

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

April 23, 2019
Fieldbrook Fire Hall, 7:33 PM
MINUTES

1. Roll Call

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

2. Agenda Modifications None.

3. Public Comments None.

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.

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report

Sewer Technician Grant Weaver reported that flows were dropping with the decrease in rainfall.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported three calls for the prior month. Grant writing efforts are underway to fund an SCBA compressor. Community members have expressed interest in forming a CERT or NEST group.

4.4 District Engineer Report –

4.4.1 – Muni meeting report – *no report.*

4.4.2 – LHMP – update

District Engineer Rebecca Crow reported that there are early indications that the Anchor Tank project may have qualified for full funding. It is anticipated that official notification will be sent prior to our next board meeting.

4.5 General Manager Report

4.5.1 – Inspection of Royal Gold

General Manager Richard Hanger reported that he and District Engineer Rebecca Crow had toured and inspected the Royal Gold production facilities. Wastewater is being discharged from the production area. Royal Gold did install a wastewater flow meter and will provide the needed information to complete their request for an industrial discharge permit. It is anticipated the permit application will be completed prior to the next board meeting.

4.6 Reports by members of the Board.

4.6.1 – *None.*

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, March 26, 2019.

5.2 Correspondence/Information Items

5.2.1 – From: LAFCo, Budget 2019-2020.

5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.

5.3.1 Interfund Transfers \$62,101.09

5.3.2 Checks (5738-5768) \$61,016.48

5.3.3 Payroll \$3,208.24

5.3.4 General Journal Entries 395-401

5.3.5 Bad Debt, Acct#420.02 - \$562.652, Acct#990.02 - \$446.00

5.3.6 LAIF transfer to CCCU Liquid Assets \$59,720.14 (*rounded to \$60,000*)

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Director Richard Grissom moved to approve the consent agenda with item 5.3.6 amended to \$60,000. Director Janet Miller seconded the motion. The motion carried, Ayes 3, Nays 0, Abstain 0, Absent 2.

6. Action/Discussion Items

6.1 – Wastewater service agreement, City of Arcata. Tabled from March 26th. Discussion/Action.
This item remains tabled to an unknown future date.

6.2 – Possible purchase of exterior surveillance system for fire house – Discussion/Action.
Fire Chief Jack Sheppard discussed the need for an exterior surveillance system.

Director Richard Grissom moved to approve the purchase of the exterior surveillance system for the amount not to exceed \$3,100. Director Janet Miller seconded the motion. The motion carried, Ayes 3, Nays 0, Abstain 0, Absent 2.

6.3 – Quarterly financial reports and budget adjustments. Discussion/Action.
General Manager Richard Hanger presented the quarterly financials and budget adjustments for the third quarter of the fiscal year.

Director Janet Miller moved to approve the third quarter financial statements and budget adjustments. Director Richard Grissom seconded the motion. The motion carried, Ayes 3, Nays 0, Abstain 0, Absent 2.

6.4 – Water loans to fire – annual interest review. Discussion/Action.
Following discussion this item was tabled to May 28, 2019.

6.5 – Resolution to loan water funds to wastewater fund. Discussion/Action.
Following discussion this item was tabled to May 28, 2019.

7. Future Agenda Items

- 7.1 – Budget presentation – May.
- 7.2 – Annual certification of fire tax assessment. May
- 7.3 – Annual consumer confidence report. May.
- 7.4 – Auditor selection. May.

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 May 28, 2019.

Meeting adjourned at 8:39 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Janet Miller
Director*

Attachments
*CCCU fund transfer
Initialed disbursement register*