

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

January 22, 2019  
Fieldbrook Fire Hall, 7:30 PM  
AGENDA

**1. Roll Call**

**2. Agenda Modifications**

**3. Public Comments**

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

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 –

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

4.6.1 –

**5. Consent Agenda**

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, December 18, 2018.

5.2 Correspondence/Information Items

5.2.1 – To: HC Board of Supervisors, re: letter of support for community plan.

5.2.2 –

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

5.3.1 Interfund Transfers \$122,937.32

5.3.2 Checks (5684-5711) \$123,237.03

5.3.3 Payroll \$3,007.92

5.3.4 General Journal Entries 391-392

**6. Action/Discussion Items**

6.1 – Water rate adjustments based on annual Consumer Price Index. Action.

6.2 – Wage adjustments based on annual Consumer Price Index. Action.

6.3 – Wastewater loan from Water ending fund balance. Discussion.

6.4 – Quarterly Financial reports and budget adjustments. Action.

6.5 – Webpage presentation, consider participation. Action.

6.6 – Wastewater service agreement, City of Arcata. Discussion

**7. Future Agenda Items**

7.1 – Conflict of Interest Form 700.

7.2 –

**8. Executive Session/Closed Session**

The Board may choose to consider items of an urgent nature that have arisen after this agenda was posted. The Board may also choose to adjourn to closed session to discuss legal or personnel matters.

**9. Adjournment/Announcements**

9.1 - Next regular meeting February 26, 2019.

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

December 18, 2018  
Fieldbrook Fire Hall, 7:30 PM  
AGENDA

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:30 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineer Rebecca Crow, District auditors Jeff Trump and Edward Weaver, and General Manager Richard Hanger were present. Also, present was community member Kelly Costa.*

**2. Agenda Modifications**

*By order of the President, item 6.5 was moved to follow item 4.6.1.*

**3. Public Comments**

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

*Community member Kelly Costa presented the possibility of a third-party vendor to process cash payments for utility bills at Fieldbrook Market. No action was taken.*

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver reported no concerns and updated the board regarding current wastewater flows.*

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported on the current status of the communications project. The department is completing licensing requirements and sourcing a shipping container. The annual volunteer dinner is scheduled for March 9<sup>th</sup>. There were five calls during the prior month.*

4.4 District Engineer Report –

*4.4.1 – District Engineer Rebecca Crow reported the Muni meeting is scheduled for the following day. Items on the agenda include the annual water audit validation, Mercer Fraser re-zone in Glendale, Blue Lake & Fieldbrook Community Plans, Water tax, Grant applications for the North Coast Resource Partnership (the board directed to file a revised application), County Local Hazard Mitigation Plan update, and FEMA Hazard Mitigation Grants update.*

4.5 General Manager Report

4.5.1 – *None.*

4.6 Reports by members of the Board.

4.6.1 – *None.*

**5. Consent Agenda**

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, November 13, 2018.

5.2 Correspondence/Information Items

5.2.1 – To: California IBank – 2018 annual certification.

5.2.2 – From: HC – Annual encroachment permit.

5.2.3 – From: CCCU – Grant award fire department

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

5.3.1 Interfund Transfers \$82,795.07

5.3.2 Checks (5660-5683) \$82,548.87

5.3.3 Payroll \$3,009.34

5.3.4 General Journal Entries 390

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

5.3.5 Bad Debt – 044500C - \$275.68

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

**6. Action/Discussion Items**

6.1 – 2017-2018 Audit presentation. Action – receive and file.

*Representatives Jeff Trump and Edward Weaver from Hunter, Hunter & Hunt presented the district audit for 2018. They provided an opinion that the District's books were fairly stated and complied with GASB requirements.*

*Director Jason Garlick moved to receive and file the audit report as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.2 – Election of Officers – Board Appointments. Action

*Nominations were opened. Director Richard Grissom nominated the existing slate of officers and representatives. No other nominations were offered. Nominations closed.*

*Director Richard Grissom moved to elect the current slate of officers, President Roy Sheppard, Vice-President Starr Kilian, Water task force member Jason Garlick with Starr Kilian as an alternate.*

*Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.3 – Roster of Public Officials – review. Action.

*The Board reviewed the roster of public officials. No changes were necessary.*

*Director Richard Grissom moved to approve the roster of public officials as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.4 – Adopt Board calendar – Action.

*Director Jason Garlick moved to approve the Board Calendar as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.*

6.5 – Fieldbrook Glendale Community Plan – Discussion/Action.

*The board received a verbal report from the General Manager regarding a recent meeting involving Fieldbrook and Glendale residents. There was a strong consensus during the community meeting to solicit a community planning effort for the Fieldbrook Valley and Glendale areas. The Board discussed and reviewed a draft letter of support. The Board approved drafting a letter of support with Janet Miller dissenting. A revised letter of support will be drafted for the Board President to sign prior to being submitted to the Board of Supervisors.*

*Director Jason Garlick moved to approve drafting a letter to the Humboldt County Board of Supervisors supporting a community planning effort. Director Richard Grissom seconded the motion. The motion carried, Ayes 4, Nays 1, Abstain 0, Absent 0.*

**7. Future Agenda Items**

7.1 – Quarterly financials and budget adjustments – January.

7.2 – CPI water rate adjustments - January

7.3 – CPI wage adjustments - January

7.4 – Loan – water to sewer discussion – January

7.5 – Webpage presentation – tentative – January

**8. Executive Session/Closed Session**

The Board may choose to consider items of an urgent nature that have arisen after this agenda was posted. The Board may also choose to adjourn to closed session to discuss legal or personnel matters.

**9. Adjournment/Announcements**

9.1 - Next regular meeting January 22, 2019.

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

*Meeting adjourned at 8:56 PM.*

*Respectfully submitted,*

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*Richard Hanger  
Secretary to the Board*

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*Starr Kilian  
Vice-President*

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

**FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT**  
**P.O. BOX 2715 • MCKINLEYVILLE, CA 95519**

December 18, 2018

Board of Supervisors  
Humboldt County  
825 Fifth Street, Room 111  
Eureka, CA 95501

Dear Board of Supervisors,

On December 18<sup>th</sup>, 2018 the Board of the Fieldbrook Glendale Community Services District (FGCSD), voted (4-1) to support the development and adoption of a community plan for the Fieldbrook Valley and Glendale area prior to the adoption of proposed changes in zoning.

We encourage the Humboldt County Community Development Services Department to follow the example set by FGCSD in the Fieldbrook Glendale Community Plan document dated May 2006. Primarily, there are two distinct sub-areas. Residents in the Glendale sub-area utilize a community sewer system, while residents of the Fieldbrook sub-area utilize individual septic tanks and leach fields. We found it useful to address these sub-areas separately while incorporating them into one community plan.

The Fieldbrook Valley and the Glendale area have historically experienced minimal growth. We are concerned that rezoning in these sub-areas prior to a community planning process may intensify growth beyond our ability to provide adequate services in a timely manner.

An adopted community plan is essential to the implementation of the County's General Plan. The plan will inform the Board of the community's priorities when implementing any zoning consistency changes or non-conforming uses under the General Plan update. This in turn, will allow FGCSD to evaluate existing capital improvement plans and inform the community of the limitations of the current infrastructure. We encourage the Board of Supervisors to direct its staff to move forward with the community plan process and we look forward to participating.

Sincerely yours,



Roy Sheppard  
President

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

January 22, 2019

Attention: Christine Morrison  
[REDACTED]

Please confirm transfer verbally to Richard Hanger at [REDACTED]  
 Via email to [rhanger50@gmail.com](mailto:rhanger50@gmail.com)

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

Please transfer the following  
[REDACTED]

From: S70 Business Liquid Asset Account      \$ 122,937.32  
 To: S61 Water Checking                              \$ 122,937.32

Jan. Reconciliation

Check Register	\$	123,237.03
#5684-5711	\$	123,237.03

Transfer Totals	\$	(122,937.32)
Fire	\$	6,577.99
Sewer	\$	33,561.83
Water	\$	82,797.50
Gross Pay	\$	3,007.92
<Net Pay>	\$	(2,295.48)
Empr. Taxes	\$	293.28
Adjustments		
IRS	\$	(762.44)
EDD	\$	(540.06)
EDD	\$	(2.93)
Reconciliation	\$	(123,237.03)
Balance	\$	-

**Fieldbrook Glendale Community Services District**  
**Customer Balance Detail**  
As of January 22, 2019

Type	Date	Num	Name	Account	Class	Amount	Balance
							20.23
<b>Interfund Expenses/Fire</b>							
Check	12/20/2018	E-Pay	Interf...	5390 · Office Ex...	Fire Dep...	2.00	22.23
Bill	12/26/2018	54679	Interf...	5220 · Audit Ser...	Fire Dep...	4,241.67	4,263.90
Bill	12/26/2018	201...	Interf...	5398 · Educatio...	Fire Dep...	315.00	4,578.90
Bill	12/31/2018	156...	Interf...	5320 · Electric (...)	Fire Dep...	113.47	4,692.37
Bill	12/31/2018	707-...	Interf...	5310 · Telephon...	Fire Dep...	214.80	4,907.17
Bill	12/31/2018	043...	Interf...	5700 · Licenses ...	Fire Dep...	1,000.00	5,907.17
Bill	01/01/2019	Jan ...	Interf...	5345 · Internet ...	Fire Dep...	129.95	6,037.12
Bill	01/01/2019	Dec ...	Interf...	5335 · Water (...)	Fire Dep...	47.18	6,084.30
Bill	01/01/2019	981...	Interf...	5310 · Telephon...	Fire Dep...	38.01	6,122.31
Bill	01/11/2019	201...	Interf...	5390 · Office Ex...	Fire Dep...	46.00	6,168.31
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Fire Dep...	127.72	6,296.03
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Fire Dep...	0.13	6,296.16
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Fire Dep...	7.92	6,304.08
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Fire Dep...	1.85	6,305.93
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Fire Dep...	2.55	6,308.48
Bill	01/18/2019	707-...	Interf...	5310 · Telephon...	Fire Dep...	219.51	6,527.99
Bill	01/18/2019	Jan ...	Interf...	5075 · Chief Ex...	Fire Dep...	50.00	6,577.99
<b>Total Interfund Expenses/Fire</b>						6,557.76	6,577.99
							857.95
<b>Interfund Expenses/Sewer</b>							
Check	12/20/2018	E-Pay	Interf...	5390 · Office Ex...	Enterpris...	2.00	859.95
Bill	12/26/2018	54679	Interf...	5220 · Audit Ser...	Enterpris...	4,241.66	5,101.61
Bill	12/31/2018	021...	Interf...	5320 · Electric (...)	Enterpris...	72.58	5,174.19
Bill	12/31/2018	707-...	Interf...	5310 · Telephon...	Enterpris...	182.08	5,356.27
Bill	12/31/2018	707-...	Interf...	5310 · Telephon...	Enterpris...	207.33	5,563.60
Bill	12/31/2018	000...	Interf...	5020 · Purchase...	Enterpris...	19,535.47	25,099.07
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	808.27	25,907.34
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	646.61	26,553.95
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	3,589.83	30,143.78
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	257.21	30,400.99
Bill	12/31/2018	091...	Interf...	5320 · Electric (...)	Enterpris...	532.49	30,933.48
Bill	01/01/2019	Jan ...	Interf...	5310 · Telephon...	Enterpris...	9.95	30,943.43
Bill	01/11/2019	201...	Interf...	5390 · Office Ex...	Enterpris...	46.00	30,989.43
Paycheck	01/18/2019	5710	Interf...	6560 · Payroll E...	Enterpris...	1,092.12	32,081.55
Paycheck	01/18/2019	5710	Interf...	6560 · Payroll E...	Enterpris...	1.09	32,082.64
Paycheck	01/18/2019	5710	Interf...	6560 · Payroll E...	Enterpris...	67.71	32,150.35
Paycheck	01/18/2019	5710	Interf...	6560 · Payroll E...	Enterpris...	15.84	32,166.19
Paycheck	01/18/2019	5710	Interf...	6560 · Payroll E...	Enterpris...	21.84	32,188.03
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	894.04	33,082.07
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	0.90	33,082.97
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	55.43	33,138.40
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	12.96	33,151.36
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	17.88	33,169.24
Bill	01/18/2019	707-...	Interf...	5310 · Telephon...	Enterpris...	183.67	33,352.91
Bill	01/18/2019	707-...	Interf...	5310 · Telephon...	Enterpris...	208.92	33,561.83
<b>Total Interfund Expenses/Sewer</b>						32,703.88	33,561.83
							0.00
<b>Interfund Expenses/Water</b>							
Bill	12/19/2018	111...	Interf...	5122 · Special S...	Enterpris...	286.50	286.50
Bill	12/19/2018	SM-...	Interf...	5700 · Licenses ...	Enterpris...	3,360.00	3,646.50
Check	12/20/2018	E-Pay	Interf...	5390 · Office Ex...	Enterpris...	2.00	3,648.50
Bill	12/26/2018	54679	Interf...	5220 · Audit Ser...	Enterpris...	4,241.67	7,890.17
Bill	12/31/2018	799...	Interf...	5320 · Electric (...)	Enterpris...	578.86	8,469.03
Bill	12/31/2018	992...	Interf...	5320 · Electric (...)	Enterpris...	33.65	8,502.68
Bill	12/31/2018	009...	Interf...	5320 · Electric (...)	Enterpris...	24.53	8,527.21
Bill	12/31/2018	234-...	Interf...	5310 · Telephon...	Enterpris...	91.54	8,618.75
Bill	12/31/2018	Dec ...	Interf...	5010 · Purchase...	Enterpris...	914.83	9,533.58
Bill	12/31/2018	Dec ...	Interf...	5010 · Purchase...	Enterpris...	11,913.04	21,446.62
Bill	12/31/2018	Dec ...	Interf...	5010 · Purchase...	Enterpris...	805.40	22,252.02
Bill	12/31/2018	Dec ...	Interf...	5010 · Purchase...	Enterpris...	720.71	22,972.73
Bill	12/31/2018	Dec ...	Interf...	5010 · Purchase...	Enterpris...	-62.97	22,909.76
Bill	12/31/2018	Oct-...	Interf...	1621 · Redwood...	Enterpris...	1,550.76	24,460.52
Bill	12/31/2018	Oct-...	Interf...	1622 · Lyman R...	Enterpris...	1,550.76	26,011.28
Bill	12/31/2018	Oct-...	Interf...	1619 · Morris S...	Enterpris...	1,550.76	27,562.04
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	2,060.21	29,622.25
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	1,648.17	31,270.42

**Fieldbrook Glendale Community Services District**  
**Customer Balance Detail**  
As of January 22, 2019

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	9,150.22	40,420.64
Bill	12/31/2018	Oct-...	Interf...	5110.1 · HBMW...	Enterpris...	655.61	41,076.25
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	29,425.40	70,501.65
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	2,879.52	73,381.17
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	630.00	74,011.17
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	553.98	74,565.15
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	1,931.35	76,496.50
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	910.97	77,407.47
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	123.75	77,531.22
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	276.99	77,808.21
Bill	12/31/2018	Oct-...	Interf...	5110.2 · HBMW...	Enterpris...	0.00	77,808.21
Bill	01/01/2019	707-...	Interf...	5310 · Telephon...	Enterpris...	67.61	77,875.82
Bill	01/01/2019	62744	Interf...	5650 · Interest ...	Enterpris...	3,552.14	81,427.96
Bill	01/11/2019	201...	Interf...	5390 · Office Ex...	Enterpris...	46.00	81,473.96
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	894.04	82,368.00
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	0.00	82,368.00
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	0.89	82,368.89
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	55.43	82,424.32
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	12.97	82,437.29
Paycheck	01/18/2019	5711	Interf...	6560 · Payroll E...	Enterpris...	17.89	82,455.18
Bill	01/18/2019	234-...	Interf...	5310 · Telephon...	Enterpris...	92.32	82,547.50
Bill	01/18/2019	Jan ...	Interf...	5070 · Directors'...	Enterpris...	50.00	82,597.50
Bill	01/18/2019	Jan ...	Interf...	5070 · Directors'...	Enterpris...	50.00	82,647.50
Bill	01/18/2019	Jan ...	Interf...	5070 · Directors'...	Enterpris...	50.00	82,697.50
Bill	01/18/2019	Jan ...	Interf...	5070 · Directors'...	Enterpris...	50.00	82,747.50
Bill	01/18/2019	Jan ...	Interf...	5070 · Directors'...	Enterpris...	50.00	82,797.50
Total Interfund Expenses/Water						82,797.50	82,797.50
<b>TOTAL</b>						<b>122,059.14</b>	<b>122,937.32</b>



**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**December 19, 2018 through January 22, 2019**

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>				
Check	12/20/2018	E-Pay	Intuit Quick Books	-6.00
Bill Pmt -Check	01/01/2019	E-Pay	Verizon	-38.01
Bill Pmt -Check	01/02/2019	5685	AT&T	-763.36
Bill Pmt -Check	01/02/2019	5686	Fieldbrook Glend...	-47.18
Bill Pmt -Check	01/02/2019	5687	GHD, Inc	-286.50
Bill Pmt -Check	01/02/2019	5688	PG&E	-823.09
Bill Pmt -Check	01/02/2019	5689	Sudden Link	-129.95
Liability Check	01/02/2019	E-pay	EDD	-540.06
Liability Check	01/02/2019	E-pay	EDD	-2.93
Liability Check	01/02/2019	E-pay	United States Tre...	-762.44
Paycheck	01/18/2019	5710	Grant Weaver	-997.65
Paycheck	01/18/2019	5711	Richard A Hanger	-1,297.83
Bill Pmt -Check	01/18/2019	5690	AT&T	-704.42
Bill Pmt -Check	01/18/2019	5691	CA I Bank	-3,552.14
Bill Pmt -Check	01/18/2019	5692	City of Arcata	-19,535.47
Bill Pmt -Check	01/18/2019	5693	Emergency Medic...	-20.23
Bill Pmt -Check	01/18/2019	5694	Fire Station Softw...	-315.00
Bill Pmt -Check	01/18/2019	5695	GHD, Inc	-848.00
Bill Pmt -Check	01/18/2019	5696	Humboldt Bay M&O	-60,200.37
Bill Pmt -Check	01/18/2019	5697	Humboldt Bay Mu...	-14,291.01
Bill Pmt -Check	01/18/2019	5698	Hunter, Hunter, & ...	-12,725.00
Bill Pmt -Check	01/18/2019	5699	Jack Sheppard	-50.00
Bill Pmt -Check	01/18/2019	5700	Janet Miller	-50.00
Bill Pmt -Check	01/18/2019	5701	Jason Garlick	-50.00
Bill Pmt -Check	01/18/2019	5702	PG&E	-532.49
Bill Pmt -Check	01/18/2019	5703	Rich Grissom	-50.00
Bill Pmt -Check	01/18/2019	5704	Roy Sheppard	-50.00
Bill Pmt -Check	01/18/2019	5705	RWS Services	-1,000.00
Bill Pmt -Check	01/18/2019	5706	Starpape	-19.90
Bill Pmt -Check	01/18/2019	5707	Starr Kilian	-50.00
Bill Pmt -Check	01/18/2019	5708	State Water Reso...	-3,360.00
Bill Pmt -Check	01/18/2019	5709	US Postal Service	-138.00
Total 1015 · Water Dept Checking (Water Dept Checking)				-123,237.03
Total 1012 · General Fund Checking (All Funds)				-123,237.03
Total 1000 · Coast Central Credit Un.				-123,237.03
<b>TOTAL</b>				<b>-123,237.03</b>

**Fieldbrook Glendale Community Services District**  
**Payroll Summary**  
 December 19, 2018 through January 22, 2019

	Grant Weaver		Richard A Hanger		TOTAL
	Ho...	Rate	Ho...	Rate	
<b>Employee Wages, Taxes and Adjustments</b>					
Gross Pay	38	28,774	60	31,993	3,007.92
Hourly Rate		28,774		31,993	0.00
Hourly Sick					
<b>Total Gross Pay</b>	38	1,092.12	60	1,915.80	3,007.92
Adjusted Gross Pay	38	1,092.12	60	1,915.80	3,007.92
<b>Taxes Withheld</b>					
Federal Withholding		0.00		-301.00	-301.00
Medicare Withholding		-15.84		-27.78	-43.62
Medicare Employee		-67.71		-118.78	-186.49
Social Security Employee		0.00		-151.25	-151.25
CA - Withholding		-10.92		-19.16	-30.08
CA - Disability Employee		0.00		0.00	0.00
Medicare Employee Addl Tax					
<b>Total Taxes Withheld</b>		-94.47		-617.97	-712.44
<b>Net Pay</b>	38	997.65	60	1,297.83	2,295.48
<b>Employer Taxes and Contributions</b>					
Medicare Company		15.84		27.78	43.62
Social Security Company		67.71		118.78	186.49
CA - Unemployment Company		21.84		38.32	60.16
CA - Employment Training Tax		1.09		1.92	3.01
<b>Total Employer Taxes and Contributions</b>		106.48		186.80	293.28

4:40 PM  
01/11/19  
Accrual Basis

**Fieldbrook Glendale Community Services District  
General Journal Transaction  
November 30, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
390a		October Defer...	2315 · Deferred Rev...	Enterpris...	47.18	
		October Defer...	1027 · Water Assets...	Enterpris...		47.18
		November De...	2315 · Deferred Rev...	Enterpris...	118.72	
		November De...	1027 · Water Assets...	Enterpris...		118.72
					<u>165.90</u>	<u>165.90</u>
<b>TOTAL</b>					<u><b>165.90</b></u>	<u><b>165.90</b></u>

4:42 PM  
01/11/19  
Accrual Basis

**Fieldbrook Glendale Community Services District  
General Journal Transaction  
December 31, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
391		October Defer...	2315 · Deferred Rev...	Enterpris...		47.18
		October Defer...	1027 · Water Assets...	Enterpris...	47.18	
		November De...	2315 · Deferred Rev...	Enterpris...		118.72
		November De...	1027 · Water Assets...	Enterpris...	118.72	
					<u>165.90</u>	<u>165.90</u>
<b>TOTAL</b>					<u><b>165.90</b></u>	<u><b>165.90</b></u>

7:11 AM  
12/15/18  
Accrual Basis

**Fieldbrook Glendale Community Services District  
General Journal Transaction  
November 30, 2018**

Num	Name	Memo	Account	Class	Debit	Credit
392	Fieldbrook Custome...	[REDACTED]	5610 · Uncollectable...	Enterpris...	275.68	
	Fieldbrook Custome...		1210 · A/R Water (A...	Enterpris...		275.68
					<u>275.68</u>	<u>275.68</u>
<b>TOTAL</b>					<u><b>275.68</b></u>	<u><b>275.68</b></u>

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.1

**Agenda Title:** Resolution 2019-01

Water & Wastewater rate adjustments based on annual CPI

**Meeting Date:** 01/22/2019

**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:**

Annually the Board makes a rate adjustment based on the Consumer Price Index. The action is authorized by Ordinance 2000-01. The adjustment for 2019 is 2.44%. Domestic water rates would increase \$1.15 per month. Annual revenues from the water increase would be approximately \$10,900. Wastewater rates were adjusted as part of the recent 218 process. Water connection and capacity impact fees will adjust to \$10,370. Wastewater connection and capacity impact fees will adjust to \$13,397.

**Recommendation:**

Open the Public Hearing.  
Receive Public Comment  
Close the Public Hearing.  
Return the item to the Board for consideration.

**Resolution # 2019-01**

Fieldbrook Glendale Community Services District  
4584 Fieldbrook Road, Fieldbrook CA 95519

<b>Water and Wastewater Rates 2019</b>
--

**WHEREAS**, the Fieldbrook Glendale Community Services District held a publicly noticed hearing on January 22, 2019; and,

**WHEREAS**, there exists a demonstrated need to generate additional and sufficient revenues to operate and maintain the water and sewer utilities in accordance with public health requirements; and,

**NOW THEREFORE, BE IT RESOLVED**, that Ordinance 91-1 establishing water rates and charges, section 9.1 Exhibit A, and that Ordinance 90-1 establishing sewer rates and charges, section 2.1 be amended as follows, implementation will be concurrent with the first billing following adoption:

<b>2018-2019 CPI Inflation Adjustment 2.44%</b>		
<b>WATER</b>		
<b>Base Water Rates (0-500 cu. ft. included in monthly base rate)</b>		
Meter Size	Current Rate	Proposed New Rates
5/8"	\$47.18	\$48.33
1"	\$56.47	\$57.85
1-1/2"	\$87.49	\$89.62
2"	\$118.58	\$121.47
4"	\$448.19	\$459.12
Backflow Preventer Testing	\$3.66	\$3.75
Connection Fee	\$10,123	\$10,370
<b>Usage Rates Water</b>		
Usage (Cubic Feet)	Current Rate Per 100 CF	Proposed New Rates Per 100 CF
100 CF above minimum	\$2.58	\$2.64
<b>Mather Creek Estates – Special Benefit Zone</b>		
	Current Rate	Proposed New Rates
Assessment	\$80.85	\$82.82
<b>WASTEWATER</b>		
<b>Usage Rates Wastewater</b>		
Wastewater Fees	Current Rate	Proposed New Rates
Connection Fee (4")	\$13,078	\$13,397

**Resolution # 2019-01**  
Fieldbrook Glendale Community Services District  
4584 Fieldbrook Road, Fieldbrook CA 95519

\_\_\_\_\_  
Roy Sheppard  
President

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

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

**PASSED AND ADOPTED**, by the Board of Directors of the Fieldbrook  
Glendale Community Services District, Humboldt County, State of California on  
January 22, 2019.

# Current Inflation Table

The Inflation table below is updated monthly and provides *the current US Inflation Rate* which is for the preceding 12 months. The Inflation rate is calculated using the [Current Consumer Price Index \(CPI-U\)](#) published monthly by the Bureau of Labor Statistics. [CPI Index Release Dates](#)

You may also be interest in a table of [Monthly Inflation Rate data](#), which shows how much prices have increased over the previous month. Also check our [current articles](#).

[InflationData.com](http://InflationData.com)

## Current Annual Inflation Rate

YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVE
2018	2.07%	2.21%	2.36%	2.46%	2.80%	2.87%	2.95%	2.70%	2.28%	2.52%	2.18%	1.91%	2.44%
2017	2.50%	2.74%	2.38%	2.20%	1.87%	1.63%	1.73%	1.94%	2.23%	2.04%	2.20%	2.11%	2.13%
2016	1.37%	1.02%	0.85%	1.13%	1.02%	1.01%	0.84%	1.06%	1.46%	1.64%	1.69%	2.07%	1.26%

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.2

**Agenda Title:** Wage Increase Based on the CPI.

**Meeting Date:** 01/22/2019

**Presented by:** Richard Hanger

**Type of Item:**         Action                       Discussion                       Information

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

**Background:**

Board action 02/24/2015 – Board directed annual review and adjustment. Wages were last adjusted January 23, 2018. The Consumer Price Index (CPI) for the period of January 1, 2018 to December 31, 2018 was 2.44%. The impact to the 2019 budget is approximately \$413, the annual impact thereafter is \$1,066.

**Recommendation:**

Move to increase employee wages based on the 2018-CPI of 2.44%.

		Sewer Tech I	Sewer Tech II	General Manager
Jul-06		\$ 23.63	\$ 20.59	\$ 26.25
Calendar Year	CPI			
Dec-15	0.12%	\$ 27.79	\$ 24.22	\$ 30.87
Dec-16	1.26%	\$ 28.14	\$ 24.52	\$ 31.26
Dec-17	2.13%	\$ 28.74	\$ 25.04	\$ 31.93
Dec-19	2.44%	\$ 29.44	\$ 25.65	\$ 32.71

Est. Fiscal Impact	Water	Sewer	Fire	Total
	Wages/Taxes	Wages/Taxes	Wages/Taxes	
Annual	\$ 289	\$ 736	\$ 41	\$ 1,066
Current Year (Feb-June)	\$ 120	\$ 275	\$ 17	\$ 413



Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.3

**Agenda Title:** Wastewater loan from Water ending fund balance.

**Meeting Date:** 01/22/2019

**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:**

In order to maintain a positive cash balance at the close of fiscal year 2018 the wastewater fund required a temporary loan of \$65,000 from the ending fund balance in the water fund.

Based on the second quarter budget adjustments which incorporated a rate increase for the second six months of this fiscal year, staff is anticipating an additional need of approximately \$35,000.

**Recommendation:**

Staff is recommending the development of a resolution to authorize a loan from the water ending fund balance to the wastewater fund, not to exceed \$100,000 without further action by the Board. Staff is recommending the terms and interest rate to be set in April 2019.

# Loan Amortization Schedule

[HELP](#)

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Loan Information	
Loan Amount	100,000.00
Annual Interest Rate	4.50%
Term of Loan in Years	7
First Payment Date	12/31/2019
Payment Frequency	Semi-Annual
Compound Period	Semi-Annual
Payment Type	End of Period

Summary	
Rate (per period)	2.250%
Number of Payments	14
Total Payments	117,687.20
Total Interest	17,687.20
Est. Interest Savings	0.02

**Semi-Annual Payment 8,406.23**

## Amortization Schedule

Rounding On

No.	Due Date	Payment	Additional Payment	Interest	Principal	Balance
						100,000.00
1	12/31/19	8,406.23		2,250.00	6,156.23	93,843.77
2	6/30/20	8,406.23		2,111.48	6,294.75	87,549.02
3	12/31/20	8,406.23		1,969.85	6,436.38	81,112.64
4	6/30/21	8,406.23		1,825.03	6,581.20	74,531.44
5	12/31/21	8,406.23		1,676.96	6,729.27	67,802.17
6	6/30/22	8,406.23		1,525.55	6,880.68	60,921.49
7	12/31/22	8,406.23		1,370.73	7,035.50	53,885.99
8	6/30/23	8,406.23		1,212.43	7,193.80	46,692.19
9	12/31/23	8,406.23		1,050.57	7,355.66	39,336.53
10	6/30/24	8,406.23		885.07	7,521.16	31,815.37
11	12/31/24	8,406.23		715.85	7,690.38	24,124.99
12	6/30/25	8,406.23		542.81	7,863.42	16,261.57
13	12/31/25	8,406.23		365.89	8,040.34	8,221.23
14	6/30/26	8,406.21		184.98	8,221.23	0.00

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.4

**Agenda Title:** Quarterly budget report & adjustments – Second Quarter 2019

**Meeting Date:** 01/22/2019

**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**

Operating budgets are adjusted on a quarterly basis.

**Water**

Revenue budget projections have increased a total of \$18,135. The major changes are for domestic and commercial revenues due to the wholesale rate pass through of 5.28% adopted in July 2018. The net change in expenses is \$1,667. The net result of operations has increased \$16,468 and reflects a positive position of \$7,224. After allowing for earned interest, connection fees, less depreciation the net income is projecting a loss of \$2,165.

**Wastewater**

Following the rate adjustment effective December 2018, revenue budget projections have increased \$73,825. Expense budget projections have increased \$11,274. The net result of operations has increased \$62,551. The projected loss from operations is \$37,621. After allowing for earned interest, connection fees, less depreciation the net income is projecting a loss of \$115,751. The wastewater cash balance as of 12/31/2018 is negative \$17,125.

**Fire**

Fire tax revenues will be adjusted once the County of Humboldt posts the tax receipts for December. Other revenues have increased \$7,794 from CalFire and a worker's compensation insurance refund. Expense adjustments are \$1,642. Donations are budgeted at received or anticipated (CCCU) amounts that total \$9,500. Results of operations are positive \$47,633 and will be used for debt principal and partial funding for the communication upgrade project. Net income is also positive at \$13,330.

**Recommendation:**

Approve budget adjustments as presented.

**2018-19 Budget Adjustments - Water**

8/28/2018

<b>Revenue</b>	<b>First Qtr</b>	<b>Second Qtr</b>	<b>Third Qtr</b>	<b>Fourth Qtr</b>	<b>Total</b>	<b>2019 Budget</b>	<b>Adjusted Budget</b>
Domestic	\$8,690	\$5,265			\$13,955	\$370,955	\$384,910
Late Fees	\$483	\$211			\$694	\$5,400	\$6,094
Commercial	-\$448	\$1,736			\$1,288	\$46,026	\$47,314
Fire Suppression	\$99				\$99	\$1,932	\$2,031
Special Benefit Zone	\$12				\$12	\$12,600	\$12,612
Processing Fees	\$70	\$105			\$175	\$1,050	\$1,225
Meter Install		\$700			\$700	\$0	\$700
Other Revenue		\$1,212			\$1,212	\$0	\$1,212
<b>Total</b>	<b>\$8,906</b>	<b>\$9,229</b>	<b>\$0</b>	<b>\$0</b>	<b>\$18,135</b>	<b>\$437,963</b>	<b>\$456,098</b>

<b>Expenses</b>							
Purchased Water	-\$457	-\$681			-\$1,138	\$174,066	\$172,928
Directors Fees					\$0	\$2,995	\$2,995
HBMWD Operations	-\$2,293	\$6,652			\$4,359	\$192,231	\$196,590
Engineering Services	-\$1,213	-\$273			-\$1,486	\$17,350	\$15,864
Workers Comp Ins	-\$20				-\$20	\$183	\$163
Liability Ins	\$0				\$0	\$2,690	\$2,690
Legal Services	\$5				\$5	\$45	\$50
Audit Services					\$0	\$4,500	\$4,500
Dues/Memberships		\$60			\$60	\$545	\$605
Telephone	-\$1,661	-\$27			-\$1,688	\$3,360	\$1,672
Electric	\$145	\$87			\$232	\$9,695	\$9,927
Property Taxes					\$0	\$225	\$225
Office Expenses	-\$6	-\$225			-\$231	\$900	\$669
Line Repairs*		-\$769			-\$769	\$6,880	\$6,111
Small Equipment					\$0	\$0	\$0
Returned Checks	-\$100				-\$100	\$600	\$500
Returned Item Fees					\$0	\$56	\$56
Bad Debt	\$2,085				\$2,085	\$1,150	\$3,235
Bank Fees	\$10				\$10	\$0	\$10
Loan Fee					\$0	\$585	\$585
Licenses & Fees		\$174			\$174	\$3,186	\$3,360
Interest Expense					\$0	\$14,595	\$14,595
Payroll Penalties					\$0	\$0	\$0
Payroll	\$174				\$174	\$11,370	\$11,544
<b>Total</b>	<b>-\$3,331</b>	<b>\$4,998</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,667</b>	<b>\$447,207</b>	<b>\$448,874</b>

<b>Results of Operations</b>	<b>\$12,237</b>	<b>\$4,231</b>	<b>\$0</b>	<b>\$0</b>	<b>\$16,468</b>	<b>-\$9,244</b>	<b>\$7,224</b>
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<b>Other Income/Expense</b>							
Interest Earnings	\$ 21	\$ 604			\$625	\$10,971	\$11,596
Connection Fees		\$ 2,100			\$2,100	\$0	\$2,100
Less Depreciation					\$0	\$23,085	\$23,085
<b>Net Other Income/Expense</b>	<b>\$21</b>	<b>\$2,704</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,725</b>	<b>-\$12,114</b>	<b>-\$9,389</b>

<b>Net Income</b>	<b>\$12,258</b>	<b>\$6,935</b>	<b>\$0</b>	<b>\$0</b>	<b>-\$2,725</b>	<b>-\$21,358</b>	<b>-\$2,165</b>
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**2018-2019 Budget Adjustments - Sewer**

8/28/2018

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Domestic	-\$135	\$66,813			\$66,678	\$179,328	\$246,006
Late Fees	\$264	-\$63			\$201	\$2,170	\$2,371
Commercial	\$295	\$6,258			\$6,553	\$10,480	\$17,033
Processing Fees	\$140	\$35			\$175	\$420	\$595
Permit Fees		\$150			\$150	\$250	\$400
Other Revenue	\$68				\$68	\$0	\$68
<b>Total</b>	<b>\$632</b>	<b>\$73,193</b>	<b>\$0</b>	<b>\$0</b>	<b>\$73,825</b>	<b>\$192,648</b>	<b>\$266,473</b>

<b>Expenses</b>							
Purchased Sewer	\$2,563	-\$2,579			-\$16	\$206,521	\$206,505
HBMWD Operations	\$855	\$122			\$977	\$22,300	\$23,277
Engineering Services	\$387	-\$614			-\$227	\$14,461	\$14,234
Workers Comp Ins	-\$45				-\$45	\$686	\$641
Liability Ins					\$0	\$1,736	\$1,736
Legal Services	\$5				\$5	\$45	\$50
Audit Services					\$0	\$4,500	\$4,500
Dues/Memberships		\$60			\$60	\$545	\$605
Telephone	\$1,035	\$209			\$1,244	\$3,120	\$4,364
Electric	\$269	-\$12			\$257	\$8,375	\$8,632
Fuel					\$0	\$350	\$350
Property Taxes					\$0	\$324	\$324
Office Supplies	\$322	-\$202			\$120	\$920	\$1,040
Line Repairs	\$3,323	\$3,320			\$6,643	\$3,500	\$10,143
Bad Debt	\$0				\$0	\$800	\$800
Building Maintenance	\$70	\$80			\$150	\$0	\$150
Bank Charges					\$0	\$0	\$0
Licenses	-\$100	\$923			\$823	\$2,337	\$3,160
Payroll	\$430	\$853			\$1,283	\$22,300	\$23,583
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
<b>Total</b>	<b>\$9,114</b>	<b>\$2,160</b>	<b>\$0</b>	<b>\$0</b>	<b>\$11,274</b>	<b>\$292,820</b>	<b>\$304,094</b>

<b>Results of Operations</b>	<b>-\$8,482</b>	<b>\$71,033</b>	<b>\$0</b>	<b>\$0</b>	<b>\$62,551</b>	<b>-\$100,172</b>	<b>-\$37,621</b>
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<b>Other Income/Expense</b>							
Interest earnings					\$0	\$43	\$43
Connection Fees		\$ 15,646			\$15,646	\$0	\$15,646
Less Depreciation					\$0	\$93,819	\$93,819
<b>Net Other Income/Expense</b>	<b>\$0</b>	<b>\$15,646</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,646</b>	<b>-\$93,776</b>	<b>-\$78,130</b>

<b>Net Income</b>	<b>-\$8,482</b>	<b>\$17,806</b>	<b>\$0</b>	<b>\$0</b>	<b>\$78,197</b>	<b>-\$193,948</b>	<b>-\$115,751</b>
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**2018-19 Budget Adjustments - Fire**

8/28/2018

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Current Secured					\$0	\$54,091	\$54,091
Current Unsecured					\$0	\$2,031	\$2,031
Prior Yr Secured					\$0	\$1,348	\$1,348
Prior Yr Unsecured					\$0	\$0	\$0
Prop 172 Transfer					\$0	\$1,090	\$1,090
Assesment					\$0	\$41,812	\$41,812
Timber Yield					\$0	\$217	\$217
Homeowner Exemption					\$0	\$722	\$722
Supplemental Current					\$0	\$830	\$830
Supplemental Prior					\$0	\$114	\$114
Other Income		\$7,794			\$7,794	\$0	\$7,794
<b>Total</b>	<b>\$0</b>	<b>\$7,794</b>	<b>\$0</b>	<b>\$0</b>	<b>\$7,794</b>	<b>\$102,255</b>	<b>\$110,049</b>

<b>Expenses</b>							
Director/Chief					\$0	\$599	\$599
Engineering Services					\$0	\$0	\$0
Benefit Assesmnt Fee					\$0	\$113	\$113
Workers Comp		-\$350			-\$350	\$5,426	\$5,076
Liability					\$0	\$2,502	\$2,502
Vehicle Ins					\$0	\$3,225	\$3,225
Disability Ins					\$0	\$5,254	\$5,254
Air Med Care					\$0	\$978	\$978
Legal		\$5			\$5	\$45	\$50
Audit					\$0	\$4,500	\$4,500
Dues/Memberships		\$60			\$60	\$2,455	\$2,515
Telephone		\$87			\$87	\$2,820	\$2,907
Electric		-\$84			-\$84	\$1,600	\$1,516
Propane					\$0	\$650	\$650
Water		\$11			\$11	\$540	\$551
Dispatch Co-Op Fees					\$0	\$0	\$0
Internet Service					\$0	\$1,536	\$1,536
Security-Firehouse					\$0	\$300	\$300
Fuel Expenses/Mileage		\$215			\$215	\$1,200	\$1,415
Office Supplies		-\$100			-\$100	\$1,280	\$1,180
Medical Supplies					\$0	\$500	\$500
Education Expense					\$0	\$750	\$750
Building Maintenance					\$0	\$250	\$250
Turnout Maintenance					\$0	\$400	\$400
Small Tools					\$0	\$600	\$600
Extinguishers					\$0	\$400	\$400
Radio					\$0	\$500	\$500
SCBA					\$0	\$700	\$700
Grounds					\$0	\$50	\$50
Trucks					\$0	\$5,000	\$5,000
Small Equipment					\$0	\$2,000	\$2,000
Protective Gear/Hoses					\$0	\$750	\$750
Chiefs Incentive					\$0	\$2,000	\$2,000
Interest Expense					\$0	\$10,231	\$10,231
Payroll		\$798			\$798	\$1,620	\$2,418
Fire Grant Expenses					\$0	\$0	\$0
Licenses		\$1,000			\$1,000	\$0	\$1,000
<b>Total</b>	<b>\$0</b>	<b>\$1,642</b>	<b>\$0</b>	<b>\$0</b>	<b>\$1,642</b>	<b>\$60,774</b>	<b>\$62,416</b>
<b>Results of Operations</b>	<b>\$0</b>	<b>\$6,152</b>	<b>\$0</b>	<b>\$0</b>	<b>\$6,152</b>	<b>\$41,481</b>	<b>\$47,633</b>
Other Income/Expense							
Grant/In Kind Revenue						\$0	\$0
Interest Earnings					\$0	\$1,791	\$1,791
Donations		\$ 9,500			\$9,500	\$0	\$9,500
Less Depreciation					\$0	\$45,594	\$45,594
Less Fire Grant Expense					\$0	\$0	\$0
Net Other Income/Expense	<b>\$0</b>	<b>\$9,500</b>	<b>\$0</b>	<b>\$0</b>	<b>\$9,500</b>	<b>-\$43,803</b>	<b>-\$34,303</b>
<b>Net Income</b>	<b>\$0</b>	<b>\$15,652</b>	<b>\$0</b>	<b>\$0</b>	<b>\$15,652</b>	<b>-\$2,322</b>	<b>\$13,330</b>

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.5

**Agenda Title:** Webpage presentation – consider participation

**Meeting Date:** 01/22/2019

**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:**

Senate Bill 929 which goes into effect on January 1, 2020 require all independent special districts to maintain a website. To be exempted from these requirements a resolution is required. The requirements are on the attachment provided.

As an alternative, staff has contacted Digital Deployment, Inc and reviewed their services. Based on our budget – annual fees would be \$1,200.

**Recommendation:**

Consider contracting website services.



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Districts Association**  
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## Special District Website Legislation Signed Into Law

By Dillon Gibbons posted 09-14-2018 04:44 PM

0 [RECOMMEND](#)

Today, the Office of Governor Brown announced that Senate Bill 929 (McGuire) has been signed into law.

As has been previously reported, SB 929 is the legislation that CSDA brought to Senator McGuire that will require all independent special districts to maintain a website – with specified exemptions. SB 929 promotes accountability of special districts, while striking a delicate balance between promoting transparency and ensuring local flexibility while recognizing the cost barriers and technical limitations inherent in some communities.

Passage of SB 929 was made possible in no small part thanks to the efforts of those local agencies which responded to CSDA's Call to Action, demonstrating how special districts are committed to empowering their local communities and promoting effective-yet-thoughtful approaches to governmental oversight.



SB 929, which goes into effect on January 1, 2020, requires all independent special districts to maintain a website conforming to all existing requirements that local agency websites are obligated to follow, and the website must clearly list the contact information of the independent special district. Importantly, independent special districts exempted from these requirements are those that adopt a resolution that contains the following information:

- A determination that a hardship exists that prevents the district from establishing and maintaining a Web site, *and*
- Detailed findings noted in the official meeting minutes supporting the related hardship. Such hardships can include but are not limited to: inadequate access to broadband communications, significantly limited financial resources, or insufficient staff resources.

CSDA would like to thank those who sent in letters of support on SB 929. Your actions demonstrate how districts truly are stronger together.

0 comments

11 views

## Permalink

<https://www.csda.net/blogs/dillon-gibbons/2018/09/14/special-district-website-legislation-signed-i>



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ALLIANCE**

## **Richard Hanger**

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**From:** Maria Lara <maria@getstreamline.com>  
**Sent:** Tuesday, December 11, 2018 10:48 AM  
**To:** Richard Hanger  
**Subject:** Re: Your Streamline Web Inquiry

Hi Richard,

Of course, I'm happy to help!

You can log into the website by visiting <https://fieldbrookglendalecsd.specialdistrict.org> and scrolling down to the bottom right hand corner to click on **Sign In**. Your username is your email address is password is: password. Feel free to play around with the site as much as you'd like, it isn't live so only those who have the link will be able to see it.

Let me know if you have any questions and wishing you the best of luck for your Board Meeting!

Best,

Maria Lara  
Community Manager

(916) 900-6619 direct  
(916) 900-6618 text/mobile

### Streamline

A division of [Digital Deployment, Inc.](#)  
[2321 P Street](#), First Floor, Sacramento, CA 95816

On Mon, Dec 10, 2018 at 2:38 PM Richard Hanger <[rhanger50@gmail.com](mailto:rhanger50@gmail.com)> wrote:

Dear Maria,

Thank you for your demonstration of the potential website for the Fieldbrook Glendale Community Services District (Nov.1st).

I would like to present the website to our board of directors on January 22nd. I'm hoping that I can have access to your demo as the board meeting does not begin until 7:30PM.

Thank you so much for your time and effort!

Richard Hanger

GM - FGCS

On Tue, Oct 23, 2018 at 4:50 PM Maria Lara <[maria@getstreamline.com](mailto:maria@getstreamline.com)> wrote:

Hello, Richard, thanks for reaching out to learn more about Streamline!

I am very excited to begin creating your free demo website (at no obligation, of course!) and would love to hear more about your website needs or goals. To review your demo site, Streamline platform/services and any questions you may have, we will meet via screen-share. Please click the following link to schedule: [Streamline Website Training](#) and I will take care of the rest!

**A bit of background about us:**

**The Streamline Web platform was designed specifically to help special districts stay compliant with current and upcoming state mandates, while also giving you full control over your website with easy-to-use tools that make updating content fast and painless. It provides a meeting dashboard with agenda reminders as well as a transparency dashboard that helps track compliance with State and Federal requirements, including an automatic transparency report with links to applicable content.**

Looking forward to chatting with you soon!

Best,

Maria Lara  
Community Manager

(916) 900-6619 direct  
(916) 900-6618 text/mobile

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A division of [Digital Deployment, Inc.](#)  
[2321 P Street](#), First Floor, Sacramento, CA 95816

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.6

**Agenda Title:** Sewer Service Agreement with City of Arcata

**Meeting Date:** 01/22/2019

**Presented by:** Rebecca Crow

**Type of Item:**       Action                       Discussion                       Information

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

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**Background:**

Original Agreement 1988

Revised Agreement citing the City's Wastewater Pretreatment Ordinance 1992

**Recommendation:**

Discussion of 2019 draft agreement.

**SEWER SERVICE AGREEMENT**  
**Between**  
**CITY OF ARCATA**  
**and**  
**FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT**

This Agreement is executed on-November 4, 1992, by and between the CITY OF ARCATA (hereinafter referred to as "City"), a municipal corporation, and FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT, (hereinafter referred to as "District"), a public entity of the County of Humboldt.

**RECITALS**

**WHEREAS,** Fieldbrook Community Services District was formed by Humboldt County to provide, among other services, sewer services and District name was later changed to Fieldbrook Glendale Community Services District; and

WHEREAS, in 1983 District established zones inside District within which certain services would be provided. The Glendale area was designated for water and wastewater services; and

WHEREAS, the wastewater collection and conveyance system is owned and operated by the District, who contracts with the City of Arcata for treatment and disposal. The District's collection system was installed in 1990 and includes two pump stations. Wastewater is pumped through a force main to a connection point with the City of Arcata's collection system near Giuntoli Lane. Wastewater is then treated and disposed of by the City of Arcata; and

**WHEREAS,** District and City entered into an agreement on September 28, 1988, (hereinafter referred to as "Agreement of 1988"), for City to provide sewer services to District to meet the sewage treatment needs for a service area within the District known as Glendale Service Area (hereinafter referred to as "the Glendale area"), whose boundaries are shown in Exhibit "A" attached hereto and incorporated herein by this reference; and

**WHEREAS,** pursuant to the Agreement of 1988, ~~City agreed to provide sewer services to approximately 248 total Residential Discharge Equivalents (hereinafter referred to as "RDE", located within the Glendale area; and~~ **WHEREAS,** engineering studies have determined a total average design flow of wastewater of 71,200 gallons per day for present and future development in the Glendale area; and

WHEREAS, City must implement and enforce a pretreatment program to control discharges from all industrial users of its wastewater treatment system pursuant to requirements set out in 40 CFR Part 403. On May 20, 1992, the City Council of Arcata enacted Ordinance No. 1187, providing for wastewater pretreatment requirements and codified in Arcata Municipal Code as Sections 7485 through 7496.4 (hereinafter referred to as "Wastewater Pretreatment Ordinance". On August 19, 2015, the City Council of Arcata enacted Ordinance No. 1461 amending the Wastewater Pretreatment Ordinance as Section 7460 through 7473.4; and

~~WHEREAS, on May 20, 1992, the City Council of City of Arcata enacted Ordinance No. 1187, providing for wastewater pretreatment requirements and codified in Arcata Municipal Code as Sections 7485 through 7496.4, (hereinafter referred to as “Wastewater Pretreatment Ordinance”); and~~

WHEREAS, pursuant to Arcata Municipal Code Section 7471.4 of the Wastewater Pretreatment Ordinance, in this Agreement, District agrees to adopt sewer management rules that subject the industrial users within its boundaries to the necessary pretreatment controls, and to implement and enforce those sewer management rules; and

~~WHEREAS, Arcata Municipal Code Section 7488.5 of the Wastewater Pretreatment Ordinance allows City to require District to enter into an agreement with City which provides for the implementation and enforcement of the pretreatment program set for the in the Wastewater Pretreatment Ordinance against District;~~

WHEREAS, both parties wish to continue the sewer service agreement and.....

~~and...~~

**NOW, THEREFORE,** with reference to the above Recitals which are a material part of this Agreement and in consideration of the mutual covenants, terms, conditions and agreements contained herein, and in furtherance of the purposes of both City and District, it is agreed by and among the parties as follows:

## **ARTICLE I DEFINITIONS**

1.01 General Definitions: Unless otherwise required by the context in which used, the terms used in this Agreement are defined in Section 5400 of Arcata Municipal Code and shall have the same meaning as set forth therein, unless a different definition or meaning is specifically set forth in this Agreement.

### 1.02 Additional Definitions:

A. “Arcata Municipal Code”. All references to the Arcata Municipal Code in this Agreement refer to that Code as amended on ~~May 20, 1992~~August 19, 2015, by Ordinance No. ~~1187-1461~~ of the City Council of the City.

B. “Average Day Dry Month” or “ADDM”. The average wastewater discharge flow measured at the Glendale Pump Station as depicted in Exhibit “A” and occurring during the months of June, July, August and September. The ADDM shall be calculated annually by taking the total flow occurring during said months divided by the number of days in said four month period. Such calculation shall become the ADDM for the following year.

C. “City’s Sewer Collection Point”. The point at which wastewater from the Glendale area enters the City’s sewer system as depicted in Exhibit “A”.

D. “City’s Sewer System”. All pipes, conduits, devices or system owned by City used in collection, storage, treatment, recycling or reclamation of sewage.

~~E. “Residential Discharge Equivalent” or “RDE”. The amount of wastewater discharge from a single residential house or its equivalent. The wastewater discharge flow from each RDE shall be limited to 71,200/248 or 287 gallons ADDM calculated on a 24 hour period beginning each day at 8:00 am.12:00 a.m.~~

~~F. “Industrial User”. -A non-domestic source of discharge which introduces pollutants into the sewer collection system. The amount of wastewater discharged from a single non-domestic source may exceed 1 RDE.~~

~~XX. District Sewer Management Rules. Includes the most recent version of the following District documents: Ordinance 90-1, the Sewer System Management Plan, and Ordinance 2015-01 for the control of fats, oils and grease within the Sewer Collection System.~~

## **ARTICLE II MODIFICATION OF AGREEMENT**

2.01 Evaluation of Agreement: Twenty (20) years after the effective date of this Agreement, City and District shall evaluate any and all terms agreed to herein and shall in good faith negotiations determine if any modifications are warranted. Thereafter, evaluation of this Agreement shall occur every ~~ten (10)~~ years five (5) years.

2.02 City and District will review and revise this Agreement to ensure compliance with Federal Clean Water Act (42 U.S.C. §1251 et seq.) and the rules and regulations issued thereunder, as necessary.

~~2.01-03~~ Waiver or Modification Ineffective Unless in Writing: No waiver or modification of this Agreement or of any term covenant, condition or limitation herein shall be valid unless in writing and duly executed by the parties hereto. Furthermore, no evidence of any waiver or modification shall be offered or received in evidence in any proceeding, arbitration or litigation between the parties arising out of or affecting this Agreement, or the rights or obligation of any party to this Agreement, unless such waiver or modification is in writing or duly executed.

## **ARTICLE III SEWER SERVICES**

3.01 City to Provide Sewer Services: City shall provide sewer services for District to treat up to ~~248 RDE’s or~~ 71,200 gallons ADDM from the Glendale Area.

3.02 Sewer User Charges: District shall pay to City user charges based on the costs of providing sewer services to the District as determined by resolution of the City Council of City. District will be billed for user charges in accordance with City’s standard billing for sewer service charges. Said user charges will be billed and paid in accordance with the Arcata Municipal Code.

3.03 Capacity Limitations: City shall be obligated to provide capacity of no more than 71,200 gallons per Average Day Dry Month or ADDM. In no event shall District authorize connections within the Glendale area if such connections would cause flows greater than 71,200 gallons ADDM, as such flow is measured at the Glendale Pump Station. District will report flow figures to City every month. If flows

reach or exceed 90% of total flow capacity limitations, District shall notify City in writing within 10 days. District and City shall meet to review the amount of flow discharged into City's sewer system and determine compliance with this section.

3.04.1 Monthly Reporting Requirements: District shall submit to City Finance Department a monthly report for billing purposes. District shall submit report to City as soon as possible after the end of each billing cycle, but in no case, five (5) working days after the end of the billing cycle. At a minimum, the monthly report shall include the flow meter totalizer read on the first day of the billing period and the totalizer read on the first day of the next billing period. The monthly report shall include notification to City of new connections to District sewer during the billing period. A billing cycle is defined by the first calendar day of a month through the last calendar day of the same month.

3.04.2 Annual Reporting Requirements: District shall submit an annual report to City. The annual report shall cover the period January 1 through December 31 and shall be received by the City no later than February 28 of each year. The annual report shall include:

- a. Documentation showing flow meter verification;
- b. Summary of District potable water use compared to sewer discharge;
- c. Number of connections at the end of the reporting period and;
- a-d. Average Day Dry Month calculation for the reporting year.

#### **ARTICLE IV SEWER CONNECTIONS**

~~————4.01.1 City Review of District Annexations: City reserves the right to review future annexations to the Glendale area and to refuse sewer services to any annexed area in the event the City determines that (1) such area proposed for annexation lies outside the boundaries of the service area for this project as designated in Exhibit A, (2) there is insufficient hydraulic or pollutant capacity in District's sewer system or, (3) uses in the proposed annexation would violate conditions of City's Wastewater Pretreatment Ordinance or District's sewer management rules, ~~there is insufficient capacity in the City's sewer system for the City's wastewater pretreatment program.~~~~

4.01.2 Before an industrial user located outside the jurisdictional boundaries of District discharges into City's sewer system, District and City will enter into an agreement with the jurisdiction in which such industrial user is located. Such agreement shall be substantially equivalent to this Agreement and must be fully secured prior to a discharge from any industrial user in the outside jurisdiction.

4.02 Operation and Maintenance of Sewer Connection: District will operate, maintain, and provide reports on the sewer facilities between Glendale's collection system and City's sewer collection point as may be required from time to time by present and future City, State and Federal laws and regulations. Said operation, maintenance and record keeping shall be at District's sole cost and expense, and in a manner satisfactory to City ~~and the~~, California Regional Water Quality Control Board and U.S. Environmental Protection Agency.

4.04 Operation and Maintenance of Flow Meter: District shall provide a flow metering device that meets City approval and shall maintain and calibrate annually effluent flow metering and totalizing equipment. Flow meter shall be located downstream of all contributing discharges.

#### **Article V WASTEWATER DISCHARGE PRETREATMENT REQUIREMENTS**



5.01.1 District shall at all times comply with all provisions of Arcata Municipal Code, Title VII, Chapter 2, Sewers and all resolutions, rules and policies adopted pursuant to said provisions. District shall comply with all other local, state and Federal rules and regulations relevant and applicable to the services performed under this agreement.

5.01.2 District will adopt and diligently enforce sewer management rules which are no less stringent and are as broad in scope as the Wastewater Pretreatment Ordinance of City.

5.01.3 District shall be required to modify its sewer management rules when City Wastewater Pretreatment Ordinances, resolutions, rules and policies adopted thereto are modified. Whenever City revises its Wastewater Pretreatment Ordinance, it will forward a copy of the revisions to District. District will adopt revisions to its sewer management rules that are at least as stringent as those adopted by City. District will forward to City for review its proposed revisions within ninety (90) days of receipt of City's revisions. District will adopt its revisions within ninety (90) days of receiving approval from City of its content.

5.01.4 Local Limit Adoption: District will adopt and diligently enforce pollutant specific local limits which address at least the same pollutant parameters and maintain pollutant loading capacity or concentration limits issued to District by City, or otherwise demonstrate that pollutant specific local limits are unnecessary within ninety (90) days of adoption of local limits by City. If City makes any revisions or additions to its local limits, it will forward to District a copy of such revisions or additions within ninety (90) days of enactment thereof. District will adopt any such revisions or additions within ninety (90) days of receipt thereof.

5.01.5 District shall establish a Fats, Oils and Grease (FOG) program at least as stringent as the FOG Program set out by City. Required program components include periodic inspection of grease control devices, kitchen Best Management Practices education, review of grease control device maintenance/cleaning records, documentation/record keeping requirements, and provisions allowing District to require grease removal devices at Food Service Establishments.

5.01.6 District shall submit an annual report to City describing its pretreatment activities over the previous year. The annual report shall cover the period of January 1 through December 31 and shall be received by City no later than February 28 of each year. The report shall include:

- a. A list of all identified significant industrial users and their specific geographical location. The list shall indicate additions and deletions and shall provide a brief explanation for each addition or deletion. The list shall identify the significant industrial users subject to federal categorical standards by specifying which set(s) of standards are applicable to each significant industrial user. The list shall indicate which significant industrial users are subject to local limits by identifying which local limits are applicable to each significant industrial user. The list shall identify the type of wastewater treatment and/or control process in place for each significant industrial user.
- b. A list of the non-compliance incidents for each significant industrial user including significant noncompliance (SNC) incidents as defined at 40 CFR 403.12(f)(2)(vii), the current compliance status of each significant industrial user and any enforcement/disciplinary actions that occurred relating to the pretreatment program.
- c. For a significant industrial user subject to discharge requirements for total toxic organics, if any, whether all required certifications were provided.

- d. A summary of FOG program activities.
- e. Summary data, in tabular format, of significant industrial user laboratory data including, but not limited to, the number of samples taken during the year, sample date & time, analysis date & time, analytical laboratory and, analytical method, method detection limit and method limit/reporting limit. The District may submit laboratory reports, including chain-of-custodies, to meet this requirement.
- f. A brief description of any significant changes to the District's pretreatment program during the calendar year, if any.

5.01.7 When requested by City, District shall submit information on the nature and characteristics of the wastewater being discharged or to be discharged into City's sewer system. Such information may include, but not be limited to, volume flow rates, industrial user data, and representative laboratory analysis of wastewater discharged to City sewer system. Such information shall be provided to City as soon as practicable after City makes a request pursuant to this paragraph but in no cases one hundred-twenty (120) days after a formal request is made.

5.02.1 District will take all actions necessary to ensure that industrial users within its boundaries are subject to an approved pretreatment program to the extent required by 40 CFR 403.8, including the performance of all technical and administrative duties necessary to enforce its sewer management rules against industrial users located in its jurisdiction. District will: (1) update the industrial waste survey; (2) issue permits to all industrial users required to obtain a permit; (3) conduct inspections, sampling and analysis; (4) perform enforcement activities; and (5) perform any other technical or administrative duties City and District deem appropriate. In addition, District will take emergency action to stop or prevent any discharge which presents or may present an imminent danger to the health or welfare of human, which reasonably appears to threaten the environment or which threatens to cause interference, pass through or sludge contamination.

~~5.01 Wastewater Survey: When requested by City, District shall submit information on the nature and characteristics of the wastewater being discharged or to be discharged into City's sewer system by completing a wastewater survey. At City's request, such information may include, but not be limited to, volume flow rates and the nature of processing for individual industrial users, as well as wastewater constituents and characteristics in the wastewater discharge. Such survey shall be completed and returned to City as soon as practicable after City makes a request pursuant to this paragraph.~~

5.02.2 District will maintain current information on industrial users located in its jurisdiction.

5.02.3 Whenever a new industrial user begins operations in District, or any time an existing industrial user significantly increases its discharge volume or changes the nature of its discharge, or any time it is requested by City, District will require that such industrial user respond to an industrial user questionnaire supplied by City. District will forward completed copy of questionnaire to City.

5.02.4 District will provide City access to all records or documents relevant to the pretreatment program for any industrial user located in District.

5.02.5 District will inspect and sample all industrial users located in its jurisdiction each year. District will submit written notice of scheduled inspection to City, providing the opportunity for City to attend all inspections. If an inspection is in response to an emergency situation and such notice is not possible, District will make every effort to informally notify City of the impending inspection so City may

attend. District will forward copies of all inspection reports to City within thirty (30) days of inspection. District will submit to City its procedures for sampling and analysis, including all procedures in place for quality assurance and quality control. All procedures will conform to those set out in 40 CFR Part 136, except as otherwise required by U.S. Environmental Protection Agency.

5.02.6 City may, with notice to District, conduct inspections and sampling at any industrial user's facility located within District, as it deems necessary.

5.02.7 District will issue permits to all industrial users required to be permitted under its sewer management rules located in its jurisdiction. Permits must be issued prior to any discharge. Permits must contain, at a minimum, appropriate effluent limitations, monitoring and reporting requirements, a statement of duration, a statement of non-transferability, a statement of applicable civil and criminal penalties, and any other conditions requested to be included in the permit by City. After District drafts permit, District will forward a copy thereof to City for review and comment at least thirty (30) days prior to the expected date of issuance. Within thirty (30) days of receipt of the proposed permit, City will either approve the permit or request District to make additions, deletions or changes. No permit will be issued if City objects.

5.02.8 In the event of industrial user non-compliance with District sewer management rules, District will submit a report to City on the compliance status of non-compliant significant industrial users and any enforcement response taken or anticipated. Such report shall include a list of the non-compliance incidents for each industrial user including significant noncompliance (SNC) incidents as defined in 40 CFR 403.12(f)(2)(vii), the current compliance status of the noncompliant industrial user and the time frames for initial enforcement actions, as well as any subsequent enforcement actions. This report shall be submitted to City within fifteen (15) days of District becoming aware of industrial user non-compliance.

5.02.9 District will enforce the provisions of its sewer management rules and permits. In the event District fails to take adequate enforcement action against noncompliant users in District on a timely basis, City will take such action on behalf of and as agent for District.

5.03 City may take emergency action, whenever it deems necessary, to stop or prevent any discharge which presents, or may present, an imminent danger to health or welfare of humans, which reasonably appears to threaten the environment, or which threatens to cause interference, pass through or sludge contamination. City will provide informal notice to industrial user and District of its intent to take emergency action prior to taking action. The opportunity to respond, however, may be limited to a hearing after the emergency powers of City have been exercised.

~~————— 5.02 Permit Requirement: District shall be required to issue wastewater discharge permits to industrial uses located within the Glendale area and serviced by District under standards equal to or more stringent than City's standards as found in the Wastewater Pretreatment Ordinances and resolutions, rules and policies adopted thereto. District shall not allow industrial users to discharge wastewater into the City's sewer system, except in accordance with discharge permits issued by District. District shall apply for and City shall issue a wastewater discharge permit to District in accordance with Section 7489.8 of Wastewater Pretreatment Ordinance. Said permit shall be reviewed, revised if necessary and re-issued by City every three (3) years, and District shall provide City with information as needed to make the permit re-issuance.~~

~~————— 5.03 Compliance With All Laws: District shall at all times comply with all provisions of Chapter 2, Sewers, Title VII, Public Works, of the Arcata Municipal Code and all resolutions, rules and policies~~

~~adopted pursuant to said provisions. District shall additionally comply with all other local, state or Federal rules and regulations relevant and applicable to the services performed under this Agreement.~~

~~5.04 Inventory of Users: District shall submit to City by July 1<sup>st</sup> of each year, an inventory of users located within the Glendale area and discharging into the City's sewer system during the previous one year period.~~

~~5.05 Monitoring and Record Keeping: District shall monitor and keep records on discharges into City's sewer system in accordance with the Wastewater Pretreatment Ordinance. District shall submit compliance reports to City at intervals specified in the wastewater discharge permit.~~

~~5.06 Enforcement of Permit Conditions: For purposes of enforcing the wastewater discharge permit conditions, District shall be subject to applicable compliance monitoring, enforcement and penalty provisions of the Wastewater Pretreatment Ordinance.~~

## **ARTICLE VI CHARGES AND FEES**

6.01 Billing: City shall bill District promptly for all fees and charges as indicated herein and District will pay in accordance with the Arcata Municipal Code.

6.02 Interest: Interest shall accrue and be payable at a rate of ten percent (10%) per year and from the time any payment as specified in this Agreement becomes due.

6.03 Notification: City shall notify the District when a new rate study is initiated to change wastewater rates, and the City shall notify the District as a customer during the Proposition 218 rate adjustment process.

## **ARTICLE VII MISCELLANEOUS PROVISIONS**

7.01 Default: In the event either party to this agreement shall fail to comply with any terms or provision of this Agreement such non-compliance shall constitute a default and the non-defaulting party shall notify the other party in writing of such default.

7.02 Entire Agreement: This Agreement constitutes the entire agreement of the parties. This Agreement supersedes all prior agreements and understandings, both written and oral, of the parties with respect to the subject matter, including but not limited to, the agreement of 1988. This Agreement may not be modified, amended, altered or supplemented, except upon the execution and delivery of a written agreement executed by the parties hereto. No waiver of any of the provisions of this Agreement shall be deemed or shall constitute waiver of any other provision, whether or not similar, nor shall be binding unless executed in writing by the party making the waiver.

7.03 Notices: All notices required to be given pursuant to this Agreement shall be in writing and shall be deemed made and/or received two (2) days following their deposit in the U.S. Postal Service, postage prepaid, and addressed as follows:

City: Director of Environmental Services  
City of Arcata  
736 F Street  
Arcata, CA 95521

District: Fieldbrook Glendale Community Services District  
4584 Fieldbrook Road P.O. Box 2715  
McKinleyville, CA 95519  
Arcata, CA. 95521

Either party may change its address by written notice given pursuant to this section.

7.04 Descriptive Headings: The descriptive headings herein are inserted for convenience and reference only, and are not intended to be part of or to affect the meaning or interpretation of this Agreement.

7.05 Attorneys Fees: Should any litigation be commenced between the parties hereto concerning this Agreement, or the rights and duties of any party in relation thereto, the party prevailing in such litigation shall be entitled, in addition to such other relief as may be granted, to a reasonable sum as and for attorney's fees in such litigation which shall be determined by the court in such litigation or in a separate action brought for that purpose.

7.06 Indemnification: District agrees to protect, defend, indemnify and hold City harmless from and against any and all losses arising from District's activities and to name City as an additional insured on liability insurance for the Glendale area, except to the extent such damages arise from City's negligence. City shall hold District harmless for damages arising from City's activities, except to the extent such damages arise from District's negligence.

7.07 Severability: If any term or provision of this Agreement is held by a court of competent jurisdiction to be null and void or unenforceable, the remainder of the Agreement shall remain in full force and effect and shall not be affected.

7.08 California Law Governs: The validity of this Agreement and any of its terms and provisions, as well as the rights and duties of the parties under this Agreement, shall be construed pursuant to and in accordance with the laws of the State of California.

7.09 Agreement to Arbitrate: If agreed to by both City and District, any dispute arising under or by way of the terms, conditions or performance of this Agreement may be submitted to expedited arbitration by and under the rules of the American Arbitration Association. Such arbitration shall be conducted in Humboldt County, California. Either party may bring an action to enforce the arbitrator's award in Humboldt County Superior Court.

**IN WITNESS WHEREOF**, the parties hereto have duly executed and delivered this Agreement as of the date of their signatures hereunder.

**FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT:**

Dated: \_\_\_\_\_  
Chairman

ATTEST:

Dated: \_\_\_\_\_

**CITY OF ARCATA:**

Dated: \_\_\_\_\_

[Victor Schaub](#), Mayor

ATTEST:

Dated: \_\_\_\_\_

\_\_\_\_\_, City Clerk

-----  
\_\_\_\_\_  
\_\_\_\_\_, Alice Harris, City Clerk