

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

May 28, 2019
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:33 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. District Engineer Rebecca Crow was absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver 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. No issue notes.

Grant will be on vacation June 17th – July 9th, Scott Lakey and Kim Watson will be conducting the daily monitoring and emergency calls.

4.2 Safety Report -received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 4 calls. Materials for the repeater project and the security camera project should be ordered soon. CSFA has awarded a \$5,000 grant toward the repeater project. Discussion of a proper way to demonstrate appreciation for our grant writer.

4.4 District Engineer Report –

4.4.1 – Muni meeting report – no meeting

4.4.2 – LHMP – update

4.4.3 – Anker Tank – grant award(s) update

District Engineer Rebecca Crow was absent. The General Manager commented that the Muni meeting was canceled. The LHMP is currently in the final stages of completion. The Anker Tank project is awaiting “official” notification of grant award from FEMA.

4.5 General Manager Report

4.5.1 – None

4.6 Reports by members of the Board.

4.6.1 – Director Richard Grissom reported that legislation is being considered that will shift responsibility for fire inspections from the State Fire Marshall to local jurisdiction.

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, April 23, 2019.

5.2 Correspondence/Information Items

5.2.1 – From: Coronado-Brown and response to same.

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

5.3.1 Interfund Transfers \$53,112.84

5.3.2 Checks (5791-5820) \$52,874.93

5.3.3 Payroll \$3,007.92

5.3.4 General Journal Entries 400

5.3.5 Bad Debt, Acct#1945.01 - \$1,098.34

5.3.6 Related party transaction, Central Ave. Service -\$306.92, Jack Sheppard \$157.03.

Director Richard Grissom moved to approve the consent agenda as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

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6. Action/Discussion Items

6.1 – Royal Gold Industrial Discharge Permit. Action.

At the request of the District Engineer and applicant the item is tabled to June 25, 2019.

6.2 – Water loans to fire – annual interest review. Tabled from 04/23/19 Discussion/Action.

Discussion regarding historical use of prime rate. Other indices such as the 10-year bond rate discussed.

Director Richard Grissom moved to leave the interest rate at 4.5%. Director Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.3 – Resolution to loan water funds to wastewater fund. Tabled from 04/23/19 Discussion/Action.
General Manager Richard Hanger reviewed the resolution and asked that the board table the item to June 25, 2019.

6.4 – Annual certification of fire tax assessment. Action.

Director Jason Garlick moved to approve Resolution 2019-02, annual certification of the fire tax assessment and rate as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.5 – Annual consumer confidence report. Receive and file.

The board reviewed the annual consumer confidence report as prepared by the Humboldt Bay Municipal Water District on our behalf. By consensus the report was received and filed.

6.6 – 2019-20 Budget presentation. Discussion.

General Manager Richard Hanger provided the 2019-20 budget presentation. A correction was made to the staff report for the wastewater budget. The staff report had a typographical error stating that revenue projections have “An increase of 225 from the 2019 fiscal year” the corrected amount is “\$75,000”. The budget will be back before the board for adoption in June.

7. Future Agenda Items

7.1 – Wastewater service agreement, City of Arcata. Date to be determined.

7.2 – Royal Gold Industrial Discharge Permit.

7.3 - Resolution to loan water funds to wastewater fund.

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 June 25, 2019.

Meeting adjourned at 8:22 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Janet Miller
Director*

Attachments

CCCU fund transfer

Initialed disbursement register