

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- No Financials
 - A.2 Approve **October 28th 2025** Regular Meeting Minutes - pg. 5-7
 - A.3 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 Tank Replacement Project –Construction Phase pg. 8-11
(discussion-possible action) Jennie
Motion: **Second:** **Vote:**
- B.2 Water Source Capacity Report
(discussion-possible action) Jennie
Motion: **Second:** **Vote:**
- B.3 Southern Humboldt Health Care Project pg. 12-14
(discussion-possible action) Ralph, Dan
Motion: **Second:** **Vote:**
- B.4 (NexBill Pay) Customer Billing Program
(discussion-possible action) Mary
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Water/Sewer Service Connection Responsibility Sec 4.10 and 4.10a pg. 15
(discussion-possible action) 2nd reading
Motion: **Second:** **Vote:**
- C.2 POOL FILLING Ordinance Sec 14.1 pg. 16-20
(discussion-possible action) 2nd reading
Motion: **Second:** **Vote:**

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 GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, November 15th, 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: November 18, 2025

There have been multiple issues which came up during this past month, such as small claims court appearances, training on new operational, billing and website management. Some of us attended a training for additional reporting procedures that will be included with monthly reports, but Dan and Mary will be coordinating to provide the required information.

Dan and I attended training and had input on the operational controls for our new water pump stations on Wallen road and Alder Point Rd. This training was done at the Tesco factory in Sacramento and provided an opportunity with Sharon from Ateem, to make changes to equipment which will assist the water treatment operators in being notified of problems while being able to make changes as needed.

Mary and I have been pursuing Small Claims on a few customers who do not own property but have outstanding service charges. We have learned much in this process but we have also learned of the legal process which has multiple options for collecting past due service charges, which we will pursue all options available in upcoming months and years.

There have been many updates to the water tank and distribution system project which has required coordination between Jennie, Mary, Dan, me, and the many people working on this project, to ensure work proceeds as smoothly as possible. Jennie will be giving an update on this agenda item.

Respectfully Submitted:

Ralph Emerson

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No public was in attendance.

VII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS

Operators—Dan and Brian- Water Leaks—Operational Demands River level 178 CFS

Office---Mary Nieto—Office and Customer Update

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson pg. 4

Streamline will be updating the District layout and we will be paying more monthly or annually for more compliancy support.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve September 23rd, 2025 Regular Meeting Minutes - pg. 5-7

A.2 Operations Safety Report- handout

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

B. GENERAL BUSINESS – *Action items*

B.1 Tank Replacement Project –Construction Phase pg. 8-15
(discussion-possible action) Jennie

For the construction phase so far, there have been \$27,667 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 \$168,545 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.

B.2 Water Source Capacity Report
(discussion-possible action) Jennie
Bring back to the next meeting.

B.3 Financials for June and July 2025 June pg. 16-28 July-Handout
(discussion-possible action)

B.4 (Next-Bill Pay) Customer Billing Program and Software Update
(discussion-no action) Mary

The district will be live with Nexbillpay by the next board meeting.

- B.5 Small Claims Process (information at meeting)
(discussion-possible action) Ralph and Mary
The district has to serve the customers who are being taken to small claims court for unpaid service charges. The next court date is December 10th, 2025.

C. **POLICY REVISION / ADOPTION**

- C.1 Cross Connection Ordinance Sec 7.6-7.10 pg. 29-64
(discussion-action requested) 3rd reading, resolution #25-009
Motion: Julie Lyon Second: Dan Thomas Roll Call Vote: 5-0
- C.2 Water/Sewer Service Connection Responsibility Sec 10.4 and 10.4a pg. 65
(discussion-no action) 1st reading
- C.3 POOL FILLING Ordinance Sec 14.1 pg. 66-71
(discussion-no action) 1st reading

IX. **ITEMS FOR NEXT BOARD MEETING**----- **Date of Next Meeting—November 18th, 2025**

1. In House Projects for Winter
2. Water Improvement Project
3. Community Improvement Projects, Private and County
4. New Computer and Billing Upgrade
5. Small Claims Progress

X. **ADJOURNMENT**

Doug ended the meeting at 6:27 p.m.



GARBERVILLE SANITARY DISTRICT

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

BOARD MEETING MEMORANDUM

Meeting Date: Nov 18, 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:

- Installed the valves and sensors in the PRV vault
- Installed the check valve in the vault
- Installed all the interior piping in the Alderpoint BPS
- Installed the pumps, valves, sensors, and flow meter in the Alderpoint BPS
- Finished disinfection of all the waterline from the tie in at CalFire to the future tie in at Wallan Road
- Pressure tested the waterline from the new BPS to the Wallan tie in
- Completed installation of the interior and exterior lighting electrical at Alderpoint PS
- Began installation of the wires and conduits above the concrete slab to the pumps, sensors, flow meter, and valves in the Alderpoint BPS building
- Completed the witnessed factory acceptance testing at TESCO's facility in Sacramento
- Shipped the rest of the control panels, PLCs, and MCC to the site
- Installed and anchored the MCC and PLC at the Alderpoint BPS
- Delivered and installed the generator
- Installed the radio, antenna, and solar panel at Wallan Tank
- Installed the controls panel, antenna, radio, and solar panel at Robertson site



Figure 1 New Generator at Alderpoint BPS



Figure 3 New VFD Pumps @ Alderpoint BPS



Figure 2 Front of the Alderpoint BPS

Wahlund's project schedule has them installing the roll up door, finishing the electrical connections to the valves, pumps, meters, and sensors in the Alderpoint BPS this next month. One of the long lead time elements of the project has been the MCCs from TESCO. ATEEM and GSD staff performed the inspections and witnessed the factory acceptance testing last week. With some minor programming changes that will be uploaded during startup, the equipment appears to be ready to control all the equipment in the pump station.

Items in progress by the project team:

- Construction Management, Engineering, and Onsite Inspection
- Review and negotiate change order requests
- Held biweekly Construction Progress Meetings with the contractor
- Review of submittals and Requests for Information
- SWPPP and Environmental Compliance oversight
- Weekly, pre-qualified precipitation event(QPE), during-QPE and post-QPE BMP Inspections with reports
- Continued oversight of the finances
- Submittal of reimbursement request #14 in the amount of **\$555,610.22**
- The Absolving Service Agreement and the indemnity agreement between GSD and PG&E has been fully executed and nothing remains for negotiation of easement acquisition. **All that remains is for the various documents to be counter signed and sent to the State Department of General Services for processing and recordation.**

FINANCIAL IMPLICATIONS

A change order request is underway to replace one of the 6" valves at the Wallan & Alderpoint road intersection to replace the leaking valve. Table 1 on the next page summarizes the financial status through October 31, 2025 and includes the current totals for the construction phase of the project.

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.

RECOMMENDATIONS

None

ATTACHMENTS

None

Table 1. Summary of Construction Budget

Description	Budget Amount	Contract Amount/ Estimate	Amount Spent As of 10/31/25
Construction Administration & Legal	25,000	0	0
Construction Management (4Js)	150,000	200,000	194,953.90
Survey Coordination (Points West)	11,000	11,000	11,308.75
Bid Support (SHN)	11,700	15,000	7,472.65
Construction Engineering (SHN + ATEEM)	157,900	143,200	77,760.34
SWPPP Support Services (SHN)	35,000	30,500	20,331.64
Materials Testing & Special Inspections (SHN)	44,000	27,000	16,861.70
Environmental Compliance Monitoring (SHN)	62,000	15,000	6,237.88
SHN Anticipated Unspent	(75,000)	(75,000)	0.00
Labor Compliance Monitoring (Lenders)	10,000	10,000	3,000.00
Construction Permits + fees	17,900	2,500	704.00
PG&E Direct Costs for Service	30,000	29,713	29,713.10
<u>Post Construction Items</u>			
Revegetation Planting	35,000	0	0.00
Record Drawings	11,200	10,000	0.00
Warranty Inspection (SHN)	14,400	0	0.00
O&M Manual	9,100	9,100	0.00
Total Soft Costs	549,200	428,013	368,343.96
Wahlund Construction Agreement	3,686,400	3,686,400	2,689,452.50
CCO#1 - Remove Builder's Risk		0	0.00
CCO#2 - Schedule of Values Adjustments		0	0.00
CCO#3 - Wallan Tank Waterline Mods		22,636	22,635.81
CCO#4 - HDD & Trench Groundwater Relief		40,307	40,307.00
CCO#5 - Delete & Modify Bid Items		(115,714)	(115,714.00)
CCO#6 - T&M: Alderpoint PS Subgrade Remedy		12,044	12,043.97
CCO#7 - Wallan Tank Bollards + man gate		7,026	0.00
Total Wahlund Contract Amount	3,686,400	3,652,699	2,648,725.28
Total Construction Project Costs	4,235,600	4,080,712	3,017,069.24
Est. DWR Grant Amount Remaining - Planning	0	0	
DWR Grant Amount-Construction	3,920,000	3,920,000	3,017,069.24
RCAC Bridge Loan Expenses (non-reimbursable)	65,000	15,000	15,000.00
Soft Costs Ineligible Amount			2,794.00
GSD Amount (Grant Shortfall)	315,600	160,712	0.00
Additive Alt. Not Awarded (Tobin Generator)	104,800	0	0.00
Construction Contingency	300,000	0	0.00

Total GSD \$ for Construction Phase through October 31, 2025

\$17,794.00

Anticipated Future Costs by GSD

\$157,918.33



HUMBOLDT COUNTY
PLANNING AND BUILDING DEPARTMENT ~ BUILDING DIVISION
3015 H STREET, EUREKA, CA 95501 ~ PHONE (707)445-7245

REFERRAL FORM

Date Sent
Generated By Heather Walker
Assessor's Parcel Number 032-051-008-000
Application Number BLD-2025-61675
Application Name
Owner Name Southern Humboldt Community

SITE INFORMATION

Street	823 Redwood Dr		
City	Garberville	State	CA
Zip	95542		

PROJECT INFORMATION

Project	Commercial
Project Type	Building Addition Commercial
Project Description	SoHum Healthcare TI

We have reviewed the project and recommend the following

Program Manager Approval By:



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT ~ BUILDING DIVISION
 3015 H STREET, EUREKA, CA 95501 ~ PHONE (707) 445-7245

PRE-SITE APPLICATION AND PRELIMINARY REVIEW FORM

Applicants are responsible for notifying the Building Division regarding project status.
 The Building Division retains project paperwork for 365 days. After 365 days, a new permit application and additional fee payment will be required.

OWNERS NAME AND MAILING ADDRESS	
Name	Southern Humboldt Community Healthcare District P
Phone	707-923-3921
Address 1	733 Cedar St
Address 2	
City	Garberville
State	CA
Zip	95542

APPLICATION INFORMATION			
Name	Phone	(707)332-2244	
Address 1	PO Box 644	Address 2	
City	Windsor	State	CA
Zip	95492		

APPLICATION INFO		
Application Number	BLD-2025-61675	Date 4/15/2025
Permit Staff	Heather Walker	
Parcel Number	032-051-008-000	Lot No. ,
Old Parcel Number(s)		
Project Type	Building Addition Commercial	
Project Location	817 Redwood Dr, Garberville, CA 95542	
Project Description	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)	
Contractor	Contractor Phone	
Insp. District	Approx Sq Ft 9563	Estimated Project Value \$0.00
Public Water Yes	Public Sewer Yes	
Parking Spaces		
No. of Units	No. of Buildings	
Fire SRA	SRA Exempt	Qualifies for Alternative Owner Builder (AOB)
Zoning	Flood Zone	Firm#

Geo Hazard# 2	Improvement Level
NOTES	
OSE Perennial Watercourses:	N
OSE Seasonal:	N
Design Review By:	

COASTAL ZONE		
Coastal Zone:	Coastal Section:	CDP Info:

I attest to the above and hereby grant right of entry for inspections purposes:

Signature: _____ Date: _____

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. may be discussed with the Manager for better service by the District.**

Sec 4.10a District Responsibility on Private Property. The District is not responsible for leaks or maintenance of water/sewer pipes on private property, on customer side of water meter. 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.

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 40cfs 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)

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

Garberville Sanitary District
PO Box 211
919 Redwood dr.
Garberville, CA. 95542
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 _____

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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 _____



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 40cfs 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 _____