

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

January 22, 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, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineer Rebecca Crow and General Manager Richard Hanger were present.

2. Agenda Modifications

By order of the President, Item 6.6 will follow Item 5.3

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 the monthly report noting the increased flows. There may be higher than normal flows from Glendale Mobile Estates. Additional observation and evaluation will be needed.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported ten calls for the prior month. Six were mutual aid and four were medical. RWS is completing the licensing for the new communication receiver. A Chili dinner fundraiser is planned for the department on January 26th. The annual volunteer dinner is scheduled for March 9th.

4.4 District Engineer Report –

4.4.1 – *District Engineer Rebecca Crow reported the grant application for the North Coast Resource Partnership is being prepared and is seeking matching funds for the Anker tank replacement project.*

4.5 General Manager Report

4.5.1 – *None.*

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 18, 2018.

5.2 Correspondence/Information Items

5.2.1 – To: HC Board of Supervisors, re: letter of support for community plan.

5.2.2 –

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

5.3.1 Interfund Transfers \$122,937.32

5.3.2 Checks (5684-5711) \$123,237.03

5.3.3 Payroll \$3,007.92

5.3.4 General Journal Entries 391-392

Director Jason Garlick 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.

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

6. Action/Discussion Items

6.1 – Water rate adjustments based on annual Consumer Price Index. Action.

President Roy Sheppard opened the public hearing and called for public comments. Hearing none, the public hearing was closed, and the item returned to the Board for consideration. General Manager Richard Hanger noted a correction was needed to the Backflow Preventer Testing, the correct amount is \$3.84 per month.

Director Richard Grissom moved to approve Resolution 2019-01 as corrected. Director Jason Garlick seconded the motion. The motion carried on a roll call vote, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.2 – Wage adjustments based on annual Consumer Price Index. Action.

Director Jason Garlick moved to approve wage adjustments based on the annual Consumer Price Index. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.3 – Wastewater loan from Water ending fund balance. Discussion.

General Manager Richard Hanger provided a staff report detailing the temporary loan provided from the water ending fund balance to the wastewater fund at the end of the last fiscal year. The current balance of the temporary loan is \$65,000 and it is anticipated that an additional \$35,000 will be needed to close the current fiscal year. In April 2019, the Board will establish an interest rate and determine the length of the loan. The final loan amount will be determined at the close of fiscal year 2019. No action was taken.

6.4 – Quarterly Financial reports and budget adjustments. Action.

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

6.5 – Webpage presentation, consider participation. Action.

General Manager Richard Hanger provided a website presentation. The website was prepared by a Digital Media Company recommended by the California Special District Association. The website is compliant with State and Federal requirements and will be maintained by the General Manager.

Director Richard Grissom moved to approve the website development and annual expenditure. Director Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.6 – Wastewater service agreement, City of Arcata. Discussion

District Engineer Rebecca Crow and General Manager Richard Hanger reviewed the Wastewater service agreement provided by the City of Arcata. A majority of the new verbiage in the agreement was suggested by the State Water Resources Control Board during their review of the City's wastewater operations. No action was taken, and the item was tabled to the February 26th meeting.

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

7. Future Agenda Items

7.1 – Conflict of Interest Form 700.

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 February 26, 2019.

Meeting adjourned at 8:26 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*