

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

June 23, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

Vice-President Starr Kilian called the meeting to order at 7:30 PM. Board members present were Director Rich Grissom (teleconference), Director Jason Garlick (teleconference), and Director Janet Miller. President Roy Sheppard and Fire Chief Jack Sheppard were absent. District Engineer Rebecca Crow (teleconference), District Engineer Hannah Gidanian (teleconference), Sewer Technician Grant Weaver (teleconference) and General Manager Richard Hanger were present.

2. Agenda Modifications None.

3. Public Comments None.

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 Wastewater Report

4.1.1 – Monthly report

Sewer Technician Grant Weaver reported a manhole repair behind pump station one, Air Relief Valves have been replaced on West End Road and additional replacements will take place in the subsequent fiscal year. H2S testing has shown improved readings and Grant recommends treating the force main line with a caustic soda or possibly chlorine. The district will work with the City of Arcata to determine the best treatment. The rebuilt pump will be placed by Hooven and some minor electrical work will be completed by Ambrosini Electric. The Fieldbrook Road line will be Hydro-flushed in the next fiscal year. Grant also requested the board consider purchasing an additional pump. General Manager Richard Hanger and District Engineer Rebecca Crow will discuss and return a recommendation to the board.

4.2 Safety Report – received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard provided an email report. There were three mutual aid calls, two medical calls, and one traffic accident. The department has divided into three training groups that meet on a weekly basis. The department is planning to resume regular Monday training drills in July. The department has been removing brush and clearing around the water district's fire hydrants. The department has also responded to two CalFire incidents.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

District Engineer Rebecca Crow reported the Muni meeting discussed aerial mapping of HBMWD service area, dedication of in-stream flow relative to Mad River water rights, Trinidad Rancheria request for consideration of water service, and General Manager positions at MCSD and HCSD.

4.4.2 – Anker Tank – update

District Engineer Hannah Gidanian reported that Phase One deliverables for the FEMA grant will be completed 06/24/20. Phase One deliverables for the NCRP have been submitted. Work is being scheduled for Cal OES environmental review. The environmental review will be conducted by the regulatory agencies of Fish and Wildlife and Cultural review. The review is anticipated to take three to six months. Quotes from tank manufacturers are being incorporated into the preliminary design.

4.5 General Manager Report

4.5.1 – District Manager Richard Hanger reported the Fire Department has requested the purchase of a new printer/scanner as the current one no longer meets the needs of the department. The purchase will be made in July.

4.6 Reports by members of the Board.

Directors Richard Grissom and Janet Miller reported they had received candidate's paperwork.

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5. Consent Agenda

The Board will approve 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, May 19, 2020.

5.2 Correspondence/Information Items

5.2.1 HC Elections, Notice of Election 11/03/2020.

5.3 Financial Reports

5.3.1 Interfund Transfers \$109,926.27

5.3.2 Checks (#6141-6171) \$89,116.09

5.3.3 Payroll \$3,513.60

5.3.4 General Journal Entries 465-468

5.3.5 General Manager reimbursement (Zoom \$40.00), Fire Chief (Amazon-Ink) \$71.86

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

6. Action/Discussion Items

6.1 Budget Adoption. Action.

General Manager presented the department budgets for fiscal year 2021.

Director Richard Grissom moved to approve the department budgets as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

7. Future Agenda Item's

7.1 – Quarterly financial reports and budget adjustments.

7.2 – Board remuneration.

7.3 – Wholesale water rate adjustment.

7.4 – Biennial conflict of interest code.

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 July 28, 2020

Meeting adjourned at 8:00 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register