

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

December 18, 2018
Fieldbrook Fire Hall, 7:30 PM
AGENDA

1. Roll Call

President Roy Sheppard called the meeting to order at 7:30 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, District auditors Jeff Trump and Edward Weaver, and General Manager Richard Hanger were present. Also, present was community member Kelly Costa.

2. Agenda Modifications

By order of the President, item 6.5 was moved to follow item 4.6.1.

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 Kelly Costa presented the possibility of a third-party vendor to process cash payments for utility bills at Fieldbrook Market. No action was taken.

4. Reports

4.1 Sewer Report

4.1.1 – Monthly report

Sewer Technician Grant Weaver reported no concerns and updated the board regarding current wastewater flows.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported on the current status of the communications project. The department is completing licensing requirements and sourcing a shipping container. The annual volunteer dinner is scheduled for March 9th. There were five calls during the prior month.

4.4 District Engineer Report –

4.4.1 – District Engineer Rebecca Crow reported the Muni meeting is scheduled for the following day. Items on the agenda include the annual water audit validation, Mercer Fraser re-zone in Glendale, Blue Lake & Fieldbrook Community Plans, Water tax, Grant applications for the North Coast Resource Partnership (the board directed to file a revised application), County Local Hazard Mitigation Plan update, and FEMA Hazard Mitigation Grants update.

4.5 General Manager Report

4.5.1 – *None.*

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, November 13, 2018.

5.2 Correspondence/Information Items

5.2.1 – To: California IBank – 2018 annual certification.

5.2.2 – From: HC – Annual encroachment permit.

5.2.3 – From: CCCU – Grant award fire department

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

5.3.1 Interfund Transfers \$82,795.07

5.3.2 Checks (5660-5683) \$82,548.87

5.3.3 Payroll \$3,009.34

5.3.4 General Journal Entries 390

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5.3.5 Bad Debt – 044500C - \$275.68

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

6. Action/Discussion Items

6.1 – 2017-2018 Audit presentation. Action – receive and file.

Representatives Jeff Trump and Edward Weaver from Hunter, Hunter & Hunt presented the district audit for 2018. They provided an opinion that the District's books were fairly stated and complied with GASB requirements.

Director Jason Garlick moved to receive and file the audit report as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.2 – Election of Officers – Board Appointments. Action

Nominations were opened. Director Richard Grissom nominated the existing slate of officers and representatives. No other nominations were offered. Nominations closed.

Director Richard Grissom moved to elect the current slate of officers, President Roy Sheppard, Vice-President Starr Kilian, Water task force member Jason Garlick with Starr Kilian as an alternate.

Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.3 – Roster of Public Officials – review. Action.

The Board reviewed the roster of public officials. No changes were necessary.

Director Richard Grissom moved to approve the roster of public officials as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.4 – Adopt Board calendar – Action.

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

6.5 – Fieldbrook Glendale Community Plan – Discussion/Action.

The board received a verbal report from the General Manager regarding a recent meeting involving Fieldbrook and Glendale residents. There was a strong consensus during the community meeting to solicit a community planning effort for the Fieldbrook Valley and Glendale areas. The Board discussed and reviewed a draft letter of support. The Board approved drafting a letter of support with Janet Miller dissenting. A revised letter of support will be drafted for the Board President to sign prior to being submitted to the Board of Supervisors.

Director Jason Garlick moved to approve drafting a letter to the Humboldt County Board of Supervisors supporting a community planning effort. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 1, Abstain 0, Absent 0.

7. Future Agenda Items

7.1 – Quarterly financials and budget adjustments – January.

7.2 – CPI water rate adjustments - January

7.3 – CPI wage adjustments - January

7.4 – Loan – water to sewer discussion – January

7.5 – Webpage presentation – tentative – January

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 January 22, 2019.

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Meeting adjourned at 8:56 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
CCCU fund transfer
Initialed disbursement register