

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

December 17, 2019  
Fieldbrook Fire Hall, 6:30 PM  
MINUTES

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 6:30 PM. Board members present were Vice-President Starr Kilian, Director Janet Miller and Director Jason Garlick. Director Richard Grissom was absent. Fire Chief Jack Sheppard, District Engineer Rebecca Crow, District Engineer Hannah Gidanian, Sewer Technician Grant Weaver, General Manager Richard Hanger, District Auditor Jeff Trump and District Auditor Thomas Sousa were present. Approximately nine (9) community members were present.*

**2. Agenda Modifications None**

**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

4.1.1– Monthly report

*Sewer Technician Grant Weaver reported that flows have increased slightly and discussed plans for pump maintenance.*

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported eight (8) calls and requested the district consider purchasing two additional generators. The placement of the repeater is complete, testing is underway.*

4.4 District Engineer Report – *No additional report.*

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – grant award(s) update

4.4.3 –

4.5 General Manager Report

4.5.1 – *No report.*

4.6 Reports by members of the Board.

4.6.1 – *No report.*

**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 19, 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 \$78,807.47

5.3.2 Checks (#5984-6013) \$89,660.23

5.3.3 Payroll \$2,928.67

5.3.4 General Journal Entries 444-446

5.3.5 Warrant request fire fund \$25,000

5.3.6 Related party transaction: Central Avenue Service \$461.24

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

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**6. Action/Discussion Items – 6:30 PM**

6.1 – 2019 Audit Presentation, Hunter, Hunter & Hunt - Receive and File.

*District Auditors Jeff Trump and Tom Sousa discussed the 2019FY audit report. The District has received an unqualified opinion which is the best opinion obtainable. They commented on the improved position of the Wastewater fund. At this time the audit is in final review and the Board will receive and file the completed audit at its January meeting.*

*No action was taken.*

6.2 – Discontinuance of Residential Water Service. Discussion – first reading.

*Staff reported on the implementation of SB 998, commonly known as the Water Shutoff Protection Act. The policy as presented meets the requirement of the legislation and is provided as a first reading. A second reading and anticipated adoption will occur on January 28<sup>th</sup>.*

*No action was taken.*

6.3 – Election of Officers – Action.

*Nomination were opened for the offices of President, Vice-President, water task force representative and an alternate to the water task force.*

***Jason Garlick moved to elect Roy Sheppard as President, Starr Kilian as Vice-President, Jason Garlick as water task force representative and Starr Kilian as an alternate member to the water task force. The motion was seconded by Janet Miller. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

6.4 – Adopt Board Calendar 2020 – Action.

***Director Janet Miller moved to adopt the 2020 Board Calendar as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.***

6.5 – Roster of Public Officials – Review.

*The roster of public officials was reviewed. No edits were required.*

*No action was taken.*

*The meeting was recessed at 7:09 PM*

**Action/Discussion Items – 7:30 PM**

*President Roy Sheppard called the meeting back to order at 7:30 PM. Board members present were Vice-President Starr Kilian, Director Janet Miller and Director Jason Garlick. Director Richard Grissom was absent. District Engineer Rebecca Crow, District Engineer Hannah Gidanian and General Manager Richard Hanger were present. Approximately eleven (11) community members were present.*

6.6 – Summer Rate Modification. Action.

*District Engineers Rebecca Crow and Hannah Gidanian provided the Summer Wastewater Fee report. The report recommends establishing a summer rate with a cap on wastewater fees equal to the average use for the months of Feb., March and April. Community comment was received, and the Board directed staff to amend resolution 2018-07 Summer wastewater credit and return the item on January 28<sup>th</sup> for action.*

6.7 – Special Board Meeting in January. Discussion/Action.

*Staff recommended a special board meeting be held on January 7, 2020, to consider issuing summer wastewater credits for 2019. With the consensus of the Board the President so directed.*

**7. Future Agenda Items**

7.1 – 2019 Wastewater summer rate credit.

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- 7.2 – Water/Wastewater CPI Rate Adjustments
- 7.3 – CPI Wage Adjustments
- 7.4 – Quarterly Financial reports and budget adjustments.
- 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 28, 2020

*Meeting adjourned at 8:50 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*