



**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, March 22, 2022

Fieldbrook Fire Hall & Teleconference, 7:00 PM Closed Session
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.

**Conference with Legal Counsel – Existing Litigation (§ 54956.9): Closed
Session Time certain 7:00 PM, Edwards v. FGCSO, Case No.: CV2200214**

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.

Tuesday, March 22, 2022

AGENDA

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 – Ladder Safety
- 1.5 General Manager Report
- 1.6 Director Reports

E. Consent Agenda

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

Approval of Minutes

- 2.1 Regular Board Meeting, February 22, 2022.

Correspondence

- 3.1 To: City of Arcata, Sewer annual industrial permit report.

Financial Reports

- 4.1 Interfund Transfers, \$53,996.83 (voided check \$17,741.19)
- 4.2 Check/EFT Payments, (#6510 replacement check, 6781-6780) \$72,540.55
- 4.3 Payroll, \$3,516.60.
- 4.4 General Journal Entries, #527 void, 528-531
- 4.5 Reimbursements, Mileage \$362.12
- 4.6 Bad Debt, account #5300.01, \$2,664.58, #980.03, \$3,071.01.

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.

Tuesday, March 22, 2022

AGENDA

F. Business Items Action/Information

- 5.1 Policy 2200 Disposal Surplus Property or Equipment. Action.
- 5.2 Policy 2205 Electronic Resources. Action.
- 5.3 Policy 2150 Naming of District Facilities. Action.
- 5.4

G. Public Hearings

- 6.1 None.

H. Closed Session

- 7.1 Conference with Legal Counsel – Existing Litigation (§ 54956.9): Closed Session
Time certain 7:00 PM, Edwards v. FGCS, Case No.: CV2200214

I. Future Agenda Items

- 8.1 Quarterly financial reports and budget adjustments. April
- 8.2 Annual review of interest rates for interfund loans. April

J. Adjournment/Announcements

- 9.1 Next regular meeting, April 26, 2022.

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PORTABLE LADDER SAFETY

Inspection • Use • Maintenance



According to the Centers for Disease Control (CDC), over 40% of fatal falls involve ladders, and thousands are injured from ladder falls each year.

This Safety Talk provides a condensed version of the Cal/OSHA Portable Ladder Safety [E-Tool](#). If you regularly use portable ladders, we recommend a thorough review of the Etool.

PLAN AHEAD

The first step is to evaluate the job and determine the types of ladder(s) needed. This step will reduce the potential for falls.

INSPECTIONS

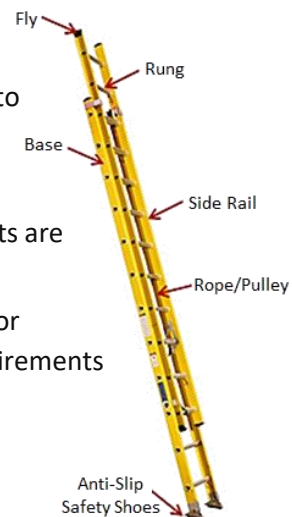
Ladders should always be inspected for visible defects before each use. Check for:

- Lack of structural integrity, missing components, or loose parts.
- Tight and secure step rungs.
- Securely attached hardware and fittings.
- Intact and readable labels.
- Oil, grease, or slippery materials and remove before use.
- Condition of accessories (leg levelers, paint shelves, stand-off shelves, etc.).
- Slip resistant material at the ladder base.

While inspecting extensions ladders make sure:

- Ropes and pulleys are in good condition.
- Ladder extension locks move freely and lock correctly.
- Rung locks are on the rails of the top section to ensure the top section will not fall.
- Extension guide brackets are secure and in place.

Take a look at the *E-Tool* for additional inspection requirements by ladder type.



SAFE USE

Ladder Position

- Make sure the base is placed on secure and level footing. Use ladder levelers for uneven surfaces.
- Ensure ladder is sitting straight and secure before climbing it.
- Keep the area clear around the top and bottom of a ladder.
- In crowded areas, use warning signs or barricades to guide traffic away or use a spotter to hold and guard the bottom of the ladder.
- Try to avoid hallways, passageways, doorways, driveways or heavy traffic areas. Never set up a ladder in front of a door unless the door is locked or a guard is posted.

SAFE USE

Ladder Position Continued

- Use the right ladder for the job. Do not set ladders on unstable bases to reach farther.
- Avoid setting up or using a ladder in high winds, especially a lightweight metal or fiberglass type.
- For every 4 feet in height, place the base of the ladder one foot away from whatever the top of the ladder leans against (wall, post, etc.)

Securing Ladders

- The ladder must be placed to prevent slipping, or it must be secured (tied, blocked, held).
- Make sure the top support is supported equally on the two rails.
- When using an extension ladder, the side rails must extend at least 36 inches above the upper landing surface. If an extension is not possible, the top of the ladder must be secured, and a grasping device must be provided for mounting and dismounting the ladder.

Climbing/Working On Ladders

- Always follow manufacturer's recommendations for proper use and follow all labels/markings on the ladder.
- Do not stand on the topcap or the step below the topcap of a step ladder.
- Do not stand on the on the top 3 rungs of a single or extension ladder. If you must, make sure there are structures that provide a firm handhold, or you can use a personal fall protection system.
- Climb or work with the body near the middle to keep the load centered.

- Face the ladder and always maintain three-points of contact (two feet one hand, or two hands one foot).
- Unless secured (tool belt), do not carry equipment or materials on ladders. Have coworkers hand up tools and equipment.




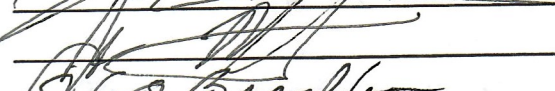
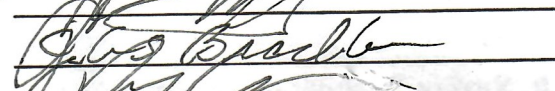
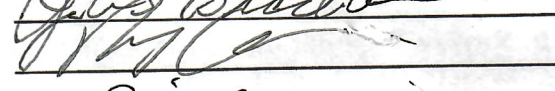
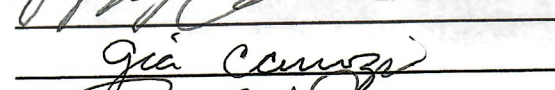
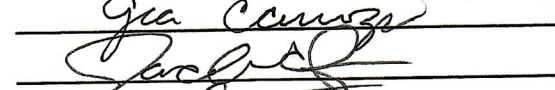





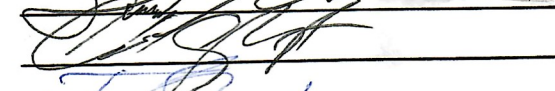
- Do not overreach from the center position. Descend and reposition the ladder. When it's not practical, secure the ladder at the top and use a personal fall protection system.
- Do not move, shift, or extend ladders while in use.
- Never use a ladder on a scaffold platform.
- Be sure that all locks on an extension ladder are properly engaged.
- Make sure the spreader is locked on a stepladder.
- Never use metal ladders around exposed electrical wiring or overhead power lines. Use non-conductive ladders in wet and damp locations where electrical work is anticipated (wood, fiberglass).
- Wear shoes with slip resistant soles.
- Clean mud and other slippery substances off your shoes and ladder rungs before climbing the ladder.
- When moving an extension ladder always retract the "fly" section(s).
- When carrying an extension ladder keep the bottom section lower than the top. Use a ladder dolly to help you carry heavy ladders.

Safety Meeting

Date of Meeting: 3/7/22 Leader Name: T. Slayton

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. Joshua Miller	
2. Joe Miller	
3. CLOWN BRACKLOW	
4. Rich Grisson	
5. BIA CARROZZI	
6. Jacob Pounds	
7. Travis Springet	
8. Jessup Miller	
9. Bruin Hinton	
10. DAW Drum	
11. Chris Appleton	
12. Jack [unclear]	
13.	
14.	
15.	
16.	
17.	
18.	
19.	
20.	

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



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

Tuesday, February 22, 2022

Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

A. Roll Call

President Roy Sheppard called the meeting to order at 7:33PM. Board members present were Vice-President Starr Kilian, Director Jason Garlick, and Director Janet Miller. Director Richard Grissom was absent. Fire Chief Jack Sheppard, District Engineers Rebecca Crow and Hannah Gidanian (teleconference), Sewer Technician Grant Weaver, and General Manager Richard Hanger were present.

B. Agenda Modification

None.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver reported an abandoned horse trailer has been left in the driveway of pump station one. A discussion of removal options was held. Approval granted for the purchase of a camera capable of reviewing laterals and mainlines. Industrial Electric is still waiting for parts to rebuild a pump from pump station two. Discussion of flow-meter verification and next steps necessary to accomplish. The cleaning of the force main and a portion of the mainline on Glendale Drive were discussed and tabled to a later date.

1.2 Fire Chief Report

1.2.1 Call/Incident report

Fire Chief Jack Sheppard reported three medical, two cancelled, four auto aid, and one fire call. The department has welcomed a new member. Approval was granted for the replacement of the desktop computer and the department has made application for access to Humboldt County's Measure Z funds.

1.3 District Engineer Report

1.3.1 Muni-meeting report.

District Engineer Rebecca Crow reviewed the muni-meeting agenda.

Meeting Materials may be accessed at:

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

Tuesday, February 22, 2022

MINUTES

1.3.2 Anker Tank Replacement project report.

District Engineer Rebecca Crow and General Manager Richard Hanger reviewed the CalOES letter (agenda item 3.1) and next steps to bring the project into compliance.

1.4 Safety Report – Bloodborne pathogens

The safety report was 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, January 25, 2022.

Correspondence

3.1 Cal OES Re: Program Compliance.

3.2 Statement of Economic Interests (Form 700).

3.3 HBMWD, Re: Ordinance 16 – Annual domestic water use.

3.4 HC, Re: Fire Department Prop. 172 Revenue 2121-2022.

Financial Reports

4.1 Interfund Transfers, \$80,268.02 (less \$10,000.00)

4.2 Check/EFT Payments, (#6752-6780) \$119,665.27

4.3 Payroll, \$3,236.36.

4.4 General Journal Entries, #525-526

4.5 Reimbursements, Mileage \$311.20

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

F. Business Items Action/Information

5.1 Kernen Construction, Arrearage and Connection Fee payment. Action.

Discussion of attaching a UCC-1 request. General Manager Richard Hanger will consult with legal counsel.

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Tuesday, February 22, 2022

MINUTES

Director Jason Garlick moved to approve a thirty-six-month payment agreement for the balance of \$37,500 at 6.25% interest. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.2 Policy 2145 Records Retention. Action.

The board reviewed policy 2145 and made a correction to 2145.4.5 to read “Any accounting record except the journals and ledgers which are “less” than five years old”

Director Jason Garlick moved to approve 2145, Records Retention, as corrected. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.3 Policy 2150 Reserves. Action.

Director Jason Garlick moved to approve 2150, Reserves as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

5.4 Policy 2155 Debt Management. Action.

The board reviewed policy 2155 and made a correction to 2155.7.2(a) to read “by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon submission of one or more written requisitions “by the District,”

Director Starr Kilian moved to approve 2155, Debt Management, as corrected. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Garlick, and Miller voting aye. Director Grissom was absent.

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1

J. Adjournment/Announcements

9.1 Next regular meeting, March 22, 2022.

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Tuesday, February 22, 2022

MINUTES

Meeting adjourned at 8:43 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register

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February 28, 2022

Rachel Hernandez
Environmental Compliance Officer
City of Arcata Environmental Services Pre-Treatment Program
736 F Street
Arcata, California 95521

RE: Discharge Permit No. 011-06-0139 Annual Compliance Report

Dear Rachel,

This letter presents the Fieldbrook Glendale Community Services District's (District) annual self-monitoring report for the annual compliance period of January 1, 2021 to December 31st, 2021. According to the Amended and Restated Sewer Service Agreement, the report fee is no longer applicable since the District is no longer required to obtain a pretreatment permit.

Per Wastewater Discharge Permit Number 011-06-0139, the annual compliance report shall cover the period of January 1 through December 31th, 2021 contain the following:

1. A discussion of Upset, Interference, or Pass-through incidents.
2. A list of all identified significant industrial users (SIUs) 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 SIUs subject to federal categorical standards by specifying which set(s) of standards are applicable to each SIU. The list shall also indicate which SIUs are subject to local limits by identifying which local limits are applicable to each SIU. The list shall also identify the type of wastewater treatment and/or control process in place for each SIU.
3. A list of the non-compliance incidents for each SIU including significant noncompliance (SNC) incidents as defined at 40 CFR 403.12(f)(2)(vii), the current compliance status of each SIU and any enforcement/disciplinary actions that occurred relating to the pretreatment program.
4. For a SIU subject to discharge requirements for total toxic organics, if any, whether all required certifications were provided.
5. A summary of Fats, Oil, and Grease (FOG) program activities.
6. Summary data, in tabular format, of SIU laboratory data including, but not limited to, the number of samples taken during the year, sample date and time, analysis date and 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.
7. A brief description of any significant changes to the District's pretreatment program during the calendar year, if any.

The first section presents a review of key areas of the collection system, followed by a discussion of SIUs.

System Review

The District continues efforts to identify sources of inflow and infiltration into the system and make repairs to reduce peak flows to the City. The District also maintains a capital improvement plan.

The District staff visually inspects the service area while checking on the system and making repairs as a means to identify new industrial wastewater users. Also new requests for water service are reviewed to



identify potential new industrial users. No unauthorized industrial users have been identified from site inspections. New sewer lateral connections for both a main home and accessory dwelling unit located at 671 Fieldbrook Road was completed in August.

Table 1 below is a summary of inflow and infiltration that occurred during this reporting year. The District took corrective action to reduce inflow and infiltration by inspecting and resealing manholes. A total of five manholes were repaired in 2021 and a mainline repair was also completed.

Table 1: Summary of inflow and infiltration

Month	Cubic Ft	ADDM (CF)	Variance	Rainfall (in)
Jan-21	2,509	1634	875	6.81
Feb-21	3,344	1634	1,710	6.15
Mar-21	2,607	1634	973	4.29
Apr-21	1,703	1634	69	0.67
May-21	1,848	1634	214	0.33
Jun-21	1,782	1634	148	1.93
Jul-21	1,706	1634	72	0.11
Aug-21	1,423	1634	(211)	0.01
Sep-21	1,399	1634	(235)	1.68
Oct-21	1,597	1579	18	5.4
Nov-21	1,681	1579	102	3.79
Dec-21	2,004	1579	425	6.73
Total	23,603	19,443	4,160	37.90

The District is currently working on acquiring the flow meter verification and will send the City verification once completed.

The District has 149 domestic connections, 11 business connections and 1 industrial connections with a total of 161 connections.

Table 2 below provides the average day dry month calculations for the reporting year.

Table 2: Dry weather flow calculations

Month	Number of Days	Gallons	Avg gal/day	Avg cf/day
Jun-21	30	1,332,700	44,423	1,782
Jul-21	31	1,276,230	41,169	1,706
Aug-21	31	1,064,630	34,343	1,423
Sep-21	30	1,046,568	34,886	1,399
Total	122	4,720,128	38,690	1,578

Significant Industrial Users

The only District SIU is Royal Gold. While there are a couple of other industrial customers (i.e. Kernan Construction and Steve Morris Logging) they have only informed FGCSO of discharge sanitary wastes from their restroom facilities. For the SIU Royal Gold the following annual compliance statements are being provided:



interceptor. The grease trap is no longer emptied monthly; therefore, Murphy's does not have invoices for August, September, or December of 2020. Attached to this letter are copies of invoices from Cal-Ore Grease Trap Services for 2021.

If you have any questions, please do not hesitate to contact me.

Sincerely,
GHD Inc.

A handwritten signature in black ink that reads "Rebecca Crow".

Rebecca Crow, PE
Project Engineer
707.267.2244

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including possibility of a fine and imprisonment for knowing violations"

ATTACHMENTS: 1. Royal Gold Compliance Data
 2. Invoices from Cal-Ore Grease Trap Services

CC: Richard Hanger, General Manager FGCS



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

March 22, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$\$53,996.83
To: Water Checking \$\$53,996.83

3/16/2022	
Check Register	\$ 72,540.55
#6510, 6581-6805	\$ 72,540.55
Other	\$ -
0	\$ -
Transfer Totals	\$ (53,996.83)
Anker Tank Project	\$ -
Fire	\$ 2,184.99
Sewer	\$ 18,612.04
Water	\$ 33,199.80
Reduce Water Transfer	\$ -
Gross Pay	\$ 3,516.60
<Net Pay>	\$ (2,644.89)
Empr. Taxes	\$ 325.28
Adjustments	
EDD	\$ (51.80)
EDD	\$ (191.60)
IRS	\$ (903.14)
Verizon	\$ (132.19)
Void Chk Fire#6741	\$ (720.79)
Replacement Chk 6781	\$ (17,741.19)
Reconciliation	\$ (72,540.55)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of March 22, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							0.00
Total Anker Tank Replacement							0.00
Interfund Expenses/Fire							-598.92
Bill	02/23/2022	P1-69...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1.00	-597.92
Bill	02/23/2022	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	264.01	-333.91
Bill	02/27/2022	98989...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.20	-217.71
Bill	02/28/2022	CL 22...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	159.06	-58.65
Bill	02/28/2022	Feb 2...	Interfun...	5335 · Water (Water)	Fire Depart...	54.06	-4.59
Bill	02/28/2022	K4402...	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	34.22	29.63
Bill	03/01/2022	K40278	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	14.40	44.03
Bill	03/01/2022	K40266	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	2.56	46.59
Bill	03/04/2022	March...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...	Fire Depart...	50.00	96.59
Bill	03/10/2022	Amz 3...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Fire Depart...	105.00	201.59
Bill	03/10/2022	Mar 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	155.58	357.17
Bill	03/11/2022	119966	Interfun...	5400.06 · Radio Maintenance	Fire Depart...	290.18	647.35
Bill	03/16/2022	Mar 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	6.00	653.35
Bill	03/16/2022	9658	Interfun...	5550.01 · Small Equipment <5000>	Fire Depart...	1,371.56	2,024.91
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Fire Depart...	146.52	2,171.43
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.15	2,171.58
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.09	2,180.67
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.12	2,182.79
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.20	2,184.99
Total Interfund Expenses/Fire						2,783.91	2,184.99
Interfund Expenses/Sewer							0.00
Bill	02/23/2022	P1-69...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	4.00	4.00
Bill	02/23/2022	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	44.61	48.61
Bill	02/27/2022	98989...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.24	71.85
Check	02/28/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.89	89.74
Bill	02/28/2022	63505	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	85.56	175.30
Bill	02/28/2022	00075...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	11,409.37	11,584.67
Bill	02/28/2022	00075...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	11,645.16
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	461.40	12,106.56
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	365.57	12,472.13
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	2,260.23	14,732.36
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	100.80	14,833.16
Bill	02/28/2022	49628	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	45.00	14,878.16
Bill	02/28/2022	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	529.89	15,408.05
Bill	03/10/2022	Amz 3...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Enterprise:S...	105.00	15,513.05
Bill	03/16/2022	Mar 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	47.02	15,560.07
Bill	03/16/2022	9658	Interfun...	5550.01 · Small Equipment <5000>	Enterprise:S...	228.60	15,788.67
Bill	03/16/2022	Mar M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	262.08	16,050.75
Paycheck	03/16/2022	6803	Interfun...	6560 · Payroll Expenses	Enterprise:S...	131.88	16,182.63
Paycheck	03/16/2022	6803	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.13	16,182.76
Paycheck	03/16/2022	6803	Interfun...	6560 · Payroll Expenses	Enterprise:S...	8.18	16,190.94
Paycheck	03/16/2022	6803	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.91	16,192.85
Paycheck	03/16/2022	6803	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.98	16,194.83
Paycheck	03/16/2022	6804	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,186.92	17,381.75
Paycheck	03/16/2022	6804	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.18	17,382.93
Paycheck	03/16/2022	6804	Interfun...	6560 · Payroll Expenses	Enterprise:S...	73.59	17,456.52
Paycheck	03/16/2022	6804	Interfun...	6560 · Payroll Expenses	Enterprise:S...	17.21	17,473.73
Paycheck	03/16/2022	6804	Interfun...	6560 · Payroll Expenses	Enterprise:S...	17.80	17,491.53
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,025.64	18,517.17
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.03	18,518.20
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:S...	63.59	18,581.79
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.87	18,596.66
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:S...	15.38	18,612.04
Total Interfund Expenses/Sewer						18,612.04	18,612.04
Interfund Expenses/Water							0.00
Bill	02/23/2022	P1-69...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	1.00	1.00
Bill	02/23/2022	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	46.65	47.65
Bill	02/23/2022	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	25.58	73.23
Bill	02/24/2022	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	1,239.86	1,313.09
Check	02/28/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.11	1,335.20
Bill	02/28/2022	63505	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	105.75	1,440.95
Bill	02/28/2022	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	2,381.79
Bill	02/28/2022	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	14,889.19
Bill	02/28/2022	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,321.95	16,211.14
Bill	02/28/2022	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	16,935.69
Bill	02/28/2022	Feb 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	16,929.94
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	580.28	17,510.22
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	459.76	17,969.98
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	2,842.55	20,812.53
Bill	02/28/2022	Feb 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	126.78	20,939.31
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	8,380.91	29,320.22

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of March 22, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	1,185.66	30,505.88
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	285.00	30,790.88
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	273.29	31,064.17
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	31,064.17
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	328.25	31,392.42
Bill	02/28/2022	Feb 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	56.25	31,448.67
Bill	03/04/2022	March...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	31,498.67
Bill	03/04/2022	March...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	31,548.67
Bill	03/04/2022	March...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	31,598.67
Bill	03/04/2022	March...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	31,648.67
Bill	03/04/2022	March...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	31,698.67
Bill	03/10/2022	Amz 3...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Enterprise:...	105.00	31,803.67
Bill	03/16/2022	Mar 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	47.02	31,850.69
Bill	03/16/2022	9658	Interfun...	5550.01 · Small Equipment <5000>	Enterprise:...	228.60	32,079.29
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,025.64	33,104.93
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:...	1.02	33,105.95
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:...	63.59	33,169.54
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.88	33,184.42
Paycheck	03/16/2022	6805	Interfun...	6560 · Payroll Expenses	Enterprise:...	15.38	33,199.80
Total Interfund Expenses/Water						33,199.80	33,199.80
TOTAL						54,595.75	53,996.83

Fieldbrook Glendale Community Services District
Check Register for this Month
February 23 through March 22, 2022

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Union				
1012 · General Fund Checking				
1015 · Water Dept Checking				
Bill Pmt -Check	02/23/2022	E-Pay	Intuit Quick Books	-6.00
Liability Check	02/23/2022	E-pay	EDD	-191.60
Liability Check	02/23/2022	E-pay	EDD	-51.80
Liability Check	02/23/2022	E-pay	United States Treasury	-903.14
Check	02/28/2022	E-Pay	Coast Central Credit ...	-49.00
Check	02/28/2022	6510	Josh Miller	-6.83
Bill Pmt -Check	03/03/2022	6781	City of Arcata	-17,741.19
Bill Pmt -Check	03/03/2022	6782	Valley Pacific	-159.06
Bill Pmt -Check	03/04/2022	E-Pay	Verizon	-139.44
Bill Pmt -Check	03/04/2022	6783	ACE Hardware	-89.05
Bill Pmt -Check	03/04/2022	6784	Advanced Security Sy...	-84.00
Bill Pmt -Check	03/04/2022	6785	Fieldbrook Glendale C...	-54.06
Bill Pmt -Check	03/04/2022	6786	PG&E	-1,620.71
Bill Pmt -Check	03/04/2022	6787	City of Arcata	-11,469.86
Bill Pmt -Check	03/04/2022	6788	Humboldt Bay M&O	-17,832.09
Bill Pmt -Check	03/04/2022	6789	Humboldt Bay Munici...	-15,488.99
Bill Pmt -Check	03/04/2022	6790	Mitchell Law Firm, LLP	-45.00
Bill Pmt -Check	03/04/2022	6791	Jack Sheppard	-50.00
Bill Pmt -Check	03/04/2022	6792	Janet Miller	-50.00
Bill Pmt -Check	03/04/2022	6793	Jason Garlick	-50.00
Bill Pmt -Check	03/04/2022	6794	Rich Grissom	-50.00
Bill Pmt -Check	03/04/2022	6795	Roy Sheppard	-50.00
Bill Pmt -Check	03/04/2022	6796	Starr Kilian	-50.00
Bill Pmt -Check	03/05/2022	E-Pay	XPress Bill Pay	-191.31
Bill Pmt -Check	03/16/2022	6797	PG&E	-529.89
Bill Pmt -Check	03/16/2022	6798	Richard A. Hanger	-415.04
Bill Pmt -Check	03/16/2022	6799	Silke Communications	-290.18
Bill Pmt -Check	03/16/2022	6800	Sudden Link	-155.58
Bill Pmt -Check	03/16/2022	6801	Infinite Consulting Ser...	-1,828.76
Bill Pmt -Check	03/16/2022	6802	Grant Weaver.	-262.08
Paycheck	03/16/2022	6803	Brian D. Carr	-120.34
Paycheck	03/16/2022	6804	Grant Weaver	-1,003.07
Paycheck	03/16/2022	6805	Richard A Hanger	-1,521.48
Total 1015 · Water Dept Checking				-72,540.55
Total 1012 · General Fund Checking				-72,540.55
Total 1000 · Coast Central Credit Union				-72,540.55
TOTAL				-72,540.55

Fieldbrook Glendale Community Services District
Payroll Summary
February 22 through March 22, 2022

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Feb 22 - Mar 22, 22	Hours	Rate	Feb 22 - Mar 22, 22	Hours	Rate	Feb 22 - Mar 22, 22	Hours	Rate	Feb 22 - Mar 22, 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	4	32.97	131.88	36	32.97	1,186.92	60	36.63	2,197.80	*****		3,516.60
Hourly Sick		32.97	0.00		32.97	0.00		36.63	0.00			0.00
Total Gross Pay	<u>4</u>		<u>131.88</u>	<u>36</u>		<u>1,186.92</u>	<u>60</u>		<u>2,197.80</u>	<u>*****</u>		<u>3,516.60</u>
Adjusted Gross Pay	4		131.88	36		1,186.92	60		2,197.80	*****		3,516.60
Taxes Withheld												
Federal Withholding			0.00			-80.00			-328.00			-408.00
Medicare Employee			-1.91			-17.21			-31.87			-50.99
Social Security Employee			-8.18			-73.59			-136.27			-218.04
CA - Withholding			0.00			0.00			-156.00			-156.00
CA - Disability Employee			-1.45			-13.05			-24.18			-38.68
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			<u>-11.54</u>			<u>-183.85</u>			<u>-676.32</u>			<u>-871.71</u>
Net Pay	<u>4</u>		<u>120.34</u>	<u>36</u>		<u>1,003.07</u>	<u>60</u>		<u>1,521.48</u>	<u>*****</u>		<u>2,644.89</u>
Employer Taxes and Contributions												
Medicare Company			1.91			17.21			31.87			50.99
Social Security Company			8.18			73.59			136.27			218.04
CA - Unemployment Company			1.98			17.80			32.96			52.74
CA - Employment Training Tax			0.13			1.18			2.20			3.51
Total Employer Taxes and Contributions			<u>12.20</u>			<u>109.78</u>			<u>203.30</u>			<u>325.28</u>

Fieldbrook Glendale Community Services District Journal February 23 through March 22, 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
18850	General Journal	02/23/2022	528		Reconcile Interfund Transfer	1027 · Water Asset - Cash		725.27
					Reconcile Interfund Transfer	1029 · Fire Asset - Cash	422.70	
					Reconcile Interfund Transfer	1028 · Sewer Asset - Cash	302.57	
							725.27	725.27
18856	General Journal	02/24/2022	529		Water Arrearage Payment SWRCB - Covi...	4110 · Domestic Water Sale...		9,230.02
					Water Arrearage Payment SWRCB - Covi...	4160 · Water Other Income ...		276.90
					Water Arrearage Payment SWRCB - Cust...	1027 · Water Asset - Cash	9,506.92	
							9,506.92	9,506.92
18857	General Journal	02/24/2022	530		Reverse Late Fees were credited by HBM...	4115 · Late Fees - Water (L...		12,405.28
					Set aside for late fees	1226 · Provision for A/R Wa...	10,000.00	
					Balance of late fees as bad debt	5590.04 · Uncollectable (Un...	2,405.28	
							12,405.28	12,405.28
18925	General Journal	03/04/2022	531		Monthly Depreciation	5350 · Depreciation Expenses	15,558.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,671.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		7,559.00
					Monthly Depreciation	1730 · Fire Accumulated De...		4,328.00
							15,558.00	15,558.00
TOTAL							38,195.47	38,195.47

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

Account Number	Customer Name	Customer Address	Account Balance	Notes
5300.01			\$1,776.39 + \$888.19 = \$2,664.58	
Detail				\$1,282.52 arrearage payment was applied to this account. The original amount due was \$3,058.91 (did not include a collections fee)
Water Billing	\$	404.08		
Sewer Billing	\$	-		
Shut off Charge	\$	-		
Late Charges	\$	1,372.31		
Collection Fees	\$	888.19		
Total	\$	2,664.58		

Approval to write off as a bad debt: Richard Hanger
 By: _____
 Date: March 1, 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
980.03			\$ 2,047.34	
Detail				Couple was evicted from their home last week. The last payment they made was on 6/20/2021.
Water Billing	\$	474.70		
Sewer Billing	\$	968.04		
Shut off Charge	\$	50.00		
Late Charges	\$	554.60		
Collection Fees	\$	1,023.67		
Total	\$	3,071.01		

Approval to write off as a bad debt:

By: Richard Hanger

Date: 03/18/2022

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



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

POLICY TITLE: Disposal of Surplus Property or Equipment
POLICY NUMBER: 2200

2200.1 Sale of Surplus Equipment:

- a) Board of Directors takes action to declare equipment surplus.
- b) Item is advertised for sale with notation of location/hours/days it can be seen and deadline date for submission of sealed bids. (Advertisement also notes that the District reserves the right to reject any or all bids, equipment sold AS IS.)
- c) Sealed bids are opened at the next Regular Board Meeting and action is taken by the Board to accept or reject highest bid.
- d) Bidders are notified of Board's action.
- e) Junked Certificates are obtained for vehicles that are sold to protect the District from liability.

2200.2 Sale of Real Estate:

- a) Board takes action to declare property surplus and authorizes District staff to obtain appraisal.
- b) Property is offered to public agencies at the appraised price. (State law requires that public agencies have the opportunity to purchase property before advertisement to the general public.)
- c) If property is not purchased by a public agency, it is advertised in the newspaper with a request that sealed bids be submitted to the District.
- d) Board takes action at the next regular Board Meeting to accept or reject highest bid.
- e) Bidders are notified of the Board's action.

2200.3 Conflicts of Interest: As required by Government Code section 1090, no officer or employee of the District who plays any role in declaring District property surplus may bid on that property.



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



POLICY TITLE: District Electronic Resources Policy and Procedures
POLICY NUMBER: 2205

The District makes every effort to provide its employees with technology resources to conduct business more effectively. The District has installed computers, local area networks (LANs), electronic mail (email), and access to the Internet. The purpose of the District's Electronic Resources Policy and Procedures is to establish uniform guidelines for use of this technology, including the use of the Internet and email.

Policy

2205.1 District technology, including computers, fax machines, and internet licenses are provided for District business and are not to be used for personal gain, private purposes (except as described in subsection 2205.5), or to support or advocate non-District-related business or purposes. All data and electronic messages, including information accessed via the Internet and sent or received through electronic mail (email) systems, are the property of the District. All records whether paper or electronic, may be subject to disclosure under the California Public Records Act and are not private. Notwithstanding the foregoing, email should only be used for the transmission of information and should not be used for preserving information for future reference. Information to be retained may be stored electronically on the system/network and/or may be converted to a hard copy and archived in a District physical file cabinet.

2205.2 There is no expectation of personal privacy in any use of District computer systems and software, including email and the Internet. The District may, at any time, review the contents of all records, data and communication transmitted, received and stored by its electronic systems. This review may include accessing and disclosing all electronic documents, information and messages including email and Internet records.

2205.3 The District purchases, owns and administers the necessary software and licenses to provide access to email and Internet services and voice communications in the office, in the field and for emergency communications. Users may not rent, copy or loan District software or its documentation, nor use alternative software to access District systems. Users may be subject to discipline for negligence for introducing unauthorized software or viruses into District systems whether or not damage arises from that conduct.

2205.4 The District is not responsible for items originating from the Internet and reserves the right to restrict employee access to the Internet or to certain Internet content.

2205.5 To promote employee computer and Internet proficiency and as an employee benefit, certain incidental employee personal use is allowed. This use is only permitted during employee personal time. Examples include educational enhancement and personal communications, which conform to the above prohibited uses. Personal use is secondary and should not (i) interfere with the agency's operation of Electronic Communications Resources, (ii) interfere with the user's employment or other obligations to the District, or (iii) burden the District with noticeable incremental costs. The District reserves the right to limit or discontinue incidental personal use of

its technology resources at any time. More than occasional and incidental personal use of District resources is forbidden by State law.

2205.6 The acquisition of hardware and software shall follow the normal budgetary and purchasing procedures, ensuring budget authorization is in place. Requests for acquiring hardware and software shall be recommended to the General Manager for evaluation and recommendation to the Board of Directors.

2205.7 Security: The [position title] and [technology staff] must approve remote access to District systems. All computer systems users are responsible for data residing on personal devices used to access District systems remotely. Employees may not access systems remotely so as to incur overtime compensation without advance authorization by District management.

Procedures:

2205.8 Passwords:

- a) Users dealing in confidential matters will define their own confidential password. Users should be aware that this does not imply that the system may be used for personal communication or that email is confidential or the property of the user.
- b) To ensure the security of the email system, the system will prompt users to routinely change their passwords. Should a user forget his or her password, the system may lock them out after three failed attempts.

2205.9 Internet and email access:

- a) Access to the Internet and email is restricted to authorized employees. The District may deny or restrict Internet and/or email access to any employee at any time.
- b) When using email and the Internet, employees are cautioned to remember they represent the District and must act professionally, courteously, and so as to not bring an employee or the District into dispute. Employees may not speak for the District unless they are authorized to do so.
- c) Email and Internet messages can be forwarded without the express permission of the original author. Users must use caution in the transmission and dissemination of messages outside the District and must comply with all State and Federal laws, rules and regulations and District policy.

2205.10 Electronic Document, Software and Mail Storage

- a) Electronic mail is backed-up on a regular basis. It is synchronized with the server on every start-up and shut-down. The District back-up procedures allow the District to restore current software, documents and electronic mail upon a system failure.
 - b) Electronic mail is not intended to be a permanent storage medium. Electronic in-boxes and out-boxes should be regularly archived or purged. The District may, in its discretion, automatically purge older mail.
 - c) To save critical electronic mail as a permanent record, employees should print out a hard copy for permanent filing or save the file on the "One" drive of the desktop or laptop computer assigned to them or to another electronic archive designated by District management.
- Signature Block: Email sent outside the District should include a signature block at the end of all messages. The block should include the sender's name, title, district name, direct telephone number, and email address and be in a format approved by District management.



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



POLICY TITLE: Naming of District Facilities

POLICY NUMBER: 2215

Purpose

These guidelines are intended to establish rules and procedures for naming district facilities, sections of facilities, or rooms within the facilities.

Naming Process

- a) During the planning phase, or prior to the board approving final plans and specifications for any facility, an open period of approximately two weeks will be announced giving individuals, staff, and the board an opportunity to suggest names for the new or existing facility, or section of facility, or rooms within the facilities.
- b) The general manager, staff, or an established selection committee shall review all of the proposed names and prioritize the recommend names for final selection by the board. The staff and/or selection committee should include an evaluation of the names with their recommendation. The board shall receive all of the names submitted along with the evaluation. The board shall consider the evaluation and make a final decision regarding the name of the park or facility pursuant to the policy and procedures below.

Please note that land or gifts with deed restrictions may not follow these guidelines.