

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

**Date of Meeting: Tuesday, July 25th, 2023**  
**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**Doug Bryan called the meeting to order at 5:02 p.m.**

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

**Motion: Rio Anderson                      Second: Richard Landes                      Vote: 3-0**

**IV. NO CLOSED SESSION**

**V. OPEN SESSION**

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

**General Public / Community Groups**

**Kristen Vogel**

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

**Operations Staff- River Levels—Operational Demands**

**Office Staff- Online payments are active on the Districts website. Two payments received so far.**

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson**

**Ralph had no further additions to his report.**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

- A.1 Approve Financials Date- May 2023 - pg. 5-17**
- A.2 Approve June 27<sup>h</sup>, 2023 Regular Meeting Minutes - pg. 18-20**
- A.3 Operations Safety Report- pg. 21-23**

**Motion: Rio Anderson                      Second: Richard Landes                      Vote: 3-0**

**B. GENERAL BUSINESS – *Action items***

- B.1 Update on Tank Replacement Project- Jennie  
(discussion—possible action) **Handout at Meeting**

Since the last Board Meeting, the Project Team has:

- Worked on completing the 30% Design Plans
- Review with Property Owner Swaffar to provide input to SHN
- I submitted the documentation needed to request an amendment to the Prop 68 DWSRF Planning Funding Agreement for \$347,000
- Worked on surveying at the Cal Fire property and the waterline route adjacent to Swaffar’s residence
- Late biological field studies were performed
- Cultural Resources and historical documentation were completed for CEQA

Next Steps:

- Produce 30% Design Plans and submit to DFA and DWR by the end of July
- Begin production of the CEQA IS/MND for the project
- SHN Contract Amendment to add Final Design to their existing contract

- B.2 Update on SHCP Water Service pg. 24-28  
(discussion-possible action) Jennie  
**LAFCo took action to adopt Resolution No. 23-04 on July 19<sup>th</sup>, 2023.**

- B.3 New Inn Conditional Will-Serve Letter pg. 29-42  
(discussion-possible action)  
**A motion was made to approve the will-serve letter as presented with one change to the name of the fire department, and to authorize the chair of the board to sign on behalf of the District at such time as condition #8 & #9 are completed by developer.**  
**Motion: Richard Landes Second: Rio Anderson Vote: 3-0**

- B.4 Removing Vagrants from Property pg. 43-50  
(discussion-possible action)  
**1<sup>st</sup> Reading**

- B.5 Signing Authorization for Reserve Accounts pg. 51  
(discussion-possible action) Resolution #23-008  
**Motion: Richard Landes Second: Rio Anderson Roll Call Vote: 3-0**

**Establishing updated signing authorization for the District’s Reserve accounts #2200 and 2201 held with County of Humboldt**

- B.6 Customer 3 year Water Use Comparison pg. 52  
(discussion-possible action)

**The overall water usage has gone down each of the years that Jennie Short has done the water capacity report. Customers are using less water.**

- B.7 Update on Insurance Costs—SDRMA pg. 53  
(information only)  
**Ralph attended a conference call with SDRMA. Because of all outside costs going up, SDRMA may pass along 15% increase to all Districts.**

## C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes Sec 3.0—4.0 pg. 54-55  
(discussion-possible action)

**The board discussed changes to the personnel policy Sec 3.0-4.0**

**This ordinance will allow the GSD to help other neighboring Districts with equipment, supplies, parts and chemicals.**

**IX. CLOSED SESSION**

No Closed Session Items

**X. ITEMS FOR NEXT BOARD MEETING**

1. Tank Replacement Project Update
2. Update on SHCP
3. Use agreement for supplies—Ordinance 15.10
4. Personnel Policy
- 5.

The next BOD meeting is August 22, 2023

**XI. ADJOURNMENT**

**Doug Bryan ended the meeting at 6:48 p.m.**