

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—January 27th, 2025

1. In House Projects
2. Tank Project Update
5. Policy--Ordinances
6. Small Claims Progress

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, December 13, 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: December 18th, 2025

The past month created a few operational and staffing adjustments because of a short month and Thanksgiving but because all our employees are willing to assist each other, we were able to meet the demands. Thank You to all who stepped up to do the extra work as needed.

There are multiple monthly reports which we are all working on, while Dan and Mary work together with Jennie and me, to provide information required to complete the reports.

We are still replacing old water meters while considering the Smart Meter replacement option, as we move forward in planning for efficiency and possible problems from switching over to a system which requires additional outside service when problems occur.

There has been a coordinated effort to complete the water improvement project, as we are facing the final items for completion, amidst winter conditions, but the project is progressing, as we approach the end of 2025.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, November 18th, 2025
5:00 p.m. – Open Session

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order at 5:00 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: Julie Lyon Vote: 5-0

IV. OPEN SESSION

V. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No public in attendance.

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

Operators—Dan, Mir and Brian- Water Leaks—Operational Demands
(The river level is 1,760 CFS)

Office---Mary Nieto—Office and Customer Update

Board Members-

Correspondence-

General Manager—Ralph Emerson pg. 4

Ralph mentioned small claims and the new court date GSD has on Dec 10th.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date- No Financials

A.2 Approve **October 28th 2025 Regular Meeting Minutes - pg. 5-7**

A.3 Operations Safety Report- handout

Motion: Dan Thomas Second: Richard Landes Vote: 5-0

B. GENERAL BUSINESS

- B.1 Tank Replacement Project –Construction Phase pg. 8-11
(discussion-possible action) Jennie

For the construction phase so far, there have been \$17,794 in expenses that are not eligible for grant funding. If the project continues as expected, then at the end of the construction phase the District will have invested an additional \$157,918 into the project for construction beyond what has already been spent in the planning phase. I requested an increase in the grant amount from DWR in the amount of \$268,000 which includes \$61,098 for paving of the road to the Wallan Tank. The request also includes extending the project completion date from December 31, 2025 to March 31, 2026. We have yet to receive a response from DWR on the request.

- B.2 Water Source Capacity Report
(discussion-possible action) Jennie
Bring back when ready

- B.3 Southern Humboldt Health Care Project pg. 12-14
(discussion-possible action) Ralph, Dan

complete remodel to ex comm bldg (orig const ~1925): rebuild front facade (incl 105 SF addition to infill recessed entries); repairs to roof and shell; int remodel - will be 4 units when complete: business office (Suite D), retail space (suite 817), pharmacy (suite 819), rehab clinic (suite 823) - for SoHum Healthcare Dist (proj includes APN 032-051-009)

- B.4 (NexBillPay) Customer Billing Program
(discussion-possible action) Mary

So far the District has received 29 payments through nexbillpay so far. The GSD office staff will have to help those customers who do not know how to sign up with nexbillpay.

C. POLICY REVISION / ADOPTION

- C.1 Water/Sewer Service Connection Responsibility Sec 4.10 and 4.10a pg. 15
(discussion-possible action) 2nd reading
Bring back with changes made during the board meeting.

- C.2 POOL FILLING Ordinance Sec 14.1 pg. 16-20
(discussion-possible action) 2nd reading

Change 40 cfs to 30 cfs to match the drought ordinance.

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting—December 16th, 2025

1. In House Projects
2. Service connection fee collections
3. Tank Project Update
4. NexBill Pay update
5. Policy--Ordinances

X. ADJOURNMENT

The meeting ended at 5:41 p.m.



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2026 BOARD CALENDAR

JANUARY 27th—BOARD MEETING

FEBRUARY 24TH--BOARD MEETING

MARCH 24th—BOARD MEETING

APRIL 22nd—PLANNING-TRAINING MEETING

APRIL 28th—BOARD MEETING

MAY 19th—BOARD MEETING (**Memorial day 25th**)

JUNE 23rd—BOARD MEETING

JULY 28th—BOARD MEETING

AUGUST 25TH—BOARD MEETING

SEPTEMBER 22nd—BOARD MEETING

OCTOBER 27th—BOARD MEETING

NOVEMBER 17TH—BOARD MEETING (**Thanksgiving 26th**)

DECEMBER 15TH—BOARD MEETING (**Christmas 25th**)



GARBERVILLE SANITARY DISTRICT

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

BOARD MEETING MEMORANDUM

Meeting Date: December 17, 2024
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

Since the last Board Meeting, the Project Team has:

- BRI and I have continued to coordinated with the State Department of General Services for the CalFire site easement acquisition
- Answer DGS questions about the project for their FWO review
- Coordinated with RCAC for the Bridge Loan - documents have been executed
- Coordinated with Souvanna to sign the PG&E easement
- Prepared the fifth and sixth reimbursement request to DWR
- Prepared the quarterly report for period ending September 30, 2024
- Reviewed dozens of submittals and Requests for Information
- Held biweekly Construction Progress Meetings with the contractor

The project team will be working on:

- Field construction is scheduled to begin on December 16, 2024
- Coordination with BRI and the State Department of General Services for the CalFire site easement acquisition
- Coordination with PG&E to get all the easements recorded for their new service
- Continued oversight of the finances
- Processing submittals and Requests for Information from the construction contractor
- Updating the construction project's proposed schedule
- Construction Management, Engineering, and Inspection
- Environmental Compliance Inspections and oversight/reporting

FINANCIAL IMPLICATIONS

DWR approved invoice #5 and #6. The District should soon receive payments totaling \$30,930.80.

The RCAC bridge loan documents have been executed and we will be able to draw from them as needed as we progress into full blown construction of the project.

No progress payment requests have been received yet from Wahlund Construction, but I anticipate receiving one for December's construction work.

Table 1. Summary of Construction Budget

Description	Budget Amount	Contract Amount	Amount Spent
Construction Administration & Legal	25,000		
Bid Support (SHN)	11,700	15,000	7,473
Construction Management (4Js)	150,000	75,000	15,659
Construction Engineering (SHN + ATEEM)	157,900	143,200	3,966
SWPPP Support Services (SHN)	35,000	30,500	808
Survey Coordination (Points West)	11,000	11,000	
Materials Testing & Special Inspections (SHN)	44,000	27,000	
Environmental Compliance Monitoring (SHN)	62,000	15,000	
Construction Permits + fees	10,000	4,000	704
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	
PG&E Direct Costs for Service	30,000	29,713	29,713
Wahlund Construction Agreement	3,686,400	3,686,400	0
<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	4,338,000	4,051,813	58,322
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	56,240
GSD Amount (Grant Shortfall) or Ineligible	418,000	131,813	2,082
Arthur Rd PRV already built	57,610	---	57,610
Additive Alt. Not Awarded (Tobin Generator)	104,800	0	0
Construction Contingency	300,000	0	0

RECOMMENDATIONS

None

ATTACHMENTS

None

Sec 4.10 Maintenance of Service Connections. The District will maintain the service line from the water/sewer main to the property line, sidewalk or location identified by General Manager or designee. This includes the sewer clean out, water meter, meter box, and curb stop. All pipes, clean-outs and fixtures extending or lying within the property line shall be installed and maintained by the owner of the property. Problems with pressure, line size, sewer blockages, etc.on customer property, will be the responsibility of the property owner, although the District will give direction on what options are available, while inspecting what is installed.

Sec 4.10a District Responsibility on Private Property. The District is not responsible for leaks or maintenance of water/sewer pipes, on customer side of water meter or sewer clean out. Any assistance will be in an effort to help the customer, while sharing no responsibility for damage presently or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.

RESOLUTION 25-010

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT TO CHANGE THE MAINTENANCE OF SERVICE CONNECTIONS SEC 4.10 AND THE DISTRICT RESPONSIBILITY ON PRIVATE PROPERTY SEC 4.10a

- A. **WHEREAS,** the Board of Directors of the Garberville Sanitary District, is updating the Maintenance of service connections ordinance.
- B. **WHEREAS,** Service connections are maintained by GSD employees unless on private property
- C. **WHEREAS,** The property owner or customer is responsible for all repairs after the water meter or on private property
- D. **WHEREAS,** GSD will investigate all customer service calls, to assist property owner or customer with any repairs required.
- E. **WHEREAS,** When GSD employees assist customers on private property, the property owner will be required to fill out a release of liability form at the district office and all expenses will be paid by the property owner or customer.

Sec 4.10 Maintenance of Service Connections. The District will maintain the service line from the water/sewer main to the property line, sidewalk or location identified by General Manager or designee. This includes the sewer clean out, water meter, meter box, and curb stop. All pipes, clean-outs and fixtures extending or lying within the property line shall be installed and maintained by the owner of the property. Problems with pressure, line size, sewer blockages, etc.on customer property, will be the responsibility of the property owner, although the District will give direction on what options are available, while inspecting what is installed.

Sec 4.10a District Responsibility on Private Property. The District is not responsible for leaks or maintenance of water/sewer pipes, on customer side of water meter or sewer clean out. Any assistance will be in an effort to help the customer, while sharing no responsibility for damage presently or in the future. No work will be performed on public/private property, without completing an approved liability/damage waiver.

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 25-010, WHICH UPDATES SECTION 4.10 and 4.10a OF THE MAINTENANCE OF SERVICE ORDINANCE AND RESPONSIBILITY TO PERFORM REPAIRS.

APPROVED AND ADOPTED this 16th day of December 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. (See Section 15.7)

- a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.
- b. Pools and Tanks can only be filled when River level is above 30cfs and approved by General Manager or designee.
- c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)



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

APPLICATION FOR FILLING POOLS OR LARGE TANKS.

Property and Contact Details:

Property to be served: APN # _____

Applicant Details: (if not the owner)

Full Name: _____

Street Address: _____

Mailing Address: _____

Phone Work# _____ Cell Phone# _____

Email Address: _____

- Residential Home or Apartment
- Commercial

Pool Details:

a. Location _____

b. Gallons _____

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. (See Section 15.7)

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 30cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. **The units of water will be billed at \$5/unit of water used to fill pool or tank.**

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District for compliance with pool Ordinance. Sec 14.1 and 15.7

Name _____ Date _____

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. **(See Section 15.7)**

- a. Filling pools must be completed by July 1st or application will be denied.
- b. Filling pools will be denied when drought plan is in place.

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

- a. Fee for filling pools will be less than regular potable water use and based on gallons used.
- b. The fee will be calculated by the units of water used (748 gallons = 1 unit).
- c. The units of water will be multiplied by the 2nd tier of customer water rate.
- d. When pool is filled after July 1st, customer will pay full consumption charge.
- e. A waiver can be granted to fill pool or tank after July 1st, if evidence of accidental or natural disaster emptied pool or tank. This will require a written report of what happened and can only be approved by General Manager or designee.
- f. Pools cannot be filled when GSD enters drought conditions and river level is less than 30cfs

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Office(707)923-9566 Fax(707)923-3130

APPLICATION FOR FILLING POOLS

Property and Contact Details:

Property to be served: APN # _____

Applicant Details: (if not the owner)

Full Name: _____

Street Address: _____

Mailing Address: _____

Phone Work# _____ Cell Phone# _____

Email Address: _____

Residential Home or Apartment

Commercial

Pool Details:

a. Location _____

b. Gallons _____

Sec 15.7 Fee for Filling Pools. Any person wanting to fill a swimming pool, must fill out an application at the GSD Office (no cost). This application will be on file with customer account and used to verify the gallons required.

a. Fee for filling pools will be less than regular potable water use and based on gallons used.

b. The fee will be calculated by the units of water used (748 gallons = 1 unit).

c. The units of water will be multiplied by the 2nd tier of customer water rate.

I, the undersigned, hereby declare that the information given on this application is true and correct. I am authorized to make this application in the name of the legal owner and in so doing, accept the conditions of the Garberville Sanitary District for compliance with pool Ordinance. Sec 14.1 and 15.7

Name _____ Date _____

RESOLUTION 25-011

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT WILL CHANGE THE POOL AND LARGE TANK FILLING ORDINANCE SEC 14.1

- A. WHEREAS,** the Board of Directors of the Garberville Sanitary District, are committed to responsible stewardship of the South Fork of Eel River which requires customer limitations on filling water storage tanks and pools
- B. WHEREAS,** Filling water storage tanks and pools will only be allowed when not in drought conditions or when the river level is above 30 cfs.
- C. WHEREAS,** Any person wanting to fill a large water storage tank or pool, must complete an application which is in the District office. This application will describe what is being filled and how many gallons.
- D. WHEREAS,** Upon completion of application, the General Manager or designee will inspect the water storage tanks or pool and determine if the river is above 30cfs and if the District will approve the request.
- E. WHEREAS,** The District will require all customers who have the potential for back flow contaminants, install (at their expense), a backflow device which can be an air-gap, and this device must be approved by the GSD General Manager or designee.
- F. WHEREAS,** failure to comply with the Water tank and pool filling requirements of the District, will result in actions to prohibit water service to these tanks or pool.

ARTICLE 14 - GENERAL PROVISIONS

Sec 14.1 Pools and Tanks. When an abnormally large quantity of water is desired for filling a swimming pool or other purposes, arrangements must be made with the District prior to taking such water. Permission to take water in unusual quantities will be given only if it can be safely delivered through the District's facilities and if other consumers are not inconvenienced thereby. A copy of procedures will be given along with permission. (See [Section 15.7](#))

a. Any person wanting to fill a pool or large tank must fill out an application at the District Office, so water quantity can be monitored and fill rate can be determined.

b. Pools and Tanks can only be filled when River level is above 30cfs and approved by General Manager or designee.

c. Pool and Tank fill rate will be \$5/unit of water (748 gallons per unit of water)

NOW, THEREFORE BE IT RESOLVED , THAT THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT DOES HEREBY APPROVE RESOLUTION 25-011, WHICH UPDATES SECTION 14.1 OF THE POOL AND WATER TANK FILLING ORDINANCE.

APPROVED AND ADOPTED this 16TH day of December 2025 by the following roll call vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Doug Bryan—Board Chairperson

ATTEST:

Ralph Emerson, Board Secretary