



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

Tuesday, February 22, 2022

Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

A. Roll Call

President Roy Sheppard called the meeting to order at 7:33PM. Board members present were Vice-President Starr Kilian, Director Jason Garlick, and Director Janet Miller. Director Richard Grissom was absent. Fire Chief Jack Sheppard, District Engineers Rebecca Crow and Hannah Gidanian (teleconference), Sewer Technician Grant Weaver, and General Manager Richard Hanger were present.

B. Agenda Modification

None.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver reported an abandoned horse trailer has been left in the driveway of pump station one. A discussion of removal options was held. Approval granted for the purchase of a camera capable of reviewing laterals and mainlines. Industrial Electric is still waiting for parts to rebuild a pump from pump station two. Discussion of flow-meter verification and next steps necessary to accomplish. The cleaning of the force main and a portion of the mainline on Glendale Drive were discussed and tabled to a later date.

1.2 Fire Chief Report

1.2.1 Call/Incident report

Fire Chief Jack Sheppard reported three medical, two cancelled, four auto aid, and one fire call. The department has welcomed a new member. Approval was granted for the replacement of the desktop computer and the department has made application for access to Humboldt County's Measure Z funds.

1.3 District Engineer Report

1.3.1 Muni-meeting report.

District Engineer Rebecca Crow reviewed the muni-meeting agenda.

Meeting Materials may be accessed at:

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

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1.3.2 Anker Tank Replacement project report.

District Engineer Rebecca Crow and General Manager Richard Hanger reviewed the CalOES letter (agenda item 3.1) and next steps to bring the project into compliance.

1.4 Safety Report – Bloodborne pathogens

The safety report was reviewed and filed.

1.5 General Manager Report

None.

1.6 Director Reports

None.

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, January 25, 2022.

Correspondence

3.1 Cal OES Re: Program Compliance.

3.2 Statement of Economic Interests (Form 700).

3.3 HBMWD, Re: Ordinance 16 – Annual domestic water use.

3.4 HC, Re: Fire Department Prop. 172 Revenue 2121-2022.

Financial Reports

4.1 Interfund Transfers, \$80,268.02 (less \$10,000.00)

4.2 Check/EFT Payments, (#6752-6780) \$119,665.27

4.3 Payroll, \$3,236.36.

4.4 General Journal Entries, #525-526

4.5 Reimbursements, Mileage \$311.20

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

F. Business Items Action/Information

5.1 Kernen Construction, Arrearage and Connection Fee payment. Action.

Discussion of attaching a UCC-1 request. General Manager Richard Hanger will consult with legal counsel.

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 FGCS Board of Directors have the right to have the decision reviewed by a State Court.

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Director Jason Garlick moved to approve a thirty-six-month payment agreement for the balance of \$37,500 at 6.25% interest. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.2 Policy 2145 Records Retention. Action.

The board reviewed policy 2145 and made a correction to 2145.4.5 to read “Any accounting record except the journals and ledgers which are “less” than five years old”

Director Jason Garlick moved to approve 2145, Records Retention, as corrected. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.3 Policy 2150 Reserves. Action.

Director Jason Garlick moved to approve 2150, Reserves as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.4 Policy 2155 Debt Management. Action.

The board reviewed policy 2155 and made a correction to 2155.7.2(a) to read “by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon submission of one or more written requisitions “by the District,”

Director Starr Kilian moved to approve 2155, Debt Management, as corrected. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1

J. Adjournment/Announcements

9.1 Next regular meeting, March 22, 2022.

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Meeting adjourned at 8:43 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register

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