

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

**There will be a regular meeting held by the Garberville Sanitary District Board of Directors at the
GSD District Office
919 Redwood Dr. Garberville, CA**

**May 23, 2017
5:00 p.m. – Open Public Session**

Any writings or documents that are public records and are provided to a majority of the governing board regarding an open session item on this agenda will be made available for public inspection in the District Office located at 919 Redwood Dr. during normal business hours.

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

Rio Anderson___, Linda Brodersen___, Doug Bryan___, Richard Thompson___, Gary Wellborn___

III. APPROVAL OF AGENDA - Action to add or delete items from any portion of the agenda or to discuss any consent agenda items must be taken prior to adoption of the agenda.

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

V. CLOSED SESSION

A. No Closed Session Items

VI. OPEN SESSION

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

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Up to fifteen minutes of this portion of the meeting are reserved for members of the public to address the Board on items not listed on the agenda and within the jurisdiction of the GSD Board. Speakers are limited to 3 minutes. The GSD Board is prohibited by law from taking action on matters discussed that are not on the Agenda, and no adverse conclusions should be drawn if the GSD Board does not respond to public comment at this time.

General Public / Community Groups

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS – Routine report of activities, operations, meetings / conferences held and/or attended by Board members, Staff, and General Manager

Operations Staff-

Office Staff-

Board Members-

General Manager—Ralph Emerson

Government Code Section 54954.3 provides that the public will have an opportunity to address the Board on any item described on a regular or special meeting either before or during the consideration of that item. The Board reserves the right to limit the time of presentation by individuals and groups

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

All matters listed under Consent Agenda are considered to be routine and all will be enacted by one motion and voice vote. There will be no separate discussion of these items unless the Board of Directors requests items to be removed from the Consent Agenda for separate action. Any items will be considered after the motion to approve the Consent Agenda.

- A.1 Approve Financials - pg
- A.2 Approve 4/25/17 Regular Meeting Minutes - pg 4-6
- A.3 Operations Safety Report- pg 7

Motion: Second: Vote:

B. GENERAL BUSINESS – Action items

Notice to the Public

The Board of Directors will allow public comment on agenda items although any person who wishes to speak on an agenda item must submit a request prior to the meeting being called to order. You will be given 5 minutes on each agenda item that you wish to comment and then the Board of Directors will discuss the item amongst themselves with no other public comment.

- B.1 Update on County patch-pave project and water leaks
(Information Only)

- B.2 Strategic Plan Update pg.8
(discussion-possible action)

Motion: Second: Vote

- B.3 Measure Z Update—Hydrant Replacement pg.9
(Information only)

- B.4 Credit Union Apartment Project--Locust Street
(Information Only)

C. POLICY REVISION / ADOPTION

- C.1 Policy Manual—Approval of Expenditures: sec 7.7 pg.10
(discussion possible action) 1st reading

Motion: Second: Vote:

- C.2 Water Ordinance—Article 10: Sec 10.1-10.2 Reconnection Fees pg.11
(discussion—no action) First Reading

- C.3 Sewer Ordinance—Discontinuance Fee 83-1, Chapter 7, Section 2 pg.12-15
(discussion—possible action) 2nd reading—Resolution #17-007

Motion: Second: Vote:

- C.4 Accrued Vacation Hours-Personnel Policy 5.3.1 pg.16
(discussion—no action) 1st reading

- C.5 Appointment of Personnel Committee—Skelly Hearing Officer, Employee Hearing Requests pg17-19.

(discussion—action) Resolution #17-008 (Roll Call Vote)

Motion: Second: Vote:

X. ITEMS FOR NEXT BOARD MEETING

1. Job Descriptions
2. 2017-2018 Budget
- 3.
- 4.

XI. ADJOURNMENT

Posting of Notice at the District Office no later than May 19, 2017: Agenda is emailed to the local newspapers and those who have requested an agenda in writing or e-mail.

In accordance with the Americans with Disabilities Act, if you need a special accommodation to participate, please contact the Garberville Sanitary District Office at (707)923-9566 at least 48 hours in advance.

**Garberville Sanitary District
PO Box 211
Garberville, CA. 95542
(707)923-9566**

GENERAL MANAGER REPORT

Date: May 23, 2017

This past month has provided an opportunity for all staff to step up and take on more than their job description requires, as we have had excessive customer demands, leaks, projects and reporting requirements.

We have had daily coordination meetings as needed to make sure all required tasks are accomplished during the day. Staff has pitched in to help each other and never complain about the additional workload during this transition period.

We have been working on the 2017-2018 budget and met with the budget committee on May 15th. We will be ready for approval at the June 27th meeting and will have a power point presentation to explain budget assumptions and projections.

There have been conversations with other Districts to keep communication open and share thoughts on how to meet State requirements that continue to change. The ongoing conversations have allowed us to know each better and feel comfortable asking each other for ideas and help.

We have met with Greenwired to explore solar options to cut our PG&E costs, while looking for alternative ways to generate revenue if we can sell electricity back to PG&E. The research will continue but I will update you what we find out.

I met with the RCAC representative about revenue to expense concerns when planning for Capital Improvement Projects and he is assisting with some budget assumptions.

Respectfully Submitted:

Ralph Emerson

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

**GSD District Office
919 Redwood Dr. Garberville, CA**

**April 25th, 2017
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Called to Order 5:01 p.m.

II. ESTABLISHMENT OF QUORUM

Present:

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

III. APPROVAL OF AGENDA

Motion: Richard Thompson Second: Gary Wellborn 5-0

III. CLOSED SESSION

A. No items for closed session

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Charlie Butterworth: Wanting the Ordinance to be more Community Oriented. Butterworth passed out his written suggestions for the District.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff-0

Office Staff- 0

Board Members- Linda-The office needs to draft a letter to the County of Humboldt/Road Works, along with Estelle, and Mercer Fraiser. To please contact The Garberville Sanitary District before digging up the streets for paving, so that we can work cooperatively together on fixing possible leaks. It makes more sense to repair them while the street is already tore up.

Ralph- Will create and send off the Letter.

General Manager—Ralph Emerson: Extremely happy with the way that Staff is working together. Staff is having to spend lots of time learning and finding information. There's a new senate bill coming up for vote. It is very contentious. This bill will cause All Districts, to be unable to have a design contract/architect on any project prior to construction and collecting money if there's an error. The Districts would have to go through the complete legal process to collect any money. No money upfront. Ralph sent a letter personally to Senator Kamala. Ralph

will send a letter on behalf of the District that we are against this Bill. With all of the boards consent. Manhart Engineering- they have taken over part of the design for the town square restroom. It was originally designed by a different engineering company, now it is with Manhart. They are doing part of the constructional engineering, because the other engineering firm did not agree with their design plans. Also the town square people/Denise Bourassa has talked with Ralph about having a grease interceptor installed for the food trucks during town square events. Everyone involved in this needs to get together and talk. Manhart told Ralph that the way he's looking at it, is that they are going to put in 8 toilets, that's going to go into the sewer collection system. They also want to put in a floor drain inside the restroom that would go into the storm drain. They are going to put an outside drain/facility for people to wash their hands after using the restroom. That as well will be plumbed into the storm drain. The District has been going over this matter for three years, and it keeps evolving. Ralph- what's in the best interest of the District and the Community is to have a meeting with all the parties involved.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials- TABLE

Ralph- it would be good practice to have two signatures on any check \$1,000 or more. It would be best to have a staff member and a Board members signature.

A.2 Approve 3/28,2017 Regular Meeting Minutes

A.3 Operations Safety Report

Motion: Gary

Second: Rio

Vote: 5-0

B. GENERAL BUSINESS – *Action items*

B.1 Rate Study Committee Report

Ralph- Has been talking with RCAC representative, Richard Culp about the rate study. We do not have the general fund to pay for all the projects that need to be done in the next 10 years. We are relying upon the service charges of the customers, there are no new connection fees coming in. Ralph is adamantly opposed to raising the rates for those who are using average amounts of water. Only raising the rates to those who use above the normal average amount of water. We still have to justify as prop 218 tells us, justify a rate increase based upon the need. Ralph wants to tighten up all the leaks that the District has. On the collection side and the water distribution side. At the meeting we talked about the high end users that are using mass amounts of water that creates a situation. Where we need more water in the tanks. We need more time checking the tanks, and there's more impact to the pipes/distribution system. Then needing more electricity for the pumps. Plus we have projects that need to be updated, like the Wallen Road Tank. The District can't afford those projects with that amount of water going through our system. So according to RCAC we can justify a rate increase if we chose to. We are against raising the rates for those on the low end of use. Customers using 5 units or less would pay the exact same. Another issue with our current rates is that a single family dwelling ends up paying more than a multifamily dwelling. This needs to be reviewed and adjusted.

B.2 Community Park Update

During the Easter egg hunt at the park Brian had problems getting into the Water treatment plant. The District has to have full access to the water treatment

plant, no matter the event. The Districts Water Treatment Plant and our Waste Water Plant can possibly accommodate the number of people and those 58 possible parcels developed. Only after the research has been done, and an EIR would we know if it's feasible. The District is willing to work with the park.

- B.3 Board Training Opportunities
- B.4 District Projects and Priorities List
- B.5 Water Usage—5 year comparison

C. POLICY REVISION / ADOPTION

- C.1 Policy Manual—Organizational Chart
1st reading

Motion: Doug Second: Richard Vote: 5-0

- C.2 Sewer Ordinance #83-1, Chapter 7, Permit Required.
1st reading

Bring back to the next Board Meeting with a Resolution.

IX. ITEMS FOR NEXT BOARD MEETING

- 1. Personnel Committee—Job Descriptions
- 2. Budget Committee report—1st view of 2017/2018 Budget
- 3. Relief of sewer charges Anita Lane, 2nd reading
- 4. Strategic Plan update

X. ADJOURNMENT

6:37 p.m.

ATTENDANCE ROSTER



Safety Meeting

Date of Meeting: 5/4/17 Leader Name: Ralph Emerson

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)

Name (signature)

1. <u>Ralph Emerson</u>	<u>Ralph Emerson</u>
2. <u>Dan Arreguin</u>	<u>Dan Arreguin</u>
3. <u>Brian Miller</u>	<u>Brian Miller</u>
4. <u>Mer Niles</u>	<u>Mer Niles</u>
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Attachments: 1. Leader Discussion Guide 2. Safety Meeting Booklet



**GSD BOARD
STRATEGIC PLANNING—STUDY SESSION**

3:00 pm- Humboldt House Conference Room

There will be no action taken at this meeting

May 17, 2017

ITEMS OF DISCUSSION

- 1. What is a Strategic Plan?**
- 2. How is the District functioning?**
- 3. Has the District Improved in past 3 years?**
- 4. What are the areas we need improvement?**
- 5. What is your ideal staffing model?**
- 6. What is acceptable water use within District boundaries? -- Water Rates?**
- 7. Direction of District in the future?**
- 8. What do you want achieved during the 2017-2018 year?**
- 9. What is the role of a Board Member?**
- 10. How active should District be in Humboldt County governance?**

MEASURE Z FUNDING

HYDRANT REPLACEMENT 2017-2018

It was approved by the Humboldt County Supervisors that we receive \$60,000 for fire hydrant replacement of which I want to Thank all those involved for assistance in receiving this funding but I also want to Thank Gary for making time to stay until this agenda item came before the Supervisors and I want to Thank The Humboldt Supervisors for their support.

Although we will receive this money during this upcoming budget year, we must follow specific procedures to document what money was spent and how it was spent. We must complete the fire hydrant replacement project in 2018 so I have been requesting prices on fire hydrants, parts and contractor costs. At this time the best price I have found before tax is \$2,300/hydrant. These hydrants are wet barrel hydrants and are less expensive than dry barrel hydrants.

If this was an area which had deep freezes for extended time, I would recommend dry barrel hydrants because they have no water in hydrant until turned on. This area is not susceptible to such cold weather and does not need dry barrel hydrants. Many of the Districts in Humboldt County only use wet barrel hydrants so they have been proven for the area. We also have many wet barrel hydrants in this District.

I estimate that I can replace eight hydrants with the money we will receive and am very excited to replace these hydrants without taking money from our General Fund.

7.7 Approval of Expenditures

- a. Total expenditures for one calendar day by any employee for any single item or group of related items, may not exceed \$200.00, without advance **District Administrator's General Manager** approval. Managers may set lower limits for expenditures by their staff.
- b. Exceptions to the above limits are chemical, materials and services for routine operation of water and wastewater plants and systems, and routine office supplies and expenses.
- c. Employees must follow the chain of command to obtain approval for emergency expenditures.
- d. The **District Administrator General Manager** shall prepare a written report to the Board for all emergency expenditures exceeding \$2,000.00 for any single item for the next Board Meeting.
- e. **Any checks above \$2,000.00 shall have two signatures, including the Board Chairperson or alternate Board Member.**
- f. **All employee pay checks shall include two signatures, including the Board Chairperson or alternate Board Member.**

ARTICLE 10 DISCONTINUANCE OF SERVICE

Sec 10.1 Disconnection for Non-Payment. Service may be discontinued for non-payment of bills after ~~(15)~~ (30) days ~~late.~~ following the billing date. A customer service that is terminated for non-payment will be charged a \$ 25.00

Sec 10.2 Reconnection Charge. A nonrefundable reconnection charge of ~~twenty-five dollars (\$25.00)~~ \$100 will be made and collected prior to renewing service following disconnection.

1. BILLING PROCEDURES

An application for service will be required by the District. The service application shall be signed by both owner and lessee. A deposit of \$25.00 will be required. Service will be billed on a monthly basis.

2. ANNUAL DISCONTINUANCE OF SEWER SERVICE

Any person requesting discontinuance of service may pay an annual fee of \$200 to keep service active and not be charged a re-connection fee when service continues.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$200 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$200 inactive service fee, they will be required to pay current connection fees prior to service.



GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-9566

RESOLUTION NO. 17-007

A RESOLUTION OF THE GARBERVILLE SANITARY DISTRICT AUTHORIZING AN ANNUAL SEWER DISCONTINUANCE FEE, BE ADDED TO THE SEWER ORDINANCE. THIS ORDINANCE WILL ALLOW AN ANNUAL FEE TO BE PAID, IN THE EVENT OF A NATURAL DISASTER WHICH DESTROYS THE BUILDING WHICH WAS RECEIVING SEWER SERVICE.

WHEREAS, the Garberville Sanitary will add a new sewer ordinance 83-1, Chapter 7, Section 25, which will allow customers who lose their home or business due to a natural disaster, be able to pay an annual fee of \$200 rather than monthly service fees.

WHEREAS, This new ordinance will require customers who qualify for the annual fee, to fill out an annual application to be reviewed by the General Manager and then pay the annual \$200 fee.

WHEREAS, All requests for a discontinuance fee will require an annual site visit inspection from the General Manager or designee before approved.

NOW, THEREFORE, BE IT RESOLVED AND ORDERED, that on this day, May 23, 2017, Garberville Sanitary District authorizes a new annual sewer discontinuance fee 83-1, Chapter 7, Section 25, to be added to the Sewer Ordinance.

1. ANNUAL DISCONTINUANCE OF SEWER SERVICE: 83-1, Chapter 7, SECTION 25,

Any person requesting discontinuance of service may pay an annual fee of \$200 to keep service active and not be charged a re-connection fee when service continues.

- a. Any person requesting discontinued service is required to fill out the District discontinued service application and be responsible for any associated costs, including service charges and associated fees along with a nonrefundable \$200 discontinued service fee.
- b. When a discontinued service wants reconnection and has not paid the annual \$200 inactive service fee, they will be required to pay current connection fees prior to service.

**PASSED, APPROVED AND ADOPTED this 23 day of May 2017
by the following roll call vote:**

AYES:

NOES:

ABSTAIN:

ABSENT:

ATTEST:

Board Chair Person:

Linda Brodersen

Date

Clerk of Board:

Ralph Emerson, General Manager

Date

5.3.1 Vacation

Full-time employees are eligible for paid vacation. Vacation is calculated according to your anniversary date.

- a. Full-time employees shall be entitled to 10 working days paid vacation after completion of one year of employment, prorated upon average total hours worked from date of hire. Accrued vacation time (5 working days) may be taken after six months of employment from date of hire (**current employees only**) with prior **District Administrator General Manager** approval. **Employees are encouraged to take vacation days because time away from work allows employees to relax and rejuvenate, which is necessary to handle the stress which may come with a work environment. Employees will be allowed to accrue (bank) up to 360 hours. Vacation hours accrued above 360 will be paid to the employee in an annual check. Any employees hired after January 2007 will be required to wait the full year from date of hire before they are eligible to use vacation time. All vacation time must be taken within the anniversary year after it is earned (Example: Hired in October 2006 – Anniversary year is October 2007 – October 2008. Employee must use all vacation time by October 2008), unless the District Administrator approves an employee's request to carry vacation time to the next year. Carry over of vacation time will be discouraged and only approved under extreme circumstances.**
- b. After 5 years of employment, a full-time employee shall be entitled to 15 days paid vacation. After 20 years of employment, a full-time employee shall be entitled to 20 days paid vacation.
- c. An employee eligible for paid vacation may request approval by the District Administrator to receive pay for up to ½ of the year's vacation time, in lieu of taking the time off.
- d. Paid time off is to be requested in writing as far in advance as possible, so that management can plan for coverage by other staff members. Paid time off will be scheduled with management approval on a seniority basis.
- e. Management shall schedule his/her vacation time as well as all other employees so that all operations of the District are covered.
- f. Full-time employees are eligible to use accrued vacation after six months of employment.

Personnel Committee--Hearing Officer

Staff Report:

As the Board is aware, Board Members Rio Anderson and Linda Broderson were appointed to the District's Personnel Committee by Board action for 2017. As discussed at that meeting, it was anticipated that the Board would serve as the hearing officer for employee grievances, if any, related to District personnel decisions, to the extent a hearing is mandated by California law, and specifically under *Skelly v. State Personnel Board* (1975) 15 Cal.3d 194. Due to the small size of District staff, staff recommended a Board member or members serve this function.

District staff seeks Board affirmation of appointment of the Personnel Committee for this purpose and the unilateral service of one Board Member as a hearing officer in the event the other Board member voluntarily recuses himself or herself.



GARBERVILLE SANITARY DISTRICT

P.O. BOX 211 • GARBERVILLE, CA 95542 • (707) 923-9566

RESOLUTION NO. 17-008

RESOLUTION OF THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPOINTING A PERSONNEL COMMITTEE

Recitals

A. WHEREAS, California law assures a pre-disciplinary hearing to certain employees under certain circumstances (*Skelly v. State Personnel Board* (1975) 15 Cal.3d 194; *Lubey v. County of San Francisco* (1979) 98 Cal.App.3d 340, 345-346); and

B. WHEREAS, the Garberville Sanitary District (the “District”) desires to appoint a Personnel Committee for the purpose of hearing appeals of material adverse employment determinations brought by employees of the District where the General Manager can not serve to hear an appeal.

Findings and Resolution

The Board of Directors of the Garberville Sanitary District hereby finds, determines and resolves as follows:

1. Board Members Rio Anderson and Linda Broderson shall be appointed to the District’s Personnel Committee.
2. The Personnel Committee shall serve as the hearing officer for employees of the District, if any, related to District personnel matters, to the extent a hearing is mandated by California law, and the General Manager is unable to serve.
3. In the event either member of the Personnel Committee voluntarily recuses himself or herself from acting in the capacity of the hearing officer, either member of the Personnel Committee may serve unilaterally as the hearing officer.

On motion of Director _____, and seconded by Director _____, the foregoing Resolution is Passed and adopted this 23rd day of May, 2017 by the following roll call votes:

AYES:	Directors	_____
NOES:	Directors	_____
EXCUSED:	Directors	_____

_____, Chairperson

ATTEST:

_____,
_____, Clerk of the Board