



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

**Tuesday, November 16, 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. 844 3824 9264. Please submit public comments in writing 24 hours ahead of the meeting, if possible.

#### B. Agenda Modification

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

#### C. Public Comments

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

#### D. Reports

- 1.1 Wastewater Report
- 1.2 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 (11/01/2021)
- 1.5 General Manager Report
- 1.6 Director Reports

#### E. Consent Agenda

The Board will approve the following items by a single vote unless any member of the Board or public requests an item be removed and considered separately.

## Tuesday, November 16, 2021

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, October 26, 2021.

#### Correspondence

3.1

#### Financial Reports

4.1 Interfund Transfers, \$94,736.99

4.2 Check/EFT Payments, (#6619-6649) \$94,960.18

4.3 Payroll, \$3,162.36.

4.4 General Journal Entries, #521

#### F. Business Items Action/Information

5.1 Request for road maintenance funds, Red Rock Lane. Action.

5.2 Board Policy 2115, Credit Card Use. Action.

5.3 Board Policy 2120, Employment of Outside Contractors and Consultants. Action.

5.4 Board Policy 2125, Expense Authorization. Action.

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Receive audit for fiscal year 2021. December.

8.2 Election of Officers for calendar year 2022. December.

8.3 Set Board Calendar for 2022. December.

8.4 Roster of Public Officials 2022. December.

8.5 Policy Committee appointments. December.

#### J. Adjournment/Announcements

9.1 Next regular meeting, December 14, 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.

# ATTENDANCE ROSTER

## Safety Meeting

Date of Meeting: 11/1/21 Leader Name: [Signature]

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Jack Sheppard</u>	<u>[Signature]</u>
2. <u>FRANK BUSH</u>	<u>[Signature]</u>
3. <u>CAM APPLETON</u>	<u>[Signature]</u>
4. <u>Esther Killian</u>	<u>[Signature]</u>
5. <u>Dan Oran</u>	<u>[Signature]</u>
6. <u>Chris Appleton</u>	<u>[Signature]</u>
7. <u>Joe Mello</u>	<u>[Signature]</u>
8. <u>Jessy Miller</u>	<u>[Signature]</u>
9. <u>Rich Crissom</u>	<u>[Signature]</u>
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



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

**Tuesday, October 26, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

A. Roll Call

*President Roy Sheppard called the meeting to order at 7:32PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom, and Director Janet Miller. Director Jason Garlick was absent. District Engineers Rebecca Crow and Hannah Gidanian, and Sewer Technician Grant Weaver were absent. Fire Chief Jack Sheppard and General Manager Richard Hanger were present.*

B. Agenda Modification

*The date heading on page two of the agenda was corrected to read Tuesday, October 26, 2021.*

C. Public Comments

*No comments.*

D. Reports

1.1 Wastewater Report

*Sewer Technician Grant Weaver was absent. General Manager Richard Hanger reported the current maintenance projects were on schedule (pump rebuild, sealant applications, mainline flushing).*

1.2 District Engineer Report

*District Engineer's Rebecca Crow and Hannah Gidanian were absent. General Manager Richard Hanger reported the Muni meeting was cancelled and that quarterly reports and reimbursement request for the Anker Tank project were completed and filed.*

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

*Fire Chief Jack Sheppard reported 4 medical calls and 3 cancelled responses. Purchases from the Cal Fire Grant are being completed. Records and files related to the ISO project are being updated. The Command Truck is being outfitted with emergency lights and radio.*

Meeting Materials may be accessed at:

<https://fieldbrookglendalecsd.specialdistrict.org/board-meetings>

## Tuesday, October 26, 2021

### MINUTES

- 1.4 Safety Report (10/04/2021) – *received and filed.*
- 1.5 General Manager Report – *General Manager Richard Hanger reported that correspondence from Shirley Shortridge regarding road conditions on Red Rock Lane. The correspondence arrived after the agenda was prepared and was presented as information. No action was taken, and the item will be set for November 16, 2021.*
- 1.6 Director Reports– *no 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, September 28, 2021.

##### Correspondence

- 3.1 From: HBMWD, Ordinance 16 annual wholesale adjustment.

##### Financial Reports

- 4.1 Interfund Transfers, \$94,736.99
- 4.2 Check/EFT Payments, (#6619-6649) \$94,960.18
- 4.3 Payroll, \$3,162.36.
- 4.4 General Journal Entries, #520
- 4.5 General Manager Reimbursement, Adobe software & Laser Ink (\$680.68)
- 4.6 Related Party, Central Avenue Service (\$316.16).

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

#### F. Business Items Action/Information

- 5.1 Quarterly budget adjustments and financial reports. Action.  
*General Manager Richard Hanger reviewed the financial reports and related budget adjustments.*

***Vice-President Starr Kilian moved to approve the quarterly budget adjustments and financial reports as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Director Garlick was absent.***

Notice regarding the Americans with Disabilities Act: The District adheres to the Americans with Disabilities Act. Persons requiring special accommodations or more information about accessibility should contact the District Office. Notice regarding Rights of Appeal: Persons who are dissatisfied with the decisions of the FGCS Board of Directors have the right to have the decision reviewed by a State Court.

## Tuesday, October 26, 2021

### MINUTES

5.2 Annual wastewater dry weather flow report. Action.

*General Manager Richard Hanger reviewed the annual wastewater dry weather flow report.*

***Director Richard Grissom moved to approve the annual wastewater dry weather flow report as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Director Garlick was absent.***

5.3 Board Policy 2015 Asset Protection and Fraud. Action.

*General Manager Richard Hanger reviewed Board Policy 2015, Asset Protection and Fraud.*

***Director Richard Grissom moved to approve Board Policy 2015; Asset Protection and Fraud as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Director Garlick was absent.***

5.4 Board Policy 2110 Budget Preparation. Action.

*General Manager Richard Hanger reviewed Board Policy 2110, Budget Preparation.*

***Director Janet Miller moved to approve Board Policy 2110; Budget Preparation as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Director Garlick was absent.***

5.5 Retain Mitchell Law Firm, Attorney-Client Agreement. Action.

*General Manager Richard Hanger reviewed the Mitchell Law Firm Attorney-Client Agreement.*

***Director Richard Grissom moved to retain the Mitchell Law Firm as District legal counsel and authorize General Manager Richard Hanger to sign the Attorney-Client Agreement as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Director Garlick was absent.***

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**Tuesday, October 26, 2021**  
MINUTES

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1 Receive audit for fiscal year 2021. November.

J. Adjournment/Announcements

9.1 Next regular meeting, November 16, 2021.

9.2 *Regular meeting in December is December 14<sup>th</sup>.*

*Meeting adjourned at 8:02 PM.*

*Respectfully submitted,*

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*Richard Hanger*  
*Secretary to the Board*

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*Starr Kilian*  
*Vice-President*

*Attachments*

*CCCU fund transfer*

*Initialed disbursement register*

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**Fieldbrook Glendale  
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

November 16, 2021

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

Please transfer the following

From: Business Liquid Asset Account   \$ 27,832.84  
To: Water Checking                           \$ 27,832.84

November	
Check Register	\$ 69,099.07
#6650-6671	\$ 69,099.07
Other Deposit	\$ -
	\$ -
Transfer Totals	\$ (27,832.84)
Anker Tank Project	\$ -
Fire	\$ 6,239.29
Sewer	\$ 21,593.55
Water	\$ 40,272.91
Reduce Water Transfe	\$ (40,272.91)
Gross Pay	\$ 2,854.26
<Net Pay>	\$ (2,133.10)
Empr. Taxes	\$ 218.35
Adjustments	
EDD	\$ (379.31)
EDD	\$ (2.96)
IRS	\$ (1,402.94)
Payroll Taxes 11/10	\$ (147.62)
	\$ -
Reconciliation	\$ (28,826.16)
Balance	\$ -



**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
**As of November 16, 2021**

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							0.00
Total Anker Tank Replacement							0.00
<b>Interfund Expenses/Fire</b>							515.00
Bill	10/27/2021	2022	Interfu...	5250 · Dues & Memberships	Fire Dep...	1,051.33	1,566.33
Bill	10/27/2021	Oct 2...	Interfu...	5345 · Internet Service (Internet S...	Fire Dep...	159.37	1,725.70
Bill	10/30/2021	9890...	Interfu...	5310 · Telephone (Telephone)	Fire Dep...	122.93	1,848.63
Bill	10/30/2021	9890...	Interfu...	5550.01 · Small Equipment (Small ...	Fire Dep...	1,085.24	2,933.87
Bill	10/30/2021	52088	Interfu...	1666.06 · Ford F-150 (Ford F-150)	Fire Dep...	2,568.66	5,502.53
Bill	10/31/2021	CL 21...	Interfu...	5365 · Fuel Expenses (Fuel Expen...	Fire Dep...	250.23	5,752.76
Bill	10/31/2021	Oct 2...	Interfu...	5335 · Water (Water)	Fire Dep...	50.51	5,803.27
Bill	10/31/2021	8093-...	Interfu...	1666.06 · Ford F-150 (Ford F-150)	Fire Dep...	217.00	6,020.27
Bill	10/31/2021	7405...	Interfu...	5400.10 · Trucks (Trucks)	Fire Dep...	21.67	6,041.94
Bill	11/10/2021	Nov 2...	Interfu...	5075 · Chief Expenses - Fire (Chie...	Fire Dep...	50.00	6,091.94
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Fire Dep...	136.88	6,228.82
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Fire Dep...	0.00	6,228.82
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Fire Dep...	8.49	6,237.31
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Fire Dep...	1.98	6,239.29
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Fire Dep...	0.00	6,239.29
Total Interfund Expenses/Fire						5,724.29	6,239.29
<b>Interfund Expenses/Sewer</b>							82.93
Bill	10/27/2021	2022	Interfu...	5250 · Dues & Memberships	Enterpri...	1,051.33	1,134.26
Check	10/31/2021	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterpri...	16.58	1,150.84
Bill	10/31/2021	0007...	Interfu...	5020 · Purchased Sewer Services ...	Enterpri...	14,082.70	15,233.54
Bill	10/31/2021	0007...	Interfu...	5020 · Purchased Sewer Services ...	Enterpri...	60.49	15,294.03
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	470.36	15,764.39
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	372.67	16,137.06
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	2,903.97	19,041.03
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	215.83	19,256.86
Bill	10/31/2021	0912-...	Interfu...	5320 · Electric (Electric)	Enterpri...	442.89	19,699.75
Paycheck	11/10/2021	6670	Interfu...	6560 · Payroll Expenses	Enterpri...	801.06	20,500.81
Paycheck	11/10/2021	6670	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	20,500.81
Paycheck	11/10/2021	6670	Interfu...	6560 · Payroll Expenses	Enterpri...	49.67	20,550.48
Paycheck	11/10/2021	6670	Interfu...	6560 · Payroll Expenses	Enterpri...	11.61	20,562.09
Paycheck	11/10/2021	6670	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	20,562.09
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	958.16	21,520.25
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	21,520.25
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	59.41	21,579.66
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	13.89	21,593.55
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	21,593.55
Total Interfund Expenses/Sewer						21,510.62	21,593.55
<b>Interfund Expenses/Water</b>							1,122.36
Bill	10/27/2021	512-1...	Interfu...	5370 · Property Taxes	Enterpri...	75.00	1,197.36
Bill	10/27/2021	512-1...	Interfu...	5370 · Property Taxes	Enterpri...	75.00	1,272.36
Bill	10/27/2021	516-0...	Interfu...	5370 · Property Taxes	Enterpri...	75.00	1,347.36
Bill	10/27/2021	2022	Interfu...	5250 · Dues & Memberships	Enterpri...	1,051.34	2,398.70
Check	10/31/2021	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterpri...	23.42	2,422.12
Bill	10/31/2021	Oct 2...	Interfu...	5010 · Purchased Water (Purchas...	Enterpri...	940.84	3,362.96
Bill	10/31/2021	Oct 2...	Interfu...	5010 · Purchased Water (Purchas...	Enterpri...	12,507.40	15,870.36
Bill	10/31/2021	Oct 2...	Interfu...	5010 · Purchased Water (Purchas...	Enterpri...	2,310.13	18,180.49
Bill	10/31/2021	Oct 2...	Interfu...	5010 · Purchased Water (Purchas...	Enterpri...	724.55	18,905.04
Bill	10/31/2021	Oct 2...	Interfu...	5010 · Purchased Water (Purchas...	Enterpri...	-5.75	18,899.29
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	571.32	19,470.61
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	452.66	19,923.27
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	3,527.31	23,450.58
Bill	10/31/2021	Oct 2...	Interfu...	5110.1 · HBMWD Admin & Billing (...	Enterpri...	262.16	23,712.74
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	9,732.03	33,444.77
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	1,306.86	34,751.63
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	285.00	35,036.63
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	273.29	35,309.92
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	1,697.88	37,007.80
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	208.17	37,215.97
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	111.37	37,327.34
Bill	10/31/2021	Oct 2...	Interfu...	5110.2 · HBMWD - Maintenance &...	Enterpri...	1,664.11	38,991.45
Bill	11/10/2021	Nov 2...	Interfu...	5070 · Directors' Fees - Water (Dir...	Enterpri...	50.00	39,041.45

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
**As of November 16, 2021**

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Account</u>	<u>Class</u>	<u>Amount</u>	<u>Balance</u>
Bill	11/10/2021	Nov 2...	Interfu...	5070 · Directors' Fees - Water (Dir...	Enterpri...	50.00	39,091.45
Bill	11/10/2021	Nov 2...	Interfu...	5070 · Directors' Fees - Water (Dir...	Enterpri...	50.00	39,141.45
Bill	11/10/2021	Nov 2...	Interfu...	5070 · Directors' Fees - Water (Dir...	Enterpri...	50.00	39,191.45
Bill	11/10/2021	Nov 2...	Interfu...	5070 · Directors' Fees - Water (Dir...	Enterpri...	50.00	39,241.45
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	958.16	40,199.61
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	40,199.61
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	59.40	40,259.01
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	13.90	40,272.91
Paycheck	11/10/2021	6671	Interfu...	6560 · Payroll Expenses	Enterpri...	0.00	40,272.91
Total Interfund Expenses/Water						39,150.55	40,272.91
<b>TOTAL</b>						<b>66,385.46</b>	<b>68,105.75</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**October 27 through November 16, 2021**

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	10/27/2021	6650	California Special Dist...	-3,154.00
Bill Pmt -Check	10/27/2021	6651	Humboldt County Tax ...	-225.00
Bill Pmt -Check	10/27/2021	6652	Sudden Link	-159.37
Check	10/31/2021	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	10/31/2021	6653	Chris Appleton	-109.99
Bill Pmt -Check	10/31/2021	6654	City of Arcata	-14,143.19
Bill Pmt -Check	10/31/2021	6655	Esther Kilian	-260.34
Bill Pmt -Check	10/31/2021	6656	Fieldbrook Glendale C...	-50.51
Bill Pmt -Check	10/31/2021	6657	Fleet Pride	-21.67
Bill Pmt -Check	10/31/2021	6658	Humboldt Bay M&O	-24,054.99
Bill Pmt -Check	10/31/2021	6659	Humboldt Bay Munici...	-16,477.17
Bill Pmt -Check	10/31/2021	6660	Ken's Auto Parts	-217.00
Bill Pmt -Check	10/31/2021	6661	PG&E	-1,792.85
Bill Pmt -Check	10/31/2021	6662	RWS Services	-2,568.66
Bill Pmt -Check	10/31/2021	6663	Valley Pacific	-250.23
Bill Pmt -Check	11/05/2021	E-Pay	Verizon	-1,208.17
Bill Pmt -Check	11/10/2021	6664	Jack Sheppard	-50.00
Bill Pmt -Check	11/10/2021	6665	Janet Miller	-50.00
Bill Pmt -Check	11/10/2021	6666	Jason Garlick	-50.00
Bill Pmt -Check	11/10/2021	6667	Rich Grissom	-50.00
Bill Pmt -Check	11/10/2021	6668	Roy Sheppard	-50.00
Bill Pmt -Check	11/10/2021	6669	Starr Kilian	-50.00
Paycheck	11/10/2021	6670	Grant Weaver	-730.16
Paycheck	11/10/2021	6671	Richard A Hanger	-1,402.94
Liability Check	11/10/2021	E-pay	EDD	-379.31
Liability Check	11/10/2021	E-pay	EDD	-2.96
Liability Check	11/10/2021	E-pay	United States Treasury	-1,550.56
Total 1015 · Water Dept Checking (Water Dept Checking)				-69,099.07
Total 1012 · General Fund Checking (All Funds)				-69,099.07
Total 1000 · Coast Central Credit Un.				-69,099.07
<b>TOTAL</b>				<b>-69,099.07</b>

**Fieldbrook Glendale Community Services District**  
**Payroll Summary**  
October 27 through November 16, 2021

	Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Oct 27 - Nov 16, 21	Hours	Rate	Oct 27 - Nov 16, 21	Hours	Rate	Oct 27 - Nov 16, 21
<b>Employee Wages, Taxes and Adjustments</b>									
<b>Gross Pay</b>									
Hourly Rate	26	30.81	801.06	60	34.22	2,053.20	86.00		2,854.26
Hourly Sick		30.81	0.00		34.22	0.00			0.00
<b>Total Gross Pay</b>	<u>26</u>		<u>801.06</u>	<u>60</u>		<u>2,053.20</u>	<u>86.00</u>		<u>2,854.26</u>
<b>Adjusted Gross Pay</b>	26		801.06	60		2,053.20	86.00		2,854.26
<b>Taxes Withheld</b>									
Federal Withholding			0.00			-315.00			-315.00
Medicare Employee			-11.61			-29.77			-41.38
Social Security Employee			-49.67			-127.30			-176.97
CA - Withholding			0.00			-153.55			-153.55
CA - Disability Employee			-9.62			-24.64			-34.26
Medicare Employee Addl Tax			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<u>-70.90</u>			<u>-650.26</u>			<u>-721.16</u>
<b>Net Pay</b>	<u><b>26</b></u>		<u><b>730.16</b></u>	<u><b>60</b></u>		<u><b>1,402.94</b></u>	<u><b>86.00</b></u>		<u><b>2,133.10</b></u>
<b>Employer Taxes and Contributions</b>									
Medicare Company			11.61			29.77			41.38
Social Security Company			49.67			127.30			176.97
CA - Unemployment Company			0.00			0.00			0.00
CA - Employment Training Tax			0.00			0.00			0.00
<b>Total Employer Taxes and Contributions</b>			<u><b>61.28</b></u>			<u><b>157.07</b></u>			<u><b>218.35</b></u>

1:58 PM

11/10/21

**Fieldbrook Glendale Community Services District**  
**Journal**  
October 27 through November 16, 2021

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<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>
18424	General Journal	10/27/2021	521		Reconcile Interfund transfer	1028 · Sewer Asset ...	484.68	
					Reconcile Interfund transfer	1029 · Fire Asset Ac...		484.68
							<u>484.68</u>	<u>484.68</u>
<b>TOTAL</b>							<b><u>484.68</u></b>	<b><u>484.68</u></b>



**Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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October 16, 2021

Rick Hanger, Fieldbrook-Glendale Community Service District

P.O. Box 2715

McKinleyville, CA 95519

Subject: Road Maintenance, Red Rock Lane, Fieldbrook, CA.

Dear Mr Hanger:

My property/residence at 200 Red Rock Lane, Fieldbrook, abuts your property supporting the existing (and proposed additional Fieldbrook water tank. Our private street, paved up the hill from 121 Red Rock Lane, traverses my property, serving me, three other residences and the Fieldbrook Water District. The pavement from the foot of the hill to the water tank access has deteriorated requiring repairs.

Bad enough as the road damage is already, plans for the additional water tank will create even more Water department traffic damage to Red Rock Lane. The residents of Red Rock Lane are requesting that the Water District contribute a reasonable share of the currently sorely needed repairs to the road and contribute future repairs and maintenance.

I am in the process of obtaining bids for the current repair (likely be \$4,100 as per bid from Alves Inc.) to 80' of pavement in front of 121 Red Rock Lane. I ask that the Water District to share costs. I respectfully suggest the District contribute 40% of the cost, the remainder to be split among the 4 civilian users. Having lived across from the tank for over 20 years, I am quite sure a usage study would reveal that the District use of the road roughly equals that of the remaining entitled users combined.

Thank you for your consideration. I look forward to hearing from you.

Respectfully,

  
Shirley Shortridge

200 Red Rock Lane

Fieldbrook, CA

707-839-0136

shjshortr@gmail.com



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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**POLICY TITLE: Credit Card Use**

**POLICY NUMBER: 2115**

2115.1 Purpose: The purpose of this policy is to prescribe the internal controls for management of District credit cards.

2115.2 Scope: This policy applies to all individuals who are authorized to use District credit cards and/or who are responsible for managing credit card accounts and/or paying credit card bills.

2115.3 Implementation: A credit card may be issued to the General Manager and the Chief of the Fire Department. Credit cards shall not be issued or used by members of the Board of Directors. Directors will use their personal credit cards for lawful expenses of the District and seek reimbursement on a form provided by the District for that purpose.

- a) All credit card bills shall be paid timely to avoid late fees and finance charges.
- b) All credit card expenses shall be reasonable and necessary to the furtherance of District business. No personal expenses shall be charged on a District credit card. If a transaction involves both personal and District business, the employee shall pay for the transaction personally and request reimbursement by the District of the appropriate portion of the expense.
- c) All credit card transactions shall have third-party documents (receipts) attached and the District purpose annotated by the cardholder.
- d) The Vice-President shall review and approve credit card transactions by the General Manager. The General Manager shall review and approve credit-card transactions by the Chief of the Fire Department.
- e) All records of the District involving credit card use, including receipts, invoices, and requests for reimbursement are disclosable public records to be maintained consistently with the District's records management policy.

**Adopted:**



## **Agenda Background**

**Meeting Date:**

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**Type of Action Required:**

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**POLICY TITLE: Employment of Outside Contractors and Consultants**

**POLICY NUMBER: 2120**

2120.1 The District employs outside contractors or consultants for construction, engineering, planning, and environmental review projects, auditing, and other purposes approved by the Board of Directors. The District's procedure is as follows:

- a) Construction projects will be advertised for bid in at least one local newspaper of general circulation and the local contractors bidding news if available. The bid opening is open to the public and will be specified in the bid documents.
- b) If public bidding requirements apply under law or the terms of any grant contract, those requirements shall be complied with to the exclusion of the previous paragraph.

2120.2 Consultants will be approved by the Board of Directors on the recommendation of the General Manager. The General Manager and/or Board of Directors will make their decision based on the consultant's experience and qualifications.

The consultant will be required to provide an explanation of scope of work, hours to complete, and applicable cost estimate for their services that will be used in their evaluation in the selection process. Consultants for engineering, architectural, and other professional services shall be evaluated based upon qualification and not on cost of services per state law.

2120.3 Every person involved in the solicitation, selection, and approval of consultants shall comply with applicable conflicts of interest laws, including Government Code section 1090, the Political Reform Act of 1974, and the District's conflict of interest code.

**Adopted:**



## **Agenda Background**

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**Type of Item:**

**Type of Action Required:**

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**POLICY TITLE: Expense Authorization**

**POLICY NUMBER: 2125**

2125.1 All purchases made for the District by staff shall be authorized by the General Manager and shall be in conformance with the approved District budget.

2125.2 Any commitment of District funds for a purchase or expense greater than \$3,000 shall first be submitted to the Board of Directors for approval or shall be in conformance with prior Board action and/or authorizations.

2125.3 Whenever employees or Directors of the District incur "out-of-pocket" expenses for item(s) or service(s) appropriately relating to District business as verified by valid receipts, said expended cash shall be reimbursed upon request by warrant request. In those instances when a receipt is not obtainable, the requested reimbursement shall be approved by the General Manager before remuneration. The District may establish a reimbursement request form and, if it does, no reimbursement will be made without submission of a request on that form.

2125.4 Requests for reimbursement to the District must have a good faith basis. Submission of a request for a reimbursement without such a basis shall subject the requestor to appropriate sanctions, up to and including termination of employment and referral to an appropriate law enforcement agency for prosecution.

**Adopted:**