

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

**January 19, 2016  
5:00 p.m.**

**I. REGULAR MEETING CALLED TO ORDER**

**Brodersen called the meeting to order at 5:04 pm**

**II. ESTABLISHMENT OF QUORUM**

**Linda Brodersen – present  
Doug Bryan – present  
Richard Thompson - present  
Gary Wellborn - present**

**III. APPROVAL OF AGENDA**

**Chair Brodersen asked for a motion to approve the agenda as presented. Thompson made a motion to approve the agenda. Wellborn seconded the motion. The motion passed unanimously.**

**IV. OPEN SESSION**

**A1. Oath of Office--Rio Anderson  
Során Anderson was sworn into office by Emerson.**

**A2. Nominations for Board Treasurer**

**Chair Brodersen nominated Rio Anderson for the Board Treasurer. Thompson seconded the motion. The motion passed unanimously.**

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

**No Comments**

**VI. ANNOUNCEMENTS AND COMMUNICATIONS**

**Letters-Correspondence- Pauline Ellis (road damage) Emerson explained the water runoff in the area in question. The board advised Emerson to write Ms. Ellis a letter concerning the drainage problem.**

**Operations Staff - Nothing to Report**

**Office Staff - Nothing to Report**

**Board Members - Nothing to Report**

**General Manager - Emerson included his expenditure list. Director Thompson questioned the price of the hypochlorite system as well as the fire hydrant cost. Copenhafer explained the condition of the existing hydrants.**

**Chair Brodersen suggested moving the hydrant replacement to the top of the list.**

**VII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

- A.1 Approve Financials – **Director Thompson questioned the R&M of \$9,000 for Sewer Treatment, Emerson said it was for the pond liner repair.**
- A.2 Approve 12/15/15 Regular Meeting Minutes
- A.3 Operations Safety Report- **No safety issues per Copenhafer**  
**Director Wellborn made a motion to approve the Consent Agenda. Anderson seconded the motion. The motion was passed unanimously.**

**B. GENERAL BUSINESS – *Action items***

**B.1 Audit Report and Approval Requested**

Presentation by Barbara Guest of Anderson Lucas Somerville and Borges

**Barbara presented the audit ending June 30, 2015. She said the audit was an unqualified audit, meaning there were no concerns, errors, or fraud found. Barbara explained that she suggested a bad debt allowance account for \$5000 to account for the bad debts. Chair Brodersen asked if Barbara thought the District will have a cash flow problem. Barbara said the loan was a no interest loan, and she doesn't see a problem. Chair Brodersen asked for a motion to approve the audit with the changes discussed and authorize the Chairperson to sign the representation letter. Director Wellborn made a motion to approve the June 30, 2015, audit and authorize the Chairperson to sign the representation letter. Anderson seconded the motion. The motion passed by a roll call vote. Five yes votes.**

**B.2 Enclose Operations Room at SWTP and install heating and cooling system**

**Emerson explained the water treatment plant wasn't designed with an operator's room where they can compile the data, record keeping or monitoring the system. The plant is extremely loud. Emerson proposed to enclose an area of the plant with insulated walls and ceiling. Emerson said that Dennis Huber gave a verbal estimate of \$25,000. He has contacted other contractors, but no one has responded. He contacted a contractor that he has worked with from Murphys and this contractor estimated \$20,000 for the project. Emerson said that there was money in the R&M areas of the budget to cover this project. Chair Brodersen asked for a motion to approve the operation room with a budget of \$20,000.**

**Motion: Wellborn**

**Second: Thompson**

**Vote: 5 yes votes**

**B.3 Build a shelter for security and weather at raw water control panels**

**Tabled**

**B.4 Purchase metal detector for push camera system and pipe locating**

**Emerson explained that since the camera and locator were bought, they have been unable to locate the depths of the lines. He said there is equipment on the market; he has used them, everybody has used them. He has been comparing prices thru out the state and received a quote of \$2300 for a unit that the PG & E uses. It's a metal detector/pipe locator.**

**Chair Brodersen asked for a motion to approve the purchase of the metal detector/pipe locator with a \$2300 limit.**

**Motion: Thompson**

**Second: Wellborn**

**Vote: Five Yes Votes**

**C. POLICY REVISION / ADOPTION**

**C.1 Water Ordinance, Article 10: Discontinuance of Service (First Reading)**

**Emerson changed Sec 10.1 Disconnection for Non-Payment. Service may be discontinued**

for non-payment of bills after fifteen (~~15~~)(35) days following the billing date. A customer service that is terminated for non-payment will be charged a \$ 25.00 reconnection fee.

**Sec 10.4 Cross-Connection.** Water service may be refused or discontinued to any premises where a cross-connection exists, violating State or Federal laws and GSD Ordinances. ~~exists a cross-connection in violation of State or Federal laws.~~

**Sec 10.8 Abandonment Charge.** Any person who desires to abandon services to a building from the District's water system or to abandon service to property, shall pay to the District an Abandonment Charge. The Abandonment Charge shall consist of

- a. All costs incurred by the District in disconnecting the system at the property line and plugging and sealing the line, including the cost of surveying, if any, and
- b. The sum of five hundred dollars (\$500.00), to recover the District its costs.

1. Item (b) of the Abandonment Charge shall not apply to any person who desires to disconnect a building from the District's Water or Sewer system but who intends to keep other buildings on the property connected to the system or to disconnect from one building while connecting to another on the same property.

**Sec 10.9 Annual Fee for Disconnected Service.** Any person requesting abandonment or discontinuance of service may pay an annual fee of \$500 to keep service active and not be charged a re-connection fee when service continues.

**After discussion it was requested that staff research a fire suppression ordinance and to put a timeline, upgrade, and new wording section in the Abandonment Charge.**

## **C.2 Water Ordinance, Article 11: Collection by Suit (First Reading)**

**Sec 11.1 Suit.** Unpaid rates, charges and penalties herein provided may be collected by suit **after 60 days of non-payment from billing date.**

**The board approved the addition to Sec 11.1 and requested for it to be brought back for second reading.**

## **VIII. ITEMS FOR NEXT BOARD MEETING**

1. History of South Fork Eel River cubic feet second (cfs) in relation to month of year
2. Update on Customer water usage in comparison to last year
3. Water Ordinance, Article 12: Public Fire Protection
4. Water Ordinance, Article 10 and 11 (adopt resolution)
5. Cost of the shelter for the Raw Water Panel

## **IX. ADJOURNMENT**

**Chair Brodersen adjourn the meeting at 6:08 pm**