

**GARBERVILLE SANITARY DISTRICT  
BOARD OF DIRECTORS MEETING  
MINUTES  
December 20, 2016 5:00 p.m.**

**I. REGULAR MEETING CALLED TO ORDER**

**II. ESTABLISHMENT OF QUORUM**

**Present:**

**Linda Brodersen**

**Rio Anderson**

**Doug Bryan**

**Richard Thompson**

**Gary Wellborn**

**III. APPROVAL OF AGENDA**

**Chair Brodersen asked for a motion to approved the agenda. Director Wellborn made a motion to approve the agenda. Director Thompson seconded the motion. The motion was passed by a 5-0 vote.**

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

**Charlie Butterworth has rentals on Locust St. he has turned them into multi-family units. He received a letter from Emerson and was not happy with the demands. He said he wanted to change the rentals to multi-family and pay the bill himself.**

**Emerson said he would do more research and bring it back on the next agenda and make a decision based on the ordinance.**

**V. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff- No**

**Office Staff- Stillwell reported on the clerk conference.**

**Board Members- Brodersen reported she & Emerson met with RCSD and also she and Rio met with Barbara concerning the June 2016 audit.**

**General Manager—Ralph Emerson announced the website is up and running. He took pictures of the directors for the website. He also said that the office needs someone here when Tina is gone. He said that Mary Nieto will be coming in to work part time.**

**Director Thompson asked about the BOD requirements and the Kimtu Line. Emerson said the Kimtu line is a tight line and we can't tap into it. Leino Ln customers has a small line that needs upgraded but the district can't tie into the Kimtu line. The district is trying to get the State to release the line to GSD.**

**Emerson said that the BOD is at the Wastewater Plant and that the engineer that designed the WWTP needs to write a letter to the State to change the BOD range.**

**VI. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve October 2016 Financials

A.2 Approve 10/25/2016 Regular Meeting Minutes

A.3 Operations Safety Report - None

**Chair Brodersen asked for a motion to approve the consent calendar.**

**Motion: Rio**

**Second: Bryan**

**Vote: 5-0**

## **B. GENERAL BUSINESS**

- B.1 Declaration of 2012 Chevy Silverado as Surplus Property  
**Adopt Resolution #16-009 to declare the 2012 Chevy Silverado as surplus property.**
- Motion: Thompson      Second: Wellborn      Vote: 5-0**
- B.2 Wallan Rd tank and road repairs  
**Emerson gave a report on the Wallan Tank area**
- B.3 On-Call Compensation  
**Emerson explained the responsibilities of being on call. He said that most agencies range from \$150 to \$300 dollars per day. Emerson said he proposes something less than that to kind of split the middle and it becomes \$25.00 per day. After discussion Chair Brodersen asked for a motion raise the on-call compensation to \$25.00 per day.**
- Motion: Wellborn      Second: Bryan      Vote: 5-0**
- B.4 Rate Study Update  
**Emerson said that there is a lot of conversations going back and forth with RCAC and because there is so many scenarios that we can do, it appears that the rate study is so that we can look at possibly rate changes. Emerson said he feels the customers' pays too much for the base rate, he said he thinks the conservative people are paying too much and there is people who use a lot of water not paying enough. Having a rate study allows us to have a discussion and determine what we need as far as projections for capital improvement projects in the future and what it's going to cost for us to maintain operations with staff and projects and everything included with doing business and the rate study determines what percentage has to go up or can you stay the same and so because there is once again a lot of scenarios, we have two loans that are taking a large chunk of our budget. Emerson would like to have a rate study committee, two board members, himself and Tina and look at what our capital improvement projects are and what the cost are going to be and bring something back to the board.**
- Chair Brodersen confirmed Emerson was requesting a rate study committee. Director wellborn pointed out that there was a committee already established. Director Wellborn asked the status of the rate study. Emerson said he should have everything he needs by the end of the year.**
- B.5 Joint meeting between RCSD and GSD  
**Chair Brodersen explained the meeting with Redway Community Services District went well. They discussed working together with staff, equipment and helping each other in the time of need. Director Anderson said an easy collaboration would be customer education, community outreach and continuing education.**
- It was decided a study session with both boards would be a good next step, Chair Brodersen will write something up to invite RCSD to a study session.**

## **C. POLICY REVISION / ADOPTION**

- C.1 Policy Manual updates-Section 1-3:4  
**Adopt Resolution 16-010 Authorizes the Garberville Sanitary District to Change the Personnel Policy Section 1-3:4**
- Chair Brodersen asked for a motion to adopt resolution 16-010**
- Motion: Bryan      Second: Anderson      Roll Call Vote: Brodersen, Anderson,  
Bryan, Thompson and Wellborn Yes**

C.2 Whistle Blower Policy (add) 9.1

**The Board review the whistle blower policy and agreed to bring it back for the second reading.**

**VII. ITEMS FOR NEXT BOARD MEETING**

1. Audit Report
2. Butterworth connection fees and meters
3. Job Descriptions
4. Master Calendar

**VIII. ADJOURNMENT**

**Meeting was adjourned at 6:20 pm**

**Respectfully  
Tina Stillwell**