

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

March 24, 2020
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

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

3. Agenda Modifications None.

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.

Mr. John Edwards (teleconference) addressed the board concerning his account. No action was taken.

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report – *no report.*

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard was absent; however, he emailed a report. In February there were three medical calls, two mutual aid calls, and one false alarm. The Chili Feed was a great success. A special thanks to Danny Oram. Protocols are developed for responding to a possible COVID-19 call. The department has adequate PPE. Monday night drills have been suspended until further notice.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

District Engineer Rebecca Crow (teleconference) and General Manager Richard Hanger attended the monthly Muni meeting. Topics included COVID-19 impacts to service and a discussion of suspending late fee and/or service shut offs, perchlorate regulations, HBMWD-CCR, Water Task Force Advisor Committee, and Water Resource Planning Advisory Committee.

4.4.2 – Anker Tank – grant award(s) update

FEMA approval – item 5.2.1

4.5 General Manager Report

4.5.1 – Brown Act compliance during a pandemic.

General Manager briefly reviewed guidance of Brown Act compliance during a pandemic including allowing boards to meet using teleconferencing.

4.6 Reports by members of the Board.

4.6.1 –

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, February 25, 2020.

5.2 Correspondence/Information Items

5.2.1 FEMA approval of Anker Tank replacement – Phase 1.

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- 5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.
 - 5.3.1 Interfund Transfers \$34,671.25
 - 5.3.2 Checks (#6047-6069) \$48,364.71
 - 5.3.3 Payroll \$3,250.92
 - 5.3.4 General Journal Entries 449&450

Director Janet Miller 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.

6. Action/Discussion Items

- 6.1 Procurement policy for Federally funded projects. Action.
General Manager Richard Hanger reviewed the procurement policy for Federally funded projects.

Director Jason Garlick moved to approve the procurement policy for federally funded projects as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

- 6.2 Selection of Consultant for Anker Tank replacement. Action.
General Manager Richard Hanger thanked committee members John Friedenbach, Mark Andre, Sherri Woo, and Steve Wilson. The committee unanimously recommended GHD be selected as Consultant/Management for the Anker Tank replacement project.

Director Janet Miller moved to approve the selection of GHD as Consultant/Management for the Anker Tank replacement project. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

7. Future Agenda Items

- 7.1 – City of Arcata Wastewater agreement. April.
- 7.2 – Quarterly financial reports and budget adjustments. April.
- 7.3 – Fire/Wastewater set loan interest rates for F/Y 2021. April.
- 7.4 – Brown Act training at MCSD. May 28th.
- 7.5 - Royal Gold discharge permit. April
- 7.6 - Temporary waiver of Royal Gold connection/capacity fees. April

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 April 28, 2020

Meeting adjourned at 7:54 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

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