

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

**Date of Meeting: February 26, 2019
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

@5:04

II. ESTABLISHMENT OF QUORUM

**Rio Anderson-Present
Linda Brodersen
Doug Bryan
Richard Thompson
Julie Lyon**

III. APPROVAL OF AGENDA

Motion: Richard Thompson Second: Julie Lyon Vote: 5-0

Motion approves amended agenda, moving B.5 under B.1

IV. THE BOARD WILL ENTER CLOSED SESSION AT END OF MEETING

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

No comments made by the audience.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS –

Operations Staff- 0

Office Staff- Billing cards changed to full page statements for a trial basis.

Board Members- 0

Correspondence- PG&E Bankruptcy Documents---Waterless Toilets Pg. 4-16

General Manager—Ralph Emerson Pg. 17

The District cancelled 101 Netlink at the Wastewater Treatment Plant and switched to HughesNet. So far this has worked well for the operators, especially during the storms.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date December 2018 – Pg. 18-29

A.2 Approve Date: January 29th, 2019 Regular Meeting Minutes - Pg. 30-31

A.3 Operations Safety Report- Pg. 32-33

Motion: Julie Second: Rio Vote: 5-0

Treasury Item - Motion: Richard Second: Doug Vote: 5-0

A. GENERAL BUSINESS – Action items

B.1 RRHC Renovation-Services, Plan and Time Line pg. 34-35

A presentation was made by Tina Tvedt- Executive Director and Terri Klemetson-Facilities Manager.

B.2 Rate Proposal and Process Report pg. 36-49

A letter needs to be drafted to notify customers of rate change. Also customers need to be notified of the meeting in which they can cast there vote. One per household/business.

B.3 State Water Board Annual Inspection pg. 50-53

The District will fix all mandatory issues and address all others as needed.

B.4 Form 700 Conflict of Interest and Training pg. 54-62

Ralph explained to the Board and Staff how to fill out the Annual 700 form.

B.5 Southern Humboldt Search and Rescue Building pg.63
B.5 moved under B.1

Easement needs to be in place to purchase building. Needs permission from District to Re-route line. Also asking for help with cost of materials for project, only if the District legally can do so.

B.6 Measure Z Application pg. 64-69
(update-no action required)

10 fire hydrants proposal – District application completed for 2019 Measure Z funds.

B.7 Bank Building Renovation Project
(information Only) update

B.8 Chlorine Contact Chamber Update pg. 70-84
(information only)

Final Payment Sent – The tanks performance is as promised. The District is happy with the way it is working.

B.9 Video Monitoring and Retention Procedures pg. 85-87

Motion: Richard Second: Rio Vote: 5-0

The board directed Ralph to draft a letter for Linda to sign as well.

C. POLICY REVISION / ADOPTION

C.1 Non-Harassment Policy Sec; 7.4 Pg. 88-90
1st reading

A harassment form needs to be included with policy. A list of offenses needs to be created with consequences for each offense. More information. Bring back.

IX. CLOSED SESSION

- A. Public Employee Performance Evaluation: State Code, Section (54957)
(Evaluation of the General Manager, Ralph Emerson)

X. RETURN TO OPEN SESSION

The Board voted unanimously to give Ralph Emerson the General Manager a positive evaluation. They extended his contract to June 30, 2020 at which time there will be the option for a 5 year contract extension after a positive evaluation.

Motion: Julie Lyon

Second: Doug Bryan

Vote: 5-0

XI. ITEMS FOR NEXT BOARD MEETING

1. Rate Proposal Update
2. Eel River Data Comparisons
3. Conflict of Interest Policy
4. Harassment Policy

XII. ADJOURNMENT

6.29 p.m. Open Session