

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

**Date of Meeting: February 22, 2022
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order 5:06 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Present
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Absent

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second: Rio Anderson Vote: 3-0

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

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogel was in the audience. She submitted public comment prior to the meeting being held. Kristen requested that the Board change the word Audience to Public on any future agendas. Ed Voice also submitted public comment prior to the meeting being held.

Remote Public Comments:

1. *Submit written public comments to (919 Redwood Dr. Garberville, CA. 95542). These comments will be submitted to the Board of Directors and staff, to ensure they have the information prior to the meeting. Comments must be received prior to 1:00 PM on day of meeting.*

**VII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Operations Staff- 0

Office Staff- Absent

Board Members- 0

Correspondence- Billings-Amerson Owner Change, Swaffar Building Project Pg. 4-10

General Manager—Ralph Emerson Pg. 11

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials Date December 2021 - pg.12-23

A.2 Approve January 25th, 2022 Regular Meeting Minutes – pg. 24-26

A.3 Operations Safety Report- Handout at Meeting

Motion: Rio Anderson

Second: Julie Lyon

Vote: 3-0

B. GENERAL BUSINESS – Action items

B.1 2021-2022 Budget Update pg. 27-33

(discussion-possible action) Jennie presentation

Jennie Short presented the budget update to the Board.

Overall, the budget looks as though it should come in fairly close to the adopted bottom line unless additional spending for fixed assets occurs prior to June 30, 2022.

B.2 Audit Report for Consideration pg. 34-59

(action requested) Jennie Presentation

Motion: Julie Lyon Second: Rio Anderson Vote: 3-0

The District contracted with Anderson, Lucas, Somerville, and Borges to perform the annual audit for the 2020/21 fiscal year. Again this year, the staff person performing the audit was Keith Borges. The Draft Audit was reviewed by GSD staff and Jennie Short. Again this year the management report received from the auditor was very complementary.

B.3 Update on SHCP Request for Potable Water pg. 60-64

(discussion-possible action) Jennie Update

On November 1, 2021, all parties received the NOTICE OF DRAFT PROPOSED ORDER from the State Water Resources Control Board - Administrative Hearings Office (AHO) after having held a hearing regarding the pending petitions of Garberville Sanitary District to change water right License 3404 and Permit 20789 (Applications A009686 and A029981), which authorize diversions of water from the South Fork Eel River in Humboldt County. As directed by the Board during the November 2021 meeting, Jennie submitted comments on behalf of GSD prior to the December 1, 2021 deadline. The next step is for the AHO to forward the Final Proposed Order to the Clerk of the Water Board. If the timeline restarts on December 1, 2021 as the notice alluded to, then the 90-day deadline would be at the beginning of March 2022.

B.4 Projects and Funding Update

(discussion-possible action)

The water Arrearages payments were received and added to the customers' accounts. The waste water portion of the Arrearages program is now open. By the next Board meeting the application should be complete.

Robertson/Wallan/Hurlbutt Tank Project- The agreement has been signed by District and has been sent to the State. Dan and Jennie did a walk through with a consulting firm pricing for scope of work and fees. The District started with SHN. An engineering contract will go to the Board within the next few months.

Meadows Aerial Waterline Reroute- Without a compliance order for this project the process is moving very slowly.

Bear Canyon Aerial Sewer line- Jennie submitted a technical assistance application for this project. The filter media has been replaced.

B.5 Jessie Jeffries gas station conversion to retail cannabis store pg. 65-68

(discussion-possible action)

C. POLICY REVISION / ADOPTION

C.1 Connection Fees. Sec 4.4a pg. 69-74

(discussion-possible action) 2nd reading

Bring this item back for approval with a Resolution.

(discussion-possible action) 2nd reading

More research on language from the county codes concerning fire flow requirements. On paragraph C. page 76, refer to the Districts application process for new connections.

IX. CLOSED SESSION

No Items for Closed Session

X. RETURN TO OPEN SESSION

Nothing to report

XI. ITEMS FOR NEXT BOARD MEETING

1. Carpet for office
2. Vacuum Trailer
3. Water capacity report
4. Board Policy
5. Water Ordinance-Sec 14.5 Drought Plan-Enforcement
6. Connection fees ordinance and application
7. Fire flow
8. Projects update

March 22nd, 2022

XII. ADJOURNMENT

Doug ended the Board Meeting at 6:39 p.m.