

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

**GSD District Office
919 Redwood Dr. Garberville, CA
October 25, 2016
5:00 p.m.**

I. REGULAR MEETING CALLED TO ORDER

Chairperson Brodersen called the meeting to order at 5:10 pm.

II. ESTABLISHMENT OF QUORUM

Present: Rio Anderson, Linda Brodersen, Richard Thompson

Absent: Doug Bryan, Gary Wellborn

III. APPROVAL OF AGENDA

Chair Brodersen asked for a motion to approve the agenda. Director Thompson made a motion to approve the agenda. Anderson seconded the motion. Motion passed 3-0.

IV. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No Comments

**V. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Operations Staff- None

Office Staff - Draft 2017 Board Meeting Calendar

Two dates were changed: September 26, 2017 was changed to September 19, 2017 and
December 26, 2017 was changed to December 19, 2017

Board Members- None

General Manager—Ralph Emerson reported there has been adjustments with Ron retiring on who is doing what. Every day he meets with the field staff and give them assignments and then helps them with projects. Today they were reading meters. Trying to get projects done and they are helping him with things he is not familiar with. They are putting together a master calendar with meeting dates, on-call schedule, vacations, reports due, lab testing, meter readings, what Tina needs done in here. He should have the calendar completed by the end of the year. They are also working on a priority list of things they want to get done this winter.

Emerson reported a leak on Elm Street and John Neill was able to repair within two hours.

Brodersen asked about a pumper truck at the headworks. Emerson said Wahlund Construction pumped the grit and sand out of the wet wells.

Brodersen asked about a leak at the laundromat. Emerson said there is a spring behind the building causing the problem.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 September 2016 Financials
- A.2 9/27/2016 Regular Meeting Minutes
- A.3 Operations Safety Report

Brodersen asked for a motion to approve the Consent Agenda.

Motion: Anderson

Second: Thompson

Vote: Approved 3-0

B. GENERAL BUSINESS

- B.1 Budget Update-Adjustment 2016-2017 Presented by Jennie Short

Short reported on the updated budget showing negative cash flow of \$39,655. After discussion Brodersen asked for a motion to approve the updated budget.

Motion: Thompson

Second: Anderson

Vote: Approved 3-0

- B.2 Wallan Rd tank and road repairs Update

Emerson said the telemetry is not working properly. Emerson said Carmichael had some changes he wanted to make in the contract. He said we are waiting for Wilcox to move their equipment to the work site.

- B.3 GSD water composition with State health standards

Emerson thought the board would like to know what is in our water, what we test for, and the State's health standards. He presented the district Consumer Confidence Report and the State Testing Requirements. Short said the testing requirements will change in the future due the new treatment plant.

- B.4 Declare pickup surplus property for sale

Emerson explained the pros and cons of the two trucks, the 2002 Silverado and the 1999 F350. After discussion it was decided to bring this item back to the next board meeting and surplus the Silverado.

- B.5 Linda Ln. culvert installation

Emerson reported on the condition of the culvert on Linda Ln. The culvert gets plugged and washes out the road. Emerson said that Wilcox repaired the culvert.

C. POLICY REVISION / ADOPTION

C.2 Personnel Policy Manual Introduction--Employment Process

Emerson presented the first seven pages of the Personnel Policy Manual. After discussion Emerson said that he would bring it back with the discussed amendments in place.

X. ITEMS FOR NEXT BOARD MEETING

1. Updated map of GSD infrastructure
2. Wallan Road update
3. On-Call compensation

Next Board Meeting November 22, 2016

XI. ADJOURNMENT

The meeting was adjourned at 6:17 pm.

Respectfully Submitted
Tina Stillwell