

**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, September 22nd, 2026
5:00 p.m. – Open Session to Public**

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 and Brian- Water Leaks—Operational Demands--River Level

Office---Mary Nieto—Office and Customer Update

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 4

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 August 25th 2026, Regular Meeting Minutes - pg. 5-6

A.2 Operations Safety Report- 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 Town Square Participation Information pg. 7

(discussion-possible action) (legal opinion at meeting)

Motion:

Second:

Vote:

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

- | | | | |
|-----|---|--|--------------|
| B.2 | <u>Tank Replacement Project –Construction Phase</u>
(discussion-possible action) | Dan-Ralph (verbal) | |
| | Motion: | Second: | Vote: |
| B.3 | <u>Update on Customer Water and Sewer Service Problems</u>
(Information Only) | | |
| B.4 | <u>Connick Creek Update</u>
(discussion-no action) | Mary-Ralph (verbal) | |
| B.5 | <u>Small Claims and Collections Process</u>
(discussion-possible action) | Ralph and Mary (verbal) | |
| | Motion: | Second: | Vote: |
| B.6 | <u>Salaries For Hourly Employees</u>
(discussion-possible action) | (Legal opinion at meeting)
Ralph and Mary | |
| | Motion: | Second: | Vote: |
| B.7 | <u>Emergency Procedures</u>
(discussion-possible action) | Ralph | pg. 8-15 |
| | Motion: | Second: | Vote: |

C. POLICY REVISION / ADOPTION

- C.1 Overtime, and Vacation Days-Ordinance 5.2.3—5.3.1 pg. 16-18
(discussion-possible action)3rd reading
Motion: **Second:** **Vote:**

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—October 27th, 2026

1. Update on Operational Demands
2. Water Improvement Project
3. Preparation for Winter
4. Overtime-Vacation Day Policy
5. Homeless Encampments

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, September 19th, 2026. The agenda will be on the GSD website and is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

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

Garberville Sanitary District

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

GENERAL MANAGER REPORT

Date: September 22nd, 2026

We are trying to wrap things up with the Water Improvement Project and only have a few items which must be addressed prior to receiving the final inspection approval. We will discuss this in more detail on the agenda item.

There are multiple County and private projects happening within District boundaries, which we are monitoring and assisting with, when water and sewer service is involved. The hospital has multiple projects that we are giving direction for.

Dan and Brian are working hard to keep up with water and sewer repairs, while switching sampling labs because of recent handling procedures from the current lab. We are now using Alpha Labs in Ukiah because they also send a courier for pick up and have multiple labs under their oversight, which will ensure better quality.

Mary is navigating the continued customer concerns, late payments and being the person everyone calls about water use or water leak problems. We talk multiple times per day about what should be done and whether we can deal with the problems or whether Dan & Brian can meet with customer about their concerns.

Rick Ruiz passed away and I want to publicly express my gratitude for all his many valuable and loyal years of service to the District and for any assistance I needed with projects. I also want to express my sorrow to his family and the public for losing Rick after his long battle with health concerns.
Thank You Rick, you are missed.

We are getting as much work done as possible, as we prepare for winter rains and cold temperatures, so every project we are able to do, is being put on our list as we work on a plan to make any improvements needed, while replacing water meters and repairing leaks.

The State is making a hard push to consolidate Public Agencies and Utility Districts but because there has been a very resistant response, The State is limiting funding to small districts, while providing many grant opportunities and no interest loans, for consolidated agencies and districts. This has been the objective for many years but because of hesitancy, the funding opportunities for anything not an emergency or not consolidated, is now denied.

I will keep you informed where this is going as information is provided

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, August 25th, 2026
5:00 p.m. – Open Session to Public

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:02 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA -

Motion: Dan Thomas

Second: Richard Landes

Vote: 5-0

The board adjusted the agenda. B.4 was moved to B.1.

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

Robie Tenorio with Town Square Restroom Group and two other members.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operators—Dan and Brian- Water Leaks—Operational Demands--River Level (22 cfs)

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

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson

Rick Ruiz passed away. He worked for the District for 11 years. Patriot station issues. Staff and management working out a plan moving forward.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve July 28th 2026, Regular Meeting Minutes - pg. 5-6

A.2 Operations Safety Report-

Handout

A.3 Approve Financials—May 2026

pg. 7-20

Motion: Richard Landes

Second: Julie Lyon

Vote: 5-0

B. GENERAL BUSINESS – Action items

- B.1 Tank Replacement Project –Construction Phase
(discussion-possible action) Dan-Ralph
This project will be closed out soon.
- B.2 Drought Conditions-River Level
(discussion-possible action) pg. 21
- B.3 Connick Creek Letter and Update
(discussion-possible action) pg. 22-23
- B.4 Town Square Maintenance Involvement
(discussion-possible action) Ralph
**This agenda item was moved to B.1 while the restroom group was in attendance.
This item will come back to the next meeting. The staff will speak with legal counsel about
this request and report back to the board at the next meeting.**
- B.5 Small Claims and Collections Process (information at meeting)
(discussion-possible action) Ralph and Mary
**The district moving forward will be stricter on the ordinance about payment of bills and
past due service charges.**
- B.6 SDRMA Updated MOU
(discussion-acceptance requested) resolution #26-008 pg. 24-30
Motion: Dan Thomas Second: Rio Anderson Roll Call Vote: 5-0

C. POLICY REVISION / ADOPTION

- C.1 Overtime, and Vacation Days-Ordinance 5.2.3—5.3.1
(discussion-possible action)2nd reading pg. 31-32
- C.2 Billing Procedures, Article 9 Resolution #26-007 pg. 33-39
(discussion-possible action)2nd reading
Motion: Richard Landes Second: Julie Lyon Roll Call Vote: 5-0

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—September 22nd, 2026

1. Update on Operational Demands
2. Water Improvement Project
3. Community Improvement Projects, Private and County
4. Impact of summer water usage
5. Homeless Encampments

X. ADJOURNMENT

Doug ended the meeting at 6:06 pm



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

Garberville Town Square
P.O. Box 172
Garberville, CA. 95542

July 9, 2018

Attn: Nancy George

REQUEST FOR DISCOUNT OF WATER BILL

Nancy and Town Square Board,

I sympathize with your circumstances of providing an enjoyable place for the community to congregate and sharing water for enjoyment on hot days while water use and service charges go up in the summer months but we represent all of the water use customers in Garberville and are unable to give discounts for one group, if we don't do the same for others.

For this reason, I am unable to grant your request to lower the water service charge.

I would however be willing to assist in finding a more efficient way to utilize the water in Town Square and determine if we could reduce the gpm of water being used.

I would also be willing to put a flyer in our window, requesting donations to support the Town Square.

Please call with questions or if clarification is needed.

Sincerely,

Ralph Emerson

General Manager
Garberville Sanitary District

California Special Districts Association

SAMPLE POLICY HANDBOOK

POLICY TITLE: Emergency Preparedness
POLICY NUMBER: 3005

3005.1 It is the policy of [NAME OF DISTRICT] to create and maintain an active emergency preparedness program that includes an emergency plan that will help manage the District's critical functions during any emergency and protect the safety of staff. The District will coordinate the emergency plan, function and response with those responders from the public and private entities and organizations charged with emergency duties.

3005.2 Emergency: Emergency means the actual or threatened existence of conditions of disaster or of extreme peril to the provision of critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and may require the combined forces of other political subdivisions to help respond.

3005.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally-recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining an District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with public and private agencies on matters pertaining to response to the emergency and recovery of damaged systems and financial costs incurred during the emergency.

3005.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created by Government Code §8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

3005.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special or emergency Board meeting.

3005.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with

the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code §20567 and §22050.

3005.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §8561, §8615, and §8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other local government and public agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

3005.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. In the event the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary staff.

3005.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.



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

EMERGENCY OPERATIONS PLAN

Garberville Sanitary District is committed to providing the best service possible for our customers but we also want to provide leadership, a remediation plan and assistance in surviving and escaping emergencies which may arise.

Southern Humboldt is vulnerable to a host of hazards and natural disasters such as earthquakes, floods, winter storms, landslides, droughts and fires; which is why Garberville Sanitary District is providing this Emergency Operational Plan, to assist in protecting our environment and customers.

Garberville is located in an area which has had many natural disaster emergencies over the years and because Cal-Trans, Cal-Fire, Sheriff's Office, PG&E, Humboldt County Road Department, The Hospital, Water District and the Garberville Fire Department are all located within the GSD boundaries, we must work together and coordinate effectively to survive any emergency.

EMERGENCY CONTACTS

Call 911

Garberville Sanitary District—(707)923-9569

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

Office of Emergency Services—(707)445-7251

<https://humboldtgov.org/356/Office-of-Emergency-Services>

Sheriff's Office--(707)923-2761

<https://humboldtgov.org/2350/Sheriffs-Office-Newsroom>

Cal Fire—(707)923-2645

<https://www.fire.ca.gov/incidents/>

Humboldt County Road Department—(707) 445-7491

<https://humboldtgov.org/CivicAlerts.aspx?CID=14>

Cal-Trans—(707)923-9374

<https://roads.dot.ca.gov/roadscell.php>

EMERGENCY CONTACTS

Humboldt County Public Health—(707)445-6200
<https://humboldtgov.org/330/Public-Health>

PG&E—(800) 743-5000
<https://www.pgecurrents.com/>

Hospital—(707)923-3921

KMUD News— (707)-923-2605
<https://kmud.org/>

Redwood Rural Health Center—(707)923-2783

Garberville Fire Department—(707)923-3196

Search & Rescue—911

Humboldt County Evacuation and Information Center—(707)268-2500
<https://humboldtgov.org/374/Emergency-Operations-Plan>

Emergency Alert Notification-- <https://member.everbridge.net/453003085616405/login>

Southern Humboldt Amateur Radio Club— <http://www.sharc-ca.org> , info@sharc-ca.org
Patte Rae: 707-223-1560

Redheaded Black Belt News Online
<https://kymkemp.com/>

Lost Coast Outpost News
<https://lostcoastoutpost.com/>

USGS River Conditions
https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, food, water, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and know how to use it

ACTION TAKEN FOR EMERGENCIES

Fires

1. Don't try to be a hero
2. Be prepared to survive or get out
3. Fires can happen at any time for a variety of reasons so be aware of the conditions.
 - a) Call 911
 - b) Lightening is notorious for starting multiple fires that can halt escape
 - c) Debris and anything flammable is an accelerant so remove it from around house
 - d) Fires typically move faster uphill and slower downhill but wind blows fire everywhere
 - e) As fire becomes close, wet yard, house and roof while removing anything flammable
 - f) Grass fires move quickly but generate less heat than brush and heavy timber
4. Store water and a fire backpack with spray nozzle along with fire extinguisher
5. Always have a fire retardant blanket or clothing available if unable to get out
6. Garberville Sanitary District will make water available to anyone in danger during a fire
7. We will keep our website updated with current conditions of the emergency so continue to check in for road closures and updates www.garbervillesd.org
8. You can call our emergency number at (707)923-9569

Floods

There have been floods in the past which have closed roads, destroyed buildings and property, along with causing mass destruction, including death so although floods are a minimal risk, we must plan for the unexpected.

As the South Fork Eel River rises, you can check the Garberville Sanitary District website for local flood concerns, along with the emergency contacts above. You can also check river conditions on your own by going to the USGS Water Information Center - https://waterdata.usgs.gov/ca/nwis/uv?site_no=11476500

Flood stage for the Eel River is 33ft, so being prepared for road closures and flood damage is important for all people living near the river or along the highway 101 corridor from Leggett to Fortuna.

Assuming the water will not affect you is the wrong plan for survival because once the water has breached the banks and closed roads, you are at the mercy of the flood so best practice is to leave the area before road closes and seek higher ground to ensure your safety.

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. Have portable submersible pump available with hose
12. Have emergency floatation devices for everyone in your home or business
13. Boats will not help during a flood so do not try to leave in a boat
14. Have security ropes, cables or lines attached to anything you want to secure as water rises.
15. First Aid Kit and know how to use it

Earthquake

Earthquakes are difficult to prepare for because unlike fires and floods, they can happen at any time and with no warning, weather or environmental indicators or rain which causes river to rise. An earthquake can destroy everything within the area impacted so being prepared or surviving an earthquake requires knowing how to protect yourself quickly.

Have a place to go where you can quickly be safe from falling objects, broken glass and other objects that can move and cause harm. Make sure that where you go for safety, there is access to a phone or device to contact others and that you protect your face and vital organs from moving objects

ARE YOU PREPARED

1. Have a 72 hour emergency preparedness kit
2. Know your escape routes
3. Have contact list with you that include names, phone numbers, email info and addresses
4. Have a location identified with family and friends where they can meet you
5. Ensure that you have additional fuel, water, food, heat and batteries for lights stored
6. You may lose all contact so be prepared and if necessary have a survival manual
7. Be prepared to treat your own water by boiling, filtration or disinfectant
8. Have additional water available in case water service is disrupted
9. Remove all fuel which may start a fire and endanger your house
10. Notify somebody immediately if danger approaches, so they know your circumstances
11. First Aid Kit and knowledge of use

ROAD CLOSURES

You know how to access your property, business or home during normal conditions but you need to know how to access or leave property quickly and safely in the event of emergencies, disasters or road closures.

Have an escape route with all possibilities and a map in your car and programmed on your phone.

The roads might be closed so locate the escape routes which may require a river or overland escape. Are you prepared to leave by boat if required or do you have a survival backpack, clothing and shoes to walk to safety?

GARBERVILLE SANITARY DISTRICT RESPONSIBILITY

NOTIFY CUSTOMERS

Garberville Sanitary District will notify all customers of local disasters and emergencies through our Call system and we will give updates as we get them, which include escape routes, road closures, evacuation centers and all pertinent information to assist our customers. We will have all emergency and preparedness information updated hourly during all local disasters and emergency events.

ESCAPE ROUTES

Know your escape routes and check our website frequently because we will maintain the most current information about what is happening with the disaster or emergency.

We will keep you informed on road closures as well as alternative routes that can be taken to help you leave the area safely and expediently.

5.0 PAY AND BENEFITS

Sick leave, holiday leave, vacation leave, health, and retirement benefits are some of the benefits approved by the District. Employee compensation will be based on work performed, knowledge of position and education required.

5.1 Categories of Employment

5.1.1 Introductory period: Full-time and part-time employees are on an introductory period during their first six months of employment. Upon completion of the introductory period, the employee's performance will be reviewed.

5.1.1(a) Upon a positive evaluation, the employee may be offered a full-time position with the District.

5.1.2 Regular full-time employees (General Manager, **Chief /** Chief **Plant** Operator, Water/Wastewater Operator, and Account Clerk/Administrative Assistant) work 30 or more hours each week and are eligible to receive the GSD employee benefits package after completion of the 6 -month introductory period.

5.1.3 Regular part-time employees are wage-earning employees. They **may** work **no more less** than 30 hours per week.

The General Manager or designee may **limit a part-time position to less than 30 hours per week. If hours are to be allow** more than 30 hours per week **as needed. on a long term basis, the General Manager or designee will determine if the additional hours were needed and inform the governing Board.** Permanent part-time employees are entitled to limited benefits as described below.

5.1.4 Temporary part-time employees are wage-earning employees. They may work no more than 30 hours per week, as approved by the General Manager or designee. Temporary part time employees do not receive benefits, except what is legally required by State law

5.2 Pay 5.2.1 Wages and salaries shall be determined by the General Manager or designee. The Board of Directors will determine the salary of the General Manager.

5.2.2 Time Cards

All employees are required to maintain an accurate record of time worked. All employees must complete time cards and submit them to the office prior to pay day as determined by the General Manager, Administrative Assistant or designee.

5.2.3 Paydays

Paychecks shall be issued on the 5th and on the 20th. If this date falls on a weekend, holiday or day in which two signatures cannot be obtained, pay day will be moved to the closest day preceding these dates. Checks will be available at the office by 3:00 pm on payday.

5.2.4 Pay Advances: There will no pay advances given on work performed. All vacation hours accrued at end of **December November** will be paid above 240 **hours** and must first be

5.2.5 Overtime

The District will pay overtime in accordance with California State Law. The General Manager is exempt from this law, **and will not be eligible for overtime pay**. All overtime must be approved in advance by the General Manager or designee. Hourly employees will be paid at a rate of time and one-half for hours worked over 8 in a day and/or 40 in a week. Hours in excess of 12 in one workday and in excess of eight on the seventh consecutive workday in a workweek shall be paid at double the regular rate of pay. Only actual hours worked count towards computing weekly overtime

5.2.5(a) Approved Overtime

Overtime will not be approved for shut-off notices, meter reading, water shut-offs or starting repairs or investigations which are not approved by the General Manager or determined to be an "EMERGENCY", or continuation of a priority project which cannot wait until a regular work day.

5.2.5(b) Overtime Pay

No paycheck will be issued for non-approved overtime, but if non-approved overtime is on the employee time card, it must be justified by the employee prior to compensation. 8 hour work day. The General Manager and Administrative Assistant must approve all time cards for payment.

5.2.6 On-Call Time

"On-Call" means the designated employee must respond to all emergencies and must be able to respond within 30 minutes to all call-outs. **The Administrative Assistant will be eligible for On-Call Time, if required to be available for assisting operations staff, General Manager or customers after work hours and on days off. This must be approved by the General Manager or designee and if approved, the Administrative Assistant will receive on-call pay.**

- a. On-Call Work Week The on-call work week begins at 7:00AM Tuesday morning and ends at 6:59AM on Tuesday morning of the following week. These hours and days can be modified by Senior Operator, General Manager or designee.
- b. On-Call Compensation: Compensation for being on-call is \$35/day or \$245/week

5.2.7 Call-Out Time

"Call-Out" means an employee may be called to respond to emergencies on their scheduled time off. The District will pay a minimum of **2** hours pay, at the employees rate of pay, if they are called out. This will be in addition to daily or "On-Call" compensation.

5.2.7a Call-Out Compensation: (Comp Time)

Employees that are required to work on their days off or after **the** normal work day must have **their** overtime approved by the General Manager or designee prior to performing the after-hours work.

5.2.8 Compensatory Time

time **will only must** be approved by the General Manager or designee and only for specific incidents. Employees that are called to work during vacations, holidays, emergencies, or when other staff are not available to complete

necessary work, shall get paid at a rate of time and one-half for hours worked. Comp time can be banked if approved by General Manager or designee.