



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

Tuesday, July 26, 2022

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

A. Roll Call

The Presiding officer will call the meeting to order, and the clerk will call the roll of members to determine the presence of a quorum.

In accordance with the Governor’s Executive Orders N-25-20 and N-29-20 FGCSO Board of Directors shall conduct the district’s business via teleconference. This meeting may be accessed by using the following call-in number: 1- 669-900-9128. When prompted enter the meeting i.d. 849 0788 5446. Please submit public comments in writing 24 hours ahead of the meeting, if possible.

B. Agenda Modification

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

C. Public Comments

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

D. Reports

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

E. Consent Agenda

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

Tuesday, June 28, 2022

AGENDA

Approval of Minutes

2.1 Regular Board Meeting, June 28, 2022.

Correspondence

3.1 ISO Report.

Financial Reports

4.1 Interfund Transfers, \$107,251.18.

4.2 Check/EFT Payments, (#6891-6932) \$107,659.71

4.3 Payroll, \$3,582.54

4.4 General Journal Entries, (544-548) \$31,367.26

4.5 Reimbursements, Mileage \$425.00

F. Business Items Action/Information

5.1 Fiscal year-end financial reports and budget adjustments. Action.

5.2 Board remuneration. Action.

5.3 LAFCo Ballot, Independent Special District Election. Action.

5.4 2022 Biennial Notec for Conflict-of-Interest Code. Action.

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1 Public Hearing, Final budget adoption. August.

8.2 Draft Management Discussion and Analysis for F/Y 2023. September.

J. Adjournment/Announcements

9.1 Next regular meeting, August 23, 2022.

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



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

Tuesday, June 28, 2022

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

A. Roll Call

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

B. Agenda Modification

None.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver emailed his report. We are working on a list of projects for the next fiscal year.

1.2 Fire Chief Report

1.2.1 Call/Incident report

Fire Chief Jack Sheppard reported four medical, five auto-aid, one traffic, one mutual aid, and two cancelled calls. The HC Fire Chiefs Association will meet at the fire hall in July.

1.3 District Engineer Report

1.3.1 Muni-meeting report. *Meeting canceled, no report.*

1.3.2 Anker Tank Replacement project report. *Engineers absent, no report.*

GHD Engineer Steven Pearl reported on efforts to cure the H2S issue at the West End Road connection to the City of Arcata. It appears likely that a physical cleaning of the pressurized line from Sewer Station One to the connection will be needed. A future rebuilding of the existing manhole (West End Road) may also be needed.

Meeting Materials may be accessed at:

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

Tuesday, June 28, 2022

MINUTES

1.4 Safety Report – *No report.*

1.5 General Manager Report

General Manager Richard Hanger reported he had been served with the Edwards lawsuit just prior to the start of the meeting at the fire station.

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, May 24th, 2022.

Correspondence

3.1 HC Elections; Officer terms expiring.

Financial Reports

4.1 Interfund Transfers, \$75,537.65

4.2 Check/EFT Payments, (#6870-6899) \$75,522.78

4.3 Payroll, \$4,044.12

4.4 General Journal Entries, 05/31/2022

4.5 Reimbursements, Mileage \$476.20

4.6 Bad Debt, Accounts 890.01 & 1175.03, Water \$1,094.55, Sewer \$3,907.08

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

F. Business Items Action/Information

5.1 Audit engagement. Action.

Vice-President Starr Kilian moved to approve the contract for audit engagement with Hunter, Hunter, and Hunt as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Grissom, and Kilian voting aye. Directors Garlick and Miller were absent.

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Tuesday, June 28, 2022

MINUTES

G. Public Hearings

6.1 2022-2023 Budget Adoption. Action.

General Manager Richard Hanger reviewed the budget proposal, noting that the board has a dual budget adoption process with a final budget presented in August following the closure of the books for the prior fiscal year. There were no adjustments to the preliminary budget reviewed in May. It was noted that there will be an adjustment to sewer revenue in August as a result of an error which included a COLA that was not adopted for the sewer rates.

President Roy Sheppard opened the public hearing for comment. There were no comments, and the public hearing was closed with the item returning to the board for consideration.

Director Richard Grissom moved to approve the 2022-2023 budget as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Sheppard, Grissom, and Kilian voting aye. Directors Garlick and Miller were absent.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1 Final financial reports and budget adjustments for fiscal year 2022. July.

J. Adjournment/Announcements

9.1 Next regular meeting, July 26, 2022.

Meeting adjourned at 8:08 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments

CCCU fund transfer

Initialed disbursement register

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1000 Bishops Gate Blv. Ste 300
Mt. Laurel, NJ 08054-5404

t1.800.444.4554 Opt.2
f1.800.777.3929

June 27, 2022

Mr. Rick Hager, Chairman
Fieldbrook CSA
P.O. Box 2715
McKinleyville, California, 95519

RE: Fieldbrook Csa, Humboldt County, California (N)
Public Protection Classification: 04/4Y
Effective Date: October 01, 2022

Dear Mr. Rick Hager,

We wish to thank you and Chief Jack Shepard for your cooperation during our recent Public Protection Classification (PPC) survey. ISO has completed its analysis of the structural fire suppression delivery system provided in your community. The resulting classification is indicated above.

If you would like to know more about your community's PPC classification, or if you would like to learn about the potential effect of proposed changes to your fire suppression delivery system, please call us at the phone number listed below.

ISO's Public Protection Classification Program (PPC) plays an important role in the underwriting process at insurance companies. In fact, most U.S. insurers – including the largest ones – use PPC information as part of their decision-making when deciding what business to write, coverage's to offer or prices to charge for personal or commercial property insurance.

Each insurance company independently determines the premiums it charges its policyholders. The way an insurer uses ISO's information on public fire protection may depend on several things – the company's fire-loss experience, ratemaking methodology, underwriting guidelines, and its marketing strategy.

Through ongoing research and loss experience analysis, we identified additional differentiation in fire loss experience within our PPC program, which resulted in the revised classifications. We based the differing fire loss experience on the fire suppression capabilities of each community. The new classifications will improve the predictive value for insurers while benefiting both commercial and residential property owners. We've published the new classifications as "X" and "Y" — formerly the "9" and "8B" portion of the split classification, respectively. For example:

- A community currently graded as a split 6/9 classification will now be a split 6/6X classification; with the "6X" denoting what was formerly classified as "9."
- Similarly, a community currently graded as a split 6/8B classification will now be a split 6/6Y classification, the "6Y" denoting what was formerly classified as "8B."

- Communities graded with single "9" or "8B" classifications will remain intact.
- Properties over 5 road miles from a recognized fire station would receive a class 10.

PPC is important to communities and fire departments as well. Communities whose PPC improves may get lower insurance prices. PPC also provides fire departments with a valuable benchmark, and is used by many departments as a valuable tool when planning, budgeting and justifying fire protection improvements.

ISO appreciates the high level of cooperation extended by local officials during the entire PPC survey process. The community protection baseline information gathered by ISO is an essential foundation upon which determination of the relative level of fire protection is made using the Fire Suppression Rating Schedule.

The classification is a direct result of the information gathered, and is dependent on the resource levels devoted to fire protection in existence at the time of survey. Material changes in those resources that occur after the survey is completed may affect the classification. Although ISO maintains a pro-active process to keep baseline information as current as possible, in the event of changes please call us at 1-800-444-4554, option 2 to expedite the update activity.

ISO is the leading supplier of data and analytics for the property/casualty insurance industry. Most insurers use PPC classifications for underwriting and calculating premiums for residential, commercial and industrial properties. The PPC program is not intended to analyze all aspects of a comprehensive structural fire suppression delivery system program. It is not for purposes of determining compliance with any state or local law, nor is it for making loss prevention or life safety recommendations.

If you have any questions about your classification, please let us know.

Sincerely,

Alex Shubert

Alex Shubert
Manager -National Processing Center

cc: Mr. Rick Hanger, Board Chairman, Fieldbrook Glendale Community Services District
Chief Andrew Gonzales, Communications Supervisor, Cal Fire Fortuna ECC
Chief Jack Shepard, Chief, Fieldbrook Fire Department



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

July 26, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$72,251.18
To: Water Checking \$72,251.18

7/26/2022	
Check Register	\$ 107,659.71
#6891-6932	\$ 107,659.71
Deposit	\$ -
Deposit	\$ -
Transfer Totals	\$ (72,251.18)
Anker Tank Project	\$ 2,684.38
Fire	\$ 23,519.54
Sewer	\$ 24,260.84
Water	\$ 56,786.42
Reduce Water Transfer	\$ (35,000.00)
Gross Pay	\$ 3,582.54
<Net Pay>	\$ (2,705.06)
Empr. Taxes	\$ 276.68
Adjustments	
EDD	\$ (200.48)
EDD	\$ (29.54)
IRS	\$ (1,026.76)
Sudden Link	\$ (311.91)
Intuit	\$ 6.00
	\$ -
Reconciliation	\$ (72,659.71)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of July 26, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							0.00
Bill	06/30/2022	380-0...	Anker T...	5810.10 · Phase 1b (Phase 1b)	Enterprise:A...	1,816.63	1,816.63
Bill	07/11/2022	380-0...	Anker T...	5810.99 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	867.75	2,684.38
Total Anker Tank Replacement						2,684.38	2,684.38
Interfund Expenses/Fire							1,859.16
Bill	06/29/2022	99082...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.17	1,975.33
Bill	06/29/2022	12461	Interfun...	5250 · Dues & Memberships	Fire Depart...	155.00	2,130.33
Bill	06/29/2022	12461	Interfun...	1130 · Prepaid Expenses - Fire Dept. (Prepaid...	Fire Depart...	1,715.00	3,845.33
Bill	06/30/2022	CL 22...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	487.13	4,332.46
Bill	06/30/2022	June ...	Interfun...	5335 · Water (Water)	Fire Depart...	54.06	4,386.52
Bill	06/30/2022	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	170.25	4,556.77
Bill	07/01/2022	July 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	155.43	4,712.20
Bill	07/01/2022	72049	Interfun...	5150.02 · Liability Insurance (Liability Insurance)	Fire Depart...	4,123.96	8,836.16
Bill	07/01/2022	72049	Interfun...	5150.03 · Vehicle Insurance (Vehicle Insurance)	Fire Depart...	6,440.11	15,276.27
Bill	07/01/2022	71606	Interfun...	5150.01 · Workers' Compensaton (Workers' C...	Fire Depart...	5,223.19	20,499.46
Bill	07/01/2022	22-20...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	305.00	20,804.46
Bill	07/01/2022	8846-...	Interfun...	5150.05 · Air Med Care (Air Med Care Insuran...	Fire Depart...	1,430.00	22,234.46
Bill	07/01/2022	9916	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	25.00	22,259.46
Bill	07/01/2022	48BA...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	400.00	22,659.46
Bill	07/05/2022	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	247.12	22,906.58
Bill	07/06/2022	446645	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	11.23	22,917.81
Bill	07/07/2022	99105...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.41	23,034.22
Bill	07/08/2022	1085	Interfun...	5400.10 · Truck Maintenance	Fire Depart...	270.00	23,304.22
Bill	07/20/2022	P1-74...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1.00	23,305.22
Bill	07/22/2022	July 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...)	Fire Depart...	50.00	23,355.22
Bill	07/22/2022	July 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	6.60	23,361.82
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Fire Depart...	146.52	23,508.34
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	23,508.34
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.08	23,517.42
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.12	23,519.54
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	23,519.54
Total Interfund Expenses/Fire						21,660.38	23,519.54
Interfund Expenses/Sewer							4.00
Bill	06/29/2022	99082...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.21	27.21
Check	06/30/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.56	44.77
Bill	06/30/2022	66381	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	87.21	131.98
Bill	06/30/2022	00077...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	9,416.82	9,548.80
Bill	06/30/2022	00077...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	9,609.29
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	419.60	10,028.89
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	332.45	10,361.34
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	3,023.66	13,385.00
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	186.39	13,571.39
Bill	06/30/2022	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	60.93	13,632.32
Bill	06/30/2022	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	471.16	14,103.48
Bill	07/01/2022	72049	Interfun...	5150.02 · Liability Insurance (Liability Insurance)	Enterprise:S...	2,371.01	16,474.49
Bill	07/01/2022	71606	Interfun...	5150.01 · Workers' Compensaton (Workers' C...	Enterprise:S...	661.55	17,136.04
Bill	07/01/2022	48BA...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	400.00	17,536.04
Bill	07/07/2022	99105...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.21	17,559.25
Bill	07/11/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	3,562.50	21,121.75
Bill	07/11/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	171.00	21,292.75
Bill	07/20/2022	P1-74...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	4.00	21,296.75
Bill	07/22/2022	July M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	315.00	21,611.75
Bill	07/22/2022	July 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	51.70	21,663.45
Paycheck	07/22/2022	6931	Interfun...	6560 · Payroll Expenses	Enterprise:S...	65.94	21,729.39
Paycheck	07/22/2022	6931	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.06	21,729.45
Paycheck	07/22/2022	6931	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.09	21,733.54
Paycheck	07/22/2022	6931	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.95	21,734.49
Paycheck	07/22/2022	6931	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.99	21,735.48
Paycheck	07/22/2022	6932	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,318.80	23,054.28
Paycheck	07/22/2022	6932	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.10	23,054.38
Paycheck	07/22/2022	6932	Interfun...	6560 · Payroll Expenses	Enterprise:S...	81.77	23,136.15
Paycheck	07/22/2022	6932	Interfun...	6560 · Payroll Expenses	Enterprise:S...	19.12	23,155.27
Paycheck	07/22/2022	6932	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.47	23,156.74
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,025.64	24,182.38
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	24,182.38
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:S...	63.59	24,245.97
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.87	24,260.84
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	24,260.84
Total Interfund Expenses/Sewer						24,256.84	24,260.84

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of July 26, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Water							1.00
Check	06/30/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.44	23.44
Bill	06/30/2022	66381	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	111.38	134.82
Bill	06/30/2022	June ...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	1,075.66
Bill	06/30/2022	June ...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	13,583.06
Bill	06/30/2022	June ...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	880.95	14,464.01
Bill	06/30/2022	June ...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	15,188.56
Bill	06/30/2022	June ...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	15,182.81
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	622.08	15,804.89
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	492.88	16,297.77
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	4,482.68	20,780.45
Bill	06/30/2022	June ...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	276.33	21,056.78
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	10,486.59	31,543.37
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,448.55	32,991.92
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	285.00	33,276.92
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	266.29	33,543.21
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	33,543.21
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	197.04	33,740.25
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	33.75	33,774.00
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	33,774.00
Bill	06/30/2022	June ...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	107.87	33,881.87
Bill	06/30/2022	June ...	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:...	0.00	33,881.87
Bill	06/30/2022	50357	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:...	703.50	34,585.37
Bill	06/30/2022	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	28.56	34,613.93
Bill	06/30/2022	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	973.30	35,587.23
Bill	06/30/2022	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	50.19	35,637.42
Bill	07/01/2022	72049	Interfun...	5150.02 · Liability Insurance (Liability Insurance)	Enterprise:...	4,561.63	40,199.05
Bill	07/01/2022	71606	Interfun...	5150.01 · Workers' Compensaton (Workers' C...	Enterprise:...	176.53	40,375.58
Bill	07/01/2022	48BA...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	400.00	40,775.58
Bill	07/11/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	695.00	41,470.58
Bill	07/11/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	22.50	41,493.08
Bill	07/20/2022	P1-74...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	1.00	41,494.08
Bill	07/22/2022	63602	Interfun...	5650 · Interest Expense	Enterprise:...	3,000.86	44,494.94
Bill	07/22/2022	63602	Interfun...	2095 · C/P Note Payable IBANK (C/P Note Pa...	Enterprise:...	10,414.33	54,909.27
Bill	07/22/2022	63602	Interfun...	5700.01 · Loan Fee (Loan Fee I-Bank)	Enterprise:...	471.34	55,380.61
Bill	07/22/2022	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	55,430.61
Bill	07/22/2022	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	55,480.61
Bill	07/22/2022	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	55,530.61
Bill	07/22/2022	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	55,580.61
Bill	07/22/2022	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	55,630.61
Bill	07/22/2022	July 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	51.70	55,682.31
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,025.64	56,707.95
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	56,707.95
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:...	63.59	56,771.54
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.88	56,786.42
Paycheck	07/22/2022	6933	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	56,786.42
Total Interfund Expenses/Water						56,785.42	56,786.42
TOTAL						105,387.02	107,251.18

Fieldbrook Glendale Community Services District
Check Register for this Month
June 29 through July 26, 2022

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Union				
1012 · General Fund Checking				
1015 · Water Dept Checking				
Check	06/30/2022	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	07/01/2022	6891	Sudden Link	-155.43
Bill Pmt -Check	07/05/2022	E-Pay	Verizon	-139.38
Bill Pmt -Check	07/05/2022	6900	Air Med Care Network	-1,430.00
Bill Pmt -Check	07/05/2022	6901	CSFA	-1,870.00
Bill Pmt -Check	07/05/2022	6902	Emergency Service M...	-305.00
Bill Pmt -Check	07/05/2022	6903	SDRMA	-23,557.98
Bill Pmt -Check	07/06/2022	E-Pay	XPress Bill Pay	-198.59
Bill Pmt -Check	07/11/2022	E-Pay	Verizon	-139.62
Liability Check	07/21/2022	E-pay	EDD	-200.48
Liability Check	07/21/2022	E-pay	EDD	-29.54
Liability Check	07/21/2022	E-pay	United States Treasury	-1,026.76
Bill Pmt -Check	07/22/2022	E-Pay	Intuit Quick Books	-6.00
Bill Pmt -Check	07/22/2022	6904	ACE Hardware	-11.23
Bill Pmt -Check	07/22/2022	6905	AT&T	-247.12
Bill Pmt -Check	07/22/2022	6906	CA I Bank	-13,886.53
Bill Pmt -Check	07/22/2022	6907	Cam Appleton	-162.78
Bill Pmt -Check	07/22/2022	6908	City of Arcata	-9,477.31
Bill Pmt -Check	07/22/2022	6909	Fieldbrook Glendale C...	-54.06
Bill Pmt -Check	07/22/2022	6910	Francis Enos Fire Pu...	-270.00
Bill Pmt -Check	07/22/2022	6911	GHD, Inc	-7,135.38
Bill Pmt -Check	07/22/2022	6912	Humboldt Bay M&O	-22,661.16
Bill Pmt -Check	07/22/2022	6913	Humboldt Bay Munici...	-15,047.99
Bill Pmt -Check	07/22/2022	6914	Infinite Consulting Ser...	-25.00
Bill Pmt -Check	07/22/2022	6915	Jack Sheppard	-38.24
Bill Pmt -Check	07/22/2022	6916	Mitchell Law Firm, LLP	-703.50
Bill Pmt -Check	07/22/2022	6917	PG&E	-1,754.39
Bill Pmt -Check	07/22/2022	6918	Silke Communications	-1,657.14
Bill Pmt -Check	07/22/2022	6919	Streamline Digital Dep...	-1,200.00
Bill Pmt -Check	07/22/2022	6920	Sudden Link	-311.91
Bill Pmt -Check	07/22/2022	6921	Valley Pacific	-487.13
Bill Pmt -Check	07/22/2022	6923	Jack Sheppard	-50.00
Bill Pmt -Check	07/22/2022	6924	Janet Miller	-50.00
Bill Pmt -Check	07/22/2022	6925	Jason Garlick	-50.00
Bill Pmt -Check	07/22/2022	6926	Rich Grissom	-50.00
Bill Pmt -Check	07/22/2022	6927	Roy Sheppard	-50.00
Bill Pmt -Check	07/22/2022	6928	Starr Kilian	-50.00
Bill Pmt -Check	07/22/2022	6929	Grant Weaver.	-315.00
Bill Pmt -Check	07/22/2022	6930	Richard A. Hanger	-110.00
Paycheck	07/22/2022	6933	Richard A Hanger	-1,521.49
Paycheck	07/22/2022	6931	Brian D. Carr	-60.17
Paycheck	07/22/2022	6932	Grant Weaver	-1,123.40
Total 1015 · Water Dept Checking				-107,659.71
1012 · General Fund Checking - Other				
Check	07/22/2022	6922	Void Check	0.00
Total 1012 · General Fund Checking - Other				0.00
Total 1012 · General Fund Checking				-107,659.71
Total 1000 · Coast Central Credit Union				-107,659.71
TOTAL				-107,659.71

**Fieldbrook Glendale Community Services District
Payroll Summary**

June 28 through July 26, 2022

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Jun ...	Hours	Rate	Jun 28 - Jul 26, 22	Hours	Rate	Jun 28 - Jul 26, 22	Hours	Rate	Jun 28 - Jul 26, 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	2	32.97	65.94	40	32.97	1,318.80	60	36.63	2,197.80	*****		3,582.54
Hourly Sick		32.97	0.00		32.97	0.00		36.63	0.00			0.00
Total Gross Pay	2		65.94	40		1,318.80	60		2,197.80	*****		3,582.54
Adjusted Gross Pay	2		65.94	40		1,318.80	60		2,197.80	*****		3,582.54
Taxes Withheld												
Federal Withholding			0.00			-80.00			-328.00			-408.00
Medicare Employee			-0.95			-19.12			-31.87			-51.94
Social Security Employee			-4.09			-81.77			-136.26			-222.12
CA - Withholding			0.00			0.00			-156.00			-156.00
CA - Disability Employee			-0.73			-14.51			-24.18			-39.42
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			-5.77			-195.40			-676.31			-877.48
Net Pay	2		60.17	40		1,123.40	60		1,521.49	*****		2,705.06
Employer Taxes and Contributions												
Medicare Company			0.95			19.12			31.87			51.94
Social Security Company			4.09			81.77			136.26			222.12
CA - Unemployment Company			0.99			1.47			0.00			2.46
CA - Employment Training Tax			0.06			0.10			0.00			0.16
Total Employer Taxes and Contributions			6.09			102.46			168.13			276.68

**Fieldbrook Glendale Community Services District
Journal**

June 29 through July 26, 2022

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
19262	General Journal	06/30/2022	544		July 2021 Depreciation	5350 · Depreciation Expens...	15,558.00	
					July 2021 Depreciation	1710 · Water Accumulated ...		3,671.00
					July 2021 Depreciation	1720 · Sewer Accumulated ...		7,559.00
					July 2021 Depreciation	1730 · Fire Accumulated De...		4,328.00
							15,558.00	15,558.00
19263	General Journal	06/30/2022	545	Kernen C...	Kernen Principal payment #4	1206.04 · A/R Current - Ker...		964.69
				Kernen C...	Kernen Interest	4900.02 · Sewer Interest In...		180.39
				Kernen C...	Kernen Principal payment #4	1028 · Sewer Asset - Cash	1,145.08	
							1,145.08	1,145.08
19277	General Journal	06/29/2022	546		SWRCB - Wastewater arrearage - pending ...	4260 · Sewer Other Income...		8,623.49
					SWRCB - Wastewater arrearage payment	1028 · Sewer Asset - Cash	8,623.49	
							8,623.49	8,623.49
19279	General Journal	06/30/2022	547	Fieldbroo...	Bad Debt Lay (147.90) Wiley (946.66)	1210 · A/R Water		1,094.56
				Fieldbroo...	-MULTIPLE-	5590.04 · Uncollectable (Un...	2,133.62	
				Fieldbroo...	Bad Debt	1027 · Water Asset - Cash		1,039.06
							2,133.62	2,133.62
19280	General Journal	06/30/2022	548	Fieldbroo...	Bad Debt (347.49 Lay) Wiley (3559.58)	1220 · A/R Sewer		3,907.07
				Fieldbroo...	Bad Debt (347.49 Lay) Wiley (3559.58)	5590.04 · Uncollectable (Un...	3,907.07	
							3,907.07	3,907.07
TOTAL							31,367.26	31,367.26



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

**Fieldbrook Glendale Community Services District
Quarterly Water Budget Adjustments
July 2021 through June 2022**

	Adjustments				August 2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4100 · Water Revenue								
4110 · Domestic Water Revenue	\$ (2,739)	\$ (4,209)	\$ 7,144	\$ (2,336)	\$ (2,140)	\$ 416,101	\$ 413,961	-0.5%
4115 · Late Fees - Water	\$ 1,834	\$ 2,732	\$ 7,431	\$ 1,269	\$ 13,266	\$ 7,200	\$ 20,466	64.8%
4120 · Business Water Revenue	\$ 2,274	\$ (1,680)	\$ 58	\$ (9,433)	\$ (8,781)	\$ 79,167	\$ 70,386	-12.5%
4130 · Fire Suppression Water Revenue	\$ 330	\$ 41	\$ 81	\$ 111	\$ 563	\$ 2,184	\$ 2,747	20.5%
4135 · Benefit Zone 1-Water Revenue	\$ 75	\$ (85)	\$ 362	\$ (445)	\$ (93)	\$ 25,794	\$ 25,701	-0.4%
4140 · Water Installation Charges	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4150 · Water Processing Fees	\$ 140	\$ -	\$ (175)	\$ 155	\$ 120	\$ 1,120	\$ 1,240	9.7%
4156 · Water Reimbursement Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4157 · Water Misc. Chg.	\$ -	\$ -	\$ 938	\$ 1,754	\$ 2,692	\$ -	\$ 2,692	0.0%
4160 · Water Other Revenue	\$ 170	\$ -	\$ 277	\$ -	\$ 447	\$ -	\$ 447	0.0%
Total 4100 · Water Revenue	\$ 2,084	\$ (3,201)	\$ 16,116	\$ (8,925)	\$ 6,074	\$ 531,566	\$ 537,640	1.1%
Cost of Goods Sold								
50000 · Purchased Water	\$ 2,403	\$ 333	\$ 307	\$ (939)	\$ 2,104	\$ 186,847	\$ 188,951	1.1%
Net Revenue less COGS	\$ (319)	\$ (3,534)	\$ 15,809	\$ (7,986)	\$ 3,970	\$ 344,719	\$ 348,689	1.1%
Operating Expense								
5050 · Director Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,995	\$ 2,995	0.0%
5100 · Contract Labor/Admin	\$ 15,507	\$ 15,493	\$ (9,623)	\$ (29,872)	\$ (8,495)	\$ 263,501	\$ 255,006	-3.3%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -	\$ 253	\$ -	\$ 253	\$ 210	\$ 463	54.6%
5150 · Insurance Expense	\$ (16)	\$ -	\$ -	\$ -	\$ (16)	\$ 3,764	\$ 3,748	-0.4%
5200 · Professional Services	\$ -	\$ 950	\$ 1,463	\$ 203	\$ 2,616	\$ 5,633	\$ 8,249	31.7%
5250 · Dues & Memberships	\$ 100	\$ (33)	\$ -	\$ 150	\$ 217	\$ 1,001	\$ 1,218	17.8%
5300 · Utilities	\$ 449	\$ 889	\$ 2,434	\$ (985)	\$ 2,787	\$ 12,250	\$ 15,037	18.5%
5360 · Transportation & Travel	\$ -	\$ 322	\$ 11	\$ 38	\$ 371	\$ -	\$ 371	100.0%
5370 · Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225	\$ 225	0.0%
5380 · Supplies	\$ 473	\$ 2,672	\$ 334	\$ (340)	\$ 3,139	\$ 1,903	\$ 5,042	62.3%
5400 · Maintenance Expenses	\$ -	\$ 5,056	\$ 6,971	\$ 6,561	\$ 18,588	\$ 16,444	\$ 35,032	53.1%
5550 · Equipment	\$ -	\$ -	\$ 228	\$ (54)	\$ 174	\$ 250	\$ 424	41.0%
5590 · Bad Debts	\$ -	\$ 3	\$ 2,664	\$ 1,828	\$ 4,495	\$ 5,280	\$ 9,775	46.0%
5625 · Bank Charges	\$ 107	\$ 33	\$ 185	\$ 28	\$ 353	\$ 3,000	\$ 3,353	10.5%
5700 · Licenses & Fees	\$ (29)	\$ 958	\$ -	\$ -	\$ 929	\$ 4,167	\$ 5,096	18.2%
6560 · Payroll Expenses	\$ 1	\$ 2	\$ 349	\$ (47)	\$ 305	\$ 12,488	\$ 12,793	2.4%
Total Expense	\$ 16,592	\$ 26,345	\$ 5,269	\$ (22,490)	\$ 25,716	\$ 333,111	\$ 358,827	7.2%
Net Ordinary Revenue	\$ (16,911)	\$ (29,879)	\$ 10,538	\$ 14,504	\$ (21,746)	\$ 11,608	\$ (10,138)	214.5%
Other Revenue								
4394 · Grant Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4900 · Interest Earnings	\$ (30)	\$ (49)	\$ (69)	\$ (1,297)	\$ (1,445)	\$ 10,457	\$ 9,012	-16.0%
4950 · Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 10,981	\$ 10,981	0.0%
Total Other Revenue	\$ (30)	\$ (49)	\$ (69)	\$ (1,297)	\$ (1,445)	\$ 21,438	\$ 19,993	-7.2%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 44,052	\$ 44,052	0.0%
5650 · Interest Expense	\$ 580	\$ -	\$ -	\$ -	\$ 580	\$ 11,668	\$ 12,248	4.7%
5810 · Water Grant Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
Total Other Expense	\$ 580	\$ -	\$ 56,300	\$ 56,300	\$ 580	\$ 55,720	\$ 56,300	1.0%
Net Other Revenue	\$ (610)	\$ (49)	\$ (56,369)	\$ (57,597)	\$ (2,025)	\$ (34,282)	\$ (36,307)	5.6%
Net Revenue	\$ (17,521)	\$ (29,928)	\$ (45,831)	\$ (43,093)	\$ (23,771)	\$ (22,674)	\$ (46,445)	51.2%

Fieldbrook Glendale Community Services District
Quarterly Wastewater Budget Adjustments
July 2021 through June 2022

	Adjustments				08/25/2021			
	First Qtr	Second Qtr	Third Qtr	Foruth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
4260 · Sewer Other Income								
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4200 · Wastewater Revenue								
4210 · Domestic Wastewater Revenue	\$ (1,260)	\$ (618)	\$ 2,419	\$ (7,291)	\$ (6,750)	\$ 287,968	\$ 281,218	-2.4%
4215 · Late Fees - Wastewater	\$ 811	\$ 1,766	\$ 584	\$ 483	\$ 3,644	\$ 7,200	\$ 10,844	33.6%
4220 · Business Wastewater Revenue	\$ 792	\$ (777)	\$ 976	\$ (15,315)	\$ (14,324)	\$ 109,129	\$ 94,805	-15.1%
4250 · Wastewater Processing Fees	\$ 35	\$ (105)	\$ (35)	\$ 210	\$ 105	\$ 420	\$ 525	20.0%
4252 · Wastewater Permit Fees	\$ -	\$ -	\$ 850	\$ (250)	\$ 600	\$ 1,150	\$ 1,750	34.3%
4256 · Wastewater Reimbursement	\$ -	\$ -	\$ 3,463	\$ 4,831	\$ 8,294	\$ -	\$ 8,294	100.0%
4260 · Sewer Other Income	\$ -	\$ -	\$ -	\$ 9,926	\$ 9,926	\$ -	\$ 9,926	100.0%
Total 4100 · Wastewater Revenue	\$ 378	\$ 266	\$ 8,257	\$ (7,406)	\$ 1,495	\$ 405,867	\$ 407,362	0.4%
Cost of Goods Sold								
50000 · Sewer Treatment	\$ (1,297)	\$ 4,108	\$ (33,150)	\$ (11,355)	\$ (41,694)	\$ 205,255	\$ 163,561	-25.5%
Net Revenue less COGS	\$ 1,675	\$ (3,842)	\$ 41,407	\$ 3,949	\$ 43,189	\$ 200,612	\$ 243,801	17.7%
Operating Expense								
5100 · Contract Labor/Admin	\$ 7,779	\$ (176)	\$ 816	\$ 1,301	\$ 9,720	\$ 48,560	\$ 58,280	16.7%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -	\$ 253	\$ -	\$ 253	\$ 210	\$ 463	54.6%
5150 · Insurance Expense	\$ 49	\$ -	\$ -	\$ -	\$ 49	\$ 2,712	\$ 2,761	1.8%
5200 · Professional Services	\$ -	\$ 950	\$ 1,005	\$ -	\$ 1,955	\$ 5,633	\$ 7,588	25.8%
5250 · Dues & Memberships	\$ -	\$ 67	\$ -	\$ 150	\$ 217	\$ 1,001	\$ 1,218	17.8%
5300 · Utilities	\$ (109)	\$ (770)	\$ (327)	\$ (219)	\$ (1,425)	\$ 8,554	\$ 7,129	-20.0%
5360 · Fuel (Generator)/Mileage	\$ -	\$ 2,786	\$ (236)	\$ (543)	\$ 2,007	\$ 500	\$ 2,507	80.1%
5370 · Property Taxes	\$ 750	\$ -	\$ -	\$ -	\$ 750	\$ 324	\$ 1,074	69.8%
5380 · Supplies	\$ 514	\$ 1,715	\$ 422	\$ 444	\$ 3,095	\$ 1,800	\$ 4,895	63.2%
5400 · Maintenance Expenses	\$ -	\$ -	\$ (5,457)	\$ (22,697)	\$ (28,154)	\$ 35,276	\$ 7,122	-395.3%
5550 · Equipment	\$ 229	\$ 60	\$ 228	\$ (560)	\$ (43)	\$ 500	\$ 457	-9.4%
5590 · Bad Debts	\$ -	\$ -	\$ -	\$ 2,615	\$ 2,615	\$ 8,283	\$ 10,898	24.0%
5625 · Bank Charges	\$ 4	\$ 13	\$ 140	\$ 22	\$ 179	\$ 2,376	\$ 2,555	7.0%
5700 · Licenses & Fees	\$ (104)	\$ 478	\$ (123)	\$ -	\$ 251	\$ 3,790	\$ 4,041	6.2%
6560 · Payroll Expenses	\$ 433	\$ 600	\$ 417	\$ 889	\$ 2,339	\$ 27,822	\$ 30,161	7.8%
Total Operating Expense	\$ 9,545	\$ 5,723	\$ (2,862)	\$ (18,598)	\$ (6,192)	\$ 147,341	\$ 141,149	-4.4%
Net Ordinary Revenue	\$ (7,870)	\$ (9,565)	\$ 44,269	\$ 22,547	\$ 49,381	\$ 53,271	\$ 102,652	48.1%
Other Revenue								
4900 · Interest Earnings	\$ 1	\$ (1)	\$ (25)	\$ 766	\$ 741	\$ 360	\$ 1,101	67.3%
4950 · Connection Fees	\$ (257)	\$ (308)	\$ 22,042	\$ (7,453)	\$ 14,024	\$ 39,159	\$ 53,183	26.4%
Total Other Revenue	\$ (256)	\$ (309)	\$ 22,017	\$ (6,687)	\$ 14,765	\$ 39,519	\$ 54,284	27.2%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 90,708	\$ 90,708	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,082	\$ 2,082	0.0%
Total Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 92,790	\$ 92,790	0.0%
Net Other Revenue	\$ (256)	\$ (309)	\$ 22,017	\$ (6,687)	\$ 14,765	\$ (53,271)	\$ (38,506)	-38.3%
Net Revenue	\$ (8,126)	\$ (9,874)	\$ 66,286	\$ 15,860	\$ 64,146	\$ -	\$ 64,146	100.0%

**Fieldbrook Glendale Community Services District
Quarterly Fire Dept. Budget Adjustments
July 2021 through June 2022**

	Adjustments					08/25/2021		
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4300 · Fire Revenue								
4310 · Current Secured Taxes	\$ -	\$ -	\$ 1,358	\$ -	\$ 1,358	\$61,378	\$62,736	2.2%
4320 · Current Unsecured Taxes	\$ -	\$ -	\$ (388)	\$ -	\$ (388)	\$2,548	\$2,160	-18.0%
4330 · Prior Year Secured Taxes	\$ -	\$ -	\$ (200)	\$ -	\$ (200)	\$1,513	\$1,313	-15.2%
4340 · Prior Year Unsecured Taxes	\$ -	\$ -	\$ 21	\$ -	\$ 21	\$0	\$21	100.0%
4341 · Prop 172 Transfer	\$ -	\$ -	\$ (140)	\$ -	\$ (140)	\$1,214	\$1,074	-13.0%
4350 · Property Tax Assesments	\$ -	\$ -	\$ 525	\$ -	\$ 525	\$42,765	\$43,290	1.2%
4360 · Timber Yield Tax	\$ -	\$ -	\$ (17)	\$ -	\$ (17)	\$128	\$111	-15.3%
4370 · Homeowners' Exemption	\$ -	\$ -	\$ 2	\$ -	\$ 2	\$591	\$593	0.3%
4380 · Supplemental Tax - Current	\$ -	\$ -	\$ 182	\$ -	\$ 182	\$511	\$693	26.3%
4385 · Supplemental Tax - Prior Year	\$ -	\$ -	\$ 103	\$ -	\$ 103	\$234	\$337	30.6%
4395 · Other Income - Fire Dept.	\$ 3,969	\$ 3,911	\$ -	\$ -	\$ 7,880	\$100	\$7,980	98.7%
Total 4300 · Fire Revenue	\$ 3,969	\$ 3,911	\$ 1,446	\$ -	\$ 9,326	\$ 110,982	\$ 120,308	7.8%
Operating Expense								
5050 · Chief Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599	\$599	0.0%
5120 · Contract Labor/Admin	\$ -	\$ -	\$ (100)	\$ -	\$ (100)	\$ 100	\$0	-100.0%
5130 · Assessment Fee-LAFCo	\$ -	\$ -	\$ (545)	\$ -	\$ (545)	\$ 1,634	\$1,089	-50.0%
5150 · Insurance Expense	\$ 421	\$ 1,707	\$ 33	\$ -	\$ 2,161	\$ 18,690	\$20,851	10.4%
5200 · Professional Services	\$ -	\$ 950	\$ (50)	\$ -	\$ 900	\$ 5,183	\$6,083	14.8%
5250 · Dues & Memberships	\$ 123	\$ 43	\$ 50	\$ 84	\$ 300	\$ 2,651	\$2,951	10.2%
5300 · Utilities	\$ 195	\$ 1,088	\$ 473	\$ (670)	\$ 1,086	\$ 6,604	\$7,690	14.1%
5360 · Transportation & Travel	\$ 174	\$ 814	\$ 75	\$ 293	\$ 1,356	\$ 1,800	\$3,156	43.0%
5380 · Supplies	\$ 131	\$ 700	\$ 346	\$ 92	\$ 1,269	\$ 3,804	\$5,073	25.0%
5400 · Maintenance Expenses	\$ -	\$ 879	\$ 1,326	\$ (238)	\$ 1,967	\$ 8,218	\$10,185	19.3%
5550 · Equipment	\$ 6	\$ -	\$ (333)	\$ (1,108)	\$ (1,435)	\$ 4,263	\$2,828	-50.7%
5700 · Licenses & Fees	\$ 300	\$ 270	\$ -	\$ -	\$ 570	\$ -	\$570	100.0%
5710 · Chiefs' Incentive Program	\$ -	\$ -	\$ (1,000)	\$ (500)	\$ (1,500)	\$ 1,500	\$0	-100.0%
6560 · Payroll Expenses	\$ 1,150	\$ (8)	\$ 53	\$ (12)	\$ 1,183	\$ 1,800	\$2,983	39.7%
Total Operating Expense	\$ 2,500	\$ 6,443	\$ 328	\$ (2,059)	\$ 7,212	\$ 56,846	\$ 64,058	11.3%
Net Ordinary Revenue	\$ 1,469	\$ (2,532)	\$ 1,118	\$ 2,059	\$ 2,114	\$ 54,136	\$ 56,250	3.8%
Other Revenue/Expense								
4393 · Donations Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 19,000	\$19,000	0.0%
4394 · Grant Income	\$ 1,300	\$ -	\$ -	\$ -	\$ 1,300	\$ -	\$1,300	100.0%
4900 · Interest Earnings	\$ (9)	\$ (8)	\$ (1,859)	\$ (1,759)	\$ (3,635)	\$ 3,636	\$1	-100%
Total Other Revenue	\$ 1,291	\$ (8)	\$ (1,859)	\$ (1,759)	\$ (2,335)	\$ 22,636	\$ 20,301	-11.5%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 51,936	\$51,936	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,964	\$7,964	0.0%
5800 · Fire Grant Expenses	\$ 2,600	\$ -	\$ -	\$ 45	\$ 2,645	\$ -	\$2,645	100.0%
Total Other Expense	\$ 2,600	\$ -	\$ -	\$ 45	\$ 2,645	\$ 59,900	\$ 62,545	4.2%
Net Other Revenue	\$ 160	\$ (2,540)	\$ (741)	\$ 255	\$ (2,866)	\$ (37,264)	\$ (42,244)	11.8%
Net Revenue	\$ 1,629	\$ (5,072)	\$ 377	\$ 2,314	\$ (752)	\$ 16,872	\$ 14,006	-20.5%

Agenda Background

Agenda Item: 5.2

Agenda Title: Board Remuneration 2022.

Meeting Date: 07/26/2022

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Resolution #2006-05 addresses board remuneration and expenditure reimbursement procedures. Item three reads:

3.) Members of the Board of Directors shall receive a monthly “Director’s Fee”, the amount of which shall be established annually by the Board at its regular meeting in July.

Board members currently receive an annual director’s fee of \$599.00, paid in monthly installments of \$50.00, the exception is December in which the amount of \$49.00 is paid.

Recommendation:

Discuss and set the director’s fee for FY 2022.

Resolution # 2006 - 05

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

Board Remuneration and Expenditure Reimbursement

WHEREAS, Senate Bill 135, Part 2. Internal Organization, Chapter 3. Board of Directors, Section 61047, Subsection (a) through (e), authorizes the board, by resolution, to provide each of its members compensation, and

WHEREAS, the Fieldbrook Glendale Community Services District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director/employee remuneration and reimbursement, and

WHEREAS, this policy applies to all employees and members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director.

NOW THEREFORE, BE IT RESOLVED, that the Fieldbrook Glendale Community Services District directs that,

(1) Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests, including an explanation of the expense, and receipts evidencing each expense to the General Manager.

(2) Reimbursement requests by the General Manager will be reviewed and approved by the Board of Directors.

(3) Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in July.

(4) Subject to the Fieldbrook Glendale Community Services District enabling code, a district director may be compensated for attending the following:

- a) A meeting of the legislative body;
- b) A meeting of an advisory body; or
- c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

(5) District employees and directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for attending the above occurrences on behalf of the District. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

(6) Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expenses(s) being incurred.


(7) Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

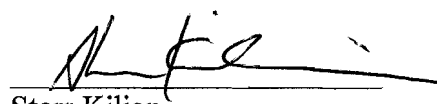
(8) If lodging is in connection with the above or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors shall be reimbursed for comparable lodging at government or IRS rates.

(9) Expenses without receipts shall not be reimbursed.

(10) It is against the law to falsify expense reports. Penalties for misuse of public resources or violation of this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.


James Crowell
President


Starr Kilian
Director

Ayes 4 No 0 Abstain 0 Absent 1

PASSED AND ADOPTED, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on February 28, 2006.



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



Date: April 15, 2022
 To: Board of Directors of Independent Special Districts
 From: Colette Santsche, Executive Officer
Subject: OFFICIAL BALLOT – Independent Special District Election

The term of office for one of the regular special district members and the alternate special district member on LAFCo expires on June 30, 2022.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2018 - 2022
Alternate Member	David Couch, McKinleyville Community Services District	2018 - 2022

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332. This provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting special district members is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on January 28, 2022, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancies. The nomination period ended on April 8, 2022.

Enclosed is an official ballot to elect one candidate to serve as a regular special district member and one candidate to serve as alternate special district member on LAFCo with a term beginning on July 1, 2022 and expiring June 30, 2026.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate per seat. **Ballots must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521 on or before June 24, 2022 at 5:00 p.m.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

If you have any questions, please contact LAFCo staff at colettem@humboldtlaaco.org or you can leave a voicemail at (707) 445-7508.

Election Schedule

LAFCo call for nominations letter mailed	Friday, January 28, 2022
Nominations due to LAFCo	By 5:00 p.m., Friday, April 8, 2022
Ballots mailed from LAFCo via certified mail	No later than Friday, April 15, 2022
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 24, 2022
Election results mailed from LAFCo	No later than Monday, June 30, 2022

Independent Special Districts

Big Lagoon Community Services District	Resort Improvement District No. 1
Briceland Community Services District	
Carlotta Community Services District	Arcata Fire Protection District
Fieldbrook-Glendale Community Services District	Blue Lake Fire Protection District
Humboldt Community Services District	Briceland Fire Protection District
Loleta Community Services District	Bridgeville Fire Protection District
Manila Community Services District	Ferndale Fire Protection District
McKinleyville Community Services District	Fruitland Ridge Fire Protection District
Miranda Community Services District	Garberville Fire Protection District
Orick Community Services District	Humboldt No. 1 Fire Protection District
Orleans Community Services District	Kneeland Fire Protection District
Palmer Creek Community Services District	Myers Flat Fire Protection District
Patrick Creek Community Services District	Petrolia Fire Protection District
Peninsula Community Services District	Redway Fire Protection District
Phillipsville Community Services District	Rio Dell Fire Protection District
Redway Community Services District	Telegraph Ridge Fire Protection District
Riverside Community Services District	Willow Creek Fire Protection District
Scotia Community Services District	
Weott Community Services District	Humboldt Bay Harbor, Recreation and Conservation District
Westhaven Community Services District	Humboldt County Resource Conservation District
Willow Creek Community Services District	North Humboldt Recreation and Park District
Alderpoint County Water District	Southern Humboldt Community Healthcare District
Hydesville County Water District	Fortuna Cemetery District
Jacoby Creek County Water District	Petrolia Cemetery District
Humboldt Bay Municipal Water District	
Garberville Sanitary District	

OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
REGULAR MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before June 24, 2022 at 5:00 p.m.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates for REGULAR special district member:

- DAVID COUCH (incumbent alternate member)**
Sponsor: McKinleyville Community Services District
- ED DUGGAN**
Sponsor: Willow Creek Community Services District
- MICHAEL HANSEN**
Sponsor: Humboldt Community Services District
- TROY NICOLINI (incumbent)**
Sponsor: Peninsula Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2022 and expiring on June 30, 2026, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2022, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

Signature

Printed Name / Title

OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION
ALTERNATE MEMBER

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before June 24, 2022 at 5:00 p.m.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates for ALTERNATE special district member:

- HEIDI J. BENZONELLI**
Sponsor: Humboldt Community Services District
- DAVID COUCH (incumbent)**
Sponsor: McKinleyville Community Services District
- TROY NICOLINI (incumbent regular member)**
Sponsor: Peninsula Community Services District
- C. CAROLINE SNOW**
Sponsor: Willow Creek Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2022 and expiring on June 30, 2026, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2022, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

Signature

Printed Name / Title



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



POLICY TITLE: Conflict of Interest

POLICY NUMBER: 1035

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Board has approved and adopted the FPPC’s standard conflict of interest .Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix, in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict-of-interest code of the District.

1035.2 Designated employees shall file statements of economic interests with the Humboldt County Office of Elections.

1035.3 The Board of Director’s shall conduct a bi-annual review of the District’s Conflict-of-Interest code and adopt amendments as required by FPPC.

Adopted: 07/27/2021



Conflict of Interest Code

Appendix

Designated Employees

- I. Persons of the following positions are designated employees and must disclose financial interests in all categories.
 - A. Directors of the Community Services District

- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 2 and 3.
 - A. Fire Chief
 - B. General Manager
 - C. District Engineer

Disclosure Categories

CATEGORY # 1

- A. Interests in real property which is located in whole or in part either:
 - 1. Within the boundaries of the district, or
 - 2. Within two (2) miles of the boundaries of the district, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interest in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse own, directly, indirectly, or beneficially, a ten percent interest or greater.)
- B. Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the district.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction of the district.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights,



Fieldbrook Glendale Community Services District

water · sewer · fire

warrants, options debt instruments and any partnership interest or other ownership interest.)

(Investments of any individual include a pro-rate share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 in value during the preceding 12-month reporting period.)

CATEGORY # 2

- A. Investments in or income from business entities which manufacture or sell supplies, parts, machinery, or equipment of the type utilized by the department for which the designated employee is in charge

- B. Investments include interests described in Category # 1.

CATEGORY # 3

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work of services or the type utilized by the department for which the designated employee is in charge.

- B. Investments include the interests described in Category # 1.