

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

June 25, 2019  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:33 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom and Director Janet Miller. Director Jason Garlick was absent. Sewer Technician Grant Weaver was absent. Fire Chief Jack Sheppard, District Engineer Rebecca Crow and General Manager Richard Hanger were present. Community member Andre Carey was present.*

**2. Agenda Modifications By order of the Chair, Item 6.2 will follow Item 3.**

**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 – *absent.*

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported 8-calls. Flow testing of the fire hydrants is being scheduled. The repeater capital project is moving ahead. The equipment has been ordered from RWS services.*

4.4 District Engineer Report –

4.4.1 – Muni meeting report – no meeting

4.4.2 – LHMP – update – *public comment will be gathered in August.*

4.4.3 – Anker Tank – grant award(s) update – *no further update for grants related to the Anker Tank project. A planning grant for wastewater to address I&I is being developed. The current status of will-serve letters was discussed. The District is waiting for additional information from those letters pending.*

4.5 General Manager Report

4.5.1 – *no report.*

4.6 Reports by members of the Board.

4.6.1 – *Director Richard Grissom reported the Fire Department participated in McKinleyville's Pony Express Parade and Fireman's Muster.*

**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, May 28, 2019.

5.2 Correspondence/Information Items

5.2.1 –

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

5.3.1 Interfund Transfers \$52,875.46

5.3.2 Checks (5821-5843) \$52,769.47

5.3.3 Payroll \$2,984.86

5.3.4 General Journal Entries 401-404

5.3.5 Bad Debt, Acct#1590.01 - \$4,034.37

5.3.6 Warrant Request for Transfer – to Fire Fund \$30,000

*Item 5.3.5 was pulled from the consent agenda to be discussed and considered separately.*

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**Director Janet Miller moved to approve consent agenda items 5.1.1, 5.2, 5.3.1-4 and item 5.3.6. Item 5.3.5 to be considered separately. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.**

*Item 5.3.5 – Bad Debt history related to Acct#1590.01 was discussed. Account has been referred to collections and the property appears to be vacant. This property serves four accounts, three of which are subject to stand-by wastewater fees. Future collection action may include liens against the real property.*

**Director Janet Miller moved to approve the consent agenda item 5.3.5 as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.**

**6. Action/Discussion Items**

6.1 – Royal Gold Industrial Discharge Permit. Tabled from May 28<sup>th</sup>, Action.

*General Manager Richard Hanger and District Engineer Rebecca Crow reviewed the Royal Gold Industrial Discharge Permit. The permit language is currently under review by the City of Arcata to determine compliance with the districts discharge permit. General Manager Richard Hanger recommends tabling the item pending final review by the City of Arcata.*

*By order of the chair, Item 6.1 is tabled to the July 23, 2019 meeting.*

6.2 – E&O Lanes request for Fire Suppression meter. Action.

*Community member Andre Carey was present representing E&O Lanes to request a fire suppression meter. Currently this property and that of Royal Gold, LLC is served by a single fire suppression meter. The Royal Gold property is directly adjacent to E&O Lanes. The district does not have access to the history of why these properties were not required to install separate fire suppression meters and during the past this has been problematic with various owners and/or occupants of the properties. Most notably, these have been leaks and unlawful use of the fire main to fill water trucks, resulting in significant charges that have been split between two billing accounts.*

*General Manager Richard Hanger recommends the district waive connection fees for E&O Lanes as the property is already being served. Further, that the district waives the fees for meter purchase and installation, citing that the district may have allowed the shared connection either during construction of the water system or at some point following construction, which would be a direct violation of district ordinance 91-1, Sec. 4.10.2, "A service connection shall not be used to supply more than one property owner." E&O Lanes will be responsible for completing an account application and processing fee of \$35.00. E&O Lanes will be responsible for installation costs from the meter to the point of service.*

*Following discussion,*

**Director Richard Grissom moved to approve the fire suppression meter for E&O Lanes and to follow the recommendations of the General Manager. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.**

6.3 – Resolution to loan water funds to wastewater fund. Tabled from May 28<sup>th</sup>. Action.

*General Manager Richard Hanger presented resolution 2019-03 authorizing a loan from the water fund to the wastewater fund for an amount not to exceed \$90,000, for the purposes of maintaining a positive cash position in the wastewater fund. The loan shall bear an interest rate of 4.5% and shall be for a term of 7 years, effective July 1, 2019. The General Manager expressed an opinion that the loan amount is not likely to exceed the \$65,000 loaned on a temporary basis from the water fund to the wastewater fund at the end of fiscal year 2018.*

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***Director Richard Grissom moved to approve resolution 2019-03 as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

6.4 – 2019-20 Budget adoption. Action

*President Roy Sheppard opened the public hearing for the 2019-2020 budget adoption at 8:42 PM. General Manager Richard Hanger provided the staff report and reviewed line-item revenues and expenditures for the water, wastewater and fire department funds. A final budget adoption will occur in August following the closing entries for fiscal year 2018-2019. The public was invited to comment. There was no public comment and the item was returned to the board for consideration.*

***Director Richard Grissom moved to approve the budget for 2019-202 as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

6.5 – Hunter, Hunter, & Hunt – contract for 2019 audit services. Action.

***Director Janet Miller moved to approve the contract with Hunter, Hunter, & Hunt for 2019 audit services as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

6.6 – Capital Improvement Projects 2019-20. Action.

*General Manager Richard Hanger reviewed the Capital Improvement Projects of 2019-2020. Noted in the verbal staff report was the Repeater Communication project which is underway. The project was approved for fiscal year 2018-2019 and is a work in progress. Expenses for the project will likely cross fiscal years.*

***Director Janet Miller moved to approve the Capital Improvement Projects of 2019-2020 as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

**7. Future Agenda Items**

7.1 – Wastewater service agreement, City of Arcata. Date to be determined.

7.2 –

**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 23, 2019.

*Meeting adjourned at 8:53 PM.*

*Respectfully submitted,*

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*Richard Hanger  
Secretary to the Board*

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*Starr Kilian  
Vice-President*

Attachments  
*CCCU fund transfer  
Initialed disbursement register*