

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

**Date of Meeting: Tuesday, March 26<sup>th</sup>, 2024**

**5:00 p.m. – Closed Session with Open Session to Follow  
There will be an additional Closed Session at end of Open Session**

**I. REGULAR MEETING CALLED TO ORDER**

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

**II. ESTABLISHMENT OF QUORUM**

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

**III. APPROVAL OF AGENDA**

Motion: Richard Landes                      Second: Julie Lyon                      Vote: 4-0

**IV. THE BOARD WILL ENTER CLOSED SESSION                      (5:00pm)**

**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 5:21 p.m.

No action was taken during closed session.

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

**No Audience**

**VII. ANNOUNCEMENTS AND COMMUNICATIONS**

**REPORTS AND PRESENTATIONS**

**Operators--Dan and Brian- Operational Demands and storm related problems**

**Office----Mary Nieto—Customer Complaints and Past Due Service Charges**

**Board Members- 0**

**Correspondence- 0**

**General Manager—Ralph Emerson    Pg. 5**

## VIII. REGULAR AGENDA ITEMS

### A. CONSENT AGENDA

- A.1 Approve Financials Date- No Financials
- A.2 Approve February 27th, 2024 Regular Meeting Minutes - pg. 6-8
- A.3 Operations Safety Report- pg. 9-10  
**Motion: Julie Lyon                      Second: Rio Anderson                      Vote: 4-0**

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

- B.1 Tank Replacement Project Update pg. 11-13  
(discussion—possible action)

Since the last Board Meeting, the Project Team has:

- DFA Invoice #4 approved in the amount of \$115,839.89 for reimbursement of expenses
- Updated the appraisal for Swaffar to include the PG&E easements for underground services
- Prepared the summary appraisal report for the easements needed at Swaffar parcels
- Submitted the updated appraisal for Swaffar to Real Estate Branch of DWR for review and approval
- Coordinate with PG&E design team for new/relocated service applications
- Submitted the 90% plans, specifications, and estimate of project costs for DFA and DWR review and comment
- Executed the LSAA for the project
- Contracted with BRI to complete the appraisal for the easements needed at CalFire Station
- Received and reviewed the first draft of the LSAA for the Raw Water Intake

- B.2 2023 Annual Water Source Capacity Report  
(discussion -possible action)  
**TABLED**

- B.3 LSAA (Lake or Streambed Alteration Report) – Water Diversion Project pg. 14-28  
(discussion-possible action)  
**Staff requested for general direction for the items that the District would like changed in the Draft LSAA prior to execution. Conservation efforts will impact the water and sewer revenues that are based upon usage.**

- B.4 Office Carpet Replacement Options pg. 29-34  
(discussion—possible action)  
**Motion: Julie Lyon                      Second: Richard Landes                      Vote: 4-0**  
**The board approved removing the old carpet in the office and having the concrete painted and sealed. Quote amount approved was \$8490.00. The quote price could change depending on certain factors.**

- B.5 Meter Replacement Plan Information at Meeting  
(discussion-possible action) Mary-Ralph  
**Mary and Ralph discussed a meter replacement report from JUS. This list will help the operators to know which meters should be replaced.**

- B.6 Drought Planning-Procedures pg. 35  
(discussion-no action)  
**TABLED**

### C. POLICY REVISION / ADOPTION

- C.1 Filling Pools and Tanks Ordinance Sec 14.1 pg. 36-40  
(discussion-action requested) Resolution #24-003  
**TABLED**

- C.2 Cross Connection Sec 7.6 pg. 41-47  
(discussion—possible action) Resolution #24-004  
**Motion: Richard Landes                      Second: Julie Lyon                      Roll Call Vote: 4-0**

**When customers connect District water service to personal property, the owner is required to install an approved backflow device that will protect against cross connection contamination.**

- C.3 Late Payment Procedures and Payment Plan Section 9.5 Payment of Bills pg. 48-49  
(discussion-possible action) Update from Mary  
**1<sup>st</sup> reading. Board suggested looking into the county rules for charging for their staff time.  
Also look into their grievance policy and other Districts.**

**IX. THE BOARD WILL ENTER CLOSED SESSION**

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

**CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION (Gov. Code Section, 54956.9(d)(2), (e)(3)): One Claim, Claimant: (Richard and Hope Lamb).**  
(discussion—possible action)  
**No action was taken in closed session.**

**X. ITEMS FOR NEXT BOARD MEETING----- Date of Next Meeting April 23<sup>rd</sup>, 2024**

1. Drought Planning Changes
2. Tank Replacement Project Update
3. Annual Water Source Capacity Report
- 4.
- 5.

**XI. ADJOURNMENT**

**Doug ended the meeting at 7:12 p.m.**