



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

**Tuesday, March 26, 2024**

**Fieldbrook Fire Hall & Teleconference  
7:30 PM Regular Meeting  
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 –
- 1.5 General Manager Report
- 1.6 Director Reports

#### E. Consent Agenda

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

## Tuesday, March 26, 2024

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, January 23, 2023.

#### Correspondence

3.1

#### Financial Reports

4.1 Interfund Transfers, \$75,803.46.

4.2 Check/EFT Payments Net of deposits, (#7424-7445) \$51,446.64.

4.3 Payroll, \$3,838.82.

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

4.5 Reimbursements \$0.00, Mileage \$495.13.

F. Business Items Action/Information – None.

G. Public Hearings – None.

H. Closed Session – None.

I. Future Agenda Items

8.1 Quarterly Financial Report and Budget Adjustments. April.

8.2 Fire Loan Interest Review. April.

J. Adjournment/Announcements

9.1 Next regular meeting, April 23, 2024.

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



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

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

**Tuesday, February 27, 2024**

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

A. Roll Call

*President Roy Sheppard called the meeting to order at 7:31 PM. Board members present were Vice-President Starr Kilian, and Director Richard Grissom. Directors Jason Garlick and Director Janet Miller were absent. Fire Chief Chris Appleton, and General Manager Richard Hanger were present. Wastewater Technician Grant Weaver, District Engineer Steven Pearl were absent.*

B. Agenda Modification – *None.*

C. Public Comments – *None.*

D. Reports

1.1 Wastewater Report – *None.*

1.2 Fire Chief Report

1.2.1 Call/Incident report.

*Fire Chief Chris Appleton provided the staff report. Reporting 8 calls, 5 auto aid, 2 medical, and 1 hazardous condition. The annual chili feed is March 2<sup>nd</sup> at the Firehall, and the annual awards dinner is April 13<sup>th</sup>.*

1.3 District Engineer Report – *None.*

1.3.1 Muni-meeting report.

1.3.2 Anker Tank Replacement project report.

1.4 Safety Report – *received and filed.*

1.5 General Manager Report

*General Manager Richard Hanger reported that we will be soliciting bids for auditing services and that we have purchased a laptop computer for the Fire Chief.*

1.6 Director Reports

*Director Starr Kilian attended the HBMWD water task force meeting.*

**Tuesday, February 27, 2024**

**MINUTES**

E. Consent Agenda

Approval of Minutes

2.1 Regular Board Meeting, January 23, 2023.

Correspondence

3.1 HBMWD reports on domestic water use, moving five-year average, peak rate allocation.

Financial Reports

4.1 Interfund Transfers, \$87,597.88.

4.2 Check/EFT Payments, (#7424-7445) \$86,095.46.

4.3 Payroll, \$3,838.82.

4.4 General Journal Entries, 619-620, \$17,271.08.

4.5 Reimbursements \$294.00, Mileage \$551.41.

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

F. Business Items Action/Information

5.1 Conflict of Interest (Form 700). Receive and file. No Action.

*Received and filed Sheppard, Kilian, Grissom. Staff Gidanian, Appleton, Hanger.*

G. Public Hearings – None.

H. Closed Session – None.

I. Future Agenda Items

J. Adjournment/Announcements

9.1 Next regular meeting, March 26, 2024.

*The meeting adjourned at 7:43 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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**Fieldbrook Glendale  
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

March 26, 2024

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

Please transfer the following

From: Business Liquid Asset Account \$ 35,803.46.  
To: Water Checking \$ 35,803.46.

3/26/2024	
Check Register	\$ 75,980.23
#7446-7462	\$ 51,446.64
Other Deposit	\$ 14,178.80
Other Deposit	\$ 10,354.79
Transfer Totals	\$ (35,803.46)
Anker Tank Project	\$ -
Fire	\$ 1,904.12
Sewer	\$ 30,935.15
Water	\$ 42,964.19
Reduce Water Transfer	\$ (40,000.00)
Gross Pay	\$ 3,634.40
<Net Pay>	\$ (2,762.80)
Empr. Taxes	\$ 354.35
Adjustments	
EDD	\$ (197.82)
EDD	\$ (80.60)
IRS	\$ (985.34)
Verizon	\$ (138.96)
	\$ -
Reconciliation	\$ (35,980.23)
Balance	\$ -

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of March 26, 2024

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							0.00
Total Anker Tank Replacement							0.00
<b>Interfund Expenses/Fire</b>							233.37
Bill	03/01/2024	682742	Interfun...	5346 - Security - Firehouse (Advanced Secutit...	Fire Depart...	99.00	332.37
Bill	03/04/2024	11603	Interfun...	5390.02 - Office Software (Software licenses a...	Fire Depart...	325.00	657.37
Bill	03/04/2024	11604	Interfun...	5390.02 - Office Software (Software licenses a...	Fire Depart...	520.00	1,177.37
Bill	03/05/2024	707-8...	Interfun...	5310 - Telephone (Telephone)	Fire Depart...	338.26	1,515.63
Bill	03/10/2024	March...	Interfun...	5345 - Internet Service (Internet Service)	Fire Depart...	161.90	1,677.53
Bill	03/15/2024	March...	Interfun...	5075 - Chief Expenses - Fire (Chief Expenses ...	Fire Depart...	50.00	1,727.53
Bill	03/20/2024	March...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Fire Depart...	10.38	1,737.91
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Fire Depart...	151.44	1,889.35
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Fire Depart...	0.15	1,889.50
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Fire Depart...	9.39	1,898.89
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Fire Depart...	2.20	1,901.09
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Fire Depart...	3.03	1,904.12
Total Interfund Expenses/Fire						1,670.75	1,904.12
<b>Interfund Expenses/Sewer</b>							96.79
Bill	02/29/2024	0912-...	Interfun...	5320 - Electric (Electric)	Enterprise:S...	1,248.33	1,345.12
Check	02/29/2024	E-Pay	Interfun...	5625.01 - Bank Fees (Bank Fees)	Enterprise:S...	16.40	1,361.52
Bill	02/29/2024	INV-X...	Interfun...	5625.02 - Merchant Fees (Merchant Fees)	Enterprise:S...	117.95	1,479.47
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	545.11	2,024.58
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	431.90	2,456.48
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	3,520.57	5,977.05
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	130.81	6,107.86
Bill	02/29/2024	00101...	Interfun...	5020 - Purchased Sewer Services (Purchased...	Enterprise:S...	21,367.80	27,475.66
Bill	02/29/2024	00101...	Interfun...	5020 - Purchased Sewer Services (Purchased...	Enterprise:S...	71.86	27,547.52
Bill	03/04/2024	11603	Interfun...	5390.02 - Office Software (Software licenses a...	Enterprise:S...	325.00	27,872.52
Bill	03/20/2024	March...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	322.27	28,194.79
Bill	03/20/2024	March...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	81.24	28,276.03
Paycheck	03/22/2024	7461	Interfun...	6560 - Payroll Expenses	Enterprise:S...	1,362.80	29,638.83
Paycheck	03/22/2024	7461	Interfun...	6560 - Payroll Expenses	Enterprise:S...	1.37	29,640.20
Paycheck	03/22/2024	7461	Interfun...	6560 - Payroll Expenses	Enterprise:S...	84.49	29,724.69
Paycheck	03/22/2024	7461	Interfun...	6560 - Payroll Expenses	Enterprise:S...	19.76	29,744.45
Paycheck	03/22/2024	7461	Interfun...	6560 - Payroll Expenses	Enterprise:S...	27.26	29,771.71
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:S...	1,060.08	30,831.79
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:S...	1.06	30,832.85
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:S...	65.73	30,898.58
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:S...	15.37	30,913.95
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:S...	21.20	30,935.15
Total Interfund Expenses/Sewer						30,838.36	30,935.15
<b>Interfund Expenses/Water</b>							1,433.32
Bill	02/29/2024	Feb 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	966.93	2,400.25
Bill	02/29/2024	Feb 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	13,359.21	15,759.46
Bill	02/29/2024	Feb 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	1,216.76	16,976.22
Bill	02/29/2024	Feb 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	728.39	17,704.61
Bill	02/29/2024	Feb 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	-42.43	17,662.18
Bill	02/29/2024	380-0...	Interfun...	5725 - Special Studies	Enterprise:...	1,176.28	18,838.46
Check	02/29/2024	E-Pay	Interfun...	5625.01 - Bank Fees (Bank Fees)	Enterprise:...	23.60	18,862.06
Bill	02/29/2024	INV-X...	Interfun...	5625.02 - Merchant Fees (Merchant Fees)	Enterprise:...	169.72	19,031.78
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	649.53	19,681.31
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	514.63	20,195.94
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	4,194.89	24,390.83
Bill	02/29/2024	Feb 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	155.87	24,546.70
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	14,269.82	38,816.52
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	1,278.57	40,095.09
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	330.00	40,425.09
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	282.08	40,707.17
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...		40,707.17
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	281.24	40,988.41
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	45.00	41,033.41
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	41,033.41
Bill	02/29/2024	Feb 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	111.12	41,144.53
Bill	03/04/2024	11603	Interfun...	5390.02 - Office Software (Software licenses a...	Enterprise:...	325.00	41,469.53
Bill	03/15/2024	March...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	41,519.53
Bill	03/15/2024	March...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	41,569.53
Bill	03/15/2024	March...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	41,619.53
Bill	03/15/2024	March...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	41,669.53
Bill	03/15/2024	March...	Interfun...	5070 - Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	41,719.53
Bill	03/20/2024	March...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:...	81.24	41,800.77
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:...	1,060.08	42,860.85
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:...	1.06	42,861.91
Paycheck	03/22/2024	7462	Interfun...	6560 - Payroll Expenses	Enterprise:...	65.72	42,927.63

## Fieldbrook Glendale Community Services District Interfund Activity Report

As of March 26, 2024

Type	Date	Num	Name	Account	Class	Amount	Balance
Paycheck	03/22/2024	7462	Interfun...	6560 · Payroll Expenses	Enterprise:...	15.36	42,942.99
Paycheck	03/22/2024	7462	Interfun...	6560 · Payroll Expenses	Enterprise:...	21.20	42,964.19
Total Interfund Expenses/Water						41,530.87	42,964.19
<b>TOTAL</b>						<b>74,039.98</b>	<b>75,803.46</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**February 28 through March 26, 2024**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Union</b>				
<b>1012 · General Fund Checking</b>				
<b>1015 · Water Dept Checking</b>				
Bill Pmt -Check	02/29/2024	ACH	PG&E	-216.71
Bill Pmt -Check	02/29/2024	ACH	PG&E	-80.12
Bill Pmt -Check	02/29/2024	ACH	PG&E	-34.76
Bill Pmt -Check	02/29/2024	ACH	PG&E	-68.56
Check	02/29/2024	E-Pay	Coast Central Credit ...	-40.00
Transfer	02/29/2024			14,178.80
Bill Pmt -Check	03/04/2024	ACH	Verizon	-138.96
Bill Pmt -Check	03/04/2024	ACH	PG&E	-1,313.33
Bill Pmt -Check	03/05/2024	ACH	XPress Bill Pay	-287.67
Bill Pmt -Check	03/06/2024	ACH	Infinite Consulting Ser...	-975.00
Bill Pmt -Check	03/06/2024	ACH	Infinite Consulting Ser...	-520.00
Bill Pmt -Check	03/13/2024	ACH	PG&E	-1,248.33
Transfer	03/15/2024			10,354.79
Bill Pmt -Check	03/15/2024	7446	Advanced Security Sy...	-99.00
Bill Pmt -Check	03/15/2024	7447	AT&T	-338.26
Bill Pmt -Check	03/15/2024	7448	Chris Appleton	-50.00
Bill Pmt -Check	03/15/2024	7449	GHD, Inc	-1,176.28
Bill Pmt -Check	03/15/2024	7450	Humboldt Area Chapt...	-50.00
Bill Pmt -Check	03/15/2024	7451	Humboldt Bay M&O	-26,741.14
Bill Pmt -Check	03/15/2024	7452	Humboldt Bay Munici...	-16,228.86
Bill Pmt -Check	03/15/2024	7453	Janet Miller	-50.00
Bill Pmt -Check	03/15/2024	7454	Jason Garlick	-50.00
Bill Pmt -Check	03/15/2024	7455	Rich Grissom	-50.00
Bill Pmt -Check	03/15/2024	7456	Roy Sheppard	-50.00
Bill Pmt -Check	03/15/2024	7457	Starr Kilian	-50.00
Bill Pmt -Check	03/22/2024	7458	City of Arcata	-21,439.66
Bill Pmt -Check	03/22/2024	7459	Grant Weaver.	-322.27
Bill Pmt -Check	03/22/2024	7460	Richard A. Hanger	-172.86
Bill Pmt -Check	03/22/2024	ACH	Optimum	-161.90
Liability Check	03/22/2024	E-pay	EDD	-197.82
Liability Check	03/22/2024	E-pay	EDD	-80.60
Liability Check	03/22/2024	E-pay	United States Treasury	-985.34
Paycheck	03/22/2024	7461	Grant Weaver	-1,163.56
Paycheck	03/22/2024	7462	Richard A Hanger	-1,599.24
Total 1015 · Water Dept Checking				-51,446.64
Total 1012 · General Fund Checking				-51,446.64
Total 1000 · Coast Central Credit Union				-51,446.64
<b>TOTAL</b>				<b>-51,446.64</b>



**Fieldbrook Glendale Community Services District**  
**Payroll Summary**  
February 28 through March 26, 2024

	Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Feb 28 - Mar 26, 24	Hours	Rate	Feb 28 - Mar 26, 24	Hours	Rate	Feb 28 - Mar 26, 24
<b>Employee Wages, Taxes and Adjustments</b>									
<b>Gross Pay</b>									
Hourly Rate	40	34.07	1,362.80	60	37.86	2,271.60	*****		3,634.40
Hourly Sick		34.07	0.00		37.86	0.00			0.00
<b>Total Gross Pay</b>	40		1,362.80	60		2,271.60	*****		3,634.40
<b>Adjusted Gross Pay</b>	40		1,362.80	60		2,271.60	*****		3,634.40
<b>Taxes Withheld</b>									
Federal Withholding			-80.00			-318.00			-398.00
Medicare Employee			-19.76			-32.93			-52.69
Social Security Employee			-84.49			-140.84			-225.33
CA - Withholding			0.00			-155.60			-155.60
CA - Disability Employee			-14.99			-24.99			-39.98
Medicare Employee Addl Tax			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			-199.24			-672.36			-871.60
<b>Net Pay</b>	<b>40</b>		<b>1,163.56</b>	<b>60</b>		<b>1,599.24</b>	<b>*****</b>		<b>2,762.80</b>
<b>Employer Taxes and Contributions</b>									
Medicare Company			19.76			32.93			52.69
Social Security Company			84.49			140.84			225.33
CA - Unemployment Company			27.26			45.43			72.69
CA - Employment Training Tax			1.37			2.27			3.64
<b>Total Employer Taxes and Contributions</b>			<b>132.88</b>			<b>221.47</b>			<b>354.35</b>

**Fieldbrook Glendale Community Services District  
Journal  
February 28 through March 26, 2024**

<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>
21331	General Journal	02/29/2024	621	Kernen C...	Kernen Principal payment	1206.04 · A/R Current - Ker...		1,070.30
				Kernen C...	Kernen Interest	4900.02 · Sewer Interest Inc...		74.78
				Kernen C...	Kernen Principal payment	1028 · Sewer Asset - Cash	1,145.08	
							1,145.08	1,145.08
21332	General Journal	02/29/2024	622		Monthly Depreciation	5350 · Depreciation Expenses	16,126.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,715.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		8,334.00
					Monthly Depreciation	1730 · Fire Accumulated De...		4,077.00
							16,126.00	16,126.00
<b>TOTAL</b>							<b>17,271.08</b>	<b>17,271.08</b>

Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.67

Total Mileage 481

Total Reimbursement \$ 322.27

Date	Description/Notes	Mileage
3/27/2024	Mileage 02/22 - 03/20	481

Requeser signature

Date

Approval

Date

Request for Mileage Reimbursement Form

Name:

Rate per Mile      0.67  
 Total Mileage      258  
 Total Reimbursement \$ 172.86

Date	Description/Notes	Mileage
3/1/2024	Mail	42
3/8/2024	Mail	42
3/15/2024	Mail	42
3/22/2024	Mail	42
3/25/2024	Mail & Royal Gold Reading	45
3/27/2024	Board Meeting	45

Fee Calculation based on 2022	
Budgeted expenses	
Total Amount	\$ 172.86
47% Water	\$ 81.24
47% Sewer	\$ 81.24
6% Fire	\$ 10.38

Requester signature

Approval

Date

Date