

**FIELDBROOK GLENDALE
COMMUNITY SERVICES DISTRICT**

**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 23, 2021

Fieldbrook Fire Hall & Teleconference, 7:30 PM
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 SCSD 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. 858 734 8742. 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 FGCSB 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 District Engineer Report
 - 1.2.1 Muni Meeting report
 - 1.2.2 Anker Tank Replacement project report
- 1.3 Fire Chief Report
 - 1.3.1 Call/Incident report
- 1.4 Safety Report
- 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.

- Approval of Minutes
 - 2.1 Regular Board Meeting, February 23, 2021

Tuesday, March 23, 2021

AGENDA

Correspondence

- 3.1 Dean Wilson, will not serve APN# 512-221-037

Financial Reports

- 4.1 Interfund Transfers, \$78,375.69
- 4.2 Check/EFT Payments, (6403-6433), \$76,184.17
- 4.3 Payroll, \$3,562.89
- 4.4 General Journal Entries (494-495)
- 4.5 Reimbursement, General Manager, Zoom \$40.00.
- 4.6 Related Party Transaction, Central Avenue Service \$492.00.
- 4.7 Bad Debt, Acct# 16001, Water \$746.43, Sewer \$599.93.
- 4.8 Transfer/Warrant Request Fire Fund, \$

F. Business Items Action/Information

- 5.1 Resolution 2021-02 to amend Water Ordinance 91-1, adding Accessory Dwelling Units. Second reading. Action.
- 5.2 Resolution 2021-03 to amend Sewer Ordinance 90-01, adding Accessory Dwelling Units. First reading. Review and continue to April 27, 2021.
- 5.3 Establish policy committee and appoint members. Action.
- 5.4 Letter supporting funding to monitor and cleanup the former McNamara & Peepe Lumber Mill site. Action.

G. Public Hearings

- 6.1 None.

H. Future Agenda Items

- 7.1 Purchase of Command Truck. April.
- 7.2 Quarterly financial reports and budget adjustments. April.
- 7.3 Review and set interest rates for Fire/Sewer Loans, F/Y 2022. April.

I. Adjournment/Announcements

- 8.1 Next regular meeting, April 27, 2021.

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.

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

March 23, 2021

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

Please transfer the following

From: Business Liquid Asset Account \$ 78,375.69
To: Water Checking \$ 78,375.69

March Reconciliation	
Check Register	\$ 76,184.17
#6403-6433	\$ 76,184.17
Other Deposit	
	\$ -
Transfer Totals	\$ (78,375.69)
Anker Tank Project	\$ -
Fire	\$ 5,429.85
Sewer	\$ 35,230.79
Water	\$ 37,715.05
Reduce Water Transf	\$ -
Gross Pay	\$ 3,562.89
<Net Pay>	\$ (2,779.02)
Empr. Taxes	\$ 329.55
Adjustments	
EDD	\$ (189.31)
EDD	\$ (47.69)
IRS	\$ (771.04)
A/P Verizon/iPad	\$ 2,086.14
Reconciliation	\$ (76,184.17)
Balance	\$ -

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

February 23, 2021
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:30PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick, and Director Janet Miller. District Engineer Rebecca Crow was present (teleconference). Fire Chief Jack Sheppard, Sewer Technician Brian Carr, 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 Brian Carr reported higher flows due to the recent rain events.

4.1.2 – Maintenance report

Sewer Technician Brian Carr updated the Board on project status for inflow/infiltration, electrical parts for pump control panel, and telemetry update. Brian requested information regarding flow meter certification; also, he informed the Board of a pipe collapse near, or at the intersection of our two collection systems on West End road.

4.2 Safety Report – Received and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported three (3) medical calls and seven (7) mutual aid calls for the prior month. State Farm has notified the Department that it will be awarding \$20,000 toward the purchase of an SCBA filling station.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

District Engineer Rebecca Crow reported the agenda topics for the Muni meeting included cyber security, Trinidad Rancheria water service request, Ruth Lake-August Complex fire update, Inter-agency Joint Emergency Response, and HBMWD budget for F/Y 2022.

4.4.2 – Anker Tank – update, project is on schedule and will begin design soon.

4.5 General Manager Report

4.5.1 – No report.

4.6 Reports by members of the Board. No reports

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, January 26th, held on February 2, 2021.

5.2 Correspondence/Information Items

5.2.1 – Will not serve, Ethan Jacobs APN#516-011-036

5.2.2 – HBMWD, Domestic Water Use, Five-year average, Peak Use for CY2020.

5.2.3 – CalOES, Notification of Award Denial, Emergency Power Resiliency

5.3 Financial Reports

5.3.1 Interfund Transfers \$40,257.37

5.3.2 Checks (#6370-6402) \$75,285.46

5.3.3 Payroll \$2,980.52

5.3.4 General Manager reimbursement, Zoom & ATT, \$46.30

5.3.5 General Journal Entries 491-493.

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

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

6. Action/Discussion Items

6.1 – Fire Department request to purchase iPad’s. Action.

Fire Chief Jack Sheppard provided the staff report outlining the benefits of accessing the “I Am Responding” application via an iPad for all responding fire trucks.

Director Jason Garlick moved to approve the purchase of iPads as presented. Director Janet Miller seconded the motion. The motion passed with Grissom, Miller, Kilian, Garlick, and Sheppard voting aye.

6.2 – Conflict of Interest reports (Form 700). Review and File.

Reviewed and filed.

6.3 – Ordinance 91-1, amendment for Accessory Dwelling Units. First reading. No action.

General Manager Richard Hanger gave the staff report and first reading.

7. Future Agenda Item’s

7.1 – Purchase of Command Truck. April.

7.2 –

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 March 23, 2021.

Meeting adjourned at 8:15 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Janet Miller
Director*

Attachments
*CCCU fund transfer
Initialed disbursement register*

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT
P.O. Box 2715 – McKinleyville, CA 95519

February 25, 2021


Mr. Dean Wilson
3650 Murray Road
McKinleyville, CA 95519

Subject: APN 512-221-037

Dear Mr. Wilson,

This letter is to confirm parcel APN# 512-221-037 is within the boundaries of the Fieldbrook Glendale Community Services District (FGCSD). The property is outside our current serviced area. It is cost prohibitive for FGCSD to provide service to this address. The Capital Improvement Plan for FGCSD does not include improvements to this area. The District will not serve for the foreseeable future.

Sincerely yours,



Richard Hanger
General Manager

cc: file



POLICY TITLE: Adoption/Amendment of Policies
POLICY NUMBER: 1000

1000.1 Consideration by the Board of Directors to adopt a new policy or to amend an existing policy may be initiated by any Director or the General Manager. The proposed adoption or amendment shall be initiated by a Director or the General Manager by submitting a written draft of the proposed new or amended policy to the Board Chairperson and the General Manager, which may be submitted in person or by any communication method approved by the District, and requesting that the item be included for consideration on the agenda of the next appropriate regular meeting of the Board of Directors. Any member of the Board may place an item on a future agenda by making a formal request to the General Manager at a meeting of the Board. The General Manager will place Board items on a future Board agenda when reasonable, based on the staff time and research necessary to prepare the item for Board consideration.

1000.2 Adoption of a new policy or amendment of an existing policy shall be accomplished at a regular meeting of the Board of Directors in accordance with the District's state statutes regarding the constitution of a majority vote.

1000.3 Copies of the proposed new or amended policy shall be included in the agenda-information packet for any meeting in which they are scheduled for consideration (listed on the agenda). A copy of the proposed new or amended policy(ies) shall be made available to each Director for review at least 72 hours, per the Brown Act, prior to any meeting at which the policy(ies) are to be considered.

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of March 23, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							0.00
Total Anker Tank Replacement							0.00
Interfund Expenses/Fire							1,789.19
Bill	02/26/2021	AMZ3...	Interfun...	5430 · Small Tools (Small Tools)	Fire Depart...	90.09	1,879.28
Bill	02/28/2021	CL 21-...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	91.66	1,970.94
Bill	02/28/2021	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	143.92	2,114.86
Bill	02/28/2021	Feb 2...	Interfun...	5335 · Water (Water)	Fire Depart...	49.83	2,164.69
Bill	02/28/2021	422789	Interfun...	5420 · Building Maintenance (Building Mainten...	Fire Depart...	18.94	2,183.63
Credit	02/28/2021	422792	Interfun...	5420 · Building Maintenance (Building Mainten...	Fire Depart...	-6.02	2,177.61
Bill	02/28/2021	422794	Interfun...	5420 · Building Maintenance (Building Mainten...	Fire Depart...	37.70	2,215.31
Bill	03/01/2021	INV71...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	13.34	2,228.65
Bill	03/02/2021	553971	Interfun...	5346 · Security - Firehouse (Advanced Security...	Fire Depart...	76.50	2,305.15
Bill	03/02/2021	March ...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	157.94	2,463.09
Bill	03/03/2021	422952	Interfun...	5420 · Building Maintenance (Building Mainten...	Fire Depart...	10.97	2,474.06
Bill	03/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	511.16	2,985.22
Bill	03/07/2021	98749...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	22.92	3,008.14
Bill	03/07/2021	98749...	Interfun...	5555 · Small Equipment (Small Equipment)	Fire Depart...	2,063.22	5,071.36
Bill	03/08/2021	March ...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses - ...	Fire Depart...	50.00	5,121.36
Bill	03/16/2021	PP066...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	158.95	5,280.31
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Fire Depart...	136.88	5,417.19
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.14	5,417.33
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.49	5,425.82
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.98	5,427.80
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.05	5,429.85
Total Interfund Expenses/Fire						3,640.66	5,429.85
Interfund Expenses/Sewer							4.00
Check	02/26/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.82	21.82
Bill	02/28/2021	0005126	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	26,850.57	26,872.39
Bill	02/28/2021	0005126	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	54.99	26,927.38
Bill	02/28/2021	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	89.94	27,017.32
Bill	02/28/2021	33876	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	325.73	27,343.05
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	541.57	27,884.62
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	429.09	28,313.71
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	2,246.86	30,560.57
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	150.41	30,710.98
Bill	02/28/2021	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	791.99	31,502.97
Bill	03/01/2021	INV71...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	13.33	31,516.30
Bill	03/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	470.12	31,986.42
Bill	03/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	548.26	32,534.68
Paycheck	03/18/2021	6431	Interfun...	6560 · Payroll Expenses	Enterprise:S...	308.10	32,842.78
Paycheck	03/18/2021	6431	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.30	32,843.08
Paycheck	03/18/2021	6431	Interfun...	6560 · Payroll Expenses	Enterprise:S...	19.10	32,862.18
Paycheck	03/18/2021	6431	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.47	32,866.65
Paycheck	03/18/2021	6431	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.62	32,871.27
Paycheck	03/18/2021	6432	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,201.59	34,072.86
Paycheck	03/18/2021	6432	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.20	34,074.06
Paycheck	03/18/2021	6432	Interfun...	6560 · Payroll Expenses	Enterprise:S...	74.50	34,148.56
Paycheck	03/18/2021	6432	Interfun...	6560 · Payroll Expenses	Enterprise:S...	17.42	34,165.98
Paycheck	03/18/2021	6432	Interfun...	6560 · Payroll Expenses	Enterprise:S...	18.02	34,184.00
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:S...	958.16	35,142.16
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.96	35,143.12
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.41	35,202.53
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.89	35,216.42
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.37	35,230.79
Total Interfund Expenses/Sewer						35,226.79	35,230.79
Interfund Expenses/Water							1.00
Check	02/26/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.18	23.18
Bill	02/28/2021	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	633.33	656.51
Bill	02/28/2021	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	44.10	700.61
Bill	02/28/2021	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	24.49	725.10
Bill	02/28/2021	33876	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	405.27	1,130.37
Bill	02/28/2021	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	896.87	2,027.24
Bill	02/28/2021	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,201.35	14,228.59
Bill	02/28/2021	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,308.40	15,536.99
Bill	02/28/2021	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	718.06	16,255.05
Bill	02/28/2021	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-41.64	16,213.41
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	479.68	16,693.09
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	380.06	17,073.15
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	1,990.09	19,063.24
Bill	02/28/2021	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	133.22	19,196.46
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	10,314.28	29,510.74
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	752.49	30,263.23
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	285.00	30,548.23
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	253.75	30,801.98

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of March 23, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	84.47	30,886.45
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	574.10	31,460.55
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	58.76	31,519.31
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	56.25	31,575.56
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	103.23	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,678.79
Bill	02/28/2021	Feb 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:...	2,533.79	34,212.58
Bill	02/28/2021	Feb 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:...	0.00	34,212.58
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	34,212.58
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	483.34	34,695.92
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	241.67	34,937.59
Bill	02/28/2021	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	1,317.20	36,254.79
Bill	03/01/2021	INV71...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	13.33	36,268.12
Bill	03/02/2021	707-4...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	57.75	36,325.87
Bill	03/07/2021	234-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	92.39	36,418.26
Bill	03/08/2021	March ...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	36,468.26
Bill	03/08/2021	March ...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	36,518.26
Bill	03/08/2021	March ...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	36,568.26
Bill	03/08/2021	March ...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	36,618.26
Bill	03/08/2021	March ...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...	Enterprise:...	50.00	36,668.26
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:...	958.16	37,626.42
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.95	37,627.37
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:...	59.40	37,686.77
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.90	37,700.67
Paycheck	03/18/2021	6433	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.38	37,715.05
Total Interfund Expenses/Water						37,714.05	37,715.05
TOTAL						76,581.50	78,375.69

Fieldbrook Glendale Community Services District
Check Register for this Month
February 24 through March 23, 2021

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Bill Pmt -Check	02/24/2021	E-Pay	Intuit Quick Books	-6.00
Bill Pmt -Check	02/24/2021	6403	BDI	-45.16
Bill Pmt -Check	02/24/2021	6404	Central Avenue Servic...	-492.00
Bill Pmt -Check	02/24/2021	6405	Jack Sheppard	-53.86
Bill Pmt -Check	02/24/2021	6406	L.N. Curtis & Sons	-965.37
Bill Pmt -Check	02/24/2021	6407	RWS Services	-177.94
Check	02/26/2021	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	03/08/2021	6408	ACE Hardware	-50.62
Bill Pmt -Check	03/08/2021	6409	ACE Hardware	-10.97
Bill Pmt -Check	03/08/2021	6410	Advanced Security Sy...	-76.50
Bill Pmt -Check	03/08/2021	6411	AT&T	-57.75
Bill Pmt -Check	03/08/2021	6412	Fieldbrook Glendale C...	-49.83
Bill Pmt -Check	03/08/2021	6413	Hjerpe & Godinho, LLP	-731.00
Bill Pmt -Check	03/08/2021	6414	Jack Sheppard	-143.95
Bill Pmt -Check	03/08/2021	6415	PG&E	-935.78
Bill Pmt -Check	03/08/2021	6416	Sudden Link	-157.94
Bill Pmt -Check	03/08/2021	6417	Valley Pacific	-91.66
Liability Check	03/08/2021	E-pay	EDD	-189.31
Liability Check	03/08/2021	E-pay	EDD	-47.69
Liability Check	03/08/2021	E-pay	United States Treasury	-771.04
Bill Pmt -Check	03/17/2021	6418	City of Arcata	-26,905.56
Bill Pmt -Check	03/17/2021	6419	Humboldt Bay M&O	-23,409.31
Bill Pmt -Check	03/17/2021	6420	Humboldt Bay Munici...	-15,083.04
Bill Pmt -Check	03/17/2021	6421	Jack Sheppard	-50.00
Bill Pmt -Check	03/17/2021	6422	Janet Miller	-50.00
Bill Pmt -Check	03/17/2021	6423	Jason Garlick	-50.00
Bill Pmt -Check	03/17/2021	6424	Rich Grissom	-50.00
Bill Pmt -Check	03/17/2021	6425	Roy Sheppard	-50.00
Bill Pmt -Check	03/17/2021	6426	Starr Kilian	-50.00
Bill Pmt -Check	03/18/2021	6427	AT&T	-1,621.93
Bill Pmt -Check	03/18/2021	6428	Jack Sheppard	-158.95
Bill Pmt -Check	03/18/2021	6429	PG&E	-791.99
Bill Pmt -Check	03/18/2021	6430	Richard A. Hanger	-40.00
Paycheck	03/18/2021	6431	Brian D. Carr	-280.83
Paycheck	03/18/2021	6432	Grant Weaver	-1,095.25
Paycheck	03/18/2021	6433	Richard A Hanger	-1,402.94
Total 1015 · Water Dept Checking (Water Dept Checking)				-76,184.17
Total 1012 · General Fund Checking (All Funds)				-76,184.17
Total 1000 · Coast Central Credit Un.				-76,184.17
TOTAL				-76,184.17

Fieldbrook Glendale Community Services District
Payroll Summary
February 24 through March 23, 2021

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Feb 24 - Mar 23, 21	Hours	Rate	Feb 24 - Mar 23, 21	Hours	Rate	Feb 24 - Mar 23, 21	Hours	Rate	Feb 24 - Mar 23, 21
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	10	30.81	308.10	39	30.81	1,201.59	60	34.22	2,053.20	109.00		3,562.89
Hourly Sick		30.81	0.00		30.81	0.00		34.22	0.00			0.00
Total Gross Pay	<u>10</u>		<u>308.10</u>	<u>39</u>		<u>1,201.59</u>	<u>60</u>		<u>2,053.20</u>	<u>109.00</u>		<u>3,562.89</u>
Adjusted Gross Pay	10		308.10	39		1,201.59	60		2,053.20	109.00		3,562.89
Taxes Withheld												
Federal Withholding			0.00			0.00			-315.00			-315.00
Medicare Employee			-4.47			-17.42			-29.77			-51.66
Social Security Employee			-19.10			-74.50			-127.30			-220.90
CA - Withholding			0.00			0.00			-153.55			-153.55
CA - Disability Employee			-3.70			-14.42			-24.64			-42.76
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			<u>-27.27</u>			<u>-106.34</u>			<u>-650.26</u>			<u>-783.87</u>
Net Pay	<u>10</u>		<u>280.83</u>	<u>39</u>		<u>1,095.25</u>	<u>60</u>		<u>1,402.94</u>	<u>109.00</u>		<u>2,779.02</u>
Employer Taxes and Contributions												
Medicare Company			4.47			17.42			29.77			51.66
Social Security Company			19.10			74.50			127.30			220.90
CA - Unemployment Company			4.62			18.02			30.80			53.44
CA - Employment Training Tax			0.30			1.20			2.05			3.55
Total Employer Taxes and Contributions			<u>28.49</u>			<u>111.14</u>			<u>189.92</u>			<u>329.55</u>

**Fieldbrook Glendale Community Services District
Journal
February 24 through March 23, 2021**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
17606	General Journal	02/26/2021	494	Fieldbroo... Fieldbroo...	[REDACTED] Lien [REDACTED] Lien	1210 - A/R Water (A... 5610 - Uncollectable...	746.43	746.43
							746.43	746.43
17607	General Journal	02/26/2021	495	Fieldbroo... Fieldbroo...	[REDACTED] Lien [REDACTED] Lien	1220 - A/R Sewer (A... 5610 - Uncollectable...	599.93	599.93
							599.93	599.93
17608	General Journal	02/26/2021	496	[REDACTED]	[REDACTED] Lien [REDACTED] Lien	1206.01 - A/R Water... 1228 - Provision for ...	746.43	746.43
							746.43	746.43
TOTAL							2,092.79	2,092.79



INVOICE

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

Invoice Date: 02/28/2021
Invoice #: INV71519986
Payment Terms: Due Upon Receipt
Due Date: 02/28/2021
Account Number: 116380705
Currency: USD
Account Information: Fieldbrook Glendale CSD
4584 Fieldbrook Rd,
McKinleyville, California 95519
United States

rhanger50@gmail.com

Remittance Details should be sent to:
Finance@zoom.us

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Webinar 100 Monthly Quantity: 1 Unit Price: \$40.00	02/28/2021-03/29/2021	\$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

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

INVOICE
27666

EPA CAL 000060297
 B.A.R AL 16979'

Date: 02/08/2021

INVOICE

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

1990 -
 Lic # : 335727
 Unit # : 8717
 VIN # : 4S7PT9S03 MC003260

Odometer In : 27500

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

BATTERIES FOR 8717

5530-Tank

Org. Estimate 492.00 Revisions 0.00 Current Estimate 492.00

*OK TO PAY
 Tech*

Labor:	0.00
Parts:	454.88
HazMat:	3.00
SubTotal:	457.88
Tax:	34.12
Total:	492.00
Bal Due:	\$492.00

[Payments -]

FAMILY OWNED AND OPERATED FOR OVER 30 YEARS

Vehicle Received: 2/8/2021

Customer Number : 1944

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

Signature _____ Date _____

Account Number 16001 Customer Name [REDACTED] Customer Address [REDACTED] Account Balance [REDACTED]

Notes

Customer's home will be auctioned off by the County for delinquent property taxes between 2/26 & 3/1/2021.

Detail		
Water Billing	\$	394.07
Sewer Billing	\$	689.14
Shut off Charge	\$	-
Late Charges	\$	263.15
Total	\$	1,346.36 ✓

Approval to write off as a bad debt:

By: Richard Hanger

Date: 2.25.2021

Please sign the above and return to us. Once approved, we will submit the above to the collection agency.

Water 746.43 412 497
 Sewer - 599.93 312 496

Board Action 3/23/2021

COUNTY OF HUMBOLDT
State of California

Pay to the order of: FIELDBROOK GLENDALE - CSD
P.O. BOX 2715
MCKINLEYVILLE, CA 95519-2715

Fiscal Year: 2021

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

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

Notes:

Prepared by: Richard Hanger

DEPARTMENTAL NOTATIONS:

Phone Number:

Approved by:

Date: 3.18.21

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: 5.1

Agenda Title: Resolution 2021-02 to amend Water Ordinance 91-1, adding Accessory Dwelling Units. Second reading.

Meeting Date: 03/23/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Recent state legislation provided changes regarding connection charges and capacity fees for Accessory Dwelling Units. Second reading.

Recommendation:

Motion to adopt.

RESOLUTION # 2021 - 02

RESOLUTION AMENDING ORDINANCE 91-1, AN ORDINANCE ESTABLISHING RATES, RULES, AND REGULATIONS FOR WATER SERVICE.

WHEREAS, recent state legislation has provided for changes regarding connection charges of Accessory Dwelling Units (ADU); and

WHEREAS, Humboldt County has recently clarified the definition of and ADU with its Ordinance No 2652; and

WHEREAS, the Fieldbrook Glendale Community Services District needs clarifying of Ordinance 91-1 relating to ADU’s.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, California, Ordinance 91-1, is amended to read as follows:

Table of Contents

1. ARTICLE 1. DEFINITIONS..... 1
Section 1.01 Accessory Dwelling Unit (ADU): 1
(a) Attached Accessory Dwelling Unit..... 2
(b) Detached Accessory Dwelling Unit..... 2
(c) Junior Accessory Dwelling Unit (JADU) 2
(d) Principal or Primary Dwelling Unit (PDU) 2
4. ARTICLE 4 – RETAIL WATER SERVICE INSTALLATION 2
Section 4.07 Connection and Capacity Fees ADU: 2
Section 4.08 New Detached Units ADU: 2
9. ARTICLE 9 – RATES 3
Section 9.06 Accessory Dwelling Units Base Rate 3
CERTIFICATION 3

1. ARTICLE 1. DEFINITIONS

Section 1.01 Accessory Dwelling Units, Article 1 Definitions is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined) and each subsequent Section shall be renumbered:

Section 1.01 Accessory Dwelling Unit (ADU):

An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons. It shall include permanent provision for living, sleeping, eating, cooking, and sanitation on the same lot where an existing or proposed single-family dwelling is situated. An accessory dwelling unit also includes a manufactured home, as defined in Section 18007 of the Health and Safety Code; and a Tiny House or Moveable Tiny House as defined Humboldt County Ordinance Title III, Division 1, Chapter 4 in conformance with California Government Code Section 65852.2.

RESOLUTION # 2021 - 02

(a) Attached Accessory Dwelling Unit

Shall mean an ADU constructed and contained within the existing space of the single-family residence or accessory structure and has an independent exterior access from the existing residence. The ADU total floor area will not exceed 50 percent (50%) of the floor area of the PDU.

(b) Detached Accessory Dwelling Unit

Shall mean an ADU constructed either to expand the footprint of the existing single-family residence or accessory structure, or to be a new accessory structure on the parcel. A detached ADU is defined as a unit with a total floor area of 1,200 square feet or less. Any detached ADU more than 1,200 square feet may be charged a connection or capacity fee consistent with California Government Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to its burden upon the water system, based upon either size (square footage), or the number of plumbing fixtures, but not exceed the reasonable cost of providing service.

(c) Junior Accessory Dwelling Unit (JADU)

Shall mean an attached ADU that does not exceed 500 square feet, includes an efficiency kitchen, and may either share a bathroom (toilet, sink, and tub and/or shower) with the principal residence. The principal residence or the JADU must be occupied by the owner of residence. California Government Code 65852.22.

(d) Principal or Primary Dwelling Unit (PDU)

Shall mean the dwelling unit which exists on a lot at the time that an ADU is constructed; or the primary dwelling unit that exists or is planned to be constructed such that any other dwelling on the same lot may be defined as an ADU.

4. ARTICLE 4 – RETAIL WATER SERVICE INSTALLATION

Section 4.07 and 4.08, Article 4 Retail Water Service Installation is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined) and each subsequent Section shall be renumbered:

Section 4.07 Connection and Capacity Fees ADU:

Attached ADU or JADU shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for water service. No new or separate water connection is required between the ADU and water main, if the ADU is contained within the existing space of a single-family residence or accessory structure.

Section 4.08 New Detached Units ADU:

For an ADU that is not contained within the existing space of a single-unit dwelling or existing accessory structure, a new or separate connection may be required directly between the ADU and the water main. Consistent with California Government Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to its burden upon the water system, based upon either size (square footage), or the number of plumbing fixtures, but not exceed the reasonable cost of providing service.

RESOLUTION # 2021 - 02

9. ARTICLE 9 – RATES

Section 9.06 Rates, Article 9 Rates, is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined):

Section 9.06 Accessory Dwelling Units Base Rate

ADU’s shall be subject to a separate Base Rate in addition to the Base Rate charged for the PDU.

CERTIFICATION

This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Introduced at a regular meeting of the Board of Directors held on February 23, 2021 and passed and adopted by the Board of Directors on March 23, 2021, upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

- AYES:
- NOES:
- ABSTAIN:
- ABSENT:

Roy Sheppard, Board President

Janet Miller, Director

First Reading: February 23, 2021

Second Reading: March 23, 2021

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 5.2

Agenda Title: Resolution 2021-03 to amend Sewer Ordinance 90-01, adding Accessory Dwelling Units. First reading.

Meeting Date: 03/23/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Recent state legislation provided changes regarding connection charges and capacity fees for Accessory Dwelling Units. First reading.

Recommendation:

Review and continue to April 27, 2021.

Resolution # 2020 – 03

RESOLUTION AMENDING ORDINANCE 90-01, AN ORDINANCE ESTABLISHING RATES AND CHARGES FOR SEWAGE EXTENSION, CONNECTION, AND DISPOSAL SERVICE AND PROVIDING PROCEDURES AND PENALTIES FOR ITS ENFORCEMENT

WHEREAS, recent state legislation has provided for changes regarding connection charges of Accessory Dwelling Units (ADU); and

WHEREAS, Humboldt Count has recently clarified the definition of and ADU with its Ordinance No 2652; and

WHEREAS, the Fieldbrook Glendale Community Services District needs clarifying of Ordinance 90-01 relating to ADU’s.

NOW, THEREFORE, BE IT ORDAINED by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, California, Ordinance 90-1, is amended to read as follows:

Table of Contents

1. ARTICLE 1 – GENERAL PROVISIONS..... 1
Accessory Dwelling Unit (ADU): 1
Attached Accessory Dwelling Unit 2
Detached Accessory Dwelling Unit 2
Junior Accessory Dwelling Unit JADU 2
Principal or Primary Dwelling Unit (PDU) 2
2. ARTICLE 2 – SEWER SERVICE CHARGES..... 2
Section 2.07 Accessory Dwelling Units Base Rate 2
4. ARTICLE 4 – CONNECTION CHARGES 2
Section 4.03 Connection and Capacity Fees ADU:..... 2
Section 4.04 New Detached Units 3
5. ARTICLE 6 – PERMITS AND FEES..... 3
6.01 Sewer Permits 3
CERTIFICATION 3

1. ARTICLE 1 – GENERAL PROVISIONS

Section 1.02 Definitions, Article 1 General Provisions is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined):

Accessory Dwelling Unit (ADU):

An attached or a detached residential dwelling unit that provides complete independent living facilities for one or more persons. It shall include permanent provision for living, sleeping, eating, cooking, and sanitation on the same lot where an existing or proposed single-family dwelling is situated. An accessory

Resolution # 2020 – 03

dwelling unit also includes a manufactured home, as defined in Section 18007 of the Health and Safety Code; and a Tiny House or Moveable Tiny House as defined Humboldt County Ordinance Title III, Division 1, Chapter 4 in conformance with California Government Code Section 65852.2.

Attached Accessory Dwelling Unit

Shall mean an ADU constructed and contained within the existing space of the single-family residence or accessory structure and has an independent exterior access from the existing residence. The ADU total floor area will not exceed 50 percent (50%) of the floor area of the PDU.

Detached Accessory Dwelling Unit

Shall mean an ADU constructed either to expand the footprint of the existing single-family residence or accessory structure, or to be a new accessory structure on the parcel. A detached ADU is defined as a unit with a total floor area of 1,200 square feet or less. Any detached ADU more than 1,200 square feet may be charged a connection or capacity fee consistent with California Government Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to its burden upon the sewer system, based upon either size (square footage), or the number of plumbing fixtures, but not exceed the reasonable cost of providing service.

Junior Accessory Dwelling Unit (JADU)

Shall mean an attached ADU that does not exceed 500 square feet, includes an efficiency kitchen, and may either share a bathroom (toilet, sink, and tub and/or shower) with the principal residence. The principal residence or the JADU must be occupied by the owner of residence. California Government Code 65852.22.

Principal or Primary Dwelling Unit (PDU)

Shall mean the dwelling unit which exists on a lot at the time that an ADU is constructed; or the primary dwelling unit that exists or is planned to be constructed such that any other dwelling on the same lot may be defined as an ADU.

2. ARTICLE 2 – SEWER SERVICE CHARGES

Section 2.07 Rates, Article 2 Sewer Service Charges, is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined):

Section 2.07 Accessory Dwelling Units Base Rate

ADU's shall be subject to a separate Base Rate in addition to the Base Rate charged for the PDU.

4. ARTICLE 4 – CONNECTION CHARGES

Section 4.03 and 4.04, Article 4 Connection Charges is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined):

Section 4.03 Connection and Capacity Fees ADU:

Attached ADU or JADU shall not be considered a new residential use for purposes of calculating connection fees or capacity charges for sewer service. No new or separate sewer connection is required between the ADU and sewer, if the ADU is contained within the existing space of a single-family residence or accessory structure.

Resolution # 2020 – 03

Section 4.04 New Detached Units ADU:

For an ADU that is not contained within the existing space of a single-unit dwelling or existing accessory structure, a new or separate connection may be required directly between the ADU and the sewer. Consistent with California Government Code Section 66013, the connection may be subject to a connection fee or capacity charge that is proportionate to its burden upon the sewer system, based upon either size (square footage), or the number of plumbing fixtures, but not exceed the reasonable cost of providing service.

5. ARTICLE 6 – PERMITS AND FEES

Section 6.01, Article 6 Permits and Fees is amended to read as follows (text deletions shown as ~~strikeouts~~, insertions as underlined):

6.01 Sewer Permits

There shall be four ~~(4)~~ (5) classes of permits, as follows:

- (a) Single family residential sewer permit,
- (b) Multiple dwelling sewer permit,
- (c) Public sewer construction permit,
- (d) Fees established by the District for other uses.
- (e) Accessory Dwelling Unit

Permit Fees are set forth on Exhibit "A", Schedule of Rates and Fees, attached hereto.

CERTIFICATION

This Ordinance shall take effect and be in full force and effect thirty (30) days after its passage.

Introduced at a regular meeting of the Board of Directors held on _____ and passed and adopted by the Board of Directors on _____, upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Roy Sheppard, Board President

Starr Kilian, Board Vice-President

First Reading: March 23, 2021

Second Reading:



SECTION 1000

GENERAL

- Policy 1000 Adoption/Amendment of Policies
- Policy 1005 Association Memberships
- Policy 1010 Basis of Authority
- Policy 1015 Board Secretary
- Policy 1020 Board/Staff Communication
- Policy 1025 Claims Against the District
- Policy 1030 Code of Ethics
- Policy 1035 Conflict of Interest
- Policy 1040 Correspondence to the Board
- Policy 1045 Legal Counsel and Auditor
- Policy 1050 Overview of the General Manager's Role
- Policy 1055 Legislative Advocacy
- Policy 1060 Digital Signature

SECTION 2000

ADMINISTRATION

Section 2100

Financial Management

- Policy 2100 Accounts Receivable Policy
- Policy 2105 Asset Protection and Fraud in the Workplace
- Policy 2110 Budget Preparation
- Policy 2115 Credit Card Use
- Policy 2120 Employment of Outside Contractors and Consultants
- Policy 2125 Expense Authorization
- Policy 2130 Investment of District Funds
- Policy 2135 Purchasing
- Policy 2140 Receiving/Depositing Remittances
- Policy 2145 Records Retention
- Policy 2150 Reserve Policy
- Policy 2155 Debt Management
- Policy 2160 Internal Controls

Section 2200

Inventory & Property Management

- Policy 2200 Disposal Surplus Property or Equipment
- Policy 2205 District Electronic Resources Policy and Procedures
- Policy 2210 Use/rental of District Facility
- Policy 2215 Naming of District Parks and Facilities
- Policy 2220 Flag Display



Section 2300 Risk Management

- Policy 2300 Emergency Preparedness
- Policy 2305 Emergency Response Guideline for Hostile or Violent Incidents
- Policy 2310 Workers' Compensation

Section 2400 Communications & Technology

- Policy 2400 Customer Relations
- Policy 2405 Press Relations
- Policy 2410 Public Complaints
- Policy 2415 Social Media Use
- Policy 2420 Web Page
- Policy 2425 California Public Records Act Response Procedures
- Policy 2430 Electronic Document Retention

SECTION 3000 PERSONNEL

Section 3100 Employment Practices

- Policy 3100 Accommodations for Disability
- Policy 3102 Demotion – Nondisciplinary
- Policy 3104 Disciplinary Action
- Policy 3106 Driver Training and Record Review
- Policy 3108 Drug and Alcohol Testing
- Policy 3110 Employee Information/Emergency Data
- Policy 3112 Employee Promotion
- Policy 3114 Employee Records
- Policy 3116 Employee Status
- Policy 3118 Equal Opportunity
- Policy 3120 Grievance Procedure
- Policy 3122 Hours of Work and Overtime
- Policy 3124 Letters of Recommendation
- Policy 3126 Nepotism
- Policy 3128 Payroll Deductions for Salaried Employees
- Policy 3130 Performance Evaluation
- Policy 3134 Recruitment and Hiring
- Policy 3136 Separation from District Employment
- Policy 3138 Temporary Reclassifications
- Policy 3140 Unlawful Harassment
- Policy 3141 Inclusive Workplace
- Policy 3142 Whistleblowing
- Policy 3144 Telecommuting (exempt employee)



Section 3200 Standards of Conduct

- Policy 3200 Dress Code and Personal Standards
- Policy 3205 Housekeeping
- Policy 3210 Outside Employment
- Policy 3215 Receipt of Gifts
- Policy 3220 Uniforms and Protective Clothing

Section 3300 Communications

- Policy 3300 Internet, E-Mail and Electronic Communications

Section 3400 Compensation & Benefits

- Policy 3400 Authorized Leave
- Policy 3405 Bereavement Leave
- Policy 3410 Catastrophic Time Bank
- Policy 3415 Compensation
- Policy 3420 Educational Assistance
- Policy 3425 Family and Medical Leave
- Policy 3430 Holidays
- Policy 3435 Jury Duty
- Policy 3440 Leave for Crime Victims and Family Members
- Policy 3445 Military Leave
- Policy 3450 Pregnancy Disability Leave
- Policy 3455 Rest & Meal Periods
- Policy 3460 Sick Leave
- Policy 3465 Time Keeping/Time Records
- Policy 3470 Time off for Children – School Activities
- Policy 3475 Time off to Vote
- Policy 3480 Unauthorized Voluntary Absence
- Policy 3485 Use of Make up Time
- Policy 3490 Vacations
- Policy 3495 Workers' Compensation Leave

Section 3500 Health, Safety & Security

- Policy 3500 Employee Assistance During Response to Emergency Situations
- Policy 3505 Health and Welfare Benefits
- Policy 3510 Illness and Injury Prevention Program
- Policy 3515 Smoke-free Workplace
- Policy 3520 Substance Abuse
- Policy 3525 Workplace Violence Prevention



Section 4000 BOARD

Section 4100 Board of Directors

- Policy 4100 Attendance at Meetings
- Policy 4105 Committees of the Board of Directors
- Policy 4110 Duties of Board President
- Policy 4115 Ethics Training
- Policy 4120 Members of the Board of Directors
- Policy 4125 Training, Education and Conferences

Section 4200 Board Meetings

- Policy 4200 Board Actions and Decisions
- Policy 4205 Board Meeting Agenda
- Policy 4210 Board Meeting Conduct
- Policy 4215 Brown Act Compliance – Open Meeting Requirements
- Policy 4220 Minutes of Board Meetings
- Policy 4225 Review of Administrative Decisions
- Policy 4230 Rules of Order for Conduct of Board and Committee Meetings
- Policy 4235 Types of Board Meetings

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 5.3

Agenda Title: Establish policy committee and appoint members.

Meeting Date: 03/23/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

The district does not have a current policy manual, instead the district relies on either state, federal, and/or existing ordinances to manage its day-to-day operations. A policy manual will provide guidance to management, directors, and the public, by establishing policies in four key sections: general, administration, personnel, and board. Each section will contain policies providing direction based on existing law and/or existing district ordinances and resolutions of the board. The district will utilize a sample policy handbook produced by the California Special District Association. A sample table of contents and policy is attached.

If established, the committee could review and prepare policy language for board consideration each month. Staff will prepare the initial policy language and it is anticipated the majority of the committee’s work will be via email. Staff estimates the initial develop will require a 12-month commitment.

Recommendation:

Establish a policy committee and appoint two members of the board to serve.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 5.4

Agenda Title: Letter supporting funding to monitor and cleanup the former McNamara & Peepe Lumber Mill site.

Meeting Date: 03/23/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

HBMWD is encouraging municipalities to draft a letter supporting funding to monitor and cleanup the former McNamara & Peepe Lumber Mill site. A sample letter is attached.

Recommendation:

Motion to support.

Ms. Cheryl L. Prowell
Department of Toxics Substances Control
700 Heinz Avenue
Berkeley, CA 94710

Re: McNamara & Peepe Lumber Mill Soil and Groundwater Monitoring and Cleanup – Humboldt County

Dear Ms. Prowell,

Our **city/district** is a wholesale water customer of the Humboldt Bay Municipal Water District (HBMWD). We have been monitoring the situation and correspondence between DTSC and HBMWD concerning the above-referenced contaminated site. Our municipality serves **[insert number]** residential and commercial water customers within our service area. Consequently, we are extremely concerned about the former McNamara & Peepe Lumber Mill site, particularly because DTSC issued an Imminent and Substantial Endangerment (ISE) Determination for the site in April, 2008, and it appears that little progress has been made since then to remediate the contamination. The importance of this matter cannot be overstated. The site is located directly adjacent to the Mad River, upstream and within close proximity to HBMWD's Raney wells which supply drinking water to all of our customers and to two-thirds of the residents of Humboldt County.

We understand that budgets are limited. However, we encourage DTSC and the State to redouble its efforts to immediately identify and utilize all available funding sources to clean up the former McNamara and Peepe site to prevent contamination of our drinking water source – the Mad River. We understand that DTSC has proposed to spend only \$30,000 in its current year's budget for this site and that those monies would be spent only on investigation activities. In December, 2018, DTSC made a finding that "soil and groundwater contamination at the site is not under control and the implemented remedial actions (from 1998) are no longer protective of human health and the environment." Accordingly, we urge DTSC to commit **no less than \$200,000** for this site this budget year to immediately advance its investigation and cleanup efforts to protect our drinking water source. DTSC must make immediate remediation of this site its top priority.

Respectfully,

[Insert name of Municipal City Council or Community Service District Board of Directors]

Cc: Senator Mike McGuire
Assemblyman Jim Woods