



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

Tuesday, April 26, 2022

Fieldbrook Fire Hall & Teleconference
7:30 PM Regular Meeting
AGENDA

A. Roll Call

The Presiding officer will call the meeting to order, and the clerk will call the roll of members to determine the presence of a quorum.

In accordance with the Governor’s Executive Orders N-25-20 and N-29-20 FGCSO Board of Directors shall conduct the district’s business via teleconference. This meeting may be accessed by using the following call-in number: 1- 669-900-9128. When prompted enter the meeting i.d. 849 0788 5446. Please submit public comments in writing 24 hours ahead of the meeting, if possible.

B. Agenda Modification

The Board may adopt/revise the order of the agenda as presented.

C. Public Comments

Regularly scheduled meetings provide an opportunity for members of the public to directly address the FGCSO Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board’s jurisdiction. No action will be taken on non-agenda items.

D. Reports

- 1.1 Wastewater Report
- 1.2 Fire Chief Report
 - 1.2.1 Call/Incident report
- 1.3 District Engineer Report
 - 1.3.1 Muni-meeting report.
 - 1.3.2 Anker Tank Replacement project report.
- 1.4 Safety Report – Ladder Safety
- 1.5 General Manager Report
- 1.6 Director Reports

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.

Tuesday, April 26, 2022

AGENDA

Approval of Minutes

- 2.1 Regular Board Meeting, March 22, 2022.

Correspondence

- 3.1 FGCSO 2021 Consumer Confidence Report.
- 3.2 SDRMA 2023 Property Liability Ins. Estimate.
- 3.3 SDRMA 2023 Worker's Compensation Ins. Estimate.
- 3.4 LAFCO Proposed budget 2022-2023.
- 3.5 LAFCO Notice of Vacancy.
- 3.6 Heidi Benzonelli Alternate Member for LAFCo.

Financial Reports

- 4.1 Interfund Transfers, \$65,132.55 (less \$20,000). Net \$45,132.55.
- 4.2 Check/EFT Payments, (#6807-6834) \$65,067.70
- 4.3 Payroll, \$3,846.30
- 4.4 General Journal Entries, #532-536
- 4.5 Reimbursements, Mileage \$475.03

F. Business Items Action/Information

- 5.1 Quarterly financial reports and budget adjustments. Action.
- 5.2 Annual review of interest rates for interfund loans. Action.
- 5.3 Policy 2300, Emergency Preparedness. Action.
- 5.4 Policy 2305, Emergency Response Guideline for Hostile or Violent Incidents. Action.
- 5.5 Policy 2310, Workers' Compensation. Action.

G. Public Hearings

- 6.1 None.

H. Closed Session

- 7.1 None.

I. Future Agenda Items

- 8.1 Budget Presentation. May.
- 8.2 Certification of Tax Assessment. May.

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

Tuesday, April 26, 2022

AGENDA

J. Adjournment/Announcements

9.1 Next regular meeting, May 24, 2022.

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

HEAT ILLNESS PREVENTION

When outdoor temperatures exceed 80° Cal/OSHA requires employers to have additional prevention measures in place to protect employees from heat illnesses. Everyone can be susceptible to heat illness because it is about temperature, acclimatization, exertion, and hydration. This Safety Talk will help you understand the four types of heat illness and proactive measures you can take to prevent heat illness.

HEAT RASH

Heat rash is typically red clusters of small blisters/pimples on the skin. Usually on the neck, chest, groin, or in elbow creases.

What to do – Take a recovery break in a shady, cool area. Drink slightly cool water and keep rash dry.

HEAT CRAMPS

Cramps, muscle pain, or spasms are felt most in the arms and legs and can even occur after the work has stopped.

What to do – Take a recovery break in a shady, cool area. Drink slightly cool water. Wait for cramps to stop before doing any physical activity. Seek medical help if cramps last more than (1) hour or if you're on a low sodium diet or have heart problems.



HEAT EXHAUSTION

The body becomes overly stressed with symptoms such as:

- Cool, pale, clammy skin
- Heavy sweating
- Fatigue or weakness
- Shortness of breath
- Headache, dizziness, or fainting
- Nausea or vomiting
- Rapid heartbeat and breathing
- Thirst

What to do - Get out of the heat immediately. Loosen/remove clothing. Apply cool water/ice packs to the body. Drink slightly cool water and electrolytes. *Seek medical help.*

HEAT STROKE

This is the most serious stage of heat illness. Symptoms may include:

- Red, hot, dry skin with very little sweating
- High body temperature, 105° F or higher
- Headache, dizziness, confusion
- Nausea or vomiting
- Rapid pulse

What to do

CALL 911 IMMEDIATELY

- ✓ Get to a shady cool area and remove unnecessary clothing
- ✓ Drink slightly cool water if possible
- ✓ Fan vigorously
- ✓ Apply cool water to clothing or skin
- ✓ Apply ice packs under arms, to the neck, back, and groin area

How can you prevent heat illness?

DRINK WATER

The most important thing you can do to prevent heat illness is drink plenty of water!!! The key is to drink water throughout your shift, even when you don't feel thirsty. When working in temperatures of 80° or more, Cal/OSHA requires employers to have one quart of water (4 cups) per hour available for each employee during their shift. Employees should encourage each other to drink water every hour.

ACCLIMATE

Acclimatization is a process where the body needs time to adjust to increased heat exposure. Cal/OSHA requires employers to observe and check in with employees during the acclimatization timeframe (4-14 days).

TAKE RECOVERY BREAKS IN THE SHADE

When working in temperatures of 80° or more, take regular breaks in the shade and drink water. Employees who wait until symptoms appear before seeking shade and recovery are at a higher risk of developing heat illness.



When outdoor temperatures exceed 80°, Cal/OSHA requires employers to have additional prevention measures in place.

ADDITIONAL PREVENTION CONSIDERATIONS

- If possible, wear long sleeves and pants to keep the radiant heat of the sun away from your skin.
- When wearing heavy personal protective equipment, respirators, or when conducting significant exertion pay extra attention to symptoms of heat illness you may be experiencing.
- Check the effects of your medications
- Avoid heavy meals, your body generates heat through digestion
- If you have a chronic disease, such as heart disease or diabetes, check with your doctor for heat illness prevention guidance.

Additional Resources:

- SDRMA Model Heat Illness Prevention Program Template
- Heat Illness Prevention on-line training course through Vector Solutions
- Cal/OSHA [§3395](#), Heat Illness Prevention Regulation
- Cal/OSHA [Heat Illness Prevention Resources](#)

This *Safety Talk* provides awareness level training on heat illness prevention. If this information is unclear or if you have any additional questions, please talk to your supervisor.

Safety Meeting

Date of Meeting: 4/4/22 Leader Name: [Signature]

Instructions:

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)	Name (signature)
1. <u>DAW O'CONNOR</u>	<u>[Signature]</u>
2. <u>Josh Miller</u>	<u>[Signature]</u>
3. <u>Joe Mc</u>	<u>[Signature]</u>
4. <u>Chris Appleton</u>	<u>[Signature]</u>
5. <u>[Signature]</u>	<u>[Signature]</u>
6. <u>Esther Kilian</u>	<u>[Signature]</u>
7. <u>Bruin Hinton</u>	<u>[Signature]</u>
8. <u>DAVID HAM</u>	<u>[Signature]</u>
9. <u>Travis Springer</u>	<u>[Signature]</u>
10. <u>JOHN BRACKLOW</u>	<u>[Signature]</u>
11. <u>Jacob Pounds</u>	<u>[Signature]</u>
12. <u>Jessup Miller</u>	<u>[Signature]</u>
13. <u>Cameron Appleton</u>	<u>[Signature]</u>
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

Attachments: 1. Leader Discussion Guide 2. Safety Meeting Booklet



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

Tuesday, March 22, 2022

Fieldbrook Fire Hall & Teleconference, 7:00 PM Closed Session
7:30 PM Regular Meeting
MINUTES

A. Roll Call

President Roy Sheppard called the closed session meeting to order at 7:00PM. Conference with Legal Counsel – Existing Litigation, Edwards v FGCS, Case No: CV2200214 Board members present were Vice-President Starr Kilian, Director Richard Grissom, and Director Janet Miller. Legal counsel Russ Gans and General Manager Richard Hanger were present. Director Jason Garlick was not present. No action was taken. Legal counsel Russ Gans departed the meeting.

President Roy Sheppard called the regular meeting to order at 7:30 PM. Director Jason Garlick joined the meeting. All other board members and General Manager Richard Hanger remained present. Also present at the regular meeting were Fire Chief Jack Sheppard, and Sewer Technician Grant Weaver. District Engineers Rebecca Crow, and Hannah Gidanian were absent.

B. Agenda Modification

Conference with Legal Counsel – Existing Litigation (§54956.9)” Closed Session Time certain 7:00 PM, Edwards v FGCS, Case No: CV2200214. No action was taken, and the board reconvened to the regular meeting.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver reported he had met with Kim Watson to discuss infiltration between Murphy’s Market and Pump Station One, discussion of “relining” the mainline. Discussion of signage at the station regarding dumping of garbage, appliances, or vehicles, purchase of camera is under evaluation, site visit to 200 Walton Lane, approved auger maintenance, and purchase of First Aid kits.

1.2 Fire Chief Report

1.2.1 Call/Incident report

Tuesday, March 22, 2022

MINUTES

Fire Chief Jack Sheppard reported six medical and one fire call. The department is planning a community open house to discuss hazard preparedness (i.e., tsunami and fire safe council). Measure Z funding may be available for Jaws of Life equipment.

1.3 District Engineer Report – *None.*

1.3.1 Muni-meeting report.

1.3.2 Anker Tank Replacement project report.

1.4 Safety Report – Ladder Safety – *reviewed and filed.*

1.5 General Manager Report – *None.*

1.6 Director Reports – *brief discussion of HC Code enforcement.*

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, February 22, 2022.

Correspondence

3.1 To: City of Arcata, Sewer annual industrial permit report.

Financial Reports

4.1 Interfund Transfers, \$53,996.83 (voided check \$17,741.19)

4.2 Check/EFT Payments, (#6510 replacement check, 6781-6780) \$72,540.55

4.3 Payroll, \$3,516.60.

4.4 General Journal Entries, #527 void, 528-531

4.5 Reimbursements, Mileage \$362.12

4.6 Bad Debt, account #5300.01, \$2,664.58, #980.03, \$3,071.01.

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

F. Business Items Action/Information

5.1 Policy 2200 Disposal Surplus Property or Equipment. Action.

Director Richard Grissom moved to approve Policy 2200 Disposal of Surplus Property or Equipment as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.

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.

Tuesday, March 22, 2022

MINUTES

5.2 Policy 2205 Electronic Resources. Action.

Section 2205.7 was corrected to include “General Manager”. Director Janet Miller moved to approve Policy 2205 Electronic Resources as corrected. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.

5.3 Policy ~~2150~~ 2215 Naming of District Facilities. Action.

Section 2215 (b) was corrected to remove the word “park” from the last sentence. Director Richard Grissom moved to approve the Policy 2215 Naming of District Facilities as corrected. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.

G. Public Hearings

6.1 None.

H. Closed Session

7.1 Conference with Legal Counsel – Existing Litigation (§ 54956.9): Closed Session
Time certain 7:00 PM, Edwards v. FGCSO, Case No.: CV2200214.
No action was taken.

I. Future Agenda Items

8.1 Quarterly financial reports and budget adjustments. April
8.2 Annual review of interest rates for interfund loans. April

J. Adjournment/Announcements

9.1 Next regular meeting, April 26, 2022.
Meeting adjourned at 8:17 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

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2021 Consumer Confidence Report

Water System Name:	Fieldbrook Community Services District (FGCSD)	Report Date:	3/31/2022
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We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2021 and may include earlier monitoring data.

Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse Humboldt Bay Municipal Water District a 828 7th Street, Eureka, CA 95501 or (707) 443-5018 para asistirlo en español.

Type of water source(s) in use:	FGCSD's water is supplied by Humboldt Bay Municipal Water District (HBMWD). HBMWD's source water has been classified by the State Water Resource Control Board (SWRCB) as groundwater <u>not</u> under the direct influence of surface water. The classification is important as to the regulations that a water system must follow to ensure water quality.
Name & general location of source(s):	<p>HBMWD is a regional water wholesaler that supplies the drinking water delivered by FGCSD. HBMWD draws water from wells below the bed of the Mad River northeast of Arcata. This water-bearing ground below the river is called an aquifer. These wells, called Ranney Wells, draw water from the sands and gravel of the aquifer at depths of 60 to 90 feet, thereby providing a natural filtration process. During the summer, this naturally filtered water is disinfected via chlorination and delivered to FGCSD.</p> <p>During the winter, it is further treated at a regional Turbidity Reduction Facility which reduces the occasional turbidity (cloudiness) in the District's source water. While turbidity itself is not a health concern, SWRCB is concerned that at elevated levels, turbidity could potentially interfere with the disinfection process.</p>

Drinking Water Source Assessment information:	<p>A Drinking Water Source Assessment was conducted by the Department of Health Services in August 2002. A copy of this assessment can be obtained at the District office at 828 7th Street Eureka, CA. This assessment found that the source water of the Ranney Wells may be vulnerable to activities that contribute to the release of aluminum and barium. Aluminum is associated with some surface water treatment processes and erosion of natural deposits. Barium is associated with the discharges of oil drilling waste or metal refineries and erosion of natural deposits.</p> <p>HBMWD treats its water and performs annual monitoring and testing, in accordance with SWRCB regulations and requirements, to ensure its water is safe to drink. Additional testing is performed throughout the FGCSD distribution system to verify water quality is maintained before being delivered to your tap. The results from the 2020 monitoring and testing program indicate that our water quality is very high, as has consistently been the case in past years.</p> <p>The tables below list the drinking water contaminants detected during 2021. A detected contaminant is any contaminant detected at or above its Detection Limit for Purposes of Reporting (DLR) (limit is established by SWRCB) or for unregulated contaminants, the Minimum Reporting Level (MRL). The tables show the level of detected contaminants. Contaminants that are not detected, or are detected below the DLR or MRL, are not required to be reported. The tables also show the maximum contaminant levels (MCL) and public health goals (PHG). Definitions for terms used in this report are listed on the next page.</p>
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Time and place of regularly scheduled board meetings for public participation:	Fourth Tuesday of each month at 7:30pm at the Fieldbrook Fire Hall, 4584 Fieldbrook Road
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For more information, contact:	Mario Palmero, Operations Supervisor	Phone:	(707) 822-2918
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TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (U.S. EPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Variations and Exemptions: Permissions from the State Water Resources Control Board (State Board) to exceed an MCL or not comply with a treatment technique under certain conditions.

Level 1 Assessment: A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 Assessment: A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an *E. coli* MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

ND: not detectable at testing limit

NTU: nephelometric turbidity unit (a measure of turbidity)

ppm: parts per million or milligrams per liter (mg/L)

ppb: parts per billion or micrograms per liter ($\mu\text{g/L}$)

ppt: parts per trillion or nanograms per liter (ng/L)

ppq: parts per quadrillion or picogram per liter (pg/L)

pCi/L: picocuries per liter (a measure of radiation)

$\mu\text{S/cm}$: microsiemens per centimeter (a measure of electrical conductivity)

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides* that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- *Radioactive contaminants*, which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1-6 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked. Additional information regarding the violation is provided later in this report.

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA

Microbiological Contaminants	Highest No. of Detections	No. of Months in Violation	MCL	MCLG	Typical Source of Bacteria
Total Coliform Bacteria (state Total Coliform Rule)	(In a month) 0	0	Two or more positive monthly samples	0	Naturally present in the environment
Fecal Coliform or <i>E. coli</i> (state Total Coliform Rule)	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or <i>E. coli</i> positive	0	Human and animal fecal waste
<i>E. coli</i> (federal Revised Total Coliform Rule)	(In the year) 0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER

Lead and Copper	Sample Date	No. of Samples Collected	90 th Percentile Level Detected	No. Sites Exceeding AL	AL	PHG	No. of Schools Requesting Lead Sampling	Typical Source of Contaminant
Lead (ppb)	2020	10	.006	0	15	0.2	0	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	2020	10	.5	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL	PHG (MCLG)	Typical Source of Contaminant
Sodium (ppm)	2021	4.0	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2021	95	N/A	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	MCL [MRDL]	PHG (MCLG) [MRDLG]	Typical Source of Contaminant
TTHM (µg/L) (Total Trihalomethanes)	2021	7.2	N/A	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2021	3.1	N/A	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2021	Average=.468	.37-.89	[MRDL = 4.0 (as Cl ₂)]	[MRDLG = 4.0 (as Cl ₂)]	Drinking water disinfectant added for treatment
Turbidity (NTU)	2020	.57	.02-.57	TT = 5.0 NTU	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (mg/L)	2016	3.9	N/A	500	N/A	Runoff/leaching from natural deposits; seawater influence
Color (units)	2016	5.0	N/A	15	N/A	Naturally-occurring organic materials
Specific Conductance (µS/cm)	2018	130	N/A	1,600	N/A	Substances that form ions when in water
Sulfate (mg/L)	2016	10.0	N/A	500	N/A	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (mg/L)	2016	90	N/A	1,000	N/A	Runoff/leaching from natural deposits
Turbidity (NTU)	2020	.57	.02-.57	5	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system

TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Total Alkalinity (mg/L)	2016	65	N/A	N/A	There are no health concerns related to alkalinity

Unregulated Contaminant Monitoring Rule (UCMR) –Testing Results

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant to the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been four cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), UCMR 3 (2013-2015), and UCMR 4 (2018-2020). UCMR 1 through UCMR 3 tested for a total of 65 constituents. The UCMR 4 consists of testing for 10 cyanotoxins, 20 additional contaminants, and 2 indicators. Below are the constituents within the previous five years that were detected above the minimum reporting level in the most recent tests. Information on the potential health effects are also included.

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA5 (µg/L) [Sum of 5 Haloacetic Acids]	2019	11.7	N/A	60 µg/L	Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2019	1.95	N/A	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2019	13.65	N/A	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Total Organic Carbon (µg/L)	2019	1100	1100-100	N/A	Indicator of the potential to form haloacetic acids during water treatment. Total Organic Carbon has no known health effect.

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Humboldt Bay Municipal Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at <http://www.epa.gov/lead>.

Summary Information for Operating Under a Variance or Exemption

HBMWD's source water has been classified by the State Water Resource Control Board (SWRCB) as groundwater, not under the direct influence of surface water. The classification is important as to the regulations that a water system must follow to ensure water quality. In 2009, HBMWD requested the water system be exempt from triggered source groundwater monitoring under the Groundwater Rule because the system consistently achieves 4-log virus inactivation prior to their first service connection. The California Department of Public Health concurred and approved the requested exemption.

March 25, 2022

Fieldbrook Glendale Community Services District
Mr. Richard Hanger
General Manager
Post Office Box 2715
McKinleyville, California 95519

Re: 2022-23 Property/Liability Early Budget Estimates

Dear Mr. Hanger,

In preparation for the 2022-23 Property/Liability Program renewal on July 1, 2022, we sent our program members preliminary renewal contribution estimates in January 2022. This was to help with budget planning for the 2022-23 fiscal year.

Since January, we have received your 2022-23 Renewal Questionnaire and updated information from our insurance brokers. We will continue to provide updates as we obtain renewal cost information from our program excess/reinsurers over the next few months. **Final contribution amounts will not be confirmed until we issue the 2022-23 renewal invoices in June.**

Your agency's Property/Liability 2022-23 updated estimated contribution is **\$17,629 to \$17,867** based on the following assumptions:

- Pool reinsurance rate increases of 15% to 20% based on early estimates from our reinsurance brokers
- **1** Credit Incentive Program (CIP) points for 2021-22 that your agency currently has on record (excluding Vector Solutions on-line training that will be finalized on 4/1/2022)

This budget estimate is specifically provided to assist you with preliminary budgeting and is NOT a renewal indication, renewal quote, or a "not-to-exceed" contribution. The final renewal contribution amount may be in excess of this estimate depending on the changing conditions of the insurance market over the next few months. Since we do not have the 2022-23 renewal rates from the program excess/reinsurers, we recommend you budget towards the upper end of the range, plus any differences in exposure or losses which have not yet been reported to SDRMA.

Members considering withdrawal from coverage with SDRMA for the 2022-23 program year are required to submit a **"Notice of Intent to Withdraw" by April 1, 2022**, in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. If you

have any questions about withdrawing from our program, please contact Ellen Doughty at edoughty@sdrma.org or 800.537.7790. **Withdrawal notices received after April 1, 2022, cannot be accepted based on the SDRMA Bylaws and Joint Powers Agreement.**

On behalf of the SDRMA Board of Directors and our entire risk management team, we thank you for your continued participation in our programs. If you have any questions, please contact us at memberplus@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority

A handwritten signature in black ink that reads "Laura S. Gill". The signature is written in a cursive, flowing style.

Laura S. Gill, ARM, ARM-P, CSDM
Chief Executive Officer

March 25, 2022

Mr. Richard Hanger
General Manager
Fieldbrook Glendale Community Services District
Post Office Box 2715
McKinleyville, California 95519

Re: 2022-23 Workers' Compensation Renewal Estimate

Dear Mr. Hanger,

We sincerely appreciate your continued support of SDRMA and patience in waiting for the 2022-23 rates while we are working on obtaining renewal costs from the program excess/reinsurer carriers. In an effort to help your agency with budget planning for the 2022-23 fiscal year, we are providing you with a 2022-23 Workers' Compensation renewal estimate. **Final contribution amounts will not be confirmed until we issue the 2022-23 renewal invoices in May.**

The following Workers' Compensation 2022-23 estimated renewal contribution is **\$6,096**, based on the following assumptions:

- Estimated payroll submitted on the 2022-23 Renewal Questionnaire
- Your agency's 2022-23 Experience Modification Factor (EMOD) of 90%
- **6 Credit Incentive Program (CIP) points** for 2021-22 that your agency currently has on record (excluding Vector Solutions on-line training that will be finalized on 4/1/2022)
- Longevity Distribution of **\$1,309.00**

The SDRMA Board approved a FY 2021-22 longevity distribution of **\$2,896,501**. This action marks the thirteenth consecutive year of longevity distributions. Members eligible to receive a longevity distribution at renewal must have been members of the Workers' Compensation Program for not less than three full program years as of June 30, 2021 and have a calculated EMOD of 150% or lower or a 10-year loss ratio of 1.00 or less. The longevity distribution may be declared by the SDRMA Board each year only after all Board policy reserve requirements have been met. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

Other Important Items to Note:

- Members receive an automatic Multi-Program Discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- Your annual contribution provides your agency with access to safety and loss prevention resources, and trainings that are provided at no additional cost, including Vector Solutions, ergonomic assessments, discounted CSDA Conferences and trainings, free CSDA webinars, and safety DVDs.
- Members considering withdrawal from coverage with SDRMA for the 2022-23 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. Members not renewing coverage for 2022-23 will be ineligible to receive the longevity distribution credit recently approved by the Board. If you have any questions about withdrawing from our program, please contact Ellen Doughty at edoughty@sdrma.org or 800.537.7790. **Withdrawal notices received after April 1, 2022, cannot be accepted based on the SDRMA Bylaws and Joint Powers Agreement.**

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact our Finance Department at accounting@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority



Laura S. Gill
Chief Executive Officer



1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafo.org

DATE: March 22, 2022
TO: Humboldt County Administrative Officer
City Managers
Independent Special District Managers
FROM: Colette Santsche, Executive Officer
SUBJECT: **Proposed LAFCo Budget for Fiscal Year 2022-23**

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1st and a final budget by June 15th, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2022-23, as adopted by the Commission on March 16, 2022, is enclosed. The full staff report and work plan as presented at the proposed budget hearing in March can be viewed at: <https://humboldtlafo.org/agendas-minutes-2022/>. The Commission's operating expenses for fiscal year 2022-23 accommodate the following activities:

- Increases to expense categories for insurance and professional services.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing a 3% increase in member contributions for a total of \$130,200. This would be apportioned to the seven cities, 48 independent special districts, and the County.

The Commission will consider adopting its final budget at a public hearing on May 18, 2022 at 9:00 a.m. via Zoom webinar.

LAFCo requests comments on the proposed budget by Friday, May 6, 2022. Comments may be mailed to 1125 16th Street, Suite 202, Arcata, CA 95521, or e-mailed to colettem@humboldtlafo.org. Please contact LAFCo staff at (707) 445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller

Humboldt LAFCo Operating Budget

Revenues:

		FY 2020-2021			FY 2021-2022	FY 2021-2022	FY 2022-2023
<u>Account</u>	<u>Revenue Category</u>	Amended	Year End Actual	Difference Under/ (Over)	Adopted	8 Month Actual	Proposed
800870	Charges for Services	\$181,300	\$27,011	\$154,290	\$181,300	\$131,613	\$185,200
	County	\$42,100	\$42,100	\$0	\$42,100	\$42,100	\$43,400
	Cities	\$42,100	\$42,100	\$0	\$42,100	\$42,100	\$43,400
	Special Districts	\$42,100	\$41,856	\$244	\$42,100	\$41,939	\$43,400
	Application Fees	\$55,000	\$27,011	\$27,990	\$55,000	\$5,475	\$55,000
401000	Interest	\$1,230	\$385	\$845	\$1,230	\$0	\$2,510
	REVENUE SUBTOTAL	\$182,530	\$153,451	\$29,079	\$182,530	\$131,613	\$187,710

Operating Expenses:

		FY 2020-2021			FY 2021-2022	FY 2021-2022	FY 2022-2023
<u>Account</u>	<u>Expense Category</u>	Amended	Year End Actual	Difference Under/ (Over)	Adopted	8 Month Actual	Proposed
2106	Communications	\$160	\$155	\$5	\$160	\$104	\$160
2110	Insurance	\$3,320	\$2,782	\$538	\$3,320	\$2,893	\$3,600
2115	Memberships	\$4,750	\$4,533	\$217	\$4,750	\$4,150	\$4,750
2117	Office Supplies	\$600	\$122	\$478	\$600	\$220	\$500
2118	Professional & Special Services	\$166,800	\$160,648	\$6,152	\$160,900	\$65,383	\$165,900
	Legal Services	\$5,000	\$3,276.00	\$1,724	\$5,000	\$1,170	\$5,000
	Application Processing	\$55,000	\$53,867.97	\$1,132	\$55,000	\$19,242	\$55,000
	Basic Services-EO/Clerk	\$55,000	\$51,503.50	\$3,497	\$55,000	\$25,477	\$55,000
	MSRs/SOs	\$50,900	\$50,859.00	\$41	\$45,000	\$18,793	\$50,000
	Website Services	\$200	\$121.20	\$79	\$200	\$121	\$200
	Meeting Exp/Stipends	\$700	\$1,020.00	-\$320	\$700	\$580	\$700
2119	Publications & Legal Notices	\$1,500	\$2,016	-\$516	\$1,500	\$494	\$1,500
2121	Rents & Leases - Structures	\$5,400	\$5,400	\$0	\$5,400	\$3,600	\$5,400
2125	Transportation & Travel	\$0	\$0	\$0	\$5,900	\$710	\$5,900
	Mileage/Travel (In-County)	\$0	\$0	\$0	\$800	\$0	\$800
	Mileage/Travel (Out-of-County)	\$0	\$0	\$0	\$2,600	\$710	\$2,600
	Conference Registration	\$0	\$0	\$0	\$2,500	\$0	\$2,500
	Contingency/ Carryover	-	-	-	-	-	-
2020	Contingency	-	-	-	-	-	-
	Contingency Total	-	-	-	-	-	-
	EXPENSE SUBTOTAL	\$ 182,530	\$ 175,656		\$ 182,530	\$ 77,553	\$187,710

Operating Difference

(Negative Balance Indicates Use of Reserves)

\$ -	\$ (22,205.09)	\$ -	\$ 54,060.07	\$ -
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Unreserved/Unrestricted Fund Balance

Beginning	\$87,090.53
Ending	\$64,885.44



HUMBOLDT

Local Agency Formation Commission

1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlaaco.org

Date: March 11, 2022
To: Humboldt County Special Districts
City Managers
From: Colette Santsche, Executive Officer
Subject: Notice of Vacancy – Alternate Public Member

The term of office for one alternate public member on LAFCo expires on June 30, 2022. All terms are four years and end on June 30. There are no term limits.

Current Public Member Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Alie O. Lee	2020 - 2024
Alternate Member	Alan 'Skip' Jorgensen	2018 - 2022

Humboldt LAFCo has begun the process of selecting an alternate public member to serve on the commission from July 1, 2022 to June 30, 2026. The alternate public member fully participates in the discussion and deliberation at LAFCo meetings and votes in the event the regular public member is absent or otherwise excused.

The alternate public member must be a resident of Humboldt County. No person may serve as the regular or alternate public member of LAFCo who at the same time is an officer or employee of a local public agency or who is a member of a public board, commission, or committee that has the authority to make advisory or final decisions on matters relating to land use or the provision of services.

In order to help publicize the alternate public member vacancy and encourage more responses from communities throughout the county, we are providing you with the included press release. As members of your local communities, we are hoping that you can post the press release and inform potentially interested or well-suited persons about the vacancy and encourage application submittals. The alternate public member application can be found online at humboldtlaaco.org.

The deadline for submitting public member applications is Friday, June 17, 2022. Any application that is submitted after the deadline will not be considered. The commission will be scheduling interviews during late June and/or early July with final selection scheduled for the July 20th regular commission meeting.



HUMBOLDT

Local Agency Formation Commission

1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafo.org

PRESS RELEASE

NOTICE OF VACANCY

PUBLIC MEMBER

The Humboldt Local Agency Formation Commission (LAFCo) invites interested persons to apply for the position of alternate public member on the Commission. The alternate public member fully participates in the discussion and deliberation at LAFCo meetings. The alternate public member is also expected to vote in place of the regular public member at meetings during which the regular public member is absent or otherwise excused. LAFCo meetings are held at least six times per year on the third Wednesday of odd-numbered months in the Board Chambers at the County Courthouse in Eureka or virtually as necessary during the state of emergency. The four-year term for the alternate public member runs through June 30, 2026.

LAFCo is an independent government agency created in each county by the California State Legislature in 1963. LAFCo is responsible for facilitating changes in local governmental structure and boundaries that fosters orderly growth and development, promotes the efficient delivery of services, and encourages the preservation of open space and agricultural lands. Most notably, this includes approving or disapproving boundary change proposals, such as annexations and detachments, consistent with adopted spheres of influence for cities and special districts.

The alternate public member must be a resident of Humboldt County. No person may serve as the alternate public member of LAFCo who at the same time is an officer or employee of a local public agency or who is a member of a public board, commission, or committee that has the authority to make advisory or final decisions on matters relating to land use or the provision of services.

To obtain an application, please visit LAFCo's website at www.humboldtlafo.org or call 707-445-7508. A completed application form must be returned to the LAFCo Office no later than 5:00 p.m. on June 17, 2022. LAFCo will consider the appointment of the alternate public member at its meeting on July 20, 2022. For additional information, please contact krystleh@humboldtlafo.org.

Humboldt LAFCo will be considering the appointment of a public member to serve on the Commission through June 30, 2026. The alternate member fully participates in the discussion and deliberation at LAFCo meetings and votes in the event the regular public member is absent or otherwise excused.

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

March 31, 2022

Board of Directors for
Fieldbrook-Glendale Community Services District
PO Box 2715
McKinleyville, CA 95519

Subject: Upcoming Election for Special District Members to Serve on LAFCo

Dear Board Members,

My Name is Heidi Benzonelli, and I am seeking selection as a Special District Alternate Member for the Local Agency Formation Commission.

I am the Vice President of the Humboldt Community Services District Board of Directors; I have lived in Humboldt for 39 years and moved here after discovering the natural beauty and unique culture of our community. I have worked in Energy Conservation and Renewable Energy for the Redwood Coast Energy Authority, in Water, Wastewater for the Manila Community Services District and have spent the last 10 years in Community Improvement helping found the Westside Community Improvement Association where we remain the feedback loop focusing on the residents' desires for a healthy, safe and livable community.

I am uniquely qualified because I am "playing the long game". Resident's visions for the future of their community and government requirements such as RHNA must be balanced with environmental stewardship and economic development in order to assure the long-term sustainability of these plans. If we are planning for 5-10 years or the next iteration of a general plan, we are not considering problems we may be creating for the future of our community and the planet. With a background in Environmental Resources Engineering, a Masters of Business Administration, a passion for community organizing, and a commitment to present and future residents. I am a fit for LAFCo.

When you receive your ballot, please consider voting for me as a LAFCo Special District Alternate Member.

In Service,



Heidi Benzonelli
HCSD Board Vice-President



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

April 26, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$45,132.55
To: Water Checking \$45,132.55

4/26/2022	
Check Register	\$ 27,621.49
#6807-6834	\$ 65,067.70
Deposit	\$ (9,173.98)
Deposit	\$ (28,272.23)
Transfer Totals	\$ (45,132.55)
Anker Tank Project	\$ 239.00
Fire	\$ 1,232.40
Sewer	\$ 21,773.21
Water	\$ 41,887.94
Reduce Water Transfer	\$ (20,000.00)
Gross Pay	\$ 3,846.30
<Net Pay>	\$ (2,945.74)
Empr. Taxes	\$ 329.45
Adjustments	
EDD	\$ (194.68)
EDD	\$ (56.25)
IRS	\$ (946.06)
Water Adj	\$ 31.83
Reconciliation	\$ (45,067.70)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of April 26, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							
Bill	04/04/2022	380-0...	Anker T...	5810.99 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	239.00	0.00 239.00
Total Anker Tank Replacement						239.00	239.00
Interfund Expenses/Fire							
Bill	03/23/2022	P1-70...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1.00	206.67 207.67
Bill	03/25/2022	8846-...	Interfun...	5150.05 · Air Med Care (Air Med Care Insuran...	Fire Depart...	17.00	224.67
Bill	03/25/2022	12390	Interfun...	5250 · Dues & Memberships	Fire Depart...	14.17	238.84
Bill	03/30/2022	99012...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.20	355.04
Bill	03/31/2022	March...	Interfun...	5335 · Water (Water)	Fire Depart...	54.06	409.10
Bill	03/31/2022	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	187.13	596.23
Bill	03/31/2022	CL 22...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	147.16	743.39
Bill	04/05/2022	April 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	155.43	898.82
Bill	04/05/2022	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	117.79	1,016.61
Bill	04/22/2022	April 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...)	Fire Depart...	50.00	1,066.61
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Fire Depart...	146.52	1,213.13
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.04	1,213.17
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.08	1,222.25
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.12	1,224.37
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.55	1,224.92
Bill	04/22/2022	April 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	7.48	1,232.40
Total Interfund Expenses/Fire						1,025.73	1,232.40
Interfund Expenses/Sewer							
Bill	03/23/2022	P1-70...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	4.00	257.22 257.22
Bill	03/30/2022	99012...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.24	280.46
Check	03/31/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.80	298.26
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	445.56	743.82
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	353.02	1,096.84
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	2,197.36	3,294.20
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	167.28	3,461.48
Bill	03/31/2022	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	43.94	3,505.42
Bill	03/31/2022	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	541.52	4,046.94
Bill	03/31/2022	64223	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	86.79	4,133.73
Bill	03/31/2022	PEND...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	13,653.29	17,787.02
Bill	03/31/2022	PEND...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	17,847.51
Bill	04/04/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	577.50	18,425.01
Bill	04/04/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	30.00	18,455.01
Paycheck	04/22/2022	6835	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,648.50	20,103.51
Paycheck	04/22/2022	6835	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.65	20,105.16
Paycheck	04/22/2022	6835	Interfun...	6560 · Payroll Expenses	Enterprise:S...	102.21	20,207.37
Paycheck	04/22/2022	6835	Interfun...	6560 · Payroll Expenses	Enterprise:S...	23.91	20,231.28
Paycheck	04/22/2022	6835	Interfun...	6560 · Payroll Expenses	Enterprise:S...	24.73	20,256.01
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,025.64	21,281.65
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.26	21,281.91
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:S...	63.59	21,345.50
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.87	21,360.37
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.86	21,364.23
Bill	04/22/2022	April 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	350.42	21,714.65
Bill	04/22/2022	April 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	58.56	21,773.21
Total Interfund Expenses/Sewer						21,519.99	21,773.21
Interfund Expenses/Water							
Bill	03/23/2022	P1-70...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	1.00	285.05 286.05
Check	03/31/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.20	308.25
Bill	03/31/2022	March...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	1,249.09
Bill	03/31/2022	March...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	13,756.49
Bill	03/31/2022	March...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,448.72	15,205.21
Bill	03/31/2022	March...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	15,929.76
Bill	03/31/2022	March...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	15,924.01
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	596.12	16,520.13
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	472.31	16,992.44
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	2,939.91	19,932.35
Bill	03/31/2022	March...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	223.82	20,156.17
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	9,590.04	29,746.21
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,167.35	30,913.56
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	285.00	31,198.56
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	268.19	31,466.75
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	689.20	32,155.95
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	328.25	32,484.20
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	56.25	32,540.45
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	344.60	32,885.05
Bill	03/31/2022	March...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	107.87	32,992.92
Bill	03/31/2022	March...	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:...	3,580.34	36,573.26
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	45.00	36,618.26
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	38.00	36,656.26

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of April 26, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	277.50	36,933.76
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	360.00	37,293.76
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	90.00	37,383.76
Bill	03/31/2022	49823	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	651.53	38,035.29
Bill	03/31/2022	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	52.28	38,087.57
Bill	03/31/2022	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	27.70	38,115.27
Bill	03/31/2022	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	1,098.65	39,213.92
Bill	03/31/2022	64223	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	108.23	39,322.15
Bill	04/04/2022	380-0...	Interfun...	5121.5 · Reimbursable Engineering Exp (Rei...	Enterprise:...	648.50	39,970.65
Bill	04/04/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	482.50	40,453.15
Bill	04/04/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	18.00	40,471.15
Bill	04/22/2022	April 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	40,521.15
Bill	04/22/2022	April 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	40,571.15
Bill	04/22/2022	April 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	40,621.15
Bill	04/22/2022	April 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	40,671.15
Bill	04/22/2022	April 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	40,721.15
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,025.64	41,746.79
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.25	41,747.04
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:...	63.59	41,810.63
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.88	41,825.51
Paycheck	04/22/2022	6836	Interfun...	6560 · Payroll Expenses	Enterprise:...	3.86	41,829.37
Bill	04/22/2022	April 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	58.57	41,887.94
Total Interfund Expenses/Water						41,602.89	41,887.94
TOTAL						64,387.61	65,132.55

Fieldbrook Glendale Community Services District
Check Register for this Month
March 23 through April 26, 2022

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Union				
1012 · General Fund Checking				
1015 · Water Dept Checking				
Bill Pmt -Check	03/23/2022	6806	AT&T	-117.88
Bill Pmt -Check	03/23/2022	6807	Silke Communications	-392.50
Bill Pmt -Check	03/23/2022	6808	ACE Hardware	-8.02
Bill Pmt -Check	03/25/2022	E-Pay	Intuit Quick Books	-6.00
Check	03/31/2022	E-Pay	Coast Central Credit ...	-40.00
Transfer	03/31/2022			9,173.98
Payment	03/31/2022		Fieldbrook Customer -...	28,272.23
Bill Pmt -Check	04/04/2022	E-Pay	Verizon	-139.44
Bill Pmt -Check	04/07/2022	E-Pay	XPress Bill Pay	-195.02
Bill Pmt -Check	04/07/2022	6809	ACE Hardware	-4.83
Bill Pmt -Check	04/07/2022	6810	Air Med Care Network	0.00
Bill Pmt -Check	04/07/2022	6811	AT&T	-117.79
Bill Pmt -Check	04/07/2022	6812	Chase - J.P. Morgan	0.00
Bill Pmt -Check	04/07/2022	6813	CSFA	-14.17
Bill Pmt -Check	04/07/2022	6814	Fieldbrook Glendale C...	-54.06
Bill Pmt -Check	04/07/2022	6815	GHD, Inc	-1,995.50
Bill Pmt -Check	04/07/2022	6816	Humboldt Bay M&O	-23,812.47
Bill Pmt -Check	04/07/2022	6817	Humboldt Bay Munici...	-15,615.76
Bill Pmt -Check	04/07/2022	6818	Mitchell Law Firm, LLP	-1,462.03
Bill Pmt -Check	04/07/2022	6819	Napa Auto Parts	-189.88
Bill Pmt -Check	04/07/2022	6820	PG&E	-1,951.22
Bill Pmt -Check	04/07/2022	6821	Sudden Link	-155.43
Bill Pmt -Check	04/07/2022	6822	Valley Pacific	-147.16
Bill Pmt -Check	04/07/2022	6823	Air Med Care Network	-17.00
Liability Check	04/12/2022	E-pay	EDD	-194.68
Liability Check	04/12/2022	E-pay	EDD	-56.25
Liability Check	04/12/2022	E-pay	United States Treasury	-946.06
Bill Pmt -Check	04/12/2022	6824	City of Arcata	-13,713.78
Paycheck	04/22/2022	6835	Grant Weaver	-1,424.24
Paycheck	04/22/2022	6836	Richard A Hanger	-1,521.50
Bill Pmt -Check	04/22/2022	6825	Jack Sheppard	-50.00
Bill Pmt -Check	04/22/2022	6826	Janet Miller	-50.00
Bill Pmt -Check	04/22/2022	6827	Jason Garlick	-50.00
Bill Pmt -Check	04/22/2022	6828	Rich Grissom	-50.00
Bill Pmt -Check	04/22/2022	6829	Roy Sheppard	-50.00
Bill Pmt -Check	04/22/2022	6830	Starr Kilian	-50.00
Check	04/22/2022	6831	Void Check	0.00
Check	04/22/2022	6832	Void Check	0.00
Bill Pmt -Check	04/22/2022	6833	Grant Weaver.	-350.42
Bill Pmt -Check	04/22/2022	6834	Richard A. Hanger	-124.61
Total 1015 · Water Dept Checking				-27,621.49
Total 1012 · General Fund Checking				-27,621.49
Total 1000 · Coast Central Credit Union				-27,621.49
TOTAL				-27,621.49

Fieldbrook Glendale Community Services District

Payroll Summary

March 23 through April 26, 2022

	Grant Weaver			Richard A Hanger			TOTAL		
	Hou...	Rate	Mar 23 - Apr 26, 22	Hou...	Rate	Mar 23 - Apr 26, 22	Hou...	Rate	Mar 23 - Apr 26, 22
Employee Wages, Taxes and Adjustments									
Gross Pay									
Hourly Rate	50	32.97	1,648.50	60	36.63	2,197.80	*****		3,846.30
Hourly Sick		32.97	0.00		36.63	0.00			0.00
Total Gross Pay	50		1,648.50	60		2,197.80	*****		3,846.30
Adjusted Gross Pay	50		1,648.50	60		2,197.80	*****		3,846.30
Taxes Withheld									
Federal Withholding			-80.00			-328.00			-408.00
Medicare Employee			-23.91			-31.87			-55.78
Social Security Employee			-102.21			-136.26			-238.47
CA - Withholding			0.00			-156.00			-156.00
CA - Disability Employee			-18.14			-24.17			-42.31
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-224.26			-676.30			-900.56
Net Pay	50		1,424.24	60		1,521.50	*****		2,945.74
Employer Taxes and Contributions									
Medicare Company			23.91			31.87			55.78
Social Security Company			102.21			136.26			238.47
CA - Unemployment Company			24.73			8.27			33.00
CA - Employment Training Tax			1.65			0.55			2.20
Total Employer Taxes and Contributions			152.50			176.95			329.45

**Fieldbrook Glendale Community Services District
Journal**

March 23 through April 26, 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
18945	General Journal	03/23/2022	532		Reconcile Interfund Payments	1028 · Sewer Asset - Cash	23.24	
					Reconcile Interfund Payments	1027 · Water Asset - Cash		139.44
					Reconcile Interfund Payments	1029 · Fire Asset - Cash	116.20	
							139.44	139.44
18970	General Journal	03/31/2022			VOID:	5590 · Bad Debts	0.00	
					VOID:	1027 · Water Asset - Cash	0.00	
							0.00	0.00
18971	General Journal	03/31/2022	535	Fieldbroo...	Barrick Bad Debt	5590.04 · Uncollectable (Un...	2,664.58	
					Barrick Bad Debt	1210 · A/R Water		2,664.58
							2,664.58	2,664.58
19039	General Journal	04/22/2022	536		Monthly Depreciation	5350 · Depreciation Expens...	15,558.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,671.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		7,559.00
					Monthly Depreciation	1730 · Fire Accumulated De...		4,328.00
							15,558.00	15,558.00
TOTAL							18,362.02	18,362.02

Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.585
 Total Mileage 213
 Total Reimbursement \$ 124.61

Date	Description/Notes	Mileage
3/22/2022	Board Meeting	42
4/1/2022	Mail	42
4/8/2022	Mail	42
4/15/2022	Mail	42
4/22/2022	Mail & Royal Gold	45

Fee Calculation based on 2022	
Budgeted expenses	
Total Amount	\$ 124.61
47% Water	\$ 58.56
47% Sewer	\$ 58.56
6% Fire	\$ 7.48

Requester signature
 Approval

Date
 Date

Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.585
Total Mileage 599
Total Reimbursement \$ 350.42

Date	Description/Notes	Mileage
4/22/2022	Mileage for 03/17/22 - 04/20/22	599

Requester signature

Approval

Date

Date



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

Fieldbrook Glendale Community Services District
Quarterly Water Budget Adjustments
July 2021 through June 2022

	Adjustments				August 2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4100 · Water Revenue								
4110 · Domestic Water Revenue	\$ (2,739)	\$ (4,209)	\$ 7,144		\$ 196	\$ 416,101	\$ 416,297	0.0%
4115 · Late Fees - Water	\$ 1,834	\$ 2,732	\$ 7,431		\$ 11,997	\$ 7,200	\$ 19,197	62.5%
4120 · Business Water Revenue	\$ 2,274	\$ (1,680)	\$ 58		\$ 652	\$ 79,167	\$ 79,819	0.8%
4130 · Fire Suppression Water Revenue	\$ 330	\$ 41	\$ 81		\$ 452	\$ 2,184	\$ 2,636	17.1%
4135 · Benefit Zone 1-Water Revenue	\$ 75	\$ (85)	\$ 362		\$ 352	\$ 25,794	\$ 26,146	1.3%
4140 · Water Installation Charges	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
4150 · Water Processing Fees	\$ 140	\$ -	\$ (175)		\$ (35)	\$ 1,120	\$ 1,085	-3.2%
4156 · Water Reimbursement Income	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
4157 · Water Misc. Chg.	\$ -	\$ -	\$ 938		\$ 938	\$ -	\$ 938	0.0%
4160 · Water Other Revenue	\$ 170	\$ -	\$ 277		\$ 447	\$ -	\$ 447	0.0%
Total 4100 · Water Revenue	\$ 2,084	\$ (3,201)	\$ 16,116	\$ -	\$ 14,999	\$ 531,566	\$ 546,565	2.7%
Cost of Goods Sold								
50000 · Purchased Water	\$ 2,403	\$ 333	\$ 307		\$ 3,043	\$ 186,847	\$ 189,890	1.6%
Net Revenue less COGS	\$ (319)	\$ (3,534)	\$ 15,809	\$ -	\$ 11,956	\$ 344,719	\$ 356,675	3.4%
Operating Expense								
5050 · Director Fees	\$ -	\$ -	\$ -		\$ -	\$ 2,995	\$ 2,995	0.0%
5100 · Contract Labor/Admin	\$ 15,507	\$ 15,493	\$ (9,623)		\$ 21,377	\$ 263,501	\$ 284,878	7.5%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -	\$ 253		\$ 253	\$ 210	\$ 463	54.6%
5150 · Insurance Expense	\$ (16)	\$ -	\$ -		\$ (16)	\$ 3,764	\$ 3,748	-0.4%
5200 · Professional Services	\$ -	\$ 950	\$ 1,463		\$ 2,413	\$ 5,633	\$ 8,046	30.0%
5250 · Dues & Memberships	\$ 100	\$ (33)	\$ -		\$ 67	\$ 1,001	\$ 1,068	6.3%
5300 · Utilities	\$ 449	\$ 889	\$ 2,434		\$ 3,772	\$ 12,250	\$ 16,022	23.5%
5360 · Transportation & Travel		\$ 322	\$ 11		\$ 333	\$ -	\$ 333	100.0%
5370 · Property Taxes	\$ -	\$ -	\$ -		\$ -	\$ 225	\$ 225	0.0%
5380 · Supplies	\$ 473	\$ 2,672	\$ 334		\$ 3,479	\$ 1,903	\$ 5,382	64.6%
5400 · Maintenance Expenses	\$ -	\$ 5,056	\$ 6,971		\$ 12,027	\$ 16,444	\$ 28,471	42.2%
5550 · Equipment	\$ -	\$ -	\$ 228		\$ 228	\$ 250	\$ 478	47.7%
5590 · Bad Debts	\$ -	\$ 3	\$ 2,664		\$ 2,667	\$ 5,280	\$ 7,947	33.6%
5625 · Bank Charges	\$ 107	\$ 33	\$ 185		\$ 325	\$ 3,000	\$ 3,325	9.8%
5700 · Licenses & Fees	\$ (29)	\$ 958	\$ -		\$ 929	\$ 4,167	\$ 5,096	18.2%
6560 · Payroll Expenses	\$ 1	\$ 2	\$ 349		\$ 352	\$ 12,488	\$ 12,840	2.7%
Total Expense	\$ 16,592	\$ 26,345	\$ 5,269		\$ 48,206	\$ 333,111	\$ 381,317	12.6%
Net Ordinary Revenue	\$ (16,911)	\$ (29,879)	\$ 10,540	\$ -	\$ (36,250)	\$ 11,608	\$ (24,642)	147.1%
Other Revenue								
4394 · Grant Income	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
4900 · Interest Earnings	\$ (30)	\$ (49)	\$ (69)		\$ (148)	\$ 10,457	\$ 10,309	-1.4%
4950 · Connection Fees	\$ -	\$ -	\$ -		\$ -	\$ 10,981	\$ 10,981	0.0%
Total Other Revenue	\$ (30)	\$ (49)	\$ (69)		\$ (148)	\$ 21,438	\$ 21,290	-0.7%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -		\$ -	\$ 44,052	\$ 44,052	0.0%
5650 · Interest Expense	\$ 580	\$ -	\$ -		\$ 580	\$ 11,668	\$ 12,248	4.7%
5810 · Water Grant Expenses	\$ -	\$ -	\$ -		\$ -	\$ -	\$ -	0.0%
Total Other Expense	\$ 580	\$ -	\$ 56,300		\$ 580	\$ 55,720	\$ 56,300	1.0%
Net Other Revenue	\$ (610)	\$ (49)	\$ (56,369)	\$ -	\$ (728)	\$ (34,282)	\$ (35,010)	2.1%
Net Revenue	\$ (17,521)	\$ (29,928)	\$ (45,829)		\$ (36,978)	\$ (22,674)	\$ (59,652)	62.0%

Fieldbrook Glendale Community Services District
Quarterly Wastewater Budget Adjustments
July 2021 through June 2022

	Adjustments				08/25/2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4200 · Wastewater Revenue								
4210 · Domestic Wastewater Revenue	\$ (1,260)	\$ (618)	\$ 2,419		\$ 541	\$ 287,968	\$ 288,509	0.2%
4215 · Late Fees - Wastewater	\$ 811	\$ 1,766	\$ 584		\$ 3,161	\$ 7,200	\$ 10,361	30.5%
4220 · Business Wastewater Revenue	\$ 792	\$ (777)	\$ 976		\$ 991	\$ 109,129	\$ 110,120	0.9%
4250 · Wastewater Processing Fees	\$ 35	\$ (105)	\$ (35)		\$ (105)	\$ 420	\$ 315	-33.3%
4252 · Wastewater Permit Fees	\$ -	\$ -	\$ 850		\$ 850	\$ 1,150	\$ 2,000	42.5%
4256 · Wastewater Reimbursement	\$ -	\$ -	\$ 3,463		\$ 3,463	\$ -	\$ 3,463	100.0%
Total 4100 · Wastewater Revenue	\$ 378	\$ 266	\$ 8,257		\$ 8,901	\$ 405,867	\$ 414,768	2.1%
Cost of Goods Sold								
50000 · Sewer Treatment	\$ (1,297)	\$ 4,108	\$ (33,150)		\$ (30,339)	\$ 205,255	\$ 174,916	-17.3%
Net Revenue less COGS	\$ 1,675	\$ (3,842)	\$ 41,407	\$ -	\$ 39,240	\$ 200,612	\$ 239,852	16.4%
Operating Expense								
5100 · Contract Labor/Admin	\$ 7,779	\$ (176)	\$ 816		\$ 8,419	\$ 48,560	\$ 56,979	14.8%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -	\$ 253		\$ 253	\$ 210	\$ 463	54.6%
5150 · Insurance Expense	\$ 49	\$ -	\$ -		\$ 49	\$ 2,712	\$ 2,761	1.8%
5200 · Professional Services	\$ -	\$ 950	\$ 1,005		\$ 1,955	\$ 5,633	\$ 7,588	25.8%
5250 · Dues & Memberships	\$ -	\$ 67	\$ -		\$ 67	\$ 1,001	\$ 1,068	6.3%
5300 · Utilities	\$ (109)	\$ (770)	\$ (327)		\$ (1,206)	\$ 8,554	\$ 7,348	-16.4%
5360 · Fuel (Generator)/Mileage	\$ -	\$ 2,786	\$ (236)		\$ 2,550	\$ 500	\$ 3,050	83.6%
5370 · Property Taxes	\$ 750	\$ -	\$ -		\$ 750	\$ 324	\$ 1,074	69.8%
5380 · Supplies	\$ 514	\$ 1,715	\$ 422		\$ 2,651	\$ 1,800	\$ 4,451	59.6%
5400 · Maintenance Expenses	\$ -	\$ -	\$ (5,457)		\$ (5,457)	\$ 35,276	\$ 29,819	-18.3%
5550 · Equipment	\$ 229	\$ 60	\$ 228		\$ 517	\$ 500	\$ 1,017	50.8%
5590 · Bad Debts	\$ -	\$ -	\$ -		\$ -	\$ 8,283	\$ 8,283	0.0%
5625 · Bank Charges	\$ 4	\$ 13	\$ 140		\$ 157	\$ 2,376	\$ 2,533	6.2%
5700 · Licenses & Fees	\$ (104)	\$ 478	\$ (123)		\$ 251	\$ 3,790	\$ 4,041	6.2%
6560 · Payroll Expenses	\$ 433	\$ 600	\$ 417		\$ 1,450	\$ 27,822	\$ 29,272	5.0%
Total Operating Expense	\$ 9,545	\$ 5,723	\$ (2,862)		\$ 12,406	\$ 147,341	\$ 159,747	7.8%
Net Ordinary Revenue	\$ (7,870)	\$ (9,565)	\$ 44,269	\$ -	\$ 26,834	\$ 53,271	\$ 80,105	33.5%
Other Revenue								
4900 · Interest Earnings	\$ 1	\$ (1)	\$ (25)		\$ (25)	\$ 360	\$ 335	-7.5%
4950 · Connection Fees	\$ (257)	\$ (308)	\$ 22,042		\$ 21,477	\$ 39,159	\$ 60,636	35.4%
Total Other Revenue	\$ (256)	\$ (309)	\$ 22,017		\$ 21,452	\$ 39,519	\$ 60,971	35.2%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -		\$ -	\$ 90,708	\$ 90,708	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -		\$ -	\$ 2,082	\$ 2,082	0.0%
Total Other Expense	\$ -	\$ -	\$ -		\$ -	\$ 92,790	\$ 92,790	0.0%
Net Other Revenue	\$ (256)	\$ (309)	\$ 22,017	\$ -	\$ 21,452	\$ (53,271)	\$ (31,819)	-67.4%
Net Revenue	\$ (8,126)	\$ (9,874)	\$ 66,286		\$ 48,286	\$ -	\$ 48,286	100.0%

Fieldbrook Glendale Community Services District
Quarterly Fire Dept. Budget Adjustments
July 2021 through June 2022

	Adjustments				08/25/2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4300 · Fire Revenue								
4310 · Current Secured Taxes	\$ -	\$ -	\$ 1,358		\$ 1,358	\$61,378	\$62,736	2.2%
4320 · Current Unsecured Taxes	\$ -	\$ -	\$ (388)		\$ (388)	\$2,548	\$2,160	-18.0%
4330 · Prior Year Secured Taxes	\$ -	\$ -	\$ (200)		\$ (200)	\$1,513	\$1,313	-15.2%
4340 · Prior Year Unsecured Taxes	\$ -	\$ -	\$ 21		\$ 21	\$0	\$21	100.0%
4341 · Prop 172 Transfer	\$ -	\$ -	\$ (140)		\$ (140)	\$1,214	\$1,074	-13.0%
4350 · Property Tax Assessments	\$ -	\$ -	\$ 525		\$ 525	\$42,765	\$43,290	1.2%
4360 · Timber Yield Tax	\$ -	\$ -	\$ (17)		\$ (17)	\$128	\$111	-15.3%
4370 · Homeowners' Exemption	\$ -	\$ -	\$ 2		\$ 2	\$591	\$593	0.3%
4380 · Supplemental Tax - Current	\$ -	\$ -	\$ 182		\$ 182	\$511	\$693	26.3%
4385 · Supplemental Tax - Prior Year	\$ -	\$ -	\$ 103		\$ 103	\$234	\$337	30.6%
4395 · Other Income - Fire Dept.	\$ 3,969	\$ 3,911	\$ -		\$ 7,880	\$100	\$7,980	98.7%
Total 4300 · Fire Revenue	\$ 3,969	\$ 3,911	\$ 1,446		\$ 9,326	\$ 110,982	\$ 120,308	7.8%
Operating Expense								
5050 · Chief Fees	\$ -	\$ -	\$ -		\$ -	\$ 599	\$599	0.0%
5120 · Contract Labor/Admin	\$ -	\$ -	\$ (100)		\$ (100)	\$ 100	\$0	#DIV/0!
5130 · Assessment Fee-LAFCo	\$ -	\$ -	\$ (545)		\$ (545)	\$ 1,634	\$1,089	-50.0%
5150 · Insurance Expense	\$ 421	\$ 1,707	\$ 33		\$ 2,161	\$ 18,690	\$20,851	10.4%
5200 · Professional Services	\$ -	\$ 950	\$ (50)		\$ 900	\$ 5,183	\$6,083	14.8%
5250 · Dues & Memberships	\$ 123	\$ 43	\$ 50		\$ 216	\$ 2,651	\$2,867	7.5%
5300 · Utilities	\$ 195	\$ 1,088	\$ 473		\$ 1,756	\$ 6,604	\$8,360	21.0%
5360 · Transportation & Travel	\$ 174	\$ 814	\$ 75		\$ 1,063	\$ 1,800	\$2,863	37.1%
5380 · Supplies	\$ 131	\$ 700	\$ 346		\$ 1,177	\$ 3,804	\$4,981	23.6%
5400 · Maintenance Expenses	\$ -	\$ 879	\$ 1,326		\$ 2,205	\$ 8,218	\$10,423	21.2%
5550 · Equipment	\$ 6	\$ -	\$ (333)		\$ (327)	\$ 4,263	\$3,936	-8.3%
5700 · Licenses & Fees	\$ 300	\$ 270	\$ -		\$ 570	\$ -	\$570	100.0%
5710 · Chiefs' Incentive Program	\$ -	\$ -	\$ (1,000)		\$ (1,000)	\$ 1,500	\$500	-200.0%
6560 · Payroll Expenses	\$ 1,150	\$ (8)	\$ 53		\$ 1,195	\$ 1,800	\$2,995	39.9%
Total Operating Expense	\$ 2,500	\$ 6,443	\$ 328		\$ 9,271	\$ 56,846	\$ 66,117	14.0%
Net Ordinary Revenue	\$ 1,469	\$ (2,532)	\$ 1,118		\$ 55	\$ 54,136	\$ 54,191	0.1%
Other Revenue/Expense								
4393 · Donations Income	\$ -	\$ -	\$ -		\$ -	\$ 19,000	\$19,000	0.0%
4394 · Grant Income	\$ 1,300	\$ -	\$ -		\$ 1,300	\$ -	\$1,300	100.0%
4900 · Interest Earnings	\$ (9)	\$ (8)	\$ (1,859)		\$ (1,876)	\$ 3,636	\$1,760	-106.6%
Total Other Revenue	\$ 1,291	\$ (8)	\$ (1,859)	\$ -	\$ (576)	\$ 22,636	\$ 22,060	-2.6%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -		\$ -	\$ 51,936	\$51,936	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -		\$ -	\$ 7,964	\$7,964	0.0%
5800 · Fire Grant Expenses	\$ 2,600	\$ -	\$ -		\$ 2,600	\$ -	\$2,600	100.0%
Total Other Expense	\$ 2,600	\$ -	\$ -		\$ 2,600	\$ 59,900	\$ 62,500	4.2%
Net Other Revenue	\$ 160	\$ (2,540)	\$ (741)		\$ (3,121)	\$ (37,264)	\$ (40,440)	7.9%
Net Revenue	\$ 1,629	\$ (5,072)	\$ 377		\$ (3,066)	\$ 16,872	\$ 13,751	-22.7%



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POLICY TITLE: Emergency Preparedness
POLICY NUMBER: 2300

2300.1 It is the policy of the District to create and maintain an active emergency preparedness program to manage the District's critical functions during any emergency and to protect District staff. The District will coordinate the emergency plan, function, and response with those responders from the public and private entities and organizations charged with emergency services.

2300.2 Emergency Defined: "Emergency" means the actual or threatened existence of conditions of disaster or of extreme peril to critical District functions and the health and safety of staff or the public, caused by such conditions as fire, severe storm, riot, hazardous materials releases, earthquake, power outages, dam failures, freezes, water supply contamination, and other conditions which may be beyond the capability of the services, personnel, equipment, and facilities of this District, and response to which may require the combined forces of other agencies.

2300.3 Emergency Preparedness: The Board of Directors authorizes the establishment of an Emergency Preparedness Program, which consists of the nationally recognized four phases of emergency management: mitigation, preparedness/planning, response, and recovery. District actions will include developing and maintaining a District-wide emergency plan, identifying and training District staff to activate and use the plan, appointing District staff to critical positions identified in the emergency plan, and appointing staff to represent the District in negotiations or consultations with other agencies on matters pertaining to response to the emergency and recovery of damaged systems and costs incurred during the emergency.

2300.4 Standardized Emergency Management System: The California Office of Emergency Services regulates the Standardized Emergency Management System (SEMS), which was created pursuant to Government Code § 8607 following the East Bay Hills Firestorm in 1991. To ensure reimbursement for claims filed after a disaster, all District emergency plans, procedures, and training will follow the SEMS regulations, and coordinate with the District-wide emergency plan.

2300.5 District Emergency Declaration: When an emergency condition arises, the General Manager may, in consultation with the Board President, declare a "District Emergency." The Board must ratify the declaration within 14 days at a regular, special, or emergency Board meeting.

2300.6 Authorization During District Emergencies: The General Manager's Declaration of a District Emergency is a public acknowledgement of the serious situation the District faces, and that the District's resources may not be adequate to respond to the emergency. The Board of Directors, in consultation with the General Manager, may delegate to the General Manager the authority to suspend competitive bidding and enter into emergency contracts of up to \$250,000, as authorized by Public Contract Code § 20567 and § 22050.

2300.7 Mutual Aid: The California Master Mutual Aid Agreement (Government Code §§ 8561–8617) allows for the implementation of mutual aid during threatened, actual, or declared emergencies. The General Manager, in accordance with the Emergency Plan, may request mutual aid assistance from other agencies, or commit District resources to other agencies requesting aid. The General Manager may sign appropriate documents to effectuate mutual aid and other emergency response agreements.

2300.8 Continuity of Management: The District's emergency plan will list at least two successors to critical staff identified in the plan, including the General Manager. If the primary person is unable to respond to an emergency, each successor, in order, may assume all the duties and powers of the primary person.

2300.9 Status Reports: The General Manager will provide annual reports to the Board of Directors on the progress of the Emergency Preparedness Program. Additional reports will be given to the Board on the effectiveness of the plan and District response within 60 days of the occurrence of a declared District Emergency.

Adopted: 04/26/2022



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POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents
POLICY NUMBER: 2305

2305.1 Purpose of the Policy:

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

2305.2 Background:

The potential for hostile or violent incidents on District facilities or operational locations always exists. Recent incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency. The person often is upset at an event or person who works at the facility. However, armed intruders can be any person with or without a prior relationship with the District or its officers and employees. Incidents involving armed intruders can escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types are dire emergencies and the safety and well being of employees and/or customers is the District's highest priority.

2305.3 Response to an Incident:

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously. Any District Director or employee observing or sensing that a violent or hostile situation is occurring or threatened should consider precautionary and safety actions. Any event resulting in awareness of a possible violent act including gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:

- a) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- b) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
 - 1) Gunfire: Awareness of gunfire in a District facility should result in evacuation to the extent possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency services via 911 is imperative once it is safe to do so. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
 - 2) Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established fire safety procedures. Response to a planned location is important so safety personnel can determine who is out of the facility.

- 3) Physical or bomb threat: Awareness of a telephone or in-person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as it is safe to do so is imperative.
- 4) Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 as soon as it is safe to do so.
- 5) Irrate customer/threat at counter or meeting: When any person threatens a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to physically confront or subdue such a person except in defense of life at the facility. If a volatile situation occurs at a Board of Directors or other public meeting, the person chairing or hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

2305.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- a) Preparation of a facility evacuation plan for each room. Post the plan at each doorway and hallway exit. Establish a safe area zone for staging.
- b) Procedures to lock both exterior and interior doors to secure the facility.
- c) Training of all personnel in dealing with customers, employees and other persons in threatening situations and in how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, employees should notify a supervisor or the General Manager as may be possible or call 911. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

2305.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include some or all of:

- a) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- b) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- c) Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility if possible. Secure money or computer equipment if time allows.
- d) Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- e) Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.
- f) Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- g) Once outdoors after an evacuation, proceed to designated staging area to report in for identification. Inform public safety personnel of any information on the incident.
- h) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.

- i) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

2305.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile-person situation, contact public safety or supervisory personnel for instructions. Report any first hand observations or other knowledge of the incident. Contact your family and immediate friends so they will not take any unnecessary actions to respond to new reports. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

Adopted: 04/26/2022



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POLICY TITLE: Workers' Compensation
POLICY NUMBER: 2310

2310.1 All employees are covered for Workers' Compensation, effective the first day of employment. Workers' Compensation provides employees and/or their beneficiaries with certain benefits in the event of a work related illness, injury, or accidental death. The District pays the full cost of this coverage, whether through a self-insurance mechanism or an insurance product. If an employee sustains a work-related illness or injury, they must report the illness or injury to the General Manager or the Fire Chief in the absence of the General Manager, within 24 hours of the occurrence. Failure to do so could result in a delay of benefits.

2310.2 All payments for lost wages or salary due to a work-related illness or injury, medical treatment, and any other benefits will be made by the workers' compensation claims administrator or insurance carrier as required by law. Workers' Compensation benefit payments may be coordinated with any accrued sick leave or vacation leave as part of a medical or disability leave of absence. For more information about Workers' Compensation benefits, please contact the General Manager.

2310.3 The District provides medical treatment for work-related injuries and illnesses through designated hospitals or clinics. Clinics are selected due to their experience in treating work-related injuries; an emergency hospital may be needed in major injury situations and used for first treatment.

2310.4 Employees who are injured in a work-related accident will be referred to the designated clinic unless the District has received a written notice that the employee wishes to be treated by his/her own health care provider. This notification must have been submitted to the employee's supervisor before any injury.

2310.5 Any supervisor who learns that an employee has incurred a work-related illness or injury shall provide that employee with a notice of his or her right to seek workers' compensation benefits in a form provided by the General Manager.

2310.6 Notices of workers compensation benefits shall be posted annually as required by California law by or at the direction of General Manager. A form for such notices is available at:
[Notice to Employees--Injuries Caused By Work](#)

Adopted: 04/26/2022