

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

January 26, 2020
Fieldbrook Fire Hall & Teleconference, 7:30 PM
AGENDA

1. Roll Call

2. Agenda Modifications

3. Public Comments

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

4. Reports

4.1 Wastewater Report

4.1.1 – Monthly report

4.2 Safety Report

4.3 Fire Chief Report

4.3.1 – Call/incident report.

4.4 District Engineer Report –

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – update

4.5 General Manager Report

4.5.1 –

4.6 Reports by members of the Board.

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, December 15, 2020.

5.2 Correspondence/Information Items

5.2.1 – Annual IBank Certification.

5.3 Financial Reports

5.3.1 Interfund Transfers \$107,289.95

5.3.2 Checks (#6336-6369) \$107,116.50

5.3.3 Payroll \$3,256.40

5.3.4 Bad Debt account #38003, \$1,056.23

5.3.5 General Manager reimbursement, PO Box rent & Zoom, \$208.00

6. Action/Discussion Items

6.1 – Fire Department request to purchase SCBA refill system. Action.

6.2 – Fire Department surplus of thermal imaging camera. Action.

6.3 – Annual CPI rate adjustment. Action.

6.4 – Annual CPI wage adjustment. Action

6.5 – Quarterly financial reports and budget adjustments. Action.

6.6 – Anker Tank Project – Phase 1b, geotechnical and final design. Action.

6.7 – Anker Tank Project – Subgrant agreement with Humboldt County for NCRP. Information.

7. Future Agenda Item's

7.1 – Conflict of Interest reports (Form 700).

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting February 23, 2021.

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

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

1. Roll Call

President Roy Sheppard called the meeting to order at 7:35PM. Board members present were Vice-President Starr Kilian (teleconference), Director Rich Grissom, Director Jason Garlick, and Director Janet Miller. Sewer Technician Grant Weaver and District Engineer Rebecca Crow were absent. Fire Chief Jack Sheppard, District Auditor's Thomas Sousa and Jeff Trump representing Hunter, Hunter & Hunt, and General Manager Richard Hanger were present.

2. Agenda Modifications

Action Item 6.1 was moved to follow Roll Call.

3. Public Comments None.

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

4. Reports

4.1 Wastewater Report – *absent.*

4.1.1 – Monthly report

4.2 Safety Report – *received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

Fire Chief Jack Sheppard reported two mutual aid calls, five medical calls, one false alarm. Weekly fire department meetings are being temporarily suspended due to Covid-19. The department has received a new thermal camera and may surplus the older unit.

4.4 District Engineer Report – *absent.*

4.4.1 – Muni meeting report –

4.4.2 – Anker Tank – update

4.5 General Manager Report

4.5.1 – *None.*

4.6 Reports by members of the Board. *None.*

5. Consent Agenda

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, November 17, 2020.

5.2 Correspondence/Information Items

5.2.1 – Mullins, sewer rate complaint.

Item pulled for discussion. No action taken.

5.3 Financial Reports

5.3.1 Interfund Transfers \$58,879.89

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

5.3.3 Payroll \$2,768.56

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

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

6. Action/Discussion Items

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

President Roy Sheppard administered the Oath of Office to Richard Grissom and Janet Miller.

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

6.2 – Annual audit presentation, fiscal year ending June 2020. Receive and file.
District auditor’s Thomas Sousa and Jeff Trump from Hunter, Hunter, & Hunt presented the “draft” audit for fiscal year 2020. A qualified opinion is anticipated. There were board questions and discussion. The draft is currently in review and the auditor’s stated that there are not any anticipated changes to the final audit.

6.3 – Election of Officers 2021. Action.
President Roy Sheppard opened the election of officers for nominations.

Director Richard Grissom nominated Roy Sheppard as President, Starr Kilian as Vice-President, Jason Garlick as the representative to the HBMWD’s Water Task Force with Starr Kilian to serve as an alternate. There were no other nominations. Nominations were closed. Director Richard Grissom moved to elect the slate of officers and representatives as nominated. Jason Garlick seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.

6.4 – Board Calendar 2021. Action.

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

6.5 – Roster of Public Officials. Review and file.
The Roster of Public Officials was reviewed and found to be correct. General Manager Richard Hanger will file a copy with the Humboldt County Office of Elections.

7. Future Agenda Item’s

- 7.1 – Annual CPI adjustment. January.
- 7.2 – Annual CPI wage adjustments. January.
- 7.3 – Quarterly financial reports and budget adjustments. January.
- 7.4 – *Surplus of thermal camera. January*

8. Executive Session/Closed Session

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

9. Adjournment/Announcements

9.1 - Next regular meeting January 26, 2021.

Meeting adjourned at 8:17 PM.

Respectfully submitted,

*Richard Hanger
Secretary to the Board*

*Starr Kilian
Vice-President*

Attachments
*CCCU fund transfer
Initialed disbursement register*

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

January 11, 2021

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

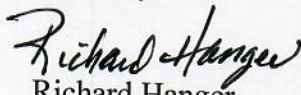
**Re: Annual Certification for Enterprise Fund Installment Sale Agreement
Fieldbrook Glendale Community Services District,
Agreement No. CIEDB BC14-089**

In accordance with the annual reporting provisions contained in Section 5.03(b), (c) and (e) and Section 5.22 of the Enterprise Fund Installment Sale Agreement CIEDB 14-089 (“Agreement”) dated May 1, 2009 between the Fieldbrook Glendale Community Services District (“Purchaser”) and the California Infrastructure and Economic Development Bank (“IBank”), and any amendment thereto, I hereby certify that the following is true and correct for the fiscal year 2019 – 2020 (“Fiscal Year”). All capitalized terms have the same meaning as defined in the Agreement.

1. Attached is one copy of the Purchaser’s audited financial statements for the Fiscal Year, which includes audited financial information relating to System Revenues and the Enterprise Funds.
2. The number of System users as of the end of the Fiscal Year was 551.
3. The calculation of the coverage ratio described in Section 5.06 of the Agreements is 1.1%. See Attachment A for calculations.
 - a. The coverage ratio is in compliance with the rates and charges covenant in Section 5.06 of the Agreement.
 - b. The coverage ratio is not in compliance with Section 5.06 of the Agreement. The following is an explanation of how the financing agreement covenant is being or will be met:
4. There has not been a withdrawal of any System user generating four percent (4%) or more of System Revenues during the Fiscal Year.
5. There have not been any significant System facility retirements or expansions planned or undertaken during the Fiscal Year, and the Purchaser is in compliance with Section 6.02 of the Agreement.

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

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

Sincerely,

Richard Hanger
General Manager

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

Attachment A
Fieldbrook Glendale Community Services District
Debt Service Coverage Calculations

CIEDB 14-089 Water Utility Fund Fiscal Year Ending June 30, 2020	
A. System Revenue Analysis	
Net System Revenues	\$ 86,704
Add: Interest Expense	\$ 14,273
Add: Depreciation and Amortization	\$ 30,481
Add: Funds on Deposit in Rate Stabilization Fund	\$ 50,000
Subtract: Grant Revenue	\$ (72,294)
B. Cash Available for Debt Service	\$ 109,164
C. Senior/Parity Annual Debt Service	
1972 Department of Water Resources (DWR) – Davis Grunsky Act	\$ 26,805
D. Total Fiscal Year Senior/Parity Maximum Annual Debt Payments	\$ 26,805
E. Subordinate Debt Service	
IBank	\$ 16,713
	\$
F. Total Fiscal Year Subordinate Debt Payments	\$ 16,173
G. Debt Service Coverage Ratios	
Senior/Parity Coverage Ratio (=B/D)	4.07 %
Aggregate Debt Service Coverage Ratio (=B/(D+F))	2.51 %

Note the following from the Agreement:

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

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

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

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

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

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

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

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

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

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

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

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

January 26, 2021

Attention:
Christina Morrison [REDACTED]

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

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

Please transfer the following

Member Number [REDACTED]

From: S70 Business Liquid Asset Account \$ 107,289.95
To: S61 Water Checking \$ 107,289.95

January Reconciliation	
Check Register	\$ 107,116.50
#6336-6369	\$ 107,116.50
Other Deposit	
	\$ -
Transfer Totals	\$ (107,289.95)
Anker Tank Project	\$ 161.50
Fire	\$ 26,952.81
Sewer	\$ 30,522.41
Water	\$ 49,653.23
Reduce Water Transf	
Gross Pay	\$ 3,256.40
<Net Pay>	\$ (2,499.92)
Empr. Taxes	\$ 299.28
Adjustments	
EDD	\$ (181.67)
EDD	\$ (12.95)
IRS	\$ (753.02)
Verizon	\$ 65.33
Reconciliation	\$ (107,116.50)
Balance	\$ (0.00)

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of January 26, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							
Bill	12/26/2020	155073	Anker T...	5810.40 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	161.50	0.00
Total Anker Tank Replacement						161.50	161.50
Interfund Expenses/Fire							
Bill	12/18/2020	1220	Interfun...	5710 · Chiefs' Incentive Program	Fire Depart...	961.55	959.35
Bill	12/18/2020	STGN...	Interfun...	5710 · Chiefs' Incentive Program	Fire Depart...	50.00	1,920.90
Bill	12/21/2020	P1-61...	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	1.00	1,970.90
Bill	12/21/2020	20200...	Interfun...	5398 · Education Training Expense	Fire Depart...	390.00	1,971.90
Bill	12/23/2020	1563...	Interfun...	5320 · Electric (Electric)	Fire Depart...	150.49	2,361.90
Bill	12/26/2020	McAce...	Interfun...	5397 · Medical Supplies (Medical Supplies)	Fire Depart...	56.00	2,512.39
Bill	12/28/2020	58310	Interfun...	5220 · Audit Services (Audit Services)	Fire Depart...	4,800.00	2,568.39
Bill	12/31/2020	Dec 2...	Interfun...	5335 · Water (Water)	Fire Depart...	49.83	7,368.39
Bill	12/31/2020	CL 20...	Interfun...	5360 · Transportation & Travel	Fire Depart...	52.85	7,418.22
Bill	12/31/2020	Paym...	Interfun...	2091 · C/P Note Payable Fire/Water Trk (C/P ...)	Fire Depart...	5,264.74	12,735.81
Bill	12/31/2020	Paym...	Interfun...	5650 · Interest Expense	Fire Depart...	1,611.27	14,347.08
Bill	12/31/2020	Paym...	Interfun...	2090 · C/P Note/Payble Fire/Water Hall (Note ...)	Fire Depart...	3,310.13	17,657.21
Bill	01/01/2021	Jan 20...	Interfun...	5650 · Interest Expense	Fire Depart...	2,861.75	20,518.96
Bill	01/05/2021	707-8...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	152.94	20,671.90
Bill	01/11/2021	Jan 20...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	377.04	21,048.94
Bill	01/13/2021	1350148	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses - ...)	Fire Depart...	50.00	21,098.94
Bill	01/14/2021	26997	Interfun...	5170 · Disability Income Protection (Firemans ...)	Fire Depart...	5,280.00	26,378.94
Bill	01/20/2021	P1-61...	Interfun...	5420 · Building Maintenance (Building Mainten...)	Fire Depart...	175.00	26,553.94
Paycheck	01/21/2021	6368	Interfun...	5390 · Office Expenses (Office Expenses)	Fire Depart...	252.65	26,806.59
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Fire Depart...	133.84	26,940.43
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.13	26,940.56
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.30	26,948.86
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.94	26,950.80
Total Interfund Expenses/Fire						25,993.46	26,952.81
Interfund Expenses/Sewer							
Paycheck	12/16/2020	6336	Interfun...	6560 · Payroll Expenses	Enterprise:S...	120.48	702.74
Paycheck	12/16/2020	6336	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	823.22
Paycheck	12/16/2020	6336	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	823.22
Paycheck	12/16/2020	6336	Interfun...	6560 · Payroll Expenses	Enterprise:S...	7.47	830.69
Paycheck	12/16/2020	6336	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.74	832.43
Bill	12/21/2020	P1-61...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	0.00	832.43
Bill	12/23/2020	0213...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	2.00	834.43
Bill	12/26/2020	155073	Interfun...	5121 · Engineering Expenses	Enterprise:S...	83.09	917.52
Bill	12/26/2020	155073	Interfun...	5121 · Engineering Expenses	Enterprise:S...	208.75	1,126.27
Bill	12/28/2020	58310	Interfun...	5220 · Audit Services (Audit Services)	Enterprise:S...	10.50	1,136.77
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	4,800.00	5,936.77
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	421.67	6,358.44
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	334.09	6,692.53
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...)	Enterprise:S...	1,810.41	8,502.94
Bill	12/31/2020	0005012	Interfun...	5020 · Purchased Sewer Services (Purchased ...)	Enterprise:S...	75.46	8,578.40
Bill	12/31/2020	0005012	Interfun...	5020 · Purchased Sewer Services (Purchased ...)	Enterprise:S...	12,565.73	21,144.13
Check	12/31/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	50.51	21,194.64
Bill	12/31/2020	Paym...	Interfun...	2330 · C/P Note Payable Sewer to Water (C/P ...)	Enterprise:S...	17.05	21,211.69
Bill	12/31/2020	Paym...	Interfun...	5650 · Interest Expense	Enterprise:S...	4,183.65	25,395.34
Bill	12/31/2020	0912...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	1,280.40	26,675.74
Bill	12/31/2020	53772	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	433.95	27,109.69
Bill	01/01/2021	WOFe...	Interfun...	5700 · Licenses & Fees	Enterprise:S...	69.94	27,179.63
Bill	01/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	110.00	27,289.63
Bill	01/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:S...	387.82	27,677.45
Bill	01/20/2021	P1-61...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:S...	336.08	28,013.53
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	252.65	28,266.18
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,075.84	29,342.02
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	29,342.02
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.08	29,343.10
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	66.70	29,409.80
Paycheck	01/21/2021	6367	Interfun...	6560 · Payroll Expenses	Enterprise:S...	15.60	29,425.40
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:S...	16.14	29,441.54
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:S...	936.88	30,378.42
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.94	30,379.36
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:S...	58.09	30,437.45
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.58	30,451.03
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.05	30,465.08
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	52.48	30,517.56
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	30,517.56
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.05	30,517.61
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.25	30,520.86

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of January 26, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.76	30,521.62
Paycheck	01/21/2021	6369	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.79	30,522.41
Total Interfund Expenses/Sewer						29,819.67	30,522.41
Interfund Expenses/Water							
Bill	12/18/2020	SM-10...	Interfun...	5700 · Licenses & Fees	Enterprise:...		92.39
Bill	12/21/2020	P1-61...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	3,636.60	3,728.99
Bill	12/23/2020	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	1.00	3,729.99
Bill	12/24/2020	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	43.88	3,773.87
Bill	12/26/2020	155073	Interfun...	5121 · Engineering Expenses	Enterprise:...	681.91	4,455.78
Bill	12/26/2020	155073	Interfun...	5121 · Engineering Expenses	Enterprise:...	835.00	5,290.78
Bill	12/28/2020	58310	Interfun...	5220 · Audit Services (Audit Services)	Enterprise:...	39.00	5,329.78
Bill	12/31/2020	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	4,800.00	10,129.78
Bill	12/31/2020	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	896.87	11,026.65
Bill	12/31/2020	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,201.35	23,228.00
Bill	12/31/2020	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,286.46	24,514.46
Bill	12/31/2020	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	718.06	25,232.52
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	-41.64	25,190.88
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	599.58	25,790.46
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	475.06	26,265.52
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	2,574.25	28,839.77
Bill	12/31/2020	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	107.29	28,947.06
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	9,405.46	38,352.52
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	894.55	39,247.07
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	380.00	39,627.07
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	253.75	39,880.82
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	39,880.82
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	458.22	40,339.04
Bill	12/31/2020	Dec 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:...	4,059.90	44,398.94
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	76.88	44,475.82
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	103.23	44,579.05
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	88.80	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	Dec 2...	Interfun...	5410 · Line Repairs Maintenance (Line Repairs...	Enterprise:...	0.00	44,667.85
Check	12/31/2020	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	0.00	44,667.85
Bill	12/31/2020	53772	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	22.95	44,690.80
Bill	01/01/2021	707-4...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	94.10	44,784.90
Bill	01/04/2021	63173	Interfun...	5650 · Interest Expense	Enterprise:...	57.75	44,842.65
Bill	01/07/2021	234-8...	Interfun...	5310 · Telephone (Telephone)	Enterprise:...	3,192.00	48,034.65
Bill	01/11/2021	Jan 20...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	92.39	48,127.04
Bill	01/11/2021	Jan 20...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	48,177.04
Bill	01/11/2021	Jan 20...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	48,227.04
Bill	01/11/2021	Jan 20...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	48,277.04
Bill	01/11/2021	Jan 20...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	48,327.04
Bill	01/20/2021	P1-81...	Interfun...	5390 · Office Expenses (Office Expenses)	Enterprise:...	50.00	48,377.04
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	252.65	48,629.69
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	936.88	49,566.57
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	49,566.57
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.94	49,567.51
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	58.08	49,625.59
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.59	49,639.18
Paycheck	01/21/2021	6368	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.05	49,653.23
Total Interfund Expenses/Water						49,560.84	49,653.23
TOTAL						105,535.47	107,289.95

Fieldbrook Glendale Community Services District
Check Register for this Month
December 16, 2020 through January 26, 2021

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Paycheck	12/16/2020	6336	Grant Weaver	-110.06
Bill Pmt -Check	12/16/2020	6337	Campora	-65.00
Liability Check	12/18/2020	E-pay	EDD	-181.67
Liability Check	12/18/2020	E-pay	EDD	-12.95
Liability Check	12/18/2020	E-pay	United States Treasury	-753.02
Bill Pmt -Check	12/21/2020	E-Pay	Intuit Quick Books	-4.00
Payment	12/21/2020		Fieldbrook Customer -...	6,954.76
Check	12/31/2020	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	01/04/2021	6349	CA I Bank	-3,192.00
Bill Pmt -Check	01/05/2021	6338	AT&T	-1,221.87
Bill Pmt -Check	01/05/2021	6339	Fieldbrook Glendale C...	-49.83
Bill Pmt -Check	01/05/2021	6340	Fieldbrook Market	-961.55
Bill Pmt -Check	01/05/2021	6341	Jack Sheppard	-50.00
Bill Pmt -Check	01/05/2021	6342	Opperman & Son	-210.03
Bill Pmt -Check	01/05/2021	6343	PG&E	-959.37
Bill Pmt -Check	01/05/2021	6344	State Water Resource...	-3,636.60
Bill Pmt -Check	01/05/2021	6345	Sudden Link	-152.94
Bill Pmt -Check	01/05/2021	6346	SWRCB-Wastewater ...	-110.00
Bill Pmt -Check	01/05/2021	6347	Fire Station Software, ...	-390.00
Bill Pmt -Check	01/05/2021	6348	Valley Pacific	-52.85
Bill Pmt -Check	01/05/2021	E-Pay	XPress Bill Pay	-164.04
Bill Pmt -Check	01/14/2021	6350	City of Arcata	-12,616.24
Bill Pmt -Check	01/14/2021	6351	FGCSD	-18,511.94
Bill Pmt -Check	01/14/2021	6352	GHD, Inc	-1,254.75
Bill Pmt -Check	01/14/2021	6353	Gia Carrozzi	-250.00
Bill Pmt -Check	01/14/2021	6354	Humboldt Bay M&O	-22,118.60
Bill Pmt -Check	01/14/2021	6355	Humboldt Bay Munici...	-15,061.10
Bill Pmt -Check	01/14/2021	6356	Hunter, Hunter, & Hunt	-14,400.00
Bill Pmt -Check	01/14/2021	6357	Jack Sheppard	-106.00
Bill Pmt -Check	01/14/2021	6358	Janet Miller	-50.00
Bill Pmt -Check	01/14/2021	6359	Jason Garlick	-50.00
Bill Pmt -Check	01/14/2021	6360	Myers-Stevens	-5,280.00
Bill Pmt -Check	01/14/2021	6361	PG&E	-433.95
Bill Pmt -Check	01/14/2021	6362	Rich Grissom	-50.00
Bill Pmt -Check	01/14/2021	6363	Roy Sheppard	-50.00
Bill Pmt -Check	01/14/2021	6364	Starr Kilian	-50.00
Bill Pmt -Check	01/14/2021	6365	Steve's Septic Service	-175.00
Bill Pmt -Check	01/20/2021	6366	AT&T	-1,193.33
Paycheck	01/21/2021	E-Pay	Intuit Quick Books	-757.95
Paycheck	01/21/2021	6367	Brian D. Carr	-974.63
Paycheck	01/21/2021	6368	Richard A Hanger	-1,367.39
Paycheck	01/21/2021	6369	Robert S Lackey	-47.84
Total 1015 · Water Dept Checking (Water Dept Checking)				-100,161.74
Total 1012 · General Fund Checking (All Funds)				-100,161.74
Total 1000 · Coast Central Credit Un.				-100,161.74
TOTAL				-100,161.74

**Fieldbrook Glendale Community Services District
Payroll Summary**

December 16, 2020 through January 26, 2021

	Brian D. Carr		Grant Weaver		Richard A Hanger		Robert S Lackey		TOTAL	
	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate	Hours	Rate
Employee Wages, Taxes and Adjustments										
Gross Pay										
Hourly Rate	41	26.24		30.12	60	33.46	2	26.24	*****	
Hourly Sick		0.00		0.00		0.00		0.00		
Total Gross Pay	41	1,075.84	4	120.48	60	2,007.60	2	52.48	*****	3,256.40
Adjusted Gross Pay	41	1,075.84	4	120.48	60	2,007.60	2	52.48	*****	3,256.40
Taxes Withheld										
Federal Withholding		-6.00		0.00		0.00		0.00		-316.00
Medicare Employee		-15.60		-1.74		-1.74		-0.76		-47.21
Social Security Employee		-86.70		-7.47		-7.47		-3.25		-201.89
CA - Withholding		0.00		0.00		0.00		0.00		-152.54
CA - Disability Employee		-12.91		-1.21		-1.21		-0.63		-38.84
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00		0.00
Total Taxes Withheld		-101.21		-10.42		-10.42		-4.64		-756.48
Net Pay	41	974.63	4	110.06	60	1,997.18	2	47.84	*****	2,499.92
Employer Taxes and Contributions										
Medicare Company		15.60		1.74		1.74		0.76		47.21
Social Security Company		66.70		7.47		7.47		3.25		201.89
CA - Unemployment Company		16.14		0.00		0.00		0.79		47.04
CA - Employment Training Tax		1.08		0.00		0.00		0.05		3.14
Total Employer Taxes and Contributions		99.52		9.21		9.21		4.85		299.28

Account Number	Customer Name	Customer Address	Account Balance	Notes
38003			\$ 704.15	
Detail				
Water Billing	\$	377.78		Customer has not paid bill in a very long time. Landlord was able to evict her and he has paid the outstanding sewer balance. The remaining water charges and late fees will be submitted to the collection agency.
Sewer Billing	\$	-		
Shut off Charge	\$	-		
Late Charges	\$	326.37		
Collection Fee	\$	352.08		
Total	\$	1,056.23		

Approval to write off as a bad debt:

By: *[Signature]*

Date: 1.31.2021

Please sign the above and return to us. Once approved, we will submit the above to the collection agency.

rhanger50@gmail.com

From: donotreply@usps.com
Sent: Saturday, January 16, 2021 6:09 AM
To: rhanger50@gmail.com
Subject: USPS - PO Box Payment Received, Thank You



Hello Richard Hanger,

Thank you for your automatic payment to the USPS® in the amount of \$168.00. This payment has been applied to your PO Box renewal and your credit card has been charged. This fee renews your PO Box for the next 12 months.

Transaction number:	91001940369425
Payment amount:	\$168.00
Payment period:	12 months
Next payment due:	01/31/2022
PO Box number:	2715
Post Office location:	1561 CITY CENTER RD MCKINLEYVILLE, CA 95519-9991

If your credit card or debit card information changes (e.g., card cancellation, card expiration, new card), be sure to update your account prior to your next scheduled automatic renewal payment. Go to your PO Boxes Online account, usps.com/poboxes, and click Manage Account. Then, find your PO Box and click See Details and then Edit Payment Details to update your Billing Information.

Thank you for choosing the United States Postal Service®. We appreciate your business.

Please do not respond to this system-generated email.

If you need assistance with PO Boxes Online, please visit USPS [Help](#) or [Contact Us](#).

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INVOICE

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

Invoice Date: 12/30/2020
Invoice #: INV60227796
Payment Terms: Due Upon Receipt
Due Date: 12/30/2020
Account Number: 116380705
Currency: USD
Account Information: Fieldbrook Glendale CSD
4584 Fieldbrook Rd,
McKinleyville, California 95519
United States

Remittance Details should be sent to:
Finance@zoom.us

rhanger50@gmail.com

Purchase Order Number:

Tax Exempt Certificate ID:

[Zoom W-9](#)

CHARGE DETAILS				
Charge Description	Service Period	Subtotal	Tax	TOTAL
Charge Name: Webinar 100 Monthly Quantity: 1 Unit Price: \$40.00	12/30/2020-01/29/2021	\$40.00	\$0.00	\$40.00

INVOICE TOTALS	
Subtotal:	\$40.00
Total (Including Tax):	\$40.00
Invoice Balance:	\$0.00

TAX DETAILS				
Charge Name	Tax Name	Jurisdiction	Charge Amount	Tax Amount
			Total Tax	\$0.00

TRANSACTIONS	
Invoice Total	\$40.00

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.1

Agenda Title: Fire Department request to purchase SCBA refill system.

Meeting Date: 01/26/2021

Presented by: Jack Sheppard

Type of Item: Action Discussion Information

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

Background:

The department has secured two quotes for the purchase of an SCBA refill system. The department has adequate reserves to fund the purchase.

The budget summary is as follows:

Purchase Price	\$ 40,786.38
Estimated Install Electrical	\$ 2,000.00
Total	\$ 42,786.38
FVFD Fundraising	\$ 11,000.00
Coast Central Credit Union	\$ 8,000.00
State Farm Grant	\$ 20,000.00
Total	\$ 39,000.00
Balance	\$ 3,786.38

Recommendation:

Approve

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.2

Agenda Title: Surplus Thermal Imaging Camera

Meeting Date: 01/26/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

The infrared/imaging camera was received in August of 2005 as part of a Homeland Security Grant administered by Humboldt County. Purchase value was \$11,500.

The camera was replaced in November 2020.

The surplus camera may be offered to another fire department or destroyed based on its working condition.

Recommendation:

Approve

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.3

Agenda Title: Annual CPI water/wastewater rate adjustment.
Resolution 2021-01

Meeting Date: 01/26/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

Annually, the Board adopts a rate adjustment based on the Consumer Price Index for the prior calendar year. The action is authorized by Ordinance 2000-01. The adjustment for fiscal year 2021 is 1.36%.

Base domestic water rates would increase \$.67 per month. Annual domestic and commercial revenues from the water increase would be approximately \$6,800. Water connection and capacity impact fees will adjust to \$10,981.

Base domestic wastewater rates would adjust by \$1.40 per month. Annual domestic and commercial revenues from the wastewater increase will be approximately \$5,110. Wastewater connection and capacity impact fees will adjust to \$13,890.

Recommendation:

Adopt resolution 2021-01

Current Inflation Table

The Inflation table above is updated monthly and provides *the current US Inflation Rate* which is for the preceding 12 months. The Inflation rate is calculated using the [Current Consumer Price Index \(CPI-U\)](#) published monthly by the Bureau of Labor Statistics. [CPI Index Release Dates](#)

You may also be interested in a table of [Monthly Inflation Rate data](#), which shows how much prices have increased over the previous month. Also check our [current articles](#).

InflationData.com		Current Annual Inflation Rate											
YEAR	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	AVE
2020	2.49%	2.33%	1.54%	0.33%	0.12%	0.65%	0.99%	1.31%	1.37%	1.18%	1.17%	1.36%	1.24%
2019	1.55%	1.52%	1.86%	2.00%	1.79%	1.65%	1.81%	1.75%	1.71%	1.76%	2.05%	2.29%	1.81%
2018	2.07%	2.21%	2.36%	2.46%	2.80%	2.87%	2.95%	2.70%	2.28%	2.52%	2.18%	1.91%	2.44%

Recommendation:

Adoption.

Resolution # 2021-01
Fieldbrook Glendale Community Services District
4584 Fieldbrook Road, Fieldbrook CA 95519

Water and Wastewater Rates 2021
--

WHEREAS, the Fieldbrook Glendale Community Services District held a publicly noticed hearing on January 26, 2021; and,

WHEREAS, Ordinance 91-1 establishing water rates and charges article 9 was amended by resolution 2001-01 to include an annual rate adjustment based on the Consumer Price Index (CPI), and Ordinance 90-1 establishing sewer rates and charges article 2 was amended by resolution 2001-02, section 2.06 to include and annual rate adjustment based on the CPI; and,

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

NOW THEREFORE, BE IT RESOLVED, that Ordinance 91-1 establishing water rates and charges, article 9, section 9.1 Exhibit A, and that Ordinance 90-1 establishing sewer rates and charges, article 2, section 2.1 be amended as per the following rate sheet attachment:

Roy Sheppard
President

Starr Kilian
Vice-President

Ayes _____ No _____ Absent _____

PASSED AND ADOPTED, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on January 26, 2021.

**Fieldbrook Glendale CSD
Water Sewer Rates 2021**

Base Water Rates	
Meter Size	Rate
5/8"	\$50.51
1"	\$60.45
1-1/2"	\$93.66
2"	\$126.93
4"	\$479.78
Water Connection Fee	\$10,981

Usage Water Rates	
Usage cubic feet (cu. ft.)	
0-500	Included in base rate
Each additional 100 cu. ft.	\$2.76
Fire Service 6"	\$41.91
Fire Service 10"	\$69.85

Sewer Rates	
Monthly Sewer Charges (First 400 cu. Ft.) Per Living Unit	\$104.31
Commercial/Industrial (First 400 cu. ft.)	\$104.31
Each additional 100 cu. ft.	\$9.75
Standby Sewer Charge	\$73.02
Sewer Connection Fee (4")	\$13,890

Miscellaneous Charges	
Backflow Preventer Annual Testing (\$47.68)	\$3.97
Bad Check Fee	\$35.00
Non-Payment/Lock Out Fee/Temp Lock Off	\$50.00
Water Processing Fee	\$35.00
Sewer Processing Fee	\$35.00
Mather Creek Estates – Special Benefit Zone	\$85.87
Wastewater Standby Fee	\$73.02
Tampering Fee	\$150.00
Lock Replacement Fee	\$10.00
After-Hours Reconnection Fee (Only if available)	\$150.00
Collection Fees	
Any Fees Charged by Collection Agency	
Past-Due Charges/Late Fees	
10% of Past-Due Balance	

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.4

Agenda Title: Annual CPI wage adjustment

Meeting Date: 01/26/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

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

Wages were last adjusted January 22, 2019.

The Consumer Price Index (CPI) for the period of January 1, 2020 to December 31, 2020 is 1.36%. The impact to the 2020 budget is approximately \$401, the annual impact thereafter is approximately \$1,048.

Calendar Year	CPI						
Dec-17	2.13%	\$	28.74	\$	25.04	\$	31.93
Dec-18	2.44%	\$	29.44	\$	25.65	\$	32.71
Dec-19	2.29%	\$	30.12	\$	26.24	\$	33.46
Dec-20	1.36%	\$	30.81	\$	26.84	\$	34.22

Est. Fiscal Impact	Water	Sewer	Fire	Total
	Wages/Taxes	Wages/Taxes	Wages/Taxes	
Annual	\$ 284	\$ 724	\$ 41	\$ 1,048
Current Year (Feb-June)	\$ 118	\$ 266	\$ 17	\$ 401

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.5

Agenda Title: Financial reports and budget adjustments.

Meeting Date: 01/26/2021

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 – Quarterly budget adjustments

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

Water

Budget revenues increased \$25,645 for the second quarter primarily from domestic and commercial customers. Expenses decreased \$1,017 with engineering expenses accounting for much of the decrease. The net result of operations remains positive at \$85,252.

Wastewater

Budget revenues increased \$17,372 for the second quarter primarily from commercial revenues. Expenses increased \$6,307 with utility costs accounting for much of the increase. The net result of operations is \$42,854. Line repairs are budgeted at \$33,500 and may not be fully expended.

Fire

Tax revenues have not been recorded by Humboldt County, other income is for mutual aid calls and rental of the water tender by a movie production. Expenses increased \$3,354 with a reduction in insurance costs being offset by increased supply and maintenance costs. Results of operations remain sufficient to meet loan and reserve requirements.

Recommendation:

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

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

	Adjustments				Total Adj	2021 Budget	Adjusted Budget
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr			
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4100 · Water Revenue							
4110 · Domestic Water Revenue	\$ 6,029	\$ 20,296			\$ 26,325	\$ 391,489	\$ 417,814
4115 · Late Fees - Water	\$ 64	\$ 966			\$ 1,030	\$ 5,125	\$ 6,155
4120 · Business Water Revenue	\$ 7,934	\$ 1,880			\$ 9,814	\$ 60,008	\$ 69,822
4130 · Fire Suppression Water Revenue	\$ -	\$ 19			\$ 19	\$ 2,136	\$ 2,155
4135 · Benefit Zone 1-Water Revenue	\$ 2,252	\$ 2,379			\$ 4,631	\$ 21,468	\$ 26,099
4140 · Water Installation Charges	\$ -	\$ -			\$ -	\$ -	\$ -
4150 · Water Processing Fees	\$ 35	\$ 105			\$ 140	\$ 560	\$ 700
4156 · Water Reimbursement Income	\$ 6,069	\$ -			\$ 6,069	\$ -	\$ 6,069
4157 · Water Misc. Chg.	\$ -	\$ -			\$ -	\$ -	\$ -
4160 · Water Other Revenue	\$ -	\$ -			\$ -	\$ -	\$ -
Total 4100 · Water Revenue	\$ 22,383	\$ 25,645	\$ -	\$ -	\$ 48,028	\$ 480,786	\$ 528,814
Total 4000 · Revenue	\$ 22,383	\$ 25,645	\$ -	\$ -	\$ 48,028	\$ 480,786	\$ 528,814
Total Revenue	\$ 22,383	\$ 25,645	\$ -	\$ -	\$ 48,028	\$ 480,786	\$ 528,814
Gross Profit	\$ 22,383	\$ 25,645	\$ -	\$ -	\$ 48,028	\$ 480,786	\$ 528,814
Expense							
5000 · Purchased Water	\$ 1,946	\$ 8,378			\$ 10,324	\$ 173,411	\$ 183,735
5050 · Director Fees	\$ -	\$ -			\$ -	\$ 2,995	\$ 2,995
5100 · Contract Labor/Admin	\$ (9,276)	\$ (10,857)			\$ (20,133)	\$ 219,691	\$ 199,558
5150 · Insurance Expense	\$ (9)	\$ 48			\$ 39	\$ 3,787	\$ 3,826
5200 · Professional Services	\$ -	\$ 300			\$ 300	\$ 4,835	\$ 5,135
5250 · Dues & Memberships	\$ -	\$ 24			\$ 24	\$ 977	\$ 1,001
5300 · Utilities	\$ 414	\$ 368			\$ 782	\$ 12,238	\$ 13,020
5370 · Property Taxes	\$ -	\$ -			\$ -	\$ 225	\$ 225
5380 · Supplies	\$ 89	\$ 167			\$ 256	\$ 1,187	\$ 1,443
5400 · Maintenance Expenses	\$ -	\$ -			\$ -	\$ 12,000	\$ 12,000
5550 · Equipment	\$ 136	\$ -			\$ 136	\$ -	\$ 136
5590 · Bad Debts	\$ -	\$ -			\$ -	\$ 1,250	\$ 1,250
5625 · Bank Charges	\$ (18)	\$ 565			\$ 547	\$ 2,400	\$ 2,947
5700 · Licenses & Fees	\$ -	\$ -			\$ -	\$ 4,167	\$ 4,167
6560 · Payroll Expenses	\$ (10)	\$ (10)			\$ (20)	\$ 12,144	\$ 12,124
Total Expense	\$ (6,728)	\$ (1,017)	\$ -	\$ -	\$ (7,745)	\$ 451,307	\$ 443,562
Net Ordinary Revenue	\$ 29,111	\$ 26,662	\$ -	\$ -	\$ 55,773	\$ 29,479	\$ 85,252
Other Revenue/Expense							
Other Revenue							
4394 · Grant Income	\$ -	\$ -			\$ -	\$ -	\$ -
4900 · Interest Earnings	\$ (205)	\$ 46			\$ (159)	\$ 13,074	\$ 12,915
4950 · Connection Fees	\$ -	\$ -			\$ -	\$ -	\$ -
Total Other Revenue	\$ (205)	\$ 46	\$ -	\$ -	\$ (159)	\$ 13,074	\$ 12,915
Other Expense							
5350 · Depreciation Expenses	\$ -	\$ -			\$ -	\$ 26,639	\$ 26,639
5650 · Interest Expense	\$ (133)	\$ -			\$ (133)	\$ 13,621	\$ 13,488
5810 · Water Grant Expenses	\$ -	\$ -			\$ -	\$ -	\$ -
Total Other Expense	\$ (133)	\$ -	\$ -	\$ -	\$ (133)	\$ 40,260	\$ 40,127
Net Other Revenue	\$ (72)	\$ 46	\$ -	\$ -	\$ (26)	\$ (27,186)	\$ (27,212)
Net Revenue	\$ 29,039	\$ 26,708	\$ -	\$ -	\$ 55,747	\$ 2,293	\$ 58,040

Fieldbrook Glendale Community Services District Quarterly Wastewater Budget Adjustments

July 2020 through June 2021

	Adjustments				Total Adj	2021 Budget	Adjusted Budget
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr			
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4200 · Wastewater Revenue							
4210 · Domestic Wastewater Revenue	\$ (1,873)	\$ 1,337			\$ (536)	\$ 277,200	\$ 276,664
4215 · Late Fees - Wastewater	\$ 37	\$ 610			\$ 647	\$ 3,600	\$ 4,247
4220 · Business Wastewater Revenue	\$ 3,321	\$ 15,495			\$ 18,816	\$ 75,068	\$ 93,884
4250 · Wastewater Processing Fees	\$ (105)	\$ (70)			\$ (175)	\$ 420	\$ 245
4252 · Wastewater Permit Fees	\$ -	\$ -			\$ -	\$ 1,250	\$ 1,250
4256 · Wastewater Reimbursement	\$ 3,651	\$ -			\$ 3,651	\$ -	\$ 3,651
Total 4100 · Wastewater Revenue	\$ 5,031	\$ 17,372	\$ -	\$ -	\$ 22,403	\$ 357,538	\$ 379,941
Total 4000 · Revenue	\$ 5,031	\$ 17,372	\$ -	\$ -	\$ 22,403	\$ 357,538	\$ 379,941
Total Revenue	\$ 5,031	\$ 17,372	\$ -	\$ -	\$ 22,403	\$ 357,538	\$ 379,941
Gross Profit	\$ 5,031	\$ 17,372	\$ -	\$ -	\$ 22,403	\$ 357,538	\$ 379,941
Expense							
5000 · Purchased Wastewater	\$ 1,211	\$ 837			\$ 2,048	\$ 193,375	\$ 195,423
5100 · Contract Labor/Admin	\$ 3,968	\$ 561			\$ 4,529	\$ 41,300	\$ 45,829
5150 · Insurance Expense	\$ 110	\$ -			\$ 110	\$ 3,069	\$ 3,179
5200 · Professional Services	\$ -	\$ 936			\$ 936	\$ 4,835	\$ 5,771
5250 · Dues & Memberships	\$ (977)	\$ 1,001			\$ 24	\$ 977	\$ 1,001
5300 · Utilities	\$ 734	\$ 2,723			\$ 3,457	\$ 12,327	\$ 15,784
5300 · Fuel (Generator)	\$ -	\$ -			\$ -	\$ 500	\$ 500
5370 · Property Taxes	\$ -	\$ -			\$ -	\$ 324	\$ 324
5380 · Supplies	\$ 61	\$ 107			\$ 168	\$ 1,200	\$ 1,368
5400 · Maintenance Expenses	\$ -	\$ -			\$ -	\$ 33,500	\$ 33,500
5550 · Equipment	\$ 136	\$ -			\$ 136	\$ -	\$ 136
5590 · Bad Debts	\$ -	\$ -			\$ -	\$ 3,000	\$ 3,000
5625 · Bank Charges	\$ 257	\$ 216			\$ 473	\$ 1,680	\$ 2,153
5700 · Licenses & Fees	\$ (105)	\$ 276			\$ 171	\$ 3,740	\$ 3,911
6560 · Payroll Expenses	\$ 378	\$ (350)			\$ 28	\$ 25,200	\$ 25,228
Total Expense	\$ 5,773	\$ 6,307	\$ -	\$ -	\$ 12,080	\$ 325,027	\$ 337,107
Net Ordinary Revenue	\$ (742)	\$ 11,065	\$ -	\$ -	\$ 10,323	\$ 32,511	\$ 42,834
Other Revenue/Expense							
Other Revenue							
4900 · Interest Earnings	\$ 23	\$ 24			\$ 47	\$ 360	\$ 407
4950 · Connection Fees	\$ 779	\$ 1,641			\$ 2,420	\$ 27,600	\$ 30,020
Total Other Revenue	\$ 802	\$ 1,665	\$ -	\$ -	\$ 2,467	\$ 27,960	\$ 30,427
Other Expense							
5350 · Depreciation Expenses	\$ -	\$ -			\$ -	\$ 94,362	\$ 94,362
5650 · Interest Expense	\$ -	\$ -			\$ -	\$ 2,466	\$ 2,466
Total Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 96,828	\$ 96,828
Net Other Revenue	\$ 802	\$ 1,665	\$ -	\$ -	\$ 2,467	\$ (68,868)	\$ (66,401)
Net Revenue	\$ 60	\$ 12,730	\$ -	\$ -	\$ 12,790	\$ (36,357)	\$ (23,567)

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

	Adjustments				Total Adj	2020 Budget	Adjusted Budget
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr			
Ordinary Revenue/Expense							
Revenue							
4000 · Revenue							
4300 · Fire Revenue							
4310 · Current Secured Taxes	\$ -	\$ -		\$ -	\$ -	\$56,789	\$56,789
4320 · Current Unsecured Taxes	\$ -	\$ -			\$ -	\$2,355	\$2,355
4330 · Prior Year Secured Taxes	\$ -	\$ -			\$ -	\$181	\$181
4341 · Prop 172 Transfer	\$ -	\$ -			\$ -	\$1,214	\$1,214
4350 · Property Tax Assessments	\$ -	\$ -			\$ -	\$40,575	\$40,575
4360 · Timber Yield Tax	\$ -	\$ -			\$ -	\$225	\$225
4370 · Homeowners' Exemption	\$ -	\$ -			\$ -	\$351	\$351
4380 · Supplemental Tax - Current	\$ -	\$ -			\$ -	\$767	\$767
4385 · Supplemental Tax - Prior Year	\$ -	\$ -			\$ -	\$139	\$139
4392 · Prop Tax Exchange Agreement	\$ -	\$ -			\$ -	\$0	\$0
4395 · Other Income - Fire Dept.	\$ -	\$ 1,935			\$ 1,935	\$100	\$2,035
Total 4300 · Fire Revenue	\$ -	\$ 1,935	\$ -	\$ -	\$ 1,935	\$ 102,696	\$ 104,631
Total 4000 · Revenue	\$ -	\$ 1,935	\$ -	\$ -	\$ 1,935	\$ 102,696	\$ 104,631
Total Revenue	\$ -	\$ 1,935	\$ -	\$ -	\$ 1,935	\$ 102,696	\$ 104,631
Gross Profit	\$ -	\$ 1,935	\$ -	\$ -	\$ 1,935	\$ 102,696	\$ 104,631
Expense							
5050 · Chief Fees	\$ -	\$ -			\$ -	\$ 599	\$599
5120 · Contract Labor/Admin	\$ 131	\$ -			\$ 131	\$ -	\$131
5130 · Assessment Fee-LAFCo	\$ -	\$ -			\$ -	\$ 113	\$113
5150 · Insurance Expense	\$ -	\$ (445)			\$ (445)	\$ 21,029	\$20,584
5200 · Professional Services	\$ -	\$ -			\$ -	\$ 4,835	\$4,835
5250 · Dues & Memberships	\$ -	\$ 339			\$ 339	\$ 2,680	\$3,019
5300 · Utilities	\$ -	\$ 517			\$ 517	\$ 9,846	\$10,363
5360 · Transportation & Travel	\$ -	\$ -			\$ -	\$ 1,800	\$1,800
5380 · Supplies	\$ -	\$ 1,369			\$ 1,369	\$ 3,900	\$5,269
5400 · Maintenance Expenses	\$ -	\$ 1,495			\$ 1,495	\$ 5,950	\$7,445
5550 · Equipment	\$ -	\$ 79			\$ 79	\$ 2,350	\$2,429
5700 · Licenses & Fees	\$ -	\$ -			\$ -	\$ -	\$0
5710 · Chiefs' Incentive Program	\$ -	\$ -			\$ -	\$ 1,500	\$1,500
6560 · Payroll Expenses	\$ -	\$ -			\$ -	\$ 1,740	\$1,740
Total Expense	\$ 131	\$ 3,354	\$ -	\$ -	\$ 3,485	\$ 56,342	\$ 59,827
Net Ordinary Revenue	\$ (131)	\$ (1,419)	\$ -	\$ -	\$ (1,550)	\$ 46,354	\$ 44,804
Other Revenue/Expense							
Other Revenue	\$ -	\$ -					
4900 · Interest Earnings	\$ -	\$ (18)			\$ (18)	\$ 1,272	\$1,254
Total Other Revenue	\$ -	\$ (18)	\$ -	\$ -	\$ (18)	\$ 1,272	\$ 1,254
Other Expense							
5350 · Depreciation Expenses	\$ -	\$ -		\$ -	\$ -	\$ 47,750	\$47,750
5650 · Interest Expense	\$ -	\$ -		\$ -	\$ -	\$ 9,508	\$9,508
Total Other Expense	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 57,258	\$ 57,258
Net Other Revenue	\$ -	\$ (18)	\$ -	\$ -	\$ (18)	\$ (55,986)	\$ (56,004)
Net Revenue	\$ (131)	\$ (1,437)	\$ -	\$ -	\$ (1,568)	\$ (9,632)	\$ (11,200)

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.6

Agenda Title: Anker Tank project – GHD Phase 1b, geotechnical and final design.

Meeting Date: 01/26/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

GHD Scope of work:

GHD Scope of work for Phase 1b funding includes:

Project Management	\$10,200
Geotechnical Evaluation	\$21,500
Final Engineering Design	\$74,250
Total	\$105,950

Phase 1b of the Anker Tank project includes geotechnical investigation and final design. The cost of Phase 1b is \$138,250. The Federal share of the funding (75%) is \$103,687.50 and the local share is (25%) \$34,562.50. The local share is being funded by the North Coast Resource Partnership. The completion date is June 21, 2021.

Recommendation:

Approve GHD scope of service for Phase 1b.



January 21, 2021

Reference No. 11211516

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

Dear Richard Hanger:

Re: Phase 1b Scope of Work for the FGCS Water Tank Seismic Retrofit Project

This letter presents the scope of service for Phase 1b of the Fieldbrook Glendale Community Services District (FGCS) Water Tank Seismic Retrofit Project. The District was notified by CalOES on January 13th, 2021 that the Phase 1b funding was awarded by FEMA in December 2020. In addition, the District was also notified in January that the North Coast Resource Partnership (NCRP) Proposition 1 funding contract has been signed, which will allow those funds be used as match for the Phase 1B work. The scope of work for Phase 1b includes a geotechnical evaluation and the completion of the final engineering design as further discussed below. A cost breakdown is also provided at the end of this letter.

Scope of Work

Task 1: Project Management

Under this task, GHD will provide project management support for the Hazard Mitigation Grant and Tank project. This includes project analysis used quarterly progress reporting and development of schedule and budget projections and coordination with subconsultants. This also includes coordination with FEMA on responding to project questions and support the final funding agreement.

- *Deliverables: There are no specific deliverables for this task. Final Quarterly Progress Reports and Reimbursement Requests and Grant Closeout Documentation will be prepared under the separate sub-management grant.*

Task 2: Geotechnical Evaluation

The geotechnical evaluation task will include a site specific geotechnical report for the water tank site to develop appropriate parameters for design for the tank foundation. The analysis will include a site geotechnical evaluation, in which soil borings will be taken, to determine, soil/geological stability, and soil pore pressure to assure appropriate parameters are used in the design of the new tank foundation. Construction requirements resulting from the geotechnical investigation will be included on the plans and specifications. A geotechnical memorandum will be prepared summarizing the fieldwork, analysis, and recommendations.

- *Deliverable: Final Geotechnical Report, Project Construction Documents (plans, technical specifications, and engineer's opinion of probably cost) stamped by a licensed engineer*



Task 3: Final Engineering Design

The final engineering design task will include all work necessary to develop construction implementation documents including the final design plans, technical specifications, and opinion of probable construction cost. After comments are received from the Preliminary design submittal, the project team will prepare 90% design plans and technical specifications. The intent of the 90% plans is to address comments from the preliminary design submittal and provide a complete set of design plans. Technical specifications will follow Construction Specifications Institute (CSI) format. An Opinion of Probable Construction costs will be submitted based on the 90% design plans. Next, the project team will prepare design drawings and technical specifications completed to a 100% stage for the proposed design. The drawings will be updated based on comments received on the 90% drawings. The Project Team will also prepare an Opinion of Probable Construction costs to be submitted with the 100% design plans.

- *Deliverable: Final Project Construction Documents (plans, technical specifications, and engineer's opinion of probable cost) stamped by a licensed engineer*

The allotted timeframe to complete the Phase 1b deliverables is six months from the date that FEMA notified Cal OES that the funds were approved, which is June 21, 2021. The FEMA approved Phase 1b budget is \$138,250, which includes some project management work for Phase 2. The total estimated fee for this scope of service is \$105,950 and will be contracted on a time and materials basis not to exceed total fee. The task breakdown is below.

- Task 1: Project Management - \$10,200
- Task 2: Geotechnical Evaluation - \$21,500
- Task 3: Final Engineering Design - \$74,250

Please do not hesitate to reach out with any questions.

Sincerely,

GHD

A handwritten signature in blue ink, appearing to read "Rebecca Crow", with a long horizontal flourish extending to the right.

Rebecca Crow
Technical Director



FEMA

December 21, 2020

Mark S. Ghilarducci, Director
Governor's Authorized Representative
California Governor's Office of Emergency Services
3650 Schriever Ave.
Mather, California 95655

Reference: Phase 1b Approval, HMGP #4353-081-15R
Fieldbrook Glendale Community Services District
Water tank Seismic Retrofit Project – Phase 1b
Supplement #58

Dear Mr. Ghilarducci:

We reviewed the subapplication for the above-referenced Hazard Mitigation Grant Program (HMGP) project for the Fieldbrook Glendale Community Services District (subrecipient). We have determined that the project is eligible and based on the subrecipient's request, our decision is to approve funding based on 3 phases. We have determined technical and funding resources are necessary for the subrecipient to provide information for our review of eligibility. This approval will cover Phase 1b, geotechnical investigation and final design.

The Phase 1b cost is \$138,250, and as shown in the enclosed Supplement #58 Obligation Report, we obligated \$103,687.50 as requested, for the up to 75% Federal share; the non-Federal share match is \$34,562.50. These funds are now available in Smartlink for disbursement of eligible project costs. This approval is subject to the following.

The Phase 1b approval and obligation of funds are subject to the following:

- 1. Phase One Scope of Work (SOW)** – The project proposes replacement of a redwood tank with a new steel tank at the existing water tank site. The main components of this project are installing a new round steel tank on a new concrete foundation and providing connecting piping. The subrecipient is proposing this work to replace a wood tank that is near the end of its service life and was not designed for seismic loading. The proposed tank would be required to meet current design code. This project is being phased with 3 phases planned. Proposed actions of Phase 1b include a Geotechnical investigation and testing and final engineering design. The Geotechnical investigation would consist of drilling two soil borings on the proposed site of the new tank, immediately adjacent to the existing redwood tank, to depths of 20 and 50 feet below the ground surface, using a truck-mounted drill rig using 6 to 8-inch-diameter hollow and/or solid stem augers and mud-rotary techniques. The borings will be backfilled according to the county permit.

The equipment to be used for the Geotechnical investigation will be stored at the pre-existing staging areas. The primary staging area is immediately west of the existing water tank. Two secondary staging areas are adjacent to Red Rock Lane, each on opposite ends of the entrance gate. No site preparation work is anticipated for staging or geotechnical equipment/vehicles.

2. **Phase 1b Completion Date** – The Fieldbrook Glendale Community Services District has requested a six-month timeframe for the Phase 1b, and we have annotated June 21, 2021, as the Phase 1b completion date. Federal funds may be de-obligated for work that is not completed within schedule, and for which no time extension is approved.
3. **Cost Underruns** - Upon completion of the Phase One, all remaining cost underruns must be applied to the Phase Two funding or de-obligated if the proposed project is not eligible.
4. **Phase Two Construction** - The Subrecipient is not to initiate Phase Two activities such as contractor selection and construction until FEMA provides written notification that the review process is completed, including compliance with the National Environmental Policy Act (NEPA) laws and regulations
5. **National Environmental Policy Act (NEPA) Determination** – The project has been determined to be Categorically Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision Categorical Exclusion N8, "Federal Assistance for New Construction Activities of Less Than One Acre in Undisturbed or Undeveloped Areas," has been applied. Attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
6. This award of funds is subject to the enclosed *Standard Hazard Mitigation Grant Program Conditions*, amended August 2018. Federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact me, or your staff may contact Thomas Berry, Sr. Grants Management Specialist, at Thomas.Berry@fema.dhs.gov, or phone at (510) 627-7180.

Sincerely,

For David Starrett
Acting Director
Mitigation Division
FEMA Region IX

cc: Jennifer Hogan, State Hazard Mitigation Officer
Concepcion Chavez, Cal OES
Whitney Braziel, Cal OES
HM Grants Payments, Cal OES

Enclosures (4):

Obligation Report #58
Project Management Report
Record of Environmental Consideration (REC) Phase One
Standard HMGP Conditions

HAZARD MITIGATION GRANTS PROGRAM

Obligation Report w/ Signatures

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4353	15 -R	2	81	3	58	CA	Statewide

Subrecipient: FIELDBROOK GLENDALE COMMUNITY SERVI Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit Proj
 Subrecipient FIPS Code: 023-USRF8

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation		
\$167,287.50	\$167,287.50	\$0.00	\$0.00		

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$103,687.50	\$0.00	\$103,687.50	12/18/2020	Accept	2021

Comments

Date: 12/18/2020 User Id: SSCOTT39

Comment: Approved funding for Humboldt County, Fieldbrook Glendale Community Service District, Water Tank Seismic Retrofit for \$103,687.5

Authorization

Preparer Name: STEVEN SCOTT

Preparation Date: 12/18/2020

HMO Authorization Name: THOMAS BERRY

HMO Authorization Date: 12/18/2020

_____	_____	_____
Authorizing Official Signature	Authorizing Official Title	Authorization Date
_____	_____	_____
Authorizing Official Signature	Authorizing Official Title	Authorization Date

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4353	15-R	2	81	CA	Statewide

Subrecipient: FIELDBROOK GLENDALE COMMUNITY SE

FIPS Code: 023-USRF8

Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit I

Mitigation Project Description

Amendment Status : Approved

Approval Status: Approved

Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit F

Recipient : Statewide

Subrecipient : FIELDBROOK GLENDALE COMMU

Recipient County Name : Humboldt

Subrecipient County Name : Humboldt

Recipient County Code : 23

Subrecipient County Code : 23

Recipient Place Name : Humboldt (County)

Subrecipient Place Name : Humboldt (County)

Recipient Place Code : 0

Subrecipient Place Code : 99023

Project Closeout Date : 00/00/0000

Work Schedule Status

<u>Amend #</u>	<u>Description</u>	<u>Time Frame</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Completion Date</u>
1	Hazard Mitigation Grant Application	2	00/00/0000	00/00/0000	00/00/0000
0	Hazard Mitigation Grant Application	2	00/00/0000	00/00/0000	00/00/0000
2	Hazard Mitigation Grant Application	2	00/00/0000	00/00/0000	00/00/0000
2	Hazard Mitigation Grant NEPA Support and CEQA	6	00/00/0000	00/00/0000	00/00/0000
1	Hazard Mitigation Grant NEPA Support and CEQA	6	00/00/0000	00/00/0000	00/00/0000
0	Hazard Mitigation Grant NEPA Support and CEQA	6	00/00/0000	00/00/0000	00/00/0000
1	Permitting	2	00/00/0000	00/00/0000	00/00/0000
2	Permitting	2	00/00/0000	00/00/0000	00/00/0000
0	Permitting	2	00/00/0000	00/00/0000	00/00/0000
1	Survey and Preliminary Desig	6	00/00/0000	00/00/0000	00/00/0000
0	Survey and Preliminary Desig	6	00/00/0000	00/00/0000	00/00/0000
2	Survey and Preliminary Desig	6	00/00/0000	00/00/0000	00/00/0000
0	ject Management/ Hazard Mitigation Grant Administra	19	00/00/0000	00/00/0000	00/00/0000
1	ject Management/ Hazard Mitigation Grant Administra	19	00/00/0000	00/00/0000	00/00/0000
2	ject Management/ Hazard Mitigation Grant Administra	19	00/00/0000	00/00/0000	00/00/0000
1	Project Design	6	00/00/0000	00/00/0000	00/00/0000
2	Project Design	6	00/00/0000	00/00/0000	00/00/0000
0	Project Design	6	00/00/0000	00/00/0000	00/00/0000
1	Construction Management Services	8	00/00/0000	00/00/0000	00/00/0000
2	Construction Management Services	8	00/00/0000	00/00/0000	00/00/0000
0	Construction Management Services	8	00/00/0000	00/00/0000	00/00/0000
2	Construction	6	00/00/0000	00/00/0000	00/00/0000
1	Construction	6	00/00/0000	00/00/0000	00/00/0000
0	Construction	6	00/00/0000	00/00/0000	00/00/0000
0	Project Close Out	2	00/00/0000	00/00/0000	00/00/0000
2	Project Close Out	2	00/00/0000	00/00/0000	00/00/0000
1	Project Close Out	2	00/00/0000	00/00/0000	00/00/0000

HAZARD MITIGATION GRANT PROGRAM

Project Management Report

Disaster Number	FEMA Project Number	Amendment Number	App ID	State	Recipient
4353	15 - R	2	81	CA	Statewide

Subrecipient: FIELDBROOK GLENDALE COMMUNITY SE

FIPS Code: 023-USRF8

Project Title : Fieldbrook Glendale Community Services Dist., Water Tank Seismic Retrofit I

Work Schedule Status

<u>Amend #</u>	<u>Description</u>	<u>Time Frame</u>	<u>Due Date</u>	<u>Revised Date</u>	<u>Completion Date</u>
1	Project Close Ou	3	00/00/0000	00/00/0000	00/00/0000
2	Project Close Ou	3	00/00/0000	00/00/0000	00/00/0000
0	Project Close Ou	3	00/00/0000	00/00/0000	00/00/0000

Approved Amounts

Total Approved Net Eligible	Federal Share Percent	Total Approved Federal Share Amount	Non-Federal Share Percent	Total Approved Non-Fed Share Amount
\$223,050.00	75.000000000	\$167,287.50	25.000000000	\$55,762.50

Allocations

Allocation Number	IFMIS Status	IFMIS Date	Submission Date	FY	ES/DFSC Support Req ID	ES/DFSC Amend Nr	Proj Alloc Amount Fed Share	Subrecipient Management Cost	Total Alloc Amount
17	A	01/28/2020	01/28/2020	2020	2916866	6	\$63,600.00	\$0.00	\$1,073,565.00
29	A	10/27/2020	10/27/2020	2021	3231141	2	\$0.00	\$4,112.80	\$112,429.69
32	A	12/18/2020	12/18/2020	2021	3231141	5	\$103,687.50	\$0.00	\$103,687.50
Total							\$167,287.50	\$4,112.80	\$1,289,682.19

Obligations

Action Nr	IFMIS Status	IFMIS Date	Submission Date	FY	SFS Support Req ID	SFS Amend Number	Suppl Nr	Project Obligated Amt - Fed Share	Subrecipient Management Cost	Total Obligated Amount
1	A	01/29/202	01/28/2020	2020	2944358	0	29	\$63,600.00	\$0.00	\$63,600.00
2	A	10/28/202	10/28/2020	2021	3281802	1	49	\$0.00	\$4,112.80	\$4,112.80
3	A	12/18/202	12/18/2020	2021	3346336	2	58	\$103,687.50	\$0.00	\$103,687.50
Total								\$167,287.50	\$4,112.80	\$171,400.30

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15 (Phase 1b)

Title: FGCS Water Tank Seismic Retrofit (Phase 1b-Geotech)

NEPA DETERMINATION

Non Compliant Flag: No
 EA Draft Date: EA Final Date:
 EA Public Notice Date: EA Fonsi Level: CATEX
 EIS Notice of Intent EIS ROD Date:

Comment The Fieldbrook Glendale Community Services District proposes to replace an existing 400,000-gallon redwood tank with a new steel tank on a hillside in the unincorporated community of Fieldbrook, Humboldt County, California (40.962619, -124.026148), to plan against future potential damage due to seismic activity.

The proposed project has been planned in three phases; this EHP review covers Phase 1b. Proposed actions of Phase 1b include a Geotechnical investigation and testing and final engineering design. The Geotechnical investigation would consist of drilling two soil borings on the proposed site of the new tank, immediately adjacent to the existing redwood tank, to depths of 20 and 50 feet below the ground surface, using a truck-mounted drill rig using 6 to 8-inch-diameter hollow and/or solid stem augers and mud-rotary techniques. The borings will be backfilled according to the county permit.

The equipment to be used for the Geotechnical investigation will be stored at the pre-existing staging areas. The primary staging area is immediately west of the existing water tank. Two secondary staging areas are adjacent to Red Rock Lane, each on opposite ends of the entrance gate. No site preparation work is anticipated for staging or geotechnical equipment/vehicles.

The project has been determined to be Categorical Excluded from the need to prepare either an Environmental Impact Statement or Environmental Assessment in accordance with FEMA Instruction 108-1-1 and FEMA Directive 108-1-1 as authorized by DHS Instruction Manual 023-01-001-01, Revision 1. Categorical Exclusion N8, "Federal Assistance for New Construction Activities of Less Than One Acre in Undisturbed or Undeveloped Areas," has been applied. Attention should be given to the project conditions before and during project implementation. Failure to comply with these conditions may jeopardize federal assistance including funding.
 - eargirof - 12/03/2020 18:40:31 GMT

CATEX CATEGORIES

Catex Category Code	Description	Selected
*n8	(*n8) Federal Assistance for New Construction Activities of Less Than One Acre in Undisturbed or Undeveloped Areas. Federal assistance for new construction and associated site preparation activities in undisturbed or undeveloped areas when the activities comprise less than one acre and follow best management practices to control noise, water, and air pollution. This category does not apply to new construction in undisturbed or undeveloped floodplains, wetlands, or seaward of the limit of moderate wave action (or V zone when the limit of moderate wave action has not been identified). This CATEX covers the range of activities typically necessary for new construction, including field work (e.g. borings, site inspection) and temporary staging and use of construction equipment and vehicles.	Yes

EXTRAORDINARY

Extraordinary Circumstance Code	Description	Selected ?
	No Extraordinary Circumstances were selected	

ENVIRONMENTAL LAW / EXECUTIVE ORDER

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15 (Phase 1b)

Title: FGCS Water Tank Seismic Retrofit (Phase 1b-Geotech)

Environmental Law/ Executive Order	Status	Description	Comment
Clean Air Act (CAA)	Completed	Project is located in an attainment area - Review concluded	The project is in Humboldt County, which is within an attainment area for all criteria pollutants, according to the U.S. Environmental Protection Agency (USEPA) (https://www3.epa.gov/airquality/greenbook/ancl.html), updated August 31, 2020. Based on the scope of work, the potential emissions from project activities are clearly below "de minimis" thresholds for the General Conformity Rule. Thus, the project is exempt from a conformity determination. See Condition. - eargirof - 12/03/2020 18:52:39 GMT
Coastal Barrier Resources Act (CBRA)	Completed	Project is not on or connected to CBRA Unit or otherwise protected area - Review concluded	
Clean Water Act (CWA)	Completed	Project would not affect any water of the U.S. - Review concluded	The proposed actions under Phase 1b would not be conducted within or impact any Waters of the U.S. - eargirof - 12/03/2020 18:48:59 GMT
Coastal Zone Management Act (CZMA)	Completed	Project is not located in a coastal zone area and does not affect a coastal zone area - Review concluded	The project site is approximately 5 miles inland from the California coastline (Google Earth Pro). In addition, based on a review of the Coastal Zone Boundary map developed by the California Coastal Commission (conducted on September 11, 2020), the project site is not within the designated coastal zone. - eargirof - 12/03/2020 18:49:44 GMT
Executive Order 11988 - Floodplains	Completed	No effect on floodplain/flood levels and project outside floodplain - Review concluded	Based on the FEMA Flood Insurance Rate Map (FIRM) panel 06023C0685F (effective November 4, 2016), all project activities would occur in an area of minimal flood hazard (Zone X). - eargirof - 12/03/2020 19:01:02 GMT
Executive Order 11990 - Wetlands	Completed	No effects on wetlands and project outside wetlands - Review concluded	Review of the USFWS National Wetland Inventory database (conducted on September 11, 2020) indicates that project activities are not within or would not affect wetland resources. - eargirof - 12/03/2020 19:02:27 GMT
Executive Order 12898 - Environmental Justice for Low Income and Minority Populations	Completed	Low income or minority population in or near project area	Based on a desktop review of the EJSCREEN Tool (conducted on September 11, 2020), the project is not in an area of minority populations; however, it is in a low-income community. The proposed actions of Phase 1b are not anticipated to have any adverse environmental or human health effects on low-income or minority populations. Phase 1b activities would not cause any residential or business displacements or long-term impacts from noise, air quality, or traffic. - eargirof - 12/03/2020 19:03:51 GMT

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15 (Phase 1b)

Title: FGCS Water Tank Seismic Retrofit (Phase 1b-Geotech)

Environmental Law/ Executive Order	Status	Description	Comment
	Completed	No disproportionately high and adverse impact on low income or minority population - Review concluded	
Endangered Species Act (ESA)	Completed	Listed species and/or designated critical habitat present in areas affected directly or indirectly by the federal action	Per biological review conducted by Jennifer Jones, a biologist with CDM Smith, this project would not destroy or adversely modify suitable habitat and would not affect any other listed or proposed species or critical habitat under the jurisdiction of the U.S. Fish and Wildlife Service (USFWS). It is therefore determined that the project would have No Effect on listed species and consultation with the USFWS under Section 7 of the Endangered Species Act is not required. - eargirof - 12/03/2020 18:46:26 GMT
	Completed	No effect to species or designated critical habitat (See comments for justification) - Review concluded	
Farmland Protection Policy Act (FPPA)	Completed	Project does not affect designated prime or unique farmland - Review concluded	Based on a desktop review of the Natural Resources Conservation Service (NRCS) Web Soil Survey (conducted on September 11, 2020), the project site is not within prime farmlands. - eargirof - 12/03/2020 18:54:14 GMT
Fish and Wildlife Coordination Act (FWCA)	Completed	Project does not affect, control, or modify a waterway/body of water - Review concluded	
Migratory Bird Treaty Act (MBTA)	Completed	Project located within a flyway zone	The project is in the Pacific Flyway; however, based on the anticipated scope of work and the nature of associated activities, no take of migratory birds would occur. - eargirof - 12/03/2020 18:56:16 GMT
	Completed	Project does not have potential to take migratory birds - Review concluded	
Magnuson-Stevens Fishery Conservation and Management Act (MSA)	Completed	Project located in or near Essential Fish Habitat	Based on a desktop review of NOAA's Essential Fish Habitat (EFH) Mapper (conducted on September 11, 2020), the project site is adjacent to Coho and Chinook salmon EFH area. The project site is approximately 850 feet north of the nearest stream. Therefore, the project is not anticipated to have impacts to EFH. - eargirof - 12/03/2020 18:57:56 GMT
	Completed	Project does not adversely affect Essential Fish Habitat - Review concluded	

RECORD OF ENVIRONMENTAL CONSIDERATION (REC)

Project HMGP 4353-81-15 (Phase 1b)

Title: FGCS Water Tank Seismic Retrofit (Phase 1b-Geotech)

Environmental Law/ Executive Order	Status	Description	Comment
National Historic Preservation Act (NHPA)	Completed	Applicable executed Programmatic Agreement. Activity meets Programmatic Allowance (enter date and # in comments) - Review concluded	The Undertaking was reviewed by Lisa Holm, PhD, of Pacific Legacy, Inc., who meets the applicable Secretary of the Interior's Professional Qualification for archaeology in accordance with Stipulation I.B.1.a of the October 2019 Programmatic Agreement (Programmatic Agreement) among FEMA, the California State Historic Preservation Office (SHPO), and California Governor's Office of Emergency Services. The Undertaking complies with Tier II Programmatic Allowance II.A.5.b for geotechnical coring investigations at locations with low potential for archaeological deposits. Thus, the Undertaking does not require SHPO review or notification per Stipulation II.A.1 of the 2019 Agreement. - eargirof - 12/03/2020 18:43:12 GMT
Wild and Scenic Rivers Act (WSR)	Completed	Project is not along and does not affect Wild and Scenic River - Review concluded	Per review of the National Wild and Scenic Rivers System at Rivers.gov on September 11, 2020, the nearest Wild and Scenic River is Trinity River, approximately 20 miles east of the project area. Based on the distance to the project, no direct or adverse impacts are anticipated from implementation of this project. - eargirof - 12/03/2020 18:59:26 GMT

CONDITIONS

Special Conditions required on implementation of Projects:

The Subrecipient is responsible for complying with all applicable subparts of the Clean Air Act. Failure to comply with this condition may jeopardize federal assistance, including funding. Any change to the approved scope of work will require re-evaluation for compliance with the Clean Air Act.

Source of condition: Clean Air Act (CAA)

Monitoring Required: No

Standard Conditions:

Any change to the approved scope of work will require re-evaluation for compliance with NEPA and other Laws and Executive Orders.

This review does not address all federal, state and local requirements. Acceptance of federal funding requires recipient to comply with all federal, state and local laws. Failure to obtain all appropriate federal, state and local environmental permits and clearances may jeopardize federal funding.

If ground disturbing activities occur during construction, applicant will monitor ground disturbance and if any potential archeological resources are discovered, will immediately cease construction in that area and notify the State and FEMA.

Standard Mitigation Grant Program (HMGP) Conditions

FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

Fieldbrook Glendale
Community Services District
Agenda Background

Agenda Item: 6.7

Agenda Title: Subgrant agreement with North Coast Resource Partnership.

Meeting Date: 01/26/2021

Presented by: Richard Hanger

Type of Item: Action Discussion Information

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

Background:

The Board adopted NCRP Plan, Phase IV by resolution 2020-02 in May 2020. The subgrant agreement was signed on December 30, 2020. The grant amount meets the Federal local match requirement. The entire document is 155 pages and is not included in the board packet. A copy is available for review.

PROJECT 8: Water Tank Seismic Retrofit Project

Implementing Agency: Fieldbrook Glendale
Community Services District Project directly
serves a need of a Disadvantaged
Community: Yes

BUDGET CATEGORY		Grant Amount	Required Cost Share: Non-State Fund Source*	Other Cost Share**	Total Cost
(a)	Project Administration	\$12,176	\$0	\$48,704	\$60,880
(b)	Land Purchase / Easement	\$0	\$0	\$0	\$0
(c)	Planning / Design / Engineering / Environmental Documentation	\$34,421	\$0	\$103,259	\$137,680
(d)	Construction / Implementation	\$268,147	\$0	\$792,263	\$1,060,410
TOTAL COSTS		\$314,744	\$0	\$944,226	\$1,258,970

Recommendation:
Information item.