



**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 24, 2022**

Fieldbrook Fire Hall & Teleconference  
7:30 PM Regular Meeting  
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 FGCSO 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 FGCSO Board Members on any action item that has been described in the agenda for the meeting, before or during consideration of that item, or on matters not identified on the agenda within the Board’s jurisdiction. No action will be taken on non-agenda items.

**D. Reports**

- 1.1 Wastewater Report
- 1.2 Fire Chief Report
  - 1.2.1 Call/Incident report
- 1.3 District Engineer Report
  - 1.3.1 Muni-meeting report.
  - 1.3.2 Anker Tank Replacement project report.
- 1.4 Safety Report – Outdoor Hazards
- 1.5 General Manager Report
- 1.6 Director Reports

**E. Consent Agenda**

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

## Tuesday, May 24, 2022

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, April 26, 2022.

#### Correspondence

3.1

#### Financial Reports

4.1 Interfund Transfers, \$97,968.31 (less \$40,000). Net \$57,968.31.

4.2 Check/EFT Payments, (#6837-6869) \$97,950.41

4.3 Payroll, \$3,961.70

4.4 General Journal Entries, #537-542

4.5 Reimbursements, Mileage \$397.22

4.6 Bad Debt, Acct#38005 - \$1,057.28, Acct#1180.01 - \$2,318.08.

4.7 Related Party Transaction, Central Ave Service, Oil Change, \$96.18

4.8 H.C. Warrant request, Fire Funds - \$45,000.

#### F. Business Items Action/Information

5.1 Policy 2305, Emergency Response Guideline for Hostile or Violent Incidents.

Tabled from the regular board meeting April 26, 2022. Action.

5.2 Budget presentation. Information.

5.3 Certification of Fire Tax Assessment. Action.

5.4 Les Schwab, Fire Truck monthly inspections. Action.

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Budget adoption. June.

8.2

#### J. Adjournment/Announcements

9.1 Next regular meeting, June 28, 2022.

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.

## OUTDOOR HAZARDS

### *Protection against insects, snakes, and more*

With summer around the corner, it's the perfect time to think about nature's exposures and how they may affect you while working outdoors. This Safety Talk provides valuable prevention measures on a variety of insects, snakes, and more.

#### MOSQUITOS

Mosquitos can transmit deadly viruses, such as Zika, malaria, yellow fever, and West Nile.



#### PREVENTION

The best way to protect yourself is to avoid mosquito bites by:

- Using an [EPA-registered repellent](#)
- Treating clothing and gear with Permethrin (.5%).
- Wearing long sleeves and long pants when working outdoors.



#### IF BITTEN

Common symptoms include soft bumps on the skin that may become pink, red, and itchy.

- Wash area with soap and water.
- Apply ice pack for 10 minutes to reduce swelling and itching.
- Apply a mixture of baking soda and water to help reduce the itch or use anti-itch cream.

Call **911** if you have an onset of flu-like symptoms, stiff muscles, confusion, seizures, partial paralysis.

Source Content: [Centers for Disease Control & National Institute for Occupational Safety and Health](#)

#### VENOMOUS SPIDERS

The black widow and brown recluse spiders are the only two venomous spiders found in the U.S. They often live in dry undisturbed areas and find their way inside buildings, control boxes, sheds, and wood piles.

The **BLACK WIDOW** is about 1/2-1 inch long with a red hourglass marking on its underside and is shiny black with a large round abdomen.



The **BROWN RECLUSE** is also about 1/2-1 inch long, solid light brown, and no markings, patterns, or spots on the tail end.

#### PREVENTION

- Shake out clothing, shoes, towels, before use.
- Wear protective clothing (long-sleeved shirt and long pants, hat, gloves, and boots).
- Reduce debris and trim tall grass from around outdoor work areas.
- Keep tetanus boosters up-to-date (every 10 years). Spider bites can become infected with tetanus spores.

#### IF BITTEN

Symptoms may include itching, rash, site pain, muscle pain, blistering, sweating, difficulty breathing, headache, nausea, fever, chills, and high blood pressure.

- Try to identify the type of spider, this will aid in medical treatment.
- Notify your supervisor and call **911** if symptoms become severe.
- Wash bite area with soap and water.
- Apply a cold cloth to the bite area to reduce swelling.
- Elevate bite area if possible.
- Do not attempt to remove venom.

### VENOMOUS SNAKES

The only venomous snakes in California are the eight species of rattlesnakes. Most snake bites occur between April and October. If you work outdoors, be prepared to encounter snakes in the brush, bushes, around rocks, wood piles, tool sheds, pump stations, or even walking along a path.

### PREVENTION

The CDC advises the following:

- If you encounter any snake, do NOT handle it. Leave it alone and notify other workers of the snake's location.
- Wear work boots, leather gloves, and long pants when working outdoors.
- Be aware that snakes are more active in warm weather and at night.
- Make noise because snakes will tend to avoid the noise.



### IF BITTEN

- Move the bitten person well away from the snake's reach to avoid additional bites.
- Stay Calm! Call **911**. Always treat snakebites as an emergency!
- Notify your supervisor and other employees.

- Typically, you will see two fang marks, but the absence of visible fang marks is not evidence of a lack of a venomous snake bite.



- Restrict movement and keep the bite area below the heart. Above the heart will increase the heart rate and increase the movement of venom through the body.
- If possible, wash the bite area with soap and water as soon as possible.
- Cover wound with clean, dry bandage.
- If EMS is not readily available, apply first aid and begin transport of the victim to the nearest hospital emergency room.
- If possible, take a picture of the snake but do not approach the snake.

### WHAT NOT TO DO

- DO NOT wait to seek immediate medical attention if bitten.
- DO NOT attempt to capture or kill the snake.
- DO NOT cut bite wounds and/or attempt to suck out the venom.
- DO NOT constrict blood flow. Allowing blood flow will dilute the toxin and likely reduce tissue damage.
  - Don't apply ice to the bite area.
  - Don't apply a tourniquet.
  - Don't immerse in water or other liquids.
  - Don't drink alcohol or caffeinated beverages.



## BEES, WASPS, AND HORNETS

Bees, wasps, and hornets are most abundant in the warmer months. Nests and hives may be found in trees, under roof eaves, or on equipment such as ladders.



Honey  
Bee

Bumble  
Bee

Wasp

Hornet

### PREVENTION

- Avoid perfumed toiletries.
- Wear clothing to cover as much of the body as possible.
- Keep work areas clear of discarded food.
- Remain calm and still if a bee is flying around. Swatting may cause it to sting.
- If attacked by several bees, run and try to get indoors or in a vehicle.

### IF STUNG

In most cases symptoms include burning pain at the sting site with red welt and small white spot at puncture site.

- Wash the site with soap and water.
- Remove stinger using gauze wiped over the area or by scraping a fingernail over the area. Never squeeze the stinger or use tweezers.
- Apply ice to reduce swelling.
- Do not scratch the sting as this may increase swelling, itching, and risk of infection.
- Call **911** immediately if you or a coworker has an allergic reaction. Symptoms include:
  - Hives, itching, flushed or pale skin.
  - Difficulty breathing and swelling of the throat and tongue.
  - A weak, rapid pulse.
  - Nausea, vomiting, or diarrhea.
  - Dizziness, fainting, or loss of consciousness.

## TICKS

Ticks are tiny insects that live in tall grass or shrubs and often ride on deer, dogs, mice, or people. Tick activity peaks during the summer months. Worksites with wood, bushes, high grass, or leaf litter are likely to have more ticks.

### PREVENTION

When working in these environments, CDC recommends:

- Wear a hat and tuck your pants into your boots or socks.
- Always use insect repellents that provide protection from tick bites
- Check your skin and clothes at the end of your shift.

### IF BITTEN

1. Sanitize bite area and tweezers.
2. Grab tick close to the head and pull up slowly.
3. Sanitize bite area again.



### About [Lyme Disease](#)

Lyme disease is the most common vector-borne disease in the U.S. It is transmitted to humans through the bite of an infected blacklegged tick. Most cases can be treated with antibiotics, especially if treatment is started early.

Seek medical attention promptly if you develop symptoms of body/muscle aches, fever, headaches, fatigue, joint pain, rash, stiff neck, and facial paralysis. Tell your health care provider about working outdoors in an area where ticks may be present.

### POISONOUS PLANTS

Employees who work outdoors are at risk of exposure to poisonous plants, such as Poison Oak, Poison Ivy, and Poison Sumac.

Poison Oak is the primary poisonous plant in California. It can be found in the forest, fields, along streams, roadsides, and even in urban environments.



When in contact with skin, the leaf's sap oil (urushiol) can cause an allergic reaction. Burning these poisonous plants produces smoke that, when inhaled, can cause lung irritation.

Employees may be exposed through:

- Direct contact with the plant.
- Indirect contact (touching tools, animals, or clothing with urushiol on them).
- Inhalation of particles containing urushiol from burning plants.

### PREVENTION

- Wear long sleeves, long pants, boots, and gloves.
- Wash exposed clothing separately in hot water with detergent.
- Barrier skin creams, such as lotion containing Bantoquatam, may offer some protection.
- After use, clean tools with rubbing alcohol or soap and lots of water. Urushiol can remain active on the surface of objects for up to 5 years. Wear disposable gloves during this process.
- Do not burn plants or brush piles that may contain poison oak. Inhaling smoke from burning plants can cause severe allergic respiratory problems.
- When exposure to burning poison oak is unavoidable review the guidance at [NIOSH Poisonous Plants Fast Facts](#).

### IF EXPOSED

Symptoms of skin contact include:

- Red rash within a few days of contact
- Swelling and itching
- Possible bumps, patches, and streaking
- Possible weeping blisters. Blister fluids are not contagious



If you are exposed to Poison Oak:

- Immediately rinse skin with rubbing alcohol, poison plant wash, or degreasing soap (such as dishwashing soap) or detergent, and lots of water. Rinse frequently so that wash solutions do not dry on the skin and further spread the urushiol.
- Scrub under nails with a brush.
- Apply wet compresses, calamine lotion, or hydrocortisone cream to the skin to reduce itching and blistering. Oatmeal baths may relieve itching as well.
- An antihistamine may help relieve itching but remember drowsiness may occur.
- In severe cases, or if the rash is on the face or genitals, seek professional medical attention.
- Call 911 or go to a hospital emergency room if you have a severe allergic reaction, such as swelling, difficulty breathing, or if you've had a severe reaction in the past.

This *Safety Talk* provides awareness level training on a variety of outdoor hazards. If this information is unclear or if you have any additional questions, please talk to your supervisor.

### Safety Meeting

Date of Meeting: 5/2/22 Leader Name: J. Sussner

**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>Esther Kilian</u>
2. <u>Patrick Buckwalter</u>	<u>[Signature]</u>
3. <u>Tavis Springer</u>	<u>[Signature]</u>
4. <u>JOHN BRACKLOW</u>	<u>[Signature]</u>
5. <u>Dan Orum</u>	<u>[Signature]</u>
6. <u>Joe Melle</u>	<u>[Signature]</u>
7. <u>Jacob Miller</u>	<u>[Signature]</u>
8. <u>Cam Appleton</u>	<u>[Signature]</u>
9. <u>Rich Grissom</u>	<u>[Signature]</u>
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



**Fieldbrook Glendale  
Community Services District**  
water · sewer · fire

**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 26, 2022**

Fieldbrook Fire Hall & Teleconference  
7:30 PM Regular Meeting  
MINUTES

**A. Roll Call**

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

**B. Agenda Modification**

*None.*

**C. Public Comments**

*None.*

**D. Reports**

**1.1 Wastewater Report**

*Sewer Technician Grant Weaver provided the Wastewater Report. The District continues to evaluate and explore options to address the H2S issue on West-End road. There was brief discussion and GHD Engineer, Steven Pearl has been assigned to develop a solution. Also discussed, was “sleeving” the main line from Murphy’s market to the intersection of Fieldbrook Road and Glendale Drive. This project may qualify for grant funding and GHD Engineer, Rebecca Crow will follow up.*

**1.2 Fire Chief Report**

**1.2.1 Call/Incident report**

*Fire Chief Jack Sheppard provided the Fire Chief Report. There were six medical, four auto, and one fire call(s). A Cal-OSHA review of the departments tanks and compressors was completed with some minor findings to update signage. Repairs have been completed for exterior lighting and an electrical inspection has been scheduled. The department is completed a Cal-Fire grant application for Wildland hose and nozzle purchases. Les Schwab has submitted a proposal for monthly tire inspections – this item will return for board approval at the next regular meeting. There will be a Water Tender drill in the District with mutual aid on May 9<sup>th</sup>. The purpose of the drill is to determine the amount of time it requires for mutual aid to*

Meeting Materials may be accessed at:

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



## Tuesday, April 26, 2022

### MINUTES

*reach the valley and water volume/pressure. A new member, Patrick Buckwalter has joined the department. The news of Sharon Aslanian's passing was shared. The department is thankful for her support of the Ladies Auxiliary.*

#### 1.3 District Engineer Report

##### 1.3.1 Muni-meeting report.

*District Engineer Rebecca Crow provided the Muni-meeting report. Regional drought conditions were discussed.*

##### 1.3.2 Anker Tank Replacement project report.

*District Engineer Hannah Gidanian reported that the quarterly report was submitted on April 15<sup>th</sup>. District Engineer Rebecca Crow and General Manager Richard Hanger will meet to discuss next steps to develop the Request For Qualification, for construction.*

#### 1.4 Safety Report – Ladder Safety

*Reviewed and filed.*

#### 1.5 General Manager Report

*None.*

#### 1.6 Director Reports

*None.*

### 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 22, 2022.

#### Correspondence

##### 3.1 FGCSO 2021 Consumer Confidence Report.

##### 3.2 SDRMA 2023 Property Liability Ins. Estimate.

##### 3.3 SDRMA 2023 Worker's Compensation Ins. Estimate.

##### 3.4 LAFCO Proposed budget 2022-2023.

##### 3.5 LAFCO Notice of Vacancy.

##### 3.6 Heidi Benzonelli Alternate Member for LAFCo.

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## Tuesday, April 26, 2022

### MINUTES

#### Financial Reports

4.1 Interfund Transfers, \$65,132.55 (less \$20,000). Net \$45,132.55.

4.2 Check/EFT Payments, (#6807-6834) \$65,067.70

4.3 Payroll, \$3,846.30

4.4 General Journal Entries, #532-536

4.5 Reimbursements, Mileage \$475.03

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

#### F. Business Items Action/Information

5.1 Quarterly financial reports and budget adjustments. Action.

*General Manager Richard Hanger presented the quarterly financial reports and budget adjustments.*

***Director Richard Grissom moved to receive the budget reports and approve the budget adjustments as presented. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.***

5.2 Annual review of interest rates for interfund loans. Action.

*General Manager Richard Hanger reviewed the interest rates for interfund loans.*

***Director Janet Miller moved to not adjust interest rates for interfund loans currently at 4.5%. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.***

5.3 Policy 2300, Emergency Preparedness. Action.

***Director Richard Grissom moved to approve Policy 2300; Emergency Preparedness as presented. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.***

5.4 Policy 2305, Emergency Response Guideline for Hostile or Violent Incidents. Action.

***Item tabled to May 24<sup>th</sup>, by order of the Chair.***

5.5 Policy 2310, Workers' Compensation. Action.

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## Tuesday, April 26, 2022

### MINUTES

*Director Richard Grissom moved to approve Policy 2310; Workers' Compensation as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, Grissom and Miller voting aye.*

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Budget Presentation. May.

8.2 Certification of Tax Assessment. May.

8.3 *Les Schwab* monthly tire inspections.

8.4 Policy 2305, Emergency Response Guidelines for Hostile or Violent Incidents.

#### J. Adjournment/Announcements

9.1 Next regular meeting, May 24, 2022.

*Meeting adjourned at 8:20 PM.*

*Respectfully submitted,*

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*Richard Hanger*  
*Secretary to the Board*

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*Janet Miller*  
*Director*

#### Attachments

*CCCU fund transfer*

*Initialed disbursement register*

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**Fieldbrook Glendale  
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

May 24, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$57,968.31  
To: Water Checking \$57,968.31

5/24/2022	
Check Register	\$ 97,950.41
#6837-6869	\$ 97,950.41
Deposit	\$ -
Deposit	\$ -
Transfer Totals	\$ (57,968.31)
Anker Tank Project	\$ 2,808.00
Fire	\$ 5,272.67
Sewer	\$ 42,848.61
Water	\$ 47,039.03
Reduce Water Transfer	\$ (40,000.00)
Gross Pay	\$ 3,961.70
<Net Pay>	\$ (3,051.07)
Empr. Taxes	\$ 331.28
Adjustments	
EDD	\$ (198.31)
EDD	\$ (35.20)
IRS	\$ (996.50)
Intuit	\$ 6.00
Reconciliation	\$ (57,950.41)
Balance	\$ -

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of May 24, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							
Bill	05/05/2022	380-0...	Anker T...	5810.99 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	346.50	2,461.50
Total Anker Tank Replacement						346.50	2,808.00
<b>Interfund Expenses/Fire</b>							
Bill	04/27/2022	April 2...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	58.00	1,125.69
Bill	04/29/2022	99035...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.17	1,183.69
Bill	04/30/2022	CL 22...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	383.92	1,299.86
Bill	04/30/2022	9780	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1,150.00	1,683.78
Bill	04/30/2022	April 2...	Interfun...	5335 · Water (Water)	Fire Depart...	54.06	2,833.78
Bill	04/30/2022	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	170.14	2,887.84
Bill	05/02/2022	29642	Interfun...	5400.10 · Truck Maintenance	Fire Depart...	96.18	3,057.98
Bill	05/10/2022	May 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	155.43	3,154.16
Bill	05/10/2022	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	118.55	3,309.59
Bill	05/13/2022	INV35...	Interfun...	5800 · Fire Grant Expenses	Fire Depart...	1,628.33	3,428.14
Bill	05/18/2022	May M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	7.48	5,056.47
Bill	05/20/2022	P1-73...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1.00	5,063.95
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Fire Depart...	146.52	5,064.95
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	5,211.47
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.08	5,211.47
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.12	5,220.55
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	5,222.67
Bill	05/21/2022	May 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...)	Fire Depart...	50.00	5,222.67
Total Interfund Expenses/Fire						4,146.98	5,272.67
<b>Interfund Expenses/Sewer</b>							
Bill	04/27/2022	April 2...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	58.00	14,658.21
Bill	04/29/2022	99035...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.21	14,716.21
Bill	04/29/2022	4897	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:S...	2,763.49	14,739.42
Check	04/30/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.79	17,502.91
Bill	04/30/2022	9780	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	700.00	17,520.70
Bill	04/30/2022	64939	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	85.67	18,220.70
Bill	04/30/2022	49990	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	319.00	18,306.37
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	461.73	18,625.37
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	365.83	19,087.10
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	2,999.08	19,452.93
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	97.99	22,452.01
Bill	04/30/2022	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	39.92	22,550.00
Bill	04/30/2022	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	556.18	22,589.92
Bill	04/30/2022	00076...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	14,334.19	23,146.10
Bill	04/30/2022	00076...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	37,480.29
Bill	05/05/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	1,943.50	37,540.78
Bill	05/18/2022	May M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	272.61	39,484.28
Bill	05/18/2022	May M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	58.56	39,756.89
Bill	05/20/2022	P1-73...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	2.00	39,815.45
Paycheck	05/21/2022	6861	Interfun...	6560 · Payroll Expenses	Enterprise:S...	296.73	39,817.45
Paycheck	05/21/2022	6861	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.29	40,114.18
Paycheck	05/21/2022	6861	Interfun...	6560 · Payroll Expenses	Enterprise:S...	18.40	40,114.47
Paycheck	05/21/2022	6861	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.30	40,132.87
Paycheck	05/21/2022	6861	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.45	40,137.17
Paycheck	05/21/2022	6862	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,467.17	40,141.62
Paycheck	05/21/2022	6862	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.47	41,608.79
Paycheck	05/21/2022	6862	Interfun...	6560 · Payroll Expenses	Enterprise:S...	90.97	41,610.26
Paycheck	05/21/2022	6862	Interfun...	6560 · Payroll Expenses	Enterprise:S...	21.27	41,701.23
Paycheck	05/21/2022	6862	Interfun...	6560 · Payroll Expenses	Enterprise:S...	22.01	41,722.50
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,025.64	41,744.51
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	42,770.15
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:S...	63.59	42,770.15
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.87	42,833.74
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	42,848.61
Total Interfund Expenses/Sewer						28,190.40	42,848.61

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of May 24, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Interfund Expenses/Water</b>							3,620.48
Bill	04/27/2022	April 2...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	58.00	3,678.48
Check	04/30/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.21	3,700.69
Bill	04/30/2022	64939	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	106.91	3,807.60
Bill	04/30/2022	April 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	4,748.44
Bill	04/30/2022	April 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	17,255.84
Bill	04/30/2022	April 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,164.91	18,420.75
Bill	04/30/2022	April 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	19,145.30
Bill	04/30/2022	April 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	19,139.55
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	579.95	19,719.50
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	459.50	20,179.00
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	3,767.00	23,946.00
Bill	04/30/2022	April 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	123.09	24,069.09
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	10,550.59	34,619.68
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,408.05	36,027.73
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	190.00	36,217.73
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	266.29	36,484.02
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	158.95	36,642.97
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	196.95	36,839.92
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	56.25	36,896.17
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	36,896.17
Bill	04/30/2022	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	107.87	37,004.04
Bill	04/30/2022	April 2...	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:...	6,561.25	43,565.29
Bill	04/30/2022	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	833.57	44,398.86
Bill	04/30/2022	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	43.98	44,442.84
Bill	04/30/2022	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	17.52	44,460.36
Bill	05/05/2022	380-0...	Interfun...	5121.5 · Reimbursable Engineering Exp (Rei...	Enterprise:...	926.00	45,386.36
Bill	05/05/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	230.00	45,616.36
Bill	05/05/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	9.00	45,625.36
Bill	05/18/2022	May M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	58.57	45,683.93
Bill	05/20/2022	P1-73...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	1.00	45,684.93
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,025.64	46,710.57
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	46,710.57
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:...	63.59	46,774.16
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.87	46,789.03
Paycheck	05/21/2022	6863	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	46,789.03
Bill	05/21/2022	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	46,839.03
Bill	05/21/2022	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	46,889.03
Bill	05/21/2022	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	46,939.03
Bill	05/21/2022	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	46,989.03
Bill	05/21/2022	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	47,039.03
Total Interfund Expenses/Water						43,418.55	47,039.03
<b>TOTAL</b>						<b>76,102.43</b>	<b>97,968.31</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**April 27 through May 24, 2022**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Union</b>				
<b>1012 · General Fund Checking</b>				
<b>1015 · Water Dept Checking</b>				
Bill Pmt -Check	04/27/2022	6837	US Postal Service	-174.00
Bill Pmt -Check	04/27/2022	6838	An Electrician Inc	-398.55
Bill Pmt -Check	04/27/2022	6839	Industrial Electric	-960.92
Bill Pmt -Check	04/27/2022	6840	Miller Farms Nursery	-163.77
Bill Pmt -Check	04/27/2022	6841	Underground Service ...	-300.00
Check	04/30/2022	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	05/04/2022	E-Pay	Verizon	-139.38
Bill Pmt -Check	05/06/2022	E-Pay	XPress Bill Pay	-192.58
Bill Pmt -Check	05/12/2022	6842	AT&T	-118.55
Bill Pmt -Check	05/12/2022	6843	Fieldbrook Glendale C...	-54.06
Bill Pmt -Check	05/12/2022	6844	Financial Credit Netw...	-36.98
Bill Pmt -Check	05/12/2022	6845	GHD, Inc	-10,917.50
Bill Pmt -Check	05/12/2022	6846	GR Sundberg, Inc	-2,763.49
Bill Pmt -Check	05/12/2022	6847	Industrial Electric	-12,461.75
Bill Pmt -Check	05/12/2022	6848	Infinite Consulting Ser...	-1,850.00
Bill Pmt -Check	05/12/2022	6849	Miller Farms Nursery	-75.41
Bill Pmt -Check	05/12/2022	6850	Mitchell Law Firm, LLP	-319.00
Bill Pmt -Check	05/12/2022	6851	PG&E	-1,661.31
Bill Pmt -Check	05/12/2022	6852	Sudden Link	-155.43
Bill Pmt -Check	05/12/2022	6853	Valley Pacific	-383.92
Liability Check	05/18/2022	E-pay	EDD	-198.31
Liability Check	05/18/2022	E-pay	EDD	-35.20
Liability Check	05/18/2022	E-pay	United States Treasury	-996.50
Bill Pmt -Check	05/20/2022	6854	Central Avenue Servic...	-96.18
Bill Pmt -Check	05/20/2022	6855	City of Arcata	-14,394.68
Bill Pmt -Check	05/20/2022	6856	Grant Weaver.	-272.61
Bill Pmt -Check	05/20/2022	6857	Humboldt Bay M&O	-28,350.37
Bill Pmt -Check	05/20/2022	6858	Humboldt Bay Munic...	-15,331.95
Bill Pmt -Check	05/20/2022	6859	Richard A. Hanger	-124.61
Bill Pmt -Check	05/20/2022	6860	Witmer Public Safety ...	-1,628.33
Paycheck	05/21/2022	6861	Brian D. Carr	-270.77
Paycheck	05/21/2022	6862	Grant Weaver	-1,258.80
Paycheck	05/21/2022	6863	Richard A Hanger	-1,521.50
Bill Pmt -Check	05/21/2022	6864	Jack Sheppard	-50.00
Bill Pmt -Check	05/21/2022	6865	Janet Miller	-50.00
Bill Pmt -Check	05/21/2022	6866	Jason Garlick	-50.00
Bill Pmt -Check	05/21/2022	6867	Rich Grissom	-50.00
Bill Pmt -Check	05/21/2022	6868	Roy Sheppard	-50.00
Bill Pmt -Check	05/21/2022	6869	Starr Kilian	-50.00
Bill Pmt -Check	05/23/2022	E-Pay	Intuit Quick Books	-4.00
Total 1015 · Water Dept Checking				-97,950.41
Total 1012 · General Fund Checking				-97,950.41
Total 1000 · Coast Central Credit Union				-97,950.41
<b>TOTAL</b>				<b>-97,950.41</b>

**Fieldbrook Glendale Community Services District**

**Payroll Summary**

April 27 through May 24, 2022

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Apr 27 - May 24, 22	Hours	Rate	Apr 27 - May 24, 22	Hours	Rate	Apr 27 - May 24, 22	Hours	Rate	Apr 27 - May 24, 22
<b>Employee Wages, Taxes and Adjustments</b>												
<b>Gross Pay</b>												
Hourly Rate	9	32.97	296.73	44.5	32.97	1,467.17	60	36.63	2,197.80	113.50		3,961.70
Hourly Sick		32.97	0.00		32.97	0.00		36.63	0.00			0.00
<b>Total Gross Pay</b>	<u>9</u>		<u>296.73</u>	<u>44.5</u>		<u>1,467.17</u>	<u>60</u>		<u>2,197.80</u>	<u>113.50</u>		<u>3,961.70</u>
<b>Adjusted Gross Pay</b>	9		296.73	44.5		1,467.17	60		2,197.80	113.50		3,961.70
<b>Taxes Withheld</b>												
Federal Withholding			0.00			-80.00			-328.00			-408.00
Medicare Employee			-4.30			-21.27			-31.86			-57.43
Social Security Employee			-18.40			-90.97			-136.26			-245.63
CA - Withholding			0.00			0.00			-156.00			-156.00
CA - Disability Employee			-3.26			-16.13			-24.18			-43.57
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<u>-25.96</u>			<u>-208.37</u>			<u>-676.30</u>			<u>-910.63</u>
<b>Net Pay</b>	<u>9</u>		<u>270.77</u>	<u>44.5</u>		<u>1,258.80</u>	<u>60</u>		<u>1,521.50</u>	<u>113.50</u>		<u>3,051.07</u>
<b>Employer Taxes and Contributions</b>												
Medicare Company			4.30			21.27			31.86			57.43
Social Security Company			18.40			90.97			136.26			245.63
CA - Unemployment Company			4.45			22.01			0.00			26.46
CA - Employment Training Tax			0.29			1.47			0.00			1.76
<b>Total Employer Taxes and Contributions</b>			<u>27.44</u>			<u>135.72</u>			<u>168.12</u>			<u>331.28</u>



**Fieldbrook Glendale Community Services District  
Journal**

April 27 through May 24, 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
19059	General Journal	04/30/2022	538	Fieldbroo... Fieldbroo...	Bad Debt [REDACTED] Bad Debt [REDACTED]	1210 A/R Water 5590.04 Uncollectable (Un...	784.84	784.84
							784.84	784.84
19060	General Journal	04/30/2022	539	Fieldbroo... Fieldbroo...	Bad Debt [REDACTED] Bad Debt [REDACTED]	1220 A/R Sewer 5590.04 Uncollectable (Un...	2,286.17	2,286.17
							2,286.17	2,286.17
19061	General Journal	04/30/2022	540	Kernen C... Kernen C... Kernen C...	Kernen Principal Kernen Interest Kernen Principal	1206.04 A/R Current - Ker... 4900.02 Sewer Interest In... 1028 Sewer Asset - Cash	1,145.08	954.71 190.37
							1,145.08	1,145.08
19070	General Journal	04/30/2022	541		July 2021 Depreciation July 2021 Depreciation July 2021 Depreciation July 2021 Depreciation	5350 Depreciation Expens... 1710 Water Accumulated ... 1720 Sewer Accumulated ... 1730 Fire Accumulated De...	15,558.00	3,671.00 7,559.00 4,328.00
							15,558.00	15,558.00
19080	General Journal	04/30/2022	542		Misc. Income to balance March/April A/R ... Misc. Income to balance March/April A/R ...	4157- Water Misc. Chg (W... 1027 Water Asset - Cash	635.07	635.07
							635.07	635.07
<b>TOTAL</b>							<b>20,409.16</b>	<b>20,409.16</b>
19055	General Journal	03/31/2022	537	Kernen C... Kernen C... Kernen C...	Kernen Principal Kernen Interest Kernen Principal	1206.04 A/R Current - Ker... 4900.02 Sewer Interest In... 1028 Sewer Asset - Cash	1,145.08 1,145.08	949.77 195.31 1,145.08



Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.585  
 Total Mileage 213  
 Total Reimbursement \$ 124.61

Date	Description/Notes	Mileage
4/24/2022	Board Meeting	42
5/6/2022	Mail	42
5/13/2022	Mail	42
5/16/2022	Mail & Check sign	42
5/23/2022	Mail & Royal Gold	45

Fee Calculation based on 2022	
Budgeted expenses	
Total Amount	\$ 124.61
47% Water	\$ 58.56
47% Sewer	\$ 58.56
6% Fire	\$ 7.48

Requester signature

Approval

Date

Date

Fieldbrook Glendale CSD  
 PO Box 95 • Eureka, CA 95502-0095  
 (707) 443-5018

Account Number	Customer Name	Customer Address	Account Balance	Notes
1180.01	██████████	██████████	\$ 2,318.08	
<b>Detail</b>				
Water Billing	\$ 357.67			Customer last payment was on 5/13/2021. Water was shut off for non-payment on 3/25/2022. A water arrearage credit in the amount of \$277.14 was applied on 1/7/2022. The penalty arrearage credit of \$517.52 was also applied.
Sewer Billing	\$ 1,329.59			
Shut off Charge	\$ 50.00			
Late Charges	\$ 580.82			
Collection Fees	\$ 1,159.04			
<b>Total</b>	<b>\$ 3,477.12</b>			<b>Total due x 50% = Collection fee amount. Added to total and submitted to collection. This will make FB whole if agency can collect soon. If not, then FB will be out about 20% of what was due if it takes longer to collect. All if it's never collected</b>

Approval to write off as a bad debt:  
 By: Richard Hanger  
 Date: 05/06/2022

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

Fieldbrook Glendale CSD  
 PO Box 95 • Eureka, CA 95502-0095  
 (707) 443-5018

Account Number	Customer Name	Customer Address	Account Balance	Notes
38005	██████████	██████████	\$ 704.85	
<b>Detail</b>				
Water Billing	\$ 192.53			Last payment was 12/20/2021 As of 3/31/2022 bills are being sent to property owner ██████████ No shut-off charge, property owner took over account.
Sewer Billing	\$ 400.04			
Backflow	\$ 15.14			
Shut off Charge	\$ -			
Late Charges	\$ 97.14			
Collection Fees	\$ 352.43			
<b>Total</b>	<b>\$ 1,067.28</b>			<b>Total due x 50% = Collection fee amount. Added to total and submitted to collection. This will make FB whole if agency can collect soon. If not, then FB will be out about 20% of what was due if it takes longer to collect. All if it's never collected</b>

Approval to write off as a bad debt:  
 By: Richard Hanger  
 Date: 05/06/2022

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

**Central Ave Service Center**

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

**INVOICE**

**29642**

EPA CAL 000060297  
B.A.R AL 169791

**INVOICE**

Printed Date: 05/02/2022 Work Completed: 05/02/2022

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

2017 Ford - F-150 XLT - 2.7L, V6 (165CI) VIN(P)  
Lic # : 162433 Odometer In : 34861  
Unit # : 8705  
VIN # : 1FTEW1EP2 HKC07098

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Ext
HAVOLINE SYNTHETIC 5W-30 MOTOR OIL SYN 5W-30	6.00	8.50	51.00	LOF	0.20	22.40
Oil Filter WL10050	1.00	14.84	14.84	LUBE OIL AND FILTER CHECK ALL FLUIDS, BELTS, HOSES, LIGHTS, TIRES, LUBE CHASSIS. Hazardous Materials		3.00

Org. Estimate 96.18 Revisions 0.00 Current Estimate 96.18

Labor:	22.40
Parts:	65.84
HazMat:	3.00
SubTotal:	91.24
Tax:	4.94
Total:	96.18
Bal Due:	\$96.18

[ Payments - ]

**FAMILY OWNED AND OPERATED FOR OVER 30 YEARS**

Vehicle Received: 5/2/2022

Customer Number : 1944

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

Signature \_\_\_\_\_ Date \_\_\_\_\_

Visit us on the web: [www.centralavenueservicecenter.com](http://www.centralavenueservicecenter.com)

Email Address: [centralaveservice@gmail.com](mailto:centralaveservice@gmail.com)

Service Advisor : GRISSOM, RICHARD, Tech : GRISSOM, RICHARD

COUNTY OF HUMBOLDT  
State of California

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

Fiscal Year: 2022

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
	VNF00188		\$ 45,000.00	2530000	5230	To checking acct		
TOTAL CLAIMED:			\$0.00					

Notes:

Prepared by: Richard Haney

DEPARTMENTAL NOTATIONS:

Phone Number: 707 443 3316 or 707 499 1963 Date: 5.21.2022 3/5/2019

Approved by:

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

I have reviewed the above claim for propriety and accuracy.

(Auditor's Office Use Only)



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

---



**POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents**  
**POLICY NUMBER: 2305**

2305.1 Purpose of the Policy:

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

2305.2 Response to an Incident:

- a) Call 911, if an injury has occurred; or there is an immediate threat of physical harm or injury.
- b) Seek safety, evacuate the area if safe to do so. If not able to evacuate, find a safe hiding place and remain there until contacted by public safety personnel.
- c) Lock exterior and interior doors, if safe to do so.
- d) Attempt to remain calm and assist others.

2305.3 Post event actions: Following a clear announcement that the incident has been resolved, contact public safety officials and the General Manager and/or Fire Chief for instructions. Contact your family to assure them of your safety and to deter them from taking any unnecessary actions, such as responding to the immediate area. Report any firsthand observations to public safety officials and the General Manager and/or Fire Chief.

**Adopted: 04/26/2022**



**POLICY TITLE: Emergency Response Guideline for Hostile or Violent Incidents**  
**POLICY NUMBER: 2305**

**2305.1 Purpose of the Policy:**

To provide direction for the District Board of Directors and staff regarding responses to hostile or violent incidents including possible armed intruders or related threats on District facilities or properties.

**2305.2 Background:**

The potential for hostile or violent incidents on District facilities or operational locations always exists. Recent incidents involving armed intruders have occurred in increasing frequency involving injuries and deaths at government institutions, offices and educational facilities. Often, an intruder is a person who is an ex-employee, customer, or person known to the agency. The person often is upset at an event or person who works at the facility. However, armed intruders can be any person with or without a prior relationship with the District or its officers and employees. Incidents involving armed intruders can escalate to include multiple persons and potentially taking of hostages, including District customers.

Threats of these types are dire emergencies and the safety and well being of employees and/or customers is the District's highest priority.

**2305.3 Response to an Incident:**

Any evidence of the exposure to a hostile or violent person or situation on District facilities or operating areas should be taken seriously. Any District Director or employee observing or sensing that a violent or hostile situation is occurring or threatened should consider precautionary and safety actions. Any event resulting in awareness of a possible violent act including gunfire, explosion, fighting, or scuffling could indicate an incident of violent potential. Any staff person observing such potential activities should take steps to protect themselves and others on the District premises, including but not limited to:

- a) Attempt to communicate the situation to everyone in the facility by means of telephone, paging, email and/or radio system including basic information that a potential incident is occurring. If a perpetrator(s) is seen or known, information on the person(s) should be provided.
- b) Since different types and levels of workplace violence may require various responses, establishing basis information on the type of event is essential. Examples are:
  - 1) Gunfire: Awareness of gunfire in a District facility should result in evacuation to the extent possible. If not possible, securing of rooms or offices and notification of others by phone or email is encouraged. Calling emergency services via 911 is imperative once it is safe to do so. Remain in the most secure location possible until contacted by public safety personnel or a facility supervisor, etc.
  - 2) Explosion: An explosion could occur naturally or by violent intention. Awareness of an explosion or fire in the facility should result in immediate evacuation in accordance with established fire safety procedures. Response to a planned location is important so safety personnel can determine who is out of the facility.

- 3) Physical or bomb threat: Awareness of a telephone or in-person threat to facility or staff should be met with action to evacuate and clear staff from the threatened area. Calling 911 as soon as it is safe to do so is imperative.
- 4) Situations involving hostages: If a possible hostage incident is known, evacuation of the facility is paramount to safety of persons in the area. Contact 911 as soon as it is safe to do so.
- 5) Irate customer/threat at counter or meeting: When any person threatens a staff person or customer at a District facility in a manner causing fear for safety, action to summon public safety personnel by 911 should be taken. In no way should steps be taken to physically confront or subdue such a person except in defense of life at the facility. If a volatile situation occurs at a Board of Directors or other public meeting, the person chairing or hosting the meeting should take steps to control the situation or adjourn the meeting to abate the confrontation, if possible. In event of threatening or hostile situation, call 911 immediately and proceed with evacuation or other appropriate actions.

2305.4 Planning for Emergency Incidents: Steps should be taken to plan response capabilities for emergencies in addition to fires, earthquakes, etc. that may involve hostile situations. These include but are not limited to:

- a) Preparation of a facility evacuation plan for each room. Post the plan at each doorway and hallway exit. Establish a safe area zone for staging.
- b) Procedures to lock both exterior and interior doors to secure the facility.
- c) Training of all personnel in dealing with customers, employees and other persons in threatening situations and in how to identify and assess potential threats or volatile situations. All employees assigned or expected to serve at the front desk or counter shall receive such training regularly.

All employees and members of the Board of Directors shall receive training on response to violent or hostile incidents. In the event of a potential incident, employees should notify a supervisor or the General Manager as may be possible or call 911. If assessment of a possible threat is needed, the General Manager or ranking staff person shall be notified. Public safety agency shall be contacted by 911 whenever a perceived threat is considered valid.

2305.5 Actions for Violent or Armed Threat Situation: The existence or potential for an event involving a violent person or armed intruder at a District facility should be considered an emergency condition. Actions could include some or all of:

- a) Notify your supervisor or General Manager and other staff immediately if a threat is received but not actively in process. If validated, contact public safety by calling 911 immediately.
- b) The General Manager or ranking staff member shall evaluate the situation and consider appropriate actions including shutting down operations and evacuation and/or locking down the facility until public safety response abates the threat.
- c) Initiate notification of other facility staff of active threat by emergency code procedure. Evacuate the facility if possible. Secure money or computer equipment if time allows.
- d) Activate an alarm for notifying other staff or an alarm company if one engaged by the District. A call contact would be included in procedure to double check for safety at the facility.
- e) Upon sighting an armed intruder, an alert to all employees should be made by page, email, or radio.
- f) Secure your work area or evacuate if safely possible. If not able to evacuate, find a safe hiding place and stay put until contacted by public safety personnel.
- g) Once outdoors after an evacuation, proceed to designated staging area to report in for identification. Inform public safety personnel of any information on the incident.
- h) Attempt to remain calm and assist others; wait for instructions from public safety or supervisory personnel.

- i) Do not attempt to look around to see what is happening. Evacuate whenever possible and with others in areas you see directly. Do not confront or attempt to apprehend a violent perpetrator unless directly attacked for self-defense. Do not assume someone already called 911, call them immediately.

2305.6 Post Event Actions: Following the clear announcement of ending of a violent or hostile-person situation, contact public safety or supervisory personnel for instructions. Report any first hand observations or other knowledge of the incident. Contact your family and immediate friends so they will not take any unnecessary actions to respond to new reports. Await direction as to return to work or other steps dependant on level of the incident. If not able to do so, consult with your supervisor or notify the ranking person on-site.

**Adopted: 04/26/2022**



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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## Fieldbrook Glendale Community Services District

05/21/22

## Profit &amp; Loss Budget Overview

Accrual Basis

July 2022 through June 2023

	Sewer Dep... (Enterprise) Jul '22 - Ju...	Water Depa... (Enterprise) Jul '22 - Ju...	Total Enter... Jul '22 - Ju...	Total Fire D... Jul '22 - Ju...	TOTAL Jul '22 - Jun 23
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
4000 · Income	430,674.00	566,662.00	997,336.00	110,033.00	1,107,369.00
<b>Total Income</b>	430,674.00	566,662.00	997,336.00	110,033.00	1,107,369.00
<b>Cost of Goods Sold</b>					
50000 · Cost of Goods Sold ((COGS))	197,384.00	195,687.00	393,071.00		393,071.00
<b>Total COGS</b>	197,384.00	195,687.00	393,071.00		393,071.00
<b>Gross Profit</b>	233,290.00	370,975.00	604,265.00	110,033.00	714,298.00
<b>Expense</b>					
5050 · Director Fees		2,995.00	2,995.00	599.00	3,594.00
5100 · Contract Labor/Admin	57,844.00	251,301.00	309,145.00	0.00	309,145.00
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	210.00	210.00	420.00	440.00	860.00
5150 · Insurance Expense	2,761.00	3,752.00	6,513.00	20,834.00	27,347.00
5200 · Professional Services	7,583.00	6,583.00	14,166.00	6,083.00	20,249.00
5250 · Dues & Memberships	1,068.00	1,068.00	2,136.00	2,931.00	5,067.00
5300 · Utilities	7,139.00	15,277.00	22,416.00	8,623.00	31,039.00
5360 · Transportation & Travel	4,200.00	600.00	4,800.00	3,072.00	7,872.00
5370 · Property Taxes	1,074.00	225.00	1,299.00		1,299.00
5380 · Supplies	4,083.00	5,790.00	9,873.00	4,485.00	14,358.00
5400 · Maintenance Expenses	50,393.00	11,194.00	61,587.00	7,750.00	69,337.00
5550 · Equipment <5000> (Equipment purchase <5000>)	250.00	196.00	446.00	4,000.00	4,446.00
5590 · Bad Debts	4,404.00	4,545.00	8,949.00		8,949.00
5625 · Bank Charges	2,676.00	3,216.00	5,892.00		5,892.00
5700 · Licenses & Fees	4,041.00	5,067.00	9,108.00	570.00	9,678.00
5710 · Chiefs' Incentive Program				413.00	413.00
6560 · Payroll Expenses	29,526.00	12,501.00	42,027.00	2,920.00	44,947.00
<b>Total Expense</b>	177,252.00	324,520.00	501,772.00	62,720.00	564,492.00
<b>Net Ordinary Income</b>	56,038.00	46,455.00	102,493.00	47,313.00	149,806.00
<b>Other Income/Expense</b>					
<b>Other Income</b>					
4394 · Grant Income				0.00	0.00
4900 · Interest Earnings (Interest Earnings)	342.00	9,078.00	9,420.00	1,762.00	11,182.00
4950 · Connection Fees (Connection Fees)	36,007.00		36,007.00		36,007.00
<b>Total Other Income</b>	36,349.00	9,078.00	45,427.00	1,762.00	47,189.00
<b>Other Expense</b>					
5350 · Depreciation Expenses	90,708.00	44,052.00	134,760.00	51,936.00	186,696.00
5650 · Interest Expense	1,679.00	11,481.00	13,160.00	7,139.00	20,299.00
5800 · Fire Grant Expenses				0.00	0.00
<b>Total Other Expense</b>	92,387.00	55,533.00	147,920.00	59,075.00	206,995.00
<b>Net Other Income</b>	-56,038.00	-46,455.00	-102,493.00	-57,313.00	-159,806.00
<b>Net Income</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>-10,000.00</b>	<b>-10,000.00</b>

## Profit &amp; Loss Budget Overview

July 2022 through June 2023

	Water Depa... (Enterprise) Jul '22 - Ju...	Total Enter... Jul '22 - Ju...	TOTAL Jul '22 - Ju...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income			
4100 · Water Income			
4110 · Domestic Water Sales (Domestic Water Sales)	432,947.00	432,947.00	432,947.00
4115 · Late Fees - Water (Late Fees - Water)	17,847.00	17,847.00	17,847.00
4120 · Business Water Sales (Business Water Sales)	85,103.00	85,103.00	85,103.00
4130 · Fire Suppression Water Sales (Fire Suppression Water Sales)	2,511.00	2,511.00	2,511.00
4135 · Benefit Zone 1-Water Sales (Special Benefit Zone 1)	27,314.00	27,314.00	27,314.00
4150 · Water Processing Fees (Water Processing Fees)	840.00	840.00	840.00
4157 · Water Misc. Chg (Water Misc. Chg)	0.00	0.00	0.00
4160 · Water Other Income (Water Other Income)	100.00	100.00	100.00
<b>Total 4100 · Water Income</b>	<b>566,662.00</b>	<b>566,662.00</b>	<b>566,662.00</b>
<b>Total 4000 · Income</b>	<b>566,662.00</b>	<b>566,662.00</b>	<b>566,662.00</b>
<b>Total Income</b>	<b>566,662.00</b>	<b>566,662.00</b>	<b>566,662.00</b>
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold ((COGS))			
5000 · Purchased Water & Sewer			
5010 · Purchased Water (Purchased Water)	195,687.00	195,687.00	195,687.00
<b>Total 5000 · Purchased Water &amp; Sewer</b>	<b>195,687.00</b>	<b>195,687.00</b>	<b>195,687.00</b>
<b>Total 50000 · Cost of Goods Sold ((COGS))</b>	<b>195,687.00</b>	<b>195,687.00</b>	<b>195,687.00</b>
<b>Total COGS</b>	<b>195,687.00</b>	<b>195,687.00</b>	<b>195,687.00</b>
<b>Gross Profit</b>	<b>370,975.00</b>	<b>370,975.00</b>	<b>370,975.00</b>
<b>Expense</b>			
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>	<b>2,995.00</b>	<b>2,995.00</b>	<b>2,995.00</b>
5100 · Contract Labor/Admin			
5110 · HBMWD - Operations- Main. (HBMWD)			
5110.1 · HBMWD Admin & Billing (HBMWD Administration, Billing & Bookkeeping)	55,544.00	55,544.00	55,544.00
5110.2 · HBMWD - Maintenance & Operation (HBMWD - Maintenance & Operations)	189,757.00	189,757.00	189,757.00
<b>Total 5110 · HBMWD - Operations- Main. (HBMWD)</b>	<b>245,301.00</b>	<b>245,301.00</b>	<b>245,301.00</b>
5120 · Engineering Services (Engineering Services)			
5121 · Engineering Expenses	6,000.00	6,000.00	6,000.00
5122 · Special Studies (Engineering Fees project based)	0.00	0.00	0.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<b>6,000.00</b>	<b>6,000.00</b>	<b>6,000.00</b>
<b>Total 5100 · Contract Labor/Admin</b>	<b>251,301.00</b>	<b>251,301.00</b>	<b>251,301.00</b>
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	210.00	210.00	210.00
5150 · Insurance Expense			
5150.01 · Workers' Compensaton (Workers' Compensaton)	160.00	160.00	160.00
5150.02 · Liability Insurance (Liability Insurance)	3,592.00	3,592.00	3,592.00
<b>Total 5150 · Insurance Expense</b>	<b>3,752.00</b>	<b>3,752.00</b>	<b>3,752.00</b>
5200 · Professional Services			
5210 · Legal Services (Legal Services)	500.00	500.00	500.00
5220 · Audit Services (Audit Services)	6,083.00	6,083.00	6,083.00
<b>Total 5200 · Professional Services</b>	<b>6,583.00</b>	<b>6,583.00</b>	<b>6,583.00</b>
5250 · Dues & Memberships	1,068.00	1,068.00	1,068.00
5300 · Utilities			
5310 · Telephone (Telephone)	0.00	0.00	0.00
5320 · Electric (Electric)	15,277.00	15,277.00	15,277.00
<b>Total 5300 · Utilities</b>	<b>15,277.00</b>	<b>15,277.00</b>	<b>15,277.00</b>
5360 · Transportation & Travel			
5366 · Mileage & Travel (Mileage & Travel)	600.00	600.00	600.00
<b>Total 5360 · Transportation &amp; Travel</b>	<b>600.00</b>	<b>600.00</b>	<b>600.00</b>
5370 · Property Taxes	225.00	225.00	225.00

## Fieldbrook Glendale Community Services District

## Profit &amp; Loss Budget Overview

05/21/22

July 2022 through June 2023

Accrual Basis

	Water Depa... (Enterprise)	Total Enter...	TOTAL
	Jul '22 - Ju...	Jul '22 - Ju...	Jul '22 - Ju...
5380 · Supplies			
5390 · Office Expenses (Office Expenses)			
5390.01 · Office Supplies (Supplies (paper, toner, etc...))	500.00	500.00	500.00
5390.02 · Office Software (Software licenses and support)	5,290.00	5,290.00	5,290.00
5390 · Office Expenses (Office Expenses) - Other	0.00	0.00	0.00
Total 5390 · Office Expenses (Office Expenses)	5,790.00	5,790.00	5,790.00
Total 5380 · Supplies	5,790.00	5,790.00	5,790.00
5400 · Maintenance Expenses			
5400.01 · Line Repairs Maintenance (Line Repairs Maintenance)	10,694.00	10,694.00	10,694.00
5400.08 · Fire Hydrant Maintenance	500.00	500.00	500.00
Total 5400 · Maintenance Expenses	11,194.00	11,194.00	11,194.00
5550 · Equipment <5000> (Equipment purchase <5000>)			
5550.01 · Small Equipment <5000>	196.00	196.00	196.00
Total 5550 · Equipment <5000> (Equipment purchase <5000>)	196.00	196.00	196.00
5590 · Bad Debts			
5590.01 · Setaside for Uncollectable A/R (Setaside for Uncollectable A/R)	4,329.00	4,329.00	4,329.00
5590.02 · Returned Checks (Returned Checks)	0.00	0.00	0.00
5590.03 · Returned Item Fee (Returned Item Fee)	0.00	0.00	0.00
5590.04 · Uncollectable (Uncollectable)	216.00	216.00	216.00
Total 5590 · Bad Debts	4,545.00	4,545.00	4,545.00
5625 · Bank Charges			
5625.01 · Bank Fees (Bank Fees)	276.00	276.00	276.00
5625.02 · Merchant Fees (Merchant Fees)	2,940.00	2,940.00	2,940.00
Total 5625 · Bank Charges	3,216.00	3,216.00	3,216.00
5700 · Licenses & Fees			
5700.01 · Loan Fee (Loan Fee I-Bank)	472.00	472.00	472.00
5700 · Licenses & Fees - Other	4,595.00	4,595.00	4,595.00
Total 5700 · Licenses & Fees	5,067.00	5,067.00	5,067.00
6560 · Payroll Expenses			
6560 · Payroll Expenses - Other	12,501.00	12,501.00	12,501.00
Total 6560 · Payroll Expenses	12,501.00	12,501.00	12,501.00
Total Expense	324,520.00	324,520.00	324,520.00
Net Ordinary Income	46,455.00	46,455.00	46,455.00
Other Income/Expense			
Other Income			
4900 · Interest Earnings (Interest Earnings)			
4900.01 · Water Interest Income (Water Interest Income)	9,078.00	9,078.00	9,078.00
Total 4900 · Interest Earnings (Interest Earnings)	9,078.00	9,078.00	9,078.00
Total Other Income	9,078.00	9,078.00	9,078.00
Other Expense			
5350 · Depreciation Expenses	44,052.00	44,052.00	44,052.00
5650 · Interest Expense	11,481.00	11,481.00	11,481.00
Total Other Expense	55,533.00	55,533.00	55,533.00
Net Other Income	-46,455.00	-46,455.00	-46,455.00
Net Income	0.00	0.00	0.00

## Profit &amp; Loss Budget Overview

July 2022 through June 2023

	Sewer Dep... (Enterprise)	Total Enter...	TOTAL
	Jul '22 - Ju...	Jul '22 - Ju...	Jul '22 - Ju...
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
4000 · Income			
4200 · Sewer Income			
4210 · Domestic Sewer Sales (Domestic Sewer Sales)	301,636.00	301,636.00	301,636.00
4215 · Late Fees - Sewer (Late Fees - Sewer)	8,624.00	8,624.00	8,624.00
4220 · Commercial Sewer Sales (Commercial Sewer Sales)	117,744.00	117,744.00	117,744.00
4250 · Sewer Processing Fees (Sewer Processing Fees)	420.00	420.00	420.00
4252 · Sewer Permit Fees (Sewer Permit Fees)	2,250.00	2,250.00	2,250.00
4256 · Sewer Reimbursement Income (Sewer Reimbursement Income)	0.00	0.00	0.00
<b>Total 4200 · Sewer Income</b>	<b>430,674.00</b>	<b>430,674.00</b>	<b>430,674.00</b>
<b>Total 4000 · Income</b>	<b>430,674.00</b>	<b>430,674.00</b>	<b>430,674.00</b>
<b>Total Income</b>	<b>430,674.00</b>	<b>430,674.00</b>	<b>430,674.00</b>
<b>Cost of Goods Sold</b>			
50000 · Cost of Goods Sold ((COGS))			
5000 · Purchased Water & Sewer			
5020 · Purchased Sewer Services (Purchased Sewer Services)	197,384.00	197,384.00	197,384.00
<b>Total 5000 · Purchased Water &amp; Sewer</b>	<b>197,384.00</b>	<b>197,384.00</b>	<b>197,384.00</b>
<b>Total 50000 · Cost of Goods Sold ((COGS))</b>	<b>197,384.00</b>	<b>197,384.00</b>	<b>197,384.00</b>
<b>Total COGS</b>	<b>197,384.00</b>	<b>197,384.00</b>	<b>197,384.00</b>
<b>Gross Profit</b>	<b>233,290.00</b>	<b>233,290.00</b>	<b>233,290.00</b>
<b>Expense</b>			
5100 · Contract Labor/Admin			
5110 · HBMWD - Operations- Main. (HBMWD)			
5110.1 · HBMWD Admin & Billing (HBMWD Administration, Billing & Bookkeeping)	47,344.00	47,344.00	47,344.00
<b>Total 5110 · HBMWD - Operations- Main. (HBMWD)</b>	<b>47,344.00</b>	<b>47,344.00</b>	<b>47,344.00</b>
5120 · Engineering Services (Engineering Services)			
5121 · Engineering Expenses	10,500.00	10,500.00	10,500.00
5121.5 · Reimbursable Engineering Exp (Reimbursable Engineering Expenses)	0.00	0.00	0.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<b>10,500.00</b>	<b>10,500.00</b>	<b>10,500.00</b>
<b>Total 5100 · Contract Labor/Admin</b>	<b>57,844.00</b>	<b>57,844.00</b>	<b>57,844.00</b>
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	210.00	210.00	210.00
5150 · Insurance Expense			
5150.01 · Workers' Compensaton (Workers' Compensaton)	893.00	893.00	893.00
5150.02 · Liability Insurance (Liability Insurance)	1,868.00	1,868.00	1,868.00
<b>Total 5150 · Insurance Expense</b>	<b>2,761.00</b>	<b>2,761.00</b>	<b>2,761.00</b>
5200 · Professional Services			
5210 · Legal Services (Legal Services)	1,500.00	1,500.00	1,500.00
5220 · Audit Services (Audit Services)	6,083.00	6,083.00	6,083.00
<b>Total 5200 · Professional Services</b>	<b>7,583.00</b>	<b>7,583.00</b>	<b>7,583.00</b>
5250 · Dues & Memberships	1,068.00	1,068.00	1,068.00
5300 · Utilities			
5310 · Telephone (Telephone)	288.00	288.00	288.00
5320 · Electric (Electric)	6,851.00	6,851.00	6,851.00
<b>Total 5300 · Utilities</b>	<b>7,139.00</b>	<b>7,139.00</b>	<b>7,139.00</b>
5360 · Transportation & Travel			
5365 · Fuel Expenses (Fuel Expenses)	0.00	0.00	0.00
5366 · Mileage & Travel (Mileage & Travel)	4,200.00	4,200.00	4,200.00
<b>Total 5360 · Transportation &amp; Travel</b>	<b>4,200.00</b>	<b>4,200.00</b>	<b>4,200.00</b>
5370 · Property Taxes	1,074.00	1,074.00	1,074.00



## Profit &amp; Loss Budget Overview

July 2022 through June 2023

	Sewer Dep... (Enterprise)	Total Enter...	TOTAL
	Jul '22 - Ju...	Jul '22 - Ju...	Jul '22 - Ju...
5380 · Supplies			
5390 · Office Expenses (Office Expenses)			
5390.01 · Office Supplies (Supplies (paper, toner, etc...))	501.00	501.00	501.00
5390.02 · Office Software (Software licenses and support)	3,582.00	3,582.00	3,582.00
5390 · Office Expenses (Office Expenses) - Other	0.00	0.00	0.00
Total 5390 · Office Expenses (Office Expenses)	4,083.00	4,083.00	4,083.00
Total 5380 · Supplies	4,083.00	4,083.00	4,083.00
5400 · Maintenance Expenses			
5400.01 · Line Repairs Maintenance (Line Repairs Maintenance)	50,240.00	50,240.00	50,240.00
5400.02 · Building Maintenance (Building Maintenance)	153.00	153.00	153.00
Total 5400 · Maintenance Expenses	50,393.00	50,393.00	50,393.00
5550 · Equipment <5000> (Equipment purchase <5000>)			
5550.01 · Small Equipment <5000>	250.00	250.00	250.00
Total 5550 · Equipment <5000> (Equipment purchase <5000>)	250.00	250.00	250.00
5590 · Bad Debts			
5590.01 · Setaside for Uncollectable A/R (Setaside for Uncollectable A/R)	4,194.00	4,194.00	4,194.00
5590.04 · Uncollectable (Uncollectable)	210.00	210.00	210.00
Total 5590 · Bad Debts	4,404.00	4,404.00	4,404.00
5625 · Bank Charges			
5625.01 · Bank Fees (Bank Fees)	216.00	216.00	216.00
5625.02 · Merchant Fees (Merchant Fees)	2,460.00	2,460.00	2,460.00
Total 5625 · Bank Charges	2,676.00	2,676.00	2,676.00
5700 · Licenses & Fees	4,041.00	4,041.00	4,041.00
6560 · Payroll Expenses	29,526.00	29,526.00	29,526.00
Total Expense	177,252.00	177,252.00	177,252.00
Net Ordinary Income	56,038.00	56,038.00	56,038.00
Other Income/Expense			
Other Income			
4900 · Interest Earnings (Interest Earnings)			
4900.02 · Sewer Interest Income (Sewer Interest Income)	342.00	342.00	342.00
Total 4900 · Interest Earnings (Interest Earnings)	342.00	342.00	342.00
4950 · Connection Fees (Connection Fees)			
4245 · Sewer Connection Fees (Sewer Connection Fees)			
4245.02 · Sewer Connection - Commercial (Sewer Connection Fees - Commercial)	36,007.00	36,007.00	36,007.00
Total 4245 · Sewer Connection Fees (Sewer Connection Fees)	36,007.00	36,007.00	36,007.00
Total 4950 · Connection Fees (Connection Fees)	36,007.00	36,007.00	36,007.00
Total Other Income	36,349.00	36,349.00	36,349.00
Other Expense			
5350 · Depreciation Expenses	90,708.00	90,708.00	90,708.00
5650 · Interest Expense	1,679.00	1,679.00	1,679.00
Total Other Expense	92,387.00	92,387.00	92,387.00
Net Other Income	-56,038.00	-56,038.00	-56,038.00
Net Income	0.00	0.00	0.00

## Fieldbrook Glendale Community Services District

## Profit &amp; Loss Budget Overview

05/21/22

July 2022 through June 2023

Accrual Basis

	Total Fire ... Jul '22 - Ju...	TOTAL Jul '22 - Ju...
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
<b>4000 · Income</b>		
<b>4300 · Fire Department Income</b>		
4310 · Current Secured Taxes (Current Secured Taxes)	61,410.00	61,410.00
4320 · Current Unsecured Taxes (Current Unsecured Taxes)	2,547.00	2,547.00
4330 · Prior Year Secured Taxes (Prior Year Secured Taxes)	1,513.00	1,513.00
4341 · Prop 172 Transfer (Prop 172 Transfer to Fire Districts)	1,074.00	1,074.00
4350 · Property Tax Assesments (Property Tax Assesments)	41,025.00	41,025.00
4360 · Timber Yield Tax (Timber Yield Tax)	127.00	127.00
4370 · Homeowners' Exemption (Homeowners' Exemption)	592.00	592.00
4380 · Supplemental Tax - Current (Supplemental Tax - Current)	511.00	511.00
4385 · Supplemental Tax - Prior Year (Supplemental Tax - Prior Year)	234.00	234.00
4395 · Other Income - Fire Dept. (Other Income - Fire Dept.)	1,000.00	1,000.00
<b>Total 4300 · Fire Department Income</b>	<u>110,033.00</u>	<u>110,033.00</u>
<b>Total 4000 · Income</b>	<u>110,033.00</u>	<u>110,033.00</u>
<b>Total Income</b>	<u>110,033.00</u>	<u>110,033.00</u>
<b>Gross Profit</b>	<u>110,033.00</u>	<u>110,033.00</u>
<b>Expense</b>		
<b>5050 · Director Fees</b>		
5075 · Chief Expenses - Fire (Chief Expenses - Fire)	599.00	599.00
<b>Total 5050 · Director Fees</b>	<u>599.00</u>	<u>599.00</u>
<b>5100 · Contract Labor/Admin</b>		
5120 · Engineering Services (Engineering Services)		
5121 · Engineering Expenses	0.00	0.00
<b>Total 5120 · Engineering Services (Engineering Services)</b>	<u>0.00</u>	<u>0.00</u>
<b>Total 5100 · Contract Labor/Admin</b>	<u>0.00</u>	<u>0.00</u>
<b>5130 · Assessment Fees (Direct Charge &amp; LAFCo Fees)</b>	440.00	440.00
<b>5150 · Insurance Expense</b>		
5150.01 · Workers' Compensaton (Workers' Compensaton)	4,852.00	4,852.00
5150.02 · Liability Insurance (Liability Insurance)	3,251.00	3,251.00
5150.03 · Vehicle Insurance (Vehicle Insurance)	6,033.00	6,033.00
5150.04 · Disability Income Protection (Firemans additional policy)	5,296.00	5,296.00
5150.05 · Air Med Care (Air Med Care Insurance)	1,402.00	1,402.00
<b>Total 5150 · Insurance Expense</b>	<u>20,834.00</u>	<u>20,834.00</u>
<b>5200 · Professional Services</b>		
5210 · Legal Services (Legal Services)	0.00	0.00
5220 · Audit Services (Audit Services)	6,083.00	6,083.00
<b>Total 5200 · Professional Services</b>	<u>6,083.00</u>	<u>6,083.00</u>
<b>5250 · Dues &amp; Memberships</b>	2,931.00	2,931.00
<b>5300 · Utilities</b>		
5310 · Telephone (Telephone)	2,880.00	2,880.00
5320 · Electric (Electric)	2,286.00	2,286.00
5330 · Propane (Propane)	565.00	565.00
5335 · Water (Water)	648.00	648.00
5345 · Internet Service (Internet Service)	1,908.00	1,908.00
5346 · Security - Firehouse (Advanced Security - Firehouse)	336.00	336.00
<b>Total 5300 · Utilities</b>	<u>8,623.00</u>	<u>8,623.00</u>
<b>5360 · Transportation &amp; Travel</b>		
5365 · Fuel Expenses (Fuel Expenses)	3,000.00	3,000.00
5366 · Mileage & Travel (Mileage & Travel)	72.00	72.00
<b>Total 5360 · Transportation &amp; Travel</b>	<u>3,072.00</u>	<u>3,072.00</u>

## Fieldbrook Glendale Community Services District

## Profit &amp; Loss Budget Overview

July 2022 through June 2023

05/21/22

Accrual Basis

	Total Fire ... Jul '22 - Ju...	TOTAL Jul '22 - Ju...
<b>5380 · Supplies</b>		
<b>5390 · Office Expenses (Office Expenses)</b>		
5390.01 · Office Supplies (Supplies (paper, toner, etc...))	420.00	420.00
5390.02 · Office Software (Software licenses and support)	2,815.00	2,815.00
5390 · Office Expenses (Office Expenses) - Other	0.00	0.00
<b>Total 5390 · Office Expenses (Office Expenses)</b>	<b>3,235.00</b>	<b>3,235.00</b>
5397 · Medical Supplies (Medical Supplies)	750.00	750.00
5398 · Education Training Expense	500.00	500.00
<b>Total 5380 · Supplies</b>	<b>4,485.00</b>	<b>4,485.00</b>
<b>5400 · Maintenance Expenses</b>		
5400.02 · Building Maintenance (Building Maintenance)	750.00	750.00
5400.03 · Turnout Maintenance (Protective Clothing Maintenance/Cleaning)	0.00	0.00
5400.04 · Small Tool Maintenance (Small Tools)	500.00	500.00
5400.05 · Extinguisher Maintenance	500.00	500.00
5400.06 · Radio Maintenance	500.00	500.00
5400.07 · SCBA Equipment Maintenance	500.00	500.00
5400.09 · Grounds Maintenance	0.00	0.00
5400.10 · Truck Maintenance	5,000.00	5,000.00
<b>Total 5400 · Maintenance Expenses</b>	<b>7,750.00</b>	<b>7,750.00</b>
<b>5550 · Equipment &lt;5000&gt; (Equipment purchase &lt;5000&gt;)</b>		
5550.01 · Small Equipment <5000>	3,000.00	3,000.00
5550.02 · Hoses <5000>	500.00	500.00
5550.03 · Protective Gear <5000>	500.00	500.00
<b>Total 5550 · Equipment &lt;5000&gt; (Equipment purchase &lt;5000&gt;)</b>	<b>4,000.00</b>	<b>4,000.00</b>
<b>5700 · Licenses &amp; Fees</b>	<b>570.00</b>	<b>570.00</b>
<b>5710 · Chiefs' Incentive Program</b>	<b>413.00</b>	<b>413.00</b>
<b>6560 · Payroll Expenses</b>	<b>2,920.00</b>	<b>2,920.00</b>
<b>Total Expense</b>	<b>62,720.00</b>	<b>62,720.00</b>
<b>Net Ordinary Income</b>	<b>47,313.00</b>	<b>47,313.00</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
4394 · Grant Income	0.00	0.00
<b>4900 · Interest Earnings (Interest Earnings)</b>		
4900.03 · Fire Interest Income (Fire Interest Income)		
4900.50 · Interest - Fire - Bank Accounts (Inerest from bank accounts)	12.00	12.00
4900.51 · Interest earned Humboldt County (Interest earned Humboldt County)	1,750.00	1,750.00
<b>Total 4900.03 · Fire Interest Income (Fire Interest Income)</b>	<b>1,762.00</b>	<b>1,762.00</b>
<b>Total 4900 · Interest Earnings (Interest Earnings)</b>	<b>1,762.00</b>	<b>1,762.00</b>
<b>Total Other Income</b>	<b>1,762.00</b>	<b>1,762.00</b>
<b>Other Expense</b>		
5350 · Depreciation Expenses	51,936.00	51,936.00
5650 · Interest Expense	7,139.00	7,139.00
5800 · Fire Grant Expenses	0.00	0.00
<b>Total Other Expense</b>	<b>59,075.00</b>	<b>59,075.00</b>
<b>Net Other Income</b>	<b>-57,313.00</b>	<b>-57,313.00</b>
<b>Net Income</b>	<b>-10,000.00</b>	<b>-10,000.00</b>



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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Resolution # 2022-02

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>, 2014.

**PASSED AND ADOPTED**, by the Board of Directors on May 24, 2022, upon the motion of Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ and by the following polled vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_ ABSENT: \_\_\_\_\_

\_\_\_\_\_  
Roy Sheppard, Board President

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



## Agenda Background

**Meeting Date:** 5/24/22

**Agenda Title:** Les Schwab, Fire Truck monthly inspections

**Agenda Item:** 5.4

**Presented by:** Richard Hanger

**Type of Item:** Action

**Type of Action Required:** Voice Vote

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**Background:**

Les Schwab has proposed to conduct on site tire inspections for the Fire Department vehicles. Cost is \$30.00 per month.

**Recommendation:**

Approval.