

**GARBERVILLE SANITARY DISTRICT**

**BOARD OF DIRECTORS MEETING  
MINUTES**

**Date of Meeting: Tuesday, January 23<sup>rd</sup>, 2024**  
**5:00 p.m. – Open Session**

**I. REGULAR MEETING CALLED TO ORDER**

Doug called the meeting to order at 5:30 PM

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

Motion: Dan    Second: Richard    Vote: 3-0 2 absent

**IV. THE BOARD WILL ENTER CLOSED SESSION 15 Minutes (5:00pm)**

**IVa. Questions or Comments about Closed Session Items**

**1. Conference with Real Property Negotiators (Government Code § 54956.8):**

**Property: Approximately (*undetermined*) acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 032-211-011, APN 032-211-035, APN 032-211-021**

**Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.**

(discussion—possible action)

**V. RETURN TO OPEN SESSION at 6:28 PM**

No Reportable action taken during the Closed Session portion of this meeting.

**VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE.**

No Public Audience in Attendance

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

**Operators--Dan re: Water Leaks:** several leaks addressed. One 5ft deep on Wallan Road from 4 pm until after 11pm to complete the repair.

**—Hill Side Sliding:** Due to excess rain saturation and a natural spring above the Sewer Treatment Plant, some hill-sliding needed a couple of days to clean out ditch to alleviate water in the primary pond.

**Office----Mary Nieto—Customer Complaints—Concerns** this portion of discussion went to General Business

B. Section of the Agenda Item B.3

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson Pg. 4**

## VIII. REGULAR AGENDA ITEMS

### A. CONSENT AGENDA

A.1 Approve Financials Date—September & October 2023 - Handout at Meeting

A.2 Approve December 19<sup>th</sup>, 2024 Regular Meeting Minutes - pg. 5-8

A.3 Operations Safety Report- Handout at meeting

**Motion:** Dan                      **Second:** Richard                      **Vote:** 3-0, 2 absent

### B. GENERAL BUSINESS – *Action item*

B.1 Tank Replacement Project Update Resolution #24-002 Handout at Meeting Pg. 9-23  
(discussion—possible action)

Authorizing Ralph Emerson and Jennie Short to sign Permits and Documents for the next phase of Project as it splits into two parts, of construction process.

**Motion:** Richard Landes                      **Second:** Dan Thomas                      **Vote:** 3-0, 2 absent

B.2 Approve 2022—2023 Audit pg. 24-62  
(discussion—action requested)

Approve Doug Bryan to sign audit for (Safe Harbor) requirements for Keith /Auditor

**Motion:** Dan Thomas                      **Second:** Richard Landes                      **Vote:** 3-0, 2 absent

B.3 Past Due Customers--Payment Plan Agreement pg. 63-70  
(discussion-possible action)

Mary presented the current situation regarding ever increasing Past Due Accounts and steps needed to enter into Payment Plans for customers experiencing financial hardship. Rather than turning OFF Water Services, creating individual Agreement Forms to help customers catch up as well as keep up with current usage.

### C. POLICY REVISION / ADOPTION

C.1 Damage to Water System Facilities Sec 7.3 pg. 71-76

(discussion-action requested) Resolution #24-001

Discussion to approve the updated verbiage from legal counsel on the Release of Liability Form needed when assisting Customers on their property.

**Motion:** Richard Landes                      **Second:** Dan Thomas                      **Vote:** 3-0, 2 absent

C.2 Emergency Preparedness Plan pg. 77-82

(discussion-possible action) 2nd reading  
Discussion to Approve Updates, or Modifications, to Plan particularly related to water levels  
(drought or rainy season) at the time of the Emergency.

**Motion:** Richard Landes

**Second:** Dan Thomas

**Vote:** 3-0, 2 absent

C.3 Filling Pools and Tanks Sec 14.1

pg. 83-86

(discussion-possible action) 2nd reading

Discussion to approve further Modifications to the Customer Application for Filling Pools at a  
'special rate', specifying start or end dates and including river levels, such as 50  
cfs or concerning drought or rainy season at the time of request.

**IX. THE BOARD WILL ENTER CLOSED SESSION 6:28 PM**

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code  
Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**  
(discussion—possible action)

**X. Return to Open Session**

**No Reportable Action Taken during the Closed Session portion of this meeting.**

**XI. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting: February 27<sup>th</sup>, 2024**

1. Drought Planning
2. Application for Construction Funding from DWSRF for project
3. Project Update

**XII. ADJOURNMENT**

**7:58 PM**