

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

April 23, 2019
Fieldbrook Fire Hall, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

3. Public Comments

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

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 – Muni meeting report

4.4.2 – LHMP - update

4.5 General Manager Report

4.5.1 – Inspection of Royal Gold

4.6 Reports by members of the Board.

4.6.1 –

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, March 26, 2019.

5.2 Correspondence/Information Items

5.2.1 – From: LAFCo, Budget 2019-2020.

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

5.3.1 Interfund Transfers \$62,101.09

5.3.2 Checks (5738-5768) \$61,016.48

5.3.3 Payroll \$3,208.24

5.3.4 General Journal Entries 395-401

5.3.5 Bad Debt, Acct#420.02 - \$562.652, Acct#990.02 - \$446.00

5.3.6 LAIF transfer to CCCU Liquid Assets \$59,720.14

6. Action/Discussion Items

6.1 – Wastewater service agreement, City of Arcata. Tabled from March 26th. Discussion/Action.

6.2 – Possible purchase of exterior surveillance system for fire house – Discussion/Action.

6.3 – Quarterly financial reports and budget adjustments. Discussion/Action.

6.4 – Water loans to fire – annual interest review. Discussion/Action.

6.5 – Resolution to loan water funds to wastewater fund. Discussion/Action.

7. Future Agenda Items

7.1 – Budget presentation – May.

7.2 – Annual certification of fire tax assessment. May

7.3 – Annual consumer confidence report. May.

7.4 – Auditor selection. May.

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting May 28, 2019.

**Humboldt Bay Municipal Water District
Municipal Customers Coordination Meeting**
Board Conference Room, 828 7th Street, Eureka

**April 17, 2019
2:00 p.m. – 3:30 p.m.**

Agenda

1. FY 19/20 Budget
2. 2019 Storm Disaster
3. Consumer Confidence Reports
4. Water Tax
5. Local Sales-Nordic and Enviva
6. County LHMP
7. Ruth Lake CSD New GM
8. Day on the Lake
9. Roundtable Discussion – updates from participants

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

March 26, 2019
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:30 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver, District Engineers Rebecca Crow and Alex Crowe, and General Manager Richard Hanger were present. Community member "Pepe" Johnson was present.

2. Agenda Modifications None.

3. Public Comments

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

Community member "Pepe" Johnson lodged a verbal complaint regarding the change in wastewater rates. Information regarding the process and data collected were shared. No action was taken.

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report – *Sewer Technician Grant Weaver provided the attached written report. Highlights included; meeting with Quam, video of pipeline, tour of Royal Gold, major I&I repair, and repair of leaking pipe seams.*

4.2 Safety Report – receive and filed.

4.3 Fire Chief Report

4.3.1 – Call/incident report. – *Fire Chief Jack Sheppard reported the annual volunteer dinner was a great success. Volunteer of the year was awarded to Esther Kilian. A total of five calls, three for mutual aid and two medical calls. There are currently eighteen active volunteers. Brief discussion of possible NEST or CERT community meetings being organized.*

4.4 District Engineer Report –

4.4.1 – Muni meeting report (cancelled)

4.4.2 – Status of Will-Serve requests.

District Engineers Rebecca Crow and Alex Crowe discussed the status of the will-serve requests in the Glendale Area. The first draft is nearing completion and will be issued early next week. Rebeca discussed the LHMP progress and reported that she is beginning phase three which will require some additional hazard assessments and resources.

4.5 General Manager Report

4.5.1 – None.

4.6 Reports by members of the Board.

4.6.1 – *Director Richard Grissom shared his home owners insurance has increased significantly. It seems this is related to living in a wooded area and the wildfires experienced last-year in California.*

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, February 26, 2019.

5.2 Correspondence/Information Items

5.2.1 – Hazard Mitigation Grant revised match commitment letter

5.2.2 – SDRMA: 2019-20 Property/Liability program Rate Information

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

5.3.1 Interfund Transfers \$62,101.09

5.3.2 Checks (5738-5768) \$61,016.48

5.3.3 Payroll \$3,208.24

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

5.3.4 General Journal Entries 393 & 394

5.3.5 Bad Debt, Acct#420.02 - \$562.652, Acct#990.02 - \$446.00

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

6. Action/Discussion Items

6.1 – Wastewater service agreement, City of Arcata. Tabled from January 22nd. Discussion/Action.
Item 6.1 tabled to April 23, 2019, by order of the chair.

6.2 – Brown Act Review. Discussion.

Director Richard Grissom provided an overview of the Ralph M. Brown Act.

7. Future Agenda Items

7.1 – Quarterly financial reports and budget adjustments. April

7.2 – Water loan to fire – annual interest review. April

7.3 – Resolution to loan funds to Wastewater from the Water fund. April

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting April 23, 2019.

Meeting adjourned at 8:44 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Janet Miller
Director*

Attachments

CCCU fund transfer

Initialed disbursement register



HUMBOLDT

Local Agency Formation Commission

1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlaaco.org

DATE: April 8, 2019
TO: Humboldt County Administrative Officer
City Managers
Independent Special District Managers
FROM: Colette Metz, Executive Officer
SUBJECT: **Proposed LAFCo Budget for Fiscal Year 2019-20**

Humboldt LAFCo is responsible under State law to annually adopt a proposed budget by May 1st and a final budget by June 15th, and to circulate the proposed and final budgets to member agencies. LAFCo is principally funded in equal thirds by the county, cities, and independent special districts, with the County Auditor-Controller allocating the proportionate costs. Government Code Section 56381 describes the LAFCo budget adoption process in more detail.

The proposed budget for fiscal year 2019-20, as adopted by the Commission on March 20, 2019, is enclosed. The Commission's operating expenses for fiscal year 2019-20 accommodate the following activities:

- Discretionary adjustments in services and supply accounts.
- Application processing activities for changes of organization and reorganization proposals that come before LAFCo.
- Anticipated staffing services to conduct scheduled municipal service reviews and sphere of influence updates.

The Commission is proposing a 3.5 percent increase in member contributions, from \$122,055 to \$126,300. This would be apportioned to the seven cities, 48 independent special districts, and the County.

The Commission will consider adopting its final budget at a public hearing on May 15, 2019 at 9:00 a.m. in the Board of Supervisors Chamber, Humboldt County Courthouse, Eureka.

LAFCo requests comments on the proposed budget by May 3, 2019. Comments may be mailed to 1125 16th Street, Suite 202, Arcata, CA 95521, or e-mailed to colettem@humboldtlaaco.org. Please contact LAFCo staff at 445-7508 if you have any questions.

cc: Karen Paz Dominguez, County Auditor-Controller

Humboldt LAFCo Operating Budget

Revenues:

		FY 2018-19		FY 2019-20	
<u>Account</u>	<u>Revenue Category</u>	ADOPTED	8 MONTH ACTUAL	PROPOSED	
671181	Cities	\$40,685	\$40,685	\$42,100	
671182	Special Districts	\$40,685	\$39,747	\$42,100	
671183	County	\$40,685	\$40,685	\$42,100	
Agency Cost Share Total		\$122,055	\$121,117	\$126,300	3.5% increase
631100	Professional Services	\$30,000	\$63,736	\$55,000	
	Application Fees	-	-	\$55,000	
401000	Interest	\$800	\$618	\$1,310	
REVENUE SUBTOTAL		\$152,855	\$185,471	\$182,610	

Operating Expenses:

		FY 2018-19		FY 2019-20	
<u>Account</u>	<u>Expense Category</u>	ADOPTED	8 MONTH ACTUAL	PROPOSED	
2106	Communications	\$160	\$104	\$160	
2107*	Duplicating	\$300	\$137	-	
2110	Insurance	\$2,200	\$2,375	\$2,500	
2115	Memberships	\$4,100	\$4,182	\$4,750	
2116*	Postage	\$100	\$0	-	
2117	Office Supplies	\$0	\$0	\$600	
	Printing/Copies	-	-	\$300	Previous 2107
	Postage	-	-	\$300	Previous 2116
	Supplies	-	-	\$0	
2118	Professional & Special Services	\$134,000	\$129,287	\$160,900	
	Legal Services	-	-	\$5,000	Previous 2255
	Basic Services-EO/Clerk	\$55,000	\$31,714	\$55,000	
	MSRs/SOs	\$49,000	\$42,124	\$45,000	
	Application Processing	\$30,000	\$55,449	\$55,000	
	Website Services	-	-	\$200	Previous 2147
	Meeting Exp/Stipends	-	-	\$700	Previous 2123
2119	Publications & Legal Notices	\$1,000	\$809	\$1,500	
2121	Rents & Leases - Structures	\$5,400	\$3,600	\$5,400	
2123	Special Departmental Expense	\$700	\$360	\$2,500	
	Conference Registration/Training	-	-	\$2,500	Previous 2614
2125	Transportation & Travel	\$800	\$404	\$4,300	
	Mileage/Travel (In-County)	-	-	\$800	
	Mileage/Travel (Out-of-County)	-	-	\$3,500	Previous 2225
2147*	Media	\$200	\$121	-	
2225*	Transportation Out of County	\$6,200	\$1,304	-	
2255*	Legal Fees	\$5,000	\$1,851	-	
2614*	Staff Development & Training	\$2,600	\$1,090	-	
EXPENSE SUBTOTAL		\$ 162,760.00	\$ 145,624.14	\$ 182,610.00	

Operating Difference

(Negative Balance Indicates Use of Reserves)

\$ (9,905.00) \$ 39,846.86 \$ -

Unreserved/Unrestricted Fund Balance

	FY 2018-19
Beginning	\$ 49,957.32
Ending	

*Accounts to be closed

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

April 23, 2019

Attention: Christine Morrison
cmorrison@coastccu.org

Please confirm transfer verbally to Richard Hanger at 443-3316 or
Via email to rhanger50@gmail.com

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

Please transfer the following

Member Number 99580

From: S70 Business Liquid Asset Account \$ 125,148.45
To: S61 Water Checking \$ 125,148.45

April Reconciliation

Check Register	\$	138,400.32
#5769-5790	\$	138,400.32
Transfer Totals	\$	(125,148.45)
Fire	\$	954.46
Sewer	\$	49,209.97
Water	\$	74,984.02
Gross Pay	\$	2,788.24
<Net Pay>	\$	(2,094.80)
Empr. Taxes	\$	257.89
Adjustments		
HBMWD-Water Asset	\$	(12,667.14)
EDD	\$	(549.36)
EDD	\$	(200.82)
IRS	\$	(791.88)
Intuit	\$	6.00
Reconciliation	\$	(138,400.32)
Balance	\$	-

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of April 23, 2019

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Fire							2.00
Bill	03/30/2019	982...	Interf...	5310 · Telephon...	Fire Dep...	38.01	40.01
Bill	03/31/2019	728...	Interf...	5365 · Fuel Exp...	Fire Dep...	46.30	86.31
Bill	03/31/2019	Mar...	Interf...	5335 · Water (W...	Fire Dep...	48.33	134.64
Bill	03/31/2019	156...	Interf...	5320 · Electric (...	Fire Dep...	115.62	250.26
Bill	03/31/2019	2019	Interf...	5250 · Dues & ...	Fire Dep...	385.00	635.26
Bill	04/01/2019	April...	Interf...	5345 · Internet ...	Fire Dep...	129.96	765.22
Bill	04/19/2019	April...	Interf...	5075 · Chief Ex...	Fire Dep...	50.00	815.22
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Fire Dep...	127.72	942.94
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Fire Dep...	0.08	943.02
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Fire Dep...	7.92	950.94
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Fire Dep...	1.85	952.79
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Fire Dep...	1.67	954.46
Total Interfund Expenses/Fire						952.46	954.46
Interfund Expenses/Sewer							2.00
Bill	03/27/2019	108...	Interf...	5420 · Building ...	Enterpris...	58.48	60.48
Bill	03/31/2019	117...	Interf...	5121 · Engineeri...	Enterpris...	1,056.25	1,116.73
Bill	03/31/2019	117...	Interf...	5121 · Engineeri...	Enterpris...	51.00	1,167.73
Bill	03/31/2019	000...	Interf...	5020 · Purchase...	Enterpris...	28,055.68	29,223.41
Bill	03/31/2019	021...	Interf...	5320 · Electric (...	Enterpris...	76.40	29,299.81
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	1,189.78	30,489.59
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	951.82	31,441.41
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	5,439.10	36,880.51
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	690.11	37,570.62
Bill	03/31/2019	Jan/...	Interf...	1645 · Buildings...	Enterpris...	8,977.88	46,548.50
Bill	03/31/2019	091...	Interf...	5320 · Electric (...	Enterpris...	702.00	47,250.50
Bill	04/01/2019	April...	Interf...	5310 · Telephon...	Enterpris...	9.95	47,260.45
Bill	04/19/2019	Ace...	Interf...	5420 · Building ...	Enterpris...	17.35	47,277.80
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	747.24	48,025.04
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	0.00	48,025.04
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	0.74	48,025.78
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	46.33	48,072.11
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	10.83	48,082.94
Paycheck	04/19/2019	5788	Interf...	6560 · Payroll E...	Enterpris...	14.94	48,097.88
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	894.04	48,991.92
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	0.58	48,992.50
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	55.43	49,047.93
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	12.96	49,060.89
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	11.69	49,072.58
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	125.20	49,197.78
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	0.00	49,197.78
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	0.12	49,197.90
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	7.76	49,205.66
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	1.81	49,207.47
Paycheck	04/19/2019	5790	Interf...	6560 · Payroll E...	Enterpris...	2.50	49,209.97
Total Interfund Expenses/Sewer						49,207.97	49,209.97
Interfund Expenses/Water							2.00
Bill	03/31/2019	117...	Interf...	5121 · Engineeri...	Enterpris...	848.75	850.75
Bill	03/31/2019	117...	Interf...	5121 · Engineeri...	Enterpris...	42.00	892.75
Bill	03/31/2019	117...	Interf...	5122 · Special S...	Enterpris...	5,038.75	5,931.50
Bill	03/31/2019	117...	Interf...	5122 · Special S...	Enterpris...	235.50	6,167.00
Bill	03/31/2019	992...	Interf...	5320 · Electric (...	Enterpris...	30.31	6,197.31
Bill	03/31/2019	009...	Interf...	5320 · Electric (...	Enterpris...	25.47	6,222.78
Bill	03/31/2019	799...	Interf...	5320 · Electric (...	Enterpris...	506.17	6,728.95
Bill	03/31/2019	Mar...	Interf...	5010 · Purchase...	Enterpris...	914.83	7,643.78
Bill	03/31/2019	Mar...	Interf...	5010 · Purchase...	Enterpris...	11,913.04	19,556.82
Bill	03/31/2019	Mar...	Interf...	5010 · Purchase...	Enterpris...	640.00	20,196.82
Bill	03/31/2019	Mar...	Interf...	5010 · Purchase...	Enterpris...	720.71	20,917.53
Bill	03/31/2019	Mar...	Interf...	5010 · Purchase...	Enterpris...	-62.97	20,854.56
Bill	03/31/2019	Jan/...	Interf...	1614 · Plant (Pl...	Enterpris...	1,230.51	22,085.07
Bill	03/31/2019	Jan/...	Interf...	1614 · Plant (Pl...	Enterpris...	2,769.10	24,854.17
Bill	03/31/2019	Jan/...	Interf...	1619 · Morris Su...	Enterpris...	2,878.75	27,732.92
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	1,678.70	29,411.62
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	1,342.96	30,754.58
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	7,674.17	38,428.75

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of April 23, 2019

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	03/31/2019	Jan/...	Interf...	5110.1 · HBMW...	Enterpris...	973.70	39,402.45
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	25,267.86	64,670.31
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	2,561.26	67,231.57
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	630.00	67,861.57
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	682.78	68,544.35
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	130.95	68,675.30
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	2,935.32	71,610.62
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	360.00	71,970.62
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	276.99	72,247.61
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	699.33	72,946.94
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	88.80	73,035.74
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	316.28	73,352.02
Bill	03/31/2019	Jan/...	Interf...	5110.2 · HBMW...	Enterpris...	349.67	73,701.69
Bill	04/01/2019	707-...	Interf...	5310 · Telephon...	Enterpris...	57.61	73,759.30
Bill	04/19/2019	April...	Interf...	5070 · Directors'...	Enterpris...	50.00	73,809.30
Bill	04/19/2019	April...	Interf...	5070 · Directors'...	Enterpris...	50.00	73,859.30
Bill	04/19/2019	April...	Interf...	5070 · Directors'...	Enterpris...	50.00	73,909.30
Bill	04/19/2019	April...	Interf...	5070 · Directors'...	Enterpris...	50.00	73,959.30
Bill	04/19/2019	April...	Interf...	5070 · Directors'...	Enterpris...	50.00	74,009.30
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	894.04	74,903.34
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	0.00	74,903.34
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	0.59	74,903.93
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	55.43	74,959.36
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	12.97	74,972.33
Paycheck	04/19/2019	5789	Interf...	6560 · Payroll E...	Enterpris...	11.69	74,984.02
Total Interfund Expenses/Water						74,982.02	74,984.02
TOTAL						125,142.45	125,148.45

Fieldbrook Glendale Community Services District
Check Register for this Month
March 27 through April 23, 2019

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Bill Pmt -Check	03/30/2019	E-Pay	Verizon	-38.01
Liability Check	04/05/2019	E-pay	EDD	-549.36
Liability Check	04/05/2019	E-pay	EDD	-200.82
Liability Check	04/05/2019	E-pay	United States Tre...	-791.88
Bill Pmt -Check	04/15/2019	5769	AT&T	-57.61
Bill Pmt -Check	04/15/2019	5770	Fieldbrook Glenda...	-48.33
Bill Pmt -Check	04/15/2019	5771	Fire Chiefs' Assoc...	-385.00
Bill Pmt -Check	04/15/2019	5772	GHD, Inc	-7,272.25
Bill Pmt -Check	04/15/2019	5773	Grant Weaver.	-58.48
Bill Pmt -Check	04/15/2019	5774	PG&E	-1,455.97
Bill Pmt -Check	04/15/2019	5775	Renner Petroleum	-46.30
Bill Pmt -Check	04/15/2019	5776	Starpape	-9.95
Bill Pmt -Check	04/15/2019	5777	Sudden Link	-129.96
Paycheck	04/19/2019	5788	Grant Weaver	-682.60
Paycheck	04/19/2019	5789	Richard A Hanger	-1,297.83
Paycheck	04/19/2019	5790	Robert S Lackey	-114.37
Bill Pmt -Check	04/19/2019	5778	City of Arcata	-28,055.68
Bill Pmt -Check	04/19/2019	5779	Grant Weaver.	-17.35
Bill Pmt -Check	04/19/2019	5780	Humboldt Bay M&O	-82,762.96
Bill Pmt -Check	04/19/2019	5781	Humboldt Bay Mu...	-14,125.61
Bill Pmt -Check	04/19/2019	5782	Jack Sheppard	-50.00
Bill Pmt -Check	04/19/2019	5783	Janet Miller	-50.00
Bill Pmt -Check	04/19/2019	5784	Jason Garlick	-50.00
Bill Pmt -Check	04/19/2019	5785	Rich Grissom	-50.00
Bill Pmt -Check	04/19/2019	5786	Roy Sheppard	-50.00
Bill Pmt -Check	04/19/2019	5787	Starr Kilian	-50.00
Total 1015 · Water Dept Checking (Water Dept Checking)				-138,400.32
Total 1012 · General Fund Checking (All Funds)				-138,400.32
Total 1000 · Coast Central Credit Un.				-138,400.32
TOTAL				-138,400.32

Fieldbrook Glendale Community Services District
Payroll Summary
 March 27 through April 23, 2019

	Grant Weaver			Richard A Hanger			Robert S Lackey			TOTAL		
	Ho...	Rate	Mar 27 - Apr 23, 19	Ho...	Rate	Mar 27 - Apr 23, 19	Ho...	Rate	Mar 27 - Apr 23, 19	Ho...	Rate	Mar 27 - Apr 23, 19
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	26	28.74	747.24	60	31.93	1,915.80	5	25.04	125.20	91.00		2,788.24
Hourly Sick		28.74	0.00		31.93	0.00		25.04	0.00			0.00
Total Gross Pay	26		747.24	60		1,915.80	5		125.20	91.00		2,788.24
Adjusted Gross Pay	26		747.24	60		1,915.80	5		125.20	91.00		2,788.24
Taxes Withheld												
Federal Withholding			0.00			-301.00			0.00			-301.00
Medicare Employee			-10.83			-27.78			-1.81			-40.42
Social Security Employee			-46.33			-118.78			-7.76			-172.87
CA - Withholding			0.00			-151.25			0.00			-151.25
CA - Disability Employee			-7.48			-19.16			-1.26			-27.90
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			-64.64			-617.97			-10.83			-693.44
Net Pay	26		682.60	60		1,297.83	5		114.37	91.00		2,094.80
Employer Taxes and Contributions												
Medicare Company			10.83			27.78			1.81			40.42
Social Security Company			46.33			118.78			7.76			172.87
CA - Unemployment Company			14.94			25.05			2.50			42.49
CA - Employment Training Tax			0.74			1.25			0.12			2.11
Total Employer Taxes and Contributions			72.84			172.86			12.19			257.89

5:39 PM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

04/19/19

Accrual Basis

March 31, 2019

Num	Name	Memo	Account	Class	Debit	Credit
395	Fieldbrook Custome...	VOID: Bad D...	1210 · A/R Water (A...	Enterpris...	0.00	
	Fieldbrook Custome...	Bad Debt Adj...	1027 · Water Assets...	Enterpris...	0.00	
					0.00	0.00
TOTAL					0.00	0.00

5:39 PM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

04/19/19

Accrual Basis

March 31, 2019

Num	Name	Memo	Account	Class	Debit	Credit
396	Fieldbrook Custome...	VOID: Bad D...	1220 · A/R Sewer (A...	Enterpris...	0.00	
	Fieldbrook Custome...	Bad Debt Adj...	1028 · Sewer Asset ...	Enterpris...	0.00	
					0.00	0.00
TOTAL					0.00	0.00

5:39 PM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

04/19/19

Accrual Basis

March 31, 2019

Num	Name	Memo	Account	Class	Debit	Credit
397		Bad Debt Adj...	5610 · Uncollectable...	Enterpris...	1,158.60	
		Bad Debt Adj...	5610 · Uncollectable...	Enterpris...		1,158.60
		Bad Debt Adj...	1027 · Water Assets...	Enterpris...	1,158.60	
		Bad Debt Adj...	1028 · Sewer Asset ...	Enterpris...		1,158.60
					2,317.20	2,317.20
TOTAL					2,317.20	2,317.20

5:39 PM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

04/19/19

Accrual Basis

March 31, 2019

Num	Name	Memo	Account	Class	Debit	Credit
398		March Deferr...	2315 · Deferred Rev...	Enterpris...		990.47
		March Deferr...	1027 · Water Assets...	Enterpris...	990.47	
					990.47	990.47
TOTAL					990.47	990.47

5:39 PM

Fieldbrook Glendale Community Services District

General Journal Transaction

March 31, 2019

04/19/19

Accrual Basis

Num	Name	Memo	Account	Class	Debit	Credit
399		Disposal of Q...	1645 · Buildings & E...	Enterpris...		505.74
		Disposal of Q...	1614 · Plant (Plant ...	Enterpris...		726.26
		Disposal of Q...	1710 · Water Accum...	Enterpris...	726.26	
		Disposal of Q...	1720 · Sewer Accu...	Enterpris...	505.74	
					1,232.00	1,232.00
TOTAL					1,232.00	1,232.00

5:40 PM

Fieldbrook Glendale Community Services District

General Journal Transaction

April 19, 2019

04/19/19

Accrual Basis

Num	Name	Memo	Account	Class	Debit	Credit
400		Customer Bad ...	5610 · Uncollectable...	Enterpris...	558.02	
	Fieldbrook Custome...	Customer Bad ...	1210 · A/R Water (A...	Enterpris...		558.02
					558.02	558.02
TOTAL					558.02	558.02

5:40 PM

Fieldbrook Glendale Community Services District

General Journal Transaction

April 19, 2019

04/19/19

Accrual Basis

Num	Name	Memo	Account	Class	Debit	Credit
401		Customer Bad ...	5610 · Uncollectable...	Enterpris...	540.32	
	Fieldbrook Custome...	Customer Bad ...	1220 · A/R Sewer (A...	Enterpris...		540.32
					540.32	540.32
TOTAL					540.32	540.32

Account Number 1945.01 Customer Name [REDACTED] Customer Address 633 Fieldbrook Road Account Balance \$ 1,098.34 Notes

Detail		
Water Billing	\$ 537.43	
Sewer Billing	\$ 402.44	
Shut off Charge	\$ 70.00	
Late Charges	\$ 88.47	
Total	\$ 1,098.34	

Water was turned off for non-pay on 1/16/2019
Customer was notified of potential leak on 12/14/2018
He indicated he had turned the water off. Bill came to
\$441.92 - just the water portion. Final demand letter
was mailed 3/2/2019. No response.

Approval to write off as a bad debt.

By: [Signature]
Date: 4.9.19

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

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Sewer Service Agreement with City of Arcata

Meeting Date: 04/23/2019

Presented by: Rebecca Crow

Type of Item: Action Discussion Information

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

Background:

Original Agreement 1988

Revised Agreement citing the City's Wastewater Pretreatment Ordinance 1992

Board review and discussion 01/22/2019

Tabled to 02/26/2019

Tabled to 03/26/2019

Tabled to 04/23/2019

Recommendation:

Discussion/approval of 2019 draft agreement.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Fire purchase of exterior camera system

Meeting Date: 04/23/2019

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

The fire department is concerned that equipment and the building may be subject to theft and/or property destruction. The department is particularly vulnerable when they are responding to a call-out.

The estimated cost of the equipment is \$2,459 plus tax and installation.

Recommendation

Staff is recommending approval not to exceed \$3,100. There is a line-item in the budget for small equipment or \$400. The balance of the expenditure would reduce the ending fund balance.

FVFD CAM SYSTEM				
	NO DRIVES	W/ SINGLE 8TB HARD DRIVE	W/2 8TB HARD DRIVES	TOTALS
NVR 16 PORT POE	479	810	1140	1140
4MP WDR Fixed Dome IP Security Camera 2.8mm NSC- 214G-DM	149		@5	745
NSC-2A4-PTZ 4MP Weatherproof Mini PTZ IP Security Camera 2.8-12mm	199			199
CAT5E 1000 FEET	175			175
<u>CMVision-IR200-198</u> <u>(850nm) IR LED Night</u> <u>Indoor/Outdoor Long</u> <u>Range 300ft IR</u> <u>Illuminator w/FREE</u> <u>12V Power Adapter</u>	70		@2	140
RJ45 Connectors,	10			10
MISC HARDWARE	50			50
				2459

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Quarterly budget report & adjustments – Third Quarter 2019

Meeting Date: 04/23/2019

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background

Operating budgets are adjusted on a quarterly basis.

Water

Revenue budget projections have increased a total of \$33,195. The major changes are for domestic and commercial revenues due to the wholesale rate pass through of 5.28% adopted in July 2018. Revenues have increased a total of 8% as compared to the same period in 2018. The net change in expenses is \$1,568. The net result of operations has increased \$31,627 and reflects a positive position of \$22,383. After allowing for earned interest, connection fees, less depreciation the net income is projecting a gain of \$13,103.

Wastewater

Following the rate adjustment in December 2018 and review of revenues during the first three months of the calendar year, the third-quarter revenue projections have decreased \$6,374; however, projected revenues have increased a total of \$67,451. Expense budget projections have increased \$31,816 (treatment, operations, and engineering). The net result of operations has increased \$35,816. The projected loss from operations is \$64,537. After allowing for earned interest, connection fees, less depreciation the net income is projecting a loss of \$142,684. The wastewater cash balance as of 03/31/2019 is negative \$57,244.

Fire

Fire tax revenues will be adjusted once the County of Humboldt posts the tax receipts for April. Other revenues have increased \$7,794 from CalFire and a worker's compensation insurance refund. Expense adjustments are \$1,125. Donations are budgeted at received or anticipated (CCCU) amounts that total \$9,500. Results of operations are positive \$48,150 and will be used for debt principal and partial funding for the communication upgrade project. Net income is also positive at \$13,847.

Recommendation:

Approve budget adjustments as presented.

2018-19 Budget Adjustments - Water

8/28/2018

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Domestic	\$8,690	\$5,265	\$4,842		\$18,797	\$370,955	\$389,752
Late Fees	\$483	\$211	\$350		\$1,044	\$5,400	\$6,444
Commercial	-\$448	\$1,736	\$4,523		\$5,811	\$46,026	\$51,837
Fire Suppression	\$99		\$2,216		\$2,315	\$1,932	\$4,247
Special Benefit Zone	\$12		\$1,861		\$1,873	\$12,600	\$14,473
Processing Fees	\$70	\$105	\$245		\$420	\$1,050	\$1,470
Meter Install		\$700	\$396		\$1,096	\$0	\$1,096
Other Revenue		\$1,212	\$627		\$1,839	\$0	\$1,839
Total	\$8,906	\$9,229	\$15,060	\$0	\$33,195	\$437,963	\$471,158

Expenses							
Purchased Water	-\$457	-\$681	-\$382		-\$1,520	\$174,066	\$172,546
Directors Fees					\$0	\$2,995	\$2,995
HBMWD Operations	-\$2,293	\$6,652	-\$5,207		-\$848	\$192,231	\$191,383
Engineering Services	-\$1,213	-\$273	\$5,409		\$3,923	\$17,350	\$21,273
Workers Comp Ins	-\$20				-\$20	\$183	\$163
Liability Ins	\$0				\$0	\$2,690	\$2,690
Legal Services	\$5				\$5	\$45	\$50
Audit Services			\$8		\$8	\$4,500	\$4,508
Dues/Memberships		\$60			\$60	\$545	\$605
Telephone	-\$1,661	-\$27	\$75		-\$1,613	\$3,360	\$1,747
Electric	\$145	\$87	-\$191		\$41	\$9,695	\$9,736
Property Taxes					\$0	\$225	\$225
Office Expenses	-\$6	-\$225	\$92		-\$139	\$900	\$761
Line Repairs*		-\$769			-\$769	\$6,880	\$6,111
Small Equipment					\$0	\$0	\$0
Returned Checks	-\$100				-\$100	\$600	\$500
Returned Item Fees			-\$20		-\$20	\$56	\$36
Bad Debt	\$2,085				\$2,085	\$1,150	\$3,235
Bank Fees	\$10				\$10	\$0	\$10
Loan Fee					\$0	\$585	\$585
Licenses & Fees		\$174			\$174	\$3,186	\$3,360
Interest Expense					\$0	\$14,595	\$14,595
Payroll Penalties					\$0	\$0	\$0
Payroll	\$174		\$117		\$291	\$11,370	\$11,661
Total	-\$3,331	\$4,998	-\$99	\$0	\$1,568	\$447,207	\$448,775

Results of Operations	\$12,237	\$4,231	\$15,159	\$0	\$31,627	-\$9,244	\$22,383
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Other Income/Expense							
Interest Earnings	\$ 21	\$ 604	\$ 109		\$734	\$10,971	\$11,705
Connection Fees		\$ 2,100			\$2,100	\$0	\$2,100
Less Depreciation					\$0	\$23,085	\$23,085
Net Other Income/Expense	\$21	\$2,704	\$109	\$0	\$2,834	-\$12,114	-\$9,280

Net Income	\$12,258	\$6,935	\$15,268	\$0	-\$2,834	-\$21,358	\$13,103
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2018-2019 Budget Adjustments - Sewer

8/28/2018

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Domestic	-\$135	\$66,813	-\$10,590		\$56,088	\$179,328	\$235,416
Late Fees	\$264	-\$63	\$789		\$990	\$2,170	\$3,160
Commercial	\$295	\$6,258	\$3,252		\$9,805	\$10,480	\$20,285
Processing Fees	\$140	\$35	\$175		\$350	\$420	\$770
Permit Fees		\$150			\$150	\$250	\$400
Other Revenue	\$68				\$68	\$0	\$68
Total	\$632	\$73,193	-\$6,374	\$0	\$67,451	\$192,648	\$260,099

Expenses							
Purchased Sewer	\$2,563	-\$2,579	\$13,869		\$13,853	\$206,521	\$220,374
HBMWD Operations	\$855	\$122	\$1,771		\$2,748	\$22,300	\$25,048
Engineering Services	\$387	-\$614	\$1,663		\$1,436	\$14,461	\$15,897
Workers Comp Ins	-\$45				-\$45	\$686	\$641
Liability Ins					\$0	\$1,736	\$1,736
Legal Services	\$5				\$5	\$45	\$50
Audit Services			\$8		\$8	\$4,500	\$4,508
Dues/Memberships		\$60			\$60	\$545	\$605
Telephone	\$1,035	\$209	\$560		\$1,804	\$3,120	\$4,924
Electric	\$269	-\$12	-\$754		-\$497	\$8,375	\$7,878
Fuel					\$0	\$350	\$350
Property Taxes					\$0	\$324	\$324
Office Supplies	\$322	-\$202	-\$26		\$94	\$920	\$1,014
Line Repairs	\$3,323	\$3,320			\$6,643	\$3,500	\$10,143
Bad Debt	\$0		\$1,159		\$1,159	\$800	\$1,959
Building Maintenance	\$70	\$80	\$58		\$208	\$0	\$208
Bank Charges					\$0	\$0	\$0
Licenses	-\$100	\$923	\$3		\$826	\$2,337	\$3,163
Payroll	\$430	\$853	\$2,231		\$3,514	\$22,300	\$25,814
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
Total	\$9,114	\$2,160	\$20,542	\$0	\$31,816	\$292,820	\$324,636

Results of Operations	-\$8,482	\$71,033	-\$26,916	\$0	\$35,635	-\$100,172	-\$64,537
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Other Income/Expense							
Interest earnings			\$ (20)		-\$20	\$43	\$23
Connection Fees		\$ 15,646			\$15,646	\$0	\$15,646
Less Depreciation					\$0	\$93,819	\$93,819
Net Other Income/Expense	\$0	\$15,646	-\$20	\$0	\$15,626	-\$93,776	-\$78,150

Net Income	-\$8,482	\$17,806	\$20,522	\$0	\$51,261	-\$193,948	-\$142,687
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2018-19 Budget Adjustments - Fire

8/28/2018

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

Expenses							
Director/Chief					\$0	\$599	\$599
Engineering Services					\$0	\$0	\$0
Benefit Assesmnt Fee					\$0	\$113	\$113
Workers Comp		-\$350			-\$350	\$5,426	\$5,076
Liability					\$0	\$2,502	\$2,502
Vehicle Ins					\$0	\$3,225	\$3,225
Disability Ins					\$0	\$5,254	\$5,254
Air Med Care					\$0	\$978	\$978
Legal		\$5			\$5	\$45	\$50
Audit			\$8		\$8	\$4,500	\$4,508
Dues/Memberships		\$60			\$60	\$2,455	\$2,515
Telephone		\$87	\$197		\$284	\$2,820	\$3,104
Electric		-\$84	-\$36		-\$120	\$1,600	\$1,480
Propane			\$35		\$35	\$650	\$685
Water		\$11	\$23		\$34	\$540	\$574
Dispatch Co-Op Fees					\$0	\$0	\$0
Internet Service			\$24		\$24	\$1,536	\$1,560
Security-Firehouse			\$7		\$7	\$300	\$307
Fuel Expenses/Mileage		\$215	-\$163		\$52	\$1,200	\$1,252
Office Supplies		-\$100	-\$330		-\$430	\$1,280	\$850
Medical Supplies			-\$228		-\$228	\$500	\$272
Education Expense			\$1,011		\$1,011	\$750	\$1,761
Building Maintenance					\$0	\$250	\$250
Turnout Maintenance			-\$200		-\$200	\$400	\$200
Small Tools			-\$200		-\$200	\$600	\$400
Extinguishers					\$0	\$400	\$400
Radio					\$0	\$500	\$500
SCBA					\$0	\$700	\$700
Grounds					\$0	\$50	\$50
Trucks			-\$700		-\$700	\$5,000	\$4,300
Small Equipment					\$0	\$2,000	\$2,000
Protective Gear/Hoses					\$0	\$750	\$750
Chiefs Incentive					\$0	\$2,000	\$2,000
Interest Expense					\$0	\$10,231	\$10,231
Payroll		\$798	\$35		\$833	\$1,620	\$2,453
Fire Grant Expenses					\$0	\$0	\$0
Licenses		\$1,000			\$1,000	\$0	\$1,000
Total	\$0	\$1,642	-\$517	\$0	\$1,125	\$60,774	\$61,899
Results of Operations	\$0	\$6,152	\$517	\$0	\$6,669	\$41,481	\$48,150
Other Income/Expense							
Grant/In Kind Revenue						\$0	\$0
Interest Earnings					\$0	\$1,791	\$1,791
Donations		\$ 9,500			\$9,500	\$0	\$9,500
Less Depreciation					\$0	\$45,594	\$45,594
Less Fire Grant Expense					\$0	\$0	\$0
Net Other Income/Expense	\$0	\$9,500	\$0	\$0	\$9,500	-\$43,803	-\$34,303
Net Income	\$0	\$15,652	\$517	\$0	\$16,169	-\$2,322	\$13,847

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.4

Agenda Title: Fire Loan(s) Interest Rate

Meeting Date: 04/23/2019

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

On January 26, 2016, the Board authorized a financing agreement for the purchase of a water tender and refinanced the loan for the remodeling of the fire house. Both loans carried an interest rate of 4.00 percent.

The resolutions creating the loans set an adjustable annual interest rate to be reviewed each April becoming effective in July of each successive year.

The Wall Street Journal prime rate was 3.25% in May of 2013 when the original note on the fire house was initiated.

The Wall Street Journal prime rate was 3.50% in January of 2016 when the note for the water tender was initiated.

The Board adopted an interest rate of 4.00% in April of 2016 for the water tender.

Staff noted in the April 2016 staff report a recommendation to setting the 2017/2018 rate at prime plus .75%. The Board Adopted an interest rate of 4.50% in April of 2017.

The Wall Street Journal prime rate was 4.75% in April 2018. The Board left the interest rate for both loans unchanged at 4.50%.

The Wall Street Journal prime rate was 5.50% in April 2019.

The following table represents the impact of interest changes in quarter percent increments, from 4.5% to 5.5%.

Recommendation:

Review the information and determine an interest rate effective July 1, 2019.

2019 Fire Loans
From Water Fund

Truck 7 Years Left on Loan				
<u>Percentage</u>	<u>Amount</u>	<u>Annual Payment</u>	<u>Interest Paid</u>	<u>Interest Increase above 4.5%</u>
4.50%	\$ 81,796.59	\$ 13,752.02	\$ 14,467.53	
4.75%	\$ 81,796.59	\$ 13,872.32	\$ 15,309.67	\$ 842.14
5.00%	\$ 81,796.59	\$ 13,993.20	\$ 16,155.73	\$ 1,688.20
5.25%	\$ 81,796.59	\$ 14,114.62	\$ 17,005.82	\$ 2,538.29
5.50%	\$ 81,796.59	\$ 14,236.62	\$ 17,859.79	\$ 3,392.26

Fire House 15 Years Left on Loan					
<u>Percentage</u>	<u>Amount</u>	<u>Annual Payment</u>	<u>Interest Paid</u>	<u>Interest Increase above 4.5%</u>	<u>Truck & Firehouse</u>
4.50%	\$ 133,592.40	\$ 12,343.76	\$ 51,564.06		
4.75%	\$ 133,592.40	\$ 12,553.66	\$ 54,712.33	\$ 3,148.27	\$ 3,990.41
5.00%	\$ 133,592.40	\$ 12,765.46	\$ 57,889.52	\$ 6,325.46	\$ 8,013.66
5.25%	\$ 133,592.40	\$ 12,979.16	\$ 61,095.18	\$ 9,531.12	\$ 12,069.41
5.50%	\$ 133,592.40	\$ 13,194.76	\$ 64,329.13	\$ 12,765.07	\$ 16,157.33

Reserve Contribution					
<u>Percentage</u>	<u>Truck</u>	<u>Fire House</u>	<u>Total</u>	<u>Balance 06/30/19</u>	<u>Annual Contribution \$15,347.34</u>
4.50%	\$ 26,023.89	\$ 98,526.15	\$ 124,550.04	\$ 61,389.36	\$ 15,790.17
4.75%	\$ 26,172.44	\$ 99,015.80	\$ 125,188.24	\$ 61,389.36	\$ 15,949.72
5.00%	\$ 26,320.96	\$ 99,501.42	\$ 125,822.38	\$ 61,389.36	\$ 16,108.26
5.25%	\$ 26,469.72	\$ 99,982.86	\$ 126,452.58	\$ 61,389.36	\$ 16,265.81
5.50%	\$ 26,618.44	\$ 100,460.04	\$ 127,078.48	\$ 61,389.36	\$ 16,422.28

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.5

Agenda Title: Wastewater Loan Analysis

Meeting Date: 04/23/2019

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

At the close of the 2018 fiscal year, the wastewater fund required a \$65,000 loan to maintain a positive cash balance. The funds were advanced from the ending fund balance of the water fund. On January 22, 2019, staff recommended the development of a resolution to authorize a loan from the water ending fund balance to the wastewater fund, not to exceed \$100,000 without further action by the Board. Staff is recommending the terms and interest rate to be set in April 2019. Staff is recommending the amount be adjusted, not to exceed \$130,000, without further action by the Board.

Wastewater Loan Analysis		
Projections	2018-19	2019-20
Revenues	\$257,241.00	\$365,975.00
Fees	\$ 2,858.00	\$ 2,858.00
Interest	\$ 23.00	\$ 23.00
Connection Fee	\$ 15,646.00	\$ -
Total	\$275,768.00	\$368,856.00
Expenses	\$324,636.00	\$372,402.00
Less funded Depreciation		\$ (30,960.00)
Total Net Expenses	\$324,636.00	\$341,442.00
Revenue less expenses	\$ (48,868.00)	\$ 27,414.00
Software/Major Repairs	\$ (16,664.25)	
Principal & Interest Payments		\$ (16,286.94)
Potential Cash Over/(Under)	\$ (65,532.25)	\$ 11,127.06
<p>Note: 2019-20 Revenue & Expense projections are from the GHD wastewater rate study dated September 2018</p>		

The 2018-19 revenue and expense assumptions are based on actuals through the third quarter. The district is in the process of issuing an industrial discharge permit and we anticipate approving the permit at our May 2019 meeting. It is possible that fees related to the permit process will be received prior to the end of the fiscal year and the funds needed to maintain a positive cash position will be less than anticipated.

The analysis for the 2019-20 fiscal year is based on the GHD wastewater rate study dated September 2018. The study anticipated a 10% increase for wastewater treatment. This amount would be “passed” through to the rate-payers as per Resolution 2018-08.

Principal and interest payments are based on a loan amount of \$130,000 for ten-years at 4.50%.

Recommendation:

Discuss and receive the report.

2018-2019 Budget Adjustments - Sewer

8/28/2018

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Domestic	-\$135	\$66,813	-\$10,590		\$56,088	\$179,328	\$235,416
Late Fees	\$264	-\$63	\$789		\$990	\$2,170	\$3,160
Commercial	\$295	\$6,258	\$3,252		\$9,805	\$10,480	\$20,285
Processing Fees	\$140	\$35	\$175		\$350	\$420	\$770
Permit Fees		\$150			\$150	\$250	\$400
Other Revenue	\$68				\$68	\$0	\$68
Total	\$632	\$73,193	-\$6,374	\$0	\$67,451	\$192,648	\$260,099

Expenses							
Purchased Sewer	\$2,563	-\$2,579	\$13,869		\$13,853	\$206,521	\$220,374
HBMWD Operations	\$855	\$122	\$1,771		\$2,748	\$22,300	\$25,048
Engineering Services	\$387	-\$614	\$1,663		\$1,436	\$14,461	\$15,897
Workers Comp Ins	-\$45				-\$45	\$686	\$641
Liability Ins					\$0	\$1,736	\$1,736
Legal Services	\$5				\$5	\$45	\$50
Audit Services			\$8		\$8	\$4,500	\$4,508
Dues/Memberships		\$60			\$60	\$545	\$605
Telephone	\$1,035	\$209	\$560		\$1,804	\$3,120	\$4,924
Electric	\$269	-\$12	-\$754		-\$497	\$8,375	\$7,878
Fuel					\$0	\$350	\$350
Property Taxes					\$0	\$324	\$324
Office Supplies	\$322	-\$202	-\$26		\$94	\$920	\$1,014
Line Repairs	\$3,323	\$3,320			\$6,643	\$3,500	\$10,143
Bad Debt	\$0		\$1,159		\$1,159	\$800	\$1,959
Building Maintenance	\$70	\$80	\$58		\$208	\$0	\$208
Bank Charges					\$0	\$0	\$0
Licenses	-\$100	\$923	\$3		\$826	\$2,337	\$3,163
Payroll	\$430	\$853	\$2,231		\$3,514	\$22,300	\$25,814
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
Total	\$9,114	\$2,160	\$20,542	\$0	\$31,816	\$292,820	\$324,636

Results of Operations	-\$8,482	\$71,033	-\$26,916	\$0	\$35,635	-\$100,172	-\$64,537
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Other Income/Expense							
Interest earnings			\$ (20)		-\$20	\$43	\$23
Connection Fees		\$ 15,646			\$15,646	\$0	\$15,646
Less Depreciation					\$0	\$93,819	\$93,819
Net Other Income/Expense	\$0	\$15,646	-\$20	\$0	\$15,626	-\$93,776	-\$78,150

Net Income	-\$8,482	\$17,806	\$20,522	\$0	\$51,261	-\$193,948	-\$142,687
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Table 1. 5 Year Budget Projection (8.20.2018 update)

LINE ITEM	Fixed %	Variable %	Projected Annual Change	(July 2018) Adjusted FY 2017/18	Projected FY 2018/19	Projected FY 2019/20	Projected FY 2020/21	Projected FY 2021/22
Payroll	100	0	5.0%	\$ 23,590	\$ 24,770	\$ 26,008	\$ 27,308	\$ 28,674
Sewer Treatment	20	80	10.0%	\$ 198,239	\$ 218,063	\$ 239,869	\$ 263,856	\$ 290,242
Contract Labor and Administration	100	0	5.0%	\$ 33,661	\$ 35,344	\$ 37,111	\$ 38,967	\$ 40,915
Professional Services	100	0	0%	\$ 2,402	\$ 2,402	\$ 2,402	\$ 2,402	\$ 2,402
Dues and Memberships	100	0	7.0%	\$ 4,880	\$ 5,222	\$ 5,587	\$ 5,978	\$ 6,397
Insurance	100	0	2.0%	\$ 571	\$ 582	\$ 594	\$ 606	\$ 618
Utilities	0	100	6.0%	\$ 10,973	\$ 11,631	\$ 12,329	\$ 13,069	\$ 13,853
Fuel	0	100	2.0%	\$ -	\$ -	\$ -	\$ -	\$ -
Property Taxes	100	0	0%	\$ 324	\$ 324	\$ 324	\$ 324	\$ 324
Supplies	50	50	0%	\$ 1,270	\$ 1,270	\$ 1,270	\$ 1,270	\$ 1,270
Maintenance/Line Repairs	50	50	10.0%	\$ 10,486	\$ 11,535	\$ 12,688	\$ 13,957	\$ 15,353
Bad Debts/Bank Fees	100	0	0%	\$ 192	\$ 192	\$ 192	\$ 192	\$ 192
Interest Expense	100	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Licenses & Fees	100	0	0%	\$ 3,067	\$ 3,067	\$ 3,067	\$ 3,067	\$ 3,067
33% of Depreciation	100	0	0%	\$ 30,960	\$ 30,960	\$ 30,960	\$ 30,960	\$ 30,960
Other Expenses	100	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Non-operating Revenue (Capital Investment)	100	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Other Revenues (Fees, Grants, etc.)	100	0	0%	\$ -	\$ -	\$ -	\$ -	\$ -
Annual Operating Budget	50%	50%		\$ 320,615	\$ 345,362	\$ 372,402	\$ 401,957	\$ 434,266





Alternative 4- Base rate includes 400 CF of customer water consumption (same as City of Arcata).

Base Rate: \$100.61 (43% Increase)
 Use rate: \$9.40 (23% Increase)

This alternative examines implementing a rate structure with 400 CF of monthly consumption included in the base rate. Approximately 34% of current District customers use less than 400 CF of water per month.

Alternative 5- Base rate includes 200 CF of customer water consumption.

Base Rate: \$70.36 (0% Increase)
 Use rate: \$12.83 (87% Increase)

This alternative provides a rate scenario with a small amount of consumption included in the base rate, while still maintaining the current base rate. This alternative results in the lowest monthly costs for low use customers, but the highest monthly costs for larger water users.

Table 6. Summary of Alternative Rates Structures and Monthly Customer Billing

	Base Rate Increase	-	85%	0%	30%	43%	0%
	Use Rate Increase	-	2%	39%	24%	37%	87%
Rate Structure Options:	Existing	Alternative 1	Alternative 2	Alternative 3	Alternative 4	Alternative 5	
Monthly Base Rate	\$70.36	\$130.17	\$70.36	\$91.47	\$100.61	\$70.36	
Usage Rate (per 100 cubic feet)	\$6.86*	\$7.00*	\$9.54	\$8.51	\$9.40	\$12.83	
Consumption Included in Base Rate (CF)	800*	800*	0	200	400	200	
Base Rate Revenue (Fixed):	96%	97%	53%	69%	75%	53%	
Use rate Revenue (Variable):	4%	3%	47%	31%	25%	47%	
Low User Monthly Bill (user @ 300 CF/month)	\$70.36	\$130.17	\$98.97	\$99.97	\$100.61	\$83.19	
Median User Monthly Bill (user @ 500 CF/month)	\$70.36	\$130.17	\$118.04	\$116.99	\$110.01	\$108.84	
High User Monthly Bill (user @ 800 CF/month)	\$70.36	\$130.17	\$146.64	\$142.51	\$138.21	\$147.33	
Very High User Monthly Bill (user @ 1500 CF/month)	\$135.53*	\$179.15*	\$213.39	\$202.05	\$204.00	\$237.13	
Calculated Annual Revenue	\$189,987	\$344,456	\$344,473	\$344,169	\$344,488	\$344,673	
Customers with Monthly Use under the Base Consumption amount	98%	98%	0%	11%	34%	11%	

*only applied to business connections

Following District review and public discussion, a new rate structure can be selected for inclusion in a new rate ordinance. The new ordinance should also include a "pass through" provision for increases in charges adopted by the City of Arcata and an annual increase to account for increases in the CPI.

Loan Amortization Schedule

HELP

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Loan Information	
Loan Amount	130,000.00
Annual Interest Rate	4.50%
Term of Loan in Years	10
First Payment Date	12/31/2019
Payment Frequency	Semi-Annual
Compound Period	Semi-Annual
Payment Type	End of Period

Summary	
Rate (per period)	2.250%
Number of Payments	20
Total Payments	162,869.40
Total Interest	32,869.40
Est. Interest Savings	(0.02)

Semi-Annual Payment

8,143.47 $\times 2 = 16,286.94$

Amortization Schedule

Rounding On

No.	Due Date	Payment	Additional Payment	Interest	Principal	Balance
						130,000.00
1	12/31/19	8,143.47		2,925.00	5,218.47	124,781.53
2	6/30/20	8,143.47		2,807.58	5,335.89	119,445.64
3	12/31/20	8,143.47		2,687.53	5,455.94	113,989.70
4	6/30/21	8,143.47		2,564.77	5,578.70	108,411.00
5	12/31/21	8,143.47		2,439.25	5,704.22	102,706.78
6	6/30/22	8,143.47		2,310.90	5,832.57	96,874.21
7	12/31/22	8,143.47		2,179.67	5,963.80	90,910.41
8	6/30/23	8,143.47		2,045.48	6,097.99	84,812.42
9	12/31/23	8,143.47		1,908.28	6,235.19	78,577.23
10	6/30/24	8,143.47		1,767.99	6,375.48	72,201.75
11	12/31/24	8,143.47		1,624.54	6,518.93	65,682.82
12	6/30/25	8,143.47		1,477.86	6,665.61	59,017.21
13	12/31/25	8,143.47		1,327.89	6,815.58	52,201.63
14	6/30/26	8,143.47		1,174.54	6,968.93	45,232.70
15	12/31/26	8,143.47		1,017.74	7,125.73	38,106.97
16	6/30/27	8,143.47		857.41	7,286.06	30,820.91
17	12/31/27	8,143.47		693.47	7,450.00	23,370.91
18	6/30/28	8,143.47		525.85	7,617.62	15,753.29
19	12/31/28	8,143.47		354.45	7,789.02	7,964.27
20	6/30/29	8,143.47		179.20	7,964.27	0.00

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.6

Agenda Title: Resolution 2019-02, Authorizing an interfund loan from the water fund to the wastewater fund.

Meeting Date:

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

- 04/24/18 – Budget Adjustments, third quarter 2018
- 08/28/18 – Public Hearing, final budget adoption
- 01/22/19 – Wastewater loan from water ending-fund balance
- 04/23/19 – Wastewater loan analysis

This resolution authorized a loan amount not to exceed \$130,000 from the water fund to the wastewater fund for the purposes of maintaining a positive cash balance in the wastewater fund. The final loan amount will be determined as part of our closing procedures.

Determine an interest rate.

Recommendation:

As an alternative to setting an amount “not to exceed” \$130,000, the Board could choose to table the resolution to our regular meeting July 23rd. Staff is recommending the interest rate be set equal to the rate of the Fire Department.

Resolution 2019-02

Approval of an Interfund Loan from Water Reserves to the Wastewater Department

WHEREAS, the Fieldbrook Glendale Community Services District (FGCSD) Board of Directors determined a temporary loan of \$65,000 to the wastewater department from water reserves to maintain a positive cash balance at the close of fiscal year 2018; and,

WHEREAS, the FGCSD Board of Directors has determined that the loan will not be repaid in the 2019 fiscal year, and

WHEREAS, a financing study was prepared and discussed at a regular meeting of the Governing Board on April 23, 2019 and the study determined an additional advance of \$65,000 was needed to maintain a positive cash balance at the close of fiscal year 2019; and

WHEREAS, the FGCSD Board of Directors on November 13, 2018, adopted Resolution 2018-08 authorizing a rate adjustment necessary to fund operations and depreciation expenses adequate to fund the repayment of this interfund loan; and,

WHEREAS, there are undesignated water reserves available to finance the loan;

NOW THEREFORE BE IT RESOLVED, the FGCSD Board of Directors authorizes an interfund loan from water reserves to the wastewater fund for the purpose of establishing a positive cash balance at the end of fiscal year 2019 for an amount not to exceed \$130,000, the terms of the loan shall be as follows;

- A) The length of the loan shall be ten years;
- B) Interest will begin to accrue on July 1, 2019;
- C) The Governing Board has determined to set an adjustable annual interest rate to reviewed annually in April of each succeeding year, becoming effective July of each succeeding year;
- D) The Governing Board has determined an interest rate of 4.50% for fiscal year 2019-2020;
- E) Payments will be due bi-annually on December 31st and June 30th, the first payment of principal and interest will be due December 31, 2019;

Roy Sheppard

President

Richard Grissom

Director

Ayes _____ No _____ Absent _____

PASSED AND ADOPTED, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on April 23, 2019.