

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

919 Redwood DR. Garberville, CA

June 19, 2018

5:00 p.m. – Open Public Session

I. REGULAR MEETING CALLED TO ORDER

Meeting started at 5:08 p.m.

II. ESTABLISHMENT OF QUORUM

Rio Anderson- Absent

Linda Brodersen- Present

Doug Bryan

Richard Thompson

III. APPROVAL OF AGENDA

Motion: Richard

Second: Doug

Vote: 3-0

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

V. CLOSED SESSION

A. No items for closed session

VI. OPEN SESSION

A. Board Report of action, if any, taken during closed session—No action

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Kristen Vogul inquired about the study addressing what caused the explosion which will be discussed later during General Business B.2 on pages 22-42.

General Public / Community Groups

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- Nothing to report

Office Staff- Will address later

Board Members- Inquired about the Rate Study report on the May 30th meeting

General Manager—Ralph Emerson Pg. 4

See General Managers Report on Page 4 in the BOD Agenda Packet.

B.6 **Residential Customer Water Waste** pg. 45

(discussion-possible action)

A policy concerning drought conditions is being drafted, so that customer needs can be met. Questions such as how to determine if the property is residential or commercial or should there be an extra fee for water being used to cultivate a sellable product. This will be brought to the agricultural committee.

C. **POLICY REVISION / ADOPTION**

C.1 **Agricultural Water use Ordinance –Section 15.9** pg. 46-52

(discussion possible action) second reading—resolution # 17-013

Motion: Tabled

Second:

Vote:

C.2 **Payment of Bills Ordinance, Late Charges. Section 9.5** pg. 53

(discussion—no action) first reading (Mary Report)

The late charge should be an incentive for customers to pay on time. Currently, the \$5 late fee is not effective. Staff requests to raise the late fee to \$15.00. We want to help detour customers from being late. The shut off letter will be reworded so that customers will not be confused on the day that their water will be turned off. (Three dates are needed; the date when the shut off letter is being sent out, the date payment is due, and the date that the water will be turned off).

C.3 **Personnel Policy Introduction—4.2.2 and (Appendix B) Job Descriptions** pg. 54-69

(discussion-no action) first reading

GSD is updating our personnel policy to provide the title of employees, job descriptions, and the qualifications required to obtain the position. GSD will define how many hours constitutes as an appropriate work week and specific licenses that are required for certain positions.

X. **ITEMS FOR NEXT BOARD MEETING**

1. Rate Study
2. 10 year Capital Improvement Plan
3. Agricultural Water Use Ordinance –Sec 15.9
4. Payment of Bills (late charges) Ordinance. Section 9.5 (payment of bills)

XI. **ADJOURNMENT**

6:41 P.M.