

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

**GSD District Office  
919 Redwood Dr. Garberville, CA**

**March 28, 2017**

**5:00 p.m. – Closed Session**

**6:00 p.m.- Open Public Session**

**I. REGULAR MEETING CALLED TO ORDER**

**Open Session started 6:00 PM**

**II. ESTABLISHMENT OF QUORUM**

**Present:**

**Linda Brodersen**

**Doug Bryan**

**Richard Thompson**

**Gary Wellborn**

**Absent: Rio Anderson**

**III. APPROVAL OF AGENDA**

**Motion: Gary**

**Second: Richard**

**Vote: 4-0**

Table Item B4; Rate Study Update. Waiting on more information.

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

**Charlie Butterworth- Thinks it's wrong to go against high rate payers and forcing them to put more meters. Charlie went through the ordinance and found things to be wrong. Butterworth unhappy that he was turned into the building department, for zoning noncompliance.**

**V. CLOSED SESSION**

**No Action Taken**

**VI. OPEN SESSION**

**VII. COMMENTS AND QUESTIONS FROM THE AUDIENCE**

**Charlie Butterworth**

**Karen Leduc**

**Richard Barnick**

**VIII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operations Staff- 0**

**Office Staff- 0**

**Board Members-0**

**General Manager—Ralph Emerson**

**Ralph- The hospital has contacted Kent Scout about the potential for a new hospital being put in the CR building on Sprowl Creek rd. Ralph thinks they are far off from breaking ground. The hospital is wanting the District to serve them water and sewer. Hospital currently using 50 to 58 units per month.**

Ralph has been reviewing the current infrastructure the district has currently in place. The waterline is 8" water capacity. On the sewer side we have a 6" line, collection system. 6" in and 4" out. Based on the amount of time the District spends down at the lift station, potentially undersized for certain times of the year and the District does have problems with the pump station. If we have more influent sewage coming into the pump station, its only going to increase preexisting problems. There will have to be some sort of agreement with the hospital, for the development of the new hospital. Which Ralph already sent the hospital a letter. Town Square- The restroom group that came before the District two years ago. They requested approval to use the previous connection fees for the current connection fee. They also wanted to put a time in which they payed for the fees. The Board authorized them to pay the existing connection fees, \$1,200 sewer and \$1,000 water. This way they could have the project started or completed in two years. What's happened since then the town square group, which is a separate group. Has gotten involved on the planning stages. Town square group wants to include a grease interceptor, 1,200 gallons for food trucks. Ralph states that was not part of the original agreement. He wants that taken out or brought before the Board to discuss the impact that would have on the District. Adding the food trucks changes the agreement. Town square group is redoing the plans.

## **IX. REGULAR AGENDA ITEMS**

### **A. CONSENT AGENDA**

- A.1 Approve Financials
- A.2 Approve 2/28/2017 Regular Meeting Minutes
- A.3 Operations Safety Report

**Motion: Richard      Second: Gary    Vote: 4-0**

A.1- (PG 6) Richard questioning Crystal springs bottle water two payments. Wondered if we were paying our bills on time? The Office staff most likely received invoice late for January. In the beginning of February, the District paid Januarys rental fee. Reason for two rental payments in the month of February. Richard is questioning why the District bought new tires for a new truck. Reason being the truck came with street tires. Which is not appropriate for winter conditions. Ralph authorized to purchase snow tires for the winter. The street tires are being stored and will be used again this summer. On PG 8 under Wells Fargo there are two copier payments? Reason being, the Office staff received Januarys invoice late. The first payment was for January. Invoice Due Date 1/23/2017, payed on 02/02/2017. The second payment was for the month of February. On PG 20, line 75 Property Tax revenue why are we showing \$0 July '16 - Feb '17? Still need to find out from the County what is the hold up, or when should we receive payment for July '16 – Feb '17.

### **A. GENERAL BUSINESS**

#### **B.1 Open Bids for 2012 Chevy Silverado**

**Motion: Doug                      Second: Richard                      Vote: 4-0**

The District received two bids for the 2012 Chevy Silverado. First Bid is from Geoff Hubert for \$14,001. The second bid is from Marshall Brisbin for \$14,500. GSD asking price \$14,750. Ralph/Doug If the winning bid Marshall Brisbin backs out then the second bid Geoff Huber will be awarded the Chevy. If Geoff the second bid was to decline his offer as well, then the truck would be brought back for sale a third time.

**Motion: Doug                      Second: Gary                      Vote: 4-0**

#### **B.2 Wallan Rd tank and road easement**

**Motion: Doug                      Second: Richard                      Roll Call Vote: 4-0    Rio Absent**

Ralph- Wallen tank road was inaccessible at times of the year. It's on a private land owner's property. This year GSD put a new road and rocked the road. Now the easement has changed, needs approval. The resolution is making sure the property that we used to put the new road in and the driveway to round the tank is included in the easement and along with the property we had prior. Jennie went through the resolution and approved it. Plus the county and surveyor approved it as well. The

**owners still have to approve the easement after board members approve Resolution #17-007.**

B.3 Declare District cell phone surplus property

**Motion: Doug                      Second: Gary                      Roll Call Vote: 4-0    Rio Absent**

**Sold to Ron Copenhafer for \$5.00**

B.4 Rate Study Update

**Table**

B.5 Southern Humboldt Community Park Update

**Ralph-Brought before the Board of Supervisors 3/28/17. Ralph attended a meeting in Eureka on behalf of the District. The park wants to change Land Use Classifications. They presented a draft EIR several months ago. Ralph responded to them stating he wanted to insure the District had adequate water for a year, in case of a declared drought. Second discussion topic was they weren't going to have large venues, now they are. Now 5,000 people per event plus parking up and down the street. The District needs to be able to access the water treatment plant, Day or Night. In a timely manner! If the men are delayed that could cause a boil water order. The planning department would not give their recommendation on their Questionable request. The park wants the potential for 54 residential properties they can sell or rent. The planning Department did not approve it nor the staff. The Board of Supervisors approved it anyways. The park is required to put in their own water plant to sustain the park. They are trying to bypass the District, even though they are in our sphere of influence. Ralph- They should take the time and pay extra money to have it done right with the District. That would require being annexed into the District so eventually we could provide sewer services.**

B.6 Final Audit Report

**Motion: Doug                      Second: Richard                      Vote: 4-0**

B.7 Relief of Sewer Charges—Anita Ln.

**Ralph- Residence burned down several years ago off Anita Ln. Tenants have been paying water and sewer charges ever since. Tenant wants to only pay water and have the sewer charges waived. Linda- wants this to come back after further review.**

**C. POLICY REVISION / ADOPTION**

C.1 Water Ordinance-Article 4: Section 4.9 water service- multi family

**Motion: Gary                      Second: Richard                      Roll Call Vote: 4-0    Rio Absent**

**Third reading. Butterworth- Section a #1 believes it is not the Districts Job but the Land owners, to deal with their own tenants. Karen Leduc- Was worried she would randomly be charged the \$8,000 new connection fee. False information Ralph explained. Richard Barnick- Asked if GSD is a public or private entity. Ralph responded that he can fill out a public records request form.**

C.2 Policy Manual-General Manager—Operator Job Descriptions-Appendix B

**Third reading. Needs adjustments still.**

**Bring Back "Table"**

**X. ITEMS FOR NEXT BOARD MEETING**

1. Organizational Chart
2. Office Staff Job Description
3. 2017 Master Calendar

4. Job Descriptions  
**Starting on the Budget**

**XI. ADJOURNMENT**  
**7:07 pm**