

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

**Date of Meeting: Tuesday, September 26th 2023
5:00 p.m. – Open Public Session**

I. REGULAR MEETING CALLED TO ORDER

Doug called the meeting to order 5:00 p.m.

II. ESTABLISHMENT OF QUORUM

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

III. APPROVAL OF AGENDA –

Motion: Richard Landes

Second: Dan Thomas

Vote: 4-0

IV. (NO CLOSED SESSION)

V. OPEN SESSION

VI. COMMENTS AND QUESTIONS FROM THE AUDIENCE

No members of the public were present.

**VII. ANNOUNCEMENTS AND COMMUNICATIONS
REPORTS AND PRESENTATIONS**

Dan and Brian - River Levels—Fires---Power Outages—Water Leaks

Mary Nieto – Payment Option Update (LIHWAP—Website)

Board Members- 0

Correspondence- 0

General Manager—Ralph Emerson Pg. 4

Ralph mentioned the sewer plug up the District had on Redwood Dr by chevron. Ralph called in Wahlund construction to fix the break.

VIII. REGULAR AGENDA ITEMS

A. CONSENT AGENDA

A.1 Approve August 22, 2023 Regular Meeting Minutes - pg. 5-7

A.2 Operations Safety Report- pg. 8-10

A.3 Renew Audit Service Agreement with Anderson, Lucas, Somerville & Borges, LLP(Handout)

Motion: Dan Thomas

Second: Richard Landes

Vote: 4-0

B. GENERAL BUSINESS

- B.1 Update on Tank Replacement project pg. 11-15
(discussion—possible action)
Motion: Rio Anderson Second: Dan Thomas Vote: 4-0

Doug asked for a motion to authorize himself to sign the appraisal contract with Bender Rosenthal.

- B.2 Meadows Aerial Water Line Project Update
(discussion-possible action)

This project has basically become phase 2 of the tanks project.

C. POLICY REVISION / ADOPTION

- C.1 Personnel Policy Changes Sec 3.0-4.0 pg. 16-17
(discussion-action requested) **2nd reading**
Motion: Richard Landes Second: Dan Thomas Vote: 4-0

Doug asked for a motion to approve the updated employment process policy with the changes in blue notes, everything in red being pulled and everything in black stays.

- C.2 Use Agreement for Supplies, Parts and Chemicals pg. 18-21
(action requested) Ordinance 15.10 **3rd reading** (resolution 23-011)
Motion: Dan Thomas Second: Rio Anderson Roll Call Vote: 4-0

Doug asked for a motion to approve the new ordinance 15-10 and accompanied Resolution 23-011, establish a new use agreement for services, parts, and equipment along with the application.

- C.3 Emergency Preparedness Policy pg. 22-33
(discussion-possible action) 3rd reading
Motion: Richard Landes Second: Dan Thomas Vote: 4-0

Doug asked for a motion to approve the emergency preparedness policy with the updated phone number for the county road department.

- C.4 GSD Staff Training Policy pg. 34
(discussion-action requested) 2nd reading
Motion: Richard Landes Second: Rio Anderson Vote: 4-0

Doug asked for a motion to approve 7.10 A Employee training requirements policy

IX. CLOSED SESSION

No Closed Session Items

X. RETURN TO OPEN SESSION

No Action Taken

XI. ITEMS FOR NEXT BOARD MEETING

1. Tank Replacement Project
2. Update on River Gauge vs actual data
3. In House Projects
4. Emergency Preparedness Plan
- 5.

The next board meeting is October 24th, 2023

*there will be a closed session at the beginning of the October meeting

XII. ADJOURNMENT

Doug ended the meeting at 5:50 p.m.