

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

Date of Meeting: August 18th, 2020

5:00 p.m. – Open Public Session

**GARBERVILLE SANITARY DISTRICT WILL BE MEETING AT THE OFFICE BUT WE WILL BE
COMPLYING WITH COVID-19, DISTANCING REQUIREMENTS.
ALL PARTICIPANTS WILL BE REQUIRED TO WEAR MASKS AND USE HAND SANITIZER
WHICH WILL BE PROVIDED AS YOU ENTER THE OFFICE.**

I. REGULAR MEETING CALLED TO ORDER

@ 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson-Present
Linda Brodersen-Present
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Present**

III. APPROVAL OF AGENDA

Motion: Dan Thomas Second: Julie Lyon Vote: 5-0

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristin Vogal attended the meeting in person.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- 0

Office Staff- 0

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson

Board Member open position. No applications have been received. Appointments only for Rio and Dan's position. The District is starting to allow customers in the office with masks being a requirement. The staff is following COVID-19 safety procedures.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

Notice to the Public

- A.1 Approve Financials Date—No Financials
 - A.2 Approve Date: July 28th, 2020 Regular Meeting Minutes – pg. 5-7
 - A.3 Operations Safety Report- Office Ergonomics pg. 8-9
- Motion: Rio Anderson Second: Dan Thomas Vote: 5-0**

B. GENERAL BUSINESS – *Action items*

- B.1 Fiscal Year 2019-2020 Annual Audit
(Discussion—possible action) presentation--Jennie Short
- Motion: Doug Bryan Second: Julie Lyon Vote: 5-0**

The board instructed Jennie to seek out other Auditing firms and apply for the waiver. January 31st is the deadline.

- B.2 Staff and Board Recognition
(Information only)

- B.3 Eel River Conditions—Water Availability pg. 11
(Discussion-possible action)

The Drought flyers will be hand delivered to all the customers. More research needs to be done concerning possible fines for non-compliance.

- B.4 COVID-19 Impact on Finances Update
(discussion-possible action) information at meeting
- The District has seen an increase in past due customer accounts.**

- B.5 Robertson Water Tank Monitoring and Replacement Plan pg. 12
(Discussion-possible action)
- The District is working on grant applications for funds to replace Robertson water tank.**

- B.6 Online Banking Options and Price pg. 13-36
(Discussion possible action) Presentation by Mary
- Motion: Doug Bryan Second: Julie Lyon Vote: 5-0**

The board approved the JUS quote for Online Payments, a one year contract with PSN, and the second option on the fees associated with PSN.

- B.7 Projects Update
(Discussion possible action)—Verbal Report

- B.8 Update on Drought Plan and Flyer for Customers pg. 37-38
(Information Only)

The board members made a few more changes to the flyer. The drought requirement phases will be switched around. New flyers will be created and handed out to the customers.

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy Sec 6.0—12.0
(Discussion-no action) 1st reading

pg. 39-47

Bring back

IX. CLOSED SESSION

No Closed Session Items

X. RETURN TO OPEN SESSION

Nothing to Report

XI. ITEMS FOR NEXT BOARD MEETING

1. Covid-19 Compliance Requirements
2. Drought Conditions
3. Personnel Policy Sec 6.0—12.0 2nd reading
4. Update on Grant Funding
- 5.

XII. ADJOURNMENT

@ 6:45 p.m.