

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

July 28, 2020  
Fieldbrook Fire Hall & Teleconference, 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 Wastewater 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 – Muni meeting report –

4.4.2 – Anker Tank – update

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

**5. Consent Agenda**

The Board will approve 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, June 23, 2020.

5.2 Correspondence/Information Items

5.2.1

5.3 Financial Reports

5.3.1 Interfund Transfers \$132,881.28, \$32,809.77

5.3.2 Checks (#6174-6206) \$\$178,988.00

5.3.3 Payroll \$3,332.68

5.3.4 General Journal Entries 469-478

5.3.5 General Manager reimbursement (Zoom \$40.00, Amazon \$792.36 Fire house printer and office supplies for 2021 files)

5.3.6 H.C. Warrant – Transfer of Fire Funds \$25,000.

**6. Action/Discussion Items**

6.1 – Quarterly financial reports and budget adjustments.

6.2 – Board remuneration.

6.3 – Wholesale water rate adjustment.

6.4 – Biennial conflict of interest code.

**7. Future Agenda Item's**

7.1 – Budget adoption (dual/final). August.

7.2 – Consider wastewater pass through rate adjustment.

**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 August 25, 2020

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

June 23, 2020  
Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

**1. Roll Call**

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

**2. Agenda Modifications None.**

**3. Public Comments None.**

Individuals wishing to speak on matters not listed on the agenda are asked to clearly state their name and address. No action will be taken on items not listed on the Agenda.

**4. Reports**

**4.1 Wastewater Report**

**4.1.1 – Monthly report**

*Sewer Technician Grant Weaver reported a manhole repair behind pump station one, Air Relief Valves have been replaced on West End Road and additional replacements will take place in the subsequent fiscal year. H2S testing has shown improved readings and Grant recommends treating the force main line with a caustic soda or possibly chlorine. The district will work with the City of Arcata to determine the best treatment. The rebuilt pump will be placed by Hooven and some minor electrical work will be completed by Ambrosini Electric. The Fieldbrook Road line will be Hydro-flushed in the next fiscal year. Grant also requested the board consider purchasing an additional pump. General Manager Richard Hanger and District Engineer Rebecca Crow will discuss and return a recommendation to the board.*

**4.2 Safety Report – received and filed.**

**4.3 Fire Chief Report**

**4.3.1 – Call/incident report.**

*Fire Chief Jack Sheppard provided an email report. There were three mutual aid calls, two medical calls, and one traffic accident. The department has divided into three training groups that meet on a weekly basis. The department is planning to resume regular Monday training drills in July. The department has been removing brush and clearing around the water district's fire hydrants. The department has also responded to two CalFire incidents.*

**4.4 District Engineer Report –**

**4.4.1 – Muni meeting report –**

*District Engineer Rebecca Crow reported the Muni meeting discussed aerial mapping of HBMWD service area, dedication of in-stream flow relative to Mad River water rights, Trinidad Rancheria request for consideration of water service, and General Manager positions at MCSD and HCSD.*

**4.4.2 – Anker Tank – update**

*District Engineer Hannah Gidanian reported that Phase One deliverables for the FEMA grant will be completed 06/24/20. Phase One deliverables for the NCRP have been submitted. Work is being scheduled for Cal OES environmental review. The environmental review will be conducted by the regulatory agencies of Fish and Wildlife and Cultural review. The review is anticipated to take three to six months. Quotes from tank manufacturers are being incorporated into the preliminary design.*

**4.5 General Manager Report**

**4.5.1 – District Manager Richard Hanger reported the Fire Department has requested the purchase of a new printer/scanner as the current one no longer meets the needs of the department. The purchase will be made in July.**

**4.6 Reports by members of the Board.**

*Directors Richard Grissom and Janet Miller reported they had received candidate's paperwork.*

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

**5. Consent Agenda**

The Board will approve 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, May 19, 2020.

5.2 Correspondence/Information Items

5.2.1 HC Elections, Notice of Election 11/03/2020.

5.3 Financial Reports

5.3.1 Interfund Transfers \$109,926.27

5.3.2 Checks (#6141-6171) \$89,116.09

5.3.3 Payroll \$3,513.60

5.3.4 General Journal Entries 465-468

5.3.5 General Manager reimbursement (Zoom \$40.00), Fire Chief (Amazon-Ink) \$71.86

*Director Janet Miller moved to approve the consent agenda as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.*

**6. Action/Discussion Items**

6.1 Budget Adoption. Action.

*General Manager presented the department budgets for fiscal year 2021.*

*Director Richard Grissom moved to approve the department budgets as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.*

**7. Future Agenda Item's**

7.1 – Quarterly financial reports and budget adjustments.

7.2 – Board remuneration.

7.3 – Wholesale water rate adjustment.

7.4 – Biennial conflict of interest code.

**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 July 28, 2020

*Meeting adjourned at 8:00 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**

July 28, 2020

Attention:

Christina Morrison [REDACTED]

Please confirm transfer verbally to Richard Hanger [REDACTED]  
Via email to [rhanger50@gmail.com](mailto:rhanger50@gmail.com)

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

Please transfer the following

Member Number [REDACTED]

From: S70 Business Liquid Asset Account      \$ 135,881.28  
To: S61 Water Checking                              \$ 135,881.28

July Reconciliation

Check Register.	\$	178,988.00
#6174-6206	\$	146,178.23
Other Deposit	\$	32,809.77
	\$	-

Transfer Totals	\$	(135,881.28)
Anker Tank Project	\$	-
Fire	\$	17,736.47
Sewer	\$	28,366.94
Water	\$	89,777.87
Gross Pay	\$	3,332.88
<Net Pay>	\$	(2,580.80)
Empr. Taxes	\$	264.83
Adjustments		
EDD	\$	(187.90)
EDD	\$	(25.60)
IRS	\$	(848.58)
PSPS Credit	\$	25.78
Verizon	\$	65.33
Intuit	\$	(4.00)
Chase	\$	(216.23)
Xpress	\$	(157.82)
Mid Month Transfer	\$	(32,809.77)
Anker Tank	\$	(9,996.00)
Recon-Balance	\$	31.16
Reconciliation	\$	(178,988.00)
Balance	\$	-

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of July 28, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							
Bill	06/29/2020	144223	Anker T...	5810.01 · 01-Project Management (01-Project ...	Enterprise:A...		0.00
Bill	06/29/2020	144223	Anker T...	5810.10 · 10-Environmental Support (10-Enviro...	Enterprise:A...	1,470.14	1,470.14
Bill	06/29/2020	144223	Anker T...	5810.20 · 20-Permitting (20-Permitting)	Enterprise:A...	3,171.28	4,641.42
Bill	06/29/2020	144223	Anker T...	5810.30 · 30-Prelim Design & Survey (30-Preli...	Enterprise:A...	2,082.28	6,723.70
Bill	06/29/2020	145188	Anker T...	5810.01 · 01-Project Management (01-Project ...	Enterprise:A...	14,881.73	21,605.43
Bill	06/29/2020	145188	Anker T...	5810.10 · 10-Environmental Support (10-Enviro...	Enterprise:A...	1,446.76	23,052.19
Bill	06/29/2020	145188	Anker T...	5810.30 · 30-Prelim Design & Survey (30-Preli...	Enterprise:A...	49.13	23,101.32
Deposit	07/09/2020		Anker T...	1027.01 · Water - Anker Lane Tank (Water - A...	Enterprise:A...	98.26	23,199.58
Total Anker Tank Replacement						-23,199.58	0.00
						0.00	0.00
<b>Interfund Expenses/Fire</b>							
Bill	06/24/2020	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...		1,172.00
Bill	06/25/2020	145016	Interfun...	5420 · Building Maintenance (Building Mainten...	Fire Depart...	140.44	1,312.44
Bill	06/30/2020	CL 20-...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	79.30	1,391.74
General Journal	06/30/2020	474	Interfun...	1029 · Fire Asset Account (Fire Asset Account ...	Fire Depart...	114.89	1,506.63
Bill	06/30/2020	June 2...	Interfun...	5335 · Water (Water)	Fire Depart...	74.09	1,580.72
Bill	07/01/2020	67946	Interfun...	5160 · Liability Insurance (Liability Insurance)	Fire Depart...	49.44	1,630.16
Bill	07/01/2020	67946	Interfun...	5165 · Vehicle Insurance (Vehicle Insurance)	Fire Depart...	3,350.32	4,980.48
Bill	07/01/2020	20-10...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	6,455.78	11,436.26
Bill	07/01/2020	68415	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Fire Depart...	305.00	11,741.26
Bill	07/01/2020	8846...	Interfun...	5175 · Air Med Care (Air Med Care Insurance)	Fire Depart...	4,698.89	16,440.15
Bill	07/01/2020	INV28...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	1,267.00	17,707.15
Bill	07/01/2020	105907	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	13.33	17,720.48
Bill	07/01/2020	July 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	400.00	18,120.48
Bill	07/05/2020	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	152.25	18,272.73
Deposit	07/09/2020		Interfun...	1029 · Fire Asset Account (Fire Asset Account ...	Fire Depart...	304.42	18,577.15
Bill	07/18/2020	AMZ1...	Interfun...	5555 · Small Equipment (Small Equipment)	Enterprise:S...	-1,391.74	17,185.41
Bill	07/18/2020	AMZ5...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	272.60	17,458.01
Bill	07/21/2020	P1-58...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	82.38	17,540.39
Bill	07/21/2020	July 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses - ...	Fire Depart...	2.00	17,542.39
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Fire Depart...	50.00	17,592.39
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Fire Depart...	133.84	17,726.23
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	17,726.23
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.30	17,734.53
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.94	17,736.47
Total Interfund Expenses/Fire						16,564.47	17,736.47
<b>Interfund Expenses/Sewer</b>							
Bill	06/24/2020	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...		2,327.25
Bill	06/29/2020	16966	Interfun...	1648 · Major Repairs (Major Repairs)	Enterprise:S...	94.88	2,422.13
Check	06/30/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	5,796.32	8,218.45
Bill	06/30/2020	49863	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	17.69	8,236.14
General Journal	06/30/2020	474	Interfun...	1028 · Sewer Asset Account (Sewer Asset Acc...	Enterprise:S...	69.80	8,305.94
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	-2,344.94	5,961.00
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	1,371.63	7,332.63
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	1,097.30	8,429.93
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	6,833.49	15,263.42
Bill	06/30/2020	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	470.56	15,733.98
Bill	06/30/2020	0004640	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	529.67	16,263.65
Bill	06/30/2020	0004640	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	13,351.38	29,615.03
Bill	07/01/2020	67946	Interfun...	5160 · Liability Insurance (Liability Insurance)	Enterprise:S...	49.62	29,664.65
Bill	07/01/2020	68415	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Enterprise:S...	2,369.13	32,033.78
Bill	07/01/2020	INV28...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	734.46	32,768.24
Bill	07/01/2020	105907	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	13.33	32,781.57
Bill	07/05/2020	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	400.00	33,181.57
Bill	07/05/2020	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	312.72	33,494.29
Deposit	07/09/2020		Interfun...	1028 · Sewer Asset Account (Sewer Asset Acc...	Enterprise:S...	270.19	33,764.48
Bill	07/13/2020	HBR379	Interfun...	5420 · Building Maintenance (Building Mainten...	Enterprise:S...	-8,218.45	25,546.03
Bill	07/18/2020	AMZ1...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	33.15	25,579.18
Bill	07/18/2020	AMZ5...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	136.30	25,715.48
Bill	07/21/2020	RPT 0...	Interfun...	5700 · Licenses & Fees	Enterprise:S...	82.39	25,797.87
Bill	07/21/2020	P1-58...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	123.00	25,920.87
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.00	25,921.87
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,325.28	27,247.15
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	27,247.15
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.58	27,247.73
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	82.17	27,329.90
Paycheck	07/23/2020	6205	Interfun...	6560 · Payroll Expenses	Enterprise:S...	19.22	27,349.12
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	9.27	27,358.39
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	936.88	28,295.27
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	28,295.27
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	58.09	28,353.36
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.58	28,366.94
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	28,366.94
Total Interfund Expenses/Sewer						26,039.69	28,366.94

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of July 28, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Interfund Expenses/Water</b>							
Bill	06/24/2020	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...		-9,994.00
Bill	06/24/2020	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	50.27	-9,943.73
Bill	06/25/2020	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	25.78	-9,917.95
Bill	06/29/2020	06/25	Interfun...	1620 · Major Repair/Mainline Extension (Major ...	Enterprise:...	839.72	-9,078.23
Check	06/30/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	5,900.00	-3,178.23
Bill	06/30/2020	144950	Interfun...	5121 · Engineering Expenses	Enterprise:...	22.31	-3,155.92
Bill	06/30/2020	144950	Interfun...	5121 · Engineering Expenses	Enterprise:...	1,820.00	-1,335.92
Bill	06/30/2020	49863	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	78.00	-1,257.92
General Journal	06/30/2020	474	Interfun...	1027 · Water Assets (Water Asset Account Ca...	Enterprise:...	88.02	-1,169.90
Bill	06/30/2020	June 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	2,270.85	1,100.95
Bill	06/30/2020	June 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	892.02	1,992.97
Bill	06/30/2020	June 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,009.62	14,002.59
Bill	06/30/2020	June 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	834.32	14,836.91
Bill	06/30/2020	June 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	717.34	15,554.25
Bill	06/30/2020	April-J...	Interfun...	1614 · Plant (Plant Water)	Enterprise:...	-296.98	15,257.27
Bill	06/30/2020	April-J...	Interfun...	1620 · Major Repair/Mainline Extension (Major ...	Enterprise:...	4,405.32	19,662.59
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	5,800.71	25,463.30
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	1,574.30	27,037.60
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	1,259.44	28,297.04
Bill	06/30/2020	April-J...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	7,843.18	36,140.22
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	560.09	36,680.31
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	27,397.68	64,077.99
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	2,353.12	66,431.11
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	905.00	67,336.11
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	761.25	68,097.36
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	68,097.36
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	1,380.17	69,477.53
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	364.16	69,841.69
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	309.69	70,151.38
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,151.38
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,151.38
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	279.06	70,430.44
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,430.44
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,430.44
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,430.44
Bill	06/30/2020	April-J...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	70,430.44
Bill	07/01/2020	67946	Interfun...	5160 · Liability Insurance (Liability Insurance)	Enterprise:...	0.00	70,430.44
Bill	07/01/2020	68415	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Enterprise:...	3,592.26	74,022.70
Bill	07/01/2020	INV28...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	193.24	74,215.94
Bill	07/01/2020	105907	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	13.34	74,229.28
Bill	07/01/2020	63060	Interfun...	5650 · Interest Expense	Enterprise:...	400.00	74,629.28
Bill	07/01/2020	63060	Interfun...	2095 · C/P Note Payable IBANK (C/P Note Pay...	Enterprise:...	3,375.67	78,004.95
Bill	07/01/2020	63060	Interfun...	5652 · Loan Fee (Loan Fee I-Bank)	Enterprise:...	9,615.68	87,620.63
Bill	07/07/2020	234-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	530.21	88,150.84
Bill	07/08/2020	707-4...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	91.55	88,242.39
Bill	07/18/2020	AMZ1...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	57.23	88,299.62
Bill	07/18/2020	AMZ5...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	136.30	88,435.92
Bill	07/21/2020	P1-58...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	82.39	88,518.31
Bill	07/21/2020	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	1.00	88,519.31
Bill	07/21/2020	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	88,569.31
Bill	07/21/2020	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	88,619.31
Bill	07/21/2020	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	88,669.31
Bill	07/21/2020	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	88,719.31
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	50.00	88,769.31
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	936.88	89,706.19
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	89,706.19
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	89,706.19
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	58.09	89,764.28
Paycheck	07/23/2020	6206	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.59	89,777.87
					Enterprise:...	0.00	89,777.87
Total Interfund Expenses/Water						99,771.87	89,777.87
<b>TOTAL</b>						<b>142,376.03</b>	<b>135,881.28</b>

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

July 9, 2020

Attention:  
Christina Morrison [REDACTED]

Please confirm transfer verbally to Richard Hanger [REDACTED]  
Via email to [rhanger50@gmail.com](mailto:rhanger50@gmail.com)

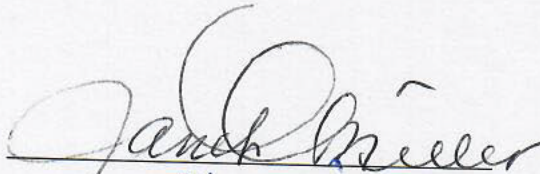
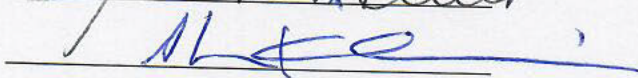
Coast Central Credit Union  
2650 Harrison Avenue  
Eureka, CA 95501-3259

Please transfer the following

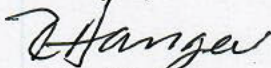
Member Number [REDACTED]

From: S70 Business Liquid Asset Account	\$ 32,809.77
To: S61 Water Checking	\$ 32,809.77

Signed

Thank you,

  
Richard Hanger  
Treasurer

**Fieldbrook Glendale Community Services District**  
**Customer Balance Detail**  
As of June 29, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							
Bill	06/29/2020	144223	Anker ...	5810.01 · 01-Projec...	Enterprise:...	1,470.14	0.00
Bill	06/29/2020	144223	Anker ...	5810.10 · 10-Enviro...	Enterprise:...	3,171.28	1,470.14
Bill	06/29/2020	144223	Anker ...	5810.20 · 20-Permit...	Enterprise:...	2,082.28	4,641.42
Bill	06/29/2020	144223	Anker ...	5810.30 · 30-Prelim...	Enterprise:...	14,881.73	6,723.70
Bill	06/29/2020	145188	Anker ...	5810.01 · 01-Projec...	Enterprise:...	1,446.76	21,605.43
Bill	06/29/2020	145188	Anker ...	5810.10 · 10-Enviro...	Enterprise:...	49.13	23,052.19
Bill	06/29/2020	145188	Anker ...	5810.30 · 30-Prelim...	Enterprise:...	98.26	23,101.32
Total Anker Tank Replacement						23,199.58	23,199.58
<b>Interfund Expenses/Fire</b>							
Bill	06/24/2020	1563-...	Interfu...	5320 · Electric (Ele...	Fire Depart...	140.44	1,172.00
Bill	06/25/2020	145016	Interfu...	5420 · Building Mai...	Fire Depart...	79.30	1,312.44
Total Interfund Expenses/Fire						219.74	1,391.74
<b>Interfund Expenses/Sewer</b>							
Bill	06/24/2020	0213-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	94.88	2,327.25
Bill	06/29/2020	16966	Interfu...	1648 · Major Repair...	Enterprise:...	5,796.32	2,422.13
Total Interfund Expenses/Sewer						5,891.20	8,218.45
<b>Interfund Expenses/Water</b>							
Bill	06/24/2020	9923-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	50.27	-9,994.00
Bill	06/24/2020	0097-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	25.78	-9,943.73
Bill	06/25/2020	7997-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	839.72	-9,917.95
Bill	06/29/2020	06/25	Interfu...	1620 · Major Repair...	Enterprise:...	5,900.00	-9,078.23
Total Interfund Expenses/Water						6,815.77	-3,178.23
<b>TOTAL</b>						<b>36,126.29</b>	<b>29,631.54</b>

*23,199.58 Anker*  
*1,391.74 Fire*  
*8,218.45 Sewer*  


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*32,809.77*



**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
 June 24 through July 28, 2020

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Un.</b>				
<b>1012 · General Fund Checking (All Funds)</b>				
<b>1015 · Water Dept Checking (Water Dept Checking)</b>				
Bill Pmt -Check	06/24/2020	6178	Thrifty Supply Company	-2,325.25
Check	06/24/2020	6177	Void Check	0.00
Bill Pmt -Check	06/24/2020	E-Pay	Intuit Quick Books	-6.00 ✓
Bill Pmt -Check	06/24/2020		PG&E	0.00
Check	06/30/2020	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	06/30/2020	6179	AT&T	-57.23
Bill Pmt -Check	06/30/2020	6180	Cascade Fire Equipm...	-1,170.00
Bill Pmt -Check	06/30/2020	6181	Fieldbrook Glendale C...	-49.44
Bill Pmt -Check	06/30/2020	6182	GHD, Inc	-25,097.58
Bill Pmt -Check	06/30/2020	6183	Hooven & Co., Inc.	-5,796.32
Bill Pmt -Check	06/30/2020	6184	Miller Farms Nursery	-79.30
Bill Pmt -Check	06/30/2020	6185	PG&E	-1,654.98
Bill Pmt -Check	06/30/2020	6186	Richard A. Hanger	-40.00
Bill Pmt -Check	06/30/2020	6187	Streamline Digital Dep...	-1,200.00
Bill Pmt -Check	06/30/2020	6188	Sudden Link	-152.25
Bill Pmt -Check	06/30/2020	6189	Valley Pacific	-114.89
Bill Pmt -Check	06/30/2020	6190	Wallace Structures	-5,900.00
Bill Pmt -Check	07/01/2020	6174 ✓	Air Med Care Network	-1,267.00
Bill Pmt -Check	07/01/2020	6175	Emergency Service M...	-305.00
Bill Pmt -Check	07/01/2020	6176	SDRMA	-21,394.08
Bill Pmt -Check	07/03/2020	E-Pay	Verizon	-65.33 ✓
Liability Check	07/03/2020	E-pay	EDD	-187.90 ✓
Liability Check	07/03/2020	E-pay	EDD	-25.60 ✓
Liability Check	07/03/2020	E-pay	United States Treasury	-848.58 ✓
Bill Pmt -Check	07/03/2020	E-Pay	Chase - J.P. Morgan	-120.59
Bill Pmt -Check	07/03/2020	E-Pay	Chase - J.P. Morgan	-95.64
Bill Pmt -Check	07/06/2020	E-Pay	XPress Bill Pay	-157.82
Deposit	07/09/2020			32,809.77 ✓
Bill Pmt -Check	07/21/2020	6191	CA I Bank	-13,521.56
Bill Pmt -Check	07/21/2020	6192	City of Arcata	-13,401.00
Bill Pmt -Check	07/21/2020	6193	Humboldt Bay M&O	-64,946.15
Bill Pmt -Check	07/21/2020	6194	Humboldt Bay Munici...	-14,156.32
Bill Pmt -Check	07/21/2020	6195	City of Arcata	-123.00
Bill Pmt -Check	07/21/2020	E-Pay	Intuit Quick Books	-4.00 ✓
Bill Pmt -Check	07/22/2020	6196	Jack Sheppard	-50.00
Bill Pmt -Check	07/22/2020	6197	Janet Miller	-50.00
Bill Pmt -Check	07/22/2020	6198	Jason Garlick	-50.00
Bill Pmt -Check	07/22/2020	6199	Rich Grissom	-50.00
Bill Pmt -Check	07/22/2020	6200	Richard A. Hanger	-792.36
Bill Pmt -Check	07/22/2020	6201	Roy Sheppard	-50.00
Bill Pmt -Check	07/22/2020	6202	Starr Kilian	-50.00
Bill Pmt -Check	07/23/2020	6203	AT&T	-978.88
Bill Pmt -Check	07/23/2020	6204	Grant Weaver.	-33.15
Paycheck	07/23/2020	6205	Grant Weaver	-1,210.64
Paycheck	07/23/2020	6206	Richard A Hanger	-1,370.16
Total 1015 · Water Dept Checking (Water Dept Checking)				-146,178.23
Total 1012 · General Fund Checking (All Funds)				-146,178.23
Total 1000 · Coast Central Credit Un.				-146,178.23
<b>TOTAL</b>				<b>-146,178.23</b>

**Fieldbrook Glendale Community Services District  
Payroll Summary**

June 24 through July 28, 2020

	Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Jun 24 - Jul 28, 20	Hours	Rate	Jun 24 - Jul 28, 20	Hours	Rate	Jun 24 - Jul 28, 20
<b>Employee Wages, Taxes and Adjustments</b>									
Gross Pay									
Hourly Rate	44	30.12	1,325.28	60	33.46	2,007.60	*****		3,332.88
Hourly Sick		30.12	0.00		33.46	0.00			0.00
<b>Total Gross Pay</b>	<u>44</u>		<u>1,325.28</u>	<u>60</u>		<u>2,007.60</u>	<u>*****</u>		<u>3,332.88</u>
<b>Adjusted Gross Pay</b>	44		1,325.28	60		2,007.60	*****		3,332.88
<b>Taxes Withheld</b>									
Federal Withholding			0.00			-311.00			-311.00
Medicare Employee			-19.22			-29.11			-48.33
Social Security Employee			-82.17			-124.48			-206.65
CA - Withholding			0.00			-152.77			-152.77
CA - Disability Employee			-13.25			-20.08			-33.33
Medicare Employee Addl Tax			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<u>-114.64</u>			<u>-637.44</u>			<u>-752.08</u>
<b>Net Pay</b>	<u>44</u>		<u>1,210.64</u>	<u>60</u>		<u>1,370.16</u>	<u>*****</u>		<u>2,580.80</u>
<b>Employer Taxes and Contributions</b>									
Medicare Company			19.22			29.11			48.33
Social Security Company			82.17			124.48			206.65
CA - Unemployment Company			9.27			0.00			9.27
CA - Employment Training Tax			0.58			0.00			0.58
<b>Total Employer Taxes and Contributions</b>			<u>111.24</u>			<u>153.59</u>			<u>264.83</u>

**Fieldbrook Glendale Community Services District  
Journal  
June 23 through July 28, 2020**

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
16780	General Journal	06/29/2020	469		Y/E Loan Reconciliation	2550 Interest Payab...	3,228.17	
					Y/E Loan Reconciliation	2080 C/P D/G Defer...		3,228.17
					Y/E Loan Reconciliation	2510 L/T Note Paya...	17,098.39	
					Y/E Loan Reconciliation	2075 C/P Davis Gru...		17,098.41
					Y/E Loan Reconciliation	2515 L/T Note Paya...	9,615.65	
					Y/E Loan Reconciliation	2095 C/P Note Pay...		9,615.68
					Y/E Loan Reconciliation	2542 L/T Note Paya...	6,694.73	
					Y/E Loan Reconciliation	2090 C/P Note/Pay...		6,694.73
					Y/E Loan Reconciliation	2541 L/T Note Pay ...	10,647.93	
					Y/E Loan Reconciliation	2091 C/P Note Pay...		10,647.93
					Y/E Loan Reconciliation	2330 C/P Note Pay...		8,461.43
					Y/E Loan Reconciliation	2531 L/T Note Paya...	8,461.43	
					Y/E Loan Reconciliation	2045 Interest Payab...	133.17	
					Y/E Loan Reconciliation	5650 Interest Expen...		133.17
					Y/E Loan Reconciliation	1011 Restricted Re...	13,407.91	
					Y/E Loan Reconciliation	1010 Fire General F...		13,407.91
					Y/E Loan Reconciliation	3010 Net Assets - ...	29,942.25	
					Y/E Loan Reconciliation	3027 Related Debt (...)		29,942.20
					Y/E Loan Reconciliation	3030 Fund Balance ...	17,342.66	
					Y/E Loan Reconciliation	3031 Related Debt (...)		17,342.66
					Y/E Loan Reconciliation	3019 Net Assets - S...	8,461.43	
					Y/E Loan Reconciliation	3026 Related Debt (...)		8,461.43
					Y/E Related Debt Reconciliation	3027 Related Debt (...)	793.08	
					Y/E Related Debt Reconciliation	3010 Net Assets - ...		793.08
							125,826.80	125,826.80
16781	General Journal	07/01/2020	470		Pre-paid CSFA Dues	1140 Other Pre-Pai...		
					Pre-paid CSFA Dues	5250 Dues & Memb...	1,512.50	1,512.50
							1,512.50	1,512.50
16797	General Journal	06/30/2020	471		June Deposits in Transit	1050 05 Undeposite...		2,964.63
					June Deposits in Transit	1027 Water Assets ...	2,964.63	
							2,964.63	2,964.63
16803	General Journal	06/30/2020	472		Reconcile Fund	1050 05 Undeposite...		
					Reconcile Fund	1226 Provision for A...	557.44	
								557.44
16811	General Journal	06/30/2020	473		Y/E Reconciliation	1226 Provision for A...	3,011.00	
					Y/E Reconciliation	1226 Provision for A...		4,028.90
					Y/E Reconciliation	1227 Provision for A...	1,151.09	
					Y/E Reconciliation	5610 Uncollectable ...		4,162.09
					Y/E Reconciliation	1227 Provision for A...		3,883.11
					Y/E Reconciliation	5610 Uncollectable ...	7,912.01	
					Y/E Reconciliation	1206 01 A/R Water ...	2,496.57	
					Y/E Reconciliation	1228 Provision for A...		2,496.57
							14,570.67	14,570.67
16812	General Journal	06/30/2020	474	Interfund ...	Reconcile Y/E Interfund Transfer	1027 Water Assets ...		
				Interfund ...	Reconcile Y/E Interfund Transfers	1028 Sewer Asset ...	2,270.85	
				Interfund ...	Reconcile Y/E Interfund Transfers	1029 Fire Asset Acc...		2,344.94
							74.09	
							2,344.94	2,344.94
16813	General Journal	06/30/2020	475	A/R Fieldb...	Y/E reconciliation of pre-paid	2315 Deferred Reve...	1,471.53	
				A/R Fieldb...	Y/E reconciliation of pre-paid	1211 Water A/R Pre...		1,471.53
								1,471.53
16814	General Journal	06/30/2020	476	A/R Fieldb...	Y/E reconciliation of pre-paid	2325 Deferred Reve...	834.10	
				A/R Fieldb...	Y/E reconciliation of pre-paid	1221 Sewer A/R Pr...		834.10
								834.10
16849	General Journal	06/30/2020	477		Y/E HC Interest Receivable	4390 Interest - Fire ...		900.00
					Y/E HC Interest Receivable	1265 A/R Interest - ...	900.00	
					Y/E LAIF Interest Receivable	4155 Water Interest...		174.00
					Y/E LAIF Interest Receivable	1255 A/R Interest - ...	174.00	
							1,074.00	1,074.00
16850	General Journal	06/30/2020	478		Y/E Book to Assets	5810 01 01-Project ...		8,563.72
					Y/E Book to Assets	5810.10 10-Environ...		10,766.95
					Y/E Book to Assets	5810 20 20-Permitt...		2,128.91
					Y/E Book to Assets	5810 30 30-Prelim ...		33,382.61
					Y/E Book to Assets	5810 00 Engineerin...		9,996.00
					Y/E Book to Assets	1621 Redwood Tan...	64,838.19	
							64,838.19	64,838.19
							<b>215,994.80</b>	<b>215,994.80</b>

TOTAL



INVOICE

Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113  
billing@zoom.us

Invoice Date: 06/30/2020  
Invoice #: INV28829965  
Payment Terms: Due Upon Receipt  
Due Date: 06/30/2020  
Account Number: 116380705  
Currency: USD  
Account Information: Fieldbrook Glendale CSD  
4584 Fieldbrook Rd,  
McKinleyville, California 95519  
United States

Purchase Order #:

rhanger50@gmail.com

TaxExemptCertificateID:

Zoom W-9

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Webinar 100 Monthly Quantity: 1 Unit Price: \$40.00	06/30/2020-07/29/2020	\$40.00	\$0.00	\$40.00

INVOICE TOTALS	
Subtotal:	\$40.00
Total (Including Tax):	\$40.00
Invoice Balance:	\$0.00

TAX DETAILS				
Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

TRANSACTIONS				
Invoice Total				\$40.00
Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
06/30/2020	P-30450868	Payment		(\$40.00)
Invoice Balance				\$0.00

**Details for Order #112-4755230-1806620**

[Print this page for your records.](#)

**Order Placed:** July 18, 2020

**Amazon.com order number:** 112-4755230-1806620

**Order Total: \$545.20**

**Not Yet Shipped**

**Items Ordered**

1 of: *HP Laserjet Pro M281cdw All in One Wireless Color Printer, Scan, Copy and Fax with Ease with Bonus of 30 Sheets* **Price \$505.99**  
of *HP Brochure Paper (T6B83A) - Premier Edition*  
Sold by: WHS GROUP LLC ([seller profile](#))

Condition: New

**Shipping Address:**

Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**

Economy Shipping

**Payment information**

**Payment Method:**

Visa | Last digits: 0401

**Billing address**

Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

Item(s) Subtotal:	\$505.99
Shipping & Handling:	\$0.00
-----	
Total before tax:	\$505.99
Estimated tax to be collected:	\$39.21
-----	
<b>Grand Total:</b>	<b>\$545.20</b>

To view the status of your order, return to [Order Summary](#).

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**Details for Order #112-0901079-5480231**

[Print this page for your records.](#)

**Order Placed:** July 18, 2020  
**Amazon.com order number:** 112-0901079-5480231  
**Order Total:** \$247.16

**Not Yet Shipped**

**Items Ordered**

1 of: *Avery 8-Tab Binder Dividers for School, Medical Office Supply, or Home Organization, Insertable Multicolor Big Tabs, 6 Sets (11111)* **Price**  
Sold by: Amazon.com Services LLC \$9.34

Condition: New  
2 of: *AmazonBasics Hanging Organizer File Folders - Letter Size, Green - Pack of 25*  
Sold by: Amazon.com Services LLC \$9.91

Condition: New  
1 of: *AmazonBasics Pressboard Classification File Folder with Fasteners, 2 Dividers, 2 Inch Expansion, Letter Size, Gray/Green, 10-Pack* \$21.24  
Sold by: Amazon.com Services LLC

Condition: New  
1 of: *50 Manila Fastener File Folders - 1/3 Cut Reinforced Tab - Durable 2 Prongs Bonded Fastener Designed to Organize Standard Medical Files, Law Client Files, Office Reports - Letter Size, Manila, 50 Pack* \$22.99  
Sold by: Franklin Creative Solutions LLC (seller profile)

Condition: New  
1 of: *Sandisk Cruzer 128GB USB 2.0 Flash Drive (SDCZ36-128G-B35)* \$15.99  
Sold by: Amazon.com Services LLC

Condition: New  
1 of: *Akro-Mills Plastic Storage Container 12 Gallon KeepBox File Box with Hinged Attached Lid and Rails for Hanging File Folders, 66486FILEB, (21-Inch L by 15-Inch W by 12-Inch H), Clear/Blue, (6-Pack)* \$26.09  
Sold by: Amazon.com Services LLC

Condition: New  
1 of: *Business Source 2 Pack, Office Binder 5-1/2 Inch Slant D-Ring View Binder - Black (BSN28451)* \$38.99  
Sold by: BestSource OfficeSupplies (seller profile)

Condition: New  
1 of: *Hammermill 20lb Copy Paper, 8.5 x 11, 10 Ream Case, 5000 Sheets, Made in USA, Sustainably Sourced From American Family Tree Farms, 92 Bright, Acid Free, Economical Multipurpose Printer Paper, 150010C* \$45.99  
Sold by: Amazon.com Services LLC

Condition: New

1 of: Avery Address Labels with Sure Feed for Inkjet Printers, 1" x 2-5/8", 750 Labels, Permanent Adhesive (8160) - \$9.78  
Sold by: Amazon.com Services LLC

Condition: New  
1 of: TOPS Business Forms Cardinal OneStep Index System, 12-Tab, Monthly, Multi-Color, 1 Set (60318CB) \$4.92  
Sold by: Amazon.com Services LLC

Condition: New  
1 of: Avery File Folder Labels in Assorted Colors for Laser and Inkjet Printers with TrueBlock Technology, 0.67 x 3.43 \$14.24  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**  
Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**  
One-Day Shipping

**Payment Method:**  
Visa | Last digits: 0401

**Billing address**  
Jannett Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Payment information**

Item(s) Subtotal: \$229.39  
Shipping & Handling: \$0.00  
-----  
Total before tax: \$229.39  
Estimated tax to be collected: \$17.77  
-----  
**Grand Total: \$247.16**

To view the status of your order, return to [Order Summary](#).

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FIELDBROOK GLENDALE - CSD  
 P.O. BOX 2715  
 MCKINLEYVILLE, CA 95519-2715

Fiscal Year: 2020-2021

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/UTAX	CUSTOMER ACCOUN NUMBER
				FUND/DEPT	Object			
	VEE00188		25,000.00	2530000	5230	To charity acct		
<b>TOTAL CLAIMED:</b>			<b>\$0.00</b>					

Notes:

Prepared by: *Richard Hojce*  
 DEPARTMENTAL NOTATIONS:

Phone Number:

Approved by:

Date:

3/5/2019

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously certified from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

I have reviewed the above claim for propriety and accuracy.

(Auditor's Office Use Only)



Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.1

**Agenda Title:** Quarterly Financial reports and budget adjustments

**Meeting Date:** 07/28/2020

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

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**Background:**

- May 2019 – 2019/2020 Budget presentation
- June 2019 – 2019/2020 Initial budget adoption
- August 2019 – 2019/2020 Final budget adoption
- October 2019 – First Quarter budget adjustments
- January 2020 – Second Quarter budget adjustments
- April 2020 – Third Quarter budget adjustments

Financial reports are reviewed on a quarterly basis and budgets are updated based on actual performance. The attached reports reconcile proposed budget adjustments to the final budgets adopted in August 2019.

**Water - Revenue**

Total adjustment for the F/Y \$27,091. Business water revenue was \$18,594 above initial budget estimate. These revenues are primarily a result of intensified operations at Royal Gold. Additional revenue from Benefit Zone 1 (Mather Creek Estates) is due to an accounting change for water consumption. Mather Creek consumption was historically included in domestic water revenue. Water installation charges are reimbursed expenses from contract labor and administration. Other revenue is from the collection of bad debt.

**Water – Expenses**

Contract labor and administration was \$31,158 above initial budget estimate. Engineering expenses for a Hydraulic study in November and December account for a significant portion of the additional expense and special study expenses (reimbursable) for the Anker Tank project. Bad debts were higher than anticipated with an adjustment for future bad debt included. Additional bank fees for set up and monthly costs for our merchant account. This account allowed district customers to pay with credit/debit cards.

### **Water – Other revenue and expense**

Grant income and expenses for the Anker Tank replacement project were added to the budget and revenue from one new connection. The depreciation amount will be updated as part of the year-end process.

### **Sewer – Revenue**

Domestic revenue and late fees were \$15,895 less than the anticipated budget. This amount reflects the boards decisions in November and December to refund summer late fees and to re-calculate summer billing based on a revised summer rate schedule. Business revenues were \$7,496 above budget estimates, primarily from additional discharge from Royal Gold. Wastewater reimbursements are from engineering fees collected from Royal Gold for the development of their industrial discharge permit.

### **Sewer – Expenses**

Purchased wastewater treatment from the City of Arcata was \$55,152 less than the anticipated budget. The original budget amount was based on billing for the prior three fiscal years. The average billing for 2017-2019 was \$200,000 per year. Drought conditions and/or district repairs may have contributed to lower than average flows. Contract labor and administration was \$45,783 higher than initial budget projections. These expenses are from the summer rate study and reimbursable expenses for the development of the Royal Gold industrial permit. Maintenance expenses were \$32,506 less than the estimated budget; however, it is important to note that \$18,870 was invested in assets for the replacement of air-relief valves and pump rebuild.

### **Other Revenue/Expense**

Connection fees were collected net of the amount collected from Royal Gold for consumption less reimbursable engineering fees for the development of the industrial discharge permit. Royal Gold's consumption fees are collected at a rate one-and-a-half times the standard consumption fee pending a final connection fee. The depreciation amount will be updated as part of the year-end process.

### **Fire – Revenue**

Tax revenues will be adjusted following the receipt of final reports from the County of Humboldt. Other income is from an insurance rebate and Cal Fire mutual aid responses.

### **Fire – Expense**

Most of the budget adjustments are within an acceptable range. Increases costs for utilities are largely from additional communication fees, equipment purchases for iPad, laptop replacement, and a chainsaw replacement account for the additional expenses. The Chief's incentive program was not utilized. Additional payroll costs were to update the departments electronic record keeping. The depreciation amount will be updated as part of the year-end process.

### **Recommendation:**

Review the financial reports, adopt budget revisions, and direct staff to update final budget amounts for tax revenues and depreciation expenses.

**Fieldbrook Glendale Community Services District**  
**Quarterly Water Budget Adjustments**  
 July 2019 through June 2020

	Adjustments					2020 Budget	Adjusted Budget
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj		
<b>Ordinary Revenue/Expense</b>							
<b>Revenue</b>							
4000 · Revenue							
4100 · Water Revenue							
4110 · Domestic Water Revenue	\$ (5,314)	\$ 5,061	\$ 2,220	\$ (779)	\$ 1,188	\$ 391,270	392,458
4115 · Late Fees - Water	\$ (27)	\$ (1,368)	\$ 5	\$ (617)	\$ (2,007)	\$ 5,892	3,885
4120 · Business Water Revenue	\$ 827	\$ 4,697	\$ 3,185	\$ 9,885	\$ 18,594	\$ 47,316	65,910
4130 · Fire Suppression Water Revenue			\$ 6	\$ 11	\$ 17	\$ 2,088	2,105
4135 · Benefit Zone 1-Water Revenue	\$ 1,541	\$ 417	\$ 335	\$ 575	\$ 2,868	\$ 21,750	24,618
4140 · Water Installation Charges		\$ 3,840	\$ 169	\$ -	\$ 4,009	\$ 0	4,009
4150 · Water Processing Fees		\$ (70)	\$ (105)	\$ (35)	\$ (210)	\$ 1,015	805
4156 · Water Reimbursement Income			\$ 2,988	\$ (1,838)	\$ 1,150	\$ 0	1,150
4157 · Water Misc. Chg.			\$ 193	\$ -	\$ 193	\$ 0	193
4160 · Water Other Revenue		\$ 458	\$ -	\$ 831	\$ 1,289	\$ 0	1,289
<b>Total 4100 · Water Revenue</b>	<b>\$ (2,973)</b>	<b>\$ 13,035</b>	<b>\$ 8,996</b>	<b>\$ 8,033</b>	<b>\$ 27,091</b>	<b>\$ 469,331</b>	<b>\$ 496,422</b>
<b>Total 4000 · Revenue</b>	<b>\$ (2,973)</b>	<b>\$ 13,035</b>	<b>\$ 8,996</b>	<b>\$ 8,033</b>	<b>\$ 27,091</b>	<b>\$ 469,331</b>	<b>\$ 496,422</b>
<b>Total Revenue</b>	<b>\$ (2,973)</b>	<b>\$ 13,035</b>	<b>\$ 8,996</b>	<b>\$ 8,033</b>	<b>\$ 27,091</b>	<b>\$ 469,331</b>	<b>\$ 496,422</b>
<b>Gross Profit</b>	<b>\$ (2,973)</b>	<b>\$ 13,035</b>	<b>\$ 8,996</b>	<b>\$ 8,033</b>	<b>\$ 27,091</b>	<b>\$ 469,331</b>	<b>\$ 496,422</b>
<b>Expense</b>							
5000 · Purchased Water	\$ (108)	\$ 241	\$ 576	\$ (474)	\$ 235	\$ 172,519	172,754
5050 · Director Fees			\$ -	\$ -	\$ -	\$ 2,995	2,995
5100 · Contract Labor/Admin	\$ 8,638	\$ 11,601	\$ 11,803	\$ (884)	\$ 31,158	\$ 211,524	242,682
5150 · Insurance Expense			\$ -	\$ -	\$ -	\$ 3,245	3,245
5200 · Professional Services		\$ 242	\$ 13	\$ -	\$ 255	\$ 4,570	4,825
5250 · Dues & Memberships		\$ 327	\$ -	\$ -	\$ 327	\$ 650	977
5300 · Utilities	\$ 237	\$ (881)	\$ 36	\$ 32	\$ (576)	\$ 11,908	11,332
5370 · Property Taxes			\$ -	\$ -	\$ -	\$ 225	225
5380 · Supplies	\$ 265	\$ 73	\$ 31	\$ 113	\$ 482	\$ 755	1,237
5400 · Maintenance Expenses			\$ -	\$ (1,321)	\$ (1,321)	\$ 10,000	8,679
5550 · Equipment		\$ 1,037	\$ -	\$ -	\$ 1,037	\$ -	1,037
5590 · Bad Debts	\$ 20	\$ -	\$ -	\$ 2,152	\$ 2,172	\$ 2,016	4,188
5625 · Bank Charges	\$ 593	\$ 972	\$ 662	\$ 104	\$ 2,331	\$ 213	2,544
5700 · Licenses & Fees		\$ 277	\$ -	\$ -	\$ 277	\$ 3,918	4,195
6560 · Payroll Expenses	\$ (42)	\$ 21	\$ 261	\$ 73	\$ 313	\$ 11,804	12,117
<b>Total Expense</b>	<b>\$ 9,603</b>	<b>\$ 13,910</b>	<b>\$ 13,382</b>	<b>\$ (205)</b>	<b>\$ 36,690</b>	<b>\$ 436,342</b>	<b>\$ 473,032</b>
<b>Net Ordinary Revenue</b>	<b>\$ (12,576)</b>	<b>\$ (875)</b>	<b>\$ (4,386)</b>	<b>\$ 8,238</b>	<b>\$ (9,599)</b>	<b>\$ 32,989</b>	<b>\$ 23,390</b>
<b>Other Revenue/Expense</b>							
<b>Other Revenue</b>							
4394 · Grant Income			\$ 64,580	\$ 10,200	\$ 74,780	\$ -	74,780
4900 · Interest Earnings	\$ 144	\$ (113)	\$ (130)	\$ (726)	\$ (825)	\$ 15,454	14,629
4950 · Connection Fees		\$ 10,591	\$ -	\$ -	\$ 10,591	\$ -	10,591
<b>Total Other Revenue</b>	<b>\$ 144</b>	<b>\$ 10,478</b>	<b>\$ 64,450</b>	<b>\$ 9,474</b>	<b>\$ 84,546</b>	<b>\$ 15,454</b>	<b>\$ 100,000</b>
<b>Other Expense</b>							
5350 · Depreciation Expenses			\$ -	\$ -	\$ -	\$ 26,639	\$ 26,639
5650 · Interest Expense			\$ 183	\$ (191)	\$ (8)	\$ 13,723	\$ 13,906
5810 · Water Grant Expenses			\$ 64,580	\$ (9,738)	\$ 54,842	\$ -	54,842
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 183</b>	<b>\$ (191)</b>	<b>\$ 54,834</b>	<b>\$ 40,362</b>	<b>\$ 95,387</b>
<b>Net Other Revenue</b>	<b>\$ 144</b>	<b>\$ 10,478</b>	<b>\$ 64,267</b>	<b>\$ 9,665</b>	<b>\$ 29,712</b>	<b>\$ (24,908)</b>	<b>\$ 4,613</b>
<b>Net Revenue</b>	<b>\$ (12,432)</b>	<b>\$ 9,603</b>	<b>\$ 59,881</b>	<b>\$ 17,903</b>	<b>\$ 20,113</b>	<b>\$ 8,081</b>	<b>\$ 28,003</b>

# Fieldbrook Glendale Community Services District Quarterly Wastewater Budget Adjustments

July 2019 through June 2020

Adjustments

	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2020 Budget	Adjusted Budget
<b>Ordinary Revenue/Expense</b>							
<b>Revenue</b>							
4000 · Revenue							
4200 · Wastewater Revenue							
4210 · Domestic Wastewater Revenue	\$ (5,731)	\$ (11,636)	\$ 1,646	\$ 930	\$ (14,791)	287,121	272,330
4215 · Late Fees - Wastewater	\$ 90	\$ (951)	\$ (13)	\$ (230)	\$ (1,104)	4,200	3,096
4220 · Business Wastewater Revenue	\$ (4,437)	\$ 1,226	\$ 3,710	\$ 6,997	\$ 7,496	77,122	84,618
4250 · Wastewater Processing Fees	\$ (175)	\$ (140)	\$ (175)	\$ (105)	\$ (595)	770	175
4252 · Wastewater Permit Fees			\$ (250)	\$ 250	\$ -	500	500
4256 · Wastewater Reimbursement			\$ 19,497	\$ 2,343	\$ 21,840	0	21,840
<b>Total 4100 · Wastewater Revenue</b>	<b>\$ (10,253)</b>	<b>\$ (11,501)</b>	<b>\$ 24,415</b>	<b>\$ 10,185</b>	<b>\$ 12,846</b>	<b>369,713</b>	<b>382,559</b>
<b>Total 4000 · Revenue</b>	<b>\$ (10,253)</b>	<b>\$ (11,501)</b>	<b>\$ 24,415</b>	<b>\$ 10,185</b>	<b>\$ 12,846</b>	<b>369,713</b>	<b>382,559</b>
<b>Total Revenue</b>	<b>\$ (10,253)</b>	<b>\$ (11,501)</b>	<b>\$ 24,415</b>	<b>\$ 10,185</b>	<b>\$ 12,846</b>	<b>369,713</b>	<b>382,559</b>
<b>Gross Profit</b>	<b>\$ (10,253)</b>	<b>\$ (11,501)</b>	<b>\$ 24,415</b>	<b>\$ 10,185</b>	<b>\$ 12,846</b>	<b>369,713</b>	<b>382,559</b>
<b>Expense</b>							
5000 · Purchased Wastewater	\$ (1,338)	\$ (11,604)	\$ (35,064)	\$ (7,146)	\$ (55,152)	209,750	154,598
5100 · Contract Labor/Admin	\$ 5,911	\$ 20,315	\$ 17,109	\$ 2,448	\$ 45,783	35,300	81,083
5150 · Insurance Expense			\$ -	\$ -	\$ -	2,641	2,641
5200 · Professional Services		\$ 242	\$ 8	\$ -	\$ 250	4,575	4,825
5250 · Dues & Memberships		\$ 372	\$ -	\$ -	\$ 372	605	977
5300 · Utilities	\$ 148	\$ 161	\$ (621)	\$ 316	\$ 4	12,724	12,728
5300 · Fuel (Generator)		\$ 823	\$ -	\$ -	\$ 823	0	823
5370 · Property Taxes			\$ -	\$ -	\$ -	324	324
5380 · Supplies	\$ 375	\$ 67	\$ 39	\$ 129	\$ 610	650	1,260
5400 · Maintenance Expenses		\$ (2,150)	\$ -	\$ (30,356)	\$ (32,506)	33,200	694
5550 · Equipment		\$ 1,037	\$ -	\$ -	\$ 1,037	0	1,037
5590 · Bad Debts	\$ -		\$ -	\$ 1,419	\$ 1,419	2,000	3,419
5625 · Bank Charges	\$ 493	\$ 707	\$ 613	\$ 91	\$ 1,904	84	1,988
5700 · Licenses & Fees	\$ 22	\$ (7)	\$ 2,574	\$ (2,268)	\$ 321	3,171	3,492
6560 · Payroll Expenses	\$ (480)	\$ (194)	\$ 676	\$ 485	\$ 487	25,200	25,687
<b>Total Expense</b>	<b>\$ 5,131</b>	<b>\$ 9,769</b>	<b>\$ (14,666)</b>	<b>\$ (34,882)</b>	<b>\$ (34,648)</b>	<b>330,224</b>	<b>295,576</b>
<b>Net Ordinary Revenue</b>	<b>\$ (15,384)</b>	<b>\$ (21,270)</b>	<b>\$ 39,081</b>	<b>\$ 45,067</b>	<b>\$ 47,494</b>	<b>39,489</b>	<b>86,983</b>
<b>Other Revenue/Expense</b>							
<b>Other Revenue</b>							
4900 · Interest Earnings	\$ 82	\$ 114	\$ 126	\$ 54	\$ 376	36	412
4950 · Connection Fees	\$ 25,172	\$ (192)	\$ (17,517)	\$ 462	\$ 7,925	0	7,925
<b>Total Other Revenue</b>	<b>\$ 25,254</b>	<b>\$ (78)</b>	<b>\$ (17,391)</b>	<b>\$ 516</b>	<b>\$ 8,301</b>	<b>36</b>	<b>8,337</b>
<b>Other Expense</b>							
5350 · Depreciation Expenses			\$ -	\$ -	\$ -	94,362	94,362
5650 · Interest Expense		\$ (1,090)	\$ -	\$ -	\$ (1,090)	3,925	2,835
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ (1,090)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,090)</b>	<b>98,287</b>	<b>97,197</b>
<b>Net Other Revenue</b>	<b>\$ 25,254</b>	<b>\$ 1,012</b>	<b>\$ (17,391)</b>	<b>\$ 516</b>	<b>\$ 9,391</b>	<b>-98,251</b>	<b>-88,860</b>
<b>Net Revenue</b>	<b>\$ 9,870</b>	<b>\$ (20,258)</b>	<b>\$ 21,690</b>	<b>\$ 45,583</b>	<b>\$ 56,885</b>	<b>-58,762</b>	<b>-1,877</b>

# Fieldbrook Glendale Community Services District Quarterly Fire Dept. Budget Adjustments

July 2019 through June 2020

	Adjustments					2020 Budget	Adjusted Budget
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj		
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4300 · Fire Revenue							
4310 · Current Secured Taxes			\$ -	\$ -	\$ -	\$56,789	\$56,789
4320 · Current Unsecured Taxes			\$ -	\$ -	\$ -	\$2,415	\$2,415
4330 · Prior Year Secured Taxes			\$ -	\$ -	\$ -	\$811	\$811
4341 · Prop 172 Transfer	\$ 174		\$ -	\$ -	\$ 174	\$915	\$1,089
4350 · Property Tax Assessments			\$ -	\$ -	\$ -	\$40,575	\$40,575
4360 · Timber Yield Tax			\$ -	\$ -	\$ -	\$225	\$225
4370 · Homeowners' Exemption			\$ -	\$ -	\$ -	\$711	\$711
4380 · Supplemental Tax - Current			\$ -	\$ -	\$ -	\$767	\$767
4385 · Supplemental Tax - Prior Year			\$ -	\$ -	\$ -	\$133	\$133
4392 · Prop Tax Exchange Agreement			\$ -	\$ (136)	\$ (136)	\$136	\$0
4395 · Other Income - Fire Dept.	\$ 1,116		\$ 565	\$ -	\$ 1,681	\$100	\$1,781
<b>Total 4300 · Fire Revenue</b>	<b>\$ 1,290</b>	<b>\$ -</b>	<b>\$ 565</b>	<b>\$ (136)</b>	<b>\$ 1,719</b>	<b>\$ 103,577</b>	<b>\$ 105,296</b>
<b>Total 4000 · Revenue</b>	<b>\$ 1,290</b>	<b>\$ -</b>	<b>\$ 565</b>	<b>\$ (136)</b>	<b>\$ 1,719</b>	<b>\$ 103,577</b>	<b>\$ 105,296</b>
<b>Total Revenue</b>	<b>\$ 1,290</b>	<b>\$ -</b>	<b>\$ 565</b>	<b>\$ (136)</b>	<b>\$ 1,719</b>	<b>\$ 103,577</b>	<b>\$ 105,296</b>
<b>Gross Profit</b>	<b>\$ 1,290</b>	<b>\$ -</b>	<b>\$ 565</b>	<b>\$ (136)</b>	<b>\$ 1,719</b>	<b>\$ 103,577</b>	<b>\$ 105,296</b>
Expense							
5050 · Chief Fees			\$ -	\$ -	\$ -	\$ 599	\$599
5130 · Assessment Fee-LAFCo			\$ -	\$ 662	\$ 662	\$ 113	\$775
5150 · Insurance Expense	\$ (153)		\$ 72	\$ (10)	\$ (91)	\$ 18,862	\$18,771
5200 · Professional Services			\$ 267	\$ -	\$ 267	\$ 4,558	\$4,825
5250 · Dues & Memberships			\$ 9	\$ 138	\$ 147	\$ 2,673	\$2,820
5300 · Utilities	\$ 177	\$ 344	\$ -	\$ 329	\$ 850	\$ 7,900	\$8,750
5360 · Transportation & Travel	\$ (11)		\$ 525	\$ (201)	\$ 313	\$ 1,360	\$1,673
5380 · Supplies	\$ 235		\$ 1,140	\$ (269)	\$ 1,106	\$ 2,985	\$4,091
5400 · Maintenance Expenses	\$ 475		\$ (1,344)	\$ (809)	\$ (1,678)	\$ 6,900	\$5,222
5550 · Equipment	\$ 222	\$ 750	\$ 865	\$ 526	\$ 2,363	\$ 2,050	\$4,413
5700 · Licenses & Fees			\$ 112	\$ -	\$ 112	\$ -	\$112
5710 · Chiefs' Incentive Program			\$ (1,000)	\$ (1,000)	\$ (2,000)	\$ 2,000	\$0
6560 · Payroll Expenses	\$ (4)		\$ -	\$ 2,193	\$ 2,189	\$ 1,686	\$3,875
<b>Total Expense</b>	<b>\$ 941</b>	<b>\$ 1,094</b>	<b>\$ 646</b>	<b>\$ 1,559</b>	<b>\$ 4,240</b>	<b>\$ 51,686</b>	<b>\$ 55,926</b>
<b>Net Ordinary Revenue</b>	<b>\$ 349</b>	<b>\$ (1,094)</b>	<b>\$ (81)</b>	<b>\$ (1,695)</b>	<b>\$ (2,521)</b>	<b>\$ 51,891</b>	<b>\$ 49,370</b>
Other Revenue/Expense							
Other Revenue							
4900 · Interest Earnings			\$ -	\$ (1,326)	\$ (1,326)	\$ 2,900	\$1,574
<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,326)</b>	<b>\$ (1,326)</b>	<b>\$ 2,900</b>	<b>\$ 1,574</b>
Other Expense							
5350 · Depreciation Expenses			\$ -	\$ -	\$ -	\$ 47,750	\$47,750
5650 · Interest Expense			\$ -	\$ -	\$ -	\$ 9,508	\$9,508
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 57,258</b>	<b>\$ 57,258</b>
<b>Net Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (1,326)</b>	<b>\$ (1,326)</b>	<b>\$ (54,358)</b>	<b>\$ (55,684)</b>
<b>Net Revenue</b>	<b>\$ 349</b>	<b>\$ (1,094)</b>	<b>\$ (81)</b>	<b>\$ (3,021)</b>	<b>\$ (3,847)</b>	<b>\$ (2,467)</b>	<b>\$ (6,314)</b>

**Fieldbrook Glendale Community Services District  
Profit & Loss Budget Overview**

July 2019 through June 2020

	Anker Tank Replace...	Sewer Department	Water Department	Total Enterprise	Total Fire Department	TOTAL
	(Enterprise)	(Enterprise)	(Enterprise)			
	Jul '19 - Jun 20	Jul '19 - Jun 20	Jul '19 - Jun 20			
Ordinary Income/Expense						
Income						
4000 - Income						
<b>Total Income</b>		382,559.00	496,422.00	878,981.00	105,296.00	984,277.00
<b>Gross Profit</b>		382,559.00	496,422.00	878,981.00	105,296.00	984,277.00
Expense		382,559.00	496,422.00	878,981.00	105,296.00	984,277.00
5000 - Purchased Water & Sewer						
5050 - Director Fees		154,598.00	172,754.00	327,352.00		327,352.00
5100 - Contract Labor/Admin			2,995.00	2,995.00	599.00	3,594.00
5130 - Assessment Fees (Direct Charge & LAFCo Fees)		81,083.00	242,682.00	323,765.00		323,765.00
5150 - Insurance Expense						
5200 - Professional Services		2,641.00	3,245.00	5,886.00	775.00	775.00
5250 - Dues & Memberships		4,825.00	4,825.00	9,650.00	18,771.00	24,657.00
5300 - Utilities		977.00	977.00	1,954.00	4,825.00	14,475.00
5360 - Transportation & Travel		12,728.00	11,332.00	24,060.00	2,820.00	4,774.00
5370 - Property Taxes		823.00		823.00	8,750.00	32,810.00
5380 - Supplies					1,673.00	2,496.00
5400 - Maintenance Expenses		324.00	225.00	549.00		549.00
5550 - Equipment		1,280.00	1,237.00	2,497.00	4,091.00	6,588.00
5590 - Bad Debts		694.00	8,679.00	9,373.00	5,222.00	14,595.00
5625 - Bank Charges		1,037.00	1,037.00	2,074.00	4,413.00	6,487.00
5700 - Licenses & Fees		3,419.00	4,188.00	7,607.00		7,607.00
5710 - Chiefs' Incentive Program		1,988.00	2,544.00	4,532.00		4,532.00
6560 - Payroll Expenses		3,492.00	4,195.00	7,687.00	112.00	7,799.00
<b>Total Expense</b>		25,687.00	12,117.00	37,804.00	0.00	0.00
<b>Net Ordinary Income</b>		295,576.00	473,032.00	768,608.00	3,875.00	41,679.00
Other Income/Expense		86,983.00	23,390.00	110,373.00	49,370.00	159,743.00
Other Income						
4393 - Donations (Donations)						
4394 - Grant Income	64,580.00		0.00	64,580.00	0.00	0.00
4900 - Interest Earnings (Interest Earnings)		412.00	14,629.00	15,041.00	1,574.00	16,615.00
4950 - Connection Fees (Connection Fees)		7,925.00	10,591.00	18,516.00		18,516.00
<b>Total Other Income</b>	64,580.00	8,337.00	25,220.00	98,137.00	1,574.00	99,711.00
Other Expense						
5350 - Depreciation Expenses		94,382.00	26,639.00	121,001.00	47,750.00	168,751.00
5650 - Interest Expense		2,835.00	13,715.00	16,550.00	9,508.00	26,058.00
5810 - Water Grant Expenses (Water Grant Expenses)	64,580.00		0.00	64,580.00		64,580.00
<b>Total Other Expense</b>	64,580.00	97,197.00	40,354.00	202,131.00	57,258.00	259,389.00
<b>Net Other Income</b>	0.00	-88,860.00	-15,134.00	-103,994.00	-55,684.00	-159,678.00
<b>Net Income</b>	0.00	-1,877.00	8,258.00	6,379.00	-6,314.00	65.00

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.2

**Agenda Title:** Board Remuneration for FY 2020.

**Meeting Date:** 07/28/20

**Presented by:** Richard Hanger

**Type of Item:**         Action                       Discussion                       Information

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

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**Background:**

Resolution #2006-05 addresses board remuneration and expenditure reimbursement procedures. Item three reads:

3.) Members of the Board of Directors shall receive a monthly “Director’s Fee”, the amount of which shall be established annually by the Board at its regular meeting in July.

Board members receive an annual director’s fee of \$599.00, paid in monthly installments of \$50.00, the exception is December in which the amount of \$49.00 is paid.

**Recommendation:**

Discuss and set the director’s fee for FY 2020.

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.3

**Agenda Title:** Water rate adjustment based on wholesale water costs.

**Meeting Date:** 07/28/20

**Presented by:** Richard Hanger, General Manager

**Type of Item:**         Action                       Discussion                       Information

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

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**Background:**

California Government Code, Section 53756(a)(c), allow an agency that purchases wholesale water from a public agency may provide for an automatic adjustment that passes through the adopted increase or decrease in the wholesale charges for water 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.

In fiscal year 2017-2018 the board received the five-year budget projections from HBMWD for wholesale water costs. The budget projected a decrease in costs for 2017-2018 from 2016-2017 (-3.49%) with a projected increase in 2018-2018 (4.79%). The board opted to not adjust rates for the cost of wholesale water for either year and restricted the use of revenue generated in 2017-2018 to fund assets (Mather Creek tank upgrade and radio read meters).

The net increase in wholesale water costs for fiscal years 2018-2020 is \$11,406 or .79%. If the pass through is adopted the base rate for a 5/8" domestic meter would increase from \$49.44 to \$49.83. An annual increase of \$4.69. The consumption rate above 500 cubic feet per month would increase from \$2.70 to \$2.72.

**Recommendation:**

Approve water rate adjustment of .79% to pass through the adjustment for wholesale water costs.



**Wholesale Water Costs as a percentage of Revenues**

<u>Revenues</u>	<u>2016-17</u>	<u>2017-18</u>	<u>2018-19</u>	<u>2019-20</u>	<u>2020-21</u>
Domestic Water Revenue	\$ 361,701	\$ 367,088	\$ 387,915	\$ 392,458	
Business Water Revenue	\$ 56,979	\$ 48,710	\$ 49,709	\$ 65,910	
Fire Suppression Revenue	\$ 1,880	\$ 1,910	\$ 2,048	\$ 2,105	
Total Rate Revenue	\$ 420,560	\$ 417,708	\$ 439,672	\$ 460,473	

**Wholesale Water**

Price Factor 1 - DWFP Debt Service	\$ 11,114	\$ 11,338	\$ 10,978	\$ 10,704	
Price Factor 2 - O&M/Capital Cost	\$ 140,574	\$ 121,229	\$ 142,956	\$ 144,115	
Price Factor 3 - Electrical Power (Pumping)	\$ 10,823	\$ 11,503	\$ 10,227	\$ 12,890	
Price Factor 4 - Additions to Reserves	\$ 4,944	\$ 8,715	\$ 8,649	\$ 8,608	
Sum/Net Wholesale Water Costs	\$ 167,454	\$ 152,785	\$ 172,810	\$ 176,219	\$ 178,500

A = Increase in annual wholesale water costs

B = Current annual Water Revenues

Old Rate x ((1+(A/B)) = Percentage of Change

	\$ 18,954	\$ (14,669)	\$ 20,025	\$ 3,409	\$ 2,281
	\$ 390,565	\$ 420,560	\$ 417,708	\$ 439,672	\$ 460,473
	4.85%	-3.49%	4.79%	0.78%	0.50%

**Fieldbrook Glendale CSD  
Water Sewer Rates 2020**

<b>Base Water Rates</b>	
<b>Meter Size</b>	<b>Rate</b>
5/8"	\$49.83
1"	\$59.64
1-1/2"	\$92.40
2"	\$125.23
<b>Usage Water Rates</b>	
Usage cubic feet (cu. ft.)	
0-500	Included in base rate
Each additional 100 cu. ft.	\$2.72
Mather Creek Estates – Special Benefit Zone	\$85.39

<b>0.79 Wholesale Pass through</b>		
2021	Monthly	Annual
\$49.44	\$0.39	\$4.69
\$59.17	\$0.47	\$5.61
\$91.67	\$0.72	\$8.69
\$124.25	\$0.98	\$11.78
\$2.70	\$0.02	Variable
\$84.72	\$0.67	\$8.03

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.4

**Agenda Title:** 2020 Biennial Notice for Conflict-of -Interest Code.

**Meeting Date:** 07/28/2020

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

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**Background**

The political Reform Act requires every local government agency to review its conflict-of-interest code every two years. Any changes that need to be made will be reviewed by the Humboldt County Board of Supervisors. Based on the review of the materials provided by the Humboldt County Elections office, I am reporting compliance and not recommending any changes.

**Recommendation**

Move to file the 2020 Local Agency Biennial Notice as presented.

## 2020 Local Agency Biennial Notice

Name of Agency: Fieldbrook Glendale Community Services District

Mailing Address: PO Box 2715, McKinleyville CA 95519

Contact Person: Richard Hanger Phone No. (707) 443-3316

Email: rhanger50@gmail.com Alternate Email: r40sheppard@gmail.com

**Accurate disclosure is essential to monitor whether officials have conflicts of interest and to help ensure public trust in government. The biennial review examines current programs to ensure that the agency's code includes disclosure by those agency officials who make or participate in making governmental decisions.**

This agency has reviewed its conflict of interest code and has determined that (check one BOX):

**An amendment is required. The following amendments are necessary:**

(Check all that apply.)

- Include new positions
- Revise disclosure categories
- Revise the titles of existing positions
- Delete titles of positions that have been abolished and/or positions that no longer make or participate in making governmental decisions
- Other (describe) \_\_\_\_\_

**The code is currently under review by the code reviewing body.**

**No amendment is required.** (If your code is over five years old, amendments may be necessary.)

### Verification (to be completed if no amendment is required)

*This agency's code accurately designates all positions that make or participate in the making of governmental decisions. The disclosure assigned to those positions accurately requires that all investments, business positions, interests in real property, and sources of income that may foreseeably be affected materially by the decisions made by those holding designated positions are reported. The code includes all other provisions required by Government Code Section 87302.*

Richard Hanger  
Signature of Chief Executive Officer

7.29.2020  
Date

All agencies must complete and return this notice regardless of how recently your code was approved or amended. Please return this notice no later than **October 1, 2020**, or by the date specified by your agency, if earlier, to:

**Humboldt County Office of Elections**  
Attn: Lucinda Jackson  
2426 6th Street, Eureka, CA 95501

**PLEASE DO NOT RETURN THIS FORM TO THE FPPC.**

## **Conflict of Interest Code**

### **Fieldbrook Glendale Community Services District**

#### **Appendix A**

##### **Designated Employees**

- I. Persons of the following positions are designated employees and must disclose financial interests in all categories defined in Appendix B:
  - A. Directors of the Community Services District
  
- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 2 and 3 of Appendix B:
  - A. Fire Chief
  - B. General Manager
  - C. District Engineer

## Conflict of Interest Code

### Fieldbrook Glendale Community Services District

#### Appendix B

#### Disclosure Categories

##### CATEGORY # 1

- A. Interests in real property which is located in whole or in part either:
1. within the boundaries of the Districts, or
  2. within two (2) miles of the boundaries of the District, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interest in real property of and individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse own, directly, indirectly, or beneficially, a ten percent interest or greater.)

- B. Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the District.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property with the jurisdiction of the District.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights, warrants, options debt instruments and any partnership interest or other ownership interest.)

(Investments of any individual include a pro-rate share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 in value during the preceding 12 month reporting period.)

**CATEGORY # 2**

- A. Investments in or income from business entities which manufacture or sell supplies, parts, machinery or equipment of the type utilized by the department for which the designated employee is in charge
- B. Investments include interests described in Category # 1.

**CATEGORY # 3**

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work of services or the type utilized by the department for which the designated employee is in charge.
- B. Investments include the interests described in Category # 1.