

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

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

**August 23, 2016  
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-**

**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 July 26, 2016 Regular Meeting Minutes - pg. 13
- A.3 Operations Safety Report- pg. 17

**Motion:**                      **Second:**                      **Vote:**

**B. GENERAL BUSINESS – Action items**

**Notice to the Public**

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

- B.1 Update on replacing fire hydrants-Wahlund Contract pg.18  
(information only)

- B.2 Wallen rd tank and road repairs Update  
(information only)

- B.3 Contract with General Manager pg. 21  
(discussion-action)

**Motion:**                      **Second:**                      **Vote:**

- B.4 Rate Study Update  
(discussion possible action)

**Motion:**                      **Second:**                      **Vote:**

- B.5 Media Press Release direction

**C. POLICY REVISION / ADOPTION**

- C.1 Vision Statement pg. 23  
(discussion possible action)

**Motion:**                      **Second:**                      **Vote:**

- C.2 Water Ordinance, Article 12: Sec 12.3 Installation of Fire Hydrants pg.24  
(second reading—discussion possible action)

**Motion:**                      **Second:**                      **Vote:**

- C.3 Water Ordinance, Article 12: Sec 12.3 Installation of Fire Hydrants pg. 25  
(resolution #16-008) Roll Call

**Motion:**                      **Second:**                      **Vote:**

C.4 Water Ordinance, Article 4: Sec 4.9 Service Connection pg. 27  
(discussion-possible action)

**Motion:**

**Second:**

**Vote:**

C.5 Water Ordinance, Article 4: Sec 4.9 Service Connection pg. 28  
(resolution #16-009) Roll Call

**Motion:**

**Second:**

**Vote:**

**X. ITEMS FOR NEXT BOARD MEETING**

1. Grease Interceptor Ordinance
2. Fire Hydrant installation Status
3. Update on South Fork Eel river
- 4.

**XI. ADJOURNMENT**

Posting of Notice at the District Office no later than August 19, 2016: 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  
[remerson@garbervillesd.org](mailto:remerson@garbervillesd.org)

**GENERAL MANAGER REPORT**

Date: August, 23, 2016

I have been assisting staff in the field to complete some of the projects which need to be done before winter and have been working with Ron on a project list that we can attach to a calendar to insure the projects are completed.

We have daily coordination meetings so we can better utilize time, manpower and resources in an effort to better serve the customers of Garberville and be as efficient as possible.

Carolyn Jordan has been coming in on Mondays to be trained as a backup for Tina and share her knowledge of accounting but after she is trained she will be used as needed.

I am working with Kevin Tupes to build a free standing decorative payment box which will be attached to the concrete slab to the left of the office door. This will allow customers to drop off payments any time or day and it will be secure enough to insure payments will be safe.

I have been working with Kent Scown on an expansion of the Hospital next to the emergency room. This property has a water and sewer connection so there will be no new fee.

Respectfully Submitted:

Ralph Emerson



# GARBERVILLE SANITARY DISTRICT

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

Financial Report as of July 31, 2016			
1	Operating Account	\$74,389.27	
2	WRF Account	\$72,614.24	
3	SRF Account	\$75,175.58	
4	Water Enterprise Fund	\$46,206.55	
5	County Treasury – Sewer Reserve	\$331,427.22	
6	County Treasury – Water Reserve	\$235,631.25	
7	Petty Cash & Cash Drawer	\$236.07	
8	<b>Total Cash on Hand</b>	<b>\$835,680.18</b>	
9	<b>Revenue and Expenses for July 2016 (7-1-16 to 7-31-16)</b>		
10	<b>Revenue</b>		
11	Water Charges	\$43,410.39	
12	Sewer Charges	\$29,808.34	
13	Late Charges	\$464.04	
14	Connection Fees	\$0.00	
15	Other Revenue	\$20.00	
17	<b>Total Revenue</b>	<b>\$73,702.77</b>	
18	<b>Expenses</b>		
19	Administrative	\$10,272.79	
20	Payroll	\$14,333.30	
21	Rent	\$835.00	
22	Sewer ( PR, monitoring, repairs & Utilities)	\$8,450.96	
23	Water ( PR, monitoring, pumping, repairs, & Utilities)	\$12,058.04	
24	<b>Total Expenses</b>	<b>\$45,950.09</b>	
25	<b>Net Operating Revenue</b>	<b>\$27,752.68</b>	
26	<b>Depreciation</b>		
27	Water Depreciation	\$26,438.83	
28	Sewer Depreciation	\$13,713.17	
29	<b>Total Depreciation</b>	<b>\$40,152.00</b>	
30	Interest expense	\$4,756.07	
31	Other Expense	\$0.00	
32	Interest Revenue	\$57.65	
33	Property Tax Revenue	\$0.00	
34	<b>NET REVENUE</b>	<b>-\$17,097.74</b>	

## Garberville Sanitary District Register QuickReport July 2016

			Date	Num	Memo	Amount
<b>1</b>	<b>101 Netlink</b>					
<b>2</b>			07/07/2016	8224	internet	-220.00
<b>3</b>	Total 101 Netlink					-220.00
<b>4</b>	<b>Blue Star Gas</b>					
<b>5</b>			07/07/2016	8225	office	-9.50
<b>6</b>	Total Blue Star Gas					-9.50
<b>7</b>	<b>Branscomb Center</b>					
<b>8</b>			07/07/2016	8226	OHM 1/2 W for wallan Rd Booster	-4.83
<b>9</b>	Total Branscomb Center					-4.83
<b>10</b>	<b>Brenntag Pacific, Inc.</b>					
<b>11</b>			07/21/2016	8253	Sodium Hypochlorite	-1,606.95
<b>12</b>	Total Brenntag Pacific, Inc.					-1,606.95
<b>13</b>	<b>Capital Bank &amp; Trust</b>					
<b>14</b>			07/06/2016	30125	557880519	-2,074.36
<b>15</b>			07/06/2016	65025	025158148	-752.59
<b>16</b>			07/21/2016	2120	025158148	-338.51
<b>17</b>			07/21/2016	12120	557880519	-1,079.85
<b>18</b>	Total Capital Bank & Trust					-4,245.31
<b>19</b>	<b>Chem Quip Inc</b>					
<b>20</b>			07/07/2016	8227	Sani Chlor	-1,835.02
<b>21</b>	Total Chem Quip Inc					-1,835.02
<b>22</b>	<b>CRWA</b>					
<b>23</b>			07/27/2016	12169	Dan to Wastewater Certification Review Wor	-250.00
<b>24</b>	Total CRWA					-250.00
<b>25</b>	<b>Crystal Springs Bottled Water</b>					
<b>26</b>			07/07/2016	8228	water	-5.00
<b>27</b>			07/21/2016	8254	6/16 rental	-10.00
<b>28</b>	Total Crystal Springs Bottled Water					-15.00
<b>29</b>	<b>Dazey's Building Center</b>					
<b>30</b>			07/07/2016	8229	Supplies and Maintenance	-106.33
<b>31</b>			07/21/2016	8255	Supplies and Maintenance	-68.13
<b>32</b>	Total Dazey's Building Center					-174.46
<b>33</b>	<b>Deluxe For Business</b>					
<b>34</b>			07/15/2016	7/15-5297	Address & Info Only Stamps	-95.00
<b>35</b>	Total Deluxe For Business					-95.00
<b>36</b>	<b>EDD</b>					
<b>37</b>			07/06/2016	18713	499-0538-3	-486.50
<b>38</b>			07/06/2016	18722	499-0538-3	-15.81
<b>39</b>			07/21/2016	93428	499-0538-3	-478.83
<b>40</b>	Total EDD					-981.14
<b>41</b>	<b>Eel River Camp (Cal-Fire)</b>					
<b>42</b>			07/14/2016	7/14-5297	Purchased chaps for eel river camp/ work da	-192.95
<b>43</b>	Total Eel River Camp (Cal-Fire)				Payment for workday	-192.95
<b>44</b>	<b>Fluentstream Tech</b>					
<b>45</b>			07/02/2016	7/5debit	office phones	-114.51
<b>46</b>	Total Fluentstream Tech					-114.51
<b>47</b>	<b>Frontier Communications</b>					
<b>48</b>			07/07/2016	8230	Land & Lease Lines	-387.98
<b>49</b>			07/21/2016	8256	6/16 SWTP	-63.40
<b>50</b>	Total Frontier Communications					-451.38
<b>51</b>	<b>Garberville Rotary</b>					
<b>52</b>			07/07/2016	8231	Ralph Lunches & Dues	-390.00
<b>53</b>	Total Garberville Rotary					-390.00
<b>54</b>	<b>Garett's Cross-Connection Control</b>					
<b>55</b>			07/07/2016	8232	5 backflow tests	-337.00
<b>56</b>	Total Garett's Cross-Connection Control					-337.00
<b>57</b>	<b>Harbor Freight Tools</b>					
<b>58</b>			07/20/2016	7/20-5826	Wrenches and gloves	-222.74

**Garberville Sanitary District  
Register QuickReport  
July 2016**

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
<b>59</b>	Total Harbor Freight Tools					-222.74
<b>60</b>	<b>HLAFCO</b>					
<b>61</b>			07/07/2016	8233	final bill for annexation	-84.00
<b>62</b>	Total HLAFCO					-84.00
<b>63</b>	<b>IRS</b>					
<b>64</b>			07/06/2016	80396033	68-0296323	-2,784.94
<b>65</b>			07/21/2016	834421	68-0296323	-2,724.34
<b>66</b>	Total IRS					-5,509.28
<b>67</b>	<b>Jamie Corsetti, CPA</b>					
<b>68</b>			07/07/2016	8234	Monthly accounting	-427.50
<b>69</b>	Total Jamie Corsetti, CPA					-427.50
<b>70</b>	<b>Jennie Short</b>					
<b>71</b>			07/07/2016	8235	May 2016 Services	-3,546.10
<b>72</b>	Total Jennie Short					-3,546.10
<b>73</b>	<b>Just Rent It, LLC</b>					
<b>74</b>			07/21/2016	8257	Excavator Rental	-1,266.21
<b>75</b>	Total Just Rent It, LLC					-1,266.21
<b>76</b>	<b>MILT'S SAW SHOP</b>					
<b>77</b>			07/07/2016	8236	2 diamond edge 155	-27.97
<b>78</b>	Total MILT'S SAW SHOP					-27.97
<b>79</b>	<b>NALCO</b>					
<b>80</b>			07/07/2016	8237	Ultron	-2,442.05
<b>81</b>	Total NALCO					-2,442.05
<b>82</b>	<b>North Coast Laboratories Ltd.</b>					
<b>83</b>			07/07/2016	8238	Monitoring	-515.00
<b>84</b>	Total North Coast Laboratories Ltd.					-515.00
<b>85</b>	<b>Parkinson Building Materials</b>					
<b>86</b>			07/07/2016	8239	Concrete -WWTP	-27.49
<b>87</b>	Total Parkinson Building Materials					-27.49
<b>88</b>	<b>PG&amp;E</b>					
<b>89</b>			07/07/2016	8240	SWTP	-2,099.58
<b>90</b>			07/21/2016	8258		-3,063.52
<b>91</b>	Total PG&E					-5,163.10
<b>92</b>	<b>PIGMINT PRESS</b>					
<b>93</b>			07/21/2016	8259	CCR report printed and folded	-243.00
<b>94</b>	Total PIGMINT PRESS					-243.00
<b>95</b>	<b>Ralph Emerson</b>					
<b>96</b>			07/07/2016	8241	6/16 phone	-50.00
<b>97</b>	Total Ralph Emerson					-50.00
<b>98</b>	<b>Recology Humboldt County</b>					
<b>99</b>			07/07/2016	8242	trash bin	-17.38
<b>100</b>	Total Recology Humboldt County					-17.38
<b>101</b>	<b>Redwood Merchant Services</b>					
<b>102</b>			07/05/2016	7/5debit	6/16 cr cd fees	-54.20
<b>103</b>			07/31/2016	7/16bkcdfee	7/16 bk cr fees	-69.80
<b>104</b>	Total Redwood Merchant Services					-124.00
<b>105</b>	<b>RENNER</b>					
<b>106</b>			07/11/2016	7/10debit	Fuel	-782.87
<b>107</b>	Total RENNER					-782.87
<b>108</b>	<b>Rural Community Assistance Program</b>					
<b>109</b>			07/01/2016	7/1debit	6200-GSD-02	-4,717.81
<b>110</b>	Total Rural Community Assistance Program					-4,717.81
<b>111</b>	<b>SDRMA</b>					
<b>112</b>			07/05/2016	8222	Property / Liability Insurance 2016-17	-14,387.42
<b>113</b>			07/05/2016	8223	2016-17 Workers comp	-11,473.00
<b>114</b>			07/07/2016	8243	Medical, Dental & Vision	-4,164.15
<b>115</b>	Total SDRMA					-30,024.57
<b>116</b>	<b>Sentry III Center</b>					

## Garberville Sanitary District Register QuickReport July 2016

			<b>Date</b>	<b>Num</b>	<b>Memo</b>	<b>Amount</b>
117			07/07/2016	8244	rent	-835.00
118	Total Sentry III Center					-835.00
119	<b>Shop Smart</b>					
120			07/19/2016	7/19mtg	Study Session	-75.86
121	Total Shop Smart					-75.86
122	<b>Staples</b>					
123			07/06/2016	7/6-5826	4 pairs of glasses,pen, writing pad, hard drive	-204.00
124	Total Staples					-204.00
125	<b>SWRCB</b>					
126			07/26/2016	8262	12/2015 Invoice for Annual Small Water Syst	-2,520.00
127	Total SWRCB					-2,520.00
128	<b>SWRCB-SRF Program</b>					
129			07/21/2016	8260	Contract # 01820-550-0 / Accts Rec. # 01820	-26,089.91
130	Total SWRCB-SRF Program					-26,089.91
131	<b>Travis Moore</b>					
132			07/11/2016	8247	Stop gate in B box	-285.00
133	Total Travis Moore					-285.00
134	<b>Umpqua Bank</b>					
135			07/20/2016	7/20debit	6/16 bank fee	-122.89
136	Total Umpqua Bank					-122.89
137	<b>US Cellular</b>					
138			07/07/2016	8245	Cell Phones	-344.73
139	Total US Cellular					-344.73
140	<b>Wells Fargo</b>					
141			07/21/2016	8261	copier	-90.72
142	Total Wells Fargo					-90.72
143	<b>WYCKOFF'S</b>					
144			07/07/2016	8246	Maintaenance and Supplies	-219.33
145	Total WYCKOFF'S					-219.33
146	<b>Arreguin, Daniel J</b>					
147			07/05/2016	8216		-1,380.10
148			07/20/2016	8248		-1,620.59
149	Total Arreguin, Daniel J					-3,000.69
150	<b>Copenhafer, Ronald</b>					
151			07/05/2016	8217		-1,478.00
152			07/20/2016	8249		-1,280.55
153	Total Copenhafer, Ronald					-2,758.55
154	<b>Emerson, Ralph K</b>					
155			07/05/2016	8218		-2,100.51
156			07/20/2016	8250		-2,100.52
157	Total Emerson, Ralph K					-4,201.03
158	<b>Miller, Brian A</b>					
159			07/05/2016	8219		-1,331.78
160			07/20/2016	8251		-1,429.84
161	Total Miller, Brian A					-2,761.62
162	<b>Ruiz, Ricardo</b>					
163			07/05/2016	8220		-233.20
164	Total Ruiz, Ricardo					-233.20
165	<b>Stillwell, Christina</b>					
166			07/05/2016	8221		-964.20
167			07/20/2016	8252		-845.40
168	Total Stillwell, Christina					-1,809.60
169	<b>TOTAL</b>					<b>-111,666.25</b>



## Garberville Sanitary District Balance Sheet Prev Year Comparison

As of July 31, 2016

		Jul 31, 16	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	74,389.27	110,177.79	(35,788.52)
<b>5</b>	1006 · Umpqua System Reserve - Water	72,614.24	72,592.66	21.58
<b>6</b>	1007 · Umpqua System Reserve - Sewer	75,175.58	75,153.24	22.34
<b>7</b>	1011 · Water Enterprise Fund	46,206.55	46,192.82	13.73
<b>8</b>	1030 · County Treasury - Sewer Reserve	331,427.22	331,427.22	0.00
<b>9</b>	1031 · County Treasury - Water Reserve	235,631.25	235,631.25	0.00
<b>10</b>	1040 · Petty Cash	49.51	49.51	0.00
<b>11</b>	1050 · Cash Drawer	186.56	186.56	0.00
<b>12</b>	<b>Total Checking/Savings</b>	<b>835,680.18</b>	<b>871,411.05</b>	<b>(35,730.87)</b>
<b>13</b>	<b>Accounts Receivable</b>			
<b>14</b>	11000 · Accounts Receivable - Other	415.00	415.00	0.00
<b>15</b>	<b>Total Accounts Receivable</b>	<b>415.00</b>	<b>415.00</b>	<b>0.00</b>
<b>16</b>	<b>Other Current Assets</b>			
<b>17</b>	1100 · Accounts Receivable	88,138.46	90,007.92	(1,869.46)
<b>18</b>	1110 · Accts Receivable Over Payments	(1,040.35)	(809.85)	(230.50)
<b>19</b>	1120 · A/R - Employee	256.30	256.30	0.00
<b>20</b>	1500 · Prepaid Insurance	17,352.62	4,164.15	13,188.47
<b>21</b>	1501 · Prepaid Workers Comp	10,739.97	233.39	10,506.58
<b>22</b>	1510 · Prepaid Licenses and Permits	17,985.00	0.00	17,985.00
<b>23</b>	1550 · Allowance for Doubtful Accounts	(5,000.00)	(5,000.00)	0.00
<b>24</b>	<b>Total Other Current Assets</b>	<b>128,432.00</b>	<b>88,851.91</b>	<b>39,580.09</b>
<b>25</b>	<b>Total Current Assets</b>	<b>964,527.18</b>	<b>960,677.96</b>	<b>3,849.22</b>
<b>26</b>	<b>Fixed Assets</b>			
<b>27</b>	CIP - Leino Ln	585.00	585.00	0.00
<b>28</b>	CIP - Bear Canyon Aerial	576.10	576.10	0.00
<b>29</b>	DWTP (Water) 2015	4,968,104.88	4,968,104.88	0.00
<b>30</b>	Tobin Well Project 2014	40,189.31	40,189.31	0.00
<b>31</b>	Melville Project Lines 2015	59,612.79	59,612.79	0.00
<b>32</b>	Alderpoint Tank Project (Water)	671,516.84	671,516.84	0.00
<b>33</b>	<b>Collection Facilities</b>			
<b>34</b>	Cost - Coll Fac	44,170.59	44,170.59	0.00
<b>35</b>	Cost - IP 2000	2,029,949.22	2,029,949.22	0.00
<b>36</b>	Cost - Lines	2,080,180.29	2,080,180.29	0.00
<b>37</b>	<b>Total Collection Facilities</b>	<b>4,154,300.10</b>	<b>4,154,300.10</b>	<b>0.00</b>
<b>38</b>	Office Equipment	32,004.40	32,004.40	0.00
<b>39</b>	Equipment	158,306.60	158,306.60	0.00
<b>40</b>	Land - Water	88,698.62	88,698.62	0.00
<b>41</b>	Land - Sewer	129,810.68	129,810.68	0.00
<b>42</b>	Sewer Project - 2011	2,792,451.91	2,792,451.91	0.00
<b>43</b>	<b>Sewer Treatment Facilities</b>			
<b>44</b>	Cost - Equipment	8,069.38	8,069.38	0.00
<b>45</b>	Cost - Sewer Plant	488,193.00	488,193.00	0.00
<b>46</b>	Sewer Treatment Facilities - Other	4,500.00	4,500.00	0.00
<b>47</b>	<b>Total Sewer Treatment Facilities</b>	<b>500,762.38</b>	<b>500,762.38</b>	<b>0.00</b>
<b>48</b>	SWTP Office	19,740.96	19,740.96	0.00
<b>49</b>	Vehicles	48,023.52	48,023.52	0.00
<b>50</b>	Water Easements & Intangibles	177,397.11	177,397.11	0.00
<b>51</b>	MSR/SOI and Annexation Project	157,367.08	157,367.08	0.00
<b>52</b>	Water System	133,382.22	133,382.22	0.00
<b>53</b>	Accumulated Depreciation-Water	(862,558.05)	(836,119.22)	(26,438.83)
<b>54</b>	Accumulated Depreciation-Sewer	(1,482,497.27)	(1,468,784.10)	(13,713.17)
<b>55</b>	<b>Total Fixed Assets</b>	<b>11,787,775.18</b>	<b>11,827,927.18</b>	<b>(40,152.00)</b>

## Garberville Sanitary District Balance Sheet Prev Year Comparison

As of July 31, 2016

			Jul 31, 16	Jun 30, 16	\$ Change
56	<b>TOTAL ASSETS</b>		<b>12,752,302.36</b>	<b>12,788,605.14</b>	<b>(36,302.78)</b>
57	<b>LIABILITIES &amp; EQUITY</b>				
58	<b>Liabilities</b>				
59	<b>Current Liabilities</b>				
60	<b>Accounts Payable</b>				
61		2000 · Accounts Payable	13,896.92	25,141.72	(11,244.80)
62		<b>Total Accounts Payable</b>	13,896.92	25,141.72	(11,244.80)
63	<b>Other Current Liabilities</b>				
64		*Accounts Payable	19,620.00	0.00	19,620.00
65		2205 · Accrued Simple	0.00	1,437.87	(1,437.87)
66		2230 · Accrued Vacation	25,910.51	25,910.51	0.00
67		2250 · Loans Payable - Current Portion	78,918.27	78,918.27	0.00
68		<b>Total Other Current Liabilities</b>	124,448.78	106,266.65	18,182.13
69		<b>Total Current Liabilities</b>	138,345.70	131,408.37	6,937.33
70	<b>Long Term Liabilities</b>				
71		2500 · N/P - SWRCB	168,855.28	191,123.20	(22,267.92)
72		2605 · RCAC Loan #6200-GSD-02	216,357.90	220,158.38	(3,800.48)
73		2655 · Lease Payable - Copier	3,364.10	3,438.07	(73.97)
74		2700 · SRF Loan - Water	1,356,479.82	1,356,479.82	0.00
75		2900 · Less Current Portion	(78,918.27)	(78,918.27)	0.00
76		<b>Total Long Term Liabilities</b>	1,666,138.83	1,692,281.20	(26,142.37)
77		<b>Total Liabilities</b>	1,804,484.53	1,823,689.57	(19,205.04)
78	<b>Equity</b>				
79		3000 · Contributed Capital	6,129,491.75	6,129,491.75	0.00
80		3100 · Retained Earnings	4,832,463.82	5,105,728.46	(273,264.64)
81		3200 · Prior Period Adjustment	2,960.00	2,960.00	0.00
82		Net Income	(17,097.74)	(273,264.64)	256,166.90
83		<b>Total Equity</b>	10,947,817.83	10,964,915.57	(17,097.74)
84		<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>12,752,302.36</b>	<b>12,788,605.14</b>	<b>(36,302.78)</b>

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the First Month Ended July 31, 2016

					<b>Total Water</b>	<b>Total Sewer</b>	<b>TOTAL</b>
					<b>Jul 16</b>	<b>Jul 16</b>	<b>Jul 16</b>
<b>1</b>	<b>Ordinary Revenue/Expense</b>						
<b>2</b>	<b>Revenue</b>						
<b>3</b>	<b>Water Charges</b>						
<b>4</b>		<b>4100</b>	<b>Residential</b>		25,980.41	0.00	25,980.41
<b>5</b>		<b>4110</b>	<b>Commercial</b>		17,429.98	0.00	17,429.98
<b>6</b>		<b>Total Water Charges</b>		43,410.39	0.00	43,410.39	
<b>7</b>		<b>4200</b>	<b>Sewer Charges</b>		0.00	29,808.34	29,808.34
<b>8</b>		<b>4650</b>	<b>Late Charges</b>		232.02	232.02	464.04
<b>9</b>		<b>4700</b>	<b>Other Operating Revenue</b>		10.00	10.00	20.00
<b>10</b>	<b>Total Revenue</b>				<b>43,652.41</b>	<b>30,050.36</b>	<b>73,702.77</b>
<b>11</b>	<b>Gross Revenue</b>				<b>43,652.41</b>	<b>30,050.36</b>	<b>73,702.77</b>
<b>12</b>	<b>Expense</b>						
<b>13</b>	<b>Administrative and General</b>						
<b>14</b>		<b>5010</b>	<b>Bank Charges</b>				
<b>15</b>			<b>5012</b>	<b>Merchant Account Fees</b>	58.90	58.90	117.80
<b>16</b>		<b>Total 5010 Bank Charges</b>		58.90	58.90	117.80	
<b>17</b>		<b>5030</b>	<b>Dues and Memberships</b>		275.60	275.60	551.20
<b>18</b>		<b>5035</b>	<b>Education and Training</b>		(37.50)	212.50	175.00
<b>19</b>	<b>Insurance</b>						
<b>20</b>		<b>5040</b>	<b>Liability</b>		599.48	599.47	1,198.95
<b>21</b>		<b>5050</b>	<b>Workers' Comp</b>		511.89	454.53	966.42
<b>22</b>		<b>5055</b>	<b>Health</b>				
<b>23</b>			<b>5055.1</b>	<b>Employee Portion</b>	(588.05)	(584.95)	(1,173.00)
<b>24</b>			<b>5055</b>	<b>Health - Other</b>	2,082.08	2,082.07	4,164.15
<b>25</b>		<b>Total 5055 Health</b>		1,494.03	1,497.12	2,991.15	
<b>26</b>		<b>Total Insurance</b>		2,605.40	2,551.12	5,156.52	
<b>27</b>		<b>5060</b>	<b>Licenses, Permits, and Fees</b>		210.00	1,425.00	1,635.00
<b>28</b>		<b>5080</b>	<b>Office Expense</b>		276.74	276.74	553.48
<b>29</b>		<b>5085</b>	<b>Outside Services</b>		459.45	216.47	675.92
<b>30</b>		<b>5090</b>	<b>Payroll Taxes</b>		939.65	820.30	1,759.95
<b>31</b>		<b>5100</b>	<b>Postage</b>		95.80	95.81	191.61
<b>32</b>		<b>5110</b>	<b>Professional Fees</b>		225.00	225.00	450.00
<b>33</b>		<b>5130</b>	<b>Rents</b>		417.50	417.50	835.00
<b>34</b>		<b>5135</b>	<b>Retirement</b>		354.65	321.70	676.35
<b>35</b>		<b>5140</b>	<b>Telephone</b>		116.99	117.00	233.99
<b>36</b>		<b>5145</b>	<b>Tools</b>		111.37	111.37	222.74
<b>37</b>		<b>5150</b>	<b>Travel and Meetings</b>		37.93	37.93	75.86
<b>38</b>		<b>5155</b>	<b>Utilities</b>		116.83	116.84	233.67
<b>39</b>		<b>5160</b>	<b>Wages</b>		5,959.30	5,937.70	11,897.00
<b>40</b>	<b>Total Administrative and General</b>				<b>12,223.61</b>	<b>13,217.48</b>	<b>25,441.09</b>
<b>41</b>	<b>Sewage Collection</b>						
<b>42</b>		<b>6010</b>	<b>Fuel</b>		0.00	178.95	178.95
<b>43</b>		<b>6030</b>	<b>Repairs and Maintenance</b>		0.00	19.23	19.23
<b>44</b>		<b>6040</b>	<b>Supplies</b>		0.00	2.24	2.24
<b>45</b>		<b>6050</b>	<b>Utilities</b>		0.00	395.60	395.60
<b>46</b>		<b>6060</b>	<b>Wages</b>				
<b>47</b>			<b>6065</b>	<b>Wages - Overtime Sewer C</b>	0.00	384.75	384.75
<b>48</b>			<b>6060</b>	<b>Wages - Other</b>	0.00	1,576.00	1,576.00
<b>49</b>		<b>Total 6060 Wages</b>		0.00	1,960.75	1,960.75	
<b>50</b>	<b>Total Sewage Collection</b>				<b>0.00</b>	<b>2,556.77</b>	<b>2,556.77</b>
<b>51</b>	<b>Sewage Treatment</b>						
<b>52</b>		<b>6075</b>	<b>Fuel</b>		0.00	178.95	178.95

**Garberville Sanitary District**  
**Statement of Revenue and Expense**  
For the First Month Ended July 31, 2016

			<b>Total Water</b>	<b>Total Sewer</b>	<b>TOTAL</b>
			<b>Jul 16</b>	<b>Jul 16</b>	<b>Jul 16</b>
53		6080 · Monitoring	0.00	52.50	52.50
54		6100 · Repairs and Maintenance	0.00	468.45	468.45
55		6110 · Supplies	0.00	1,609.19	1,609.19
56		6120 · Utilities	0.00	760.60	760.60
57		6130 · Wages			
58		6135 · Wages - Overtime Sewer T	0.00	126.00	126.00
59		6130 · Wages - Other	0.00	2,698.50	2,698.50
60		Total 6130 · Wages	0.00	2,824.50	2,824.50
<b>61</b>		<b>Total Sewage Treatment</b>	<b>0.00</b>	<b>5,894.19</b>	<b>5,894.19</b>
62		Water Trans and Distribution			
63		7075 · Fuel	178.95	0.00	178.95
64		7090 · Repairs and Maintenance	671.29	0.00	671.29
65		7100 · Supplies	2.24	0.00	2.24
66		7110 · Utilities	823.82	0.00	823.82
67		7120 · Wages			
68		7125 · Wages - Overtime Water T	27.00	0.00	27.00
69		7120 · Wages - Other	2,533.75	0.00	2,533.75
70		Total 7120 · Wages	2,560.75	0.00	2,560.75
<b>71</b>		<b>Total Water Trans and Distribution</b>	<b>4,237.05</b>	<b>0.00</b>	<b>4,237.05</b>
72		Water Treatment			
73		7020 · Fuel	178.91	0.00	178.91
74		7010 · Monitoring	261.02	0.00	261.02
75		7030 · Repairs and Maintenance	19.34	0.00	19.34
76		7040 · Supplies	2.22	0.00	2.22
77		7050 · Utilities	3,803.25	0.00	3,803.25
78		7060 · Wages	3,556.25	0.00	3,556.25
<b>79</b>		<b>Total Water Treatment</b>	<b>7,820.99</b>	<b>0.00</b>	<b>7,820.99</b>
<b>80</b>		<b>Total Expense</b>	<b>24,281.65</b>	<b>21,668.44</b>	<b>45,950.09</b>
<b>81</b>		<b>Net Ordinary Revenue</b>	<b>19,370.76</b>	<b>8,381.92</b>	<b>27,752.68</b>
82		Other Revenue/Expense			
83		Other Revenue			
84		8060 · Interest Revenue	35.31	22.34	57.65
85		Total Other Revenue	35.31	22.34	57.65
86		Other Expense			
87		9040 · Depreciation	26,438.83	13,713.17	40,152.00
88		9050 · Interest Expense	925.70	3,830.37	4,756.07
89		Total Other Expense	27,364.53	17,543.54	44,908.07
90		Net Other Revenue	(27,329.22)	(17,521.20)	(44,850.42)
<b>91</b>		<b>Net Revenue</b>	<b>(7,958.46)</b>	<b>(9,139.28)</b>	<b>(17,097.74)</b>



# **GARBERVILLE SANITARY DISTRICT**

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

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## **BOARD MEETING MINUTES**

**July 26, 2016**

**5:00 PM**

### CALL TO ORDER

Chairperson Linda Brodersen called July 26, 2016, Regular Business Meeting of the Garberville Sanitary District (GSD) Board of Directors to order at 5:00 P.M at the Garberville Sanitary District Office.

### ROLL CALL

**Present:** Chairperson Linda Brodersen, Treasurer Rio Anderson, Directors Gary Wellborn and Richard Thompson  
**Absent:** Vice-Chairperson Doug Bryan

### STAFF/MEDIA

**Present:** Ralph Emerson - General Manager, Tina Stillwell - Administrative Assistant.  
Ron Copenhafer - Chief Operator, Dan Arreguin, and Bryan Miller - Operators  
**Media:** Kelly Lincoln - KMUD Radio  
**Public:** Kristin Vogel

### APPROVAL OF AGENDA

Anderson made a motion to approve the agenda. Thompson seconded the motion. The motion was passed 4-0 vote.

### PUBLIC COMMENT ON CLOSED SESSION

**No public comment**

### CLOSED SESSION

A. General Manager evaluation

### OPEN SESSION

**Report out of closed session - Positive evaluation, No action taken**

## PUBLIC COMMENT

No public comment

## ANNOUNCEMENTS AND COMMUNICATIONS

Operations Staff - No Report

Office Staff - No Report

Board Members - No Reports

General Manager - Emerson responded that his report was in the packet, and unless there were any questions, he had nothing to add. Kelli Lincoln asked if he was going to talk about Fats, Oils, and Grease (FOG) later in the meeting. Emerson said the grease interceptor program was a program that he was going to adopt. He said that they would check the grease interceptors in town once or twice a year. They determine who has one and who may need an interceptor installed. Emerson gave a description the interceptor, saying it keeps the grease, oils, and fats from entering the district's collection system.

## CONSENT AGENDA

1. Approval of the June 2016 Regular Meeting Minutes
2. Financials - Pulled for review
3. Operations Safety Report - Nothing to Report
4. Motion to Approve The Consent Agenda

After review of the consent agenda, Director Thompson made a motion to pull the financials for further review. Director Wellborn made a motion to approve the June 2016 minutes and safety report as presented. Director Anderson seconded the motion. The motion was passed by 4-0 vote. After review, questions and answers of the financials Director Thompson made a motion to approve the June 2016 Draft Financials. Wellborn seconded the motion. The motion was passed by 4-0 vote.

## GENERAL BUSINESS

### B.1 Status of Utility Truck and Financing (information only)

Emerson reported the truck would be here any day, and he was going with Ford Motor Credit with a 3-year loan.

### B.2 Wallan Rd Tank and Road Repairs (information only)

Emerson reported Moody is interested in having water and is going through HLAFCo to get permission to get water. They are only about 100 yards away but are outside the district boundary. Emerson said our ordinance says that can't unless they are in district boundaries, so he didn't know how that was going to work. He said Scott Carmichael will allow the district an alternate route to the tank. Emerson said he is in the

process of getting quotes for the road repairs. Director Thompson asked if the annexation of the Moodys was a possibility. Emerson said it was expensive to do, and didn't think it was a good use of district fund at this point, although he thought it should have been done originally.

B.3 Grant Funding for GSD Projects (information only)

Emerson said he and Jennie have been working on available funding for the projects coming up. The projects are the Wallan Tank Replacement, The Bear Canyon Line Replacement, and Meter Replacement.

B.4 Board Training Opportunities

Emerson handed out a list of available board training courses.

B.5 Media press release regarding GSD

Emerson created a press release for the board review and would like to release a press release monthly.

POLICY REVISION / ADOPTION

C.1 Article 4. Sec.4.9 Multi-Family Service Connection (first reading)

Emerson presented his ordinance amendment for multi-family charges. He read from some different California district's rate structures. It seems that they are charging multi-family units more for the water used versus a higher base rate.

Emerson will bring back Article 4 next meeting for second reading.

C.2 Article 12. Sec 12.3 Installation of Fire Hydrant (first reading)

The board reviewed and discussed Article 12 Sec. 12.3 agreeing to bring back for second reading.

C.3 Mission Statement

**Garberville Sanitary District is committed to enhancing our community through excellent customer service, providing affordable potable water and wastewater services and be responsible stewards of our environment. Our focus is on being efficient with public funds while striving to educate the public about current water and wastewater issues.**

#### C.4 Vision Statement

**Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment. Aligning with community needs, ensuring that the infrastructure allows for future opportunities.**

**The operational strategy is to enhance the community while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.**

**Fiscally responsible operational procedures are a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.**

#### ITEMS FOR NEXT BOARD MEETING

1. Multiple Family Ordinance - second reading and resolution
2. Grease Interceptor Ordinance - first reading
3. Installation of Fire Hydrant Ordinance - second reading and resolution

#### ADJOURNMENT OF REGULAR MEETING

**Meeting was adjourned at 7:12 p.m.**

◆ Next Board Meeting August 23, 2016 at 5:00 pm

Submitted  
Tina Stillwell





# GARBERVILLE SANITARY DISTRICT

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

Date: 07/26/16  
To: GSD Board of Directors  
From: Operations Manager  
Subject: Monthly Reports

## Sampling and Testing Results for June 2016:

All Samples Passed.  
06/07/16 BOD Result = 14 mg/L

Safety Report  
No Safety Incidents or near misses.

Ron Copenhafer  
Operations Manager  
Garberville Sanitary District

# WAHLUND CONSTRUCTION, INC.

A General Engineering Contractor  
Lic. #678993 A, B., Asbestos, Hazmat

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## CONTRACT

### ARTICLE 1.

#### AGREEMENT BETWEEN PARTIES

This contract is made and entered into on this the 12th day of August, 2016, by and between the Garberville Sanitary District, hereinafter called the OWNER, and Wahlund Construction, Inc., hereinafter called the CONTRACTOR.

### ARTICLE 2.

#### SCOPE OF WORK

Installation of two Fire Hydrants in Garberville.

### ARTICLE 3.

#### SCHEDULE OF WORK

Notice to proceed with the Work: The Work under this contract will commence within 30 days of receipt of signed agreement, if materials are received. Work should take approximately four days.

### ARTICLE 4.

#### CONTRACT PRICE

\$ 21,000.00

### ARTICLE 5.

#### PAYMENT

The OWNER shall pay the CONTRACTOR for the Time that the equipment and manpower is actually being used in accomplishing the work. The CONTRACTOR shall submit monthly pay requests to be submitted on the 1<sup>st</sup> of each month. The CONTRACTOR shall be paid within fifteen (15) days of the receipt of a pay estimate and verification of Work by the OWNER. No retainage is included in this contract.

### ARTICLE 6.

#### INTEREST

All moneys not paid when due as provided in Article 5 shall bear interest at the rate of 2.5 percent per annum.

### ARTICLE 7.

#### CONTRACTOR'S OBLIGATIONS

The CONTRACTOR shall supervise accomplishment of the Work effort directed by labor and proper equipment for all tasks. Safety of the CONTRACTOR's personnel and equipment is the responsibility of the CONTRACTOR. Additionally, the CONTRACTOR shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of the contract and shall include these in the contract price as determined in Article 4.

**ARTICLE 8.**

**OWNERS OBLIGATIONS**

The OWNER's representative(s) shall furnish all information necessary for commencement of the Work and direct the Work effort. Costs of construction permits, disposal sites, and authority approvals will be borne by the OWNER. A representative will be designated by the OWNER for inspecting the work and answering onsite questions.

**ARTICLE 9.**

**INSURANCE AND BONDS**

The CONTRACTOR shall furnish proof of Worker's Compensation Coverage, Automobile Liability Coverage, and Comprehensive General Liability Insurance (Premises-Operations, Personal Injury, etc.) as deemed necessary by the OWNER.

Surety: Not Applicable.

**ARTICLE 10.**

**CONTRACTOR QUALIFICATIONS**

The CONTRACTOR must be duly licensed in the State per statutory requirements.

This Agreement will be effective on \_\_\_\_\_ (which is the Effective Date of the Agreement).

OWNER:

CONTRACTOR:

By:

By:

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest:

Attest:

Address for giving notices:

Address for giving notices:

If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of this Agreement.

Engineer License or Certificate No. \_\_\_\_\_

State: \_\_\_\_\_

Contractor License No. \_\_\_\_\_

State: \_\_\_\_\_

Designated Representative:

Designated Representative

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

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

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

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

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

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

Phone: \_\_\_\_\_

Phone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

Facsimile: \_\_\_\_\_



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

## **GENERAL MANAGER CONTRACT**

This employment contract between Ralph Emerson and Garberville Sanitary District will go into effect upon approval of the GSD Board at the August 23, 2016 Board meeting. This contract will replace the existing agreement between Garberville Sanitary District and Ralph Emerson with the terms and conditions listed below.

### **TERMS AND CONDITIONS**

1. Ralph Emerson agrees to continue as General Manager of Garberville Sanitary District until September 1, 2019
2. If at any time the Board or Ralph feels this contract should be terminated, an agreement will be negotiated to continue assisting GSD until a replacement is found or a settlement package is approved.
3. Ralph Emerson agrees that if he violates the law or is not meeting the expectations of the GSD board, he can be terminated at once as an at-will employee.
4. Beginning September 1, 2016, The GSD board agrees to pay Ralph \$8,500 per month
5. On July 1, 2017 the Board agrees to Pay Ralph \$9,500 per month
6. On July 1, 2018 the Board agrees to pay Ralph \$10,000 per month until the expiration of this contract on September 1, 2019
7. I commit to this Board and to the staff and customers of Garberville Sanitary District that I will to the best of my ability execute my position with professionalism and respect for those I work with and the customers and Board I work for.
8. I will strive for excellence in service, fiscal accountability and project development, while following the Mission and Vision of the GSD board.
9. I will use my personal vehicle and GSD will provide gas and shared cost of repairs over \$500. The District will continue to pay \$50 toward my cell phone bill which is what the cost of a District phone would be.
10. I will continue working with the community and neighboring districts in an attempt to make Garberville Sanitary District a resource and example for others.
11. I will continue developing policies, plans and ordinances which better serve our customers and keep us current with operating procedures and services.
12. I was hired to assist the Board and staff to be more efficient and self-reliant which is what I will continue trying to achieve.

**AGREEMENT**

It is agreed on this 23<sup>rd</sup> day of August, 2016 that the Garberville Sanitary District Board and Ralph Emerson enter into this agreement which will remain in effect until September 1, 2019.

I Ralph Emerson agree to the terms of this agreement and enter into this contract with the GSD Board and to the best of my ability will strive to meet or exceed expectations and fulfill my duties as the GSD General Manager.

Ralph Emerson

\_\_\_\_\_ Date \_\_\_\_\_

The Garberville Sanitary District Board of Directors agree to the terms and conditions of this agreement with Ralph Emerson and enter into this contract with him as the General Manager.

Motion:

Second:

Vote:

Linda Brodersen---Chair Person

\_\_\_\_\_ Date \_\_\_\_\_

### Vision Statement

**Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment, align with community needs thus ensuring that the infrastructure allows for future opportunities.**

**The operational strategy is to enhance the community while protecting the environment and ensuring all new developments meet strict standards that do not negatively impact the District or its customers.**

**Fiscally responsible operational procedures are a priority that will allow the District to operate within an approved budget while ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.**

## **ARTICLE 12 PUBLIC FIRE PROTECTION**

**Sec 12.1 Use of Fire Hydrants.** Fire hydrants are for use by the District or by organized fire protection agencies pursuant to a contract with the District. Other parties desiring to use fire hydrants for any purpose must first obtain a contract agreement and written permission from the General Manager or designee prior to use and shall operate the hydrant in accordance with instructions issued by the District.

- a. Unless previously agreed, water taken from a fire hydrant will be metered, monitored and billed at the bulk water rate in Article 14, Section 14.3
- b. Applications and contract will be available at the GSD office
- c. A \$10,000 fine may be charged for every unauthorized use of a fire hydrant Approved 5/24/2016

**Sec. 12.2 Moving of Fire Hydrants.** A fire hydrant may be installed or moved only if approved by the General Manager or designee, with direction from the local fire department. Any costs incurred for moving a fire hydrant will be at the expense of the petitioner and only upon District approval. Approved 6/28/2016

**Sec. 12.3 Installation of Fire Hydrants.** When it is determined by Garberville Sanitary District that a fire hydrant is required at a specific location, The General Manager or designee will coordinate with the local fire department to determine what type of hydrant shall be installed.

It will be the responsibility of Garberville Sanitary District to purchase and install all fire hydrants within District boundaries unless it has been determined that the hydrant is the responsibility of the fire department or property owner. at such time a new development or building requires a hydrant and then the owner of such project will be responsible for the fire hydrant cost and installation, under direction of the General Manager or designee.



## RESOLUTION 16-008

### THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE ARTICLE 12: Sec. 12.3, INSTALLATION OF FIRE HYDRANTS

**A. WHEREAS,** The installation of fire hydrants may only be done when approved by the General Manager or designee

**B. WHEREAS,** This Ordinance will require a written request be filled out when any person or agency wants to replace, repair or install a fire hydrant

**C. WHEREAS,** This Ordinance will require a case by case investigation by the General Manager or designee before authorized.

**D. WHEREAS,** The installation of a Fire Hydrant Ordinance, Article 12: Sec. 12.3 will state:

#### **INSTALLATION OF FIRE HYDRANTS.**

A fire hydrant may be installed or moved only if approved by the General Manager or designee. Any costs to install a fire hydrant will be at the expense of the Garberville Sanitary District unless it is determined that the petitioner or fire department is responsible for the cost and installation, which the District will oversee.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES A NEW INSTALLATION OF FIRE HYDRANT ORDINANCE, ARTICLE 12: SECTION 12.3**

**PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2016  
by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Linda Brodersen, Board Chair Person**

**ATTEST:**

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**Ralph Emerson, General Manager**

**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.
  
- b. Multiple service connections for 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. 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. When multiple single family units are served by one meter, monthly service charges will be adjusted as described in the approved multi-family water use and rate policy.

**RESOLUTION 16-009**

**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO  
CHANGE ARTICLE 4: Sec. 4.9, SERVICE CONNECTIONS**

**A. WHEREAS,** When multiple single family units are served through one water meter, the approved multi-family water rates will be applicable.

**B. WHEREAS,** This Ordinance will require a written request be filled out when any person or agency wants to serve multiple single family units through a single water meter.

**C. WHEREAS,** This Ordinance will require a case by case investigation by the General Manager or designee before authorized.

**D. WHEREAS,** The new service connection ordinance Article 4: Sec. 4.9 will state:

**SERVICE CONNECTIONS.**

When multiple single family units are served by one meter, monthly service charges will be adjusted as described in the approved multi-family water use and rate policy.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE  
SANITARY DISTRICT APPROVES A CHANGE TO THE SERVICE CONNECTION ORDINANCE,  
ARTICLE 4: SEC 4.9**

**PASSED, APPROVED AND ADOPTED this \_\_\_\_ day of \_\_\_\_\_ 2016  
by the following roll call vote:**

**AYES:**

**NOES:**

**ABSTAIN:**

**ABSENT:**

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**Linda Brodersen, Board Chair Person**

**ATTEST:**

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**Ralph Emerson, General Manager**