



# **GARBERVILLE SANITARY DISTRICT**

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## **BOARD MEETING MINUTES**

**August 23, 2016**

**5:00 PM**

### CALL TO ORDER

Chairperson Linda Brodersen called August 23, 2016, meeting of the Garberville Sanitary District (GSD) Board of Directors to order at 5:00 P.M

### ROLL CALL

**Present:** Chairperson Linda Brodersen, Vice-Chairperson Doug Bryan, Directors Gary Wellborn and Richard Thompson  
**Absent:** Treasurer Rio Anderson

### STAFF/MEDIA

**Present:** Ralph Emerson - General Manager, Tina Stillwell - Administrative Assistant.  
Ron Copenhafer - Chief Operator, Dan Arreguin - Operator  
**Media:** Kelly Lincoln - KMUD Radio  
**Public:** Kristin Vogel

### APPROVAL OF AGENDA

Thompson made a motion to approve the agenda. Wellborn seconded the motion. The motion was passed 4-0 vote.

### CLOSED SESSION

A. No items for closed session

### OPEN SESSION

### PUBLIC COMMENT

No public comment

### ANNOUNCEMENTS AND COMMUNICATIONS

Operations Staff - **No Report**

Office Staff - No Report

Board Members - Wellborn reported renewing his T2 license.

General Manager - Emerson responded that his report was in the packet. He said Carolyn Jordon was coming in to assist while Tina was gone, as backup, but she will no longer be working here, He said it doesn't fit into her schedule.

Emerson said Kevin Tupes is building a payment drop box for the District. He said Kevin was injured and will be out for a couple of months. Emerson said he would have someone else build the box or have Kevin do it when he returns to work.

Emerson reported that Dwight Knapp's wife wants to sell his tools and truck.

Emerson said he offered her a thousand dollars for the tools and parts, and if the truck was worth keeping he would pay her a thousand dollars for the truck. He said if it wasn't worth keeping the district would surplus it and split the amount with Mrs Knapp.

Emerson said he received a report over the weekend that someone was filling a truck tank with water from their house. He contacted the customer and explained the rules. The customer understood and said it would not happen again.

## CONSENT AGENDA

1. Approval of the July 2016 Regular Meeting Minutes
2. Financials
3. Operations Safety Report
4. Motion to Approve The Consent Agenda

After review of the consent agenda, Director Thompson made a motion to approve the consent agenda. Director Wellborn seconded the motion for discussion. Wellborn asked about the BOD numbers. Copenhafer answered that there hasn't been effluent for one and half months. The motion was passed by 4-0 vote.

## GENERAL BUSINESS

### B.1 Update on replacing fire hydrants - Wahlund Contract (information only)

Emerson said he got some prices to replace the hydrants in town, for two years he has been trying to get hydrants replaced. He looked at some less expensive hydrants from Crescent City, but he didn't want to buy 30-40 year old hydrants. Emerson said John Neill quoted seven thousand dollars per hydrant and install, but he wasn't available until mid-October, and that was for a job up by Linda's house. Emerson said he contacted Wahlund Construction and they gave a price of thirty-four thousand for three hydrants. Emerson said we had twenty-one thousand budgeted for the hydrants, and he felt because he was trying to get the hydrants replaced, if he got two replaced in the center of town, one at Getti-Up and one on Locust Street, we were going in the right direction. He said he would try for replacing three hydrants next year for a better price. Wahlund will replace two hydrants for the twenty-one thousand dollars.

B.2 Wallan Rd Tank and Road Repairs (information only)

Emerson received a price from Wilcox to complete all the work for sixty-four thousand dollars. He said the cost to do the road work without the paving is thirty-three thousand dollars. Emerson said he would be bringing this item back to the next meeting.

B.3 Contract with General Manager - (discussion - action)

Chair Brodersen asked for any questions or comments from the Board. There were no questions or comments from the Board. Stillwell asked where the money was going to come from because the district already had a negative cash flow with the current budget. Brodersen said, I would say there are going to be some reductions someplace as a start. Emerson said yes.

There were no more questions. Brodersen asked for a motion to approve the contract with the General Manager. Thompson made a motion. Wellborn seconded the motion. Brodersen asked for a vote. The motion to approve the contract with the General Manager was passed by a 4-0 vote. Brodersen congratulated Emerson, thanked him and said that they knew there were more cuts to come.

B.4 Rate Study Update - (discussion possible action)

Emerson said he has been working with RCAC on a free rate study for the district.

B.5 Media Press Release - (direction)

Emerson said he is going to keep this on the agenda just because, he didn't do it last month but anything you want to add we can just make comments to what he sends to the media.

Brodersen said to mention the installation of the two fire hydrants, Emerson agreed that was important for health and safety. Bryan asked if there was a draft for this press release. Emerson said yes, he put one together at the last meeting and it was on that agenda but it's really just a blurb we will send out, it's not drafted with a lot of detail. He said it was determined at the study session that we wanted to keep the community informed and the media is one way to do that.

POLICY REVISION / ADOPTION

C.1 Vision Statement

Garberville Sanitary District will continue to meet or exceed all regulatory requirements for potable water and wastewater treatment. The district will align with community needs, will work to ensure that the infrastructure allows for future opportunities.

that The operational strategy is to enhance the community while protecting the environment and ensuring all new developments meet strict standards do not negatively impact the District or its customers. Fiscally responsible operational procedures are a priority that will allow the District to operate within an approved budget. Ongoing education will provide efficient and progressive techniques to better operate the treatment facilities and serve our customers.

Motion: Wellborn

Second: Thompson

Vote: 4-0

C.2 Water Ordinance, Article 12: Sec 12.3 Installation of Fire Hydrants

**Sec. 12.3 Installation of Fire Hydrants.** When it is determined by Garberville Sanitary District that a fire hydrant is required at a specific location, The General Manager or designee will coordinate with the local fire department to determine what type of hydrant shall be installed.

It will be the responsibility of Garberville Sanitary District to purchase and install all fire hydrants within District boundaries unless it has been determined that the hydrant is the responsibility of the fire department or property owner. ~~at such time a new development or building requires a hydrant and then the owner of such project will be responsible for the fire hydrant cost and installation, under direction of the General Manager or designee.~~

Motion: Bryan

Second: Thompson

Vote: 4-0

C.3 Water Ordinance, Article 12: Sec 12.3 Installation of Fire Hydrants

**RESOLUTION 16-008**

**THIS RESOLUTION AUTHORIZES THE GARBERVILLE SANITARY DISTRICT TO CHANGE ARTICLE 12: Sec. 12.3, INSTALLATION OF FIRE HYDRANTS**

**A. WHEREAS,** The installation of fire hydrants may only be done when approved by the General Manager or designee

**B. WHEREAS,** This Ordinance will require a written request be filled out when any person or agency wants to replace, repair or install a fire hydrant

**C. WHEREAS,** This Ordinance will require a case by case investigation by the General Manager or designee before authorized.

**D. WHEREAS,** The installation of a Fire Hydrant Ordinance, Article 12: Sec. 12.3 will state:

**Installation of Fire Hydrants.** When it is determined by Garberville Sanitary District that a fire hydrant is required at a specific location, The General Manager or designee will coordinate with the local fire department to determine what type of hydrant shall be installed.

It will be the responsibility of Garberville Sanitary District to purchase and install all fire hydrants within District boundaries unless it has been determined that the hydrant is the responsibility of the fire department or property owner.

**NOW, THEREFORE LET IT BE KNOWN THAT, THE BOARD OF DIRECTORS OF THE GARBERVILLE SANITARY DISTRICT APPROVES A NEW INSTALLATION OF FIRE HYDRANT ORDINANCE, ARTICLE 12: SECTION 12.3**

**PASSED, APPROVED AND ADOPTED this 23rd day of August 2016**

**by the following roll call vote:**

**AYES: Brodersen, Bryan, Thompson, and Wellborn**

**NOES: 0**

**ABSTAIN: 0**

**ABSENT: Anderson**

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**Linda Brodersen, Board Chair Person**

**ATTEST:**

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**Ralph Emerson, General Manager**

**Motion: Wellborn**

**Second: Bryan**

**Vote:4-0**

**C.4 Water Ordinance, Article 4: Sec 4.9 Service Connection**

**After discussion this item was tabled**

**C.5 Water Ordinance, Article 4: Sec 4.9 Service Connection  
(resolution #16-009)**

**Tabled**

ITEMS FOR NEXT BOARD MEETING

1. Grease Interceptor Ordinance
2. Fire Hydrant Installation Status
3. Update on South Fork Eel River

ADJOURNMENT OF REGULAR MEETING

**Meeting was adjourned at 5:59 p.m.**

◆ Next Board Meeting September 27, 2016 at 5:00 pm

Submitted  
Tina Stillwell