

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

**Date of Meeting: May 19, 2020**

**Closed Session: 5:00 P.M.  
Regular (Open) Session: 5:45 P.M.**

**IMPORTANT MEETING PARTICIPATION NOTICE:**

**TELECONFERENCE MEETING**

Following the Direction of Governor Newsom in stopping the spread of the COVID-19 virus, the Board Meeting referenced in this Agenda will be conducted through teleconference. Members of the public are encouraged to participate. In order to participate, please call the following teleconference phone number: **(916) 588-9668** at/prior to the meeting start time. When prompted, please enter **2451** (then press #), the password is **1234** (then press #). You are encouraged to join the conference line prior to the meeting start time in the event of conferencing difficulties. Please remain on the line quietly until public comment is called.

If you are unable to access the teleconference line, please call the District main line: (707) 923-9566, and the District will assist you.

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**CLOSED SESSION AGENDA**

**5:00 P.M.**

**I. CALL TO ORDER**

**5:02 p.m.**

**A.1 ESTABLISHMENT OF QUORUM:**

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

**A.2 PUBLIC COMMENT AND WRITTEN COMMUNICATIONS:**

Any person may address the Board at this time upon any subject not identified on this Agenda but within the jurisdiction of the Garberville Sanitary District; however, any matter that requires action will be referred to staff for a report of action at a subsequent Committee or Board meeting. As to matters on the Agenda, an opportunity will be given to address the Board when the matter is considered. **Comments are limited to 3 minutes.** Letters should be used for complex issues.

**A.3 CLOSED SESSION DISCUSSION ANNOUNCEMENT:**

At any time during the regular session, the Board may adjourn to closed session to consider existing or anticipated litigation, liability claims, real property negotiations, license and permit determinations, threats to

security, public employee appointments, personnel matters, evaluations and discipline, labor negotiations, or to discuss with legal counsel matters within the attorney-client privilege.

- a. Conference with Legal Counsel-Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Government Code Section 54956.9
- b. Public Employee Performance Evaluation: State Code, Section (54957) (Evaluation of the General Manager, Ralph Emerson)

A.4 RECESS INTO CLOSED SESSION: (Private Call-In Line Will Be Used by Board and Legal Counsel).

A.5 REPORT OUT OF CLOSED SESSION.

**A. No action taken**

**B. The Board approved the new contract with General Manager Ralph Emerson.**

**Motion: Julie Lyon**

**Second: Rio Anderson**

**Vote: Unanimous**

## **REGULAR MEETING AGENDA**

**5:45 P.M.**

**(Use Call-In Number Stated in Notice)**

### **II. REGULAR MEETING CALLED TO ORDER**

**5:45 p.m. – Open Public Session**

#### **I. REGULAR MEETING CALLED TO ORDER**

**@ 5:52 p.m.**

#### **II. ESTABLISHMENT OF QUORUM**

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

#### **III. APPROVAL OF AGENDA**

**Motion: Doug Bryan**

**Second: Dan Thomas**

**Roll Call 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**

**General Public / Community Groups**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS –**

**Operations Staff- 0**

**Office Staff- 0**

**Board Members- 0**

**Correspondence- State Water Board-Loss of Water (Jennie) Pg. 5-14**

**General Manager—Ralph Emerson Pg. 15**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date March 2020 - pg. 16-27

A.2 Approve Date: April 28, 2020 Regular Meeting Minutes – pg. 28-31

A.3 Operations Safety Report- pg. 32

**Motion: Julie Lyon Second: Dan Thomas Roll Call Vote: 5-0**

**B. GENERAL BUSINESS – *Action items***

B.1 Proposition 218 Public Hearing: Proposed Water and Sewer Rate Adjustments and Changes to the District’s Water and Sewer Rate Calculation Methodology - Continuance of Public Hearing **pg. 33**  
(Discussion—Action requested): Continuing Hearing

**Linda Brodersen made a statement “Due to the continued COVID-19 limitations on public meetings this public hearing will need to be continued again. The Board will except oral comments during the meeting via the teleconference access as a member of the public would like to comment, but receive written proposal protests and counting of protest cannot incur until a public meeting may be held.”**

**Matthew Lafever with Redheaded Black Belt wanted clarification for the public on the next date of the public hearing.**

**Mark Scown a customer of the District expressed his concerns with the proposed rate changes.**

B.2 CARES Act PPP Loan-Authorized Signer **pg. 34-39**  
(discussion-action requested) Resolution 20-006 (roll call vote)

**Motion: Rio Andersen Second: Doug Bryan Roll Call Vote: 5-0 Motion Carried**

**Linda was authorized by the Board to sign all documents required for the CARES ACT PPP Loan.**

B.3 2020-2021 Budget Presentation **pg.40-48**  
(discussion--action requested) *presentation by Jennie Short*

**Motion: Dan Thomas Second: Julie Lyon Roll Call Vote: 5-0**

B.4 SHCP Update **pg. 49-51**

**Motion: Dan Thomas Second: Doug Bryan Roll Call Vote: 5-0**

**The District Board does not except the protest resolution conditions.**

**The Board directed staff to prepare the required response to the State Water Board by June 2<sup>nd</sup> 2020. The Board chair person was authorized to sign the response letter on behalf of the District.**

B.5 On-Line Payment Options pg. 52-54  
(discussion-possible action) *Mary Presentation*

**Mary will bring back more information to the next meeting.**

**C. POLICY REVISION / ADOPTION**

C.1 Sec 4.9 Service Connections pg. 55-58  
(discussion-no action) 3rd reading—Resolution #20-003  
**Motion: Julie Lyon      Second: Rio Anderson      Roll Call Vote: 5-0      Motion Carried**

C.2 Water Ordinance- Sec. 14.5, Drought Plan and Requirements pg. 59-61  
(discussion-possible action) 2nd reading

**Bring Back**

C.3 Employee-Personnel Policy 5.0-5.3.2f pg. 62-65  
(discussion—possible action) 2nd reading

**Bring back with the changes the Board made.**

**IX. CLOSED SESSION**

Pursuant to Government Code Section

**X. RETURN TO OPEN SESSION**

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Report of any actions taken in Closed Session

**XI. ITEMS FOR NEXT BOARD MEETING**

1. Rate Study Public Hearing
2. Water Ordinance- Sec. 14.5, Drought Plan and Requirements
3. Personnel Policy-Employee vacation, personal and sick days
- 4.
5. June 23, 2020

**XII. ADJOURNMENT**

**7:16 p.m.**