

December 15, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

3. Public Comments

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

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – update

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, November 17, 2020.

5.2 Correspondence/Information Items

5.2.1 – Mullins, sewer rate complaint.

5.3 Financial Reports

5.3.1 Interfund Transfers \$58,879.89

5.3.2 Checks (#6309-6335) \$95,951.88

5.3.3 Payroll \$2,768.56

5.3.4 HC Warrant request (fire fund transfer) \$20,000.

6. Action/Discussion Items

6.1 – Oath of Office, Grissom, and Miller. Action.

6.2 – Annual audit presentation, fiscal year ending June 2020. Receive and file.

6.3 – Election of Officers 2021. Action.

6.4 – Board Calendar 2021. Action.

6.5 – Roster of Public Officials. Review and file.

7. Future Agenda Item's

7.1 – Annual CPI adjustment. January.

7.2 – Annual CPI wage adjustments. January.

7.3 – Quarterly financial reports and budget adjustments. January.

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting January 26, 2020.

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

November 17, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 7:35PM. Board members present were Vice-President Starr Kilian, Director Rich Grissom (teleconference), Director Jason Garlick (teleconference), and Director Janet Miller. Sewer Technician Grant Weaver was absent. Fire Chief Jack Sheppard, District Engineer, Hannah Gidanian (teleconference), and General Manager Richard Hanger were present.

2. Agenda Modifications None.

3. Public Comments None.

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

4. Reports

4.1 Wastewater Report - *Absent*

4.1.1 – Monthly report

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported 2 false alarms, 5 mutual aide, 2 traffic accidents, 1 medical, 1 public assist (fire hydrant damage), and 1 fire call. Two volunteers are completing driver's training. The department replaced a thermal imaging camera. The department did not receive the State Farm Grant; however, there will be another round of grant recipient's announced in January of 2021.

4.4 District Engineer Report –

District Engineer Hannah Gidanian reported the district's notice of interest (NOI) for a Hazard Mitigation Grant is due November 20th. The NOI will include a pump station for the Glendale area.

4.4.1 – Muni meeting report – *no meeting.*

4.4.2 – Anker Tank – update – *no additional updates.*

4.5 General Manager Report

4.5.1 – *no additional report.*

4.6 Reports by members of the Board. – *no reports.*

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, October 27, 2020.

5.2 Correspondence/Information Items

5.2.1

5.3 Financial Reports

5.3.1 Interfund Transfers \$51,842.78

5.3.2 Checks (#6277-6308) \$34,815

5.3.3 Payroll \$2,506.16

5.3.4 General Journal Entries 490

5.3.5 General Manager reimbursement \$693.60 (Printer Ink, Stamps, Zoom)

Director Janet Miller moved to approve the consent agenda as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

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

6. Action/Discussion Items

6.1 – Annual wastewater dry weather flow report. Action.

Director Janet Miller moved to approve the wastewater dry weather flow report as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.2 – Resolution #2020-04, Authorizing HC Hazard Mitigation Program

Director Richard Grissom moved to approve resolution #2020-04 authorizing the adoption of the Humboldt County Hazard Mitigation Program as presented. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.3 – City of Arcata, Sewer agreement

Director Janet Miller moved to approve the agreement with the City of Arcata for sewer treatment as presented. Director Starr Kilian seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

7. Future Agenda Item's

7.1 – Election of Officers. December

7.2 – Board Calendar 2021. December.

7.3 – Annual audit presentation, fiscal year ending June 2020. December.

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting December 15, 2020.

Meeting adjourned at 7:54 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

From: billing@hbmwd.com
Sent: Tuesday, December 8, 2020 8:40 AM
To: Richard Hanger
Subject: FW: Acct. #1320.01 Richard Mullen

Hi Rick,
I think I forgot to send you this last week, this is the same account we had been discussing earlier in the week. I let him know I would forward this to you.

Happy Tuesday!

Corey Borghino

Kxp erq#E d| #P xqIfIsd#Z dnu#E lwulf#
Fxrwp hu#huylf# #D ffrxqvlqj#D wlvdq#
Sk# 3 : 07760834 ; #E d{ # 3 : 077608 : 64#
SR #E r{ #8/#ixhnd/#D #8835#
elolqjC kep z gfrp #

From: Richard Mullen <rmullen9@yahoo.com>
Sent: Thursday, December 03, 2020 10:15 PM
To: billing@hbmwd.com
Subject: RE: Acct. #1320.01 Richard Mullen

To: Board of Directors,
Re: rate adjustment for irrigation

I'm very appreciative for the Board's decision to adjust the sewer rates based on what we typically use for irrigation, especially with the high fire risk we've all been up against in the recent years. It seems to be getting worse every year. This year was no different as the fire season extended longer than in the past. We had red flag warnings twice in the month of October. Our property consist of a couple acres adjacent to Glendale Drive near Kernan Construction. Approximately 75% of our property is covered with grass or fields that we keep mowed down. In order to minimize fire danger to our property and surrounding properties we irrigate it as much as we can afford to do so. In October, we attempted to scale back the watering; unfortunately, the dry weather and low humidity continued so we felt we not only had a responsibility to minimize the risk of a spreading fire to the neighborhood but also for our own safety. In my profession, I'm aware that fires can start near the roadway for various reasons.

I'd like you to consider extending the sewer rate adjustment through the month of October in the interest of public safety. I feel this is inline with the original intent of the Board's decision to adjust the rate. This flexibility may relieve pressure property owners go through in making future decisions based on safety and not just their checkbook. I admit this letter should of been mailed during the month of October before receiving our \$570 bill this month. My focus was to keep the property safe. In addition, this summer has been an unusual summer with the fires, COVID and adjusted home lifestyles so I honestly forgot the month when the rate adjustment was to end.

I would be appreciative to settle this by a future credit in the next billing cycle. Thank you for your consideration in this matter. I hope to hear from you soon. Happy Holidays,

Cheers,

Richard Mullen
2425 Glendale Drive
McKinleyville, CA 95519

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

December 15, 2020

Attention:

Christina Morrison [REDACTED]

Please confirm transfer verbally to Richard Hanger at [REDACTED] or
Via email to rhanger50@gmail.com

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

Please transfer the following

Member Number [REDACTED]

From: S70 Business Liquid Asset Account \$ 58,879.89
To: S61 Water Checking \$ 58,879.89

Dec. Reconciliation	
Check Register	\$ 95,951.88
#6309-6335	\$ 95,951.88
Other Deposit	
	\$ -
Transfer Totals	\$ (58,879.89)
Anker Tank Project	\$ 151.25
Fire	\$ 1,972.83
Sewer	\$ 34,161.35
Water	\$ 60,594.46
Reduce Water Transf	\$ (38,000.00)
Gross Pay	\$ 2,768.56
<Net Pay>	\$ (2,065.30)
Empr. Taxes	\$ 224.75
Adjustments	
Reconciliation	\$ (57,951.88)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of December 15, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							
Bill	11/28/2020	153254	Anker T...	5810.40 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	151.25	0.00
Total Anker Tank Replacement						151.25	151.25
Interfund Expenses/Fire						151.25	151.25
Bill	11/20/2020	P1-60...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...		532.14
Bill	11/30/2020	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	1.00	533.14
Bill	11/30/2020	Nov 2...	Interfun...	5335 · Water (Water)	Fire Depart...	142.57	675.71
Bill	11/30/2020	CL 20-...	Interfun...	5360 · Transportation & Travel	Fire Depart...	49.83	725.54
Bill	11/30/2020	INV44...	Interfun...	1672 · Infrared Camera (Infrared Camera)	Fire Depart...	82.34	807.88
Bill	12/01/2020	542920	Interfun...	5346 · Security - Firehouse (Advanced Security...)	Fire Depart...	705.01	1,512.89
Bill	12/02/2020	Dec 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses -...)	Fire Depart...	76.50	1,589.39
Bill	12/10/2020	Dec 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	49.00	1,638.39
Bill	12/10/2020	TS-15...	Interfun...	5420 · Building Maintenance (Building Mainten...)	Fire Depart...	152.40	1,790.79
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Fire Depart...	37.96	1,828.75
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Fire Depart...	133.84	1,962.59
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	1,962.59
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.30	1,970.89
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.94	1,972.83
Total Interfund Expenses/Fire						0.00	1,972.83
Interfund Expenses/Sewer						1,440.69	1,972.83
Bill	11/20/2020	P1-60...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...		13,057.30
Bill	11/24/2020	WD-0...	Interfun...	5700 · Licenses & Fees	Enterprise:S...	6.00	13,063.30
Bill	11/28/2020	153254	Interfun...	5121 · Engineering Expenses	Enterprise:S...	2,848.00	15,911.30
Bill	11/28/2020	153254	Interfun...	5121 · Engineering Expenses	Enterprise:S...	302.50	16,213.80
Bill	11/30/2020	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	15.00	16,228.80
Check	11/30/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	82.26	16,311.06
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	17.03	16,328.09
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	421.67	16,749.76
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	334.09	17,083.85
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	1,974.35	19,058.20
Bill	11/30/2020	53110	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	84.79	19,142.99
Bill	11/30/2020	0004960	Interfun...	5020 · Purchased Sewer Services (Purchased ...)	Enterprise:S...	67.38	19,210.37
Bill	11/30/2020	0004960	Interfun...	5020 · Purchased Sewer Services (Purchased ...)	Enterprise:S...	12,513.56	31,723.93
Bill	11/30/2020	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	50.51	31,774.44
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	546.23	32,320.67
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	734.72	33,055.39
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	33,055.39
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.74	33,056.13
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	45.56	33,101.69
Paycheck	12/10/2020	6333	Interfun...	6560 · Payroll Expenses	Enterprise:S...	10.65	33,112.34
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:S...	11.76	33,124.10
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:S...	936.88	34,060.98
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	34,060.98
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:S...	58.09	34,119.07
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.58	34,132.65
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	34,132.65
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	26.24	34,158.89
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	34,158.89
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.03	34,158.92
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.63	34,160.55
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.38	34,160.93
Paycheck	12/10/2020	6335	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.42	34,161.35
Total Interfund Expenses/Sewer						21,104.05	34,161.35
Interfund Expenses/Water							
Bill	11/20/2020	P1-60...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	1.00	91.70
Bill	11/28/2020	153254	Interfun...	5121 · Engineering Expenses	Enterprise:...		92.70
Bill	11/28/2020	153254	Interfun...	5121 · Engineering Expenses	Enterprise:...	3,745.00	3,837.70
Bill	11/30/2020	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	168.00	4,005.70
Bill	11/30/2020	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	24.55	4,030.25
Bill	11/30/2020	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	48.03	4,078.28
Bill	11/30/2020	Nov 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	760.16	4,838.44
Bill	11/30/2020	Nov 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	896.87	5,735.31
Bill	11/30/2020	Nov 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,201.35	17,936.66
Bill	11/30/2020	Nov 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,557.55	19,494.21
Bill	11/30/2020	Nov 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	718.06	20,212.27
Check	11/30/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	-41.64	20,170.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:...	22.97	20,193.60
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:...	599.58	20,793.18
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:...	475.06	21,268.24
Bill	11/30/2020	Nov 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:...	2,807.37	24,075.61
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	120.56	24,196.17
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	9,364.98	33,561.15
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	870.04	34,431.19
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	285.00	34,716.19
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	253.75	34,969.94

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of December 15, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	107.14	35,077.08
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	262.32	35,339.40
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,339.40
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	45.00	35,384.40
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	103.23	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	Nov 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	35,487.63
Bill	11/30/2020	53110	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	90.86	35,578.49
Bill	12/01/2020	2101D...	Interfun...	2080 · C/P D/G Deferred Interest (Current Porti...	Enterprise:...	3,228.17	38,806.66
Bill	12/01/2020	2101D...	Interfun...	2075 · C/P Davis Grunsky Principal (Current P...	Enterprise:...	17,098.40	55,905.06
Bill	12/01/2020	2101D...	Interfun...	5650 · Interest Expense	Enterprise:...	3,368.53	59,273.59
Bill	12/01/2020	707-4...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	67.32	59,340.91
Bill	12/02/2020	Dec 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	49.00	59,389.91
Bill	12/02/2020	Dec 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	49.00	59,438.91
Bill	12/02/2020	Dec 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	49.00	59,487.91
Bill	12/02/2020	Dec 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	49.00	59,536.91
Bill	12/02/2020	Dec 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	49.00	59,585.91
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	936.88	60,522.79
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	60,522.79
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	60,522.79
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	58.08	60,580.87
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.59	60,594.46
Paycheck	12/10/2020	6334	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	60,594.46
Total Interfund Expenses/Water						60,502.76	60,594.46
TOTAL						83,198.75	96,879.89

Fieldbrook Glendale Community Services District
Check Register for this Month
 November 18 through December 15, 2020

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Bill Pmt -Check	11/18/2020	6309	City of Arcata	-13,057.30
Bill Pmt -Check	11/18/2020	6310	AT&T	-91.70
Bill Pmt -Check	11/20/2020	E-Pay	Intuit Quick Books	-8.00
Check	11/30/2020	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	12/07/2020	6311	Advanced Security Sy...	-76.50
Bill Pmt -Check	12/07/2020	6312	AT&T	-67.32
Bill Pmt -Check	12/07/2020	6313	Department of Water ...	-23,695.10
Bill Pmt -Check	12/07/2020	6314	Fieldbrook Glendale ...	-49.83
Bill Pmt -Check	12/07/2020	6315	Humboldt Bay Municipi...	-15,332.19
Bill Pmt -Check	12/07/2020	6316	Jack Sheppard	-49.00
Bill Pmt -Check	12/07/2020	6317	Janet Miller	-49.00
Bill Pmt -Check	12/07/2020	6318	Jason Garlick	-49.00
Bill Pmt -Check	12/07/2020	6319	PG&E	-1,057.57
Bill Pmt -Check	12/07/2020	6320	Rich Grissom	-49.00
Bill Pmt -Check	12/07/2020	6321	Roy Sheppard	-49.00
Bill Pmt -Check	12/07/2020	6322	Starr Kilian	-49.00
Bill Pmt -Check	12/07/2020	6323	State Water Resource...	-2,848.00
Bill Pmt -Check	12/07/2020	6324	Humboldt Bay M&O	-18,108.93
Bill Pmt -Check	12/07/2020	6325	Valley Pacific	-82.34
Bill Pmt -Check	12/07/2020	E-Pay	XPress Bill Pay	-158.24
Bill Pmt -Check	12/07/2020	6326	City of Arcata	-12,564.07
Bill Pmt -Check	12/07/2020	6327	GHD, Inc	-4,381.75
Bill Pmt -Check	12/10/2020	6328	Jack Sheppard	-37.96
Bill Pmt -Check	12/10/2020	6329	L.N. Curtis & Sons	-705.01
Bill Pmt -Check	12/10/2020	6330	RWS Services	-532.14
Bill Pmt -Check	12/10/2020	6331	Sudden Link	-152.40
Bill Pmt -Check	12/10/2020	6332	PG&E	-546.23
Paycheck	12/10/2020	6333	Brian D. Carr	-671.16
Paycheck	12/10/2020	6334	Richard A Hanger	-1,370.17
Paycheck	12/10/2020	6335	Robert S Lackey	-23.97
Total 1015 · Water Dept Checking (Water Dept Checking)				-95,951.88
Total 1012 · General Fund Checking (All Funds)				-95,951.88
Total 1000 · Coast Central Credit Un.				-95,951.88
TOTAL				-95,951.88

**Fieldbrook Glendale Community Services District
Payroll Summary**

November 18 through December 15, 2020

	Brian D. Carr			Richard A Hanger			Robert S Lackey			TOTAL		
	Hou...	Rate	Nov 18 - Dec 15, 20	Hou...	Rate	Nov 18 - Dec 15, 20	Hou...	Rate	Nov...	Hou...	Rate	Nov 18 - Dec 15, 20
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	28	26.24	734.72	60	33.46	2,007.60	1	26.24	26.24	89.00		2,768.56
Hourly Sick		26.24	0.00		33.46	0.00		26.24	0.00			0.00
Total Gross Pay	<u>28</u>		<u>734.72</u>	<u>60</u>		<u>2,007.60</u>	<u>1</u>	<u>26.24</u>	<u>89.00</u>			<u>2,768.56</u>
Adjusted Gross Pay	28		734.72	60		2,007.60	1	26.24	89.00			2,768.56
Taxes Withheld												
Federal Withholding			0.00			-311.00			0.00			-311.00
Medicare Employee			-10.65			-29.11			-0.38			-40.14
Social Security Employee			-45.56			-124.47			-1.63			-171.66
CA - Withholding			0.00			-152.77			0.00			-152.77
CA - Disability Employee			-7.35			-20.08			-0.26			-27.69
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			<u>-63.56</u>			<u>-637.43</u>			<u>-2.27</u>			<u>-703.26</u>
Net Pay	<u>28</u>		<u>671.16</u>	<u>60</u>		<u>1,370.17</u>	<u>1</u>	<u>23.97</u>	<u>89.00</u>			<u>2,065.30</u>
Employer Taxes and Contributions												
Medicare Company			10.65			29.11			0.38			40.14
Social Security Company			45.56			124.47			1.63			171.66
CA - Unemployment Company			11.76			0.00			0.42			12.18
CA - Employment Training Tax			0.74			0.00			0.03			0.77
Total Employer Taxes and Contributions			<u>68.71</u>			<u>153.58</u>			<u>2.46</u>			<u>224.75</u>

FIELDBROOK GLENDALE - CSD
P.O. BOX 2715
MCKINLEYVILLE, CA 95519-2715

Fiscal Year: 2020-2021

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUN NUMBER
				FUNDD/DEPT	Object			
			\$ 20,000.00		5230	To checking acct		
TOTAL CLAIMED:			\$0.00					

Notes:

Prepared by:

Richard Hanger

DEPARTMENTAL NOTATIONS:

Phone Number:

[Redacted]

Approved by:

Date: 12/15/2020 3/5/2019

The undersigned, under penalty of perjury, states that the items listed on the above claim are true and correct, that the amounts are properly due this claimant, that no items have been previously paid, and that the claim is being presented within one year of when the expenses were incurred. I certify from my own knowledge, that the articles or services listed on the above claim were ordered for use by the department for the purpose indicated and that the articles or services have been delivered or performed.

I have reviewed the above claim for propriety and accuracy.

(Auditor's Office Use Only)

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Administer Oath of Office, Grissom, and Miller.

Meeting Date: 12/15/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Administer oath of office for Richard Grissom and Janet Miller.

Recommendation:


President Roy Sheppard will administer.



COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

TO: Richard Hanger, Clerk of the Board
Fieldbrook Glendale Community Services District
PO Box 2715
McKinleyville, CA 95519

FROM: Lucinda Jackson, Administrative Analyst 

DATE: November 30, 2020

SUBJECT: Presidential General Election on November 3, 2020
Appointments to District Boards

Fieldbrook Glendale Community Services District has 2 four-year terms to expire on December 4, 2020. The district's 2 four-year terms did not go to election due to insufficient number of qualified candidates.

Elections Code, Section 10515, provides direction for special district appointments when either the number equals to or is less than the number of available seats. When the number of qualified candidates equals the number of available seats and no petition requesting an election has been filed, the Registrar of Voters is directed to request the Humboldt County Board of Supervisors to appoint those qualified candidates in lieu of an election.

When the number of qualified candidates is fewer than the number of available seats, the Board of Supervisors is directed to appoint a qualified person as of the date an election would have been held: November 3, 2020. In this latter scenario special districts are allowed to make recommendations to the Board of Supervisors for appointment. Our office received the Fieldbrook Glendale Community Services District's recommendation to bring before the Board of Supervisors for consideration

On November 17, 2020, the Humboldt County Board of Supervisors considered and approved appointments to special district boards either (1) in lieu of an election, or (2) pursuant to district recommendation.

APPOINTMENTS & ELECTION RESULTS

Based on appointment and November 3rd election results, the following Fieldbrook Glendale Community Services District board seats have been filled:

Term	Board Member	Type
4	Janet Carol Miller	In Lieu
4	Richard Grissom	BOS Appointment

CERTIFICATES & ROSTER

Board members will assume office on December 4, 2020. Attached is a Certificate of Appointment in Lieu of Election and Notice of Appointment for new members to your special district board, and a Roster of Public Officials. Please complete these documents and return signed originals to the Office of Elections by **December 31, 2020**.

FORM 700 – STATEMENT OF ECONOMIC INTERESTS

All board members assuming office are required to submit an original, signed Statement of Economic Interests (Form 700) within 30 days of assuming office. Additionally, all board members leaving office are required to submit an original, signed Form 700 within 30 days of leaving office. Please coordinate with board members assuming office and board members leaving office to complete and return a Form 700 to the Office of Elections. Both the Form 700 and instructions are available online at <https://www.fppc.ca.gov>. (Note: Board members who currently hold an office and have either been reappointed or reelected to that office where there is no break in service do not need to file a Form 700 at this time.)

Please feel free to contact our office anytime with questions.

ATTACHMENTS

- Certificate of Appointment in Lieu of Election
- Notice of Appointment
- Statement of Economic Interests (Form 700)
- Roster of Public Officials

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

CERTIFICATE OF APPOINTMENT IN LIEU OF ELECTION

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **JANET CAROL MILLER** was nominated for the position of Director of the **FLDDBROOK GLENDALE COMMUNITY SERVICES DISTRICT** and that the number of candidates was equal to or did not exceed the number of offices to be filled at the Presidential General Election held on November 3, 2020. Therefore pursuant to Section 10515 of the California Elections Code the appointment was made by the Humboldt County Board of Supervisors. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020

Kelly Sanders

County Registrar of Voters

By



Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **JANET CAROL MILLER**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

GOVERNING BOARD MEMBER – SPECIAL DISTRICT

NOTICE OF APPOINTMENT

Elections Code, Section 10515

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that at a regular meeting of the Humboldt County Board of Supervisors held on November 17, 2020, **RICHARD GRISSOM** was appointed to the office of Governing Board Member of the **FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT**. The term of this office is 4 years ending on the first Friday of December, 2024.

Dated: November 30, 2020

Kelly Sanders

County Registrar of Voters

By



Deputy Clerk

OATH OF OFFICE

Govt Code Section 1360-1363, inclusive,
3105 Section 3, Article XX, State Constitution

I, **RICHARD GRISSOM**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

Signature

Date

Residential Address:

Signature of person administering oath

Return signed original form to the Humboldt County Office of Elections:

2426 6th Street, Eureka, CA 95501

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Audit Presentation, Fiscal Year 2020

Meeting Date: 12/15/2020

Presented by: Jeff Trump, Thomas Sousa, Hunter, Hunter & Hunt

Type of Item: Action Discussion Information

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

Background

Management's Discussion and Analysis reviewed October 2020

Recommendation:

Following the presentation of the audit report, move to receive and file the audit report for fiscal year 2019-2020.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Election of Officers for 2021.

Meeting Date: 12/15/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background

Officer of the board consist of the President and Vice-President. The board also appoints a representative and an alternate to the HBMWD Water Task Force.

2020 Officers

President – Roy Sheppard
Vice-President, Starr Kilian
Water Task Force, Jason Garlick
Alternate to the water Task Force, Starr Kilian

Recommendation:

Open nominations.
Close nominations.
Elect directors to the respective offices.
Appoint a director of the board and an alternate to the HBMWD Water Task Force.

Alternatively, the board may elect a slate of officers and appointments in a single action.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.4

Agenda Title: Board Calendar for 2021.

Meeting Date: 12/15/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background

Regular board meeting will be held the fourth Tuesday of each month. November's board meeting will be held the third Tuesday of November. December's board meeting will be held the second Tuesday of December.

Recommendation:

Adopt the board calendar for 2021 as presented.

Board Calendar 2021

Regular board meetings are held the fourth Tuesday of each month. November's meeting will be held on the third Tuesday. December's meeting will be held on the second Tuesday. To ensure proper noticing and preparation of the agenda, agenda items must be received **ten** calendar days prior to the meeting date. Calendar adopted December 15, 2020.

January 26

February 23

March 23

April 27

May 25

June 22

July 27

August 24

September 28

October 26

November 16

December 14

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.5

Agenda Title: Roster of Public Officials for 2021.

Meeting Date: 12/15/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background

Roster of public officials is kept on file with the Humboldt County Elections Office.

Recommendation:

Review and edit, as necessary.

Roster of Public Officials 2021

LEGAL NAME OF AGENCY: Fieldbrook Glendale Community Services District

PHYSICAL ADDRESS: 4584 Fieldbrook Road, Fieldbrook CA 95519

MAILING ADDRESS: P.O. Box 2715, McKinleyville, CA 95519

TELEPHONE NUMBER: (707) 443-3316

MEMBERS OF GOVERNING BOARD

	<u>Name</u>	<u>Address</u>	<u>Telephone</u>	<u>Elec/Appt Date</u>	<u>End Term</u>
1	Roy Sheppard	1340 Crockett Fieldbrook, CA 95519	(707) 839-0542	12/17	12/22
2	Starr Kilian	4090 Old Railroad Grade Fieldbrook, CA 95519	(707) 839-8817	12/17	12/22
3	Jason Garlick	246 Wagle Lane Fieldbrook, CA 95519	(707) 840-0909	12/17	12/22
4	Richard Grissom	334 Wagle Lane Fieldbrook, CA 95519	(707) 839-8337	12/20	12/24
5	Janet Miller	4360 Fieldbrook Road Fieldbrook, CA 95519	(707) 839-0498	12/20	12/24

NAME OF PRESIDING OFFICER: Roy Sheppard, President

NAME/ADDRESS OF SECRETARY: Richard Hanger 5021 Mitchell Road Eureka, CA 95503 rhanger50@gmail.com

FREQUENCY/TIME/PLACE OF REGULAR BOARD MEETINGS:

Fourth (4th) Tuesday of each month, 7:30 PM, Fire Station, 4584 Fieldbrook Road. November's Board meeting will be held the third Tuesday of November. December's Board meeting will be held the second Tuesday of December.

NAME/ADDRESS/TELEPHONE OF PERSON(S) WITH RECORDS/BUDGET:

Richard Hanger 5021 Mitchell Road Eureka, CA 95503 (707) 443-3316

SUBMITTED BY: _____
Richard Hanger

TITLE: Clerk of the Board

DATE: December 15, 2020