



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

Tuesday, January 25, 2022

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 FGCSO 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 Fire Chief Report
 - 1.2.1 Call/Incident report
- 1.3 District Engineer Report
 - 1.3.1 Muni-meeting report.
 - 1.3.2 Anker Tank Replacement project 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, January 25, 2022

AGENDA

Approval of Minutes

2.1 Regular Board Meeting, December 14, 2021.

Correspondence

3.1 Annual IBank Certification.

Financial Reports

4.1 Interfund Transfers, \$119,736.28 (less \$20,000.00)

4.2 Check/EFT Payments, (#6709-6751) \$119,665.27

4.3 Payroll, \$3,485.87.

4.4 General Journal Entries, #522-524

4.5 Reimbursements, Mileage \$453.54, PO Box Rent \$182.00, Supplies \$75.00

F. Business Items Action/Information

5.1 CPI Rate adjustments for water and sewer. Action.

5.2 CPI Wage adjustments for 2022. Action.

5.3 Quarterly financial reports and budget adjustments. Action.

5.4 Cease and desist demand; Kernen Construction. Information.

5.5 Policy 2130, Investment of District funds. Action.

5.6 Policy 2135, Purchasing goods and services. Action.

5.7 Policy 2140, Receiving and depositing remittances. Action.

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1 Conflict of interest (Form 700). February.

J. Adjournment/Announcements

9.1 Next regular meeting, February 22, 2022.

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.



DEFENSIVE DRIVING IN WET WEATHER



Defensive driving is especially important when roads are wet and slippery. The general response is to slow down, and while this is critical, let's also take a look at other factors to consider while driving in the rain.

BE PREPARED

- When it's raining always plan for longer travel times.
- Don't let your vehicle's condition contribute to the dangers.
 - Make sure your breaks are in good condition.
 - Clean your windshield and windows and make certain your front & rear defrosters work.
 - Check the wiper blades and level of your washer fluid.
 - Regularly check your headlights, taillights, turn signals, and tire tread.

STAY FOCUSED

- Turn on headlights to increase visibility.
- Avoid distractions (phone use, grooming, reading, eating & drinking).
- Be attentive to what's happening all around you.
- When changing lanes always check your blind spots.

SLOW DOWN

Always maintain a safe following distance and turn off cruise control. If you start to skid or hydroplane the cruise control could hamper your efforts to slow down.

Leave at least five seconds between you and the vehicle in front of you. This gives you more time to react to what's ahead.

USING YOUR BRAKES

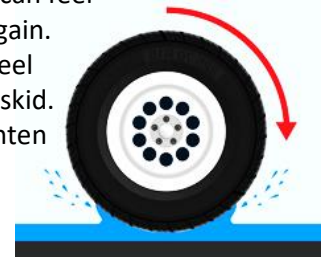
Brake gently and early. Hard braking in wet conditions can cause your vehicle to slide. This is a primary reason for rear end collisions. Braking early will also alert the driver behind you that you are slowing down.

ROAD POSITION

- While driving on highways, try to drive in the middle lanes and avoid driving through large puddles where possible.
- Try to avoid large trucks, tire spray can reduce visibility.
- Be prepared for wind and keep a firm grip on the steering wheel.

HYDROPLANING

Hydroplaning occurs when a layer of water builds between the tires and the road surface. If you start to hydroplane do not brake or turn suddenly. Ease your foot off the gas until the vehicle slows and you can feel traction on the road again. Turn your steering wheel in the direction of the skid. As you recover, straighten the wheels. If needed, brake gently.



This *Safety Talk* provides general awareness training on defensive driving in wet weather. If this information is unclear or if you have any additional questions, please talk to your supervisor.

Safety Meeting

Date of Meeting: 1-3-22

Leader Name: J. Shepard

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. GIA CARROZZI	<u>Gia Carrozz</u>
2. Dian Oram	<u>Dian Oram</u>
3. Travis Spinger	<u>Travis Spinger</u>
4. Jessup Miller	<u>Jessup Miller</u>
5. Joshua Miller	<u>Joshua Miller</u>
6. DAVID HAM	<u>David Ham</u>
7. JOAN BRACKLOW	<u>Joan Bracklow</u>
8. Esther Killian	<u>Esther Killian</u>
9. <u>J. Shepard</u>	<u>J. Shepard</u>
10. Cam Appleton	<u>Cam Appleton</u>
11. Rick Carlson	<u>Rick Carlson</u>
12. FRANK BUSH	<u>Frank Bush</u>
13. Chris Appleton	<u>Chris Appleton</u>
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, December 14, 2021

Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

A. Roll Call

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

B. Agenda Modification

None.

C. Public Comments

None.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver reported “rags” pulled from pump station two, lighting repairs at station one, and infiltration repairs were being completed. Mr. Weaver will be out on medical leave for approximately two months. Brian Carr will be completing the daily reports.

1.2 District Engineer Report

1.2.1 Glendale Hydraulic Study memo.

District Engineer Rebecca Crow on the progress of the study and reviewed the findings known to date.

1.2.2 Anker Tank Replacement project report`

District Engineer Rebecca Crow reported that the project was on schedule and that the request for additional funding from NCRP had not been funded in the first round of applications. There will be another round of funding and she remains confident that additional funding for the project will be funded from either NCRP or an amended application with FEMA.

1.3 Fire Chief Report

1.3.1 Call/Incident report

Fire Chief Jack Sheppard reported four medical calls, two traffic accidents, two auto-aid, and two cancelled calls. The YTD responses total 134. Outfitting of the

Meeting Materials may be accessed at:

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

Tuesday, December 14, 2021

MINUTES

new command truck is nearly complete. The Board requested the truck be present at the January 25, 2022, meeting. The Department has received two AED devices from Humboldt County Measure Z.

1.4 Safety Report – None.

1.5 General Manager Report

General Manager Richard Hanger reported that the public records request from Will Carlon, attorney for Californians for Alternative to Toxics, regarding Kern Construction, had been completed. Mr. Hanger has spoken with the attorney for FGCSO regarding the matter.

1.6 Director Reports

Director Richard Grissom reported that he had seen a news article regarding vandalism at a water tank in the City of Blue Lake. The vandalism resulted in a loss of 400,000 gallons of water. Mr. Grissom and other members of the Board asked that we review our current water tank security and requested that adequate security be included in the Anker Tank replacement project.

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, November 16, 2021.

Correspondence

3.1 Humboldt County annual encroachment permit.

Financial Reports

4.1 Interfund Transfers, \$185,648.25

4.2 Check/EFT Payments, (#6672-6708) \$184,603.98

4.3 Payroll, \$3,347.22.

4.4 General Journal Entries, #521

4.5 HC Warrant Request for Fire Funds, \$35,000.

4.6 Mileage Reimbursements, \$448.90.

Director Richard Grissom moved to approve the consent agenda as presented. Director Janet Miller seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

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Tuesday, December 14, 2021

MINUTES

F. Business Items Action/Information

5.1 Reconsider, Request for road maintenance funds, Red Rock Lane. Action.

General Manager Richard Hanger provided the staff report. The board took action at the November 16, 2021, meeting to approve an expenditure not to exceed \$1,800 and stipulated that the repairs to Red Rock Lane be completed following the completion of the Anker Tank replacement project. Unfortunately, the repair was scheduled and subsequently completed. Mr. Hanger recommends the board reconsider the request and fund the repairs; it is further recommended that the bid for Anker Tank replacement project stipulate that Red Rock Lane will be left in good repair at the completion of the project.

Director Janet Miller moved to approve the staff recommendation and fund the current repair and to include a stipulation in the bid for construction of the Anker Tank replacement project that Red Rock Lane be left in good repair at the completion of the project. Director Richard Grissom seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

5.2 Receive audit for fiscal year 2021. Action.

District Auditor Jeff Trump, from Hunter, Hunter, and Hunt presented the audit for fiscal year 2021. He reported the District financial statements received an unqualified opinion. An “unqualified opinion” is the best opinion an independent auditor may render, it indicates that the district’s financial statements are fairly and appropriately represented.

Director Richard Grissom moved to receive the audit for fiscal year 2021 as presented. Director Janet Miller seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

5.3 Election of Officers for calendar year 2022. Action.

Vice-President Starr Kilian opened nominations for the office of President. Director Janet Miller nominated President Roy Sheppard. The nomination was seconded by Vice-President Starr Kilian.

Vice- President Starr Kilian opened nomination for the office of Vice-President. Director Richard Grissom nominated Vice-President Starr Kilian. The nomination was seconded by Director Janet Miller.

Nomination for the offices of President and Vice-President were closed.

Director Richard Grissom moved to elect the nominated slate of officers, and to reappoint Director Jason Garlick to the HBMWD Water Task Force with Vice-President Starr Kilian to serve as an alternate. The motion was seconded by Director

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Tuesday, December 14, 2021

MINUTES

Jason Garlick. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

5.4 Set Board Calendar for 2022. Action.

General Manager Richard Hanger presented the board calendar of 2022.

Director Janet Miller moved to adopt the board calendar for 2022 as presented. Director Richard Grissom seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

5.5 Roster of Public Officials 2022. Action.

General Manager Richard Hanger asked the board to review the roster of public officials for 2022.

Director Richard Grissom moved to approve the roster of public officials as presented. Director Janet Miller seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

5.6 Policy Committee appointments. Action.

General Manager Richard Hanger thanked Directors Kilian and Miller for their participation.

Director Janet Miller moved to appoint Directors Grissom and Garlick to the policy committee for a period of six-months. Vice-President Starr Kilian seconded the motion. The motion carried with Kilian, Grissom, Garlick, and Miller voting aye. President Roy Sheppard was absent.

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Tuesday, December 14, 2021

MINUTES

G. Public Hearings

6.1 None.

H. Closed Session

7.1 None.

I. Future Agenda Items

8.1 CPI Rate adjustments for water and sewer. January.

8.2 CPI Wage adjustments for 2022. January.

8.3 Quarterly financial reports and budget adjustments. January.

J. Adjournment/Announcements

9.1 Next regular meeting, January 25, 2022.

Meeting adjourned at 8:42 PM.

Respectfully submitted,

Richard Hanger
Secretary to the Board

Starr Kilian
Vice-President

Attachments
CCCU fund transfer
Initialed disbursement register

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December 30, 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 2020-2021 ("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 at this time is not expected to be used in the future by anyone or any entity other than the Purchaser, other governmental entities or the general public.
 no
 - b. yes During the Fiscal Year, neither the Project nor any part of the Project has been sold or leased.
 no
 - c. yes Only the Purchaser operated and managed the Project during the Fiscal Year.
 no
 - d. yes Excluding construction contracts and contracts previously consented to by the IBank related to the Project, the Purchaser has not entered into any contracts or agreements related to the use, management, or operation of the Project, or for any other reason related to the Project.
 no
9. There has not been any event or circumstance of any kind relating to the Project or the Purchaser generally that would materially affect the ability of the Purchaser to make Installment Payments. No litigation or administrative challenges of any type have been commenced or threatened which (if ultimately decided against the Purchaser) would materially affect the ability of the Purchaser to make Installment Payments.
10. The Purchaser is in compliance with the insurance requirements contained in Section 5.22 of the Agreement.
11. Please report the most recent credit rating on the pledged revenue source:

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

Sincerely,

Richard Hanger

Richard Hanger
 General Manager

Attachment A
Fieldbrook Glendale Community Services District
Debt Service Coverage Calculations

CIEDB 14-089 Water Utility Fund Fiscal Year Ending June 30,2021	
A. System Revenue Analysis	
Net System Revenues	\$ 54,852
Add: Interest Expense	\$ 13,416
Add: Depreciation and Amortization	\$ 42,446
Add: Funds on Deposit in Rate Stabilization Fund	\$ 50,000
Subtract: Grant Revenue	\$ (42,375)
B. Cash Available for Debt Service	\$ 118,339
C. Senior/Parity Annual Debt Service	
1972 Department of Water Resources (DWR) - Davis Grunsky Act	\$ 26,540
D. Total Fiscal Year Senior/Parity Maximum Annual Debt Payment	\$ 26,540
E. Subordinate Debt Service	
IBank	\$ 16,701
F. Total Fiscal Year Subordinate Debt Payments	\$ 16,701
G. Debt Service Coverage Ratios	
Senior/Parity Coverage Ratio (=B/D)	4.46%
Aggregate Debt Service Coverage Ration (=B/(D+F))	2.74%

Note the following from the Agreement:

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

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

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

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

Parity Debt means any loan, bond, note, advance, installment sale agreement, capital lease or other evidence of indebtedness payable from and secured by a first lien on the Net System Revenues on parity with the Installment Payments and Additional Payments, issued or incurred pursuant to and in accordance with the provisions of Section 2.08.

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

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

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

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

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



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

January 25, 2022

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

Please transfer the following

From: Business Liquid Asset Account \$ 99,736.28
To: Water Checking \$ 99,736.28

1/25/2022	
Check Register	\$ 119,665.27
#6709-6751	\$ 114,256.22
Other Deposit	\$ 5,409.05
	\$ -
Transfer Totals	\$ (99,736.28)
Anker Tank Project	\$ 6,766.75
Fire	\$ 15,556.49
Sewer	\$ 36,420.81
Water	\$ 60,992.23
Reduce Water Transfer	\$ (20,000.00)
Gross Pay	\$ 3,485.87
<Net Pay>	\$ (2,693.03)
Empr. Taxes	\$ 322.44
Adjustments	
EDD	\$ (193.71)
EDD	\$ (3.44)
IRS	\$ (847.12)
	\$ -
	\$ -
	\$ -
Reconciliation	\$ (99,665.27)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of January 25, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							
Bill	12/20/2021	380-0...	Anker T...	5810.99 · 100-HMGP Grant Mngmnt Support (...)	Enterprise:A...	630.00	0.00
Bill	12/21/2021	380-0...	Anker T...	5810.10 · Phase 1b (Phase 1b)	Enterprise:A...	6,136.75	630.00
Total Anker Tank Replacement						6,766.75	6,766.75
Interfund Expenses/Fire							
Bill	12/20/2021	20210...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	167.00	13,099.09
Bill	12/20/2021	20210...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	240.00	13,266.09
Bill	12/20/2021	P1-67...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	1.00	13,506.09
Bill	12/22/2021	2022	Interfun...	5250 · Dues & Memberships	Fire Depart...	16.66	13,507.09
Bill	12/22/2021	120969	Interfun...	5550.02 · Hoses (Hoses)	Fire Depart...	142.55	13,523.75
Bill	12/22/2021	PTR0...	Interfun...	5400.10 · Trucks (Trucks)	Fire Depart...	228.60	13,666.30
Bill	12/28/2021	155422	Interfun...	5400.04 · Small Tools (Small Tools)	Fire Depart...	25.75	13,894.90
Bill	12/29/2021	03980...	Interfun...	5800 · Fire Grant Expenses	Fire Depart...	408.18	13,920.65
Bill	12/30/2021	437557	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	47.27	14,328.83
Bill	12/31/2021	CL 21...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	438.42	14,376.10
Bill	12/31/2021	Dec 2...	Interfun...	5335 · Water (Water)	Fire Depart...	50.51	14,814.52
Bill	12/31/2021	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	137.59	14,865.03
Bill	01/03/2022	HGNe...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	25.00	15,002.62
Bill	01/03/2022	437660	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	55.00	15,027.62
Bill	01/04/2022	12300	Interfun...	5250 · Dues & Memberships	Fire Depart...	35.42	15,082.62
Bill	01/05/2022	437778	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	10.76	15,118.04
Bill	01/10/2022	Jan 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	158.89	15,128.80
Bill	01/14/2022	Jan 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...)	Fire Depart...	50.00	15,287.69
Bill	01/15/2022	Box R...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Fire Depart...	60.66	15,337.69
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Fire Depart...	136.88	15,398.35
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.14	15,535.23
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.49	15,535.37
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.98	15,543.86
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.05	15,545.84
Bill	01/20/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	8.60	15,547.89
Total Interfund Expenses/Fire						2,457.40	15,556.49
Interfund Expenses/Sewer							
Bill	12/20/2021	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	617.50	9,096.26
Bill	12/20/2021	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	22.50	9,713.76
Bill	12/20/2021	P1-67...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	2.00	9,736.26
Bill	12/22/2021	2022	Interfun...	5250 · Dues & Memberships	Enterprise:S...	16.67	9,738.26
Bill	12/30/2021	17319	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:S...	1,643.84	9,754.93
Check	12/31/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	17.24	11,398.77
Bill	12/31/2021	00072...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	17,680.70	11,416.01
Bill	12/31/2021	00072...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	60.49	29,096.71
Bill	12/31/2021	62085	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	79.56	29,157.20
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	475.12	29,236.76
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	376.44	29,611.88
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	2,456.25	30,088.32
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	93.46	32,544.57
Bill	12/31/2021	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	50.99	32,638.03
Bill	12/31/2021	49296	Interfun...	5210 · Legal Services (Legal Services)	Enterprise:S...	138.60	32,689.02
Bill	12/31/2021	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	517.90	32,827.62
Bill	01/03/2022	HGNe...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	25.00	33,345.52
Bill	01/15/2022	Box R...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Enterprise:S...	60.67	33,370.52
Bill	01/19/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	62.72	33,431.19
Bill	01/19/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	114.24	33,493.91
Bill	01/19/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	133.38	33,608.15
Paycheck	01/19/2022	6749	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,124.57	33,741.53
Paycheck	01/19/2022	6749	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.12	34,866.10
Paycheck	01/19/2022	6749	Interfun...	6560 · Payroll Expenses	Enterprise:S...	69.72	34,867.22
Paycheck	01/19/2022	6749	Interfun...	6560 · Payroll Expenses	Enterprise:S...	16.31	34,936.94
Paycheck	01/19/2022	6749	Interfun...	6560 · Payroll Expenses	Enterprise:S...	16.87	34,953.25
Paycheck	01/19/2022	6750	Interfun...	6560 · Payroll Expenses	Enterprise:S...	308.10	34,970.12
Paycheck	01/19/2022	6750	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.31	35,278.22
Paycheck	01/19/2022	6750	Interfun...	6560 · Payroll Expenses	Enterprise:S...	19.10	35,278.53
Paycheck	01/19/2022	6750	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.47	35,297.63
Paycheck	01/19/2022	6750	Interfun...	6560 · Payroll Expenses	Enterprise:S...	4.62	35,302.10
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:S...	958.16	35,306.72
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.96	36,264.88
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.41	36,265.84
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.89	36,325.25
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.37	36,339.14
Bill	01/20/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	67.30	36,353.51
Total Interfund Expenses/Sewer						27,324.55	36,420.81

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of January 25, 2022

Type	Date	Num	Name	Account	Class	Amount	Balance
Interfund Expenses/Water							5,750.57
Bill	12/20/2021	P1-67...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	1.00	5,751.57
Bill	12/22/2021	380-0...	Interfun...	5122 · Special Studies (Engineering Fees proj...	Enterprise:...	2,038.88	7,790.45
Bill	12/22/2021	SM-10...	Interfun...	5700 · Licenses & Fees	Enterprise:...	4,595.34	12,385.79
Bill	12/22/2021	2022	Interfun...	5250 · Dues & Memberships	Enterprise:...	16.67	12,402.46
Check	12/31/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	22.76	12,425.22
Bill	12/31/2021	62085	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	105.07	12,530.29
Bill	12/31/2021	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	13,471.13
Bill	12/31/2021	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	25,978.53
Bill	12/31/2021	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	739.66	26,718.19
Bill	12/31/2021	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	27,442.74
Bill	12/31/2021	Dec 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	27,436.99
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	566.56	28,003.55
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	448.89	28,452.44
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	2,929.00	31,381.44
Bill	12/31/2021	Dec 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	111.45	31,492.89
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	13,381.48	44,874.37
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,235.99	46,110.36
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	190.00	46,300.36
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	273.29	46,573.65
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,126.93	47,700.58
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	88.80	47,789.38
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	850.86	48,640.24
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	56.25	48,696.49
Bill	12/31/2021	Dec 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	111.37	48,807.86
Bill	12/31/2021	Dec 2...	Interfun...	5400.01 · Line Repairs Maintenance (Line Re...	Enterprise:...	5,446.68	54,254.54
Bill	12/31/2021	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	2,215.90	56,470.44
Bill	12/31/2021	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	45.83	56,516.27
Bill	12/31/2021	0097-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	25.33	56,541.60
Bill	01/03/2022	HGNe...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	25.00	56,566.60
Bill	01/05/2022	63399	Interfun...	5650 · Interest Expense	Enterprise:...	3,000.87	59,567.47
Bill	01/14/2022	Jan 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	59,617.47
Bill	01/14/2022	Jan 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	59,667.47
Bill	01/14/2022	Jan 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	59,717.47
Bill	01/14/2022	Jan 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	59,767.47
Bill	01/14/2022	Jan 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	59,817.47
Bill	01/15/2022	Box R...	Interfun...	5390.01 · Office Supplies (Supplies (paper, to...	Enterprise:...	60.67	59,878.14
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:...	958.16	60,836.30
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.95	60,837.25
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:...	59.40	60,896.65
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.90	60,910.55
Paycheck	01/19/2022	6751	Interfun...	6560 · Payroll Expenses	Enterprise:...	14.38	60,924.93
Bill	01/20/2022	Jan 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	67.30	60,992.23
Total Interfund Expenses/Water						55,241.66	60,992.23
TOTAL						91,790.36	119,736.28

Fieldbrook Glendale Community Services District
Check Register for this Month
December 15, 2021 through January 25, 2022

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Un.				
1012 · General Fund Checking (All Funds)				
1015 · Water Dept Checking (Water Dept Checking)				
Bill Pmt -Check	12/15/2021	6709	Campora	-65.00
Bill Pmt -Check	12/15/2021	6710	RWS Services	-270.00
Bill Pmt -Check	12/17/2021	6711	AT&T	-117.01
Bill Pmt -Check	12/17/2021	6712	State Water Resource...	-3,326.00
Liability Check	12/17/2021	E-pay	EDD	-193.71
Liability Check	12/17/2021	E-pay	EDD	-3.44
Liability Check	12/17/2021	E-pay	United States Treasury	0.00
Liability Check	12/17/2021	E-pay	United States Treasury	-847.12
Transfer	12/20/2021			5,409.05
Bill Pmt -Check	12/22/2021	E-Pay	Intuit Quick Books	-4.00
Check	12/31/2021	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	01/04/2022	E-Pay	XPress Bill Pay	-185.63
Bill Pmt -Check	01/04/2022	E-Pay	Verizon	-136.13
Bill Pmt -Check	01/06/2022	6713	ACE Hardware	-113.03
Bill Pmt -Check	01/06/2022	6714	CA I Bank	-3,000.87
Bill Pmt -Check	01/06/2022	6715	CSFA	-35.42
Bill Pmt -Check	01/06/2022	6716	Fieldbrook Glendale C...	-50.51
Bill Pmt -Check	01/06/2022	6717	Fire Station Software, ...	-407.00
Bill Pmt -Check	01/06/2022	6718	GHD, Inc	-9,445.63
Bill Pmt -Check	01/06/2022	6719	Hooven & Co., Inc.	-1,643.84
Bill Pmt -Check	01/06/2022	6720	Humboldt Area Chapt...	-50.00
Bill Pmt -Check	01/06/2022	6721	Mitchell Law Firm, LLP	-138.60
Bill Pmt -Check	01/06/2022	6722	National Fire Fighter ...	-608.73
Bill Pmt -Check	01/06/2022	6723	PG&E	-2,993.54
Bill Pmt -Check	01/06/2022	6724	Valley Pacific	-438.42
Bill Pmt -Check	01/14/2022	6725	Feld Fire	-408.18
Bill Pmt -Check	01/14/2022	6726	Sudden Link	-158.89
Bill Pmt -Check	01/14/2022	6727	City of Arcata	-17,741.19
Bill Pmt -Check	01/14/2022	6728	Humboldt Bay M&O	-30,218.82
Bill Pmt -Check	01/14/2022	6729	Humboldt Bay Municipi...	-14,906.70
Bill Pmt -Check	01/14/2022	6730	Hunter, Hunter, & Hunt	-17,250.00
Bill Pmt -Check	01/14/2022	6731	Jack Sheppard	-50.00
Bill Pmt -Check	01/14/2022	6732	Janet Miller	-50.00
Bill Pmt -Check	01/14/2022	6733	Jason Garlick	-50.00
Bill Pmt -Check	01/14/2022	6734	Rich Grissom	-50.00
Bill Pmt -Check	01/14/2022	6735	Richard A. Hanger	-257.00
Bill Pmt -Check	01/14/2022	6736	Roy Sheppard	-50.00
Bill Pmt -Check	01/14/2022	6737	Starr Kilian	-50.00
Bill Pmt -Check	01/14/2022	6738	State Water Resource...	-4,595.34
Bill Pmt -Check	01/18/2022	6739	Cascade Fire Equipm...	-142.55
Bill Pmt -Check	01/18/2022	6740	Esther Kilian	-155.26
Bill Pmt -Check	01/18/2022	6741	Humboldt Fasteners	-720.79
Bill Pmt -Check	01/18/2022	6742	Jack Sheppard	-228.60
Bill Pmt -Check	01/18/2022	6743	Miller Farms Nursery	0.00
Bill Pmt -Check	01/18/2022	6744	Miller Farms Nursery	-25.75
Bill Pmt -Check	01/19/2022	6745	Brian Carr	-247.62
Bill Pmt -Check	01/19/2022	6746	Grant Weaver.	-62.72
Bill Pmt -Check	01/19/2022	6747	Myers-Stevens	-5,296.00
Bill Pmt -Check	01/19/2022	6748	Richard A. Hanger	-143.20
Paycheck	01/19/2022	6749	Brian D. Carr	-1,022.17
Paycheck	01/19/2022	6750	Grant Weaver	-261.14
Paycheck	01/19/2022	6751	Richard A Hanger	-1,409.72
Total 1015 · Water Dept Checking (Water Dept Checking)				-114,256.22
Total 1012 · General Fund Checking (All Funds)				-114,256.22
Total 1000 · Coast Central Credit Un.				-114,256.22
TOTAL				-114,256.22

**Fieldbrook Glendale Community Services District
Payroll Summary**

December 15, 2021 through January 25, 2022

	Brian D. Carr			Grant Weaver			Richard A Hanger			TOTAL		
	Hou...	Rate	Dec 15, '21 - Jan 25, 22	Hou...	Rate	Dec 15, '21 - Jan 25, 22	Hou...	Rate	Dec 15, '21 - Jan 25, 22	Hou...	Rate	Dec 15, '21 - Jan 25, 22
Employee Wages, Taxes and Adjustments												
Gross Pay												
Hourly Rate	36.5	30.81	1,124.57	10	30.81	308.10	60	34.22	2,053.20	*****		3,485.87
Hourly Sick		30.81	0.00		30.81	0.00		34.22	0.00			0.00
Total Gross Pay	<u>36.5</u>		<u>1,124.57</u>	<u>10</u>		<u>308.10</u>	<u>60</u>		<u>2,053.20</u>	<u>*****</u>		<u>3,485.87</u>
Adjusted Gross Pay	36.5		1,124.57	10		308.10	60		2,053.20	*****		3,485.87
Taxes Withheld												
Federal Withholding			-4.00			-20.00			-311.00			-335.00
Medicare Employee			-16.31			-4.47			-29.77			-50.55
Social Security Employee			-69.72			-19.10			-127.30			-216.12
CA - Withholding			0.00			0.00			-152.82			-152.82
CA - Disability Employee			-12.37			-3.39			-22.59			-38.35
Medicare Employee Addl Tax			0.00			0.00			0.00			0.00
Total Taxes Withheld			<u>-102.40</u>			<u>-46.96</u>			<u>-643.48</u>			<u>-792.84</u>
Net Pay	<u>36.5</u>		<u>1,022.17</u>	<u>10</u>		<u>261.14</u>	<u>60</u>		<u>1,409.72</u>	<u>*****</u>		<u>2,693.03</u>
Employer Taxes and Contributions												
Medicare Company			16.31			4.47			29.77			50.55
Social Security Company			69.72			19.10			127.30			216.12
CA - Unemployment Company			16.87			4.62			30.80			52.29
CA - Employment Training Tax			1.12			0.31			2.05			3.48
Total Employer Taxes and Contributions			<u>104.02</u>			<u>28.50</u>			<u>189.92</u>			<u>322.44</u>

**Fieldbrook Glendale Community Services District
Journal**

December 15, 2021 through January 25, 2022

<u>Trans #</u>	<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Name</u>	<u>Memo</u>	<u>Account</u>	<u>Debit</u>	<u>Credit</u>
18584	General Journal	12/31/2021	522		December 2021 Depreciation December 2021 Depreciation December 2021 Depreciation December 2021 Depreciation	5350 · Depreciation ... 1710 · Water Accum... 1720 · Sewer Accum... 1730 · Fire Accumula...	15,558.00	3,671.00 7,559.00 4,328.00
							15,558.00	15,558.00
18667	General Journal	01/05/2022	523	Fieldbroo... Fieldbroo...	Reconcile A/R Sewer Reconcile A/R Sewer	1220 · A/R Sewer (Ac... 4900.02 · Sewer Inter...	0.01	0.01
							0.01	0.01
18668	General Journal	01/05/2022	524		January 2022 Depreciation January 2022 Depreciation January 2022 Depreciation January 2022 Depreciation	5350 · Depreciation ... 1710 · Water Accum... 1720 · Sewer Accum... 1730 · Fire Accumula...	15,558.00	3,671.00 7,559.00 4,328.00
							15,558.00	15,558.00
TOTAL							31,116.01	31,116.01

Request for Mileage Reimbursement Form

Employee Name
 Grant Weaver
Home Address
 On File
City, State Zipcode
 On File
Account Number:
 N/A

Grant Weaver
On File
On File
N/A

Rate Per Mile
 Total Mileage
Total Reimbursement

\$0.560
112.00
\$62.72

NOTE: The IRS periodically changes the per mile reimbursement rate.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
1/19/2022		Sewer Tech Mileage 12/09 - 12/15 2021	Readings/Maintenance			112	\$62.72
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00

Requester (signature):

Authorized Approver (signature):
E. Weaver

Date: _____
Date: 1.19.22

Request for Mileage Reimbursement Form

Employee Name
Home Address
City, State Zipcode
Account Number:

Brian Carr
On File
On File
N/A

Rate Per Mile
Total Mileage
Total Reimbursement

\$0.560
432.00
\$247.62

NOTE: The IRS periodically
changes the per mile
reimbursement rate.

Date	Starting Location	Destination	Description/Notes	Odometer Start	Odometer End	Mileage	Expense
12/31/2021		Sewer Tech Mileage 12/09 - 12/31 2021 @.56	Readings/Maintenance			204	\$114.24
1/19/2022		Sewer Tech Mileage 01/01/2022 - 01/19/2022 @.585	Readings/Maintenance			228	\$133.38
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
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						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00
						0	\$0.00

Requester (signature): _____
Authorized Approver (signature): *Plamper*

Date: _____
Date: 1-19-22

rhanger50@gmail.com

From: donotreply@usps.com
Sent: Sunday, January 16, 2022 4:36 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 \$182.00. 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:	91002183069835
Payment amount:	\$182.00
Payment period:	12 months
Next payment due:	01/31/2023
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](#).

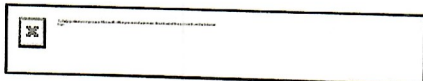
Download USPS Mobile®



rhanger50@gmail.com

From: HughesNet Customer Care <customercare@mailfromhughes.com>
Sent: Monday, January 3, 2022 9:06 AM
To: rhanger50@gmail.com
Subject: HughesNet Data Token Confirmation

[Ver en Español](#)



Data Token

Dear Jannett Hanger,

This is a confirmation of your Data Token purchase on 01/03/2022.

Account Details for SAN DSS35611573

Additional Services

Data Token - 25 GB	One Time Fee	\$75.00
--------------------	--------------	---------

Total added to your next billing statement	\$75.00
--	---------

The Data Tokens have been applied to your account. If you had exceed your monthly plan data you will now be restored to full speed automatically. Token data doesn't expire. If you use only a portion of data from a token before your next billing cycle, the remainder carries over on your HughesNet account until you use it completely.



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



Resolution # 2022-01
Fieldbrook Glendale Community Services District
4584 Fieldbrook Road, Fieldbrook CA 95519

Water and Wastewater Rates 2022
--

WHEREAS, the Fieldbrook Glendale Community Services District held a publicly noticed protest hearing on January 25, 2022; and,

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

NOW THEREFORE, BE IT RESOLVED, that Ordinance 91-1 establishing water rates and charges, section 9.1 Exhibit A, and that Ordinance 90-1 establishing sewer rates and charges, section 2.1 be amended as follows (attachment), implementation will be concurrent with the second billing following adoption:

Roy Sheppard
President

Starr Kilian
Vice-President

Ayes:
No:
Abstain:

PASSED AND ADOPTED, by the Board of Directors of the Fieldbrook Glendale Community Services District, Humboldt County, State of California on January 25, 2022.

**Fieldbrook Glendale CSD
Water Sewer Rates 2022
"Exhibit A"**

Base Water Rates (Per Living Unit)	
Meter Size	Rate
5/8"	\$54.06
1"	\$64.71
1-1/2"	\$100.25
2"	\$135.87
4"	\$513.55
Water Connection Fee	\$11,754

Usage Water Rates	
Usage cubic feet (cu. ft.)	
0-500	Included in base rate
Each additional 100 cu. ft.	\$3.11
Fire Service 6"	\$47.28
Fire Service 10"	\$78.78

Sewer Rates * (Per Living Unit)	
*Residential Monthly Sewer Charges (First 400 cu. Ft.)	\$104.31
Residential Each additional 100 cu. ft.	\$9.75
Commercial/Industrial (First 400 cu. ft.)	\$111.65
Commercial/Industrial Each additional 100 cu. ft.	\$10.44
*Standby Sewer Charge	\$73.02
Sewer Connection Fee (4")	\$14,868

Miscellaneous Charges	
Backflow Preventer Annual Testing (\$51.00)	\$4.25
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	\$91.92
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	

Agenda Background

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Presented by:

Type of Item:

Type of Action Required:

Calendar Year	CPI	<u>Sewer Tech I</u>	<u>Sewer Tech II</u>	<u>General Manager</u>
Dec-20	1.36%	\$ 30.81	\$ 26.84	\$ 34.22
Dec-21	7.04%	\$ 32.97	\$ 28.73	\$ 36.63

Est. Fiscal Impact	Water	Sewer	Fire	Total
	Wages/Taxes	Wages/Taxes	Wages/Taxes	
Current F/Y (Feb-June)	\$ 372	\$ 836	\$ 53	\$ 1,262
Annual	\$ 893	\$ 2,276	\$ 128	\$ 3,297



Agenda Background

Meeting Date:

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Type of Action Required:

**Fieldbrook Glendale Community Services District
Quarterly Water Budget Adjustments
July 2021 through June 2022**

	Adjustments				August 2021			% of Change
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4100 · Water Revenue								
4110 · Domestic Water Revenue	\$ (2,739)	\$ (4,209)			\$ (6,948)	\$ 416,101	\$ 409,153	-1.7%
4115 · Late Fees - Water	\$ 1,834	\$ 2,732			\$ 4,566	\$ 7,200	\$ 11,766	38.8%
4120 · Business Water Revenue	\$ 2,274	\$ (1,680)			\$ 594	\$ 79,167	\$ 79,761	0.7%
4130 · Fire Suppression Water Revenue	\$ 330	\$ 41			\$ 371	\$ 2,184	\$ 2,555	14.5%
4135 · Benefit Zone 1-Water Revenue	\$ 75	\$ (85)			\$ (10)	\$ 25,794	\$ 25,784	0.0%
4140 · Water Installation Charges	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
4150 · Water Processing Fees	\$ 140	\$ -			\$ 140	\$ 1,120	\$ 1,260	11.1%
4156 · Water Reimbursement Income	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
4157 · Water Misc. Chg.	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
4160 · Water Other Revenue	\$ 170	\$ -			\$ 170	\$ -	\$ 170	0.0%
Total 4100 · Water Revenue	\$ 2,084	\$ (3,201)	\$ -	\$ -	\$ (1,117)	\$ 531,566	\$ 530,449	-0.2%
Cost of Goods Sold								
50000 · Purchased Water	\$ 2,403	\$ 333			\$ 2,736	\$ 186,847	\$ 189,583	1.4%
Net Revenue less COGS	\$ (319)	\$ (3,534)	\$ -	\$ -	\$ (3,853)	\$ 344,719	\$ 340,866	-1.1%
Operating Expense								
5050 · Director Fees	\$ -	\$ -			\$ -	\$ 2,995	\$ 2,995	0.0%
5100 · Contract Labor/Admin	\$ 15,507	\$ 15,493			\$ 31,000	\$ 263,501	\$ 294,501	10.5%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -			\$ -	\$ 210	\$ 210	0.0%
5150 · Insurance Expense	\$ (16)	\$ -			\$ (16)	\$ 3,764	\$ 3,748	-0.4%
5200 · Professional Services	\$ -	\$ 950			\$ 950	\$ 5,633	\$ 6,583	14.4%
5250 · Dues & Memberships	\$ 100	\$ (33)			\$ 67	\$ 1,001	\$ 1,068	6.3%
5300 · Utilities	\$ 449	\$ 889			\$ 1,338	\$ 12,250	\$ 13,588	9.8%
5360 · Transportation & Travel		\$ 322			\$ 322	\$ -	\$ 322	100.0%
5370 · Property Taxes	\$ -	\$ -			\$ -	\$ 225	\$ 225	0.0%
5380 · Supplies	\$ 473	\$ 2,672			\$ 3,145	\$ 1,903	\$ 5,048	62.3%
5400 · Maintenance Expenses	\$ -	\$ 5,056			\$ 5,056	\$ 16,444	\$ 21,500	23.5%
5550 · Equipment	\$ -	\$ -			\$ -	\$ 250	\$ 250	0.0%
5590 · Bad Debts	\$ -	\$ 3			\$ 3	\$ 5,280	\$ 5,283	0.1%
5625 · Bank Charges	\$ 107	\$ 33			\$ 140	\$ 3,000	\$ 3,140	4.5%
5700 · Licenses & Fees	\$ (29)	\$ 958			\$ 929	\$ 4,167	\$ 5,096	18.2%
6560 · Payroll Expenses	\$ 1	\$ 2			\$ 3	\$ 12,488	\$ 12,491	0.0%
Total Expense	\$ 16,592	\$ 26,345			\$ 42,937	\$ 333,111	\$ 376,048	11.4%
Net Ordinary Revenue	\$ (16,911)	\$ (29,879)	\$ -	\$ -	\$ (46,790)	\$ 11,608	\$ (35,182)	133.0%
Other Revenue								
4394 · Grant Income	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
4900 · Interest Earnings	\$ (30)	\$ (49)			\$ (79)	\$ 10,457	\$ 10,378	-0.8%
4950 · Connection Fees	\$ -	\$ -			\$ -	\$ 10,981	\$ 10,981	0.0%
Total Other Revenue	\$ (30)	\$ (49)			\$ (79)	\$ 21,438	\$ 21,359	-0.4%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -			\$ -	\$ 44,052	\$ 44,052	0.0%
5650 · Interest Expense	\$ 580	\$ -			\$ 580	\$ 11,668	\$ 12,248	4.7%
5810 · Water Grant Expenses	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
Total Other Expense	\$ 580	\$ -			\$ 580	\$ 55,720	\$ 56,300	1.0%
Net Other Revenue	\$ (610)	\$ (49)	\$ -	\$ -	\$ (659)	\$ (34,282)	\$ (34,941)	1.9%
Net Revenue	\$ (17,521)	\$ (29,928)			\$ (47,449)	\$ (22,674)	\$ (70,123)	67.7%

Fieldbrook Glendale Community Services District
Quarterly Wastewater Budget Adjustments
July 2021 through June 2022

	Adjustments				08/25/2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4200 · Wastewater Revenue								
4210 · Domestic Wastewater Revenue	\$ (1,260)	\$ (618)			\$ (1,878)	\$ 287,968	\$ 286,090	-0.7%
4215 · Late Fees - Wastewater	\$ 811	\$ 1,766			\$ 2,577	\$ 7,200	\$ 9,777	26.4%
4220 · Business Wastewater Revenue	\$ 792	\$ (777)			\$ 15	\$ 109,129	\$ 109,144	0.0%
4250 · Wastewater Processing Fees	\$ 35	\$ (105)			\$ (70)	\$ 420	\$ 350	-20.0%
4252 · Wastewater Permit Fees	\$ -	\$ -			\$ -	\$ 1,150	\$ 1,150	0.0%
4256 · Wastewater Reimbursement	\$ -	\$ -			\$ -	\$ -	\$ -	0.0%
Total 4100 · Wastewater Revenue	\$ 378	\$ 266			\$ 644	\$ 405,867	\$ 406,511	0.2%
Cost of Goods Sold								
50000 · Sewer Treatment	\$ (1,297)	\$ 4,108			\$ 2,811	\$ 205,255	\$ 208,066	1.4%
Net Revenue less COGS	\$ 1,675	\$ (3,842)	\$ -	\$ -	\$ (2,167)	\$ 200,612	\$ 198,445	-1.1%
Operating Expense								
5100 · Contract Labor/Admin	\$ 7,779	\$ (176)			\$ 7,603	\$ 48,560	\$ 56,163	13.5%
5130 · Assessment Fees (LAFCO)	\$ -	\$ -			\$ -	\$ 210	\$ 210	0.0%
5150 · Insurance Expense	\$ 49	\$ -			\$ 49	\$ 2,712	\$ 2,761	1.8%
5200 · Professional Services	\$ -	\$ 950			\$ 950	\$ 5,633	\$ 6,583	14.4%
5250 · Dues & Memberships	\$ -	\$ 67			\$ 67	\$ 1,001	\$ 1,068	6.3%
5300 · Utilities	\$ (109)	\$ (770)			\$ (879)	\$ 8,554	\$ 7,675	-11.5%
5360 · Fuel (Generator)/Mileage	\$ -	\$ 2,786			\$ 2,786	\$ 500	\$ 3,286	84.8%
5370 · Property Taxes	\$ 750	\$ -			\$ 750	\$ 324	\$ 1,074	69.8%
5380 · Supplies	\$ 514	\$ 1,715			\$ 2,229	\$ 1,800	\$ 4,029	55.3%
5400 · Maintenance Expenses	\$ -	\$ -			\$ -	\$ 35,276	\$ 35,276	0.0%
5550 · Equipment	\$ 229	\$ 60			\$ 289	\$ 500	\$ 789	36.6%
5590 · Bad Debts	\$ -	\$ -			\$ -	\$ 8,283	\$ 8,283	0.0%
5625 · Bank Charges	\$ 4	\$ 13			\$ 17	\$ 2,376	\$ 2,393	0.7%
5700 · Licenses & Fees	\$ (104)	\$ 478			\$ 374	\$ 3,790	\$ 4,164	9.0%
6560 · Payroll Expenses	\$ 433	\$ 600			\$ 1,033	\$ 27,822	\$ 28,855	3.6%
Total Operating Expense	\$ 9,545	\$ 5,723			\$ 15,268	\$ 147,341	\$ 162,609	9.4%
Net Ordinary Revenue	\$ (7,870)	\$ (9,565)	\$ -	\$ -	\$ (17,435)	\$ 53,271	\$ 35,836	-48.7%
Other Revenue								
4900 · Interest Earnings	\$ 1	\$ (1)			\$ -	\$ 360	\$ 360	0.0%
4950 · Connection Fees	\$ (257)	\$ (308)			\$ (565)	\$ 39,159	\$ 38,594	-1.5%
Total Other Revenue	\$ (256)	\$ (309)			\$ (565)	\$ 39,519	\$ 38,954	-1.5%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -			\$ -	\$ 90,708	\$ 90,708	0.0%
5650 · Interest Expense	\$ -	\$ -			\$ -	\$ 2,082	\$ 2,082	0.0%
Total Other Expense	\$ -	\$ -			\$ -	\$ 92,790	\$ 92,790	0.0%
Net Other Revenue	\$ (256)	\$ (309)	\$ -	\$ -	\$ (565)	\$ (53,271)	\$ (53,836)	1.0%
Net Revenue	\$ (8,126)	\$ (9,874)			\$ (18,000)	\$ -	\$ (18,000)	100.0%

Fieldbrook Glendale Community Services District
Quarterly Fire Dept. Budget Adjustments
July 2021 through June 2022

	Adjustments				08/25/2021			
	First Qtr	Second Qtr	Third Qtr	Fourth Qtr	Total Adj	2022 Budget	Adjusted Budget	% of Change
Ordinary Revenue/Expense								
Revenue								
4000 · Revenue								
4300 · Fire Revenue								
4310 · Current Secured Taxes	\$ -	\$ -			\$ -	\$61,378	\$61,378	0.0%
4320 · Current Unsecured Taxes	\$ -	\$ -			\$ -	\$2,548	\$2,548	0.0%
4330 · Prior Year Secured Taxes	\$ -	\$ -			\$ -	\$1,513	\$1,513	0.0%
4341 · Prop 172 Transfer	\$ -	\$ -			\$ -	\$1,214	\$1,214	0.0%
4350 · Property Tax Assesments	\$ -	\$ -			\$ -	\$42,765	\$42,765	0.0%
4360 · Timber Yield Tax	\$ -	\$ -			\$ -	\$128	\$128	0.0%
4370 · Homeowners' Exemption	\$ -	\$ -			\$ -	\$591	\$591	0.0%
4380 · Supplemental Tax - Current	\$ -	\$ -			\$ -	\$511	\$511	0.0%
4385 · Supplemental Tax - Prior Year	\$ -	\$ -			\$ -	\$234	\$234	0.0%
4395 · Other Income - Fire Dept.	\$ 3,969	\$ 3,911			\$ 7,880	\$100	\$7,980	98.7%
Total 4300 · Fire Revenue	\$ 3,969	\$ 3,911			\$ 7,880	\$ 110,982	\$ 118,862	6.6%
Operating Expense								
5050 · Chief Fees	\$ -	\$ -			\$ -	\$ 599	\$599	0.0%
5120 · Contract Labor/Admin	\$ -	\$ -			\$ -	\$ 100	\$100	0.0%
5130 · Assessment Fee-LAFCo	\$ -	\$ -			\$ -	\$ 1,634	\$1,634	0.0%
5150 · Insurance Expense	\$ 421	\$ 1,707			\$ 2,128	\$ 18,690	\$20,818	10.2%
5200 · Professional Services	\$ -	\$ 950			\$ 950	\$ 5,183	\$6,133	15.5%
5250 · Dues & Memberships	\$ 123	\$ 43			\$ 166	\$ 2,651	\$2,817	5.9%
5300 · Utilities	\$ 195	\$ 1,088			\$ 1,283	\$ 6,604	\$7,887	16.3%
5360 · Transportation & Travel	\$ 174	\$ 814			\$ 988	\$ 1,800	\$2,788	35.4%
5380 · Supplies	\$ 131	\$ 700			\$ 831	\$ 3,804	\$4,635	17.9%
5400 · Maintenance Expenses	\$ -	\$ 879			\$ 879	\$ 8,218	\$9,097	9.7%
5550 · Equipment	\$ 6	\$ -			\$ 6	\$ 4,263	\$4,269	0.1%
5700 · Licenses & Fees	\$ 300	\$ 270			\$ 570	\$ -	\$570	100.0%
5710 · Chiefs' Incentive Program	\$ -	\$ -			\$ -	\$ 1,500	\$1,500	0.0%
6560 · Payroll Expenses	\$ 1,150	\$ (8)			\$ 1,142	\$ 1,800	\$2,942	38.8%
Total Operating Expense	\$ 2,500	\$ 6,443			\$ 8,943	\$ 56,846	\$ 65,789	13.6%
Net Ordinary Revenue	\$ 1,469	\$ (2,532)			\$ (1,063)	\$ 54,136	\$ 53,073	-2.0%
Other Revenue/Expense								
4393 · Donations Income					\$ -	\$ 19,000	\$19,000	0.0%
4394 · Grant Income	\$ 1,300	\$ -			\$ 1,300	\$ -	\$1,300	100.0%
4900 · Interest Earnings	\$ (9)	\$ (8)			\$ (17)	\$ 3,636	\$3,619	-0.5%
Total Other Revenue	\$ 1,291	\$ (8)	\$ -	\$ -	\$ 1,283	\$ 22,636	\$ 23,919	5.4%
Other Expense								
5350 · Depreciation Expenses	\$ -	\$ -			\$ -	\$ 51,936	\$51,936	0.0%
5650 · Interest Expense	\$ -	\$ -			\$ -	\$ 7,964	\$7,964	0.0%
5800 · Fire Grant Expenses	\$ 2,600	\$ -			\$ 2,600	\$ -	\$2,600	100.0%
Total Other Expense	\$ 2,600	\$ -			\$ 2,600	\$ 59,900	\$ 62,500	4.2%
Net Other Revenue	\$ 160	\$ (2,540)			\$ (2,380)	\$ (37,264)	\$ (38,581)	3.4%
Net Revenue	\$ 1,629	\$ (5,072)			\$ (3,443)	\$ 16,872	\$ 14,492	-16.4%



Agenda Background

Meeting Date:

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Agenda Item:

Presented by:

Type of Item:

Type of Action Required:





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January 3, 2022

Kernen Construction, a California General Partnership
Attn: Norman Scott Farley and Kurt Edward Kernen
P.O. Box 1340
Blue Lake, CA 95525

RE: 2350 Glendale Drive Blue Lake/Glendale area

Dear Mr. Farley and Mr. Kernen:

This law office represents Fieldbrook Glendale Community Services District ("District"). Kernen Construction owns real property located within the District at 2350 Glendale Drive in the Blue Lake/Glendale area.

CEASE AND DESIST DEMAND

On or about December 9th, 2021, the District became aware of a violation of the District's governing rules and duly adopted Ordinances by Kernen Construction. Specifically, Kernen Construction is currently discharging into the District's sewer collection system without a permit in violation of Article V, Section 5.01 of Ordinance 90-2 Regulating the Use of Public Sewers.

Please **cease and desist** all further discharge from the wash-rack or ware-wash facility into the District's sewer collection system until a permit is issued.

PROTOCOL TO OBTAIN PERMIT AND LAWFULLY DISCHARGE

You have stated that Kern Construction would like to obtain a discharge permit. In order to obtain a permit and lawfully discharge in the future, the District demands that Kern Construction immediately pursue the following steps:

1. Complete an updated application for a sewer connection;
2. Obtain an Industrial Discharge Permit;
3. Place a deposit equal to the connection fee plus the estimated engineering fees required to complete the Industrial Discharge Permit;
4. Pay all fees and costs associated with use of the wastewater system from the date the un-permitted connection commenced to current; and
5. Provide immediate access to the District and its consultants to inspect by camera/video, smoke-test, and/or use of other method(s) to determine the location(s) of effluent discharge into the District's sewer system.

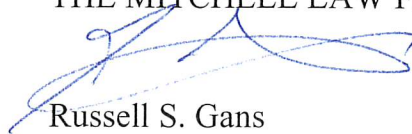
The only permitted discharges from the subject parcel relate to the non-industrial discharges occurring from/at the existing office facility and the restroom facilities at the former Blue Chip Milling site. The unpermitted connection to the wash-rack and ware-wash facility occurred without permit compliance and without the District's knowledge or consent. An industrial discharge permit is required for a connection of this nature. Until all steps to procure a permit have been met and a permit issues, discharge into the District's wastewater collection is **prohibited**.

Please respond within seven (7) days the date of this correspondence and confirm that all further discharge into the District's wastewater collection system has stopped. Please note, compliance with the demands stated in this letter and prosecution of the steps required to obtain a permit shall not be deemed a waiver or release of claims by the District related to past unpermitted discharges or a waiver of any and all rights to

indemnification and defense against third party claims available to the District for any past discharge violations committed by Kern Construction.

Very Truly Yours,

THE MITCHELL LAW FIRM, LLP



Russell S. Gans

(RSG/kb)

Cc: Richard Hanger, FGCS General Manager

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

December 24, 2021

Director of Environmental Services
Emily Sinkhorn - City of Arcata
736 F Street
Arcata, CA 95521

Re: Notice of Significant Industrial User Violation

Dear Ms. Sinkhorn,

Pursuant to the terms of the amended and restated sewer service agreement between the City of Arcata (COA) and the Fieldbrook Glendale Community Services District (DISTRICT), effective October 21, 2020, the DISTRICT is providing notice of a violation by a significant industrial user.

On December 9th, 2021, the DISTRICT became aware of a violation by Kernen Construction. Specifically, a violation of Article V, section 5.06 (E), discharge into the DISTRICT sewer collection system without a permit.

On December 15th, 2021, the DISTRICT spoke with the principal partners of Kernen Construction, and they desire to complete the permitting process initiated in 2017. The DISTRICT provided notice to the COA of "a new potential significant industrial user in a letter dated September 22nd, 2017 (attached). The DISTRICT is reviewing documents and communications that were received or issued as part of the 2017 uncompleted permitting process.

The DISTRICT has consulted its legal counsel and anticipates a Notice of Violation (NOV) will be prepared and issued in early January 2022. The NOV will contain instructions necessary to cure the violation.

Sincerely,

Richard Hanger
General Manager
gm@fgcsd.org

Enclosure
cc: Russell Gans, Mitchell Law Firm
Rebecca Crow, GHD Engineering



Agenda Background

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Presented by:

Type of Item:

Type of Action Required:



POLICY TITLE: Investment of District Funds

POLICY NUMBER: 2130

2130.1 Premise:

- a) The State Legislature has declared the deposit and investment of public funds by local officials and local agencies is an issue of statewide concern (Government Code (GC) § 53600.6 and § 53630.1); and,
- b) Government Code Sections 53601, et seq., allow the legislative body of a local agency to invest surplus monies not required for the immediate necessities of the local agency; and,
- c) The General Manager serves as the chief fiscal officer for the District.
- d) The chief fiscal officer of a local agency may annually render and submit a statement of investment policy and such policy, and any changes thereto, is to be considered by the local agency's legislative body at a public meeting (GC § 53646(a)). The statement may also be annually presented to any oversight agency of the local agency.
- e) For these reasons, and to ensure prudent and responsible management of the public's funds, it is the policy of the District to invest funds in a manner which will provide the highest investment return with the maximum security while meeting the daily cash flow demands of the District and conforming to all statutes governing the investment of District funds.

2130.2 Scope:

This investment policy applies to all financial assets of the District. These funds are accounted for in the annual audited financial statements of the District and include:

- a) Demand Accounts
- b) Investments
- c) General Fund
- d) Local Agency Investment Fund
- e) Enterprise Funds

2130.3 Prudence:

The Board and persons authorized to make investment decisions subject to these policies are fiduciaries subject to the prudent investor standard. When investing, reinvesting, purchasing, acquiring, exchanging, selling, or managing public funds, a fiduciary shall act with care, skill, prudence, and diligence under the circumstances then prevailing, including, but not limited to, the general economic conditions and the anticipated needs of the agency, that a prudent person acting in a like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the District.

Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of capital as well as the probable income to be derived.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes, provided deviations from policy or expectations are reported in the next issued quarterly treasury report and appropriate actions are taken to control adverse developments. When a deviation poses a significant risk to the District's financial position, the fiscal officer shall notify the Board immediately.

2130.4 Objectives:

As specified in GC §53600.5, when investing, reinvesting, purchasing, acquiring, exchanging, selling or managing public funds, the primary objectives of the investment activities, in priority order, shall be:

- a) Safety: Safety of principal is the foremost objective of the investment program. Investments of the District shall be undertaken in a manner that seeks to ensure the preservation of capital in the whole portfolio. To attain this objective, diversification is required in order that potential losses on individual securities do not exceed the income generated from the remainder of the portfolio.
- b) Liquidity: The secondary objective shall be to meet the liquidity needs of the District.
- c) Yield: The third objective shall be to achieve a return on the funds under the District's control.

Adopted:



Agenda Background

Meeting Date:

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POLICY TITLE: Purchasing
POLICY NUMBER: 2135

2135.1 To purchase small items — such as office supplies, auto parts, and other miscellaneous items costing less than \$500 — vendors will be asked to submit pricing information by telephone or written quotation. District accounts are then awarded to those firms that provide the best prices, discounts, etc.

2135.2 To purchase items costing more than \$500 and up to \$25,000, quotations will be solicited from vendors and received by telephone or written quotation, preferably from two or more sources, before selecting a supplier. The Fire Chief or the General Manager must approve purchases for the fire department. The General Manager must approve purchases for the water and sewer departments.

2135.3 For items over \$25,000 or orders of large quantities, the District will provide suppliers with a list of items to be purchased. Suppliers will provide written quotes for consideration and recommendation to the Board of Directors for award of contract. Items on the list will be purchased from the supplier quoting the lowest prices and having an acceptable delivery date.

2135. This policy covers the purchase of goods, not services and not public works construction services.

Adopted:



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Meeting Date:

Agenda Title:

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Presented by:

Type of Item:

Type of Action Required:





POLICY TITLE: Receiving/Depositing Remittances
POLICY NUMBER: 2140

2140.1 It is the policy of the District that the General Manager shall cause appropriate staff to timely receive and deposit remittances and to ensure accountability.

2140.2 The District contracts with the Humboldt Bay Municipal Water District (HBMWD) for customer services including cash management and accounting services including daily cash reconciliation, bank deposits, and preparing monthly reports of services and accounts receivable.

2140.3 Following the end of each month, HBMWD provides water and sewer billing reports, customer payments for fee related services, copies of bank deposits (including cash, checks, and electronic payments), accounts receivable reconciliation, and customer aging reports.

2140.4 The General Manager reconciles accounts receivable to the general ledger, records bank deposits, and performs bank reconciliations.

Adopted: