GARBERVILLE SANITARY DISTRICT BOARD OF DIRECTORS MEETING MINUTES

919 Redwood DR. Garberville, CA

<u>June 19, 2018</u> 5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

Meeting started at 5:08 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Absent

Linda Brodersen- Present Doug Bryan Richard Thompson

III. APPROVAL OF AGENDA

Motion: Richard Second: Doug Vote: 3-0

IV. PUBLIC COMMENT ON ANY ITEM ON THE CLOSED SESSION AGENDA

V. <u>CLOSED SESSION</u>

A. No items for closed session

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session—No action

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogul inquired about the study addressing what caused the explosion which will be discussed later during General Business B.2 on pages 22-42.

General Public / Community Groups

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- Nothing to report

Office Staff- Will address later

Board Members- Inquired about the Rate Study report on the May 30th meeting

General Manager—Ralph Emerson Pg. 4

See General Managers Report on Page 4 in the BOD Agenda Packet.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials – pg. 5-17

Motion: Doug Second: Richard Vote: 3-0

Pulled financials for Questions. Jennies answer is the wrong date is on the reports but the information is correct. Adjustments need to be made to have the heading match the column.

A.2 Approve May 22, 2018 Regular Meeting Minutes - pg. 18-19

A.3 Operations Safety Report- pg. 20

Motion: Doug Second: Richard Vote: 3-0

B. GENERAL BUSINESS

B.1 <u>Hazardous Work Conditions --- Needles-Dogs-Angry Customers</u> pg. 21

Possible actions that could be taken:

- 1. Aggressive dogs
- 2. Needles in the workplace
- 3. Working alone in the office
- 4. Working alone in the field and during hazardous weather conditions
- 5. Interaction with mentally ill people or transients
- 6. Being asked to do favors and/or work for customers that are not the responsibility of GSD
- 7. Other hazards that have yet to be identified

To help counteract and address the above hazards a policy will be drafted to protect the members of our community, as well as, the employees.

Motion: No Action

B.2 Water Treatment Plant Contact Chamber repairs pg. 22-42

Ms. Vogel commented on the backwash at the water plant; the current backwash pump uses more gallons per minute than what we can produce. Therefore, GSD developed an operator's plan to troubleshoot this situation. Any questions concerning why this happened should be directed to the engineer, as of now there is not a concrete answer to why this occurred. We are putting in an above ground tank with serge protection.

B.3 <u>Multi Family-Single Family-Commercial Residence Differences</u> pg. 43

(discussion-possible action)

The question came up if there should be a differentiation between high rate residential use and commercial use. On certain accounts, there is only one meter that multiple households are using. By identifying this we can charge accordingly. Therefore, everyone is being treated and charged equally.

Motion: No Action

B.4 Rate Study Meeting--Summary pg. 44

(discussion-possible action)

The Rate Study is providing data to help identify the customers we have, as well as, helping No action

B.5 Alternative Electricity Planning

(update only)

Tabled

B.6 Residential Customer Water Waste pg. 45

(discussion-possible action)

A policy concerning drought conditions is being drafted, so that customer needs can be met. Questions such as how to determine if the property is residential or commercial or should there be an extra fee for water being used to cultivate a sellable product. This will be brought to the agricultural committee.

C. POLICY REVISION / ADOPTION

C.1 Agricultural Water use Ordinance – Section 15.9 pg. 46-52

(discussion possible action) second reading—resolution # 17-013

Motion: Tabled Second: Vote:

C.2 **Payment of Bills Ordinance, Late Charges. Section 9.5** pg. 53

(discussion—no action) first reading (Mary Report)

The late charge should be an incentive for customers to pay on time. Currently, the \$5 late fee is not effective. Staff requests to raise the late fee to \$15.00. We want to help detour customers from being late. The shut off letter will be reworded so that customers will not be confused on the day that their water will be turned off. (Three dates are needed; the date when the shut off letter is being sent out, the date payment is due, and the date that the water will be turned off).

C.3 <u>Personnel Policy Introduction—4.2.2 and (Appendix B) Job Descriptions</u> pg. 54-69 (discussion-no action) first reading

GSD is updating our personnel policy to provide the title of employees, job descriptions, and the qualifications required to obtain the position. GSD will define how many hours constitutes as an appropriate work week and specific licenses that are required for certain positions.

X. ITEMS FOR NEXT BOARD MEETING

- 1. Rate Study
- 2. 10 year Capital Improvement Plan
- 3. Agricultural Water Use Ordinance –Sec 15.9
- 4. Payment of Bills (late charges) Ordinance. Section 9.5 (payment of bills)

XI. ADJOURNMENT

6:41 P.M.