

3. Souvanna Property

Property under consideration: Acquisition of approximately 761± SF of a Utility Easement as a portion of the parcel designated as Site Address: 414 Alderpoint Road, Garberville, California 95542; Assessor's Parcel No. 223-183-005.

Garberville Sanitary District Negotiating Team with Jennie Short will participate.

Under negotiation: Price and/or terms of payment, PG&E Easement Agreement verbiage.

(discussion—possible action)

Motion:

Second:

Vote:

V. RETURN TO OPEN SESSION

Report of action taken in 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.**

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—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 Financials Date- No Financials

A.2 Approve August 27th, 2024 Regular Meeting Minutes - pg. 5-7

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

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. 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 METRON-FARNIER Smart Meter Presentation pg. 11-16
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.2 Tank Replacement Project –Construction Phase Handout at Meeting
(discussion-possible action) Jennie
Motion: **Second:** **Vote:**
- B.3 Meadows Aerial Water Line Project Update Handout at Meeting
(discussion-possible action)
Motion: **Second:** **Vote:**
- B.4 Code of Conduct Policy pg. 17-18
(discussion-possible action)
Motion: **Second:** **Vote:**

C. POLICY REVISION / ADOPTION

- C.1 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 19-23
(discussion-action requested) Ralph and Mary
Motion: **Second:** **Vote:**
- C.2 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 24-25
(discussion-possible action)
Motion: **Second:** **Vote:**
- C.3 Work Place Violence Prevention Plan Per (Senate Bill 553) pg. 26-27
(discussion-possible action)
Motion: **Second:** **Vote:**

IX. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting--October 22nd, 2024

1. Drought Planning Changes
2. Meadows Aerial Line Project
3. Project Update
- 4.
- 5.

X. ADJOURNMENT

The GSD Board meeting agenda will be posted at the District Office no later than. Date: Saturday, September 21, 2024. 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 24th, 2024

We have had problems with a few customers this month, regarding late payments and water discontinuance, but this will be discussed further on an agenda item.

There was a customer who is regularly late on payments but typically will pay before water is disconnected, although this month, multiple deadlines were missed.

These types of incidents are becoming more common as financial struggles are much more prevalent today, but we must still follow the ordinances which have been approved by the Board, while being creative in working with customers to pay their service charges.

The Brisbin Timber harvest and access through the wastewater plant has been completed with satisfaction, while leaving the south gate installed with new lock.

Many leaks have been repaired last month with repairs made to keep equipment operating efficiently, while building up supplies needed for winter repairs and operational needs. Brian, Dan and Mary have been tirelessly working to stay current on required reports and providing data for the many projects and regulatory agencies.

Mary has been overseeing expenditures to ensure we aren't overspending on items that are not crucial to operations, so I appreciate her thorough eye for financial detail.

I want to Thank Mir, Dan, Mary and Brian for their dedication and cooperation in performing the many tasks required, while assisting each other when needed.

Respectfully Submitted:

Ralph Emerson

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

Date of Meeting: Tuesday, August 27th, 2024

**5:00 p.m. – Open Meeting—Tour of Water Treatment Plant
Meeting will resume at 6:00p.m.
There will be a Closed Session at start of Regular Meeting**

I. REGULAR MEETING CALLED TO ORDER

The Board Chairperson 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- Present (by phone)
Richard Landes- Present**

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Richard Landes Vote: 3-0

IV. RECESS FOR WATER TREATMENT PLANT TOUR

The board and staff left the office at 5:05 p.m. for a tour of water treatment plant.

V. RECONVENE TO REGULAR MEETING

VI. THE BOARD WILL ENTER CLOSED SESSION

The board entered into closed session at 6:00 p.m.

CONFERENCE WITH LEGAL COUNSEL—EXISTING LITIGATION

(Gov. Code Section, 54956.9)

Lamb v. Rial et al. Humboldt County Superior Court No. CV2300479
(discussion—possible action)

Motion: Richard Landes Second: Julie Lyon Vote: 4-0

VII. RETURN TO OPEN SESSION—REPORT ANY ACTIONS TAKEN IN CLOSED SESSION

The Board took action in closed session to approve the settlement of the case of Lamb v. Rial, Humboldt County Superior Court no. CV2300479, and to authorize its chair of the board to execute settlement documents. The District is one of multiple defendants named in the action.

Plaintiff Hope Lamb alleged that she fell in the Feather Rose Thrift Store parking lot and she suffered a broken ankle and associated injuries. General and special damages were claimed. Plaintiff Richard Lamb, her husband, claimed damages for loss of companionship of his wife.

A global settlement of the Lamb action has been reached. Under the terms of the settlement the Lambs will be paid \$200,000. The District's portion of the settlement amount is \$100,000, and it will be funded by the Special District Rick Management Authority. The balance of the settlement amount will be paid by other defendants. The Lambs will dismiss their action and release all claims against the District and the other defendants. Each defendant will release its claims against each other defendant. This was a disputed claim. No admissions of liability were made.

VIII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

**IX. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS –**

**Operators - Dan and Brian - Operational Demands—Homeless Encampment-Encounter
Pg&e issues at water treatment plant. Currently running off of generator power.**

Office - Mary Nieto – Office Environment and Customer Interaction

Board Members - 0

Correspondence - 0

General Manager - Ralph Emerson Pg. 4

No additions were made to the General Managers report at the meeting.

X. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date - May 2024 pg. 5-17

A.2 Approve July 23rd, 2024 Regular Meeting Minutes - pg.18-21

A.3 Operations Safety Report- Handout at Meeting

Motion: Richard Landes

Second: Dan Thomas

Vote: 4-0

B. GENERAL BUSINESS – *Action items*

B.1 Robertson/Wallan/Hurlbutt Tanks Replacement Project: Planning Phase pg. 22-23
(discussion—possible action) Jennie Short

The planning phase of the project is winding down to the end. No recommended action for this agenda item.

B.2 Tanks Replacement Project (Wallan & Robertson) - Construction Phase pg. 24-28
(discussion—possible action) Jennie Short **Amend Resolution #24-008**

Motion: Richard Landes

Second: Julie Lyon

Roll Call Vote: 4-0

The Board adopted the amendment to Resolution 24-008 increasing the maximum bridge loan amount from \$700,000 to \$1,000,000.

B.3 Hurlbutt Tank Replacement Project – Construction Phase pg. 29
(discussion—possible action) Jennie Short

All of the documents for the construction funding application for the Drinking Water State Revolving Fund have been uploaded into FFAST, except the letter from District Counsel. That portion should be completed next week. As a category D project, it could take years to obtain funding. The District will continue to look for other funding opportunities for the project since it is shovel ready and would be an ideal project for an agency looking for a project that could begin construction very shortly after awarding funds.

B.4 Rate Study Update **Postponed until September**
(discussion only)

- B.5 Code Of Conduct Poster for Office pg. 30-31
(discussion-possible action) Ralph
Motion: **Second:** **Vote:**
The board wants more research done for the verbiage on the poster for the office.

C. POLICY REVISION / ADOPTION

- C.1 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 32-37
(discussion-possible action) Ralph and Mary
The District is looking into all avenues to work on the bad debt from customers and property owners who refuse to pay for their services charges. Bring back with more information.
- C.2 Vacation Days—Sick Leave Personnel Policy 5.3.1, 5.3.3 pg. 38-39
(discussion-possible action)
Tabled.
- C.3 Work Place Violence Prevention Plan Per (Senate Bill 553) pg. 40-44
(discussion-possible action)
1st Reading

XI. ITEMS FOR NEXT BOARD MEETING Date of Next Meeting: September 24th, 2024

1. Late Payment Procedures
2. Tank Replacement Planning Update
3. Tank Construction Update
4. Pool Fill Charges—Possible ordinance changes with Credit—Mary
5. Vacation Days Policy
6. Rate Study including Connection Fees
7. Fire Suppression including water tanks throughout District

XII. ADJOURNMENT

The Board Chairperson ended the meeting at 7:21 p.m.

SAFETY TRAINING SIGN-IN SHEET

District Name: Garberville Sanitary District

Training Topic(s): Wildfire Smoke - Know the Hazards

Trainer: Ralph Emerson Training Date: 9/17/24

EMPLOYEE NAME	SIGNATURE
Mary Nieto	Mary Nieto
Ralph Emerson	Ralph Emerson
Dan Arreguin	Dan Arreguin

Wildfire Smoke – Know the Hazards

When working outside, wildfire smoke can be hazardous for employees even when they are not close to a fire. This Safety Talk provides information about the hazards of wildfire smoke and what can be done to reduce your exposure. Source: [Cal/OSHA Wildfire Smoke Fact Sheet](#)

What are the hazards?

Wildfire smoke contains particulate matter (PM) in the air. The smallest particles, PM2.5, are the most concerning because they can irritate the lungs and cause persistent coughing, phlegm, and wheezing. It can also have serious health effects, such as:

- Reduced lung function
- Bronchitis
- Worsening of asthma
- Heart failure

Employees with symptoms of illness due to wildfire smoke exposure are allowed to seek medical treatment without fear of reprisal.

When is protection required?

Under Cal/OSHA [CCR 5141.1](#), employees must be protected when the following conditions apply:

- The current Air Quality Index (AQI) for PM2.5 is 151 or greater where employees are working. (The AQI is a method used by the EPA. The higher the AQI, the greater the level of air pollutions and the greater the health concerns).
- When employees are reasonably anticipated to be exposed to wildfire smoke.



What workplaces are exempt?

The regulation does not apply to the following workplaces and operations:

- Firefighters engaged in wildland firefighting
- Enclosed buildings where mechanical ventilation systems filter the air
- Enclosed vehicles with cabin air filters
- Employees exposed for a total of one hour or less during a shift

How to protect employees

Check the AQI – In the event of a wildfire, employers must check the AQI for PM2.5 periodically throughout each shift and communicate the levels to employees.

There are several resources available to check the AQI for PM2.5, such as [AirNow.Gov](#).



Protective Measures - If the value of 151 is ever reached or exceeded, employers will communicate the available protective measures to reduce employee exposures, such as:

- Training on the potential health affects.
- Discussing the right to obtain medical treatment without fear of retaliation.
- Teaching employees on how to find the current AQI.
- Discussing the employer’s protection methods.



Protection Methods

Employers will look for feasible ways to lower employee exposure to wildfire smoke by implementing engineering controls, administrative controls, and the use of respirators. Examples of controls may include:

- Attempting to locate work indoors or in vehicles where the air is filtered.
- Changing procedures to allow work to be moved to a location where the AQI is lower.
- Reducing work time in areas without filtered air.
- Increasing time and frequency of breaks in filtered air.
- Lowering the physical intensity of work to lower breathing and heart rates.

Respiratory Protection

AQI 151-500 PM2.5 - If the employee's current exposure cannot be reduced to an AQI of less than 151 PM2.5, the employer must provide and encourage employees to use respirators, such as N95 masks.

AQI greater than 500 PM2.5- Employers must provide and require the use of respirators that will reduce exposure to PM2.5 inside the respirator to an equivalent of an AQI less than 151. (In this case, there are additional testing and training requirements).

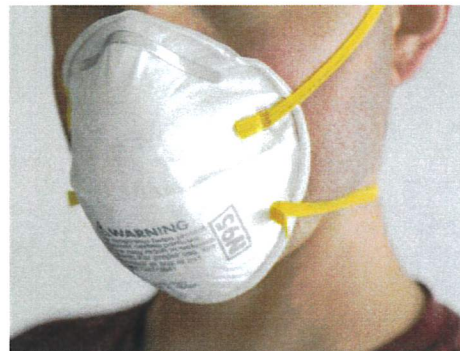
Respirator Use

The N95 Respirator is the minimum level of protection for wildfire smoke. Surgical masks, scarves, and bandanas will not provide protection against wildfire smoke.

Employees who have a heart or lung problem should talk to their healthcare provider before using a respirator.

How to properly put on and use a respirator:

- To get the most protection from a respirator, there must be a tight seal around the face. A respirator will provide much less protection if facial hair interferes with the seal. Loose-fitting powered air purifying respirators may be worn by people with facial hair since they do not have seals that are affected by facial hair.
- For those who are using an N95 or other filtering facepiece respirator mask that is made of filter material:
 1. Place the mask over the nose and under the chin, with one strap placed below the ears and one strap above.
 2. Pinch the metal part (if there is one) of the respirator over the top of the nose so it fits securely.



Resources:

- [Cal/OSHA Wildfire Smoke Publications](#)
- [Using Disposable Respirators](#)
- [Cal/OSHA Wildfire Smoke Training Video](#)

This *Safety Talk* provides awareness level training on Wildfire Smoke Regulation requirements. If this information is unclear or if you have any additional questions, please talk to your supervisor.

The innov8-VN is a cellular water meter register which mounts with all Metron water meters. The innov8-VN enables the most advanced meter data and analytics in the industry. The register can also be adapted to many other traditional water meters providing instant AMI upgrades to deployed meters. The register senses the meter magnetic down to ¼ turns and stores data in 1 minute or 5-minute intervals. The innov8-VN register utilizes the Verizon Wireless™ network to securely and reliably deliver readings, high resolution interval data and diagnostic data to the cloud-based meter data management system (MDMS). Utilities and consumers can access data via the powerful Waterscope® web portal and via email notifications.



SPECIFICATIONS

Operational

Cellular Channel

Carrier: Verizon Wireless

Method: LTE Cat-M

FCC/IC: License exempt

Secondary: Proprietary InfraRed port

Onboard Storage: 5 min intervals: 227 days
1 min intervals: 45 days

LCD: 8 digits

Display: Duplicates meter/register
Configurable digit underlines

Units: G, Ft3 or m3

Battery: One (1) 19Ahr non-replaceable

Type: Lithium Thiomy Chloride

Lifetime: 10 years nominal

Physical

Dimensions 3.6W x 3.6H x 2.5D inches
w/o antenna 91W x 91W x 63.5D mm

Weight: 0.70 lb (0.31 kg)

Temperature

Storage -20° to 140° F (-6° to 60° C)

Operation -0° to 140° F (-18° to 60° C)

Humidity: 0 to 100% RH condensing
Fully submersible (IP-68)

DESIGN

Construction: The innov8-VN register is a compact, fully encapsulated package for all environments.

Meter Attachment: A standard plastic meter housing provides a robust and tamper-resistant attachment to all Metron water meters. Metron can also provide attachment housings for many other meter types.

Outputs: The innov8-VN register can be supplied with a 3-wire standard AMR output. The output cable can be ordered in different lengths and with Itron or Nicor waterproof connectors.

Antennas: The innov8-VN Register has an antenna port which can accommodate either a local antenna or a remote antenna for extension through walls or outside pits/vaults.

Activation: All innov8-VN units come from the factory activated and provisioned on the Verizon Wireless network. Consumption data on the Waterscope web portal can be accessed within 24 hours of installation.

Operation: The innov8-VN Register has an internal sensor which tracks the meter's measuring element and stores consumption every log interval. The unit will also perform on-board measurement diagnostics regularly. Once per day during super off-peak hours (1 to 6am local time), the unit will negotiate a secure channel with the Verizon Wireless tower and transmit a daily packet with the current meter read, the daily interval logs and other diagnostic data. Following the transmission, the unit waits for any commands from the cloud server (such as configuration or data backfill) prior to returning to normal operational mode.

FUNCTIONALITY

Configuration: Configuration can be performed via the local InfraRed (IR) port with Metron’s IR bridge. The IR bridge can be coupled via USB to a Win10 computer with the Communicator software or be operated in a standalone mode.

Configuration Options

- Index Ratio (meter calibration)
- LCD Configuration
- Measurement units
- Log Interval
- 3-wire output digits

Datalog capacity: 227 days with 5-min intervals
45 days with 1-min intervals

Data resolution: per Index Ratio
Data intervals: Five (5) min (default)
or One (1) min

Data Backfill: Automatic from MDMS

OTA Updates: Available
Onboard Time: Synced with Verizon
Security: VPN and encryption
Contact Metron for info

Flags/Alerts

- Consumption
 - Leak / Threshold Leak / Intermittent Leak
 - High Usage / Zero Usage
 - Backflow
 - Unexpected / Unauthorized Usage
 - High/Low Temp
 - Watering Event

Diagnostic

- Low Signal Strength

DISCLAIMERS

Transportation: The innov8-VN Register contains a lithium battery and thus is prohibited from shipment by AIR. Please conform with all shipping regulations for lithium batteries.

Safety: The innov8-VN operates with radio frequency (RF) during its cellular communications. Metron can provide a whitepaper covering the potential health effects of smart meters.

Disposal: The battery inside the innov8-VN is not replaceable and removal should never be attempted. The innov8-VN units should be disposed of in accordance with local regulations.

COMPATIBILITY

The innov8-VN is compatible with a wide range of industry registers and electronic meters.

Metron-Farnier:	Spectrum residential meters Altair residential meters Spectrum commercial meters Enduro industrial meters Enduro fire service meters Challenger turbine meters Voyager hydrant meters
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Metron has tested meters from other meter manufacturers and offers compatibility with many meters with magnetic measuring elements. The following shows a sample of the types of meters. Consult with your Metron representative for questions on compatibility or testing.

Badger:	PD meters Turbine meters
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Sensus:	PD meters Turbine meters
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Neptune:	PD meters Turbine meters
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Mueller:	PD meters Turbine meters
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Master Meter:	PD meters
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Elster:	PD meters
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Zenner:	PD meters
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RG3:	PD meters
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Hendey:	PD meters
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WARRANTY

Please contact your Metron representative for formal warranty certifications.

LEGAL

Waterscope is a registered trademark of Metron-Farnier. All other trademarks and company names listed in this document are the property of the associated companies.

MetronFarnier

Smart Water Meters & Systems

Company 5665 Airport Blvd
 Address: Boulder, Colorado 80301
 United States

Purchase Order #: Q-02747
 Quote Number: Q-02747
 Created Date: 08/06/2024
 Expiration Date: 09/05/2024

Prepared By: Brian Tomari
 Email: brian@metronfarnier.com

Bill To Name: Garberville Sanitary District
 Bill To: 2 Tooby Ranch Road
 Garberville, California 95542
 United States

Ship To Name: Garberville Sanitary District
 Ship To: 2 Tooby Ranch Road
 Garberville, California 95542
 United States

Quote To: Ralph Emerson
 707-923-9566
 remerson@garbervillesd.org

Additional To:

Quantity	Product	Line Item Description	Sales Price	Total Price
475	Spectrum 30DB 5/8x3/4 Brass	This package contains the following products: Spectrum 30DB 5/8x3/4 Brass Innov8-VN Antenna-Local Paddle	\$430.00	\$204,250.00
475	Cellular Connectivity	10 Year Verizon Annual Service Plan	\$0.00	\$0.00

Residential Programming:
 Commercial Programming:
 Description:
 Terms and Conditions:

- FOB Boulder, CO
- Quote is good for 30 days
- Payment net 30 days from date of shipment
- All Non-Stock/Custom product sales are non-returnable and non-refundable

Subtotal: \$204,250.00
 Shipping Cost: \$550.00
 Tax: \$15,829.38

Grand Total: \$220,629.38

MetronFarnier

Smart Water Meters & Systems

Company 5665 Airport Blvd
 Address: Boulder, Colorado 80301
 United States

Purchase Order #: Q-02746
 Quote Number: Q-02746
 Created Date: 08/06/2024
 Expiration Date: 09/05/2024

Prepared By: Brian Tomari
 Email: brian@metronfarnier.com

Bill To Name: Garberville Sanitary District
 Bill To: 2 Tooby Ranch Road
 Garberville, California 95542
 United States

Ship To Name: Garberville Sanitary District
 Ship To: 2 Tooby Ranch Road
 Garberville, California 95542
 United States

Quote To: Ralph Emerson
 707-923-9566
 remerson@garbervillesd.org

Additional To:

Quantity	Product	Line Item Description	Sales Price	Total Price
475	Innov8-VN	This package contains the following products: Innov8-VN Antenna-Local Paddle	\$320.00	\$152,000.00
475	Badger Housing Kit	Universal Housing Kit Badger	\$0.00	\$0.00
475	Cellular Connectivity	10 Year Verizon Annual Service Plan	\$0.00	\$0.00

Residential Programming:

Commercial Programming:

Description:

Terms and Conditions:

- FOB Boulder, CO
- Quote is good for 30 days
- Payment net 30 days from date of shipment
- All Non-Stock/Custom product sales are non-returnable and non-refundable

Subtotal: \$152,000.00
 Shipping Cost: \$400.00

MetronFarnier
Smart Water Meters & Systems

Tax:	\$11,780.00
Grand Total:	\$164,180.00



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

CODE OF CONDUCT

Standards of Conduct

Following is a list of standards that GSD expects of its employees, **contractors, vendors and the public**. Violation of these standards could lead to **legal or** disciplinary action, including possible termination. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor.
- c. Attention to duty.
- d. **Careful use of District property.**
- e. **Honesty.**
- f. **Promptness and consistent attendance.**
- g. **Appropriate use of sick leave.**
- h. Professionalism.
- i. **Compliance with the Alcohol and Drug Use Policy stated above.**

General Office and Field Policies

- a. Only Board Members, District employees, or authorized visitors are permitted in the office area behind the counter or on District property.

Non-Harassment Policy

GSD is committed to providing a work environment free of **unlawful harassment**. **GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or** harassment or any other **basis protected** violation of employee and public safety **as required** by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including **the public**, supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.

- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written grievance complaint to the General Manager or designee. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint cannot be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the General Manager or designee and if complaint is against Management, the Chairperson of the Board of Directors will initiate an investigation.

Questions regarding Board Members, Employees or Operations

- a. All Questions regarding the Board of Directors, such as conflict of interest and questions about the interests or conduct of an individual Board Member will always be referred to the General Manager. The General Manager shall contact the Fair Political Practice Commission (FPPC) on all issues concerning conflict of interest for guidance. Staff should not attempt to respond to questions or comments on issues that are the sole responsibility of the General Manager.
- b. For security reasons, inquiries regarding plant design or operational specifics must be referred to the General Manager or designee.
- c. All questions from media or the public about Board Members, Employees or Operations of the District, must be given to the General Manager or designee.



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

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due - Courtesy Call
 - (2) 35 days past due (\$60) - Shut off notice - Hand delivered to service address. Owner of Property Notified.
 - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
 - (4) One Year past due—Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late charges, plus \$500 for staff time and legal expenses.
 - (5) Two Years past due - Turn over to collection agency.
 - (6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

Adjustments to bills - Payment Plans:

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$40 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- e. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
- f. Service Charge Discount may be available for any customer that verifies they are over the age of 62 and have a combined income of less than \$24,000 annually. Customers who qualify may receive a (\$30) credit which can be used to decrease their monthly service charge. A service credit will only be authorized if water usage is below (10) units (7,500 gallons) in a given month, the service charge discount will be voided for that month if customer uses (11) units of water or above.

Adopted 1/26/2021

ADDITIONAL PROCEDURES TO AVOID DELINQUENT SERVICE CHARGES

1. *Owners of property will be given an annual letter which explains that they are responsible for all service charges. This letter will include the "Payment of Bills" The GSD Ordinance, with past due procedures.*
2. *The owner of premise must sign request for service application as responsible party or service will be denied.*
3. *Contact Owner of property or building of payments that are past due*
4. *Notify Owner that they are responsible for all past due payments.*
5. *Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.*
6. *follow the approved payment of Bills Ordinance Sec 9.5, with additional legal action if payment plan is not complied with or when past due amount requires small claims court judgement and filing a lien on property.*
7. *Uncollected Service Charges may be turned over to a collection agency for recovery of those past due charges, which may include taking owner and tenant to small claims court for a judgement, that will be used for a lien on property, or attaching wages and taxes.*
8. *The District may require a credit check at time of service at customer expense.*
9. *Based on credit history, A \$200 deposit may be required at time of service, which will be refunded if all service charges are paid after leaving premise.*

RESPONSIBILITY OF PROPERTY OWNER FOR SERVICE CHARGES

Property owners are responsible for water/sewer service charges if their renter or tenant becomes delinquent or vacates premise, prior to paying all charges associated with property, house, or business.

The District will make every reasonable attempt to work with tenant/renter in paying their service charges but when unable to collect the past due charges, the owner will be responsible and nobody will be allowed water/sewer service to this property, until all past due charges are paid or a payment plan is agreed to between owner and District.

PREVENTATIVE MEASURES

When customers burn bridges with property owner or District, they cannot cross that bridge again by wanting future service from GSD, so it is proposed we deny service in the future, unless they bring all past due service charges current.



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

NOTICE TO PROCEED WITH SMALL CLAIMS LAWSUIT

--

LIEN ON PROPERTY

--

ATTACH WAGES and TAXES

Name _____:

Physical Address _____

Phone Number _____

APN# _____

Mailing Address _____

Service Account# _____

Past Due Amount Owed \$ _____

Staff Time Amount \$ _____

Total Amount Owed \$ _____

Dear Customer:

Your account is past due and based on amount owed and days past due, we will be taking you to small claims court for a judgement to collect all past due service charges, connection fees, late fees and staff time.

[GSD Ordinance provided:](#)

Sec 9.5 Payment of Bills. Bills are due and payable by 4:30 P.M. on the 25th of each month and if not paid a \$15 late charge will be applied.

- a. Customer Bills:
Bills will be mailed by the first of each month.
- b. Late Payments Procedure:
 - (1) Bills past due - Courtesy Call
 - (2) 35 days past due (\$60) - Shut off notice - Hand delivered to service address. Owner of Property Notified.
 - (3) 7 days after shut off notice is delivered - Water service will be discontinued. Owner will be notified. There will be a \$100 reconnection fee due, prior to water reconnected. (See Sec 10.1 Disconnection for non-payment)
 - (4) One Year past due–Lien on building/property - File Small Claims Suit against owner/customer for service charges owed with associated fees and late

charges, plus \$500 for staff time and legal expenses.

(5) Two Years past due - Turn over to collection agency.

(6) Two Years of non-payment will result in meter being removed with owner or property manager notified that a new water and sewer connection fee will be required before services will be reconnected.

Adjustments to bills - Payment Plans:

The General Manager or designee will be the only person authorized to make adjustments to a bill or enter into a payment plan.

- c. NSF (non-sufficient funds) from any payment source will require the customer pay all bank charges and a \$40 handling fee.
- d. Upon 2 NSF (non-sufficient funds), within a 12-month period automatic payment will be denied until an agreement can be reached with the General Manager or designee.
- e. Tampering with water meters or turning meters on after being turned off for non-payment may result in a customer fine of \$200 and a reconnection fee of \$100 which must be paid with all outstanding service charges before water will be turned on unless an agreement is made with the General Manager or Designee.
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Adopted 1/26/2021

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5. Contact renter and owner of property about entering a payment plan which will keep water turned on, while paying an agreed upon amount of additional money to service bill each month until past due balance is current.
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PREVENTATIVE MEASURES

When customers burn bridges with property owner or District, they cannot cross that bridge again by wanting future service from GSD, so it is proposed we deny service in the future, unless they bring all past due service charges current. We are also developing a contact / phone list with other Districts to share the information about possible bad debt risks, with customers who leave unpaid service charges when they move.

Please contact the District office to make payment and avoid going to court.

(707)923-9566 919 Redwood Drive, Garberville CA 95542

Thank You

Ralph Emerson

**General Manager
Garberville Sanitary District**

5.3.1 Vacation:

Full-time employees are eligible for paid vacation. Vacation is calculated according to your anniversary date.

a) Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire with prior General Manager approval. Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate; which is necessary to handle stress which may come with a work environment. Employees will be allowed to accrue (bank) up to

Personnel Policy - 11 - Adopted 6/6/06

Amended 9/17/2019 and resumed 09/28/2023 LS

240 hours (30 days). Vacation hours accrued above 240 hours will be paid to the employee in an annual check at the end of the calendar year.

b) The General Manager will not be paid for vacation time accrued above 240 hours annually and will only be paid for unused vacation time, not to exceed 320 hours (2 months), when terminated from the GSD employment.

c) After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation.

d) After 10 years of employment, a full-time employee shall be entitled to 20 days paid vacation.

e) After 20 years of employment, a full-time employee shall be entitled to 30 days paid vacation.

f) An employee eligible for paid vacation may request approval by the General Manager or designee to receive pay for up to ½ of the year's vacation time, in lieu of taking time off. Requesting pay in lieu of using vacation days is discouraged and may only be granted for specific circumstances as specified by the General Manager or designee.

g) Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.

h) Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.

i) Full-time employees are eligible to use accrued vacation after six months of employment.

j) Accrued vacation time may be shared with a co-worker when their vacation time has been depleted and when authorized by the General Manager or designee. Shared vacation time may only be approved for specific vacation days requested and when vacation time has been depleted.

Sec. 5.3.1 Updated by LS 09/28/2023 as per Revision Adopted 02/23/2021 BOD Me

5.3.3 Sick Leave

Full-time employees are eligible for sick leave after completing their introductory period.

- a. Full time employees shall accrue one working day of sick leave for each month worked, prorated based upon average total hours worked. This may accrue to a total of 24 working days.
- b. Sick leave Use: Paid sick leave may be used for doctor/dentist visits in not less than four hour units.
- c. Return to Work Authorization: Any employee, full-time or part-time, who is absent for more than 3 days, may be required by his/her supervisor or the Board of Directors to obtain a statement from a physician indicating ability to return to work.
- d. Family Members: Sick leave may be used to care for family members.
- e. Employees will not be paid for earned but unused sick leave upon termination.
- f. Full-time employees are eligible for paid sick leave after completing their 3-month introductory period.
- g. [Accrued sick leave may be shared with a co-worker when their sick leave has been depleted and when authorized by the General Manager or designee.](#)

7.4 Non Violence---Harassment Policy

GSD is committed to providing a work environment free of unlawful harassment. GSD's policies prohibit sexual harassment, and harassment based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or harassment or any other basis protected by federal, state or local law, ordinance or regulation. GSD's anti-harassment policies apply to all persons involved in the operation of the organization and prohibit unlawful harassment by any employee, including supervisors and co-workers.

By way of example, prohibited unlawful harassment may include, but is not limited to, the following behavior:

- a. Verbal conduct such as epithets, derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments.
- b. Visual conduct such as derogatory and/or sexually oriented posters, photography, cartoons, drawings or gestures.
- c. Physical conduct such as assault, unwanted touching (including unwanted hugging), or blocking normal movement or interfering with work for reasons motivated by sex, race or any other protected status.
- d. Threats and demands to submit to sexual requests as a condition of continued employment, or to avoid some other loss, and offers of employment benefits in return for sexual favors.
- e. Retaliation for having reported or threatened to report harassment. If you believe that you have been unlawfully harassed, provide a written complaint to your own or any other GSD Management personnel or Chairperson or Member of the Board of Directors. To the extent permitted by law, due process, and fairness, written or oral complaints shall remain confidential. In the event a written complaint can not be prepared, it shall be made orally and then reduced to writing and signed by the complainant. A complaint should be specific and for each occurrence should include the date(s), time(s), location(s), names of the individuals involved and the names of any witnesses. An immediate, thorough and objective investigation of the harassment allegations shall be initiated by the appropriate manager or by the Chairperson of the Board of Directors.
- f. If GSD determines that unlawful harassment has occurred; effective remedial action will be taken in accordance with the circumstances involved. Any employee determined by GSD to be responsible for unlawful harassment will be subject to appropriate disciplinary action, up to and including termination. A GSD representative will advise all parties concerned of the results of the investigation. GSD will not retaliate against anyone for filing a complaint and will not knowingly tolerate or permit retaliation by management, employees or co-workers. GSD encourages all employees to report any incidents of harassment immediately so that complaints can be quickly and fairly resolved.
- g. [The District adheres to the State, Workplace Violence standards of Senate Bill 553, which describes in detail, what workplace violence is and why it will not be tolerated under any circumstances. \(a copy of Senate Bill 553 is included\). Upon final approval](#)

7.5 Standards of Conduct

Following is a list of standards that GSD expects of its employees while on the job. Violation of these standards could lead to disciplinary action, including possible termination. Note: Both employee and the employer have the right to terminate the employment relationship at any time with or without cause. The standards are as follows:

- a. Courteous treatment of the public and fellow employees.
- b. Following all lawful and reasonable regulations and orders given by the supervisor.
- c. Attention to duty.

- d. Careful use of District property.
- e. Honesty.
- f. Promptness and consistent attendance.
- g. Appropriate use of sick leave.
- h. Professionalism.
- i. Compliance with the Alcohol and Drug Use Policy stated above.