

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

**Date of Meeting: Tuesday, August 22nd, 2023
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Doug Bryan called the meeting to order at 5:01 p.m.

II. ESTABLISHMENT OF QUORUM

**Rio Anderson- Absent
Doug Bryan- Present
Julie Lyon- Present
Dan Thomas- Absent
Richard Landes- Present**

III. APPROVAL OF AGENDA

Motion: Julie Lyon Second:Richard Landes Vote: 3-0

IV. NO CLOSED SESSION

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

General Public / Community Groups

Kristen Vogel was in the Audience. No additional comments were made.

VII. ANNOUNCEMENTS AND COMMUNICATIONS

REPORTS AND PRESENTATIONS – *Routine report of activities, operations, meetings / conferences held and/or attended by Board members, Staff, and General Manager*

Operations Staff- River Levels—Operational Demands The river level was 16 CFS the day of the meeting.

Office Staff- Issues have arose with the online portal through Stripe. Mary is working with Streamline and Stripe to get this issue resolved for the customers. The LIHWAP program has ran out of funding to help the customers with their past due water/sewer service charges. Updates will be given as we get them.

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

No additional comments were made by Ralph.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

- A.1 Approve Financials Date- June 2023 Pg. 5-18
A.2 Approve July 25th, 2023 Regular Meeting Minutes - pg. 19-21
A.3 Operations Safety Report- pg. 22-24

Motion: Richard Landes

Second: Julie Lyon

Vote: 3-0

B. GENERAL BUSINESS

- B.1 Update on Tank Replacement Project Pg. 26-45 __
Robertson/Hurlbutt/Wallan Contract Amendment #3 with SHN,
Authorization Resolution for SWRCB Grant
(discussion—possible action) resolution #23-009

The Board approves the addendum #3 for the SHN contract. The Board gives Doug Bryan the authority to sign the contract on their behalf.

Motion: Richard Landes

Second: Julie Lyon

Vote: 3-0

Doug Bryan asked for a motion to approve Resolution 23-009

Motion: Julie Lyon

Second: Richard Landes

Roll Call Vote: 3-0

Rate Review Committee: The board appointed Dan Thomas and Julie Lyon volunteered. Richard Landes is the alternate when Dan Thomas is unavailable.

Motion: Julie Lyon

Second: Richard Lyon

Vote: 3-0

- B.2 Meadows Aerial Waterline Reconstruction Project Update pg. 46-48
(discussion—possible action) Jennie

The footprint of this project is significantly larger than that of the Tank Replacement Project, which causes the costs to be significantly higher. There will be three bridge crossings to evaluate, a very long section of Redwood Drive to survey, design, etc. The coordination with Caltrans and Humboldt County for Encroachment Permits will be time intensive. GSD has already adopted a NOE for the planning phase of this project. The Planning Project will produce all the necessary CEQA documents for the construction phase.

- B.3 Update on SHCP Water Service pg.
(discussion-possible action) Jennie--Ralph

There are a few things needed before the park receives water from the District.

1. pressure reducing valve
2. back flow device that is certified
3. map of determination points

The map needs to be submitted with the annual water diversion report

- B.4 Preview of Draft Agency Profile (GSD) for the South County Municipal pg. 49-86 __
Service Review and Sphere of Influence Update by LAFCO
(discussion-possible action)

- B.5 Emergency Preparedness Plan pg. 87-89
(discussion-possible action)

Bring back in September.

This policy has been developed to assist in managing a crisis, while being able to ensure that employees, Board Members and Customers know where to go and what is required

for safety, while being directed to where information about the emergency can be provided.

C. POLICY REVISION / ADOPTION

C.1 Personnel Policy Changes Sec 3.0—4.0 pg. 90-91
(discussion-possible action)
Bring back.

C.2 Use Agreement for Equipment, Supplies, Parts and Chemicals pg. 92-95
(discussion only) Ordinance 15.10 2nd reading
Bring back with a Resolution.

C.3 Vagrancy Ordinance Sec 14.2a pg. 96-97
(discussion-possible action) Resolution #23-010

Doug asked for a motion to approve Resolution 23-010

Motion: Richard Landes

Second: Julie Lyon

Vote: 3-0

The District staff will put up the appropriate signage on all District properties.

C.4 GSD Staff Training Policy pg. 98
(discussion-possible action)
1st reading Bring back.

IX. CLOSED SESSION

No Closed Session Items

X. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project Update
2. Update on SHCP
3. Use agreement for supplies—Ordinance 15.10
4. Personnel Policy
- 5.

Next board meeting is September 26th, 2023.

XI. ADJOURNMENT

Doug ended the meeting at 6:14 p.m.

