

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

January 28, 2020  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:31 PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, District Engineer Rebecca Crow, District Engineer Hannah Gidanian, Sewer Technician Grant Weaver, General Manager Richard Hanger, and community member Kathryn Donahue 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 infiltration was observed from a manhole near Murphy's Market. Hooven & Co will be contacted to repair. Hooven & Co will also be replacing the final air relief valves and sealing other identified manhole areas. It has been determined that a surplus pump can be rebuilt and used on a temporary basis to pull and service the district's other wastewater pumps. Flow rates are up with the recent rains.*

**4.2 Safety Report – received and filed.**

**4.3 Fire Chief Report**

**4.3.1 – Call/incident report.**

*Fire Chief Jack Sheppard reported two (2) calls. Four (4) volunteers have completed driver/operator training. Sally Lindke will be updating call records to comply with National Fire Incident Reporting System requirements. Mad River Rotary has requested a dinner meeting with the board, community members and volunteers on April 23<sup>rd</sup>, Chili dinner will be in March, the annual awards dinner will be March 21<sup>st</sup>. The testing of the repeater is complete, and communication is greatly improved.*

**4.4 District Engineer Report –**

**4.4.1 – Muni meeting report –**

*District Engineer Rebecca Crow updated the board on Muni meeting discussions. Topics this month included fuel coordination for PSPS events, Nordic Aqua Farms, and water conservation requirements in SB988.*

**4.4.2 – Anker Tank – grant award(s) update**

*District Engineer Rebecca Crow reported that supplemental information had been requested and provided.*

**4.4.3 –**

**4.5 General Manager Report**

*4.5.1 – General Manager Richard Hanger updated the board on changes to the website.*

**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, December 17, 2019.**

**5.1.2 Special Board Meeting, January 7, 2020.**

**5.2 Correspondence/Information Items**

**5.2.1 – 2019 IBank Certification**

**5.2.2 – FGCS D to Hunter, Hunter & Hunt – Audit management letter.**

**5.2.3 – Debra Lake – LAFCo support.**

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

**5.3.1 Interfund Transfers \$121,057.68**

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- 5.3.2 Checks (#6014-6046) \$135,237.30
- 5.3.3 Payroll \$3,250.92
- 5.3.4 General Journal Entries 447&448
- 5.3.5 Bad Debt Acct#4970.01, \$159.49

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

**6. Action/Discussion Items**

6.1 – Amend Resolution #2018-07, section 207 Summer Wastewater Rates. Action.  
*General Manager Richard Hanger presented the staff report and recommended approval of Resolution # 2017 A-1 to revise the wastewater summer allowance based on average water consumption during the prior winter months of February, March and April.*

***Director Jason Garlick moved to approve Resolution# 2018-7 A-1 as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

6.2 – Discontinuance of Residential Water Service. Discussion – second reading. Action.  
*General Manager Richard Hanger summarized the staff report and recommended approval of amending Ordinance 91-1 to be inclusive of the discontinuance of residential water service.*

***Director Janet Miller moved to amend Ordinance 91-1 to be inclusive of the discontinuance of residential water service policy. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

6.3 – Quarterly Financial reports and budget adjustments. Action.  
*General Manager Richard Hanger reviewed the quarterly financial reports and recommended adopting the budget adjustments as presented.*

***Director Richard Grissom moved to approve the quarterly financial reports and budget adjustments as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

6.4 – Water/Wastewater CPI Rate Adjustments. Action.  
*General Manager presented the staff report indicating the CPI rate was 2.29% and recommended the board adopt Resolution #2020-01 as presented.*

***Director Jason Garlick moved to approve Resolution# 2020-01 Water/Wastewater Annual CPI Adjustment as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

6.5 – Wage CPI Adjustments. Action.  
*General Manager Richard Hanger presented the annual wage adjustments based on the CPI rate of 2.29%.*

***Director Jason Garlick moved to adopt wage adjustments as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

6.6 – Fiscal Year 2019 Audit. Receive and file.  
*General Manager Richard Hanger recommended the board receive and file the fiscal year audit for 2019.*

***Director Janet Miller moved to receive and file fiscal year audit 2019 as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

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**7. Future Agenda Items**

7.1 – Conflict of Interest Form 600.

**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 February 25, 2020

*Meeting adjourned at 8:31 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*