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

April 28, 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
   - 4.6 Reports by members of the Board.
5. **Consent Agenda**
   The Board will approve all of the following items by a single vote unless any member of the Board or the public asks that an item be removed and considered separately.
   - 5.1 Approval of minutes
     - 5.1.1 Regular Board Meeting, March 24, 2020.
   - 5.2 Correspondence/Information Items
     - 5.2.1 GHD Award Letter
     - 5.2.2 GHD Scope of Work
     - 5.2.3 FGCSD 2019 Consumer Confidence Report
     - 5.2.4 SDRMA Worker's Comp. longevity and program discount 2021
     - 5.2.5 SWRCB Inspection of FGCSD Public Water System
     - 5.2.6 SDRMA, Notice of rate increase, property/liability for FY 2021.
   - 5.3 Financial Reports
     - 5.3.1 Interfund Transfers $104,682.12
     - 5.3.2 Checks (#6092-6118) $118,688.13
     - 5.3.3 Payroll $3,212.40
     - 5.3.4 General Journal Entries 453-457
     - 5.3.5 General Manager reimbursement (Zoom $167.96 & Amazon $370.60)
     - 5.3.6 HC Warrant request for fire fund transfer $30,000.
6. **Action/Discussion Items**
   - 6.1 – Royal Gold Industrial Discharge Permit. Action. (permit document will be provided as a separate supplemental document)
   - 6.2 – Royal Gold Connection/Capacity Fee. Action.
   - 6.3 – Quarterly financial reports and budget adjustments. Action.
   - 6.4 – Fire/Wastewater set loan interest rates for F/Y 2021. Action.
   - 6.5 – City of Arcata, Wastewater rate proposal. Discussion/Action.
   - 6.6 – LAFCo Official Ballot – Independent Special District Election. Action.
   - 6.7 – GHD Scope of work, Sanitary Sewer Evaluation Study. Information.
7. **Future Agenda Items**
   - 7.1 - City of Arcata Wastewater agreement. May.
   - 7.2 – Preliminary budget presentation. May.
8. **Executive Session/Closed Session**
   The Board may choose to consider items of an urgent nature that have arisen after this agenda was posted. The Board may also choose to adjourn to closed session to discuss legal or personnel matters.
9. **Adjournment/Announcements**
   - 9.1 - Next regular meeting May 26, 2020

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

9.2 - Brown Act training at MCSD. May 28th

April 28, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM

Welcome to the Board Meeting - April 28, 2020

This meeting is being held via Zoom and all attendees are muted by default.
To join via computer, click the link on the meeting date and time:

https://us02web.zoom.us/j/89305012752

If you do not have speakers or a microphone on your computer, you can dial in for audio.
Call (669) 900-9128 or (646) 558-8656 and enter ID

893 0501 2752

If you would like to speak during the public comment portion of the meeting, you have the following options:
Online - raise your hand or use the Q&A panel to submit written comments.

Phone - press #9 to raise your hand, #6 to send a request to be unmuted to submit verbal comments.

Public engagement is important to us, and meeting remotely is a new process. We appreciate everyone's understanding as we figure this out together.

The length of public comments may be limited to 2 minutes based on the discretion of the chair.

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

March 24, 2020
Fieldbrook Fire Hall, 7:30 PM
MINUTES

1. **Roll Call**
2. *President Roy Sheppard called the meeting to order at 7:30 PM. Board members present were Vice-President Starr Kilian (teleconference), Director Richard Grissom (teleconference), Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard and Sewer Technician Grant Weaver were absent. District Engineer Rebecca Crow(teleconference), District Engineer Hannah Gidanian (teleconference), General Manager Richard Hanger, and community member John Edwards (teleconference) were present.*

3. **Agenda Modifications** *None.*
3. **Public Comments**

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

Mr. John Edwards (teleconference) addressed the board concerning his account. No action was taken.

4. **Reports**

4.1 Wastewater Report
4.1.1 – Monthly report – *no report.*
4.2 Safety Report – *received and filed.*
4.3 Fire Chief Report
4.3.1 – Call/incident report.
Fire Chief Jack Sheppard was absent; however, he emailed a report. In February there were three medical calls, two mutual aid calls, and one false alarm. The Chili Feed was a great success. A special thanks to Danny Oram. Protocols are developed for responding to a possible COVID-19 call. The department has adequate PPE. Monday night drills have been suspended until further notice.
4.4 District Engineer Report –
4.4.1 – Muni meeting report –
District Engineer Rebecca Crow (teleconference) and General Manager Richard Hanger attended the monthly Muni meeting. Topics included COVID-19 impacts to service and a discussion of suspending late fee and/or service shut offs, perchlorate regulations, HBMWD-CCR, Water Task Force Advisor Committee, and Water Resource Planning Advisory Committee.
4.4.2 – Anker Tank – grant award(s) update
FEMA approval – item 5.2.1
4.5 General Manager Report
4.5.1 – Brown Act compliance during a pandemic.
General Manager briefly reviewed guidance of Brown Act compliance during a pandemic including allowing boards to meet using teleconferencing.
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, February 25, 2020.
5.2 Correspondence/Information Items
5.2.1 FEMA approval of Anker Tank replacement – Phase 1.

5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.
- 5.3.1 Interfund Transfers $34,671.25
- 5.3.2 Checks (#6047-6069) $48,364.71
- 5.3.3 Payroll $3,250.92
- 5.3.4 General Journal Entries 449&450

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

6. Action/Discussion Items

6.1 Procurement policy for Federally funded projects. Action.
General Manager Richard Hanger reviewed the procurement policy for Federally funded projects.

Director Jason Garlick moved to approve the procurement policy for federally funded projects as presented. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.2 Selection of Consultant for Anker Tank replacement. Action.
General Manager Richard Hanger thanked committee members John Friedenbach, Mark Andre, Sherri Woo, and Steve Wilson. The committee unanimously recommended GHD be selected as Consultant/Management for the Anker Tank replacement project.

Director Janet Miller moved to approve the selection of GHD as Consultant/Management for the Anker Tank replacement project. Director Richard Grissom seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

7. Future Agenda Items

7.1 – City of Arcata Wastewater agreement. April.
7.2 – Quarterly financial reports and budget adjustments. April.
7.3 – Fire/Wastewater set loan interest rates for F/Y 2021. April.
7.4 – Brown Act training at MCSD. May 28th.
7.5 - Royal Gold discharge permit. April
7.6 - Temporary waiver of Royal Gold connection/capacity fees. April

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting April 28, 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

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

March 25, 2020

Ms. Rebecca Crow
GHD Inc.
718 3rd Street
Eureka, CA 95501

Subject: Water Tank Seismic Retrofit Project, DR-4353-0081

Dear Rebecca,

On March 24, 2020, our board of directors met in regular session to consider the selection of a qualified consultant for preliminary engineering design and grant management for the project referenced above. The board of directors considered the recommendation forwarded by the Selection Committee and unanimously approved the selection of GHD Inc.

Attached is a signed scope of work for:

- Hazard Mitigation Grant NEPA Support and CEQA
- Permitting
- Survey and Preliminary Design
- Preliminary Engineering Design
- Project Management/Hazard Mitigation Grant Assistance

On behalf of the Board and myself, congratulations. We look forward to working with you.

Sincerely,

Richard Hanger

Richard Hanger
General Manager
Encl: Scope of work
cc: Board of Directors

Fieldbrook Glendale Community Services District
FGCSD Water Tank Seismic Retrofit Project
DR-4353-0081
Scope of Work

INTRODUCTION

This scope of services relates to a master services agreement dated August 27, 2013 and renewed on September 28, 2016 between the Fieldbrook Glendale Community Services District (FGCSD or District) and GHD Inc. (GHD). All provisions of the prime agreement apply to this scope of services unless noted otherwise herein.

PROJECT DESCRIPTION

FGCSD currently supplies domestic water to the communities of Fieldbrook and Glendale. The District successfully applied for Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant Program (HMGP) funding for the replacement of the aging 400,000 gallon redwood water tank, as well as Department of Water Resources Integrated Regional Water Management Program Proposition 1 Funding. The first phase of funding through FEMA's HMGP Program has been awarded to the District and the Scope below is to complete that work, which includes grant CEQA and NEPA environmental evaluation support, permitting, survey, preliminary engineering design, and grant management.

SCOPE OF WORK

Task 1 - Hazard Mitigation Grant NEPA Support and CEQA

Under this task, the Project Team will work with FEMA to supply supporting environmental documents for the NEPA process. This task also includes one site visit to show the project to the FEMA NEPA team. Supplemental work is anticipated to include a non-protocol level biological survey, cultural resources survey, and provision of maps for use by FEMA contractors in the NEPA process. The biological resources assessment will cover the project work areas and staging area, encompassing less than a half an acre. A non-protocol level biological survey will be conducted prior to construction to delineate any wetlands, and to identify potential adverse impacts to wildlife to further identify whether consultation with USFWS is necessary. It is assumed that there are no wetlands onsite and that a Clean Water Act Section 404 permit and Section 401 certification will not be required. It is assumed that the project will not result in any adverse impacts to ESA or CESA listed species and that no formal Section 7 consultation with USFWS or CDFW will be required.

Based on the components of the project, the CEQA environmental document is anticipated to be a Categorical Exemption, due to the project meeting CEQA Guidelines Article 18 Sections 15303 – New Construction or Conversion of Small Structures, and 15304 – Minor Alterations in Land Use Limitations. GHD will prepare the Notice of Exemption (NOE), develop a short Project Description based on the environmental evaluations conducted, include appropriate exemption citations, and submit the form to the Humboldt County Planning Department

- *Task 2 Milestone: Certified NEPA Document, CEQA Notice of Exemption*

Task 2 - Permitting

The only permit anticipated for the project is a grading permit to be issued by Humboldt county. This task includes the effort to prepare the grading permit as well as the associated permit fees. In addition, this task includes the CEQA NOE filing fee with the Task 3 permit fees.

- *Task 2 Milestone: Grading Permit*

Task 3 - Survey and Preliminary Design

Sub-Task 3.1 - *Topographic Survey*

Topographic survey information at the tank site will be collected. A preliminary topographic survey giving elevation contours and locations of structures will be required to allow for preliminary design of the project. It is anticipated that the survey coverage will be adjacent to the existing redwood tank and at anticipated equipment and material staging areas. Ground features including grade breaks and ground shots sufficient to create a digital terrain model will be determined.Topographic survey will include structures, paved areas, underground utilities, fences, trees 12" and larger, and other miscellaneous topographic items will also be shown on the survey. The survey will be used to create a base map suitable for development of the final preliminary design, 65% design, and preparation of final design plans.

Sub-Task 3.2 - *Preliminary Engineering Design*

Under this task, the project preliminary design will be developed to the level needed for NEPA analysis and permit development. This includes the initial site assessment of each project site to create the 60% plans and specifications for the project. All work will be completed by a private consulting engineering firm selected by a competitive qualifications based process in accordance with Federal procurement requirements. The preliminary design documents will include final location of the tank.

- *Task 3 Milestones: Preliminary Design Documents, Geotechnical Report*

Task 4 - Project Management/ Hazard Mitigation Grant Assistance

Under this task, GHD will provide assistance to the District in the management of the Hazard Mitigation Grant. This includes quarterly progress reporting and development of reimbursement requests. This also includes coordination with Cal OES and FEMA.

- *Task 4: Milestones: Quarterly Progress Reports and Reimbursement Requests and Grant Closeout Documentation*

General Assumptions/Exclusions

This proposal assumes that the appropriate CEQA document will be categorical exemption. The District will pay all permit fees and filing fees.

SCHEDULE

GHD is available to begin work on this scope of work upon receipt of a signed Professional Services Authorization from the District. GHD anticipates we can complete this work within three months of the receipt of a signed contract and meet the Grant deadline of June 30, 2020.

COMPENSATION

Our fee for the work described in this scope of services is detailed in the Table below:

Task	Fee
Task 1 - Hazard Mitigation Grant NEPA Support and CEQA	$15,120
Task 2 - Permitting	$2,160
Task 3 - Survey and Preliminary Design	$36,500
Task 4 - Project Management/ Hazard Mitigation Grant Assistance	$10,800
Total	**$64,580**

GHD can complete the above tasks on a time and materials basis according to our labor rate schedule in place at the time the work is performed, for a fee not to exceed $64,580. Budget may be shifted between tasks as necessary to complete the project within the not to exceed budget.

Fieldbrook Glendale Community Services District

Richard Hanger

Signature

Date 3.25.2020

Richard Hanger, General Manager

GHD

Signature

Steve McHaney, Managing Principal

HUMBOLDT BAY MUNICIPAL WATER DISTRICT

828 SEVENTH STREET, PO BOX 95 • EUREKA, CALIFORNIA 95502-0095
OFFICE 707-443-5018 ESSEX 707-822-2918
FAX 707-443-5731 707-822-8245
EMAIL OFFICE@HBMWD.COM
Website: www.hbmwd.com

March 30, 2020

To: Karen Diemer and Mark Andre, City of Arcata
Amanda Mager, City of Blue Lake
Dean Lotter, Brian Gerving, and Michael Hansen, City of Eureka
Rick Hanger and Rebecca Crow, Fieldbrook Glendale CSD*
Tim Latham, Humboldt CSD
Greg Orsini, McKinleyville CSD
Christopher Drop, Manila CSD

Re: Humboldt Bay Municipal Water District – 2019 Consumer Confidence Report

Enclosed is a hard copy of the HBMWD's Consumer Confidence Report for the year 2019. We will also email you an electronic copy.

If you have any questions about the report, please feel free to call our office at (707) 443-5018.

*Note for Fieldbrook Glendale CSD: Fieldbrook Glendale CSD Consumer Confidence Report for the year 2019 is also attached.

Sincerely,

John Friedenbach
General Manager

Cc: *via email only*
Rachel Hernandez, City of Arcata
Brenda Franklin, Humboldt CSD
Glenn Bernald, City of Blue Lake
Dale Davidsen, HBMWD

2019 Consumer Confidence Report

Water System Name:	Fieldbrook Community Services District (FGCSD)	Report Date:	3/20/2020

We test the drinking water quality for many constituents as required by state and federal regulations. This report shows the results of our monitoring for the period of January 1 to December 31, 2019 and may include earlier monitoring data.

Este informe contiene información muy importante sobre su agua para beber. Favor de comunicarse Humboldt Bay Municipal Water District a *828 7th St Eureka, CA 95501 o (707) 443-5018* para asistirlo en español.

Type of water source(s) in use:	FGCSD's water is supplied by Humboldt Bay Municipal Water District (HBMWD). HBMWD's source water has been classified by the State Water Resource Control Board (SWRCB) as groundwater. The classification is important as to the regulations that a water system must follow to ensure water quality.
Name & general location of source(s):	HBMWD is a regional water wholesaler that supplies the drinking water delivered by FGCSD. HBMWD draws water from wells below the bed of the Mad River northeast of Arcata. This water-bearing ground below the river is called an aquifer. These wells, called Ranney Wells, draw water from the sands and gravel of the aquifer at depths of 60 to 90 feet, thereby providing a natural filtration process. During the summer, this naturally filtered water is disinfected via chlorination and delivered to FGCSD. During the winter, the water is further treated at a regional Turbidity Reduction Facility which reduces the occasional turbidity (cloudiness) in the HBMWD's source water. While turbidity itself is not a health concern, SWRCB is concerned that at elevated levels, turbidity could potentially interfere with the disinfection process.
Drinking Water Source Assessment information:	A Drinking Water Source Assessment was conducted by the Department of Health Services in August 2002. A copy of this assessment can be obtained at the HBMWD's office at 828 7th Street Eureka, CA. This assessment found that the source water of the Ranney Wells may be vulnerable to activities that contribute to the release of aluminum and barium. Aluminum is associated with some surface water treatment processes and erosion of natural deposits. Barium is associated with the discharges of oil drilling waste or metal refineries and erosion of natural deposits. HBMWD treats its water and performs annual monitoring and testing, in accordance with SWRCB regulations and requirements, to ensure its water is safe to drink. Additional testing is performed throughout the FGCSD distribution system to verify water quality is maintained before being delivered to your tap. The results from the 2019 monitoring and testing program indicate that our water quality is very high, as has consistently been the case in past years. The tables below list the drinking water contaminants detected during 2019. A detected contaminant is any contaminant detected at or above its Detection Limit for Purposes of Reporting (DLR) (limit is established by SWRCB) or for unregulated contaminants, the Minimum Reporting Level (MRL). The tables show the level of detected contaminants. Contaminants that are not detected, or are detected below the DLR or MRL, are not required to be reported. The tables also show the maximum contaminant levels (MCL) and public health goals (PHG). Definitions for terms used in this report are listed on the next page.
Time and place of regularly scheduled board meetings for public participation:	Fourth Tuesday of each month at 7:30pm at the Fieldbrook Fire Hall, 4584 Fieldbrook Road

For more information, contact:	Mario Palmero, Operations Supervisor	Phone:	(707) 822-2918

TERMS USED IN THIS REPORT

Maximum Contaminant Level (MCL): The highest level of a contaminant that is allowed in drinking water. Primary MCLs are set as close to the PHGs (or MCLGs) as is economically and technologically feasible. Secondary MCLs are set to protect the odor, taste, and appearance of drinking water.

Maximum Contaminant Level Goal (MCLG): The level of a contaminant in drinking water below which there is no known or expected risk to health. MCLGs are set by the U.S. Environmental Protection Agency (U.S. EPA).

Public Health Goal (PHG): The level of a contaminant in drinking water below which there is no known or expected risk to health. PHGs are set by the California Environmental Protection Agency.

Maximum Residual Disinfectant Level (MRDL): The highest level of a disinfectant allowed in drinking water. There is convincing evidence that addition of a disinfectant is necessary for control of microbial contaminants.

Maximum Residual Disinfectant Level Goal (MRDLG): The level of a drinking water disinfectant below which there is no known or expected risk to health. MRDLGs do not reflect the benefits of the use of disinfectants to control microbial contaminants.

Primary Drinking Water Standards (PDWS): MCLs and MRDLs for contaminants that affect health along with their monitoring and reporting requirements, and water treatment requirements.

Secondary Drinking Water Standards (SDWS): MCLs for contaminants that affect taste, odor, or appearance of the drinking water. Contaminants with SDWSs do not affect the health at the MCL levels.

Treatment Technique (TT): A required process intended to reduce the level of a contaminant in drinking water.

Regulatory Action Level (AL): The concentration of a contaminant which, if exceeded, triggers treatment or other requirements that a water system must follow.

Variances and Exemptions: Permissions from the State Water Resources Control Board (State Board) to exceed an MCL or not comply with a treatment technique under certain conditions.

Level 1 Assessment: A Level 1 assessment is a study of the water system to identify potential problems and determine (if possible) why total coliform bacteria have been found in our water system.

Level 2 Assessment: A Level 2 assessment is a very detailed study of the water system to identify potential problems and determine (if possible) why an *E. coli* MCL violation has occurred and/or why total coliform bacteria have been found in our water system on multiple occasions.

ND: not detectable at testing limit

NTU: nephelometric turbidity unit (a measure of turbidity)
ppm: parts per million or milligrams per liter (mg/L)
ppb: parts per billion or micrograms per liter (µg/L)
ppt: parts per trillion or nanograms per liter (ng/L)
ppq: parts per quadrillion or picogram per liter (pg/L)
pCi/L: picocuries per liter (a measure of radiation)
µS/cm: microsiemens per centimeter (a measure of electrical conductivity)

The sources of drinking water (both tap water and bottled water) include rivers, lakes, streams, ponds, reservoirs, springs, and wells. As water travels over the surface of the land or through the ground, it dissolves naturally-occurring minerals and, in some cases, radioactive material, and can pick up substances resulting from the presence of animals or from human activity.

Contaminants that may be present in source water include:

- *Microbial contaminants*, such as viruses and bacteria that may come from sewage treatment plants, septic systems, agricultural livestock operations, and wildlife.
- *Inorganic contaminants*, such as salts and metals, that can be naturally-occurring or result from urban stormwater runoff, industrial or domestic wastewater discharges, oil and gas production, mining, or farming.
- *Pesticides and herbicides* that may come from a variety of sources such as agriculture, urban stormwater runoff, and residential uses.
- *Organic chemical contaminants*, including synthetic and volatile organic chemicals that are byproducts of industrial processes and petroleum production, and can also come from gas stations, urban stormwater runoff, agricultural application, and septic systems.
- *Radioactive contaminants,* which can be naturally-occurring or be the result of oil and gas production and mining activities.

In order to ensure that tap water is safe to drink, the U.S. EPA and the State Board prescribe regulations that limit the amount of certain contaminants in water provided by public water systems. The U.S. Food and Drug Administration regulations and California law also establish limits for contaminants in bottled water that provide the same protection for public health.

Tables 1, 2, 3, 4, 5, and 6 list all of the drinking water contaminants that were detected during the most recent sampling for the constituent. The presence of these contaminants in the water does not necessarily indicate that the water poses a health risk. The State Board allows us to monitor for certain contaminants less than once per year because the concentrations of these contaminants do not change frequently. Some of the data, though representative of the water quality, are more than one year old. Any violation of an AL, MCL, MRDL, or TT is asterisked. Additional information regarding the violation is provided later in this report.

TABLE 1 – SAMPLING RESULTS SHOWING THE DETECTION OF COLIFORM BACTERIA					
Microbiological Contaminants	**Highest No. of Detections**	**No. of Months in Violation**	**MCL**	**MCLG**	**Typical Source of Bacteria**
Total Coliform Bacteria (state Total Coliform Rule)	(In a month) 0	0	1 positive monthly sample	0	Naturally present in the environment
Fecal Coliform or *E. coli* (state Total Coliform Rule)	(In the year) 0	0	A routine sample and a repeat sample are total coliform positive, and one of these is also fecal coliform or *E. coli* positive	0	Human and animal fecal waste
E. coli (federal Revised Total Coliform Rule)	(In the year) 0	0	(a)	0	Human and animal fecal waste

(a) Routine and repeat samples are total coliform-positive and either is *E. coli*-positive or system fails to take repeat samples following *E. coli*-positive routine sample or system fails to analyze total coliform-positive repeat sample for *E. coli*.

TABLE 2 – SAMPLING RESULTS SHOWING THE DETECTION OF LEAD AND COPPER								
Lead and Copper	**Sample Date**	**No. of Samples Collected**	**90th Percentile Level Detected**	**No. Sites Exceeding AL**	**AL**	**PHG**	**No. of Schools Requesting Lead Sampling**	**Typical Source of Contaminant**
Lead (ppb)	2017	5	0	0	15	0.2	1	Internal corrosion of household water plumbing systems; discharges from industrial manufacturers; erosion of natural deposits
Copper (ppm)	2017	5	1.1	0	1.3	0.3	Not applicable	Internal corrosion of household plumbing systems; erosion of natural deposits; leaching from wood preservatives

TABLE 3 – SAMPLING RESULTS FOR SODIUM AND HARDNESS						
Chemical or Constituent (and reporting units)	**Sample Date**	**Level Detected**	**Range of Detections**	**MCL**	**PHG (MCLG)**	**Typical Source of Contaminant**
Sodium (ppm)	2016	3.7	N/A	None	None	Salt present in the water and is generally naturally occurring
Hardness (ppm)	2016	87	N/A	None	None	Sum of polyvalent cations present in the water, generally magnesium and calcium, and are usually naturally occurring

TABLE 4 – DETECTION OF CONTAMINANTS WITH A PRIMARY DRINKING WATER STANDARD						
Chemical or Constituent (and reporting units)	**Sample Date**	**Level Detected**	**Range of Detections**	**MCL [MRDL]**	**PHG (MCLG) [MRDLG]**	**Typical Source of Contaminant**
TTHM (µg/L) (Total Trihalomethanes)	2019	6.1	N/A	80	N/A	Byproduct of drinking water disinfection
HAA5 (µg/L) (Haloacetic Acids)	2019	11.2	7.9-11.2	60	N/A	Byproduct of drinking water disinfection
Chlorine (mg/L)	2019	Average=0.62	0.4-1.21	[MRDL = 4.0 (as Cl_2)]	[MRDLG = 4.0 (as Cl_2)]	Drinking water disinfectant added for treatment
Turbidity (NTU)	2019	1.2	0.02-1.2	TT = 5.0 NTU	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system
		96.4%	N/A	TT = 90% of samples ≤1.0 NTU	N/A	

TABLE 5 – DETECTION OF CONTAMINANTS WITH A SECONDARY DRINKING WATER STANDARD

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	SMCL	PHG (MCLG)	Typical Source of Contaminant
Chloride (mg/L)	2016	3.9	N/A	500	N/A	Runoff/leaching from natural deposits; seawater influence
Color (units)	2016	5.0	N/A	15	N/A	Naturally-occurring organic materials
Specific Conductance (µS/cm)	2018	130	N/A	1,600	N/A	Substances that form ions when in water
Sulfate (mg/L)	2016	10.0	N/A	500	N/A	Runoff/leaching from natural deposits; industrial wastes
Total Dissolved Solids (mg/L)	2016	90	N/A	1,000	N/A	Runoff/leaching from natural deposits
Turbidity (NTU)	2019	1.2	0.02-1.2	5	N/A	Soil runoff. High Turbidity can hinder the effectiveness of disinfectants. During the winter season, it is a good indicator of the effectiveness of the filtration system

TABLE 6 – DETECTION OF UNREGULATED CONTAMINANTS

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
Total Alkalinity (mg/L)	2016	65	N/A	N/A	There are no health concerns related to alkalinity

Unregulated Contaminant Monitoring Rule (UCMR) – 2019 Testing Results

As part of the federal drinking water program, USEPA issues a list of currently unregulated contaminants to be tested by Public Water Systems throughout the nation. This process occurs every five years pursuant to the Unregulated Contaminant Monitoring Rule (UCMR). The purpose of the UCMR program is to determine the prevalence of unregulated contaminants in drinking water. Results of this testing help USEPA determine whether or not to regulate new contaminants for protection of public health.

There have been four cycles of monitoring: UCMR 1 (2001-2003), UCMR 2 (2008-2010), UCMR 3 (2013-2015), and UCMR 4 (2018-2020). UCMR 1 through UCMR 3 tested for a total of 65 constituents The UCMR 4 consists of testing for 10 cyanotoxins, 20 additional contaminants, and 2 indicators. Below are the constituents within the previous five years that were detected above the minimum reporting level in the most recent tests. Information on the potential health effects are also included.

Chemical or Constituent (and reporting units)	Sample Date	Level Detected	Range of Detections	Notification Level	Health Effects Language
HAA5 (µg/L) [Sum of 5 Haloacetic Acids]	2019	11.7	8.4-11.7	60 µg/L	Some people who drink water containing haloacetic acids in excess of the MCL over many years may have an increased risk of getting cancer.
HAA6 (µg/L) [Sum of 6 Haloacetic Acids]	2019	1.95	0-1.95	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
HAA9 (µg/L) [Sum of 9 Haloacetic Acids]	2019	13.65	8.4-13.65	N/A	Some people who drink water containing haloacetic acids in excess over many years may have an increased risk of getting cancer.
Total Organic Carbon (µg/L)	2019	1100	1100-100	N/A	Indicator of the potential to form haloacetic acids during water treatment. Total Organic Carbon has no known health effect.

Additional General Information on Drinking Water

Drinking water, including bottled water, may reasonably be expected to contain at least small amounts of some contaminants. The presence of contaminants does not necessarily indicate that the water poses a health risk. More information about contaminants and potential health effects can be obtained by calling the U.S. EPA's Safe Drinking Water Hotline (1-800-426-4791).

Some people may be more vulnerable to contaminants in drinking water than the general population. Immuno-compromised persons such as persons with cancer undergoing chemotherapy, persons who have undergone organ transplants, people with HIV/AIDS or other immune system disorders, some elderly, and infants can be particularly at risk from infections. These people should seek advice about drinking water from their health care providers. U.S. EPA/Centers for Disease Control (CDC) guidelines on appropriate means to lessen the risk of infection by *Cryptosporidium* and other microbial contaminants are available from the Safe Drinking Water Hotline (1-800-426-4791).

If present, elevated levels of lead can cause serious health problems, especially for pregnant women and young children. Lead in drinking water is primarily from materials and components associated with service lines and home plumbing. Humboldt Bay Municipal Water District is responsible for providing high quality drinking water, but cannot control the variety of materials used in plumbing components. When your water has been sitting for several hours, you can minimize the potential for lead exposure by flushing your tap for 30 seconds to 2 minutes before using water for drinking or cooking. [If you do so, you may wish to collect the flushed water and reuse it for another beneficial purpose, such as watering plants.] If you are concerned about lead in your water, you may wish to have your water tested. Information on lead in drinking water, testing methods, and steps you can take to minimize exposure is available from the Safe Drinking Water Hotline (1-800-426-4791) or at http://www.epa.gov/lead.

Summary Information for Operating Under a Variance or Exemption

HBMWD's source water has been classified by the State Water Resource Control Board (SWRCB) as groundwater, not under the direct influence of surface water. The classification is important as to the regulations that a water system must follow to ensure water quality. In 2009, HBMWD requested the water system be exempt from triggered source groundwater monitoring under the Groundwater Rule because the system consistently achieves 4-log virus inactivation prior to their first service connection. The California Department of Public Health concurred and approved the requested exemption.

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

March 18, 2020

Mr. Richard Hanger
General Manager
Fieldbrook Glendale Community Services District
Post Office Box 2715
McKinleyville, California 95519

Dear Mr. Hanger,

We sincerely appreciate your continued support of SDRMA and patience in waiting for the 2020-21 rates while we are working on obtaining renewal costs from the program excess/reinsurer carriers.

At the SDRMA Board of Directors meeting of February 5 – 6, 2020, the Board approved a FY 2020-21 longevity distribution of **$563,961**. This action marks the eleventh consecutive year of longevity distributions. Every member that has completed its initial commitment of three full program years in the Workers' Compensation Program is eligible to receive a longevity distribution credit when they renew coverage. The longevity distribution may be declared by the Board each year only after all Board policy reserve requirements have been met. The distribution is weighted based on the member's length of time in that program and the amount of the member's annual contributions compared to the total contributions of all pool members.

To assist your agency in its budgeting process, SDRMA has estimated 2020-21 annual contribution amounts using your agency's applicable Individual Class Code Rates, Experience Modification Factor (EMOD), 2020-21 Estimated Payroll Wages submitted on Renewal Questionnaire, and Longevity Distribution and Multi-Program discounts (if applicable). Your agency's actual contribution amount for 2020-21 will vary from 2019-20 due to variances in your reported payroll, EMOD (worksheet and applicable loss run years detail attached), and Credit Incentive Program (CIP) points earned.

	2019-20	2020-21
Estimated Payroll Wages	$33,802	$34,880
EMOD	90%	90%
Annual Gross Contribution (before discounts)	$ 7,280	$ 6,497
Longevity Distribution	-$ 99	-$ 170
5% Multi-Program Discount	-$ 341	-$ 316

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Other Important Items to Note:

- Members receive an automatic Multi-Program Discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- Members considering withdrawal from coverage with SDRMA for the 2020-21 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period. Members not renewing coverage for 2020-21 will be ineligible to receive the longevity distribution credit recently approved by the Board.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Jennifer Chilton at jchilton@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority

Laura S. Gill
Chief Executive Officer

Special District Risk Management Authority

Workers' Compensation Program

Program Year 2020-21

Experience Modification (EMOD) Calculation Form

Fieldbrook Glendale Community Services District

Post Office Box 2715
McKinleyville, California 95519

Summary
PY 2020-21 EMOD - 90%
PY 2019-20 EMOD - 90%

Detail Calculations for Program Year 2020-21

Expected Losses

Class Codes	2016-17 Payroll	2017-18 Payroll	2018-19 Payroll	Total Payroll	Expected Loss Rate	Total Expected Losses	Expected Primary Losses	Expected Excess Losses
7580	$13,029	$11,088	$12,170	$36,287	0.0123	$446.33	$49.55	$396.78
7706	$1,650	$0	$720	$2,370	0.0200	$47.40	$5.12	$42.28
7707	$20	$16	$17	$53	0.9306	$4,932.18	$478.43	$4,453.75
8742-P	$5	$5	$5	$15	0.0016	$2.40	$0.33	$2.07
8810	$1,290	$0	$0	$1,290	0.0011	$1.42	$0.22	$1.20
9410	$22,343	$22,708	$22,990	$68,041	0.0059	$401.44	$59.81	$341.63
	$38,337	**$33,817**	**$35,902**	**$108,056**		**$5,831.17**	**$593.46**	**$5,237.71**

Actual Losses valued as of 12/31/2019

Year	Claims Count	Actual Incurred Losses	Actual Losses*	Actual Primary Losses	Actual Excess Losses
2016-17	0	$0.00	$0.00	$0.00	$0.00
2017-18	0	$0.00	$0.00	$0.00	$0.00
2018-19	0	$0.00	$0.00	$0.00	$0.00
		Totals	**$0.00**	**$0.00**	**$0.00**

* Actual Losses are capped at $175,000 per claim for purposes of EMOD calculations.

EMOD Calculation - Based on Workers' Compensation Insurance Rating Bureau's (WCIRB) rating model.

	Total Adjusted Losses					
	Expected Excess Losses		Actual Primary Losses	/	Total Expected Losses	= 2020-21 EMOD
(	$5,237.71	+	$0.00	)	$5,831.17	**90%**

Fieldbrook Glendale Community Services District

Post Office Box 2715
McKinleyville, California 95519

Class Code Description	Base Rate for 2019-20	Base Rate for 2020-21	% Change	$ Change
7580 - Sanitary or Sanitation Agency Operations	6.70	6.70	0%	0.00
* 7707 - Volunteer Firefighters - per capita charge	309.61	309.61	0%	0.00
* 8742-P - Non-Paid Governing Body Members - per capita charge	20.46	20.46	0%	0.00
9410 - Non-Manual Labor; including Agency Managers and Recreation Personnel	1.90	1.90	0%	0.00

* Per Capita Rate

Note: Base rate is before experience modification factor (EMOD) and CIP discount adjustments are applied.

State Water Resources Control Board
Division of Drinking Water

March 27, 2020

Fieldbrook-Glendale CSD (FGCSD)
P.O. Box 2715
McKinleyville, CA 95502

Attention: Rick Hanger, FGCSD General Manager

Subject: Inspection of FGCSD Public Water System #1210020, Humboldt County

On August 26-27, 2019 and December 17, 2019, Water Resource Control Engineer, Scott Gilbreath conducted an inspection of the FGCSD public water system with HBMWD operations staff. Please find the enclosed *Inspection Report, Water System Record, and Distribution Monitoring Schedule* for your review and use.

During the inspection and subsequent file review, the following system deficiencies, issues, or concerns were noted:

1. Managerial Consolidation – Given that the water supply, daily operations, maintenance, technical and managerial requirements for this water system are provided or performed by Humboldt Bay Municipal Water District (HBMWD), this water system should consider a formal managerial consolidation, if feasible. Moreover, consolidating with HBMWD may increase the economic feasibility of future water system improvements such as a new storage tank, pump station, or emergency equipment by sharing costs across a larger customer base.

2. Fieldbrook Reservoir Redwood Tank – A new, large hole located at the bottom exterior of the tank has developed likely due to ongoing wood rot and general decay. The structural integrity of the tank continues to deteriorate over time and an evaluation of the replacement plan timeline for this tank is needed.

3. Cross-connection Control Program – Please test all backflow assemblies annually and repair or replace defective assemblies per CCR, Title 17, Section 7605. As reported, 9 out of the 79 devices were not tested in 2018, no devices were tested in 2017, and 40 out of 77 devices were not tested in 2016.

4. Lyman Road Pump Station – It is highly recommended that a permanent, standby emergency power generation system be installed at this pump station.

5. Valve Exercising & Maintenance Program – As part of good waterworks practices, we recommend a consistent valve exercise and valve repair program and periodic flushing of dead-ends in the system. An unexercised valve or a valve needing repair may be stuck in an open position and can

result in an operator not being able to isolate areas of the distribution system during an emergency. The exercise program should be incorporated into a valve record book, and the number of turns achieved from a "full-on" to a "full-off" position recorded each time the valve is exercised. The valve book should also show "swing tie" locations of each valve so they can be easily located in the event of an emergency.

6. Reminders

   a. Provide a timeline to replace known lead user service lines and user service lines of unknown material by July 1 , 2020, if applicable.

   b. Perform lead and copper sampling at 10 sites approved locations this Summer. Please collect samples in June, July, August, or September only.

   c. Perform annual disinfection byproduct monitoring for total trihalomethanes (TTHM) and haloacetic acids (HAA5) annually during the quarter with the highest measured concentrations.

If you have any questions or concerns regarding this letter or the enclosures, please contact Scott Gilbreath at (530) 224-4876 or me at (530) 224-4875.

Barry S. Sutter, P.E., Klamath District Engineer
Division of Drinking Water
STATE WATER RESOURCES CONTROL BOARD

SMG

Enclosures

Cc: John Friedenback, HBMWD General Manager, P.O. Box 95, Eureka CA 95502
Dale Davidsen, HBMWD Superintendent, P.O. Box 95, Eureka CA 95502

State Water Resources Control Board – Division of Drinking Water
Klamath District 01, Redding Field Operations Branch
Public Water System Inspection Report

Purveyor: Fieldbrook Glendale Community Service District (FGCSD) **System Number:** 1210020
Persons Contacted: Dale Davidsen (Superintendent), Mario Palmero (Operations Supervisor), Ryan Chairez (Maintenance Supervisor)
Date of Inspection: 8/26-27/19 & 12/17/19 Reviewing Engineer: Scott Gilbreath
Date of Previous Inspection: 8/10/16 by C.Bunas/S.Gilbreath District Engineer: Barry Sutter

A. INTRODUCTION.

1. **Permit Status.** Full, August 20, 1975. **Amendments.** None.
2. **Are the permit provisions complied with?** No provisions.
   Is the permit up to date? No. Does not include facilities for Morris Subdivision (Mather Creek).
3. **Changes in System.** No significant changes since last inspection.
4. **Planned changes.** (2019) Eventual planned replacement of existing 0.4 MG Fieldbrook Reservoir redwood tank; May use existing aluminum dome tank roof proposed to be retrofitted for use on new tank; Proposed new steel tank will have cathodic protection; HBMWD is evaluating additional backup power generation needs for all operations they manage to address prolonged power outages.
5. **Consumer & Production Data (Source: EARs or Monthly Reports)**

Year	Yearly Total (MG)	Maximum Month (MG)	Maximum Day (MG)	Connections	Population	Maximum Day Daily Flow per person (gpd/person)
2018	50.481	7.470 (July)	0.321 (7/18/18)	551	1,848	174
2017	42.12	14.597 (August)	0.716 (8/26/17)	560	2,300	311
2016	57.75	7.95 (August)	0.376 (8/3/16)	584	1,927	195
2015	56.82	6.86 (June)	0.347 (7/29/15)	672	2,069	167.7
2014	56.61	7.24 (June)	1.536 (8/30/14)	524	1,155	1,329.8
2013	60.659	7.56 (July)	0.921 (8/27/13)	527	1,670	551.5
2012	77.321	13.507 (July)	0.927 (7/12/12)	529	1,670	555.1
2011	57.1	7.12 (July)	0.31 (7/11/11)	530	1,670	185.6
2010	54.3	7.9 (July)	0.34	522	1,670	203.6

6. **Facility Data Sheets.** Aqueduct and Transmission Mains (5/75); Chlorination (5/75); Reservoir (5/75); Distribution (5/75).
7. **List Required Data Sheets not in File.** Morris subdivision (Mather Creek): Reservoir, booster station, chlorination booster station.
8. **Does the utility have up-to-date distribution system maps?** Yes.
9. **Is up-to-date copy of system schematic on file?** Yes. Includes Morris subdivision (3/2000).
10. **Discussion.** FGCSD water system is managed, monitored, and operated day-to-day by employees of Humboldt Bay Municipal Water District (HBMWD); All water supplied is purchased from HBMWD; If feasible, FGCSD should consider managerial consolidation with HBMWD.

B. **SOURCE DATA.**

Sources (Groundwater)	Status	Capacity (MGD)	Comments
HBMWD (GW)	Active	21	All water purchased from wholesale supplier, HBMWD; Total supply capacity to all contiguous areas of 21 MGD drawn from Ranney Collectors; Currently, adequate supply.
Other supply sources, emergency connections or interties with other systems, etc.? None.			

1. **Discussion (i.e., does source capacity comply with Waterworks Standards?).** Yes, there have been no reported water outages or water shortages; HBMWD provides abundant capacity.

C. **TREATMENT (Purchased groundwater source only).** FGCSD purchases treated water from HBMWD. FGCSD has emergency chlorination capability at both the Lyman Pump Station and Morris Subdivision (Mather Creek) Pump Station; HBMWD provides a reliable residual chlorine to FGCSD which is measured at least weekly.

1. **Disinfection Facilities.** Is continuous disinfection provided? Yes, at HBMWD water treatment facility.
   a. **Lyman Pump Station**. FGCSD has an emergency standby hypochlorination system which can be used to boost chlorine residual received from HBMWD to FGCSD pressure zone; System is a Precision 5.4 gal/hour metering pump and 30 gallon crock capacity; Typically not in use due to adequate chlorine residual maintained throughout FGCSD distribution system; Chlorination facilities are typically checked once every six months to make sure they will operate properly if needed; Maintenance is typically performed annually.
   b. **Morris Subdivision (Mather Creek) Pump Station.** FGCSD has an emergency standby hypochlorination system which may be used whenever a chlorine residual cannot be maintained in the Morris Subdivision; Typically not in use due to adequate chlorine residual maintained throughout FGCSD distribution; Chlorination facilities are typically checked once every six months to make sure they will operate properly if needed. Maintenance is typically performed annually.
   c. **Discussion.** Facilities appear satisfactory; HBMWD typically maintains >= 0.2 mg/L free chlorine residual throughout distribution system; Chlorine residuals checked once per week at FGCSD but continuously monitored at HBMWD; Chlorine disinfectant used is NSF/ANSI Standard 60 certified; Fire hydrants are used to flush the distribution system periodically which helps to maintain residual levels throughout system.
2. **CT for Giardia Inactivation.** HBMWD provides required 1-log Giardia inactivation under all finished water turbidity conditions; At the HBMWD water treatment facility, treated water is chlorinated before entering a 2-MG CT tank and then through the 1-MG finished water drinking water (DW) tank before entering distribution; The disinfection system includes multiple backup and redundant systems to ensure CT requirements are met; HBMWD determines log inactivation with a computer program that takes into account the water levels in the two storage tanks, the maximum daily peak production rate, chlorine residual downstream of tanks, pH, and minimum daily water temperature; Giardia log inactivation is consistently above 1-Log, and generally between 2- to 4-Log.
3. **Other Treatment Facilities/Requirements.** None.
4. **Records Maintained of Treatment.** All treatment records are maintained by HBMWD.
5. **Equipment Calibration.** HBMWD staff manages, monitors, and provides maintenance for FGCSD pump stations and distribution system; Calibrations and other service is provided by HBMWD staff as necessary.
6. **Discussion.** Good operation, maintenance, and records are maintained by HBMWD. Emergency backup power is not provided at FGCSD pump stations which could provide power supply redundancy for the standby emergency hypochlorination system; Planning to add additional backup power; HBMWD real-time scada system monitors FGCSD water system (i.e., tank and pumps).

D. STORAGE DATA.

Name	Type	Capacity	Zone	Comments
Fieldbrook Reservoir	Redwood tank	0.4 MG	Zone 1	**(2019)** Exterior and bottom of tank continues to deteriorate; Large hole observed on bottom of one side of tank due to increased wood rot; roof, screened vents good; Overflow properly screened; No leaks due to hypalon liner and stored finished water kept in good sanitary condition; However structural integrity of tank is diminishing over time and planning for replace before failure will be necessary at some point in the future. Hypalon liner installed in 2005, new aluminum dome roof installed in 2009/10. (2016) Redwood tank structure is slowly failing over time due to structural deterioration and dry rot. Hypalon liner was installed to reduce leakage but also prevented necessary ongoing saturation of redwood staves to maintain tank integrity. FGCSD planning to replace existing tank onsite. Vents screened.
Morris Subdivision (Mather Creek)	Concrete tank	0.015 MG	Zone 2	**(2019)** No observed sanitary defects; screen vent good; Overflow and discharge line properly screened; Internal liner appeared in good condition. Put online in March 1997 and has cathodic protection. Roof recoated 2013. (2016) Water clear, tank and vents appear in good condition. Previous grout repairs on structure base and recent repairs to seal roof cracks completed. Welded HDPE liner installed inside tank.

1. **Does storage capacity comply with Waterworks Standards?** Yes.
2. **Are DDW coating procedures adhered to?** Not applicable; concrete and redwood tanks.
3. **Discussion.** **(2019)** Tank cleaned since last inspection and no observable sediment buildup at bottom of tank during inspection; Appeared well-maintained and in good working condition.

E. TREATED WATER TRANSMISSION FACILITIES.

The transmission line from HBMWD to Fieldbrook-Glendale area consists of approximately 1.5 mile of 14-inch to 16-inch pipe which is primarily asbestos cement class 150 and some ductile iron; Lines reportedly in good condition; No reported major transmission main failures; **(2019)** Completed new 14-in. dia. HDPE transmission pipeline installed underneath the Mad River using directional drilling to serve the City of Blue Lake and Fieldbrook-Glendale CSD (old water main supported under train bridge to be abandoned).

F. DISTRIBUTION SYSTEM.

1. **Pressure Zones.**

Pressure Zone Name	Pressure Range	Water Sources	Storage Capacity	*No. of Conn.
HBMWD main zone (Glendale area)	55 to 80 psi	Turnout from HBMWD	3 MG (HBMWD)	2/2009: 235 w/ inactives
Fieldbrook Zone 1 (after Lyman Pump Station)	> 35 psi	Fieldbrook (Lyman) booster pump station	0.4 MG	2/2009: 315 w/ inactives
Fieldbrook Zone 2 (Morris Subdivision)	~30-95 psi	Fieldbrook Reservoir redwood storage tank	0.015 MG	2/2009: 8 (Max 10)

Pressure Zone Name	Pressure Range	Water Sources	Storage Capacity	*No. of Conn.
Fieldbrook Zone 3 (Morris Subdivision)	>65 psi	Morris Subdivison storage tank	~300 gallons-pressure tanks.	2/2009: 3 (Max 13)
*For reference only, current number of connections may vary.				

2. **Discussion.** The Morris Subdivision (Mather Creek, Zones 2 & 3) currently has 11 connections. Morris Subdivision has a potential maximum of 13 lots (can have additional 4 connections in Zone 2).
3. **Booster or Reducing Stations.**

Station	Capacity	Status	From	To	Comments
Fieldbrook booster station (Lyman Pump Station)	2-10 HP centrifugal pumps	Active	HBMWD main zone (60 psi)	Fieldbrook Zone 1 (>100 psi)	**(2019)** No deficiencies, appeared in good working condition. (2000) Upgraded, now have plenty of capacity to meet demands. Controlled by water level in Fieldbrook Reservoir redwood storage tank.
Morris Subdivision Pump Station #1	2-3 HP centrifugal pumps	Active	Zone 1	Zone 2	**(2019)** No deficiencies, appeared in good working condition. (2000) Installed telemetry from HBMWD Essex plant.
Morris Subdivision Pump Station #2	2-5 HP centrifugal pumps	Active	Zone 2	Zone 3	**(2019)** No deficiencies, appeared in good working condition. (2000) Installed telemetry from HBMWD Essex plant.

4. **Mains.**

Material	Amount	Size	Condition	Comments
HDPE	~1,125 ft.	14 inch	new	(2019) New line under Mad River serving FGCSD and Blue Lake.
Ductile iron	1000 ft.	Varies	good	
Asbestos cement	55,000 ft.	4 to 12 inch	good	
PVC	600 ft.	4-inch	good	
PVC (Morris subdivision)	11,000 ft	6 and 8 inch	good	C900, class 150

5. **Leak history.** No water main or service connection leaks reported in 2018; 7 water meter leaks reported and fixed, 2 pressure drops reported due to fire hydrant leaks that were repaired in 2017; 11 water meter leaks repaired in 2016.
6. **Are distribution facilities constructed per Waterworks Standards?** Reportedly, yes.
7. **Water main and sewer line separation practices.** Individual septic systems are in use throughout the Fieldbrook-Glendale CSD area; Since 1992, the Glendale portion of FGCSD is served by a sewer collection system that ties into the City of Arcata's collection system for treatment at Arcata's wastewater treatment facility; Reportedly, sufficient separation from existing septic tanks, leach fields, and sewer mains exists; No reported contamination issues to date.
8. **Extent of lead pipes, joints, lead solder, etc., in distribution system and present policy.** Reportedly, no lead fixtures or water mains in distribution; User service line inventory completed on 1/23/18 and reported 14 out of 537 service lines of unknown material left to investigate by July 1, 2020; Reportedly, all other user service lines and connected fittings are free of lead material.
9. **Discussion.** Distribution system and service connections reportedly in good condition.

G. WATER QUALITY & MONITORING.

1. **Bacteriological Monitoring.** HBMWD certified operators collect 6 routine samples per month from 6 designated sites in the FGCSD distribution system; Samples are delivered to North Coast Laboratory for analysis; FGCSD does not perform raw water monitoring; HBMWD takes raw water samples once per month and provides analytical results in their monthly reports.
2. **Sampling plan approved and current?** Yes, BSSP dated 2/10/2012 is current.
3. **Number of samples required?** 2 per month (per Regs); typically, 6 collected per month.
4. **MCL violations in past year?** Reportedly, none.
5. **Discussion.** Good routine program; Consistent sample collection and reporting; They collect more samples than required; Records indicate water system has had no recent MCL violations; Provided 2019 updated FGCSD Distribution Monitoring Schedule to HBMWD.
6. **Chemical Monitoring (Raw Water).** HBMWD performs all source water chemical monitoring; Details are provided in HBMWD's chemical monitoring schedule, reported results, and inspections reports; Current analytical data indicates compliance with regulatory requirements.
7. **Who collects samples?** HBMWD operations staff.
8. **Other Organics.** None required.
9. **Disinfection By-Products (DBP): Trihalomethanes (TTHM) & Haloacetic Acids (HAA5).**

Round	Date	No. Samples	TTHM (ppb)	HAA5 (ppb)	Below MCL?
10	*NEXT 2020*				
9	8/23/19	1 (dual sample set)	6.6	8.4	Yes
8	8/7/18	1 (dual sample set)	10	1.2	Yes
7	10/4/2017	1 (dual sample set)	10	1	Yes
6	10/25/2016	1 (dual sample set)	13	4.7	Yes
5	8/27/2013	1 (dual sample set)	7.5	ND	Yes
4	8/9/2011	1 (dual sample set)	9.1	4.6	Yes
3	8/27/2008	1 (dual sample set)	6.5	1.1	Yes
2	10/2005	1 (dual sample set)	6.9	4.8	Yes
1	8/2004	1 (dual sample set)	6.3	2.6	Yes

   a. **Discussion.** **(2019)** Historically, DDW had placed FGCSD on a reduced sampling frequency of once every three years per CCR, Section 64534.2(a), Table 64534.2-B as analytical data continued to show very low DBP concentrations, they do not boost chlorinate HBMWD purchased finished water, HBMWD uses groundwater supply sources, and HBMWD performs annual DBP monitoring of the finished water in the Samoa Peninsula with those analytical results demonstrating very low DBP concentrations as well; Currently, Stage 2 DBR removed the once every 3 year reduced monitoring frequency eligibility for water systems serving 500 or greater persons; FGCSD now required to collect 1 dual sample set every year at the same location and calendar quarter with the highest TTHM and HAA5 measurements per CCR, Section 64534.2(d), Table 64534.2-D; Samples for TTHM and HAA5 are collected from the Fieldbrook Reservoir; An updated DBP monitoring schedule was provided to HBMWD for FGCSD with the inspection report.

10. **Lead and Copper Monitoring**

Round	Date	No. Samples	90% Lead	90% Copper	Below AL?
NEXT	9/30/2020	10	--	--	--
11	9/16/17	10	.0017 ppm	.091 pp,	Yes
10	9/26/2014	10	0.004 ppm	1.0 ppm	Yes
9	9/21/2011	10	0.003 ppm	0.51 ppm	Yes
8	9/24/2008	10	0.0022 ppm	0.69 ppm	Yes
1-7	1993-2005	N/A	<<AL	<<AL	Yes

   a. **Discussion.** Reduced sampling program of 10 samples every 3 years; No reported AL exceedances; LCR monitoring performed as required.

11. **Other Sampling Microscopic Particulate Analysis (MPA).** HBMWD performs additional source water quality monitoring including microscopic particulate analysis (MPA) monitoring, collecting twice per year grab sampling (summer and winter) from the Mad River (Pump Station 6), 2) R. Collector 2, and 3) R. Collectors 1, 3 and 4 (composite), for filtration performance optimization.

12. **Asbestos.** HBMWD has monitored for asbestos in the Mad River, Ranney Collectors and distribution. Results show that they have no problem meeting the MCL; 11/15/2016 and 9/16/2006 distribution sampling results were ND; Next distribution sampling is due in 2025 (9 year interval).
13. **Is an approved water quality monitoring plan on file?** FGCSD not required, but the HBMWD public water system is required and has an approved sampling plan.
14. **Was the annual Consumer Confidence Report sent to the customers?** Yes.
    a. **Date sent?** 6/04/2019. **Is a copy of the report on file with DDW?** Yes.
15. **Are there needed additions or changes?** No, HBMWD uses latest CCR format or better.
16. **Most recent Annual Report to the Drinking Water Program (EAR) sent to DDW?** Yes, completed on DRINC Portal on 4/30/19.
17. **Discussion** The system is current on required distribution chemical monitoring. **(2019)** Updated Distribution Chemical Monitoring Schedule was provided with inspection letter to the water system. 2019 Raw Chemical Monitoring Schedule has been updated previously for HBMWD.

H. OPERATION & MAINTENANCE.

1. **Planning & Personnel.**
    a. **Does system have an up-to-date Operations Plan?** Yes, Operations Plan for HBMWD was developed during the 2005 permit amendment process which is continuously updated for new equipment procedures, etc. and includes FGCSD operational requirements; HBMWD performs all FGCSD distribution systems operational requirements.
    b. **Are system improvements made per Waterworks Standards?** Reportedly, yes.
    c. **Does the utility have up-to-date distribution system maps?** Yes.
    d. **Is up-to-date copy of system schematic on file?** Yes, includes Morris Subdivision.
    e. **What is the minimum chief treatment operator grade requirement?** None. No treatment.
    f. **What is the minimum chief distribution operator grade requirement?** D2.
    g. **Discussion** FGCSD contracts with HBMWD to operate and maintain distribution system; As of 2019, HBMWD had eighteen (18) operators on staff holding the following certifications: Ten (10) T4 operators, one (1) T3 operator, six (5) T2 operators, one (1) D5 operator, eight (8) D4 operators, two (2) D3 operators, and six (6) D2 operators; A full list of operators was received in the 2019 EAR submit on the DRINC Portal.
2. **Cross-Connection Control Program.**
    a. **At least one person trained in cross-connection control to carry out the cross-connection control program?** Yes, operators certified for backflow assembly testing with several years of field experience.
    b. **Name of cross-connection control inspector(s).** Larry Raschein, Cert. #000038; Mario Palmero, Cert. #27359; Steven Marshall, Cert.#000042.
    c. **Is there a copy of the cross-connection control ordinance on file?** Yes.
    d. **Total number of active and inactive backflow assemblies?** (2019) Active = 79; Inactive = 5; Airgap = 2.
    e. **Are all backflow assemblies tested at least annually?** Reportedly, 70 out of 79 total active backflow prevention assemblies were tested and 15 that failed were repaired/replaced in 2018; 79 active devices were not tested 2017; 37 out of 77 active devices were tested in 2016.
    f. **Are backflow assemblies constructed in accordance with Waterworks Standards?** Reportedly, yes.
    g. **Discussion. (2019)** Reportedly, not all backflow assemblies have been tested annually since 2016 as required; Records are maintained (for at least 3 years) as required per CCR, Title 22, Section 7605(f); Reminder: Test all backflow assemblies annually and repair or replace defective assemblies per CCR, Title 17, Section 7605(c).
3. **Complaints.** Complaints are logged in at the HBMWD office. Operators provide immediate follow-up. Records are from most recent EAR submitted through online DRINC Portal. Program is adequate.

Complaints 2018	Number	Comments
Taste & Odor	0	
Color (Red Water)	0	
Turbidity	0	
High or Low pressure	0	
Other	0	
TOTAL	***0***	***No complaint reported in 2018***

4. **Up-to-date emergency notification plan on file?** Yes, dated 8/8/16. State, County, and customers will be contacted directly; Also, communication through local means such as TV, radio, and newspaper.
   a. **Notification of DDW of significant system problems.** Yes, they know we should be notified.
   b. **Emergency response plan.** Local emergency response plan attached to emergency notification plan (ENP); HBMWD required to Conduct Risk & Resilience Assessments and update Emergency Response Plan (ERP) to reflect current conditions of water system by June 30, 2021.
   c. **Emergency Backup Power Supply.** HBMWD has a 35-KW diesel generator for Essex and SCADA facilities, and a 2.0-MW diesel generator for operation of at least two 350 HP domestic water pumps and one 200 HP industrial water pump. The Turbidity Reduction Facility (TRF) has a 80-KW diesel generator which will run everything but air wash blowers and backwash pumps at the TRF. FGCSD has emergency backup chlorinators for the distribution system. No fixed backup power supply for FGCSD distribution system at pump stations.
   d. **Discussion. (2019)** Extended power outage in FGCSD may require use of a mobile backup power supply for distribution system; HBMWD conducts tests of their Emergency Action Plan (EAP) periodically; The following is a list of major hazards of concern identified for the Humboldt Bay area that require multi-jurisdictional planning for emergency management: Ruth Reservoir dam failure, earthquake, flood, landslide, severe weather, tsunami, and wildfire; FEMA approved the last Humboldt Operational Area Hazard Mitigation Plan on March 20, 2014 which was prepared for a planning partnership consisting of Humboldt County, Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad, and 23 special purpose districts (e.g. HBMWD, McKinleyville, Humboldt CSD, FGCSD); The plan includes an assessment of the planning area's risks from identified hazards of concern and identifies initiatives and projects intended to minimize future hazard-related damage; The plan is updated every 5 years and the 2019 Humboldt County Operational Area Hazard Mitigation Plan was drafted in August 2019 for review and approval; Typically, the TRF would not be able to operate for more than 96 hours without backwash which must be planned for during an extended power outage as onsite backup power is not adequate for running the backwash cycle; However, HBMWD's Emergency Disinfection Plan (EDP) includes procedures for elevating chlorine dosage and free chlorine residuals for added safety precaution;
5. **Main Disinfection Program.**
   a. **Describe main disinfection program (i.e., method, contact time, chlorine residual, bacteriological tests, records) for new & repaired mains.** They use the powder calcium hypochlorite for mains and chlorine solution for valves and fittings; AWWA standards are followed, collect bacteriological samples, and verify that bacteria are not present before brining main into service.
   b. **Does the main disinfection program comply with AWWA standards?** Reportedly, HBMWD follows AWWA C651 and C652 when disinfecting mains and storage tanks.
   c. **Discussion.** Good program, no changes made or required since last inspection; Also have current Emergency Disinfection Plan (EDP).
6. **Valve Maintenance Program.** System maintains valve location drawings and keeps records of maintenance and number of turns in valve book; They try to exercise and perform maintenance on valves on a once per year schedule.
   a. **Are number & location of valves satisfactory?** Reportedly, yes; Valve locations are recorded in GPS and in GIS and the field personnel can rapidly access this information via standalone laptop computers; Updates to their databases are performed by office staff as needed.
   b. **Discussion.** Overall good program considering HBMWD has a valve replacement program implemented as well; Continue exercising valves at least annually.
7. **Flushing.**
   Describe flushing program (i.e. deadends, records, etc.). Reportedly, field staff flush out FGCSD mains on a quarter-year basis at hydrants; Each flushing point is flushed for at least 10 minutes or until it clears; They also flush trouble spots more often and flush in response to complaints.
   Approximate number of dead ends: 16 **Percent with flushing valves:** 100%
   Discussion. Flushing program appears adequate, reportedly low number of complaints.

I. CLIMATE CHANGE VULNERABILITY ASSESSMENT.

(*State Water Board Resolution # 2017-012*)

1. **Fire:**
   Is a Defensible Space of 100 feet (*California Public Resources Code, 4291*) maintained around all structures managed by this CWS? Not for all structures due to proximity to protected forests, restrictions due to biological sensitive species, topographical constraints, etc.

2. **Flooding:**
   Are any of the drinking water facilities vulnerable to flooding? Yes, entire water system in area subject to excessive storm surges, earthquake, and tsunami threat.

3. **Drought:**
   Is system prepared for drought related shortages or outages? (interties, backup supply, increased storage) Yes, HBMWD manages Ruth Lake Reservoir releases with Ranney Collector pumping capacity of 21 MGD.

4. **Backup Power:**
   Is backup power available via portable generators or permanent generators? Yes, but limited; HBMWD cannot run entire TRF operations with existing backup power generation system; System has a 35-KW diesel generator for Essex and SCADA facilities, and a 2.0-MW diesel generator for operation of at least two 350-HP domestic water pumps and one 200-HP industrial water pump; TRF has a 80-KW diesel generator which will run everything but air wash blowers and backwash pumps; During a several day power outage in 2006, HBMWD was unable to backwash and air wash; **(2019)** HBMWD planning to upgrade backup power generation system to ensure sufficient power available to run all operations, including TRF and backwash cycle power needs; FGCSD has emergency backup chlorinators for the distribution system; No fixed backup power supply for FGCSD distribution system at Lyman Road Pump Station.
   If liquid fuel is used is it properly contained and stored away from source? Reportedly, yes per Humboldt County CUPA requirements at HBMWD.

Discussion & appraisal (i.e., are valves recorded on maps available to field crews? Are all valves located with valve covers raised to grade?) HBMWD-FGCSD is prepared for some climate related emergencies; Water system has all critical valves and equipment mapped and documented; Valves covers are raised to grade; As a result of the new PG&E Public Safety Power Shutoff program, and known need for additional backup power for TRF, HBMWD is planning to increase backup power generation capacity to maintain operational status.

J. SUMMARY.

FGCSD water system is well operated and maintained by HBMWD; HBMWD management and staff are highly skilled, have an acute understanding of the FGCSD water system, and have developed strong working relationships with their customers; The Fieldbrook Reservoir Redwood Tank continuous to deteriorate with increased wood rot developing along the bottom and exterior of the tank; It is highly likely that this tank will need to be replaced in the near future; Need standby generator at Lyman Road Pump Station; Given that the water supply, daily operations, maintenance, technical and managerial requirements for this water system are provided or performed by HBMWD, this water system should consider a formal managerial consolidation if feasible.

Report prepared by: Scott Gilbreath, DDW Engineer

Signatures — Date: 3/26/20

WATER SYSTEM RECORD

Name of System: Fieldbrook Glendale Community Service District. System Number: 1210020

Date Noted	Description of Defect or Hazard	Order No.	Reported Corrected	Confirmed Corrected
8/10/16, 8/26-27/19	(2019) A new, large hole at bottom exterior of tank has developed likely due to ongoing wood rot and general decay. The structural integrity of the tank continues to deteriorate over time and an evaluation of the replacement plan timeline for this tank is needed.	3		
8/26-27/19	No major sanitary or regulatory deficiencies observed.	--	--	--
12/17/19	Test all backflow assemblies annually and repair or replace defective assemblies per CCR, Title 17, Section 7605(c).	2		
"	Consider managerial consolidation with HBMWD.	R		
"	Need dedicated permanent, standby emergency power generation system at Lyman Road Pump Station.	R		
"	Reminder: Perform annual disinfection byproduct monitoring for total trihalomethanes (TTHM) and haloacetic acids (HAA5) annually during the quarter with the highest measured concentrations.	R		
"	Reminder: Lead and copper sampling at 10 sites due Summer 2020. Collect samples in June, July, August, or September only.	R		
"	Reminder: Provide timeline to replace known lead user service lines and user service lines of unknown material by July 1, 2020, if applicable.	R		
"	Reminder: Inspect and exercise valves annually as part of valve maintenance program.	R		

Order No.

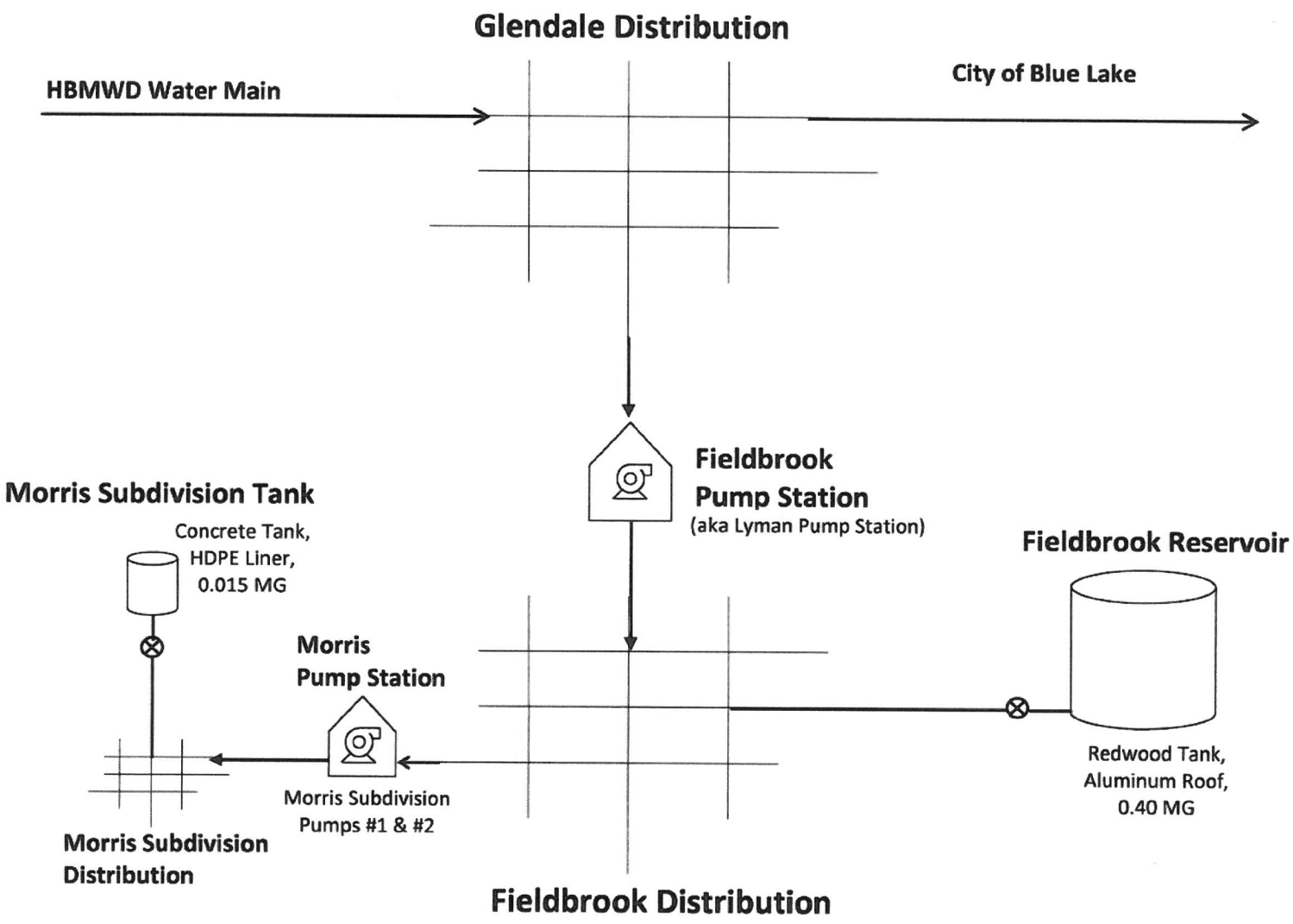
1. Serious health hazard; corrective action must be taken immediately
2. Critical system or operational defect and/or potential health hazard; must be corrected as soon as possible.
3. System or operational defect and/or potential contamination hazards of lesser public health significance. Must be corrected as workload permits.
4. System or operational defect and/or potential health hazard – costly to correct – to be included in any long-range water improvement project.

R = Recommended as a good Waterworks practice

FIELDBROOK-GLENDALE CSD #1210020

WATER SYSTEM SCHEMATIC

(BASIC CONCEPTUAL LAYOUT, NOT TO SCALE)



Water System: FGCSD
Water System No. 1210020
By: Scott Gilbreath, 3/26/2020

STATE WATER RESOURCES CONTROL BOARD

DIVISION OF DRINKING WATER (DDW)
364 KNOLLCREST DRIVE, SUITE 101
REDDING, CA 96002

Chemical Monitoring Schedule
Fieldbrook Glendale Community Service District
System No. 1210020
Distribution Chemical Sampling

CHEMICAL	MCL (mg/L) (u.n.o.)	WAIVER TYPE	SUBMITTED DATA ON FILE @ DDW			SAMPLING SCHEDULE								
						2019	2020	2021	2022	2023	2024	2025	2026	2027
Lead and Copper (Section 64685)														
Lead	0.015 (a)	N/A		9/26/17 10 sites 0.0017			10 sites Jun-Sept (every 3 years)			10 sites Jun-Sept (every 3 years)			10 sites Jun-Sept (every 3 years)	
Copper	1.3 (a)	N/A		9/26/17 10 sites 0.91			10 sites Jun-Sept (every 3 years)			10 sites Jun-Sept (every 3 years)			10 sites Jun-Sept (every 3 years)	
Total Trihalomethanes (TTHMs) Haloacetic Acids (HAA5) (Stage 2 DBP Compliance Monitoring Plan)														
Total Trihalomethanes & Haloacetic Acids	0.080 & 0.060	N/A	10/25/16 0.013 0.0047	10/4/17 0.010 0.001	8/7/18 0.010 0.0012	8/23/19 0.0066 0.0084	one *DSS summer	one *DSS summer	one *DSS summer	one *DSS summer	one *DSS summer	one *DSS summer	one *DSS summer	one *DSS summer
Asbestos (Section 64432.2, Table 64432-A)														
Asbestos-distribution (f)	7 MFL	N/A	11/15/16 ND									next 2025		Next 2034

Footnotes:
(a) 90th percentile action level instead of MCL.
(b) After two six-month sampling periods with no exceedance of action levels, frequency can be reduced to once/year. Sample sites must be chosen from those used in initial two rounds & samples must be taken Jun., Jul., Aug., or Sep.
(c) After 2 one-year sampling periods with no exceedance of action levels, frequency can be reduced to once every 3 years. Sites must be chosen from those in initial two rounds & samples must be taken in Jun., Jul., Aug. or Sep.
(d) Not required for systems with populations less than 10,000 persons.
(e) Also shown on source chemical monitoring schedule.
(f) Sample must be collected from location in distribution likely to be contaminated by asbestos.

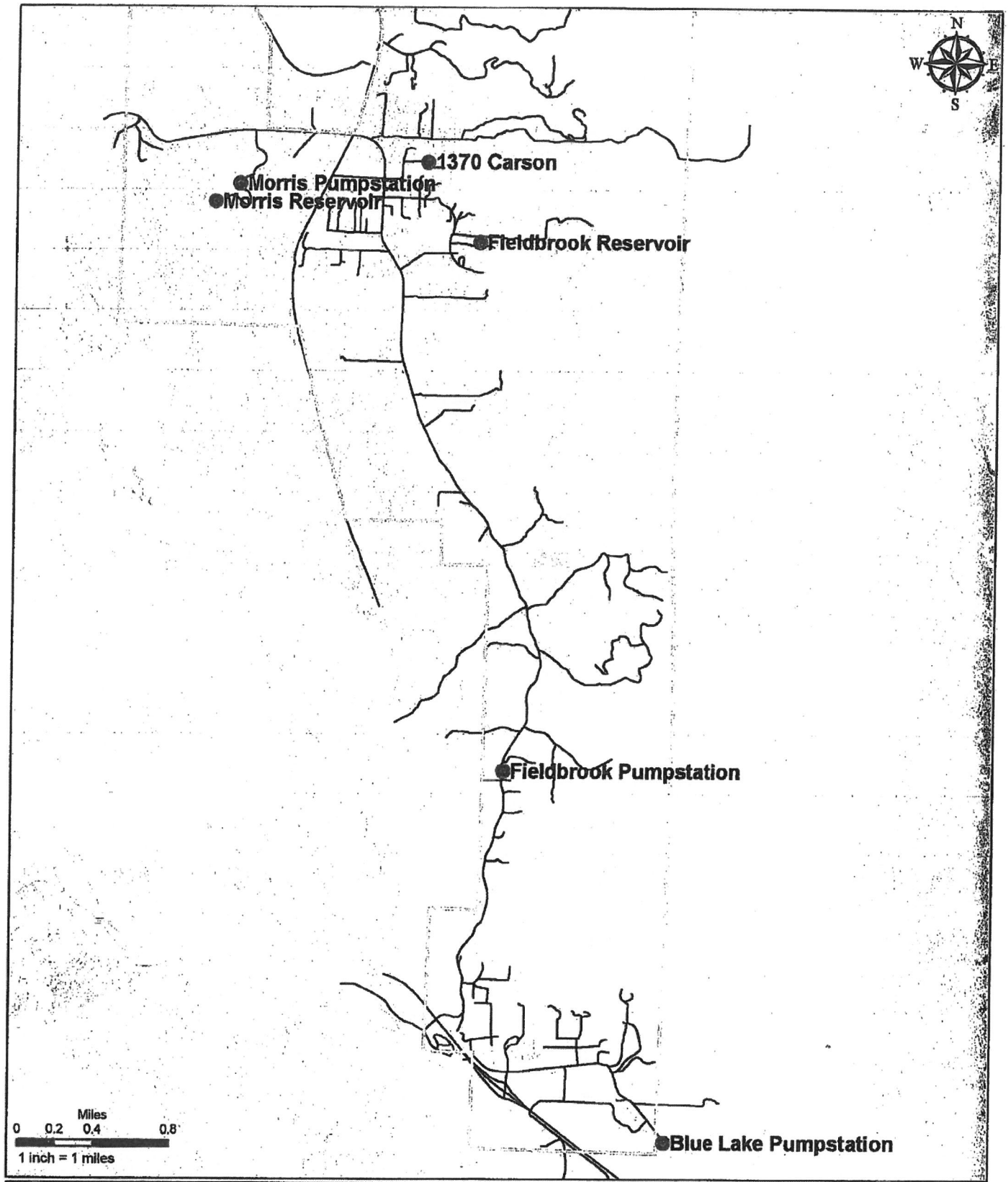
Abbreviations:

DDW	SWRCB, Division of Drinking Water
MCL	Maximum Contaminant Level
mg/L	milligrams per liter
MFL	million fibers per liter
N/A	Not applicable
ND	None Detected
u.n.o.	unless noted otherwise
*DSS	Dual Sample Set; 1 sample TTHM & 1 sample HAA5; taken in summer.

NOTE: THIS SCHEDULE ASSUMES THAT FUTURE LEAD AND COPPER 90th PERCENTILE RESULTS CONTINUE TO FALL BELOW THE ACTION LEVELS

Revised by: SMG

3/12/2020



Fieldbrook Community Services District

Water Sampling Location Map

Created 12/31/09
By: RWC

- FB.C.S.D. Sample Location
- FB.C.S.D. Boundary
- FB.C.S.D. Roads

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

1112 I Street, Suite 300
Sacramento, California 95814-2865
T 916.231.4141 or 800.537.7790 • F 916.231.4111

Maximizing Protection. Minimizing Risk. • www.sdrma.org

March 13, 2020

Mr. Richard Hanger
General Manager
Fieldbrook Glendale Community Services District
Post Office Box 2715
McKinleyville, California 95519

RE: 2020-21 Property/Liability Program Estimated Contribution

Dear Mr. Hanger,

We sincerely appreciate your continued support of SDRMA and patience in waiting for the 2020-21 rates while we are working on obtaining renewal costs from the program excess/reinsurer carriers.

SDRMA continues to make every effort to reduce operating costs and minimize rate increases while ensuring the financial integrity of the Property/Liability Program. We have received initial indications from our excess/reinsurer carriers of imposed rate increases that are impacting all of their clients, including SDRMA.

The current insurance market continues to be impacted by the catastrophic losses around the world. Underwriting practices throughout the insurance market are consistently evolving due to the development of losses and cost of claims. Based on those factors and overall pool claims costs over the past several years, after considerable review and discussion with the SDRMA Board of Directors, 2020-21 renewal rates for the SDRMA Property/Liability Program need to be increased.

Instead of our normal annual rate letter, we are providing you with an estimated contribution percentage increase for use in your budgeting process. Over the next couple of months, we will continue to work with our excess/reinsures to negotiate the rate increases on behalf of our program membership. Your agency's actual renewal contribution will be confirmed on the 2020-21 renewal invoice that will be sent out in mid-May.

The actual contribution amount for 2020-21 will vary compared to 2019-20 due to rate increases, any coverage limit changes, stand-alone policy pricing, scheduled item additions/deletions, updates on agency operations submitted on the renewal questionnaire, risk factor adjustments, and Credit Incentive Program (CIP) points earned. Your agency's estimated contribution percentage increase is as follows:

2019-20 Annual Contribution $2.5M Liability Limits	2020-21 Annual Contribution Proposed % Increase
$12,163.00	30%

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

Other Important Items to Note:

- No Longevity Distribution is declared for the Property/Liability Program this year.
- Our Multi-Program Discount provides members a great opportunity to save money. Members receive an automatic multi-program discount of 5% per program (Property/Liability and Workers' Compensation) while they belong to both programs.
- Your annual contribution provides your agency with access to safety and loss prevention services, resources, and trainings that are provided at no additional cost, including Target Solutions, AB 1825/AB 1234 training, ergonomic assessments, discounted CSDA Conferences, trainings and webinars, and safety DVDs.
- The 2020-21 estimated contribution range does not serve as a '*not to exceed*' amount. Any policy adjustment made before or after July 1 may incur a change in premium.
- Members considering withdrawal from coverage with SDRMA for the 2020-21 program year are required to submit a "Notice of Intent to Withdraw" by April 1 in accordance with SDRMA Bylaws and must have completed the initial three full program year commitment period.

On behalf of the Board of Directors and our entire risk management team, we thank you for your continued participation in our programs! If you have any questions, please contact Ellen Doughty, at edoughty@sdrma.org or 800.537.7790.

Sincerely,
Special District Risk Management Authority

Laura S. Gill

Laura S. Gill, ICMA-CM, ARM, ARM-P, CSDM
Chief Executive Officer

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

April 28, 2020

Attention:
Christina Morrison [redacted]

Please confirm transfer verbally to Richard Hanger [redacted]

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

Please transfer the following

Member Number [redacted]

From: [redacted] Business Liquid Asset Account		$ 104,682.12
To: [redacted] Water Checking		$ 104,682.12

April Reconciliation

Check Register	$	118,688.13
#6092-6118	$	118,128.48
Other Deposit	$	559.65
	$	-

Transfer Totals	$	(104,682.12)
Anker Tank Project	$	1,153.00
Fire	$	1,892.82
Sewer	$	28,428.25
Water	$	73,208.05
Gross Pay	$	3,212.40
<Net Pay>	$	(2,470.76)
Empr. Taxes	$	274.86
Adjustments		
HBMWD	$	(14,188.20)
EDD	$	(181.58)
EDD	$	(48.97)
IRS	$	(751.78)
PSPS Credits	$	76.69
Intuit	$	6.00
Verizon	$	65.33
Reconciliation	$	(118,688.13)

Balance	$	-

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of April 28, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
							0.00
Anker Tank Replacement							
Bill	04/08/2020	139917	Anker ...	5810.01 · 01-Projec...	Enterprise:...	1,153.00	1,153.00
Total Anker Tank Replacement						1,153.00	1,153.00
							125.00
Interfund Expenses/Fire							
Bill	03/27/2020	515406	Interfu...	5346 · Security - Fir...	Fire Depart...	95.00	220.00
Bill	03/31/2020	1563-...	Interfu...	5320 · Electric (Ele...	Fire Depart...	148.74	368.74
Bill	03/31/2020	Mar20	Interfu...	5335 · Water (Water)	Fire Depart...	49.44	418.18
Bill	03/31/2020	ZOO...	Interfu...	5390 · Office Expen...	Fire Depart...	49.96	468.14
Bill	03/31/2020	2020	Interfu...	5250 · Dues & Mem...	Fire Depart...	385.00	853.14
Bill	03/31/2020	CL 20...	Interfu...	5365 · Fuel Expens...	Fire Depart...	193.93	1,047.07
Bill	04/07/2020	9850...	Interfu...	5310 · Telephone (...	Fire Depart...	65.33	1,112.40
Bill	04/14/2020	April2...	Interfu...	5345 · Internet Serv...	Fire Depart...	143.57	1,255.97
Bill	04/14/2020	April2...	Interfu...	5075 · Chief Expen...	Fire Depart...	50.00	1,305.97
Bill	04/14/2020	amaz...	Interfu...	5390 · Office Expen...	Fire Depart...	61.07	1,367.04
Bill	04/20/2020	7078...	Interfu...	5310 · Telephone (...	Fire Depart...	311.33	1,678.37
Bill	04/20/2020	ZOO...	Interfu...	5390 · Office Expen...	Fire Depart...	6.02	1,684.39
Bill	04/20/2020	Amaz...	Interfu...	5390 · Office Expen...	Fire Depart...	62.45	1,746.84
Bill	04/20/2020	P1-57...	Interfu...	5390 · Office Expen...	Fire Depart...	1.33	1,748.17
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Fire Depart...	133.84	1,882.01
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Fire Depart...	0.03	1,882.04
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Fire Depart...	8.30	1,890.34
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Fire Depart...	1.94	1,892.28
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Fire Depart...	0.54	1,892.82
Total Interfund Expenses/Fire						1,767.82	1,892.82
							2.00
Interfund Expenses/Sewer							
Bill	03/26/2020	1112...	Interfu...	5121.5 · Reimburse...	Enterprise:...	2,531.25	2,533.25
Bill	03/26/2020	1112...	Interfu...	5121.5 · Reimburse...	Enterprise:...	121.50	2,654.75
Bill	03/26/2020	1112...	Interfu...	5121.5 · Reimburse...	Enterprise:...	1,156.25	3,811.00
Bill	03/26/2020	1112...	Interfu...	5121.5 · Reimburse...	Enterprise:...	37.50	3,848.50
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	93.75	3,942.25
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	4.50	3,946.75
Bill	03/28/2020	139485	Interfu...	5121.5 · Reimburse...	Enterprise:...	343.75	4,290.50
Bill	03/28/2020	139485	Interfu...	5121.5 · Reimburse...	Enterprise:...	16.50	4,307.00
Bill	03/31/2020	0213-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	77.99	4,384.99
Bill	03/31/2020	ZOO...	Interfu...	5390 · Office Expen...	Enterprise:...	49.97	4,434.96
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	1,263.28	5,698.24
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	1,010.62	6,708.86
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	6,110.36	12,819.22
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	575.27	13,394.49
Bill	03/31/2020	46760	Interfu...	5625.02 · Merchant ...	Enterprise:...	68.39	13,462.88
Bill	03/31/2020	0004...	Interfu...	5020 · Purchased S...	Enterprise:...	11,459.47	24,922.35
Bill	03/31/2020	0004...	Interfu...	5020 · Purchased S...	Enterprise:...	49.62	24,971.97
Bill	03/31/2020	0912-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	412.92	25,384.89
Bill	04/14/2020	amaz...	Interfu...	5390 · Office Expen...	Enterprise:...	61.08	25,445.97
Bill	04/20/2020	707-8...	Interfu...	5310 · Telephone (...	Enterprise:...	312.48	25,758.45
Bill	04/20/2020	707-8...	Interfu...	5310 · Telephone (...	Enterprise:...	269.95	26,028.40
Bill	04/20/2020	ZOO...	Interfu...	5390 · Office Expen...	Enterprise:...	6.02	26,034.42
Bill	04/20/2020	Amaz...	Interfu...	5390 · Office Expen...	Enterprise:...	62.46	26,096.88
Bill	04/20/2020	P1-57...	Interfu...	5390 · Office Expen...	Enterprise:...	1.34	26,098.22
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	1,204.80	27,303.02
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.00	27,303.02
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	1.20	27,304.22
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	74.70	27,378.92
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	17.47	27,396.39
Paycheck	04/22/2020	6117	Interfu...	6560 · Payroll Expe...	Enterprise:...	19.28	27,415.67
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	936.88	28,352.55
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.24	28,352.79
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	58.09	28,410.88
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	13.58	28,424.46
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	3.79	28,428.25
Total Interfund Expenses/Sewer						28,426.25	28,428.25

Fieldbrook Glendale Community Services District
Customer Balance Detail
As of April 28, 2020

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Water							2.00
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	312.50	314.50
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	15.00	329.50
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	37.50	367.00
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	3.00	370.00
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	508.75	878.75
Bill	03/26/2020	1112...	Interfu...	5121 · Engineering ...	Enterprise:...	16.50	895.25
Bill	03/28/2020	139485	Interfu...	5121 · Engineering ...	Enterprise:...	62.50	957.75
Bill	03/28/2020	139485	Interfu...	5121 · Engineering ...	Enterprise:...	3.00	960.75
Bill	03/28/2020	139485	Interfu...	5121 · Engineering ...	Enterprise:...	92.50	1,053.25
Bill	03/28/2020	139485	Interfu...	5121 · Engineering ...	Enterprise:...	3.00	1,056.25
Bill	03/31/2020	0097-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	23.44	1,079.69
Bill	03/31/2020	9923-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	53.25	1,132.94
Bill	03/31/2020	ZOO...	Interfu...	5390 · Office Expen...	Enterprise:...	49.97	1,182.91
Bill	03/31/2020	Jan-...	Interfu...	5410 · Line Repairs...	Enterprise:...	423.32	1,606.23
Bill	03/31/2020	Jan-...	Interfu...	1614 · Plant (Plant ...	Enterprise:...	11,185.69	12,791.92
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	1,682.65	14,474.57
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	1,346.12	15,820.69
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	8,138.83	23,959.52
Bill	03/31/2020	Jan-...	Interfu...	5110.1 · HBMWD A...	Enterprise:...	766.25	24,725.77
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	39,029.85	63,755.62
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	3,361.68	67,117.30
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	855.00	67,972.30
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	763.14	68,735.44
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	1,220.98	69,956.42
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	638.50	70,594.92
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	90.00	70,684.92
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	309.69	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	Jan-...	Interfu...	5110.2 · HBMWD - ...	Enterprise:...	0.00	70,994.61
Bill	03/31/2020	7997-...	Interfu...	5320 · Electric (Ele...	Enterprise:...	572.10	71,566.71
Bill	03/31/2020	46760	Interfu...	5625.02 · Merchant ...	Enterprise:...	89.09	71,655.80
Bill	04/01/2020	707-4...	Interfu...	5310 · Telephone (...	Enterprise:...	67.23	71,723.03
Bill	04/14/2020	April2...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	71,773.03
Bill	04/14/2020	April2...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	71,823.03
Bill	04/14/2020	April2...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	71,873.03
Bill	04/14/2020	April2...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	71,923.03
Bill	04/14/2020	April2...	Interfu...	5070 · Directors' Fe...	Enterprise:...	50.00	71,973.03
Bill	04/14/2020	amaz...	Interfu...	5390 · Office Expen...	Enterprise:...	61.08	72,034.11
Bill	04/20/2020	234-8...	Interfu...	5310 · Telephone (...	Enterprise:...	91.55	72,125.66
Bill	04/20/2020	ZOO...	Interfu...	5390 · Office Expen...	Enterprise:...	6.02	72,131.68
Bill	04/20/2020	Amaz...	Interfu...	5390 · Office Expen...	Enterprise:...	62.46	72,194.14
Bill	04/20/2020	P1-57...	Interfu...	5390 · Office Expen...	Enterprise:...	1.33	72,195.47
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	936.88	73,132.35
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.00	73,132.35
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	0.24	73,132.59
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	58.08	73,190.67
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	13.59	73,204.26
Paycheck	04/22/2020	6118	Interfu...	6560 · Payroll Expe...	Enterprise:...	3.79	73,208.05
Total Interfund Expenses/Water						73,206.05	73,208.05
TOTAL						**104,553.12**	**104,682.12**

Fieldbrook Glendale Community Services District
Check Register for this Month
March 25 through April 28, 2020

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Liability Check	03/31/2020	E-pay	EDD	-181.58
Liability Check	03/31/2020	E-pay	EDD	-48.97
Liability Check	03/31/2020	E-pay	United States Treasury	-751.78
Bill Pmt -Check	03/31/2020	6092	AT&T	-67.23
Bill Pmt -Check	03/31/2020	6093	Fieldbrook Glendale C...	-49.44
Bill Pmt -Check	03/31/2020	6094	PG&E	-226.73
Bill Pmt -Check	03/31/2020	6095	Richard A. Hanger	-149.90
Bill Pmt -Check	03/31/2020	6096	Fire Chiefs' Associatio...	-385.00
Bill Pmt -Check	04/01/2020	6097	Valley Pacific	-193.93
Bill Pmt -Check	04/02/2020	6098	GHD, Inc	-5,359.25
Bill Pmt -Check	04/03/2020	E-Pay	Verizon	-65.33
Bill Pmt -Check	04/04/2020	6099	PG&E	-572.10
Bill Pmt -Check	04/06/2020	E-Pay	XPress Bill Pay	-157.48
Bill Pmt -Check	04/14/2020	6100	City of Arcata	-11,509.09
Bill Pmt -Check	04/14/2020	6101	GHD, Inc	-1,153.00
Bill Pmt -Check	04/14/2020	6102	Humboldt Bay M&O	-78,771.23
Bill Pmt -Check	04/14/2020	6103	Humboldt Bay Munici...	-14,188.20
Bill Pmt -Check	04/14/2020	6104	Jack Sheppard	-50.00
Bill Pmt -Check	04/14/2020	6105	Janet Miller	-50.00
Bill Pmt -Check	04/14/2020	6106	Jason Garlick	-50.00
Bill Pmt -Check	04/14/2020	6107	PG&E	-412.92
Bill Pmt -Check	04/14/2020	6108	Rich Grissom	-50.00
Bill Pmt -Check	04/14/2020	6109	Roy Sheppard	-50.00
Bill Pmt -Check	04/14/2020	6110	Starr Kilian	-50.00
Bill Pmt -Check	04/14/2020	6111	Sudden Link	-143.57
Bill Pmt -Check	04/14/2020	6112	Miller Farms Nursery	-57.67
Bill Pmt -Check	04/14/2020	6113	Advanced Security Sy...	-95.00
Bill Pmt -Check	04/14/2020	6114	Richard A. Hanger	-183.23
Bill Pmt -Check	04/20/2020	6115	AT&T	-985.31
Bill Pmt -Check	04/20/2020	6116	Richard A. Hanger	-205.43
Bill Pmt -Check	04/20/2020	E-Pay	Intuit Quick Books	-4.00
Paycheck	04/22/2020	6117	Grant Weaver	-1,100.58
Paycheck	04/22/2020	6118	Richard A Hanger	-1,370.18
Deposit	04/22/2020			559.65
Total 1015 · Water Dept Checking (Water Dept Checking)				-118,128.48
Total 1012 · General Fund Checking (All Funds)				-118,128.48
Total 1000 · Coast Central Credit Un.				-118,128.48
TOTAL				**-118,128.48**

Fieldbrook Glendale Community Services District
Payroll Summary
March 25 through April 28, 2020

	Grant Weaver			Richard A Hanger			TOTAL		
	Hou...	Rate	Mar 25 - Apr 28, 20	Hou...	Rate	Mar 25 - Apr 28, 20	Hou...	Rate	Mar 25 - Apr 28, 20
Employee Wages, Taxes and Adjustments									
Gross Pay									
Hourly Rate	40	30.12	1,204.80	60	33.46	2,007.60	******		3,212.40
Hourly Sick		30.12	0.00		33.46	0.00			0.00
Total Gross Pay	40		1,204.80	60		2,007.60	******		3,212.40
Adjusted Gross Pay	40		1,204.80	60		2,007.60	******		3,212.40
Taxes Withheld									
Federal Withholding			0.00			-311.00			-311.00
Medicare Employee			-17.47			-29.11			-46.58
Social Security Employee			-74.70			-124.47			-199.17
CA - Withholding			0.00			-152.77			-152.77
CA - Disability Employee			-12.05			-20.07			-32.12
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-104.22			-637.42			-741.64
Net Pay	**40**		**1,100.58**	**60**		**1,370.18**	******		**2,470.76**
Employer Taxes and Contributions									
Medicare Company			17.47			29.11			46.58
Social Security Company			74.70			124.47			199.17
CA - Unemployment Company			19.28			8.12			27.40
CA - Employment Training Tax			1.20			0.51			1.71
Total Employer Taxes and Contributions			**112.65**			**162.21**			**274.86**

Fieldbrook Glendale Community Services District
Journal
March 25 through April 28, 2020

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
16500	General Journal	03/31/2020	453		[redacted]	4256 · Sewer Reimb...		4,206.75
						4245.02 · Sewer Con...	4,206.75	
							4,206.75	4,206.75
16506	General Journal	03/31/2020	454		-MULTIPLE-	1025.01 · Undeposite...		7,817.86
					March Adj for Undeposited Funds	1027 · Water Assets ...	7,807.86	
					Check return Fee from Jan Water Liq Asset	5600 · Returned Item...	10.00	
							7,817.86	7,817.86
16511	General Journal	03/31/2020	455		Reconcile Interfund transfer	1027 · Water Assets ...		186.28
					Reconcile interfund transfer	1028 · Sewer Asset ...	186.28	
							186.28	186.28
16522	General Journal	03/31/2020	456		[redacted] Meter Removal	4156 · Water Reimbu...		2,988.20
					Meter Removal	4157 · Water Misc. ...	2,988.20	
					Meter Removal	5110.3 · HBMWD - R...	2,988.20	
					Meter Removal	5110.2 · HBMWD - M...		2,988.20
							5,976.40	5,976.40
16524	General Journal	04/10/2020	457		Anker Lane Tank Replacement	1027 · Water Assets ...		64,580.00
					Anker Lane Tank Replacement	1027.01 · Water - An...	64,580.00	
							64,580.00	64,580.00
TOTAL							**82,767.29**	**82,767.29**

zoom

INVOICE

Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113
billing@zoom.us

Purchase Order #:

TaxExemptCertificateID:

Zoom W-9

Invoice Date: 03/30/2020
Invoice #: INV13655161
Payment Terms: Due Upon Receipt
Due Date: 03/30/2020
Account Number [redacted]
Currency: USD
Account Information: Fieldbrook Glendale CSD
4584 Fieldbrook Rd,
McKinleyville, California 95519
United States

[redacted]

CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Standard Pro Annual Quantity: 1 Unit Price: $149.90	*03/30/2020-03/29/2021*	*$149.90*	*$0.00*	*$149.90*

INVOICE TOTALS

Subtotal:	$149.90
Total (Including Tax):	$149.90
Invoice Balance:	$0.00

TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	**$0.00**

TRANSACTIONS

Invoice Total **$149.90**

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
03/30/2020	P-14434941	Payment		($149.90)
			Invoice **Balance**	$0.00

amazon.com

Final Details for Order #112-1432042-9349846

Print this page for your records.

Order Placed: April 1, 2020
Amazon.com order number: 112-1432042-9349846
Order Total: $183.23

Shipped on April 1, 2020

Items Ordered	Price
1 of: *Jabra Speak 510 MS Wireless Bluetooth Speaker for Softphone and Mobile Phone – Link 370 USB Included – Easy Setup, Portable Speaker for Holding Meetings Anywhere with Outstanding Sound Quality (7510-309), Black* Sold by: Amazon.com Services LLC Condition: New	$179.00

Shipping Address:

[redacted]

Shipping Speed:
One-Day Shipping

Payment information

Payment Method:
Visa | Last digits: [redacted]

Billing address

[redacted]

Item(s) Subtotal:	$179.00
Shipping & Handling:	$0.00
Extra Savings:	-$8.95
Total before tax:	$170.05
Estimated tax to be collected:	$13.18
Grand Total:	**$183.23**

Credit Card transactions

Visa ending in [redacted]: April 1, 2020: $183.23

To view the status of your order, return to Order Summary.

amazon.com

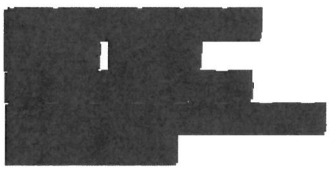
Details for Order #111-7066991-3796262

Print this page for your records.

Order Placed: April 20, 2020
Amazon.com order number: 111-7066991-3796262
Order Total: $187.37

Not Yet Shipped

Items Ordered	Price
1 of: *HP 202X | CF500XD | 2 Toner Cartridges | Black | High Yield* Sold by: 24/7 Toners (seller profile) Condition: New	$173.89



Shipping Speed:
Two-Day Shipping

Payment information

Payment Method:
Visa | Last digits: [redacted]

Billing address

Item(s) Subtotal:	$173.89
Shipping & Handling:	$0.00
Total before tax:	$173.89
Estimated tax to be collected:	$13.48
Grand Total:	**$187.37**

To view the status of your order, return to Order Summary.

zoom

INVOICE

Zoom Video Communications Inc.
55 Almaden Blvd, 6th Floor
San Jose, CA 95113
billing@zoom.us

Purchase Order #:

TaxExemptCertificateID:

Zoom W-9

Invoice Date: 04/16/2020
Invoice #: INV15795789
Payment Terms: Due Upon Receipt
Due Date: [redacted]
Account Number [redacted]
Currency: USD
Account Information: Fieldbrook Glendale CSD
4584 Fieldbrook Rd,
McKinleyville, California 95519
United States

[redacted]

CHARGE DETAILS

Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Webinar 100 Monthly -- Proration Quantity: 1 Unit Price: $40.00	*04/16/2020-04/29/2020*	*$18.06*	*$0.00*	*$18.06*

INVOICE TOTALS

Subtotal:	$18.06
Total (Including Tax):	$18.06
Invoice Balance:	$0.00

TAX DETAILS

Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	**$0.00**

Invoice Total **$18.06**

Transaction Date	Transaction Number	Transaction Type	Description	Applied Amount
04/16/2020	P-16570108	Payment		($18.06)

Invoice **Balance** $0.00

COUNTY OF HUMBOLDT
State of California

Fiscal Year: 2019-2020

Pay to the order of: FIELDBROOK GLENDALE - CSD
P.O. BOX 2715
MCKINLEYVILLE, CA 95519-2715

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER FUND/DEPT	ACCOUNT NUMBER Object	DESCRIPTION (22 spaces)	EXEMPT/TAX	CUSTOMER ACCOUNT NUMBER
	[redacted]		30,000 00	[redacted]		To checking acct		
	TOTAL CLAIMED:		$0.00					

DEPARTMENTAL NOTATIONS:

Notes: Transfer funds to District checking account.

Prepared by: Richard Hargis

Phone Number: [redacted]

Date: 4/20/2020 (6-04-19) 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.

Approved by:

(Auditor's Office Use Only)

I have reviewed the above claim for propriety and accuracy.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Royal Gold, LLC. Industrial Discharge Permit **(permit document will be provided separately as a supplemental document)**
Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☐ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
06/28/2016 – discussion of a 4" water meter
09/27/2016 – Hydrology study initiated for 4" water meter
01/24/2017 – Request for industrial discharge permit
02/28/2017 – Conditional Board approval of industrial discharge permit pending final best management practices revisions, updated discharge requirements, monitoring, and wastewater meter placement. Temporary waiver of connection fee pending monitoring of actual flow rates.
3/11/2019 – Sewer Technician routine inspection found metered industrial discharge
04/17/2019 – General Manager and District Engineer tour/inspect operations and discuss next steps necessary to complete industrial discharge
05/15/2019 – Billing prepared and emailed to Royal Gold for past discharge - $90,350
05/16/2019 – Royal Gold paid invoice in full
05/28/2019 – Item tabled at request of applicant
06/25/2019, 07/23/2019, 08/27/2019 – Item tabled at request of General Manager – pending additional review by the City of Arcata.

The industrial discharge permit has been updated to reflect best management practices, updated facility management plans, updated site maps, updated the operation plan, develop an accidental discharge plan. The City of Arcata has reviewed and found the permit to be compliant. The permit is valid through March of 2025.

The permit provides for a maximum flow of 21,000 gallons per day during the summer months of June 1st thru September 30th, allowing the District to reserve twenty-two residential dwelling units per the 2019 Humboldt County Housing Element for the Glendale area.

Recommendation:
Approval.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Temporary waiver of Royal Gold Connection/Capacity Fee

Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☐ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
02/28/2017 – Conditional Board approval of industrial discharge permit pending final best management practices revisions, updated discharge requirements, monitoring, and wastewater meter placement. Temporary waiver of connection fee pending monitoring of actual flow rates.
03/2017 – Connection to wastewater system.
03/24/2020 –Industrial Discharge Permit Granted (Assuming approval of item 6.1)

Assuming approval of agenda item 6.1, Royal Gold will be discharging the equivalent of 105 residential dwelling equivalents (RDE) into the wastewater collection system. The RDE calculation is based on the daily maximum usage during the summer months of June through September (21,000 gal/day). The connection/capacity fee is currently valued at $1,438,920 (105 x $13,704).

Royal Gold is requesting a temporary waiver of connection/capacity fees. The company is conducting research and development of additional pre-treatment options that may result in a significant reduction of industrial discharge.

Currently, Royal Gold is being billed at one-and-a-half times the base and consumption wastewater rate. The excess consumption rate is being accrued to connection/capacity fees less any expenses related to the industrial discharge permit (i.e., engineering expenses). As of February 29, 2020, $28,461.22 has been accrued. If a waiver is granted, the billing practice would remain in place until March of 2025.

Granting the request will encourage the applicant to develop alternative methods of discharge and allow the District to reserve capacity for further diversification of our residential, commercial and industrial customer base. Wastewater Ordinance 90-02, Article II, Sec. 207 provides Board authority for this modification during a period of special circumstances.

Recommendation:
Approval

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT
SIGNIFICANT INDUSTRIAL USER WASTEWATER DISCHARGE PERMIT

In accordance with the provisions of Fieldbrook Glendale CSD Ordinance No. 90-2:

Table 1. Permittee Information

Permittee	Royal Gold, LLC
Name of Facility	Royal Gold, LLC
Facility Address	1689 Glendale Dr. McKinleyville, CA 95519
Facility Contact, Title, Phone Number	Eric Free, Office Manager 600 F Street Suite 603, Arcata, CA 95521 (707) 822-4653 x8 ericfreergc@gmail.com
Royal Gold has been designated as a Significant Industrial User (SIU) (henceforth, Industrial User or Permittee) by the Fieldbrook Glendale Community Services District (henceforth, District or FGCSD) General Manager (henceforth, FGCSD GM) on the basis that the Industrial User has reasonable potential to adversely affect the Publically Owned Treatment Works (POTW) operation which FGCSD discharges to or for violating any pretreatment standard or requirement. Industrial users discharging to the District are subject to the general pretreatment regulations found at 40 CFR 403 and codified in Fieldbrook Glendale CSD Ordinance No. 90-2 and in Attachment A to this permit.	

The Permittee is hereby authorized the discharge of industrial wastewater from the above identified facility and through the discharge locations identified herein to the FGCSD in accordance with conditions set forth in this permit. Compliance with this permit does not relieve the Permittee of its obligation to comply with any or all applicable local, state and federal pretreatment standards and requirements including any such standards or requirements that may become effective during the term of this permit. Noncompliance with any term or condition of this permit shall constitute a violation of the FGCSD Sewer Use Ordinance (Ordinance No. 90-2).

Table 2. Administrative Information

Permit Issuance Date	April 28, 2020
Permit Effective Date	March 1, 2017
Permit Expiration Date	April 28, 2025
The Permittee shall apply for wastewater discharge permit reissuance by submitting a complete wastewater discharge permit application in accordance with FGCSD Ordinance 90-2 Section 402 no later than:	90-days prior to the expiration of the existing wastewater discharge permit

Wastewater Discharge Permit 2020-01 issued by

Richard Hanger, General Manager FGCSD _____ Date _____

Facility Description:

Royal Gold LLC (Discharger) is a potting soil manufacturer located at 1689 Glendale Drive in the Blue Lake/Glendale area of Humboldt County, CA. The Discharger produces high quality coco fiber based potting mediums that are sold in bags, totes and loose bulk.

The basic operation includes receiving and blending raw materials to create potting soil mixes. The two largest components by percentage are coco fiber, made of ground coconut husks, and forest humus, which is made from aged redwood sawdust. These raw materials are then processed before they are used in soil mixes. Other raw materials included in the process are compost, perlite, coconut chips, lava rock and a variety of dry amendments that are mixed into the soil to give it a nutrient charge.

Coco fiber is made from coconut husks that are dried, ground, and compressed into bricks. Royal Gold grinds the bricks with a horizontal grinder to break them up and then rehydrates them with a sprinkler system. After being ground, the coco fiber is laid out on the ground with a front loader and a sprinkler system is used to complete the rehydration process. Calcium nitrate is added to bond with the salts in the coco fiber. The processing of coco fibers is finished by flushing the coco with clean water. This water flows into the collection tanks, is filtered for sediment, and is then discharged to the sewer system.

Forest humus is received as redwood sawdust from several local sources that deliver dump truck loads to the facility. The sawdust is stored in a large pile which is kept tarped until ready to use. The sawdust is separated into piles and a nitrogen source, is added to cause the pile to heat up. The piles are covered by tarps and aged for approximately 4-6 weeks. After the aging process the sawdust is considered forest humus or "Aged Forest Product" according to CDFA labeling requirements.

All bagged soil is mixed in a Bouldin & Lawson automated mixing and bagging line. The bagging line consists of a series of computer controlled hoppers that blend all raw materials and dry. A bagging hopper then feeds soil through a bag chute, where bags are filled, sealed, flattened and palletized. The pallets are covered with a topper, wrapped in shrink wrap and stored under cover until they are shipped out to customers.

The soil for loose bulk and bulk totes is mixed on the ground by front loader in the production yard. After being mixed, bulk soil for totes is loaded into the bulk tote hopper, where it is fed by conveyor to a chute used to fill the totes. Finished totes are stacked on pallets and banded to ensure they do not shift or fall over during shipping. The bulk soil that will be sold loose is stored in piles and covered with tarps until it is ready to be shipped out via dump truck.
The business operates year-round, 8 am to 5 pm, Monday through Friday. The peak season typically spans from March thru June when a majority of the bulk products are produced and sold. The facility produces batches of coco fiber, producing around 12,000 gallons of wastewater per batch. During the peak season, the facility typically runs two batches per day 5 days a week. During the off peak season the facility usually processes three batches per week. Effluent process water contains nitrates and sodium chloride from the hydration and rinsing of coco. This process water gravity drains to three concrete 260 gallon collection tanks which act as passive sediment traps. From the collection tanks effluent is sent through an active sediment pre-filter by a sump pump which drains into a 225 gallon plastic tote and then is pumped through another sump pump to nine 4,100 gallon storage tanks. From the storage tanks, effluent is pumped to towards the sewer system. Effluent is discharged continuously seven days a week to equalize flows to sewer system. Discharged effluent enters an outflow pipe and a spigot is located on the

outflow line for sampling, upstream of any commingling with non-industrial sewage. The Facility discharges to a sewer connection point located near the Maintenance/fabrication building at the southwest corner of the facility.

Part I. Permit Conditions

A. Prohibited Discharge Standards

The Permittee shall not introduce or cause to be introduced into the POTW any pollutant or wastewater which causes pass through or interference. Furthermore, the Permittee may not contribute the following substances to the POTW:

A. Pollutants which create a fire or explosive hazard in the POTW, including, but not limited to, waste streams with a closed-cup flash point less than 140°F (60°C) using the test methods as specified by 40 CFR 261.21.

B. Wastewater having a pH less than 5.0 or more than 9.5, or otherwise causing corrosive structural damage to the POTW or equipment, or endangering District personnel.

C. Solid or viscous substances in amounts which will cause obstruction of the flow in the POTW resulting in interference, but in no case solids greater than three inches in any dimension which do not readily disintegrate.

D. Pollutants, including oxygen demanding pollutants (BOD, etc.), released in a discharge at a flow rate and/or pollutant concentration which, either singly or by interaction with other pollutants, will cause interference with either the POTW; any wastewater treatment or sludge process, or which will constitute a hazard to humans or animals.

E. Wastewater which will inhibit biological activity in the treatment plant resulting in interference, and in no case wastewater which causes the temperature at the introduction into the POTW to exceed 104°F (40°C).

F. Petroleum oil, non-biodegradable cutting oil, or products of mineral oil origin, in amounts that will cause interference or pass through.

G. Pollutants which result in the presence of toxic gases, vapors, or fumes within the POTW in a quantity that may cause acute worker health and safety problems.

H. Trucked or hauled pollutants, except at discharge points designated by the FGCSD GM in accordance with FGCSD Ordinance 90-02 Section 703.

I. Any noxious or malodorous liquids, gases, solids, or other wastewater which, either singly or by interaction with other wastes, are sufficient to create a public nuisance, a hazard to life, or to prevent entry into the sewers for maintenance or repair.

J. Wastewater which imparts color which cannot be removed by the treatment process, such as, but not limited to, dye wastes and vegetable tanning solutions, which consequently impart color to the POTW effluent.

K. Wastewater containing any radioactive wastes or isotopes except as specifically approved by the FGCSD GM in compliance with applicable state or federal regulations.

L. Storm water, surface water, ground water, artesian well water, roof runoff, subsurface drainage, swimming pool drainage, condensate, deionized water, noncontact cooling water, process water or blowdown from cooling towers or evaporative coolers, and unpolluted industrial wastewater, unless specifically authorized by the FGCSD GM.

M. Sludges, screening, or other residues from the pretreatment of industrial wastes.

N. Any medical wastes, except as specifically authorized by the FGCSD GM in a wastewater discharge permit.

O. Any wastewater causing the POTW's effluent to fail a toxicity Test.

P. Any wastes containing detergents, surface active agents, or other substances which may cause excessive foaming in the POTW.

Q. Any fats, oils, or grease (FOG) of animal or vegetable origin in amounts that will cause pass through or interference.

R. Any solid waste subject to regulation as a hazardous waste pursuant to 40 CFR Part 261.

Wastes prohibited by this section shall not be processed or stored in such a manner that could be discharged to the POTW. All floor drains located in process or materials storage areas must be protected from intentional or accidental discharge or discharge to into a pretreatment facility before connecting to the POTW.

B. Flow Limitations and Requirements

The maximum daily flow rate of process wastewater discharged to the POTW shall not exceed:

- 43,000 gallons per day (gpd) during the months of October through May
- 21,000 gallons per day (gpd) during the months of June through September

The District reserves the right to require that the Permittee cease discharging process wastewater per Attachment A Section 7470.2.A to protect the POTW.

The Permittee shall install and maintain, a suitable storage and flow control facility to ensure the equalization of flow over a twenty-four (24) hour period. The facility shall be equipped with alarms and a rate of discharge controller per Attachment A Section 7470.2.B.

The Permittee must provide a flow metering device that meets FGCSD approval and the Permittee shall maintain and calibrate, as necessary, effluent flow monitoring and totalizing equipment. Effluent records

shall be kept daily, including daily total flow, daily peak instantaneous discharge rate, and monthly total flow submitted in each routine compliance report from the corresponding period. Adjusted, metered water supply calculations may be substituted for effluent flow meter data in the event of an effluent flow meter malfunction.

During the months of June-September, the Permittee shall monitor rainfall, and if the rainfall depth is equal to or greater than 1.5 inches for two consecutive days or 3 inches in one day, the Permittee will coordinate with FGCSD to reduce the discharge to accommodate I/I flows into the system. Rainfall data shall be based on the data station located in McKinleyville (MCKINLEYVILLE 2.7 SE, CA US US1CAHM0004).

C. Monitoring Locations

Table 3. List of Designated Monitoring/Sampling Locations

Monitoring Location	Monitoring Location Description
EFF-01	East Corner of the Maintenance Fabrication Building at approximately 40.900594° Latitude and -124.023374° Longitude Sampling is downstream of filtration filter prior to the discharge of sanitary waste. Sample is taken from a spigot on the outflow line of the filter.

The Permittee shall maintain the monitoring location in good condition and ensure that District representatives have access to the monitoring location for sampling purposes.

D. Effluent and Limits and Monitoring Requirements

The Permittee shall maintain compliance with the following effluent limits and monitoring frequency at monitoring location EFF-01 as described in Table 4a. Effluent samples should generally be collected at the same time of day. If additional data is collected beyond the required frequency, it shall be submitted to FGCSD with the compliance report from the corresponding period.

Table 4a. Effluent Monitoring Requirements and Numeric Effluent Limits

Parameter	Units	Effluent Limitation		Sample Type	Frequency
		Average Monthly	Daily Maximum		
Ammonia	mg/L	30		(Meter/Lab)	Weekly
Total Phosphorus	mg/L	35	105	(Meter/Lab)	Weekly
pH	s.u.	5.0 - 9.5 at all times		(Meter/Lab)	Daily when discharging

In addition to the effluent monitoring and limitations included in Table 4a, the FGCSD is requiring additional effluent monitoring of constituents that may be affecting the District's Collection System for six months from the effective date of this permit.

Table 4b. Additional Effluent Monitoring Requirements

Parameter	Units	Sample Type	Frequency
Biochemical Oxygen Demand (BOD)	mg/L	Lab	Monthly
Dissolved Oxygen (DO)	mg/L	Lab	Monthly
Sulfate	mg/L	Lab	Monthly
Chemical Oxygen Demand (COD)	mg/L	Lab	Monthly
Nitrate	mg/L	Lab	Monthly

At a minimum each parameter shall be sampled and tested at the rate described in Table 4a and 4b and shall be reported in the corresponding Quarterly Compliance Report. Samples and measurements taken for the purpose of compliance monitoring shall be collected at the approved monitoring location and shall be representative of the monitored activity. All pollutant analysis, including sampling techniques, shall be performed in accordance with the techniques prescribed in 40 CFR Part 136 and amendments thereto, unless otherwise specified in an applicable pretreatment standard.

Sample analysis must be conducted by a State Water Resources Control Board certified laboratory according to test procedures under 40 CFR Part 136 or with procedures approved by the U.S. Environmental Protection Agency (EPA), unless otherwise specified in the permit or by written approval of the FGCSD GM. If all other analyses are conducted by a certified laboratory, analyses for pH and dissolved oxygen may be performed by the Permittee on-site, provided quality assurance/quality control is implemented.

Constituents in Tables 4a and 4b will be measured using in house monitoring equipment with a monthly grab sample collected and sent for analysis at a State Water Resources Control Board certified laboratory to verify results. Royal Gold will provide records of meter calibration for all in-house monitoring equipment annually with the fourth Quarter Compliance Report

If the permittee monitors any pollutant more frequently than required by this permit using test procedures approved under 40 CFR Part 136 or otherwise specified in this permit, the results of this monitoring shall be included in the reporting of the data submitted in Quarterly Compliance Reports.

i. Dilution

It is prohibited to increase the use of process water, or in any way attempt to dilute a discharge, as a partial or complete substitute for adequate treatment to achieve compliance with a discharge limitation unless expressly authorized by the applicable pretreatment standard or requirement. The FGCSD GM may impose an alternate discharge limit, using the combined wastestream formula pursuant to Attachment A Section 7461 on Industrial Users who are using dilution to meet applicable pretreatment standards or requirements.

ii. Representative Sampling for Effluent Monitoring Requirements

Information submitted to satisfy reporting requirements must be based on data obtained through appropriate sampling and analysis during the period covered by the report and based on data that is representative of conditions occurring during the reporting period.

E. Modification Clause

This permit may be reopened and the effluent limits modified on the basis of any of the following:

- Any changed industrial operations that results in new pollutant contributions or substantial changes in the amount of pollutants discharged or the volume of wastewaters discharged

- New information that was not available at the time the permit was issued
- Revised federal, state, or local limits

F. Best Management Practices

The Permittee is required to develop and implement Best Management Practices (BMPs) to prevent stormwater from entering the coco processing system. Prior to discharge, Royal Gold shall submit for District review and approval a Coco Fiber BMP Plan that includes:

- A description of the coco processing system
- A description of BMPs
- Inspection schedule for BMPs
- Maintenance Log for BMPs
- Employee Training schedule for BMPs

G. Accidental Discharge/Slug Control Plan

The Permittee is required to develop, submit for review, and implement an Accidental Discharge/Slug Control Plan in accordance with Attachment A Section 7470.3. A slug discharge is any discharge of a non-routine, episodic nature, including but not limited to an accidental spill or non-customary batch discharge. At a minimum the plan shall include:

1. A description of discharge practices, including non-routine batch discharges;

2. A description of stored chemicals;

3. Procedures for immediately notifying the District of slug discharges, including any discharge that would violate a prohibited discharge standard, with procedures for follow-up written notification within five days pursuant to Attachment A Section 7472.6;

4. If necessary, procedures to prevent adverse impact from any accidental spill or slug discharge, including but not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

The most recent copy of the Accidental Discharge/Slug Control Plan must be on file with the District Pretreatment Program.

Part II. Monitoring & Reporting

A. Notice of Effluent Violation/Repeat Sampling and Reporting

If sampling performed by the Permittee indicates a violation, the Industrial User shall notify the FGCSD GM by texting or calling (707) 499-1963 or at rhanger50@gmail.com within twenty-four (24) hours of becoming aware of the violation. Reports of effluent violations shall include, at a minimum, the monitoring value being reported; date the sample was collected and analyzed and; date and time the effluent violation was identified.

The Permittee shall repeat the sampling and analysis and submit the results of the repeat analysis within thirty (30) days after becoming aware of the violation. Re-sampling by the Permittee is not required if the District performs sampling at the Permittee's facility between the time when the initial sampling was conducted and the time when the Permittee or District receives the results of this sampling, or if the District

has performed the sampling and analysis in lieu of the Permittee. If the District performed the sampling and analysis in lieu of the Permittee, the District will perform repeat sampling and analysis unless it notifies the Permittee of the violation and requires the Permittee to perform the repeat sampling and analysis.

B. Notice of Bypass

Bypass is prohibited and the District may take enforcement action against the Permittee for a bypass unless it was unavoidable to prevent loss of life, personal injury, or severe property damage; or there were no feasible alternatives to the bypass, such as the use of auxiliary treatment facilities, retention of untreated wastes, or maintenance during normal periods of equipment downtime. This condition is not satisfied if adequate back-up equipment should have been installed in the exercise of reasonable engineering judgment to prevent a bypass which occurred during normal periods of equipment downtime or preventative maintenance and proper notification was made.

For notification of a bypass in cases where the Permittee knows in advance of the need for a bypass the Permittee must submit prior notice to the District, if possible at least 10 days before the date of the bypass. For proper notification of an unanticipated bypass that exceeds applicable Pretreatment Standards oral notice must be provided to the District within 24 hours from the time the Permittee becomes aware of the bypass. A written submission shall also be provided within 5 days from the time the Permittee becomes aware of the bypass. The written submission shall contain a description of the bypass and its cause; the duration of the bypass, including the exact dates and times and, if the bypass has not been corrected, the anticipated time it is expected to continue and; steps taken or planned to reduce, eliminate, and prevent reoccurrence of the bypass.

C. Reports of Potential Problems

In the case of any discharge including, but not limited to, accidental discharges, discharges of a non-routine, episodic nature, a non-customary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW or violate any provision of FGCSD Ordinance 90-2 Article IX , the Permittee shall immediately, and in no more than five (5) days after such event, notify the FGCSD GM at (707) 499-1963 by texting or calling or at rhanger50@gmail.com. If notification is required during non-business hours District Operator Kim Watson shall be contacted (707) 618-9194 by texting or calling. Notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the Permittee.

Within fifteen (15) days following such a discharge, the Permittee shall, unless waived in writing by the FGCSD GM, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the Permittee to prevent similar future occurrences. Such notification shall not relieve the Permittee of any expense, loss, damage, or other liability which may be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; or other liability which may be imposed pursuant to FGCSD Ordinance 90-2 Article IX .

Notice shall be permanently posted on the Permittee's bulletin board or other prominent place advising employees who to call in the event of an accidental discharge, discharge of a non-routine, episodic nature, a non-customary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW or violate any provision of FGCSD Ordinance 90-2 Article IX. The Permittee shall ensure that all employees who could cause or identify such a discharge are advised of the emergency notification procedure.

D. Notice of Upset

An upset may occur when the power goes out or for a variety of other reasons. If an upset has caused a permit condition to be violated provisions exist to use the Upset as an affirmative defense. Notice of an upset must be submitted within 24 hours of the occurrence and written notice must be submitted within 5 days of the upset. Conditions specified in 40 CFR 403.16 must be met for a valid claim of Upset.

E. Reports of Change of Conditions

The Permittee must notify the FGCSD GM of any significant changes to the Permittee's operations or system which might alter the nature, quality, or volume of its wastewater, or changes which may affect its potential for a slug discharge at least ninety (90) days before the change. The FGCSD GM may require the Permittee to submit such information as may be deemed necessary to evaluate the changed condition, including the submission of a wastewater discharge permit application pursuant to FGCSD Ordinance 90-2 Section 402. The FGCSD GM may issue a wastewater discharge permit or modify an existing permit in response to changed conditions or anticipated changed conditions.

F. Sample Frequency

The quarterly sampling periods shall cover the periods January 1 - March 31, April 1 - June 30, July 1 - September 30, and October 1 – December 31. Sample results shall be reported in the corresponding Quarterly Compliance Report. Failure to collect representative samples during a sampling period shall be considered non-compliance with this permit. This sample schedule shall commence on the effective date of this permit.

In the event of a sample which exceeds a numerical effluent limitation a special sample frequency applies; refer to the Notice of Effluent Violations section for re-sampling requirements.

G. Compliance Reporting Requirements & Frequency

The Permittee shall submit Quarterly Compliance Reports to the District. The reports shall cover the periods January 1 - March 31, April 1 - June 30, July 1 - September 30, and October 1 – December 31. Each report shall be received by the 20th of the month following the quarter (e.g. Quarter 1 report due no later than April 20th).

The Permittee shall arrange all reported analytical data in a tabular format. The data shall be summarized to clearly illustrate whether the facility is operating in compliance with conditions set forth in this permit. The information specified in Table 5 shall be included in each quarterly compliance report to demonstrate compliance with this permit.

Table 5. List of Data to be Reported

Parameter	Reporting Units	Reportable Data
Report Date		
Reporting Period		
Daily Flow Information	gallons per day	• Volume of process wastewater discharged to the sewer on a daily basis (if any), including daily total flow, daily peak instantaneous discharge rate, and monthly total flow.
Maximum instantaneous flow rate	Gallons per minute	• Maximum instantaneous flow rate recorded during the compliance period and date of maximum flow

Parameter	Reporting Units	Reportable Data
Ammonia	mg/L	• Analytical result (laboratory report required)
Total Phosphorus	mg/L	• Analytical result (laboratory report required)
Nitrate	mg/L	• Analytical result (laboratory report required)
BOD	mg/L	• Analytical result (laboratory report required)
DO	mg/L	• Analytical result, sample date, sample time, analysis date, analysis time, analyst's name or initials
Sulfate	mg/L	• Analytical result (laboratory report required)
COD	mg/L	• Analytical result (laboratory report required)
pH	s.u.	• Analytical result, sample date, sample time, analysis date, analysis time, analyst's name or initials
BMPs		• Narrative of BMPs implemented during report period

Quarterly compliance reports shall include copies of laboratory reports, including quality control and chain-of-custody records; a summary of permit non-compliance events including corrective actions taken or planned, or the proposed time schedule for corrective actions planned; annual calibrations reports for in-house monitoring equipment (fourth quarter only)and; a signed certification statement.

The following certification statement must be included in all reports and notices used for compliance with this permit:

> *"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

Report filing fees must be submitted for a report to be considered complete for compliance purposes. Failing to submit a report, incomplete reports and late submissions will be considered non-compliance with this permit. Written reports will be deemed to have been submitted on the date postmarked. For reports which are not mailed postage prepaid in a mail facility serviced by the United States Postal Service, the date of receipt of the report shall govern. Signed copies of reports with the quarterly report fee shall be submitted to the District at the following address:

Fieldbrook Glendale Community Services District
PO Box 2715
McKinleyville, CA 95519

With electronic copies sent to: rhanger50@gmail.com and Rebecca.crow@ghd.com

i. Late Reports

Any report required by this permit received late may subject the User to a penalty assessment of ten percent (10%) for each day, beginning five days after the date the report is due. Actions taken by the District to collect late reporting penalties shall not limit the District's authority to initiate other enforcement actions that may include penalties for late reporting violations.

Part III. General Information

A. Inspection and Sampling

Pursuant to FGCSD Ordinance 90-2 Section 404 the FGCSD GM, or his representatives, shall have the right to enter the premises of the Permittee to determine whether the Permittee is complying with all requirements of the Sewer Use Ordinance and this wastewater discharge permit. The Permittee shall allow the FGCSD GM ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

B. Record Keeping Requirements

The Permittee shall retain and make available for inspection and copying all records of information obtained pursuant to any monitoring activities required by the FGCSD Ordinance 90-2 Article IV or this wastewater discharge permit, any additional records of information obtained pursuant to monitoring activities undertaken by the Permittee independent of such requirements, and documentation associated with BMPs. Records shall include the date, exact place, method, and time of sampling, and the name of the person(s) taking the samples; the dates analyses were performed; who performed the analyses; the analytical techniques or methods used; and the result of such analyses. These records shall remain available for a period of at least three (3) years. This period shall be automatically extended for the duration of any litigation concerning the Permittee or the District, or where the Permittee has been specifically notified of a longer retention period by the FGCSD GM.

C. Permit Non-Compliance

Non-compliance with any term or condition of this permit shall constitute a violation of FGCSD Ordinance 90-2 IX and may result in applicable enforcement actions which may include civil and/or criminal penalties.

D. Permit Enforcement

In the event that FGCSD fails to enforce provisions of this permit, the City of Arcata has the legal authority to take enforcement actions against non-compliant uses. The FGCSD grants the City of Arcata the legal authority to directly act in cases where the discharge of a non-compliant use is determined to cause an immediate threat to health, the POTW, or the environment.

E. Civil and/or Criminal Penalties

As specified in FGCSD Ordinance 90-2 IX, civil and criminal penalties may apply in cases of non-compliance with this permit. Penalties may be of the following three categories: Administrative Enforcement Remedies, Judicial Remedies, and Supplemental Enforcement Actions. Enforcement actions may specifically include: notice of violation, consent order, show cause hearing, compliance order, cease and desist order, emergency suspension, administrative fines, civil penalties imposed in accordance with Government Code Section 54740.5, injunctive relief type penalties, criminal prosecution, remedies nonexclusive, performance bonds, water supply severance, and correction or abatement by the District in cases of public nuisance.

F. Transferability

Wastewater discharge permits may be transferred to a new owner and/or operator only if the Permittee gives at least 90 days advance notice to the FGCSD GM and the FGCSD GM approves the wastewater discharge permit transfer. The notice to the FGCSD GM must include a written certification by the new owner and/or operator that the new owner shall abide by all terms and conditions of the existing permit. Provisions must be made for furnishing the new owner or operator with a copy of the existing wastewater discharge permit.

G. Fees

A quarterly permit fee of $250 is to be paid with submission of quarterly reports.

H. Definitions

Unless a provision explicitly states otherwise, the terms and phrases, as used in this permit, are defined in FGCSD Ordinance 90-2 or in Attachment A to this permit. Attachment 2 to this permit is FGCSD Ordinance 90-2.

FIELDBROOK GLENDALE COMMUNITY SERVICES DISTRICT
SIGNIFICANT INDUSTRIAL USER
WASTEWATER DISCHARGE PERMIT ###-##-####
ATTACHMENT A

DEFINITIONS

A. Biochemical Oxygen Demand or (BOD). The quantity of oxygen utilized in the biochemical oxidation of organic matter under standard laboratory procedure in five (5) days at twenty (20) degrees centigrade expressed in terms of concentration as milligrams per liter (mg/l).

B. Categorical Pretreatment Standard or Categorical Standard. Any regulation containing pollutant discharge limits promulgated by the U.S. EPA in accordance with Section 307(b) and (c) of the Act (33 U.S.C. 1317) which apply to a specific category of industrial users and which appear in 40 CFR Chapter I, Subchapter N, parts 405-471.

C. Categorical Industrial User. An industrial user subject to a categorical pretreatment standard or categorical standard.

D. Color. The optical density at the visual wavelength of maximum absorption, relative to distilled water. One hundred percent (100%) transmittance is equivalent to zero (0.0) optical density.

E. Environmental Protection Agency or EPA. The U.S. Environmental Protection Agency.

F. FGCSD. Fieldbrook Glendale Community Services District

G. Grab Sample. A sample that is taken from a waste stream on a one-time basis without regard to the flow in the waste stream over a period of time not to exceed fifteen (15) minutes

H. Indirect Discharge. The introduction of pollutants into the POTW from any nondomestic source.

I. Industrial User. A source of indirect discharge.

J. Industrial Waste. The liquid wastes derived from activities of a industrial user, excluding discharges which can be defined as domestic waste.

K. Instantaneous Limit. The maximum concentration of a pollutant allowed to be discharged at any time, determined from the analysis of any discrete or composited sample collected, independent of the industrial flow rate and the duration of the sampling event.

L. Interference. A discharge that, alone or in conjunction with discharges from other sources, inhibits or disrupts the POTW, its treatment processes or operations or its sludge processes, use or disposal, and therefore, is a cause of a violation of the FGCSD's Ordinances or Contract with the City of Arcata (including an increase in magnitude or duration of a violation) or of the prevention of wastewater sludge use or disposal in compliance with any of the following statutory/regulatory provisions or permits issued thereunder, or any more stringent State or local regulations: Section 405 of the Act; the Solid Waste Disposal Act, including Title II commonly referred to as the Resource Conservation and Recovery Act (RCRA); any State regulations contained in any State sludge management plan prepared pursuant to Subtitle D of the Solid Waste Disposal Act; the Clean Air Act; the Toxic Substances Control Act; and the Marine Protection, Research, and Sanctuaries Act.

M. Local Limit. Specific discharge limits developed and enforced by the FGCSD against industrial or commercial facilities to implement the general and specific discharge prohibitions listed in 40 CFR 403.5(a)(1) and (b).

N. Noncontact Cooling Water. Water used for cooling which does not come into direct contact with any raw material, intermediate product, waste product, or finished product.

O. pH. A measure of the acidity or alkalinity of a substance, expressed in standard units.

P. Pollutant. Any dredged spoil, solid waste, incinerator residue, wastewater, garbage, sewage sludge, munitions, medical waste, chemical wastes, industrial wastes, biological materials, radioactive materials, heat, wrecked or discharged equipment, rock, sand, cellar dirt, and agricultural wastes, and including but not limited to the following characteristics of wastewater: pH, temperature, TSS, turbidity, color, BOD, COD, toxicity, odor.

Q. Pretreatment. The reduction of the amount of pollutants, the elimination of pollutants, or the alteration of the nature of pollutant properties in wastewater prior to or in lieu of introducing such pollutants into the POTW. This reduction or alteration can be obtained by physical, chemical or biological processes, by process changes, or by other means, except by diluting the concentration of the pollutants unless allowed by an applicable pretreatment standard.

R. Pretreatment Standards or Standards. Prohibitive discharge standards, categorical pretreatment standards, and local limits.

S. Publicly Owned Treatment Works or POTW. Any devices or systems owned by the City of Arcata or FGCSD used in the collection, storage, treatment, recycling and reclamation of wastewater or industrial waste of a liquid nature including sewers, pipes and other conveyances owned by the City or FGCSD which convey wastewater to a treatment plant.

T. Sewer Service Charges. Fees, rates, rentals or other charges for services, equipment, materials, labor and facilities furnished by the FGCSD for use of its POTW.

U. Significant Industrial User. Except as provided in subsections (VV)(3) and (4) of this Section, a significant industrial user is:

1. Industrial users subject to categorical pretreatment standards; or

2. An industrial user that:

    a. Discharges an average of twenty-five thousand (25,000) gpd or more of process wastewater to the POTW (excluding sanitary, noncontact cooling and boiler blowdown wastewater);

    b. Contributes a process waste stream which makes up five percent (5%) or more of the average dry weather hydraulic or organic capacity of the treatment plant; or

    c. Is designated as significant by the FGCSD GM on the basis that the industrial user has a reasonable potential for adversely affecting the POTW's operation or for violating any pretreatment standard or requirement.

3. Upon making a finding that an industrial user meeting the criteria in subsection (1) of this definition fulfills the requirements of a nonsignificant categorical industrial user, the FGCSD GM may determine that such user should not be considered a significant industrial user.

4. Upon making a finding that an industrial user meeting the criteria in subsection (2) of this definition has no reasonable potential for adversely affecting the POTW's operation or violating any pretreatment standard or requirement, the Director of Environmental Services may at any time, on its own initiative or in response to a petition received from and industrial user, and in accordance with procedures in 40 CFR 403.8(f)(6), determine that such user should not be considered a significant industrial user.

V. Slug Load, or Slug Discharge. Any discharge at a flow rate or concentration which has reasonable potential to cause a violation of the pretreatment standards as appear in this Chapter or violation in any other way of the FGCSD's regulations pertaining to its POTW, local limits, or permit conditions; or any discharge of a nonroutine, episodic nature, including but not limited to, an accidental spill or a noncustomary batch discharge.

W. Suspended Solids or Total Suspended Solids (TSS). Total suspended matter that either floats on the surface of, or is suspended in, water, wastewater, or other liquids, and which are removable by laboratory filtering.

X. User. A domestic user or industrial user

Y. User Classification. The classification of users based on the 1972 edition of the Standard Industrial Classification (SIC) Manual prepared by the Executive Office of Management and Budget.

Z. Wastewater Discharge Permit. The permit issued by FGCSD to control the discharge of industrial wastewater to the POTW.

AA. Wastewater Treatment Plant or Treatment Plant. That portion of the POTW designed to provide treatment of domestic and industrial wastes.

ABBREVIATIONS

The following abbreviations shall have the meanings designated as follows:

BOD	Biological Oxygen Demand
BMP	Best Management Practice
CFR	Code of Federal Regulations
COD	Chemical Oxygen Demand
EPA	U.S. Environmental Protection Agency
gpd	Gallons per Day
mg/l	Milligrams per Liter
NPDES	National Pollutant Discharge Elimination System

O&M	Operation and Maintenance
POTW	Publicly Owned Treatment Works
SIC	Standard Industrial Classifications
TRC	Technical Review Criteria
TSS	Total Suspended Solids

SECTIONS

Sec. 7461 National Categorical Pretreatment Standards.
Industrial users must comply with the categorical pretreatment standards found at 40 CFR Chapter I, Subchapter N, Parts 405-471. When wastewater subject to a categorical pretreatment standard is mixed with wastewater not regulated by the same standard, the FGCSD GM shall impose an alternate limit in accordance with 40 CFR 403.6(e), the combined wastestream formula.

Sec. 7470.2 Additional Pretreatment Measures.
A. The FGCSD General Manager, in his/her discretion, may require industrial users to restrict their discharge during peak flow periods, designate that certain wastewater be discharged only into specific sewers, relocate and/or consolidate points of discharge, separate wastewater streams from industrial waste streams, and may impose such other conditions as may be necessary to protect the POTW.

B. Each industrial user discharging into the POTW greater than ten thousand (10,000) gpd shall install and maintain, on his/her property and at his/her expense, a suitable storage and flow control facility to ensure the equalization of flow over a twenty-four (24) hour period. The facility shall be equipped with alarms and a rate of discharge controller, the regulation of which shall be directed by the FGCSD General Manager. A wastewater discharge permit may be issued solely for flow equalization.

Sec. 7470.4 Hauled Wastewater, Holding Tank Waste.
Holding tank waste may be accepted into the POTW at a FGCSD-designated receiving location at such times established by the FGCSD, provided such waste does not violate this Permit or FGCSD Ordinance 90-2 or any other requirements established by FGCSD. FGCSD may require either or both the hauler and/or generator of industrial holding tank waste to obtain a wastewater discharge permit or other FGCSD permit if applicable. The FGCSD may prohibit the disposal of all holding tank waste if such disposal would interfere with the POTW. The discharge of holding tank waste is subject to all other requirements of this Chapter.

Sec. 7470.3 Accidental Discharge/Slug Control Plans.
The FGCSD General Manager may require any industrial user to develop, submit for review, and implement a plan or take such other action as may be necessary to control accidental slug discharges. The plan shall provide, at a minimum, the following:

A. A description of discharge practices, including nonroutine batch discharges;
B. A description of stored chemicals;
C. Procedures for immediately notifying the FGCSD of any accidental or slug discharge, as required by Section 7472.6;
D. Procedures to prevent adverse impact from any accidental or slug discharge, including, but not limited to, inspection and maintenance of storage areas, handling and transfer of materials, loading and unloading operations, control of plant site run-off, worker training, building of

containment structures or equipment, measures for containing toxic organic pollutants (including solvents), and/or measures and equipment for emergency response.

Sec. 7472.6 Reports of Potential Problems.

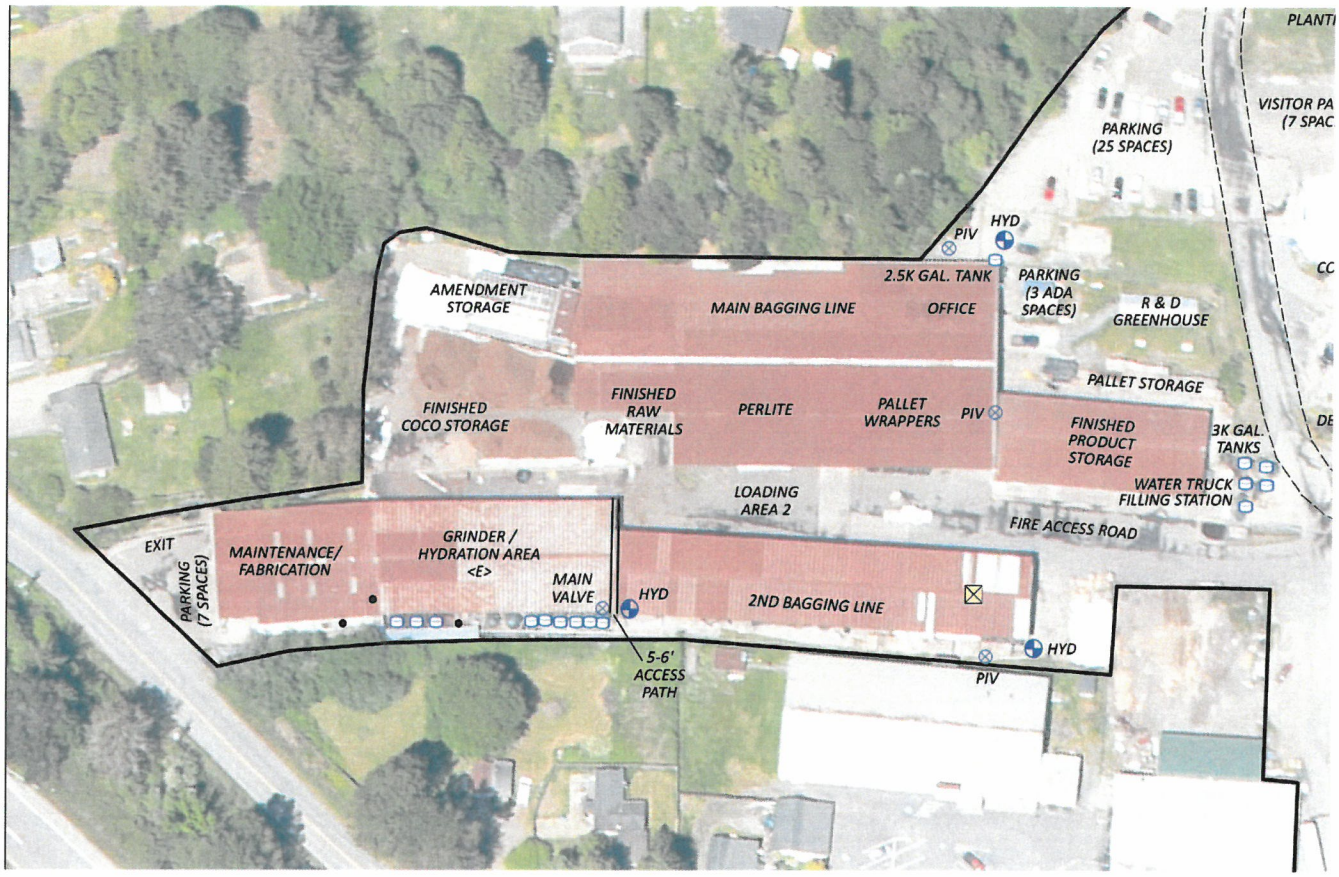
A. In the case of any discharge, including, but not limited to, accidental discharges, discharges of a nonroutine, episodic nature, a non-customary batch discharge, a slug discharge or slug load, that might cause potential problems for the POTW or violate any provision of this Chapter, the industrial user shall immediately, and in no more than five (5) days after such event, notify the Director of Environmental Services of the incident. This notification shall include the location of the discharge, type of waste, concentration and volume, if known, and corrective actions taken by the industrial user.

B. Within fifteen (15) days following such discharge, the industrial user shall, unless waived in writing by the Director of Environmental Services, submit a detailed written report describing the cause(s) of the discharge and the measures to be taken by the industrial user to prevent similar future occurrences. Such notification shall not relieve the industrial user of any expense, loss, damage, or other liability which might be incurred as a result of damage to the POTW, natural resources, or any other damage to person or property; nor shall such notification relieve the industrial user of any fines, penalties, or other liability which may be imposed pursuant to this Chapter.

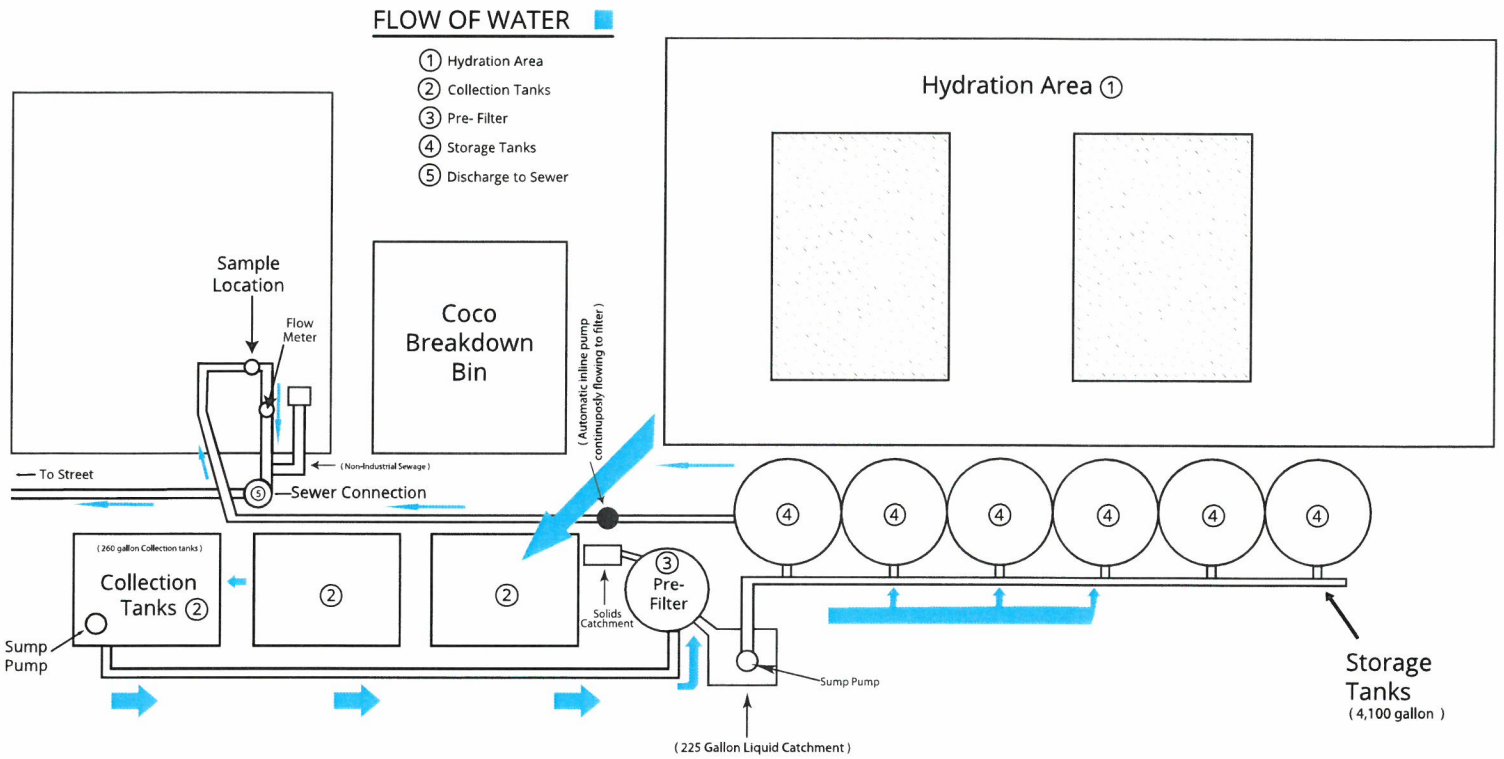
C. A notice shall be permanently posted on the industrial user's bulletin board or other prominent place advising employees who to call in the event of a discharge described in subsection (A) of this Section. Employers shall ensure that all employees who could cause or identify such a discharge are advised of the emergency notification procedure.

D. Significant industrial users are required to notify the FGCSD General Manager immediately of any changes at its facility affecting the potential for a slug discharge.

Royal Gold Site Map



Royal Gold Flow Diagram



ACCIDENTAL SPILL/SLUG DISCHARGE CONTROL PLAN

General Information

Industrial User Name: Royal Gold
Industrial User Address: 1689 Glendale Dr. McKinleyville CA, 95519
Industrial User Discharge Permit Number: FGCSD 2020-01

Primary facility contact with 24 hour phone numbers:
Eric Free – Office Manager
free@royalgoldcoco.com
Work - (707) 822-4653 x8
Cell - (707) 616-8031

Secondary facility contact with 24 hour phone numbers:
Clinton Betts – Environmental Compliance Officer
cbettsrgc@gmail.com
Work – (707) 822-5046
Cell - (209) 769-9947

Facility Description

Nature of Business: Potting soil manufacturer
Operating Hours: 8AM to 5PM Monday thru Friday
Number of Employees: 61

Characteristics of Wastewater

Wastewater being discharged to the sewers is primarily runoff from coco fiber hydration, where calcium nitrate and magnesium sulfate (epsom salt) are sprayed onto the coco to remove salts from the fibers, and rinsing, where the leftover nitrate and sulfate along with the salts are flushed from the coco fiber. This water is routed to collection areas that flows to a sediment filter and is stored in a series of water tanks before being discharged into the sewer system.

The wastewater is stored in tanks to lower the discharge rate and allow wastewater to be discharged continuously, 7 days a week instead of only when the process water is running off from the coco hydration system. There are no plans to have any large non-customary batch discharges.

Additionally, there are two toilets and two sinks that are connected to the sewer system from the site but that is the only other connection to the sewer other than outflow from the coco hydration.

Quantity of wastewater discharged per month:

Quantities of discharge vary throughout the year but are the highest during the busy season which has historically been April to June where discharge may go up to 15,000 gallons per batch and up to two batches per day. Offseason discharge is generally three to six batches per week. During the busy season we discharge from 400,000 to 600,000 gallons of wastewater per month but this falls closer to 200,000 gallons during the slower months. Current limits on wastewater discharge are 21,000 gallons per day during the months of June through September and 43,000 during the rest of the year. It is unlikely that we will reach this limit without new coco hydration infrastructure.

Concentrations of wastewater discharged:

The concentration of nitrates in our wastewater generally fluctuates from 70ppm to 140ppm depending on the batch being processed, time held in storage and other environmental factors. A liquid/solid separator has been installed to remove sediment and small coco fiber which should help to reduce clogging and improve overall

performance of the system as well as reducing the discharge of organic matter that can be broken down in the sewer lines. Magnesium sulfate is also added to the coco which adds some sulfate to the wastewater but at low levels. Additional monitoring is performed for ammonia, total phosphate, and pH along with BOD, DO, sulfate, COD and nitrate.

Characteristics of Raw Materials

Inventory of all raw materials (see Table 1)

Inventory of all chemicals (see Table 2)

Inventory of all waste (see Table 3)

Spill/Slug Control

Type of containment used for all chemicals, raw materials, and waste:

All dry powdered amendments are stored on pallets under a covered structure where any spills can be easily cleaned up and cannot be exposed to stormwater. There is no floor drain to the sewer system and therefore no way for a discharge of these amendments or chemicals to the sewer. Other chemicals and hazardous materials are all stored with secondary containment tanks large enough to fit the entire container if it were to fail and in a way approved of by the Humboldt County Department of Environmental Health.

Coco fiber is stored palletized and wrapped until ready for use when they are placed into bins backed by concrete blocks and wetted down before they begin the hydration process.

Waste runoff from the hydration and rinsing of the coco is channeled with rubber curbs to the collection tanks where a sump pump pumps it to the liquid/solid separator which is then pumped into holding tanks. If holding tanks are full, processing will be stopped until there is enough capacity in the system to allow for more processing water runoff. Any spills in this area are held by concrete curbs and flows back into the collection tanks which pump to holding tanks via submersible pump when the primary catchment tanks fill up. If there was a leak in the system it would just circulate through the system until the leak is fixed. If any leak in the system occurs and if there is a hydration or rinse currently happening then the hydration or rinse will be immediately shut off to stop the flow of additional water to the primary containment tanks. The coco hydration area is constantly being worked in and any problems will be noticed and dealt with quickly. There are shut off valves at numerous points in the system but we have primary emergency shut off points between collection, storage and sewer connection. Every storage tank has its own individual shutoff valve to isolate any leaks from the storage system. Additionally the vacuum truck will be brought in to be ready to remove water from the secondary containment tank if necessary to prevent a spill.

Emergency response equipment:

If there is a spill that happens due to physical or mechanical failure of the system during work hours there are multiple shutoff valves to stop any leak. In addition, there is a vacuum truck on site to clean up any spilled material and route it into the storage tanks. Depending on the location of the leak, each part of the system can be isolated and shut off to reduce the volume of liquid spilled and having to be routed to the collection system.

In the event that the sediment filter stops working then all water will be shut off to the hydration/rinse immediately and until the filter is believed to be fixed.

Notification of Slug Discharge

In the event of a slug release:

Immediately notify Fieldbrook Glendale Community Services District at (707) 499-1963

Notification of Slug Discharge

In the event of a slug release:

Immediately notify Fieldbrook Glendale Community Services District at (707) 499-1963

Within five days send an additional written notification to FGCSD

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations. I also understand that applicable civil and criminal penalties may apply for any violations of pretreatment standards, requirements and/or compliance schedules.

Chad Waters CEO
Name & Title of Representative:

Chad Waters
Signature of Representative:

4/22/20
Date of Signature:

Table 1: Raw Materials Stored at the Royal Gold Glendale Facility	
Raw Materials Used in Coco Fiber Processing	**LOCATION**
Coco Fiber	Lot A, B & C
Coco Chip	Lot C
Non Coco Fiber Related Raw Materials	**LOCATION**
Perlite	Lot A & B
Lava Rock	Lot A & B
Peat Moss	Lot C
Sawdust	Lot B
Compost	Lot B

Table 2: Chemicals/ Hazardous Materials Stored at the Royal Gold Glendale Facility	
Raw Materials Used in Coco Fiber Processing	**LOCATION**
Calcium Nitrate	Lower shop
Epsom Salt	Lower shop
Non Coco Fiber Related Raw Materials	**LOCATION**
Bat Guano	Upper Bagging Line
Fishbone Meal	Upper Bagging Line
Alfalfa	Upper Bagging Line
Feather Meal	Upper Bagging Line
Chicken Manure	Upper Bagging Line
Kelp Meal	Upper Bagging Line
Basalt	Upper Bagging Line, Lot A
Dolomite Lime	Upper Bagging Line
Gypsum	Upper Bagging Line
Diesel #4	Lot A
Propane	Lot A

Table 2: Chemicals/ Hazardous Materials Stored at the Royal Gold Glendale Facility	
Raw Materials Used in Coco Fiber Processing	**LOCATION**
Process runoff	Lower shop, coco processing area
Non Coco Fiber Related Raw Materials	**LOCATION**
Wood Chips	Lot B
Plastic waste	Lot B
Used motor oil	Lower shop

Coco Fiber BMP's for Sewer Discharge Permit

Our coco fiber processing area is completely covered by a pole barn type structure to prevent stormwater from commingling with our coco runoff. Coco process runoff is channeled with hard rubber parking curbs which can be adjusted during processing. The curbs are used to direct all our runoff into the discharge storage system which collects our process water for sediment removal and pretreatment to reach allowable levels for discharge. All of our BMPs are inspected before every hydration and noted in the Coco BMP maintenance log. If any BMPs are not placed before the inspection, they will be placed before the inspection is complete. During hydration and rinsing, if the runoff is not being directed into the first entrance to the primary collection tanks then the wattles/mesh box will be cleaned and rubber curbs adjusted to ensure proper function of the BMPs. If the tanks are full or if both pumps stop working then the hydration or rinse will be stopped immediately and the vacuum truck will be brought in to ensure no spills reach the storm water system.

For any new employees working in the Coco area they will be trained in identifying all parts of the collection system and BMPs as well as how to perform an inspection. Any new employee will be supervised and not left to perform movable BMP installation until supervisors are convinced they know the operations. Once trained, any additional training will be provided as needed based on employee performance and if there are any changes to the system.

Below is a list of BMPs which are part of our storage system:

- Mesh wattles used to separate large particles from entering the collection tanks.
- Metal mesh box at the entrance of storage system to remove sediment.
- Rubber curbs used to direct and control process water while coco is being processed. They are also used to prevent run on during coco processing during storm events.
- Concrete curb installed at edge of processing pad to contain runoff and prevent commingling with stormwater. The curb also serves as containment if the storage tanks fail by redirecting water into the collection tanks.
- Series of concrete storage tanks which act as stage 1 of our pretreatment system. The tanks allow sediment to settle before process water is pumped to stage 2.
- A round vibratory separator is used as stage 2 of our pretreatment system, to separate solids and liquids before they enter our storage system.
- Storage system is covered to prevent stormwater from entering the system.
- Culverts installed underneath collection system to allow stormwater to pass underneath our storage tanks
- 1600 gallon secondary containment "boat" around collection tanks in case our 785 gallon initial containment system fails. The containment "boat" is covered to prevent stormwater commingling.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Quarterly Financial Report and Budget Adjustments

Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☐ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
May 2019 – 2019/2020 Budget presentation
June 2019 – 2019/2020 Initial budget adoption
August 2019 – 2019/2020 Final budget adoption
October 2019 – First Quarterly budget adjustments
January 2020 – Second 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 $8,996 for the third quarter primarily from domestic, business, and miscellaneous revenue from a meter removal charged to a customer account. Expenses increased $13,382 with HBMWD M&O costs and engineering expenses accounting for much of the increase. HBMWD M&O also includes the expense for removal of a customer meter. The net result of operations remains positive at $15,152. Interest earnings, connection fees, less depreciation expenses are projected to generate a net revenue of $553. Grant revenues of and expenses for the Anker Lane Tank replacement project have been incorporated into the budget. Project revenues and expenses are budgeted at $64,580, with a net of $0.00.

Wastewater

Wastewater revenues increased in the third quarter by $24,415. Domestic and commercial revenues were above projections. Wastewater reimbursement revenue increased $19,497 for engineering expenses related to the Royal Gold industrial discharge permit. Connection fee revenues collected from Royal Gold were offset by the same amount. Expenses decreased $14,666 with increases for Engineering Services accounting for much of the increase, these were offset by purchased wastewater treatment, which have been lower than the budgeted amounts. Line repairs remain budgeted at $31,050 and may not be fully expended. The net result of operations has increased $2,427 from the

adopted budget. Interest earnings, connection fees, less depreciation expenses are projecting a negative net revenue of $47,460.

Fire

Total year-to-date adjustments for revenues less expenses have decreased the net ordinary (operational) revenue by $826. Results of operations remain enough to meet loan and reserve requirements.

Recommendation:

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

Fieldbrook Glendale Community Services District
Anker Tank Replacement Project
July 2019 through June 2020

	Jul '19 - Jun 20	Budget	$ Over Budget	% of Budget
Other Income/Expense				
Other Income				
4394 · Grant Income				
4394.01 · Water Grant Revenue (Water Grant Revenue)				
4394.10 · CAL OES (Anker Tank Hazard Mitigation Grant)	0.00	48,435.00	-48,435.00	0.0%
4394.20 · NCRP (North Coast Resource Partnership - Anker Tank)	0.00	16,145.00	-16,145.00	0.0%
Total 4394.01 · Water Grant Revenue (Water Grant Revenue)	0.00	64,580.00	-64,580.00	0.0%
Total 4394 · Grant Income	0.00	64,580.00	-64,580.00	0.0%
Total Other Income	0.00	64,580.00	-64,580.00	0.0%
Other Expense				
5810 · Water Grant Expenses (Water Grant Expenses)				
5810.00 · Engineering - Anker Tank (Engineering - Anker Tank)				
5810.01 · 01-Project Management (01-Project Management)	1,153.00	10,800.00	-9,647.00	10.7%
5810.10 · 10-Environmental Support (10-Environmental Support)	0.00	15,120.00	-15,120.00	0.0%
5810.20 · 20-Permitting (20-Permitting)	0.00	2,160.00	-2,160.00	0.0%
5810.30 · 30-Prelim Design & Survey (30-Prelim Design & Survey)	0.00	36,500.00	-36,500.00	0.0%
Total 5810.00 · Engineering - Anker Tank (Engineering - Anker Tank)	1,153.00	64,580.00	-63,427.00	1.8%
Total 5810 · Water Grant Expenses (Water Grant Expenses)	1,153.00	64,580.00	-63,427.00	1.8%
Total Other Expense	1,153.00	64,580.00	-63,427.00	1.8%
Net Other Income	-1,153.00	0.00	-1,153.00	100.0%
Net Income	**-1,153.00**	**0.00**	**-1,153.00**	**100.0%**

Fieldbrook Glendale Community Services District
Quarterly Water Budget Adjustments
July 2019 through June 2020

	Adjustments						
	First Qtr	Second Qtr	Third Qtr	Foruth Qtr	Total Adj	2020 Budget	Adjusted Budget
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4100 · Water Revenue							
4110 · Domestic Water Revenue	$ (5,314)	$ 5,061	$ 2,220		$ 1,967	$391,270	393,237
4115 · Late Fees - Water	$ (27)	$ (1,368)	$ 5		$ (1,390)	$5,892	4,502
4120 · Business Water Revenue	$ 827	$ 4,697	$ 3,185		$ 8,709	$47,316	56,025
4130 · Fire Suppression Water Revenue			$ 6		$ 6	$2,088	2,094
4135 · Benefit Zone 1-Water Revenue	$ 1,541	$ 417	$ 335		$ 2,293	$21,750	24,043
4140 · Water Installation Charges		$ 3,840	$ 169		$ 4,009	$0	4,009
4150 · Water Processing Fees		$ (70)	$ (105)		$ (175)	$1,015	840
4156 · Water Reimbursement Income			$ 2,988		$ 2,988	$0	2,988
4157 · Water Misc. Chg.			$ 193		$ 193	$0	193
4160 · Water Other Revenue		$ 458	$ -		$ 458	$0	458
Total 4100 · Water Revenue	$ (2,973)	$ 13,035	$ 8,996	$ -	$ 19,058	$ 469,331	$ 488,389
Total 4000 · Revenue	$ (2,973)	$ 13,035	$ 8,996	$ -	$ 19,058	$ 469,331	$ 488,389
Total Revenue	$ (2,973)	$ 13,035	$ 8,996	$ -	$ 19,058	$ 469,331	$ 488,389
Gross Profit	$ (2,973)	$ 13,035	$ 8,996	$ -	$ 19,058	$ 469,331	$ 488,389
Expense							
5000 · Purchased Water	$ (108)	$ 241	$ 576		$ 709	$ 172,519	173,228
5050 · Director Fees			$ -		$ -	$ 2,995	2,995
5100 · Contract Labor/Admin	$ 8,638	$ 11,601	$ 11,803		$ 32,042	$ 211,524	243,566
5150 · Insurance Expense			$ -		$ -	$ 3,245	3,245
5200 · Professional Services		$ 242	$ 13		$ 255	$ 4,570	4,825
5250 · Dues & Memberships		$ 327	$ -		$ 327	$ 650	977
5300 · Utilities	$ 237	$ (881)	$ 36		$ (608)	$ 11,908	11,300
5370 · Property Taxes			$ -		$ -	$ 225	225
5380 · Supplies	$ 265	$ 73	$ 31		$ 369	$ 755	1,124
5400 · Maintenance Expenses			$ -		$ -	$ 10,000	10,000
5550 · Equipment		$ 1,037	$ -		$ 1,037	$ -	1,037
5590 · Bad Debts	$ 20		$ -		$ 20	$ 2,016	2,036
5625 · Bank Charges	$ 593	$ 972	$ 662		$ 2,227	$ 213	2,440
5700 · Licenses & Fees		$ 277	$ -		$ 277	$ 3,918	4,195
6560 · Payroll Expenses	$ (42)	$ 21	$ 261		$ 240	$ 11,804	12,044
Total Expense	$ 9,603	$ 13,910	$ 13,382	$ -	$ 36,895	$ 436,342	$ 473,237
Net Ordinary Revenue	$ (12,576)	$ (875)	$ (4,386)	$ -	$ (17,837)	$ 32,989	$ 15,152
Other Revenue/Expense							
Other Revenue							
4394 · Grant Income			$ 64,580		$ 64,580	$ -	64,580
4900 · Interest Earnings	$ 144	$ (113)	$ (130)		$ (99)	$ 15,454	15,355
4950 · Connection Fees		$ 10,591	$ -		$ 10,591	$ -	10,591
Total Other Revenue	$ 144	$ 10,478	$ 64,450	$ -	$ 75,072	$ 15,454	$ 90,526
Other Expense							
5350 · Depreciation Expenses			$ -		$ -	$ 26,639	$ 26,639
5650 · Interest Expense			$ 183		$ 183	$ 13,723	$ 13,906
5810 · Water Grant Expenses			$ 64,580		$ 64,580	$ -	64,580
Total Other Expense	$ -	$ -	$ 183	$ -	$ 64,763	$ 40,362	$ 105,125
Net Other Revenue	$ 144	$ 10,478	$ 64,267	$ -	$ 10,309	$ (24,908)	$ (14,599)
Net Revenue	$ (12,432)	$ 9,603	$ 59,881	$ -	$ (7,528)	$ 8,081	$ 553

Fieldbrook Glendale Community Services District
Quarterly Wastewater Budget Adjustments
July 2019 through June 2020

	Adjustments						
	First Qtr	Second Qtr	Third Qtr	Foruth Qtr	Total Adj	2020 Budget	Adjusted Budget
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4200 · Wastewater Revenue							
4210 · Domestic Wastewater Revenue	$ (5,731)	$ (11,636)	$ 1,646		$ (15,721)	287,121	271,400
4215 · Late Fees - Wastewater	$ 90	$ (951)	$ (13)		$ (874)	4,200	3,326
4220 · Business Wastewater Revenue	$ (4,437)	$ 1,226	$ 3,710		$ 499	77,122	77,621
4250 · Wastewater Processing Fees	$ (175)	$ (140)	$ (175)		$ (490)	770	280
4252 · Wastewater Permit Fees			$ (250)		$ (250)	500	250
4256 · Wastewater Reimbursement			$ 19,497		$ 19,497	0	19,497
Total 4100 · Wastewater Revenue	$ (10,253)	$ (11,501)	$ 24,415	$ -	$ 2,661	369,713	372,374
Total 4000 · Revenue	$ (10,253)	$ (11,501)	$ 24,415	$ -	$ 2,661	369,713	372,374
Total Revenue	$ (10,253)	$ (11,501)	$ 24,415	$ -	$ 2,661	369,713	372,374
Gross Profit	$ (10,253)	$ (11,501)	$ 24,415	$ -	$ 2,661	369,713	372,374
Expense							
5000 · Purchased Wastewater	$ (1,338)	$ (11,604)	$ (35,064)		$ (48,006)	209,750	161,744
5100 · Contract Labor/Admin	$ 5,911	$ 20,315	$ 17,109		$ 43,335	35,300	78,635
5150 · Insurance Expense			$ -		$ -	2,641	2,641
5200 · Professional Services		$ 242	$ 8		$ 250	4,575	4,825
5250 · Dues & Memberships		$ 372	$ -		$ 372	605	977
5300 · Utilities	$ 148	$ 161	$ (621)		$ (312)	12,724	12,412
5300 · Fuel (Generator)		$ 823	$ -		$ 823	0	823
5370 · Property Taxes			$ -		$ -	324	324
5380 · Supplies	$ 375	$ 67	$ 39		$ 481	650	1,131
5400 · Maintenance Expenses		$ (2,150)	$ -		$ (2,150)	33,200	31,050
5550 · Equipment		$ 1,037	$ -		$ 1,037	0	1,037
5590 · Bad Debts	$ -		$ -		$ -	2,000	2,000
5625 · Bank Charges	$ 493	$ 707	$ 613		$ 1,813	84	1,897
5700 · Licenses & Fees	$ 22	$ (7)	$ 2,574		$ 2,589	3,171	5,760
6560 · Payroll Expenses	$ (480)	$ (194)	$ 676		$ 2	25,200	25,202
Total Expense	$ 5,131	$ 9,769	$ (14,666)	$ -	$ 234	330,224	330,458
Net Ordinary Revenue	$ (15,384)	$ (21,270)	$ 39,081	$ -	$ 2,427	39,489	41,916
Other Revenue/Expense							
Other Revenue							
4900 · Interest Earnings	$ 82	$ 114	$ 126		$ 322	36	358
4950 · Connection Fees	$ 25,172	$ (192)	$ (17,517)		$ 7,463	0	7,463
Total Other Revenue	$ 25,254	$ (78)	$ (17,391)	$ -	$ 7,785	36	7,821
Other Expense							
5350 · Depreciation Expenses			$ -		$ -	94,362	94,362
5650 · Interest Expense		$ (1,090)	$ -		$ (1,090)	3,925	2,835
Total Other Expense	$ -	$ (1,090)		$ -	$ (1,090)	98,287	97,197
Net Other Revenue	$ 25,254	$ 1,012	$ (17,391)	$ -	$ 8,875	-98,251	-89,376
Net Revenue	$ 9,870	$ (20,258)	$ 21,690	$ -	$ 11,302	**-58,762**	**-47,460**

Fieldbrook Glendale Community Services District
Quarterly Fire Dept. Budget Adjustments
July 2019 through June 2020

	Adjustments						
	First Qtr	Second Qtr	Third Qtr	Foruth Qtr	Total Adj	2020 Budget	Adjusted Budget
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4300 · Fire Revenue							
4310 · Current Secured Taxes			$ -		$ -	$56,789	$56,789
4320 · Current Unsecured Taxes			$ -		$ -	$2,415	$2,415
4330 · Prior Year Secured Taxes			$ -		$ -	$811	$811
4341 · Prop 172 Transfer	$ 174		$ -		$ 174	$915	$1,089
4350 · Property Tax Assesments			$ -		$ -	$40,575	$40,575
4360 · Timber Yield Tax			$ -		$ -	$225	$225
4370 · Homeowners' Exemption			$ -		$ -	$711	$711
4380 · Supplemental Tax - Current			$ -		$ -	$767	$767
4385 · Supplemental Tax - Prior Year			$ -		$ -	$133	$133
4392 · Prop Tax Exchange Agreement			$ -		$ -	$136	$136
4395 · Other Income - Fire Dept.	$ 1,116		$ 565		$ 1,681	$100	$1,781
Total 4300 · Fire Revenue	$ 1,290	$ -	$ 565	$ -	$ 1,855	$ 103,577	$ 105,432
Total 4000 · Revenue	$ 1,290	$ -	$ 565	$ -	$ 1,855	$ 103,577	$ 105,432
Total Revenue	$ 1,290	$ -	$ 565	$ -	$ 1,855	$ 103,577	$ 105,432
Gross Profit	$ 1,290	$ -	$ 565	$ -	$ 1,855	$ 103,577	$ 105,432
Expense							
5050 · Chief Fees			$ -		$ -	$ 599	$599
5130 · Assessment Fee-LAFCo			$ -		$ -	$ 113	$113
5150 · Insurance Expense	$ (153)		$ 72		$ (81)	$ 18,862	$18,781
5200 · Professional Services			$ 267		$ 267	$ 4,558	$4,825
5250 · Dues & Memberships			$ 9		$ 9	$ 2,673	$2,682
5300 · Utilities	$ 177	$ 344	$ -		$ 521	$ 7,900	$8,421
5360 · Transportation & Travel	$ (11)		$ 525		$ 514	$ 1,360	$1,874
5380 · Supplies	$ 235		$ 1,140		$ 1,375	$ 2,985	$4,360
5400 · Maintenance Expenses	$ 475		$ (1,344)		$ (869)	$ 6,900	$6,031
5550 · Equipment	$ 222	$ 750	$ 865		$ 1,837	$ 2,050	$3,887
5700 · Licenses & Fees			$ 112		$ 112	$ -	$112
5710 · Chiefs' Incentive Program			$ (1,000)		$ (1,000)	$ 2,000	$1,000
6560 · Payroll Expenses	$ (4)		$ -		$ (4)	$ 1,686	$1,682
Total Expense	$ 941	$ 1,094	$ 646	$ -	$ 2,681	$ 51,686	$ 54,367
Net Ordinary Revenue	$ 349	$ (1,094)	$ (81)	$ -	$ (826)	$ 51,891	$ 51,065
Other Revenue/Expense							
Other Revenue							
4900 · Interest Earnings			$ -			$ 2,900	$2,900
Total Other Revenue	$ -	$ -	$ -	$ -	$ -	$ 2,900	$ 2,900
Other Expense							
5350 · Depreciation Expenses			$ -			$ 47,750	$47,750
5650 · Interest Expense			$ -			$ 9,508	$9,508
Total Other Expense	$ -	$ -	$ -	$ -	$ -	$ 57,258	$ 57,258
Net Other Revenue	$ -	$ -	$ -	$ -	$ -	$ (54,358)	$ (54,358)
Net Revenue	$ 349	$ (1,094)	$ (81)	$ -	$ (826)	$ (2,467)	$ (3,293)

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.4

Agenda Title: Fire/Wastewater Loans, set interest rates for 2021

Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☐ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
May 2013 Fire house loan $182,400, 4% interest, 10-year note (Wall Street Journal (WSJ) rate 3.25%)
April 2014 No change (WSJ rate 3.25%)
April 2015 No change (WSJ rate 3.25%)
Jan. 2016 Refinanced Fire house loan $151,459, 4% interest, 18-year note
Jan 2016 Water Tender loan $110,000, 4% interest, 10-year note (WSJ rate 3.25%)
Jan 2016 Fire reserve designation requirement to collateralize due on June 30, 2024
April 2016 No change (WSJ rate 3.5%)
April 2017 Rate adjusted to 4.5% (WSJ rate 3.75%)
April 2018 No change (WSJ rate 4.75%)
April 2019 Wastewater loan $65,000, 4.5% interest rate, 7-year note
April 2019 No change, 4.5% interest rate, (WSJ rate 5.5%)

The original notes for the fire house, water tender remained unchanged from 2013-2017 at 4% per annum. Loan rates were adjusted to 4.5% in 2017 and became effective in 2018. The original loans were based on the WSJ prime rate plus three-quarters of a point (.75). The WSJ prime rate adjusted in 2016 to 3.5%, 2017 to 3.75%, 2018 to 4.75%, and 2019 to 5.5%.

The WSJ rate was 3.25% on March 31, 2020.

Recommendation:
Review the information and determine an interest rate effective July 1, 2020.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.5

Agenda Title: City of Arcata – Wastewater Rate Study

Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item: ☒ Action ☒ Discussion ☒ Information

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

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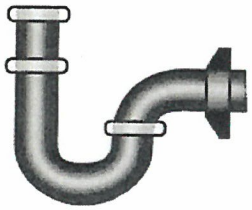
Background:
The City of Arcata (COA) has completed a wastewater rate study. The study was presented to the City Council on March 28th. The City Council will next set a rate and send public notices for a rate protest hearing. Following is an analysis of the wastewater rate study as presented and the impacts on our rate structure.

Recommendation:
Review the analysis and provide direction to staff.

		2020	2021	2022	2023*	2024	2025
Proposed Increased %			10%	10%	10%	8%	8%
COA Consumption Rate		$ 7.62	$ 8.38	$ 9.22	$ 10.14	$ 10.95	$ 11.83
		Budgeted					
COA Wastewater Treatment Costs		$ 179,985.00	$ 197,983.50	$ 217,781.85	$ 239,560.04	$258,724.84	$279,422.82
Annual Increase			$ 17,998.50	$ 19,798.35	$ 21,778.19	$ 19,164.80	$ 20,697.99
Revenue 2020							
		Budgeted					
Total Revenue		$ 349,021	$ 367,019.50	$ 386,817.85	$ 408,596.04	$427,760.84	$448,458.82
FGCSD Rate Increase %			4.9%	5.1%	5.3%	4.5%	4.6%
		Current Rates					
Base Rates		102.91	$ 107.96	$ 113.48	$ 119.53	$ 124.89	$ 130.65
Consumption Rates		9.62	$ 10.09	$ 10.61	$ 11.17	$ 11.67	$ 12.21
Customer Accounts	100/CF Consumption						
Base allowance CF/month	4.00						
Low User CF/month	3.00	$ 102.91	$ 107.96	$ 113.48	$ 119.53	$ 124.89	$ 130.65
Median User CF/month	5.00	$ 112.53	$ 118.05	$ 124.09	$ 130.70	$ 136.56	$ 142.86
High User CF/month	8.00	$ 141.39	$ 148.32	$ 155.92	$ 164.23	$ 171.58	$ 179.50
Very High User CF/month	15.00	$ 208.73	$ 218.97	$ 230.17	$ 242.44	$ 253.30	$ 264.99

2023* is the last year of our authority to pass through rate increase from COA

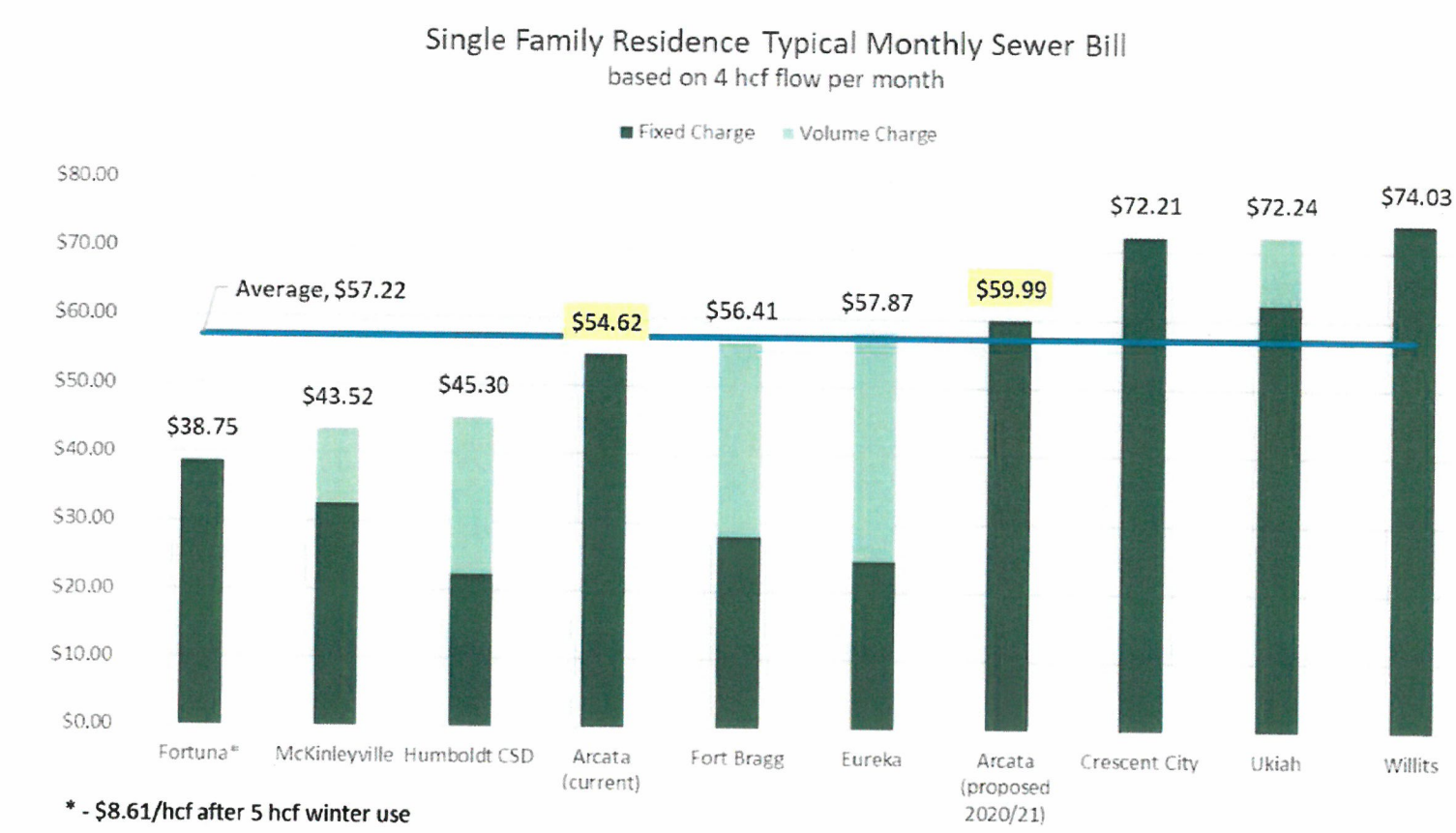


5-Year Financial Projection

- Wastewater Enterprise preparing to upgrade the Wastewater Treatment Plant
- Rate increases will be needed to fund capital expenditures and debt service on SRF loans
- 3%+ operations cost increases built into financial plan
- Cash reserve recommended target is >30% O&M

Proposed Revenue Increase	Current	1	2	3	4	5
Fiscal Year	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25
Proposed Revenue Increase		**10.0%**	**10.0%**	**10.0%**	**8.0%**	**8.0%**
Typical Single Family Bill (includes Sewer Repair Fee)	$54.62	$59.99	$65.49	$71.54	$73.19	$80.51

Single Family Residential Wastewater Bill Survey



* - $8.61/hcf after 5 hcf winter use

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.6

Agenda Title: LAFCo, Official Ballot, Independent Special District Election.

Meeting Date: 04/28//2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☐ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
The following individuals are seeking a seat on the LAFCo Board representing Independent Special Districts.
The candidates are

- Debra Lake (Incumbent)
  Sponsor: Fruitland Ridge Fire Protection District
- Desiree Davenport
  Sponsor: Humboldt Community Services District

Recommendation:
You may vote for one candidate.

HUMBOLDT
Local Agency Formation Commission
1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafco.org

Date: April 3, 2020

To: Board of Directors of Independent Special Districts

From: Colette Metz Santsche, Executive Officer

Subject: OFFICIAL BALLOT – Independent Special District Election

The term of office for one of the special district members on LAFCo, currently held by Debra Lake of the Fruitland Ridge Fire Protection District, expires on June 30, 2020.

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332. This provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail on behalf of the Independent Special District Selection Committee by the LAFCo Executive Officer.

Previously, a request for nominations was sent on December 27, 2019, which provided for the opportunity for independent special district boards to nominate candidates to fill the special district member vacancy. The nomination period ended on March 20, 2020, with two (2) nominations received by the deadline.

Enclosed is an official ballot to elect one candidate to serve as a regular special district member on LAFCo with a term beginning on July 1, 2020 and expiring June 30, 2024.

Please mark selection directly onto the ballot, voting for no more than one (1) candidate. **Ballots must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521 on or before June 19, 2020 at 5:00 p.m.**

Your district is encouraged to participate in this election process. For an election to be valid, at least a quorum of the special districts must submit valid ballots. The candidate receiving the most votes shall be deemed elected. Any nomination and ballot received by the Executive Officer after the date specified is invalid, provided, however, that if a quorum of ballots is not received by that date, the Executive Officer shall extend the date to submit ballots by 60 days and notify all districts of the extension.

An election schedule with information about the counting of ballots and successful candidate notification is enclosed.

If you have any questions, please contact LAFCo staff at colettem@humboldtlafco.org or you can leave a voicemail at (707) 445-7508.

OFFICIAL BALLOT
INDEPENDENT SPECIAL DISTRICT ELECTION

Mark selection directly onto the ballot, voting for no more than one (1) candidate. Ballots must be returned to the LAFCo office at 1125 16th Street, Suite 202, Arcata, CA 95521, on or before June 19, 2020 at 5:00 p.m.

Name of District: _____

Address: _____

Telephone: _____

Please vote for one of the following candidates:

☐ **DEBRA LAKE (incumbent)**
Sponsor: Fruitland Ridge Fire Protection District

☐ **DESIREE DAVENPORT**
Sponsor: Humboldt Community Services District

The Board hereby selects the above candidate to fill the term beginning on July 1, 2020 and expiring on June 30, 2024, as a regular special district member of the Humboldt Local Agency Formation Commission.

Board action taken on the _____ day of _____, 2020, by the following vote:

AYES: _____

NOSE: _____

ABSTAIN: _____

ABSENT: _____

DISTRICT REPRESENTATIVE:

_____
Signature

_____
Printed Name / Title

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.7

Agenda Title: GHD Scope of work, Sanitary Sewer Evaluation Study

Meeting Date: 04/28/2020

Presented by: Richard Hanger

Type of Item:	☒ Action	☒ Discussion	☒ Information
Type of Action Required:	☐ No Action	☒ Voice Vote	☐ Roll Call Vote

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Background:
July 23, 2019 Authorizing Resolution #2019-04 designating the General Manager to sign and file a Financial Assistance Application with the State Water Resources Control Board for the planning and/or design of the Glendale Sanitary Sewer Evaluation.

The Scope of Services includes the identification of potential sources of Inflow and Infiltration and a consideration of utilizing the City of Blue Lake's wastewater treatment and disposal system as an alternative to the City of Arcata.

Recommendation:
Approve the Scope of Work as presented.

DRAFT

Agreement Between the
Fieldbrook Glendale Community Services District
And
GHD Inc.
For
Sanitary Sewer Evaluation Study (SSES) and
Evaluation of Connection to Blue Lake Wastewater Treatment System.

INTRODUCTION

This agreement is based on a prime agreement between the Fieldbrook Glendale Community Services District and GHD Inc. dated September 28, 2016. All provisions of that agreement apply to this agreement unless otherwise noted.

SCOPE OF SERVICES

The Fieldbrook Glendale Community Services District (FGCSD or District) manages a wastewater collection system consisting of approximately 8 miles of gravity pipe and 6 miles of pressure mains. The District currently pumps wastewater to the City of Arcata's sewer collection system where it is conveyed to the City of Arcata's Wastewater Treatment Plant for treatment and disposal. The District faces issues related to inflow and infiltration (I/I) into the existing collection system as well as increasing costs from the City of Arcata. This scope of services outlines assistance to be provided by GHD with the support of the City of Blue Lake City Engineer, SHN, to help evaluate both of these issues and provide the District with additional information to help with planning for the future.

The District is subject to the requirements of the North Coast Regional Water Quality Control Board (RWQCB or Regional Board). The Regional Board emphasizes the management of I/I to reduce the potential for system overflows and to reduce the total volume of wastewater that must be collected, conveyed, treated, and disposed. A Sanitary Sewer Evaluation Study (SSES) is one of the tools to help identify potential sources of I/I and options to address it. The results of such a study can help identify at what level it is cost effective to reduce I/I versus conveying and treating it and strategies to help reduce the potential for sanitary sewer overflows. Under this scope, GHD will prepare an SSES with the goal of helping to identify potential sources of I/I as well as to identify measures to address identified sources based on the particular characteristics of the FGCSD collection system. It is anticipated that I/I issues will vary across the District and that a variety of solutions may be appropriate to address specific issues identified.

It should be recognized that I/I management will be an ongoing process and the FGCSD should be regularly engaged in evaluating I/I issues and implementing I/I management projects. This is an ongoing part of collection and treatment system management. Changes in the collection system configuration, aging infrastructure, changes in community characteristics, available conveyance and treatment capacity, regulations, and other factors have an ongoing influence on I/I and appropriate management strategies to address I/I issues. The District will need to continually address I/I issues as part of the routine operations, maintenance, and upgrade of the system.

In addition to addressing I/I within the District's sewer collection system, the District is interested in considering the City of Blue Lake's wastewater treatment and disposal system as an alternative to the current arrangement with the City of Arcata for treatment and disposal. The Glendale sewer service area of the District is economically disadvantaged and located near the City of Blue Lake, which is also economically disadvantaged. The City also provides wastewater service to its community partner, the Blue Lake Rancheria. All three parties may benefit from combined treatment and disposal service. The City of Blue Lake's wastewater treatment plant (WWTP) and disposal system is nearing capacity and would require upgrades to accommodate the District's flows and to meet additional planned future flows from the City of Blue Lake and the Rancheria. This presents an opportunity to FGCSD to consider an alternative

provider of treatment for the District's sewer flow. This option may have multiple benefits including reducing costs for the residents for Glendale, expanding the sewer customer base for the City of Blue Lake, and reducing flow to the City of Arcata's wastewater treatment system, which is subject to relatively strict new discharge standards. The Scope below includes tasks to evaluate sewer transmission from Glendale to Blue Lake, evaluate capacity of the Blue Lake wastewater System as well as to evaluate options to increase capacity to handle additional flows from Glendale as well as planned growth in the area.

SCOPE OF SERVICES

The following tasks define GHD's and SHN's scope of services:

Task 0- DWSRF Planning/Design Application

In this task GHD will work with the District to submit a planning application under the Clean Water State Revolving Fund (CWSRF). GHD will work with the District to develop the application package consisting of project information, proposed schedule, plan of study, managerial information, financial information, and supporting documentation.

Deliverables:

- Draft Application Package, including Scope and Budget for District Review
- Application Package

Assumptions:

- GHD will develop the Application Package at no fee to the District
- GHD does not guarantee grant award
- FGCSD will provide requested information for the funding application in a timely manner, including financial audits, rate information, budget and capital improvement planning information
- If funded, all following tasks will be completed and paid for with grant funds

Task 1 – Background I/I Research and Consultations with District

This task consists of a review of record drawings, past studies and evaluations in GHD files and as provided to GHD, as well as consultations with the District to evaluate existing information regarding I/I issues throughout the District. GHD files will be researched for recent relevant data, reports, and other information related to stormwater, wastewater, and I/I issues in the area. The District will provide additional available documents and information including the most recent reports, TV inspections, pump station operation records, collection system visual flow monitoring data, maintenance records, and other relevant collection system information. In addition, GHD and District staff will discuss wet weather collection system issues as well as other relevant information not included in written reports. The focus of this effort will be to summarize work already completed and to help identify priority areas of the collection system.

Deliverables:

- No separate deliverable will be developed for this task. Rather, this information will be used to focus subsequent study efforts and a summary of information reviewed will be incorporated into the final SSES report.

Assumptions:

- District to provide available relevant background reports and reference materials

- District to provide relevant flow records

Task 2 – Develop and Implement Focused Flow Monitoring Strategy

To better characterize I/I issues within the collections system, flow monitoring will be implemented at selected strategic locations. Based on the existing system mapping and identification of sub basins and initial characterization of I/I issues, flow monitoring will be focused on priority areas. Potential manholes for installation of temporary flow logging equipment will be identified based on location within a sub basin, manhole hydraulics, accessibility, and other factors. Several key manholes will be selected for installation of flow logging equipment to gather quantitative information on flow that can then be correlated to rainfall information. Manholes for flow monitoring ideally should be flow through manholes that do not have junctions or pipes within the manhole. The number of manholes selected for monitoring will depend on several factors including how many manholes with appropriate characteristics are available for monitoring and the areas they represent. Also, additional manholes will be identified for visual observation of flows during wet and dry periods. Since these manholes are for visual observation, junction manholes can be appropriate for visual observation and the general flow characteristics can be noted.

GHD will secure the services of a subconsultant with expertise in flow monitoring. The subconsultant will be responsible for providing, installing, and maintaining flow monitoring equipment and for collecting and analyzing flow data. The extent of flow monitoring conducted will be based on budget allowance for this task. GHD will incorporate the results of flow monitoring into the SSES report.

Deliverables:

- Findings will be included in the SSES report

Assumptions:

- District to open manholes for inspection

Task 3 – Develop and Implement Focused TV Inspection Strategy

To further characterize I/I issues within the collection system based on visual condition, TV inspections will be completed in several strategic locations. The locations will be selected based on evaluation of existing background information and flow monitoring results to help identify potential I/I issues. The number of locations selected will depend on a number of factors and the potential value anticipated to be gained through further TV inspections. Depending on early findings in the SSES study, the effort budgeted for this task may be applied to other aspects of the analysis of the collection system to improve outcomes.

GHD will secure the services of a subconsultant with expertise in TV inspections. The subconsultant will be responsible for providing and operating the TV inspection equipment, as well as for collecting and analyzing the inspection video. The extent of TV inspections conducted will be based on budget allowance for this task. GHD will incorporate the results of TV inspections into the SSES report.

Deliverables:

- Findings will be included in the SSES report

Assumptions:

- District to open manholes for inspection

Task 4 – Evaluate the Feasibility of Incorporating an Alarm/Telemetry System Warning for Pump Failures/ Potential Overflows

The feasibility of incorporating an alarm/telemetry system for existing FGCSD pump stations will be evaluated. The potential installation location of the alarm/telemetry system will be based on accessibility, reliability, and connectivity for monitoring flow and operations at the pump stations. The type and features of remote monitoring locations will depend on a number of factors including site configuration with appropriate characteristics for monitoring. The alarm/telemetry system is intended to alert operators to pump station failures and potential sanitary sewer overflow conditions.

Deliverables:

- Findings will be included in the SSES report

Assumptions:

- District will assist with access to possible alarm/telemetry locations

Task 5 – Development of SSES Report of Findings and Recommendations

The purpose of the report is to provide a summary of the background information reviewed, the additional fieldwork conducted, findings of the field work, analysis of the results of the fieldwork, options considered with the District, overall findings, and recommendations for I/I strategy implementation. The overall recommendations will be the focus with a summary of prioritized capital improvement projects, approximate order of magnitude costs of near term elements, and recommended timeframes. It is also anticipated that management and policy recommendations will accompany recommended capital improvements.

It is anticipated that a number of strategies for I/I reduction and management will be available to the District. Since the collection system has a variety of characteristics, it is anticipated that potential strategies will vary across the District. Ultimately, the goal is to apply a series of focused strategies within the collection system over time in a prioritized fashion resulting in improved management of I/I. The tactics may include physical improvements and repairs, management approaches, policies, and other approaches. The evaluation of reduction strategies will include issues and opportunities by sub basin and will include qualitative comparisons and considerations of relative costs per volume of I/I reduction. This will help frame the issues and opportunities and will be used to screen options to then be included in the overall SSES report recommendations and implementation Strategy.

The SSES report will include a summary of relevant background information, the results of flow monitoring and TV inspections, analysis of results, and findings and recommendations. It is anticipated that the results will include a prioritized list of recommended improvements along with potential policy and procedure recommendations.

Deliverables:

- Draft and Final SSES Report Findings and Recommendations
- Two District Board presentations

Assumptions:

- District staff to be actively engaged in the development of findings, consideration of I/I issues, and selection of preferred approaches to manage I/I

Any implementation work including securing of additional funding, alternative refinement and development, CEQA, special studies, and other permitting, surveying, geotechnical work, and right of way, design, and

other services related to I/I reduction not explicitly included in this scope would be completed under a separate scope and budget.

Task 6 - Conceptual Design Analysis for Conveyance of FGCSD Wastewater Flows to Blue Lake and Analysis of the WWTP to Serve FGCSD and City Needs

The concept of conveying wastewater from the Fieldbrook/Glendale system to Blue Lake for treatment and disposal has been proposed as an alternative to the existing connection to the Arcata system. Under this task, GHD with the support of SHN, the Blue Lake City Engineer, will analyze the concept and consider options for wastewater transmission from Glendale to Blue Lake as well as treatment and disposal system expansion options at the existing Blue Lake plant. The analysis will be based on existing background information and alternative pipeline alignments developed in the past and will include consideration of factors such as land requirements, environmental considerations, relative costs, constructability, ease of operation and maintenance, and other factors identified during the analysis process. The apparent best alternative including a recommended transmission alignment to Blue Lake WWTP as well as treatment system and disposal system improvements will be selected with District and City of Blue Lake input. A conceptual cost analysis of the apparent best alternative will be prepared including an opinion of construction, operations, and maintenance costs, and overall lifecycle costs. Relevant information developed during this task will be summarized into a conceptual design report. The tasks listed below highlight the main elements to be included in the analysis and the report.

Subtask 6.1 Assessment of Existing Condition/ Background Research

Under this subtask, record drawings, past studies and evaluations, and past consultations with the District and the City of Blue Lake will be reviewed to evaluate existing conditions.

- Reviewing existing studies including:
  - Fieldbrook Glendale Community Services District Intertie with City of Blue Lake; 2006, Winzler and Kelly
  - Other studies, as applicable
- Review groundwater/surface water monitoring studies from RWQCB

Subtask 6.2 Develop Projected Wastewater Flows and Loads

Under this subtask, the existing and projected design flows and loads from the FGCSD and Blue Lake systems will be developed for use in transmission system and treatment system planning. The design flow and loads will be based on a 20-year growth projections using historical growth, the Humboldt County general plan, and City of Blue Lake general plan.

- Evaluate existing and projected population
- Calculate estimated flows and loads

Subtask 6.3 Transmission System Analysis

Under this subtask, alternative pipe routes from FGCSD to the City of Blue Lake WWTP will be evaluated. This will include:

- Preparation of a background map based on existing topographic information
- Evaluation of transmission system alternatives
- Evaluation of right-of-way/easement/land acquisition requirements
- Selection of apparent best alternative
- Development of conceptual design and opinion of probable costs of apparent best alternative

Subtask 6.4 Disposal System Analysis

Under this subtask, a number of options to expand the Blue Lake WWTP disposal system will be evaluated including:

- Evaluation of remaining capacity in the existing disposal system
- Evaluation of new land disposal expansion locations
- Evaluation of potential changes required for surface water disposal
- Selection of the apparent best alternative
- Development of conceptual design and opinion of probable costs for the apparent best alternative

Subtask 6.5 Treatment System Analysis

Under this subtask, a number of options to expand the Blue Lake WWTP and disposal system will be evaluated including:

- Evaluation of treatment technology options
- Obtaining treatment technology proposals - as necessary
- Evaluating of treatment technology proposals
- Identification of treatment plant expansion areas
- Selection of the apparent best alternative
- Development of conceptual design and opinion of probable costs for the apparent best alternative

Subtask 6.5 Conceptual Design Analysis Summary Report

- Prepare Draft Conceptual Design Analysis Summary Report including:
    - Presentation of the preferred transmission, treatment, and disposal alternative
    - Development of a life cycle cost analysis including capital and operations and maintenance costs.
- Submit the Draft Conceptual Design Analysis Summary Report to oversight agencies for review and comment
- Prepare the Final Conceptual Design Analysis Summary Report .

Deliverables:

- Draft Conceptual Design Analysis Summary Report
- Final Conceptual Design Analysis Summary Report

Task 7 - Public Outreach and Participation

A public outreach and participation process will be used to gain input and feedback regarding the proposed wastewater system. It is envisioned that the public process will take place during the development of the Conceptual Design Analysis task and will include identifying and reaching out to key stakeholders including homeowners, residents, and business owners; county, state, and federal oversight agencies; and other interested parties. This task also involves preparing public information materials and conducting public meetings. Input from the public process will be used to gain insights that can help guide the development and review of project alternatives. This task includes up to three public meeting and preparation of associated materials.

Deliverables:

- Information materials, meeting sign in sheets, and meeting minutes

Task 8 – Preliminary Design Plans Development

GHD will prepare the preliminary design plans to a 30% complete level to aid in the permitting analysis step in the following task and to support the preparation an opinion of probable construction cost. Preliminary design documents consisting of technical engineering plans, table of contents for the technical specifications, and an opinion of probable construction cost will be prepared. The preliminary construction plans will highlight the overall layout of the apparent best alternative for transmission of wastewater from the Fieldbrook/Glendale system to the Blue Lake WWTP along with proposed improvements at the treatment plant. GHD will also prepare a Class Five opinion of probable cost based on the preliminary plans highlighting conceptual quantities, unit costs, and an opinion of probable construction costs. Cost assumptions shall be based upon state prevailing wages.

The 30% preliminary design package will be reviewed with the FGCSD and comments incorporated into a final 30% set.

Deliverables:

- One (1) electronic copy in .pdf format of 30% Plans, Table of Contents for Technical Specifications, and Opinion of Probable Construction Costs.
- Two (2) hard copy sets of 11 x 17 plans

Assumptions:

- Final design and preparation of bidding documents will be completed under a subsequent project implementation phase.

Task 9 – Environmental and Permitting Analysis

The requirements for environmental and permitting related work to implement a construction project will depend on the nature of the final selected alternative. The environmental and permitting analysis will be based on conducting a preliminary environmental field evaluation of the potential alternatives considered under previous tasks to consider potential permitting requirements. GHD will prepare an environmental checklist for the apparent best alternative to help identify the appropriate CEQA environmental document that will be required for project implementation. In addition, permits anticipated for the project based on the characteristics of the apparent best alternative will be identified. These may include local permit requirements such as a Humboldt County grading permit and encroachment permit, as well as state and federal permits. The Regional Water Quality Control Board, the State Water Resources Control Board, and other permitting and potential funding agencies will be consulted regarding their expected permit requirements. The nature of the apparent best alternative and the results of the permitting inquiries with agencies may identify the need for additional special studies. Such requirements will be identified and the work can be completed under the subsequent project implementation phase.

The preparation of final CEQA documentation and permit applications will be completed under a subsequent project implementation phase.

Deliverables:

- Summary memorandum highlighting the environmental permitting analysis process, CEQA checklist, agency inquiries, anticipated permit requirements, and implementation steps and timelines.

Assumptions:

- Any special studied required will be prepared under the project implementation phase.
- The appropriate CEQA document and permit applications will be prepared under the subsequent project implementation phase.

Task 10 – Project Administration & Grant Reporting Assistance

In this task, GHD will support the District with grant administration by assisting with quarterly progress reporting detailing the status of the project scope and schedule. It is anticipated the District will have a separate budget for grant administration under the grant. GHD will provide grant project deliverables to the District to be submitted to the SWRCB. GHD will assist with development of grant close out documents the District will submit to the grant agency. Also under this task, GHD will coordinate with the District on overall grant and project management, including regular check-ins on the status of the project, on-going activities, and council updates.

Deliverables:

- Quarterly progress updates
- Final grant close out documentation

Assumptions:

- The District will compile and submit all quarterly progress reports and reimbursement requests to the SWRCB

SCHEDULE

The technical work of developing the SSES will need to span both the wet weather and dry weather conditions to allow for the collection of relevant field information for analysis. It is anticipated that the overall project including collaboration with the District staff to develop preferred approaches and the preparation of the SSES report can be completed within one (1) year of receiving the notice to proceed from the District after the CWSRF funding is secured.

COMPENSATION

The above scope will be completed on a time and materials basis $500,000 based on the task allocations presented in the table below. GHD reserves the right to move funds between tasks without exceeding the total budget. Invoices will be prepared monthly based on the services performed. Invoices are due and payable by the District within 30 days of receiving compensation from the SWRCB.

Task Description		**FEE**
Task 1	Background I/I Research and Consultations with District	$6,500
Task 2	Develop and Implement Focused Flow Monitoring Strategy	$55,730
Task 3	Develop and Implement Focused TV Inspection Strategy	$46,060
Task 4	Evaluate the Feasibility of Incorporating an Alarm/Telemetry System Warning for Pump Failures/Potential Overflows	$14,410
Task 5	Development of SSES Report of Findings and Recommendations	$43,400
Task 6	Conceptual Design Analysis for Conveyance of FGCSD Wastewater Flows to Blue Lake and Analysis of the WWTP to Serve FGCSD and City Needs	$200,400
Task 7	Public Outreach and Participation	$12,120
Task 8	Preliminary Design Plans Development	$83,710
Task 9	Environmental and Permitting Analysis	$23,550
Task 10	Project Administration & Grant Reporting Assistance	$14,120
	TOTAL FEE ALL TASKS	$500,000

AGREED

Fieldbrook Glendale Community Services District

Richard Hanger, General Manager Date

FGCSD Accounting Tracking Number

GHD Inc.

Steve McHaney, Associate Date

AUTHORIZING RESOLUTION/ORDINANCE

RESOLUTION NO: 2019-04

WHEREAS the Fieldbrook Glendale Community Services District is pursuing Clean Water State Revolving Funds (CWSRF) and Proposition 1 funds to fund water system improvements

RESOLVED BY THE Board of Directors OF THE Fieldbrook Glendale Community Services District (the "Entity"), AS FOLLOWS:

The General Manager (the "Authorized Representative") or designee is hereby authorized and directed to sign and file, for and on behalf of the Entity, a Financial Assistance Application for a financing agreement from the State Water Resources Control Board for the planning, and/ or design of the Glendale Sanitary Sewer Evaluation (the "Project").

This Authorized Representative, or his/her designee, is designated to provide the assurances, certifications, and commitments required for the financial assistance application, including executing a financial assistance agreement from the State Water Resources Control Board and any amendments or changes thereto.

The Authorized Representative, or his/her designee, is designated to represent the Entity in carrying out the Entity's responsibilities under the financing agreement, including certifying disbursement requests on behalf of the Entity and compliance with applicable state and federal laws.

Roy Sheppard, President

Starr Kilian, Vice-President

Ayes 5, Nays 0 Absent 0

CERTIFICATION

I do hereby certify that the foregoing is a full, true, and correct copy of a resolution duly and regularly adopted at a meeting of the Fieldbrook Glendale Community Services District held on July 23, 2019.

Richard Hanger, Clerk of the Board