

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

December 15, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:35PM. Board members present were Vice-President Starr Kilian (teleconference), Director Rich Grissom, Director Jason Garlick, and Director Janet Miller. Sewer Technician Grant Weaver and District Engineer Rebecca Crow were absent. Fire Chief Jack Sheppard, District Auditor's Thomas Sousa and Jeff Trump representing Hunter, Hunter & Hunt, and General Manager Richard Hanger were present.

2. Agenda Modifications

Action Item 6.1 was moved to follow Roll Call.

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 – *absent.*

4.1.1 – Monthly report

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported two mutual aid calls, five medical calls, one false alarm. Weekly fire department meetings are being temporarily suspended due to Covid-19. The department has received a new thermal camera and may surplus the older unit.

4.4 District Engineer Report – *absent.*

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – update

4.5 General Manager Report

4.5.1 – *None.*

4.6 Reports by members of the Board. *None.*

5. Consent Agenda

The Board will approve 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 17, 2020.

5.2 Correspondence/Information Items

5.2.1 – Mullins, sewer rate complaint.

Item pulled for discussion. No action taken.

5.3 Financial Reports

5.3.1 Interfund Transfers \$58,879.89

5.3.2 Checks (#6309-6335) \$95,951.88

5.3.3 Payroll \$2,768.56

5.3.4 HC Warrant request (fire fund transfer) \$20,000.

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 – Oath of Office, Grissom, and Miller. Action.

President Roy Sheppard administered the Oath of Office to Richard Grissom and Janet Miller.

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6.2 – Annual audit presentation, fiscal year ending June 2020. Receive and file.
District auditor's Thomas Sousa and Jeff Trump from Hunter, Hunter, & Hunt presented the "draft" audit for fiscal year 2020. A qualified opinion is anticipated. There were board questions and discussion. The draft is currently in review and the auditor's stated that there are not any anticipated changes to the final audit.

6.3 – Election of Officers 2021. Action.
President Roy Sheppard opened the election of officers for nominations.

Director Richard Grissom nominated Roy Sheppard as President, Starr Kilian as Vice-President, Jason Garlick as the representative to the HBMWD's Water Task Force with Starr Kilian to serve as an alternate. There were no other nominations. Nominations were closed. Director Richard Grissom moved to elect the slate of officers and representatives as nominated. Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.4 – Board Calendar 2021. 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 – Roster of Public Officials. Review and file.
The Roster of Public Officials was reviewed and found to be correct. General Manager Richard Hanger will file a copy with the Humboldt County Office of Elections.

7. Future Agenda Item's

- 7.1 – Annual CPI adjustment. January.
- 7.2 – Annual CPI wage adjustments. January.
- 7.3 – Quarterly financial reports and budget adjustments. January.
- 7.4 – *Surplus of thermal camera. 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 26, 2021.

Meeting adjourned at 8:17 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*