

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

**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**

**February 27, 2018
5:00 p.m. – Closed Session
5:15 p.m. – Open Session**

I. REGULAR MEETING CALLED TO ORDER

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA

Motion: Rio Anderson Second: Richard Thompson Vote: 4-0

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

V. CLOSED SESSION

A. Conference with Legal Counsel-Anticipated Litigation. Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9: One Potential Case: The receipt of a written employment/labor law claim pursuant to the California Tort Claims Act dated August 11th, 2017, from Tina Stillwell. (California Government Code § 54956.9(e)(3)).__

VI. OPEN SESSION

**A. Board Report of action, if any, taken during closed session
 No Action taken during Closed Session**

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Operations Staff- 0

Office Staff- 0

Board Members- Discussed that the Board needs to fill out their conflict of interest forms

General Manager—Ralph Emerson Pg. 4 – Mr Thompson asked about what projects we were helping customers and contractors with. Mr. Emerson talked about a manhole installation by Brett VanMeter on Maple lane for a customer building a new home.

He also talked about a new project between highway 101 and redwood Dr.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials – pg. 5-17

Pull Financials for Questions. Explanation of expenditures was given by Jennie Short and the Board approved the financials

Motion: Richard Second: Rio Vote: 4-0

A.2 Approve 1/23/18 Regular Meeting Minutes - pg.18-20

A.3 Operations Safety Report- pg.21-22 Sexual Harassment training was presented to satff

Motion: Richard Second: Rio Vote: 4-0

B. GENERAL BUSINESS – *Action items*

B.1 Water Treatment Plant Contact Chamber repairs

(discussion-possible action) Presentation---Andy Sundquist

Motion: Richard Second: Rio Vote: 4-0

Mr. Sundquist reported that he is working with Highland Tanks and the State Water Board on a baffled tank system that would meet the requirements of the State but also be less expensive than other contact chambers. David Nicoletti is also working on this project and stated that he felt Highland Tank would give us a discount on the tank to be approved in California. They will continue working on specs and a contract that meets GSD needs and the State Water Board.

B.2 Rate Study Update—Water/Sewer pg. 23

(information only)

Next Meeting for Rate Study Update – March 29th 2018

B.3 Measure Z funding update-- fire hydrant replacements

(information only)

Application submitted for 2018. There will be a pre construction meeting next week and work should begin within the next two weeks from Wahlund Construction

B.4 Customer Contact list and Emergency Plan

(information only) (Mary report)

Emergency call credits purchased. Customer contact information updated successfully. Miss Nieto will continue working with customers to collect accurate contact information

B.5 Final Audit Report pg. 24-49

(discussion-possible action) Presentation by Jennie Short

Audit report was discussed and presented by Jennie Short with no questions. The Audit was approved and submitted to the State and to RCAC.

Motion: Doug Second: Richard Vote: 4-0

B.5 Budget Update 2017-2018

(information only) Presentation by Jennie Short

Jennie anticipates a positive year end. There was a detailed presentation of the 2017-2018 budget and what was anticipated for the remainder of the year. Jennie stated that based on some projects not completed and more than expected service charges, GSD should end the year with a positive bottom line above what was projected

B.6 Phillipsville—Garberville Joint Management Agreement **pg. 50-51**

(discussion-possible action) Presentation by Ralph Emerson

Mr. Emerson and the PCSD Board President Chris Valk discussed working with PCSD to provide a licensed operator to keep them compliant and to assist with sampling while entering into a contract that protected both Districts and provided an operator for a proposed rate of \$500/month

No Action Taken. Bring back with language from attorney.

B.7 Commercial Agriculture water Use Ordinance Study Session **pg. 52**

(information only)

Bring Back to next meeting

C. **POLICY REVISION / ADOPTION**

C.1 Payment of Bills, insufficient funds, Sec 9.5 **pg. 53-56**

(discussion—possible action) 2nd Reading---resolution # 18-002

7 days to pay before shut off - \$40.00 handling fee for NSF

Motion: Doug Second: Richard Vote: 4-0 Roll Call Vote

X. **ITEMS FOR NEXT BOARD MEETING**

1. Rate Study Update – **March 29th**
2. 10 year Capital Improvement Plan
3. Agricultural Water Use Ordinance –**Sec 15.9**
4. 2018-2019 Budget Committee Update – **Postpone to April**
5. Redway--Garberville joint water transmission pipe
6. Customer change of ownership deposit for service
7. Phillipsville – Garberville Joint Management Agreement

XI. **ADJOURNMENT**

Next Meeting March 27, 2018