



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

**Tuesday, February 22, 2022**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
AGENDA

#### A. Roll Call

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

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

#### B. Agenda Modification

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

#### C. Public Comments

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

#### D. Reports

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

#### E. Consent Agenda

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

## Tuesday, February 22, 2022

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, January 25, 2022.

#### Correspondence

3.1 Cal OES Re: Program Compliance.

3.2 Statement of Economic Interests (Form 700).

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

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

#### Financial Reports

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

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

4.3 Payroll, \$3,236.36.

4.4 General Journal Entries, #525-526

4.5 Reimbursements, Mileage \$311.20

#### F. Business Items Action/Information

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

5.2 Policy 2145 Records Retention. Action.

5.3 Policy 2150 Reserves. Action.

5.4 Policy 2155 Debt Management. Action.

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1

#### J. Adjournment/Announcements

9.1 Next regular meeting, March 22, 2022.

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.



## BLOODBORNE PATHOGENS

### *Infection Control Awareness*



Bloodborne pathogens (BBPs) are infectious microorganisms present in blood or other potentially infectious materials (OPIM) that can cause disease in humans.

#### TYPES OF BBPS:

The most common types of pathogens include:

- **Hepatitis B Virus (HBV)** – It is the most infectious BBP and can survive outside the body for up to a week. It causes inflammation of the liver. Symptoms may include flu-like symptoms, abdominal pain, jaundice, dark urine, and clay-colored stools.
- **Hepatitis C Virus (HCV)** – It causes liver disease. The virus does not survive well outside the body. Treatments are available but no vaccine. Symptoms may include abdominal pain, jaundice, fatigue, appetite loss, nausea, dark-colored urine, and pale stools.
- **Human Immunodeficiency virus (HIV)** – It attacks the body's immune system and causes AIDS. There is no cure or vaccine available and can sometimes take up to 10 years or more to develop symptoms. It can cause flu-like symptoms, night sweats or fever, weight loss, fatigue, swollen glands, and AIDS-related illnesses.

While not all blood or OPIM carry these harmful pathogens, it's impossible to know for sure so we must take universal precautions to prevent the spread of BBPs.

#### HOW BBPS ARE SPREAD

BBPs can be spread a variety of ways, but the most common transmission modes in the workplace include:

- Exposure through broken skin
- Exposure through mucous membranes (eyes, nose, mouth)
- Punctures by sharp objects or needle sticks
- When cleaning up blood or OPIM
- When providing first aid

#### PREVENTING THE SPREAD

The key to prevention is understanding when you may be exposed to BBPs. There are some job classifications where most employees have an occupational exposure and there are other job classifications where only some employees may have an exposure, depending on the task.

Examples of job classifications where **most** employees have an occupational exposure:

- Firefighters
- EMTs / Paramedics
- Lifeguards
- Healthcare

Examples of job classifications where **some** employees may have an occupational exposure:

- Janitorial
- Maintenance
- Wastewater operations
- Parks and recreation workers



## PREVENTING THE SPREAD

Talk to your supervisor to identify tasks and operations where you may be exposed to BBPs. Always assume blood and OPIM is contaminated and take the following universal precautions when exposed to BBPs in the workplace:

- Personal Protective Equipment - Always protect your hands, face, and body when working around sources of BBPs. This may include wearing the appropriate personal protective equipment (PPE) such as disposable nitrile, rubber, or latex gloves, goggles, face shields, and protective clothing.
- Handling Sharps - If handling sharps that may be contaminated, try not to handle with bare hands. Use tongs, pliers, or any other means to protect your hands and dispose in a sharps container.
- Handwashing - Immediately after exposure thoroughly wash your hands with soap and water. If you can not immediately wash your hands, avoid touching your eyes and mouth until your hands have been washed.



## HEPATITIS B VACCINATIONS

If it has been determined that your job classification has an occupational exposure to BBPs, your employer is required to offer you the vaccination at no cost to you.

You may refuse your employer's offer, but if you do, you must sign a declination form. If you change your mind at a later date and decide you do want the vaccination, your employer must provide it to you at no cost.

Receiving the Hepatitis B vaccination is one way you can protect yourself from acquiring the hepatitis B virus. This vaccination is considered to be safe and effective in controlling the virus.

The vaccination is a series of three shots administered over a six-month period. There may be some minor side effects for the shot, such as soreness, swelling, or redness at the injection site, but the long-term benefits certainly outweigh the short-term discomfort.

## DECONTAMINATION

If you are asked to clean-up a blood/OPIM spill, be sure to wear your required PPE, spray the area with an EPA-rated germicide and allow to stand for 10 minutes after the initial clean-up. Dispose of wipes or towels used in the clean-up process in bio-hazard containers.

Remember to review the germicide's safety data sheet for any additional PPE requirements and safe handling requirements.

### Safety Meeting

Date of Meeting: 2/2/22 Leader Name: [Signature]

**Instructions:**

- a. Fill in the date of the meeting and the name of the safety meeting leader.
- b. Have all safety meeting participants sign this roster.  
(Copy this form if more pages are needed.)
- c. File this roster and the associated documents as outlined in the Leader Discussion Guide.

Name (print)	Name (signature)
1. <u>Jack Stoppard</u>	<u>[Signature]</u>
2. <u>TRANS SPRINGS</u>	<u>TRANS SPRINGS</u>
3. <u>CAM APPLISTEN</u>	<u>[Signature]</u>
4. <u>CYRUS APPLISTEN</u>	<u>[Signature]</u>
5. <u>Cash Embury</u>	<u>[Signature]</u>
6. <u>Frank Busch</u>	<u>[Signature]</u>
7. <u>Esther Kilian</u>	<u>[Signature]</u>
8. <u>[Signature]</u>	<u>[Signature]</u>
9. <u>Jessie Miller</u>	<u>[Signature]</u>
10. <u>Josie Miller</u>	<u>[Signature]</u>
11. <u>Dan Owen</u>	<u>[Signature]</u>
12. <u>Jacob Foubt</u>	<u>[Signature]</u>
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



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

**Tuesday, January 25, 2022**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

A. Roll Call

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

B. Agenda Modification

*None.*

C. Public Comments

*None.*

D. Reports

1.1 Wastewater Report –

*Sewer Technician Brian Carr emailed that the system was functioning properly.*

1.2 Fire Chief Report

1.2.1 Call/Incident report

*Fire Chief Jack Sheppard reported five medical, one false alarm, 2 auto aide, and one “other” call (tree across electrical line). The ISO has been completed and the process went smoothly. A press release is being developed thanking the community for efforts to fund the SCBA refill station.*

1.3 District Engineer Report

*District Engineer Rebecca Crow emailed the following report:*

1.3.1 Muni-meeting report. *The Muni-meeting was cancelled.*

1.3.2 Anker Tank Replacement project report.

*Phase 1b which will allow for construction funding is in review and waiting for approval for Cal OES/FEMA. The North Coast Resources Partnership will be adding the District’s request for additional funding (i.e., glass fused steel tank) in the next funding round the end of February.*

Meeting Materials may be accessed at:

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

## Tuesday, January 25, 2022

### MINUTES

- 1.4 Safety Report – *Received and filed.*
- 1.5 General Manager Report - *None.*
- 1.6 Director Reports - *None.*

#### E. Consent Agenda

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

##### Approval of Minutes

- 2.1 Regular Board Meeting, December 14, 2021.

##### Correspondence

- 3.1 Annual IBank Certification.

##### Financial Reports

- 4.1 Interfund Transfers, \$119,736.28 (less \$20,000.00)
- 4.2 Check/EFT Payments, (#6709-6751) \$119,665.27
- 4.3 Payroll, \$3,485.87.
- 4.4 General Journal Entries, #522-524
- 4.5 Reimbursements, Mileage \$453.54, PO Box Rent \$182.00, Supplies \$75.00

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

#### F. Business Items Action/Information

- 5.1 CPI Rate adjustments for water and sewer. Action.

*General Manager Richard Hanger presented the staff report. Staff's recommendation was amended to limit the CPI increase to water accounts and connection fees for water and sewer.*

***Director Richard Grissom moved to approve resolution 2022-01 adopting a water rate increase, and an increase to water and sewer connection fees, based on the annual CPI increase of 7.04%. Vice-President Starr Kilian seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

- 5.2 CPI Wage adjustments for 2022. Action.

*General Manager Richard Hanger presented the staff report.*

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

## Tuesday, January 25, 2022

### MINUTES

***Director Janet Miller moved to approve a wage increase based on the annual CPI increase of 7.04%. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

5.3 Quarterly financial reports and budget adjustments. Action.

*General Manager Richard Hanger presented the staff report.*

***Vice-President Starr Kilian moved to approve budget adjustments as recommended in the staff report. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

5.4 Cease and desist demand; Kern Construction. Information.

*General Manager Richard Hanger presented the staff report. No action was taken.*

5.5 Policy 2130, Investment of District funds. Action.

***Director Janet Miller moved to approve board policy 2130, Investment of District funds, as presented. Vice-President Starr Kilian seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

5.6 Policy 2135, Purchasing goods and services. Action.

***Director Jason Garlick moved to approve board policy 2135, Purchasing foods and services, as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

5.7 Policy 2140, Receiving and depositing remittances. Action.

***Vice-President Starr Kilian moved to approve board policy 2140, Receiving and depositing remittances, as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.***

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## Tuesday, January 25, 2022

### MINUTES

#### G. Public Hearings

6.1 None.

#### H. Closed Session

7.1 None.

#### I. Future Agenda Items

8.1 Conflict of interest (Form 700). February.

#### J. Adjournment/Announcements

9.1 Next regular meeting, February 22, 2022.

*Meeting adjourned at 8:16 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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GAVIN NEWSOM  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



1/31/2022

Richard Hanger  
General Manager  
Fieldbrook Glendale Community Services District  
PO Box 2715  
McKinleyville, CA, 95519

Subject: Program Compliance Determination  
Hazard Mitigation Grant Program  
FEMA-4353-DR-CA, December 2017 CA Wildfires and Debris Flows  
Cal OES PJ0081, FGCSD Water Tank Seismic Retrofit Project  
Subrecipient: Fieldbrook Glendale Community Services District

Dear Richard Hanger:

The California Governor's Office of Emergency Services (Cal OES) Hazard Mitigation Assistance (HMA) Branch conducts routine monitoring of subrecipients to verify compliance with applicable federal and state laws and programmatic requirements. The purpose of this monitoring is to detect and resolve issues early, protect all parties from the potential consequences of noncompliance, and ensure the successful completion of the project.

Cal OES reviewed the documentation you submitted related to the procurement conducted on the Subaward noted above. Our assessment included reviewing documentation and performing certain procedures as necessary to determine compliance with the Code of Federal Regulations (CFR) and program guidelines.

The following are findings and an advisory resulting from the compliance review:

**Improper Procurement:**

The Subrecipient failed to comply with federal guidelines and did not follow proper procedures when procuring GHD Inc. for geotechnical evaluation and engineering design services.



3650 SCHRIEVER AVENUE • MATHER, CA 95655  
RECOVERY SECTION • HAZARD MITIGATION ASSISTANCE BRANCH  
PHONE: (916) 328-7450 • EMAIL: HMA@CALOES.CA.GOV  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)

GAVIN NEWSOM  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



While GHD Inc. was the sole respondent to the Statement of Qualifications (SOQ) issued by the District, awarding the contract to GHD Inc. violated federal conflict of interest policy. Title 2 CFR, Part §, 200.319 requires all procurement transactions for services under a Federal award to be conducted in a manner providing full and open competition. Additionally, the FEMA Job Aid *Using Contract Support for the Development of Hazard Mitigation Assistance (HMA) Grant Application* states: "In general, a contractor who develops HMA grant application project specifications (e.g., planning, engineering or design firms, or consultants) or is contracted to provide direct assistance with the completion and submission of a grant application is prohibited from competing for the work that it helped to develop".

Because GHD Inc. developed the subapplication and attachments including the scope of work, costs, schedule, BCA, and environmental supporting documents on behalf of the Fieldbrook Glendale Community Services District, their selection for further work on an additional contract for the same grant violates this policy.

The District procurement policy also requires Requests for Proposals to be publicized. Title 2 CFR, Part §, 200.320(b)(2)(i) also requires when the proposal method is used, publication is a requirement. The District sent the SOQ directly to 15 firms and it does not appear that the SOQ was publicly advertised as required by Title 2 CFR.

### **Determination**

The contract with GHD Inc. was procured improperly. The Subrecipient must take the following actions to remedy the state of non-compliance and receive authorization to complete the activities proposed under this subaward:

- 1. All Phase 2 activities must be competitively procured for any future work to be reimbursable under this grant award.** The current contract with GHD Inc. will be allowed to go forward through the completion of Phase 1b of the project. After the Phase 1b deliverables are sent to FEMA, GHD Inc. cannot be involved in any further activities funded under this subaward. To verify that a new procurement has taken place, Cal OES will review all documentation related to future procurements under this subaward. Specifically:



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PHONE: (916) 328-7450 • EMAIL: HMA@CALOES.CA.GOV  
[www.CalOES.ca.gov](http://www.CalOES.ca.gov)

GAVIN NEWSOM  
GOVERNOR

MARK S. GHILARDUCCI  
DIRECTOR



- o The Subrecipient must share the project solicitation and selection criteria for any future procurements on this project that exceed the micro-purchase threshold. These documents must be shared with Cal OES prior to publishing the solicitation.
  - o The Subrecipient must provide all additional documentation (contracts, evaluation matrix/documents, bid tabulation, award letter, etc.) for these procurements to Cal OES within 30 days of awarding a new contract. Documents should be sent directly to the assigned Cal OES Grant Specialist.
- 2. The Subrecipient must update their procurement standard operating procedure (SOP) to ensure that future procurements for FEMA or Cal OES programs will be competitively bid and avoid conflicts of interest.** The updated SOP must be sent to Cal OES within 60 days of the date this letter.
- 3. The Grant Manager and Fiscal or Procurement Specialist for this subaward will attend procurement training as directed by Cal OES by April 1, 2022** This training will cover the basics of procurement under federal grants to ensure the Subrecipient is fully aware of the rules and regulations and decrease the likelihood of further issues. Please reach out to your assigned Cal OES Grant Specialist to schedule this training.

If the Subrecipient completes the above required actions, Cal OES will consider this matter closed and authorize the Subrecipient to continue with the approved grant activities and receive reimbursement. However, as with all grants administered under the HMA program, this project is subject to further independent audit, review by FEMA, and examination by the Office of the Inspector General at any time. Any of these reviews could result in findings that trigger different or more severe consequences from those listed above, including a recapture of funds, special conditions, and restrictions on future funding opportunities, and/or jeopardize HMGP participation. Other potential remedies include suspension from all FEMA programs, a hold on any future or pending reimbursements submitted to Cal OES for all other awards, and/or a demand for the return funds with penalties and/or interest.



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[www.CalOES.ca.gov](http://www.CalOES.ca.gov)

GAVIN NEWSOM  
GOVERNOR


MARK S. GHILARDUCCI  
DIRECTOR



Cal OES will revisit this and other projects for which the Subrecipient has been awarded FEMA funding and determine if any additional action is required of the Subrecipient. Cal OES will also conduct more frequent compliance assessments of Subrecipient projects and awards to verify the compliance with applicable regulations.

Please contact Michele Telfer, 916-926-9876, Michele.Telfer@CalOES.ca.gov with questions or concerns.

Sincerely,

DocuSigned by:  
  
B87C1D9FC4CC492...

JENNIFER L. HOGAN  
State Hazard Mitigation Officer

Cc: Jacy Hyde, Branch Chief for Hazard Mitigation Assistance, Cal OES  
Blythe Denton, Division Chief for Hazard Mitigation Grants, Cal OES  
Michele Telfer, Coastal Regional Manager, Cal OES  
Sara Lynch, Hazard Mitigation Grant Specialist, Cal OES



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[www.CalOES.ca.gov](http://www.CalOES.ca.gov)



COUNTY OF HUMBOLDT  
Office of Elections & Voter Registration

2426 6th Street, Eureka, CA 95501  
707-445-7481  
Fax 707-445-7204

TO: Fieldbrook Glendale CSD  
PO Box 2715  
McKinleyville, CA 95519

FROM: Christina Strevey  
Administrative Analyst

DATE: January 28, 2022

SUBJECT: Statement of Economic Interests (Form 700)

## REQUIRES ACTION BY APRIL 1, 2022

The Political Reform Act requires certain officials and employees who serve in positions designated in an agency's conflict-of-interest code to file a Statement of Economic Interests (Form 700) on an annual basis. Plainly stated, all district board members must annually file a Form 700 with the Humboldt County Office of Elections. **Important:** District boards that have already submitted Form 700s are still receiving this notice to meet legal notice requirements.

### Types of Filers

There are three types of filers: (1) Assuming Office; (2) Annual; and (3) Leaving Office.

*Assuming Office:* Filers assuming office must file within 30 days of assuming office.

*Annual:* Filers continuing to serve must file between January 1 – April 1, 2022. This includes board members who have been reappointed/re-elected to serve another term without a break in service.

*Leaving Office:* Filers leaving office must file within 30 days of leaving office.

### Filers by Type

All district board members (elected and appointed) must file a Form 700 with the Office of Elections. Below is a summary of which board members need to file what type of Form 700.

Filer	Type	Reason
*Janet Carol Miller	Annual	Continuing without a break in service.
*Jason Garlick	Annual	Continuing without a break in service.
*John Roy Sheppard	Annual	Continuing without a break in service.
*Richard Grissom	Annual	Continuing without a break in service.
*Starr Kilian	Annual	Continuing without a break in service.

**Important: Contact Christina Strevey ([humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us) / 707-445-7481) if district records do not match the above summary.**

### Deadline

Annual Form 700s are due to the Office of Elections **on or before April 1, 2022**. Late statements are subject to a \$10 per day late fine. **Note:** The Fair Political Practices Commission (FPPC) is increasing its efforts to penalize non-filers.

## Required Form

Each year the FPPC issues a required form for reporting. Our office is only authorized to accept the 2021-2022 official form for reporting year 2021. Filers using the wrong form will be required to refile their Form 700 on the correct form. A courtesy one-page Form 700 template and 2021-2022 Statement of Economic Interests Form 700 Packet are attached; however, electronic copies can be obtained at <https://www.fppc.ca.gov/Form700.html>.

## Annual Reporting Period

The annual reporting period is January 1 – December 31, 2021. Filers who filed an assuming or leaving office Form 700 between October 1 – December 31, 2021, are not required to file an annual Form 700.

## Completing the Form 700

The Form 700 includes five sections: (1) Office, (2) Jurisdiction, (3) Type of Statement, (4) Schedule Summary, and (5) Verification. All five sections must be fully and correctly completed.

**Note:** The Form 700 is a legal document. If a section is incomplete or incorrect, the filer must file an amendment.

**Note:** Please do not use white-out on this form. Form 700s baring white-out will be returned and an amendment will be required.

Please feel free to contact me with questions at 707-445-7481 or [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us).

Additional FPPC resources and materials are available at <https://www.fppc.ca.gov/Form700.html>.

## Filing the Form 700

An original, signed Form 700 must be filed with the Office of Elections **on or before April 1, 2022**. Unsigned, incomplete, and incorrect Form 700s will require an amendment. Form 700s can be mailed or hand-delivered to the Office of Elections.

Humboldt County Office of Elections  
Attention: Christina Strevey  
2426 6th Street, Eureka, CA 95501

If you would like me to review your Form 700 for accuracy before it's filed, please scan and email the form(s) to [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us).

## Roster of Public Officials

Whenever there are changes to a district board, a Roster of Public Officials must be filed with the Office of Elections. Common changes include resignation or appointment of board members, meeting schedule, contact information, and officeholders. A courtesy roster template is attached; however, an electronic copy can be requested by emailing Christina Strevey at [humboldt\\_elections@co.humboldt.ca.us](mailto:humboldt_elections@co.humboldt.ca.us).

**Note:** The Roster of Public Officials is a legal document. Please do not use white-out on this form. Rosters baring white-out will be returned and an amendment will be required.

## Amendments

Unsigned, incomplete and incorrect Form 700s will require an Amendment Form 700 be filed. Revised Form 700s will not be accepted. The amendment template is available at <https://www.fppc.ca.gov/Form700.html>.

## Attachments

Attachment 1: 2021-2022 Form 700 District Template  
Attachment 2: 2021-2022 Statement of Economic Interests Form 700 Packet  
Attachment 3: Roster of Public Officials Template



## HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO BOX 95 • EUREKA, CALIFORNIA 95502-0095

OFFICE 707-443-5018 ESSEX 707-822-2918

FAX 707-443-5731 707-822-8245

EMAIL [OFFICE@HBMWD.COM](mailto:OFFICE@HBMWD.COM)

Website: [www.hbmwd.com](http://www.hbmwd.com)

### BOARD OF DIRECTORS

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

MICHELLE FULLER, DIRECTOR

DAVID LINDBERG, DIRECTOR

### GENERAL MANAGER

JOHN FRIEDENBACH

February 3, 2022

Ondrea Starzhevskiy, City of Arcata  
Mandy Mager, City of Blue Lake  
Brian Gerving, City of Eureka  
Rick Hanger, Fieldbrook-Glendale CSD  
Michael Montag, Humboldt CSD  
Chris Drop, Manila CSD  
Pat Kaspari, McKinleyville CSD

Dear Municipal Customers:

The purpose of this letter is to transmit information about your domestic water use per the requirements of our Ordinance 16 contracts. The following documents are attached:

- Domestic Water Use Report for CY2021 – Presents total water use and the corresponding Average Daily Water Use for each municipality.
- Moving Five-Year Average Water Use Report for CY2021 – Presents total water use and the corresponding Moving Five-Year Average Water Use for each municipality. It will be used to allocate HBMWD's Drinking Water Treatment Facility costs for fiscal year 2022-23.
- Peak Rate Allocation by Municipality for CY2021 – Presents maximum daily water use by month for each municipality. The contract peak rates will continue to be used to allocate HBMWD's Base Water Facility costs for fiscal year 2022-23.

Information on daily water use has been sent with monthly billing statements on an ongoing basis.

Sincerely,

John Friedenbach  
General Manager



Domestic Water Use for CY2021 (millions of gallons)										
Month	Arcata	Blue Lake	Eureka	Fieldbrook	HBMWD	HCSD	Manila	McK CSD	Total	Total
Jan-21	42.732	3.875	87.980	4.877	6.651	23.435	1.642	34.768	205.96	205.96
Feb-21	42.930	3.942	92.430	4.274	6.333	23.011	2.399	33.588	208.907	208.907
Mar-21	48.589	4.663	110.650	4.232	4.847	26.411	4.832	39.326	243.55	243.55
Apr-21	46.495	4.688	94.860	4.713	4.673	25.615	1.128	38.624	220.796	220.796
May-21	44.964	4.948	97.090	6.077	6.306	23.475	3.53	39.768	226.158	226.158
Jun-21	57.965	6.819	121.100	7.824	4.961	28.186	4.545	50.369	281.769	281.769
Jul-21	53.682	7.196	109.450	7.324	6.032	22.837	3.935	45.441	255.897	255.897
Aug-21	59.133	7.921	123.350	7.929	7.874	19.952	4.455	51.21	281.824	281.824
Sep-21	53.847	6.11	110.820	6.282	9.624	18.174	3.811	44.346	253.014	253.014
Oct-21	46.149	5.185	103.410	4.805	6.302	18.619	3.323	37.603	225.396	225.396
Nov-21	47.087	5.376	101.410	5.224	5.886	14.640	3.270	41.278	224.171	224.171
Dec-21	42.826	5.633	99.930	5.340	4.797	14.117	3.045	36.421	212.109	212.109
<b>Total Annual Use</b>	<b>586.399</b>	<b>66.356</b>	<b>1252.480</b>	<b>68.901</b>	<b>74.286</b>	<b>258.472</b>	<b>39.915</b>	<b>492.742</b>	<b>2839.551</b>	<b>2839.551</b>
<b>Monthly Average Use</b>	<b>48.867</b>	<b>5.530</b>	<b>104.373</b>	<b>5.742</b>	<b>6.191</b>	<b>21.539</b>	<b>3.326</b>	<b>41.062</b>	<b>236.629</b>	<b>236.629</b>
<b>Avg Daily Water Use (mgd)</b>	<b>1.611</b>	<b>0.182</b>	<b>3.441</b>	<b>0.189</b>	<b>0.209</b>	<b>0.710</b>	<b>0.110</b>	<b>1.354</b>	<b>7.801</b>	<b>7.801</b>

**Notes:**

Eureka meter out for calibration/repair February - March

**Average daily water use based on 364 days/year (HBMWD based on 356 days).**

Fieldbrook and Blue Lake meters are unique in that Blue Lake's usage is deducted from total usage recorded on Fieldbrook's meter because the Blue Lake meter is downstream from the Fieldbrook meter. When Blue Lake's meter is out for calibration/repair or SCADA signal is out, Fieldbrook's high daily usage will be disregarded for that period and vice versa.

**Humboldt Bay Municipal Water District  
Ordinance 16 - Moving Five-Year Average Water Use - CY 2021**

	2017	2018	2019	2020	2021	2017	2018	2019	2020	2021	2020	2021	Moving 5-Yr Avg Daily Use	
						363	367	364	365	364	365	364	MGD	%
# of Days														
Eureka	1350.535	1429.226	1349.681	1281.090	1252.480	3.720	3.894	3.708	3.510	3.441	3.655	3.441	3.655	45.146%
Arcata	663.070	659.072	614.836	608.061	586.399	1.827	1.796	1.689	1.666	1.611	1.718	1.611	1.718	21.218%
Blue Lake	70.599	78.276	69.275	65.072	66.356	0.194	0.213	0.190	0.178	0.182	0.192	0.182	0.192	2.368%
HCSD	324.639	334.215	335.553	293.229	258.472	0.894	0.911	0.922	0.803	0.710	0.848	0.710	0.848	10.476%
McK CSD	502.588	522.433	511.415	539.628	492.742	1.384	1.424	1.405	1.478	1.354	1.409	1.354	1.409	17.405%
FCSD	64.523	57.297	58.683	69.156	68.901	0.178	0.156	0.161	0.189	0.189	0.175	0.189	0.175	2.159%
Manila CSD	31.979	35.496	35.917	37.781	39.915	0.088	0.097	0.099	0.104	0.110	0.099	0.110	0.099	1.227%
Total Muni	3007.903	3116.015	2975.360	2894.017	2765.265	8.286	8.491	8.174	7.929	7.597	8.095	7.597	8.095	100%
HB Retail	84.060	141.112	196.186	96.935	74.286	0.232	0.387	0.539	0.270	0.209	0.39	0.209	0.39	
Total	3091.963	3257.127	3171.546	2990.952	2839.551	8.518	8.877	8.713	8.199	7.806	8.48	7.806	8.48	
<b>Notes for 2017 water use</b>														
Blue Lake meter out of service August														
Fieldbrook usage based on Blue Lake meter usage (see note re: Blue Lake meter)														
Average daily water use based on 363 days/year (HBMWD daily use based on 363 days)														
<b>Notes for 2018 water use</b>														
Arcata meter out of service April-May														
HCSD meter out of service January-March														
Manila CSD meter out of service November-December														
Average daily water use based on 367 days/year (HBMWD daily use based on 365 days)														
<b>Notes for 2019 water use</b>														
Manila CSD meter out of service January														
Average daily water use based on 364 days/year (HBMWD daily use based on 364 days)														
<b>Notes for 2020 water use</b>														
Blue Lake meter out for calibration/repair April - July														
Fieldbrook usage based on Blue Lake meter usage (see note re: Blue Lake meter)														
<b>Notes for 2021 water use</b>														
Eureka meter out for service February - March														
Average daily water use based on 364 days/year (HBMWD daily use based on 356 days)														



**COUNTY ADMINISTRATIVE OFFICE  
MANAGEMENT & BUDGET TEAM  
COUNTY OF HUMBOLDT**

825 5th Street, Room 112, Eureka, CA 95501-1153  
Telephone (707) 445-7266 Fax (707) 445-7299

February 3, 2022

Rich Grissom, Fire Chief  
Fieldbrook Community Services District  
4584 Fieldbrook Road  
McKinleyville, CA 95519

**SUBJECT: AGREEMENT WITH THE COUNTY OF HUMBOLDT FOR SHARING OF  
PROPOSITION 172 REVENUE FOR FISCAL YEAR 2021-22**

Based upon the Proposition 172 allocation formula developed by the Humboldt Fire Chiefs, the County has updated last year's fire agreements. Enclosed are two copies of the unsigned agreement between the County of Humboldt and Fieldbrook Community Services District.

Each fire district has been allocated a given percentage of total Proposition 172 receipts according to a formula developed by the Fire Chiefs. That percentage is reflected in the attached agreement.

Please have your district's authorized person sign and return both copies of the agreement by May 1, 2022.

Thank you,

Kaylie Harpin  
Administrative Services Officer

Enclosures (2)

1. Agreement
2. Distribution Formula

<b>2021-22 Distrubution Formula</b>		
<b>Agency:</b>	<b>% of County</b>	<b>FY 2021-22</b>
	<b>Receipts:</b>	<b>Estimated:</b>
Arcata FD	0.08250%	\$8,660
Blue Lake FD	0.02327%	\$2,443
Samoa FD	0.00657%	\$689
Ferndale FD	0.05592%	\$5,871
Fortuna FD	0.18911%	\$19,851
Garberville FD	0.01499%	\$1,574
Humboldt FD	1.30362%	\$136,845
Kneeland FD	0.00862%	\$904
Loleta FD	0.01162%	\$1,220
Myers Flat FD	0.00665%	\$698
Petrolia FD	0.01176%	\$1,235
Redway FD	0.06411%	\$6,730
Rio Dell FD	0.01091%	\$1,146
Telegraph Ridge	0.00722%	\$758
Willow Creek FD	0.05885%	\$6,177
FieldbrookCSD	0.01024%	\$1,074
Carlotta CSD	0.00788%	\$827
Miranda CSD	0.00709%	\$744
Orick CSD	0.00763%	\$801
Orleans CSD	0.00677%	\$711
RID #1 -SC	0.08249%	\$8,660
<b>Totals</b>	<b>1.99%</b>	<b>\$209,089</b>
		<b>\$209,089.00</b>
		<b>\$10,497,282.00</b>



**Fieldbrook Glendale  
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

February 22, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$70,299.28  
To: Water Checking \$70,299.28

2/22/2022	
Check Register	\$ 80,268.02
#6752 - 6780	\$ 80,261.19
Other Deposit	\$ 6.83
	\$ -
Transfer Totals	\$ (70,299.28)
Anker Tank Project	\$ 6,462.63
Fire	\$ 2,100.71
Sewer	\$ 28,186.43
Water	\$ 43,549.51
Reduce Water Transfer	\$ (10,000.00)
Gross Pay	\$ 3,236.36
<Net Pay>	\$ (2,389.19)
Empr. Taxes	\$ 299.37
Adjustments	
EDD	\$ (191.17)
EDD	\$ (55.77)
IRS	\$ (868.34)
	\$ -
	\$ -
	\$ -
Reconciliation	\$ (70,268.02)
Balance	\$ -

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

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							0.00
Bill	02/14/2022	380-0...	Anker T...	5810.99 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	1,890.00	1,890.00
Bill	02/17/2022	380-0...	Anker T...	5810.10 · Phase 1b (Phase 1b)	Enterprise:A...	494.50	2,384.50
Bill	02/17/2022	380-0...	Anker T...	5810.10 · Phase 1b (Phase 1b)	Enterprise:A...	4,078.13	6,462.63
Total Anker Tank Replacement						6,462.63	6,462.63
<b>Interfund Expenses/Fire</b>							892.55
Bill	01/30/2022	98967...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	116.20	1,008.75
Bill	01/31/2022	Jan 2...	Interfun...	5335 · Water (Water)	Fire Depart...	50.51	1,059.26
Bill	01/31/2022	CL 22...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	212.85	1,272.11
Bill	01/31/2022	59970	Interfun...	5220 · Audit Services (Audit Services)	Fire Depart...	333.33	1,605.44
Bill	02/05/2022	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	121.82	1,727.26
Bill	02/09/2022	Feb 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	158.89	1,886.15
Bill	02/15/2022	Feb 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...)	Fire Depart...	50.00	1,936.15
Bill	02/17/2022	Feb M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	4.49	1,940.64
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Fire Depart...	146.52	2,087.16
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.15	2,087.31
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.08	2,096.39
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.12	2,098.51
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.20	2,100.71
Total Interfund Expenses/Fire						1,208.16	2,100.71
<b>Interfund Expenses/Sewer</b>							743.97
Bill	01/30/2022	98967...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	23.24	767.21
Check	01/31/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.91	785.12
Bill	01/31/2022	00073...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	17,102.42	17,887.54
Bill	01/31/2022	00073...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	17,948.03
Bill	01/31/2022	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	616.58	18,564.61
Bill	01/31/2022	62794	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	92.58	18,657.19
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	608.49	19,265.68
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	482.11	19,747.79
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	3,271.44	23,019.23
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	131.70	23,150.93
Bill	01/31/2022	49449	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	960.50	24,111.43
Bill	01/31/2022	59970	Interfun...	5220 · Audit Services (Audit Services)	Enterprise:S...	333.33	24,444.76
Bill	02/14/2022	380-0...	Interfun...	5121.5 · Reimbursable Engineering Exp (Rei...	Enterprise:S...	390.00	24,834.76
Bill	02/14/2022	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	825.00	25,659.76
Bill	02/17/2022	Feb M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	159.12	25,818.88
Bill	02/17/2022	Feb M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	77.22	25,896.10
Bill	02/17/2022	Feb M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	35.18	25,931.28
Paycheck	02/17/2022	6778	Interfun...	6560 · Payroll Expenses	Enterprise:S...	461.58	26,392.86
Paycheck	02/17/2022	6778	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.47	26,393.33
Paycheck	02/17/2022	6778	Interfun...	6560 · Payroll Expenses	Enterprise:S...	28.62	26,421.95
Paycheck	02/17/2022	6778	Interfun...	6560 · Payroll Expenses	Enterprise:S...	6.69	26,428.64
Paycheck	02/17/2022	6778	Interfun...	6560 · Payroll Expenses	Enterprise:S...	6.92	26,435.56
Paycheck	02/17/2022	6779	Interfun...	6560 · Payroll Expenses	Enterprise:S...	576.98	27,012.54
Paycheck	02/17/2022	6779	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.58	27,013.12
Paycheck	02/17/2022	6779	Interfun...	6560 · Payroll Expenses	Enterprise:S...	35.77	27,048.89
Paycheck	02/17/2022	6779	Interfun...	6560 · Payroll Expenses	Enterprise:S...	8.36	27,057.25
Paycheck	02/17/2022	6779	Interfun...	6560 · Payroll Expenses	Enterprise:S...	8.66	27,065.91
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,025.64	28,091.55
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.03	28,092.58
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:S...	63.59	28,156.17
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.87	28,171.04
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:S...	15.39	28,186.43
Total Interfund Expenses/Sewer						27,442.46	28,186.43
<b>Interfund Expenses/Water</b>							2,607.77
Bill	01/31/2022	Jan 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	3,548.61
Bill	01/31/2022	Jan 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	16,056.01
Bill	01/31/2022	Jan 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,185.02	17,241.03
Bill	01/31/2022	Jan 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	17,965.58
Bill	01/31/2022	Jan 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	17,959.83
Check	01/31/2022	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.09	17,981.92
Bill	01/31/2022	62794	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	113.13	18,095.05
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	433.19	18,528.24
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	343.22	18,871.46
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	2,329.01	21,200.47
Bill	01/31/2022	Jan 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	93.76	21,294.23
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	11,288.49	32,582.72
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,194.10	33,776.82
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	380.00	34,156.82
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	273.29	34,430.11
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	500.02	34,930.13
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	262.60	35,192.73
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	45.00	35,237.73

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

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	01/31/2022	Jan 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	111.37	35,349.10
Bill	01/31/2022	Jan 2...	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:...	6,461.38	41,810.48
Bill	01/31/2022	59970	Interfun...	5220 · Audit Services (Audit Services)	Enterprise:...	333.34	42,143.82
Bill	02/15/2022	Feb 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,193.82
Bill	02/15/2022	Feb 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,243.82
Bill	02/15/2022	Feb 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,293.82
Bill	02/15/2022	Feb 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,343.82
Bill	02/15/2022	Feb 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,393.82
Bill	02/17/2022	Feb M...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	35.18	42,429.00
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,025.64	43,454.64
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:...	1.02	43,455.66
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:...	63.59	43,519.25
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.88	43,534.13
Paycheck	02/17/2022	6780	Interfun...	6560 · Payroll Expenses	Enterprise:...	15.38	43,549.51
Total Interfund Expenses/Water						40,941.74	43,549.51
<b>TOTAL</b>						<b>76,054.99</b>	<b>80,299.28</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
 January 26 through February 22, 2022

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Un.</b>				
<b>1012 · General Fund Checking (All Funds)</b>				
<b>1015 · Water Dept Checking (Water Dept Checking)</b>				
Bill Pmt -Check	01/26/2022	6752	AT&T	-137.37
Bill Pmt -Check	01/26/2022	E-Pay	Intuit Quick Books	-855.99
Check	01/31/2022	E-Pay	Coast Central Credit ...	-40.00
Deposit	01/31/2022			6.83
Bill Pmt -Check	02/04/2022	E-Pay	Verizon	-139.44
Bill Pmt -Check	02/04/2022	E-Pay	XPress Bill Pay	-206.71
Bill Pmt -Check	02/05/2022	6771	AT&T	-121.82
Bill Pmt -Check	02/05/2022	6772	Hunter, Hunter, & Hunt	-1,000.00
Bill Pmt -Check	02/05/2022	6773	Mitchell Law Firm, LLP	-960.50
Liability Check	02/07/2022	E-pay	EDD	-191.17
Liability Check	02/07/2022	E-pay	EDD	-55.77
Liability Check	02/07/2022	E-pay	United States Treasury	-868.34
Bill Pmt -Check	02/15/2022	6753	ACE Hardware	-16.13
Bill Pmt -Check	02/15/2022	6754	Almquist Lumber Com...	-117.55
Bill Pmt -Check	02/15/2022	6755	City of Arcata	-17,162.91
Bill Pmt -Check	02/15/2022	6756	Fieldbrook Glendale C...	-50.51
Bill Pmt -Check	02/15/2022	6757	GHD, Inc	-4,532.00
Bill Pmt -Check	02/15/2022	6758	Humboldt Bay Munici...	-15,352.06
Bill Pmt -Check	02/15/2022	6759	Ken's Auto Parts	-48.27
Bill Pmt -Check	02/15/2022	6760	Miller Farms Nursery	-31.24
Bill Pmt -Check	02/15/2022	6761	PG&E	-2,226.32
Bill Pmt -Check	02/15/2022	6762	Sudden Link	-158.89
Bill Pmt -Check	02/15/2022	6763	Valley Pacific	-212.85
Bill Pmt -Check	02/15/2022		XPress Bill Pay	0.00
Bill Pmt -Check	02/16/2022	6764	Humboldt Bay M&O	-28,209.17
Bill Pmt -Check	02/16/2022	6765	Jack Sheppard	-50.00
Bill Pmt -Check	02/16/2022	6766	Janet Miller	-50.00
Bill Pmt -Check	02/16/2022	6767	Jason Garlick	-50.00
Bill Pmt -Check	02/16/2022	6768	Rich Grissom	-50.00
Bill Pmt -Check	02/16/2022	6769	Roy Sheppard	-50.00
Bill Pmt -Check	02/16/2022	6770	Starr Kilian	-50.00
Bill Pmt -Check	02/17/2022	6774	GHD, Inc	-4,572.63
Bill Pmt -Check	02/17/2022	6775	Brian Carr	-77.22
Bill Pmt -Check	02/17/2022	6776	Grant Weaver.	-159.12
Bill Pmt -Check	02/17/2022	6777	Richard A. Hanger	-74.85
Paycheck	02/17/2022	6778	Brian D. Carr	-421.19
Paycheck	02/17/2022	6779	Grant Weaver	-446.50
Paycheck	02/17/2022	6780	Richard A Hanger	-1,521.50
Total 1015 · Water Dept Checking (Water Dept Checking)				-80,261.19
Total 1012 · General Fund Checking (All Funds)				-80,261.19
Total 1000 · Coast Central Credit Un.				-80,261.19
<b>TOTAL</b>				<b>-80,261.19</b>



**Fieldbrook Glendale Community Services District**  
**Payroll Summary**  
January 26 through February 22, 2022

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Jan 26 - Feb 22, 22	Hours	Rate	Jan 26 - Feb 22, 22	Hours	Rate	Jan 26 - Feb 22, 22	Hours	Rate	Jan 26 - Feb 22, 22
<b>Employee Wages, Taxes and Adjustments</b>												
<b>Gross Pay</b>												
Hourly Rate	14	32.97	461.58	17.5	32.97	576.98	60	36.63	2,197.80	91.50		3,236.36
Hourly Sick		32.97	0.00		32.97	0.00		36.63	0.00			0.00
<b>Total Gross Pay</b>	<b>14</b>		<b>461.58</b>	<b>17.5</b>		<b>576.98</b>	<b>60</b>		<b>2,197.80</b>	<b>91.50</b>		<b>3,236.36</b>
<b>Adjusted Gross Pay</b>	<b>14</b>		<b>461.58</b>	<b>17.5</b>		<b>576.98</b>	<b>60</b>		<b>2,197.80</b>	<b>91.50</b>		<b>3,236.36</b>
<b>Taxes Withheld</b>												
Federal Withholding			0.00			-80.00			-328.00			-408.00
Medicare Employee			-6.69			-8.36			-31.87			-46.92
Social Security Employee			-28.62			-35.77			-136.26			-200.65
CA - Withholding			0.00			0.00			-156.00			-156.00
CA - Disability Employee			-5.08			-6.35			-24.17			-35.60
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<b>-40.39</b>			<b>-130.48</b>			<b>-676.30</b>			<b>-847.17</b>
<b>Net Pay</b>	<b>14</b>		<b>421.19</b>	<b>17.5</b>		<b>446.50</b>	<b>60</b>		<b>1,521.50</b>	<b>91.50</b>		<b>2,389.19</b>
<b>Employer Taxes and Contributions</b>												
Medicare Company			6.69			8.36			31.87			46.92
Social Security Company			28.62			35.77			136.26			200.65
CA - Unemployment Company			6.92			8.66			32.97			48.55
CA - Employment Training Tax			0.47			0.58			2.20			3.25
<b>Total Employer Taxes and Contributions</b>			<b>42.70</b>			<b>53.37</b>			<b>203.30</b>			<b>299.37</b>

**Fieldbrook Glendale Community Services District  
Journal**

**January 26 through February 22, 2022**

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
18781	General Journal	01/31/2022	525		Reconcile Cash - Interfund Transfer	1028 · Sewer Asset ...		325.81
					Reconcile Cash - Interfund Transfer	1029 · Fire Asset Acc...		538.90
					Reconcile Cash - Interfund Transfer	1027 · Water Assets ...	864.71	
							864.71	864.71
18800	General Journal	02/15/2022	526		September 2021 Depreciation	5350 · Depreciation ...	15,558.00	
					September 2021 Depreciation	1710 · Water Accum...		3,671.00
					September 2021 Depreciation	1720 · Sewer Accum...		7,559.00
					September 2021 Depreciation	1730 · Fire Accumula...		4,328.00
							15,558.00	15,558.00
<b>TOTAL</b>							<b>16,422.71</b>	<b>16,422.71</b>

## Request for Mileage Reimbursement Form

Employee Name

Richard Hanger

Rate Per Mile

\$0.585

**NOTE:** The IRS periodically changes the per mile reimbursement rate.

Home Address

On File

Total Mileage

130.00

City, State Zipcode

On File

Total Reimbursement

\$74.85

Account Number:

N/A

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
1/25/2022	Home Office	Firehall	Board Meeting	55,480.0	55,522.0	42	\$24.57
2/1/2022	Home Office	Kernen Construction	Site Inspection	55,522.0	55,562.0	40	\$23.40
2/16/2022	Home Office	Glendale/Fieldbrook/McKinleyville	Royal Gold/Mail	55,720.0	55,768.0	48	\$26.88
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
	Fee Calculator based on budgeted expenses 2022					0	\$0.00
	Enter Amount					0	\$0.00
	Water					0	\$0.00
	Sewer					0	\$0.00
	Fire					0	\$0.00
						0	\$0.00
						0	\$0.00

Requester (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Approver (signature): \_\_\_\_\_

Date: \_\_\_\_\_

## Request for Mileage Reimbursement Form

Employee Name	Grant Weaver
Home Address	On File
City, State Zipcode	On File
Account Number:	N/A

Rate Per Mile	\$0.585
Total Mileage	272.00
Total Reimbursement	\$159.12

**NOTE:** The IRS periodically changes the per mile reimbursement rate.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
2/16/2022		Sewer Tech Mileage	Readings/Maintenance			272	\$159.12
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
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						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00

Requester (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Approver (signature): \_\_\_\_\_

Date: \_\_\_\_\_

## Request for Mileage Reimbursement Form

Employee Name

Brian Carr

Rate Per Mile

\$0.585

Home Address

On File

Total Mileage

132.00

City, State Zipcode

On File

Total Reimbursement

\$77.22

Account Number:

N/A

**NOTE:** The IRS periodically changes the per mile reimbursement rate.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
2/16/2022		Sewer Tech Mileage	Readings/Maintenance			132	\$77.22
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00

Requester (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Authorized Approver (signature): \_\_\_\_\_

Date: \_\_\_\_\_



## **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

February 3, 2022

Kernen Construction  
Attn: Norman Scott Farley and Kurt Edward Kernen  
P.O. Box 1340  
Blue Lake, CA 95525

Re: Cease and Desist dated 01/03/2022, revised following site visit on 02/01/2022.

Dear Mr. Farley and Mr. Kernen,

The Fieldbrook Glendale Community Services District (District) is providing a statement of fees to complete the Industrial Discharge Permit. These fees are based on metered water use for the period of April 2018 – January 2022 (Attachment A). Your application, (Attachment B) estimates the percentage of water used for plant and equipment wash down is 20% (C.3.h.). The fees total \$40,285.

Kernen Construction Fee/Charges Calculations	
A. Application processing Fee	\$ 35
B. Sewer Permit Fee	\$ 250
C. Deposit for Engineering Fees (GHD)	\$ 2,500
<b>Total Fees</b>	<b>\$ 2,785</b>
D. Capacity/Impact Fee	\$ 24,915
E. Arrearage Charge	\$ 12,585
<b>Total Capacity/Arrearage</b>	<b>\$ 37,500</b>
<b>Total Fee/Charges</b>	<b>\$ 40,285</b>

Items A., B., are based standard application fees. Item C. is a deposit based on the estimated engineering time to complete the application. We will restart the permit process once we receive a payment of \$2,785.

The capacity fee is based on the billed water use and assumes 20% is related to the ware wash facility. The calculation uses the average CF water usage for the prior 12-months (Attachment A). Capacity fees are based on the estimated intensified use. The capacity fee calculation is prorated based on a Residential Dwelling Equivalent (RDE) allowance of 800 CF per month.

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

D. Capacity Fee Calculations	
Base Capacity Fee for 1 RDE, \$13,890	
Average water consumption prior 12 months	11,175
20% related to Ware Wash (CF)	2,235
CF Average Monthly Consumption	2235
Monthly Base allowance per RDE	800
Amount in excess of (1) RDE	1435
Capacity fee rate per CF	\$ 17.36
Excess capacity fee	\$ 24,915

The arrearage is based on the base rate plus 20% of water consumption. I have applied the prior twelve-month average water usage to the 46-month period. This is to accommodate for any "leaks" as we discussed. (Attachment A). Future billings on account 115001 (meter ID#23016504) will include two base fees for water and sewer, and water consumption. The account 116001 (meter ID#44570840) labelled "Office" will be suspended. This may be resolved by installing a sewer flow meter; however, I believe that condition will be evaluated as part of the Industrial Discharge Permit process.

E. Wastewater Arrearage	
Base Fees	\$4,413
20% related to Ware Wash	\$8,172
Total Arrearage	\$12,585

Finally, there is the matter of the capacity and arrearage fees. These fees and charges total \$37,500. A payment plan was requested and will require board approval. I will suggest to the board that any payment agreement in excess of 12-months be assessed an interest rate, 18-months (5.25%), 24-months (5.75%), 36-months (6.25%). These interest rates are not included in the table below.

At your request, this may be placed on the board's agenda for February 22, 2022. If you would like to pursue a payment option, I will need to know not later than February 15<sup>th</sup>, 2022, in order to prepare the board's agenda.





**Fieldbrook Glendale  
Community Services District**  
water · sewer · fire

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

Payment Options				
Capacity/Arrearage	\$ 37,500			
Interest rate	0%	5.25%	5.75%	6.25%
# of Payments	12	18	24	36
Capacity/Arrearage Payment	\$3,125.00	\$2,170.99	\$1,657.80	\$1,145.08
Average cost prior 12 months	\$1,155.00	\$1,155.00	\$1,155.00	\$1,155.00
<b>Estimated Monthly Payment</b>	<b>\$4,280.00</b>	<b>\$3,325.99</b>	<b>\$2,812.80</b>	<b>\$2,300.08</b>

Sincerely yours,

*Richard Hanger*

Richard Hanger

enc: Arrearage Kernen

cc: Russell Gans, Mitchell Law Firm  
Rebecca Crow, GHD Engineering  
HBMWD



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

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**POLICY TITLE: Records Retention**  
**POLICY NUMBER: 2145**

2145.1 The purpose of this policy is to: provide guidelines to staff regarding the retention or disposal of District records; provide for the identification, maintenance, safeguarding and disposal of records in the normal course of business; ensure prompt and accurate retrieval of records; and ensure compliance with legal and regulatory requirements.

2145.2 Vital and important records, regardless of recording media, are those having legal, financial, operational, or historical value to the District.

2145.3 The General Manager is authorized by the Board of Directors to interpret and implement this policy, and to cause to be destroyed any or all such records, papers and documents that meet the qualifications governing the retention and disposal of records, specified below, after consultation with the General Counsel.

2145.4 Pursuant to the provisions of Government Code §§ 60200 through 60204, and the guidelines prepared by the State Controller's office and the Controller's Advisory Committee for Special Districts, the following qualifications will govern the retention and disposal of records of the District.

2145.4.1 Duplicate records, papers and documents may be destroyed at any time without Board authorization, advice of the General Counsel, or copying to photographic or electronic media.

2145.4.2 Originals of records, papers, and documents more than two years old that were prepared or received in any manner other than pursuant to State or Federal statute may be destroyed without the necessity of copying to photographic or electronic media except for permanent records of the District as defined in this policy.

2145.4.3 In no instances are records, papers, or documents to be destroyed where there is a continuing need for such records for such matters as pending litigation, special projects, etc.

2145.4.4 Records, papers or documents which are not expressly required by law to be filed and preserved may be destroyed if all of the following conditions are met:

2145.4.4.1 The record, paper or document is photographed, micro-photographed, reproduced on film of a type approved for permanent photographic records by the National Institute of Standards and Technology of the U.S. Department of Commerce, or copied to an approved electronic media;

2145.4.4.2 The device used to reproduce such record, paper, or document on film, or retrieves and prints the document from the electronic media, is one which accurately reproduces the original thereof in all details; and,

2145.4.4.3 The photographs, micro-photographs, or other reproductions on film are placed in conveniently accessible files and provisions are made for preserving, examining, and using the same, together with documents stored via electronic media.

2145.4.5 Any accounting record except the journals and ledgers which are more than five years old, and which were prepared or received in any manner other than pursuant to State statute may be authorized for destruction, provided that:

2145.4.5.1 There is no continuing need for said record, i.e., long-term transactions, special projects, pending litigations, etc., and;

2145.4.5.2 There exists in a permanent file, an audit report or reports covering the inclusive period of said record, and that;

2145.4.5.3 Said audit report or reports were prepared pursuant to procedures outlined in Government Code section 26909 and other State or Federal audit requirements, and that;

2145.4.5.4 Said audit or audits contain the expression of an unqualified opinion.

2145.4.6 Any accounting record created for a specific event or action may be destroyed upon authorization five years after said event or action has in all respects terminated. Any source document detailed in a register, journal, ledger, or statement may be authorized for destruction five years from the end of the fiscal period to which it applies. The following may be destroyed at any time without Board authorization or consultation with the General Counsel:

2145.4.6.1 Duplicated (original-subject to aforementioned requirements).

2145.4.6.2 Rough drafts, notes or working papers (except audit).

2145.4.6.3 Cards, listings, nonpermanent indices, other papers used for controlling work or transitory files.

2145.4.7 All payroll and personnel records shall be retained indefinitely. Originals may upon authorization be destroyed after seven years' retention, provided said records have been microfilmed and qualify for destruction section 2145.4, above.

2145.4.8 Records of proceedings for the authorization of long-term debt, bonds, warrants, loans, etc., after issuance or execution may be destroyed if microfilmed as provided for in section 2145.4.4, above. Terms and conditions of bonds, warrants, and other long-term agreements should be retained until final payment, and thereafter may be destroyed in less than 10 years if microfilmed as provided

for in section 2145.4.4, above. Paid bonds, warrant certificates and interest coupons may be destroyed after six months if detailed payment records are kept for 10 years.

2145.5 Minutes of the meetings of the Board of Directors are usually retained indefinitely in their original form. However, they may, upon the General Manager's authorization, be destroyed if they are microfilmed as provided for in section 2145.4.4, above.

2145.5.1 Construction records, such as bids, correspondence, change orders, etc., shall not be kept in excess of seven years unless they pertain to a project which includes a guarantee or grant and, in that event, they shall be kept for the life of the guarantee or grant plus seven years. As-built plans for any public facility or works shall be retained as long as said facility is in existence.

2145.5.2 Contracts shall be retained for their lives plus seven years. Any unaccepted bid or proposal for the construction or installation of any building, structure or other public work which is more than two years old may be destroyed.

2145.5.3 Property records, such as documents of title, shall be kept until the property is transferred or otherwise no longer owned by the District.

**Adopted: 02/22/2022**

Appendix A  
Definitions for Records Retention and Disposal Policy

1. AUTHORIZATION. Approval from the General Manager, as authorized by the District's Board of Directors.
2. ACCOUNTING RECORDS. Include but are not limited to the following:
  - a. SOURCE DOCUMENTS
    - (1) Invoices
    - (2) Warrants
    - (3) Requisitions/Purchase Orders (attached to invoices)
    - (4) Cash Receipts
    - (5) Claims (attached to warrants in place of invoices)
    - (6) Bank Statements
    - (7) Bank Deposits
    - (8) Checks
    - (9) Bills
    - (10) Various accounting authorizations taken from Board minutes, resolutions or contracts
  - b. JOURNALS
    - (1) Cash Receipts
    - (2) Accounts Receivable or Payable Register
    - (3) Check or Warrant (payables)
    - (4) General Journal
    - (5) Payroll Journal
  - c. LEDGERS
    - (1) Expenditure
    - (2) Revenue
    - (3) Accounts Payable or Receivable Ledger
    - (4) Construction
    - (5) General Ledger
    - (6) Assets/Depreciation
  - d. TRIAL BALANCE
  - e. STATEMENTS (Interim or Certified - Individual or All Fund)
    - (1) Balance Sheet
    - (2) Analysis of Changes in Available Fund Balance
    - (3) Cash Receipts and Disbursements
    - (4) Inventory of Fixed Assets (Purchasing)
  - f. JOURNAL ENTRIES

- g. PAYROLL and PERSONNEL RECORDS include but are not limited to the following:
    - (1) Accident reports, injury claims and settlements
    - (2) Applications, changes, or terminations of employees
    - (3) Earnings records and summaries
    - (4) Fidelity Bonds
    - (5) Garnishments
    - (6) Insurance records of employees
    - (7) Job Descriptions
    - (8) Medical Histories
    - (9) Retirements
    - (10) Timecards
  
  - h. OTHER
    - (1) Inventory Records (Purchasing)
    - (2) Capital Asset Records (Purchasing)
    - (3) Depreciation Schedule
    - (4) Cost Accounting Records
3. LIFE. The inclusive or operational or valid dates of a document.
4. RECORD. Any "writing" as defined in government Code section 6252(f), which includes: means any handwriting, typewriting, printing, Photostating, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored that is issued by or received in a department, and maintained and used as information in the conduct of its operations.
5. RECORD COPY. The District copy of a document or file.
6. RECORD SERIES. A group of records, generally filed together, and having the same reference and retention value.
7. RECORDS CENTER. The site selected for storage of inactive records.
8. RECORDS DISPOSAL. The planning for and/or the physical operation involved in the transfer of records to the Records Center, or the authorized destruction of records pursuant to the approved Records Retention Schedule.
9. RECORDS RETENTION SCHEDULE. The consolidated, approved schedule list of all District records which timetables the life and disposal of all records.
10. RETENTION CODE. Abbreviation of retention action which appears on the retention schedule.
11. VITAL RECORDS. Records which, because of the information they contain, are essential to one or all of the following:

- a. The resumption and/or continuation of operations;
- b. The re-creation of the legal and financial status of the District, in case of a disaster;
- c. The fulfillment of obligations to bondholders, customers, and employees.

Vital records include but are not limited to the following [detail the records structure of the District, stating the retention time for each class of records. Those times can be drawn from the recommendations of the Secretary of State (<http://archives.cdn.sos.ca.gov/local-gov-program/pdf/records-management-8.pdf>) or developed with the advice of legal counsel, as there are many laws governing records retention]:

1. Agreements
2. Annexations and detachments
3. As-built drawings
4. Audits
5. Contract drawings
6. Customer statements
7. Deeds
8. Depreciation schedule
9. Disposal of surplus & excess property
10. Disposal of scrap materials
11. District insurance records
12. District water rights
13. Employee accident reports, injury claims & settlements
14. Employee earning records
15. Employee fidelity bonds
16. Employee insurance records
17. Encroachment permits (by others)
18. Encroachment permits
19. Facility improvement plans
20. Improvement districts
21. Individual water rights
22. Individual claims/settlements
23. Inventory
24. Journal vouchers
25. Ledgers
26. Licenses & permits (to operate)
27. Loans & grants
28. Maps
29. Minutes of Board meetings
30. Payroll register
31. Policies, Rules & Regulations
32. Purchase orders & requisitions
33. Restricted materials permit
34. Rights of ways & easements
35. Spray permits
36. Statements of Economic Interest



**Appendix B**  
**Records Retention & Storage Summary**

Group No.	Title or Description	Original	Duplicate	Retention Periods		
				Office	Record Center	Retain or Destroy
1	Records affecting title to real property or liens thereof.	X		2 yrs.	OP	ES
2	Records required to be kept permanently by statute.	X		2 yrs.	OP	ES
3	Minutes, ordinances & resolutions of Board.	X		2 yrs.	OP	ES
4	Documents with lasting historical, administrative, legal, fiscal, or research value.	X		2 yrs.	OP	ES
5	Correspondence, operational reports and information upon which District policy has been established.	X		2 yrs.	10 yrs.	12 yrs.
6	Duplicates of 5, above, when retention is necessary for reference.	X		2 yrs.		2 yrs.
7	Records requiring retention for more than five years, but no more than 15 years by statute or administrative value.	X		2 yrs.	13 yrs.	15 yrs.
8	Duplicates needed for administrative purposes for five to 15 years.		X	2 yrs.	13 yrs.	15 yrs.
9	All other original District records, or instruments, books or papers that are considered public documents not included in Groups 1 through 8.	X		2 yrs.	1 yr.	3 yrs.
10	Duplicates and other documents not public records required to be maintained for administrative purposes.	X	X	2 yrs.	3 yrs.	5 yrs.
11	Duplicate records requiring retention for administrative purposes such as reference material for making up budgets, planning and programming.		X	3 yrs.		3
12	Reference files (copies of documents which duplicate the record copies filed elsewhere in the District; documents which require no action and are non-record; rough drafts, notes, and similar working papers accumulated in preparation of a communication, study or other document, and cards, listings, indexes and other papers used for controlling work).		X	1 yr.		1 yr.
13	Transitory files, including letters of transmittal (when not a public record), suspense copies when reply has been received, routine requests for information and publication, tracer letters, and other duplicate copies no longer needed.	X	X	3 mos.		3 mos.
14	Original documents disposable upon occurrence of an event or an action (i.e., audit, job completion, completion of contract, etc.) or upon obsolescence, supersession, revocation.	X		2 yrs.	3 yrs.	5 yrs.
15	Policy files and reference sets of publications.		X	I		I
16	Duplicates or non-record documents required for administrative needs but destroyable on occurrence of an event or an action.		X	I		I

OP = Original or photographic copy.  
ES = May be destroyed if stored in electronic media.  
I = Indefinitely



**Agenda Background**

**Meeting Date:**

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**Presented by:**

**Type of Item:**

**Type of Action Required:**





**POLICY TITLE: Reserve Policy**  
**POLICY NUMBER: 2150**

2150.1 Purpose: The District shall maintain reserve funds from existing unrestricted funds as designated by the District's Reserve Policy. This policy establishes the procedure and level of reserve funding to achieve the following specific goals:

- a) Fund replacement and major repairs for the District's physical assets.
- b) Fund designated projects/programs or other special uses not otherwise funded by grants or requiring additional monetary support;
- c) Fund capital improvements; and
- d) Maintain minimal operational sustainability in periods of economic uncertainty.

The District shall account for reserves as required by Governmental Accounting Standards Board Statement No. 54, which distinguishes reserves as among these classes: non-spendable, restricted, committed, assigned and unassigned. The reserves stated by this policy, unless otherwise required by law, contract, or District policy shall be deemed "assigned" reserves.

2150.2 Policy: Use of District Reserves is limited to available "Unrestricted" Funds (not obligated by law, contract or agreement), including donations, interest earned, fees for service or other non-grant earnings. All special use funds will be designated by formal action of the Board of Directors.

- a) Rate Stabilization Reserve:  
Established to comply with the installment sale agreement with the California Infrastructure and Economic Development Bank (I-Bank). The balance of the reserve is set by board resolution \$50,000.
- b) Fire Fund Debt Reserve:  
The Fire Department has loans for the firehouse renovation and the purchase of a fire trunk that extend beyond the special benefit tax assessment which expires in 2024-2025. The District's Board of Directors resolved to annual designate a portion of the fire department's ending fund balance to establish a reserve account for future debt payment in the case the special benefit tax assessment isn't renewed. The annual designation/addition is \$13,408.

2150.3 Using Reserve Funds:

- a) Rate stabilization reserve:  
The District shall maintain a reserve to meet the requirements of the I-Bank loan agreement. The District may choose to maintain the designated reserve beyond the requirements of I-Bank. The use of funds or redesignation of funds must be by board resolution.
- b) Fire Fund Debt Reserve:  
The District will reevaluate the reserve requirement in 2024-2025 following the expiration of the special benefit tax assessment.

2150.4 Monitoring Reserve Levels: The General Manager, shall perform a reserve analysis annually, to be provided to the Board of Directors upon the occurrence of the following events:

- a) Annual Budget;
- b) Service charge rate increase;
- c) Upon Board request; or,
- d) When a major change in conditions threatens the reserve levels established by this policy or calls into question the effectiveness of this policy.

**Adoption: 02/22/2022**



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**





**POLICY TITLE: Debt Management**  
**POLICY NUMBER: 2155**

This Debt Policy is intended to comply with Government Code Section 8855(i) and shall govern all debt issued by the District. The District hereby recognizes that a fiscally prudent debt policy is required to:

- a) Maintain the District's sound financial position.
- b) Ensure the District has the flexibility to respond to changes in future service priorities, revenues, and operating expenses.
- c) Protect the District's credit-worthiness.
- d) Ensure that all debt is structured to protect current and future taxpayers, ratepayers and constituents of the District.
- e) Ensure that the District's debt is consistent with the District's planning goals and objectives and capital improvement program or budget, as applicable.

#### 2155.1. Policy Goals Related to Planning Goals and Objectives

2155.1.1 The District is committed to long-term financial planning, maintaining appropriate reserves, and employing prudent practices in governance, management, and budget administration. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's annual operations budgets.

2155.1.2 It is a policy goal of the District to protect taxpayers, ratepayers, and constituents by using conservative financing methods and techniques so as to obtain the highest practical credit ratings (if applicable) and the lowest practical total borrowing costs.

2155.1.3 The District will comply with applicable state and federal law as it pertains to the maximum term of debt and the procedures for levying and imposing any related taxes, assessments, rates, and charges.

2155.1.4 When refinancing debt, it shall be the policy goal of the District to realize, whenever possible, and subject to any overriding non-financial policy considerations, (i) minimum net present value debt service savings approximately 3.0% of the refunded principal amount, and (ii) present value debt service savings equal to or greater than any escrow fund negative arbitrage. The cost of refinancing will always be less than the savings.

2155.1.5 The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements in circumstances when the sole purpose of such debt financing is to temporarily reduce annual budgetary expenditures. Capital investments intended to reduce District operating costs indefinitely, as by improving the efficiency of its operations, are appropriate for long-term debt.

2155.1.6 The District shall seek to time debt issues to avoid need for unplanned general fund expenditures for capital improvements or equipment.

## 2155.2. Purposes for Which Debt May Be Issued

2155.2.1 Long-Term Debt. Long-term debt may be issued to finance the construction, acquisition, and rehabilitation of capital improvements and facilities, equipment and land to be owned and operated by the District. Long-term debt financings are appropriate:

- a) When a project to be financed is necessary to provide District services.
- b) When the project to be financed will benefit constituents over several years.
- c) When total debt does not constitute an unreasonable burden to the District and its taxpayers or rate-payers.
- d) When the debt is used to refinance outstanding debt to reduce the total cost of the debt or to realize other benefits of a debt restructuring, such as increased flexibility in the use of cash and reserves.

2155.2.2 Long-term debt financings will not generally be considered appropriate for current operating expenses and routine maintenance expenses. The District may use long-term debt financings subject to the following conditions:

- a) The project to be financed must be approved by the District Board.
- b) The weighted average maturity of the debt (or the portion of the debt allocated to the project) will not exceed the average useful life of the project to be financed by more than 20%.
- c) The District estimates that sufficient revenues will be available to service the debt through its maturity.
- d) The District determines that the issuance of the debt will comply with the applicable state and federal law.

## 2155.3 Short-term debt.

Short-term debt may be issued to provide financing for the District's operational cash flows to maintain a steady and even cash flow balance as in anticipation of periodic receipts of property taxes and other revenues. Short-term debt may also be used to finance short-lived capital projects; for example, the District may undertake lease-purchase financing for equipment consistently with debt limit requirements of article XVI of the California Constitution, article XVI, § 18.

2155.4 Financings on Behalf of Other Entities. The District may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to further the public purposes of District. In such cases, the District shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with this policy.

## 2155.5. Types of Debt –

The following types of debt are allowable under this Debt Policy:

- a) General obligation bonds (GO Bonds)
- b) Bond or grant anticipation notes (BANs)
- c) Lease revenue bonds, certificates of participation (COPs) and lease-purchase transactions
- d) Other revenue bonds and COPs
- e) Tax and other revenue anticipation notes (TRANS)
- f) Land-secured financings, such as special tax revenue bonds issued under the Mello-Roos Community Facilities Act of 1982, as amended, and limited obligation bonds issued under applicable assessment statutes

- g) Tax increment financing to the extent permitted under State law
- h) Refunding Obligations
- i) State Revolving Loan Funds
- j) Lines of Credit

2155.5.1 The District Board may from time to time find that other forms of debt would be beneficial to further its public purposes and may approve such debt without an amendment of this Debt Policy. Debt shall be issued as fixed rate debt unless the District makes a specific determination as to why a variable rate issue would be beneficial to the District in a specific circumstance.

#### 2155.6. Relationship of Debt to Capital Improvement Program and Budget

2155.6.1 The District is committed to long-term capital planning. The District intends to issue debt for the purposes stated in this Debt Policy and to implement policy decisions incorporated in the District's capital budget and capital improvement plan.

2155.6.2 The District shall strive to fund the upkeep and maintenance of its infrastructure and facilities due to normal wear and tear through the expenditure of available operating revenues ("pay as you go"). The District shall seek to avoid the use of debt to fund infrastructure and facilities improvements that are the result of normal wear and tear.

2155.6.3 The District shall integrate its debt issuances with the goals of its capital improvement program by timing the issuance of debt to ensure that projects are available when needed in furtherance of the District's public purposes.

#### 2155.7. Internal Control Procedures

2155.7.1 When issuing debt, in addition to complying with the terms of this Debt Policy, the District shall comply with any other applicable policies regarding initial bond disclosure, continuing disclosure, post-issuance compliance, and investment of bond proceeds. Without limiting the foregoing, the District will periodically review the requirements of and will remain in compliance with the following:

- a) Any continuing disclosure undertakings entered into by the District in accordance with SEC Rule 15c2-12 (17 CFR § 240.15c2-12 "Municipal securities disclosure").
- b) Any federal tax compliance requirements, including, without limitation, arbitrage and rebate compliance.
- c) The District's investment policies as they relate to the use and investment of bond proceeds.

2155.7.2 Proceeds of debt will be held either (a) by a third-party trustee or fiscal agent, which will disburse such proceeds to or upon the order of the District upon the submission of one or more written requisitions by the [position title] of the District (or his or her written designee), or (b) by the District, to be held and accounted for in a separate fund or account to ensure debt proceeds are expended only for the purposes for which the debt was issued, the expenditure of which will be carefully documented by the District in records compliance with current accounting standards and subject to the District's annual audit.

**Adopted: 02/22/2022**