

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

March 24, 2020
Fieldbrook Fire Hall, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

3. Public Comments

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

4. Reports

4.1 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 – grant award(s) update

4.5 General Manager Report

4.5.1 – Brown Act compliance during a pandemic.

4.6 Reports by members of the Board.

4.6.1 –

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, February 25, 2020.

5.2 Correspondence/Information Items

5.2.1 FEMA approval of Anker Tank replacement – Phase 1.

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

5.3.1 Interfund Transfers \$46,979.85

5.3.2 Checks (#6070-6091) \$33,842.27

5.3.3 Payroll \$2,881.08

5.3.4 General Journal Entries 451&452

6. Action/Discussion Items

6.1 - Procurement policy for Federally funded projects. Action.

6.2 - Selection of Consultant for Anker tank replacement. Action.

7. Future Agenda Items

7.1 - Royal Gold discharge permit. Action.

7.2 - Temporary waiver of Royal Gold connection/capacity fees. Action.

7.3 – City of Arcata Wastewater agreement. April.

7.4 – Quarterly financial reports and budget adjustments. April.

7.5 – Fire/Wastewater set loan interest rates for F/Y 2021. April.

7.6 – Brown Act training at MCSD. May 28th.

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 April 28, 2020

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

February 25, 2020
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

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

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

Sewer Technician Grant Weaver updated the board on current projects, which include infiltration sealant, air valve replacements and a pump rebuild. Wastewater flows are stable with season rainfall totals below normal. Underground Service Alerts is being contacted to change the point of contact for the Sewer District.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report – *absent.*

4.3.1 – Call/incident report.

4.4 District Engineer Report – *absent.*

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – grant award(s) update

4.5 General Manager Report

4.5.1 – General Manager Richard Hanger reminded the board about the annual Chili feed on March 7th. Official approval has been received regarding FEMA grant funding for the tank replacement project on Anker Lane. A Request for Qualifications is being prepared.

4.6 Reports by members of the Board.

4.6.1 – *None.*

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, January 28, 2020.

5.2 Correspondence/Information Items

5.2.1 HBMWD – Domestic Water Report 2019

5.2.2 Receive and File Form 700. Board and Staff.

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

5.3.1 Interfund Transfers \$34,671.25

5.3.2 Checks (#6047-6069) \$48,364.71

5.3.3 Payroll \$3,250.92

5.3.4 General Journal Entries 449&450

Director Richard Grissom moved to approve the consent agenda as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6. Action/Discussion Items

6.1 No Items

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

7. Future Agenda Items

7.1 –

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 24, 2020

Meeting adjourned at 7:52 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
CCCU fund transfer
Initialed disbursement register



FEMA

January 31, 2020

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Ave.
Mather, California 95655

Reference: Phase 1a Approval, HMGP #4353-081-15R
Fieldbrook Glendale Community Services District
Water tank Seismic Retrofit Project – Phase 1a
Supplement #29

Dear Mr. Ghilarducci:

We reviewed the subapplication for the above-referenced Hazard Mitigation Grant Program (HMGP) project for the (Fieldbrook Glendale Community Services District subrecipient). We have determined that the project is eligible and based on the subrecipient's request, our decision is to approve funding based on 3 phases. We have determined technical and funding resources are necessary for the subrecipient to provide information for our review of eligibility.

This approval will cover Phase 1a , non-ground disturbing activities for the above-referenced project.

The Phase 1a cost is \$84,800, and as shown in the enclosed Supplement #29 Obligation Report, we obligated \$63,600 as requested, for the up to 75% Federal share; the non-Federal share match is \$21,200. These funds are now available in Smartlink for disbursement of eligible project costs. This approval is subject to the following.

The Phase 1a approval and obligation of funds are subject to the following:

- 1. Phase One Scope of Work (SOW)** – The project proposes replacement of a redwood tank with a new steel tank at the existing water tank site. The main components of this project are installing a new round steel tank on a new concrete foundation and providing connecting piping. The subrecipient is proposing this work to replace a wood tank that is near the end of its service life and was not designed for seismic loading. The proposed tank would be required to meet current design code. This project is being phased with 3 phases planned. This approval does not cover any subsequent phases that include ground disturbance, including construction actions. Subsequent ground disturbing phased actions will require separate review. The Phase 1a does not cover construction actions which will require a separate review. No ground disturbance activities are permitted during this phase without prior notice to FEMA. The approved Phase 1a will consist of the following non-ground disturbing activities and deliverables:
 - Preliminary Engineering Design
 - Surveying (Non-Ground Disturbance)
 - Provide boring locations for Phase 1b Geotech Testing/Investigation
 - Permitting
 - CEQA/NEPA Support

2. **Phase 1a Completion Date** – The Fieldbrook Glendale Community Services District has requested a six-month timeframe for the Phase 1a, and we have annotated June 30, 2020, as the Phase 1a completion date. Federal funds may be de-obligated for work that is not completed within schedule, and for which no time extension is approved.
3. **Cost Underruns** - Upon completion of the Phase One, all remaining cost underruns must be applied to the Phase Two funding or de-obligated if the proposed project is not eligible.
4. **Phase Two Construction** - The Subrecipient is not to initiate Phase 1b or Phase Two activities such as geotechnical boring, final permitting, contractor selection, and construction until FEMA provides written notification that the review process is completed, including compliance with the National Environmental Policy Act (NEPA) laws and regulations
5. **Categorical Exclusion and Ground Disturbance Activities** – The Phase 1a has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01: Categorical Exclusion a4 and a7 has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
6. **Hazard Mitigation Plan** – The *Humboldt County Multi-Jurisdictional Mitigation Plan* expired on March 20, 2019 and is not in compliance with 44 CFR 201.6. FEMA has approved Extraordinary Circumstance pursuant to 44 CFR 201.6(a)(3) on September 10, 2019 to complete the mitigation plan. The plan must be adopted and approved by September 10, 2020, or HMGP funds will be de-obligated for this project.
7. This award is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, as amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance, please contact Linda Ortiz, Hazard Mitigation Assistance Specialist at Linda.Ortiz@fema.dhs.gov.

Sincerely,



Juliette Hayes
Director
Mitigation Division
FEMA, Region IX

cc: Jennifer Hogan, State Hazard Mitigation Officer
Concepcion Chavez, Cal OES
Robin Shepard, Cal OES
Monika Saputra, Cal OES

Enclosures (4):

Obligation Report #29
Project Management Report
Record of Environmental Consideration (REC) Phase One
Standard HMGP Conditions

HAZARD MITIGATION GRANTS PROGRAM

Obligation Report w/ Signatures

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4353	15 -R	0	81	1	29	CA	Statewide

Subrecipient: FIELDBROOK GLENDALE COMMUNITY SERVI Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit Proj
 Subrecipient FIPS Code: 023-USRF8

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$63,600.00	\$63,600.00	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$63,600.00	\$0.00	\$63,600.00	01/29/2020	Accept	2020

Comments

Date: 01/28/2020 User Id: KMOJICA

Comment: Approved Phase One funding


Authorization

Preparer Name: KAREN MOJICA

Preparation Date: 01/28/2020

HMO Authorization Name: LINDA ORTIZ

HMO Authorization Date: 01/28/2020



Authorizing Official Signature



Authorizing Official Title



Authorization Date

Authorizing Official Signature

Authorizing Official Title

Authorization Date

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4353	15-R	0	81	CA	Statewide

Subrecipient: FIELDBROOK GLENDALE COMMUNITY SE

FIPS Code: 023-USRF8

Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit

Recipient : Statewide

Subrecipient : FIELDBROOK GLENDALE COMM

Recipient County Name : Humboldt

Subrecipient County Name : Humboldt

Recipient County Code : 23

Subrecipient County Code : 23

Recipient Place Name : Humboldt (County)

Subrecipient Place Name : Humboldt (County)

Recipient Place Code : 0

Subrecipient Place Code : 99023

Project Closeout Date : 00/00/0000

Work Schedule Status

Amend #	Description	Time Frame	Due Date	Revised Date	Completion Date
0	Hazard Mitigation Grant Application	2	00/00/0000	00/00/0000	00/00/0000
0	Hazard Mitigation Grant NEPA Support and CEQA	6	00/00/0000	00/00/0000	00/00/0000
0	Permitting	2	00/00/0000	00/00/0000	00/00/0000
0	Survey and Preliminary Desig	6	00/00/0000	00/00/0000	00/00/0000
0	ject Management/ Hazard Mitigation Grant Administr	19	00/00/0000	00/00/0000	00/00/0000
0	Project Design	6	00/00/0000	00/00/0000	00/00/0000
0	Construction Management Services	8	00/00/0000	00/00/0000	00/00/0000
0	Construction	6	00/00/0000	00/00/0000	00/00/0000
0	Project Close Out	2	00/00/0000	00/00/0000	00/00/0000
0	Project Close Ou	3	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$84,800	75.000000000	\$63,600	25.000000000	\$21,200

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
17	A	01/28/2020	01/28/2020	2020	2916866	6	\$63,600.00	\$0.00	\$1,073,565.00
Total							\$63,600.00	\$0.00	\$1,073,565.00

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	01/29/202	01/28/2020	2020	2944358	0	29	\$63,600.00	\$0.00	\$63,600.00
Total								\$63,600.00	\$0.00	\$63,600.00

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15

Title: FGCS Water Tank Seismic Retrofit Project - (PHASE 1a)

NEPA DETERMINATION

Non Compliant Flag: No EA Draft Date: EA Final Date:
 EA Public Notice Date: EA Fonsi Level: CATEX
 EIS Notice of Intent EIS ROD Date:

Comment The Fieldbrook Glendale Community Services District (FGCS), Humboldt County, is proposing replacement of a redwood tank with a new steel tank at the existing water tank site (40.962619, -124.026148). The main components of this project are installing a new round steel tank on a new concrete foundation and providing connecting piping. The subrecipient is proposing this work to replace a wood tank that is near the end of its service life (built in 1975) and was not designed for seismic loading. The proposed tank would be required to meet current design code. This project is being phased with 3 phases planned. This review covers Phase 1a actions (non-ground disturbing) which include Preliminary Engineering Design and Surveying. This review does not cover any subsequent phases that include ground disturbance, including construction actions. Subsequent ground disturbing phased actions will require separate review.

This project has been determined to be Categorical Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and DHS Instruction 023-01-001-01: Categorical Exclusion a4 and a7 has been applied. Particular attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
 - sortega3 - 01/23/2020 22:59:27 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
a4	(a4) Information gathering, data analysis and processing, information dissemination, review, interpretation, and development of documents. If any of these activities result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include but are not limited to: (a) Document mailings, publication and distribution, training and information programs, historical and cultural demonstrations, and public affairs actions. (b) Studies, reports, proposals, analyses, literature reviews; computer modeling; and non-intrusive intelligence gathering activities.	Yes
a7	(a7) The commitment of resources, personnel, and funding to conduct audits, surveys, and data collection of a minimally intrusive nature. If any of these commitments result in proposals for further action, those proposals must be covered by an appropriate CATEX. Examples include, but are not limited to: (a) Activities designed to support the improvement or upgrade management of natural resources, such as surveys for threatened and endangered species, wildlife and wildlife habitat, historic properties, and archeological sites; wetland delineations; timber stand examination; minimal water, air, waste, material and soil sampling; audits, photography, and interpretation. (b) Minimally-intrusive geological, geophysical, and geo-technical activities, including mapping and engineering surveys. (c) Conducting Facility Audits, Environmental Site Assessments and Environmental Baseline Surveys, and (d) Vulnerability, risk, and structural integrity assessments of infrastructure.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

23:24:28

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15

Title: FGCS Water Tank Seismic Retrofit Project - (PHASE 1a)

ENVIRONMENTAL LAW / EXECUTIVE ORDER

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project is located in an attainment area - Review concluded	The project is located in Humboldt County that is within an attainment area for all criteria pollutants according to the U. S. Environmental Protection Agency (USEPA) (https://www3.epa.gov/airquality/greenbook/ancl.html#CA), updated December 31, 2019. - sortega3 - 01/23/2020 22:52:02 GMT
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	The proposed action is to provide funding to the subrecipient in order to fund the project's Preliminary Engineering Design and Surveying. The project site where Phase 1a project Preliminary Engineering Design and Surveying would be occurring is not located near Waters of the U.S. (WOTUS). - sortega3 - 01/23/2020 22:49:36 GMT
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	Per Flood Insurance Rate Map (FIRM) panel 06023C0685F, dated 11/4/2016, the project site for which Preliminary Engineering Design and Surveying will be done is located outside the Special Flood Hazard Area (100-year floodplain, base floodplain) and the activity does not adversely affect floodplain values. See Attached Firmette. - sortega3 - 01/23/2020 22:56:08 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Per the U.S. Fish and Wildlife Service Wetland Mapper viewed on January 23, 2020, the project site for which Preliminary Engineering Design and Surveying will be done is located outside of wetlands and not likely to result in any potential direct impacts that will adversely affect wetlands. See Attached Wetland Map. - sortega3 - 01/23/2020 22:53:50 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	The project will result in a beneficial impact to all populations. - sortega3 - 01/23/2020 22:55:28 GMT
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	

23:24:29

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15

Title: FGCS Water Tank Seismic Retrofit Project - (PHASE 1a)

Environmental Law/ Executive Order	Status	Description	Comment
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	The proposed action is to provide funding to the subrecipient for Preliminary Engineering Design and Surveying, without conducting any ground disturbance. These actions would result in no impacts to endangered species. ESA review will need to be completed prior to implementing any subsequent phases of the project. The proposed scope of work for design development will not destroy or adversely modify suitable habitat and will not affect any other listed or proposed species. It is therefore determined the proposed action would have "No Effect" on listed species and consultation with the Services under Section 7 of the Endangered Species Act is not required. See attached No Effect Determination. - sortega3 - 01/23/2020 22:48:48 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	Project actions do not have potential to take migratory birds. - sortega3 - 01/23/2020 22:52:52 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project not located in or near Essential Fish Habitat - Review concluded	
National Historic Preservation Act (NHPA)	Completed	Not type of activity with potential to affect historic properties - Review concluded	The Undertaking complies with Stipulation I.A.7.f. (Assistance provided for planning, studies, design and engineering costs that involve no commitment of resources other than staffing and associated funding) of the Programmatic Agreement among the Federal Emergency Management Agency (FEMA), State Historic Preservation Office (SHPO) and California Office of Emergency Services (Cal OES), signed October 29, 2019. Thus, the Undertaking does not require SHPO review, and FEMA has no further Section 106 responsibilities in accordance with 36 CFR § 800.3(a)(1). No ground disturbance will be done with this

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15

Title: FGCSD Water Tank Seismic Retrofit Project - (PHASE 1a)

Environmental Law/ Executive Order	Status	Description	Comment
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	undertaking. - sortega3 - 01/23/2020 22:57:03 GMT

CONDITIONS

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 302.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

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

March 24, 2020

Attention:

Christina Morrison [REDACTED]

Please confirm transfer verbally to Richard Hanger [REDACTED]

Via email to 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 \$ 33,842.27
To: S61 Water Checking \$ 33,842.27

March Reconciliation

Check Register	\$	46,979.85
#6070-6088	\$	36,184.49
Xpress Deposit	\$	-
	\$	-

Transfer Totals	\$	(33,842.27)
Fire	\$	1,118.07
Sewer	\$	30,478.45
Water	\$	2,245.75

Gross Pay	\$	2,881.08
<Net Pay>	\$	(2,168.11)
Empr. Taxes	\$	269.36

Adjustments		
HBMWD	\$	(14,464.90)
Verizon	\$	65.33
Chase - JP Morgan	\$	79.57
Intuit	\$	6.00
PSPS Credits	\$	194.09

Reconciliation	\$	(46,979.85)
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Balance	\$	-
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Fieldbrook Glendale Community Services District
Customer Balance Detail
As of March 24, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Fire							76.50
Bill	02/26/2020	P1-55...	Interfu...	5390 · Office Expen...	Fire Depart...	2.00	78.50
Bill	02/28/2020	CL 20...	Interfu...	5360 · Transportatio...	Fire Depart...	70.49	148.99
Bill	02/29/2020	Feb 2...	Interfu...	5335 · Water (Water)	Fire Depart...	49.44	198.43
Bill	02/29/2020	1563-...	Interfu...	5320 · Electric (Elec...	Fire Depart...	151.09	349.52
Bill	03/03/2020	142899	Interfu...	5430 · Small Tools (...)	Fire Depart...	57.67	407.19
Bill	03/05/2020	707-8...	Interfu...	5310 · Telephone (...)	Fire Depart...	303.15	710.34
Bill	03/14/2020	Mar2...	Interfu...	5345 · Internet Serv...	Fire Depart...	156.38	866.72
Bill	03/15/2020	0315...	Interfu...	5390 · Office Expen...	Fire Depart...	55.00	921.72
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Fire Depart...	133.84	1,055.56
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Fire Depart...	0.13	1,055.69
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Fire Depart...	8.30	1,063.99
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Fire Depart...	1.94	1,065.93
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Fire Depart...	2.14	1,068.07
Bill	03/19/2020	Marc...	Interfu...	5075 · Chief Expen...	Fire Depart...	50.00	1,118.07
Total Interfund Expenses/Fire						1,041.57	1,118.07
Interfund Expenses/Sewer							0.00
Bill	02/26/2020	P1-55...	Interfu...	5390 · Office Expen...	Enterprise:...	2.00	2.00
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	3,593.75	3,595.75
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	172.50	3,768.25
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	786.25	4,554.50
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	25.50	4,580.00
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	2,940.00	7,520.00
Bill	02/29/2020	136699	Interfu...	5121.5 · Reimburse...	Enterprise:...	72.00	7,592.00
Bill	02/29/2020	136699	Interfu...	5121 · Engineering ...	Enterprise:...	4,031.25	11,623.25
Bill	02/29/2020	136699	Interfu...	5121 · Engineering ...	Enterprise:...	187.50	11,810.75
Bill	02/29/2020	0213-...	Interfu...	5320 · Electric (Elec...	Enterprise:...	93.87	11,904.62
Bill	02/29/2020	Feb20	Interfu...	5625.02 · Merchant ...	Enterprise:...	40.24	11,944.86
Bill	02/29/2020	0004...	Interfu...	5020 · Purchased S...	Enterprise:...	12,808.19	24,753.05
Bill	02/29/2020	0004...	Interfu...	5020 · Purchased S...	Enterprise:...	49.62	24,802.67
Bill	02/29/2020	0912-...	Interfu...	5320 · Electric (Elec...	Enterprise:...	487.60	25,290.27
Bill	03/05/2020	707-8...	Interfu...	5310 · Telephone (...)	Enterprise:...	312.05	25,602.32
Bill	03/05/2020	707-8...	Interfu...	5310 · Telephone (...)	Enterprise:...	269.52	25,871.84
Bill	03/15/2020	0315...	Interfu...	5390 · Office Expen...	Enterprise:...	55.00	25,926.84
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	873.48	26,800.32
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.00	26,800.32
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.88	26,801.20
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	54.15	26,855.35
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	12.66	26,868.01
Paycheck	03/19/2020	6081	Interfu...	6560 · Payroll Expe...	Enterprise:...	13.97	26,881.98
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	936.88	27,818.86
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.93	27,819.79
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	58.09	27,877.88
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	13.58	27,891.46
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	14.99	27,906.45
Bill	03/20/2020	WD-0...	Interfu...	5700 · Licenses & F...	Enterprise:...	2,572.00	30,478.45
Total Interfund Expenses/Sewer						30,478.45	30,478.45
Interfund Expenses/Water							0.00
Bill	02/26/2020	P1-55...	Interfu...	5390 · Office Expen...	Enterprise:...	2.00	2.00
Bill	02/29/2020	136699	Interfu...	5121 · Engineering ...	Enterprise:...	185.00	187.00
Bill	02/29/2020	136699	Interfu...	5121 · Engineering ...	Enterprise:...	6.00	193.00
Bill	02/29/2020	7997-...	Interfu...	5320 · Electric (Elec...	Enterprise:...	437.95	630.95
Bill	02/29/2020	9923-...	Interfu...	5320 · Electric (Elec...	Enterprise:...	56.46	687.41
Bill	02/29/2020	0097-...	Interfu...	5320 · Electric (Elec...	Enterprise:...	26.14	713.55
Bill	02/29/2020	Feb20	Interfu...	5625.02 · Merchant ...	Enterprise:...	53.94	767.49
Bill	03/02/2020	707-4...	Interfu...	5310 · Telephone (...)	Enterprise:...	57.23	824.72
Bill	03/07/2020	234-8...	Interfu...	5310 · Telephone (...)	Enterprise:...	91.55	916.27
Bill	03/15/2020	0315...	Interfu...	5390 · Office Expen...	Enterprise:...	55.00	971.27
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	936.88	1,908.15
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.00	1,908.15
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.94	1,909.09
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	58.08	1,967.17
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	13.59	1,980.76
Paycheck	03/19/2020	6082	Interfu...	6560 · Payroll Expe...	Enterprise:...	14.99	1,995.75
Bill	03/19/2020	Marc...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	2,045.75

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of March 24, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	03/19/2020	Marc...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	2,095.75
Bill	03/19/2020	Marc...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	2,145.75
Bill	03/19/2020	Marc...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	2,195.75
Bill	03/19/2020	Marc...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	2,245.75
Total Interfund Expenses/Water						2,245.75	2,245.75
TOTAL						33,765.77	33,842.27

Fieldbrook Glendale Community Services District
Check Register for this Month
February 26 through March 24, 2020

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	02/26/2020	E-Pay	Intuit Quick Books	-6.00
Bill Pmt -Check	03/04/2020	E-Pay	Verizon	-65.33
Bill Pmt -Check	03/04/2020	6070	Advanced Security Sy...	-76.50
Bill Pmt -Check	03/04/2020	6071	AT&T	-57.23
Bill Pmt -Check	03/04/2020	6072	Fieldbrook Glendale C...	-49.44
Bill Pmt -Check	03/04/2020	6073	GHD, Inc	-11,999.75
Bill Pmt -Check	03/04/2020	6074	Humboldt Bay Munici...	-14,167.92
Bill Pmt -Check	03/04/2020	6075	PG&E	-666.78
Bill Pmt -Check	03/04/2020	6076	Valley Pacific	-70.49
Bill Pmt -Check	03/04/2020	E-Pay	Chase - J.P. Morgan	-79.57
Bill Pmt -Check	03/14/2020	6077	City of Arcata	-12,857.81
Bill Pmt -Check	03/14/2020	6078	PG&E	-487.60
Bill Pmt -Check	03/14/2020	6079	Sudden Link	-156.38
Bill Pmt -Check	03/15/2020	6080	US Postal Service	-165.00
Paycheck	03/19/2020	6081	Grant Weaver	-797.94
Paycheck	03/19/2020	6082	Richard A Hanger	-1,370.17
Bill Pmt -Check	03/19/2020	6083	Jack Sheppard	-50.00
Bill Pmt -Check	03/19/2020	6084	Janet Miller	-50.00
Bill Pmt -Check	03/19/2020	6085	Jason Garlick	-50.00
Bill Pmt -Check	03/19/2020	6086	Rich Grissom	-50.00
Bill Pmt -Check	03/19/2020	6087	Roy Sheppard	-50.00
Bill Pmt -Check	03/19/2020	6088	Starr Kilian	-50.00
Bill Pmt -Check	03/20/2020	6089	ACE Hardware	-57.67
Bill Pmt -Check	03/20/2020	6090	AT&T	-976.27
Bill Pmt -Check	03/20/2020	6091	State Water Resource...	-2,572.00
Total 1015 · Water Dept Checking (Water Dept Checking)				-46,979.85
Total 1012 · General Fund Checking (All Funds)				-46,979.85
Total 1000 · Coast Central Credit Un.				-46,979.85
TOTAL				-46,979.85

Fieldbrook Glendale Community Services District
Payroll Summary
February 26 through March 24, 2020

	Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Feb 26 - Mar 24, 20	Hours	Rate	Feb 26 - Mar 24, 20	Hours	Rate	Feb 26 - Mar 24, 20
Employee Wages, Taxes and Adjustments									
Gross Pay									
Hourly Rate	29	30.12	873.48	60	33.46	2,007.60	89.00		2,881.08
Hourly Sick		30.12	0.00		33.46	0.00			0.00
Total Gross Pay	29		873.48	60		2,007.60	89.00		2,881.08
Adjusted Gross Pay	29		873.48	60		2,007.60	89.00		2,881.08
Taxes Withheld									
Federal Withholding			0.00			-311.00			-311.00
Medicare Employee			-12.66			-29.11			-41.77
Social Security Employee			-54.15			-124.47			-178.62
CA - Withholding			0.00			-152.77			-152.77
CA - Disability Employee			-8.73			-20.08			-28.81
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-75.54			-637.43			-712.97
Net Pay	29		797.94	60		1,370.17	89.00		2,168.11
Employer Taxes and Contributions									
Medicare Company			12.66			29.11			41.77
Social Security Company			54.15			124.47			178.62
CA - Unemployment Company			13.97			32.12			46.09
CA - Employment Training Tax			0.88			2.00			2.88
Total Employer Taxes and Contributions			81.66			187.70			269.36

Fieldbrook Glendale Community Services District
Monthly Journal Entry
 February 26 through March 25, 2020

<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>
16407	General Journal	02/29/2020	451		Royal Gold Engineering Fees February	4256 · Sewer Reimb...		7,590.00
					Royal Gold Engineering Fees February	4245.02 · Sewer Co...	7,590.00	
							7,590.00	7,590.00
16432	General Journal	02/29/2020	452		February Deposits in Transit	1025.01 · Undeposit...	13,098.21	
					February Deposits in Transit	1027 · Water Assets...		13,098.21
							13,098.21	13,098.21
TOTAL							20,688.21	20,688.21

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Procurement policy for Federally funded projects.

Meeting Date: 03/24/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Federal funded projects (i.e., FEMA Hazard Mitigation) require a formal policy be adopted and followed for the procurement of goods and services. Staff has reached out the Humboldt Bay Municipal Water District for a copy of their policy. The policy has been modified to define our district.

Recommendation:

Approval.

Fieldbrook Glendale CSD		Revision Number	0	Revision Date	
Standard Operating Procedure	Original Date: 03/24/2020	Revised by		Revision Approval	
Subject: Procurement Policy for Federally Funded Projects		Revision Description			

Procurement Policy for Federally Funded Projects

Table of Contents

- A. Introduction
- B. Code of Conduct for Procuring Goods and Services
- C. Cost/Price Analysis & Contract Pricing
- D. Use of local, small, minority, women, and disabled veteran-owned businesses
- E. Use of Pre-Qualified Lists of Vendors/Contractors
- F. Continuing with a previously selected Contractor
- G. Debarred/Ineligible Contractors
- H. Procurement Options
 - 1. Small Purchase
 - 2. Competitive Sealed Bid
 - 3. Competitive Proposals
 - 4. Non-Competitive Proposals/Sole Source
- I. Bonding and Insurance
- J. Records and Files
- K. Documenting Performance
- L. Protest Procedures

A. INTRODUCTION

The purpose of this policy is to provide information about how the Fieldbrook Glendale Community Services District (herein after called “FGCSD” or “District”) will handle the procurement of supplies, equipment, and services when Federal funds are used. The District will carry out procurement activities that are in accordance with Federal procurement requirements.

For projects receiving Federal Emergency Management Assistance (FEMA) funding, these requirements are codified in the Code of Federal Regulations (CFR) Title 44 Section 13.36.

The standards and procedures for this procurement policy are intended to ensure that supplies, equipment, construction, and other services acquired in whole or part with Federal funds are obtained as efficiently and economically as possible and procured in a manner that provides, to the maximum extent practical, open and free competition.

Solicitations will explain all the requirements that the bidder/offeror has to meet for his or her bid/offer to be evaluated by the DISTRICT. Solicitations for goods and services will be based on a clear and accurate description of the material, product, or service to be procured, and cannot contain features which unduly restrict competition.

Awards are to be made to the bidder/offeror whose bid/offer is responsive to a solicitation and is most advantageous to the DISTRICT, with price and other factors considered. All bids may be rejected when it is in the best interest of the DISTRICT. The DISTRICT will ensure that the award is made only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

B. CODE OF CONDUCT FOR PROCURING GOODS AND SERVICES

The DISTRICT shall adhere to the following conflict of interest provisions. Subcontractors hired to perform administrative tasks cannot be the developers or owner of the proposed projects, without prior approval from the Federal agency providing Federal funds outlined in the applicable CFR. Likewise, any person or entity exercising any function in connection with the Federal funds cannot have a financial interest in the contract, subcontract, or agreement related to the project involving Federal funds.

No employee, officer or agent of the DISTRICT or subcontractor shall participate in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the contract would be for one of the following:

1. The employee, officer or agent;
2. Any member of his immediate family; or
3. His or her partner, or
4. An organization which employs, or is about to employ, any of the above, has financial or other interest in the firm selected for award.

The DISTRICT or subcontractor, which employs, or is about to employ, any of the above, or has a financial or other interest in the firm selected for award, must disclose this immediately. If the amount of the financial interest is not substantial, the DISTRICT may allow this after review by the District's attorney and approval by the funding agency.

The DISTRICT's or subcontractor's officers, employees or agents will neither solicit nor accept gratuities, favors or anything of monetary value from contractors, potential contractors, or parties to agreements. In the event that the gift was unsolicited and of nominal intrinsic value, the DISTRICT may allow the employee to keep the item.

The DISTRICT's or the subcontractor's officers, employees, or agents may impose penalties, sanctions, or other disciplinary actions for violations of these standards.

C. COST PRICE/ANALYSIS & CONTRACT PRICING

The DISTRICT and its subcontractors will avoid purchasing unnecessary items or duplicative items by reviewing current inventory and understanding the use of the items, or any other steps necessary, to determine that the particular item or service is required.

The DISTRICT and its subcontractors will perform a cost or price analysis for every procurement action, including contract modifications. This estimate must be in writing and must be prepared before bids or proposals are received. These estimates will be kept in the procurement files.

The DISTRICT will not use "cost plus a percentage of cost" pricing for contracts; in addition, the DISTRICT will use "time and material" type contracts only after a determination is made that no other contract is suitable and the contract includes a ceiling price.

D. USE OF LOCAL, SMALL, MINORITY, WOMEN, AND DISABLED VETERAN-OWNED BUSINESSES

The DISTRICT will make reasonable effort to use local business firms and contract with disadvantaged businesses. This will include taking necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible.

E. USE OF PRE-QUALIFIED LISTS OF VENDORS/CONTRACTORS

If allowed by the Funding Agency, the DISTRICT may maintain pre-qualified lists of vendors/contractors. If such lists are used, they will remain current and will be developed through open solicitation.

F. CONTINUING WITH A PREVIOUSLY SELECTED CONTRACTOR

If the DISTRICT has a consultant under a pre-existing, multi-year contract, it may continue to use that consultant for a new grant as long as the activity to be carried out was outlined in the original scope of work used to procure the consultant, and that procurement met Federal requirements.

G. DEBARRED/INELIGIBLE CONTRACTORS

The DISTRICT or its subcontractors will ensure that awards are not made to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in federal assistance programs under Executive Order 12549, "Debarment and Suspension" (24 CFR 85.35).

If the DISTRICT or its subcontractor is employing a construction contractor, they will ensure that the awards are made to persons or entities with a current Contractor's license.

If the DISTRICT or its subcontractor is employing a non-profit agency, they will ensure that they are in good standing with the State of California.

H. PROCUREMENT OPTIONS

DISTRICT will procure goods and services via a process in accordance with the applicable Federal regulatory agency. There are four processes available:

1. Small purchase;
2. Competitive sealed bid;
3. Competitive proposals; and
4. Non-competitive proposals/sole source.

Among the procurement approaches described below, the competitive sealed bid resulting in a firm, fixed price contract is the preferred procurement approach when there are numerous available and qualified providers, when the requirements and specifications are thoroughly detailed and are unlikely to change, and where the DISTRICT has the opportunity to make the provider assume a large share of the risk for non-performance. FGCSO will make awards only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

1. Small Purchase

FGCSO will comply with the following method for procurement of smaller purchases that are relatively simple and straightforward. An informal procurement method will be used for securing services or supplies that do not cost more than the simplified acquisition threshold defined in 41 U.S.C. 403(11) (currently set at \$100,000). The Small Purchase procedure shall not be used for construction services. Procurement of construction services will follow more stringent guidelines as listed below.

Competition will be sought through oral or written price quotations from an adequate number of qualified sources (usually three). The DISTRICT will document the receipt of an adequate number of price or rate quotations from qualified vendors.

2. Competitive Sealed Bid

The competitive sealed bid shall be used for procuring construction services. This method lends itself to a firm, fixed-price contract (lump sum or unit price) where the selection can be made principally based on price, subject to the contractor being deemed responsive and responsible.

- a. The DISTRICT will advertise the Invitation for Bid (IFB) in publications of general circulation;
- b. The IFB will include complete and accurate specifications and pertinent attachments, and clearly define items or services needed, in sufficient detail for the bidders to properly respond;
- c. Bids will be opened publicly at the time and place stated in the IFB;
- d. The DISTRICT will receive at least two or more responsible bids for each procurement transaction; and
- e. If awarded, the contract will be given to the lowest responsive and responsible bidder. The DISTRICT can, however, decide not to make the award to any of the bidders.

3. Competitive Proposals

This procurement method has two methods — a Request for Proposals and a Request for Qualifications.

a. Request for Proposals

- The Request for Proposals (RFP) will clearly and accurately state the technical requirements for the goods and services required; and
- The DISTRICT will publicize the RFP, and to the greatest extent practicable, honor reasonable requests by parties to have an opportunity to compete; and
- Proposals will be solicited from an adequate number of qualified sources, consistent with the nature and requirements of the procurement; and
- Staff of DISTRICT will conduct a technical evaluation of the submitted proposals to identify the responsible offerors; and
- As necessary, the Staff of DISTRICT will conduct negotiations with those offerors who are deemed responsive and responsible and fall within a competitive price range, based on the DISTRICT's Staff evaluation of the bidders' pricing and technical proposals. After negotiations, these bidders may be given the opportunity to submit a "best and final" offer; and
- The DISTRICT will award the contract to the most responsive and responsible offeror after price and other factors are considered through scoring the proposals

or “best and final” offers according to predetermined evaluation criteria. The successful proposal/offeror will clearly be the most advantageous source of the goods and services.

b. Request for Qualifications

For procurement involving architecture or engineering services, the DISTRICT may use the Request for Qualifications (RFQ) competitive proposal procedure whereby competitors’ qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. In these instances, price is not used as the selection factor.

Once the most-qualified firm is identified, only that firm is asked for a price proposal that is subject to negotiation of a fair and reasonable price. If negotiations with the selected firm are unsuccessful, this process is repeated with the next highest-ranked firm, until a fair and reasonably priced contract can be awarded.

The DISTRICT will take care to document the basis for its determination of the most qualified competitor and the reasonableness of the contract price. This qualifications-based approach to the competitive proposals method may not be used to purchase other than architectural and engineering services.

In addition, the federal procurement regulations generally discourage the use of local geographical preferences in the evaluation of bids or proposals except where mandated by federal statutes, due to the restrictions on open competition, which result. However, in procuring architectural and engineering services, geographic location is permitted as a selection criterion provided this criterion leaves an appropriate number of qualified firms.

4. Non-Competitive Proposals/Sole Source

This method may be used only under very limited circumstances by the DISTRICT when award of the contract is infeasible under small purchase procedures, sealed bids or competitive proposals and one of the following circumstances applies:

- a. The item or service was only available from a single source;
- b. A public emergency or condition requiring urgency existed which did not permit the use of competitive procurement;
- c. The State or Federal agency authorizes noncompetitive proposals;
- d. Competition was determined to be inadequate after solicitation of proposals from a number of sources; or
- e. Funding source gives prior approval.

Cost analysis, i.e. verifying the proposed cost data, the projections of the data, and the evaluation of the specific elements of costs and profits, is required.

I. BONDING AND INSURANCE

All prospective Contractors are required to carry current State disability insurance, unemployment insurance, general liability insurance, Workers Compensation Insurance, and other insurance as deemed necessary by the DISTRICT.

In addition to the above, for construction or facility improvement contracts or subcontracts exceeding \$100,000, the DISTRICT will ensure that its procurement meets the minimum federal requirements for bid guarantees, performance bonds, and payment bonds. These include:

1. A bid guarantee from each bidder equivalent to 5% of the bid price. The bid guarantee will be a firm commitment in the form of a bid bond, certified check or other negotiable instrument as assurance that the bidder is prepared to execute a contract within the time specified for the bid amount;
2. A performance bond from the (sub) contractor for 100% of the contract price to secure the (sub) contractor's fulfillment of all obligations under the contract; and,
3. A payment bond from the (sub) contractor for 100% of the contract price, to assure payment of all persons supplying labor and material under the contract.

J. RECORDS AND FILES

DISTRICT and its subcontractors shall maintain records to detail the significant history of a procurement and make these records available to State and Federal monitors and auditors. The grantee must maintain files on the rationale for selecting the methods of procurement used, selection of contract type, the contractor selection/rejection process, and the basis for the cost or price of a contract.

Records detailing the above will be kept for a minimum of four years after the completion of the project. Notwithstanding the above, if there is litigation, claims, audits, negotiations or other actions that involve any of the records cited and that have started before the expiration of the four-year period, then such records must be retained until completion of the actions and resolution of all issues, or the expiration of the four-year period, whichever occurs later.

K. DOCUMENTING PERFORMANCE

The DISTRICT shall require the subcontractor to report on a quarterly basis. Summary of any correspondence shall be maintained in the correspondence file by grant.

L. PROTEST PROCEDURES

Should a person or entity procured have a dispute with the procedures used or the decisions made, they may appeal the decision to the DISTRICT Board to assist them in resolving their dispute. The DISTRICT will immediately notify the State or Federal agency of such action.

Reviews of protests by the Federal agency will be limited to:

1. Violations of Federal law or regulations and the standards of this section CFR Title 14 Sec. 13.36 (violations of State or local law will be under the jurisdiction of State or local authorities) and
2. Violations of the grantee's or subgrantee's protest procedures for failure to review a complaint or protest. Protests received by the Federal agency other than those specified above will be referred to the grantee or subgrantee.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Selection of Consultant for Anker Tank Replacement.

Meeting Date: 03/24/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

A request for qualifications was mailed February 27, 2020 to solicit a Statement of Qualifications (SOQ) from fifteen firms in Humboldt County. The consultant selection schedule:

- | | |
|---|---------------------|
| 1. Issue Request for Qualifications: | March 2, 2020 |
| 2. SOQ Submittal Deadline: | March 18, 2020 |
| 3. Selection Committee review: | March 18 – 20, 2020 |
| 4. Board Approval of most Qualified Firm/ Team | March 24, 2020 |
| 5. Request proposal from most qualified Firm/Team | March 25, 2020 |
| 6. District General Manager approves Award | April 1, 2020 |

The selection committee consisted of John Friedenbach, HBMWD, Mark Andre, City of Arcata, Steve Wilson, Community Member, Sheri Woo, Community Member and Richard Hanger, FGCS D.

The selection committee evaluated each submittal in accordance with the following criteria:

1. Consultant firm or team’s qualifications and experience on similar projects, including transmission-level water infrastructure and design of storage tanks – 20 points
2. Qualifications and experience of the project manager and key personnel – 20 points
3. Consultant’s understanding of the project and conceptual approach – 20 points
4. Consultant’s experience with FEMA Hazard Mitigation Grant Program and DWR IRWM Grant Program, including working successfully with grant administration staff – 20 points
5. Consultant Team’s present workload and staff availability – 5 points
6. Consultant Team’s ability to meet established project schedule – 5 points

7. References for prime and key subconsultants – 5 points
8. Consultant Team's ability to negate any identified conflicts of interest – 5 points

A copy of the RFQ and the evaluation tool are attached for your reference. The Selection Committee will meet on March 23rd and select an applicant who will be invited to submit a proposal pending your approval this evening.

Recommendation:

Approve most qualified firm or team.

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT

Request for Qualifications

Water Tank Seismic Retrofit Project

**Engineering, Design, Environmental Review and Compliance, Permitting,
Construction Management and**

Grant Program Management

A. Invitation

You are invited to submit a Statement of Qualifications (SOQ) and other materials, in accordance with the outline below, to be considered for selection by the Fieldbrook Glendale Community Services District (District) to:

- 1) complete a variety of engineering, environmental, and construction management services for the District's Water Tank Seismic Retrofit Project, and
- 2) assist the District with the administration and management of the FEMA Hazard Mitigation grant and Department of Water Resources Grants which will fund this project.

The deadline to submit a SOQ is 4:00 p.m. on March 18, 2020.

B. Categories of Services

The District is seeking a consultant firm or team to provide services necessary to proceed with installing a new round steel tank on a new concrete foundation and providing connecting piping. It is anticipated that a single consultant firm or team will be selected encompassing all the required engineering and environmental disciplines. The disciplines that are required include:

1. Project planning and preliminary engineering
2. Engineering economic analysis
3. Surveying, topographic mapping and right-of-way engineering
4. Geotechnical evaluation and engineering
5. Environmental – completion of special studies, preparation and circulation of appropriate CEQA document, and support of FEMA's NEPA process
6. Permitting – preparation of all required permit applications and related work to secure required permits
7. Preparation of Plans and Specifications, and cost estimates for project construction
8. Engineering and construction management services during bid process and project construction

C. Project Overview

The project proposes replacement of a redwood tank with a new steel tank at the existing water tank site. The main components of this project are installing a new round steel tank on a new concrete foundation and providing connecting piping. The subrecipient is proposing this work to replace a wood tank that is near the end of its service life and was not designed for seismic loading. The proposed tank would be required to meet current design code. The project is being phased with three (3) phases planned. Phase 1a includes Preliminary Engineering, Surveying, permitting, and NEPA and CEQA support for biological studies and cultural resource studies; Phase 1b includes geotech testing and investigation and final design; And Phase 2 includes bidding, construction, and construction management.

D. Funding Sources

Funding for this project will be provided from the Federal Emergency Management Agency (FEMA) and the California Emergency Management Agency (CalEMA) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Program project. Funding will also be from the Department of Water Resources Proposition 1 Integrated Regional Water Management Grant Program.

E. Selection Process

The District will establish a Selection Committee to review the SOQ submittals received. The Selection Committee will request a price proposal from the most qualified firm/team that is subject to negotiation of a fair and reasonable price. The District's Board of Directors will approve the final proposal.

F. Work to be Completed

The Consultant shall develop the design, plans, specifications, and cost estimates for this project. Required tasks include:

1. Project Management

- 1.1 Attend and document design meetings
- 1.2 Draft correspondence
- 1.3 Manage subcontractors
- 1.4 Maintain project files
- 1.5 Manage and direct overall design and environmental teams

2. Quality Control and Quality Assurance of all work products

3. Grant Administration

- 3.1 Coordinate the FEMA Hazard Mitigation grant administration with FEMA and/or CalOES staff
- 3.2 Ensure scope of the project is consistent with scope defined in the grant applications and/or agreements
- 3.3 Ensure compliance with the grant program requirements and funding agreements
- 3.4 Completion of Quarterly Status Reports for submittal to CalOES and DWR documenting progress of the project

4. Preliminary Engineering and Permitting

- 4.1 Propose replacement structure and cost estimate
- 4.2 Prepare permit applications, coordinate with and respond to requests of the permitting or regulatory agencies, and acquire all necessary permits. The following permits may be required depending on the final design and regulatory jurisdiction:
 - Humboldt County Grading Permit
 - Humboldt County Encroachment Permit (for site access)

5. Environmental

- 5.1 Special Studies - Conduct site specific biological survey, wetlands survey, and sensitive habitat survey, as required for NEPA and CEQA and other necessary permits
- 5.2 Cultural Resources Investigation – Conduct cultural resources investigation to identify any cultural resources located in or adjacent to the project area
- 5.3 CEQA Documentation - Prepare the California Environmental Quality Act documentation which is anticipated to be a Categorical Exemption due to the project meeting CEQA Guidelines Article 18 Sections 15303 – New Construction or Conversion of Small Structures, and 15304 – Minor Alterations in Land Use Limitations.

6. Project Design and Geotechnical Investigations

- 6.1 Review utility records or surveys, geotechnical data, and relevant reports to support project scoping and preliminary engineering
- 6.2 Complete necessary surveying
- 6.3 Conduct necessary geotechnical investigations
- 6.4 Develop design documents including plans, specifications, other necessary bid and contract documents & cost estimates at three stages of completion - 60%, 90% and 100%
- 6.5 Document basis of design

7. Bid Assistance

- 7.1 Distribute and advertise Plans and Specifications for a competitive sealed bid process for project construction
- 7.2 Review and evaluate construction bids for compliance with project specifications. Ensure the low-cost bidder is responsible and responsive (per CA state law), meets the project bond requirements, holds a valid contractor license, is registered with the California Department of Industrial Relations, and is not ineligible for participation in federal assistance programs.
- 7.3 Following review, recommend award to District staff and Board of Directors

8. Inspection and Construction Management Services

- 8.1 Provide inspection and construction observation services to ensure contractor meets obligations of the specifications
- 8.2 Develop agendas and minutes for project construction coordination meetings
- 8.3 Respond to Contractor's Requests for Information
- 8.4 Review and assist District with processing legitimate Change Orders
- 8.5 Review and assist the District with processing Pay Requests
- 8.6 Ensure contractor provides as-built drawings and review for adequacy
- 8.7 Prepare contract closeout documents and file Notice of Completion

G. Consultant Selection Schedule

- | | |
|---|---------------------|
| 1. Issue Request for Qualifications: | March 2, 2020 |
| 2. SOQ Submittal Deadline: | March 18, 2020 |
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H. Statement of Qualifications

Firms or teams who are interested in providing the consultant services described above are to submit a Statement of Qualifications (SOQ) **not exceeding 15 pages in length** (not including cover letter and table of contents) that includes the following:

1. Identification of prime and subconsultants: Include key personnel (those who will provide the majority of the labor hours) and lead persons to be assigned to the project. Please be specific about education and background of the key staff as well as current and past participation directly with the primary applicant. Short resumes of key participants must be included.
2. Demonstration of firm/team technical competency and firm/team capacity to complete the required work.
3. Provide a minimum of two project descriptions of projects that were completed within the last ten years similar to the Water Tank Replacement Project. Please provide a reference name and contact information for the project owner.
4. Demonstration of knowledge of Federal, State and local laws, rules, regulations or ordinances relevant for this project.
5. Demonstration of knowledge of FEMA's Hazard Mitigation Grant program as it relates to this project. Identification of CalOES or FEMA grant administration staff with whom firm/team has worked.
6. Demonstration of knowledge of the Department of Water Resources (DWR) Integrated Regional Water Management (IRWM) Grant Program and the North Coast Resource Partnership who administers the grant funds.
7. A written description of projects recently completed. Be specific regarding projects that are the same, or similar in nature to what is described in this SOQ. Provide contact data for references.
8. Conceptual approach, and schedule for services requested.
9. Present workload and staff availability.
10. List any potential conflicts of interest and a strategy for negating them.

Applicants shall submit one electronic pdf copy on a CD or flash drive.

I. Selection Criteria

The District's Selection Committee will evaluate all submitted SOQs in accordance with the criteria stated below. The District reserves the right to request interviews of the top ranks firms. The Selection Committee will decide which applicant will be invited to submit a proposal. The Selection Committee may also elect to select a consultant team based upon the SOQ submittals. Evaluation and selection criteria will include the following:

1. Consultant firm or team's qualifications and experience on similar projects, including transmission-level water infrastructure and design of storage tanks – 20 points
2. Qualifications and experience of the project manager and key personnel – 20 points
3. Consultant's understanding of the project and conceptual approach – 20 points
4. Consultant's experience with FEMA Hazard Mitigation Grant Program and DWR IRWM Grant Program, including working successfully with grant administration staff – 20 points
5. Consultant Team's present workload and staff availability – 5 points
6. Consultant Team's ability to meet established project schedule – 5 points
7. References for prime and key subconsultants – 5 points
8. Consultant Team's ability to negate any identified conflicts of interest – 5 points

J. Submittal Deadline

Applicants who are interested in providing the services for this project are required to submit a Statement of Qualifications no later than 4:00 pm on March 18, 2020. All SOQs and materials submitted in response to this RFQ will become the property of the District and will not be returned. The District is not responsible for any costs incurred in the preparation of a response to this RFQ. Please send your submittal on a CD or flash drive to:

Richard Hanger
General Manager
Fieldbrook Glendale CSD
828 Seventh Street
Eureka, CA 95501

Your submittal may also be submitted via email to rhanger50@gmail.com.

Receipt in the above office must be by the deadline regardless of postmark.

RFQ Distribution List - see attached Appendix A

Appendix A

Submittal and Contact Information

Richard Hanger, General Manager -rhanger50@gmail.com

This is not an exclusive list. You may team up with an individual or firm not listed.

Atlas Engineering
252 G Street
Arcata, CA 95521

Baird Engineering
1257 Main Street
Fortuna, CA 95540

GHD
718 Third Street
Eureka, CA 95501

LACO
21 W 4th Street
Eureka, Ca 95501

Omsberg & Preston
402 E Street
Eureka, CA 95501

Ontiveros & Associates
404 N. Fortuna Blvd.
Fortuna, CA 95504

Oscar Larson & Associates
317 3rd Street #2
Eureka, CA 95501

Penfold Engineering
2107 1st Street
Eureka, CA 95501

SHN
812 W. Wabash
Eureka, CA 95501

Whitchurch Engineering
610 9th Street
Fortuna, CA 95540

Greenway Partners
1385 8th Street, #201
Arcata, CA 95521

Pacific Affiliates
990 W. Waterfront Drive
Eureka, CA 95501

Planwest Partners
1125 16th Street #200
Arcata, CA 95521

Points West Surveying Company
5201 Carlson Park Drive, Ste 3
Arcata, CA 95521

Streamline Planning
1062 G Street, Suite I
Arcata, CA 95521

Maximum Score	Selection Criteria						Comments	Score
		Excellent	Good	Satisfactory	Marginally Satisfactory	Unacceptable		
20	Consultant firm or team's qualifications and experience on similar projects, including transmission-level water infrastructure and							
20	Qualifications and experience of the project manager and key personnel							
20	Consultant's understanding of the project and conceptual approach							
20	Consultant's experience with FEMA Hazard Mitigation Grant Program and DWR IRWM Grant Program, including working successfully							
5	Consultant Team's present workload and staff availability							
5	Consultant Team's ability to meet established project schedule							
5	References for prime and key subconsultants							
5	Consultant Team's ability to negate any identified conflicts of interest							



Firm: _____

Total Score: _____ Page 37 of 37