



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

Tuesday, June 22, 2021

Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

A. Roll Call

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

B. Agenda Modification

Item 4.2 was pulled from consent to be modified. Technical issues delayed 1.2.2 to follow public hearing G 6.1.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver reported that the wastewater system was functioning as designed. Projects to flush the wet well and rebuilding of pumps for Pump Station #2 are continued from last month due to scheduling and delivery of parts.

1.2 District Engineer Report

1.2.1 Muni Meeting report – *no report.*

1.2.2 Anker Tank Replacement project report`

District Engineer Hannah Gidanian reported that the district had received approval for an extension of the project (item 3.1). Geotechnical work is continuing, and the project will meet the timelines of the extension.

1.3 Fire Chief Report

Fire Chief Jack Sheppard reported that issues with the department's website have been resolved by moving the website and incorporating the information on the District's website.

1.3.1 Call/Incident report

Fire Chief Jack Sheppard reported 3 medical calls, 3 mutual aid, and 2 cancelled calls.

Meeting Materials may be accessed at:

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

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1.4 Safety Report – *received and filed.*

1.5 General Manager Report

General Manager Richard Hanger reported that telemetry accounts with AT&T have been terminated and requested that a portion of the funds be redirected to purchase an iPad or tablet to use at the sewer pump station to record daily pump activity. The board approved the request by consensus.

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, May 25, 2021.

Correspondence

3.1 To: CalOES approval of an extension for the Anker Tank project.

Financial Reports

4.1 Interfund Transfers, \$113,529.05.

4.2 Check/EFT Payments, (#6490-6524), \$98,463.12.

(Checks #6522 and 6523 will issue 07/02 and be on the July reports for 2022 expenses, Emergency Service Marketing and SDRMA Insurance).

General Manager Richard Hanger submitted supplemental payments and transfers related to invoices that arrived following the preparation of the board agenda.

4.3 Payroll, \$4,017.75.

4.4 General Journal Entries (502).

4.5 Bad Debt, account #4130.01, \$597.71.

4.6 Related Party Transaction: Central Avenue Service Center \$713.34.

4.7 General Manager Reimbursement (office supplies) \$325.46.

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

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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F. Business Items Action/Information

5.1 Hunter, Hunter, and Hunt: Engagement letter for 2021 Audit. Action.

General Manager Richard Hanger reviewed the engagement letter received from Hunter, Hunter, and Hunt for services related to the 2021 audit and preparation of the California State Controller's report.

Director Janet Miller moved to engage Hunter, Hunter, and Hunt for the 2021 audit (\$17,000) and preparation of the California State Controller's report (not to exceed \$1,500). Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.

5.2 Policy 1020 Board/Staff Communications. Action.

General Manager Richard Hanger reported the Policy Committee had reviewed Policy 1020 and submitted the item for Board consideration.

Director Jason Garlick moved to approve Policy 1020 Board/Staff Communications as submitted. Director Starr Kilian seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.

G. Public Hearings

6.1 Budget adoption fiscal year 2022. Action.

President Roy Sheppard opened the public hearing. General Manager Richard Hanger provided the staff report noting that there had been no changes from the preliminary review of the budget in May. A final budget will be considered by the Board in August. Public comment was requested. There was no public comment and President Sheppard closed the public hearing.

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

H. Future Agenda Items

7.1 Year End Financial reports and budget adjustments. July.

7.2 Board remuneration. July.

7.3 Glendale water infrastructure. TBD.

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I. Adjournment/Announcements

8.1 Next regular meeting, July 27, 2021.

Meeting adjourned at 8:01 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
CCCU fund transfer
Initialed disbursement register

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