

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

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

**Date of Meeting: Tuesday, March 25th, 2025
5:00 p.m. – Closed Session with Open Public Session to Follow**

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.

NOTE: The Board of Directors may require staff and the public to participate, via teleconference or otherwise electronically. This meeting is compliant with AB361 which allows for a deviation of Teleconference rules required by the Brown Act during a proclaimed state of emergency.

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Doug Bryan___, Julie Lyon_____, Dan Thomas_____, Richard Landes_____

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

Motion:

Second:

Vote:

IV. 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

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

Remote Public Comments:

- 1. Submit public comments in writing or by Email to the Garberville Board of Directors and Staff prior to meeting, so Board and staff have time to review the information provided. All public Comments sent to office or by email, must be received prior to 1:00PM on day of meeting.**

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 before consideration of that item. The Board reserves the right to limit the time of presentation by individuals and groups

VII. ANNOUNCEMENTS AND COMMUNICATIONS

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

Operators—Dan, Mir and Brian- Water Leaks—Operational Demands
Office---Mary Nieto—Streamline Changes, Office and Customer Update
Board Members-
Correspondence-
General Manager—Ralph Emerson

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and non-controversial, require no discussion and are expected to have unanimous Board support and may be enacted by the Board by one motion and voice vote. There will be no separate discussion of these items; however, before the Board votes on the motion to adopt, members of the Board may request that specific items be removed from the Consent Agenda for separate discussion and action. Any items will be considered after the motion to approve the Consent Agenda as time permits.

- A.1 Approve Financials Date- December 2024 & January 2025 - Handout
- A.2 Approve February 25th 2025 Regular Meeting Minutes – pg. 5-7
- A.3 Operations Safety Report- Handout
- A.4 Approve General Manager Contract - Handout

Motion: Second: Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items at the time the agenda item is considered. However we ask that any person who wishes to speak on an agenda item submit a request prior to the meeting being called to order. You will be given 3 minutes on each agenda item that you wish to comment on and the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 Tank Replacement Project –Construction Phase pg. 8-10
 (discussion-possible action) Jennie

Motion: Second: Vote:

- B.2 Rate Study Report Review and Approve for Publication pg. 11-17
 (discussion-possible direction) Jennie

Motion: Second: Vote:

- B.3 Melville Manor Apartments-Request to Change Water Service Amount pg. 18
 (discussion-possible action) Ralph and Mary

Motion: Second: Vote:

- B.4 (Next-Bill Pay) Customer Billing Program Handout
 (discussion-possible action) Mary

Motion: Second: Vote:

C. POLICY REVISION / ADOPTION

- C.1 Sec 4.2.2 Personnel Policy, Breaks pg. 19-21
(discussion-action requested) 2nd reading resolution # 25-001
Motion: **Second:** **Vote:**
- C.2 Ordinance Sec 4.1 to 4.2 and 9.7 Change of Ownership pg. 22-25
(discussion-possible action) 2nd reading resolution # 25-002
Motion: **Second:** **Vote:**
- C.3 Ordinance – Article 10-Sec 10.1—10.9b Discontinuance of Service pg. 26-28
(discussion-possible action) 2nd reading
Motion: **Second:** **Vote:**
- C.4 Equipment, Parts and Employee Use Agreement for Other Districts pg. 29-36
(discussion only) 2nd reading resolution #25-003
Motion: **Second:** **Vote:**
- C.5 Health Insurance Policy Sec 5.4—5.4.1 pg. 37
(discussion—Action requested)
Motion: **Second:** **Vote:**

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—April 22nd, 2025

1. Service Charge Collection Progress
2. Rate Study Update
3. Tank Project Update
4. 2025-2026 Budget Update
5. Policy Update
6. Discontinued water/sewer service Article 10, Sec 10.1-10.9b

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, March 22nd, 2025. 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: March 25th, 2025

The water distribution and storage project is proceeding with Wahlund Construction, while having a few problems that slowed down progress but there have also been areas which proceeded faster than expected, so we are hopeful that the project will continue expeditiously to completion.

Dan and I met with Jeff Stewart from Blue Star Gas to find ways we can support each other on projects and in making repairs as needed, so we agreed to work together when emergencies arise or when extra help is needed.

There have been many water leaks during this past month and whether from saturated ground and pipe movement or from old age, the leaks have reminded us that most water pipes in the District are outdated and failing. I am working on a replacement list and plan to fund and replace sections of pipe every year, with the priority going to the pipe with most leaks and repairs.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, February 25th, 2025
5:00 p.m. – Closed Session with Open Public Session to Follow

I. REGULAR MEETING CALLED TO ORDER

Doug Bryan called the meeting to order at 5:04 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Julie Lyon

Second: Richard Landes

Vote: 3-0

IV. Questions or Comments about Closed Session Items

1. **Public employee performance evaluation (Government Code §54957)**
General Manager Performance Evaluation

V. RETURN TO OPEN SESSION

The report out of the closed session is a positive evaluation given to the Districts General Manager.

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Staci Scott & Ryan OcConnell
Nick Mitchell

VII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS

Operators—Dan, Mir and Brian- Water Leaks and frozen pipes (Presentation by Dan)

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

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 4

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date- No Financials

A.2 Approve January 28th, 2025 Regular Meeting Minutes - pg. 5-7

A.3 Operations Safety Report- pg. 8-10

Motion: Richard Landes

Second: Julie Lyon

Vote: 3-0

B. GENERAL BUSINESS

- B.1 Tank Replacement Project –Construction Phase pg. 11-12
(discussion-possible action) Jennie

Construction onsite commenced this month. The contractor has been working on:

- Installation of the new 8” water main in Alderpoint Road from CalFire to the Wallan Road intersection
- Installation of SWPPP BMPs
- Fencing for the environmentally sensitive areas

Wahlund’s project schedule has them moving to demolish the Robertson Tank next and then move up to the Wallan Tank site to demolish that tank and built the new tank.

- B.2 Rate Study Update pg. 13-14
(discussion-possible action)

The Rate Committee has met again last week. A consensus was reached on what rate structure and methodology should be included in the Rate Study report. Now that the Rate Committee has completed their deliberations, I will prepare a draft Rate Study document for the Board to review prior to authorization to begin the Prop 218 notification process. The Rate Study Report will be ready for the March 25, 2025 board meeting. Under Proposition 218’s regulations, the notification to the property owners must be mailed at least 45 calendar days prior to the date of the public hearing. The May board meeting was changed from the 27th to the 20th due to Memorial Day. If the Board was to approve the draft Rate Study on March 25th, then the notices would need to be mailed by April 4th to hold the public hearing on May 20th. If a majority protest is not received, the Board can adopt the proposed rates, or an alternative of them, during the same board meeting. They would be adopted with an effective date of July 1, 2025.

- B.3 Melville Manor Request and Information pg. 15-18
(discussion-possible action)
More discussion on this item next month.

- B.4 (Next-Bill Pay) Customer Billing Program Mary
(discussion-possible action)
Bring back for board action next month.

C. POLICY REVISION / ADOPTION

- C.1 Sec 4.2.2 Personnel Policy, Breaks pg. 19-20
(discussion-possible action) 1st reading
Bring back.

- C.2 Ordinance Sec 4.1 to 4.2 and 9.7 Change of Ownership pg. 21-22
(discussion only) 1st reading
Bring back. Contemplating a separate application for property owners.

- C.3 Ordinance – Article 10-Sec 10.1—10.9b Discontinuance of Service pg. 23-25
(discussion only) 1st reading
Bring back.

- C.4 Equipment, Parts and Employee Use Agreement for Other Districts pg. 26-27
(discussion only) 1st reading
Bring back.

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—March 25th, 2025

1. Riverview water service
2. Meadows Aerial Line Project
3. Tank Project Update
4. Next Bill Pay Proposal
5. Policy--Ordinances
6. Small Claims Progress

X. ADJOURNMENT

The meeting was called to an end at 6:49 p.m.



GARBERVILLE SANITARY DISTRICT

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BOARD MEETING MEMORANDUM

Meeting Date: March 25, 2025
To: Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Garberville Tanks Replacement Project - [Construction Phase](#)
Wallan & Robertson Tanks, Wallan PS, Alderpoint PS - DWR

GENERAL OVERVIEW

Construction continued this month. The contractor:

- Completed installation of the new 8" water main in Alderpoint Road from CalFire to the Wallan Road intersection
- Installed and maintained the SWPPP BMPs even through the high rainfall events
- Installed additional fencing for the environmentally sensitive areas at Robertson
- Demolished the Robertson Tank
- Backfilled the Robertson Tank
- Finish graded and installed aggregate base on the Robertson Tank site and part of the road accessing the tank site.



Backfilled Robertson Tank Site



Waterline Installation in Alderpoint Road

Wahlund's project schedule has them moving up to the Wallan Tank site to install the new 4" waterline from the tank site to the Y in the road, demolish that tank and built the new tank.

Items in progress:

- Coordinated with the State Department of General Services for the CalFire site easement acquisition - this continues to be a slow process with little productive response from DGS
- Finalize the documents with the State Department of General Services for the CalFire site easements acquisition
- Coordination with PG&E to get all the easements recorded for their new service
- Construction Management, Engineering, and Inspection
- Review of submittals and Requests for Information (this is a continual item)

- Held biweekly Construction Progress Meetings with the contractor (this is a continual item)
- SWPPP and Environmental Compliance oversight
- Weekly, Pre-Qualifying Precipitation Event (QPE), and Post-QPE reports
- Continued oversight of the finances

Also completed for the planning phase of the project, the Property Exchange Agreement and Memorandum of Agreement were executed and the MOA was recorded.

FINANCIAL IMPLICATIONS

The first progress payment from Wahlund has yet to be received. I anticipate one arriving soon for the waterline and Robertson Tank work. The next reimbursement request to DWR will be prepared and submitted once Wahlund's progress payment request is received and approved.

Table 1. Summary of Construction Phase Costs

Description	Budget Amount	Contract Amount	Amount Spent
Construction Administration & Legal	25,000		
Bid Support (SHN)	11,700	15,000	7,472.65
Construction Management (4Js)	150,000	150,000	42,000.00
Construction Engineering (SHN + ATEEM)	157,900	143,200	36,247.50
SWPPP Support Services (SHN)	35,000	30,500	6,117.72
Survey Coordination (Points West)	11,000	11,000	3,847.50
Materials Testing & Special Inspections (SHN)	44,000	27,000	0.00
Environmental Compliance Monitoring (SHN)	62,000	15,000	4,304.03
Construction Permits + fees	10,000	4,000	704.00
PG&E Direct Costs for Service	30,000	29,713	29,713.10
Total Soft Costs	536,600	425,413	130,406.50
Wahlund Construction Agmt (w/ CCO#1 & 2)	3,686,400	3,686,400	0.00
<u>Post Construction Items</u>			
Revegetation Planting	20,000		
Record Drawings	10,000		
Warranty Inspection (SHN)	10,000		
O&M Manual	10,000		
Total Construction Project Costs	4,273,000	4,111,813	130,406.50
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	130,406.50
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	15,000.00
Soft Costs Ineligible Amount			1,683.00
GSD Amount (Grant Shortfall)	353,000	191,813	0.00
Construction Contingency	300,000	0	0.00

Total GSD \$ for Construction Phase through Feb 28, 2025

\$16,683.00

RECOMMENDATIONS

None

ATTACHMENTS

None



GARBERVILLE SANITARY DISTRICT

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BOARD AGENDA MEMORANDUM

Meeting Date: March 25, 2025
To: Garberville Sanitary District Board of Directors
From: Jennie Short, Consultant Project Manager
Subject: Rate Study Review and Approval for Publication with Prop 218 Noticing

GENERAL OVERVIEW

In June 2020, the GSD Board adopted a water and sewer rate structure that included a change in methodology in how both water and sewer rates are charged. There were five years of incremental rate increases adopted. Most of those adopted increases have been implemented by the Board for the water fund. Less than half of the adopted increases for the sewer fund were implemented. The 24/25 budget was indicative of how necessary it is for the Board to complete another rate study to make the corrections necessary. One of the changes made in 2020 that resulted in customer bills in the summer that were much higher than anticipated was setting the consumption charge for the sewer fund directly to the amount of water used each month. This choice caused customers with high water use in the summer for outdoor irrigation to have very high sewer bills during those months. Because of this problem, the Board basically did not implement the increases for the last 3 years of the adopted sewer rates, which of course has led us to a financial position in which the revenues for 24/25 were not projected to be sufficient to cover the operational expenses and loan payments. This is one of the 2020 methodology changes that the new proposed sewer rate structure attempts to correct.

The 2020 changes to how water base rates are calculated has been very effective. We found that setting two tiers for the commercial water customers was unnecessary and the 2025 proposal includes elimination of the second tier. For the residential water charges, we are recommending some changes to the number of units that are include in each consumption tier. Tier 1 was 0-8 and we are proposing 0-4. Tier 2 was 9 - 20 and we are proposing 5 - 10. Tier 3 was all units 21 and over and we propose 11 and over.

In addition to the budgetary issues, we are also experiencing an increase in customers that can't afford to pay their water and sewer bill each month and our accounts receivable balance has risen dramatically. Staff is spending more and more time trying to collect on bad debts, performing shut offs, and communicating with customers that are struggling. Unfortunately, some of this difficulty is regional and may not get better with time. Increasing our rates and thus increasing the number of customers that don't or can't pay their bill doesn't help our financial condition. But our expenses are increasing each year just like our customers are, and so doing nothing is not an option. As a compromise, the Rate Committee is recommending the rates in the attached Rate Study. They include a significant decrease in the residential water rates with a corresponding increase in the sewer rates to allow us to balance our sewer budget and not increase the "total" bill for the residential customers by very much.

We are also recommending a change in how the sewer rates are calculated so that both the residential and commercial customers are assigned a number of Equivalent Residential Units, which are then used to calculate the sewer rate with NO consumption component for sewer. This change presents some complications for the amount of change in cost that each customer experiences. Basically, all the customers that use 5 units or less, are paying more on their sewer bill that they were, and those that use more than 5 units are paying less. This is because the difference between the existing base rate of \$53 and the proposed base rate of \$68 is \$15 and the per unit price is \$3 so at 5 units you reach the break even point. I have attempted to minimize this disparity by proposing higher ERUs for the residential customers that use more water - but capped it at 2.0. Appendix B of the Rate Study details for every residential customer what their existing billing details are, what the charges are for their account currently and what they would be with the proposed Year 1 rates and Year 5 rates. Since the commercial, mixed-use and multifamily accounts were already charged their base rate times the number of ERUs set for their account, the changes in how the sewer rates are calculated has less effect on the larger commercial customers (any using 5 units or more). The other major change we are proposing is no longer using the CSM in the calculation of sewer base rates. Quite a few of the commercial customers that are expected to pay less than they do now is directly related to this change. There aren't very many of them, though. If the Board were to want to change that, we would need to change the Rate Study before publication.

While I understand the desire to keep the rates as low as possible, **I have serious concerns about the likelihood of the proposed rates actually covering all the operational expense and loan payments over the 5-year term.** In the Rate Study document, pages 5 - 8 (for water) and 20 - 22 (for sewer) I created tables that show:

- the adopted rates
- the implemented rates
- the projected revenues, available cash for debt service, and available cash for CIPs/Assets from the 2020 Rate Study
- the actual revenues, available cash for debt service, and available cash for CIPs/Assets from the audited financial statements
- the difference between projected and actual

The very scary numbers are that for water when looking at the totals for the next 5-year period:

- The sum of all the amounts in the last row is \$102,750 - which as a positive number is good.
- Residential revenue was a total of **\$444,431 less** than projected.
- Commercial revenue was a total of **\$121,697 more** than projected. Some of that variation is due to multi-family residential customers being reclassified as commercial customers in our new rate structure.
- The net total revenue amount is **\$322,735 less** than projected - in part due to COVID and in part due to water conservation, especially in customers paying the Tier 3 residential rate.
- The total net revenue available for debt payments, CIPs and Asset replacement was **\$464,835 less** than projected.
- Since \$322,735 was due to lower revenue, the remainder of **\$142,100 is due to higher expenses** than projected.

For sewer when looking at the totals for the next 5-year period:

- The sewer revenue was a total of **\$258,788 less** than projected - in part due to COVID and in part due to water conservation.

- The total net revenue available for debt payments, CIPs and Asset replacement was **\$568,757 less** than projected.
- Since \$258,788 was due to lower revenue, the remainder of **\$309,969** is due to **higher expenses** than projected.

All of these facts cause concern over the viability of adopting a rate structure based upon projected expenses that the District will stay within. The Board will need to be prepared to implement ALL of the proposed rate increases and will need to maintain very tight control over the budget EVERY year to not go beyond the total for each fund in the tables on pages 11 - 13 and 24 - 25. If the escalation factors in one area are higher than projected, then another area must be kept lower.

Even with the proposed increases, if the projected expenses are accurate, then for water the conclusion on page 17 reads:

- The proposed decreases in residential water rates will still generate enough revenue to meet the needs for operations and debt service, but the last row shows they are not enough to cover capital improvement projects and asset replacements over the next five years.
- The total for all 5 years cash available for CIPs and Assets with the new rates is \$192,017. This amount will have to be carefully managed by the Board as they decide each year which of the much-needed CIPs and Fixed Assets can be undertaken. Should 100% grant programs be available for any of the large CIPs, a portion of this amount can be used to cover ineligible expenses for those projects.
- Performing the much-needed replacement of aging infrastructure will not occur with the proposed rate structure but all of the projected operational expenses and loan payments should be covered.

For sewer, the conclusion on page 29 reads:

- The proposed sewer rates will not generate enough revenue to meet the needs for the projected operations expenses over the two fiscal years. The shortage is fairly small and it is likely that one or more of the escalation factors will be enough smaller than anticipated to allow the budget to balance each year.
- The cash available with the new rates after only the annual operating expenses are covered **totals \$23,240 for ALL FIVE YEARS**. This is a very small margin for error.
- There will be NO revenue available for capital project or replacement of fixed assets with the proposed rates.
- There is also No revenue projected to be available to take on any new loans.

Although the proposed rates meet the minimum requirement that over the 5-year period studied they will cover the projected operation expenses and debt service payments, the Board should take a hard look at whether the risk of having very little cushion built into the proposed rates is advisable. If the Board chooses to proceed, it is very important that all increases to expenditures be carefully evaluated by the Board as to whether they will bring the financial status for the annual budget into a negative cash flow over the 5-years. The Board also needs to consider if they are committed to virtually no capital improvement projects or asset replacements over the next five years because \$215,000 for all five years isn't very much when it comes to even the simplest project.

SCHEDULE

Task#	Description	Date	Status
1	Review existing Rates and resulting annual increase in income by customer type and consumption tier		Complete
2	Meet with Rate Committee to look at rate calculation methodology		Complete
3	Prepare updated CIP and 10-year financial forecasts	Dec 2024	Complete
4	Rate Committee recommendation of proposed rates and methodology	Feb 18, 2025	Complete
5	Produce Draft Rate Study for Board review	March 25, 2025	Complete
6	Prop 218 Noticing	By April 4, 2024	
7	Hold Public Hearing during Board Meeting and count protests	May 20, 2025	
8	Board adopts new 5-year rate structure	May 20, 2025	
9	New rate structure implementation date	July 1, 2025	

The next steps for this project are subject to Proposition 218 as a property-related service. § 6, subdivision (c) exempts these fees from the elections process but not the majority protest requirements of Proposition 218. This means if the District were to receive 50% + 1 protest for the proposed fee, that the Board could not adopt the proposed fees.

§ 6, subdivision (a) of article xiii d outlines the procedures an agency must follow: written notice, one public hearing at least 45 days after the date of the notice, and opportunity to formally protest the proposed fee. The written notice must include:

- amount/rate of property-related fee or charge proposed
- basis of calculation
- reason(s) for fee/charge, date, time and location of public hearing

The notice will be mailed to customers and property owners of record. The goal of the noticing process is for the public to be aware of the proposed fee, have an opportunity to ask question about how the proposed fee will impact them, why the fee is being proposed, and how to provide comments or a protest to the Board. The District will issue a press release and include KMUD and the Redheaded Blackbelt. Staff is available during business hours to answer questions and help each customer understand what their new monthly charges would be for their specific circumstances. The Rate Study provides sample calculations for various types of customers for the convenience of the customers and Appendix A and B lists details for every residential and commercial customer with calculations completed based upon their average consumption over the past 12 months.

That means that the notification to the property owners must be mailed at least 45 calendar days prior to the date of the public hearing. The May board meeting was changed from the 27th to the 20th due to Memorial Day. If the Board approves the draft Rate Study today, then the notices would need to be mailed by April 4th to hold the public hearing on May 20th. If a majority protest is not received, the Board can adopt the proposed rates, or an alternative of them, during the same board meeting. They would be adopted with an effective date of July 1, 2025.

The attached resolution documents the necessary facts to set the date for the public hearing and the associated notice date.

RECOMMENDATIONS

1. Review and approve the 2025 Water and Sewer Rate Study for Publication
2. Direct staff to coordinate completion of the Prop 218 noticing for the proposed rate changes
3. Adopt Resolution 25-004 titled "A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING STAFF TO PROCEED WITH PROPOSITION 218 NOTICING AND SETTING THE PUBLIC HEARING FOR PROPOSED ADJUSTMENTS TO WATER AND SEWER FEES FOR FISCAL YEARS 2025/26 THROUGH 2029/30"

ATTACHMENTS

1. Rate Study dated March 2025 (72 pages total)
2. Resolution 25-004



GARBERVILLE SANITARY DISTRICT

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

RESOLUTION NO. 25-004

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING STAFF TO PROCEED WITH PROPOSITION 218 NOTICING AND SETTING THE PUBLIC HEARING FOR PROPOSED ADJUSTMENTS TO WATER AND SEWER FEES FOR FISCAL YEARS 2025/26 THROUGH 2029/30

WHEREAS, the District desires to adjust the methodology by which the water and sewer rates are calculated to provide equitable and balanced water and sewer rates amongst customers; and

WHEREAS, the District has identified additional and increased costs associated with diverting, treating, storing, and delivering water into the District's water supply; and

WHEREAS, the District has identified additional and increased costs associated with collecting, treating, storing, and transmitting sewer from the customers to the District's sewer treatment plant; and

WHEREAS, the District has identified ongoing operational, debt service, capital improvement, and asset replacement needs associated with the District's water and sewer utility systems; and

WHEREAS, in order to fund the identified water and sewer system operational, debt service, capital improvement, and asset replacement needs, it will be necessary to make adjustments to the District's current water and sewer service fees; and

WHEREAS, the adoption of this resolution is exempt from the requirements of the California Environmental Quality Act ("CEQA") pursuant to Public Resources Code Section 21080(b)(8) and Section 15273 of the State CEQA guidelines codified at 14 CCR § 15273 because the resolution pertains to the adoption of charges necessary to maintain services within the District's existing service area; and

WHEREAS, on November 5, 1996, California voters approved Proposition 218 Omnibus Implementation Act; Article XIID of the California State Constitution, requiring specific procedures be followed with regard to "property-related" fee increases, including the need to provide written notice at least 45 days in advance of a public hearing; and

WHEREAS, on July 24, 2006, the California Supreme Court confirmed that charges for water, wastewater, and sewer services are subject to Proposition 218 procedures (*Bighorn- Desert View Water Agency v. Verjil* (2006) 39 Cal. 4th 205).

NOW, THEREFORE, THE GARBERVILLE SANITARY DISTRICT BOARD OR DIRECTORS DOES RESOLVE AS FOLLOWS:

1. A Proposition 218 Public Hearing will be held on **May 20, 2025** to consider adjustments to the District's water and sewer service fees.
2. A Notice of Public Hearing that provides details related to the specific water and sewer service fee adjustments being proposed will be mailed no later than **April 4, 2025**, in compliance with the State-mandated minimum 45-day required notice to all affected property owners and customers.

Passed and adopted by the Garberville Sanitary District's Board of Directors on March 25, 2025 during a regular business meeting, by the following vote:

AYES: Directors _____

NOES: Directors _____

EXCUSED: Directors _____

_____, Chairperson

ATTEST:

_____,
Ralph Emerson
Clerk of Board of Directors

1/8/25

ATT: GSD Board

RE: Melville Manor

As stated at the January meeting, we plan to join the Board of the Garberville Sanitary District during the February board meeting.

Our proposal: consider to allow the master meter to be the meter used to determine the water usage of the 4 laundry rooms, (totaling 8 washing machines), and the amount owed monthly to the GSD.

Please add this as an agenda item.

Thank you,

Staci Scott
Ryan O'Connell

4.2.2 Meal Time and Breaks

A “half-hour”, unpaid lunch break will be taken each day. (Two) (paid), 15-minute breaks will be taken daily, one to be taken in the morning between start time and noon and one to be taken between noon and end of shift. These breaks are to be taken based on the employee’s work schedule. The employee is to check with their supervisor if they have questions. The two 15 minute breaks cannot be used concurrent with the unpaid lunch break.

4.2.2a Exception to Meal and Work Breaks

The only exception to the meal and work break time, is when authorized by the General Manager or designee and when District work cant be disrupted or there is an emergency during this time.

4.2.2b Abuse of Meal Time and Work Breaks

When Meal breaks exceed 30 minutes or when 15 minute work breaks are extended without authorization, the employee may be subject to disciplinary action once verbal and written notification have been given by the General Manager of designee.

RESOLUTION 25-001

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO THE PERSONNEL POLICY 4.2.2 TO 4.2.2B MEAL TIME AND BREAKS

- A. **WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that that the meal time and break policy must be updated.
- B. **WHEREAS,** employees must take their 15 minute paid breaks between start time and noon
- C. **WHEREAS,** employees must take their 30 minute non-paid meal break at noon unless working on emergency or approved by General Manager, Senior Operator or designee.
- D. **WHEREAS,** employees are not allowed to combine 15 minute breaks with 30 minute meal break, or be subject to warning and discipline.
- E. **WHEREAS,** Breaks are to ensure employees, can relax from work and be more productive, which is why these policies must be adhered to.
- F. **WHEREAS,** Abuse of meal and break policy will result in negative evaluation

4.2.2 Meal Time and Breaks

A "half-hour", unpaid lunch break will be taken each day. (Two) (paid), 15-minute breaks will be taken daily, one to be taken in the morning between start time and noon and one to be taken between noon and end of shift. These breaks are to be taken based on the employee's work schedule. The employee is to check with their supervisor if they have questions. The two 15 minute breaks cannot be used concurrent with the unpaid lunch break.

4.2.2a Exception to Meal and Work Breaks

The only exception to the meal and work break time, is when authorized by the General Manager or designee and when District work cant be disrupted or there is an emergency during this time.

4.2.2b Abuse of Meal Time and Work Breaks

When Meal breaks exceed 30 minutes or when 15 minute work breaks are extended without authorization, the employee may be subject to disciplinary action once verbal and written notification have been given by the General Manager of designee.

NOW, THEREFORE BE IT RESOLVED, THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 25-001, APPROVING CHANGES TO PERSONNEL POLICY 4.2.2 TO 4.2.2B MEAL TIME AND BREAKS

PASSED, APPROVED AND ADOPTED this 25th day of March 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary

ARTICLE 4 - APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A water service application must be completed by owner or owner of property and renter. The Property owner is required to have an application on file which acknowledges their responsibility to follow GSD Ordinances while keeping service charges current. A property owner or his/her authorized agent who provides authorization letter from owner may make an application for Water Service. (Contact GSD Office for Application).
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021

Sec 4.2 Agreement of Applicant. This Such application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service. The owner is responsible for all service charges if not collected from the renter/tenant.
Updated 09/29/2022 as per Resolution 21-006 adopted 05/25/2021



Garberville Sanitary District
PO Box 211
919 Redwood DR.
Garberville, CA. 95542
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Sec 9.7 Customer's Guarantee. The water charge begins when a service connection is installed and the meter is set. The property owner must sign the customer service agreement form prior to being connected. This agreement guarantees that the owner is responsible for their property and for all unpaid service charges.

- a. Customers are required to place a deposit of (\$200), refundable or applied to account after 2 years of good payment history.
- b. Owner will be responsible for any unpaid charges. Account must be current before customer's account can be established.
- c. Failure to receive a bill does not relieve consumer of liability. Any amount due shall be deemed a debt to the District and any person, firm, or corporation failing, neglecting, or refusing to pay said indebtedness shall be liable to an action in the name of the District in any court of competent jurisdiction for the amount.

RESOLUTION 25-002

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO ARTICLE 4 – APPLICATION AND AGREEMENT FOR WATER SERVICE SEC 4.1 AND 4.2

A. **WHEREAS**, the Board of Directors of the Garberville Sanitary District, has determined that that the application and agreement for water service must be changed to reflect actual procedures and requirements.

B. **WHEREAS**, when a customer requests water service, they must complete an application at the District office, which identifies the responsible parties who will pay service charges.

C. **WHEREAS**, a property owner is responsible for past due service charges regardless of who has been assigned the responsibility.

D. **WHEREAS**, the water service application is an agreement between the District, the owner of property and the tenant/renter, which explains who is responsible for service charges.

E. **WHEREAS**, past due service charges will be collected by the tenant/renter or property owner, but if unable to collect the past due charges, the District will pursue all legal options to collect the past due service charges.

ARTICLE 4 - APPLICATION FOR WATER SERVICE

Sec 4.1 Application. A water service application must be completed by owner or owner of property and renter. The Property owner is required to have an application on file which acknowledges their responsibility to follow GSD Ordinances while keeping service charges current. A property owner or his/her authorized agent who provides authorization letter from owner may make an application for Water Service. (Contact GSD Office for Application).

Sec 4.2 Agreement of Applicant. This application will signify the customer's willingness and intention to comply with this and other ordinances or regulations relating to the water service and to make payment for water service. The owner is responsible for all service charges if not collected from the renter/tenant.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 25-002, WHICH UPDATES SEC 4.1 AND 4.2 OF ARTICLE 4-APPLICATION FOR WATER

APPROVED AND ADOPTED this 25TH day of March 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary

ARTICLE 10 - DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. For nonresidential commercial customers, Commercial Customer services may be discontinued for non-payment of bills after (30) days late. For residential customers, service may be disconnected for non-payment of bills after (60) days of delinquency pursuant to the District's Policy Governing the Disconnection of Residential Water Service for Nonpayment of Water Rates and Charges.

Updated 09/29/2022 as per Resolution 20-2022 adopted 04/28/2020

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of \$100 will be made and collected prior to renewing service following disconnection.

- a. Water service will be reconnected during normal work hours or there will be an additional \$100.00 charge for employee overtime.

Updated 10/03/2022 as per Resolution 19-005 adopted 10/22/2019

Sec 10.3 Unsafe Apparatus. Water service may be refused or disconnected to any premises where apparatus or appliances are in use which might endanger or disturb the service of other customers.

Sec 10.4 Cross-Connection. Water service may be refused or disconnected to any premises where exists a cross-connection in violation of State or Federal laws.

Sec 10.5 Fraud or Abuse. Service may be discontinued if necessary to protect the District against fraud or abuse.

Sec 10.6 Non-Compliance with Regulations. Service may be discontinued for non-compliance with this or any other ordinance or regulation relating to the water service.

Sec 10.7 Upon Vacating Premises. Customers desiring to discontinue service shall notify the District, two (2) 5 or more days prior to the date of disconnection. Customers who fail to notify the District as provided in this section shall be liable for regular water service charges whether or not any water is used.

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

Sec 10.8 Abandonment Charge. Any person abandons service to a building from the District's water system or to abandon service to a property, shall pay to the District, all past due service charges for water and sewer. an Abandonment Charge, When past service charges are not paid in full, this will result in no abandonment fee is received by the District, legal action may be taken to collect the abandonment fee past due service charges from tenant or owner. If the service charges are fee is not received from the renter/tenant, the property owner will be responsible for payment and service charges, including late fees and if payment is not received from the owner, all charges will be paid by the new owner or tenant/renter, along with a (new connection fee) before service will be provided.

The Abandonment Charge shall consist of: interruption of service

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover District costs.

- c. Owner must fill out the District Discontinuance application. (Appendix A)
 - 1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

Updated 10/03/2022 as per Resolution 18-012 adopted 12/18/2018

Sec 10.9 Annual Fee for Discontinuance of Service. Any person approved for discontinuance of service will pay an annual fee of \$500 (water) and \$200 (sewer), 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 or unless there is an approved justification for extension. The Discontinuance of Service fee is to retain GSD services at a lower cost, in the event of an involuntary loss of a home or business, where the owner is unable to receive GSD services at no fault of their own. Instances of involuntary discontinuance of services would be, any natural disaster or damage which removes service from building or property; it can also be for demolition of a structure because of unstable or unlivable environment, with no ability to maintain occupancy until repairs are made.

- 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(water) and \$200(sewer) discontinued service fee.
- b. When a discontinued service requires reconnection and has not paid the annual \$500 (water) \$200 (sewer) inactive service fee, they will be required to pay current connection fees prior to service.
- c. An extension which exceeds two years will only be granted if approved by the General Manager or designee.
- d. Any request for an approved "Discontinuance Fee" must prove that the water/sewer service is disconnected from property and will not be used unless there is an emergency and at such time this account will revert back to monthly service charges.
- e. In the event of an emergency, water may be used but will be subject to investigation by the General Manager or designee and if not authorized, the account will revert back to a monthly base rate and service charges for consumption.

Updated 09/29/2022 as per Resolution 21-001 adopted 02/23/2021

Sec 10.9a Mandated Water Discontinuance of Service. Garberville Sanitary District requires agricultural water meter to be installed for property used for commercial cannabis or other agricultural crop, which allows us to reduce usage or disconnect water

from agricultural demand while allowing residence to continue receiving water for personal health and safety use. When District necessity or drought requires agricultural water meters be disconnected, the customer's base rate will be waived until water is turned on, or up to 3 months. Base rate may be reduced 50% if disconnection is required for a longer period. [Sewer \\$200/year, water \\$500/year](#)

Mandated water disconnection and service charges will be reevaluated monthly, until water is reconnected. Base rate and consumption charges will continue once the water is reconnected.

Updated 01/10/2023 as per Resolution 22-011 adopted 12/20/2022

[Sec 10.9b Reconnection of Water/Sewer Services](#)

[When a customer has been paying for the annual discontinuance fee and now requests reconnection to District water/sewer service, the amount of money paid for discontinuance will be pro-rated and applied to customer account and monthly service charges will continue with approved water and sewer service charges.](#)



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

USE APPLICATION FOR SUPPLIES, CHEMICALS, PARTS, EQUIPMENT

District, Person or Agency Information:

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Why Do You Require GSD Supplies, Chemicals, Equipment or Parts:

What Do You Need From Garberville Sanitary District and How Much

Repeat Use of Supplies, Chemicals, Parts or Equipment

- | | | |
|---------------------|----------------|-------|
| 1. What is Needed: | Who Requested: | Date: |
| 2. What is Needed: | Who Requested: | Date: |
| 3. What is Needed: | Who Requested: | Date: |
| 4. What is Needed: | Who Requested: | Date: |
| 5. What is Needed: | Who Requested: | Date: |
| 6. What is Needed: | Who Requested: | Date: |
| 7. What is Needed: | Who Requested: | Date: |
| 8. What is Needed: | Who Requested: | Date: |
| 9. What is Needed: | Who Requested: | Date: |
| 10. What is Needed: | Who Requested: | Date: |

Any Request must be approved by the General Manager or designee, with no exceptions:

EMERGENCIES: Will be handled on availability and individual basis, with General Manager or designee, determining if assistance requires reimbursement.

Commitment To Replace or Reimburse:

Garberville is committed to assisting the neighboring Districts and Agencies but must have parts and supplies replaced or be reimbursed for chemical, equipment, supplies, parts or labor costs.
Staff Time: **\$75/hr -- Office Staff: \$50 handling fee for every invoice sent for reimbursement**
Chemicals at Market Value
Parts and Supplies: Current Value from Supplier
Equipment: (Hydro Jetter, Vacuum Trailer, Backhoe): \$150/hr
Invoice time begins when staff and equipment leave GSD until returned.

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this agreement in the name of the Owner, District or Agency and in so doing, accept the conditions of the Garberville Sanitary District reimbursement requirements for, supplies, chemicals, parts or equipment.

When reimbursement or replacement is not done within 60 days, GSD will no longer allow access to staff time, parts, chemicals, equipment, or supplies.

Name _____ Date _____
Authorized Person for Approving Agreement

Name _____ Date _____
GSD General Manager or Designee

Sec 15.10 Use Agreement for Services, Parts and Equipment: Any Person, District or Agency that requests, services, chemicals, parts or equipment, must fill out a USE AGREEMENT application at the District Office. Once the application has been received, the General Manger or designee will determine what cost is associated with any request and whether GSD will be able to provide what is requested.

Parts, Valves, Supplies and Fittings will be replaced or paid for at market value within **60 30** days of being received. There will be no additional charge unless staff is required to make installation and then the rate will be **\$75100/HR, WHICH INCLUDES TRUCK AND STAFF TIME.**

When invoices are sent out and money received, there will be a \$50 handling fee included with reimbursement cost.

Chlorine and Chemicals will be paid at market value plus \$50 for staff time, invoicing and accounting (as of 07/25/2023, Sodium Hypochlorite is currently \$4.50/gallon).

When Backhoe, Hydro Jetter or Vacuum Trailer are requested, they will be operated by a GSD employee and the rate will be \$150/hr from the time they leave shop until they return.

Operator rate will be \$7550/hr if required without equipment. There will be no charge for operator time in an emergency is declared. Rate and Cost are subject to increases as GSD costs go up.

All consideration for providing parts, service, equipment or chemicals, will depend on the availability of equipment and staff, and must be approved by the General Manager or designee.

NEW ORDINANCE Passed and Adopted 09/26/2023 as per Resolution 23-011

RESOLUTION 25-003

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING A CHANGE TO SECTION 15.10 AND THE USE APPLICATION FOR EQUIPMENT, STAFF TIME AND PARTS REIMBURSEMENT

- A. **WHEREAS,** the Board of Directors of the Garberville Sanitary District, has determined that Sec 15.10 of the Use Agreement for Parts and Equipment, along with the use agreement application must be changed.
- B. **WHEREAS,** when other entities or public agencies request assistance, parts, chemicals or equipment, they must fill out an application at District office and comply with Sec 15.10 of the Use ordinance.
- C. **WHEREAS,** there will be a reimbursement cost for all GSD employees working for another District, entity or person, and for all equipment, parts and chemicals used.
- D. **WHEREAS,** the Garberville Sanitary District is willing to assist those requesting our help but the District business and operations will be our priority.
- E. **WHEREAS,** if reimbursement of time, equipment, parts or chemicals, is not received within 60 days, legal action will be taken and there will be no further assistance given to the delinquent person or entity.



Garberville Sanitary District
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Office(707)923-9566 Fax(707)923-3130

USE APPLICATION FOR SUPPLIES, CHEMICALS, PARTS, EQUIPMENT

District, Person or Agency Information:

Name: _____

Address: _____

Contact Person: _____

Phone Number: _____

Email Address: _____

Why Do You Require GSD Supplies, Chemicals, Equipment or Parts:

What Do You Need From Garberville Sanitary District and How Much

Repeat Use of Supplies, Chemicals, Parts or Equipment

1. What is Needed:	Who Requested:	Date:
2. What is Needed:	Who Requested:	Date:
3. What is Needed:	Who Requested:	Date:
4. What is Needed:	Who Requested:	Date:
5. What is Needed:	Who Requested:	Date:
6. What is Needed:	Who Requested:	Date:
7. What is Needed:	Who Requested:	Date:
8. What is Needed:	Who Requested:	Date:
9. What is Needed:	Who Requested:	Date:
10. What is Needed:	Who Requested:	Date:

Any Request must be approved by the General Manager or designee, with no exceptions:

EMERGENCIES: Will be handled on availability and individual basis, with General Manager or designee, determining if assistance requires reimbursement.

Commitment To Replace or Reimburse:

Garberville is committed to assisting the neighboring Districts and Agencies but must have parts and supplies replaced or be reimbursed for chemical, equipment, supplies, parts or labor costs.
Staff Time: \$75/hr -- Office Staff: \$50 handling fee for every invoice sent for reimbursement

Chemicals at Market Value

Parts and Supplies: Current Value from Supplier

Equipment: (Hydro Jetter, Vacuum Trailer, Backhoe): \$150/hr

Invoice time begins when staff and equipment leave GSD until returned.

Acknowledgement:

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this agreement in the name of the Owner, District or Agency and in so doing, accept the conditions of the Garberville Sanitary District reimbursement requirements for, supplies, chemicals, parts or equipment.

When reimbursement or replacement is not done within 60 days, GSD will no longer allow access to staff time, parts, chemicals, equipment, or supplies.

Name _____ Date _____

Authorized Person for Approving Agreement

Name _____ Date _____

GSD General Manager or Designee

Sec 15.10 Use Agreement for Services, Parts and Equipment: Any Person, District or Agency that requests, services, chemicals, parts or equipment, must fill out a USE AGREEMENT application at the District Office. Once the application has been received, the General Manger or designee will determine what cost is associated with any request and whether GSD will be able to provide what is requested.

Parts, Valves, Supplies and Fittings will be replaced or paid for at market value within 60 days of being received. There will be no additional charge unless staff is required to make installation and then the rate will be \$75/HR, WHICH INCLUDES TRUCK AND STAFF TIME.

When invoices are sent out and money received, there will be a \$50 handling fee included with reimbursement cost.

Chlorine and Chemicals will be paid at market value plus \$50 for staff time, invoicing and accounting (as of 07/25/2023, Sodium Hypochlorite is currently \$4.50/gallon).

When Backhoe, Hydro Jetter or Vacuum Trailer are requested, they will be operated by a GSD employee and the rate will be \$150/hr from the time they leave shop until they return.

Operator rate will be \$75/hr if required without equipment. There will be no charge for operator time in an emergency is declared. Rate and Cost are subject to increases as GSD costs go up.

All consideration for providing parts, service, equipment or chemicals, will depend on the availability of equipment and staff, and must be approved by the General Manager or designee.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 25-003, APPROVING CHANGES TO SEC 15.10 OF THE USE AGREEMENT FOR SERVICES, PARTS AND EQUIPMENT FOR OTHER DISTRICYS, ENTITIES OR PERSONS

PASSED, APPROVED AND ADOPTED this 25th day of March 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary

5.4 Benefits

GSD provides medical insurance and a retirement plan for eligible employees and their dependents on the first day of the month following the completion of the introductory period. Eligible employees may participate in the District's benefits. Information and enrollment forms may be obtained from the office.

5.4.1 Health Insurance

- a. Full-time employees, after 30 days of employment, may participate in the insurance benefits currently provided by the District. Coverage starts on the first day of the month following enrollment. **The "Affordable Care Act" requirements are that, the New hire waiting period for medical coverage is the first day of the month following 60 days (or 2 months).** To assist you with the cost of this insurance, the District will pay for the employee portion of a single contract chosen by the Board of Directors. (If the employee chooses a plan that is above the Board's budgeted amount, the employee is responsible for paying the difference.) The employee will be responsible for paying the entire cost of the dependent coverage. In the event of an increase in medical insurance premium rates, all employees maybe required to contribute to the cost of increased premiums to retain coverage.
- b. Permanent part-time employees may participate in the health insurance plan at their own expense, after 6 months of employment.