



**Fieldbrook Glendale  
Community Services District**  
water · sewer · fire

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

**Tuesday, September 28, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
AGENDA

**A. Roll Call**

*President Roy Sheppard called the meeting to order at 7:30PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick (via teleconference for first 15 minutes arrived at meeting 7:45 PM), and Director Janet Miller. District Engineers Rebecca Crow and Hannah Gidanian were absent. Fire Chief Jack Sheppard was present, Sewer Technician Grant Weaver arrived at 7:50 PM, and General Manager Richard Hanger was present.*

**B. Agenda Modification**

*No modifications.*

**C. Public Comments**

*No comments.*

**D. Reports**

**1.1 Wastewater Report**

*Sewer Technician Grant Weaver reported an overnight stay at pump station #2 due to a damaged float, part is ordered, parts for the rebuild of a pump for station #2 have arrived and it is anticipated the rebuild will be completed by Industrial Electric in October. GRS will hydro flush the mainline along Glendale Drive and Hooven & Company will complete the manhole sealing project when the water table reaches an appropriate level.*

**1.2 District Engineer Report – absent.**

**1.2.1 Muni Meeting report**

**1.2.2 Anker Tank Replacement project report`**

**1.3 Fire Chief Report**

**1.3.1 Call/Incident report**

*Fire Chief Jack Sheppard reported the following call outs: 4 medical, 3 auto-aid, 1 fire, 1 cancelled, and 1 public assist. Documents are being uploaded to prepare for ISO (insurance) audit. The command truck is being outfitted with graphics, lights, radio, and iPad. The 2021 Cal Fire grant application has been approved (action item 5.1).*

Meeting Materials may be accessed at:

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

## Tuesday, September 28, 2021

### AGENDA

- 1.4 Safety Report – *received and filed.*
- 1.5 General Manager Report – *no additional reports.*
- 1.6 Director Reports – *no reports.*

#### 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.

##### Approval of Minutes

- 2.1 Regular Board Meeting, July 27, 2021.

##### Correspondence

- 3.1 From: HBMWD, Ordinance 16 annual wholesale adjustment.

##### Financial Reports

- 4.1 Interfund Transfers, \$74,689.25
- 4.2 Check/EFT Payments, (#6595-6618), \$82,650.95
- 4.3 Payroll, \$4,083.42.
- 4.4 General Journal Entries (517-519, 503/R).
- 4.5 General Manager Reimbursement, Office expenses, \$686.48.
- 4.6 Bad Debt, Acct# 172001 - \$1,501.10, Acct# 171002 - \$415.74.
- 4.7 HC Warrant Request, Fire Fund, \$45,000.

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

#### F. Business Items Action/Information

- 5.1 Resolution 2021-05, Approving Cal Fire Grant 7GF21041. Action.

***Director Richard Grissom moved to approve the resolution 2021-5 as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

- 5.2 Draft Management Discussion and Analysis for F/Y 2021. Discussion.  
*General Manager Richard Hanger presented for discussion. No action was taken.*

- 5.3 Board Policy 1055 – Legislative Advocacy. Action.

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.

## Tuesday, September 28, 2021

### AGENDA

***Director Richard Grissom moved to approve board policy 1055 - Legislative Advocacy as presented. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

5.4 Board Policy 1060 – Digital Signature. Action.

***Director Jason Garlick moved to approve board policy 1060 – Digital Signature as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

5.5 Board Policy 2100 – Accounts Receivable. Action.

***Director Richard Grissom moved to approve board policy 2100 – Accounts Receivable as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

5.6 Service request, Edwards – 2333 Fieldbrook Rd., Acct#2840.01

***Director Richard Grissom moved to deny the reconnection request for Edwards – 2333 Fieldbrook Rd., based on Ordinance 91-1, section 13.08 – Water Service Reconnection. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 . Quarterly financial statements and budget adjustments. October.

8.2 . Annual Dry Weather Sewer Report. October.

8.3 . Retain Legal Counsel. October.

#### J. Adjournment/Announcements

9.1 Next regular meeting, October 26, 2021.

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.

**Tuesday, September 28, 2021**

AGENDA

*Meeting adjourned at 8:36 PM.*

*Respectfully submitted,*

---

*Richard Hanger  
Secretary to the Board*

---

*Starr Kilian  
Vice-President*

*Attachments*

*CCCU fund transfer*

*Initialed disbursement register*

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.