

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

**January 24, 2017**

**5:00 p.m. – Closed Session**

**6:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Linda Brodersen  
Doug Bryan  
Rio Anderson  
Richard Thompson  
Gary Wellborn**

**III. APPROVAL OF AGENDA**

**Anderson made a motion to approve the agenda. Thompson seconded the motion. The motion was carried by a 5-0 vote.**

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

**No Comments**

**V. CLOSED SESSION**

**A. General Manager Evaluation**

**VI. OPEN SESSION**

**Chair Brodersen reported out a positive evaluation for the General Manager.**

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

**Paul Grechson an Environmental Engineer introduced his business. He works with water and wastewater in securing grant monies.**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff – Emerson reported severe storms and the staff was able keep the plants running and the water healthy and safe.**

**Office Staff- Mary Nieto introduced herself and her partner Mitch. Mary is the part time office assistant.**

**Board Members- Linda and Rio meet with Emerson concerning some issues and work somethings out.**

**General Manager—Emerson reported that he is on the CSDA board. They meet every two months.**

**CSDA is geared towards the governing of the districts. CSDA adopted flexible schedules in their office to accommodate the new work force.**

## IX. REGULAR AGENDA ITEMS

### A. CONSENT AGENDA

- A.1 Approve Financials
- A.2 Approve 12/20/2016 Regular Meeting Minutes
- A.3 Operations Safety Report

Director Wellborn asked where the Kimtu waterline was shown on the balance sheet. Emerson said he would find out and let him know. Emerson explained the ordinance

Motion: Wellborn                      Second: Bryan                      Vote: 5-0

Wellborn yes, Thompson yes, Anderson yes, Bryan yes, Brodersen yes.

### B. GENERAL BUSINESS

- B.1 Charles Butterworth request for multi-family rate

Emerson explained the documents that were included in the agenda packet. Mary explained what was going on with the tenants. Butterworth said that he had requested with Tina to change the bills to his name. He doesn't know why there were not changed to his name, Tina took down all his information. Emerson said January will be in his name. Butterworth said that none of this would have ever happen if the accounts would have been in his name. Emerson said that the ordinance states that if you have another apartment or rental unit unless it is approved by the Board or General Manager there is an additional connection fee for those new units and if the district had been notified prior to, we were notified by the tenant and a neighbor on Fir Ln so we were notified of those two different units for different reasons by different people. Then what happens is, then it becomes, now what do we do. But if we, if there was a permit, you applied for a permit right?

Butterworth said he applied with the general plan which is six years late. Chair Brodersen asked Butterworth if he went to the county and got a permit to change this one house into two different units. Butterworth said no because he can't do that until the zoning is done. Chair Brodersen said that if he had gone to the county and got a permit, the county would have kicked back to the district that something was going on at that house. Emerson said then the district would have issued a will serve letter and that is how we work with the county, but none the less we are where we are at now.

Emerson referred to a map drawn of the houses and referring to the 646 Locust Street property, he said if we would have got the letter from the county we would have requested two meters and then there would have been another connection fee.

Emerson then referred to the Fir Ln where there was two units when Butterworth bought it and now he has made into three units. Emerson said he thought that this unit was being charged multi-family rates. Emerson said the difference in the single family is \$60.22 monthly base rate \$34.99 sewer, \$95.21 total and multi-family rate is \$67.57 water \$58.19 and \$125.76. So basically it is \$30.00 difference between multi-family and single-family. Or you don't pay the connection fee and the water and sewer charges the rates are used for operational costs, for maintenance, for repairs, infrastructure upgrades, if you need to replace a pipe whatever the case may be, that is what you use those for and so this is the situation we find ourselves in, I wasn't notified of the improvements to the property except by the tenant and then didn't receive a letter from the county. Emerson said he had a complaint from the tenant and the neighbor which is why he came to the Board, and then the multi-family in our ordinance states that it can only be a multi-family unit if it is identified as such by the General Manager, which he was not notified, so. Butterworth said that if he was not notified then is not a multi-family unit. Emerson said that only he could make it a multi-family unit. Butterworth said that he didn't know there was an multi-family rate until a couple of months ago. Butterworth said that as far as he is concerned these houses have been there, he has read the ordinance if there is two buildings there then there is separate meters, he understands that, these are not two buildings and those buildings have been there, one of them almost one hundred years. There is nothing new going in, no more water being used. Chair Brodersen said that she thinks there is more water being used at the Locust St house because he took a house and made into two different units. Butterworth asked if the water usage history

showed if there more water being used before it being split. Butterworth said he had no problem paying the multi-family rate.

Emerson said that he is trying to follow the ordinance that the district has and he wants to be consistent he can't make deals with customers reason. What the multi-family unit is, doesn't have to be separate, unit apartments are joined by one baring wall, so what it is, is two living residences and that is what it says in the ordinance. Butterworth disagreed. Director Thompson said that if you have an apartment house with eight apartments in it that is eight residences so if you have one house you divide into three, it's still three residences. Butterworth said that the ordinance doesn't say the way you are thinking. He said the ordinance doesn't say each apartment in a house is a separate unit. He said there is nothing you have to build to serve these places, they were built many years ago. Butterworth said that he didn't request any new meters and it was at the Districts discretion to allow him to put new meters, but he did asked for new meters so he doesn't know why he even needs to be allowed. He said that the ordinance doesn't deal with his situation. Butterworth referred to the letter he received from Emerson and said he didn't like the tone of the letter saying that his water would be cut off in he didn't pay \$19,000 within 30 days.

Emerson addressed the Board and said that they heard Mr. Butterworth and read the ordinance sec. 4.9 a. that two or more buildings under the same ownership and on the same lot or parcel may be supplied through the same service connection and meter if authorized by the General Manager or GSD Board. Emerson said he was not made aware of it until it was already done, otherwise he would have given direction. He wasn't made aware of it until there was a problem, by a tenant. That is when he got involved, when he sent out the letter and he followed the ordinance which states that if it is a new unit, there is a connection fee. He said that if the Board wants to charge the connection fee or do something different it was their prerogative.

Chair Brodersen asked when he split the Locust St house into two units, did he do the plumbing work. Butterworth said that Dwight did the work. He said that he did this five or six years ago, maybe more. There was more discussion concerning the ordinance. Then Vice-Chair Bryan said that maybe they should explore what was done with the Winters Project, since this work was done before the new connection fee increase and explore what that structure would look like.

Emerson said that he needs to have another meeting, he wants to get it right. Vice-Chair Bryan said that they needed more information. Emerson will do research on the multi-families in this town and what we have done for the various, there's only been a couple he has done something with since he has been here. He will bring this back to the board with consistent direction of what we have done. So it's not anything new and then what we did for Winters Project. Bryan said he wanted for Butterworth to provide the timeline of changes he made. Butterworth said it was the summer before last and the year before that.

Chair Brodersen decided to table this topic at this time and to bring it back at the next board meeting. Brodersen asked for any other questions from the board.

Director Anderson said he could see why Mr. Butterworth would react to the \$8000 service charge, when there the same square footage of the house, he said, it may addition dwellings but when we pass the ordinance for the new service, he thought the \$8000 was for a new building. He sees this as being a little unreasonable in this situation.

Dan Arreguin said we raised the connection fees to make sure our system was upgraded and that it could handle a greater impact if it needed to. He doesn't know if it is a greater impact, but it is only an inch and a quarter line going down Fir Ln for eight meters and that is not acceptable anyway. It's not something we should have, but that is what we got. We can't afford to start tearing up everything in town. Brodersen agreed good point.

This topic will be brought back to the next meeting.

## B.2 Audit Report

Chair Brodersen said they may want to review the report and table until next meeting. Brodersen asked for a motion to table audit approval until next meeting.

Motion: Bryan                      Second: Wellborn                      Vote: 5-0

The motion was passed to table B.2 to the next meeting.

Wellborn yes, Thompson yes, Anderson yes, Bryan yes, Brodersen yes.

## B.3 Joint meeting between RCSD and GSD

Chair Brodersen presented the letter written to the Redway Community Services District for the Board to review. Brodersen asked for a motion to approve for a joint meeting.

**Motion: Anderson                      Second: Wellborn                      Vote: 5-0**  
**Motion was passed by a 5-0 vote.**  
**Wellborn yes, Thompson yes, Anderson yes, Bryan yes, Brodersen yes.**

**C.     POLICY REVISION / ADOPTION**

C.1     Whistle Blower Policy (add as) 9.1

**Emerson reported this is the second reading he would like the board to approve because the District doesn't have one. Whistle Blower policy should be in there so that the employees are protected if they want to blow the whistle on somebody. No discussion, Chair Brodersen asked for a motion to approve Resolution #17-002 Authorizes the Garberville Sanitary District to include the Whistle Blower policy to the Personnel Policy Manual**

**Motion: Bryan                      Second: Thompson                      Roll Call Vote: 5-0**

**Motion was passed by a 5-0 roll call vote.**

**Wellborn yes, Thompson yes, Anderson yes, Bryan yes, Brodersen yes.**

C.2     Organizational Chart Personnel Policy-Appendix A

**Chair Brodersen tabled this topic for the next meeting**

C.3     Job Descriptions---Personnel Policy Appendix B-Operators

**Emerson wanted to update all the policies and job descriptions. This is the first reading. He started with the Chief Plant Operator, this position price range runs between \$65,000- mid to high hundreds, he said, here we can't support that and he is filling the rolls of the General Manager and Chief Plant Operator. Amendments were made on the Senior Operator and Wastewater Operator Job description as well, and they will be back at the next meeting.**

C.4     Water Ordinance-Article 4: Section 4.9 Water Service

**After discussion and amendments to be made this item will be brought back to the next meeting.**

C.5     Resolution 17-001

**Resolution of the Garberville Sanitary District Confirming Water and Sewer Collection Assessments and Establishing the Method of Collection**

**Emerson reported this is the first reading be able to precede with liens for unpaid accounts.**

**X.     ITEMS FOR NEXT BOARD MEETING**

- 1. Sale of Surplus Pickup Acceptance of Bid**
- 2. New Easement for Wallan Rd. tank**
- 3. 2017 Master Calendar**
- 4. Job Descriptions**
- 5. Rate Committee Recommendations**
- 6. Butterworth**
- 7. Audit**
- 8. Resolution 17-001**
- 9. Organizational Chart**

**Next meeting is February 28, 2017**

**XI.     ADJOURNMENT**

**Chair Brodersen adjourned the meeting at 7:28 pm**

**Respectfully Submitted**  
**Tina Stillwell**

