

**FIELDBROOK GLENDALE  
COMMUNITY SERVICES DISTRICT**

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

**Tuesday, May 25, 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. 849 0788 5446. Please submit public comments in writing 24 hours ahead of the meeting, if possible.

**B. Agenda Modification**

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

**C. Public Comments**

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

**D. Reports**

- 1.1 Wastewater Report
- 1.2 District Engineer Report
  - 1.2.1 Muni Meeting report
  - 1.2.2 Anker Tank Replacement project report`
- 1.3 Fire Chief Report
  - 1.3.1 Call/Incident report
- 1.4 Safety Report
- 1.5 General Manager Report
- 1.6 Director Reports

**E. Consent Agenda**

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

- Approval of Minutes
  - 2.1 Regular Board Meeting, April 27, 2021.

## Tuesday, May 25, 2021

### AGENDA

#### Correspondence

3.1 To: FEMA, requesting an extension for the Anker Tank project.

#### Financial Reports

4.1 Interfund Transfers, \$71,826.66.

4.2 Check/EFT Payments, (6463-6489), \$56,826.66.

4.3 Payroll, \$3,686.71.

4.4 General Journal Entries (500, 501, 496R, 497R)

#### F. Business Items Action/Information

5.1 Water Infrastructure Evaluation Update. Discussion/Review.

5.2 District Logo Design. Action.

5.3 Certification of Fire Tax Assessment. Action.

5.4 Budget presentation F/Y 2022. Discussion/Information.

5.5 Policy 1000-adoption/amendment of policies, 1005-association memberships, 1010-basis of authority. Action.

#### G. Public Hearings

6.1 None.

#### H. Future Agenda Items

7.1 Budget adoption. June.

#### I. Adjournment/Announcements

8.1 Next regular meeting, May 25, 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



Blood Borne Pathogens  
Safety Meeting

Date of Meeting: 5/3/2021 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>Esther Kilian</u>	<u>[Signature]</u>
2. <u>RICHARD CRISSOM</u>	<u>[Signature]</u>
3. <u>Geneva Bottger</u>	<u>[Signature]</u>
4. <u>GIA CARROLL</u>	<u>[Signature]</u>
5. <u>FRANK BOSH</u>	<u>[Signature]</u>
6. <u>JOHN BRACKOW</u>	<u>[Signature]</u>
7. <u>Drew Oram</u>	<u>[Signature]</u>
8. <u>Joe Mello</u>	<u>[Signature]</u>
9. <u>Bruin Hinton</u>	<u>[Signature]</u>
10. <u>Chris Appleton</u>	<u>[Signature]</u>
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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

**FIELDBROOK GLENDALE  
COMMUNITY SERVICES DISTRICT**

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

**Tuesday, April 27, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

**A. Roll Call**

*President Roy Sheppard called the meeting to order at 7:31PM. Board members present Director Richard Grissom and Vice-President Starr Kilian. Directors Jason Garlick, and Janet Miller were absent. District Engineer Rebecca Crow and Hannah Gidanian were absent. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, and General Manager Richard Hanger were present.*

**B. Agenda Modification**

*No modifications.*

**C. Public Comments**

*None.*

**D. Reports**

**1.1 Wastewater Report**

*Sewer Technician Grant Weaver provided the wastewater report. Pump station #2 is scheduled for some minor repair. A pump has been taken out of service and will be rebuilt. The main line ending on Fieldbrook Road has been inspected with a camera and there were no major issues. The lateral at 511 Glenwood was located at the request of the property owner.*

**1.2 District Engineer Report**

**1.2.1 Muni Meeting report – no report.**

**1.2.2 Anker Tank Replacement project report – no report.**

**1.3 Fire Chief Report**

**1.3.1 Call/Incident report**

*Fire Chief Jack Sheppard provided the Fire report. The department responded to 4 calls for medical, 1 horse rescue, and 1 canceled call. Volunteers Josh Miller and Brian Hinton will be relocating and leaving the department. Engine 8756 is being serviced. Measure Z has allocated 10 (100ft) sections of wildland hose. An update on the purchase and placement of the SCBA filling station was provided.*

**1.4 Safety Report – safety meeting minutes and roster was filed.**

**1.5 General Manager Report – none.**

**1.6 Director Reports – none.**

Meeting Materials may be accessed at:

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

## Tuesday, April 27, 2021

### MINUTES

#### 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, March 23, 2021

##### Correspondence

3.1 HBMWD Consumer confidence report, cover letter. Full report posted online.

3.2 FGCSO Consumer confidence report. Full report posted online.

##### Financial Reports

4.1 Interfund Transfers, \$54,163.46.

4.2 Check/EFT Payments, (6434-6462), \$80,904.77.

4.3 Payroll, \$3,731.87.

4.4 General Journal Entries (497-499)

4.5 Reimbursement, General Manager, Annual Zoom \$189.00.

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

#### F. Business Items Action/Information

5.1 Resolution 2021-03 to amend Sewer Ordinance 90-01, adding Accessory Dwelling Units. Second reading. Action.

***Following the second reading, Vice-President Starr Kilian moved to adopt Resolution 2021-03 as presented. Director Richard Grissom seconded the motion. The motion carried with Kilian, Grissom, and Sheppard voting aye, absent Garlick and Miller.***

5.2 Establish policy committee and appoint members. Action.

***Director Richard Grissom moved to establish a policy committee and to appoint Vice-President Starr Kilian and Director Janet Miller for a term of six-months. The intention of a limited term is to provide an opportunity for other board members to serve on the committee. The motion carried with Kilian, Grissom, and Sheppard voting aye, absent Garlick and Miller.***

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

## Tuesday, April 27, 2021

### MINUTES

#### 5.3 Purchase of Command Truck. Action.

*General Manager Richard Hanger provided the staff report. The report included a cash flow analysis and projected ending fund balances through fiscal year 2024.*

***Vice-President Starr Kilian moved to approve the purchase of a Command Truck in Fiscal Year ending 2022. The expenditure is not to exceed \$60,000 without additional approval by the Board. Director Richard Grissom seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.4 Quarterly financial reports and budget adjustments. Action.

*General Manager Richard Hanger provided the staff report and recommended budget adjustments for the third quarter of the fiscal year.*

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

#### 5.5 Review and set interest rates for Fire/Sewer Loans, F/Y 2022. Action.

*General Manager Richard Hanger provided the staff report and recommended interest rates be set at 4.5% (no change) for fiscal year 2022.*

***Director Richard Grissom moved to set the interest rates for the interfund fire and sewer loans at 4.5% for fiscal year 2022. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.6 District Website/Stationary Logo Development. Action.

*General Manager Richard Hanger provided the staff report and recommended the board secure the services of Cox Rasmussen to develop a logo design. A photographer will be solicited to provide local photos to update the District's website.*

***Director Richard Grissom moved to approve the hiring and expenditures as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

#### 5.7 Water service application, Anne Harvey, 220 Buckman Trail. Action.

***Vice-President Starr Kilian moved to approve the application for water service at 220 Buckman Trail (Anne Harvey). Director Richard Grissom seconded the motion. The motion carried with Grissom, Kilian, and Sheppard voting aye, absent Garlick and Miller.***

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**Tuesday, April 27, 2021**

**MINUTES**

G. Public Hearings

6.1 None.

H. Future Agenda Items

7.1 Preliminary Budget. May.

7.2 Certification of Fire Tax Assessment. May.

I. Adjournment/Announcements

8.1 Next regular meeting, May 25, 2021.

*Meeting adjourned at 8:26 PM.*

*Respectfully submitted,*

\_\_\_\_\_  
*Richard Hanger*  
*Secretary to the Board*

\_\_\_\_\_  
*Starr Kilian*  
*Vice-President*

*Attachments*  
*CCCU fund transfer*  
*Initialed disbursement register*

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

May 25, 2021

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

Please transfer the following

From: Business Liquid Asset Account   \$ 56,826.66  
To: Water Checking                           \$ 56,826.66

May Reconciliation	
Check Register	\$ 71,954.42
#6463-6489	\$ 52,126.41
Other Deposit	\$ 11,540.83
Other Deposit	\$ 8,287.18
Transfer Totals	\$ (56,826.66)
Anker Tank Project	\$ 7,431.17
Fire	\$ 3,266.53
Sewer	\$ 24,485.44
Water	\$ 36,643.52
Reduce Water Transf	\$ (15,000.00)
Gross Pay	\$ 3,686.71
<Net Pay>	\$ (2,891.88)
Empr. Taxes	\$ 308.18
Adjustments	
EDD	\$ (198.33)
EDD	\$ (41.04)
IRS	\$ (885.98)
Verizon	\$ (105.42)
Reconciliation	\$ (56,954.42)
Balance	\$ -



**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of May 25, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							7,431.17
Total Anker Tank Replacement							7,431.17
<b>Interfund Expenses/Fire</b>							1,284.03
Bill	04/30/2021	April 2...	Interfun...	5335 · Water (Water)	Fire Depart...	50.51	1,334.54
Bill	04/30/2021	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	157.62	1,492.16
Bill	05/01/2021	May 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	158.13	1,650.29
Bill	05/01/2021	435535	Interfun...	1676.01 · SCBA Compressor 2021 (SCBA Co...	Fire Depart...	403.16	2,053.45
Bill	05/03/2021	24369	Interfun...	5397 · Medical Supplies (Medical Supplies)	Fire Depart...	227.85	2,281.30
Bill	05/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	509.27	2,790.57
Bill	05/14/2021	May 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...	Fire Depart...	50.00	2,840.57
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Enterprise:S...	255.00	3,095.57
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	3,095.57
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.26	3,095.83
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Enterprise:S...	15.81	3,111.64
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.70	3,115.34
Paycheck	05/19/2021	6487	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.83	3,119.17
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Fire Depart...	136.88	3,256.05
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	3,256.05
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.49	3,264.54
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.99	3,266.53
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	3,266.53
Total Interfund Expenses/Fire						1,982.50	3,266.53
<b>Interfund Expenses/Sewer</b>							2,506.79
Check	04/30/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.95	2,524.74
Bill	04/30/2021	00052...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	13,659.49	16,184.23
Bill	04/30/2021	00052...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	54.99	16,239.22
Bill	04/30/2021	56481	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	74.52	16,313.74
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	472.75	16,786.49
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	374.57	17,161.06
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	2,950.01	20,111.07
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	83.62	20,194.69
Bill	04/30/2021	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	87.50	20,282.19
Bill	04/30/2021	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	495.54	20,777.73
Bill	04/30/2021	34591	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	131.49	20,909.22
Bill	05/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	558.44	21,467.66
Bill	05/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	480.30	21,947.96
Paycheck	05/19/2021	6485	Interfun...	6560 · Payroll Expenses	Enterprise:S...	184.86	22,132.82
Paycheck	05/19/2021	6485	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.19	22,133.01
Paycheck	05/19/2021	6485	Interfun...	6560 · Payroll Expenses	Enterprise:S...	11.46	22,144.47
Paycheck	05/19/2021	6485	Interfun...	6560 · Payroll Expenses	Enterprise:S...	2.68	22,147.15
Paycheck	05/19/2021	6485	Interfun...	6560 · Payroll Expenses	Enterprise:S...	2.77	22,149.92
Paycheck	05/19/2021	6486	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,139.97	23,289.89
Paycheck	05/19/2021	6486	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.14	23,291.03
Paycheck	05/19/2021	6486	Interfun...	6560 · Payroll Expenses	Enterprise:S...	70.68	23,361.71
Paycheck	05/19/2021	6486	Interfun...	6560 · Payroll Expenses	Enterprise:S...	16.53	23,378.24
Paycheck	05/19/2021	6486	Interfun...	6560 · Payroll Expenses	Enterprise:S...	17.10	23,395.34
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Enterprise:S...	958.16	24,353.50
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	24,353.50
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.40	24,412.90
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.90	24,426.80
Paycheck	05/19/2021	6488	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	24,426.80
Paycheck	05/19/2021	6489	Interfun...	6560 · Payroll Expenses	Enterprise:S...	53.68	24,480.48
Paycheck	05/19/2021	6489	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.05	24,480.53
Paycheck	05/19/2021	6489	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.33	24,483.86
Paycheck	05/19/2021	6489	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.78	24,484.64
Paycheck	05/19/2021	6489	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.80	24,485.44
Total Interfund Expenses/Sewer						21,978.65	24,485.44
<b>Interfund Expenses/Water</b>							415.00
Check	04/30/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.05	437.05
Bill	04/30/2021	56481	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	91.54	528.59
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	548.50	1,077.09
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	434.58	1,511.67
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	3,422.63	4,934.30
Bill	04/30/2021	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	97.25	5,031.55
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	12,220.65	17,252.20
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	1,156.79	18,408.99
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	190.00	18,598.99
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	273.29	18,872.28
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	335.67	19,207.95
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	202.08	19,410.03
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	19,410.03
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	22.50	19,432.53
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	111.37	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	19,543.90

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of May 25, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5410 - Line Repairs Maintenance (Line Repair...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5410 - Line Repairs Maintenance (Line Repair...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	19,543.90
Bill	04/30/2021	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	896.87	20,440.77
Bill	04/30/2021	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	12,201.35	32,642.12
Bill	04/30/2021	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	974.59	33,616.71
Bill	04/30/2021	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	718.06	34,334.77
Bill	04/30/2021	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	-41.64	34,293.13
Bill	04/30/2021	9923-...	Interfun...	5320 - Electric (Electric)	Enterprise:...	55.51	34,348.64
Bill	04/30/2021	7997-...	Interfun...	5320 - Electric (Electric)	Enterprise:...	664.93	35,013.57
Bill	04/30/2021	0097-...	Interfun...	5320 - Electric (Electric)	Enterprise:...	26.85	35,040.42
Bill	04/30/2021	34591	Interfun...	5210 - Legal Services (Legal Services)	Enterprise:...	161.51	35,201.93
Bill	05/01/2021	707-4...	Interfun...	5310 - Telephone (Telephone)	Enterprise:...	67.75	35,269.68
Bill	05/07/2021	234-8...	Interfun...	5310 - Telephone (Telephone)	Enterprise:...	92.39	35,362.07
Bill	05/14/2021	May 2...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...)	Enterprise:...	50.00	35,412.07
Bill	05/14/2021	May 2...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...)	Enterprise:...	50.00	35,462.07
Bill	05/14/2021	May 2...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...)	Enterprise:...	50.00	35,512.07
Bill	05/14/2021	May 2...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...)	Enterprise:...	50.00	35,562.07
Bill	05/14/2021	May 2...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...)	Enterprise:...	50.00	35,612.07
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	958.16	36,570.23
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	0.00	36,570.23
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	0.00	36,570.23
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	59.40	36,629.63
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	13.89	36,643.52
Paycheck	05/19/2021	6488	Interfun...	6560 - Payroll Expenses	Enterprise:...	0.00	36,643.52
Total Interfund Expenses/Water						36,228.52	36,643.52
<b>TOTAL</b>						<b>60,189.67</b>	<b>71,826.66</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**April 28 through May 25, 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>				
Liability Check	04/28/2021	E-pay	EDD	-198.33
Liability Check	04/28/2021	E-pay	EDD	-41.04
Liability Check	04/28/2021	E-pay	United States Treasury	-885.98
Transfer	04/28/2021			11,540.83
Bill Pmt -Check	04/29/2021	6463	GHD, Inc	-7,846.17
Transfer	04/30/2021			8,287.18
Check	04/30/2021	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	05/04/2021	EFT	Verizon	-105.42
Bill Pmt -Check	05/07/2021	EFT	XPress Bill Pay	-166.06
Bill Pmt -Check	05/14/2021	6464	AT&T	-67.75
Bill Pmt -Check	05/14/2021	6465	City of Arcata	-13,714.48
Bill Pmt -Check	05/14/2021	6466	Fieldbrook Glendale C...	-50.51
Bill Pmt -Check	05/14/2021	6467	GR Sundberg, Inc	-2,506.79
Bill Pmt -Check	05/14/2021	6468	Humboldt Bay M&O	-22,896.26
Bill Pmt -Check	05/14/2021	6469	Humboldt Bay Munici...	-14,749.23
Bill Pmt -Check	05/14/2021	6470	Jack Sheppard	-50.00
Bill Pmt -Check	05/14/2021	6471	Janet Miller	-50.00
Bill Pmt -Check	05/14/2021	6472	Jason Garlick	-50.00
Bill Pmt -Check	05/14/2021	6473	Opperman & Son	-162.09
Bill Pmt -Check	05/14/2021	6474	PG&E	-1,487.95
Bill Pmt -Check	05/14/2021	6475	Rich Grissom	-50.00
Bill Pmt -Check	05/14/2021	6476	Rodan Construction	-899.37
Bill Pmt -Check	05/14/2021	6477	Roy Sheppard	-50.00
Bill Pmt -Check	05/14/2021	6478	Starr Kilian	-50.00
Bill Pmt -Check	05/14/2021	6479	Sudden Link	-158.13
Bill Pmt -Check	05/14/2021	6480	Valley Pacific	-222.57
Bill Pmt -Check	05/18/2021	6481	AT&T	-1,640.40
Bill Pmt -Check	05/18/2021	6482	Hjerpe & Godinho, LLP	-293.00
Bill Pmt -Check	05/18/2021	6483	Humboldt Fasteners	-403.16
Bill Pmt -Check	05/18/2021	6484	Northern California Sa...	-227.85
Paycheck	05/19/2021	6487	Joshua L Miller	-232.43
Paycheck	05/19/2021	6488	Richard A Hanger	-1,402.95
Paycheck	05/19/2021	6485	Brian D. Carr	-168.50
Paycheck	05/19/2021	6486	Grant Weaver	-1,039.08
Paycheck	05/19/2021	6489	Robert S Lackey	-48.92
Total 1015 · Water Dept Checking (Water Dept Checking)				-52,126.41
Total 1012 · General Fund Checking (All Funds)				-52,126.41
Total 1000 · Coast Central Credit Un.				-52,126.41
<b>TOTAL</b>				<b>-52,126.41</b>

**Fieldbrook Glendale Community Services District**  
**Payroll Summary**  
**April 28 through May 25, 2021**

	Brian D. Carr			Grant Weaver			Joshua L. Miller			Richard A Hanger			Robert S Lackey			TOTAL		
	Hours	Rate	Apr 28 - May 25, 21	Hours	Rate	Apr 28 - May 25, 21	Hours	Rate	Apr 28 - May 25, 21	Hours	Rate	Apr 28 - May 25, 21	Hours	Rate	Apr ...	Hours	Rate	Apr 28 - May 25, 21
<b>Employee Wages, Taxes and Adjustments</b>																		
Gross Pay																		
Fire Double Time Pay			0.00			0.00	60.00		0.00			0.00			0.00			0.00
Fire Overtime Pay			0.00			0.00	45.00		0.00			0.00			0.00			0.00
Hourly Rate	6	30.81	184.86	37	30.81	1,139.97	8.5	30.00	255.00	60	34.22	2,053.20	2	26.84	53.68	113.50		3,686.71
Hourly Sick		30.81	0.00		30.81	0.00		30.00	0.00		34.22	0.00		26.84	0.00			0.00
<b>Total Gross Pay</b>	<b>6</b>		<b>184.86</b>	<b>37</b>		<b>1,139.97</b>	<b>8.5</b>		<b>255.00</b>	<b>60</b>		<b>2,053.20</b>	<b>2</b>		<b>53.68</b>	<b>113.50</b>		<b>3,686.71</b>
Adjusted Gross Pay	6		184.86	37		1,139.97	8.5		255.00	60		2,053.20	2		53.68	113.50		3,686.71
<b>Taxes Withheld</b>																		
Federal Withholding			0.00			0.00			0.00			-315.00			0.00			-315.00
Medicare Employee			-2.68			-16.53			-3.70			-29.78			-0.78			-53.47
Social Security Employee			-11.46			-70.68			-15.81			-127.29			-3.33			-228.57
CA - Withholding			0.00			0.00			0.00			-153.55			0.00			-153.55
CA - Disability Employee			-2.22			-13.68			-3.06			-24.63			-0.65			-44.24
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-16.36</b>			<b>-100.89</b>			<b>-22.57</b>			<b>-650.25</b>			<b>-4.76</b>			<b>-794.83</b>
<b>Net Pay</b>	<b>6</b>		<b>168.50</b>	<b>37</b>		<b>1,039.08</b>	<b>8.5</b>		<b>232.43</b>	<b>60</b>		<b>1,402.95</b>	<b>2</b>		<b>48.92</b>	<b>113.50</b>		<b>2,891.88</b>
<b>Employer Taxes and Contributions</b>																		
Medicare Company			2.68			16.53			3.70			29.78			0.78			53.47
Social Security Company			11.46			70.68			15.81			127.29			3.33			228.57
CA - Unemployment Company			2.77			17.10			3.83			0.00			0.80			24.50
CA - Employment Training Tax			0.19			1.14			0.26			0.00			0.05			1.64
<b>Total Employer Taxes and Contributions</b>			<b>17.10</b>			<b>105.45</b>			<b>23.60</b>			<b>157.07</b>			<b>4.96</b>			<b>308.18</b>

**Fieldbrook Glendale Community Services District  
Journal  
April 21 through May 25, 2021**

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
17802	General Journal	04/28/2021	500		GHD Invoice 159800 [REDACTED]	4156 Water Reimbu...		352 00
					GHD Invoice 159800 [REDACTED]	4245.02 Sewer Con...	352.00	
					GHD Invoice 159800 [REDACTED]	1027 Water Assets ...	352.00	
					GHD Invoice 159800 [REDACTED]	1028 Sewer Asset ...		352 00
							704.00	704 00
17822	General Journal	04/30/2021	501		Redeposit NSF Check	1027 Water Assets ...	162.36	
					Redeposit NSF Check	5595 Returned Che...		162 36
							162.36	162 36
17826	General Journal	04/30/2021	496R	Elizabeth/...	Reverse of GJE 496 -- [REDACTED]	1206.01 A/R Water ...		746.43
				Elizabeth/...	[REDACTED] Lien	1228 Provision for A...	746.43	
							746.43	746.43
17827	General Journal	04/30/2021	497R	Elizabeth/...	Reverse of GJE 497 -- [REDACTED]	1206.02 A/R Sewer ...		599 93
				Elizabeth/...	[REDACTED] Lien	1229 Provision for S...	599.93	
							599.93	599 93
<b>TOTAL</b>							<b>2,212.72</b>	<b>2,212.72</b>

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 5.1

**Agenda Title:** Water Infrastructure Evaluation

**Meeting Date:** 05/25/2021

**Presented by:** Rebecca Crow, GHD

**Type of Item:**         Action                       Discussion                       Information

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

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**Background:**

GHD has been investigating pressure concerns in the Fieldbrook-Glendale Community Services District (FGCSD or District). The investigation has focused on areas along Fieldbrook Road, around the Lyman Road Booster Pump Station (BPS), and along Glendale Drive. In addition, the District has had numerous will-serve requests for new agricultural production facilities along Glendale Drive as well as a request from Royal Gold for additional water service. Additional demands will further stress the existing system. The investigative efforts include data analysis and hydraulic modeling.

Several infrastructure improvements were proposed to address low pressure observations in PZ1 and PZ2. Of the alternatives considered, Alternatives 1 and 2 provide the most robust options for reliably addressing pressure issues. Alternative 1 would install a 200,000-gallon water tank. Alternative 2 would install a 2500+gpm fire pump station downstream of the MCSD connection and upstream of the Larsen Heights distribution branch to Fieldbrook Road in PZ1.

**Recommendation:**

Review and discuss. Provide direction to staff.



April 1, 2021

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To: Fieldbrook Glendale Community Services District      Ref. No.: 11125285(01)

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From: Rebecca Crow, PE (GHD)      Tel: 707 497-9294

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cc: Hannah Gidianian

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**Subject: FGCS D Water Infrastructure Evaluation Update**

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## 1. Introduction

GHD has been investigating pressure concerns in the Fieldbrook-Glendale Community Services District (FGCS D or District). The investigation has focused on areas along Fieldbrook Road, around the Lyman Road Booster Pump Station (BPS), and along Glendale Drive. In addition, the District has had numerous will-serve requests for new agricultural production facilities along Glendale Drive as well as a request from Royal Gold for additional water service. Additional demands will further stress the existing system. The investigative efforts include data analysis and hydraulic modeling. This memorandum communicates current findings and preliminary recommendations for addressing the pressure issues within the District and addressing future will serve requests.

## 2. System Background

Humboldt Bay Municipal Water District (HBMWD) provides potable water to the District. A transmission line supplies water from HBMWD's 1,000,000-gallon Korblex Reservoir at its Essex facility to the FGCS D, the City of Blue Lake and several communities within the HBMWD. The transmission line originates as a 16-inch pipeline from the Korblex Reservoir along the south side of the Mad River. The line splits in both a westward and eastward direction. The westward line serves the McKinleyville CSD while the eastward line serves the District, the City of Blue Lake, and other small communities.

The westward water line to McKinleyville CSD serves several customers before reaching the Ramey Booster Pump Station (BPS). Master meter data from HBMWD's Korblex Reservoir to MCSD includes MCSD customers as well as water demands through Ramey BPS. The Ramey BPS operates based on water level at the MCSD water storage tank sites (Humboldt LAFCO, 2009).

From the Korblex tank, the eastward water line reduces to a 14-inch pipe before crossing the Mad River via an old railroad trestle towards Glendale Drive. The line spurs in two directions at the intersection of Glendale Drive and Fieldbrook Road. The eastern spur is a 12-inch pipeline that follows Glendale Drive to serve the Glendale community and feeds the Blue Lake BPS. Water levels in the Blue Lake water storage tanks control the Blue Lake BPS (Humboldt LAFCo, 2010). The northern spur is a 6-inch to 10-inch pipeline that follows Fieldbrook Road to serve the Fieldbrook community. FGCS D's Lyman Road BPS is located on this



spur to provide the pressure needed to fill the District's 400,000-gallon tank located in Fieldbrook. The water level in the FGCS D storage tank is used to control the Lyman Road BPS. Additional branches from the transmission line serve the small communities at Lindley Road, Larsen Heights and Glendale Heights (Humboldt LAFCo, 2015). Figure 1 in Attachment A shows the current water distribution system and the District's service boundary.

### **3. Pressure Issues**

Customers have reported pressure issues within the system for a number of years. A 2004 customer survey documented these pressure issues and their location. Hydrant testing in 2019 provides more insight into these pressure issues. The following sections define pressure zones within FGCS D and discuss the evaluation of available data to understand these pressure issues.

#### **3.1 Pressure Zones**

Pressure zones are regions within a pressurized system that obtain their pressure from a set water surface or hydraulic grade line (HGL). Evaluation of the FGCS D distribution system identified two distinct pressure zones:

- **Pressure Zone 1 (PZ1)** – the distribution system connecting the Humboldt Bay Municipal Water District (HBMWD) Korblex Tank to the McKinleyville CSD (MCSD) Ramey Pump Station, the FGCS D Lyman Road BPS, and the Blue Lake BPS. This pressure zone include consumptive demands along Glendale Drive and upstream of the Lyman Road BPS along Fieldbrook Drive. The service connections in PZ1 total 248 as of November 2019 based on water meter the data provided by HBMWD.
- **Pressure Zone 2 (PZ2)** – the distribution system connecting the Lyman Road BPS to the FGCS D 400,000 gallon storage tank. The service connections in PZ2 total 333 as of November 2019 based on water meter the data provided by HBMWD.

PZ1 obtains its pressure from the set water surface at the 1,000,000 gallon Korblex tank (Base Elevation around 215 ft) owned and operated by HBMWD. Distribution piping through PZ1 consists of just over 2 miles of 16-inch and 14-inch pipes to the intersection of Glendale and Fieldbrook Roads. The distribution system forks north toward Fieldbrook with a 10-inch pipe up to Larsen Heights that reduces to an 8-inch pipe at the intersection Parker and Walton Lanes. The 8-inch pipe continues along Fieldbrook Road north to the Lyman Road BPS.

PZ2 obtains its pressure from the set water surface at the FGCS D 400,000 gallon storage tank (base Elevation 330 ft). The Lyman Road BPS receives its water from PZ1 and fills the FGCS D water storage tank. An 8-inch pipe run the majority of the length between the Lyman Road BPS and Fieldbrook water storage tank. The last 840 feet of the pipeline to the FGCS D water tank consists of a 10-inch ACP as of the 1973 plan set (Winzler & Kelly Consulting Engineers, 1973).

#### **3.2 Pressure Data Analysis**

The investigation reviewed the 2004 customer pressure survey within PZ1 and results from hydrant testing performed along Fieldbrook Road in July 2019 in PZ1 and PZ2.





### **3.2.1 2004 Pressure Survey**

In 2004, at the request of the then Fieldbrook Community Services District (FCSD), Winzler & Kelly Consulting Engineers mailed 216 survey questionnaires asking FCSD members if they experience water pressure problems at their residences, and to give a brief description of the problem. Of the 216 mailers sent, 59 were returned, which is a 27% response. A total of 37 respondents indicated that they have low water pressure problems, while 22 indicated their water pressure was fine (Carnam, 2004).

Complaints of low water pressure were primarily in the Glendale and Lyman Road areas, as shown on Figure 1. In Glendale, most responses with low water pressure were along Glenwood Lane, Cummins Lane and Sunkist Lane, as well as Larson Heights, Quail Lane and Parker Lane. It should be noted that these residences are on the suction side of the Blue Lake Pump Station.

At Lyman Road, low water pressure was restricted to the suction side of the Lyman Road Booster Pump Station. Nearly all of the survey respondents living on Fieldbrook Road, Lyman Road and Sunny Acres Street complained of low water pressure.

The respondents with low water pressure indicated that the water pressure becomes extremely low during the morning hours and sometimes in the late afternoon. These times of day generally correspond with the peak water demand period, and when the booster pumps would be operating in order to provide the additional needed pressure to the system. Descriptions of water pressure problems were fairly uniform, and the most common complaint was low water pressure in the AM hours often dropping to near zero pressure for 5-15 seconds before returning to normal. Pressure surges were also reported. The results of the pressure survey were mapped and presented in Attachment B.

### **3.2.2 July 2019 Hydrant Testing**

HBMWD performed hydrant testing along Fieldbrook Road in July 2019. A total of 36 hydrants were tested – 4 hydrants upstream (PZ1) and 32 hydrants downstream (PZ2) from the Lyman Road BPS (HBMWD, 2019).

All hydrants tested within PZ1 (upstream of the Lyman Road BPS) produced flows lower than 1000 gpm while the two closest to the BPS demonstrated both low flow and low residual pressure (below 20 psi). HBMWD tested the upstream hydrants while the BPS was off. Operators can expect lower performance at these hydrants when the BPS is on.

Hydrants downstream of the Lyman Road BPS (PZ2) demonstrated a diversity of performance. Only 6 out of the 32 hydrants were able to produce flows of 1000 gpm or greater with residual pressures above 20 psi. The majority of the PZ2 hydrants (19 out of 32) could provide fire flows with residual pressure above 20 psi but were unable to reach 1000 gpm – the majority of the flows observed were within the group of hydrants were greater than 700 gpm with many reaching above 900 gpm. Three hydrants were unable to reach 1000 gpm or able to sustain residual pressures greater than 20 psi. These low performing hydrants were located a significant distance from the FGCSO water storage tank or were placed at a similar elevation from the storage tank.

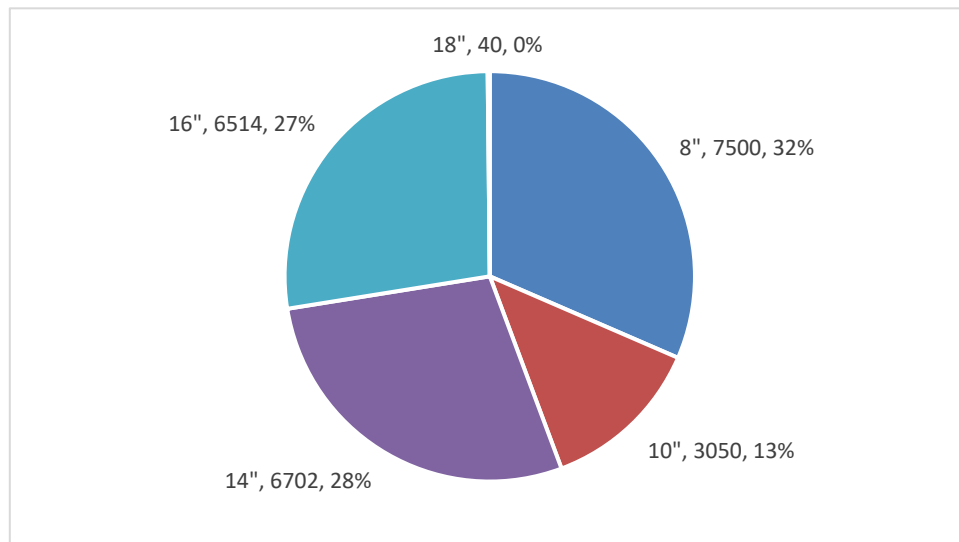
The results of the hydrant testing were mapped and can be found in Attachment C.



### 3.3 Discussion

Water pressure surveys and hydrant testing have documented pressure issues near the Lyman Road BPS and at altitude in both PZ1 and PZ2. Survey data provided consistent reporting of pressure issues on the suction side of the Lyman Road BPS as well as other areas near Larson Heights and at altitude along Glendale Drive. Hydrant testing also demonstrated low pressure or flow conditions at all hydrants tested upstream of the Lyman Road BPS. Most hydrants demonstrated relatively low flows downstream of the Lyman Road BPS.

For PZ1, the observed pressure issues are likely the combined result of long transmission distances and undersized distribution piping. Several miles of transmission pipeline exists between the Korblex Tank and the suction side of the Lyman Road BPS. From the 1973 plan set, the transmission system starts as an 18-inch diameter pipe at the Korblex tank and reduces to a 12-inch diameter pipe as the pipe progresses toward Glendale. The transmission line reduces to a 10-inch diameter pipe as it forks northward toward Fieldbrook eventually reducing to an 8-inch diameter pipe in Larsen Heights and continuing up Fieldbrook Road. The distribution of pipe sizes and lengths between the Korblex tank and the Lyman Road BPS are presented in Figure 3-1.



**Figure 3-1 – Pipe diameters by linear feet and percent between the Korblex Tank and the suction side of the Lyman Road BPS.**

The most common pipe between the Korblex tank and the Lyman Road BPS is 8-inch asbestos concrete pipe (ACP). The next most common pipe diameter is 14-inch followed by 16-inch ACP. Hydraulically, 8-inch pipe is the minimum diameter needed to support fire flows over short distance or in looped distributions systems. The large amount of 8" ACP within the distribution system is problematic due to a lack of hydraulic loops in the system with the pressure source – the Korblex tank located several pipeline miles away from the Lyman Road BPS.

Five alternatives to improve system pressures were evaluated as presented below.



## 4. Proposed Infrastructure Improvements

Infrastructure improvements can address the observed pressure issues and future new demands on the system. The range of solutions vary in complexity and cost. The alternatives considered include:

1. Constructing and connecting a new 200,000-gallon water storage tank
2. Installing a fire pump station downstream of the transmission branch to the MCSD Ramey Pump Station and upstream of the FGCS D and Blue Lake pump stations
3. Coordinating pumping activity between FGCS D and Blue Lake pump stations to minimize low-pressure impacts.
4. Installing a pressure-reducing valve and controls to allow backflow from PZ2 to PZ1.
5. Upsizing distribution piping through PZ1 and PZ2.

In addition, to facilitate accurate analysis, GHD recommends installing a flow meter at Lyman Road BPS and integrating it into the HBMWD's SCADA system for data archiving.

The following sections describe the proposed infrastructure improvements and provide a qualitative assessment of their costs, benefits, and design issues.

### 4.1 Alternative 1: Water Storage along Fieldbrook Road Upstream of Lyman Road BPS

This alternative seeks to install a 200,000-gallon water storage tank along Fieldbrook Road upstream of the Lyman Road BPS and north of Larson Heights Road. The alternative would install the storage tank at a compatible elevation and wall height with the Korblex water storage tank such that the water level within the tank would float with the Korblex tank water level. The tank would greatly reduce pressure losses along the transmission line between Korblex and the Lyman Road BPS and increase water storage within PZ1 for fire flows. Candidate parcels were identified by intersecting compatible contours with parcel information. Attachment D summarizes these results.

#### *Costs*

- Land acquisition – feasible locations are currently under investigation. See Attachment D.
- Significant capital costs

#### *Benefits*

- Improved pressure resilience near the Lyman Road BPS intake
- Lower energy use at Lyman Road BPS
- Increased water storage
- Fire flow support
- Operations and maintenance costs lower than a pump station

#### *Issues*

- Seismic considerations will constrain feasible locations.
- Locating an appropriate site for hydraulic compatibility with the Korblex water storage tank to avoid complicating the system hydraulics.



#### **4.2 Alternative 2: Fire Pump Station**

The 2004 and 2016 modeling efforts both investigated the use of a pump station to resolve pressure issues in PZ1. As proposed previously, the pump station would need to facilitate flows to MCSD, FGCS, Blue Lake, and fire flows in PZ1. Under a worst-case scenario, all booster pump stations and a fire flow would demand upward of 4500+gpm from the proposed pump station. Given the location of the reported pressure issues, a new proposal to move the pump station near Essex would have MCSD upstream of the proposed pump station reducing the required flows by 2600+gpm.

##### **Costs**

- Land acquisition – could site near Essex Road.
- Significant capital costs but less than a water storage tank.
- Operations and maintenance costs exceeding that of a water storage tank.

##### **Benefits**

- Improved pressure throughout PZ1 including the Lyman Road and Blue Lake BPS.

##### **Issues**

- Required operation to meet consumptive and fire flow demands within PZ1.
- Would require back-up power during electric service outages.

#### **4.3 Alternative 3: Coordinated Pumping between FGCS and Blue Lake**

This alternative would require advanced controls to minimize concurrent operation of the FGCS and Blue Lake pump stations to minimize pressure issues within the distribution system.

##### **Costs**

- Low relative to hardware solutions

##### **Benefits**

- Improved pressures when coordination is feasible

##### **Issues**

- Some operating scenarios require simultaneous pumping at pump stations.

#### **4.4 Alternative 4: Backflow from PZ2 to PZ1**

As designed, the Lyman Road BPS has a pressure-reducing valve that would allow water in PZ2 to flow back to PZ1 when pressure drops in PZ1 below an adjustable threshold and the BPS is not operating. Previous modeling efforts did not simulate this component. Data was recently acquired that would allow simulating its performance under current settings and under alternative settings.

##### **Costs**

- Minimum cost as it already exists

##### **Benefits**

- Improved pressure when PZ2 does not require the Lyman Road BPS.

##### **Issues**

- Operating states exists where PZ2 has insufficient pressure and requires the Lyman Road BPS to maintain pressure in PZ2.
- The pressure reducing valve is sized for 4-inch piping limiting the maximum flow available.



#### **4.5 Alternative 5: Distribution Piping Upsize**

Undersized pipes are the fundamental hydraulic issue within PZ2 and parts of PZ1. The FGCS D distribution system consists of thousands of feet of 8" ACP along Fieldbrook road that serve consumptive and fire flow demands. Only one localized distribution loop exists with the pressure sources in PZ2. No distribution loops are associated with PZ1. Where loops do not exist, all flows are required to travel through one 8" pipe. Upsizing the distribution system's 8" pipes would significantly reduce pressure losses in PZ1 and PZ2 along Fieldbrook Road.

##### **Costs**

- Significant capital costs compared to all other alternatives

##### **Benefits**

- Improved distribution head loss characteristics
- Improved pressure
- 50+ year design horizon

##### **Issues**

- Existing infrastructure should last several decades representing opportunity costs if replaced.

#### **4.6 Summary**

Several infrastructure improvements were proposed to address low pressure observations in PZ1 and PZ2. Of the alternatives considered, Alternatives 1 and 2 provide the most robust options for reliably addressing pressure issues. Alternative 1 would install a 200,000 gallon water tank. Alternative 2 would install a 2500+gpm fire pump station downstream of the MCSD connection and upstream of the Larsen Heights distribution branch to Fieldbrook Road in PZ1.

### **5. Hydraulic Modeling Progress**

The District has an existing system Hydraulic Model that was updated in 2019. The modeling updated included:

- Review of the 2004 WaterWorks and 2016 WaterCAD hydraulic model and assumptions
- Calibration review
- Water demand analysis, including requested will serves, within FGCS D and bounding districts - McKinleyville CSD (MCSD) and the City of Blue Lake.
- Request for information from Fieldbrook Volunteer Fire Department (FVFD).
- Scenario development for testing proposed infrastructure improvements.

#### **5.1 Model Review**

GHD has reviewed the 2004 WaterWorks and 2016 WaterCAD hydraulic modeling efforts. The model review includes understanding the motivation, objectives, and assumption involved.



### **5.1.1 Previous Modeling Efforts**

Winzler & Kelly Consulting Engineers (now GHD, Inc.) developed the 2004 WaterWorks model to assess the benefits of adding a booster pump station to resolve reported pressure issues in PZ1. In 2016 GHD's Irvine office translated the 2004 model to WaterCAD to assess potential impacts resulting from a requested alternative service connection to the Royal Gold facilities along Glendale Drive.

The 2004 WaterWorks model developed a hydraulic network representing the main distribution lines through PZ1 and PZ2. The 2016 model used the same model topology and added an additional demand node and connecting pipe to represent the proposed Royal Gold connection. Both modeling efforts found pressure issues within the system and pressure benefits associated with adding a booster pump station upstream of the MCSD connection to the Korblex tank.

### **5.1.2 Model Improvements**

The model review included a comparison of physical facility attributes to as-built plans and district engineer records. The latest version of the hydraulic model corrected discrepancies found during the review. Updates to the WaterCAD model include:

- Correcting pipe size discrepancies
  - into and out of the Lyman Road BPS
  - between the FGCSO water storage tank and Fieldbrook Road
- Modeling the pressure reducing valve at the Lyman Road BPS
- Lyman Road BPS pump curve verification against actual pump specifications
- Correcting pipe material specifications from ductile iron (DI) to the currently in-place asbestos concrete pipe (ACP)
- Modifying pipe lengths around the Mad River crossing to reflect the bridge trellis pipeline replacement with the horizontally, directionally drilled (HDD) pipeline currently in-place

## **5.2 Calibration**

Previous model calibration did not assess model accuracy in areas with pressure issues when high demands are simulated. The 2016 WaterCAD calibration used data from the 2004 model calibration. The 2004 model calibrated used several pressure nodes for comparison including the Ramey Pump Station inlet, Lindley Road, and the Lyman Road BPS inlet and outlet. The calibration scenario assigned water demands to the Ramey pump station inlet but did not assign demands elsewhere in the network.

The current modeling efforts developed additional calibration scenarios to test the model performance in pressure issue regions under high demands. Recent hydrant testing and improvements in HBMWD SCADA reporting enabled broader pressure network calibration compared to previous efforts.

Complications in calibrating the model still exist due to a lack of flow monitoring at the Lyman Road BPS and other small communities served by the main transmission pipeline. The water system data analysis partially addresses these complications by allowing improved distribution of water demands within the system.



Recent calibration efforts applied additional calibration scenarios to the improved hydraulic model. The additional calibration scenarios includes high demands near Lyman Road BPS and allow testing the model performance under conditions resulting in pressure issues. The improvements made to the model and water demand distribution allowed for improving model accuracy near areas with reported pressure issues.

### **5.3 Water System Data Analysis**

Water system data is critical to hydraulic model's accurate development and deployment. The following sections discuss the available data to inform the hydraulic model and efforts to date to process available data to inform the hydraulic model.

#### **5.3.1 Data Sources**

HBMWD's SCADA system records FGCS D's water system data. HBMWD collects data on a minute-by-minute, point-in-time basis as well as totalized water volume. Recorded signals relevant to the FGCS D water system include:

- Ramey pump station inlet pressure and flow rate
- Glendale Road water meter flow rate and totalized volume
- Blue Lake pump station water flow rate
- Lyman Road pump station inlet and outlet pressure
- FGCS D water storage tank water level

Water demand data for FGCS D is available from HBMWD in aggregate of PZ1 and PZ2. HBMWD monitors FGCS D water consumption by way of a water meter located along Glendale Road. This meter monitors water demands consumption by both FGCS D and Blue Lake. A separate water meter, located at the Blue Lake pump station, monitors Blue Lake's water consumption. Subtracting Blue Lake's demands from the combined demands monitored by the FGCS D water meter results in FGCS Ds aggregated water demand.

The distribution of water demands within FGCS D is an important factor affecting water system performance. Due to limited data, water demands are concentrated at representative nodes within the schematic model. Demands assigned to modeled nodes along Fieldbrook Road have a significant impact on modeled pressure results. As a result, a method for assigning aggregate FGCS D water demands to modeled nodes is needed that can approximate the actual water demand geographical distribution.

The Lyman Road BPS does not currently have a flow meter to differentiate the demands in PZ1 and PZ2. Accurate hydraulic evaluation of PZ1 and PZ2 requires differentiation of water demands in each pressure zone. For this reason, GHD recommends installing a flow meter at the Lyman Road BPS and integrating it into HBMWD's SCADA system for archiving.

HBMWD also provided FGCS D water meter metadata and billing data. This data improved the geographic distribution of water demands within the modeled distribution system. The next section discusses the method.



### **5.3.2 Water Demand Analysis**

The demand nodes used in the previous models include:

- Ramey Pump Station Inlet representing the MCSD community
- Blue Lake Pump Station Inlet representing Blue Lake and other HBMWD served communities
- Royal Gold and Glendale area demands
- FGCS D demands upstream of the Lyman Road BPS near Lyman Road BPS
- FGCS D demands downstream of the Lyman Road BPS

The current modeling effort adds an additional demand node to remove excessive demands along the 8-inch pipeline on Fieldbrook Road upstream of the Lyman Road BPS. The new node represents FGCS D demands upstream of the Lyman Road BPS but near Larson Heights.

Accurately assigning demands to these representative nodes is important for accurately modeling the distribution system's performance. A key driver for pressure variations in a municipal water system is the geographic distribution of demand within the network.

Recent efforts developed a method for assigning water demands to representative demand nodes using data about customer water meters. HBMWD provided water meter data that included water meter number, address, connection pipe size, and several months of billable water volume. The method assigns water meters to representative demand nodes based on the water meter address. The method then uses monthly billing data to determine what fraction of aggregate demands are typically associated with each representative demand node. The method provides a means of disaggregating the aggregate water data from HBMWD in a way that is representative of actual geographical distribution of demands. Current results indicate 46.4% and 53.6% of aggregate demand for PZ1 and PZ2 respectively. For reference, the 2016 model used 31% and 69% for PZ1 and PZ2 respectively. Additional analysis allowed demand assignment to representative nodes within PZ1.

MCSD demands are a combination of consumptive demands and Ramey Pump Station operations. Several customer connections exist along the connection of the Ramey Pump Station. This investigation classifies these customer demands as consumptive demands within PZ1. The Ramey Pump Station operates to maintain water tank levels within MCSD and dominates the demands along this branch of the distribution system when active. Consumptive demand estimates are not currently available for this the MCSD branch but peak demand from the Ramey Pump Station are readily available from HBMWD SCADA data.

Blue Lake pump station demands are also available from HBMWD SCADA data.

### **5.4 Fieldbrook Volunteer Fire Department - Request for Information**

GHD requested required fire flows from the Fieldbrook Volunteer Fire Department (FVFD). The request sought to identify specific locations where higher fire flows will be required and what fire flows are required in areas already identified with periodic pressure issues.





Fire flow information is critical in developing scenarios to test proposed solutions to pressure issues in the system. Fire flows typically range from 1500 gpm to over 2250 gpm and can have a greater impact on system pressures than peak hour consumptive demands.

Conversation with the FVFD fire chief did not provide insights into required fire flows. An evaluation of building construction type and other factors dictating the required fire flows to ensure fire flow requirements are being satisfied.

## **5.5 Summary**

Previous modeling efforts developed a simplified model for FGCS D's PZ1 and PZ2. Model review noted several deficiencies in both the model build and calibration. Current efforts used improvements in system understanding and data to correct these deficiencies. Improvements in data also provided greater resolution in demand distribution within the pressure zones.

Review of the updated model calibration results still indicates the need for system improvements to address both existing pressure issues and future increased demands in the Glendale Area. A summary of progress and recommendations for next steps is presented below.

## **6. Summary and Recommendations**

### **6.1 Summary**

This Technical Memorandum:

- Defined pressure zones 1 and 2 with respect to the FGCS D distribution system
- Summarized findings from a review of the 2004 FCSD water pressure survey within PZ1
- Summarized findings from the 2019 fire hydrant testing along Fieldbrook Road in PZ1 and PZ2
- Discussed potential infrastructure issues contributing to pressure issues in PZ1 and PZ2
- Presented five alternatives to address system issues
- Described the previous FGCS D hydraulic model developed in WaterCAD and its ability to simulate trends in water pressure within the system
- Described improvements to the FGCS D WaterCAD model
- Described improvements to modeling water demands within the modeled hydraulic system
- Confirmed the results of previous modeling that there are existing low pressure issues, which are compounded during fire flow conditions, and the District should seek alternatives to increase system pressures.

### **6.2 Recommendations**

GHD developed scenarios to test proposed infrastructure improvements under several conditions. These scenarios are a combination of changes to the existing water distribution system and variations in water demands and fire flows. The scenarios of greatest priority based on the preliminary analysis include:



- Adding a 200,000-gallon water storage tank, connected with a 10-inch pipe to the Fieldbrook Road 8-inch transmission pipeline, near the inlet to the Lyman Road BPS.
- Adding a booster pump stations downstream of the MCSD tee to serve PZ1.

These scenarios would include high consumption and fire flow water demands to observe system performance under worst-case demands. Based on this information, GHD recommends the following actions:

- Develop and run scenarios for testing preferred infrastructure improvements.
- Consider installing a water flow meter at the Lyman Road BPS and integrating the meter into HBMWD's SCADA system.

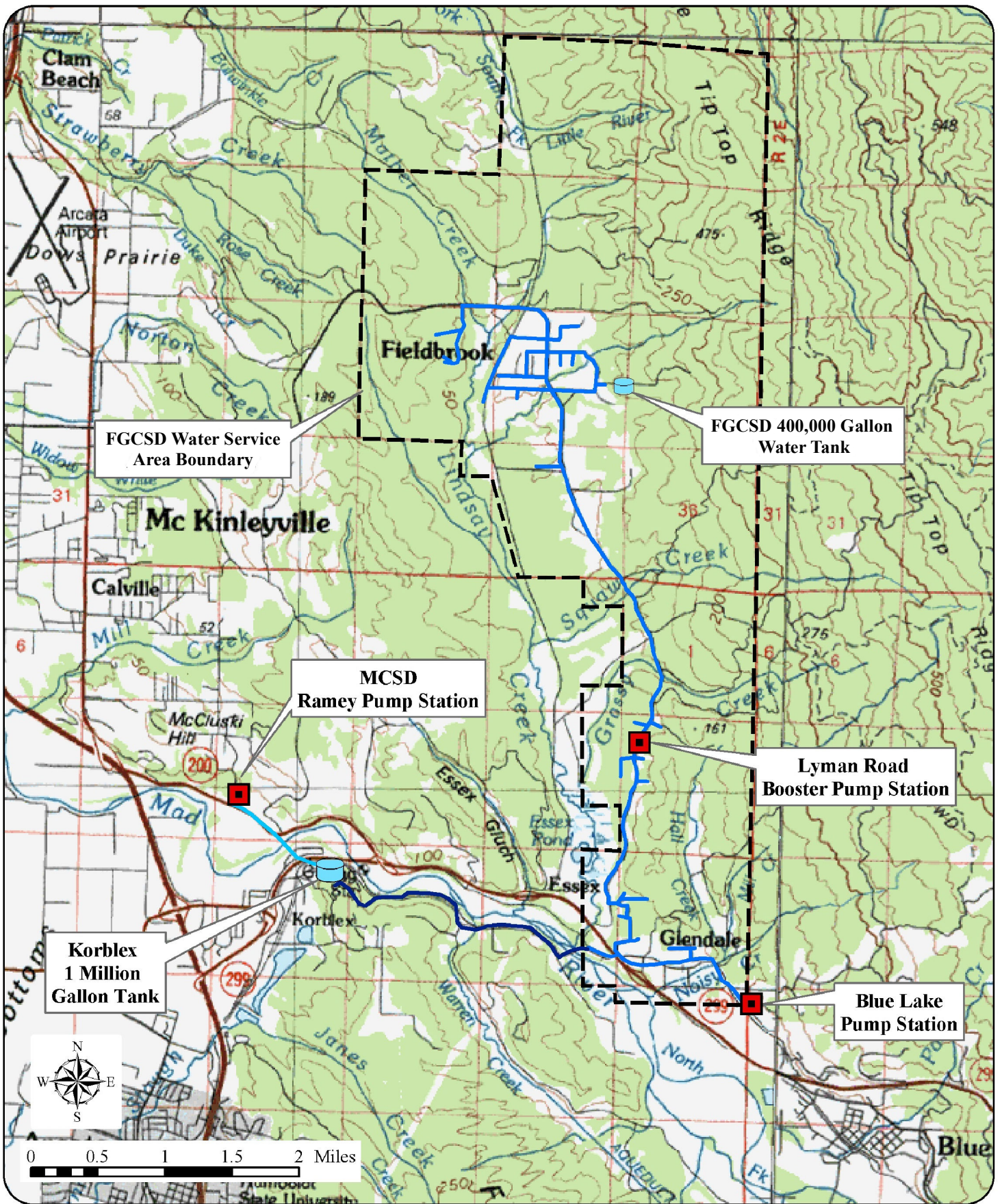


## 7. References

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# **Attachment A**

## **Figures**



Paper Size ANSI A



Fieldbrook Glendale Community Services District  
 Water System Modeling for New Royal Gold Connection

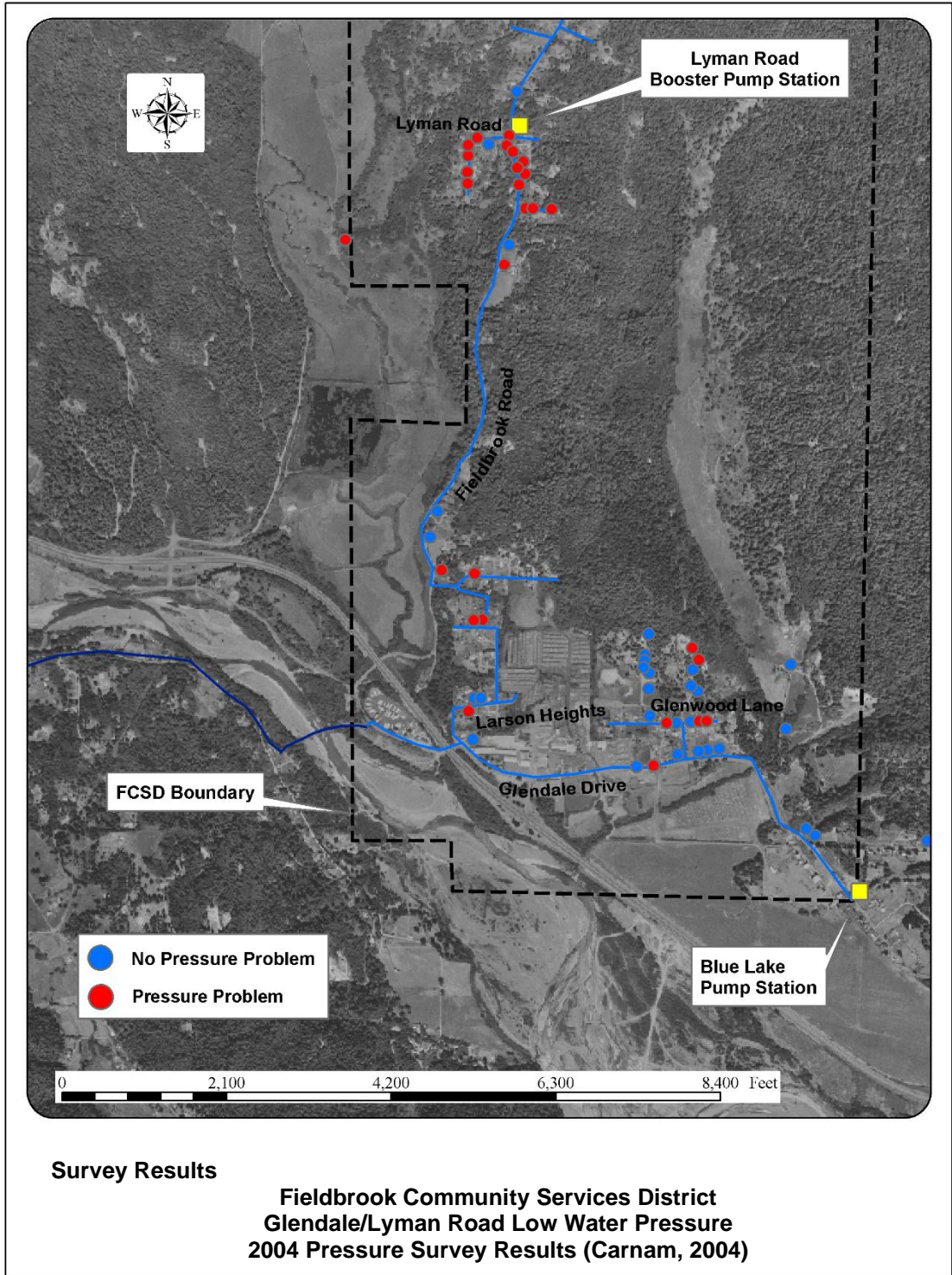
Job Number 111-25223  
 Revision A  
 Date 16 Sep 2016

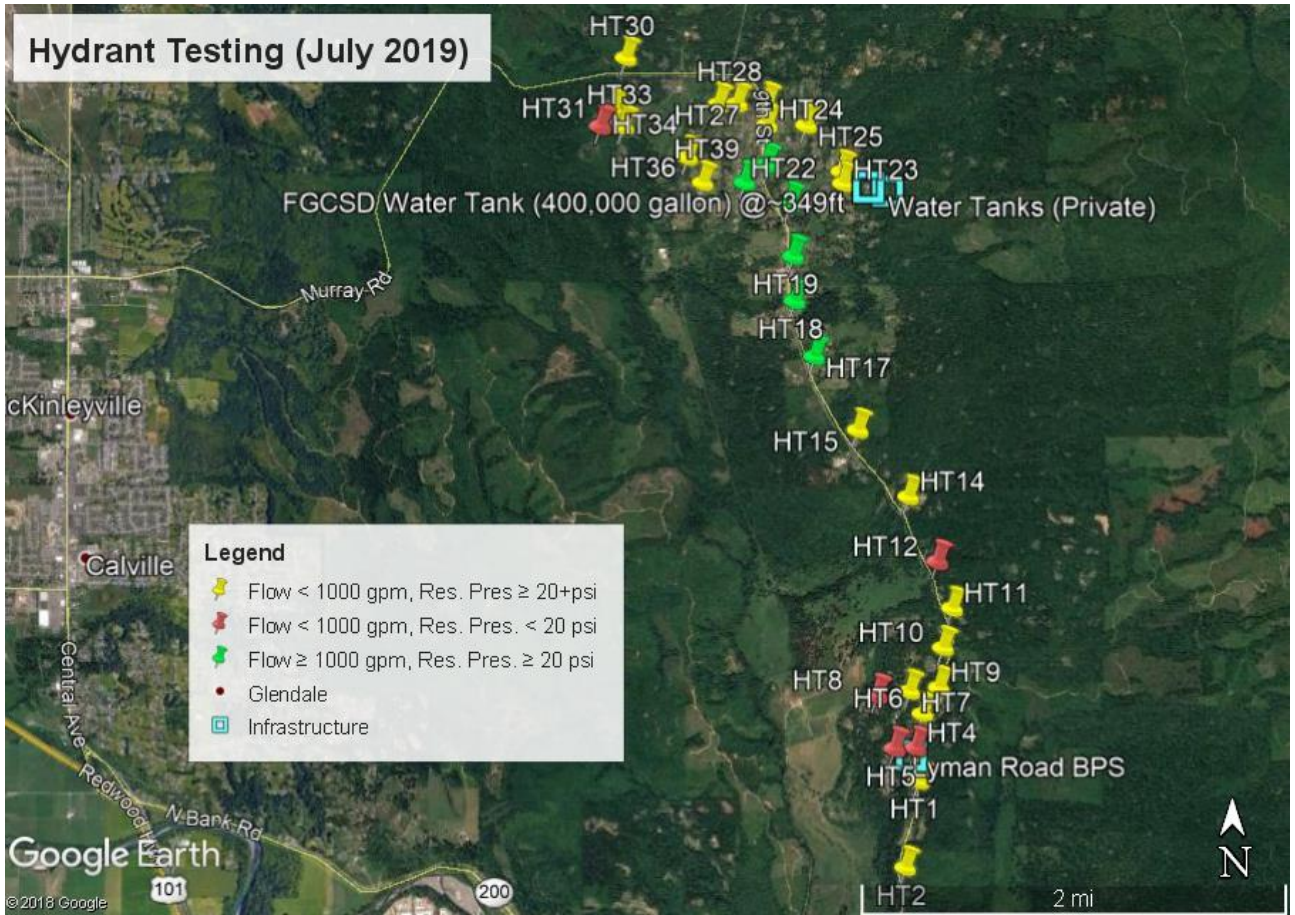
Water System Map

Figure 1

# **Attachment B**

## **2004 Pressure Survey Results**





**Figure 7-1 Results from the July 2019 Hydrant Testing (HT) in PZ1 and PZ2.**



# **Attachment C**

## **July 2019 Fire Hydrant Testing**



**Table 7.1 FGCS D Hydrant Testing Data – July 2019**

Hydrant Test (HT)	Location	Nearest Address	Date	Static PSI	Residual PSI	Flow (GPM) at (PSI)	FB PS Running?	Time
1	FB road hydrant	633 FB Rd.	7/19/19	58	22	900(GPM) at 38 (psi)	no	1340
2	FB road hydrant	831 FB Rd.	7/19/19	49	12	750 at 23	no	1410
3	FB road hydrant	1297 FB Rd.	7/17/19	52	8	680 at 17	no	1225
4	Lyman road hydrant		7/17/19	52	11	690 at 19	no	1255
5	Sunny Acres hydrant		7/17/19	~54 (30 to 88psi)	2	550 at 13	no	1310
6	FB road hydrant	1609 FB Rd.	7/15/19	100+	80	780 at 25	yes	920
8	Stolpe road hydrant	121 Stolpe	7/15/19	100+	72	698 at 20	yes	1005
9	Stolpe road hydrant	396 Stolpe	7/15/19	97	42	493 at 10	no	1025
10	Whittier hydrant valve	At FB Rd.	7/15/19	100+	80	698 at 20	yes	945
11	FB road hydrant	1980 FB Rd.	7/15/19	80	28	770 at 24	no	1055
12	FB road @ Grassy Creek hydrant		7/15/19	82	26	870 at 32	no	830
13	FB road hydrant Sawdust Trail		7/15/19	64	27	550 at 13	no	1130
14	FB road @ Christie Lane hydrant							
15	FB road hydrant	2779 FB Rd.	7/16/19	80	26	880 at 33	no	815
16	FB road hydrant	Before Cider Mill	7/16/19	80	30	915 at 35	no	855
17	FB road hydrant							
18	FB road hydrant	3563 FB Rd.	7/16/19	86	46	1050 at 47	yes	920
19	FB road @ Wilson hydrant valve		7/17/19	77	40	1000 at 43	yes	755
20	FB road @ school hydrant valve		7/17/19	72	43	1050 at 48	yes	805
21	FB Road @ Anker hydrant valve		7/17/19	68	45	1050 at 48	yes	820
22	Anker Road hydrant		7/16/19	62	43	1050 at 47	yes	1005
23	Johnson Lane hydrant valve		7/16/19	46	18	780 at 25	yes	1035
24	Davenport @ Red Rock hydrant		7/17/19	44	34	950 at 37	yes	830
25	FB Road @ Gross hydrant		7/18/19	51	33	1000 at 43	no	1125
26	East Gross @ 13th hydrant		7/17/19	46	Skipped per resident request		no	1125
27	East Gross @ hydrant		7/17/19	44	32	960 at 38	no	1035



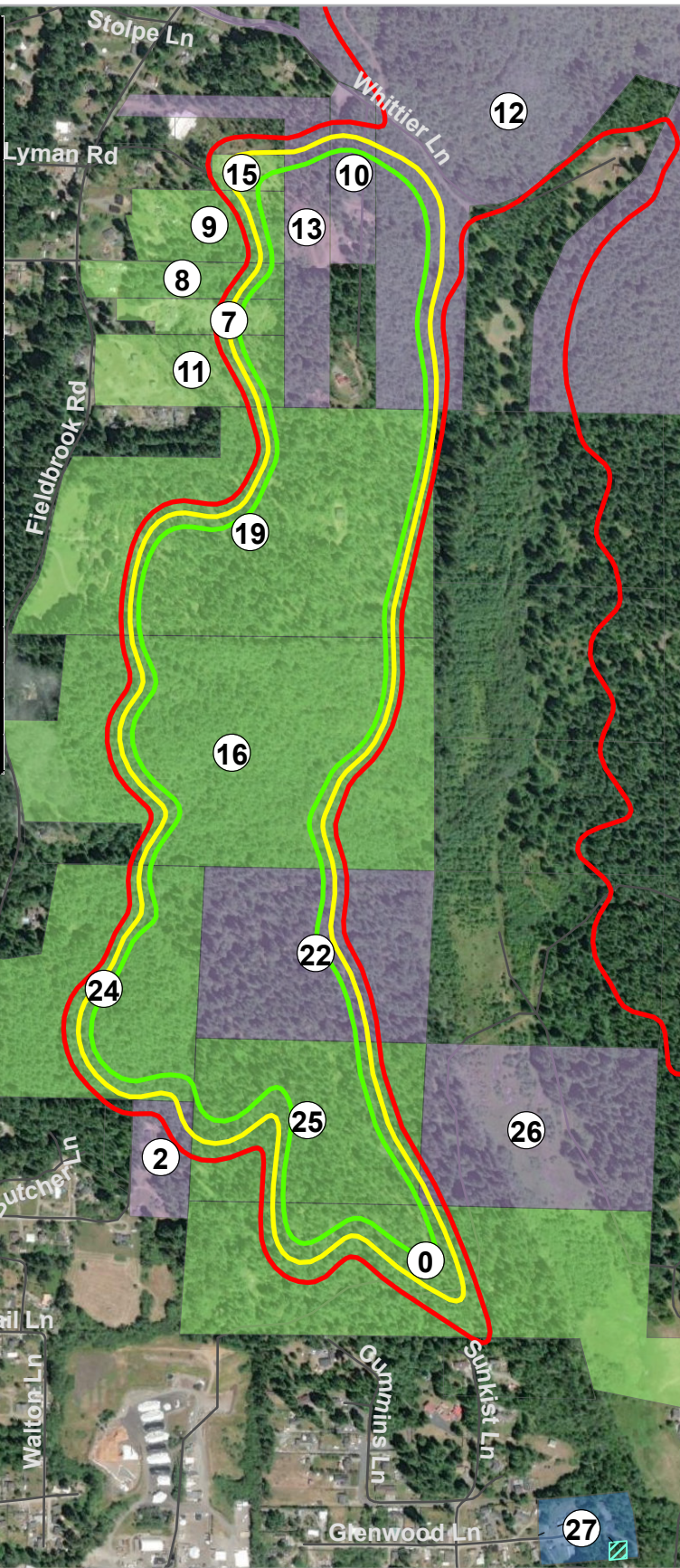
**Table 7.1 FGCS D Hydrant Testing Data – July 2019**

Hydrant Test (HT)	Location	Nearest Address	Date	Static PSI	Residual PSI	Flow (GPM) at (PSI)	FB PS Running?	Time
28	FB road @ Evans Hydrant		7/18/19	51	30	950 at 37	no	1050
29	Evans Hydrant		7/17/19	45	12	730 at 22	?	1055
30	Hydrant at North end FB							
31	Morris Hydrant 1	4520 Murray Rd.	7/18/19	56	17	750 at 23	no	815
	Morris Hydrant 2	315 Hughs Way	7/18/19	60	12	680 at 17	yes	830
	Morris Hydrant Clean-out	???						
	Morris Hydrant 3	445 Hughs Way	7/18/19	43	23	850 at 30	yes	845
	Morris Hydrant 4	595 Hughs Way	7/18/19	16	5	570 at 14	yes	900
	Wagle @ Hydrant	166 Wagle	7/19/19	72	43	1050 at 48	yes	810
	Wagle @ Hydrant	334 Wagle	7/19/19	64	31	974 at 40	no	835
	Evans @ 4th st. Hydrant		7/18/19	56	25	930 at 36	no	1105
	Wagle @ RR grade hydrant		7/19/19	73	32	974 at 40	no	905
	Fieldbrook Road @ Kingston hydrant valve		7/18/19	58	39	1040 at 47	no	1140
	Kingston road hydrant							
	Nickle hydrant		7/18/19	55	28	950 at 37	no	1155
	Kingston road hydrant	End of Kingston Line	7/19/19	67	28	900 at 33	yes	745

# **Attachment D**

## **Tank Site Feasibility Parcels of Interest**

FID	APN	NAME
0	516-091-072	Treelands Ltd
2	516-091-042	Sutherland Daniel N & Kammy R Tr
7	516-061-010	Starkey Kenneth & Gay Tr
8	516-061-012	Dygart Ethel Tr
9	516-061-013	Brownfield John & Leanne
10	516-041-017	Brownfield Danny R
11	516-061-008	Ryan Timothy J & Kathleen E
12	516-041-015	Green Diamond Resource Company
13	516-041-008	Brownfield Danny R
15	516-061-003	Brownfield Danny R & Marcia L
16	516-081-003	Green Diamond Resource Company
19	516-071-003	Casassa Leo N & Alyce Tr
22	516-091-058	Muecke-Mcadams California Ltd
24	516-091-063	Green Diamond Resource Company
25	516-091-047	Mcadams Lands Lp
26	516-091-048	Mcadams Lands Lp
27a	516-121-053	Fieldbrook CSD
27b	516-121-058	Schuette Steve
27c	516-121-059	Blevin Tyler W & Brown George
27d	516-121-060	Gore David M & Karen S TR



**Legend**

**Elevation Contours (40 ft intervals)**

- Definitely lower than Korblex Tank (220 ft) — Red line
- May be higher than Korblex Tank (240 ft) — Yellow line
- Definitely higher than Korblex Tank (260 ft) — Green line

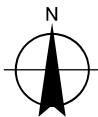
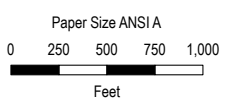
**Qualified**

- Yes — Light Green shading
- Maybe — Purple shading
- No — White shading

Parcels with existing Access Easement — Blue shading

District owned tank parcel — Hatched pattern

Road — Black line



Fieldbrook-Glendale Community Services District

Project No. 11125285  
Revision No. -  
Date May 2021

**Tank Site Feasibility  
Parcels of Interest**

**FIGURE 1**

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 5.2

**Agenda Title:** District Logo Design.

**Meeting Date:** 05/25/2021

**Presented by:** Richard Hanger

**Type of Item:**        Action                    Discussion            Information

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

---

**Background:**

The Board approved the development of a logo at the April 2021 board meeting. The logo will be used on stationary and electronic communications including our website. Staff has provided information to Cox Rasmussen and the first efforts are here for your review and discussion.

**Recommendation:**

Review and discuss the developed logo design. The Board may choose to adopt one of the designs as provided, or discuss and direct revisions.



---

**POLICY TITLE: Association Memberships**  
**POLICY NUMBER: 1005**

Purpose: This policy sets forth the rules for membership in associations and establishes who may represent the District.

1005.1 Appropriate Memberships. To take advantage of in-service training opportunities, the District may hold membership in industry related associations. Board Members and staff may attend meetings of national, state, and local associations directly related to the purposes and operations of the District. Decisions to continue, discontinue, or add new memberships shall occur through the annual budget process.

1005.2 Appointment of Representatives. The President shall appoint Board Members as representatives and alternates, as appropriate, to serve as contacts between the District, stakeholder groups, associations and others. The representatives and alternates shall report to the Board in a timely manner on their activities involving these associations. In some cases members may be allowed certain expenses for travel and membership in such associations. This shall be determined and approved by the Board.

1005.3 District Manager Memberships. The President may designate the District Manager as the appropriate representative or alternate in connection with memberships in any association. The District Manager may designate those associations or industry specific organizations with which his/her association is necessary or desired.

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 5.3

**Agenda Title:** Resolution 2021-04 Annual confirmation of tax assessment and rate.

**Meeting Date:** 05/27/2021

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

---

**Background:**

The fire assessment requires an annual certification. Attached is Resolution 2021-04 certifying the amount of \$75.00 per parcel.

**Recommendation:**

Adopt Resolution 2021-04.



Resolution # 2021-04

Resolution of the Fieldbrook Glendale Community Services District  
Agency address: 4584 Fieldbrook Road, Fieldbrook CA 95519

Confirmation of tax assessment and rate

**WHEREAS**, the Fieldbrook Community Services District caused “Measure K” to be placed before the voters residing in Zone Two of said District on the November 5, 2013 Uniform District Election Ballot; and

**WHEREAS**, eighty-five point eight (85.8) percent of the voters voted yes for a special tax to be levied for fire protection, emergency medical services, and an expansion of the fire house, for a period of ten years; and

**WHEREAS**, said election has been officially certified by the County Clerk-Recorder on the 25<sup>th</sup> day of November 2013,

**WHEREAS**, that a special tax shall be levied of \$75.00 per assessor’s parcel for Zone Two of the Fieldbrook Community Services District, beginning July 1<sup>st</sup>, 2014, and such tax shall continue for ten (10) years.

**NOW THEREFORE, BE IT RESOLVED**, that the Humboldt County Auditor - Controllers office is authorized to place this assessment of \$75.00 on the tax rolls, effective July 1<sup>st</sup>, 2021.

\_\_\_\_\_  
Janet Miller  
Director

\_\_\_\_\_  
Starr Kilian  
Vice-President

Ayes \_\_\_\_\_ No \_\_\_\_\_ Abstain \_\_\_\_\_ Absent \_\_\_\_\_

**PASSED AND ADOPTED**, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on May 25, 2021.

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 5.4

**Agenda Title:** Preliminary Budget Presentation 2021-2022.

**Meeting Date:** 05/25/2021

**Presented by:** Richard Hanger

**Type of Item:**         Action                       Discussion                       Information

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

---

**Background:**

The board receives a draft of the budget for the next fiscal year each May. The budget is adopted in June and a final budget is adopted in August following the closing entries for the prior fiscal year.

Each department or fund is budgeted and accounted for separately. For each department there is a collapsed budget page followed by a detailed line-item page.

**Water:**

Water revenues are budgeted at \$518,706. Revenues are conservatively estimated and approximately 1.0% below the 2021 fiscal year. One-time revenues such as meter installations or connection fees are not part of the initial budget.

**Expenses:**

Water expenses are budgeted at \$492,801. Expenses are projected to be approximately 7% more than last year. Increased expenses are anticipated for maintenance and operations and bad debt.

The net operating budget is positive and reflects positive earnings of \$25,905, plus interest income of \$16,244. Less depreciation and interest expenses and the water budget is balanced with depreciation fully funded.

**Wastewater:**

Revenues are projected to be \$393,071. Revenues are conservatively estimated and approximately 1.0% below the 2021 fiscal year.

**Expenses:**

Treatment expenses are based on the prior year plus a 10% increase. The set aside for bad debt has been increased \$10,000. The maintenance budget has been decreased \$2,500.

The net of operations is positive at \$31,088. Interest earning and connection fees are estimated to generate \$37,019. This will be offset by depreciation and interest expense for an overall decrease in assets of \$29,763.

**Fire:**

Revenues from tax collections are anticipated to be equal to fiscal year 2021. Expenses are projected to increase 5% from prior year actuals. The largest variations are for maintenance expenses and utility expenses.

The net operating budget is positive and reflects positive earnings of \$47,597, plus interest income of \$3,232. Less depreciation and interest expenses and the fire budget is balanced with depreciation fully funded.

Depreciation will fund principal payments on loans due in 2022 and fund the set aside for future debt.

**Capital Expenditures:**

Capital expenditures are budgeted separately from the operational budgets. Anticipated acquisitions are:

Water – meter replacements \$10,000

Wastewater – pump and infiltration repairs \$30,000

Fire – Purchase of command truck \$60,000 and SCBA filling station \$42,000 (grant funding for SCBA is \$39,000), CalFire grant match (if awarded), \$1,250.

**Recommendation:**

Review the attached reports and assumptions in the staff report. Make recommendations and/or comments.

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	Water Depart...	Total Enterprise	TOTAL
	(Enterprise)		
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income	518,706.00	518,706.00	518,706.00
<b>Total Income</b>	518,706.00	518,706.00	518,706.00
<b>Gross Profit</b>	518,706.00	518,706.00	518,706.00
<b>Expense</b>			
5000 · Purchased Water & Sewer	186,847.00	186,847.00	186,847.00
5050 · Director Fees	2,995.00	2,995.00	2,995.00
5100 · Contract Labor/Admin	219,501.00	219,501.00	219,501.00
5150 · Insurance Expense	3,833.00	3,833.00	3,833.00
5200 · Professional Services	5,633.00	5,633.00	5,633.00
5250 · Dues & Memberships	1,001.00	1,001.00	1,001.00
5300 · Utilities	13,242.00	13,242.00	13,242.00
5370 · Property Taxes	225.00	225.00	225.00
5380 · Supplies	1,170.00	1,170.00	1,170.00
5400 · Maintenance Expenses	28,129.00	28,129.00	28,129.00
5550 · Equipment	250.00	250.00	250.00
5590 · Bad Debts	10,280.00	10,280.00	10,280.00
5625 · Bank Charges	3,000.00	3,000.00	3,000.00
5700 · Licenses & Fees	4,167.00	4,167.00	4,167.00
6560 · Payroll Expenses	12,528.00	12,528.00	12,528.00
<b>Total Expense</b>	492,801.00	492,801.00	492,801.00
<b>Net Ordinary Income</b>	25,905.00	25,905.00	25,905.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4900 · Interest Earnings (Interest Earnings)	16,244.00	16,244.00	16,244.00
<b>Total Other Income</b>	16,244.00	16,244.00	16,244.00
<b>Other Expense</b>			
5350 · Depreciation Expenses	30,481.00	30,481.00	30,481.00
5650 · Interest Expense	11,668.00	11,668.00	11,668.00
<b>Total Other Expense</b>	42,149.00	42,149.00	42,149.00
<b>Net Other Income</b>	-25,905.00	-25,905.00	-25,905.00
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fieldbrook Glendale Community Services District  
Profit & Loss Budget Overview  
July 2021 through June 2022**

	<u>Water Department (Enterprise) Jul '21 - Jun 22</u>	<u>Total Enterprise Jul '21 - Jun 22</u>	<u>TOTAL Jul '21 - Jun 22</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income			
4100 · Water Income			
4110 · Domestic Water Sales (Domestic Water Sales)	405,098.00	405,098.00	405,098.00
4115 · Late Fees - Water (Late Fees - Water)	7,635.00	7,635.00	7,635.00
4120 · Business Water Sales (Business Water Sales)	77,844.00	77,844.00	77,844.00
4130 · Fire Suppression Water Sales (Fire Suppression Water Sales)	2,184.00	2,184.00	2,184.00
4135 · Benefit Zone 1-Water Sales (Special Benefit Zone 1)	24,930.00	24,930.00	24,930.00
4150 · Water Processing Fees (Water Processing Fees)	1,015.00	1,015.00	1,015.00
4156 · Water Reimbursement Income (Water Reimbursement Income)	0.00	0.00	0.00
4157 · Water Misc. Chg (Water Misc. Chg)	0.00	0.00	0.00
4158 · Meter Charge (Meter Charge)	0.00	0.00	0.00
4160 · Water Other Income (Water Other Income)	0.00	0.00	0.00
<b>Total 4100 · Water Income</b>	<u>518,706.00</u>	<u>518,706.00</u>	<u>518,706.00</u>
<b>Total 4000 · Income</b>	<u>518,706.00</u>	<u>518,706.00</u>	<u>518,706.00</u>
<b>Total Income</b>	<u>518,706.00</u>	<u>518,706.00</u>	<u>518,706.00</u>
<b>Gross Profit</b>	<u>518,706.00</u>	<u>518,706.00</u>	<u>518,706.00</u>
<b>Expense</b>			
5000 · Purchased Water & Sewer			
5010 · Purchased Water (Purchased Water)	186,847.00	186,847.00	186,847.00
<b>Total 5000 · Purchased Water &amp; Sewer</b>	<u>186,847.00</u>	<u>186,847.00</u>	<u>186,847.00</u>
5050 · Director Fees			
5070 · Directors' Fees - Water (Directors' Fees - Water)	2,995.00	2,995.00	2,995.00
<b>Total 5050 · Director Fees</b>	<u>2,995.00</u>	<u>2,995.00</u>	<u>2,995.00</u>
5100 · Contract Labor/Admin			
5110 · HBMWD - Operations- Main. (HBMWD)			
5110.1 · HBMWD Admin & Billing (HBMWD Administration, Billing & Bookkeeping)	51,600.00	51,600.00	51,600.00
5110.2 · HBMWD - Maintenance & Operation (HBMWD - Maintenance & Operations)	158,901.00	158,901.00	158,901.00
<b>Total 5110 · HBMWD - Operations- Main. (HBMWD)</b>	<u>210,501.00</u>	<u>210,501.00</u>	<u>210,501.00</u>
5120 · Engineering Services (Engineering Services)			
5121 · Engineering Expenses	9,000.00	9,000.00	9,000.00
5121.5 · Reimbursable Engineering Exp (Reimbursable Engineering Expenses)	0.00	0.00	0.00
5122 · Special Studies (Engineering Fees project based)	0.00	0.00	0.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<u>9,000.00</u>	<u>9,000.00</u>	<u>9,000.00</u>
<b>Total 5100 · Contract Labor/Admin</b>	<u>219,501.00</u>	<u>219,501.00</u>	<u>219,501.00</u>
5150 · Insurance Expense			
5155 · Workers' Compensaton (Workers' Compensaton)	193.00	193.00	193.00
5160 · Liability Insurance (Liability Insurance)	3,640.00	3,640.00	3,640.00
<b>Total 5150 · Insurance Expense</b>	<u>3,833.00</u>	<u>3,833.00</u>	<u>3,833.00</u>
5200 · Professional Services			
5210 · Legal Services (Legal Services)	500.00	500.00	500.00
5220 · Audit Services (Audit Services)	5,133.00	5,133.00	5,133.00
<b>Total 5200 · Professional Services</b>	<u>5,633.00</u>	<u>5,633.00</u>	<u>5,633.00</u>
5250 · Dues & Memberships			
5300 · Utilities			
5310 · Telephone (Telephone)	1,800.00	1,800.00	1,800.00
5320 · Electric (Electric)	11,442.00	11,442.00	11,442.00
<b>Total 5300 · Utilities</b>	<u>13,242.00</u>	<u>13,242.00</u>	<u>13,242.00</u>
5370 · Property Taxes			
5380 · Supplies			
5390 · Office Expenses (Office Expenses)	1,170.00	1,170.00	1,170.00
<b>Total 5380 · Supplies</b>	<u>1,170.00</u>	<u>1,170.00</u>	<u>1,170.00</u>
5400 · Maintenance Expenses			
5410 · Line Repairs Maintenance (Line Repairs Maintenance)	28,129.00	28,129.00	28,129.00
<b>Total 5400 · Maintenance Expenses</b>	<u>28,129.00</u>	<u>28,129.00</u>	<u>28,129.00</u>
5550 · Equipment			
5555 · Small Equipment (Small Equipment)	250.00	250.00	250.00
<b>Total 5550 · Equipment</b>	<u>250.00</u>	<u>250.00</u>	<u>250.00</u>

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	Water Department (Enterprise)	Total Enterprise	TOTAL
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
5590 · Bad Debts			
5355 · Setaside for Uncollectable A/R (Setaside for Uncollectable A/R)	0.00	0.00	0.00
5595 · Returned Checks (Returned Checks)	250.00	250.00	250.00
5600 · Returned Item Fee (Returned Item Fee)	30.00	30.00	30.00
5610 · Uncollectable (Uncollectable)	10,000.00	10,000.00	10,000.00
5611 · Misc. Credits (Misc Credits)	0.00	0.00	0.00
<b>Total 5590 · Bad Debts</b>	<b>10,280.00</b>	<b>10,280.00</b>	<b>10,280.00</b>
5625 · Bank Charges			
5625.01 · Bank Fees (Bank Fees)	300.00	300.00	300.00
5625.02 · Merchant Fees (Merchant Fees)	2,700.00	2,700.00	2,700.00
5625 · Bank Charges - Other	0.00	0.00	0.00
<b>Total 5625 · Bank Charges</b>	<b>3,000.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
5700 · Licenses & Fees			
5652 · Loan Fee (Loan Fee I-Bank)	530.00	530.00	530.00
5700 · Licenses & Fees - Other	3,637.00	3,637.00	3,637.00
<b>Total 5700 · Licenses &amp; Fees</b>	<b>4,167.00</b>	<b>4,167.00</b>	<b>4,167.00</b>
6560 · Payroll Expenses	12,528.00	12,528.00	12,528.00
<b>Total Expense</b>	<b>492,801.00</b>	<b>492,801.00</b>	<b>492,801.00</b>
<b>Net Ordinary Income</b>	<b>25,905.00</b>	<b>25,905.00</b>	<b>25,905.00</b>
Other Income/Expense			
Other Income			
4900 · Interest Earnings (Interest Earnings)			
4155 · Water Interest Income (Water Interest Income)	16,244.00	16,244.00	16,244.00
<b>Total 4900 · Interest Earnings (Interest Earnings)</b>	<b>16,244.00</b>	<b>16,244.00</b>	<b>16,244.00</b>
<b>Total Other Income</b>	<b>16,244.00</b>	<b>16,244.00</b>	<b>16,244.00</b>
Other Expense			
5350 · Depreciation Expenses	30,481.00	30,481.00	30,481.00
5650 · Interest Expense	11,668.00	11,668.00	11,668.00
<b>Total Other Expense</b>	<b>42,149.00</b>	<b>42,149.00</b>	<b>42,149.00</b>
<b>Net Other Income</b>	<b>-25,905.00</b>	<b>-25,905.00</b>	<b>-25,905.00</b>
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	Sewer Depart... (Enterprise) <u>Jul '21 - Jun 22</u>	Total Enterprise <u>Jul '21 - Jun 22</u>	TOTAL <u>Jul '21 - Jun 22</u>
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income	393,071.00	393,071.00	393,071.00
<b>Total Income</b>	<u>393,071.00</u>	<u>393,071.00</u>	<u>393,071.00</u>
<b>Gross Profit</b>	393,071.00	393,071.00	393,071.00
<b>Expense</b>			
5000 · Purchased Water & Sewer	202,855.00	202,855.00	202,855.00
5100 · Contract Labor/Admin	48,960.00	48,960.00	48,960.00
5150 · Insurance Expense	3,179.00	3,179.00	3,179.00
5200 · Professional Services	5,633.00	5,633.00	5,633.00
5250 · Dues & Memberships	1,001.00	1,001.00	1,001.00
5300 · Utilities	20,326.00	20,326.00	20,326.00
5360 · Transportation & Travel	500.00	500.00	500.00
5370 · Property Taxes	324.00	324.00	324.00
5380 · Supplies	1,362.00	1,362.00	1,362.00
5400 · Maintenance Expenses	30,500.00	30,500.00	30,500.00
5550 · Equipment	500.00	500.00	500.00
5590 · Bad Debts	13,000.00	13,000.00	13,000.00
5625 · Bank Charges	2,376.00	2,376.00	2,376.00
5700 · Licenses & Fees	3,790.00	3,790.00	3,790.00
6560 · Payroll Expenses	27,677.00	27,677.00	27,677.00
<b>Total Expense</b>	<u>361,983.00</u>	<u>361,983.00</u>	<u>361,983.00</u>
<b>Net Ordinary Income</b>	31,088.00	31,088.00	31,088.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4900 · Interest Earnings (Interest Earnings)	384.00	384.00	384.00
4950 · Connection Fees (Connection Fees)	36,635.00	36,635.00	36,635.00
<b>Total Other Income</b>	<u>37,019.00</u>	<u>37,019.00</u>	<u>37,019.00</u>
<b>Other Expense</b>			
5350 · Depreciation Expenses	95,788.00	95,788.00	95,788.00
5650 · Interest Expense	2,082.00	2,082.00	2,082.00
<b>Total Other Expense</b>	<u>97,870.00</u>	<u>97,870.00</u>	<u>97,870.00</u>
<b>Net Other Income</b>	<u>-60,851.00</u>	<u>-60,851.00</u>	<u>-60,851.00</u>
<b>Net Income</b>	<u><u>-29,763.00</u></u>	<u><u>-29,763.00</u></u>	<u><u>-29,763.00</u></u>

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	Sewer Department (Enterprise)	Total Enterprise	TOTAL
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income			
4200 · Sewer Income			
4210 · Domestic Sewer Sales (Domestic Sewer Sales)	279,768.00	279,768.00	279,768.00
4215 · Late Fees - Sewer (Late Fees - Sewer)	7,200.00	7,200.00	7,200.00
4220 · Commercial Sewer Sales (Commercial Sewer Sales)	104,533.00	104,533.00	104,533.00
4250 · Sewer Processing Fees (Sewer Processing Fees)	420.00	420.00	420.00
4252 · Sewer Permit Fees (Sewer Permit Fees)	1,150.00	1,150.00	1,150.00
4256 · Sewer Reimbursement Income (Sewer Reimbursement Income)	0.00	0.00	0.00
4260 · Sewer Other Income (Sewer Other Income)	0.00	0.00	0.00
<b>Total 4200 · Sewer Income</b>	<u>393,071.00</u>	<u>393,071.00</u>	<u>393,071.00</u>
<b>Total 4000 · Income</b>	<u>393,071.00</u>	<u>393,071.00</u>	<u>393,071.00</u>
<b>Total Income</b>	<u>393,071.00</u>	<u>393,071.00</u>	<u>393,071.00</u>
<b>Gross Profit</b>	<u>393,071.00</u>	<u>393,071.00</u>	<u>393,071.00</u>
<b>Expense</b>			
5000 · Purchased Water & Sewer			
5020 · Purchased Sewer Services (Purchased Sewer Services)	202,855.00	202,855.00	202,855.00
<b>Total 5000 · Purchased Water &amp; Sewer</b>	<u>202,855.00</u>	<u>202,855.00</u>	<u>202,855.00</u>
5100 · Contract Labor/Admin			
5110 · HBMWD - Operations- Main. (HBMWD)			
5110.1 · HBMWD Admin & Billing (HBMWD Administration, Billing & Bookkeeping)	40,560.00	40,560.00	40,560.00
<b>Total 5110 · HBMWD - Operations- Main. (HBMWD)</b>	<u>40,560.00</u>	<u>40,560.00</u>	<u>40,560.00</u>
5120 · Engineering Services (Engineering Services)			
5121 · Engineering Expenses	8,400.00	8,400.00	8,400.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<u>8,400.00</u>	<u>8,400.00</u>	<u>8,400.00</u>
<b>Total 5100 · Contract Labor/Admin</b>	<u>48,960.00</u>	<u>48,960.00</u>	<u>48,960.00</u>
5150 · Insurance Expense			
5155 · Workers' Compensaton (Workers' Compensaton)	810.00	810.00	810.00
5160 · Liability Insurance (Liability Insurance)	2,369.00	2,369.00	2,369.00
<b>Total 5150 · Insurance Expense</b>	<u>3,179.00</u>	<u>3,179.00</u>	<u>3,179.00</u>
5200 · Professional Services			
5210 · Legal Services (Legal Services)	500.00	500.00	500.00
5220 · Audit Services (Audit Services)	5,133.00	5,133.00	5,133.00
<b>Total 5200 · Professional Services</b>	<u>5,633.00</u>	<u>5,633.00</u>	<u>5,633.00</u>
5250 · Dues & Memberships	1,001.00	1,001.00	1,001.00
5300 · Utilities			
5310 · Telephone (Telephone)	12,480.00	12,480.00	12,480.00
5320 · Electric (Electric)	7,846.00	7,846.00	7,846.00
<b>Total 5300 · Utilities</b>	<u>20,326.00</u>	<u>20,326.00</u>	<u>20,326.00</u>
5360 · Transportation & Travel			
5365 · Fuel Expenses (Fuel Expenses)	500.00	500.00	500.00
<b>Total 5360 · Transportation &amp; Travel</b>	<u>500.00</u>	<u>500.00</u>	<u>500.00</u>
5370 · Property Taxes	324.00	324.00	324.00
5380 · Supplies			
5390 · Office Expenses (Office Expenses)	1,362.00	1,362.00	1,362.00
<b>Total 5380 · Supplies</b>	<u>1,362.00</u>	<u>1,362.00</u>	<u>1,362.00</u>
5400 · Maintenance Expenses			
5410 · Line Repairs Maintenance (Line Repairs Maintenance)	30,000.00	30,000.00	30,000.00
5420 · Building Maintenance (Building Maintenance)	500.00	500.00	500.00
<b>Total 5400 · Maintenance Expenses</b>	<u>30,500.00</u>	<u>30,500.00</u>	<u>30,500.00</u>
5550 · Equipment			
5555 · Small Equipment (Small Equipment)	500.00	500.00	500.00
<b>Total 5550 · Equipment</b>	<u>500.00</u>	<u>500.00</u>	<u>500.00</u>
5590 · Bad Debts			
5355 · Setaside for Uncollectable A/R (Setaside for Uncollectable A/R)	0.00	0.00	0.00
5610 · Uncollectable (Uncollectable)	13,000.00	13,000.00	13,000.00
<b>Total 5590 · Bad Debts</b>	<u>13,000.00</u>	<u>13,000.00</u>	<u>13,000.00</u>



**Fieldbrook Glendale Community Services District  
Profit & Loss Budget Overview  
July 2021 through June 2022**

	<b>Sewer Department (Enterprise)</b>	<b>Total Enterprise</b>	<b>TOTAL</b>
	<u>Jul '21 - Jun 22</u>	<u>Jul '21 - Jun 22</u>	<u>Jul '21 - Jun 22</u>
<b>5625 · Bank Charges</b>			
5625.01 · Bank Fees (Bank Fees)	216.00	216.00	216.00
5625.02 · Merchant Fees (Merchant Fees)	2,160.00	2,160.00	2,160.00
<b>Total 5625 · Bank Charges</b>	<u>2,376.00</u>	<u>2,376.00</u>	<u>2,376.00</u>
<b>5700 · Licenses &amp; Fees</b>	3,790.00	3,790.00	3,790.00
<b>6560 · Payroll Expenses</b>	27,677.00	27,677.00	27,677.00
<b>Total Expense</b>	<u>361,983.00</u>	<u>361,983.00</u>	<u>361,983.00</u>
<b>Net Ordinary Income</b>	31,088.00	31,088.00	31,088.00
<b>Other Income/Expense</b>			
<b>Other Income</b>			
4900 · Interest Earnings (Interest Earnings)			
4255 · Sewer Interest Income (Sewer Interest Income)	384.00	384.00	384.00
<b>Total 4900 · Interest Earnings (Interest Earnings)</b>	<u>384.00</u>	<u>384.00</u>	<u>384.00</u>
4950 · Connection Fees (Connection Fees)			
4245 · Sewer Connection Fees (Sewer Connection Fees)			
4245.01 · Sewer Connection Fees (Sewer Connection Fees - Full Pay)	0.00	0.00	0.00
4245.02 · Sewer Connection - Commercial (Sewer Connection Fees - Commercial)	36,635.00	36,635.00	36,635.00
<b>Total 4245 · Sewer Connection Fees (Sewer Connection Fees)</b>	<u>36,635.00</u>	<u>36,635.00</u>	<u>36,635.00</u>
<b>Total 4950 · Connection Fees (Connection Fees)</b>	<u>36,635.00</u>	<u>36,635.00</u>	<u>36,635.00</u>
<b>Total Other Income</b>	37,019.00	37,019.00	37,019.00
<b>Other Expense</b>			
5350 · Depreciation Expenses	95,788.00	95,788.00	95,788.00
5650 · Interest Expense	2,082.00	2,082.00	2,082.00
<b>Total Other Expense</b>	<u>97,870.00</u>	<u>97,870.00</u>	<u>97,870.00</u>
<b>Net Other Income</b>	-60,851.00	-60,851.00	-60,851.00
<b>Net Income</b>	<u><u>-29,763.00</u></u>	<u><u>-29,763.00</u></u>	<u><u>-29,763.00</u></u>

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	Total Fire Department Jul '21 - Jun 22	TOTAL Jul '21 - Jun 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Income	111,520.00	111,520.00
<b>Total Income</b>	111,520.00	111,520.00
<b>Gross Profit</b>	111,520.00	111,520.00
<b>Expense</b>		
5050 · Director Fees	599.00	599.00
5100 · Contract Labor/Admin	100.00	100.00
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	1,634.00	1,634.00
5150 · Insurance Expense	20,607.00	20,607.00
5200 · Professional Services	5,183.00	5,183.00
5250 · Dues & Memberships	2,651.00	2,651.00
5300 · Utilities	12,364.00	12,364.00
5360 · Transportation & Travel	1,200.00	1,200.00
5380 · Supplies	3,804.00	3,804.00
5400 · Maintenance Expenses	8,218.00	8,218.00
5550 · Equipment	4,263.00	4,263.00
5710 · Chiefs' Incentive Program	1,500.00	1,500.00
6560 · Payroll Expenses	1,800.00	1,800.00
<b>Total Expense</b>	63,923.00	63,923.00
<b>Net Ordinary Income</b>	47,597.00	47,597.00
<b>Other Income/Expense</b>		
<b>Other Income</b>		
4393 · Donations (Donations)	0.00	0.00
4394 · Grant Income	0.00	0.00
4900 · Interest Earnings (Interest Earnings)	3,232.00	3,232.00
<b>Total Other Income</b>	3,232.00	3,232.00
<b>Other Expense</b>		
5350 · Depreciation Expenses	42,865.00	42,865.00
5650 · Interest Expense	7,964.00	7,964.00
5800 · Fire Grant Expenses	0.00	0.00
<b>Total Other Expense</b>	50,829.00	50,829.00
<b>Net Other Income</b>	-47,597.00	-47,597.00
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>

## Fieldbrook Glendale Community Services District

05/17/21

## Profit &amp; Loss Budget Overview

Accrual Basis

July 2021 through June 2022

	Total Fire Department Jul '21 - Jun 22	TOTAL Jul '21 - Jun 22
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · Income		
4300 · Fire Department Income		
4310 · Current Secured Taxes (Current Secured Taxes)	62,570.00	62,570.00
4320 · Current Unsecured Taxes (Current Unsecured Taxes)	2,492.00	2,492.00
4330 · Prior Year Secured Taxes (Prior Year Secured Taxes)	1,364.00	1,364.00
4341 · Prop 172 Transfer (Prop 172 Transfer to Fire Districts)	1,089.00	1,089.00
4350 · Property Tax Assesments (Property Tax Assesments)	42,075.00	42,075.00
4360 · Timber Yield Tax (Timber Yield Tax)	173.00	173.00
4370 · Homeowners' Exemption (Homeowners' Exemption)	699.00	699.00
4380 · Supplemental Tax - Current (Supplemental Tax - Current)	976.00	976.00
4385 · Supplemental Tax - Prior Year (Supplemental Tax - Prior Year)	82.00	82.00
4395 · Other Income - Fire Dept. (Other Income - Fire Dept.)	0.00	0.00
<b>Total 4300 · Fire Department Income</b>	<b>111,520.00</b>	<b>111,520.00</b>
<b>Total 4000 · Income</b>	<b>111,520.00</b>	<b>111,520.00</b>
<b>Total Income</b>	<b>111,520.00</b>	<b>111,520.00</b>
<b>Gross Profit</b>	<b>111,520.00</b>	<b>111,520.00</b>
<b>Expense</b>		
5050 · Director Fees		
5075 · Chief Expenses - Fire (Chief Expenses - Fire)	599.00	599.00
<b>Total 5050 · Director Fees</b>	<b>599.00</b>	<b>599.00</b>
5100 · Contract Labor/Admin		
5120 · Engineering Services (Engineering Services)		
5121 · Engineering Expenses	100.00	100.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<b>100.00</b>	<b>100.00</b>
<b>Total 5100 · Contract Labor/Admin</b>	<b>100.00</b>	<b>100.00</b>
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	1,634.00	1,634.00
5150 · Insurance Expense		
5155 · Workers' Compensaton (Workers' Compensaton)	4,254.00	4,254.00
5160 · Liability Insurance (Liability Insurance)	3,350.00	3,350.00
5165 · Vehicle Insurance (Vehicle Insurance)	6,456.00	6,456.00
5170 · Disability Income Protection (Firemans additional policy)	5,280.00	5,280.00
5175 · Air Med Care (Air Med Care Insurance)	1,267.00	1,267.00
<b>Total 5150 · Insurance Expense</b>	<b>20,607.00</b>	<b>20,607.00</b>
5200 · Professional Services		
5210 · Legal Services (Legal Services)	50.00	50.00
5220 · Audit Services (Audit Services)	5,133.00	5,133.00
<b>Total 5200 · Professional Services</b>	<b>5,183.00</b>	<b>5,183.00</b>
5250 · Dues & Memberships	2,651.00	2,651.00
5300 · Utilities		
5310 · Telephone (Telephone)	7,200.00	7,200.00
5320 · Electric (Electric)	1,736.00	1,736.00
5330 · Propane (Propane)	612.00	612.00
5335 · Water (Water)	612.00	612.00
5345 · Internet Service (Internet Service)	1,896.00	1,896.00
5346 · Security - Firehouse (Advanced Secutity - Firehouse)	308.00	308.00
<b>Total 5300 · Utilities</b>	<b>12,364.00</b>	<b>12,364.00</b>
5360 · Transportation & Travel		
5365 · Fuel Expenses (Fuel Expenses)	1,200.00	1,200.00
<b>Total 5360 · Transportation &amp; Travel</b>	<b>1,200.00</b>	<b>1,200.00</b>

**Fieldbrook Glendale Community Services District**  
**Profit & Loss Budget Overview**  
 July 2021 through June 2022

	<u>Total Fire Department</u>	<u>TOTAL</u>
	<u>Jul '21 - Jun 22</u>	<u>Jul '21 - Jun 22</u>
<b>5380 · Supplies</b>		
5390 · Office Expenses (Office Expenses)	2,664.00	2,664.00
5397 · Medical Supplies (Medical Supplies)	500.00	500.00
5398 · Education Training Expense	640.00	640.00
<b>Total 5380 · Supplies</b>	<u>3,804.00</u>	<u>3,804.00</u>
<b>5400 · Maintenance Expenses</b>		
5420 · Building Maintenance (Building Maintenance)	500.00	500.00
5425 · Turnout Maintenance (Protective Clothing Maintenance/Cleaning)	100.00	100.00
5430 · Small Tools (Small Tools)	100.00	100.00
5440 · Extinguishers (Extinguishers)	1,000.00	1,000.00
5450 · Radio (Radio)	1,000.00	1,000.00
5500 · SCBA Equipment (SCBA Equipment)	1,255.00	1,255.00
5520 · Grounds (Grounds)	100.00	100.00
5530 · Trucks (Trucks)		
5530 · Trucks (Trucks) - Other	4,163.00	4,163.00
<b>Total 5530 · Trucks (Trucks)</b>	<u>4,163.00</u>	<u>4,163.00</u>
<b>Total 5400 · Maintenance Expenses</b>	<u>8,218.00</u>	<u>8,218.00</u>
<b>5550 · Equipment</b>		
5555 · Small Equipment (Small Equipment)	3,263.00	3,263.00
5560 · Hoses (Hoses)	1,000.00	1,000.00
5565 · Protective Gear (Protective Gear)	0.00	0.00
<b>Total 5550 · Equipment</b>	<u>4,263.00</u>	<u>4,263.00</u>
<b>5710 · Chiefs' Incentive Program</b>	1,500.00	1,500.00
<b>6560 · Payroll Expenses</b>		
6560 · Payroll Expenses - Other	1,800.00	1,800.00
<b>Total 6560 · Payroll Expenses</b>	<u>1,800.00</u>	<u>1,800.00</u>
<b>Total Expense</b>	<u>63,923.00</u>	<u>63,923.00</u>
<b>Net Ordinary Income</b>	47,597.00	47,597.00
<b>Other Income/Expense</b>		
<b>Other Income</b>		
4393 · Donations (Donations)	0.00	0.00
4394 · Grant Income		
4394 · Grant Income - Other	0.00	0.00
<b>Total 4394 · Grant Income</b>	<u>0.00</u>	<u>0.00</u>
4900 · Interest Earnings (Interest Earnings)		
4390 · Interest - Fire Department (Interest - Fire Department)	3,232.00	3,232.00
<b>Total 4900 · Interest Earnings (Interest Earnings)</b>	<u>3,232.00</u>	<u>3,232.00</u>
<b>Total Other Income</b>	3,232.00	3,232.00
<b>Other Expense</b>		
5350 · Depreciation Expenses	42,865.00	42,865.00
5650 · Interest Expense	7,964.00	7,964.00
5800 · Fire Grant Expenses	0.00	0.00
<b>Total Other Expense</b>	<u>50,829.00</u>	<u>50,829.00</u>
<b>Net Other Income</b>	-47,597.00	-47,597.00
<b>Net Income</b>	<u>0.00</u>	<u>0.00</u>

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item: 5.5**

**Agenda Title:** Policy 1000-Adoption/Amendment of Policies, 1005-Association Memberships, and 1010-Basis of Authority.

**Meeting Date:**

**Presented by:** Richard Hanger

**Type of Item:**         Action                       Discussion                       Information

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

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**Background:**

The policy committee was appointed by the Board April 2021.

The policies attached have been reviewed and edited by the policy committee.

**Recommendation:**

Review and discuss. Adopt policies as presented or edit as needed.  
Policies may be edited and adopted at the same meeting.



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

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

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

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



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**POLICY TITLE: Basis of Authority**  
**POLICY NUMBER: 1010**

1010.1 The Board of Directors is the legislative body and unit of authority within the District. Power is centralized in the elected Board collectively and not in an individual Director. Apart from his/her normal function as a part of this unit, Directors have no individual authority. As individuals, Directors may not commit the District to any policy, act, or expenditure.

1010.2 Directors do not represent any fractional segment of the community but are, rather, a part of the body that represents and acts for the community as a whole. Routine matters concerning the operational aspects of the District are delegated to District staff members.