



Notice is hereby given that a  
**REGULAR MEETING**  
Of the Board of Directors will be held at:  
4584 Fieldbrook Road, Fieldbrook CA 95519

**Tuesday, July 27, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

#### A. Roll Call

*President Roy Sheppard called the meeting to order at 7:40PM. Board members present Vice-President Starr Kilian, Director Richard Grissom, and Director Janet Miller. Director Jason Garlick was absent. Sewer Technician Grant Weaver was absent. District Engineers Rebecca Crow and Hannah Gidanian were present(telephone). Fire Chief Jack Sheppard and General Manager Richard Hanger were present. Community member John Edwards was present.*

#### B. Agenda Modification

*No modifications.*

#### C. Public Comments

*Community member John Edwards, 2333 Fieldbrook Rd., requested his water be restored and presented a claim against the district. General Manager Richard Hanger clarified the outstanding balance due, which is secured by a lien, and an amount required for the restoration of service. Fire Chief Jack Sheppard commented that the Fire Department was unable to respond to this address unless a Sheriff's Deputy was present and the difficulty of first responders to gain access to the site due to debris narrowing the access. Mr. Edward's responded that he would take care of the access issue. Board members did not address Mr. Edward's request.*

#### D. Reports

##### 1.1 Wastewater Report

*Sewer Technician Grant Weaver emailed a report. He reported that one of two pumps has been rebuilt for lift station #2 and that the remaining pump will be rebuilt in August. The "new" cell-phone telemetry system alerted staff of a possible Sanitary Sewer Overflow and worked well.*

##### 1.2 District Engineer Report

###### 1.2.1 Muni Meeting report

*District Engineer Rebecca Crow reported the topics covered during the Muni meeting held on July 21, 2021. Topics included returning to in-person meetings, revised total coliform rules, chlorine supply shortage, Humboldt County drought declaration, and the CSDA conference in August.*

Meeting Materials may be accessed at:

<https://fieldbrookglendalecsd.specialdistrict.org/board-meetings>

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#### 1.2.2 Anker Tank Replacement project report`

*District Engineer Hannah Gidianian reported the Geotechnical report has been completed and did not find any issues for the selected tank site. The payment claim for our second reimbursement is being resubmitted to separate the sub-grant match expenditures (these are reported separately).*

#### 1.3 Fire Chief Report

##### 1.3.1 Call/Incident report

*Fire Chief Jack Sheppard reported 2 medical calls, 2 auto-aid calls, and 6 cancelled calls. The SCBA filling station has been delivered and installed. There will be a few additional expenses, including a regulator that will allow the system to serve as an air compressor for the department. The command truck has been purchased and the department is expecting delivery of the vehicle this week. The department is hosting the area Fire Chief's meeting on July 28<sup>th</sup>.*

#### 1.4 Safety Report

*Received and filed.*

#### 1.5 General Manager Report

*General Manager Richard Hanger reported that Hunter, Hunter, and Hunt has started the audit process for fiscal year 2021.*

#### 1.6 Director Reports

*President Roy Sheppard expressed concern that the service connection for Buckman Trail was installing under sized lateral pipes. General Manager Richard Hanger will follow-up.*

### E. Consent Agenda

The Board will approve the following items by a single vote unless any member of the Board or public requests an item be removed and considered separately.

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCSB Board of Directors have the right to have the decision reviewed by a State Court.

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Approval of Minutes

2.1 Regular Board Meeting, June 22, 2021.

Correspondence

3.1 To: CCCU account update.

Financial Reports

4.1 Interfund Transfers

4.1.1 Interfund Transfer, July 12<sup>th</sup>, \$113,529.05

4.1.2 Interfund Transfer, July 27<sup>th</sup>, \$84,635.37

4.2 Check/EFT Payments

4.2.1 Check/EFT Payments, July 12<sup>th</sup>, (#6525-6543) \$135,296.34

4.2.1 Check/EFT Payments, July 27<sup>th</sup>, (#6544-6561) \$83,700.35

4.3 Payroll, \$2,808.05.

4.4 General Journal Entries (503-509).

4.5 General Manager Reimbursement (office supplies) \$606.57.

4.6 HC Warrant request (fire department funds) \$50,000.

***Director Janet Miller moved to approve the consent agenda as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

#### F. Business Items Action/Information

5.1 Glendale water infrastructure; Scope of work from GHD. Action.

*District Engineer Rebecca Crow presented the scope of services to prepare the Glendale Hydraulic Systems Alternatives Analysis. The estimated cost of the proposal is \$44,000. General Manager Richard Hanger recommended support.*

***Director Richard Grissom moved to approve the scope of services as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

5.2 2021 Fiscal year end financial reports and budget adjustments. Action.

*General Manager Richard Hanger presented the year-end financial reports and budget adjustments noting that final tax revenues, interest, and assets acquired from proceeds of County tax Measure Z have not yet posted. Depreciation expenses for the district have also not posted.*

***Director Richard Grissom moved to approve the fiscal year-end financial reports and budget adjustments as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

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#### 5.3 Board remuneration. Action.

***Director Janet Miller moved to approve board remuneration for fiscal year 2022 unchanged as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

#### 5.4 Policy 1025 Claims against the district. Action.

***Director Richard Grissom moved to approve board policy, 1025 Claims against the district, as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

#### 5.5 Policy 1035 Conflict of interest. Action.

***Director Janet Miller moved to approve board policy, 1035 Conflict of Interest, as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

#### 5.6 Infinite Consulting Services Contract for IT services. Action.

***Director Richard Grissom moved to approve the service agreement with Infinite Consulting Services as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

### G. Public Hearings

#### 6.1 None.

### H. Future Agenda Items

### I. Closed Session

#### 7.1 Potential Litigation. Action.

***The board adjourned to closed session at 8:30 PM to discuss potential litigation. The board returned to open session at 8:43 PM. The board unanimously found that the filed claim was insufficient, and no action was taken. A claim form and notice of insufficiency of claim will be mailed back to the claimant.***

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#### J. Future Agenda Items

8.1 Public Hearing, Final budget adoption. August.

8.2 Draft Management Discussion and Analysis for F/Y 2021. September.

#### K. Adjournment/Announcements

9.1 Next regular meeting, August 24, 2021.

*Meeting adjourned at 8:45 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*

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