

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

May 23, 2017

**5:00 p.m. – Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**5:05 p.m**

**II. ESTABLISHMENT OF QUORUM**

**Present:**

**Rio Anderson**

**Linda Brodersen**

**Richard Thompson**

**Gary Wellborn**

**Doug Bryan- Absent**

**III. APPROVAL OF AGENDA**

**Motion: Rio Anderson**

**Second: Linda Brodersen**

**Vote: 4-0**

**IV.**

**V.**

**VI. OPEN SESSION**

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

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

**General Public / Community Groups**

**Charlie Butterworth**-Charlie submitted request for an amendment of the Garberville Sanitary District Ordinance May 23, 2017.

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff- Finally found a proper home for the Salt.**

**Office Staff-**

**Board Members- Rio and Linda attended the budget meeting, very informative.**

**General Manager—Ralph Emerson**

**See General Managers Report Page 4**

**IX. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 [Approve Financials – pg](#)

Gary- Pull Financials. During the Districts Transitional period the Financials needed more time to be corrected.

**The QuickBooks Check Register: Motion: Rio Second: Richard Vote: 4-0**

A.2 [Approve 4/25/17 Regular Meeting Minutes - pg 5-7](#)

Pull- Linda Mentioned that the minutes needed to be edited. Change 8 toilets to a Restroom. Rio-Received feedback concerning the minutes/ Community Park Update. The correct changes were made to fix the minutes.

A.3 [Operations Safety Report- pg 8](#)

**Motion: Gary**

**Second: Richard**

**Vote: 4-0**

**A. GENERAL BUSINESS**

**B. B.1 Update on County patch-pave project and Water leaks**

No Water Leaks were found on the District side.

B.2 Strategic Plan Update pg.9  
The District staff is diligently working on the top priorities discussed.

B.3 Measure Z Update—Hydrant Replacement pg.10  
The District Received Measure Z Funding to replace as many fire hydrants as possible around town.

B.4 Credit Union Apartment Project--Locust Street

C. **POLICY REVISION / ADOPTION**

C.1 Policy Manual—Approval of Expenditures: sec 7.7 pg.11  
(discussion possible action) 1<sup>st</sup> reading

All Payroll checks need to have two signatures. Two Signatures are required on any check written for two thousand dollars or more.

C.2 Water Ordinance—Article 10: Sec 10.1-10.2 Reconnection Fees pg.12  
(discussion—no action) First Reading

The District would like to raise its reconnection fee from \$25 to \$100 to help encourage customers to pay their bill on time.

C.3 Sewer Ordinance—Discontinuance Fee 83-1, Chapter 7, Section 25 pg.13-16  
(discussion—possible action) 2<sup>nd</sup> reading—Resolution #17-007

**Motion: Gary Second: Richard Roll Call Vote: 4-0 Doug Absent.**

The Districts water ordinance allows for properties/buildings/businesses that were burned down, allows a \$500 annual discontinuance of service fee. This means your lines stay active with the District. The District would like to have a matching Sewer Discontinuance Annual Fee of \$200.

C.4 Accrued Vacation Hours-Personnel Policy 5.3.1 pg.17  
(discussion—no action) 1<sup>st</sup> reading

The District would like to put a cap on Employee Vacation Hours Accrued.

C.5 Appointment of Personnel Committee—Skelly Hearing Officer, Employee Hearing Requests pg.18-20  
(discussion—action) Resolution #17-008 (Roll Call Vote)

**Motion: Gary Second: Richard Roll Call Vote: 4-0 Doug Absent**

The Resolution was not accurate and needed to be cleaned up.

X. **ITEMS FOR NEXT BOARD MEETING**

1. Job Descriptions
2. 2017-2018 Budget

**June 27<sup>th</sup>, 2017 Next Board Meeting**

XI. **ADJOURNMENT**  
**6:38 P.M.**