



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

**Tuesday, July 27, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
AGENDA

#### A. Roll Call

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

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

#### B. Agenda Modification

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

#### C. Public Comments

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

#### D. Reports

- 1.1 Wastewater Report
- 1.2 District Engineer Report
  - 1.2.1 Muni Meeting report
  - 1.2.2 Anker Tank Replacement project report`
- 1.3 Fire Chief Report
  - 1.3.1 Call/Incident report
- 1.4 Safety Report
- 1.5 General Manager Report
- 1.6 Director Reports

#### E. Consent Agenda

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

## Tuesday, July 27, 2021

### AGENDA

#### Approval of Minutes

2.1 Regular Board Meeting, June 22, 2021.

#### Correspondence

3.1 To: CCCU account update.

#### Financial Reports

##### 4.1 Interfund Transfers

4.1.1 Interfund Transfer, July 12<sup>th</sup>, \$113,529.05

4.1.2 Interfund Transfer, July 27<sup>th</sup>, \$84,635.37

##### 4.2 Check/EFT Payments

4.2.1 Check/EFT Payments, July 12<sup>th</sup>, (#6525-6543) \$135,296.34

4.2.1 Check/EFT Payments, July 27<sup>th</sup>, (#6544-6543) \$83,700.35

##### 4.3 Payroll, \$2,808.05.

##### 4.4 General Journal Entries (503-509).

##### 4.5 General Manager Reimbursement (office supplies) \$606.57.

##### 4.6 HC Warrant request (fire department funds) \$50,000.

#### F. Business Items Action/Information

5.1 Glendale water infrastructure; Scope of work from GHD. Action.

5.2 2021 Fiscal year end financial reports and budget adjustments. Action.

5.3 Board remuneration. Action.

5.4 Policy 1025 Claims against the district. Action.

5.5 Policy 1035 Conflict of interest. Action.

5.6 Infinite Consulting Services Contract for IT services. Action.

#### G. Public Hearings

6.1 None.

#### H. Future Agenda Items

#### I. Closed Session

7.1 Potential Litigation. Action.

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

## Tuesday, July 27, 2021

### AGENDA

#### J. Future Agenda Items

8.1 Public Hearing, Final budget adoption. August.

8.2 Draft Management Discussion and Analysis for F/Y 2021. September.

#### K. Adjournment/Announcements

9.1 Next regular meeting, August 24, 2021.

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

### Safety Meeting

Date of Meeting: 6/6/21 Leader Name: [Signature]

**Instructions:**

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

Name (print)	Name (signature)
1. <u>Richard Ganson</u>	<u>[Signature]</u>
2. <u>Brian Hinton</u>	<u>[Signature]</u>
3. <u>DAN Oram</u>	<u>[Signature]</u>
4. <u>FRANK BUSH</u>	<u>[Signature]</u>
5. <u>Geneva Rottger</u>	<u>[Signature]</u>
6. <u>JOHN BRACKLOW</u>	<u>[Signature]</u>
7. <u>DAVID HAM</u>	<u>[Signature]</u>
8. <u>Chris Appleton</u>	<u>[Signature]</u>
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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



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

**Tuesday, June 22, 2021**

Fieldbrook Fire Hall & Teleconference, 7:30 PM  
MINUTES

A. Roll Call

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

B. Agenda Modification

*Item 4.2 was pulled from consent to be modified. Technical issues delayed 1.2.2 to follow public hearing G 6.1.*

C. Public Comments

*None.*

D. Reports

1.1 Wastewater Report

*Sewer Technician Grant Weaver reported that the wastewater system was functioning as designed. Projects to flush the wet well and rebuilding of pumps for Pump Station #2 are continued from last month due to scheduling and delivery of parts.*

1.2 District Engineer Report

1.2.1 Muni Meeting report – *no report.*

1.2.2 Anker Tank Replacement project report`

*District Engineer Hannah Gidanian reported that the district had received approval for an extension of the project (item 3.1). Geotechnical work is continuing, and the project will meet the timelines of the extension.*

1.3 Fire Chief Report

*Fire Chief Jack Sheppard reported that issues with the department's website have been resolved by moving the website and incorporating the information on the District's website.*

1.3.1 Call/Incident report

*Fire Chief Jack Sheppard reported 3 medical calls, 3 mutual aid, and 2 cancelled calls.*

Meeting Materials may be accessed at:

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

## Tuesday, June 22, 2021

### MINUTES

1.4 Safety Report – *received and filed.*

1.5 General Manager Report

*General Manager Richard Hanger reported that telemetry accounts with AT&T have been terminated and requested that a portion of the funds be redirected to purchase an iPad or tablet to use at the sewer pump station to record daily pump activity. The board approved the request by consensus.*

1.6 Director Reports– *no reports.*

#### E. Consent Agenda

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

##### Approval of Minutes

2.1 Regular Board Meeting, May 25, 2021.

##### Correspondence

3.1 To: CalOES approval of an extension for the Anker Tank project.

##### Financial Reports

4.1 Interfund Transfers, \$113,529.05.

4.2 Check/EFT Payments, (#6490-6524), \$98,463.12.

*(Checks #6522 and 6523 will issue 07/02 and be on the July reports for 2022 expenses, Emergency Service Marketing and SDRMA Insurance).*

*General Manager Richard Hanger submitted supplemental payments and transfers related to invoices that arrived following the preparation of the board agenda.*

4.3 Payroll, \$4,017.75.

4.4 General Journal Entries (502).

4.5 Bad Debt, account #4130.01, \$597.71.

4.6 Related Party Transaction: Central Avenue Service Center \$713.34.

4.7 General Manager Reimbursement (office supplies) \$325.46.

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

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

## Tuesday, June 22, 2021

### MINUTES

#### F. Business Items Action/Information

5.1 Hunter, Hunter, and Hunt: Engagement letter for 2021 Audit. Action.

*General Manager Richard Hanger reviewed the engagement letter received from Hunter, Hunter, and Hunt for services related to the 2021 audit and preparation of the California State Controller's report.*

***Director Janet Miller moved to engage Hunter, Hunter, and Hunt for the 2021 audit (\$17,000) and preparation of the California State Controller's report (not to exceed \$1,500). Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

5.2 Policy 1020 Board/Staff Communications. Action.

*General Manager Richard Hanger reported the Policy Committee had reviewed Policy 1020 and submitted the item for Board consideration.*

***Director Jason Garlick moved to approve Policy 1020 Board/Staff Communications as submitted. Director Starr Kilian seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

#### G. Public Hearings

6.1 Budget adoption fiscal year 2022. Action.

*President Roy Sheppard opened the public hearing. General Manager Richard Hanger provided the staff report noting that there had been no changes from the preliminary review of the budget in May. A final budget will be considered by the Board in August. Public comment was requested. There was no public comment and President Sheppard closed the public hearing.*

***Director Richard Grissom moved to approve the budget for fiscal year 2022 as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.***

#### H. Future Agenda Items

7.1 Year End Financial reports and budget adjustments. July.

7.2 Board remuneration. July.

7.3 Glendale water infrastructure. TBD.

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

**Tuesday, June 22, 2021**

MINUTES

I. Adjournment/Announcements

8.1 Next regular meeting, July 27, 2021.

*Meeting adjourned at 8:01 PM.*

*Respectfully submitted,*

---

*Richard Hanger  
Secretary to the Board*

---

*Starr Kilian  
Vice-President*

*Attachments*  
*CCCU fund transfer*  
*Initialed disbursement register*

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



Roy Sheppard  
**President**

Starr Kilian  
**Vice-President**

Richard Grissom  
**Director**

Jason Garlick  
**Director**

Janet Miller  
**Director**

Richard Hanger  
**General Manager**

Jack Sheppard  
**Fire Chief**

Grant Weaver  
**Sewer Technician**

July 19, 2021

Coast Central Credit Union  
2650 Harrison Avenue  
Eureka, CA 95501

Subject: Account 99580

To Whom it May Concern:

The Fieldbrook Volunteer Fire Department was formed in 1955, the department was incorporated into the Fieldbrook Community Services District in 1962, pursuant to CA Government Code Section 61000-61936. The Fieldbrook Community Services District was renamed as the Fieldbrook Glendale Community Services District in 2005.

The district is also known as:

Fieldbrook Community Services District (FCSD)  
Fieldbrook Volunteer Fire Department (FVFD)  
Fieldbrook Glendale Community Services District (FGCSD)  
Fieldbrook Water District

We appreciate the opportunity to update our account with this information.

Sincerely,

Richard Hanger  
General Manager

---

Roy Sheppard, President

---

Starr Kilian, Vice-President



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

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

June 22, 2021

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

Please transfer the following

From: Business Liquid Asset Account \$ 113,529.05  
To: Water Checking \$ 113,529.05

July 12 Reconciliation	
Check Register	\$ 135,296.34
#6525-6543	\$ 130,297.84
Other Deposit	\$ 4,998.50
	\$ -
Transfer Totals	\$ (115,175.89)
Anker Tank Project	\$ 13,115.03
Fire	\$ 13,654.64
Sewer	\$ 36,967.69
Water	\$ 71,438.53
Reduce Water Transfe	\$ (20,000.00)
Gross Pay	\$ -
<Net Pay>	\$ -
Empr. Taxes	\$ -
Adjustments	
Verizon	\$ (105.42)
AT&T	\$ (15.03)
IRS	\$ -
Intuit	\$ -
Check 6524	\$ -
Reconciliation	\$ (115,296.34)
Balance	\$ -

*AK*



**Fieldbrook Glendale  
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE  
BOARD OF DIRECTORS**

July 27, 2021

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

Please transfer the following

From: Business Liquid Asset Account \$ 84,635.37  
To: Water Checking \$ 84,635.37

July 27 Reconciliation	
Check Register	\$ 83,700.35
#6544-6561	\$ 83,700.35
Other Deposit	\$ -
	\$ -
Transfer Totals	\$ (84,635.37)
Anker Tank Project	\$ -
Fire	\$ 80,280.56
Sewer	\$ 2,879.57
Water	\$ 1,475.24
Reduce Water Transfe	\$ -
Gross Pay	\$ 2,808.05
<Net Pay>	\$ (2,090.99)
Empr. Taxes	\$ 226.89
Adjustments	
Verizon	\$ -
AT&T	
IRS	\$ -
Intuit	\$ (10.00)
Other	\$ 1.07
Reconciliation	\$ (83,700.35)
Balance	\$ -

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of July 27, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							
Bill	06/29/2021	164...	Anke...	5810.10 · Phase 1b (Phase 1b)	Enterpris...	986.25	0.00
Bill	06/29/2021	164...	Anke...	5810.10 · Phase 1b (Phase 1b)	Enterpris...	10,386.40	986.25
Bill	06/29/2021	164...	Anke...	5810.10 · Phase 1b (Phase 1b)	Enterpris...	1,742.38	11,372.65
<b>Total Anker Tank Replacement</b>						13,115.03	13,115.03
<b>Interfund Expenses/Fire</b>							
Bill	06/23/2021	Amz...	Interf...	5530 · Trucks (Trucks)	Fire Dep...	90.09	259.37
Bill	06/24/2021	156...	Interf...	5320 · Electric (Electric)	Fire Dep...	161.53	349.46
Bill	06/30/2021	CL 2...	Interf...	5365 · Fuel Expenses (Fuel Expens...	Fire Dep...	84.64	510.99
Bill	06/30/2021	June...	Interf...	5335 · Water (Water)	Fire Dep...	50.51	595.63
Bill	07/01/2021	70298	Interf...	5160 · Liability Insurance (Liability I...	Fire Dep...	3,251.17	646.14
Bill	07/01/2021	70298	Interf...	5165 · Vehicle Insurance (Vehicle I...	Fire Dep...	4,363.23	3,897.31
Bill	07/01/2021	21-2...	Interf...	5390 · Office Expenses (Office Exp...	Fire Dep...	305.00	8,260.54
Bill	07/01/2021	69844	Interf...	5155 · Workers' Compensaton (Wo...	Fire Dep...	4,529.39	8,565.54
Bill	07/01/2021	July ...	Interf...	5345 · Internet Service (Internet Ser...	Fire Dep...	1.77	13,094.93
Bill	07/01/2021	48B...	Interf...	5390 · Office Expenses (Office Exp...	Fire Dep...	400.00	13,096.70
Bill	07/01/2021	July ...	Interf...	5345 · Internet Service (Internet Ser...	Fire Dep...	157.94	13,496.70
<b>Total Interfund Expenses/Fire</b>						13,395.27	13,654.64
<b>Interfund Expenses/Sewer</b>							
Bill	06/24/2021	021...	Interf...	5320 · Electric (Electric)	Enterpris...	86.06	890.32
Bill	06/29/2021	17185	Interf...	5410 · Line Repairs Maintenance (L...	Enterpris...	10,182.10	976.38
Check	06/30/2021	E-Pay	Interf...	5625.01 · Bank Fees (Bank Fees)	Enterpris...	18.19	11,158.48
Bill	06/30/2021	000...	Interf...	5020 · Purchased Sewer Services (...)	Enterpris...	14,292.58	11,176.67
Bill	06/30/2021	000...	Interf...	5020 · Purchased Sewer Services (...)	Enterpris...	54.99	25,469.25
Bill	06/30/2021	57856	Interf...	5625.02 · Merchant Fees (Merchant...	Enterpris...	74.30	25,524.24
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	495.53	25,598.54
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	392.62	26,094.07
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	2,765.25	26,486.69
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	115.22	29,251.94
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	2,320.91	29,367.16
Bill	06/30/2021	165...	Interf...	5121.5 · Reimburseable Engineerin...	Enterpris...	2,243.75	31,688.07
Bill	07/01/2021	70298	Interf...	5160 · Liability Insurance (Liability I...	Enterpris...	1,867.74	33,931.82
Bill	07/01/2021	69844	Interf...	5155 · Workers' Compensaton (Wo...	Enterpris...	768.13	35,799.56
Bill	07/01/2021	48B...	Interf...	5390 · Office Expenses (Office Exp...	Enterpris...	400.00	36,567.69
<b>Total Interfund Expenses/Sewer</b>						36,077.37	36,967.69
<b>Interfund Expenses/Water</b>							
Bill	06/24/2021	992...	Interf...	5320 · Electric (Electric)	Enterpris...	55.00	0.00
Bill	06/24/2021	009...	Interf...	5320 · Electric (Electric)	Enterpris...	26.77	55.00
Bill	06/25/2021	799...	Interf...	5320 · Electric (Electric)	Enterpris...	1,386.50	81.77
Check	06/30/2021	E-Pay	Interf...	5625.01 · Bank Fees (Bank Fees)	Enterpris...	21.81	1,468.27
Bill	06/30/2021	57856	Interf...	5625.02 · Merchant Fees (Merchant...	Enterpris...	89.12	1,490.08
Bill	06/30/2021	June...	Interf...	5010 · Purchased Water (Purchase...	Enterpris...	896.87	1,579.20
Bill	06/30/2021	June...	Interf...	5010 · Purchased Water (Purchase...	Enterpris...	12,201.35	2,476.07
Bill	06/30/2021	June...	Interf...	5010 · Purchased Water (Purchase...	Enterpris...	1,187.50	14,677.42
Bill	06/30/2021	June...	Interf...	5010 · Purchased Water (Purchase...	Enterpris...	718.06	15,864.92
Bill	06/30/2021	June...	Interf...	5010 · Purchased Water (Purchase...	Enterpris...	-41.64	16,582.98
Bill	06/30/2021	June...	Interf...	1614 · Plant (Plant Water)	Enterpris...	11,214.88	16,541.34
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	525.72	27,756.22
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	416.53	28,281.94
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	2,933.70	28,698.47
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	122.23	31,632.17
Bill	06/30/2021	June...	Interf...	5110.1 · HBMWD Admin & Billing (...)	Enterpris...	2,462.29	31,754.40
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	11,529.60	34,216.69
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	1,599.44	45,746.29
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	285.00	47,345.73
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	273.29	47,630.73
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	414.00	47,904.02
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	534.98	48,318.02
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	362.68	48,853.00
Bill	06/30/2021	June...	Interf...	5110.2 · HBMWD - Maintenance & ...	Enterpris...	111.37	49,235.68
Bill	06/30/2021	June...	Interf...	5410 · Line Repairs Maintenance (L...	Enterpris...	3,794.10	49,347.05
Bill	06/30/2021	165...	Interf...	5121 · Engineering Expenses	Enterpris...	433.00	53,141.15
Bill	07/01/2021	70298	Interf...	5160 · Liability Insurance (Liability I...	Enterpris...	3,592.29	53,574.15

# Fieldbrook Glendale Community Services District Interfund Activity Report As of July 27, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	07/01/2021	69844	Interf...	5155 · Workers' Compensaton (Wo...	Enterpris...	171.70	57,338.14
Bill	07/01/2021	48B...	Interf...	5390 · Office Expenses (Office Exp...	Enterpris...	400.00	57,738.14
Bill	07/01/2021	63280	Interf...	5650 · Interest Expense	Enterpris...	3,191.99	60,930.13
Bill	07/01/2021	63280	Interf...	2095 · C/P Note Payable IBANK (C...	Enterpris...	10,007.04	70,937.17
Bill	07/01/2021	63280	Interf...	5652 · Loan Fee (Loan Fee I-Bank)	Enterpris...	501.36	71,438.53
Total Interfund Expenses/Water						71,438.53	71,438.53
<b>TOTAL</b>						<b>134,026.20</b>	<b>135,175.89</b>

*AK*

**Fieldbrook Glendale Community Services District**  
**Interfund Activity Report**  
As of July 27, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Anker Tank Replacement</b>							0.00
Total Anker Tank Replacement							0.00
<b>Interfund Expenses/Fire</b>							35,223.51
Bill	07/20/2021	P1-65...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	4.00	35,227.51
Bill	07/21/2021	July 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses - ...)	Fire Depart...	50.00	35,277.51
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Fire Depart...	136.88	35,414.39
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	35,414.39
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.49	35,422.88
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.98	35,424.86
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	35,424.86
Bill	07/22/2021	F-150	Interfun...	1666.06 · Ford F-150 (Ford F-150)	Fire Depart...	44,855.70	80,280.56
Total Interfund Expenses/Fire						45,057.05	80,280.56
<b>Interfund Expenses/Sewer</b>							679.15
Bill	07/13/2021	13326	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:S...	309.05	988.20
Bill	07/20/2021	AMZ-7 ...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	31.24	1,019.44
Bill	07/20/2021	P1-65...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	4.00	1,023.44
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	569.99	1,593.43
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	1,593.43
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.57	1,594.00
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	35.34	1,629.34
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	8.26	1,637.60
Paycheck	07/21/2021	6558	Interfun...	6560 · Payroll Expenses	Enterprise:S...	8.55	1,646.15
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:S...	958.16	2,604.31
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	2,604.31
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.41	2,663.72
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.89	2,677.61
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	2,677.61
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	184.86	2,862.47
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	2,862.47
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.19	2,862.66
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	11.46	2,874.12
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	2.68	2,876.80
Paycheck	07/21/2021	6559	Interfun...	6560 · Payroll Expenses	Enterprise:S...	2.77	2,879.57
Total Interfund Expenses/Sewer						2,200.42	2,879.57
<b>Interfund Expenses/Water</b>							191.78
Bill	07/20/2021	P1-65...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	2.00	193.78
Bill	07/21/2021	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	243.78
Bill	07/21/2021	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	293.78
Bill	07/21/2021	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	343.78
Bill	07/21/2021	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	393.78
Bill	07/21/2021	July 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	443.78
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	958.16	1,401.94
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	1,401.94
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	1,401.94
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	59.40	1,461.34
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.90	1,475.24
Paycheck	07/21/2021	6560	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	1,475.24
Total Interfund Expenses/Water						1,283.46	1,475.24
<b>TOTAL</b>						<b>48,540.93</b>	<b>84,635.37</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
 June 23 through July 27, 2021

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Un.</b>				
<b>1012 · General Fund Checking (All Funds)</b>				
<b>1015 · Water Dept Checking (Water Dept Checking)</b>				
Bill Pmt -Check	06/23/2021	6525	AT&T	-15.03
Transfer	06/24/2021			4,998.50 ✓
Check	06/30/2021	E-Pay	Coast Central Cre...	-40.00
Bill Pmt -Check	07/02/2021	6522	Emergency Servic...	-305.00
Bill Pmt -Check	07/02/2021	6523	SDRMA	-18,543.65
Bill Pmt -Check	07/06/2021	EFT	Verizon	-105.42
Bill Pmt -Check	07/07/2021	E-Pay	XPress Bill Pay	-163.42
Bill Pmt -Check	07/09/2021	6527	Brian Carr	-242.82
Bill Pmt -Check	07/09/2021	6528	CA I Bank	-13,700.39
Bill Pmt -Check	07/09/2021	6529	City of Arcata	-14,347.57
Bill Pmt -Check	07/09/2021	6530	Cummins West, I...	-647.50
Bill Pmt -Check	07/09/2021	6531	Fieldbrook Glend...	-50.51
Bill Pmt -Check	07/09/2021	6532	GHD, Inc	-13,115.03
Bill Pmt -Check	07/09/2021	6533	Hooven & Co., Inc.	-10,182.10
Bill Pmt -Check	07/09/2021	6534	Humboldt Bay Mu...	-14,962.14
Bill Pmt -Check	07/09/2021	6535	Jack Sheppard	-90.09
Bill Pmt -Check	07/09/2021	6536	Miller Farms Nurs...	-96.62
Bill Pmt -Check	07/09/2021	6537	Northern Californi...	-162.75
Bill Pmt -Check	07/09/2021	6538	PG&E	-1,715.86
Bill Pmt -Check	07/09/2021	6539	Streamline Digital ...	-1,200.00
Bill Pmt -Check	07/09/2021	6540	Sudden Link	-159.71
Bill Pmt -Check	07/09/2021	6541	Valley Pacific	-84.64
Bill Pmt -Check	07/09/2021	6542	GHD, Inc	-2,676.75
Bill Pmt -Check	07/09/2021	6543	Humboldt Bay M&O	-42,689.34
Total 1015 · Water Dept Checking (Water Dept Checking)				-130,297.84
Total 1012 · General Fund Checking (All Funds)				-130,297.84
Total 1000 · Coast Central Credit Un.				-130,297.84
<b>TOTAL</b>				<b>-130,297.84</b>

*JE*

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
 July 12 - 27, 2021

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Un.</b>				
<b>1012 · General Fund Checking (All Funds)</b>				
<b>1015 · Water Dept Checking (Water Dept Checking)</b>				
Deposit	07/12/2021			115,175.89
Bill Pmt -Check	07/12/2021	6544	Air Med Care Network	-1,365.00
Bill Pmt -Check	07/13/2021	6545	RWS Services	-47.63
Bill Pmt -Check	07/13/2021	6546	Topstich	-138.59
Bill Pmt -Check	07/14/2021	6547	PG&E	-487.37
Bill Pmt -Check	07/15/2021	6548	Cascade Fire Equipm...	-33,489.45
Bill Pmt -Check	07/15/2021	6549	Richard A. Hanger	-575.33
Bill Pmt -Check	07/20/2021	6550	An Electrician Inc	-309.05
Bill Pmt -Check	07/21/2021	6551	Jack Sheppard	-50.00
Bill Pmt -Check	07/21/2021	6552	Janet Miller	-50.00
Bill Pmt -Check	07/21/2021	6553	Jason Garlick	-50.00
Bill Pmt -Check	07/21/2021	6554	Rich Grissom	-50.00
Bill Pmt -Check	07/21/2021	6555	Richard A. Hanger	-31.24
Bill Pmt -Check	07/21/2021	6556	Roy Sheppard	-50.00
Bill Pmt -Check	07/21/2021	6557	Starr Kilian	-50.00
Bill Pmt -Check	07/21/2021	E-Pay	Intuit Quick Books	-10.00
Paycheck	07/21/2021	6558	Brian D. Carr	-519.55
Paycheck	07/21/2021	6559	Grant Weaver	-168.50
Paycheck	07/21/2021	6560	Richard A Hanger	-1,402.94
Bill Pmt -Check	07/22/2021	6561	Crown Motors	-44,855.70
Total 1015 · Water Dept Checking (Water Dept Checking)				31,475.54
Total 1012 · General Fund Checking (All Funds)				31,475.54
Total 1000 · Coast Central Credit Un.				31,475.54
<b>TOTAL</b>				<b>31,475.54</b>



**Fieldbrook Glendale Community Services District**

**Payroll Summary**

June 23 through July 27, 2021

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Jun 23 - Jul 27, 21	Hours	Rate	Jun 23 - Jul 27, 21	Hours	Rate	Jun 23 - Jul 27, 21	Hours	Rate	Jun 23 - Jul 27, 21
<b>Employee Wages, Taxes and Adjustments</b>												
<b>Gross Pay</b>												
Hourly Rate	18.5	30.81	569.99	6	30.81	184.86	60	34.22	2,053.20	84.50		2,808.05
Hourly Sick		30.81	0.00		30.81	0.00		34.22	0.00			0.00
<b>Total Gross Pay</b>	<u>18.5</u>		<u>569.99</u>	<u>6</u>		<u>184.86</u>	<u>60</u>		<u>2,053.20</u>	<u>84.50</u>		<u>2,808.05</u>
<b>Adjusted Gross Pay</b>	18.5		569.99	6		184.86	60		2,053.20	84.50		2,808.05
<b>Taxes Withheld</b>												
Federal Withholding			0.00			0.00			-315.00			-315.00
Medicare Employee			-8.26			-2.68			-29.77			-40.71
Social Security Employee			-35.34			-11.46			-127.30			-174.10
CA - Withholding			0.00			0.00			-153.55			-153.55
CA - Disability Employee			-6.84			-2.22			-24.64			-33.70
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
<b>Total Taxes Withheld</b>			<u>-50.44</u>			<u>-16.36</u>			<u>-650.26</u>			<u>-717.06</u>
<b>Net Pay</b>	<u>18.5</u>		<u>519.55</u>	<u>6</u>		<u>168.50</u>	<u>60</u>		<u>1,402.94</u>	<u>84.50</u>		<u>2,090.99</u>
<b>Employer Taxes and Contributions</b>												
Medicare Company			8.26			2.68			29.77			40.71
Social Security Company			35.34			11.46			127.30			174.10
CA - Unemployment Company			8.55			2.77			0.00			11.32
CA - Employment Training Tax			0.57			0.19			0.00			0.76
<b>Total Employer Taxes and Contributions</b>			<u>52.72</u>			<u>17.10</u>			<u>157.07</u>			<u>226.89</u>



**Final Details for Order #113-3692795-7863465**

[Print this page for your records.](#)

**Order Placed:** July 8, 2021  
**Amazon.com order number:** 113-3692795-7863465  
**Order Total:** \$280.17

**Shipped on July 9, 2021**

**Items Ordered**

1 of: *Hammermill Printer Paper, 20 Lb Copy Paper, 8.5 x 11 - 8 Ream (4,000 Sheets) - 92 Bright, Made in the USA* **Price** \$29.78  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**

Two-Day Shipping

**Shipped on July 8, 2021**

**Items Ordered**

1 of: *Akro-Mils Plastic Storage Container 12 Gallon KeepBox File Box with Hinged Attached Lid and Rails for Hanging File Folders, 66486FILEB, (21-Inch L by 15-Inch W by 12-Inch H), Clear/Blue* **Price** \$33.39  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**

Two-Day Shipping

**Shipped on July 12, 2021**

**Items Ordered**

1 of: *HP 202X | CF500XD | 2 Toner Cartridges | Black | Works with HP LaserJet Pro M254, M281cdw, M281dw, M281fdw | High Yield* **Price** \$173.89  
Sold by: Amazon.com Services LLC

Condition: New

1 of: *Cardinal OneStep Binder Dividers, 12-Tab Monthly, Customizable Table of*

Contents, Reversible Multicolor Tabs, 1 Set (60318CB)  
Sold by: Amazon.com Services LLC

Condition: New

**Shipping Address:**

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**

Two-Day Shipping

**Shipped on July 9, 2021**

**Items Ordered**

1 of: *SanDisk 128GB Cruzer USB 2.0 Flash Drive - SDCZ36-128G-B35, Black/Red*  
Sold by: Amazon.com Services LLC

**Price**  
\$18.99

Condition: New

**Shipping Address:**

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

**Shipping Speed:**

Two-Day Shipping

**Payment information**

**Payment Method:**

Amazon.com Visa Signature | Last digits: 1664

**Billing address**

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

Item(s) Subtotal: \$260.01  
Shipping & Handling: \$0.00

-----  
Total before tax: \$260.01  
Estimated tax to be collected: \$20.16  
-----

**Grand Total: \$280.17**

**Credit Card transactions**

Visa ending in 1664: July 12, 2021: \$4.27  
Visa ending in 1664: July 12, 2021: \$275.90

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2021, Amazon.com, Inc. or its affiliates

## Final Details for Order #113-2157788-4576260

[Print this page for your records.](#)

**Order Placed:** July 8, 2021  
**Amazon.com order number:** 113-2157788-4576260  
**Seller's order number:** S01577575  
**Order Total: \$299.43**

### Shipped on July 8, 2021

Items Ordered	Price
1 of: <i>HP 202X   CF501X, CF502X, CF503X   3 Toner Cartridges   Cyan, Magenta, Yellow</i> <i>  Works with HP LaserJet Pro M254, M281cdw, M281dw, M281fdw   High Yield</i> Sold by: Red_Carpet ( <a href="#">seller profile</a> )	\$277.89

Condition: New

#### Shipping Address:

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

#### Shipping Speed:

Expedited Shipping

### Payment information

#### Payment Method:

Amazon.com Visa Signature | Last digits: 1664

Item(s) Subtotal: \$277.89  
Shipping & Handling: \$0.00

#### Billing address

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

Total before tax: \$277.89  
Estimated tax to be collected: \$21.54

-----  
**Grand Total: \$299.43**

#### Credit Card transactions

Visa ending in 1664: July 8, 2021: \$299.43

To view the status of your order, return to [Order Summary](#).

## Details for Order #112-5573095-7191469

[Print this page for your records.](#)

**Order Placed:** July 20, 2021  
**Amazon.com order number:** 112-5573095-7191469  
**Order Total: \$31.24**

### Shipping now

#### Items Ordered

	<b>Price</b>
1 of: <i>Spigen Rugged Armor Pro Designed for iPad Pro 11 Case 3rd Generation 2021 &amp; 2nd Gen 2020 &amp; 1st Gen 2018 with Pencil Holder - Military Green</i>	\$28.99

Sold by: Spigen Inc ([seller profile](#)) | Product question? [Ask Seller](#)

Condition: New

#### Shipping Address:

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

#### Shipping Speed:

FREE Prime Delivery

### Payment information

#### Payment Method:

Amazon.com Visa Signature | Last digits: 1664

Item(s) Subtotal: \$28.99  
Shipping & Handling: \$0.00

#### Billing address

Richard A. Hanger  
5021 MITCHELL RD  
EUREKA, CA 95503-9781  
United States

-----  
Total before tax: \$28.99  
Estimated tax to be collected: \$2.25  
-----

**Grand Total: \$31.24**

To view the status of your order, return to [Order Summary](#).

[Conditions of Use](#) | [Privacy Notice](#) © 1996-2021, Amazon.com, Inc. or its affiliates

Pay to the order of: \_\_\_\_\_

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

Fiscal Year: 2022

Page 23 of \$2

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/ UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
	VNF00188		50,000 <sup>00</sup> / <sub>22</sub>	2530000	5230	To checking acct		
<b>TOTAL CLAIMED:</b>			<b>\$0.00</b>					

Notes:

DEPARTMENTAL NOTATIONS:

Prepared by: *Richard Hanger*

Phone Number: *707 443-3310*

Date: *7/21/2021* 3/5/2019

Approved by: \_\_\_\_\_

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

I have reviewed the above claim for propriety and accuracy.

(Auditor's Office Use Only)



Agenda Background

Meeting Date: 07/27/2021

Agenda Title: GHD scope of work for Glendale water infrastructure.

Agenda Item: 5.1

Presented by: Rebecca Crow, GHD

Type of Item:  Action

Discussion

Information

Type of Action

Required:

No Action

Voice Vote

Roll Call Vote

---

**Background:**

05/25/2021 - District Engineer Rebecca Crow reviewed the Glendale water infrastructure report and led a discussion of the findings and recommendations. By consensus, the Board directed the District Engineer to prepare a Scope of Work and estimated costs, to prepare a benefit/cost analysis of alternative 1 (tank placement), alternative 2 (booster pump station) and to implement alternative 4 (back-flow valves at Lyman).

**Budget: \$44,000**

**Recommendation:**

Review and approve.



July 01, 2021

Mr. Richard Hanger, General Manager  
Fieldbrook Glendale Community Services District  
P.O. Box 2715  
McKinleyville, CA 95519

## RE: Scope for Hydraulic Systems Alternatives Analysis

Dear Rick

GHD is providing this scope, schedule, and budget proposal to Fieldbrook Glendale Community Services District (FGCSD or District) for the continued hydraulic system alternatives evaluation of the District's Pressure Zone 1 (PZ1) and Pressure Zone 2 (PZ2) issues (the Project). This work constitutes the next steps and refined detail of the FGCSD Water Infrastructure Evaluation Update Technical Memorandum submitted to the District on April 1, 2021. The District has informed GHD that of the proposed Alternatives, they seek further analyze the following alternatives:

1. Alternative 1: Water Storage along Fieldbrook Road Upstream of Lyman Road BPS
2. Alternative 2: Fire Pump Station
3. Alternative 4: Backflow from PZ2 to PZ1

Alternatives 1 and 2 are to be evaluated on a long-term solutions basis, whereas Alternative 4 is to be considered as an interim and low-cost, low complexity solution. The following provides a breakdown of the proposed scope, schedule, and budget to facilitate the District in next steps for selecting the appropriate solution for the system's needs.

## SCOPE OF SERVICES

Based on the above understanding of the project intent, GHD will perform the following tasks

### Task 1 – Project Management

GHD will execute the necessary Project Management duties throughout the duration of the Project, including coordination with Humboldt Bay Municipal Water District (HBMWD) staff, City of Blue Lake staff, and both Fieldbrook Volunteer Fire Department and Blue Lake Fire Department. This task includes updating the FGCSD Board and receiving input during the completion of the evaluation.

#### Deliverables:

- Presentation of draft concepts and alternatives at Board meetings
- Data from discussions with other agencies will be incorporated into the final task.

## **Task 2 – Interim Backflow Concept Design**

As designed, the Lyman Road BPS has a pressure-reducing valve that would allow water in PZ2 to flow back to PZ1 when pressure drops in PZ1 below an adjustable threshold and the BPS is not operating. Previous modeling efforts did not simulate this component. Data was recently acquired that would allow simulating its performance under current settings and under alternative settings. Under this task, GHD would perform the necessary modeling efforts to assess the feasibility and operational constraints of operating the pressure-reducing valve to provide supplemental flows to PZ1 while maintaining safety of the system.

This task will also analyze how system operations could initiate pressure surges and provide consideration for updated pipeline and appurtenances operational procedures (valve closure durations, sequencing, etc.).

### **Deliverables:**

- Interim Backflow Alternative TM

## **Task 3 – Water Tank Storage and Fire Pump Station Hydraulic Analysis**

This task will evaluate both long term alternatives including a new a 200,000-gallon water storage tank along Fieldbrook Road upstream of the Lyman Road BPS and north of Larson Heights Road and a Fire Pump Station between Korblex and Glendale. The storage tank alternative would further the evaluation of a compatible elevation for hydraulic benefits to the system with the installation of a water tank and consider agreeable parcel owners for a new tank site. A Water Tank Storage Alternative Technical Memorandum will be prepared that compares the two long term alternatives.

### **Deliverables:**

- Water Tank Storage Alternative TM

## **Task 4 – Cost Estimate and Energy Efficiency Analysis**

The aim of this Task is to provide an assessment on the sizing and operational demands on the system that minimize the initial capital costs associated with each of the analysed alternatives and to further evaluate long-term operational and maintenance costs over the lifetime of the assets. The outcome will produce a preferred sizing and cost analysis of a preferred alternative for each of the analysed alternatives. A Class V capital cost estimate will be developed for the two alternatives as well as annual operations and maintenance costs.

### **Deliverables:**

- Cost Estimate TM

## **Task 5 – Summary Report**

GHD will prepare a Summary Report of the findings from Tasks 2 through 4 and their associated TMs. The Summary Report will include an introduction, description of the hydraulic model scenarios, discussion of hydraulic modelling results, listing of any proposed capital improvements and their associated cost estimates, and a listing of recommendations. GHD anticipates the first submittal will include a Draft Summary Report for FGCSO review and comment. All applicable comments will be incorporated into a revised Summary Report document and submitted as the Final Summary Report for record.

### **Deliverables:**

- Draft Summary Report

- Final Summary Report

## Schedule

GHD will commence this scope of services upon District issuance of the project Notice to Proceed. The following table presents the proposed schedule for completing the previously detailed Tasks, with a Final Summary Report to be submitted to the District within 4 months of project kick-off.

**Table 1**      *Schedule*

ACTIVITY	START	DURATION (Weeks)	Weeks															
			1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16
Task 1 – Project Management	1	16																
Task 2 – Interim Backflow Concept Design	1	4	■	■	■	■												
Task 3 – Water Tank and Fire Pump Station Hydraulic Analysis	5	5					■	■	■	■	■							
Task 4 – Cost Estimate and Energy Efficiency Analysis	9	3									■	■	■					
Task 5 – Summary Report	12	4												■	■	■	■	

## Budget

The overall project budget based on the nature of the work and the anticipated project duration is summarized below. GHD will perform the scope of work on a time-and-materials basis for a not-to-exceed amount of \$44,000.

ACTIVITY	Cost
Task 1 – Project Management	\$3,200
Task 2 – Interim Backflow Concept Design	\$9,700
Task 3 – Water Tank and Fire Pump Station Hydraulic Analysis	\$21,600
Task 4 – Cost Estimate and Energy Efficiency Analysis	\$6,700
Task 5 – Summary Report	\$2,800
TOTAL	\$44,000

## AGREED

Fieldbrook-Glendale CSD

GHD Inc.

\_\_\_\_\_  
Richard Hanger, General Manager, Date

\_\_\_\_\_  
Rebecca Crow, Technical Director, Date



Agenda Background

**Agenda Item:** 5.2

**Agenda Title:** 2021 fiscal year-end financial reports and budget adjustments.

**Meeting Date:** 07/27/2021

**Presented by:** Richard Hanger

**Type of Item:**  Action  Discussion  Information

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

**Background:**

May 2020 – 2020/2021 Budget presentation  
June 2020 – 2020/2021 Initial budget adoption  
August 2020 – 2020/2021 Final budget adoption  
October 2020 – First Quarter budget adjustments  
January 2021 – Second Quarter budget adjustments  
April 2021 – Third Quarter budget adjustments  
Financial reports are reviewed on a quarterly basis and budgets are updated based on actual performance. The attached reports reconcile actuals to the final budgets adopted in August 2020. Depreciation expenses for 2021 are based on the prior fiscal year and will be updated in August, the County of Humboldt has not posted the final tax revenues or earned interest. There will also be adjustments for bad debt reservations for water and sewer.

**Water - Revenue**

Total adjustment for the F/Y \$68,409. Domestic, late fees, business, and benefit zone revenues are above projections. Domestic revenues were most notably adjusted in the first two quarters of the fiscal year following a comparative review of the prior fiscal year. Late fee increases may be linked to the Covid pandemic and a prohibition on shut offs for non-payment. Business revenue is reflective of increased activity at Royal Gold. Water installation, reimbursement income, and miscellaneous charges are not part of the final budget adoption but are adjusted during the year as part of the quarterly financial reports. Revenues overall were 12.5% above the adopted budget.

**Water – Expenses**

Purchased water was 4.5% above projections, contract labor includes reimbursable meter installations, utilities were above projections, maintenance expenses include a significant repair at Glendale/Primrose (\$7,361). Bad debt increases are reflective of accounts that are 90+ days past due as of June 30<sup>th</sup>. There may be some legislative relief for those balances that are related to the Covid pandemic and property liens.

## Agenda Background

### **Sewer – Revenue**

Domestic revenue was \$10,768 (3.7%) above projections, late fee increases may be linked to the Covid pandemic, business revenue is related to increased operations at Royal Gold, and reimbursement revenues are from new connection expenses for engineering.

### **Sewer – Expenses**

Purchased wastewater treatment from the City of Arcata was \$7,015 less than the anticipated budget. The original budget amount was based on billing for the prior three fiscal years. The average billing for 2017-2019 was \$200,000 per year. Drought conditions and/or district repairs may have contributed to lower-than-average flows. Contract labor and administration was \$14,388 higher than initial budget projections. These expenses are from reimbursable engineering expenses and other consulting fees. Professional services include attorney fees for lien filings. Utilities expenses relate to telephone fees for telemetry services. These services have been terminated and replaced with a cell phone meter alert system. Maintenance expenses were \$12,878 less than the estimated budget; however, it is important to note that pumps for lift station two are being rebuilt and were not completed in this fiscal year. Bad debt increases are reflective of accounts that are 90+ days past due as of June 30<sup>th</sup>. There may be some legislative relief for those balances that are related to the Covid pandemic. Payroll expenses increased for sewer technicians performing additional work related to air relief valve replacements and line/weir flushing.

### **Other Revenue/Expense**

Connection fees were collected net of the amount collected from Royal Gold for consumption less reimbursable engineering fees for the development of the industrial discharge permit. Royal Gold's consumption fees are collected at a rate one-and-a-half times the standard consumption fee pending a final connection fee.

### **Fire – Revenue**

Tax revenues will be adjusted following the receipt of final reports from the County of Humboldt. Other income is from an insurance rebate and Cal Fire mutual aid responses.

### **Fire – Expense**

Most of the budget adjustments are within an acceptable range. Assessment fees increased to \$861 from \$113 and there was a shared expense for the LAFCo budget. Maintenance expenses increased for the purchase of a five-year warranty for the SCBA filling station and for a major truck repair. Equipment expenses included the purchase of two iPads.

### **Recommendation:**

Review the financial reports, adopt budget revisions, and direct staff to update final budget amounts for tax revenues, depreciation expenses, and the reservation for bad debt.

**Fieldbrook Glendale Community Services District**  
**Quarterly Water Budget Adjustments**  
 July 2020 through June 2021

	Adjustments				Total Adj	August 2020		
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr		2021 Budget	Adjusted Budget	% of Change
<b>Ordinary Revenue/Expense</b>								
<b>Revenue</b>								
<b>4000 · Revenue</b>								
<b>4100 · Water Revenue</b>								
4110 · Domestic Water Revenue	\$ 6,029	\$ 20,296	\$ (6,483)	\$ 4,771	\$ 24,613	\$ 391,489	\$ 416,102	5.9%
4115 · Late Fees - Water	\$ 64	\$ 966	\$ 994	\$ 1,748	\$ 3,772	\$ 5,125	\$ 8,897	42.4%
4120 · Business Water Revenue	\$ 7,934	\$ 1,880	\$ 4,382	\$ 4,963	\$ 19,159	\$ 60,008	\$ 79,167	24.2%
4130 · Fire Suppression Water Revenue	\$ -	\$ 19	\$ 9	\$ 77	\$ 105	\$ 2,136	\$ 2,241	4.7%
4135 · Benefit Zone 1-Water Revenue	\$ 2,252	\$ 2,379	\$ (866)	\$ 561	\$ 4,326	\$ 21,468	\$ 25,794	16.8%
4140 · Water Installation Charges	\$ -	\$ -	\$ -	\$ 7,860	\$ 7,860	\$ -	\$ 7,860	100.0%
4150 · Water Processing Fees	\$ 35	\$ 105	\$ 210	\$ 210	\$ 560	\$ 560	\$ 1,120	50.0%
4156 · Water Reimbursement Income	\$ 6,069	\$ -	\$ (4,828)	\$ 352	\$ 1,593	\$ -	\$ 1,593	100.0%
4157 · Water Misc. Chg.	\$ -	\$ -	\$ 6,421	\$ -	\$ 6,421	\$ -	\$ 6,421	100.0%
4160 · Water Other Revenue	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total 4100 · Water Revenue</b>	<b>\$ 22,383</b>	<b>\$ 25,645</b>	<b>\$ (161)</b>	<b>\$ 20,542</b>	<b>\$ 68,409</b>	<b>\$ 480,786</b>	<b>\$ 549,195</b>	<b>12.5%</b>
<b>Total 4000 · Revenue</b>	<b>\$ 22,383</b>	<b>\$ 25,645</b>	<b>\$ (161)</b>	<b>\$ 20,542</b>	<b>\$ 68,409</b>	<b>\$ 480,786</b>	<b>\$ 549,195</b>	<b>12.5%</b>
<b>Total Revenue</b>	<b>\$ 22,383</b>	<b>\$ 25,645</b>	<b>\$ (161)</b>	<b>\$ 20,542</b>	<b>\$ 68,409</b>	<b>\$ 480,786</b>	<b>\$ 549,195</b>	<b>12.5%</b>
	\$ 22,383	\$ 25,645	\$ (161)	\$ 20,542	\$ 68,409	\$ 480,786	\$ 549,195	12.5%
<b>Expense</b>								
5000 · Purchased Water	\$ 1,946	\$ 8,378	\$ (697)	\$ (1,519)	\$ 8,108	\$ 173,411	\$ 181,519	4.5%
5050 · Director Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,995	\$ 2,995	0.0%
5100 · Contract Labor/Admin	\$ (9,276)	\$ (10,857)	\$ 4,901	\$ 18,991	\$ 3,759	\$ 219,691	\$ 223,450	1.7%
5130 · Assessment Fees (LAFCO)				\$ 210	\$ 210	\$ -	\$ 210	100.0%
5150 · Insurance Expense	\$ (9)	\$ 48	\$ -	\$ -	\$ 39	\$ 3,787	\$ 3,826	1.0%
5200 · Professional Services	\$ -	\$ 300	\$ 453	\$ 193	\$ 946	\$ 4,835	\$ 5,781	16.4%
5250 · Dues & Memberships	\$ -	\$ 24	\$ -	\$ -	\$ 24	\$ 977	\$ 1,001	2.4%
5300 · Utilities	\$ 414	\$ 368	\$ 174	\$ 829	\$ 1,785	\$ 12,238	\$ 14,023	12.7%
5370 · Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225	\$ 225	0.0%
5380 · Supplies	\$ 89	\$ 167	\$ (50)	\$ 749	\$ 955	\$ 1,187	\$ 2,142	44.6%
5400 · Maintenance Expenses	\$ -	\$ -	\$ 3,693	\$ 7,762	\$ 11,455	\$ 12,000	\$ 23,455	48.8%
5550 · Equipment	\$ 136	\$ -	\$ -	\$ -	\$ 136	\$ -	\$ 136	100.0%
5590 · Bad Debts	\$ -	\$ -	\$ 6,856	\$ 6,902	\$ 13,758	\$ 1,250	\$ 15,008	91.7%
5625 · Bank Charges	\$ (18)	\$ 565	\$ 15	\$ 12	\$ 574	\$ 2,400	\$ 2,974	19.3%
5700 · Licenses & Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,167	\$ 4,167	0.0%
6560 · Payroll Expenses	\$ (10)	\$ (10)	\$ 80	\$ 65	\$ 125	\$ 12,144	\$ 12,269	1.0%
<b>Total Expense</b>	<b>\$ (6,728)</b>	<b>\$ (1,017)</b>	<b>\$ 15,425</b>	<b>\$ 34,194</b>	<b>\$ 41,874</b>	<b>\$ 451,307</b>	<b>\$ 493,181</b>	<b>8.5%</b>
<b>Net Ordinary Revenue</b>	<b>\$ 29,111</b>	<b>\$ 26,662</b>	<b>\$ (15,586)</b>	<b>\$ (13,652)</b>	<b>\$ 26,535</b>	<b>\$ 29,479</b>	<b>\$ 56,014</b>	<b>47.4%</b>
<b>Other Revenue/Expense</b>								
<b>Other Revenue</b>								
4394 · Grant Income	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
4900 · Interest Earnings	\$ (205)	\$ 46	\$ (701)	\$ (860)	\$ (1,720)	\$ 13,074	\$ 11,354	-15.1%
4950 · Connection Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Other Revenue</b>	<b>\$ (205)</b>	<b>\$ 46</b>	<b>\$ (701)</b>	<b>\$ (860)</b>	<b>\$ (1,720)</b>	<b>\$ 13,074</b>	<b>\$ 11,354</b>	<b>-15.1%</b>
<b>Other Expense</b>								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 26,639	\$ 26,639	0.0%
5650 · Interest Expense	\$ (133)	\$ -	\$ (220)	\$ (353)	\$ (706)	\$ 13,621	\$ 12,915	-5.5%
5810 · Water Grant Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0.0%
<b>Total Other Expense</b>	<b>\$ (133)</b>	<b>\$ -</b>	<b>\$ (220)</b>	<b>\$ (353)</b>	<b>\$ (706)</b>	<b>\$ 40,260</b>	<b>\$ 39,554</b>	<b>-1.8%</b>
<b>Net Other Revenue</b>	<b>\$ (72)</b>	<b>\$ 46</b>	<b>\$ (481)</b>	<b>\$ (507)</b>	<b>\$ (1,014)</b>	<b>\$ (27,186)</b>	<b>\$ (28,200)</b>	<b>3.6%</b>
<b>Net Revenue</b>	<b>\$ 29,039</b>	<b>\$ 26,708</b>	<b>\$ (16,067)</b>	<b>\$ (14,159)</b>	<b>\$ 25,521</b>	<b>\$ 2,293</b>	<b>\$ 27,814</b>	<b>91.8%</b>

**Fieldbrook Glendale Community Services District**  
**Quarterly Wastewater Budget Adjustments**  
 July 2020 through June 2021

	Adjustments				August 2020			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2021 Budget	Adjusted Budget	% of Change
<b>Ordinary Revenue/Expense</b>								
<b>Revenue</b>								
<b>4000 · Revenue</b>								
<b>4200 · Wastewater Revenue</b>								
4210 · Domestic Wastewater Revenue	\$ (1,873)	\$ 1,337	\$ 1,319	\$ 9,985	\$ 10,768	\$ 277,200	\$ 287,968	3.7%
4215 · Late Fees - Wastewater	\$ 37	\$ 610	\$ 1,424	\$ 1,686	\$ 3,757	\$ 3,600	\$ 7,357	51.1%
4220 · Business Wastewater Revenue	\$ 3,321	\$ 15,495	\$ 9,801	\$ 5,445	\$ 34,062	\$ 75,068	\$ 109,130	31.2%
4250 · Wastewater Processing Fees	\$ (105)	\$ (70)	\$ 105	\$ 35	\$ (35)	\$ 420	\$ 385	-9.1%
4252 · Wastewater Permit Fees	\$ -	\$ -	\$ 150	\$ -	\$ 150	\$ 1,250	\$ 1,400	10.7%
4256 · Wastewater Reimbursement	\$ 3,651	\$ -	\$ -	\$ 2,243	\$ 5,894	\$ -	\$ 5,894	100.0%
<b>Total 4100 · Wastewater Revenue</b>	<b>\$ 5,031</b>	<b>\$ 17,372</b>	<b>\$ 12,799</b>	<b>\$ 19,394</b>	<b>\$ 54,596</b>	<b>\$ 357,538</b>	<b>\$ 412,134</b>	<b>13.2%</b>
<b>Total 4000 · Revenue</b>	<b>\$ 5,031</b>	<b>\$ 17,372</b>	<b>\$ 12,799</b>	<b>\$ 19,394</b>	<b>\$ 54,596</b>	<b>\$ 357,538</b>	<b>\$ 412,134</b>	<b>13.2%</b>
<b>Total Revenue</b>	<b>\$ 5,031</b>	<b>\$ 17,372</b>	<b>\$ 12,799</b>	<b>\$ 19,394</b>	<b>\$ 54,596</b>	<b>\$ 357,538</b>	<b>\$ 412,134</b>	<b>13.2%</b>
<b>Gross Profit</b>	<b>\$ 5,031</b>	<b>\$ 17,372</b>	<b>\$ 12,799</b>	<b>\$ 19,394</b>	<b>\$ 54,596</b>	<b>\$ 357,538</b>	<b>\$ 412,134</b>	<b>13.2%</b>
<b>Expense</b>								
5000 · Purchased Wastewater	\$ 1,211	\$ 837	\$ (5,107)	\$ (3,956)	\$ (7,015)	\$ 193,375	\$ 186,360	-3.8%
5100 · Contract Labor/Admin	\$ 3,968	\$ 561	\$ 3,111	\$ 6,748	\$ 14,388	\$ 41,300	\$ 55,688	25.8%
5130 · Assessment Fees (LAFCO)				\$ 210	\$ 210	\$ -	\$ 210	100.0%
5150 · Insurance Expense	\$ 110	\$ -	\$ -	\$ -	\$ 110	\$ 3,069	\$ 3,179	3.5%
5200 · Professional Services	\$ -	\$ 936	\$ 374	\$ 131	\$ 1,441	\$ 4,835	\$ 6,276	23.0%
5250 · Dues & Memberships	\$ (977)	\$ 1,001	\$ -	\$ -	\$ 24	\$ 977	\$ 1,001	2.4%
5300 · Utilities	\$ 734	\$ 2,723	\$ 934	\$ 210	\$ 4,601	\$ 12,327	\$ 16,928	27.2%
5300 · Fuel (Generator)	\$ -	\$ -	\$ -	\$ (500)	\$ (500)	\$ 500	\$ -	0.0%
5370 · Property Taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 324	\$ 324	0.0%
5380 · Supplies	\$ 61	\$ 107	\$ 107	\$ 686	\$ 961	\$ 1,200	\$ 2,161	44.5%
5400 · Maintenance Expenses	\$ -	\$ -	\$ -	\$ (12,878)	\$ (12,878)	\$ 33,500	\$ 20,622	-62.4%
5550 · Equipment	\$ 136	\$ -	\$ -	\$ -	\$ 136	\$ -	\$ 136	100.0%
5590 · Bad Debts	\$ -	\$ -	\$ -	\$ 2,923	\$ 2,923	\$ 3,000	\$ 5,923	49.3%
5625 · Bank Charges	\$ 257	\$ 216	\$ 45	\$ 70	\$ 588	\$ 1,680	\$ 2,268	25.9%
5700 · Licenses & Fees	\$ (105)	\$ 276	\$ 111	\$ (122)	\$ 160	\$ 3,740	\$ 3,900	4.1%
6560 · Payroll Expenses	\$ 378	\$ (350)	\$ 712	\$ 1,992	\$ 2,732	\$ 25,200	\$ 27,932	9.8%
<b>Total Expense</b>	<b>\$ 5,773</b>	<b>\$ 6,307</b>	<b>\$ 287</b>	<b>\$ (4,486)</b>	<b>\$ 7,881</b>	<b>\$ 325,027</b>	<b>\$ 332,908</b>	<b>2.4%</b>
<b>Net Ordinary Revenue</b>	<b>\$ (742)</b>	<b>\$ 11,065</b>	<b>\$ 12,512</b>	<b>\$ 23,880</b>	<b>\$ 46,715</b>	<b>\$ 32,511</b>	<b>\$ 79,226</b>	<b>59.0%</b>
<b>Other Revenue/Expense</b>								
<b>Other Revenue</b>								
4900 · Interest Earnings	\$ 23	\$ 24	\$ (53)	\$ 10	\$ 4	\$ 360	\$ 364	1.1%
4950 · Connection Fees	\$ 779	\$ 1,641	\$ 18,400	\$ 4,444	\$ 25,264	\$ 27,600	\$ 52,864	47.8%
<b>Total Other Revenue</b>	<b>\$ 802</b>	<b>\$ 1,665</b>	<b>\$ 18,347</b>	<b>\$ 4,454</b>	<b>\$ 25,268</b>	<b>\$ 27,960</b>	<b>\$ 53,228</b>	<b>47.5%</b>
<b>Other Expense</b>								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,362	\$ 94,362	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,466	\$ 2,466	0.0%
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 96,828</b>	<b>\$ 96,828</b>	<b>0.0%</b>
<b>Net Other Revenue</b>	<b>\$ 802</b>	<b>\$ 1,665</b>	<b>\$ 18,347</b>	<b>\$ 4,454</b>	<b>\$ 25,268</b>	<b>\$ (68,868)</b>	<b>\$ (43,600)</b>	<b>-58.0%</b>
<b>Net Revenue</b>	<b>\$ 60</b>	<b>\$ 12,730</b>	<b>\$ 30,859</b>	<b>\$ 28,334</b>	<b>\$ 71,983</b>	<b>\$ (36,357)</b>	<b>\$ 35,626</b>	<b>202.1%</b>

**Fieldbrook Glendale Community Services District**  
**Quarterly Fire Dept. Budget Adjustments**  
 July 2020 through June 2021

	Adjustments				August 2020			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2020 Budget	Adjusted Budget	% of Change
<b>Ordinary Revenue/Expense</b>								
<b>Revenue</b>								
<b>4000 · Revenue</b>								
<b>4300 · Fire Revenue</b>								
4310 · Current Secured Taxes	\$ -	\$ -	\$ -	\$ 4,589	\$ 4,589	\$56,789	\$61,378	7.5%
4320 · Current Unsecured Taxes	\$ -	\$ -	\$ -	\$ 193	\$ 193	\$2,355	\$2,548	7.6%
4330 · Prior Year Secured Taxes	\$ -	\$ -	\$ -	\$ 1,333	\$ 1,333	\$181	\$1,514	88.0%
4341 · Prop 172 Transfer	\$ -	\$ -	\$ -	\$ -	\$ -	\$1,214	\$1,214	0.0%
4350 · Property Tax Assessments	\$ -	\$ -	\$ -	\$ 2,190	\$ 2,190	\$40,575	\$42,765	5.1%
4360 · Timber Yield Tax	\$ -	\$ -	\$ -	\$ (97)	\$ (97)	\$225	\$128	-75.8%
4370 · Homeowners' Exemption	\$ -	\$ -	\$ -	\$ 240	\$ 240	\$351	\$591	40.6%
4380 · Supplemental Tax - Current	\$ -	\$ -	\$ -	\$ (256)	\$ (256)	\$767	\$511	-50.1%
4385 · Supplemental Tax - Prior Year	\$ -	\$ -	\$ -	\$ 95	\$ 95	\$139	\$234	40.6%
4395 · Other Income - Fire Dept.	\$ -	\$ 1,935	\$ -	\$ 1,590	\$ 3,525	\$100	\$3,625	97.2%
<b>Total 4300 · Fire Revenue</b>	<b>\$ -</b>	<b>\$ 1,935</b>	<b>\$ -</b>	<b>\$ 9,877</b>	<b>\$ 11,812</b>	<b>\$ 102,696</b>	<b>\$ 114,508</b>	<b>10.3%</b>
<b>Total 4000 · Revenue</b>	<b>\$ -</b>	<b>\$ 1,935</b>	<b>\$ -</b>	<b>\$ 9,877</b>	<b>\$ 11,812</b>	<b>\$ 102,696</b>	<b>\$ 114,508</b>	<b>10.3%</b>
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ 1,935</b>	<b>\$ -</b>	<b>\$ 9,877</b>	<b>\$ 11,812</b>	<b>\$ 102,696</b>	<b>\$ 114,508</b>	<b>10.3%</b>
<b>Gross Profit</b>	<b>\$ -</b>	<b>\$ 1,935</b>	<b>\$ -</b>	<b>\$ 9,877</b>	<b>\$ 11,812</b>	<b>\$ 102,696</b>	<b>\$ 114,508</b>	<b>10.3%</b>
<b>Expense</b>								
5050 · Chief Fees	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 599	\$599	0.0%
5120 · Contract Labor/Admin	\$ 131	\$ -	\$ -	\$ -	\$ 131	\$ -	\$131	100.0%
5130 · Assessment Fee-LAFCo	\$ -	\$ -	\$ -	\$ 1,962	\$ 1,962	\$ 113	\$2,075	94.6%
5150 · Insurance Expense	\$ -	\$ (445)	\$ -	\$ 23	\$ (422)	\$ 21,029	\$20,607	-2.0%
5200 · Professional Services	\$ -	\$ -	\$ -	\$ 348	\$ 348	\$ 4,835	\$5,183	6.7%
5250 · Dues & Memberships	\$ -	\$ 339	\$ -	\$ (356)	\$ (17)	\$ 2,680	\$2,663	-0.6%
5300 · Utilities	\$ -	\$ 517	\$ -	\$ 295	\$ 812	\$ 9,846	\$10,658	7.6%
5360 · Transportation & Travel	\$ -	\$ -	\$ -	\$ (554)	\$ (554)	\$ 1,800	\$1,246	-44.5%
5380 · Supplies	\$ -	\$ 1,369	\$ -	\$ (724)	\$ 645	\$ 3,900	\$4,545	14.2%
5400 · Maintenance Expenses	\$ -	\$ 1,495	\$ -	\$ 3,588	\$ 5,083	\$ 5,950	\$11,033	46.1%
5550 · Equipment	\$ -	\$ 79	\$ -	\$ 2,306	\$ 2,385	\$ 2,350	\$4,735	50.4%
5710 · Chiefs' Incentive Program	\$ -	\$ -	\$ -	\$ (488)	\$ (488)	\$ 1,500	\$1,012	-48.2%
6560 · Payroll Expenses	\$ -	\$ -	\$ -	\$ 586	\$ 586	\$ 1,740	\$2,326	25.2%
<b>Total Expense</b>	<b>\$ 131</b>	<b>\$ 3,354</b>	<b>\$ -</b>	<b>\$ 6,986</b>	<b>\$ 10,471</b>	<b>\$ 56,342</b>	<b>\$ 66,813</b>	<b>15.7%</b>
<b>Net Ordinary Revenue</b>	<b>\$ (131)</b>	<b>\$ (1,419)</b>	<b>\$ -</b>	<b>\$ 2,891</b>	<b>\$ 1,341</b>	<b>\$ 46,354</b>	<b>\$ 47,695</b>	<b>2.8%</b>
<b>Other Revenue/Expense</b>								
4394 · Grant Income	\$ -	\$ -	\$ -	\$ 20,000	\$ 20,000	\$ -	\$20,000	100.0%
4900 · Interest Earnings	\$ -	\$ (18)	\$ -	\$ 2,358	\$ 2,340	\$ 1,272	\$3,612	64.8%
<b>Total Other Revenue</b>	<b>\$ -</b>	<b>\$ (18)</b>	<b>\$ -</b>	<b>\$ 22,358</b>	<b>\$ 22,340</b>	<b>\$ 1,272</b>	<b>\$ 23,612</b>	<b>94.6%</b>
<b>Other Expense</b>								
5350 · Depreciation Expenses	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 47,750	\$47,750	0.0%
5650 · Interest Expense	\$ -	\$ -	\$ -	\$ (755)	\$ (755)	\$ 9,508	\$8,753	-8.6%
<b>Total Other Expense</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (755)</b>	<b>\$ (755)</b>	<b>\$ 57,258</b>	<b>\$ 56,503</b>	<b>-1.3%</b>
<b>Net Other Revenue</b>	<b>\$ -</b>	<b>\$ (18)</b>	<b>\$ -</b>	<b>\$ 23,113</b>	<b>\$ 23,095</b>	<b>\$ (55,986)</b>	<b>\$ (32,891)</b>	<b>-70.2%</b>
<b>Net Revenue</b>	<b>\$ (131)</b>	<b>\$ (1,437)</b>	<b>\$ -</b>	<b>\$ 26,004</b>	<b>\$ 24,436</b>	<b>\$ (9,632)</b>	<b>\$ 14,804</b>	<b>165.1%</b>



Agenda Background

**Agenda Item:** 5.3

**Agenda Title:** Board Remuneration 2021.

**Meeting Date:** 07/27/2021

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

---

**Background:**

Resolution #2006-05 addresses board remuneration and expenditure reimbursement procedures. Item three reads:

3.) Members of the Board of Directors shall receive a monthly “Director’s Fee”, the amount of which shall be established annually by the Board at its regular meeting in July.

Board members currently receive an annual director’s fee of \$599.00, paid in monthly installments of \$50.00, the exception is December in which the amount of \$49.00 is paid.

**Recommendation:**

Discuss and set the director’s fee for FY 2021.

Resolution # 2006 - 05

Fieldbrook Glendale Community Services District  
4584 Fieldbrook Road, Fieldbrook CA 95519

**Board Remuneration and Expenditure Reimbursement**

**WHEREAS**, Senate Bill 135, Part 2. Internal Organization, Chapter 3. Board of Directors, Section 61047, Subsection (a) through (e), authorizes the board, by resolution, to provide each of its members compensation, and

**WHEREAS**, the Fieldbrook Glendale Community Services District shall adhere to Government Code Sections 53232 through 53232.4 when dealing with issues of director/employee remuneration and reimbursement, and

**WHEREAS**, this policy applies to all employees and members of the Board of Directors, and its provisions regarding expense reimbursement are intended to result in no personal gain or loss to an employee or director.

**NOW THEREFORE, BE IT RESOLVED**, that the Fieldbrook Glendale Community Services District directs that,

(1) Whenever District employees or directors desire to be reimbursed for out-of-pocket expenses for item(s) or service(s) appropriately relating to District business, they shall submit their requests, including an explanation of the expense, and receipts evidencing each expense to the General Manager.

(2) Reimbursement requests by the General Manager will be reviewed and approved by the Board of Directors.

(3) Members of the Board of Directors shall receive a monthly "Director's Fee," the amount of which shall be established annually by the Board at its regular meeting in July.

(4) Subject to the Fieldbrook Glendale Community Services District enabling code, a district director may be compensated for attending the following:

- a) A meeting of the legislative body;
- b) A meeting of an advisory body; or
- c) A conference or organized educational activity conducted in compliance with Government Code Section 54952.2(c), including but not limited to ethics training required by Government Code Section 53234.

(5) District employees and directors are eligible to receive reimbursements for travel, meals, lodging, and other reasonable and necessary expenses for attending the above occurrences on behalf of the District. Reimbursement rates shall coincide with rates set by Internal Revenue Service Publication 463 or its successor publication(s).

(6) Any and all expenses that do not fall within the adopted reimbursement policy or the IRS reimbursable rates are required to be approved by the Board of Directors in a public meeting prior to the expenses(s) being incurred.


(7) Expenses that do not adhere to the adopted reimbursement policy or the IRS reimbursable rates, and that do not receive prior approval from the Board of Directors in a public meeting prior to the expense being incurred, shall not be eligible for reimbursement.

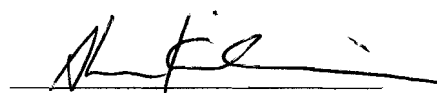
(8) If lodging is in connection with the above or other prior approved event, such lodging costs shall not exceed the maximum group rate published by the conference or activity sponsor. If the published group rate is unavailable, directors shall be reimbursed for comparable lodging at government or IRS rates.

(9) Expenses without receipts shall not be reimbursed.

(10) It is against the law to falsify expense reports. Penalties for misuse of public resources or violation of this policy may include, but are not limited to, the following:

- a) The loss of reimbursement privileges;
- b) Restitution to the local agency;
- c) Civil penalties for misuse of public resources pursuant to Government Code Section 8314; and
- d) Prosecution for misuse of public resources, pursuant to Section 424 of the Penal Code, penalties for which include 2, 3 or 4 years in prison.

  
James Crowell  
President

  
Starr Kilian  
Director

Ayes 4 No 0 Abstain 0 Absent 1

**PASSED AND ADOPTED**, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on February 28, 2006.



## **Agenda Background**

**Meeting Date:**

**Agenda Title:**

**Agenda Item:**

**Presented by:**

**Type of Item:**

**Type of Action Required:**

---

**Background:**

**Recommendation:**

**POLICY TITLE: Claims against the District**  
**POLICY NUMBER: 1025**

Purpose: The purpose of this policy is to provide direction to District staff for processing and resolving (if possible) account adjustment requests and property damage claims against the District. Inherent in this policy is the recognition that every adjustment request or claim will be unique, and that guidelines cannot be written to accommodate every case. Therefore, staff must use discretion and good sense in handling each claim.

#### 1025.1 Property (Land and Improvements) Damage Claims

In the course of the District's operations damage to land and improvements occasionally occurs due to the proximity of the District's facilities to private property. When District employees are aware that property has been damaged in the course of their work, restorative measures are to be taken to return the property as close to its original condition as possible.

When a property owner informs a District employee of damage to their property, the employee receiving the claim will document in writing the time and date and a description of the stated circumstances and allegations. Employees should respond to questions, be cordial and respectful, but refrain from commenting on liability questions.

As soon as possible after information about the damage has been received, it shall be given to the General Manager.

If the owner of damaged property informs a member of the Board, the information will be given to the General Manager. Directors should not independently investigate claims or make any representations to the property owner, but may go with staff to observe.

Investigations shall be done in a timely fashion and documented with a written report, including photographs and/or interviews, when appropriate.

If the investigating staff person is convinced that the damage was caused by District personnel, equipment, or infrastructure, he/she shall prepare a work order to have the damage repaired, subject to the following conditions:

- a) General Manager approves the work order;
- b) Property owner agrees that the proposed repairs are appropriate and adequate;
- c) Property owner agrees to allow District personnel access to their property to perform the repair work;
- d) District personnel have the necessary tools, equipment, and expertise to perform the necessary work;
- e) Repair work can be accomplished within a reasonable amount of time; and
- f) Cost of material for the repairs will not exceed five hundred dollars (\$500). If the cost of material for repairs is stated by claimant or estimated by staff to exceed five hundred dollars (\$500), the owner will be asked to submit their claim in writing on a District claim form.

The Board will not consider a claim of an amount in excess of the \$500.00, including the cost of investigation, without prior written approval of the District's insurance company.

The General Manager shall review the damage claim and the proposed repair work within a reasonable amount of time. If he/she determines that the damage is the District's responsibility and that the proposed repair work is

appropriate, he/she may authorize the work if the cost of material for the repairs will not exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee [standing board committee assigned to review claims of this nature] describing the damage claim, including a description of the manner in which it was resolved. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed one thousand five hundred dollars (\$1,500), the claim will be submitted to the Claims Committee. The Claims Committee shall review the claim and receive input from staff in closed session [qualifies as “anticipated litigation” under the Brown Act]. After reviewing the damage claim, the Committee may authorize the work if the cost of material for the repairs will not exceed three thousand dollars (\$3,000) or may make a recommendation to the Board of Directors. A report shall be submitted to the Board describing the damage claim, including a description of the manner in which it was resolved, or a recommendation for Board action. The claimant shall be notified of any action by the Committee regarding their claim.

If the cost of material for repairs is stated by claimant or estimated to exceed three thousand dollars (\$3,000), the claim will be submitted to the Board of Directors for its consideration. The Board will consider the claim during a closed session [“anticipated litigation”] of a regular or special meeting. Action to accept or reject the claim may be taken in open or closed session. The claimant shall be notified of the Board’s action regarding their claim. Notification that a claim has been rejected shall be accompanied by proof of service.

Claims in excess of the District’s insurance deductible shall be forwarded to the insurance company, and the claimant shall be advised of this action.

Claims for personal injury/wrongful death shall not be investigated by District staff or directors but shall be immediately forwarded to the District’s insurance company.

#### 1025.2 Property (Vehicles and Unsecured Property) Damage Claims

All claims of damage to vehicles, or other unsecured property, shall be submitted to the General Manager. He/she shall review the damage claim and the requested restitution. If he/she determines that the damage is the District’s responsibility, he/she may authorize repairs or reimbursement of expenses to an amount not to exceed one thousand five hundred dollars (\$1,500). A report shall be submitted to the Claims Committee describing the damage claim, including a description of the manner in which it was resolved.

The claim will be processed as described above if the cost of material for repairs is estimated to exceed the applicable thresholds.

#### 1025.3 Property Damage Claims on District Form

Except for damage to land and improvements estimated to cost less than five hundred dollars (\$500), all damage claims must be submitted in writing on a District claim form. This will ensure that a claim is valid and protect important rights of the District.

If an individual does not wish to file a claim on the District form, he/she may present the claim by letter if it conforms to Section 910 and Section 910.2, of the California Government Code. Section 910 specifies that a claim needs to show all of the following:

- a) The name and mailing address of the claimant.
- b) The mailing address (if different) to which the person presenting the claim desires notices to be sent.



- c) The date, place, and other circumstances of the occurrence or transaction which gave rise to the claim asserted;
- d) A general description of the indebtedness, obligation, injury, damage or loss incurred so far as it may be known as the time of presentation of the claim;
- e) The name or names of the public employee or employees causing the injury, damage, or loss, if known; and
- f) The amount claimed if it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed. If the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

Section 910.2 of the California Government Code specifies the following:

The claim shall be signed by the claimant or by some person on his behalf. Claims against local public entities for supplies, materials, equipment or services need not be signed by the claimant or on his behalf if presented on a billhead or invoice regularly used in the conduct of the business of the claimant.

If the filed letter/claim does not meet the requirements of the California Government Code Section 910 and Section 910.2, then a letter shall be sent to the claimant informing them of this fact.

District staff shall provide no assistance to the claimant in filling out the claim form. Claimant must fill out the claim form in its entirety and submit it via mail, fax or personal delivery to the District office. Upon receipt, office staff shall date-stamp the document.

#### 1025.4 Account Adjustment Requests

The General Manager is authorized to adjust a customer's account when their bill reflects usage that is significantly greater than normal, due to accidental loss of water through broken pipes or when faucets are turned on in the owner's absence, etc. [or other type of abnormal account cost], subject to the following conditions:

- a) The customer requests the account adjustment in writing;
- b) A similar request has not been made within the past 12 months; and
- c) The account shows no record of being delinquent for more than 60 days during the past 24 months.

**Adopted: 07/27/2021**

**CLAIM FORM**

CLAIMANT'S NAME:

ADDRESS:


SSN:

PHONE:

The post office address to which the person presenting the claim desires notices to be sent:

The date, place and other circumstances of the occurrence *or* transaction which gave rise to the damage asserted:

A general description of the indebtedness, obligation, injury, damage or, loss incurred so far as it may be known at the time of presentation of the claim:


The name or names of the public employee or employees causing the injury, damage, or loss, if known:

The amount claimed If it totals less than ten thousand dollars (\$10,000) as of the date of presentation of the claim, including the estimated amount of any prospective injury, damage, or loss, insofar as it may be known at the time of the presentation of the claim, together with the basis of computation of the amount claimed.

If the amount claimed exceeds ten thousand (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.

**SIGNATURES**

SIGNATURE OF CLAIMANT:

DATE:

SIGNATURE OF CLAIMANT REPRESENTATIVE:

DATE:

DATE RECEIVED BY DISTRICT:





**NOTICE OF INSUFFICIENCY OF CLAIM AND RETURN WITHOUT ACTION**

To:

Date of Claim:

\_\_\_\_\_

This is to advise you that your Claim has been reviewed, evaluated, and found to be deficient for the reason(s) checked below:

- 1. The Claim fails to state the name and mailing address of the claimant.
- 2. The Claim is not signed.
- 3. The Claim fail to state the mailing address to which the person desires notice to be sent.
- 4. The Claim does not provide enough information to determine when, where, and/or how the incident/accident occurred.
- 5. The Claim does not provide enough information to determine what the loss, damage, or injury is.
- 6. The Claim does not provide enough specific information to determine what, if anything, the public entity did or failed to do to create liability exposure.
- 7. The Claim does not comply with Government Code 910(f) as to the amount sought or the court of appropriate jurisdiction.
- 8. The Claim does not provide the name(s) of any of our employees who may be responsible for the incident/accident.

The Clam will not be acted upon for fifteen (15) days from the date of this Notice to allow for your amendment of the Claim.

**WARNING: A Claim that is deficient or does not contain sufficient information, as required by law, may not be considered to have been filed in a timely manner and may prevent the prosecution of a lawsuit based on the incident/accident which is subject of this Claim.**

**PROOF OF SERVICE**

On \_\_\_\_\_, I served the within NOTICE OF INSUFFICIENCY OF CLAIM on the claimant by placing a true copy (Date) thereof enclosed in a sealed envelope in the outgoing mail addressed as requested by the claimant.

I declare under penalty of perjury that the foregoing is true and correct. Executed at Fieldbrook, Humboldt County, California, on \_\_\_\_\_.

\_\_\_\_\_

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

Richard Hanger  
General Manager



**NOTICE OF REJECTION BY OPERATION OF LAW**

Notice is hereby given that the Claim which you presented to Fieldbrook Glendale Community Services District dated \_\_\_\_\_ was rejected Without Action by Operation of Law on \_\_\_\_\_ .

**WARNING**

Subject to certain exceptions, you have six (6) months from the date this Notice of Rejection by Operation of Law was personally delivered or deposited in the mail to file a court action on this Claim (See Government Code Section 945.6.)

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

This notice of Rejection by Operation of Law applies only to claims under state law and shall not extend any time limits as may be imposed upon the claimant(s) for pursuit of the claimant(s) rights under federal laws, statutes, other sources of rights of recovery in favor of claimant(s).

Please also be advised that pursuant to Section 128.5 et seq. and 1038 of the California Code of Civil Procedure, the Fieldbrook Glendale Community Services District will seek to recover all costs of defense in the event a legal action is filed in the matter and it is determined that the action was not filed in good faith and with reasonable cause, or as otherwise determined to justify the imposition of attorney’s fees and cost of suit pursuant to such sections, as well as any other sections or laws enuring to the benefit of the Fieldbrook Glendale Community Services District, its officers, officials, employees, agents, or representatives.

**PROOF OF SERVICE**

On \_\_\_\_\_ , I served the within **NOTICE OF REJECTION BY OPERATION OF LAW** on the claimant by placing a true copy (Date) thereof enclosed in a sealed envelope in the outgoing mail addressed as requested by the claimant.

I declare under penalty of perjury that the foregoing is true and correct. Executed at Fieldbrook, Humboldt County, California, on \_\_\_\_\_.

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

Richard Hanger  
General Manager



# Fieldbrook Glendale Community Services District

water · sewer · fire

## **NOTICE OF REJECTION OF CLAIM**

Fieldbrook Glendale Community Services District

Notice is hereby given that the Claim which you presented to Fieldbrook Glendale Community Services District on \_\_\_\_\_ was rejected by Fieldbrook Glendale Community Services on \_\_\_\_\_ .

## **WARNING**

Subject to certain exceptions, you have six (6) months from the date this Notice of Rejection of Claim was personally delivered or deposited in the mail to file a court action on this Claim. (See Government Code Section 945.6.)

You may seek the advice of an attorney of your choice in connection with this matter. If you desire to consult an attorney, you should do so immediately.

This Notice of Rejection of Claim applies only to claims under state law and shall not extend any time limits as may be imposed upon the claimant(s) for pursuit of the claimant(s)' rights under federal laws, statutes, or other sources of rights of recovery in favor of claimant(s).

Please also be advised that pursuant to Sections 128.5 et seq. and 1038 of the California Code of Civil Procedure, the Fieldbrook Glendale Community Services will seek to recover all costs of defense in the event a legal action is filed on the matter and it is determined that the action was not filed in good faith and with reasonable cause, or as otherwise determined to justify the imposition of attorney's fees and costs of suit pursuant to such sections, as well as any other sections or laws enuring to the benefit of the Fieldbrook Glendale Community Services, its officers, officials, employees, agents, or representatives.

## **PROOF OF SERVICE**

On \_\_\_\_\_, I served the within **NOTICE OF REJECTION OF CLAIM** on the claimant by placing a true copy thereof enclosed in a sealed envelope in the outgoing mail addressed as requested by the claimant.

I declare under penalty of perjury that the foregoing is true and correct. Executed at Fieldbrook, Humboldt County, California, on \_\_\_\_\_ .

---

Richard Hanger  
General Manager

Agenda Background

**Agenda Item:** 5.5

**Agenda Title:** Board Policy 1035; Conflict of Interest.

**Meeting Date:**

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

---

**Background:**

Board Policy 1035 addresses conflicts of interest. The district conflict-of-interest code is included as an appendix to the policy. The conflict-of-interest code is reviewed and filed with the County Elections Office bi-annually.

**Recommendation:**

Review and adopt Board Policy 1035.

**POLICY TITLE: Conflict of Interest**

**POLICY NUMBER: 1035**

1035.1 The Political Reform Act, Government Code §81000, et seq., requires state and local government agencies to adopt and promulgate conflict-of-interest codes. The Fair Political Practices Commission (“FPPC”) has adopted a regulation (2 Cal. Code of Regs. §18730) which contains the terms of a standard conflict of interest code. It can be incorporated by reference and may be amended by the FPPC after public notice and hearings to conform to amendments in the Political Reform Act. The Board has approved and adopted the FPPC’s standard conflict of interest .Therefore, the terms of 2 Cal. Code of Regs. §18730 and any amendments to it duly adopted by the FPPC are hereby incorporated by reference and, along with the attached Appendix, in which members of the Board of Directors and employees are designated, and in which disclosure categories are set forth, constitute the conflict-of-interest code of the District.

1035.2 Designated employees shall file statements of economic interests with the Humboldt County Office of Elections.

1035.3 The Board of Director’s shall conduct a bi-annual review of the District’s Conflict-of-Interest code and adopt amendments as required by FPPC.

**Adopted: 07/27/2021**

## **Conflict of Interest Code**

### **Appendix**

#### **Designated Employees**

- I. Persons of the following positions are designated employees and must disclose financial interests in all categories.
  - A. Directors of the Community Services District
- II. Persons occupying the following positions are designated employees and must disclose financial interests defined in Category 2 and 3.
  - A. Fire Chief
  - B. General Manager
  - C. District Engineer

#### **Disclosure Categories**

##### **CATEGORY # 1**

- A. Interests in real property which is located in whole or in part either:
  1. Within the boundaries of the district, or
  2. Within two (2) miles of the boundaries of the district, including any leasehold, beneficial or ownership interest or option to acquire such interest in real property, if the fair market value of the interest is greater than \$1,000.

(Interest in real property of an individual include a business entity's share of interest in real property of any business entity or trust in which the designated employee or his or her spouse own, directly, indirectly, or beneficially, a ten percent interest or greater.)
- B. Investments in or income from business entities which are contractors or sub-contractors which are or have been within the previous two-year period engaged in the performance of building construction or design within the district.
- C. Investments in or income from persons or business entities engaged in the acquisition or disposal of real property within the jurisdiction of the district.

(Investment includes any financial interest in or security issued by a business entity, including but not limited to common stock, preferred stock, rights,



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

warrants, options debt instruments and any partnership interest or other ownership interest.)

(Investments of any individual include a pro-rate share of investments of any business entity or trust in which the designated employee or his or her spouse owns, directly, indirectly, or beneficially, a ten percent interest or greater.)

(Investment does not include a time or demand deposit in a financial institution, shares in a credit union, any insurance policy, or any bond or other debt instrument issued by any government or government agency.)

(No investment or interest in real property is reportable unless its fair market value exceeds \$1,000. No source of income is reportable unless the income received by or promised to the public official aggregates \$250 in value during the preceding 12-month reporting period.)

**CATEGORY # 2**

- A. Investments in or income from business entities which manufacture or sell supplies, parts, machinery, or equipment of the type utilized by the department for which the designated employee is in charge
  
- B. Investments include interests described in Category # 1.

**CATEGORY # 3**

- A. Investments in or income from business entities which are contractors or sub-contractors engaged in the performance of work of services or the type utilized by the department for which the designated employee is in charge.
  
- B. Investments include the interests described in Category # 1.



## Agenda Background

**Meeting Date:** 7/27/21

**Agenda Title:** Infinite Consulting Services Praesidio Flex Agreement

**Agenda Item:** 5.6

**Presented by:** Richard Hanger

**Type of Item:** Action

**Type of Action Required:** Voice Vote

---

### Background:

Cyber-security has become a concern of our insurance carrier (SDRMA). Later this year they will implement new requirements and guidelines to help lessen exposure. Infinite Consulting Services (ICS) provides centralized services that will add a number of support services (see page 3 of the attached contract). Services are billed at a rate of \$75.00 per user, per month. We currently have two users, gm@fgcsd.org and stech@fgcsd.org.

Annual cost of base contract \$2,700.00



### Recommendation:

In June, the district disconnected a number of telemetry services for a savings of approximately \$8,500 per year. Staff is recommending a portion of these savings be reallocated to cyber-security and recommends approval.





# PRAESIDIO

---

Version 1.0  
7/22/2021

Presented by:  
Ezequiel Sandoval

## Agreement

This Agreement between **Fieldbrook Glendale Community Services District**, herein referred to as Client, and **Infinite Consulting Services, Inc.**, hereinafter referred to as Service Provider, is effective upon the date signed, shall remain in force for a period of one year. The Service Agreement automatically renews for a subsequent one year term beginning on the day immediately following the end of the Initial Term or subsequent terms, unless either party gives the other thirty (30) days prior written notice of its intent not to renew this Agreement.

This Agreement may be terminated by the Client upon thirty (30) days written notice if the Service Provider:

Fails to fulfill in any material respect its obligations under this Agreement and does not cure such failure within thirty (30) days of receipt of such written notice.

Breaches any material term or condition of this Agreement and fails to remedy such breach within thirty (30) days of receipt of such written notice.

Terminates or suspends its business operations, unless it is succeeded by a permitted assignee under this Agreement.

This Agreement may be terminated by the Service Provider upon thirty (30) days written notice to the Client.

If either party terminates this Agreement, Service Provider will assist Client in the orderly termination of services, including timely transfer of the services to another designated provider. Client agrees to pay Service Provider the actual costs of rendering such assistance.

Non-Solicitation: No-Hire: For the period beginning on the date of this agreement and for up to 1 year following the termination of this agreement, Client and Service Provider, without the other party's written consent, will not solicit or hire the other party's employees.

## Fees and Payment Schedule

Fees will be **\$75.00** per user/month, invoiced to Client on a Monthly basis in advance, and will become due and payable on the first day of each month. Services will be suspended if payment is not received within 5 days following date due.

*It is understood that any and all Services requested by Client that fall outside of the terms of the "Services Included" section of this agreement will be considered Projects, and will be quoted and billed as separate, individual Services.*

## Taxes

It is understood that any Federal, State or Local Taxes applicable shall be added to each invoice for services or materials rendered under this Agreement. Client shall pay any such taxes unless a valid exemption certificate is furnished to Service Provider for the state of use.

## **Services Included**

### **Centralized Services**

- Endpoint Security Anti-Malware / Anti-Ransomware
- Email Security Anti-Spam / E-mail Encryption / Anti-Phishing
- Patch Management (Microsoft / Network / Third-Party)
- Backup & Disaster Recovery
- Endpoint / Server / Network Monitoring
- Device Encryption
- Password Management
- Network Switch / Router / Firewall Management
- Mobile Device Management
- Microsoft Office 365 Business Premium

## **Billable Services**

### **Network Administration**

- Proactive Technology Management
- Best Practices Alignment
- Telecommunications Review
- Annual Security Assessment

### **Reactive Support Services**

- Help Desk
- Remote Support
- Onsite Support
- How To Questions
- Third Party Applications Support
- Individual Move / Add / Change

### **Technology Consulting / vCIO**

- Business Impact of Technology
- Budget Planning
- Technology Summary Review

## Acceptance and authorization

**IN WITNESS WHEREOF**, the parties hereto each acting with proper authority have executed this Statement of Work, under seal.

Richard Hanger

Full name

General Manager

Title

Signature

Date

Ezequiel Sandoval

Full name

CEO

Title

Signature

Date