

**GARBERVILLE SANITARY DISTRICT
BOARD OF DIRECTORS MEETING
MINUTES
February 28, 2017 5:00 p.m.**

I. REGULAR MEETING CALLED TO ORDER

Chairperson Brodersen called the meeting to order at 5:00 pm

II. ESTABLISHMENT OF QUORUM

Present:

Rio Anderson

Linda Brodersen

Doug Bryan

Gary Wellborn

Absent: Richard Thompson

III. APPROVAL OF AGENDA

Chairperson Brodersen asked for a motion to move the correspondence from the consent agenda to the general manager's report and approved the agenda. Director Anderson made the motion and Director Wellborn seconded the motion. The motion was passed by 4-0 vote.

IV. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Charles Butterworth asked about the change in the election years for the board terms. Chair Brodersen replied that the board members term years will be changed to coincide with the general election of the county and the state.

V. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff- No Report

Office Staff - 700 Form were emailed to members, email didn't go through. Stillwell will send again or provide hard copies.

Board Members- No Report

General Manager - Ralph Emerson reported that his report was included on page four. There was nothing else to add unless there were any questions.

Emerson discussed the correspondence letters

Correspondence

Connection Fee for Hospital CT Unit – Emerson explained that he didn't feel that the hospital should pay \$16,000 for new connections when they only wanted the land. He offered them a proposal to pay \$500 per year back when the building burnt down. The amount is \$2,500 and he has not heard back from the hospital at this time.

Measure Z Expenditures Application

Planning Department Response – Town Square Restroom

Emerson presented a map of the town square showing what they wanted to construct on site. The town square wants to install a grease trap for the waste from a food truck and have it flow into the storm drain. This was not included in the original proposal.

VI. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials
- A.2 Approve 1/24/2017 Regular Meeting Minutes
- A.3 Operations Safety Report

Chair Brodersen asked for a motion to approve the consent agenda.

Motion: Anderson Second: Wellborn Vote: 4-0

B. GENERAL BUSINESS

- B.1 Open Bids for 2012 Chevy Silverado
No bids were received. After discussion the price was lowered to \$14,750 and put back out to the public thru Craig's List and park in town.
- B.2 Mr. Butterworth request for multi family charges
**Mr. Butterworth said that he did not request multi-family. Emerson said since the last meeting Mr. Butterworth came in and asked for multi-family use and Tina signed him to multi-family for both properties. Mr. Butterworth asked why the multi-family water is more expensive than single family. Emerson said each resident pays a base rate. The water usage is an additional charge and for example on the locust street property prior to 2016 when it was a single family residence, they were using about four units per month. After 2016 to current date, they are using approximately ten units per month. This is about five thousand more gallons of water per month than before. Because it has already been changed to multi-family. Mr. Butterworth said that it hasn't been changed to multi-family except by him. He said that it would be this summer when the general plan update comes in. Butterworth said according to the ordinance it's a single building under one owner, doesn't matter if there is ten units in there or one, the ordinance says that's one meter. He said that the district is trying to make him install meters when the ordinance says he doesn't need them. That's the issue here. Emerson said the ordinance currently states that any changes need to be approved by the general manager and so he was not made aware of this until the renter came to the district. If he was, he would have made a recommendation prior the renter being moved in, but that is what the ordinance does say, and so we also talked about multi-family, which means two tenants on one meter, and we do have those types of renters and meters in this district currently. Emerson said his recommendation, since it has already been done, is to set up as a multi-family unit, both Fir Ln and Locust St and to pay the multi-family rate. Butterworth agreed.
Emerson asked Mr. Butterworth to notify the district before he does any changes in the future.**
- B.3 Board Committees-Appointments
**Chair Brodersen appointed Wellborn and Thompson to the Rate Study Committee
Anderson and Brodersen to the Personnel Hearing Committee
Anderson and Brodersen to the Budget Committee
Bryan and Brodersen to the Joint District Representative with Thompson as alternate**
- B.4 SDRMA Nominations for Board Member
No Nominations
- B.5 CSDA Nominations for Board Member
No Nominations
- B.6 Reschedule Election of Governing Board Members in Compliance with Senate Bill 415 to Consolidate with statewide Election Dates
Approval of Resolution No 17-005

Emerson said that the state has mandated that districts change from odd year election to even year. Brodersen asked for questions from the board, Anderson asked if it changes their years. Chair Brodersen said those term ended in 2017 will change to 2018 and those ending in 2019 will change to 2020

Chair Brodersen asked for a motion to approve Resolution No. 17-005. Director Wellborn made the motion. Vice Chair Bryan seconded the motion. The motion was approved by roll call vote: Brodersen yes, Bryan yes, Anderson yes, Wellborn yes. Thompson was absent.

C. **POLICY REVISION / ADOPTION**

C.1 Policy Manual updates-Section job descriptions –Appendix B-Operators

Brodersen said this was the second reading and there was going to be a third reading, Ralph agreed and said this was the General Manager position and he wanted to get it right. Emerson said the operators job description were included and he would like to bring them back one more reading and have a discussion on what the board wants the general manager and operators to do. The board discussed the Senior Operator Job Description and Ralph will make correction and bring back next meeting.

C.2 Water Ordinance-Article 4: Section 4.9 water Service

The board discussed this topic and decided to move paragraph (a) down under paragraph (b) and bring it back because the last sentence in 4.9 a. could not be completely removed. Mr. Butterworth asked if in the future the district would come to him and make him install meters at his properties. Emerson said that this is to make sure that any new developments come in every single family residence has an individual meter and to keep it clean. That is not going after anybody that is already setup as a single family or multi-family residence. Now if you were to build a new building on your property then we would address it through this ordinance.

C.3 Collection of late Service Charges

Resolution 17-001

Emerson gave a brief review on the process of filing a lien on a property for delinquent accounts.

Chair Brodersen asked for a motion to approve Resolution 17-001

Motion: Bryan Second: Anderson

Roll Call Vote: Anderson yes, Brodersen yes, Wellborn yes, Bryan Yes, Thompson Absent

VII. ITEMS FOR NEXT BOARD MEETING

1. Wallan road tank Easement
2. Organizational Chart—1st reading
3. 2017 Master Calendar
4. Office Job Descriptions—1st reading
5. Surplus Ron's Phone
6. Water Ordinance Article 4; Section 4.9

VIII. ADJOURNMENT

The meeting was adjourn at 6:30 pm

Respectfully Submitted

February 28, 2017 Meeting Minutes

Tina Stillwell