

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

June 26, 2018  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**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. Director Janet Miller was absent. Fire Chief Jack Sheppard was absent. Sewer Technician Grant Weaver, District Engineer Rebecca Crow, GHD Engineer Alex Crowe and General Manager Richard Hanger were present.*

**2. Agenda Modifications**

**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.

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver provided a handout outlining activities that have taken place since the last board meeting. Activities included meeting with the District Engineers, maintenance of Pump Station 2, inspection and replacement of air release valves and hydro flush of a portion of the system. Discussion of hiring an independent contractor to camera a portion of the system.*

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report. *No report.*

4.4 District Engineer Report –

4.4.1 – Muni report – *The muni group did not meet.*

4.4.2 – Kernan sewer connection update. *No additional activity to report.*

4.5 General Manager Report

4.5.1 – *General Manager Richard Hanger reported the Sundberg application for two water and two sewer connections has been modified to one water and one sewer connection.*

4.6 Reports by members of the Board.

4.6.1 – *No reports.*

**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 22, 2018

5.2 Correspondence/Information Items

5.2.1 – Blue Lake Fieldbrook-Glendale notice of meeting 6/28, 7:00PM – Blue Lake

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

5.3.1 Interfund Transfers \$55,772.21

5.3.2 Checks (5499-5530) \$55,426.43

5.3.3 Payroll \$3,539.61

5.3.4 Related party transaction, Bill Sheppard, \$2,717.65, sewer repair.

5.3.5 General Manager reimbursement, Costco \$347.19 – printer replacement.

***Jason Garlick moved to approve the consent agenda as presented. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

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

**6. Action/Discussion Items**

6.1 – Sewer rate study, five-year budget projection review. Discussion/Action.  
*GHD Engineer Alex Crowe presented an outline of the sewer rate study. Discussion of budget, flow rates, capital improvements and assumptions used to forecast these over a five-year period occurred. No action was taken.*

6.2 – GHD Scope of services for hazard mitigation grant application submittal for water tank retrofit (Anker Lane). Action.  
*General Manager Richard Hanger presented the staff report. The scope of services from GHD Engineering, for the hazard mitigation Grant Application is budgeted at \$10,000-\$20,000. GHD Engineering agrees to invoice up to \$10,000 of charges for the application submittal, and if the grant application is approved for funding, GHD will invoice the remaining \$10,000.*

*Jason Garlick moved to approve the scope of services as presented and to authorize the General Manager to sign the agreement. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.*

6.3 - Public Hearing, 2019 Budget adoption. Action.  
*President Roy Sheppard opened the public hearing for the 2019 budget. General Manager Richard Hanger presented the staff report. There were no public comments. The public hearing was closed, and the item returned to the board for consideration.*

*Richard Grissom moved to approve the 2019 budget as presented. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.*

**7. Future Agenda Items**

- 7.1 – Quarterly budget report & adjustments. July.
- 7.2 – Board remuneration. July.
- 7.3 – Water rate adjustments based on wholesale water expense. July
- 7.4 - Final budget adoption. August.

**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 24, 2018.

*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*