

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

April 26, 2016 5:00 p.m.

I. REGULAR MEETING CALLED TO ORDER

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

II. ESTABLISHMENT OF QUORUM

Linda Brodersen - present

Doug Bryan - present

Rio Anderson - absent

Richard Thompson - present

Gary Wellborn - present

III. APPROVAL OF AGENDA – Brodersen asked for a motion to approve the agenda as written. Director Thompson made a motion to approve the agenda. Director Wellborn seconded the motion. The motion was passed by unanimous vote.

VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE

Brodersen asked for any comments from the public. No Comments

VIII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS

Operations Staff – No Reports

Office Staff---- Stillwell presented water usage charts; the most significant changes was in the water loss from previous years. Replacing the Alderpoint Rd Tank lowered the water loss greatly. Kristin Vogel asked if the district used water that wasn't metered. Arreguin said that the WWTP needed to have a meter installed. Ferretto asked if it was common for districts to have a high water loss, Emerson answered yes. She asked if GSD's water loss was average or higher or, Emerson said he could not speak to that right now, we are still working on monitoring at this time. Director Thompson was concerned with the 25 % of water loss. Emerson said there were several reasons, meter leaks, valves, lines with leaks.

Board Members – Brodersen reported she attended the budget committee meeting

General Manager— Emerson reported that the budget will be presented at the May meeting.

IX. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve Financials -

A.2 Approve 3/22/16 Regular Meeting Minutes

A.3 Operations Safety Report-

Brodersen asked for a motion to approve the Meeting Minutes and Safety Report.

Motion: Wellborn

Second: Bryan

Vote: 4 yes votes

The financials were pulled for discussion. Thompson asked about EDD, paint sprayer, and Milt Saw Shop for eel river crew. Emerson explained the work crew works for the district and the district purchases supplies for them.

Brodersen asked for a motion to approve the financials. Thompson made a motion to approve the financials. Wellborn seconded the motion. The motion was passed by unanimous vote.

B. GENERAL BUSINESS –

- B.1 Open Bids for surplus solar panel –Award to high bidder
Brodersen opened the one bid that was received from David Heller.
Brodersen asked for a motion to award the \$25 bid to David Heller.

Motion: Bryan Second: Thompson Vote: 4 yes votes

- B.2 Rate Study Update----Emerson said that the current rate study was sufficient to support the addition of a third rate. Emerson recommends the board create a rate study committee to discuss the pros and cons of the addition of a third tier. Brodersen asked for volunteers for the rate study committee. Wellborn and Thompson volunteered for the committee. Emerson said they need to set up a meeting time that was convenient for both of them.

- B.3 Backflow Device Testing—Emerson said anywhere in the district there may be a chance of a cross connection between customer water and the potable water, a device was installed to prevent the cross connection. He said there were people that inspect and certify these devices, and he knows someone that he has worked with before that if Emerson buys him lunch, he will come up and inspect the devices for \$30 each. He will get them all done in one day. Emerson said there was a guy in Eureka who is more expensive. Emerson wants to get all the devices inspected and certified. He said we didn't know how many we had in town; he said the staff did some research, and there is twelve in the district.

- B.4 Leino Lane water line replacement---Emerson explained that Leino Ln has a 1-inch water line. The water pressure is low to this area. There needs to be an upgrade here when the annexation is completed. He explained he is getting an estimate to replace the water line to this area.

- B.5 Multi-Family compared to Single family service charges—
Emerson explained there were several single family residents that have been remodeled into multi-family units. He said a single family residence is a single person, a couple, or a family living in one house, occasionally a mother-in-law house on the side that is not rented out, it's a vacation home. When someone turns their house into multiple apartments and collect rent from these units, they become multi-family units. He said it is spelled out in the ordinance. Emerson said, it is not the district's responsibility to determine who is paying rent and who is just hanging out for a few days or weeks. Multi-family units should pay one base rate per single family equivalent unit. We have a letter to send to the people we have identified so far as multi-family. We will explain what the process is, and if they don't want to be a multi-family unit one of them will have to move. If someone doesn't have a meter or a meter that we are not reading, then, we don't know how much water they are using, this way we are trying to find water loss. Kristin asked if they put in extra bathrooms or kitchen for these units. Emerson said no it's a single family residence which is basically another family that lives there and that is where you can have a discussion on what determines a single family residence. Does it have a bathroom, is it a joint bathroom is it a joint shower, he has tried to look at it if it has a sink, a shower, and a toilet it becomes a residence and someone is paying rent on it. We are trying to address this and it is another way to tighten up where the water is going and who is paying and who is not. So letters will be going out to the residence that we have identified as multi-family.

C. POLICY REVISION / ADOPTION

- C.1 Water Ordinance, Article 12: Public Fire Protection Section 12.1 Use of Fire Hydrants
(Second reading)

Emerson presented his changes to this ordinance and after discussion and to remove number three in the contract. It was agreed to add the penalty to the ordinance instead of the contract and bring this back next meeting

C.2 Water Ordinance, Article 10: Section 10.9, Discontinuance of Service Charge
(fourth reading) Resolution # 16-004

Brodersen asked for a motion to approve adding Water Ordinance Article 10: Section 10.9 Discontinuance of Service Charge

Motion: Thompson

Second: Wellborn

Vote: 4 yes votes

Brodersen asked for a motion to adopt resolution 16-004 authorizes the Garberville Sanitary District to add a new water ordinance article 10: section 10.9 Discontinuance of Service Charge. Vice-Chair Bryan made a motion to adopt resolution 16-004. Director Wellborn seconded the motion. Roll call vote 4 yes vote.

X. ITEMS FOR NEXT BOARD MEETING

1. First Budget Review
2. Wallan Road Tank and road improvements
3. Leino Ln
4. Fire Hydrant
- 5.
- 6.

Director Thompson asked about the BOD this month

XI. ADJOURNMENT

The meeting was adjourned at 6:06 pm

**Respectfully Submitted
Tina Stillwell**