

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

February 26, 2019
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, and Director Janet Miller. Director Jason Garlick was absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineers Rebecca Crow and Alex Crowe, and General Manager Richard Hanger 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 provided the monthly wastewater report. He reported contacting a company named Quam to camera specific areas of suspected I&I issues. Trouble spots have been identified. Hooven & Company will begin work to expose and replace air-relief valves and seal pipe seams and ring leaks.

4.2 Safety Report – received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported three medical calls and one mutual aid call. Fire truck 8717 had a siren repaired and March 9th is the annual volunteer dinner at the firehall.

4.4 District Engineer Report –

4.4.1 – Muni meeting report

District Engineer Rebecca Crow reported topics of the municipal meeting included the Annie & Mary trail, the proposed Aqua Farm in Samoa, and the Fieldbrook Glendale community plan. Humboldt County planning staff anticipates that outreach efforts regarding the community plan will begin in July & August 2019.

4.4.2 – Status of Will-Serve requests.

Item included in action/discussion item 6.3.

4.5 General Manager Report

4.5.1 – No additional report.

4.6 Reports by members of the Board.

4.6.1 – No additional 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, January 22, 2019.

5.2 Correspondence/Information Items

5.2.1 – From: Merle & Betty Webb, re: rate increase referred to PUC.

Pulled from the consent agenda for separate discussion. The correspondence contained information provided to the PUC but did contain a request for board action. No action was taken.

5.2.2 – From: SDRMA, re: Workers' Compensation rate increase.

5.2.3 – From: HC, re: Proposition 172 revenue agreement.

5.2.4 – From: HBMWD, re: Annual review five-year average water use & peak rate allocation.

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

5.3.1 Interfund Transfers \$59,745.84

5.3.2 Checks (5712-5737) \$60,252.10

5.3.3 Payroll \$3,345.96

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- 5.3.4 General Journal Entries 392
- 5.3.5 Related Party transaction, Central Avenue Service \$396.01
- 5.3.6 Transfer of funds HC Fire Fund to Fire Liquid Assets - \$25,000.

Consent item 5.2.1 was pulled from the consent calendar for discussion.

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

6. Action/Discussion Items

6.1 – Wastewater service agreement, City of Arcata. Tabled from January 22nd. Discussion/Action.
No discussion or action taken – the item remains tabled pending review of our comments to the City of Arcata. Item tabled to March 26th for possible action.

6.2 – Conflict of Interest Form 700. Review. (supplemental materials)
Reviewed and copies will be added to the District's files with the originals forwarded to HC Department of Elections.

6.3 – Will Serve water/wastewater requests. Discussion/Action.
Discussion of process and policy regarding will-serve requests. A standardized draft response was reviewed, and edits were suggested to add clarification.

7. Future Agenda Items

- 7.1 –
- 7.2 –

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 March 26, 2019.

Meeting adjourned at 8:32 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*