

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

July 28, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

Vice-President Starr Kilian called the meeting to order at 7:30 PM. Board members present were Director Rich Grissom (teleconference), Director Jason Garlick (teleconference), and Director Janet Miller. President Roy Sheppard and Fire Chief Jack Sheppard were absent. District Engineer Rebecca Crow (teleconference) was absent., District Engineer Hannah Gidanian (teleconference), Sewer Technician Grant Weaver and General Manager Richard Hanger were present.

2. Agenda Modifications

Item 4.3 to follow 4.4.

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 staff report. A tree was removed behind pump station one, an electrician has been contacted to replace the control modules for the compressor and pump motor controls at pump stations one and two. An emergency light to alert passersby of a sanitary sewer overflow. A sign will be installed with emergency contact information. Hydro cleaning of the mainline along Fieldbrook Road is being scheduled. Rebuilding of a pump. in addition to the one rebuilt last year, is being considered.

4.2 Safety Report

Authorized purchase of a manhole lifter for sewer department.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard emailed his report. The report included two medical calls, one fire call, and four mutual aid calls. Carol Rische has submitted a grant application to State Farm Insurance for SCBA equipment.

4.4 District Engineer Report –

4.4.1 – Muni meeting report – no meeting.

4.4.2 – Anker Tank – update

District Engineer Hannah Gidanian reported the first quarterly report and reimbursement request has been submitted to Cal OES. Discussion of possible treatment options for hydrogen sulfide issue. Royal Gold quarterly report has been submitted. The averaged flow for June is within permit requirements; however, there were twelve days in June when the daily flows exceeded the maximum allowed. There was a technical miscalculation which was corrected, and subsequent daily flows were within the daily permit requirements.

4.5 General Manager Report

4.5.1 – General Manager Richard Hanger reported that an engagement letter for our annual audit has been submitted to Hunter, Hunter, and Hunt. Records for last fiscal year are being prepared. A new printer for the Fire House has been purchased.

4.6 Reports by members of the Board.

Director Richard Grissom attended a badge pinning ceremony in Fortuna. Wendy Collins was appointed as Assistant State Fire Marshall. Wendy was raised locally in Fairhaven and served as a volunteer for the Blue Lake Fire Department.

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, June 23, 2020.

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5.2 Correspondence/Information Items

5.2.1

5.3 Financial Reports

5.3.1 Interfund Transfers \$132,881.28, \$32,809.77

5.3.2 Checks (#6174-6206) \$\$178,988.00

5.3.3 Payroll \$3,332.68

5.3.4 General Journal Entries 469-478

5.3.5 General Manager reimbursement (Zoom \$40.00, Amazon \$792.36 Fire house printer and office supplies for 2021 files)

5.3.6 H.C. Warrant – Transfer of Fire Funds \$25,000.

Director Richard Grissom moved to approve 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 – Quarterly financial reports and budget adjustments.

General Manager Richard Hanger reviewed the year-end financial reports and recommended budget adjustments.

Director Jason Garlick moved to approve financial reports and budget adjustments as presented.

Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.2 – Board remuneration.

Director Richard Grissom moved to leave the current annual remuneration of \$599 per director in place. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.3 – Wholesale water rate adjustment.

General Manager Richard Hanger presented the recommended wholesale water rate pass through adjustment.

Director Janet Miller moved to approve the wholesale water rate adjustment as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.4 – Biennial conflict of interest code.

General Manager Richard Hanger reviewed the elements necessary to find the conflict of interest code meets current requirements and recommended approval.

Director Richard Grissom moved to approve the conflict of interest policy as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

7. Future Agenda Item's

7.1 – Budget adoption (dual/final). August.

7.2 – Consider wastewater pass through rate adjustment.

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 August 25, 2020

Meeting adjourned at 8:05 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register