

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

November 13, 2018
Fieldbrook Fire Hall, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

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.

4. Reports

4.1 Sewer Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 –

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

4.6.1 –

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, October 23, 2018.

5.2 Correspondence/Information Items

5.2.1 –

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

5.3.1 Interfund Transfers \$33,449.98

5.3.2 Checks (5637-5659) \$33,291.76

5.3.3 Payroll \$2,651.94

5.3.4 General Journal Entries 387-389

5.3.5 Related Party Transaction – Central Ave Service Center \$494.27 – Truck Batteries

6. Action/Discussion Items

6.1 – Public Hearing – Sewer rates. Action.

6.2 – Establishing sewer rates – Resolution #2018-07. Action.

6.3 – Establish monthly water readings. Action.

7. Future Agenda Items

7.1 – Organizational meeting, December 18, 2018.

7.2 – FY 2018 Audit Presentation, December 18, 2018.

7.3 –

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 December 18, 2018

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

October 23, 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 (joined the meeting at 7:50 PM) and Director Janet Miller. Director Jason Garlick was absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver and General Manager Richard Hanger were present. District Engineer Rebecca Crow was absent.

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

Sewer Technician Grant Weaver provided the monthly sewer report. The Air Relief Valve replacements are continuing. A manhole on Cummins Lane will be referred to Bill Sheppard for repair.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 2 medical calls. The department was toned out for 3 mutual aid calls but was unable to respond due to a lack of available volunteers. The department has been awarded \$3,000 from Coast Central Credit Union and \$2,500 from Mad River Rotary. Both donations will be applied to the repeater communication upgrade and both donations were a direct result of efforts by Carol Rische. The department is experiencing some issues with LED floodlights. The light fixtures were installed as part of the building remodel. Efforts are being made to work with the manufacturer for warranty replacement. A fieldtrip visit to the elementary school is planned as is a Veterans Day pancake breakfast.

4.4 District Engineer Report –

4.4.1 – *None.*

4.5 General Manager Report

4.5.1 – *General Manager Richard Hanger reported that he was researching existing resolutions and/or district ordinances that may need to be updated for monthly billing and sewer stand-by charges or fees.*

4.6 Reports by members of the Board.

4.6.1 –

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, September 25, 2018.

5.2 Correspondence/Information Items

5.2.1 –

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

5.3.1 Interfund Transfers \$95,496.53

5.3.2 Checks (5610-5636) \$95916.94

5.3.3 Payroll \$2,792.37

5.3.4 General Journal Entries 385 & 386

5.3.5 General Manager reimbursement \$652.78 (Legal Ad & Laser Ink)

5.3.6 Transfer from HC Fire Fund \$27,000

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

Janet Miller moved to approve the consent agenda as presented. Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6. Action/Discussion Items

6.1 – Department of Forestry Grant #7FG18038, Resolution #2018-06. Award \$2,750. Action

Janet Miller moved to approve resolution 2018-06 – Department of Forestry Grant #7FG18038 as presented. Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.2 – Paving, asphalt repair for Fire House – award GRS Inc., amount \$7,750. Action.

Richard Grissom moved to approve the asphalt repair for the Fire House as presented. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.3 – Draft Management, Discussion & Analysis for FY-Audit. Review.
Reviewed, no action taken.

6.4 – Quarterly financial report and budget adjustments. Action.

Janet Miller moved to approve quarterly financial reports and budget adjustments as presented. Starr Kilian seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.5 – Annual dry weather sewer flow report. Action.

Richard Grissom moved to accept the annual dry weather sewer flow report as presented. Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

7. Future Agenda Items

7.1 – Public Hearing – Sewer rate adoption. November 13, 2018

7.2 – Organizational meeting, December 18, 2018.

7.3 – FY 2018 Audit Presentation.

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 November 13, 2018

Meeting adjourned at 8:08 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

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

November 13, 2018



Please confirm transfer verbally to Richard Hanger at [Redacted]
Via email to rhanger50@gmail.com

Coast Central Credit Union
2650 Harrison Avenue
Eureka, CA 95501-3259

Please transfer the following



From: S70 Business Liquid Asset Account \$ 33,449.98
To: S61 Water Checking \$ 33,449.98

Nov. Reconciliation

Check Register	\$	33,291.76
#5637-5659	\$	33,291.76
Transfer Totals	\$	(33,449.98)
Fire	\$	14,107.01
Sewer	\$	2,357.59
Water	\$	16,985.38
Gross Pay	\$	2,651.94
<Net Pay>	\$	(1,968.71)
Empr. Taxes	\$	204.23
Adjustments		
IRS	\$	(729.24)
Reconciliation	\$	(33,291.76)
Balance	\$	-

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of November 13, 2018

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Fire							
Bill	10/30/2018	981...	Interf...	5310 · Telephon...	Fire Dep...	38.01	7,750.00
Bill	10/31/2018	680...	Interf...	5365 · Fuel Exp...	Fire Dep...	88.42	7,788.01
Bill	10/31/2018	156...	Interf...	5320 · Electric (...)	Fire Dep...	114.69	7,876.43
Bill	10/31/2018	Oct ...	Interf...	5335 · Water (...)	Fire Dep...	47.18	7,991.12
Bill	11/03/2018	Nov ...	Interf...	5345 · Internet ...	Fire Dep...	129.95	8,038.30
Bill	11/03/2018	129...	Interf...	5170 · Disability...	Fire Dep...	5,257.00	13,425.25
Bill	11/03/2018	Nov ...	Interf...	5075 · Chief Ex...	Fire Dep...	50.00	13,475.25
Bill	11/06/2018	23904	Interf...	5530 · Trucks (T...	Fire Dep...	494.27	13,969.52
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Fire Dep...	127.72	14,097.24
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Fire Dep...	0.00	14,097.24
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Fire Dep...	7.92	14,105.16
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Fire Dep...	1.85	14,107.01
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Fire Dep...	0.00	14,107.01
Total Interfund Expenses/Fire						6,357.01	14,107.01
Interfund Expenses/Sewer							0.00
Bill	10/24/2018	733...	Interf...	5420 · Building ...	Enterpris...	45.43	45.43
Bill	10/27/2018	Hen...	Interf...	5420 · Building ...	Enterpris...	34.24	79.67
Bill	10/31/2018	021...	Interf...	5320 · Electric (...)	Enterpris...	74.31	153.98
Bill	10/31/2018	091...	Interf...	5320 · Electric (...)	Enterpris...	437.42	591.40
Bill	11/01/2018	Nov ...	Interf...	5310 · Telephon...	Enterpris...	9.95	601.35
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	661.02	1,262.37
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	0.00	1,262.37
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	0.00	1,262.37
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	40.98	1,303.35
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	9.58	1,312.93
Paycheck	11/10/2018	5656	Interf...	6560 · Payroll E...	Enterpris...	0.00	1,312.93
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	894.04	2,206.97
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	0.00	2,206.97
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	55.43	2,262.40
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	12.96	2,275.36
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	0.00	2,275.36
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	75.12	2,350.48
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	0.00	2,350.48
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	0.08	2,350.56
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	4.66	2,355.22
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	1.09	2,356.31
Paycheck	11/10/2018	5658	Interf...	6560 · Payroll E...	Enterpris...	1.28	2,357.59
Total Interfund Expenses/Sewer						2,357.59	2,357.59
Interfund Expenses/Water							0.00
Bill	10/25/2018	107...	Interf...	5121 · Engineeri...	Enterpris...	231.25	231.25
Bill	10/25/2018	107...	Interf...	5121 · Engineeri...	Enterpris...	7.50	238.75
Bill	10/31/2018	799...	Interf...	5320 · Electric (...)	Enterpris...	769.75	1,008.50
Bill	10/31/2018	009...	Interf...	5320 · Electric (...)	Enterpris...	20.40	1,028.90
Bill	10/31/2018	992...	Interf...	5320 · Electric (...)	Enterpris...	37.74	1,066.64
Bill	10/31/2018	Oct ...	Interf...	5010 · Purchase...	Enterpris...	914.83	1,981.47
Bill	10/31/2018	Oct ...	Interf...	5010 · Purchase...	Enterpris...	11,913.04	13,894.51
Bill	10/31/2018	Oct ...	Interf...	5010 · Purchase...	Enterpris...	1,163.24	15,057.75
Bill	10/31/2018	Oct ...	Interf...	5010 · Purchase...	Enterpris...	720.71	15,778.46
Bill	10/31/2018	Oct ...	Interf...	5010 · Purchase...	Enterpris...	-62.97	15,715.49
Bill	11/03/2018	707...	Interf...	5310 · Telephon...	Enterpris...	57.45	15,772.94
Bill	11/03/2018	Nov ...	Interf...	5070 · Directors'...	Enterpris...	50.00	15,822.94
Bill	11/03/2018	Nov ...	Interf...	5070 · Directors'...	Enterpris...	50.00	15,872.94
Bill	11/03/2018	Nov ...	Interf...	5070 · Directors'...	Enterpris...	50.00	15,922.94
Bill	11/03/2018	Nov ...	Interf...	5070 · Directors'...	Enterpris...	50.00	15,972.94
Bill	11/03/2018	Nov ...	Interf...	5070 · Directors'...	Enterpris...	50.00	16,022.94
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	894.04	16,916.98
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	0.00	16,916.98
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	0.00	16,916.98
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	55.43	16,972.41

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of November 13, 2018

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>	<u>Balance</u>
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	12.97	16,985.38
Paycheck	11/10/2018	5657	Interf...	6560 · Payroll E...	Enterpris...	0.00	16,985.38
Total Interfund Expenses/Water						16,985.38	16,985.38
TOTAL						25,699.98	33,449.98

Fieldbrook Glendale Community Services District
Check Register for this Month
October 24 through November 13, 2018

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Bill Pmt -Check	10/24/2018	5637	Grant Weaver.	-45.43
Bill Pmt -Check	11/01/2018	E-Pay	Verizon	-38.01
Bill Pmt -Check	11/03/2018	5638	AT&T	-57.45
Bill Pmt -Check	11/03/2018	5639	GHD, Inc	-238.75
Bill Pmt -Check	11/03/2018	5640	Myers-Stevens	-5,257.00
Bill Pmt -Check	11/03/2018	5641	PG&E	-1,016.89
Bill Pmt -Check	11/03/2018	5642	Renner Petroleum	-88.42
Bill Pmt -Check	11/03/2018	5643	Sudden Link	-129.95
Bill Pmt -Check	11/03/2018	5644	Jack Sheppard	-50.00
Bill Pmt -Check	11/03/2018	5645	Janet Miller	-50.00
Bill Pmt -Check	11/03/2018	5646	Jason Garlick	-50.00
Bill Pmt -Check	11/03/2018	5647	Rich Grissom	-50.00
Bill Pmt -Check	11/03/2018	5648	Roy Sheppard	-50.00
Bill Pmt -Check	11/03/2018	5649	Starr Kilian	-50.00
Liability Check	11/09/2018	E-pay	United States Tre...	-729.24
Paycheck	11/10/2018	5656	Grant Weaver	-603.85
Paycheck	11/10/2018	5657	Richard A Hanger	-1,296.24
Paycheck	11/10/2018	5658	Robert S Lackey	-68.62
Bill Pmt -Check	11/10/2018	5650	Central Avenue S...	-494.27
Bill Pmt -Check	11/10/2018	5651	Fieldbrook Glend...	-47.18
Bill Pmt -Check	11/10/2018	5652	GR Sundberg, Inc	-7,750.00
Bill Pmt -Check	11/10/2018	5653	Humboldt Bay Mu...	-14,648.85
Bill Pmt -Check	11/10/2018	5654	PG&E	-437.42
Bill Pmt -Check	11/10/2018	5655	Starpage	-9.95
Bill Pmt -Check	11/10/2018	5659	Grant Weaver.	-34.24
Total 1015 · Water Dept Checking (Water Dept Checking)				-33,291.76
Total 1012 · General Fund Checking (All Funds)				-33,291.76
Total 1000 · Coast Central Credit Un.				-33,291.76
TOTAL				-33,291.76

Fieldbrook Glendale Community Services District
Payroll Summary
October 24 through November 13, 2018

	Grant Weaver		Richard A Hanger		Robert S Lackey		TOTAL	
	Ho...	Rate	Ho...	Rate	Ho...	Rate	Ho...	Rate
Employee Wages, Taxes and Adjustments								
Gross Pay	23	28.74	60	31.93	3	25.04	86.00	2,651.94
Hourly Rate		28.74						0.00
Hourly Sick								
Total Gross Pay	23		60		3		86.00	2,651.94
Adjusted Gross Pay	23		60		3		86.00	2,651.94
Taxes Withheld								
Federal Withholding								-302.00
Medicare Employee								-38.45
Social Security Employee								-164.42
CA - Withholding								-151.84
CA - Disability Employee								-26.52
Medicare Employee Addl Tax								0.00
Total Taxes Withheld								-683.23
Net Pay	23		60		3		86.00	1,968.71
Employer Taxes and Contributions								
Medicare Company								38.45
Social Security Company								164.42
CA - Unemployment Company								1.28
CA - Employment Training Tax								0.08
Total Employer Taxes and Contributions								204.23

6:09 AM

11/10/18

Accrual Basis

**Fieldbrook Glendale Community Services District
General Journal Transaction
October 23, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
387		Reconcile Int...	1027 · Water Assets...	Enterpris...		38.01
		Reconcile Int...	1029 · Fire Asset Ac...	Fire Depa...	38.01	
					38.01	38.01
TOTAL					38.01	38.01

8:46 AM

11/03/18

Accrual Basis

**Fieldbrook Glendale Community Services District
General Journal Transaction
November 1, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
388		Pre-paid CSF...	5250 · Dues & Mem...	Fire Depa...	1,562.92	
		Pre-paid CSF...	1140 · Other Pre-Pa...	Fire Depa...		1,562.92
					1,562.92	1,562.92
TOTAL					1,562.92	1,562.92

9:02 AM

11/03/18

Accrual Basis

**Fieldbrook Glendale Community Services District
General Journal Transaction
July 31, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
389		YE Interest R...	1041 · LAIF Water S...	Enterpris...	750.00	
		YE Interest R...	1042 · LAIF Sewer ...	Enterpris...	3.00	
		YE Interest R...	1255 · A/R Interest -...	Enterpris...		750.00
		YE Interest R...	1260 · A/R Interest -...	Enterpris...		3.00
					753.00	753.00
TOTAL					753.00	753.00

Central Ave Service Center
 2785 Central Ave
 McKinleyville, CA. 95519
 Phone: 707-839-8337 Fax: 707-839-9323
 CUSTOMER SATISFACTION IS OUR PRIORITY

INVOICE

23904

EPA CAL 000060297
 B.A.R AL 169791

Date: 11/06/2018

INVOICE

FLDDBROOK VOL FIRE
 4584 FLDDBROOK RD
 FLDDBROOK, CA 95519
 Home 707-839-0931

1990 -
 Lic #: 335727

Odometer In : 27432

VIN #: 4S7PT9S03 MC003260

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Ext
BATTERY 8D-MHD	2.00	227.44	454.88	Hazardous Materials		3.00

*EMERGENCY 8777
 OK To Pay
 Jack*

Org. Estimate 494.27 Revisions 0.00 Current Estimate 494.27

Labor:	0.00
Parts:	454.88
HazMat:	3.00
SubTotal:	457.88
Tax:	36.39
Total:	494.27
Bal Due:	\$494.27

[Payments -]

FAMILY OWNED AND OPERATED FOR 25 YEARS

Vehicle Received: 11/6/2018

Customer Number : 194

I hereby authorize the above repair work to be done along with the necessary material and hereby grant you and/or your employees permission to operate the car or truck herein described on street, highways or elsewhere for the purpose to testing and/or inspection. An express mechanic's lien is hereby acknowledged on above car or truck to secure the amount of repairs thereto. Warranty on parts and labor is one years or 12,000 miles whichever comes first. Warranty work has to be performed in our shop & cannot exceed the original cost of repair.

Signature _____ Date _____

Our Email Address: centralaveservice@gmail.com

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Public Hearing – Protest hearing sewer rates

Meeting Date: 11/13/2018

Presented by: Richard Hanger

Type of Item: Action Discussion Information

**Type of Action
Required:** No Action Voice Vote Roll Call Vote

Background:

Discussion of initiating a sewer rate study occurred at our regular board meeting on March 27, 2018. The board directed staff to secure a proposal from GHD.

April 24, 2018 – Board approval for a sewer rate study

June 26, 2018 – Board received initial outline of study

July 24, 2018 – Board received draft sewer report

August 28, 2018 – Board received draft sewer report with revisions and directed staff to organize an informational meeting in the Glendale area.

September 18, 2018 – Informational meeting held in the Glendale area.

September 25, 2018 – Public Hearing to set sewer rates and to publicly notice and set protest hearing date.

Recommendation:

Open the public hearing

Receive the staff report

Receive public comments/protests

Close public comment

Tabulate protests pursuant to Resolution #2010-04

Return item to board for consideration

Move to find, based upon the testimony and evidence received and/or given by the public during a properly noticed protest hearing that there is a “sufficient” or “insufficient” number of protests to move forward with the noticed and proposed sewer rates.

**NOTICE OF PUBLIC HEARING
PROPOSED SEWER RATE INCREASE**

**November 13, 2018 at 7:30 pm
4584 Fieldbrook Rd, McKinleyville, CA 95519
Fieldbrook Glendale Community Services District Board of Directors**

Notice is hereby given that at the date, time and place shown above, the Fieldbrook Glendale Community Services District will hold a public hearing to consider proposed sewer rate increases for the next five (5) years (Fiscal years 2019-2024). The District charges these rates to fund its costs to provide water and sewer services, including operating costs, contract treatment and disposal costs, and capital improvement projects. The purpose of this notice is to describe the proposed rate increases and notify you of the public hearing.

All domestic sewer customers currently pay one fixed monthly rate and business sewer customers pay a fixed monthly base rate plus an additional volumetric charge based on water use. Proposed sewer rates will charge all customers a fixed monthly base rate plus a volumetric charge based on the monthly water meter readings. The proposed sewer rates include 400 cubic feet of volume within the base rate and a volumetric charge is applied for use beyond 400 cubic feet. A 15% reduction is applied to the monthly water meter readings in the months of June through September as a credit for summer irrigation. If approved, the District may adjust rates for year one on January 1st, 2019 and annually thereafter for years 2 through 5.

If the District approves the rates at this public hearing, it will not need to hold additional public hearings to adjust rates over the 5 year period although approval will be made at a noticed Public Board Meeting.

Written protests from property owners and District customers may be submitted in writing any time **before the closing** of the District public hearing on November 13th, 2018. Protests may be mailed to the District at FGCSD, Post Office Box 2715, McKinleyville, CA 95519, hand delivered to the District at the customer counter (located at the Humboldt Bay Municipal Water District Office at 828 7th Street, Eureka, CA 95501), or brought to the District public hearing. Protests will be accepted and tabulated pursuant to FGCSD Resolution #2010-04 and Article XIID, Section 6(s) of the California Constitution. Written protests will be accepted from any record owner or customer of record who is subject to the proposed charge which is the subject of this notice.

Any person who submits a protest may withdraw it by submitting to the General Manager a written request that the protest be withdrawn. The withdrawal of a protest shall contain sufficient information to identify the affected parcel and the name of the record owner or customer of record who submitted both the protest and the request that it be withdrawn.

If protests are received from record owners or customers of record who are subject to the proposed utility charge with respect to a majority of the affected parcels (50 percent plus one) then the District cannot approve the proposed rate increases. A protest must be received by the District prior to the close of the public hearing on November 13, 2018 and include the following:

- A statement that it is a protest against the proposed charge which is the subject of the hearing;
- Name of the record owner or customer of record;
- Identity of the affected parcel by assessor's parcel number or service address;
- Original signature of the record owner or customer of record with respect to the identified parcel;

You may contact the District General Manager, Richard Hanger, by email at rhanger50@outlook.com if you have any questions about this notice or the proposed rate increases, or for a copy of the final rate study.

The current Fieldbrook Glendale Community Services District (District) rate structure for sewer services was implemented in 2006 and has remained unchanged, except for annual consumer price index increases in the range of 2-3% per year. The District's costs for wastewater collection, treatment and disposal have increased at a greater rate than the consumer price index. The District has used reserve monies to address the shortfall in cash revenue under the current rate structure. However, this is not sustainable and the District initiated a rate study to evaluate options to increase revenues.

A five-year budget was developed for the sewer system based on projected costs. The sewer system has two primary cost categories. The first is the cost paid to the City of Arcata for treatment and disposal of the FGCS D's wastewater. The FGCS D pays the City of Arcata the same volumetric rate per cubic foot of wastewater delivered to the City's system that Arcata residents pay, plus a small base fee. This volumetric flow rate is increased annually by the City of Arcata under the City's previously noticed Proposition 218 rate increase structure. It is anticipated that the City of Arcata will proceed with a new Proposition 218 rate increase process in the future, which will result in continued annual increases to the costs FGCS D pays to Arcata for wastewater treatment and disposal. The proposed rate structure below includes an annual adjustment to allow FGCS D to pass through City of Arcata volumetric cost increases to cover the increased costs to the District. The second category of costs are related to the District's operation and management of the sewer collection system. The rate structure below includes an annual adjustment to the District's operation and management costs based on the annual increase in the consumer price index.

The proposed sewer rate structure is shown in Table 1. The increase in monthly rates for different types of customers based on winter monthly water use is shown in Table 2.

Table 1. Proposed Sewer Rates*		Fiscal Year 2018/2019
<i>Monthly Base Rate</i>		\$100.61
<i>Usage Rate (per 100 cubic feet in excess of Base Consumption)</i>		\$9.40
<i>Base Usage included with the Monthly Base Rate</i>		400 Cubic Feet
<i>* Sewer Rates include an annual adjustment to pass through cost increases from the City of Arcata and an annual Consumer Price index adjustment.</i>		

Table 2. Sewer Rate Costs for Typical Sewer Customer Water Use					
	Existing Residential	Projected Fiscal Year 2018/2019 Monthly Sewer Bill for Typical FGCS D Customers			
	Flat Rate	300 Cubic Feet	500 Cubic Feet	800 Cubic Feet	1,500 Cubic Feet
Monthly Sewer Bill	\$70.36	\$100.61	\$110.01	\$138.21	\$204.00
<i>1 cubic feet equals 7.48 gallons</i>					

Notice of Public Hearing to Consider Proposed Sewer Rate Increases:

The Fieldbrook Glendale Community Services District will hold a public hearing on November 13, 2018 at 7:30 pm at 4584 Fieldbrook Rd, McKinleyville, CA 95519 to consider proposed sewer rate increases. The District Board is accepting public comments on the proposed rate structure, which would be effective January 1, 2019 and includes annual increases through fiscal year 2023-2024. You may contact the District General Manager, Richard Hanger, by email at rhanger50@outlook.com if you have any questions about this notice or the proposed rate increases, or for a copy of the final rate study.

*Times-Standard
Public Notices*

September 30, 2018

October 28, 2018

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Establish sewer rates, Resolution #2018-07

Meeting Date: 11/13/2018

Presented by: Richard Hanger

Type of Item: Action Discussion Information

**Type of Action
Required:** No Action Voice Vote Roll Call Vote

Background:

Agenda item 6.2 amends ordinance 90-1 and presumes there were an insufficient number of protests to prevent the adoption of a resolution adjusting the base sewer rate and adding a residential consumption rate based on water consumption above 400 cubic feet.

The proposed monthly base rate is \$100.61. The consumption rate is \$9.40 per cubic foot for residential and commercial/industrial use.

Stand-by fees are adjusted to be 70% of the base rate. Currently, stand-by fees are 100% of a flat rate. The new sewer rates are calculated using a base rate and an additional consumption rate. The consumption rate will not apply to those properties not connected to the sewer collection system.

Ordinance 90-1 is amended to allow for a "pass through" of increases or decreases in charges adopted by the City of Arcata. The pass-through provision expires five-years from the date of adoption.

Ordinance 90-1 is amended to enact a wastewater summer allowance. The consumption allowance will be increased in 100 cubic ft increments to an amount not less than 15% of the base rate. For example, the proposed monthly base rate is \$100.61. Fifteen percent of the base rate would be \$15.00. The wastewater summer allowance would increase the consumption allowance from 400 cubic ft to 600 cubic ft.

Recommendation:

Move to adopt resolution #2018-07 as presented or amended.

Resolution # 2018-07
Fieldbrook Glendale Community Services District
4584 Fieldbrook Road, Fieldbrook CA 95519

Wastewater Rates

WHEREAS, the Fieldbrook Glendale Community Services District held a publicly noticed protest hearing on November 13, 2018; and,

WHEREAS, there exists a demonstrated need to generate additional revenues enough to operate and maintain the wastewater utilities in accordance with public health requirements; and,

WHEREAS, a wastewater rate study was prepared by a professional engineering firm; and,

WHEREAS, the board held an informational meeting on September 18, 2018 and noticed consideration of the proposed alternatives at a regularly scheduled board meeting on September 25, 2018 and delivered by mail notice of a public hearing to deliver written protests on or before November 13, 2018; and,

WHEREAS, an insufficient number of protests were received to establish a majority protesting adoption;

NOW THEREFORE, BE IT RESOLVED, that Ordinance 90-1 establishing wastewater rates and charges, section 2.1 be amended as follows, implementation will occur with the January 2019 billing;

Section 201 is amended to read, Monthly base charge is \$100.61, further a monthly consumption charge of \$9.40 per 100 cubic ft based on water consumption above 400 cubic ft is applicable to all classifications of users.

Section 205 is amended to read the stand-by availability charge shall be calculated at 70% of the base charge.

Section 206 is added to read:

California Government Code, Section 53756(a), (c), allows an agency that purchases wastewater treatment from a public agency may provide for automatic adjustment that pass through the adopted increases or decreases in the wholesale charges established by the other agency for a property related service for a period not to exceed five years pursuant to California Government Code, Section 53755.

Section 207 is added to read:

The District shall enact a wastewater summer allowance for the months of June through September. The baseline consumption allowance shall be increased in increments of 100 cubic ft. to an amount not less than 15% of the monthly base charge. The District may by motion adjust or suspend the wastewater summer allowance should water conservation regulations be imposed by the State of California.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Fieldbrook Glendale Community Services District, at a regular meeting thereof, held on the 13 day of **November 2018**, by the following roll call vote:

AYES: _____

NAYS: _____

Roy Sheppard, President

ABSTAIN: _____

ABSENT: _____

Starr Kilian, Vice-President

CERTIFICATION OF RESOLUTION

ATTEST:

I Richard Hanger, Clerk of the Fieldbrook Glendale Community Services District, County of Humboldt California do hereby certify that this is a true and correct copy of the original Resolution Number 2018-07.

WITNESS MY HAND OR THE SEAL OF THE Fieldbrook Glendale Community Services District, on this 13 day of November 2018.

Signature

General Manager, Fieldbrook Glendale Community Services District

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Establish monthly water meter readings

Meeting Date: 11/13/2018

Presented by: Richard Hanger

Type of Item: Action Discussion Information

**Type of Action
Required:** No Action Voice Vote Roll Call Vote

Background:

Resolutions 2006-01 and 2006-02 amended Ordinances 90-1 and 91-1 to allow for Bi-Monthly meter reading.

The resolutions are attached, both contain the state the district “may” choose to read water meters every other month. An amended resolution is not necessary because the district may change this by an action of the board.

An action by the board to return to monthly readings will add approximately 120 hours annually to our contract with the Humboldt Bay Municipal Water District (HBMWD). The annual cost is estimated to be \$4,500.

There are benefits to returning to a monthly read. These include earlier leak detections, a consumer bill that reflects monthly use, and a cash flow that is more stable for the district.

The office personnel at HBMWD deal with many phone calls from customers in months that the meters are read, questioning why their bill has fluctuated from the prior “non-read” month.

Recommendation:

Motion to read water meters monthly.

**Resolution 2006 - 01
Ordinance 90-1 Amendment**

An ordinance establishing rates and charges for sewage extension, connection, and disposal service and providing procedures and penalties for its enforcement.

Be it ordained by the board of directors of the Fieldbrook Glendale Community Services District that Ordinance 90-1 be amended as follows:

ARTICLE II – Sewer Service Charges

Sec. 2.07

Monthly Billing Cycle –

A baseline allowance of 800 cf of water consumption is included in the base monthly charge. Commercial/Industrial customers are subject to an additional fee for each 100cf of water metered thereafter.

Bi-Monthly Meter Reading –

The DISTRICT may choose to read water meters every other month and continue billing on a monthly cycle. A baseline allowance of 1600 cf of water consumption is included in the base monthly charge. Commercial/Industrial customers are subject to an additional fee for each 100cf of water metered thereafter.

ARTICLE VI – Billing and Collecting

Sec. 6.26

Wastewater charges are due and payable at the office of the DISTRICT on the date of mailing the bill to the property owner or agent as designated in the application, and are delinquent twenty business (20) days after post office cancellation date. The balance of the account on the twentieth business day is subject to a ten (10) percent late fee.

ARTICLE IV – Connection Charges

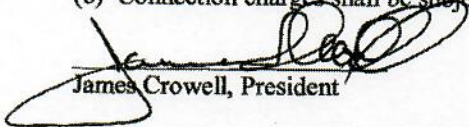
Sec. 4.02

(a) Unit charge

1) Lateral Charge – 4 inch = \$5,000

Lateral Charge – 6 inch = \$7,500

(b) Connection charges shall be subject to an Annual Cost of Living Adjustment.


James Crowell, President


Starr Kilian, Director

First reading: January 24, 2006

Second reading: February 28, 2006

Adoption:

Ayes 4 Noes 0 Abstain 0 Absent 1

Resolution 2006 - 02
Ordinance 91-1 Amendment
Establishing Rates, Rules, and Regulations
For Water service by the
Fieldbrook Community Services District

Be it ordained by the board of directors of the Fieldbrook Glendale Community Services District that Ordinance 91-1 be amended as follows:

ARTICLE 4. Retail Water Service Installation


Sec. 4.6 Connection Charges. The water connection charge shall be \$5,000 per equivalent single family residential dwelling and shall be collected from each applicant requesting a new water service in addition to any processing fees or installation charges. The average monthly water consumption for a single family residential dwelling shall be assumed to be 500 cubic feet per month. The DISTRICT shall compute the actual connection charge for land uses other than single family residential dwellings by converting the average monthly water consumption of that land use into equivalent single family residential units and multiplying that number by the connection charge. Connection charges shall be subject to an Annual Cost of Living Adjustment.

ARTICLE 9. Rates

9.4 Late Fee. Water charges are due and payable at the office of the DISTRICT on the date of mailing the bill to the property owner or agent as designated in the application, and are delinquent twenty business (20) days after post office cancellation date. The balance of the account on the twentieth business day is subject to a ten (10) percent late fee.

9.5 Bi-Monthly Meter Reading-

The DISTRICT may choose to read water meters every other month and continue billing on a monthly cycle. A baseline allowance of 1000 cf of water consumption is included in the base monthly charge. All customers are subject to an additional fee for each 100cf of water metered thereafter.


James Crowell, President


Starr Kilian, Director

First reading: January 24, 2006

Second reading: February 28, 2006

Adoption:

Ayes 4 Noes 0 Abstain 0 Absent 1