

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

September 24, 2019  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**1. Roll Call**

*Vice-President Starr Kilian called the meeting to order at 7:36 PM. Board members present were Director Jason Garlick and Director Janet Miller. President Roy Sheppard and Director Richard Grissom were absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver and General Manager Richard Hanger were present. District Engineer Rebecca Crow was absent. Community members Ben & Barbara Bray, Kelle Tomlinson, Karen & Ben Pelzel and Judy Hodgson were also present.*

**2. Agenda Modifications** By order of the chair Item 4.1 was heard prior to public comments.

**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.

*Community members Ben & Barbara Bray, Kelle Tomlinson, Karen & Ben Pelzel expressed concerns with wastewater rates and the effect of basing the rates on water consumption. Copies of the September rate study were provided to the community members and staff discussed the potential of bringing the item back to the board in January for a follow up audit of the rate implementation. Subsequent summer rate adjustments could be implemented after following the requirements of Proposition 218.*

**4. Reports**

4.1 Wastewater Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver provided a written summary of the past month (attached as supplemental). His summary included a report from the City of Arcata regarding a high concentration of H<sub>2</sub>S Hydrogen Sulfide, at the ##20 manhole on west End Rd., Vactored station 1 & 2, a small Sanitary Sewer Overflow from a malfunctioning float and removal of rags from station 2. Future work to include caulking pipe seams in several manholes and an air-relief valve replacement off hi-way 299.*

4.2 Safety Report -received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported 7 calls in the prior month, 3 volunteers have completed a driver operator class, a strategic plan has been developed by the Fire Chiefs Organization, Esther Kilian attended a workshop concerning emergency procedures relative to a breach at Mathews Dam and Jack announced the Volunteers will be participating in the Fieldbrook Educational Foundation's annual Art & Wine Festival.*

4.4 District Engineer Report – no reports.

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – grant award(s) update

4.4.3 –

4.5 General Manager Report

4.5.1 – Status report for agreement for wastewater treatment – City of Arcata.

4.5.2 – Status report for Industrial Discharge Permit – Royal Gold.

*General Manager Richard Hanger reported that both items have made some progress and anticipates they may be ready for board action in October.*

4.6 Reports by members of the Board.

4.6.1 – no 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, August 27, 2019

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- 5.2 Correspondence/Information Items
  - 5.2.1 – HBMWD, re: Ordinance 16, wholesale rate adjustment.
  - 5.2.2 – HC Grand Jury, re: survey of HC water districts.
  - 5.2.3 – HC Planning, re: HC Housing Element Availability and Prioritization
  
- 5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.
  - 5.3.1 Interfund Transfers \$35,949.08
  - 5.3.2 Checks (#5902-5926) \$34,954.85
  - 5.3.3 Payroll \$3,075.64
  - 5.3.4 General Journal Entries 424-432
  - 5.3.5 General Manager reimbursement \$141.55 – office supplies
  - 5.3.6 Bad Debt: 1310.02 \$835.30, 1170.02 \$158.34

*Director Janet Miller moved to approve the consent agenda as presented. Director Jason Garlic seconded the motion. The motion carried, Ayes 3, Nays 0, Abstain 0, Absent 2.*

**6. Action/Discussion Items**

- 6.1 – Fire Department purchase of iPad. Action.

*Director Jason Garlic moved to approve the iPad purchase as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 3, Nays 0, Abstain 0, Absent 2.*

- 6.2 - Management Discussion & Analysis – Audit preparation. Discussion.  
*General Manager Richard Hanger reviewed the draft Management Discussion & Analysis. No action was taken.*

**7. Future Agenda Items**

- 7.1 – Quarterly financial reports and budget adjustments.
- 7.2 – Sewer flow report.
- 7.3 – Royal Gold Industrial Discharge Permit.

**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.

*The board adjourned at 8:52 PM to consider an application for a water connection and the installation of a meter. The matter was considered urgent as the applicant's home is ready to occupy and waiting until the October 22<sup>nd</sup> meeting was considered a hardship.*

*The board returned to open session at 8:55 PM and reported approval of Judy Hodgson's application for a water connection and the installation of a meter. Service address is 4241 Fieldbrook Road.*

**9. Adjournment/Announcements**

- 9.1 - Next regular meeting October 22, 2019.

*Meeting adjourned at 9:05 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*