

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

April 24, 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 Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineer Rebecca Crow, community member Douglas Way, and General Manager Richard Hanger were present.

2. Agenda Modifications None.

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.

Community member Douglas Way was present to discuss his billing following the application of a leak credit. The board agreed to consider taking action during closed session.

4. Reports

4.1 Sewer Report

4.1.1 – Monthly report

Sewer Technician Grant Weaver gave the sewer report. Pumps at station “2” automatically shut off and rags were discovered in the system. Discussion of local crane availability for lifting sewage pumps, generator maintenance, and repairing the replaced pump replaced last year to use as a spare.

4.2 Safety Report – received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 6 calls last month. Solar power for the repeater project will add approximately \$9K to the project. After discussion the board directed the project to be reconsidered as a part of the 2019 budget.

4.4 District Engineer Report –

4.4.1 – Muni report –

District Engineer Rebecca Crow reported the muni-group discussed the Mercer Frasier project, water tax status update, an RCEA program for solar energy.

4.4.2 – Kernan Sewer Connection update. *No additional information.*

Project requests from HBMWD were also reviewed. The projects will be incorporated into the budget or capital improvement projects as warranted.

4.5 General Manager Report

4.5.1 – LAFCo annexation – *General Manager Richard Hanger reported LAFCo approved the annexation of the properties identified. LAFCo staff will complete the legal definition of the boundary change.*

4.6 Reports by members of the Board.

4.6.1 – *None.*

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, March 27, 2018

5.2 Correspondence/Information Items

5.2.1 HBMWD Consumer confidence report.

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

5.3.1 Interfund Transfers \$99,933.15

5.3.2 Checks (5453-5476) \$98,941.11

5.3.3 Payroll \$2,792.20

5.3.4 General Journal Entries 365

Jason Garlick moved to approve the consent agenda as presented. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

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6. Action/Discussion Items

6.1 – Sewer rate study. Action.

Richard Grissom moved to contract GHD Engineers to complete a sewer rate study. The cost of which is \$19,200. Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.2 – Sewer Technician hourly rate adjustment. Action.

Jason Garlick move to promote Grant Weaver to the Sewer Technician I position and adjust the hourly wage to \$28.74. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.3 – Quarterly budget adjustment and financial reports. Action.

General Manager Richard Hanger reviewed the budget adjustments and financial reports. Fire and Water budgets are operating within normal variances. Sewer department expenses have increased \$46K and staff is anticipating a temporary loan of \$70K will be needed to close out the fiscal year.

Richard Grissom moved to approve the quarterly budget adjustments and receive the financial reports. Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.4 – Fire loan interest review. Action

General Manager Richard Hanger reviewed the staff report.

Jason Garlick moved to leave the interest rate at 4.5% for fiscal year 2019. Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.5 – Consumer confidence report. Information.

No action taken.

7. Future Agenda Items

7.1 – 2019 Draft budget review. May.

7.2 – Certification of tax assessment. May.

7.3 – 2019 Draft budget adoption. June.

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.

The board met in closed session to discuss a billing adjustment for Douglas Way. Following discussion, the board president directed staff to remove or reduce fees and to negotiate a reduction agreeable to both parties.

9. Adjournment/Announcements

9.1 Next regular meeting May 22, 2018.

Meeting adjourned at 9:25 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*