





- B.2 Tank Replacement Project –Construction Phase  
(discussion-possible action) Ralph-Dan  
**Motion:**                      **Second:**                      **Vote:**
  
- B.3 2026-2027 Budget for Approval Resolution #26-005                      pg. 10 & handout  
(discussion-possible action) Mary-Ralph-Dan  
**Motion:**                      **Second:**                      **Vote:**
  
- B.4 Board Member Elections with Time Line                      pg. 11-12  
(Information only)
  
- B.5 Bear Canyon Sewer Connection for Customer  
(Information Only)                      Ralph and Dan
  
- B.6 Late Service Charges- Customers Update                      (information at meeting)  
(discussion-possible action) Ralph and Mary  
**Motion:**                      **Second:**                      **Vote:**
  
- B.7 Connick Creek Agreement Update  
(information only)

**C. POLICY REVISION / ADOPTION**

- C.1 Agriculture Water Meter Ordinance Sec 15.9                      pg. 13-19  
(discussion-possible action) 2<sup>nd</sup> reading Resolution #26-006  
**Motion:**                      **Second:**                      **Vote:**
  
- C.2 Billing Procedures-Article 9                      pg. 20-22  
(discussion-possible action) 1st reading  
**Motion:**                      **Second:**                      **Vote:**
  
- C.3 Drought Ordinance Section 14.5                      pg. 23-25  
(discussion-possible action)  
**Motion:**                      **Second:**                      **Vote:**

**IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—July 28th, 2026**

1. Update on Operational Demands
2. Water Improvement Project
3. Community Improvement Projects, Private and County
4. Update Billing and Collections Ordinance
5. Homeless Impact to Operations

**X. ADJOURNMENT**

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, June 20<sup>th</sup>, 2026. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

# Garberville Sanitary District

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

## GENERAL MANAGER REPORT

Date: June 23rd, 2026

As we work to complete the water distribution and storage project, there have been multiple problems that are being completed by the contractors, engineers, and all the GSD employees, so we are anticipating that the operational system will make Dan and Brians job easier.

I want to thank the Finance Committee for working with Dan, Mary, Jennie and me on producing the 2026-2027 budget, which has been complicated with changes in personnel and uncertainties with the water distribution and storage project costs.

The weather is heating up, with river level dropping, so drought planning is underway and we will be keeping the Board and customers up to date with when and how to conserve water.

We are making changes with our telecommunication system, which Dan and Mary are providing the required information to decide if changing systems is more efficient and less expensive. We will keep you informed as we proceed.

Respectfully Submitted:

Ralph Emerson

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

**Date of Meeting: Tuesday, May 19<sup>th</sup>, 2026**

**5:00 p.m. - Open Session to Public**

**I. REGULAR MEETING CALLED TO ORDER**

**Julie Lyon called the meeting to order at 5:04pm**

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

**Motion: Dan Thomas                      Second: Richard Landes                      Vote: 4-0**

**IV. Questions or Comments about Closed Session Items**

**No Closed Session**

**V. RETURN TO OPEN SESSION**

**No Closed Session**

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

No community members present

**VII. ANNOUNCEMENTS AND COMMUNICATIONS  
REPORTS AND PRESENTATIONS**

**Operators—Dan and Brian- Water Leaks—Operational Demands—(River Level 144 cfs)**

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

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson Van meter removed roots from nacho mamas.**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve April 28<sup>th</sup> 2026, Regular Meeting Minutes - pg. 5-7

A.2 Operations Safety Report- Handout

A.3 Approve Financials- October 2025- March 2026 pg. 8-39

**Motion: Dan Thomas                      Second: Richard Landes                      Vote: 4-0**

**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

- B.1 Tank Replacement Project –Construction Phase Handout  
(discussion-possible action) Dan-Ralph-Jennie
- B.2 Bear Canyon Sewer Connection Request  
(discussion-possible action) info at meeting  
**Ralph is in discussion with property owner on how to accomplish this request and the cost to the district and customer.**
- B.3 Open Bids for Surplus Boom Truck and Award the High Bidder pg.40-43  
(discussion-Action Requested)  
**No bids were received so far and the District will advertise one more month on the surplus of the 1995 boom truck.**
- B.4 Purchase New Utility Work Truck pg. 44-46  
(discussion-possible action) Dan and Ralph  
**Motion: Dan Thomas Second: Richard Landes Vote: 4-0**
- The board put a cap of \$70,000 on a new utility truck.**
- B.5 2026 Elections with 3 GSD Board Members up for reelection pg. 47  
(discussion-information only)
- B.6 Connick Creek Request to enter a new contract with GSD pg. 48  
(discussion-possible action)  
**The board gave Ralph direction to make changes to the Connick crk letter added the water loss in gallons. Then the staff will send these letters out to Connick crk property owners.**

**C. POLICY REVISION / ADOPTION**

- C.1 Agriculture Water Meter Ordinance Sec 15.9 pg. 49-51  
(discussion-no action) 2nd Reading

**The board is discussing alternative rates or a compromise for Ag Meter customers. The District only has 10 ag meter customers. The unforeseen county demands on these customers is the reason for this discussion.**

**IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—June 23<sup>rd</sup>, 2026**

1. Purchase New Utility Work Truck
2. Water Improvement Project
3. Community Improvement Projects, Private and County
4. Drought Preparedness
5. 2026-2027 Budget approval

**X. ADJOURNMENT**

**Julie Ended the Meeting at 6:02 p.m.**



## HAND &amp; POWER TOOL SAFETY

If you work with hand or power tools, it's critical for you to know how to use and work with them safely. This *Safety Talk* provides general awareness tool safety training.

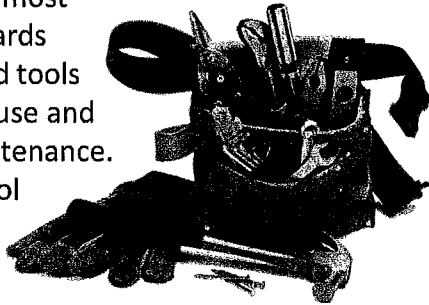
Source: OSHA Hand and Power Tools Booklet.

OSHA states these five basic safety rules can help prevent hazards associated with hand and power tools:

- 1) Keep all tools in good condition with regular maintenance.
- 2) Use the right tool for the job.
- 3) Examine each tool for damage before use and do not use damaged tools.
- 4) Operate tools according to the manufacturers' instructions.
- 5) Provide and use the right personal protective equipment.

## HAND TOOLS

Hand tools are tools that are powered manually. The most significant hazards caused by hand tools are due to misuse and improper maintenance. Never use a tool with out prior training.



- Only use hand tools for their specific purpose.
- Conduct a pre-use tool inspection to identify any defects (damaged handle, dull blade, etc.).

- Don't use defective tools and immediately report it to your supervisor.
- Always keep hand tools clean.
- Wear the required eye and face personal protective equipment (PPE).
- Conduct proper housekeeping practices when the use of the hand tool generates waste (sawdust, metal filings, etc.).

## POWER TOOLS

Power tools can be very hazardous when used improperly. They must be fitted with guards and safety switches.



Types of power tools include electric, pneumatic, hydraulic, powder-actuated, and liquid fuel. Review the OSHA booklet for additional training on the specific types of power tools.

General precautions include:

- Never use a tool if the safety guard is altered or removed. Remove all damaged tools from use.
- Don't carry a tool by the cord or hose and don't yank to disconnect.
- Keep cords/hoses away from heat, oil, and sharp edges.

## POWER TOOLS CONTINUED

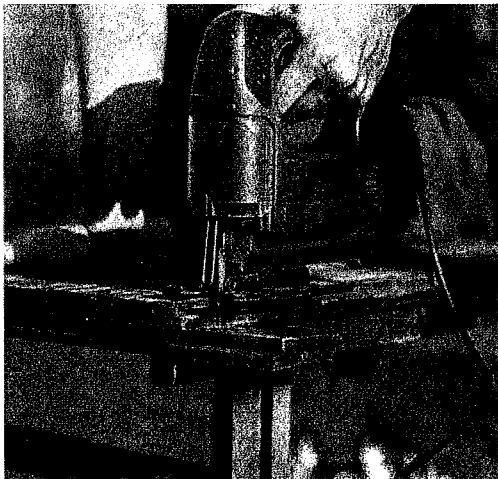
- Disconnect tools when not in use, when servicing, or when changing accessories.
- Keep others at a safe distance from work area.
- Secure work with clamps to free hands.
- Do not hold fingers on the switch button.
- Maintain good balance when operating.
- Avoid loose clothing, ties, jewelry, etc.

## GUARDS

- Check to ensure the exposed moving parts of power tools are safe guarded (belts, gears, sprockets, flywheels, chains, etc.)
- Never remove guards when a tool is in use.

## ELECTRIC TOOLS

- Operate within design limitations.
- Use gloves and safety footwear.
- Store tools in dry place when not in use.
- Do not use in damp or wet locations unless approved for that purpose.
- Keep work areas well lit and ensure cord placement does not present a tripping hazard.



## PNEUMATIC TOOLS

Pneumatic tools are powered by compressed air and include chippers, drills, hammers, and sanders.



Pneumatic tools must be checked to ensure the tool is fastened securely to the air hose.

- The same precautions should be taken that are recommended for electric cord tools.
- Eye, head, and face protection should be utilized.
- Never point compressed air guns toward anyone.
- A chip guard must be used when compressed air is used for cleaning.

This *Safety Talk* provides awareness level tool safety training. Review the [OSHA Hand and Power Tools Booklet](#), for additional information on other types of power tools, such as liquid fuel tools, powder-actuated tools, and hydraulic power tools.

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



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

**RESOLUTION NO. 26-005**  
**A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT**  
**APPROVING THE FY 2026-2027 BUDGET**

WHEREAS, the Garberville Sanitary District is a Special District that operates as and enterprise fund for water and sewer services on a fiscal year ending June 30<sup>th</sup>; and

WHEREAS, it is the duty of the GSD Board to estimate the needed revenue to meet lawful obligations and expenses of the District; and

WHEREAS, the District annually reviews the current year’s budget progress and prepares a proposed budget for the Finance Committee’s review and recommendation; and

WHEREAS, the District’s Finance Committee met on May 19<sup>th</sup> to review the draft proposed budget with the scheduled rate increase that was put into effect on July 1, 2024

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, by the GSD Board of Directors as follows:

1. The FY 26/27 budget as presented at the June 23<sup>rd</sup>, 2026 meeting, including all budget and fiscal policies outlined therein is hereby adopted.
2. Any change to the residential, commercial, or multi-family water rates and sewer rates will be completed as part of the Rate Study Proposition 218 process currently underway.

Passed and adopted by the Garberville Sanitary District’s Board of Directors on June 23<sup>rd</sup>, 2026 during a regular meeting, by the following vote:

AYES: Directors \_\_\_\_\_  
NOES: Directors \_\_\_\_\_  
EXCUSED: Directors \_\_\_\_\_

\_\_\_\_\_  
Doug Bryan, Chair of the Board

ATTEST:

Ralph Emerson  
Clerk of Board of Directors

\_\_\_\_\_



# **1. Statewide General Election November 3, 2026**

## **1. Contact Us**

2426 Sixth St.

Eureka, CA 95501

Phone: 707-445-7481

[Email the Elections Office](#)

[Visit the Office of Elections Facebook](#)

[Visit the Office of Elections Instagram](#)

## **Operating Hours**

9 a.m. to 5 p.m.

## Sec 15.9 Agricultural Water Use:

1. Agricultural Water Use Requirements
  - a. Any person requesting treated potable water for a commercial agricultural business will be required to submit an application at the District office. This application will include the agricultural product, the operational plan, a site map, any permit required by the County and a \$150 handling and inspection fee. This application will be renewed annually, or commercial agricultural water use will be denied.
  - b. This application will include the name and contact information of the owner and tenant of the property as well as the address of property and estimated gallons of water to be used monthly.
  - c. A GSD new and separate approved water meter and a connection fee will be required for every approved new commercial agricultural business or farm and all approved applicants will pay an additional base rate and water usage fee.
  - d. In the event that Garberville Sanitary District faces drought conditions, infrastructure deficiencies or limitation on the approved diversion rate, the agricultural water will be turned off, to ensure adequate water for residential use and human consumption.
  - e. All commercial agricultural operations which request water will have their WATER ORDINANCE 42 01/25/2024 L.S. property inspected by the General Manager or designee, at which time the infrastructure will be evaluated to ensure that it is capable of handling the increased water volume.

f. In the event the infrastructure is not adequate for the increased volume of water, an agreement will be made with the commercial agricultural business to upgrade the infrastructure or work with the District to do so before the application will be approved.

g. When an infrastructure upgrade is required but the commercial agricultural business will not pay for or participate in upgrading the infrastructure, the application will be denied. Any commercial agricultural business will be required to comply with all requirements listed below.

h. Commercial Agricultural customers will be required to show a water catchment plan that collects water during the winter months while preparing for high demand summer months.

i. A reconciliation report will be required annually to compare projections with actual water use and efficiency.

j. Customers with a Non-Commercial agricultural or personal water use other than for residential, may purchase an additional water meter with new connection fee and this meter will be billed at the lower commercial **agriculture** rate.

k. A non-commercial agriculture meter will be under the same restrictions as with commercial agriculture and subject to disconnection during drought conditions or emergencies

**1) Have ag-water meter removed and lose connection fee**

**2) Any customer who takes advantage of this discount must seek request in writing at the District office, at which time the property will be inspected for possible approval.**

**3) When Customer's want a reduced service charge, disconnection or to be on the annual discontinuance plan, they must contact the office and fill out an application for the General Manager or designee, to consider.**

**4) The District is not responsible for contacting customers when changes to property or buildings occur.**

## RESOLUTION 26-006

### A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO THE AGRICULTURE WATER METER USE AND ORDINANCE SEC. 15.9

**A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that Sec 15.9 needs to be updated to comply with current customer conditions, requirements, and responsibilities.

**B. WHEREAS,** Customers must notify Garberville Sanitary District office personnel when changes occur that affect their agriculture water needs.

**C. WHEREAS,** The Customer is responsible to notify the District when they request changes to their agriculture water use and meter.

**D. WHEREAS,** Any changes to the agriculture water use demands or request to remove the water meter must be approved by the General Manager or designee.

#### **Sec 15.9 Agricultural Water Use:**

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**4) The District is not responsible for contacting customers when changes to property or buildings occur.**

**NOW, THEREFORE BE IT RESOLVED, THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 26-006, APPROVING CHANGES TO WATER/WASTEWATER ORDINANCE GENERAL USE REGULATIONS SEC. 15.9**

**PASSED, APPROVED AND ADOPTED THIS 23rd DAY OF JUNE 2026, BY THE FOLLOWING ROLL CALL VOTE**

**AYES:\_\_\_\_\_**

**NOES:\_\_\_\_\_**

**ABSTAIN:\_\_\_\_\_**

**ABSENT:\_\_\_\_\_**

\_\_\_\_\_  
**Doug Bryan—Board Chairperson**

**ATTEST:**

\_\_\_\_\_  
**Ralph Emerson, Board Secretary**

## **ARTICLE 9 - BILLING**

**Sec 9.1 Billing Period.** The regular billing period will be monthly.

**Sec 9.2 Meter Reading.** Meters will be read as nearly as possible on the same day of each month.

**Sec 9.3 Opening and Closing Bills.** Opening and closing bills for less than the normal billing period shall be prorated as to quantity used.

**Sec 9.4 Water Charges.** Water charges are calculated and billed on the 1<sup>st</sup> of each month and are considered delinquent after the 25<sup>th</sup> of each month.  
Adopted 11/24/15

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

- a. Customer Bills:  
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
  - (1) Bills past due - Courtesy Call
  - (2) **60** **30** days past due - Shut off notice - Hand delivered to service address. Owner of Property Notified.
  - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment) (See Sec 10.1 Disconnection for non-payment)
  - (4) One Year past due—Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.
  - (5) Two Years past due - Turn over to collection agency.
  - (6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

### **Adjustments to bills- Payment Plans:**

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

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$35 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or

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

Adopted 1/26/2021

#### ADDITIONAL PROCEDURES TO AVOID DELINQUENT SERVICE CHARGES

1. Owners of property will be given an annual letter which explains that they are responsible for all service charges. This letter will include the "Payment of Bills" The GSD Ordinance, with past due procedures.
2. The owner of premise must sign request for service application as responsible party or service will be denied.
3. Contact Owner of property or building of payments that are past due
4. Notify Owner that they are responsible for all past due payments.
- 73
5. Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.
6. follow the approved payment of Bills Ordinance Sec 9.5, with additional legal action if payment plan is not complied with or when past due amount requires small claims court judgement and filing a lien on property.
7. Uncollected Service Charges may be turned over to a collection agency for recovery of those past due charges, which may include taking owner and tenant to small claims court for a judgement, that will be used for a lien on property, or attaching wages and taxes.
- 8.. The District may require a credit check at time of service at customer expense.
9. Based on credit history, A \$200 deposit may be required at time of service, which will be refunded if all service charges are paid after leaving premise.

#### **RESPONSIBILITY OF PROPERTY OWNER FOR SERVICE CHARGES**

Property owners are responsible for water/sewer service charges if their renter or tenant

becomes delinquent or vacates premise, prior to paying all charges associated with property, house, or business.

The District will make every reasonable attempt to work with tenant/renter in paying their service charges but when unable to collect the past due charges, the owner will be responsible and nobody will be allowed water/sewer service to this property, until all past due charges are paid or a payment plan is agreed to between owner and District.

### **Sec 14.5 Drought Contingency Plan.**

During drought conditions as identified by the State of California, Humboldt County or Garberville Sanitary District, the Drought Contingency Plan will go into effect immediately.

This plan will be implemented by Garberville Sanitary District and the public will be made aware of this plan through the media and customer outreach.

Customers will be required to conserve water including but not limited to gallons per day water usage and if they don't comply, may be fined for gallons of water used above the maximum allowed.

Customers that require water for agricultural or outdoor use during Summer months will be required to have adequate water storage to meet their demands, in the event of a drought or repairs because on (Phase 2) of the Drought Contingency Plan, water will be disconnected or restricted for outdoor use.

Those Customers who choose not to have water storage may have water disconnected during drought events or repairs to distribution system which is why it is recommended to have enough storage for your personal use.

Customers who disregard the drought phases will be in violation and subject to fines which begin at \$100 per occurrence/day beginning with (phase 2-4) and can result in water disconnection with a \$1,000 reconnection fee for continued violations over 5 days. The fine will be determined by the General Manager or designee under the direction of the Governing Board.

1. 1<sup>st</sup> phase of drought conservation plan will require all customers to voluntarily reduce water consumption. (10cfs) in South Fork of Eel River  
2nd phase will be to stop all outdoor watering for everything except animals, vegetables or fruit. (7cfs)  
3rd phase will require only using water on specific days, designated by GSD (5cfs).  
4<sup>th</sup> phase requires all customers to only use water for health and safety, with no outside watering (4cfs)
2. Continual updates to customers will educate and inform of conditions
3. Ongoing: develop alternative water sources including, wells, springs, shared water with neighboring water districts including water hauling.
4. Ongoing: gray water education for irrigation
5. Ongoing: educate customers on personal water storage opportunities and conservation measures
6. Ongoing: leak monitoring and repairs
7. Ongoing: build additional water storage tanks or ponds
8. Identify all diversions from the river or GSD distribution system and report to law enforcement.

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



**WE ARE IN A  
DROUGHT**



**Please Conserve  
Water**



**Please Check Our  
Website For Ways To  
Conserve Water**

<https://garbervillesd.specialdistrict.org/>

Garberville Sanitary District  
919 Redwood Drive  
Garberville Sanitary District  
(707)923-9566  
[admin@garbervillesd.org](mailto:admin@garbervillesd.org)

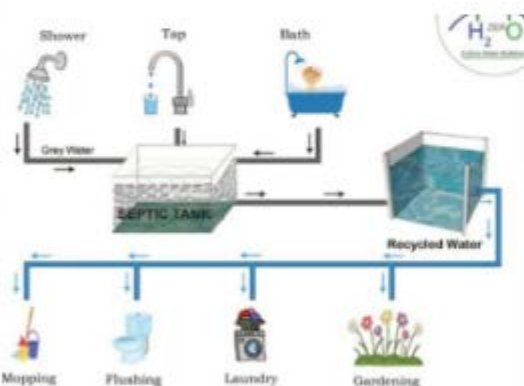
**Think before using  
water because  
waste is life  
threatening**

**Drips lead to gallons of water waste  
and higher bills**



Your water usage today will determine your water availability tomorrow.

**CONSERVE WATER NOW**



**NON-COMPLIANCE MAY RESULT IN WATER DISCONTINUANCE WITH A \$100 RECONNECTION FEE**

## **DROUGHT REQUIREMENTS**

(1st phase)---All customers voluntarily reduce water consumption. Reduce outdoor watering. Takes effect when S. Fork Eel River reaches 10cfs

(2nd phase)--- Stop all outdoor watering except for animals, vegetables or fruit. Commercial AG customers use alternative water source. Takes effect when S. Fork Eel River reaches 8cfs

(3rd phase)--- Water use on specific days, designated by GSD. Takes effect when S. Fork Eel River reaches 7cfs.

(4th phase)---Water for personal health and safety only with no allowance for outside watering. Takes effect when S. Fork Eel River reaches 5cfs

Eel River flow and CFS are found at:  
[https://waterdata.usgs.gov/ca/nwis/uv?site\\_no=11476500](https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500)

This plan will be implemented and enforced by Garberville Sanitary District and the public will be made aware of this plan through customer outreach by the media, phone call, letter and the GSD website.

**Customers will be required to conserve water including but not limited to gallons per day.**

