

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

January 28, 2020
Fieldbrook Fire Hall, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

3. Public Comments

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

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – grant award(s) update

4.4.3 –

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

4.6.1 –

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, December 17, 2019.

5.1.2 Special Board Meeting, January 7, 2020.

5.2 Correspondence/Information Items

5.2.1 – 2019 IBank Certification

5.2.2 – FGCSO to Hunter, Hunter & Hunt – Audit management letter.

5.2.3 – Debra Lake – LAFCo support.

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

5.3.1 Interfund Transfers \$121,057.68

5.3.2 Checks (#6014-6046) \$135,237.30

5.3.3 Payroll \$3,250.92

5.3.4 General Journal Entries 447&448

5.3.5 Bad Debt Acct#4970.01, \$159.49

6. Action/Discussion Items

6.1 – Amend Resolution #2018-07, section 207 Summer Wastewater Rates. Action.

6.2 – Discontinuance of Residential Water Service. Discussion – second reading. Action.

6.3 – Quarterly Financial reports and budget adjustments. Action.

6.4 – Water/Wastewater CPI Rate Adjustments. Action.

6.5 – Wage CPI Adjustments. Action.

6.6 – Fiscal Year 2019 Audit. Receive and file.

7. Future Agenda Items

7.1 – Conflict of Interest Form 600.

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 February 25, 2020

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

December 17, 2019
Fieldbrook Fire Hall, 6:30 PM
MINUTES

1. Roll Call

President Roy Sheppard called the meeting to order at 6:30 PM. Board members present were Vice-President Starr Kilian, Director Janet Miller and Director Jason Garlick. Director Richard Grissom was absent. Fire Chief Jack Sheppard, District Engineer Rebecca Crow, District Engineer Hannah Gidanian, Sewer Technician Grant Weaver, General Manager Richard Hanger, District Auditor Jeff Trump and District Auditor Thomas Sousa were present. Approximately nine (9) community members 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

4.1.1– Monthly report

Sewer Technician Grant Weaver reported that flows have increased slightly and discussed plans for pump maintenance.

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported eight (8) calls and requested the district consider purchasing two additional generators. The placement of the repeater is complete, testing is underway.

4.4 District Engineer Report – *No additional report.*

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – grant award(s) update

4.4.3 –

4.5 General Manager Report

4.5.1 – *No report.*

4.6 Reports by members of the Board.

4.6.1 – *No report.*

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, November 19, 2019

5.2 Correspondence/Information Items

5.2.1 –

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

5.3.1 Interfund Transfers \$78,807.47

5.3.2 Checks (#5984-6013) \$89,660.23

5.3.3 Payroll \$2,928.67

5.3.4 General Journal Entries 444-446

5.3.5 Warrant request fire fund \$25,000

5.3.6 Related party transaction: Central Avenue Service \$461.24

Director Janet Miller moved to approve the consent agenda as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

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

6. Action/Discussion Items – 6:30 PM

6.1 – 2019 Audit Presentation, Hunter, Hunter & Hunt - Receive and File.

District Auditors Jeff Trump and Tom Sousa discussed the 2019FY audit report. The District has received an unqualified opinion which is the best opinion obtainable. They commented on the improved position of the Wastewater fund. At this time the audit is in final review and the Board will receive and file the completed audit at its January meeting.

No action was taken.

6.2 – Discontinuance of Residential Water Service. Discussion – first reading.

Staff reported on the implementation of SB 998, commonly known as the Water Shutoff Protection Act. The policy as presented meets the requirement of the legislation and is provided as a first reading. A second reading and anticipated adoption will occur on January 28th.

No action was taken.

6.3 – Election of Officers – Action.

Nomination were opened for the offices of President, Vice-President, water task force representative and an alternate to the water task force.

Jason Garlick moved to elect Roy Sheppard as President, Starr Kilian as Vice-President, Jason Garlick as water task force representative and Starr Kilian as an alternate member to the water task force. The motion was seconded by Janet Miller. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.4 – Adopt Board Calendar 2020 – Action.

Director Janet Miller moved to adopt the 2020 Board Calendar as presented. Director Jason Garlick seconded the motion. The motion carried, Ayes 4, Nays 0, Abstain 0, Absent 1.

6.5 – Roster of Public Officials – Review.

The roster of public officials was reviewed. No edits were required.

No action was taken.

The meeting was recessed at 7:09 PM

Action/Discussion Items – 7:30 PM

President Roy Sheppard called the meeting back to order at 7:30 PM. Board members present were Vice-President Starr Kilian, Director Janet Miller and Director Jason Garlick. Director Richard Grissom was absent. District Engineer Rebecca Crow, District Engineer Hannah Gidanian and General Manager Richard Hanger were present. Approximately eleven (11) community members were present.

6.6 – Summer Rate Modification. Action.

District Engineers Rebecca Crow and Hannah Gidanian provided the Summer Wastewater Fee report. The report recommends establishing a summer rate with a cap on wastewater fees equal to the average use for the months of Feb., March and April. Community comment was received, and the Board directed staff to amend resolution 2018-07 Summer wastewater credit and return the item on January 28th for action.

6.7 – Special Board Meeting in January. Discussion/Action.

Staff recommended a special board meeting be held on January 7, 2020, to consider issuing summer wastewater credits for 2019. With the consensus of the Board the President so directed.

7. Future Agenda Items

7.1 – 2019 Wastewater summer rate credit.

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

- 7.2 – Water/Wastewater CPI Rate Adjustments
- 7.3 – CPI Wage Adjustments
- 7.4 – Quarterly Financial reports and budget adjustments.
- 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 28, 2020

Meeting adjourned at 8:50 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

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

January 07, 2020
Fieldbrook Fire Hall, 6:30 PM
Special Board Meeting

1. Roll Call

President Roy Sheppard called the meeting to order at 6:35PM. Board members present were Vice-President Starr Kilian, Director Richard Grissom and Director Jason Garlick. Director Janet Miller was absent. General Manager Richard Hanger attended by phone and there were three (3) community members present.

2. Agenda Modifications None.

3. Public Comments

3.1 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.

Public comments were made requesting a regular review of the rate structure, conducting an information campaign regarding inflow and infiltration, and representation on the board from the Glendale area.

4. Action Items

4.1 2019 Summer Wastewater Credit

General Manager Richard Hanger provided the staff report concluding with a recommendation to receive public comment and approve the 2019 Summer wastewater rate credit totaling \$11,300 (subject to internal audit). Public comment was received, and the item was returned to the Board for consideration. The Board asked staff to clarify the steps taken to calculate the credit.

Director Jason Garlick moved to approve the 2019 Summer wastewater rate credit as presented. Director Starr Kilian seconded the motion. The motion carried 4 ayes, 0 noes, 1 absent.

5. Executive Session/Closed Session

5.1 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.

6. Adjournment/Announcements

6.1 Next regular meeting January 28, 2020

Meeting adjourned at 7:05PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT
P.O. BOX 2715 – MCKINLEYVILLE, CA 95519

January 13, 2020

Loan Servicing Manager
California Infrastructure and Economic Development Bank
P.O. Box 2830
Sacramento, CA 95812-2830

**Re: Annual Certification for Enterprise Fund Installment Sale Agreement
Fieldbrook Glendale Community Services District,
Agreement No. CIEDB BC14-089**

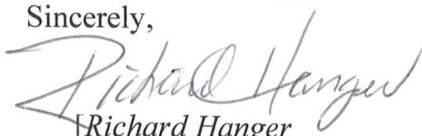
In accordance with the annual reporting provisions contained in Section 5.03(b), (c) and (e) and Section 5.22 of the Enterprise Fund Installment Sale Agreement CIEDB 14-089 (“Agreement”) dated May 1, 2009 between the Fieldbrook Glendale Community Services District (“Purchaser”) and the California Infrastructure and Economic Development Bank (“IBank”), and any amendment thereto, I hereby certify that the following is true and correct for the fiscal year 2018-2019 (“Fiscal Year”). All capitalized terms have the same meaning as defined in the Agreement.

1. Attached is one copy of the Purchaser’s audited financial statements for the Fiscal Year, which includes audited financial information relating to System Revenues and the Enterprise Funds.
2. The number of System users as of the end of the Fiscal Year was 547.
3. The calculation of the coverage ratio described in Section 5.06 of the Agreements is 1.1%. See Attachment A for calculations.
 - a. The coverage ratio is in compliance with the rates and charges covenant in Section 5.06 of the Agreement.
 - b. The coverage ratio is not in compliance with Section 5.06 of the Agreement. The following is an explanation of how the financing agreement covenant is being or will be met:
4. There has not been a withdrawal of any System user generating four percent (4%) or more of System Revenues during the Fiscal Year.
5. There have not been any significant System facility retirements or expansions planned or undertaken during the Fiscal Year, and the Purchaser is in compliance with Section 6.02 of the Agreement.

6. The Purchaser has not entered into any Senior, Parity Debt or Subordinate Debt during the Fiscal Year and there has been no default or noncompliance under any obligation secured by System Revenues.
7. No Event of Default has occurred and no event has occurred which, with the passing of time would constitute an Event of Default.
8. The Purchaser is in compliance with the Tax Certificate requirements as set forth in Exhibit G of the Agreement. In addition, the Purchaser certifies to the following:
- a. yes During the Fiscal Year, the Project has not been used and at this time is not expected to be used in the future by anyone or any entity other than the Purchaser, other governmental entities or the general public.
 no
 - b. yes During the Fiscal Year, neither the Project nor any part of the Project has been sold or leased.
 no
 - c. yes Only the Purchaser operated and managed the Project during the Fiscal Year.
 no
 - d. yes Excluding construction contracts and contracts previously consented to by the IBank related to the Project, the Purchaser has not entered into any contracts or agreements related to the use, management, or operation of the Project, or for any other reason related to the Project.
 no
9. There has not been any event or circumstance of any kind relating to the Project or the Purchaser generally that would materially affect the ability of the Purchaser to make Installment Payments. No litigation or administrative challenges of any type have been commenced or threatened which (if ultimately decided against the Purchaser) would materially affect the ability of the Purchaser to make Installment Payments.
10. The Purchaser is in compliance with the insurance requirements contained in Section 5.22 of the Agreement.
11. Please report the most recent credit rating on the pledged revenue source:

Fitch _____
Moody's _____
Standard & Poor's _____
N/A

Sincerely,


[Richard Hanger
General Manager

Attachment A
Fieldbrook Glendale Community Services District
Debt Service Coverage Calculations

CIEDB 14-089	
Water Utility Fund	
Fiscal Year Ending June 30, 2019	
A. System Revenue Analysis	
Net System Revenues	\$ 5,265
Add: Interest Expense	\$ 15,043
Add: Depreciation and Amortization	\$ 26,639
Add: Funds on Deposit in Rate Stabilization Fund	\$ 50,000
B. Cash Available for Debt Service	\$ 96,947
C. Senior/Parity Annual Debt Service	
1972 Department of Water Resources (DWR) – Davis Grunsky Act	\$ 26,829
D. Total Fiscal Year Senior/Parity Maximum Annual Debt Payments	\$ 26,829
E. Subordinate Debt Service	
IBank	\$ 16,737
	\$
F. Total Fiscal Year Subordinate Debt Payments	\$ 16,737
G. Debt Service Coverage Ratios	
Senior/Parity Coverage Ratio (=B/D)	3.61 %
Aggregate Debt Service Coverage Ratio (=B/(D+F))	2.23 %

Note the following from the Agreement:

Debt Service means, for any Fiscal Year, the sum of interest, and principal due and payable under this Agreement during such Fiscal Year, the CIEDB Annual Fee for such Fiscal Year and any Senior and Parity Debt Service for such Fiscal Year.

Enterprise Fund means the Water Utility enterprise fund established by the Purchaser and in which all System Revenues are deposited and maintained by the Purchaser pursuant to Section 3.02 herein and in which the CIEDB has a security interest pursuant to the terms of this Agreement.

Maximum Annual Debt Service means as of the date of calculation, the greatest total Debt Service payable in any Fiscal Year during which this Agreement is in effect.

Net System Revenues means, for any Fiscal Year, all System Revenues received by the Purchaser for such Fiscal Year less the Operations and Maintenance Costs for such Fiscal Year.

Parity Debt means any loan, bond, note, advance, installment sale agreement, capital lease or other evidence of indebtedness payable from and secured by a first lien on the Net System Revenues on parity

with the Installment Payments and Additional Payments, issued or incurred pursuant to and in accordance with the provisions of Section 2.08.

Parity Debt Service means, for any Fiscal Year, the sum of: (1) the principal and interest due and payable during such Fiscal Year for all outstanding Parity Debt, and (2) annual fees, if any, under Parity Debt.

Senior Debt means the obligations evidenced by the Senior Debt Instruments payable from and secured by a first lien on the Net System Revenues which is senior to this Agreement.

Senior Debt Service means, for any Fiscal Year, the amounts required to be paid pursuant to any Senior Debt Instrument.

Subordinate Debt means any loan, bond, note, advance, installment sale agreement, or other indebtedness or capital lease of the Purchaser payable from and secured by a lien on Net Systems Revenues which is subordinate to the Agreement.

System Revenues means, for each Fiscal Year, all gross income and revenue received or receivable by the Purchaser from the ownership or operation of the System, determined in accordance with generally accepted accounting principles, including all rates, fees and charges (including connection fees and charges) received by the Purchaser for the services of the System, and all other income and revenue howsoever derived by the Purchaser from the ownership or operation of the System or arising from the System, and also including all income from the deposit or investment of any money in the Enterprise Fund or any rate stabilization fund but excluding in all cases any proceeds of taxes and any refundable deposits made to establish credit, and advances or contributions in aid of construction.

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT

P.O. BOX 2715 • MCKINLEYVILLE, CA 95519

December 20, 2019

Hunter, Hunter & Hunt, LLP
1315 Fourth Street
Eureka, CA 95501

This representation letter is provided in connection with your audit of the financial statements of Fieldbrook Glendale Community Services District (the District), which comprise the respective financial position of the governmental activities and the business-type activities as of June 30, 2019, and the respective changes in financial position and, where applicable, cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of December 20, 2019, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 10, 2019, including our responsibility for the preparation and fair presentation of the financial statements in accordance with U.S. GAAP and for preparation of the supplementary information in accordance with the applicable criteria.
- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) We are in agreement with the adjusting journal entries you have proposed, and they have been posted to the accounts.
- 9) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 10) Guarantees, whether written or oral, under which the District is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

11) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
- b) Additional information that you have requested from us for the purpose of the audit.
- c) Unrestricted access to persons within the District from whom you determined it necessary to obtain audit evidence.
- d) Minutes of the meetings of the District or summaries of actions of recent meetings for which minutes have not yet been prepared. We have provided you with the minutes held July 24, August 28, September 25, October 25, November 13, and December 18 of 2018 and January 22, February 26, March 26, April 23, May 28, June 25, July 23, August 27, September 24, October 22, and November 19 of 2019.

12) All material transactions have been recorded in the accounting records and are reflected in the financial statements.

13) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.

14) We have no knowledge of any fraud or suspected fraud that affects the District and involves

- Management,
- Employees who have significant roles in internal control, or
- Others where the fraud could have a material effect on the financial statements.

15) We have no knowledge of any allegations of fraud or suspected fraud affecting the District's financial statements communicated by employees, former employees, regulators, or others.

16) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.

17) We are not aware of any pending or threatened litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements, and we have not consulted a lawyer concerning litigation, claims, or assessments.

18) We have disclosed to you the identity of the District's related parties and all the related party relationships and transactions of which we are aware.

Government-specific

19) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.

20) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.

21) The District has no plans or intentions that may materially affect the carrying value or classification of assets, deferred outflows of resources, liabilities, deferred inflows of resources, and fund balance or net position.

22) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.

23) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.

24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.

- 25) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 26) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 27) As part of your audit, you assisted with preparation of the financial statements and related notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.
- 28) The District has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 29) The District has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 30) The financial statements include all component units, appropriately present majority equity interests in legally separate organizations and joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 31) The financial statements properly classify all funds and activities in accordance with GASBS No. 34, as amended, and GASBS No. 84.
- 32) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 33) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved.
- 34) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 35) Provisions for uncollectible receivables have been properly identified and recorded.
- 36) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 37) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to permanent fund principal.
- 38) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 39) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 40) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated or amortized.
- 41) We have appropriately disclosed the District's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 42) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 43) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed

from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.

- 44) We acknowledge our responsibility for disclosing the commitment, as of June 30, 2019, with FEMA Hazard Mitigation Grant Program and Pre-Disaster mitigation program for the FGCS Water Tank Seismic Retrofit Project with estimated project fees of \$2.125 million and a required local match of \$425,000.
- 45) We acknowledge our responsibility for disclosing the prior period adjustment resulting from the District's receipt of prior year sewer fees from a commercial customer and disclosing the negotiations for a potential contract for hook-up fees from the same commercial customer.

Signature: 
Title: Vice-President

Signature: 
Title: General Manager

Debra Lake
360 Whitlow Road
Myers Flat CA 95554

January 1, 2020

Dear Fellow Special District Member,

Happy New Year!

I am running as the 2020 incumbent for the Special District seat on Humboldt County LAFCo's Board of Directors. My term ends in June 2020.

I am requesting your vote to remain your Special District member on the Humboldt County LAFCo Board of Directors. Your ballot will arrive by Certified Mail from LAFCo. Keep your eyes out. This is a time sensitive issue.

It has been an honor to have served on Humboldt County LAFCo since 2016. It is a foundation element for proper growth and direction of California.

During my term on Humboldt County LAFCo, I ran for, was elected and served for two years at the state level as a Special District Representative on the CALAFCo Board of Directors in Sacramento. It was the first time Humboldt County has had representation at the state level on CALAFCo's Board of Directors. My term expired in November 2019. I chose to not run for that position again due to my elderly parents' health.

The Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 is the governing document directing my work with LAFCo.

Please send in your ballot when the time is right. No matter who you decide to vote for, it matters to me that you voted.

Feel free to call me with any questions or concerns at 707-943-3402

Sincerely,



Debra Lake
Fruitland Ridge Volunteer Fire Protection District Board
Humboldt County Local Agency Formation District Board

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Amend Resolution #2018-07 Summer Wastewater Rates

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

11/13/2018 – Rates approved
12/2018 – Rate implantation
01/2019 – First billing
10/22/2019 Board authorization to review summer rate implementation
11/19/2019 Board authorization to credit summer late fees
12/17/2019 Board approval of Summer Rate Modification beginning June 2020
01/07/2020 Board approval of 2019 Summer Rate Credit

Ordinance 90-1 establishing wastewater rates and charges, section 207 was added November 13, 2018. It states:

Section 207 is added to read:

The District shall enact a wastewater summer allowance for the months of June through September. The baseline consumption allowance shall be increased in increments of 100 cubic ft. to an amount not less than 15% of the monthly base charge. The District may by motion adjust or suspend the wastewater summer allowance should water conservation regulations be imposed by the State of California.

On December 12, 2019 the board approved a modification to the summer wastewater credit beginning in June 2020. Staff has determined the summer rate modification is a rate decrease and not subject to the provisions of proposition 218.

Recommendation:

Review and adopt amendment to Resolution #2018-07.

Resolution # 2018-07 A-1
Fieldbrook Glendale Community Services District
4584 Fieldbrook Road, Fieldbrook CA 95519

Wastewater Rates – Summer Rate Amendment

WHEREAS, the Fieldbrook Glendale Community Services District held a publicly noticed board meeting on December 17, 2019; and,

WHEREAS, a wastewater rate study was prepared by a professional engineering firm; and,

WHEREAS, the board has determined that a modification of summer rates will continue to generate revenues necessary to the operation and maintenance of the wastewater collection system; and,

NOW THEREFORE, BE IT RESOLVED, that Ordinance 90-1 establishing wastewater rates and charges, section 2.7 be amended as follows,

Section 207 is amended to read:

The District shall enact a wastewater summer allowance for the months of June through September (billing in July-October). The customer baseline consumption allowance shall be based on the average consumption for the prior February, March and April, rounded to the next 100 cubic feet, unless the actual water usage is less than the February, March and April average, and in this case the actual monthly water consumption will be used.

The foregoing resolution was duly passed and adopted by the Board of Directors of the Fieldbrook Glendale Community Services District, at a special meeting thereof, held on the 7th day of January 2020, by the following roll call vote:

Roy Sheppard, President

Starr Kilian, Vice-President

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Discontinuance of Residential Water Service – Amending Ordinance 91-1

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

First reading of discontinuance of residential water service, amending Ordinance 91-1.

On September 28, 2018, Governor Brown signed into law SB 998, the Water Shutoff Protection Act, which changes the requirements and procedures relative to the discontinuation of residential water service for non-payment beginning February 1, 2020. SB 998 requires every urban and community water system with more than 200 water service connections to have a written policy on the discontinuation of residential water service for nonpayment. That policy must be available on the water supplier’s website. The policy must be in five languages, in addition to English, listed in Civil Code Section 1632 (Spanish, Chinese, Korean, Vietnamese and Tagalog) and in any other language spoken by at least 10% of the people residing the system’s service area. SB 998 sets forth the specific provisions and requirements for water service discontinuation, which includes a 60-day waiting period before service can be discontinued. The water supplier will also be required to contact, by telephone or in writing, the customer named on the account at least seven (7) business days before discontinuing service. If notice is given by telephone, the system must: (a) offer to provide the customer the system’s written policy on discontinuation of water service; and (b) offer to discuss options to avoid discontinuing water service, including alternative payment schedules, deferred payments, minimum payments, amortization and bill review and appeal. The new law also includes required processes if the water supplier is unable to contact the customer as well as a specific mandate for a customer appeals process. SB 998 also offers opportunities for payment arrangements, provisions for low-income customers and very specified conditions and/or circumstances which a water supplier will be prohibited from discontinuing water service for non-payment. SB 998 also mandates that water suppliers must report annually on its website and to the State Water Resources Control Board the number of service discontinuations for inability to pay. The State Water Resources Control Board (State Board) must post that information on its website. Community water systems subject to all of the requirements set forth above who fail to comply with the requirements of this new law will be subject to enforcement by the State Board and the California Attorney General.

Recommendation: Review – Second reading. Move to adopt.

ORDINANCE 91-1
AMENDMENT
Revision of Articles 13.7, 13.8, & 13.9

DISCONTINUANCE OF RESIDENTIAL WATER SERVICE POLICY

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1. POLICY EXPLANATION

This policy details Fieldbrook Glendale Community Services District’s (FGCSD’s, The District) administrative actions regarding delinquent accounts and the discontinuance of residential water service. This includes notifications, payment arrangements, account appeals, fees, service discontinuance, and service reconnection. This policy shall comply with all aspects of the *Water Shutoff Protection Act* (SB 998), effective February 1, 2020.

District staff can be contacted in person at the main office (828 Seventh St., Eureka, CA, 95501) or by phone (707-443-5018) to discuss options for avoiding discontinuation of residential water service for non-payment under the terms of this policy.

A copy of this policy is available to the public on the District website and in writing upon request. This policy is available in English, Spanish, Vietnamese, Korean, Chinese, and Tagalog.

2. DEFINITIONS

- a) *Account Owner (Customer)*: The individual(s) who is financially responsible for the retail water service utility payment at a location.
- b) *Alternative Payment Agreement*: A written agreement between the Account Owner and the District providing for the payment of current or delinquent charges on an alternative schedule. All alternative

payment agreements must be requested by the account owner and approved by the District. See specific details in *Alternative Payment Agreements, #3-a*1.

- c) Appeals Process: Written request by the account owner to the General Manager for a review, discussion, and possible adjustment of the bill and/or balance on the retail water utility account. See specific details in *Appeals Process, #4*.
- d) General Manager: The District's General Manager and/or his/her designee.
- e) Non-Payment: Failure of the account owner to pay all charges (including penalties) by the due date, subjecting the retail water utility account to potential service discontinuance.
- f) Delinquent Account: Any account that is not paid, in full, by midnight on the 23rd of the month.
- g) Primary Care Provider: Any of the following: any internist, general practitioner, obstetrician-gynecologist, pediatrician, family practice physician, nonphysician medical practitioner, or any primary care clinic, rural health clinic, community clinic or hospital outpatient clinic currently enrolled in the Medi-Cal program, which agrees to provide case management to Medi-Cal beneficiaries.
- h) Service Discontinuance (Lock-Off): The discontinuance of service at an address by turning off and locking a meter, or the removal of a meter due to non-payment.
- i) Small Balance Account: Any balance on an account of \$25.00 or less may be carried over and added to the next billing period without being assessed a late fee or incurring further collection action.

3. ALTERNATIVE PAYMENT AGREEMENTS

- a) Any and all alternative payment agreements must be requested by the account owner prior to the scheduled date of service discontinuance (lock-off). Alternative Payment Agreements include: 1) Alternate Payment Arrangements/Temporary Deferral of Payment; 2) Payment Amortization; 3) Partial or Full Reduction of Unpaid Balance.

1. *Alternative Payment Arrangement/Temporary Deferral of Payment*: An account owner who is unable to pay for retail water service within the normal payment period may request an alternative payment arrangement or a temporary deferral of payment to avoid late fees or disruption of service. The General Manager will consider all circumstances surrounding the request and make a determination as to whether the payment arrangement is warranted.

2. *Payment Amortization*: Payment arrangements that extend into multiple months are considered an amortization plan. An amortization plan will amortize the unpaid balance over an extended period agreed to by the District, not to exceed 12 months from the original date of the bill (unless approved by the General Manager). Amortization Plans must be in writing and signed by the account owner. The amortized payment amount and the current payment must be received by the District by midnight on the 23rd of each month. The account owner must comply with the terms of the amortization plan and remain current as charges accrue in each subsequent billing period.

3. *Partial Reduction of Unpaid Balance*: Request of partial reduction of the unpaid account balance must be presented in writing to the District Main Office (828 Seventh St., Eureka, CA, 95501), and will be forwarded to the General Manager. Only one request per Account Owner may be presented within a twelve month period. Decisions by the General Manager are final.

- b) Only one active alternative payment agreement may exist on an account at any given time. An account owner will not be eligible to participate in any alternative payment agreement if he or she has failed to comply with the terms of a prior alternative payment arrangement within the previous twelve (12) month period.
- c) Failure to comply with the terms of any alternate payment agreement listed above will result in the account being subject to service discontinuance. Service may be discontinued (shut-off) if either of the following occurs: (1) the customer fails to comply with the terms of an alternative payment agreement and the breach remains uncured for a period of 60 days or (2) if the customer does not pay his or her current residential service charges for 60 days or more while participating in an alternative payment agreement.
- d) The District retains the ability to select which of the payment arrangement options are available to the account owner, and may set the said parameters for such. (SB 998, Chapter 6, §116910, article (b)2).
- e) It is the account owner's obligation to ensure the timely submission of complete and satisfactory documentation demonstrating eligibility to participate in an alternative payment agreement. If the information is not submitted in a timely manner or if the information is incomplete, the District will provide notice of a new intended disconnection date no earlier than five (5) calendar days after mailing. In such a circumstance, the only way to avoid the disconnection of service is the payment, in full, of all delinquent charges.

4. APPEALS PROCESS

If the account owner wishes to appeal all or part of the account balance, a written request for such must be presented to the District Main Office and will be forwarded to the General Manager. While an account appeal is pending, no additional Past-Due/Late Charges will be applied to the account balance. The District will also not discontinue (shut-off) water service for non-payment while the appeal is pending. (SB 998, 116908, §2b)

- a) The written request for appeal may be dropped off in person or mailed to the main office (828 Seventh St., Eureka, CA 95501).
- b) The written request must include the account owner's contact information, the amount requested for appeal, and the explanation/justification for the request.
- c) This request must be received within 60 days of the issuance of the bill the customer wishes to appeal and prior to the scheduled date of service discontinuance (shut-off).
- d) For purposes of the appeal, disputed water charges are presumed valid. The burden rests with the account owner to demonstrate an inaccuracy by a preponderance of the evidence.

5. PAST-DUE CHARGES/LATE FEES

- a) Past-Due Charges/Late Fees (if applicable) are assessed on the 24th of the month. Fees are calculated on all accounts that have a balance exceeding \$25.00 as of midnight on the 23rd of the month.
- b) An outstanding balance that carries over multiple months may be assessed multiple past-due charges/late fees.
- c) Past-due charges/late fees will not be assessed on unpaid charges that are the subject of an alternative payment agreement or on unpaid charges that were the subject of an unsuccessful appeal and which are not paid, in full, within five (5) days following the appeal.
- d) The account owner may request a waiver of past-due/late fee charges if the account has not been assessed past-due/late fees within the preceding six months. Approval of a waiver is at the discretion of the District.
- e) See Fee Schedule (Appendix B) for Past-Due/Late Fee calculations.

6. SERVICE DISCONTINUATION NOTIFICATION

- a) 30-DAY NOTICE
 - 1. As a courtesy, the District will make a reasonable, good faith effort to notify account owners who have a delinquent account approximately 30 days after initial bill issuance.
 - 2. The District assumes no responsibility for phone or other contact information that has not been kept up-to-date by the customer.
- b) 60-DAY NOTICE
 - 1. As a courtesy, the District will again make a reasonable, good faith effort to notify the account owner that the account remains past due approximately 60 days after bill issuance.
 - 2. The District assumes no responsibility for phone or other contact information that has not been kept up-to-date by the customer.
- c) SHUT-OFF NOTICE
 - 1. The District will make a reasonable, good faith effort to notify an account owner whose account remains delinquent in the second week of the third month after the initial bill was issued (approximately 70-73 days delinquent).
 - i. The account owner will be advised of the amount past due, the service disconnection (shut-off) date, instructions on how to contact the District to make payment arrangements or appeal the bill, and the availability of the District's Policy on Discontinuation of Residential Service for Non-Payment in writing.

- ii. This final notice will be provided a minimum of seven (7) days prior to water service disconnection. (SB 998, 116908, §a1A)
 - iii. The District assumes no responsibility for phone or other contact information that has not been kept up-to-date by the customer.
2. If the account owner's mailing address on file with the District and the address of the property to which water service is provided are different, a notice will be mailed to the account owner's address and to the service address; addressed to "Occupant". (SB 998, 116908, §a1C)
 3. If the written disconnection notice is returned through the mail as undeliverable, the District will make a reasonable, good faith effort to post the "Final Notice" in a conspicuous place at the service address subject to discontinuation of water service. (SB 998, 116908, §a2)

d) OTHER SERVICE TYPES

1. For services other than to account owner-occupied detached single family residences, including commercial, master meter, multi-unit residential structure, or mobile home park, where the off-site owner/manager/employer is the account owner (customer), at least ten (10) days before water service disconnection, the District shall also attempt to notify the occupant(s) of the premises where service is provided of the pending service termination.
2. In a tenant/landlord situation, the District will make a reasonable, good faith effort to inform the occupants, by means of written notice, when the water service account is in arrears and subject to disconnection at least ten (10) days before water service disconnection.
 - i. The written notice will advise the tenant/occupant that they have the right to become the account owner without being required to pay the amount due on the delinquent account, as long as they are willing to assume financial responsibility for subsequent charges for water service at that address.
 - ii. In order for the amount due on the delinquent account to be waived, the tenant/occupant must provide verification of tenancy in the form of a rental agreement or proof of rent payments.

7. WATER SERVICE DISCONTINUATION

- a) All delinquent water service payments must be received by the District by midnight on the day specified in the Final Notice. Any customer's account which remains unpaid and without an alternative payment agreement beyond the due date of the final notice will be subject to water service discontinuation (shut-off).
- b) All alternative payment agreement requests or requests for appeal must be received by the District Main Office (828 Seventh St., Eureka, CA, 95501) by 5pm on the day specified in the written disconnection notice.

- c) The District will discontinue (shut-off) water service by turning off and locking off the water meter on the date provided on the 30-Day, 60-Day, and Final Service Discontinuation Notices. The account owner (customer) will be charged a “Reconnection Fee.” See Fee Schedule (Appendix B) for Reconnection Fee amount.
- d) District Field Staff are unable to make payment arrangements or accept payments.
- e) Water services shall not be shut-off to a residence if **ALL** of the following conditions are met:
 - 1. Receipt and verification by the District Main Office of “*Certification of Medical Necessity*” provided by the Primary Care Provider stating the “*discontinuance of residential service will be life threatening to, or pose a serious threat to the health and safety of, a resident of the premises where residential service is provided.*” (SB998 §116910, a1)
 - 2. An account owner (customer) has demonstrated they are financially unable to pay for residential service within the District’s normal billing cycle. The account owner (customer) “*shall be deemed financially unable to pay for residential service within the ...normal billing cycle if any member of the customers household is a current recipient of CalWORKS, CalFresh, General Assistance, Medi-Cal, Supplemental Security Income/State Supplementary Payment Program, or California Special Supplemental Nutrition Program for Women, Infants, and Children, or the customer declares that the households annual income is less than 200 percent of the federal poverty level.*” (SB998 §116910, a2)
 - 3. The account owner (customer) is willing to enter into an amortization agreement, alternate payment schedule, or a plan for deferred or reduced payment, consistent with the written policies of the District. (SB998 §116910, a3)
 - 4. It is the account owner’s obligation to ensure the timely submission of complete and satisfactory documentation. If the information is not submitted in a timely manner or if the information is incomplete, the District will provide notice of a new intended disconnection date no earlier than five (5) calendar days after mailing. In such a circumstance, the only way to avoid the disconnection of service is the payment, in full, of all delinquent charges.

8. WATER SERVICE RECONNECTION (RESUME SERVICE)

- a) In order to re-establish or resume water service that has been disconnected for non-payment, the account owner (customer) must pay at minimum all past-due bill amounts, all past-due charges/late fees and the reconnection fee attributable to the service discontinuation.
- b) Payment plans and payment amortization plans are not available to the account owner while the water service is discontinued.

- c) The District will endeavor to reconnect service as soon as possible between the hours of 8:30am - 4:30pm on normal business days. At a minimum, the District will reconnect service before the end of the next regular working day following receipt of payment.
- d) There may not be District personnel available to complete an after-hours reconnection. If available, service restored after 4:30pm Monday-Friday, weekends, or holidays will be charged an after-hours reconnection fee. The after-hours reconnection fee is in addition to the regular reconnection fee and the past-due charges/late fees for a delinquent account. See Fee Schedule (Appendix B) for Reconnection Fee amount.
- e) Water meters, curb cocks, and locks are District property, and shall only be operated by qualified District staff.
 - 1. Retail water service that is reconnected or resumed by any individual other than District staff will be subject to a "Tampering Fee" and a "Lock Replacement Fee". If applicable, these fees will be added to the account owner's (customer's) water utility account, and will be subject to the same policies of water utility services and if left unpaid, may result in the discontinuance of water service.
 - 2. See Fee Schedule (Appendix B) for Tampering Fees and Lock Replacement Fees.
 - 3. Any damages that occur as a result of unauthorized restoration of service are the responsibility of the account owner (customer). Any damage to District property (lock, meter, curb cock, etc.) requiring replacement of equipment will be billed to the account owner's water utility account. Charges to the account owner will include all costs for replacement and installation of the damaged property.
 - 4. Unpaid balances for damage to District property or miscellaneous charges will be subject to the same policies of water utility services and if left unpaid, may result in the discontinuance of water service.

9. RETURNED PAYMENTS

When a payment of any kind is not honored by a customer's bank (returned payment), the retail water account shall be considered unpaid and subject to possible disconnection. The District will make a reasonable, good faith effort to notify the customer by phone or mail of the returned payment.

- a) If the account is delinquent, water service will be discontinued (shut-off) if the amount of the returned payment and the returned payment charge (if applicable) are not paid on or before the date specified in the Service Discontinuation Notice(s). Only payment in the form of cash or cashier's check will be accepted to pay for the returned payment and returned payment fee (if applicable).

- b) If it is determined that a payment was made in person or online on the disconnection deadline date in order to avoid service interruption and/or a reconnection fee, and that payment is subsequently returned by the bank, a seven (7) day *Final Notice of Discontinuance of Service* will be issued, advising the customer that payment for the returned payment and the returned payment charge (if applicable), must be made by the date specified on the Final Notice to avoid water service discontinuation and the reconnection fee. Payment must be made by cash or cashier's check only.
- c) In the event a customer's check or online payment is returned by the bank unpaid three (3) times within a twelve (12) month timeframe, a letter will be mailed to the customer notifying them that only cash or cashier's check will be accepted as payment for a period of twelve (12) months from the most recent returned payment.
- d) Returned Checks & Payments for Previously Discontinued Water Service
 - 1. In the event an account owner (customer) tenders a non-negotiable payment to restore retail water service previously disconnected for non-payment and, in good faith, the District restores retail water service to the location; the District will consider the delinquent account unpaid and may promptly discontinue water service without providing additional notice.
 - 2. Any account owner issuing a non-negotiable payment to restore retail water service discontinued for non-payment will be required to pay cash or cashier's check to restore any future water service discontinuations for a period of 12 months from the date of the returned payment.

First Reading _____

Second Reading _____

Revision Adopted _____

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Quarterly financial reports and budget adjustments.

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

May 2019 – 2019/2020 Budget presentation
June 2019 – 2019/2020 Initial budget adoption
August 2019 – 2019/2020 Final budget adoption
October 2019 – Quarterly budget adjustments

Financial reports are reviewed on a quarterly basis and budgets are updated based on actual performance. The attached reports reconcile proposed budget adjustments to the final budgets adopted in August.

Water

Water revenues increased \$13,035 for the second quarter primarily from domestic, commercial and meter installs. Expenses increased \$13,910 with engineering expenses accounting for much of the increase. The net result of operations remains positive at \$5,815.

Wastewater

Wastewater revenues decreased in the first quarter by \$11,636. Domestic revenues were adjusted to reflect the summer wastewater credit. Expenses increased \$8,679 with increases for Engineering Services accounting for much of the increase. The net result of operations is balanced. Line repairs are budgeted at \$30,850 and may not be fully expended. Connection fees will fund a portion of depreciation.

Fire

Fire revenues have not been adjusted since the first quarter. Telephone and small equipment expenses have been updated. Results of operations remain sufficient to meet loan and reserve requirements.

Recommendation:

Review the financial reports and adopt the budget adjustments as presented.

2019-2020 Budget Adjustments - Water

8/27/2019

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2020 Budget	Adjusted Budget
Domestic	-\$5,314	\$5,061			-\$253	\$391,270	\$391,017
Late Fees	-\$27	-\$1,368			-\$1,395	\$5,892	\$4,497
Commercial	\$827	\$4,697			\$5,524	\$47,316	\$52,840
Fire Suppression		\$0			\$0	\$2,088	\$2,088
Special Benefit Zone	\$1,541	\$417			\$1,958	\$21,750	\$23,708
Processing Fees		-\$70			-\$70	\$1,015	\$945
Meter Install		\$3,840			\$3,840	\$0	\$3,840
Other Revenue		\$458			\$458	\$0	\$458
Total	-\$2,973	\$13,035	\$0	\$0	\$10,062	\$469,331	\$479,393

Expenses							
Purchased Water	-\$108	\$241			\$133	\$172,519	\$172,652
Directors Fees					\$0	\$2,995	\$2,995
HBMWD Operations	\$7,253	-\$368			\$6,885	\$193,000	\$199,885
Engineering Services	\$1,385	\$11,969			\$13,354	\$18,524	\$31,878
Workers Comp Ins					\$0	\$195	\$195
Liability Ins					\$0	\$3,050	\$3,050
Legal Services					\$0	\$50	\$50
Audit Services		\$242			\$242	\$4,520	\$4,762
Dues/Memberships		\$327			\$327	\$650	\$977
Telephone	\$8	\$7			\$15	\$1,800	\$1,815
Electric	\$229	-\$888			-\$659	\$10,108	\$9,449
Property Taxes					\$0	\$225	\$225
Office Expenses	\$265	\$73			\$338	\$755	\$1,093
Line Repairs*					\$0	\$10,000	\$10,000
Small Equipment		\$1,037			\$1,037	\$0	\$1,037
Returned Checks					\$0	\$200	\$200
Returned Item Fees	\$20				\$20	\$16	\$36
Bad Debt					\$0	\$1,800	\$1,800
Bank Fees	\$593	\$972			\$1,565	\$213	\$1,778
Loan Fee					\$0	\$558	\$558
Licenses & Fees		\$277			\$277	\$3,360	\$3,637
Interest Expense					\$0	\$13,723	\$13,723
Payroll Penalties		\$82			\$82	\$0	\$82
Payroll	-\$42	-\$61			-\$103	\$11,804	\$11,701
Total	\$9,603	\$13,910	\$0	\$0	\$23,513	\$450,065	\$473,578

Results of Operations	-\$12,576	-\$875	\$0	\$0	-\$13,451	\$19,266	\$5,815
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Other Income/Expense							
Interest Earnings	\$ 144	\$ (113)			\$31	\$15,454	\$15,485
Connection Fees		\$ 10,591			\$10,591	\$0	\$10,591
Less Depreciation					\$0	\$26,639	\$26,639
Net Other Income/Expense	\$144	\$10,478	\$0	\$0	\$10,622	-\$11,185	-\$563

Net Income	-\$12,432	\$9,603	\$0	\$0	-\$10,622	\$8,081	\$5,252
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2019-2020 Budget Adjustments - Sewer

8/27/2019

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2019 Budget	Adjusted Budget
Domestic	-\$5,731	-\$11,636			-\$17,367	\$287,121	\$269,754
Late Fees	\$90	-\$951			-\$861	\$4,200	\$3,339
Commercial	-\$4,437	\$1,226			-\$3,211	\$77,122	\$73,911
Processing Fees	-\$175	-\$140			-\$315	\$770	\$455
Permit Fees					\$0	\$500	\$500
Other Revenue					\$0	\$0	\$0
Total	-\$10,253	-\$11,501	\$0	\$0	-\$21,754	\$369,713	\$347,959

Expenses							
Purchased Sewer	-\$1,338	-\$11,604			-\$12,942	\$209,750	\$196,808
HBMWD Operations	\$4,701	\$1,080			\$5,781	\$29,300	\$35,081
Engineering Services	\$1,210	\$19,235			\$20,445	\$6,000	\$26,445
Workers Comp Ins					\$0	\$702	\$702
Liability Ins					\$0	\$1,939	\$1,939
Legal Services					\$0	\$50	\$50
Audit Services		\$242			\$242	\$4,525	\$4,767
Dues/Memberships		\$372			\$372	\$605	\$977
Telephone	\$148	\$726			\$874	\$5,220	\$6,094
Electric		-\$565			-\$565	\$7,504	\$6,939
Fuel		\$823			\$823	\$0	\$823
Property Taxes					\$0	\$324	\$324
Office Supplies	\$375	\$67			\$442	\$650	\$1,092
Line Repairs		-\$2,150			-\$2,150	\$33,000	\$30,850
Small Equipment		\$1,037			\$1,037	\$0	\$1,037
Bad Debt					\$0	\$2,000	\$2,000
Building Maintenance					\$0	\$200	\$200
Bank Charges	\$493	\$707			\$1,200	\$84	\$1,284
Interest Expense		-\$1,090			-\$1,090	\$3,925	\$2,835
Licenses	\$22	-\$7			\$15	\$3,171	\$3,186
Payroll	-\$480	-\$194			-\$674	\$25,200	\$24,526
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
					\$0		\$0
Total	\$5,131	\$8,679	\$0	\$0	\$13,810	\$334,149	\$347,959

Results of Operations	-\$15,384	-\$20,180	\$0	\$0	-\$35,564	\$35,564	\$0
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Other Income/Expense							
Interest earnings	\$ 82	\$ 114			\$196	\$36	\$232
Connection Fees	\$ 25,172	\$ (192)			\$24,980	\$0	\$24,980
Less Depreciation					\$0	\$94,362	\$94,362
Net Other Income/Expense	\$25,254	-\$78	\$0	\$0	\$25,176	-\$94,326	-\$69,150

Net Income	\$9,870	\$8,601	\$0	\$0	-\$10,388	-\$58,762	-\$69,150
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2019-2020 Budget Adjustments - Fire

8/27/2019

Revenue	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total	2020 Budget	Adjusted Budget
Current Secured					\$0	\$56,789	\$56,789
Current Unsecured					\$0	\$2,415	\$2,415
Prior Yr Secured					\$0	\$811	\$811
Prior Yr Unsecured					\$0	\$0	\$0
Prop 172 Transfer	\$174				\$174	\$915	\$1,089
Assesment					\$0	\$40,575	\$40,575
Timber Yield					\$0	\$225	\$225
Homeowner Exemption					\$0	\$711	\$711
Supplemental Current					\$0	\$767	\$767
Supplemental Prior					\$0	\$133	\$133
Prop Tax Exchange					\$0	\$136	\$136
Other Income	\$1,116				\$1,116	\$100	\$1,216
Total	\$1,290	\$0	\$0	\$0	\$1,290	\$103,577	\$104,867

Expenses							
Director/Chief					\$0	\$599	\$599
Engineering Services					\$0	\$0	\$0
Benefit Assesmnt Fee					\$0	\$113	\$113
Workers Comp					\$0	\$5,504	\$5,504
Liability					\$0	\$2,830	\$2,830
Vehicle Ins					\$0	\$4,296	\$4,296
Disability Ins					\$0	\$5,254	\$5,254
Air Med Care	-\$153				-\$153	\$978	\$825
Legal					\$0	\$50	\$50
Audit					\$0	\$4,508	\$4,508
Dues/Memberships					\$0	\$2,673	\$2,673
Telephone		\$344			\$344	\$3,324	\$3,668
Electric	\$70				\$70	\$1,433	\$1,503
Propane					\$0	\$695	\$695
Water	\$10				\$10	\$580	\$590
Dispatch Co-Op Fees					\$0	\$0	\$0
Internet Service	\$97				\$97	\$1,560	\$1,657
Security-Firehouse					\$0	\$308	\$308
Fuel Expenses/Mileage	-\$11				-\$11	\$1,360	\$1,349
Office Supplies	\$235				\$235	\$1,285	\$1,520
Medical Supplies					\$0	\$200	\$200
Education Expense					\$0	\$1,500	\$1,500
Building Maintenance					\$0	\$200	\$200
Turnout Maintenance					\$0	\$200	\$200
Small Tools	\$0				\$0	\$500	\$500
Extinguishers	\$475				\$475	\$200	\$675
Radio					\$0	\$200	\$200
SCBA					\$0	\$1,500	\$1,500
Grounds					\$0	\$100	\$100
Trucks					\$0	\$4,000	\$4,000
Small Equipment		\$750			\$750	\$2,000	\$2,750
Protective Gear/Hoses	\$222				\$222	\$50	\$272
Chiefs Incentive					\$0	\$2,000	\$2,000
Interest Expense					\$0	\$9,508	\$9,508
Payroll	-\$4				-\$4	\$1,686	\$1,682
Fire Grant Expenses					\$0	\$0	\$0
Licenses					\$0	\$0	\$0
Total	\$941	\$1,094	\$0	\$0	\$2,035	\$61,194	\$63,229
Results of Operations	\$349	-\$1,094	\$0	\$0	-\$745	\$42,383	\$41,638
Other Income/Expense							
Grant/In Kind Revenue						\$0	\$0
Interest Earnings						\$2,900	\$2,900
Donations							\$0
Less Depreciation						\$47,750	\$47,750
Less Fire Grant Expense						\$0	\$0
Net Other Income/Expense	\$0	\$0	\$0	\$0	\$0	-\$44,850	-\$44,850
Net Income	\$349	-\$1,094	\$0	\$0	-\$745	-\$2,467	-\$3,212

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.4

Agenda Title: Resolution #2020-01 Water/Wastewater Annual CPI Adjustment.

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Annually the Board makes a rate adjustment based on the Consumer Price Index. The action is authorized by Ordinance 2000-01. The adjustment for fiscal year 2020 is 2.29%. Base domestic water rates would increase \$1.11 per month. Annual revenues from the water increase would be approximately \$10,000. Base domestic wastewater rates will adjust by \$2.30 per month. Annual revenues from the wastewater increase will be approximately \$4,800. Water connection and capacity impact fees will adjust to \$10,834. Wastewater connection and capacity impact fees will adjust to \$13,704.

Recommendation:

Move to adopt resolution #2020-01.

<u>InflationData.com</u>		Current Annual Inflation Rate											
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVE
2019	1.55%	1.52%	1.86%	2.00%	1.79%	1.65%	1.81%	1.75%	1.71%	1.76%	2.05%	2.29%	1.81%
2018	2.07%	2.21%	2.36%	2.46%	2.80%	2.87%	2.95%	2.70%	2.28%	2.52%	2.18%	1.91%	2.44%
2017	2.50%	2.74%	2.38%	2.20%	1.87%	1.63%	1.73%	1.94%	2.23%	2.04%	2.20%	2.11%	2.13%
2016	1.37%	1.02%	0.85%	1.13%	1.02%	1.01%	0.84%	1.06%	1.46%	1.64%	1.69%	2.07%	1.26%

Resolution # 2020-01
Fieldbrook Glendale Community Services District
4584 Fieldbrook Road, Fieldbrook CA 95519

Water and Wastewater Rates 2020
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WHEREAS, the Fieldbrook Glendale Community Services District held a publicly noticed hearing on January 28, 2020; and,

WHEREAS, there exists a demonstrated need to generate additional and sufficient revenues to operate and maintain the water and sewer utilities in accordance with public health requirements; and,

NOW THEREFORE, BE IT RESOLVED, that Ordinance 91-1 establishing water rates and charges, section 9.1 Exhibit A, and that Ordinance 90-1 establishing sewer rates and charges, section 2.1 be amended by the 2019 annual consumer price index of 2.29%, per the attached fee schedule, implementation will be concurrent with the first billing following adoption.

Roy Sheppard
President

Starr Kilian
Vice-President

Ayes _____ No _____ Absent _____

PASSED AND ADOPTED, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on January 28, 2020.

Base Water Rates	
Meter Size	Rate
5/8"	\$49.44
1"	\$59.17
1-1/2"	\$91.67
2"	\$124.25
Water Connection Fee	\$10,834
Usage Water Rates	
Usage cubic feet (cu. ft.)	
0-500	Included in base rate
Each additional 100 cu. ft.	\$2.70
Mather Creek Estates – Special Benefit Zone	\$84.72
Sewer Rates	
Monthly Sewer Charges (First 400 cu. Ft.) Per Living Unit	\$102.91
Commercial/Industrial (First 400 cu. ft.)	\$102.91
Each additional 100 cu. ft.	\$9.62
Sewer Connection Fee (4")	\$13,704
Miscellaneous Charges	
Backflow Preventer Annual Testing (\$47.01)	\$3.92
Bad Check Fee	\$35.00
Non-Payment/Lock Out Fee/Temp Lock Off	\$50.00
Water Processing Fee	\$35.00
Sewer Processing Fee	\$35.00
Fire Service 6"	\$41.03
Fire Service 10"	\$68.37
Wastewater Standby Fee	\$72.04
Tampering Fee	\$150.00
Lock Replacement Fee	\$10.00
After-Hours Reconnection Fee (Only if available)	\$150.00
Collection Fees	
Any Fees Charged by Collection Agency	
Past-Due Charges/Late Fees	
10% of Past-Due Balance	

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.5

Agenda Title: Annual adjustment of wages based on CPI

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Board action 02/24/2015 – Board directed annual review and adjustment.

Wages were last adjusted January 22, 2019.

The Consumer Price Index (CPI) for the period of January 1, 2019 to December 31, 2019 was 2.29%. The impact to the 2020 budget is approximately \$392, the annual impact thereafter is approximately \$1,025.

Calendar Year	CPI	Sewer Tech I	Sewer Tech II	General Manager
Dec-17	2.13%	\$ 28.74	\$ 25.04	\$ 31.93
Dec-18	2.44%	\$ 29.44	\$ 25.65	\$ 32.71
Dec-19	2.29%	\$ 30.12	\$ 26.24	\$ 33.46

Est. Fiscal Impact	Water	Sewer	Fire	Total
	Wages/Taxes	Wages/Taxes	Wages/Taxes	
Annual	\$ 278	\$ 708	\$ 40	\$ 1,025
Current Year (Feb-June)	\$ 116	\$ 260	\$ 17	\$ 392

Recommendation:

Move to adopt wage adjustments as presented.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.6

Agenda Title: Fiscal Year Audit 2019

Meeting Date: 01/28/2020

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

September 2019 Management's Discussion and Analysis reviewed
December 2019 – Hunter, Hunter & Hunt discussed and reviewed a draft report

The audit has been finalized with an addition to the notes disclosing the board's adoption of new wastewater rates with a pass through provision.

Recommendation:

Move to receive and file the audit report for fiscal year 2018-2019.