

**FIELDBROOK GLENDALE  
COMMUNITY SERVICES DISTRICT**

**Notice is hereby given that a  
REGULAR MEETING  
Of the Board of Directors will be held at:  
4584 Fieldbrook Road, Fieldbrook CA 95519**

**Tuesday, April 27, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

A. Roll Call

*President Roy Sheppard called the meeting to order at 7:31PM. Board members present Director Richard Grissom and Vice-President Starr Kilian. Directors Jason Garlick, and Janet Miller were absent. District Engineer Rebecca Crow and Hannah Gidanian were absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, and General Manager Richard Hanger were present.*

B. Agenda Modification

*No modifications.*

C. Public Comments

*None.*

D. Reports

1.1 Wastewater Report

*Sewer Technician Grant Weaver provided the wastewater report. Pump station #2 is scheduled for some minor repair. A pump has been taken out of service and will be rebuilt. The main line ending on Fieldbrook Road has been inspected with a camera and there were no major issues. The lateral at 511 Glenwood was located at the request of the property owner.*

1.2 District Engineer Report

1.2.1 Muni Meeting report – *no report.*

1.2.2 Anker Tank Replacement project report – *no report.*

1.3 Fire Chief Report

1.3.1 Call/Incident report

*Fire Chief Jack Sheppard provided the Fire report. The department responded to 4 calls for medical, 1 horse rescue, and 1 canceled call. Volunteers Josh Miller and Brian Hinton will be relocating and leaving the department. Engine 8756 is being serviced. Measure Z has allocated 10 (100ft) sections of wildland hose. An update on the purchase and placement of the SCBA filling station was provided.*

1.4 Safety Report – *safety meeting minutes and roster was filed.*

1.5 General Manager Report – *none.*

1.6 Director Reports – *none.*

Meeting Materials may be accessed at:

<https://fieldbrookglendalecsd.specialdistrict.org/board-meetings>

## Tuesday, April 27, 2021

### MINUTES

#### E. Consent Agenda

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

##### Approval of Minutes

2.1 Regular Board Meeting, March 23, 2021

##### Correspondence

3.1 HBMWD Consumer confidence report, cover letter. Full report posted online.

3.2 FGCSO Consumer confidence report. Full report posted online.

##### Financial Reports

4.1 Interfund Transfers, \$54,163.46.

4.2 Check/EFT Payments, (6434-6462), \$80,904.77.

4.3 Payroll, \$3,731.87.

4.4 General Journal Entries (497-499)

4.5 Reimbursement, General Manager, Annual Zoom \$189.00.

***Director Richard Grissom moved to approve the consent agenda as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### F. Business Items Action/Information

5.1 Resolution 2021-03 to amend Sewer Ordinance 90-01, adding Accessory Dwelling Units. Second reading. Action.

***Following the second reading, Vice-President Starr Kilian moved to adopt Resolution 2021-03 as presented. Director Richard Grissom seconded the motion. The motion carried with Kilian, Grissom, and Sheppard voting aye, absent Garlick and Miller.***

5.2 Establish policy committee and appoint members. Action.

***Director Richard Grissom moved to establish a policy committee and to appoint Vice-President Starr Kilian and Director Janet Miller for a term of six-months. The intention of a limited term is to provide an opportunity for other board members to serve on the committee. The motion carried with Kilian, Grissom, and Sheppard voting aye, absent Garlick and Miller.***

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCSO Board of Directors have the right to have the decision reviewed by a State Court.

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#### 5.3 Purchase of Command Truck. Action.

*General Manager Richard Hanger provided the staff report. The report included a cash flow analysis and projected ending fund balances through fiscal year 2024.*

***Vice-President Starr Kilian moved to approve the purchase of a Command Truck in Fiscal Year ending 2022. The expenditure is not to exceed \$60,000 without additional approval by the Board. Director Richard Grissom seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.4 Quarterly financial reports and budget adjustments. Action.

*General Manager Richard Hanger provided the staff report and recommended budget adjustments for the third quarter of the fiscal year.*

***Director Richard Grissom moved to approve the quarterly financial reports and budget adjustments as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.5 Review and set interest rates for Fire/Sewer Loans, F/Y 2022. Action.

*General Manager Richard Hanger provided the staff report and recommended interest rates be set at 4.5% (no change) for fiscal year 2022.*

***Director Richard Grissom moved to set the interest rates for the interfund fire and sewer loans at 4.5% for fiscal year 2022. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.6 District Website/Stationary Logo Development. Action.

*General Manager Richard Hanger provided the staff report and recommended the board secure the services of Cox Rasmussen to develop a logo design. A photographer will be solicited to provide local photos to update the District's website.*

***Director Richard Grissom moved to approve the hiring and expenditures as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.7 Water service application, Anne Harvey, 220 Buckman Trail. Action.

***Vice-President Starr Kilian moved to approve the application for water service at 220 Buckman Trail (Anne Harvey). Director Richard Grissom seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

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#### G. Public Hearings

6.1 None.

#### H. Future Agenda Items

7.1 Preliminary Budget. May.

7.2 Certification of Fire Tax Assessment. May.

#### I. Adjournment/Announcements

8.1 Next regular meeting, May 25, 2021.

*Meeting adjourned at 8:26 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*