

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

September 25, 2018  
Fieldbrook Fire Hall, 7:30 PM  
MINUTES

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:35 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineer Rebecca Crow, GHD Engineer Alex Crowe, GHD Engineer Neal Carnam, General Manager Richard Hanger and community member Dave Wilbur were present.*

**2. Agenda Modifications Item 4.4.1 moved to action item 6.1.**

**3. Public Comments**

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.

*Community member Dave Wilbur requested a leak credit; however, it was determined that the request could be addressed by staff. Staff will follow up with Mr. Wilbur. No action was taken by the board.*

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver reported the system was functioning as designed. An Air Relief Valve is on back order and may be received and replaced prior to the next board meeting.*

4.2 Safety Report – received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported one medical call and five mutual aid calls. A donation of \$1,000 was received from Arcata Sunrise Rotary. The donation will be used to offset expenses related to the Communication (repeater) project.*

4.4 District Engineer Report –

4.4.1 – Sewer rate study. Report/Discussion. Item 6.1.

*District Engineer Rebecca Crow had no other items to report.*

4.5 General Manager Report

4.5.1 – None.

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, August 28, 2018.

5.1.2 Special Board Meeting, September 18, 2018.

5.2 Correspondence/Information Items

5.2.1 – SDRMA re: President's special acknowledgement award.

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

5.3.1 Interfund Transfers \$38,137.70

5.3.2 Checks (5581-5609) \$37,910.16

5.3.3 Payroll \$3,483.63

5.3.4 General Journal Entries 383 & 384

5.3.5 General Manager reimbursement \$99.99 (Microsoft office 365 subscription)

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*Richard Grissom moved to approve the consent agenda as presented. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

**6. Action/Discussion Items**

6.1 – Accept final sewer rate study and adopt an alternative rate structure. Action.  
*General Manager Richard Hanger reviewed the staff report. District Engineer Rebecca Crow, GHD Engineers Alex Crowe and Neal Carnam provided comments. The board provided comments.*

*Richard Grissom moved to approve alternative four as presented in the staff report. Alternative four sets a monthly base rate of \$100.61. The base rate includes an allowance of 400 CF and a consumption rate of \$9.40 per 100 CF above the allowance. Also, a summer water allowance increases the base allowance by fifteen percent. Rates will be measured by water use. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.2 – Set public hearing date for sewer rate adoption. Action.

*Richard Grissom moved to set a public hearing for a sewer rate protest on November 13, 2018. Public notices will be mailed and published in the Times-Standard. Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

**7. Future Agenda Items**

- 7.1 - Draft Management, Discussion & Analysis (audit 2018). October.
- 7.2 – Quarterly financial report and budget adjustments. October.
- 7.3 – Annual dry weather sewer flow report. October.
- 7.4 – Public Hearing – Sewer rate adoption. November 13, 2018 (tentative)
- 7.5 – Organizational meeting, December 18, 2018.

**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 October 23, 2018

*Meeting adjourned at 8:12 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*