

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

October 27, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

Vice-President Starr Kilian called the meeting to order at 7:41PM. Board members present were Director Rich Grissom, Director Jason Garlick (teleconference), and Director Janet Miller. President Roy Sheppard and Sewer Technician Grant Weaver were absent. Fire Chief Jack Sheppard, District Engineer's Rebecca Crow & Hannah Gidanian (teleconference), 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 - *Absent*

4.1.1 – Monthly report

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported seven mutual aid calls and one false alarm. Two new volunteers are in driver training. The results of the \$25,000 State Farm grant application will be announced November 4th. Coast Central Credit Union (CCCU) has granted the department \$8,000. A joint discussion with the District Engineer of a Cal OES Public Safety Power Shutoffs (PSPS) grant application. The grant application is due Friday, October 30th. The district is applying for generators to address power resiliency during PSPS events. Fire safety in the Fieldbrook Valley will be a future agenda item.

4.4 District Engineer Report –

District Engineer Rebecca Crow reported that an additional round of FEMA Hazard Mitigation grants is being offered for fire prevention applications. Potential projects are being discussed with the General Manager and Fire Chief. The Notice of Intent is due November 20th.

4.4.1 – Muni meeting report –

District Engineer Rebecca Crow reported the Muni meeting included discussions of instream flow dedication, a request from the Trinidad Rancheria for water service (Westhaven CSD is also interested), emergency declaration at Ruth Lake due to the August Complex Fire, review of the Muni Mutual Aid Agreement, coordination between the Muni agencies on the Urban Water Management Plan, and coordination of pumping schedules for PG&E.

4.4.2 – Anker Tank – update

The project is moving along as scheduled.

4.5 General Manager Report

4.5.1 – General Manager Richard Hanger reported that an interested party has inquired about the possible purchase or lease of the future tank site on Glenwood Lane. The district has completed and submitted a lien on real property for non-payment of water consumption and fees related to vandalism of district property.

4.6 Reports by members of the Board. *None.*

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, September 22, 2020.

5.2 Correspondence/Information Items

5.2.1 *None.*

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5.3 Financial Reports

- 5.3.1 Interfund Transfers \$70,859.44
- 5.3.2 Checks (#6249-6277) \$70,820.27
- 5.3.3 Payroll \$3,315.52
- 5.3.4 General Journal Entries 486-489
- 5.3.5 General Manager reimbursement \$90 (Zoom \$40.00, HC Recorder \$50.00)
- 5.3.6 Related party transaction, Central Avenue Service \$440.89
- 5.3.7 Bad Debt account 2840.01 \$3,347.43.

Director Janet Miller moved to approve the consent agenda as presented. Director Richard Grissom 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. Action.

General Manager Richard Hanger reviewed the quarterly financial reports and budget adjustments.

Director Richard Grissom moved to approve the financial reports and budget adjustments as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.2 – Draft MD&A for audit. Discussion/review.

General Manager Richard Hanger reviewed the draft Management, Discussion and Analysis for fiscal year 2020. This analysis will be included in the district audit for fiscal year 2020. No action was taken.

7. Future Agenda Item's

7.1 – City of Arcata contract for wastewater services.

7.2 – Fire Safety in the Fieldbrook Valley.

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 November 17, 2020.

Meeting adjourned at 8:31PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*