

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

**Date of Meeting: Tuesday, November 14<sup>th</sup> 2023**  
**5:00 p.m. – Closed Session with Open Public Session to Follow**

**I. REGULAR MEETING CALLED TO ORDER**

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

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

Motion: Julie Lyon

Second: Dan Thomas

Vote: 5-0

**IV. THE BOARD WILL ENTER CLOSED SESSION (5:01pm)**

**IVa. Questions or Comments about Closed Session Items**

**1. Conference with Real Property Negotiators (Government Code § 54956.8):**

Property: Approximately *(undetermined)* acres of land and is a portion of the parcel designated as Assessor's Parcel Numbers APN 032-211-011, APN 032-211-035, APN 032-211-021

Garberville Sanitary District Negotiating Team with Jennie Short and Dan Thomas. Russ Gans (GSD attorney) will participate. Under negotiation: Property Acquisition Negotiation, Price and/or terms of payment/conditions for, Easement Agreement and/or Grant Deeds.

(discussion—possible action)

**V. RETURN TO OPEN SESSION**

The board returned to open session at 5:25 p.m. Doug Bryan announced that no action was taken in closed session.

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

No audience

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

**Operators--Dan and Brian- Water Leaks—Meter Replacements—River Level**

**Office---Mary Absent-Ralph gave an update on payment plans with customers and Arrearage funding that is available.**

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson Pg. 4**

**Mir Holmes introduced herself to the board. She is a new employee with the District that has her water treatment license. The operators have been teaching Mir how to read meters and log the water plant.**

**VIII. REGULAR AGENDA ITEMS**

**A. CONSENT AGENDA**

A.1 Approve Financials Date August 2023 - pg.5-18

A.2 Approve **October 24<sup>th</sup>, 2023 Regular Meeting Minutes** - pg.19-21

A.3 Operations Safety Report- pg. 22-24

**Motion: Dan Thomas Second: Richard Landes Vote: 5-0**

**B. GENERAL BUSINESS**

B.1 Tank Replacement Project Update pg. 25-28  
(discussion—possible action)

(Jennies Report) Since the last Board Meeting, the Project Team has:

- Completed the 60% Engineer’s Estimate
- Produced the initial draft of the project specifications excluding technical
- Completed the Humboldt County General Plan Conformance and Special Permit (for SMA) application
- Modified DWR Invoice #2 in the amount of \$64,291.73 (they have a 10% retention until the project is complete) to remove markups and limits for lodging per diem
- Submitted DWR quarterly report #3
- Submitted DFA quarterly report #6
- Met with PG&E representative for new/relocated service applications
- Coordinated with CDFW for 1600 Notification for construction project and intake
- Coordinated with NCRWQCB for WDR permit
- Contracted for lead and asbestos survey for project elements

B.2 Meadows Aerial Water Line Project Update  
(discussion-possible action)  
**The planning application should be complete by December 2023.**

B.3 GSD Financial Policy pg. 29-70  
(discussion-possible action) resolution 23-012  
**Motion: Richard Landes Second: Rio Anderson Roll Call Vote: 5-0**

**The Resolution number was updated from 23-012 to 23-014. The board jumped back to this item after B.4 to make a motion on Resolution 23-014.**

B.4 Web-Site Presentation  
(discussion—info only) Laura  
**Laura has been updating the districts website and making it more user friendly.**

B.5 Clean California—Large Item Dump Day pg. 71-79  
(information only)

**Caltrans Clean CA proposed partnering with Garberville Sanitary District to hold a Dump Day. At this time, Caltrans is in discussion with the County of Humboldt to determine the partners, roles and best course of action to host the event.**

B.6 Funding Opportunities and Resources pg. 80-83  
(discussion-no action)

**The District is researching all kinds of available funding.**

### C. POLICY REVISION / ADOPTION

C.1 Use Ordinance---Work Performed on Private Property Sec 4.10a, Sec 7.3a pg. 84-87  
(discussion-action requested) Resolution #23-013  
**Motion: Dan Thomas                      Second: Julie Lyon                      Roll Call Vote: 5-0**

**The board made an update to the ordinance and resolution during the meeting. A motion was made to adopt the ordinance and resolution with the edits made.**

### IX. ITEMS FOR NEXT BOARD MEETING----- December 19<sup>th</sup>, 2023

1. Drought Planning Changes
2. Meadows Aerial Line Project
3. Project Update
4. Clean California Dump Day
- 5.

### X. ADJOURNMENT

Doug Bryan ended the meeting at 6:24 p.m.