



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

**Tuesday, April 23, 2024**

**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

1.1.1 Grant Weaver resignation.

##### 1.2 Fire Chief Report

1.2.1 Call/Incident report.

##### 1.3 District Engineer Report

1.3.1 Muni-meeting report, meeting cancelled.

1.3.2 Anker Tank Replacement project report, other than action/information items.

##### 1.4 Safety Report –

##### 1.5 General Manager Report

##### 1.6 Director Reports

#### E. Consent Agenda

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

Meeting Materials may be accessed at:

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

## Tuesday, April 23, 2024

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, March 26, 2024.

#### Correspondence

3.1 HCSD, re: LAFCo Election for Special District Members.

3.2 Hunter, Hunter, & Hunt, re: resignation letter.

3.3 HC Elections, Certification of votes cast.

#### Financial Reports

4.1 Interfund Transfers, \$93,551.77.

4.2 Check/EFT Payments Net of deposits, (#7463-7479) \$93,321.44.

4.3 Payroll, \$3,838.82.

4.4 General Journal Entries, 623-624, \$17,341.10.

4.5 Reimbursements \$183.76, Mileage \$466.32.

#### F. Business Items Action/Information

5.1 Advertisement for Anker Tank Construction Bid. Information.

5.2 Engineers estimated construction costs. Information/Direction.

5.3 Request for Qualifications: Construction Management, Anker Tank Project.  
Information.

5.4 Request for Proposal, Audit Services, 2024-2026. Action.

5.5 Revised Agreement for Proposition 172 Revenue F/Y 2023-2028. Information.

5.6 Water Loans to Fire, review and set interest rate for 2025. Action.

5.7 Third Quarter financial reports and budget adjustments. Action.

5.8 LAFCo, Special District Member election. Action.

#### G. Public Hearings – None.

#### H. Closed Session – None.

#### I. Future Agenda Items

8.1 Budget Presentation. May.

8.2 Certification of Tax Assessment. May.

8.3 Special Meeting to award Anker Tank Bid and/or discuss financing options. May.

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 FGCS Board of Directors have the right to have the decision reviewed by a State Court.

**Tuesday, April 23, 2024**

**AGENDA**

J. Adjournment/Announcements

9.1 Next regular meeting, May 28, 2024.

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.



**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 26, 2024**

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

**A. Roll Call**

*President Roy Sheppard called the meeting to order at 7:45 PM. Board members present were Vice-President Starr Kilian, and Director Richard Grissom. Directors Jason Garlick and Director Janet Miller were absent. Fire Chief Chris Appleton, Wastewater Technician Grant Weaver, and General Manager Richard Hanger were present. District Engineer Steven Pearl was absent.*

**B. Agenda Modification – None.**

**C. Public Comments – None.**

**D. Reports**

**1.1 Wastewater Report**

*Wastewater Technician Grant Weaver reported the system was functioning properly.*

**1.2 Fire Chief Report**

**1.2.1 Call/Incident report.**

*Fire Chief Chris Appleton reported eleven calls, four auto-aid, and seven EMS. The annual volunteer dinner is scheduled for April 11<sup>th</sup>, at the Plaza Grill in Arcata.*

**1.3 District Engineer Report – absent.**

**1.3.1 Muni-meeting report.**

**1.3.2 Anker Tank Replacement project report.**

**1.4 Safety Report – received and filed.**

**1.5 General Manager Report – no additional report.**

**1.6 Director Reports – Director Richard Grissom asked if Les Schwab was checking the fire truck tires. General Manager Richard Hanger responded that we had not been billed for services.**

**E. Consent Agenda**

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

Meeting Materials may be accessed at:

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

**Tuesday, March 26, 2024**

**MINUTES**

Approval of Minutes

2.1 Regular Board Meeting, February 27, 2024.

Correspondence

3.1

Financial Reports

4.1 Interfund Transfers, \$75,803.46.

4.2 Check/EFT Payments Net of deposits, (#7446-7462) \$51,446.64.

4.3 Payroll, \$3,838.82.

4.4 General Journal Entries, 621-622, \$17,271.08.

4.5 Reimbursements \$0.00, Mileage \$495.13.

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

F. Business Items Action/Information – None.

G. Public Hearings – None.

H. Closed Session – None.

I. Future Agenda Items

8.1 Quarterly Financial Report and Budget Adjustments. April.

8.2 Fire Loan Interest Review. April.

J. Adjournment/Announcements

9.1 Next regular meeting, April 23, 2024.

*The meeting adjourned at 7:56 PM.*

*Respectfully submitted,*

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*Richard Hanger  
Secretary to the Board*

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*Starr Kilian  
Vice-President*

*Attachments: CCCU fund transfer, Initialed disbursement register*

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# Humboldt Community Services District

*Dedicated to providing high quality, cost effective water and sewer service for our customers*

April 15, 2024

Board of Directors for  
Fieldbrook-Glendale Community Services District  
PO Box 2715  
McKinleyville, CA 95519

Subject: Upcoming Election for Special District Members to Serve on the Humboldt Local Area Foundation Commission (LAFCo)

Dear Board Members,

My name is Heidi Benzonelli. I have been serving as the LAFCo Alternate Special District Member since January 2022, and am now seeking selection as a Special District Regular Member for the Local Agency Formation Commission.

Elected to the Humboldt Community Services District in December 2020, I am currently serving as the President of the Board of Directors. Humboldt County has been home for more than 41 years after discovering the natural beauty and unique culture of our community while attending Humboldt State University (now Cal Poly). I have worked in: Energy Conservation and Renewable Energy for the Redwood Coast Energy Authority, Water/Wastewater for the Manila Community Services District, and have spent the last 12 years in Community Improvement helping found the Westside Community Improvement Association where we remain the feedback loop focusing on the residents' desires for a healthy, safe and livable community.

I am uniquely qualified because I am "playing the long game". Residents' visions for the future of their community and government requirements such as RHNA must be balanced with environmental stewardship and economic development in order to assure the long-term sustainability of these plans. If we are planning for 5-10 years or the next iteration of a general plan, we are not considering problems we may be creating for the future of our community and the planet. With a background in Environmental Resources Engineering, a Masters of Business Administration, a passion for community organizing, and a commitment to present and future residents, I am an ideal fit for serving with LAFCo.

When you receive your ballot, please consider voting for me as a LAFCo Special District Regular Member.

In Service,



Heidi Benzonelli  
HCSD Board President

2662 Harris Street  
Eureka, California 95503

# Hunter, Hunter & Hunt, LLP

CERTIFIED PUBLIC ACCOUNTANTS



Phone 707-476-0674  
Fax 707-476-0675  
www.hhh-cpa.com

March 28, 2024

Fieldbrook Glendale Community Services District  
4854 Fieldbrook Road  
Fieldbrook, CA 95519

Effective March 28, 2024, we will cease our services as your accountants. We have reached this decision reluctantly and after substantial deliberation because we do not feel that we can continue to provide you with the level of services that you require.

The accounting industry is experiencing severe shortages of personnel and increasing regulatory compliance requirements. This has created an environment where continuing to provide audit services does not align with our professional competencies or strategic plan. We have valued the relationship with the District over the past year's and we make this difficult decision after careful consideration.

You should take steps to retain a new accounting firm as there are a number of accounting matters that require immediate attention. Those matters include the audit of your financial statements for the year ended June 30, 2024, and the related state controller's report for special district.

We will cooperate with your new accountants in addressing these and other matters. To facilitate that process, please send us a letter authorizing us to make disclosures to your new accountants. Without such a letter, we are ethically prohibited from communicating with others regarding your affairs.

We are prepared to help you make a smooth transition with your new accountants.

Very truly yours,

A handwritten signature in black ink, appearing to read "Tom Souza", with a long, sweeping horizontal line extending to the right.

Tom M. Souza, CPA  
Partner

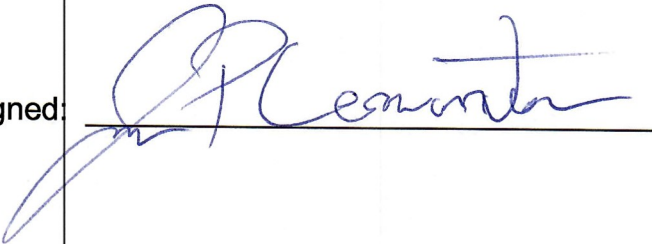
**Certificate of Results of Canvass  
March 5, 2024  
Presidential Primary Election  
Measure C Fieldbrook Glendale CSD Zone 2**

STATE OF CALIFORNIA        }  
  }  
COUNTY OF HUMBOLDT        }        SS

I, Juan Pablo Cervantes, Registrar of Voters of the County of Humboldt, do hereby certify that pursuant to the provisions of Section 15301 et al., of the California Elections Code, I did canvass the return of votes cast in the March 5, 2024, Presidential Primary Election, and that the Statement of Votes Cast to which this Certification is attached shows the total number of votes cast and the total number of votes cast for each candidate and/or measure in each respective precinct therein and that the totals for each candidate and/or measure are true and correct.

WITNESS MY HAND AND OFFICIAL SEAL this 9<sup>th</sup> Day of April, 2024.

JUAN PABLO CERVANTES  
REGISTRAR OF VOTERS

Signed: 





March 5th, 2024 Presidential Primary

PRESIDENTIAL PRIMARY ELECTION

Registered Voters

39714 of 82926 = 47.89%

Run Time 12:52 PM  
Run Date 04/02/2024

3/5/2024

Page 7

**Measure A Humboldt Cannabis Reform Initiative - Non-Partisan - Vote for One**

Choice	Party	Vote Center		Vote-by-Mail		Total	
Yes		887	23.01%	8,337	23.88%	9,224	23.80%
No		2,968	76.99%	26,569	76.12%	29,537	76.20%
Cast Votes:		3,855	100.00%	34,906	100.00%	38,761	100.00%
Undervotes:		84		864		948	
Overvotes:		1		4		5	
Unqualified write-ins:		0		0		0	

**Measure C Special Tax For Fire And Emergency Services - Non-Partisan - Vote for One**

Choice	Party	Vote Center		Vote-by-Mail		Total	
Yes		28	80.00%	362	87.02%	390	86.47%
No		7	20.00%	54	12.98%	61	13.53%
Cast Votes:		35	100.00%	416	100.00%	451	100.00%
Undervotes:		0		3		3	
Overvotes:		0		0		0	
Unqualified write-ins:		0		0		0	

\*\*\* End of report \*\*\*



# Fieldbrook Glendale Community Services District

water · sewer · fire

## REGULAR MEETING OF THE BOARD OF DIRECTORS

April 23, 2024

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

Please transfer the following

From: Business Liquid Asset Account \$ 63,336.73.  
To: Water Checking \$ 63,336.73.

4/23/2024	
Check Register	\$ 93,321.44
#7463-7479	\$ 93,321.44
Other Deposit	\$ -
Other Deposit	\$ -
Transfer Totals	\$ (63,336.73)
Anker Tank Project	\$ -
Fire	\$ 1,493.48
Sewer	\$ 36,089.04
Water	\$ 53,754.21
Reduce Water Transfer	\$ (28,000.00)
Gross Pay	\$ 3,838.82
<Net Pay>	\$ (2,949.31)
Empr. Taxes	\$ 332.02
Adjustments	
EDD	\$ (195.58)
EDD	\$ (76.33)
IRS	\$ (954.04)
PG&E	\$ (1,683.83)
Verizon	\$ (138.96)
Mitchell Law Firm	\$ (157.50)
Reconciliation	\$ (65,321.44)
Balance	\$ -

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
**As of April 23, 2024**

Type	Date	Num	Name	Account	Class	Amount
<b>Anker Tank Replacement</b>						
Total Anker Tank Replacement						
<b>Interfund Expenses/Fire</b>						
Bill	03/30/2024	Zoom...	Interfu...	5390.02 · Office Software (Software license...	Fire Depart...	53.30
Bill	03/31/2024	Mar 2...	Interfu...	5335 · Water (Water)	Fire Depart...	59.48
Bill	03/31/2024	CL 24...	Interfu...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	410.55
Bill	04/04/2024	380-0...	Interfu...	5121 · Engineering Expenses	Enterprise:...	186.00
Bill	04/05/2024	707-8...	Interfu...	5310 · Telephone (Telephone)	Fire Depart...	400.63
Bill	04/06/2024	April ...	Interfu...	5075 · Chief Expenses - Fire (Chief Expens...	Fire Depart...	50.00
Bill	04/10/2024	April ...	Interfu...	5345 · Internet Service (Internet Service)	Fire Depart...	161.55
Bill	04/17/2024	April ...	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	8.57
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Fire Depart...	151.44
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Fire Depart...	0.02
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Fire Depart...	9.39
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Fire Depart...	2.20
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Fire Depart...	0.35
Total Interfund Expenses/Fire						1,493.48
<b>Interfund Expenses/Sewer</b>						
Bill	03/30/2024	Zoom...	Interfu...	5390.02 · Office Software (Software license...	Enterprise:...	53.30
Check	03/31/2024	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	16.51
Bill	03/31/2024	INV-X...	Interfu...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	117.33
Bill	03/31/2024	0912-...	Interfu...	5320 · Electric (Electric)	Enterprise:...	1,231.30
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	520.16
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	412.13
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	2,725.26
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	267.49
Bill	03/31/2024	0011...	Interfu...	5020 · Purchased Sewer Services (Purchas...	Enterprise:...	23,505.42
Bill	03/31/2024	0011...	Interfu...	5020 · Purchased Sewer Services (Purchas...	Enterprise:...	71.86
Bill	04/04/2024	380-0...	Interfu...	5121 · Engineering Expenses	Enterprise:...	3,890.00
Bill	04/12/2024	Ace2...	Interfu...	5400.01 · Line Repairs Maintenance (Line ...	Enterprise:...	23.86
Bill	04/17/2024	April ...	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	323.61
Bill	04/17/2024	April ...	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	67.07
Paycheck	04/18/2024	7477	Interfu...	6560 · Payroll Expenses	Enterprise:...	1,567.22
Paycheck	04/18/2024	7477	Interfu...	6560 · Payroll Expenses	Enterprise:...	1.56
Paycheck	04/18/2024	7477	Interfu...	6560 · Payroll Expenses	Enterprise:...	97.17
Paycheck	04/18/2024	7477	Interfu...	6560 · Payroll Expenses	Enterprise:...	22.73
Paycheck	04/18/2024	7477	Interfu...	6560 · Payroll Expenses	Enterprise:...	31.34
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	1,060.08
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.12
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	65.73
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	15.37
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	2.42
Total Interfund Expenses/Sewer						36,089.04
<b>Interfund Expenses/Water</b>						
Bill	03/30/2024	Zoom...	Interfu...	5390.02 · Office Software (Software license...	Enterprise:...	53.30
Check	03/31/2024	E-Pay	Interfu...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	23.49
Bill	03/31/2024	INV-X...	Interfu...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	166.87
Bill	03/31/2024		Interfu...	5400.01 · Line Repairs Maintenance (Line ...	Enterprise:...	2,565.00
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	674.48
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	534.40
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	3,533.82
Bill	03/31/2024		Interfu...	5110.1 · HBMWD Admin & Billing (HBMWD...	Enterprise:...	346.85
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	10,302.33
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	974.77
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	590.00
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	282.06
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	378.36
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	281.24
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	45.00
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	0.00
Bill	03/31/2024		Interfu...	5110.2 · HBMWD - Maintenance & Operati...	Enterprise:...	111.11
Bill	03/31/2024	Marc...	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	966.93
Bill	03/31/2024	Marc...	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	13,359.21
Bill	03/31/2024	Marc...	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,249.77
Bill	03/31/2024	Marc...	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	728.39

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
**As of April 23, 2024**

Type	Date	Num	Name	Account	Class	Amount
Bill	03/31/2024	Marc...	Interfu...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-42.43
Bill	03/31/2024	3489	Interfu...	5210 · Legal Services (Legal Services)	Enterprise:...	111.50
Bill	03/31/2024	3488	Interfu...	5210 · Legal Services (Legal Services)	Enterprise:...	266.50
Bill	04/01/2024	11726	Interfu...	5390.01 · Office Supplies (Supplies (paper,...	Enterprise:...	112.50
Bill	04/03/2024	380-0...	Interfu...	5725 · Special Studies	Enterprise:...	14,677.99
Bill	04/06/2024	April ...	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00
Bill	04/06/2024	April ...	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00
Bill	04/06/2024	April ...	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00
Bill	04/06/2024	April ...	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00
Bill	04/06/2024	April ...	Interfu...	5070 · Directors' Fees - Water (Directors' F...	Enterprise:...	50.00
Bill	04/17/2024	April ...	Interfu...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	67.07
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	1,060.08
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	0.12
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	65.72
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	15.37
Paycheck	04/18/2024	7478	Interfu...	6560 · Payroll Expenses	Enterprise:...	2.41
Total Interfund Expenses/Water						53,754.21
<b>TOTAL</b>						<b>91,336.73</b>

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of April 23, 2024

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**Balance**

0.00  
0.00

546.88  
600.18  
659.66  
1,070.21  
1,256.21  
1,656.84  
1,706.84  
1,868.39  
1,876.96  
2,028.40  
2,028.42  
2,037.81  
2,040.01  
2,040.36

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2,040.36

123.67  
176.97  
193.48  
310.81  
1,542.11  
2,062.27  
2,474.40  
5,199.66  
5,467.15  
28,972.57  
29,044.43  
32,934.43  
32,958.29  
33,281.90  
33,348.97  
34,916.19  
34,917.75  
35,014.92  
35,037.65  
35,068.99  
36,129.07  
36,129.19  
36,194.92  
36,210.29  
36,212.71

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36,212.71

1,544.49  
1,597.79  
1,621.28  
1,788.15  
4,353.15  
5,027.63  
5,562.03  
9,095.85  
9,442.70  
19,745.03  
20,719.80  
21,309.80  
21,591.86  
21,970.22  
22,251.46  
22,296.46  
22,296.46  
22,407.57  
23,374.50  
36,733.71  
37,983.48  
38,711.87

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of April 23, 2024

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**Balance**

38,669.44  
38,780.94  
39,047.44  
39,159.94  
53,837.93  
53,887.93  
53,937.93  
53,987.93  
54,037.93  
54,087.93  
54,155.00  
55,215.08  
55,215.20  
55,280.92  
55,296.29  
55,298.70

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55,298.70

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**93,551.77**

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**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**March 27 through April 23, 2024**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Union</b>				
<b>1012 · General Fund Checking</b>				
<b>1015 · Water Dept Checking</b>				
Check	03/31/2024	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	04/01/2024	ACH	PG&E	-276.38
Bill Pmt -Check	04/01/2024	ACH	PG&E	-92.46
Bill Pmt -Check	04/01/2024	ACH	PG&E	-38.84
Bill Pmt -Check	04/01/2024	ACH	PG&E	-64.89
Bill Pmt -Check	04/02/2024	ACH	PG&E	-1,211.26
Bill Pmt -Check	04/04/2024	ACH	Verizon	-138.96
Bill Pmt -Check	04/05/2024	ACH	XPress Bill Pay	-284.20
Bill Pmt -Check	04/05/2024	ACH	Fieldbrook Glendale C...	-59.48
Bill Pmt -Check	04/05/2024	ACH	Valley Pacific	-410.55
Liability Check	04/06/2024	E-pay	EDD	-195.58
Liability Check	04/06/2024	E-pay	EDD	-76.33
Liability Check	04/06/2024	E-pay	United States Treasury	-954.04
Bill Pmt -Check	04/10/2024	ACH	PG&E	-1,231.30
Bill Pmt -Check	04/12/2024	7479	Grant Weaver.	-23.86
Bill Pmt -Check	04/17/2024	ACH	Infinite Consulting Ser...	-112.50
Bill Pmt -Check	04/17/2024	7463	Chris Appleton	-50.00
Bill Pmt -Check	04/17/2024	7464	GHD, Inc	-18,753.99
Bill Pmt -Check	04/17/2024	7465	Humboldt Bay M&O	-24,544.46
Bill Pmt -Check	04/17/2024	7466	Humboldt Bay Munici...	-16,261.87
Bill Pmt -Check	04/17/2024	7467	Janet Miller	-50.00
Bill Pmt -Check	04/17/2024	7468	Jason Garlick	-50.00
Bill Pmt -Check	04/17/2024	7469	Rich Grissom	-50.00
Bill Pmt -Check	04/17/2024	7470	Richard A. Hanger	-159.90
Bill Pmt -Check	04/17/2024	7471	Roy Sheppard	-50.00
Bill Pmt -Check	04/17/2024	7472	Starr Kilian	-50.00
Bill Pmt -Check	04/18/2024	ACH	Optimum	-161.55
Bill Pmt -Check	04/18/2024	ACH	AT&T	-400.63
Bill Pmt -Check	04/18/2024	7473	City of Arcata	-23,577.28
Bill Pmt -Check	04/18/2024	7474	Grant Weaver.	-323.61
Bill Pmt -Check	04/18/2024	7475	Mitchell Law Firm, LLP	-535.50
Bill Pmt -Check	04/18/2024	7476	Richard A. Hanger	-142.71
Paycheck	04/18/2024	7477	Grant Weaver	-1,350.08
Paycheck	04/18/2024	7478	Richard A Hanger	-1,599.23
Total 1015 · Water Dept Checking				-93,321.44
Total 1012 · General Fund Checking				-93,321.44
Total 1000 · Coast Central Credit Union				-93,321.44
<b>TOTAL</b>				<b>-93,321.44</b>

**Fieldbrook Glendale Community Services District  
Journal  
March 27 through April 23, 2024**

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
21400	General Journal	03/31/2024	623	Kernen C...	Kernen Principal payment	1206.04 · A/R Current - Ker...		1,075.88
				Kernen C...	Kernen Interest	4900.02 · Sewer Interest Inc...		69.20
				Kernen C...	Kernen Principal payment	1028 · Sewer Asset - Cash	1,145.08	
							1,145.08	1,145.08
21401	General Journal	03/31/2024	624		Monthly Depreciation	5350 · Depreciation Expenses	16,126.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,715.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		8,334.00
					Monthly Depreciation	1730 · Fire Accumulated De...		4,077.00
							16,126.00	16,126.00
21421	General Journal	03/31/2024	625		NSF Fees	4157- · Water Misc. Chg (W...		70.00
					-MULTIPLE-	1027 · Water Asset - Cash	70.02	
					Rounding	4900.01 · Water Interest Inc...		0.02
							70.02	70.02
<b>TOTAL</b>							<b>17,341.10</b>	<b>17,341.10</b>



**Request for Mileage Reimbursement Form**

Name:

Rate per Mile      0.67  
 Total Mileage      213  
 Total Reimbursement \$ 142.71

Date	Description/Notes	Mileage
3/29/2024	Mail	42
4/5/2024	Mail	42
4/12/2024	Mail	42
4/19/2024	Mail	42
4/23/2024	Board Meeting & Royal Gold Reading	45

Fee Calculation based on 2022	
Budgeted expenses	
Total Amount	\$ 142.71
47% Water	\$ 67.07
47% Sewer	\$ 67.07
6% Fire	\$ 8.57

Requester signature

Approval

Date

Date



FGCS2

THANK YOU FOR SHOPPING AT  
HENSEL'S ACE HARDWARE  
ACE STORE #14010  
884 9TH ST.  
ARCATA CA 95521  
(707) 822-2965

60DAY REGULAR ITEM RETURN POLICY & 14DAY  
SPECIAL ORDER POLICY W/RECEIPT

04/12/24 11:07AM JEM 554 SALE

6204390 1 EA 21.99 EA  
DSP GLOVE NIT LG BLK PF 21.99

SUB-TOTAL:\$ 21.99 TAX:\$ 1.87  
TOTAL:\$ 23.86  
CHARGE AMT: 23.86



==>> JRNL# H83153 INV#277246/1  
CUST NO: 374  
ACE REWARDS ID # 19801570337

Customer Copy

*[Handwritten Signature]*

Name : X

# Invoice



Zoom Video Communications Inc.  
55 Almaden Blvd, 6th Floor  
San Jose, CA 95113

**Invoice Date:** Mar 30, 2024  
**Invoice #:** INV250546237  
**Payment Terms:** Due Upon Receipt  
**Due Date:** Mar 30, 2024  
**Account Number:** 116380705  
**Currency:** USD  
**Payment Method:** Visa \*\*\*\*\*0401  
**Account Information:** Fieldbrook Glendale CSD

Federal Employer ID Number: 61-1648780

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

**Sold To Address:** 5021 Mitchell Rd,  
Eureka, California 95503  
United States  
707-443-3316  
rhanger50@gmail.com

**Bill To Address:** 4584 Fieldbrook Rd,  
McKinleyville, California 95519  
United States  
  
rhanger50@gmail.com

## Charge Details

Charge Description	Subscription Period	Subtotal	Taxes, Fees & Surcharges	Total
Charge Name: Zoom One Pro Annual Quantity: 1 Unit Price: \$159.90	Mar 30, 2024 - Mar 29, 2025	\$159.90	\$0.00	<b>\$159.90</b>
			Subtotal	<b>\$159.90</b>
			Total (Including Taxes, Fees & Surcharges)	<b>\$159.90</b>
			Invoice Balance	<b>\$0.00</b>

## Taxes, Fees & Surcharge Details

Charge Name	Tax, Fee or Surcharge Name	Jurisdiction	Charge Amount	Tax, Fee or Surcharge Amount
Total of Taxes, Fees & Surcharges				\$0.00

## Transactions

Invoice Total	\$159.90
---------------	----------

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
Mar 30, 2024	P-292881007	Payment		\$-159.90
Invoice Balance				\$0.00

Need help understanding your invoice?

[Click here](#)

Zoom One is rebranding to Zoom Workplace! This new name does not impact your services. Please note ZoomIQ for Sales is now called Zoom Revenue Accelerator. Your Services will remain the same and this name change does not change your current subscription pricing.

***This plan includes products with monthly and/or yearly subscription periods. The subscription period for each plan, and the total charge, \$159.90 (plus applicable taxes and regulatory fees), per subscription period for that product are set out above in the Charge Details section. Unless you cancel, your subscription(s) will auto-renew each subscription period and each subscription period thereafter, at the price(s) listed above (plus any taxes and regulatory fees applicable at the time of renewal) and your payment method on file at [zoom.us/billing](https://zoom.us/billing) will be charged. You can cancel auto-renewal anytime, but you must cancel by the last day of your current subscription period to avoid being charged for the next subscription period. You will not be able to cancel your "base plan" (Zoom Meetings, Zoom Phone, or Zoom Rooms) without first canceling all other subscriptions in your plan. If you cancel, you will not receive a refund for the remainder of your then-current subscription period. You can cancel by navigating to [zoom.us/billing](https://zoom.us/billing) and clicking "Cancel Subscription," clicking through the prompts, and then clicking to confirm cancellation. Should Zoom change its pricing, it will provide you with notice, and you may be charged the new price for subsequent subscription.***

Zoom Phone services provided by Zoom Voice Communications, Inc. Rates, terms and conditions for Zoom Phone services are set by Zoom Voice Communications, Inc



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**



ADVERTISEMENT FOR BIDS

Fieldbrook Glendale Community Services District. P.O. Box 2715 McKinleyville, California 95519

The Fieldbrook Glendale Community Services District (FGCSD) is currently advertising for contractor bids regarding its "FGCSD 400,000 Gallon Water Tank Seismic Retrofit Mitigation Project".

Bids will be received electronically until 2:00 PM, May 14, 2024 PDT. Bid proposals shall be submitted electronically on the forms contained in the Contract Documents and shall be included as attachment(s) to an email with the subject line "Bid Proposal for FGCSD 400,000 Gallon Water Tank Project" to FGCSD care of GHD Inc. at steven.pearl@ghd.com. The email shall also contain the name of the Bidder, their address, license number, and California Department of Industrial Relations (DIR) registration number.

FGCSD shall provide a response email receipt from GHD Inc. to the Contractor showing the date and time the submission was received. Bids received after the time specified for opening will not be considered. The Bidder is solely responsible for timely delivery of their bid.

Parties interested in attending the bid opening conference call must submit a request via email to steven.pearl@ghd.com with the subjectline "Request for Invitation to FGCSD 400,000 Gallon Water Tank Project Sealed Bid Opening" by 1:00 PM, May 14, 2024 PDT and respond to the invitation that will be sent via email from GHD Inc.

A non-mandatory pre-bid conference and site visit will be held to familiarize potential Bidders with the project and is scheduled for 10:00AM, April 23, 2024 PDT, meet at 4584 Fieldbrook Rd, Fieldbrook, CA, 95519.

The Work associated with this project will consist of, but is not limited to, the furnishing of all labor, material, equipment, and supervision for the installation and testing of new water tank and foundation, new yard piping and modifications to existing piping, new electrical work and modifications to electrical lines, demolition of

existing control shed and installation of new fiberglass control shed, grading, and gravel road resurfacing.

The Contract Documents are currently available and may be examined at the following locations:

- Humboldt Builders Exchange, Eureka
North Coast Builders Exchange, Santa Rosa
Shasta Builders Exchange, Redding
Medford Builders Exchange, Medford

Contractors may obtain an electronic copy of the Contract Documents for no cost by emailing steven.pearl@ghd.com and requesting the "FGCSD 400,000 Gallon Water Tank Project Bid Package". Contractors are encouraged to carefully read the "Information for Bidders" section in the Contract Documents. Questions concerning these documents must be submitted by email to steven.pearl@ghd.com by 1:00 PM, May 7, 2024 PDT.

This is a Public Works Project funded with CA State funds. CA State prevailing wage rates will be required on this project. Pursuant to CA Labor Code 1725.5 all contractors and subcontractors must be currently registered and be in good standing with the Department of Industrial Relations to be listed on a bid and work on a public works project. The general prevailing wage rates applicable to the Work are set by the State Director of DIR State of California under Labor Code Section 17714. The Contractor will be required to comply with any changes in these wage rates as they are updated by the State government at no cost to the Owner. Prevailing rates are available online at http://www.dir.ca.gov/DLSR. This project is also funded with federal funds and the higher of the two wage rates will be paid to workers.

Richard Hanger
General Manager, Fieldbrook Glendale Community Services District.





## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**







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**Type of Item:**

**Type of Action Required:**



FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT

Request for Qualifications

Water Tank Seismic Retrofit Project

Construction Management Services

**A. Invitation**

You are invited to submit a Statement of Qualifications (SOQ) and other materials, in accordance with the outline below, to be considered for selection by the Fieldbrook Glendale Community Services District (District) for:

- 1) Construction Management including review of construction documents, construction meetings/ contractor coordination, submittal/ shop drawing review and management, responding to requests for information, and pay request recommendations.
- 2) Onsite Observation: Provide as-needed onsite services to document progress, coordinate biological pre-construction surveys, neighboring property owner coordination, review products onsite and check for compliance with the submittals and plans, maintain site observation records including a set of redline drawings.

***The deadline to submit a SOQ is 5:00pm May 06, 2024.***

**B. Categories of Services**

The District is seeking a consultant firm or team to provide services necessary to proceed with bidding and construction management and observation of the installation of a new round steel tank on a new concrete foundation and connecting piping and electrical systems. It is anticipated that a single consultant firm or team will be selected encompassing all the required engineering disciplines.

**C. Project Overview**

The Project is located in a rural residential area along on Red Rock Lane in the unincorporated community of Fieldbrook, Humboldt County, California. The District has completed design plans, geotechnical analyses, specifications, and environmental documentation for a project to construct a new 400,000 gallon steel water tank next to an existing redwood tank with a new steel tank at the existing water tank site. The main components of this project are installing a new round steel tank on a new concrete foundation and providing connecting piping and electrical systems.

A California Environmental Quality Act (CEQA) Notice of Exemption has been filed for the Project under, Fieldbrook Glendale Community Services District, 400,000 Gallon Water Tank

Project, dated June 2019. In addition, the following two reports were completed and include project mitigations that the consultant will be responsible for coordinating and or overseeing the contractor complete.

- Wildlife Resources Evaluation, Fieldbrook Glendale Community Services District, 400,000 Gallon Water Tank Project, prepared by GHD Inc., dated June 2020.
- Rare Plant, Sensitive Habitat and Jurisdictional Wetlands Delineation Report, Fieldbrook Glendale Community Services District, 400,000 Gallon Water Tank Project, prepared by GHD Inc., dated June 2020.

#### **D. Funding Sources**

Funding for this project will be provided from the Federal Emergency Management Agency (FEMA) administered through the California Office of Emergency Services (CalOES) via the Robert T. Stafford Emergency Assistance and Disaster Relief Act for a FEMA Hazard Mitigation Program project. Funding will also be from the Department of Water Resources Proposition 1 Integrated Regional Water Management Grant Program and the DWR Urban Multi-Benefit Drought Relief Program.

#### **E. Selection Process**

The District will establish a Selection Committee to review the SOQ submittals received. The Selection Committee will request a price proposal from the most qualified firm/team that is subject to negotiation of a fair and reasonable price. The District's Board of Directors will approve the final proposal.

#### **F. Work to be Completed**

The Consultant shall support the following:

##### **1. Project Management**

- 1.1 Attend and document design meetings
- 1.2 Draft correspondence
- 1.3 Manage subcontractors
- 1.4 Maintain project files
- 1.5 Manage and direct overall design and environmental teams

##### **2. Construction Management Services**

- 1.1 Review contractor's initial construction schedule for completeness, adherence to project requirements and ease of monitoring progress
- 1.2 Conduct a pre-construction meeting
- 1.3 Review cost breakdowns requested for lump sum items to establish the basis for payment calculation for those items
- 1.4 Develop agendas and minutes for project construction coordination meetings
- 1.5 Review and respond to contractor's submittals
- 1.6 Respond to Contractor's Requests for Information
- 1.7 Review and assist District with processing legitimate Change Orders
- 1.8 Review and assist the District with processing Pay Requests

- 1.9 Monitor the Contractor’s construction schedule and progress for adherence to project schedule, coordinate with the Contractor on maintaining activities, notify Contractor and District of schedule concerns, review schedule revisions and negotiate time extensions if necessary
- 1.10 Ensure contractor provides as-built drawings and review for adequacy
- 1.11 Prepare contract closeout documents and file Notice of Completion

**3. Inspection Services**

- 1.1 Review Contractor’s submittals and check for conformance with the project requirements and monitor for implementation and maintenance of BMPs.
- 1.2 Prepare regular observation reports including digital photo logs of progress.
- 1.3 Maintain job set plans with mark ups depicting changes.
- 1.4 Check for adequate noticing in alignment with traffic control set up.
- 1.5 Reject or Recommend deductions for materials not meeting the project requirements.
- 1.6 Conduct spot elevation checks of grading for conformance with plans and specifications.
- 1.7 Observe seed/mulch application.
- 1.8 Ensure contractor provides as-built drawings and review for adequacy
- 1.9 Prepare contract closeout documents and file Notice of Completion

**G. Consultant Selection Schedule**

- |   |                |
|---|----------------|
| 1. Issue Request for Qualifications:              | April 04, 2024 |
| 2. SOQ Submittal Deadline:                        | May 06, 2024   |
| 3. Selection Committee review:                    | May 10, 2024   |
| 4. Board Approval of most Qualified Firm/ Team    | May 13, 2024   |
| 5. Request proposal from most qualified Firm/Team | May 14, 2024   |
| 6. District General Manager approves Award        | May 17, 2024   |

**H. Statement of Qualifications**

Firms or teams who are interested in providing the consultant services described above are to submit a Statement of Qualifications (SOQ) **not exceeding 10 pages in length** (not including cover letter and table of contents) that includes the following:

- 1. Identification of prime and subconsultants: Include key personnel (those who will provide the majority of the labor hours) and lead persons to be assigned to the project. Please be specific about education and background of the key staff as well as current and past participation directly with the primary applicant. Short resumes of key participants must be included.
- 2. Demonstration of firm/team technical competency and firm/team capacity to complete the required work.
- 3. Provide a minimum of two project descriptions of projects that were completed within the last five years similar to the Water Tank Replacement Project Construction Management. Please provide a reference name and contact information for the project owner.

4. Demonstration of knowledge of Federal, State and local laws, rules, regulations or ordinances relevant for this project.
5. A written description of projects recently completed. Be specific regarding projects that are the same, or similar in nature to what is described in this SOQ. Provide contact data for references.
6. Conceptual approach, and schedule for services requested.
7. Present workload and staff availability.
8. List any potential conflicts of interest and a strategy for negating them.

## **I. Selection Criteria**

The District's Selection Committee will evaluate all submitted SOQs in accordance with the criteria stated below. The District reserves the right to request interviews of the top ranks firms. The Selection Committee will decide which applicant will be invited to submit a proposal. The Selection Committee may also elect to select a consultant team based upon the SOQ submittals. Evaluation and selection criteria will include the following:

1. Consultant firm or team's qualifications and experience on similar projects, including transmission-level water infrastructure and storage tank construction management – 30 points
2. Qualifications and experience of the project manager and key personnel – 20 points
3. Consultant's understanding of the project and conceptual approach – 30 points
4. Consultant Team's present workload and staff availability – 5 points
5. Consultant Team's ability to meet established project schedule – 5 points
6. References for prime and key subconsultants – 5 points
7. Consultant Team's ability to negate any identified conflicts of interest – 5 points

## **J. Submittal Deadline**

Applicants who are interested in providing the services for this project are required to submit a Statement of Qualifications no later than 5:00 pm on May 06, 2024. All SOQs and materials submitted in response to this RFQ will become the property of the District and will not be returned. The District is not responsible for any costs incurred in the preparation of a response to this RFQ. Applicants shall submit one electronic pdf copy of the SOQ via email to Richard Hanger [GM@fgcsd.org](mailto:GM@fgcsd.org)

All questions shall be submitted to Richard Hanger [GM@fgcsd.org](mailto:GM@fgcsd.org) by TIME 5:00 pm on April 29, 2024.

**RFQ Distribution List - see attached Appendix A**



## Appendix A

### Submittal and Contact Information

Richard Hanger, General Manager GM@fgcsd.org

This is not an exclusive list. You may team up with an individual or firm not listed.

Atlas Engineering  
252 G Street  
Arcata, CA 95521

Baird Engineering  
1257 Main Street  
Fortuna, CA 95540

LACO  
21 W 4<sup>th</sup> Street  
Eureka, Ca 95501

Omsberg & Preston  
434 7<sup>th</sup> Street  
Eureka, CA 95501

Ontiveros & Associates  
404 N. Fortuna Blvd.  
Fortuna, CA 95504

Oscar Larson & Associates  
317 3<sup>rd</sup> Street  
Eureka, CA 95501

Penfold Engineering  
2107 1<sup>st</sup> Street  
Eureka, CA 95501

SHN  
812 W. Wabash  
Eureka, CA 95501

Whitchurch Engineering  
610 9<sup>th</sup> Street  
Fortuna, CA 95540

Greenway Partners  
1385 8<sup>th</sup> Street, #201  
Arcata, CA 95521

Pacific Affiliates  
990 W. Waterfront Drive  
Eureka, CA 95501

Planwest Partners  
1125 16<sup>th</sup> Street  
Arcata, CA 95521

Points West Surveying Company  
520I Carlson Park Drive  
Arcata, CA 95521

Standing Wave Engineering  
1721 Antoine Ave.  
Arcata, CA 95521-4880



**Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**





Roy Sheppard  
President

Starr Kilian  
Vice-President

Richard Grissom  
Director

Jason Garlick  
Director

Janet Miller  
Director

Richard Hanger  
General Manager

Jack Sheppard  
Fire Chief

Grant Weaver  
Sewer Technician

## **REQUEST FOR PROPOSAL: AUDITING SERVICES RFP**

### **Statement**

The Board of Directors is seeking proposals for the audit of the financial statements of audits of the Fieldbrook Glendale Community Services District (District) for the years ending June 2024, 2025, 2026.

### **Scope of Work**

The financial statements consist of statements of financial position, statement of activities and change in net assets, and statements of cash flows, statements of net position and statements of revenues, expenses and changes in net position for both proprietary funds and governmental funds, notes to the financial statements, required supplementary information including management letter and budgetary comparison schedule, preparation of the California State Controllers financial transactions report, and any other filings that may become necessary.

The audit should be performed in accordance with generally accepted auditing standard in the United States of America and the standards for financial audits contained in Government Auditing Standards, and shall express an opinion as to whether the District's financial statements are fairly presented in all material respects, in conformity with U.S. Generally Accepted Accounting Principles and to report on the fairness of the supplementary information referred to above when considered in relation to the financial statements as a whole. The District is anticipating a Federally funded construction project will be completed in the fiscal year 2025. Should this occur, a single audit will be required.

### **Fieldbrook Glendale Community Services District**

FGCSD is a local public agency established in 1962 under the Community Services District Act pursuant to Government Code Section 61000-61936. The District provides water distribution, sewage collection, and fire protection/emergency response services. These are presented using three funds including two proprietary and one governmental. The District is governed by a five-member Board of Directors (Board) elected every four years. The Board has the authority to set rates and charges and is governed by California Government Codes, District Ordinances, and adopted policies.

The District employees a part-time General Manager and a Wastewater Technician. Meter reading, billing, and collection of fees for service are provided by a third party. The District utilizes QuickBooks software. An electronic file copy will be made available following closing entries. The General Manager will be available during the

Roy Sheppard  
**President**

Starr Kilian  
**Vice-President**

Richard Grissom  
**Director**

Jason Garlick  
**Director**

Janet Miller  
**Director**

Richard Hanger  
**General Manager**

Jack Sheppard  
**Fire Chief**

Grant Weaver  
**Sewer Technician**

audit process to assist the auditor, provide information as requested, including documentation and explanations.

### **Proposal Elements**

The proposal should include the following information:

1. Describe your firm's special district/government agency experience/expertise. Include size of firm, location of offices, location of office where the job will be staffed, other areas in which the firm specializes, and relevant professional memberships and affiliations.
2. Explain your approach to staffing audits and ensuring continuity. Provide information on the senior professionals who would staff our engagement, including related experience of the primary contact for our audit. Include resumes for all senior professionals.
3. Detailed steps of the engagement, noting stages that would involve our personnel.
4. Provide a breakdown of fees on an annual basis for the audit for years ending June 30, 2024, 2025, and 2026.
5. Provide references and contact information for clients similar to FGCS and a copy of the firm's most recent peer review.
6. The firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the last three (3) years with state regulatory bodies or professional organizations.
7. If selected, the firm shall provide copies of Workers' Compensation and liability insurance.

### **Request for Additional Information**

By submitting a proposal, the firm agrees to provide such additional information as the District may reasonably require. To the extent there are any revisions or additions to the information provided or requested in this RFP, an addendum will be sent to all firms who received the RFP. The District reserves the right to make such investigations of the qualifications of the firm.

### **Proposal Binding**

All proposals submitted shall be binding on proposers for ninety (90) calendar days following opening of the proposals.

Roy Sheppard  
**President**

Starr Kilian  
**Vice-President**

Richard Grissom  
**Director**

Jason Garlick  
**Director**

Janet Miller  
**Director**

Richard Hanger  
**General Manager**

Jack Sheppard  
**Fire Chief**

Grant Weaver  
**Sewer Technician**

**Acceptance/Rejection/Modifications to Proposals**

The District reserves the right to accept or reject any or all proposals, negotiate modifications to proposals that it deems acceptable, to request and consider additional information from any proposer and to waive minor irregularities and technical defects in the proposal process. The District reserves the right to seek new proposals when it determines that it is in the best interest to do so.

**Selection Process**

The Finance Committee will evaluate the responses and recommend an unranked short-list of no more than three firms to the Board of Directors. The Finance Committee may schedule interviews and/or presentations with short-listed proposers. Based on the outcome of the Finance Committee’s evaluation of proposals, a recommendation will be submitted to the District Board of Directors for consideration of the award. An award of contract occurs when the contract is approved by the FGCS D Board of Directors. Selection of a firm with whom the District enters into contract negotiations with or a recommendation of an award by the Committee or any other party does not constitute an award of contract. The District expects, but does not guarantee, that the decision on selection of a firm will be made by the FGCS D Board of Directors on the date indicated below.

**Schedule**

RFP Released	April 24, 2024
Proposals Due	May 24, 2024
Interviews (if necessary)	TBD
Award of Contract	May 28, 2024



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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## Agenda Background

**Meeting Date:** 04/23/2024

**Agenda Title:** Fire Loans, set interest rates for fiscal year 2025.

**Agenda Item:** 5.3

**Presented by:** Richard Hanger

**Type of Item:** Action

**Type of Action Required:** Voice Vote

### **Background:**

May 2013 Fire house loan \$182,400, 4% interest, 10-year note (Wall Street Journal (WSJ) rate 3.25%)

April 2014 No change (WSJ rate 3.25%)

April 2015 No change (WSJ rate 3.25%)

Jan. 2016 Refinanced Fire house loan \$151,459, 4% interest, 18-year note

Jan 2016 Water Tender loan \$110,000, 4% interest, 10-year note (WSJ rate 3.25%)

Jan 2016 Fire reserve designation requirement to collateralize due on June 30, 2024.

April 2016 No change (WSJ rate 3.5%)

April 2017 Rate adjusted to 4.5% (WSJ rate 3.75%)

April 2018 No change (WSJ rate 4.75%)

April 2019 Wastewater loan \$65,000, 4.5% interest rate, 7-year note

April 2019 No change, 4.5% interest rate, (WSJ rate 5.5%)

April 2020 No change, 4.5% interest rate, (WSJ rate 3.25%)

April 2021 No change, 4.5% interest rate, (WSJ rate 3.25%)

April 2022 No change, 4.5% interest rate, (WSJ rate 3.50%)

April 2023 No change, 4.5% interest rate, (WSJ rate 8.00%)

June 2023 Wastewater Loan paid in full.

The original notes for the fire house, water tender remained unchanged from 2013-2017 at 4% per annum. Loan rates were adjusted to 4.5% in 2017 and became effective in 2018. The original loans were based on the WSJ prime rate plus three-quarters of a point (.75). The WSJ prime rate adjusted in 2016 to 3.5%, 2017 to 3.75%, 2018 to 4.75%, 2019 to 5.5%, 2020 to 3.25%, 2021 to 3.25%, 2022 to 3.5%, 2023 to 8.0%.

The WSJ rate was 8.5% on April 19, 2024.

### **Recommendation:**

Interest rates have been increased significantly this calendar year as the Federal Reserve responded to inflationary pressures. The averaged WSJ rates from 2014-2022, is 3.75%. The averaged WSJ rates from 2014-2024, is 4.59%. A half point adjustment to 5% would be reasonable, or the board could leave the rate unchanged and consider a change in April of 2025.

### **Year End balances:**

Fire House \$98,536 - 10 years remaining on loan

Fire Truck \$26,024 - 2 years remaining on loan

Sewer - Paid in full.



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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**Fieldbrook Glendale Community Services District**  
**Revenue vs. Expense - Water Dept.**  
July 2023 through June 2024

WATER	Adjustments				August 2023		
	First Qtr	Second Qtr	Third Qtr	Total Adj	2024 Budget	Adjusted Budget	% of Change
<b>Revenue</b>							
<b>4100 · Water Revenue</b>							
4110 · Domestic Water Sales	\$ 8,841	\$ 4,590	\$ 4,618	\$ 18,049	\$ 441,651	\$ 459,700	3.9%
4115 · Late Fees - Water	\$ 558	\$ 720	\$ 970	\$ 2,248	\$ 14,590	\$ 16,838	13.4%
4120 · Business Water Sales	\$ 5,050	\$ 4,908	\$ 928	\$ 10,886	\$ 58,499	\$ 69,385	15.7%
4130 · Fire Suppression Water Sales	\$ 126	\$ 31	\$ 39	\$ 196	\$ 2,486	\$ 2,682	7.3%
4135 · Benefit Zone 1-Water Sales	\$ 389	\$ (2,549)	\$ 440	\$ (1,720)	\$ 30,503	\$ 28,783	-6.0%
4140 · Installation Fees	\$ 4,537	\$ -	\$ -	\$ 4,537	\$ -	\$ 4,537	100.0%
4150 · Water Processing Fees	\$ (35)	\$ 105	\$ 105	\$ 175	\$ 875	\$ 1,050	16.7%
4157 · Water Misc. Chg	\$ 552	\$ -	\$ 70	\$ 622	\$ 35	\$ 657	94.7%
4160 · Water Other Revenue	\$ 35	\$ -	\$ 122	\$ 157	\$ -	\$ 157	100.0%
<b>Total 4100 · Water Revenue</b>	<b>\$ 20,053</b>	<b>\$ 7,805</b>	<b>\$ 7,292</b>	<b>\$ 35,150</b>	<b>\$ 548,639</b>	<b>\$ 583,789</b>	<b>6.0%</b>
<b>Cost of Goods Sold</b>							
50000 · Purchased Water	\$ 1,973	\$ 3,205	\$ 1,641	\$ 6,819	\$ 192,199	\$ 199,018	3.4%
<b>Net Revenue less COGS</b>	<b>\$ 18,080</b>	<b>\$ 4,600</b>	<b>\$ 5,651</b>	<b>\$ 28,331</b>	<b>\$ 356,440</b>	<b>\$ 384,771</b>	<b>7.4%</b>
<b>Operating Expense</b>							
5050 · Director Fees	\$ -	\$ -	\$ -	\$ -	\$ 2,995	\$ 2,995	0.0%
5100 · Contract Labor/Admin	\$ 1,384	\$ 2,509	\$ 32,691	\$ 36,584	\$ 229,117	\$ 265,701	13.8%
5130 · Assessment Fees	\$ -	\$ -	\$ -	\$ -	\$ 272	\$ 272	0.0%
5150 · Insurance Expense	\$ (4)	\$ -	\$ -	\$ (4)	\$ 5,666	\$ 5,662	-0.1%
5200 · Professional Services	\$ (82)	\$ 738	\$ (161)	\$ 495	\$ 10,837	\$ 11,332	4.4%
5250 · Dues & Memberships	\$ -	\$ (88)	\$ 17	\$ (71)	\$ 1,453	\$ 1,382	-5.1%
5300 · Utilities	\$ 696	\$ 468	\$ 736	\$ 1,900	\$ 14,296	\$ 16,196	11.7%
5360 · Transportation & Travel	\$ (40)	\$ (63)	\$ (8)	\$ (111)	\$ 960	\$ 849	-13.1%
5370 · Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ 225	\$ 225	0.0%
5380 · Supplies	\$ 12	\$ (102)	\$ 462	\$ 372	\$ 2,536	\$ 2,908	12.8%
5400 · Maintenance Expenses	\$ -	\$ -	\$ -	\$ -	\$ 8,055	\$ 8,055	0.0%
5550 · Equipment (Small)	\$ 125	\$ -	\$ -	\$ 125	\$ -	\$ 125	100.0%
5625 · Bank Charges	\$ 35	\$ 367	\$ 158	\$ 560	\$ 3,945	\$ 4,505	12.4%
5700 · Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ 5,762	\$ 5,762	0.0%
6560 · Payroll Expenses	\$ (15)	\$ (15)	\$ 287	\$ 257	\$ 13,308	\$ 13,565	1.9%
<b>Total Expense</b>	<b>\$ 2,111</b>	<b>\$ 3,814</b>	<b>\$ 34,182</b>	<b>\$ 40,107</b>	<b>\$ 299,427</b>	<b>\$ 339,534</b>	<b>11.8%</b>
<b>Net Of Operations</b>	<b>\$ 15,969</b>	<b>\$ 786</b>	<b>\$ (28,531)</b>	<b>\$ (11,776)</b>	<b>\$ 57,013</b>	<b>\$ 45,237</b>	<b>-26.0%</b>
<b>Other Revenue</b>							
4900 · Interest Earnings	\$ (55)	\$ 4	\$ 1,265	\$ 1,214	\$ 7,995	\$ 9,209	13.2%
<b>Total Other Revenue</b>	<b>\$ (55)</b>	<b>\$ 4</b>	<b>\$ 1,265</b>	<b>\$ 1,214</b>	<b>\$ 7,995</b>	<b>\$ 9,209</b>	<b>13.2%</b>
<b>Other Expense</b>							
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ 44,577	\$ 44,577	0.0%
5650 · Interest Expense	\$ -	\$ 44	\$ -	\$ 44	\$ 10,355	\$ 10,399	0.4%
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ (44)</b>	<b>\$ -</b>	<b>\$ 44</b>	<b>\$ 54,932</b>	<b>\$ 54,976</b>	<b>0.1%</b>
<b>Net Other Revenue</b>	<b>\$ (55)</b>	<b>\$ (40)</b>	<b>\$ 1,265</b>	<b>\$ 1,170</b>	<b>\$ (46,937)</b>	<b>\$ (45,767)</b>	<b>-2.6%</b>
<b>Net Revenue less Expense</b>	<b>\$ 15,914</b>	<b>\$ 746</b>	<b>\$ (27,266)</b>	<b>\$ (10,606)</b>	<b>\$ 10,076</b>	<b>\$ (530)</b>	<b>2001.13%</b>

**Fieldbrook Glendale Community Services District  
Quarterly Wastewater Budget Adjustments  
July 2022 through June 2023**

WASTEWATER	Adjustments				August 2023			% of Change
	First Qtr	Second Qtr	Third Qtr	Total Adj	2024 Budget	Adjusted Budget		
<b>Ordinary Revenue/Expense</b>								
<b>Revenue</b>								
4000 · Revenue								
4200 · Wastewater Revenue								
4210 · Domestic Wastewater Reven	\$ (1,891)	\$ (1,175)	\$ (422)	\$ (3,488)	\$ 281,152	\$ 277,664		-1.3%
4215 · Late Fees - Wastewater	\$ 391	\$ 664	\$ 655	\$ 1,710	\$ 7,518	\$ 9,228		18.5%
4220 · Business Wastewater Reven	\$ 2,957	\$ 7,332	\$ 3,761	\$ 14,050	\$ 75,090	\$ 89,140		15.8%
4250 · Wastewater Processing Fees	\$ (70)	\$ (35)	\$ 70	\$ (35)	\$ 420	\$ 385		-9.1%
4252 · Wastewater Permit Fees	\$ -	\$ -	\$ 250	\$ 250	\$ 1,000	\$ 1,250		20.0%
4260 · Sewer Other Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
<b>Total 4100 · Wastewater Revenue</b>	<b>\$ 1,387</b>	<b>\$ 6,786</b>	<b>\$ 4,314</b>	<b>\$ 12,487</b>	<b>\$ 365,180</b>	<b>\$ 377,667</b>		<b>3.3%</b>
<b>Cost of Goods Sold</b>								
5000 · Sewer Treatment	\$ (8,400)	\$ (3,024)	\$ (8,378)	\$ (19,802)	\$ 201,000	\$ 181,198		-10.9%
<b>Net Revenue less COGS</b>	<b>\$ 9,787</b>	<b>\$ 9,810</b>	<b>\$ 12,692</b>	<b>\$ 32,289</b>	<b>\$ 164,180</b>	<b>\$ 196,469</b>		<b>16.4%</b>
<b>Operating Expense</b>								
5100 · Contract Labor/Admin	\$ (3,884)	\$ (165)	\$ 3,768	\$ (281)	\$ 49,928	\$ 49,647		-0.6%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -	\$ -	\$ -	\$ 271	\$ 271		0.0%
5150 · Insurance Expense	\$ -	\$ -	\$ -	\$ -	\$ 3,349	\$ 3,349		0.0%
5200 · Professional Services	\$ -	\$ 767	\$ (596)	\$ 171	\$ 7,860	\$ 8,031		2.1%
5250 · Dues & Memberships	\$ -	\$ (88)	\$ 317	\$ 229	\$ 1,453	\$ 1,682		13.6%
5300 · Utilities	\$ 194	\$ 464	\$ 1,536	\$ 2,194	\$ 8,663	\$ 10,857		20.2%
5360 · Fuel (Generator)/Mileage	\$ 146	\$ 240	\$ 188	\$ 574	\$ 4,970	\$ 5,544		10.4%
5370 · Property Taxes	\$ -	\$ 264	\$ -	\$ 264	\$ 546	\$ 810		32.6%
5380 · Supplies	\$ 38	\$ 34	\$ 472	\$ 544	\$ 2,516	\$ 3,060		17.8%
5400 · Maintenance Expenses	\$ (150)	\$ -	\$ (850)	\$ (1,000)	\$ 33,150	\$ 32,150		-3.1%
5550 · Equipment	\$ 125	\$ -	\$ -	\$ 125	\$ -	\$ 125		100.0%
5590 · Bad Debts	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
5625 · Bank Charges	\$ (178)	\$ 28	\$ (16)	\$ (166)	\$ 3,192	\$ 3,026		-5.5%
5700 · Licenses & Fees	\$ 36	\$ 293	\$ 110	\$ 439	\$ 4,206	\$ 4,645		9.5%
6560 · Payroll Expenses	\$ 748	\$ (1,149)	\$ (1,278)	\$ (1,679)	\$ 38,773	\$ 37,094		-4.5%
<b>Total Operating Expense</b>	<b>\$ (2,925)</b>	<b>\$ 688</b>	<b>\$ 3,651</b>	<b>\$ 1,414</b>	<b>\$ 158,877</b>	<b>\$ 160,291</b>		<b>0.9%</b>
<b>Net Ordinary Revenue</b>	<b>\$ 12,712</b>	<b>\$ 9,122</b>	<b>\$ 9,041</b>	<b>\$ 30,875</b>	<b>\$ 5,303</b>	<b>\$ 36,178</b>		<b>85.3%</b>
<b>Other Revenue</b>								
4900 · Interest Earnings	\$ 186	\$ 364	\$ 369	\$ 919	\$ 3,731	\$ 4,650		19.8%
4950 · Connection Fees	\$ 840	\$ 3,319	\$ 2,110	\$ 6,269	\$ 28,452	\$ 34,721		18.1%
<b>Total Other Revenue</b>	<b>\$ 1,026</b>	<b>\$ 3,683</b>	<b>\$ 2,479</b>	<b>\$ 7,188</b>	<b>\$ 32,183</b>	<b>\$ 39,371</b>		<b>18.3%</b>
<b>Other Expense</b>								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ 100,011	\$ 100,011		0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		0.0%
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 100,011</b>	<b>\$ 100,011</b>		<b>0.0%</b>
<b>Net Other Revenue</b>	<b>\$ 1,026</b>	<b>\$ 3,683</b>	<b>\$ 2,479</b>	<b>\$ 7,188</b>	<b>\$ (67,828)</b>	<b>\$ (60,640)</b>		<b>-11.9%</b>
<b>Net Revenue</b>	<b>\$ 13,738</b>	<b>\$ 12,805</b>	<b>\$ 11,520</b>	<b>\$ 38,063</b>	<b>\$ (62,525)</b>	<b>\$ (24,462)</b>		<b>-155.6%</b>



**Fieldbrook Glendale Community Services District**  
**Quarterly Fire Dept. Budget Adjustments**  
**July 2023 through June 2024**

Fire Department	Adjustments				August 2023		
	First Qtr	Second Qtr	Third Qtr	Total Adj	2024 Budget	Adjusted Budget	% of Change
<b>Ordinary Revenue/Expense</b>							
<b>Revenue</b>							
<b>4300 · Fire Revenue</b>							
4310 · Current Secured Taxes	\$ -	\$ -	\$ -	\$ -	\$74,346	\$74,346	0.0%
4320 · Current Unsecured Tax	\$ -	\$ -	\$ -	\$ -	\$2,888	\$2,888	0.0%
4330 · Prior Year Secured Tax	\$ -	\$ -	\$ -	\$ -	\$1,362	\$1,362	0.0%
4340 · Prior Year Unsecured Tax	\$ -	\$ -	\$ -	\$ -	\$31	\$31	0.0%
4341 · Prop 172 Transfer	\$ -	\$ -	\$ -	\$ -	\$1,346	\$1,346	0.0%
4350 · Property Tax Assessment	\$ -	\$ -	\$ -	\$ -	\$41,513	\$41,513	0.0%
4360 · Timber Yield Tax	\$ -	\$ -	\$ -	\$ -	\$147	\$147	0.0%
4370 · Homeowners' Exemption	\$ -	\$ -	\$ -	\$ -	\$731	\$731	0.0%
4380 · Supplemental Tax - Curr	\$ -	\$ -	\$ -	\$ -	\$952	\$952	0.0%
4385 · Supplemental Tax - Prio	\$ -	\$ -	\$ -	\$ -	\$157	\$157	0.0%
4386 · St. Wildlife Refuge In Lie	\$ -	\$ -	\$ -	\$ -	\$9	\$9	0.0%
4395 · Other Income - Fire Dept	\$ -	\$ 3,785	\$ 2,130	\$ 5,915	\$2,000	\$7,915	74.7%
<b>Total 4300 · Fire Revenue</b>	<b>\$ -</b>	<b>\$ 3,785</b>	<b>\$ 2,130</b>	<b>\$ 5,915</b>	<b>\$ 125,482</b>	<b>\$ 131,397</b>	<b>4.5%</b>
<b>Operating Expense</b>							
5050 · Chief Fees	\$ -	\$ -	\$ -	\$ -	\$ 599	\$599	0.0%
5130 · Assessment Fee-LAFCo	\$ -	\$ -	\$ -	\$ -	\$ 2,134	\$2,134	0.0%
5150 · Insurance Expense	\$ 165	\$ 16	\$ -	\$ 181	\$ 23,692	\$23,873	0.8%
5200 · Professional Services	\$ -	\$ 782	\$ 204	\$ 986	\$ 7,000	\$7,986	12.3%
5250 · Dues & Memberships	\$ -	\$ -	\$ -	\$ -	\$ 3,270	\$3,270	0.0%
5300 · Utilities	\$ 846	\$ (11)	\$ 81	\$ 916	\$ 12,111	\$13,027	7.0%
5360 · Transportation & Travel	\$ (92)	\$ (311)	\$ 14	\$ (389)	\$ 3,690	\$3,301	-11.8%
5380 · Supplies	\$ -	\$ -	\$ 98	\$ 98	\$ 5,575	\$5,673	1.7%
5400 · Maintenance Expenses	\$ -	\$ 567	\$ 554	\$ 1,121	\$ 12,750	\$13,871	8.1%
5550 · Equipment	\$ -	\$ -	\$ 638	\$ 638	\$ 4,000	\$4,638	13.8%
5700 · Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ 112	\$112	0.0%
6560 · Payroll Expenses	\$ (510)	\$ -	\$ (1,957)	\$ (2,467)	\$ 4,570	\$2,103	-117.3%
<b>Total Operating Expense</b>	<b>\$ 409</b>	<b>\$ 1,043</b>	<b>\$ (368)</b>	<b>\$ 1,084</b>	<b>\$ 79,503</b>	<b>\$ 80,587</b>	<b>1.3%</b>
<b>Net Ordinary Revenue</b>	<b>\$ (409)</b>	<b>\$ 2,742</b>	<b>\$ 2,498</b>	<b>\$ 4,831</b>	<b>\$ 45,979</b>	<b>\$ 50,810</b>	<b>9.5%</b>
<b>Other Revenue/Expense</b>							
4393 · Donations Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$0	0.0%
4394 · Grant Income	\$ -	\$ -	\$ -	\$ -	\$ 4,402	\$4,402	0.0%
4900 · Interest Earnings	\$ -	\$ -	\$ -	\$ -	\$ 1,770	\$1,770	0.0%
<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 6,172</b>	<b>\$ 6,172</b>	<b>0.0%</b>
<b>Other Expense</b>							
5350 · Depreciation Expenses	\$ (5)	\$ 10	\$ -	\$ 5	\$ 48,919	\$48,924	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ 6,267	\$6,267	0.0%
5800 · Fire Grant Expenses	\$ -	\$ -	\$ -	\$ -	\$ 8,804	\$8,804	0.0%
<b>Total Other Expense</b>	<b>\$ (5)</b>	<b>\$ 10</b>	<b>\$ -</b>	<b>\$ 5</b>	<b>\$ 63,990</b>	<b>\$ 63,995</b>	<b>0.0%</b>
<b>Net Other Revenue</b>	<b>\$ (5)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (5)</b>	<b>\$ (57,818)</b>	<b>\$ (57,823)</b>	<b>0.0%</b>
<b>Net Revenue</b>	<b>\$ (414)</b>	<b>\$ 2,742</b>	<b>\$ 2,498</b>	<b>\$ 4,826</b>	<b>\$ (11,839)</b>	<b>\$ (7,013)</b>	<b>-68.8%</b>



## Agenda Background

**Meeting Date:** 4/23/24

**Agenda Title:** LAFCo, Special District Member Election

**Agenda Item:** 5.8

**Presented by:** Richard Hanger

**Type of Item:** Action

**Type of Action Required:** Voice Vote

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**Background:**

Current member Debra Lake, Fruitland Ridge Fire Protection District term expires June 30, 2024. A request for nominations was sent on January 26, 2024.

Ballot may be cast for one member:

Heidi Benzonelli, Sponsor: Humboldt Community Services District

David Couch, Sponsor: McKinleyville Community Services District

**Recommendation:**

Move to support one candidate.



# HUMBOLDT

Local Agency Formation Commission

670 9th Street, Suite 5, Arcata, CA 95521  
(707) 445-7508 / (707) 825-9181 fax  
www.humboldtlaaco.org

H.B.M.W.D. APR 04 2024

H.B.M.W.D. APR 04 2024

Please note that our address has changed:  
\*\*Humboldt LAFCo, 670 9th Street, Suite 5, Arcata, CA 95521\*\*

Date: April 5, 2024  
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 (1) regular special district member on LAFCo expires on June 30, 2024. All terms are four years and end on June 30. There are no term limits.

### 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	2022 - 2026
Alternate Member	Heidi Benzonelli, Humboldt Community Services District	2022 - 2026

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which 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 26, 2024, 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 March 29, 2024.**

**Enclosed is an official ballot to elect one candidate to serve as a regular special district member on LAFCo with a term beginning on July 1, 2024 and expiring June 30, 2028.**

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. **Ballots must be returned to LAFCo, 670 9th Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.**

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. There are 49 independent special districts, therefore a majority vote constitutes 25. 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.

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



**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 670 9<sup>th</sup> Street, Suite 5, Arcata, CA 95521 on or before 5:00 p.m. on June 7, 2024.

Name of District: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

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

**HEIDI BENZONELLI**  
Sponsor: Humboldt Community Services District

**DAVID COUCH**  
Sponsor: McKinleyville Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2024 and expiring on June 30, 2028, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the \_\_\_\_\_ day of \_\_\_\_\_, 2024, by the following vote:

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

NOSE: \_\_\_\_\_

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

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

DISTRICT REPRESENTATIVE:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name / Title