

**FLDDBROOK GLENDALE
COMMUNITY SERVICES DISTRICT
REGULAR MEETING OF THE BOARD OF DIRECTORS**

August 28, 2018
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:35 PM. Board members present were, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Vice-President Starr Kilian was absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineer Rebecca Crow, GHD Engineer Alex Crowe, GHD Engineer Neal Carnam and General Manager Richard Hanger were present.

2. Agenda Modifications

3. Public Comments

Individuals wishing to speak on matters not listed on the agenda are asked to clearly state their name and address. No action will be taken on items not listed on the Agenda.

4. Reports

4.1 Sewer Report

4.1.1 – Monthly report

Sewer Technician Grant Weaver reviewed his written report (attached). Highlights included inspections and pending repairs to air release valves.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 5 mutual aid calls and 1 medical call. The communication upgrade project continues to evolve. The Blue Lake Volunteer Fire Department has agreed to move their repeater to our proposed location on Tip-Top ridge. The HC Fire Chiefs Association will pay for the FCC licensing. A storage container for the site has been secured.

The asphalt in front of the firehouse is needing repair. A bid is being secured.

4.4 District Engineer Report –

4.4.1 – Sewer rate study. Report/Discussion.

GHD Engineers Neal Carnam, Alex Crowe and Rebecca Crow reviewed the Sewer Rate study memorandum dated August 28th with the board. Table 5-Summary of Alternative Rate Structures and Monthly Customer Billing was discussed in depth. The General Manager was directed to schedule and notice an informational meeting in the Glendale area. A tentative date of September 18, 7:00 PM, at E&O Lanes was proposed.

4.5 General Manager Report

4.5.1 – *No report*

4.6 Reports by members of the Board.

4.6.1 – *President Roy Sheppard shared his perspective of the City of Arcata's sewer rate structure and notification process.*

5. Consent Agenda

The Board will approve all of the following items by a single vote unless any member of the Board or the public asks that an item be removed and considered separately.

5.1 Approval of minutes

5.1.1 Regular Board Meeting, July 24, 2018.

5.2 Correspondence/Information Items

5.2.1 – HBMWD- Wholesale water charges 2019.

5.2.2 – Humboldt County – Prop 172 revenue share 2019.

5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.

5.3.1 Interfund Transfers \$51,100.89

5.3.2 Checks (5557-5580) \$50,888.55

5.3.3 Payroll \$2,979.18

5.3.4 General Journal Entries 377-382 (Year End)

5.3.5 General Manager reimbursement \$258.67 (City of Arcata & Office Supplies)

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- 5.3.6 Bad Debt \$1,541.40 (049000c,045000d,183000L,036000E) 4-accounts.
- 5.3.7 Sewer Connection, Merilee Owen 671 Fieldbrook Rd.

Richard Grissom moved to approve the consent agenda as presented. Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6. Action/Discussion Items

6.1 – Resolution 2018-05 – Designation of Applicant’s Agent Hazard Mitigation Grant Program. Action.

General Manager Richard Hanger and District Engineer Rebecca Crow presented Resolution 2018-05. This resolution authorizes the General Manager to execute agreements on behalf of the district.

Jason Garlick moved to approve resolution 2018-05 as presented. Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.2 – Final budget adoption. Action.

President Roy Sheppard opened the public hearing and asked for the staff report. General Manager Richard Hanger reviewed the staff report. President Roy Sheppard asked for public comments. No public comments were provided. The public hearing was closed, and the item returned to the board for consideration.

Richard Grissom moved to approve the final budget for fiscal year 2018-2019 as presented. Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

7. Future Agenda Items

- 7.1 - Draft Management, Discussion & Analysis (audit 2018). September. *Tabled to October.*
- 7.2 – *Tentative Informational meeting in Glendale, September 18.*
- 7.3 – *Adopt proposed sewer rate structure for Prop 218 process – September 25.*

8. Executive Session/Closed Session

The Board may choose to consider items of an urgent nature that have arisen after this agenda was posted. The Board may also choose to adjourn to closed session to discuss legal or personnel matters.

9. Adjournment/Announcements

9.1 Next regular meeting September 25, 2018.

Meeting adjourned at 9:28 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*