEREAS, the Bylaws provide the Board with the option of conducting the election using a mail-in ballot process; and
- WHEREAS, the Board of Directors of SDRMA has an overriding and compelling interest in insuring the accuracy of the election/appointment process of its Board members through the creation of an election committee;

NOW, THEREFORE, it is the policy of the Board of Directors of SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY, until such policy shall have been amended or rescinded, that the following procedures shall be followed when conducting Director elections or filling a Director vacancy by appointment:

1.0. Election Schedule

- 1.1. Not later than the first Board meeting of each election year, the Board of Directors shall approve an election schedule based on the following criteria and time frames.

2.0. Election Committee

- 2.1. The Board of Directors herein establishes an election committee with the following composition, duties and responsibilities; The five (5) members of the Election Committee shall include two presently sitting members of the Board of Directors of SDRMA whose seats are not up for election, the Chief Operating Officer of SDRMA, and the CPA/auditor regularly used and retained by SDRMA at the time of counting ballots of and for an election to the Board of Directors. For good reason found and stated, the Board of Directors of SDRMA may appoint any CPA/auditor who, in the discretion of the Board of Directors, would appropriately serve the Election Committee. The General Counsel for SDRMA shall also sit as a member of the Election Committee with the additional obligation of providing legal advice to the balance of the Committee as legal questions may arise.

3.0. Member Notification of Election

- 3.1. Authority staff shall provide written notification, of an election for the Board of Directors, to all member agencies during January of each election year. Such written notification shall be provided a minimum of ninety (90) days prior to the distribution of ballots and shall include; (1) the number of Director seats to be filled by election; (2) a copy of this nomination and election procedure; and (3) an outline of nomination/election deadline dates.



**4.0. Qualifications**

- 4.1. A candidate seeking election, re-election or appointment to SDRMA's Board of Directors must be a member of the Governing Body or a management employee of an SDRMA member participating in both the Property/Liability and Workers' Compensation Programs. To qualify as a "management employee," the candidate must be a management-level (as determined by the Governing Body) employee whose wages are reported to the IRS on a "W-2" form. Only one (1) representative from any Member may serve on the Board of Directors at the same time. [Per Bylaws, Article II, (2) (b)]
- 4.2. Each nominated candidate must submit a properly completed "Statement of Qualifications" (required form attached) with an original signature (electronic signatures are not acceptable) on or before the filing deadline in May in order for the candidate's name to be placed on the official ballot. A candidate shall provide responses to all questions on the candidate's "Statement of Qualifications". Each nominated candidate's "Statement of Qualifications" must be filed in SDRMA's office on or before the aforementioned deadline by: (1) personal delivery; (2) U.S. mail; or (3) courier. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed to the membership exactly as submitted by the candidate to SDRMA. However, any attachments submitted by the candidate(s) with the Statement of Qualifications will not be sent by SDRMA with the ballots to any members.
- 4.3. If a nominated candidate elects not to use the provided form "Statement of Qualifications," and prepares instead the candidate's own completed form, the candidate's form must include the title "Statement of Qualifications" and contain exactly all information required and requested by the provided form.

NOTE: The candidate's "Statement of Qualifications" form must be submitted as a part of the nominating process. When ballots are mailed to the membership, each candidate's "Statement of Qualifications" form will be distributed "exactly as submitted" to SDRMA, except that any attachments submitted by the candidate will not be sent to any SDRMA members.

- 4.4. A candidate who does not submit a Candidate's Statement of Qualifications that complies with Section 4.2 or 4.3 will be disqualified by the SDRMA Election Committee.

**5.0. Nominating Procedure**

- 5.1. Candidates seeking election or reelection must be nominated by action of their respective Governing Body. Only one (1) candidate may be nominated per member agency and one (1) candidate shall not represent more than one (1) member agency. A resolution from the candidate's district/agency Governing Body nominating the candidate must be received by the Authority on or before the scheduled date in May. (A sample of the resolution is enclosed). Actual receipt by the Authority on or before the scheduled deadline date in May is required. The resolution nominating the candidate may be hand-delivered to the Authority or sent by U.S. mail. In the event a candidate is nominated by two (2) or more member agencies, he or she shall represent the member agency whose nominating resolution is first received by the Authority. The other member agency or agencies that nominated the candidate shall be entitled to select a replacement nominee as long as a resolution nominating the replacement is received by the Authority prior to the scheduled deadline date.
- 5.2. A member may not nominate a candidate unless that member is participating in both the Property/Liability and Workers' Compensation Programs and is in "good standing" on the date the nominations are due. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 5.3. No earlier than the day after the deadline for receipt of nominations, the Election Committee, as hereinabove defined and comprised, shall review all nominations received from members, and will reject any nominations that do not meet all of the qualifications specified and set forth in this policy. The Election

Committee's decisions regarding the qualification of nominees are final. Following the Election Committee's review of all nominations, the Election Committee shall direct that a ballot be prepared stating and listing all of the qualified nominees. The ballot of qualified nominees shall be distributed to the membership for election by mail as described below.

- 5.4. Upon verification or rejection of each nominee by the Election Committee, staff will mail acknowledgment to both the nominee and the district/agency of its acceptance or rejection as a qualified nominee for election.
- 5.5. A nominee requesting that his/her nomination be withdrawn prior to the election, shall submit such requests in writing to SDRMA's office a minimum of three (3) days prior to the scheduled date for mailing the ballots. After that date, all qualified nominees names shall appear on the ballot mailed to the membership.

#### 6.0. Terms of Directors

- 6.1. The election of directors shall be held in each odd-numbered year. The terms of the directors elected by the Members will be staggered. Four directors will serve four-year terms, to end on December 31 of one odd-numbered year. Three directors will serve four-year terms, to end on December 31 of the alternate off-numbered year. [Per Bylaws, Article II, (3), paragraph 1].

#### 7.0. Campaigning

- 7.1. SDRMA staff will mail each qualified candidate's "Statement of Qualifications", "exactly as submitted" by the candidate with the ballots to the membership.
- 7.2. Candidates, at their own expense, may distribute additional information to member agency(s) after the ballots have been mailed and prior to the election.
- 7.3. SDRMA staff is prohibited from actively promoting a candidate or participating in the election process while on Authority premises.
- 7.4. SDRMA staff may provide member information, mailing lists, financial reports or operational data and information, that is normally available through the Public Records Act, to candidates to assist them in their research and campaigning. In addition to obtaining such information under the Public Records Act, candidates may request SDRMA staff prepare mailing labels for the distribution of campaign materials to member agencies. Under existing policy, charges will apply for this service. The SDRMA logo is trademarked for use by SDRMA only. Neither the logo, nor any other Trademark of SDRMA may be used in any campaign literature. No campaign literature is to imply support of any candidate by SDRMA.
- 7.5. SDRMA election mailings to the membership, including ballots and candidates' "Statement of Qualifications", shall be sent via first class mail.

#### 8.0. Limitations on Campaigning

- 8.1. As used in this section the following terms have the following meanings:

"Campaign Activity" means any activity that expressly advocates the election or defeat of a candidate or provides direct support to a candidate for his or her candidacy. "Campaign activity" does not include the incidental and minimal use of public resources, such as equipment or office space, for campaign purposes or the use of public resources to nominate a candidate or vote in any Board of Directors election.



"Candidate" means an individual who has been nominated by the Member Agency to have his or her name listed on the ballot for election to the Board of Directors.

"Expenditure" means a payment of Member Agency funds that is used for communications that expressly advocate the election or defeat of a clearly identified candidate. "Expenditure" does not include the use of public funds to nominate a candidate or vote in any Board of Directors election.

"Public resources" means any property or asset owned by the Member Agency, including, but not limited to, land, buildings, facilities, funds, equipment, supplies, telephones, computers, vehicles, travel, and Member Agency-compensated time.

- 8.2. An officer, official, employee, or consultant of a Member Agency may not expend or authorize the expenditure of any of the funds of the Member Agency to support or oppose the election or defeat of a candidate for the Board of Directors.
- 8.3. No officer, official, employee, or consultant of a Member Agency shall use or permit others to use public resources for campaign activity.
- 8.4. At any time during an election campaign, if a Member Agency or its officers, officials, employees or consultants violate this section, that Member Agency shall be ineligible to nominate a candidate for the Board of Directors election in which the violation occurred. Any candidate of an offending Member Agency shall be deemed to have withdrawn his or her candidacy. Prior to declaring a Member Agency ineligible to nominate a candidate or a specific candidate's candidacy withdrawn, the Elections Committee shall hold a hearing to determine whether or not a violation of this section occurred. The hearing shall be conducted pursuant to reasonable procedures that the Elections Committee shall prescribe, provided that the affected Member Agency or candidate shall have an opportunity to dispute the violation. At the conclusion of the hearing, the Elections Committee shall determine by a majority vote whether the violation occurred.

#### 9.0. Balloting

- 9.1. A ballot containing nominees for the Board of Directors, accepted and approved by the Election Committee, shall be mailed by first class mail, to each SDRMA member agency, except as provided in Section 9.2 below, no less than sixty (60) days prior to the deadline for receiving ballots and the closing date for voting. Ballots shall show the date and time the ballots must be received in SDRMA's office. A self-addressed, stamped, return envelope shall be mailed with each ballot.
- 9.2. In the event that the number of qualified/approved nominees is equal to or less than the number of director seats up for election, the mailing of the ballots as outlined in Section 9.1 shall be waived.
- 9.3. Only those qualified nominees approved by the Election Committee will be eligible candidates on the ballot. Write-in candidates shall not be accepted.
- 9.4. It is required that the Governing Body of each member vote on behalf of their agency (sample Resolution enclosed) and the ballot MUST be signed by the agency's Presiding Officer.
- 9.5. A member may not vote unless the member was a member of the Authority in "good standing" on or before the nomination due date for the pending election. "Good standing" is defined as no accounts receivable due to SDRMA which is more than ninety (90) days past due.
- 9.6. A member may cast only one (1) vote for the same candidate. By way of example, if there are four (4) candidates on the ballot, a member may not cast two (2) to four (4) votes for any single candidate. Any ballot casting more than one (1) vote for the same candidate will be considered void.

- 9.7. A member may vote by using the official ballot provided by SDRMA, or a copy of SDRMA's original ballot, or a reasonable duplicate prepared by the member agency. Whichever of the three foregoing formats is used, the ballot must contain an original signature and confirmation that the ballot was approved at a public meeting of the agency's Governing Body. Ballots submitted without an original signature and/or without confirmation that the form of the ballot was approved at a public meeting of the agency's Governing Body will be considered void.
- 9.8. Ballots may be returned using either hand-delivered or mailed in ballots - faxed or e-mailed ballots will not be accepted. Mailed in ballots must be addressed to, and hand-delivered ballots must be delivered to, the Special District Risk Management Authority office presently located at 1112 I Street, Suite 300, Sacramento, California 95814-2865.
- 9.9. Any ballot received after the specified deadline will not be counted and will be considered void.

#### 10.0. Election Results

- 10.1. All ballots will be opened and counted at SDRMA's office only after the deadline for receiving ballots. Ballots will be opened by SDRMA's Election Committee, no more than five (5) days after the closing deadline. Candidates receiving the highest number of votes shall be declared the elected director(s).
- 10.2. In the event of a tie, a coin toss shall be used to determine the elected director. The coin toss shall be conducted by the Election Committee at the time and place of the conclusion of counting ballots.

PROCEDURE: In the event more than two (2) candidates tie, the coin toss shall be between two (2) candidates at a time based on the order in which their name appeared on the ballot. This process shall be repeated, as needed, in cases where there are more than two (2) candidates.

- 10.3. Excluding tie votes, within five (5) days after the ballots are opened and tabulated Authority staff shall advise the candidates and their respective agency in writing of the final election results. Copies of the results shall also be mailed/distributed to SDRMA's Board of Directors, staff and consultants and published in the first available CSDA newsletter.
- 10.4. If a director-elect withdraws after the election or fails to accept the Director seat prior to December 31, the Board shall name a new director-elect by going back to the ballots and awarding the seat to the candidate receiving the next highest number of votes during the election.
- 10.5. Staff shall invite newly elected director(s) to attend the Annual Membership meeting and all scheduled Board meeting(s) after confirmation of election results until the director(s) elect assume office. Director(s) elect will be reimbursed for expenses, except for director stipends, in accordance with approved director reimbursement policy (copy of policy shall be provided to newly elected directors).
- 10.6. A member or candidate dissatisfied with the election result may, within ten (10) days after the ballots are opened and tabulated, file with the Authority a written challenge and appeal. The challenge and appeal must clearly set forth the complaint and any and all facts in support of the challenge and appeal. Within ten (10) days after the ballots are opened and tabulated, the challenge and appeal shall be delivered and received by the Authority. Within five (5) days of receipt of the challenge and appeal, the Authority shall deliver the same to the Election Committee for decision. The Election Committee shall have absolute authority for deciding the challenge and appeal. Notice of the decision of the Election Committee shall be provided to the party filing the challenge and appeal within ten (10) days.

11.0. Director Vacancy

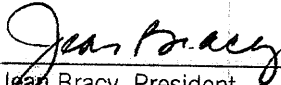
- 11.1. If a director vacancy(s) occurs (Note 1), appointment of a replacement director for the balance of the unexpired term will be made by the remaining members of the SDRMA Board. In order to accomplish this in an orderly and consistent manner, when a vacancy(s) of an elected Director(s) occurs, the SDRMA Board of Directors, after discussion and consideration, shall, when deemed appropriate, instruct staff to:
- a) notify all then member entities that a vacancy has occurred; and
  - b) said notice shall refer to the applicable Article in the By-laws in advising member entities and their eligible candidates of the steps to take to apply for appointment; and
  - c) the SDRMA Board shall establish the closing date for the receipt of applications; and
  - d) candidates shall submit the following, by the date specified in the notice:
    - i) a letter of interest; and
    - ii) a resume, with particular emphasis on the candidate's knowledge of special districts and risk management; and
    - iii) a resolution from, or a letter approved by, the candidate's Governing Body nominating the candidate; and
  - e) the Election Committee shall review all applications received, and shall reject any that do not meet all of the qualifications specified and set forth in this policy; and
  - f) upon verification or rejection of each application by the Election Committee, staff will mail acknowledgement to both the applicant and the district/agency of its acceptance or rejection of the applicant as a qualified candidate for appointment; and
  - g) candidates shall be interviewed at the next regularly scheduled meeting of the SDRMA Board of Directors following the date of closure for the applications. Interviews shall be in person, or if an unforeseen emergency arises, the interview may be by telephone at the same scheduled time; and
  - h) the SDRMA Board shall make the appointment without undue delay, but need not act at the same meeting.

Note 1: If the Director vacancy occurs within nine (9) months after the date the ballots were counted and certified by the Election Committee or within nine (9) months after a candidate was appointed to fill a vacancy, then the Board shall have the option to interview and appoint the candidate(s) who did not receive sufficient votes to be elected OR to interview and appoint from the pool of candidates from 11.1.g) above. If the Director vacancy occurs in an election year after the Notification of Election is sent to the members, the Board may determine to fill the vacancy by appointing the candidate who receives the next highest number of votes in the election. If the Board determines in its sole discretion that none of these options is appropriate, then staff shall be instructed to proceed with the process described above in steps 11.1 a) to h).

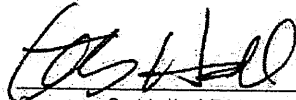
Revised and adopted this 2<sup>nd</sup> day of February 2017, by the Board of Directors of Special District Risk Management Authority, at a regular meeting thereof.

This Policy No. 2017-03 supercedes Policy No. 2015-01 and all other policies inconsistent herewith.

APPROVED:

  
Jean Bracy, President  
Board of Directors

ATTEST:

  
Gregory S. Hall, ARM  
Chief Executive Officer



**SAMPLE  
RESOLUTION FOR  
CANDIDATE NOMINATION**

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

[AGENCY NAME]

RESOLUTION NO.

A RESOLUTION OF THE GOVERNING BODY OF THE [AGENCY NAME] NOMINATING [CANDIDATE'S NAME] AS A CANDIDATE FOR ELECTION TO THE SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY BOARD OF DIRECTORS

WHEREAS, the Special District Risk Management Authority (SDRMA) is a Joint Powers Authority formed under California Government Code, Section 6500 et.seq., for the purpose of providing risk management and risk financing for California Special Districts and other local government agencies; and

WHEREAS, the Joint Powers Agreement (JPA) and Bylaws of SDRMA set forth director qualifications, terms of office and election requirements; and

WHEREAS, the Board of Directors of SDRMA established procedures and guidelines for the Director Election process; and

WHEREAS, the Board of Directors of SDRMA established a policy requiring candidates seeking election to the SDRMA Board of Directors to be: 1) a member of the agency's governing body or management employee per SDRMA Election Policy 2017-03, Section 4.1 and be an active member agency of both SDRMA's Property/Liability and Workers' Compensation Programs, and 2) be nominated by Resolution of their member agency's governing body, and 3) each nominated candidate must submit a completed and signed "Candidate's Statement of Qualifications" on or before the May 5 filing deadline in order for the candidate's name to be placed on the official ballot.

NOW, THEREFORE, BE IT RESOLVED:

1. The governing body of [AGENCY NAME] nominates [CANDIDATE'S NAME], its [POSITION TITLE], as a candidate for the Board of Directors of the Special District Risk Management Authority.

2. [ONLY IF CANDIDATE IS NOT A MEMBER OF THE AGENCY'S GOVERNING BODY: The governing body of [AGENCY NAME] has determined that [CANDIDATE'S NAME] is a management employee for purposes of SDRMA Election Policy 2017-03, Section 4.1].

3. The governing body of [AGENCY NAME] further directs that a copy of this Resolution be delivered to SDRMA on or before the May 5, 2017 filing deadline.

ADOPTED this [DATE] of [MONTH/YEAR] by the Governing Body of [AGENCY NAME] by the following roll call votes:

AYES: [LIST NAMES of GOVERNING BOARD VOTES]
NAYES:
ABSTAIN:
ABSENT:

APPROVED

ATTEST

President - Governing Body

Secretary

CANDIDATE'S STATEMENT  
OF  
QUALIFICATIONS

Available for download in Microsoft Word file format  
visit our website at [www.sdrma.org](http://www.sdrma.org)

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

This information will be distributed to the membership with the ballot, “exactly as submitted” by the candidates – **no attachments will be accepted.** No statements are endorsed by SDRMA.

Nominee/Candidate \_\_\_\_\_  
District/Agency \_\_\_\_\_  
Work Address \_\_\_\_\_  
Work Phone \_\_\_\_\_ Home Phone \_\_\_\_\_

**Why do you want to serve on the SDRMA Board of Directors? **(Response Required)****

---

---

---

---

---

---

---

---

---

---

---

**What Board or committee experience do you have that would help you to be an effective Board Member? (SDRMA or any other organization) **(Response Required)****

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**Special District Risk Management Authority  
Board of Directors  
Candidate's Statement of Qualifications**

**What special skills, talents, or experience (including volunteer experience) do you have?**

**(Response Required)**

---

---

---

---

---

---

---

---

**What is your overall vision for SDRMA? (Response Required)**

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

**I certify that I meet the candidate qualifications as outlined in the SDRMA election policy. I further certify that I am willing to serve as a director on SDRMA's Board of Directors. I will commit the time and effort necessary to serve. Please consider my application for nomination/candidacy to the Board of Directors.**

Candidate Signature \_\_\_\_\_ Date \_\_\_\_\_



**California Special  
Districts Association**  
*Districts Stronger Together*

RECEIVED  
FEB 21 2017

**DATE:** February 17, 2017  
**TO:** CSDA Voting Member Presidents and General Managers  
**FROM:** CSDA Elections and Bylaws Committee  
**SUBJECT: CSDA BOARD OF DIRECTORS CALL FOR NOMINATIONS  
SEAT C**

---

The Elections and Bylaws Committee is looking for Independent Special District Board Members or their General Managers who are interested in leading the direction of the California Special Districts Association for the 2018 - 2020 term.

The leadership of CSDA is elected from its six geographical networks. Each of the six networks has three seats on the Board with staggered 3-year terms. Candidates must be affiliated with an independent special district that is a CSDA Regular member located within the geographic network that they seek to represent. (See attached Network Map)

The CSDA Board of Directors is the governing body responsible for all policy decisions related to CSDA's member services, legislative advocacy, education and resources. The Board of Directors is crucial to the operation of the Association and to the representation of the common interests of all California's special districts before the Legislature and the State Administration. Serving on the Board requires one's interest in the issues confronting special districts statewide.

**Commitment and Expectations:**

- Attend all Board meetings, held every other month at the CSDA office in Sacramento.
- Participate on at least one committee, meets 3-5 times a year at the CSDA office in Sacramento.  
*(CSDA reimburses Directors for their related expenses for Board and committee meetings as outlined in Board policy).*
- Attend CSDA's two annual events: Special Districts Legislative Days - held in the spring, and the CSDA Annual Conference - held in the fall.
- Complete all four modules of CSDA's Special District Leadership Academy within 2 years.  
*(CSDA does not reimburse for expenses for the two conferences or the Academy classes even if a Board or committee meeting is held in conjunction with the events).*

**Nomination Procedures:** Any Regular Member in good standing is eligible to nominate one person, a board member or managerial employee (as defined by that district's Board of Directors), for election to the CSDA Board of Directors. **A copy of the member district's resolution or minute action and Candidate Information Sheet must accompany the nomination. The deadline for receiving nominations is May 19, 2017.** Nominations and supporting documentation may be mailed or faxed.

Nominees will receive a Candidate's Packet in the mail. The packet will include campaign guidelines.

CSDA will mail ballots on June 2<sup>nd</sup>. The ballots must be received by CSDA no later than 5:00 p.m. August 4, 2017. The successful candidates will be notified no later than August 8, 2017. All selected Board Members will be introduced at the Annual Conference in Monterey, CA in September 2017.

### **Expiring Terms**

(See enclosed map for Network breakdown)

<b>Northern Network</b>	Seat C Fred Ryness, Burney Water District*
<b>Sierra Network</b>	Seat C Peter Kampa, Saddle Creek Community Services District*
<b>Bay Area Network</b>	Seat C Stanley Caldwell, Mt. View Sanitary District*
<b>Central Network</b>	Seat C Sandi Miller, Selma Cemetery District*
<b>Coastal Network</b>	Seat C Vincent Ferrante, Moss Landing Harbor District*
<b>Southern Network</b>	Seat C Arlene Schafer, Costa Mesa Sanitary District*

(\* = Incumbent is running for re-election)

If you have any questions, please contact Beth Hummel at 877-924-CSDA or [bethh@csda.net](mailto:bethh@csda.net).



**California Special  
Districts Association**  
*Districts Stronger Together*

## 2017 BOARD OF DIRECTORS NOMINATION FORM

Name of Candidate: \_\_\_\_\_

District: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Network: \_\_\_\_\_ (see map on back)

Telephone: \_\_\_\_\_

(PLEASE BE SURE THE PHONE NUMBER IS ONE WHERE WE CAN REACH THE CANDIDATE)

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Nominated by (optional): \_\_\_\_\_

Return this **form and a Board resolution/minute action supporting the candidate and Candidate Information Sheet** by fax or mail to:

CSDA  
Attn: Beth Hummel  
1112 I Street, Suite 200  
Sacramento, CA 95814  
(877) 924-2732      (916) 442-7889 fax

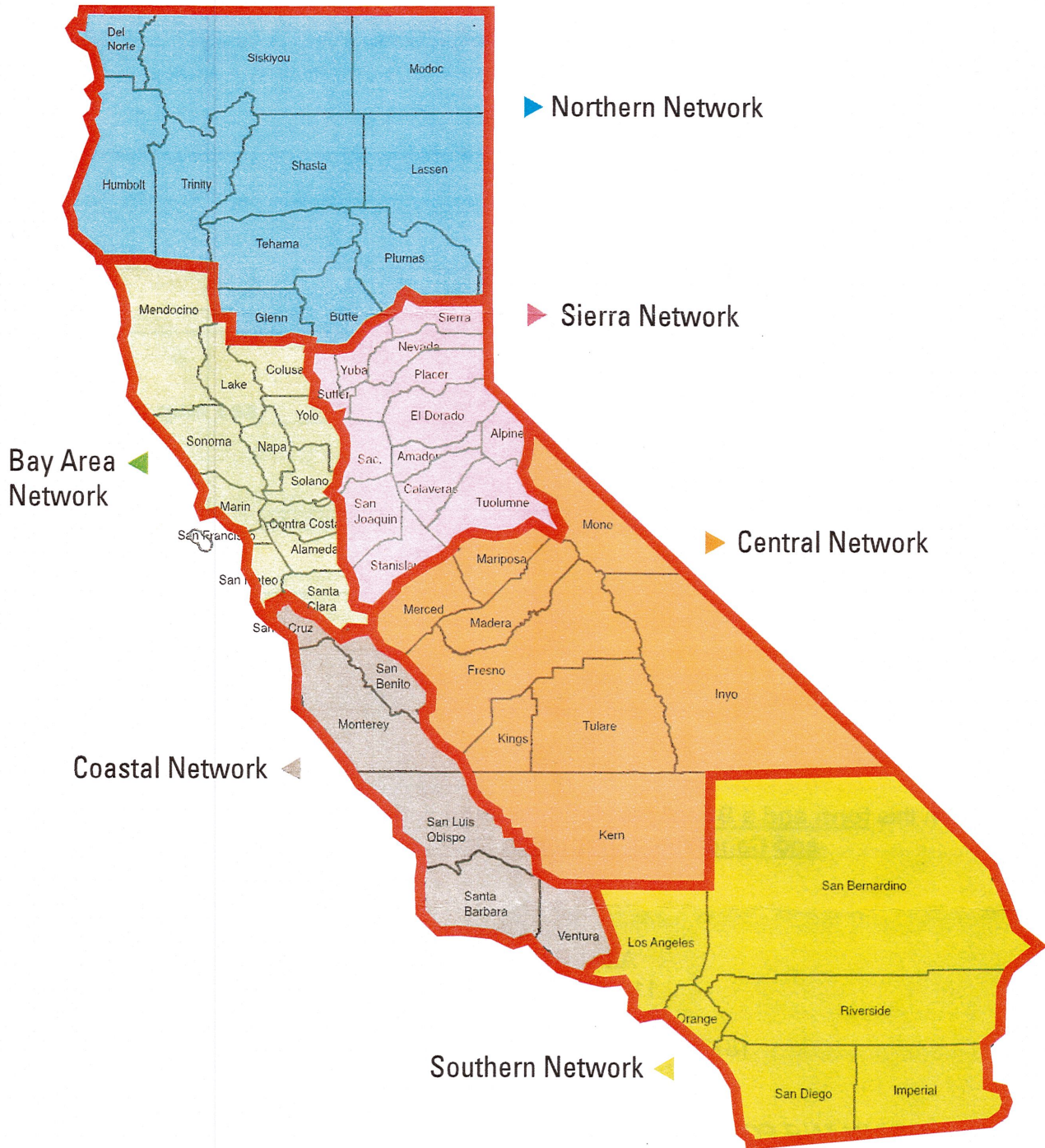
***DEADLINE FOR RECEIVING NOMINATIONS – May 19, 2017***





California Special Districts Association

# DISTRICT NETWORKS





## 2017 CSDA BOARD CANDIDATE INFORMATION SHEET

The following information **MUST** accompany your nomination form and Resolution/minute order:

Name: \_\_\_\_\_

District/Company: \_\_\_\_\_

Title: \_\_\_\_\_

Elected/Appointed/Staff: \_\_\_\_\_

Length of Service with District: \_\_\_\_\_

1. Do you have current involvement with CSDA (such as committees, events, workshops, conferences, Governance Academy, etc.):

---

---

2. Have you ever been associated with any other state-wide associations (CSAC, ACWA, League, etc.):

---

---

3. List local government involvement (such as LAFCo, Association of Governments, etc.):

---

---

4. List civic organization involvement:

---

---

**\*\*Candidate Statement** – Although it is not required, each candidate is requested to submit a candidate statement of no more than 300 words in length. **Any statements received in the CSDA office after May 31, 2017 will not be included with the ballot.**



# **GARBERVILLE SANITARY DISTRICT**

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

## **STAFF REPORT**

### **BOARD OF DIRECTORS**

February 28, 2017

TYPE OF ITEM: **ACTION**

**ITEM: B.6**                      **Consider Approval of Resolution 17-005 to Reschedule Election of Governing Board Members in Compliance with Senate Bill 415 to Consolidate with Statewide Election Dates**

**PRESENTED BY:**              **Ralph Emerson, General Manager**

**TYPE OF ACTION:**          **Roll Call Vote**

#### **Recommendation:**

Staff recommends that the Board adopt Resolution 17-005 consolidating the election for governing Board Members with Statewide General Elections and approving rescheduling of elections from odd to even numbered years commencing with the November, 2017 election.

#### **Discussion:**

On September 1, 2015, Governor Jerry Brown signed Senate Bill No. 415 (SB 415), **Attachment 1**, Voter Participation, into law adding sections 14050–14057 to the California Elections Code.

The public policy behind SB 415 was to address waning civic engagement in politics as illustrated by declining voter turnout in federal, state and municipal elections. A major contributing factor to low voter turnout, the timing of elections, could be addressed by synchronizing city/town elections with even-year state elections.

Garberville Sanitary District (Garberville SD) is obligated to conduct general and special elections in accordance with the Sanitary District Act and the Uniform District Election Law. The District currently holds general elections in November of odd-numbered years for five (5) Members of the Board (staggered terms), with each member serving a term of four (4) years. The Sanitary District Act specifically states that elections are to be held in odd-numbered years (Health and Safety Code section 6482), but where applicable SB 415 prohibits elections in odd-numbered years. Thus, the laws are in conflict, and it must be presumed

that the legislature intended the new law (SB 415) to take precedence over the old Sanitary District law requiring odd-numbered year elections.

SB 415 prohibits a local government from holding an election other than on a statewide election date if holding an election on a nonconcurrent date (i.e. election date other than November of even numbered years), has previously resulted in significant decrease in voter turnout. A “significant decrease in voter turnout” is defined as voter turnout for a regularly scheduled election that is at least twenty-five percent (25%) less than the average voter turnout within that town for the previous four (4) statewide general elections.

Elections Code Section 10404(i) limits increases or decreases to terms of office to an extension *up to but not beyond* December 31 of the following year (essentially, twelve months). Pushing out the election from 2017 to 2018 and in turn, 2019 to 2020, would comply with the above stated Election Code. In order to reschedule the 2017 election to 2018, the Humboldt County Board of Supervisors must receive a Resolution by the Board no later than March 10, 2017.

Another potential alternative under SB 415 is to conduct the Election in November 2017, but the Board must adopt a plan on or before January 1, 2018, for the future extension or reduction of all Board Member terms to get on an even number election cycle.

**Alternatives:**

Staff analysis consists of the following potential alternative

- Take No Action

**Fiscal Analysis:**

Potential savings to the District over time due to consolidation with Statewide general election and reduction in ballot preparation costs.

One-time expense to the District for Humboldt County Elections office to mail notification of approval of change of the election date to voters/District constituents, if approved by the Humboldt County Board of Supervisors.

**Environmental Requirements:**

Not applicable

**Exhibits/Attachments:**

- Attachment 1 – Senate Bill 415
- Attachment 2 – Resolution 17-005

## Senate Bill No. 415

### CHAPTER 235

An act to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, relating to elections.

[Approved by Governor September 1, 2015. Filed with  
Secretary of State September 1, 2015.]

#### LEGISLATIVE COUNSEL'S DIGEST

SB 415, Hueso. Voter participation.

Existing law generally requires all state, county, municipal, district, and school district elections be held on an established election date. Existing law also establishes certain dates for statewide elections. Existing law requires any state, county, municipal, district, and school district election held on a statewide election date to be consolidated with a statewide election, except as provided.

This bill, commencing January 1, 2018, would prohibit a political subdivision, as defined, from holding an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in voter turnout for a regularly scheduled election in that political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous 4 statewide general elections, except as specified.

This bill would require a court to implement appropriate remedies upon a violation of this prohibition. The bill would authorize a voter who resides in a political subdivision where a violation is alleged to file an action in superior court to enforce this prohibition, and it would allow a prevailing plaintiff other than the state or political subdivision to collect a reasonable attorney's fee and litigation expenses, as provided.

*The people of the State of California do enact as follows:*

SECTION 1. Chapter 1.7 (commencing with Section 14050) is added to Division 14 of the Elections Code, to read:

#### CHAPTER 1.7. VOTER PARTICIPATION

14050. This chapter shall be known and may be cited as the California Voter Participation Rights Act.

14051. As used in this chapter:

(a) "Political subdivision" means a geographic area of representation created for the provision of government services, including, but not limited

to, a city, a school district, a community college district, or other district organized pursuant to state law.

(b) “Significant decrease in voter turnout” means the voter turnout for a regularly scheduled election in a political subdivision is at least 25 percent less than the average voter turnout within that political subdivision for the previous four statewide general elections.

(c) “Voter turnout” means the percentage of voters who are eligible to cast ballots within a given political subdivision who voted.

14052. (a) Except as provided in subdivision (b), a political subdivision shall not hold an election other than on a statewide election date if holding an election on a nonconcurrent date has previously resulted in a significant decrease in voter turnout.

(b) A political subdivision may hold an election other than on a statewide election date if, by January 1, 2018, the political subdivision has adopted a plan to consolidate a future election with a statewide election not later than the November 8, 2022, statewide general election.

14053. Upon a finding of a violation of subdivision (a) of Section 14052, the court shall implement appropriate remedies, including the imposition of concurrent election dates for future elections and the upgrade of voting equipment or systems to do so. In imposing remedies pursuant to this section, a court may also require a county board of supervisors to approve consolidation pursuant to Section 10402.5.

14054. In an action to enforce subdivision (a) of Section 14052, the court shall allow the prevailing plaintiff other than the state or political subdivision of the state, a reasonable attorney’s fee consistent with the standards established in *Serrano v. Priest* (1977) 20 Cal.3d 25, 48-49, and litigation expenses including, but not limited to, expert witness fees and expenses as part of the costs. A prevailing defendant shall not recover any costs, unless the court finds the action to be frivolous, unreasonable, or without foundation.

14055. A voter who resides in a political subdivision where a violation of subdivision (a) of Section 14052 is alleged may file an action pursuant to that section in the superior court of the county in which the political subdivision is located.

14056. This chapter does not apply to special elections.

14057. This chapter shall become operative on January 1, 2018.



# GARBERVILLE SANITARY DISTRICT

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

## RESOLUTION NO. 17-005

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS TO RESCHEDULE ELECTION OF GOVERNING BOARD MEMBERS

- 
- A. **WHEREAS**, the Garberville Sanitary District ("District") is a Sanitary District organized pursuant to the Sanitary District Act of 1923, codified at Health and Safety Code section 6400 et seq and operating entirely within the County of Humboldt; and
- B. **WHEREAS**, California Senate Bill 415, an act (which may be cited to as the California Voter Participation Rights Act (herein "the Act")) to add Chapter 1.7 (commencing with Section 14050) to Division 14 of the Elections Code, was approved by the California Governor and filed with the Secretary of State on September 1, 2015; and
- C. **WHEREAS**, commencing January 1, 2018, the Act prohibits a political subdivision from holding an election other than on a statewide election date (i.e. "off-cycle") if holding an election on a non-concurrent date has previously resulted in voter turnout for a regularly scheduled election in the political subdivision being at least 25% less than the average voter turnout within the political subdivision for the previous four statewide general elections; and
- D. **WHEREAS**, the current date for election of members of the Board of Directors of the District is every two (2) years on the first Tuesday after the first Monday in November of odd-numbered years (e.g. November 2017 and 2019); and
- E. **WHEREAS**, statewide general elections are held in California only in June and November of even-numbered years (e.g. next election June and November 2018) (Elections Code section 1001); and
- F. **WHEREAS**, generally voter turnout is greater for statewide general elections than for local elections, including special district board member elections held in November of odd-numbered years; and
- G. **WHEREAS**, the Board wishes to increase voter participation in elections for Board members; and
- H. **WHEREAS**, the District may achieve a savings in the cost of its elections, if the District's elections are consolidated with the statewide general elections; and
- I. **WHEREAS**, as a result of these facts, the Board desires to change the date of future board member elections to be consolidated with the California statewide general election

in order to save public funds and provide greater voter input into school board elections;  
and

- J. **WHEREAS**, under section 6482 of the Health and Safety Code, the term of office for board members is four years; and
- K. **WHEREAS**, under section 6560 of the Health and Safety Code, election of board members is determined pursuant to the Uniform District Elections Law (Elections Code section 10500 et seq.); and
- L. **WHEREAS**, the District is authorized by section 10404 of the Elections Code to adopt a resolution requiring that its Board-member elections be held on the same day as the statewide general elections; and
- M. **WHEREAS**, the Act is mandatory where applicable to ensure voter participation; and
- N. **WHEREAS**, if the change in election date is approved, it is requested that the new election date be moved from the first Tuesday after the first Monday in November 2017 to the first Tuesday after the first Monday in November 2018 with board members whose terms would have expired in 2017 being extended to 2018 and board members whose terms would have expired in 2019 being extended to 2020, as required by Elections Code section 10404(i).

**THEREFORE BE IT RESOLVED** that the Board of Directors of the Garberville Sanitary District does hereby find, determine and/or declare, as follows:

1. Each of the foregoing is true and correct.
2. The Board of Directors declares its intent to adopt this resolution to consolidate the election date for members of the Board with the date for the California general election in November in even-numbered years (Elections Code section 1001) pursuant to Elections Code section 10404(b).
3. The Board Secretary will forward this resolution to the Humboldt County Board of Supervisors explaining the rationale for the resolution and requesting formal approval of the change by the Board of Supervisors at a public meeting held within 60 days after submission and after the resolution has been posted in accordance with the law.
4. The Board Secretary will notify the Humboldt County Elections Office that the District is prepared to pay the expense of mailing notice of approval of the change in election date by the Humboldt County Board of Supervisors as required by Elections Code 10404(f).
5. If the consolidation of election is approved by the Board of Supervisors, the date of that election will be moved to the first Tuesday after the first Monday in November 2018 and each subsequent board member election will be held two years thereafter in November of even years.

Passed and adopted by **Garberville Sanitary District's Board of Directors** on **February 28, 2017**,  
by the following vote:



AYES: Directors \_\_\_\_\_

NOES: Directors \_\_\_\_\_

EXCUSED: Directors \_\_\_\_\_

\_\_\_\_\_, Chairperson  
Linda Brodersen

---

ATTEST:

\_\_\_\_\_,  
Ralph Emerson, General Manager

**TITLE:** DISTRICT ADMINISTRATOR  
GENERAL MANAGER

**ESSENTIAL FUNCTION**

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

**PRIMARY DUTIES**

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

Service Provided: It is expected that the General Manager be available as needed for all operational and District oversight which may include customer complaints, operational concerns, emergencies or staff disagreements. The General Manager although a salaried position is expected to perform a minimum of 40 hours per week work on behalf of the District unless approved by the Board President or Governing Board.

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

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

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

Appendix B 1

Garberville Sanitary District

Classification Specifications

Established: 10/03/06

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

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

---

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

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

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by Board of Directors.

Fair Labor Standards Act Overtime:

Exempt.

Appointment and Removal Authority:

Board of Directors.



## Garberville Sanitary District Job Description

Job Title: Operations Manager

Reports To: Board of Directors

Date: August 2012

### Job Duties and Responsibilities

- The Operations Manager will supervise the Water [Treatment and Distribution](#) [along with the](#) Wastewater [Treatment and](#) Collections operators to coordinate all field activities necessary to effectively maintain and operate the District.
- The Operations Manager will work with the [Business Manager](#) [General Manager](#) to assure District policies are implemented.
- The Operations Manager will work with the [Business Manager and Project](#) [General](#) Manager to assist in the review of projects, designs, technical issues, and project management.
- The Operations Manager shall schedule jobs, assign tasks, and coordinate all aspects of each operation ensuring safety, efficiency, cost-effectiveness, and timely completion of projects or assignments.
- The Operations Manager will be required to attend meetings during other than normal work hours. And may be called back to work before or after regularly scheduled work hours or on scheduled days off.
- The Operations Manager shall complete annual performance evaluations on those employees he supervises. He/she shall make recommendations for hiring, firing, promotions, raises, and disciplinary action.
- Commitment to teamwork among peers and subordinates.

- [The Operations Manager will be responsible for Field Staff and Operators](#)
- [Responsible for all reports and compliance of permits and regulations](#)
- Promotes worker professionalism – Serve as a role model, mentor, and coach to ensure employees treat each other and the customers we serve with respect.
- Maintains knowledge and ensures compliance with current employment laws and regulations.
- Performs customer service tasks along with construction and maintenance work.
- Assures that all necessary repairs and maintenance are scheduled and completed on vehicles and equipment
- Oversees the work order system to assure proper record keeping is completed and filed.
- Schedule and assigns daily work to the operation personnel.
- Keeps the [Business General](#) Manager [and Board of Directors](#) informed of field operations and potential operational problems.
- Assures the water storage facilities (tanks) are properly operated, maintained, and cleaned.
- Assures the water distribution system (mains, valves, hydrants, and appurtenances) is properly operated, maintained, and cleaned.
- Assures that the cross connection program is up to date and in accordance with State regulations.
- Assures the wastewater facilities (pump stations and buildings) are properly operated, maintained, and cleaned.
- Assures that mapping is maintained and up-to-date.
- Assures that developer extensions of the water system are in accordance with the District approved plans and are inspected by District personnel.
- Assures District contract improvements are inspected and completed as per plans and specifications.
- Assures that customer complaints are responded to in a timely manner, investigated as necessary, and coordinated with the [Office General](#) Manager ➤ Supervises the District safety program.

Assure subordinate employee compliance with all District policies

## SENIOR OPERATOR

### ESSENTIAL FUNCTION

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

### PRIMARY DUTIES

This position reports to the [District Administrator Chief Plant Operator or General Manager](#) and will direct and assist in the maintenance and operations of all district facilities. Make routine purchases of materials [through administration](#) and maintain inventory of equipment. Coordinate with [the Chief Plant Operator or General Manager](#) and [all](#) Regulatory Agencies [for](#) the operations of District facilities.

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

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

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

General: Participates in the general housekeeping and administrative record keeping operations of the operations section. Prepares and presents monthly [formal](#) reports [as required by the State, District or regulatory agencies](#), including cost proposals for major equipment purchases and recommendations as appropriate. Maintain records required by all regulatory agencies, ordinances and policies. Assist the [District Administrator Chief Plant Operator and General Manager](#) in preparing [the](#) annual budget, and



coordinate field operations with office operations. Reports all emergencies with in the District operations of facilities to both the to the District Administrator Chief Plant Operator and General Manager and or the Board Chairperson if the General Manager is unavailable.

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

---

1

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

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

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

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

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

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

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by [Board of Directors](#) [General Manager](#).

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

[District Administrator](#) [General Manager](#)

TITLE:

## **WATER-WASTEWATER OPERATOR I**

### **ESSENTIAL FUNCTION**

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

### **PRIMARY DUTIES**

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

System Operations: Reviews readings, logs and test results to determine current status of systems and plant processes. Reads, records, interprets and monitors meters, gauges, control panels and laboratory test results to assess system functions and determine processing requirements. Operates direct and remote controls of manual and automatic equipment to start and stop pumps, engines, generators, valves and other equipment and devices which control and adjust power, water or wastewater conveyance, flow, treatment, discharge and biosolids removal processes. Extracts water and/or wastewater samples; prepares State required reports and maintains associated control records; transfer samples to laboratory and performs routine laboratory tests and analyses. Assists in applying chemicals to treatment processes.

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

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

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

---

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

## TITLE:

Current practices, equipment and procedures applied to water and wastewater conveyance and treatment systems in the State.

Federal, State and local legal and regulatory provisions and related technical terminology applicable to water and wastewater treatment processes.

Chemical and biological procedures and tests applied in water and wastewater treatment.

Basic construction, assembly and operational norms of hydraulic equipment, power generators, pumps and controls.

## 5

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

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

Extract water and wastewater samples and perform standard laboratory tests.

Observe, interpret and record measurements indicated on gauges, meters and similar measuring devices.

Perform maintenance on water and wastewater equipment and facilities.

Understand, retain and apply written procedures.

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

Exhibit a high customer service priority.

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

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

Operate vehicles, office computers and field communications equipment.

Operate water and wastewater equipment and process controls.

Tolerate physical presence of height.

Ascend and descend ladders and stairs.

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

Safely enter and leave confined spaces.

Safely transport and lift bulky objects.

Basic Qualifications: Must possess a Grade **I II** certification for operating a Water Treatment [facility](#). At least two (2) years experience in the operation and maintenance of Water Treatment systems. **Must obtain Grade II Water Treatment certificate within one (1) year and Must Possess** a Grade I Wastewater Treatment certificate **in three (3) years**. Computer skills, ability to use word processing, spread sheets, and data processing is desirable. [If approved by the General Manager or designee, water or wastewater certificates may be obtained within one year after employment.](#)

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

TITLE:

Qualifying Training and Experience:

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

Employment Conditions:

Specifications Approved by **Board of Directors** **the General Manager**.

Fair Labor Standards Act Overtime:

Non-Exempt, receives overtime compensation.

Appointment and Removal Authority:

**District Administrator**. **General Manager**

TITLE:

---

**Sec 4.9 Service Connection.** It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- a. Each building under separate ownership must be provided with a separate service connection and meter. **Two or more buildings under same ownership and on the same lot or parcel may be supplied through the same service connection and meter if authorized by the General Manager or GSD Board.**
- b. Multiple service connections for a single parcel **with single owner** are allowed under these conditions:
  1. A master meter is installed at the property line
  2. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
  3. Supply line from master meter to each of the units shall be installed and maintained by owner.
  4. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
  5. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
  6. Failure to notify the District when making improvements to the property or buildings may result in inspections costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.
- c. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
- d. Divided Property. When property provided with a service connection is divided, each parcel will have a separate service connection. Changes to existing services is also subject to but not limited to sections 2.6 and 4.4.

#### **For Reference to above Ordinance**

**Sec 2.6 Main** shall mean a water line in a street, highway, alley, or easement used for public and private fire protection and for general distribution of water.

**Sec 4.4 Installation Charges.** New water service will require an application be filled out at the District office and a non-refundable connection fee of \$8,000 be paid before any water service is provided

## RESOLUTION 17-004

### THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE THE WATER ORDINANCE ARTICLE 4, SEC. 4.9

**A. WHEREAS,** It has been determined that the Garberville Sanitary District will change Section 4.9A, 4.9B and 4.9B.2

**B. WHEREAS,** Resolution 17-004 will allow the District to add Section 4.9B.5, 6

**C. WHEREAS,** This Resolution will clarify the difference between single family and multi-family use while allowing the District to enforce single family and multi-family use.

**D. WHEREAS,** The adoption of Resolution 17-004 will take effect immediately and will replace Section 4.9

**E. WHEREAS,** The changes to Resolution 17-004 shall be:

**Sec 4.9 Service Connection.** It shall be unlawful to maintain a connection excepting in conformity with the following rules:

- a. Each building under separate ownership must be provided with a separate service connection and meter.
- b. Multiple service connections for a single parcel are allowed under these conditions:
  1. A master meter is installed at the property line
  2. Metered service connections are provided for each sub unit or single family residence. Meters and valves will be supplied and remain property of GSD.
  3. Supply line from master meter to each of the units shall be installed and maintained by owner.
  4. Owner will be responsible for usage on master meter, determined by deducting each sub unit from master meter.
  5. Owner will be responsible for notifying the District of any changes to property or buildings at such time the General Manager or designee will inspect property for compliance of District service connection ordinances.
  6. Failure to notify the District when making improvements to the property or buildings may result in inspections costs and reimbursement of staff time, meters and construction expenses along with applicable connection fees.



- c. Different Owner. A service connection shall not be used to supply adjoining property of a different owner or to supply property of the same owner across a street or alley.
  
- d. Divided Property. When property provided with a service connection is divided, each parcel will have a separate service connection. Change to existing services is also subject to but not limited to sections 2.6 and 4.4.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES CHANGES TO THE WATER ORDINANCE ARTICLE 4, SECTION 4.9**

**PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2017  
by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

\_\_\_\_\_  
**Linda Brodersen, Board Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Ralph Emerson, General Manager**

**RESOLUTION NO. 2017-001**

**RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT CONFIRMING WATER AND SEWER SERVICE ASSESSMENTS AND ESTABLISHING THE METHOD OF COLLECTION**

**WHEREAS**, the Garberville Sanitary District has directed staff to enforce the provisions of the Water and Sewer Service Ordinance to cause delinquent fees for Water and Sewer Services to be collected in the manner described in the Ordinance and California Government Code Section 6520.10; and

**WHEREAS**, the District staff has followed these provisions by duly notifying property owners of delinquent accounts; and

**WHEREAS**, the delinquent and unpaid charges for Water and Sewer services can become a lien on the property pursuant to California Government Code Section 6520.10; when charges remain delinquent for 60 days, California Government Code Section 6520.11

**WHEREAS**, Tuesday, March 28th, 2017 at 5:00 pm in the Garberville Sanitary District Office, was fixed as the time and place for the hearing protests or objections from property owners liable to be assessed for costs incurred; and (HSC 5473-5473.4)

**WHEREAS**, said property owners were duly notified of this hearing in the manner described by said Ordinance and Health and Safety Code 5473

**NOW THEREFORE, BE IT RESOLVED** by the Board Of Directors,

1. The Board of Directors confirms the attached Report of Fees for Water and Sewer Services pursuant to California Government Code Section 6520.10.
2. If said fees are not paid within 20 days of the date of this resolution, the General Manager shall record a lien as authorized by California Government Code Section 6520.10-6520.12
3. The lien shall be turned over to the County Auditor to be added to the annual tax bills as authorized by California Government Code Section 6520.12

**RESOLUTION IS HEREBY PASSED, APPROVED AND ADOPTED** by the Board Of Directors in the County of Humboldt, State of California, on the \_\_\_\_ day of \_\_\_\_\_ 2017 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Attest:

\_\_\_\_\_  
Ralph Emerson, General Manager

\_\_\_\_\_  
Linda Brodersen, Board Chairperson

**Garberville Sanitary District  
 919 Redwood Dr  
 Garberville, Ca 95542  
 (707) 923-9566  
 2017 Lien List**

Acct Name	Acct #	Parcel Owner	Parcel #	Service Date	Service Address	Amount Owed	Filing Fee	Total Lien Amount
Del Perras	151-01		032-071-010	07/02/10-9/29/10	822 Redwood Dr	3797.85	0	
				08/01/12-04/04/13				
				02/26/14-12/23/15				
Mac Bagby	151	Redwood Station Holding LLC CO	032-071-010	4/29/16-2/28/17	822 Redwood Dr	1122.31	15	4,935.16
Jeff Bunnell	257	C/O Luella Morgan	223-181-039	12/01/04-12/23/15	549 Timber Ln	2980.96	15	2,995.96
Dan Dobbs	407	T and G LLC CO	222-156-017	12/19/11-12/23/15	575 Connick Crk Rd	2062.73	15	2,077.73
<b>TOTAL</b>								<b>10,008.85</b>