

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

February 27, 2018
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:30 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, and General Manager Richard Hanger were present.

At 7:45PM the fire department was toned out for a mutual aid call. Director Richard Grissom and Fire Chief Jack Sheppard left the meeting to respond.

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 Sewer Report

4.1.1 – Monthly report – *A portion of the system will be reviewed by camera. The City of Arcata will be performing the service with the assistance of our sewer technicians. Realignment of the fencing at the main pump station has been scheduled.*

4.1.2 – Sewer Upset, Feb. 4, 2018 – *Report made and filed.*

4.2 Safety Report – *reviewed and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 4 calls and reminded the board to RSVP for the annual volunteer dinner on March 10th

4.3.2 –

4.4 District Engineer Report –

4.4.1 – Muni report –

District Engineer Rebecca Crow reported the Muni-meeting discussions of wholesale water rates and usage reports.

4.4.2 – Kernan Sewer Connection update.

A permit draft is completed for the industrial sewer discharge.

4.4.3 – *Discussion of a Hazard Mitigation grant program application. A prior application to replace the water tank on Anker Lane was prepared in approximately 2014. A new round of applications is being solicited. Rebecca will review the prior application, modify as necessary and resubmit.*

4.5 General Manager Report

4.5.1 – LAFCo annexation application

General Manager Richard Hanger reported the necessary documents had been prepared and submitted.

4.5.2 – Glenwood property easement correction.

It was discovered during a sale of an adjacent property that the legal description of our property boundaries for the reserve tank site off Glenwood Lane did not match the recorded map. A minor modification to correct the error was made and a quick-claim was executed.

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, January 23, 2018.

5.1.2 Special Board Meeting, February 8, 2018.

5.2 Correspondence/Information Items

5.2.1 – SDRMA – Rate Notifications W/C & P/L

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5.2.2 – HBMWD – Peak Rate Allocation Report 2017

5.2.3 – To: HC Board of Supervisors supporting HBMWD appeal.

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

5.3.1 Interfund Transfers \$73,314.65

5.3.2 Checks (5394-5429) \$73,052.99

5.3.3 Payroll \$2,964.64

5.3.4 General Journal Entries 362

5.3.5 Warrant request \$18,000. Transfer of fire funds from HC to CCCU.

5.3.6 Bad Debt – Account 072501E, \$299.36, 183000K \$43.88, 231500c \$94.55

5.3.7 General Manager Reimbursement – Office Supplies & Permit Fee – \$187.46

The February 8, 2018 minutes were corrected to read “Special Meeting”. Janet Miller moved to approve the consent agenda as corrected. Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6. Action/Discussion Items

6.1 – Fire Department purchase request for Jaws of Life. Action.

The Blue Lake Volunteer Fire Department (BLVD) has surplused a Jaws of Life apparatus. The equipment is in excellent shape and is a much-improved model than the equipment currently owned by the district. The value of the equipment is \$7,000. BLVD has requested that the district surplus our current Jaws of Life to be used as a trade-in. A review of the fire departments ending fund balance was completed and reviewed with the board prior to the following action.

Jason Garlick moved to surplus our current Jaws of Life to the Blue Lake Volunteer Fire Department and to purchase their Jaws of Life at a purchase price of \$7,000. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.2 – Annual IBank Certification. Action.

Jason Garlick moved to approve the Annual IBank Certification as presented. Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.3 – Conflict of Interest Form 700. File.

Board members submitted copies of their annual conflict of interest form 700. No action was necessary.

7. Future Agenda Items

7.1 – Discussion of sewer rates. March.

7.2 – Conflict of Interest Form 700. March.

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 meetings March 27, 2018.

Meeting adjourned at 8:30 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register