



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

Tuesday, August 24, 2021

Fieldbrook Fire Hall & Teleconference, 7:30 PM
AGENDA

A. Roll Call

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

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

B. Agenda Modification

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

C. Public Comments

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

D. Reports

- 1.1 Wastewater Report
- 1.2 District Engineer Report
 - 1.2.1 Muni Meeting report
 - 1.2.2 Anker Tank Replacement project report`
- 1.3 Fire Chief Report
 - 1.3.1 Call/Incident report
- 1.4 Safety Report (07/12/2021 & 08/11/2021)
- 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.

Approval of Minutes

2.1 Regular Board Meeting, July 27, 2021.

Correspondence

3.1 From: HBMWD, Ordinance 16 annual wholesale adjustment.

Financial Reports

4.1 Interfund Transfers

4.1.1 Interfund Transfer, \$86,962.29.

4.2 Check/EFT Payments

4.2.1 Check/EFT Payments, (#6562-6594) \$86,628.80

4.3 Payroll, \$4,018.87.

4.4 General Journal Entries (510-516).

F. Business Items Action/Information

5.1 Board Policy 1040 – Correspondence to the Board. Action.

5.2 Board Policy 1045 – Legal Counsel and Auditor. Action.

5.3 Board Policy 1050 – Overview of the General Manager’s Role. Action.

5.4 Board Policy 3530 – Cal/Osha AB 685 Covid Compliance – Infectious Disease Preparedness and Response Plan. Action.

G. Public Hearings

6.1 Final budget adoption F/Y 2022. Action

H. Closed Session

7.1 Potential Litigation. Action.

I. Future Agenda Items

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

J. Adjournment/Announcements

9.1 Next regular meeting, September 28, 2021.

Safety Meeting

Date of Meeting: 7/12/21 Leader Name: [Signature]

Instructions:

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

Name (print)	Name (signature)
1. <u>Jack Shyatt</u>	<u>[Signature]</u>
2. <u>Terry W. Hill</u>	<u>[Signature]</u>
3. <u>GIA CARROZZI</u>	<u>[Signature]</u>
4. <u>DAVID HAM</u>	<u>[Signature]</u>
5. <u>Joe Mello</u>	<u>[Signature]</u>
6. <u>FRANK BUSH</u>	<u>[Signature]</u>
7. <u>Cain Appleton</u>	<u>[Signature]</u>
8. <u>Esther Kilian</u>	<u>[Signature]</u>
9. <u>JOHN BRACKLOW</u>	<u>[Signature]</u>
10. <u>Chris Appleton</u>	<u>[Signature]</u>
11. <u>Rich Grissom</u>	<u>[Signature]</u>
12. <u>BRAUDON ANDERSON</u>	<u>[Signature]</u>
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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

Safety Meeting

Date of Meeting: 8/2/21 Leader Name: [Signature]

Instructions:

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

Name (print)	Name (signature)
1. <u>Jack Stettard</u>	<u>[Signature]</u>
2. <u>FRANK BUSA</u>	<u>[Signature]</u>
3. <u>DAVID HAM</u>	<u>[Signature]</u>
4. <u>Jessup Miller</u>	<u>[Signature]</u>
5. <u>Cam Appleton</u>	<u>[Signature]</u>
6. <u>JOE MULLO</u>	<u>[Signature]</u>
7. <u>GIA CARROZZI</u>	<u>[Signature]</u>
8. <u>Rich Grossman</u>	<u>[Signature]</u>
9. <u>Esther Killian</u>	<u>[Signature]</u>
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____
16. _____	_____
17. _____	_____
18. _____	_____
19. _____	_____
20. _____	_____

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

Fieldbrook Fire Hall & Teleconference, 7:30 PM
MINUTES

A. Roll Call

President Roy Sheppard called the meeting to order at 7:40PM. Board members present Vice-President Starr Kilian, Director Richard Grissom, and Director Janet Miller. Director Jason Garlick was absent. Sewer Technician Grant Weaver was absent. District Engineers Rebecca Crow and Hannah Gidanian were present(telephone). Fire Chief Jack Sheppard and General Manager Richard Hanger were present. Community member John Edwards was present.

B. Agenda Modification

No modifications.

C. Public Comments

Community member John Edwards, 2333 Fieldbrook Rd., requested his water be restored and presented a claim against the district. General Manager Richard Hanger clarified the outstanding balance due, which is secured by a lien, and an amount required for the restoration of service. Fire Chief Jack Sheppard commented that the Fire Department was unable to respond to this address unless a Sherriff's Deputy was present and the difficulty of first responders to gain access to the site due to debris narrowing the access. Mr. Edward's responded that he would take care of the access issue. Board members did not address Mr. Edward's request.

D. Reports

1.1 Wastewater Report

Sewer Technician Grant Weaver emailed a report. He reported that one of two pumps has been rebuilt for lift station #2 and that the remaining pump will be rebuilt in August. The "new" cell-phone telemetry system alerted staff of a possible Sanitary Sewer Overflow and worked well.

1.2 District Engineer Report

1.2.1 Muni Meeting report

District Engineer Rebecca Crow reported the topics covered during the Muni meeting held on July 21, 2021. Topics included returning to in-person meetings, revised total coliform rules, chlorine supply shortage, Humboldt County drought declaration, and the CSDA conference in August.

1.2.2 Anker Tank Replacement project report`

District Engineer Hannah Gidanian reported the Geotechnical report has been completed and did not find any issues for the selected tank site. The payment claim for our second reimbursement is being resubmitted to separate the sub-grant match expenditures (these are reported separately).

1.3 Fire Chief Report

1.3.1 Call/Incident report

Fire Chief Jack Sheppard reported 2 medical calls, 2 auto-aid calls, and 6 cancelled calls. The SCBA filling station has been delivered and installed. There will be a few additional expenses, including a regulator that will allow the system to serve as an air compressor for the department. The command truck has been purchased and the department is expecting delivery of the vehicle this week. The department is hosting the area Fire Chief's meeting on July 28th.

1.4 Safety Report

Received and filed.

1.5 General Manager Report

General Manager Richard Hanger reported that Hunter, Hunter, and Hunt has started the audit process for fiscal year 2021.

1.6 Director Reports

President Roy Sheppard expressed concern that the service connection for Buckman Trail was installing under sized lateral pipes. General Manager Richard Hanger will follow-up.

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, June 22, 2021.

Correspondence

3.1 To: CCCU account update.

Financial Reports

4.1 Interfund Transfers

4.1.1 Interfund Transfer, July 12th, \$113,529.05

4.1.2 Interfund Transfer, July 27th, \$84,635.37

4.2 Check/EFT Payments

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

4.2.1 Check/EFT Payments, July 27th, (#6544-6561) \$83,700.35

4.3 Payroll, \$2,808.05.

4.4 General Journal Entries (503-509).

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

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

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

F. Business Items Action/Information

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

District Engineer Rebecca Crow presented the scope of services to prepare the Glendale Hydraulic Systems Alternatives Analysis. The estimated cost of the proposal is \$44,000. General Manager Richard Hanger recommended support.

Director Richard Grissom moved to approve the scope of services as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.

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

General Manager Richard Hanger presented the year-end financial reports and budget adjustments noting that final tax revenues, interest, and assets acquired from proceeds of County tax Measure Z have not yet posted. Depreciation expenses for the district have also not posted.

Director Richard Grissom moved to approve the fiscal year-end financial reports and budget adjustments as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.

5.3 Board remuneration. Action.

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

5.4 Policy 1025 Claims against the district. Action.

Director Richard Grissom moved to approve board policy, 1025 Claims against the district, as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.

5.5 Policy 1035 Conflict of interest. Action.

Director Janet Miller moved to approve board policy, 1035 Conflict of Interest, as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.

5.6 Infinite Consulting Services Contract for IT services. Action.

Director Richard Grissom moved to approve the service agreement with Infinite Consulting Services as presented. Director Janet Miller seconded the motion. The motion carried with Sheppard, Kilian, Grissom, and Miller voting aye. Garlick was absent.

G. Public Hearings

6.1 None.

H. Future Agenda Items

I. Closed Session

7.1 Potential Litigation. Action.

The board adjourned to closed session at 8:30 PM to discuss potential litigation. The board returned to open session at 8:43 PM. The board unanimously found that the filed claim was insufficient, and no action was taken. A claim form and notice of insufficiency of claim will be mailed back to the claimant.

J. Future Agenda Items

8.1 Public Hearing, Final budget adoption. August.

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

K. Adjournment/Announcements

9.1 Next regular meeting, August 24, 2021.

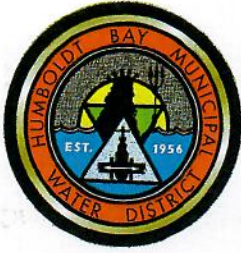
Meeting adjourned at 8:45 PM.

Respectfully submitted,

Richard Hanger
Secretary to the Board

Starr Kilian
Vice-President

Attachments
CCCU fund transfer
Initialed disbursement register



HUMBOLDT BAY MUNICIPAL WATER DISTRICT

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BOARD OF DIRECTORS

SHERI WOO, PRESIDENT

NEAL LATT, VICE-PRESIDENT

J. BRUCE RUPP, SECRETARY-TREASURER

MICHELLE FULLER, DIRECTOR

DAVID LINDBERG, DIRECTOR

GENERAL MANAGER

JOHN FRIEDENBACH

July 22, 2021

Ondrea Starzhevskiy, City of Arcata
Mandy Mager, City of Blue Lake
Brian Gerving and Lane Miller, City of Eureka
Rick Hanger, Fieldbrook-Glendale CSD
Michael Montag, Humboldt CSD
Chris Drop, Manila CSD
Pat Kaspari, McKinleyville CSD

Dear Municipal Customers:

Earlier this month, Humboldt Bay Municipal Water Districts' Board of Directors approved the District's FY2021/22 budget. Attached for your information are the following items related to the approved budget.


Attachment 1: The estimated wholesale water charges for each customer. These are gross charges based on the approved FY2021/22 budget. Individual charges and revenue credits to each municipality are calculated based on the Moving Five-Year Average Water Use, the Peak Rate Allocation and the Assessed Valuation. These calculation factors are unique to each municipality and make equal cost increases or decreases very difficult to predict.

Attachment 2: The Price Factor 2 (PF2) reconciliation from FY2020/21, in accordance with Section 7.2.4 of Ordinance 16. The PF2 reconciliation amount is \$3,589.03. Based on the many factors involved in the PF2 calculations, this reconciliation results in a credit for all agencies. This total credit will be applied to your FY2021/22 monthly billings.

Attachment 3: The estimated *net* wholesale water charges after this PF2 credit has been applied.

Please review the attached documents and if you have any questions, please call me.

Sincerely,


Chris Harris
Business Manager

**Humboldt Bay Municipal Water District
2021/22 Budget**

Summary of Wholesale Customer Charges Based on Adopted Budget
(Gross Charges which do not Reflect Prior-Year Price Factor 2 Reconciliation)

	2020/21 Budget	2021/22 Budget	Comparison	
			\$	%
Pulp Mill/Harbor Dist	\$0	\$0	\$0	
Total Industrial:	\$0	\$0	\$0	
Eureka	\$3,315,615	\$3,391,764	\$76,149	2.3%
Arcata	\$1,416,114	\$1,468,479	\$52,365	3.7%
Blue Lake	\$194,456	\$191,872	(\$2,584)	-1.3%
Humboldt CSD	\$1,080,300	\$1,068,016	(\$12,284)	-1.1%
McKinleyville CSD	\$1,138,155	\$1,197,404	\$59,249	5.2%
Fieldbrook CSD	\$178,438	\$186,361	\$7,923	4.4%
Manila CSD	\$76,349	\$80,331	\$3,982	5.2%
Total Munis:	\$7,399,427	\$7,584,227	\$184,800	2.5%
Total Wholesale	\$7,399,427	\$7,584,227	\$184,800	2.5%

Humboldt Bay Municipal Water District
 PF2 Reconciliation
 2020-21 Price Factor 2 Actual vs Flat Reconciliation

Month of Fiscal Year 12

Actual	Month of Fiscal Year						Month end comparison between actual and flat		
	Arcaata	Blue Lake	Eureka	Fieldbrook	Humboldt	McKinleyville		Manila	Total
Jul-20	117,746.03	15,651.29	272,514.96	16,304.58	108,805.39	101,002.21	5,926.84	637,951.30	148,220.89
Aug-20	75,133.70	9,962.81	172,770.30	10,115.58	66,901.63	63,923.30	3,801.83	402,609.15	61,099.63
Sep-20	76,443.19	10,134.60	175,695.95	10,269.89	67,874.89	64,997.28	3,869.61	409,285.41	(19,345.37)
Oct-20	90,501.25	12,010.09	208,548.07	12,297.73	81,577.01	77,204.38	4,571.63	486,710.16	(22,365.62)
Nov-20	93,997.83	12,476.27	216,705.22	11,798.51	84,953.55	80,234.03	4,746.49	505,911.90	(6,184.13)
Dec-20	82,321.61	10,910.82	189,062.54	11,022.53	72,769.29	69,927.82	4,169.75	440,184.36	(55,730.18)
Jan-21	89,235.70	11,838.16	205,447.81	12,078.46	80,021.69	76,038.46	4,510.97	479,171.25	(66,289.34)
Feb-21	45,338.27	8,515.92	129,953.02	6,297.82	26,819.91	27,706.47	2,952.35	247,583.76	(308,435.99)
Mar-21	107,305.02	14,228.19	246,722.10	14,440.18	95,488.79	91,282.13	5,430.20	574,896.61	(223,269.79)
Apr-21	83,801.43	11,105.65	192,400.90	11,205.18	73,941.61	71,156.58	4,245.77	447,857.12	(265,143.08)
May-21	77,239.56	10,237.58	177,406.07	10,345.96	68,311.04	65,617.99	3,912.06	413,070.26	(341,803.23)
Jun-21	166,404.01	32,424.45	472,601.53	17,833.56	42,267.00	84,777.81	11,636.25	827,944.61	(3,589.03)
Total	1,105,467.60	159,495.83	2,659,828.47	145,009.98	869,731.80	873,868.46	59,773.75	5,873,175.89	

Flat	Month of Fiscal Year						Month end comparison between actual and flat		
	Arcaata	Blue Lake	Eureka	Fieldbrook	Humboldt	McKinleyville		Manila	Total
Jul-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	489,730.41
Aug-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	979,460.82
Sep-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	1,469,191.23
Oct-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	1,958,921.64
Nov-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	2,448,652.05
Dec-20	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	2,938,382.46
Jan-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	3,428,112.87
Feb-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	3,917,843.28
Mar-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	4,407,573.69
Apr-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	4,897,304.10
May-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	5,387,034.51
Jun-21	91,696.85	13,060.99	219,461.46	12,201.35	74,783.73	73,629.38	4,896.65	489,730.41	5,876,764.92
Total	1,100,362.20	156,731.88	2,633,537.52	146,416.20	897,404.76	883,552.56	58,759.80	5,876,764.92	

Fiscal Year to Date - Month Total 1,100,362.20 156,731.88 2,633,537.52 146,416.20 897,404.76 883,552.56 58,759.80 5,876,764.92
 767.85 99.22 1,630.59 69.02 388.24 590.98 43.14 3,589.03 Calculation uses Moving 5 year Average 20/21

**Humboldt Bay Municipal Water District
2021/22 Budget**

Summary of Customer Charges Incorporating Prior-year Price Factor 2 Reconciliation

	Estimated Charges Based on Approved 2021/22 Budget	PF 2 Reconciliation for FY 2019/20	Estimated Net Charges
Industrial Water	\$0	n/a	\$0
Total Industrial:	\$0		\$0
Eureka	\$3,391,764	(\$1,631)	\$3,390,133
Arcata	\$1,468,479	(\$768)	\$1,467,711
Blue Lake	\$191,872	(\$99)	\$191,773
Humboldt CSD	\$1,068,016	(\$388)	\$1,067,628
McKinleyville CSD	\$1,197,404	(\$591)	\$1,196,813
Fieldbrook CSD	\$186,361	(\$69)	\$186,292
Manila CSD	\$80,331	(\$43)	\$80,288
Total Munis:	\$7,584,227	(\$3,589)	\$7,580,638
Total Wholesale	\$7,584,227		\$7,580,638



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

August 24, 2021

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

Please transfer the following

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

August Reconciliation	
Check Register	\$ 86,628.80
#6562-6594	\$ 66,164.04
Other Deposit	\$ 20,464.76
	\$ -
Transfer Totals	\$ (86,962.29)
Anker Tank Project	\$ -
Fire	\$ 11,788.28
Sewer	\$ 28,206.99
Water	\$ 46,967.02
Reduce Water Transfe	\$ -
Gross Pay	\$ 4,018.87
<Net Pay>	\$ (3,194.66)
Empr. Taxes	\$ 338.88
Adjustments	
EDD	\$ (187.25)
EDD	\$ (12.08)
IRS	\$ (744.62)
AT&T	\$ 119.54
AT&T	\$ (5.19)
Reconciliation	\$ (86,628.80)
Balance	\$ (0.00)

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of August 24, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							0.00
Total Anker Tank Replacement							0.00
Interfund Expenses/Fire							74.97
Bill	07/28/2021	Annua...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	900.00	974.97
Bill	07/31/2021	CL 21-...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	111.98	1,086.95
Bill	07/31/2021	July 2...	Interfun...	5335 · Water (Water)	Fire Depart...	50.51	1,137.46
Bill	07/31/2021	1563-...	Interfun...	5320 · Electric (Electric)	Fire Depart...	214.28	1,351.74
Bill	08/01/2021	Augus...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	1.72	1,353.46
Bill	08/01/2021	Augus...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	157.94	1,511.40
Bill	08/02/2021	8883	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	125.00	1,636.40
Bill	08/03/2021	117683	Interfun...	1676.01 · SCBA Compressor 2021 (SCBA Co...	Fire Depart...	8,382.80	10,019.20
Bill	08/05/2021	707-8...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	119.54	10,138.74
Bill	08/07/2021	98856...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	20.22	10,158.96
Bill	08/07/2021	98856...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	20.22	10,179.18
Bill	08/07/2021	98856...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	26.97	10,206.15
Bill	08/07/2021	98856...	Interfun...	5310 · Telephone (Telephone)	Fire Depart...	38.01	10,244.16
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	240.00	10,484.16
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	168.75	10,652.91
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.41	10,653.32
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	25.34	10,678.66
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	5.93	10,684.59
Paycheck	08/11/2021	6575	Interfun...	6560 · Payroll Expenses	Fire Depart...	6.13	10,690.72
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	360.00	11,050.72
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	168.75	11,219.47
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.53	11,220.00
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	32.78	11,252.78
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	7.66	11,260.44
Paycheck	08/11/2021	6576	Interfun...	6560 · Payroll Expenses	Fire Depart...	7.93	11,268.37
Bill	08/13/2021	Augus...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses -...	Fire Depart...	50.00	11,318.37
Bill	08/17/2021	70804	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Fire Depart...	322.56	11,640.93
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Fire Depart...	136.88	11,777.81
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	11,777.81
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Fire Depart...	8.49	11,786.30
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Fire Depart...	1.98	11,788.28
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	11,788.28
Total Interfund Expenses/Fire						11,713.31	11,788.28
Interfund Expenses/Sewer							0.00
Bill	07/28/2021	Annua...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	900.00	900.00
Bill	07/31/2021	0213-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	96.35	996.35
Check	07/31/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	16.88	1,013.23
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	439.46	1,452.69
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	348.19	1,800.88
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	2,074.50	3,875.38
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:S...	76.95	3,952.33
Bill	07/31/2021	0006303	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	15,047.36	18,999.69
Bill	07/31/2021	0006303	Interfun...	5020 · Purchased Sewer Services (Purchased ...	Enterprise:S...	60.49	19,060.18
Bill	07/31/2021	58549	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	76.98	19,137.16
Bill	07/31/2021	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	493.47	19,630.63
Bill	08/02/2021	8883	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	125.00	19,755.63
Bill	08/03/2021	IN40716	Interfun...	5400.01 · Line Repairs Maintenance (Line Rep...	Enterprise:S...	5,456.48	25,212.11
Bill	08/10/2021	6697	Interfun...	5700 · Licenses & Fees	Enterprise:S...	715.41	25,927.52
Bill	08/17/2021	70804	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Enterprise:S...	124.74	26,052.26
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	939.71	26,991.97
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	26,991.97
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.94	26,992.91
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	58.26	27,051.17
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.63	27,064.80
Paycheck	08/18/2021	6590	Interfun...	6560 · Payroll Expenses	Enterprise:S...	14.09	27,078.89
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	61.62	27,140.51
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	27,140.51
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.06	27,140.57
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	3.82	27,144.39
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.89	27,145.28
Paycheck	08/18/2021	6591	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.93	27,146.21
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	958.16	28,104.37
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	28,104.37
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.41	28,163.78
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.89	28,177.67
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	28,177.67
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	26.84	28,204.51
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	28,204.51
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.03	28,204.54
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1.66	28,206.20
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.39	28,206.59

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of August 24, 2021

Type	Date	Num	Name	Account	Class	Amount	Balance
Paycheck	08/18/2021	6593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.40	28,206.99
Total Interfund Expenses/Sewer						28,206.99	28,206.99
Interfund Expenses/Water							500.00
Bill	07/28/2021	Annua...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	900.00	1,400.00
Bill	07/31/2021	July 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	940.84	2,340.84
Bill	07/31/2021	July 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	12,507.40	14,848.24
Bill	07/31/2021	July 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	2,184.92	17,033.16
Bill	07/31/2021	July 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	724.55	17,757.71
Bill	07/31/2021	July 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-5.75	17,751.96
Bill	07/31/2021	9923-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	60.52	17,812.48
Bill	07/31/2021	0097-2	Interfun...	5320 · Electric (Electric)	Enterprise:...	29.39	17,841.87
Bill	07/31/2021	7997-...	Interfun...	5320 · Electric (Electric)	Enterprise:...	1,502.35	19,344.22
Check	07/31/2021	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	23.12	19,367.34
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	602.22	19,969.56
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	477.14	20,446.70
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	2,842.77	23,289.47
Bill	07/31/2021	July 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD Ad...	Enterprise:...	105.45	23,394.92
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	13,246.47	36,641.39
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	1,385.76	38,027.15
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	258.00	38,285.15
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	273.29	38,558.44
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	2,932.13	41,490.57
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	109.83	41,600.40
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	438.00	42,038.40
Bill	07/31/2021	July 2...	Interfun...	5400.01 · Line Repairs Maintenance (Line Rep...	Enterprise:...	2,345.92	44,384.32
Bill	07/31/2021	July 2...	Interfun...	5400.01 · Line Repairs Maintenance (Line Rep...	Enterprise:...	647.92	45,032.24
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	310.45	45,342.69
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	111.37	45,454.06
Bill	07/31/2021	July 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	16.50	45,470.56
Bill	07/31/2021	58549	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	105.48	45,576.04
Bill	08/02/2021	8883	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	125.00	45,701.04
Bill	08/13/2021	Augus...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	45,751.04
Bill	08/13/2021	Augus...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	45,801.04
Bill	08/13/2021	Augus...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	45,851.04
Bill	08/13/2021	Augus...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	45,901.04
Bill	08/13/2021	Augus...	Interfun...	5070 · Directors' Fees - Water (Directors' Fees ...)	Enterprise:...	50.00	45,951.04
Bill	08/17/2021	70804	Interfun...	5155 · Workers' Compensaton (Workers' Com...	Enterprise:...	-15.48	45,935.56
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	958.16	46,893.72
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	46,893.72
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	46,893.72
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	59.40	46,953.12
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	13.90	46,967.02
Paycheck	08/18/2021	6592	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	46,967.02
Total Interfund Expenses/Water						46,467.02	46,967.02
TOTAL						86,387.32	86,962.29

Fieldbrook Glendale Community Services District
Check Register for this Month
July 28 through August 24, 2021

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	07/28/2021	6562	Infinite Consulting Ser...	-2,700.00
Bill Pmt -Check	07/28/2021	6563	Fieldbrook Volunteer ...	0.00
Bill Pmt -Check	07/28/2021	6564	Humboldt Bay M&O	0.00
Bill Pmt -Check	07/28/2021	6565	Jack Sheppard	-16.81
Bill Pmt -Check	07/28/2021	6566	ACE Hardware	-58.16
Bill Pmt -Check	07/28/2021	6567	Fieldbrook Volunteer ...	-500.00
Bill Pmt -Check	07/28/2021	6568	Sudden Link	-1.72
Transfer	07/31/2021			20,464.76
Check	07/31/2021		Coast Central Credit ...	-40.00
Bill Pmt -Check	08/03/2021	E-Pay	Verizon	-105.42
Liability Check	08/03/2021	E-pay	EDD	-187.25
Liability Check	08/03/2021	E-pay	EDD	-12.08
Liability Check	08/03/2021	E-pay	United States Treasury	-744.62
Bill Pmt -Check	08/03/2021	6594	Cascade Fire Equipm...	-8,382.80
Bill Pmt -Check	08/06/2021	E-Pay	XPress Bill Pay	-182.46
Bill Pmt -Check	08/09/2021	6569	Fieldbrook Glendale ...	-50.51
Bill Pmt -Check	08/09/2021	6570	Industrial Electric	-5,456.48
Bill Pmt -Check	08/09/2021	6571	Infinite Consulting Ser...	-375.00
Bill Pmt -Check	08/09/2021	6572	PG&E	-1,902.89
Bill Pmt -Check	08/09/2021	6573	Sudden Link	-157.94
Bill Pmt -Check	08/09/2021	6574	Valley Pacific	-111.98
Paycheck	08/11/2021	6575	Christopher C Appleton	-372.57
Paycheck	08/11/2021	6576	Daniel J Oram	-481.96
Bill Pmt -Check	08/11/2021	6577	AT&T	-5.19
Bill Pmt -Check	08/11/2021	6578	City of Arcata	-15,107.85
Bill Pmt -Check	08/11/2021	6579	Humboldt Bay M&O	-29,042.32
Bill Pmt -Check	08/11/2021	6580	Humboldt Bay Munici...	-16,351.96
Bill Pmt -Check	08/12/2021	6581	PG&E	-493.47
Bill Pmt -Check	08/12/2021	6582	North Coast Unified Ai...	-715.41
Bill Pmt -Check	08/13/2021	6583	Jack Sheppard	-50.00
Bill Pmt -Check	08/13/2021	6584	Janet Miller	-50.00
Bill Pmt -Check	08/13/2021	6585	Jason Garlick	-50.00
Bill Pmt -Check	08/13/2021	6586	Rich Grissom	-50.00
Bill Pmt -Check	08/13/2021	6587	Roy Sheppard	-50.00
Bill Pmt -Check	08/13/2021	6588	Starr Kilian	-50.00
Bill Pmt -Check	08/17/2021	6589	SDRMA	-431.82
Paycheck	08/18/2021	6590	Brian D. Carr	-856.55
Paycheck	08/18/2021	6591	Grant Weaver	-56.17
Paycheck	08/18/2021	6592	Richard A Hanger	-1,402.94
Paycheck	08/18/2021	6593	Robert S Lackey	-24.47
Total 1015 · Water Dept Checking (Water Dept Checking)				-66,164.04
Total 1012 · General Fund Checking (All Funds)				-66,164.04
Total 1000 · Coast Central Credit Un.				-66,164.04
TOTAL				-66,164.04

Fieldbrook Glendale Community Services District

Payroll Summary

July 28 through August 24, 2021

	Brian D. Carr		Christopher C Appleton		Daniel J Oram		Grant Weaver		Richard A Hanger		Robert S Lackey		TOTAL		
	Hou...	Rate	Jul 28 - Aug 24, 21	Hou...	Rate	Jul 28 - Aug 24, 21	Hou...	Rate	Jul ...	Hou...	Rate	Jul ...	Hou...	Rate	Jul 28 - Aug 24, 21
Employee Wages, Taxes and Adjustments															
Gross Pay															
Fire Double Time Pay			0.00	60.00	0.00	60.00	0.00	0.00		0.00		0.00		0.00	0.00
Fire Overtime Pay			0.00	3.75	45.00	168.75	3.75	45.00		168.75		0.00		7.50	337.50
Hourly Rate	30.5	30.81	939.71	8	30.00	240.00	12	30.00	360.00	2	30.81	61.62	60	34.22	2,053.20
Hourly Sick			0.00	30.00		0.00		30.00	0.00		30.81	0.00		34.22	2,053.20
Total Gross Pay	30.5		939.71	11.75		408.75	15.75		528.75	2		61.62	60		2,053.20
Adjusted Gross Pay	30.5		939.71	11.75		408.75	15.75		528.75	2		61.62	60		2,053.20
Taxes Withheld															
Federal Withholding			0.00		0.00		0.00		0.00			-315.00		0.00	-315.00
Medicare Employee			-13.63		-5.93		-7.66		-0.89			-29.77		-0.39	-58.27
Social Security Employee			-58.26		-25.34		-32.78		-3.82			-127.30		-1.66	-249.16
CA - Withholding			0.00		0.00		0.00		0.00			-153.55		0.00	-153.55
CA - Disability Employee			-11.27		-4.91		-6.35		-0.74			-24.64		-0.32	-48.23
Medicare Employee Addl Tax			0.00		0.00		0.00		0.00			0.00		0.00	0.00
Total Taxes Withheld			-83.16		-36.18		-46.79		-5.45			-650.26		-2.37	-824.21
Net Pay	30.5		856.55	11.75		372.57	15.75		481.96	2		56.17	60		1,402.94
Employer Taxes and Contributions															
Medicare Company			13.63		5.93		7.66		0.89			29.77		0.39	58.27
Social Security Company			58.26		25.34		32.78		3.82			127.30		1.66	249.16
CA - Unemployment Company			14.09		6.13		7.93		0.93			0.00		0.40	29.48
CA - Employment Training Tax			0.94		0.41		0.53		0.06			0.00		0.03	1.97
Total Employer Taxes and Contributions			86.92		37.81		48.90		5.70			157.07		2.48	338.88

**Fieldbrook Glendale Community Services District
Journal**

08/14/21

May 1 through August 24, 2021

Trans #	Type	Date	Num	Memo	Account	Debit	Credit
18132	General Journal	07/28/2021	510	Adj. Prepaid Dues for CSFA Adj. Prepaid Dues for CSFA	1130 · Prepaid Expenses - Fire Dept. (Prepa... 5250 · Dues & Memberships	1,636.25	1,636.25
						1,636.25	1,636.25
18145	General Journal	05/19/2021	511	Measure Z Firehose 1.5x100' (10) -MULTIPLE- Measure Z SCBA Tanks (17)	1677 · Fire Hose (Fire Hose) 4396 · In Kind Revenue 1676 · SCBA Equipment (SCBA Equipment -...	1,249.90 16,852.10	18,102.00
						18,102.00	18,102.00
18146	General Journal	06/30/2021	512	-MULTIPLE- Y/E Fire Depreciation Y/E Sewer Depreciation Y/E Water Depreciation Y/E Adjustment Y/E Adjustment -MULTIPLE- Y/E Adjustment Y/E Adjustment Y/E Adjustment Y/E Adjustment Y/E Adjustment Y/E Adjustment -MULTIPLE- Y/E Adjustment Y/E Adjustment	5350 · Depreciation Expenses 1730 · Fire Accumulated Depreciation (Fire ... 1720 · Sewer Accumulated Depreciation (Se... 1710 · Water Accumulated Depreciation (W... 3027 · Related Debt (Water) 3010 · Net Assets - Water (Fund Balance - ... 3050 · Investment Fixed Assets (Net) 3010 · Net Assets - Water (Fund Balance - ... 3026 · Related Debt (Sewer) 3019 · Net Assets - Sewer (Fund Balance - ... 3020 · Investment Fixed Assets (Net) 3031 · Related Debt (Fire) (Related Debt (Fi... 3030 · Fund Balance - Fire Dept. (Fund Bala... 3060 · Investment Fixed Assets (Net) 3900 · Retained Earnings 3019 · Net Assets - Sewer (Fund Balance - ... 3030 · Fund Balance - Fire Dept. (Fund Bala...	172,572.00 818.82 127,642.35 753.34 168,702.87 1,544.10 20,222.74 38,167.15 40,539.65	38,308.00 91,818.00 42,446.00 818.82 72,790.06 169,456.21 21,766.84 133,559.09
						570,963.02	570,963.02
18148	General Journal	06/30/2021	513	Estimated Interest earned (all four q... Estimated Interest earned (all four q... LAIF Interest Recievable LAIF Interest Recievable	4900.51 · Interest earned Humboldt County (... 1265 · A/R Interest - Fire Dept. (A/R Interest ... 4900.01 · Water Interest Income (Water Inte... 1255 · A/R Interest - Water (A/R Interest - W...	3,500.00 42.56	3,500.00 42.56
						3,542.56	3,542.56
18149	General Journal	07/15/2021	514	LAIF Interest Recievable LAIF Interest Recievable	1255 · A/R Interest - Water (A/R Interest - W... 1041 · LAIF Water Savings (LAIF Water Sav...	42.56	42.56
						42.56	42.56
18178	General Journal	07/31/2021	515	Reconcile CCCU Prior Mnth Receiv... Reconcile CCCU Prior Mnth Receiv...	4110 · Domestic Water Sales (Domestic Wat... 1015 · Water Dept Checking (Water Dept C...	162.57	162.57
						162.57	162.57
18218	General Journal	07/31/2021	516	July 2021 Depreciation July 2021 Depreciation July 2021 Depreciation July 2021 Depreciation	5350 · Depreciation Expenses 1710 · Water Accumulated Depreciation (W... 1720 · Sewer Accumulated Depreciation (Se... 1730 · Fire Accumulated Depreciation (Fire ...	15,558.00	3,671.00 7,559.00 4,328.00
						15,558.00	15,558.00
TOTAL						610,006.96	610,006.96

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

POLICY TITLE: Correspondence to the Board
POLICY NUMBER: 1040

1040.1 All written or electronic correspondence addressed to the Board of Directors is to be sent to the District office. Copies of the written or electronic correspondence and written responses in reply thereto, if any, shall be distributed to each member of the Board, together with the next regular agenda or at the next regular meeting of the Board, depending on the date of receipt or response. Individual Board members may receive correspondence addressed to him or her in his or her official capacity. However, Board members are not permitted to use agency resources for sending or receiving personal correspondence.

Adopted:

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

POLICY TITLE: Legal Counsel and Auditor
POLICY NUMBER: 1045

1045.1 The Board of Directors shall appoint a Legal Counsel to assist the Board and District in all applicable issues and activities.

1045.2 Legal Counsel shall be the legal adviser of the District, including the Board as a whole, the General Manager, and department heads. Legal Counsel shall perform such duties as may be prescribed by the Board of Directors. Such duties include, but are not limited to, providing legal assistance necessary for the formulation and implementation of legislative policies and projects; represent the District's interests, as determined by the District, in litigation, administrative hearings, negotiations, and similar proceedings; and to keep the Board and District staff apprised of court rulings and legislation affecting the legal interest of the District. Legal Counsel may be required to review and approve as to form District legal documents, i.e. contracts, agreements, etc. The Legal Counsel may be present and report on all legal issues and Closed Session items before the Board. The Legal Counsel shall serve at the pleasure of the Board and shall be compensated for services as determined by the Board.

- a) The Legal Counsel reports to the Board as a whole but is available to each Director for consultation regarding legal matters particular to that Board member's participation. No Board member may request a legal opinion of legal counsel without concurrence by the Board, except as such requests relate to questions regarding that member's participation. The Legal Counsel shall be available to the District General Manager for consultation on applicable issues and activities.

1045.3 The District Auditor shall be appointed by the Board by a majority vote in a public meeting. The Board shall determine the duties and compensation of the Auditor. The Auditor shall serve at the pleasure of the Board. Selection of the Auditor shall be done in a noticed public meeting and at least every five years.

- a) The Board may appoint a committee to oversee the work of an independent auditor, who will report to the Board, to conduct an annual audit of the District's books, records, and financial affairs. The Chief Financial Officer/General Manager will install and maintain an accounting system that will completely, and at all times, show the financial condition of the District.

Adopted:

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

POLICY TITLE: Overview of the General Manager's Role
POLICY NUMBER: 1050

1050.1 The General Manager is an employee of the District. The General Manager is the administrative head of the District under the direction of the Board of Directors. He or she shall be responsible for the efficient administration of all the District's affairs which are under the General Manager's control. The General Manager plans, organizes, directs, coordinates, and evaluates all District operations, programs, and resources in accordance with short and long-range goals, policy statements, and directives from the Board.

1050.2 The General Manager's Duties

The District's General Manager shall be responsible for:

- a) The implementation of policies established by the Board of Directors for the operation of the District;
- b) The planning, direction, and coordination of the day-to-day operations of the District through the appropriate department heads or managers including administration, financing, maintenance, engineering, human resources, and others to effect operational efficiency;
- c) The appointment, supervision, discipline, and dismissal of the District's employees, consistent with the employment policies established by the Board of Directors;
- d) Attend and participate in District Board meetings, prepare and present reports as necessary, represent the Board before external organizations including other agencies, governmental and regulatory entities, business and community groups;
- e) The supervision of the District's facilities and services; and
- f) The supervision of the District's finances.

1050.3 The District's General Manager serves at the pleasure of the Board. The Board will provide policy direction and instruction to the General Manager on matters within the authority of the Board during duly-convened board meetings. Members of the Board will deal with matters within the authority of the General Manager through the General Manager and not through other District employees. Members of the Board will refrain from making requests directly to District employees (other than the General Manager) to undertake analyses, perform other work assignments, or change the priority of work assignments. As members of the public, Directors may request non-confidential, factual information regarding District operations from District employees. If requesting public records, Directors must follow the District's Request for Public Records Policy.

Adopted:

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



POLICY TITLE: Cal/Osha AB 685 Covid Compliance – Infectious Disease Preparedness and Response Plan
POLICY NUMBER: 3530

PURPOSE

Our agency’s Infectious Disease Preparedness and Response Plan is a guide for planning for, responding to, and recovering from a pandemic that may impact our business and community. In this plan we identify 1) potential occupational exposure to infectious disease, 2) ways to mitigate our employee/volunteers’ risk of contracting these infections, and 3) methods to respond in an appropriate and timely manner if exposure incidents occur.

SCOPE

An infectious disease is transmitted either by inhalation of infectious particles/droplets or direct contact of the particles/droplets with mucous membranes into the respiratory tract or eyes. Infectious disease may include the Novel Coronavirus (COVID-19), MERS, SARS, Ebola, Anthrax, pandemic flu, and other known diseases.

During an outbreak of a highly infectious disease, the US Government – US Department of Health and Human Services (HHS) along with the Centers for Disease Control and Prevention (CDC) – is the national leader for overall communication and coordination efforts. Our agency will follow the recommendations of these organizations as well as the Occupational Safety and Health Administration (OSHA), and other applicable federal, state, and local health authorities.

For additional information, you can go onto the following

- Websites: CDC – <https://www.cdc.gov/coronavirus/2019-ncov/index.html>
- Humboldt County Health [Public Health | Humboldt County, CA - Official Website \(humboldtgov.org\)](http://PublicHealth|HumboldtCounty,CA-OfficialWebsite(humboldtgov.org))

OCCUPATIONAL EXPOSURE TO COVID-19

Occupational exposure to infectious diseases is work activity or work conditions that are reasonably anticipated to present an elevated risk of contracting these diseases without protective measures in place. Where appropriate, our agency will follow the recommendations of federal, state, and local health authorities to address considerations related to occupational exposure to infectious diseases including, but not limited to the following:

- Where, how, and to what sources of infection workers might be exposed including:
 - The public, customers, and coworkers; and
 - Sick individuals or those at particularly high risk of infections
- Workers individual risk factors (older age; medical conditions; pregnancy)
- Controls necessary to address those risks

WAYS TO MITIGATE RISK OF EXPOSURE TO COVID-19

We are asking every one of our employee/volunteers to help with our prevention efforts while at work. To minimize the spread of COVID-19, we must all play our part. As set forth below, our agency has instituted various housekeeping, social distancing, and other best practices. **All employee/volunteers must follow these practices.**

In addition, employee/volunteers are expected to report to their managers if they are experiencing signs or symptoms of COVID-19 as described below. If you have a specific question about this Plan or COVID-19, please ask your manager. If they cannot answer the question, please contact the local public health authority.

Basic infection prevention measures will be emphasized to protect workers during an infectious disease outbreak. Where appropriate, our agency will follow the recommendations of federal, state, and local health authorities. OSHA and the CDC have provided the following control and preventative guidance to all workers, regardless of exposure risk:

- Frequently wash your hands with soap and water for at least 20 seconds. When soap and running water are unavailable, use an alcohol-based hand rub with at least 60% alcohol.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Follow appropriate respiratory etiquette, which includes covering for coughs and sneezes.
- Avoid close contact with people who are sick.
- Use tissues for sneezes and dispose of them in the trash receptacle. Do not touch the trash receptacle.
- Do not share work tools and equipment.

In addition, employee/volunteers must familiarize themselves with the symptoms of COVID-19:

- Coughing.
- Fever.
- Shortness of breath, difficulty breathing; and
- Early symptoms such as chills, body aches, sore throat, headache, diarrhea, nausea/vomiting, and runny nose.

If you develop a fever and symptoms of respiratory illness, such as cough or shortness of breath, you will be asked to stay home and to call your healthcare provider right away. Likewise, if you come into close contact with someone showing these symptoms, call your healthcare provider right away.

WORKER PROTECTION

Our agency's priority is to ensure the safety of our employee/volunteers. We will implement the following controls to reduce employee/volunteer exposure to infectious diseases:

- Have sick employee/volunteers stay home
- Ensure that sick leave policies are flexible and consistent with public health guidance and that employee/volunteers are aware of these policies (see Request for Emergency Paid Sick Leave Policy)
- Establish policies and practices to increase the physical distance among employee/volunteers and between employee/volunteers and others such as:

- Implementing flexible work hours
- Increasing physical space between employee/volunteers at the worksite such as requiring all in-person meetings to maintain 6 feet of spacing between participants
- Limiting congregation of employee/volunteers in the break room or copy room
- Encouraging employee/volunteers to wear face coverings while in the office

METHODS TO RESPOND IF EXPOSURE INCIDENTS OCCUR

[Employee/volunteer Exhibiting COVID-19 Symptoms](#)

If an employee/volunteer exhibits COVID-19 symptoms, the employee/volunteer will be asked to call his or her healthcare provider and to return home. The employee/volunteer may return to work consistent with CDC and state and local guidelines.

[Employee/volunteer Tests Positive for COVID-19](#)

An employee/volunteer that tests positive for COVID-19 will be directed to self-quarantine away from work. The employee/volunteer may return to work consistent with CDC and state and local guidelines.

If our agency learns that an employee/volunteer has tested positive, our agency will immediately (within one business day) notify all other employee/volunteers and contractors who were potentially exposed. Testing for any employee/volunteer will be offered at no cost during work hours.

Initial and subsequent tests will be provided free COVID-19 testing to all employee/volunteers who were in the exposed workplace during the period of an outbreak that involved 3 or more employee/volunteers.

In agreements with SDRMA, SDRMA's health care providers have waived costs for testing and COVID related treatment until at least December 31, 2020. We anticipate this to be updated.

In addition, we will investigate co-workers that may have had close contact with the confirmed-positive employee/volunteer in the prior 14 days and direct those individuals that have had close contact with the confirmed-positive employee/volunteer to call their healthcare provider regarding the length of time to stay home. Close contact is defined as six (6) feet for a prolonged period.

The employee/volunteer may return to work consistent with CDC and state and local guidelines.

[Employee/volunteer Has Close Contact with a Tested Positive COVID-19 Individual](#)

If an employee/volunteer learns that he or she has come into close contact with a confirmed-positive individual outside of the workplace, he/she must **immediately** alert a manager or supervisor of the close contact and call their healthcare provider regarding the length of time to stay home. The employee/volunteer may return to work consistent with CDC and state and local guidelines

Note: These guidelines may change as CDC and state and local guidelines develop.

COMMUNICATION

Infectious disease outbreaks can evolve rapidly. Our agency will communicate to our workers as information becomes available on the following topics:

- Information about the infectious disease outbreak
- Changes to our business operations including workplace policies, workplace protections, and flexibilities
- Notifying all employee/volunteers on-site during the “infectious period” if a person in the facility has been diagnosed with COVID-19 **within one business day** as required by AB 685. This notice will not provide the name of the individual diagnosed with COVID-19 but will provide information regarding COVID-19 benefits as well as the fact that the law protects them from COVID-19 related discrimination and retaliation.

Note: Except for circumstances in which our agency is legally required to report workplace occurrences of communicable disease, the confidentiality of all medical conditions will be maintained in accordance with applicable law and to the extent practical under the circumstances. When it is required, the number of persons who will be informed of an employee/volunteer’s condition will be kept at the minimum needed not only to comply with legally- required reporting, but also to assure proper care of the employee/volunteer and to detect situations where the potential for transmission may increase.

If our agency receives notice of the number of COVID-19 cases that meet the California Department of Public Health’s public definition of a COVID-19 outbreak, we must notify the local public health agency within 48 hours of the names, number, occupation, and worksite of employee/volunteers who are considered qualifying individuals under AB 685.

REPORTING OF COVID-19 DIAGNOSES TO STATE

SB 1159 signed by Governor Newsom on September 17, 2020, requires employers to notify their workers’ compensation claims administrator if they have an employee/volunteer with a COVID positive test, whether or not they think it is work-related.

Our agency will be required to report any positive COVID tests to our claim’s administrator, Sedgwick, within three days of an employee/volunteer testing positive within 14 days after working at our office.

DISINFECTION AND SAFETY PLAN

Should an employee/volunteer or visitor to the office be diagnosed with COVID-19, our office will immediately close the follow and perform the following measures:

- Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or if practical before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas such as offices, bathrooms, common areas, shared electronic equipment (like tablets, touch screens, keyboards, and remote controls) used by the ill persons, focusing especially on frequently touched surfaces.

According to the CDS, companies do not necessarily need to close after a person with confirmed or suspected COVID-19 has been in a agency facility. The area(s) used or visited by the ill person should be closed for 24 hours or if possible.

WAYS TO AVOID TRANSMITTING THE VIRUS

We have identified the following potential hazards:

1. More than 2 employee/volunteers in common areas for more than 10 minutes.
2. Not washing your hands or using hand sanitizer each time you enter a common area.
3. Not always wearing a mask unless you are in an enclosed space by yourself.
4. Using a co-worker's equipment.
5. Not maintain at least 6-feet of distance.
6. Not being vaccinated.

Adopted:

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

Fieldbrook Glendale Community Services District
Revenue vs.Expense - Water Dept.
July 2020 through June 2021

Water	Budget		Variance	Actuals	
	06/30/2021	08/25/2021		06/30/2021	Variance
	Jul '21 - Jun 22	Jul '21 - Jun 22		Jul '20 - Jun 21	
Ordinary Income/Expense					
Income					
4000 · Income					
4100 · Water Income					
4110 · Domestic	405,098.00	416,101.00	11,003.00	416,102.00	-1.00
4115 · Late Fees - Water	7,635.00	7,200.00	-435.00	8,897.00	-1,697.00
4120 · Business Water Sales	77,844.00	79,167.00	1,323.00	79,167.00	0.00
4130 · Fire Suppression Water Sales	2,184.00	2,184.00	0.00	2,241.00	-57.00
4135 · Benefit Zone 1-Water Sales	24,930.00	25,794.00	864.00	25,794.00	0.00
4140 · Water Installation Charges	0.00	0.00	0.00	7,860.00	-7,860.00
4150 · Water Processing Fees	1,015.00	1,120.00	105.00	1,120.00	0.00
4156 · Water Reimbursement Income	0.00	0.00	0.00	1,593.00	-1,593.00
4157- · Water Misc. Chg	0.00	0.00	0.00	6,421.00	-6,421.00
Total 4100 · Water Income	518,706.00	531,566.00	12,860.00	549,195.00	-17,629.00
Total 4000 · Income	518,706.00	531,566.00	12,860.00	549,195.00	-17,629.00
Total Income	518,706.00	531,566.00	12,860.00	549,195.00	-17,629.00
Cost of Goods Sold					
5000 · Purchased Water & Sewer	186,847.00	186,847.00	0.00	181,519.00	5,328.00
Total Cost of Good Sold	186,847.00	186,847.00	0.00	181,519.00	5,328.00
Gross Profit	331,859.00	344,719.00	12,860.00	367,676.00	-22,957.00
Expense					
5050 · Director Fees	2,995.00	2,995.00	0.00	2,995.00	0.00
5100 · Contract Labor/Admin	219,501.00	263,501.00	44,000.00	223,450.00	40,051.00
5130 · Assessment Fees (LAFCo)	0.00	210.00	210.00	210.00	0.00
5150 · Insurance Expense	3,764.00	3,764.00	0.00	3,826.00	-62.00
5200 · Professional Services	5,633.00	5,633.00	0.00	5,781.00	-148.00
5250 · Dues & Memberships	1,001.00	1,001.00	0.00	1,001.00	0.00
5300 · Utilities	13,242.00	12,250.00	-992.00	14,023.00	-1,773.00
5370 · Property Taxes	225.00	225.00	0.00	225.00	0.00
5380 · Supplies	1,170.00	1,903.00	733.00	2,142.00	-239.00
5400 · Maintenance Expenses	28,198.00	16,444.00	-11,754.00	23,455.00	-7,011.00
5550 · Equipment	250.00	250.00	0.00	136.00	114.00
5590 · Bad Debts	10,280.00	5,280.00	-5,000.00	15,008.00	-9,728.00
5625 · Bank Charges	3,000.00	3,000.00	0.00	2,974.00	26.00
5700 · Licenses & Fees	4,167.00	4,167.00	0.00	4,167.00	0.00
6560 · Payroll Expenses	12,528.00	12,488.00	-40.00	12,269.00	219.00
Total Expense	305,954.00	333,111.00	27,157.00	311,662.00	21,449.00
Net Ordinary Income	25,905.00	11,608.00	-14,297.00	56,014.00	-44,406.00
Other Income/Expense					
Other Income					
4900 · Interest Earnings	16,244.00	10,457.00	-5,787.00	11,756.00	-1,299.00
4950 · Connection Fees	0.00	10,981.00	10,981.00	0.00	10,981.00
Total Other Income	16,244.00	21,438.00	5,194.00	11,756.00	9,682.00
Other Expense					
5350 · Depreciation Expenses	30,481.00	44,052.00	13,571.00	26,639.00	17,413.00
5650 · Interest Expense	11,668.00	11,668.00	0.00	12,886.00	-1,218.00
Total Other Expense	42,149.00	55,720.00	13,571.00	39,525.00	16,195.00
Net Other Income	-25,905.00	-34,282.00	-8,377.00	-27,769.00	-6,513.00
Net Income	0.00	-22,674.00	-22,674.00	28,245.00	-50,919.00

SEWER	Budget	Budget	Variance	Actuals	Variance
	06/30/2021	08/25/2021		06/30/2021	
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '20 - Jun 21		
Ordinary Income/Expense					
Income					
4000 · Income					
4200 · Sewer Income					
4210 · Domestic Sewer Sales	279,768.00	287,968.00	8,200.00	287,968.00	0.00
4215 · Late Fees - Sewer	7,200.00	7,200.00	0.00	7,357.00	-157.00
4220 · Commercial Sewer Sales	104,533.00	109,129.00	4,596.00	109,130.00	-1.00
4250 · Sewer Processing Fees	420.00	420.00	0.00	385.00	35.00
4252 · Sewer Permit Fees	1,150.00	1,150.00	0.00	1,400.00	-250.00
4256 · Sewer Reimbursement Income	0.00	0.00	0.00	5,894.00	-5,894.00
Total 4200 · Sewer Income	393,071.00	405,867.00	12,796.00	412,134.00	-6,267.00
Total 4000 · Income	393,071.00	405,867.00	12,796.00	412,134.00	-6,267.00
Total Income	393,071.00	405,867.00	12,796.00	412,134.00	-6,267.00
	393,071.00	405,867.00	12,796.00	412,134.00	-6,267.00
Cost of Good Sold					
50000 · Cost of Goods Sold					
5000 · Purchased Water & Sewer	202,855.00	205,255.00	2,400.00	186,360.00	18,895.00
Total COGS	202,855.00	205,255.00	2,400.00	186,360.00	18,895.00
Gross Profit	190,216.00	200,612.00	10,396.00	225,774.00	-25,162.00
Expense					
5100 · Contract Labor/Admin	48,960.00	48,560.00	-400.00	55,688.00	-7,128.00
5130 · Assessment Fees (LAFCo Fees)	0.00	210.00	210.00	210.00	0.00
5150 · Insurance Expense	3,179.00	2,712.00	-467.00	3,179.00	-467.00
5200 · Professional Services	5,633.00	5,633.00	0.00	6,276.00	-643.00
5250 · Dues & Memberships	1,001.00	1,001.00	0.00	1,001.00	0.00
5300 · Utilities	20,326.00	8,554.00	-11,772.00	16,928.00	-8,374.00
5360 · Transportation & Travel	500.00	500.00	0.00	0.00	500.00
5370 · Property Taxes	324.00	324.00	0.00	324.00	0.00
5380 · Supplies	1,362.00	1,800.00	438.00	2,161.00	-361.00
5400 · Maintenance Expenses	30,500.00	35,276.00	4,776.00	20,622.00	14,654.00
5550 · Equipment	500.00	500.00	0.00	136.00	364.00
5590 · Bad Debts	13,000.00	8,283.00	-4,717.00	5,923.00	2,360.00
5625 · Bank Charges	2,376.00	2,376.00	0.00	2,268.00	108.00
5700 · Licenses & Fees	3,790.00	3,790.00	0.00	3,900.00	-110.00
6560 · Payroll Expenses	27,677.00	27,822.00	145.00	27,932.00	-110.00
Total Expense	159,128.00	147,341.00	-11,787.00	146,548.00	793.00
Net Ordinary Income	31,088.00	53,271.00	22,183.00	79,226.00	25,955.00
Other Income/Expense					
Other Income					
4900 · Interest Earnings	384.00	360.00	-24.00	364.00	-4.00
4950 · Connection Fees	36,635.00	39,159.00	2,524.00	52,864.00	-13,705.00
Total Other Income	37,019.00	39,519.00	2,500.00	53,228.00	13,709.00
Other Expense					
5350 · Depreciation Expenses	95,788.00	90,708.00	-5,080.00	94,362.00	-3,654.00
5650 · Interest Expense	2,082.00	2,082.00	0.00	2,466.00	-384.00
Total Other Expense	97,870.00	92,790.00	-5,080.00	96,828.00	4,038.00
Net Other Income	-60,851.00	-53,271.00	7,580.00	-43,600.00	9,671.00
Net Income	-29,763.00	0.00	29,763.00	35,626.00	35,626.00

	Budget		Variance	Actuals	
	06/30/2021	08/25/2021		06/30/2021	Variance
	Jul '21 - Jun 22	Jul '21 - Jun 22		Jul '20 - Jun 21	
Ordinary Income/Expense					
Income					
4000 · Income					
4300 · Fire Department Income					
4310 · Current Secured Taxes	61,378.00	61,378.00	0.00	60,410.00	968.00
4320 · Current Unsecured Taxes	2,548.00	2,548.00	0.00	2,548.00	0.00
4330 · Prior Year Secured Taxes	1,513.00	1,513.00	0.00	1,514.00	(1.00)
4341 · Prop 172 Transfer	1,214.00	1,214.00	0.00	1,214.00	0.00
4350 · Property Tax Assessments	42,765.00	42,765.00	0.00	41,025.00	1,740.00
4360 · Timber Yield Tax	128.00	128.00	0.00	128.00	0.00
4370 · Homeowners' Exemption	591.00	591.00	0.00	591.00	0.00
4380 · Supplemental Tax - Current	511.00	511.00	0.00	511.00	0.00
4385 · Supplemental Tax - Prior Year	234.00	234.00	0.00	234.00	0.00
4395 · Other Income - Fire Dept.	234.00	100.00	-134.00	3,625.00	(3,525.00)
Total 4300 · Fire Department Income	111,116.00	110,982.00	-134.00	111,800.00	-818.00
Total 4000 · Income	111,116.00	110,982.00	-134.00	111,800.00	-818.00
Total Income	111,116.00	110,982.00	-134.00	111,800.00	-818.00
	111,116.00	110,982.00	-134.00	111,800.00	-818.00
Expense					
5050 · Director Fees	599.00	599.00	0.00	599.00	0.00
5100 · Contract Labor/Admin	100.00	100.00	0.00	131.00	(31.00)
5130 · Assessment Fees & LAFCo Fees	1,634.00	1,634.00	0.00	2,075.00	(441.00)
5150 · Insurance Expense	20,607.00	18,690.00	-1,917.00	20,607.00	(1,917.00)
5200 · Professional Services	5,183.00	5,183.00	0.00	5,183.00	0.00
5250 · Dues & Memberships	2,651.00	2,651.00	0.00	2,663.00	(12.00)
5300 · Utilities	12,364.00	6,604.00	-5,760.00	10,658.00	(4,054.00)
5360 · Transportation & Travel	1,200.00	1,800.00	600.00	1,246.00	554.00
5380 · Supplies	3,804.00	3,804.00	0.00	4,545.00	(741.00)
5400 · Maintenance Expenses	8,218.00	8,218.00	0.00	11,033.00	(2,815.00)
5550 · Equipment	4,263.00	4,263.00	0.00	4,735.00	(472.00)
5710 · Chiefs' Incentive Program	1,500.00	1,500.00	0.00	1,012.00	488.00
6560 · Payroll Expenses	1,800.00	1,800.00	0.00	2,326.00	(526.00)
Total Expense	63,923.00	56,846.00	-7,077.00	66,813.00	-9,967.00
Net Ordinary Income	47,193.00	54,136.00	6,943.00	44,987.00	9,149.00
Other Income/Expense					
Other Income					
4394 · Grant Income	0.00	19,000.00	19,000.00	20,000.00	(1,000.00)
4900 · Interest Earnings	3,636.00	3,636.00	0.00	3,612.00	24.00
Total Other Income	3,636.00	22,636.00	19,000.00	23,612.00	-976.00
Other Expense					
5350 · Depreciation Expenses	42,865.00	51,936.00	9,071.00	47,750.00	4,186.00
5650 · Interest Expense	7,964.00	7,964.00	0.00	8,753.00	(789.00)
Total Other Expense	50,829.00	59,900.00	9,071.00	56,503.00	3,397.00
Net Other Income	-47,193.00	-37,264.00	9,929.00	-32,891.00	-4,373.00
Net Income	0.00	16,872.00	16,872.00	12,096.00	4,776.00

Balance Sheet 2021-2022

ASSETS	Water	Sewer	Fire	Total
Beginning Cash	\$ 264,261	\$ 200,113	\$ 254,956	\$ 719,330
Account Receivable	\$ 151,114	\$ 61,790	\$ 3,750	\$ 216,655
Other Assets/Investments	\$ 211,440	\$ (9,658)	\$ 6,036	\$ 207,819
Fixed Assets (Less accumulated depreciation)	\$ 624,299	\$ 1,621,148	\$ 445,853	\$ 2,691,300
Budgeted net of operations/investments - 2022	\$ 21,378	\$ 90,708	\$ 68,808	\$ 180,894
Budgeted Asset Investments - 2022	\$ 65,587	\$ -	\$ 88,715	\$ 154,302
Budgeted Depreciation - 2022	\$ (44,052)	\$ (90,708)	\$ (51,936)	\$ (186,696)
Total Assets	\$ 1,294,028	\$ 1,873,393	\$ 816,182	\$ 3,983,603
 LIABILITIES & EQUITY				
Accounts Payable	\$ 74,662	\$ 34,514	\$ 34,427	\$ 143,603
Other Current Liabilities	\$ 42,303	\$ 9,743	\$ 18,132	\$ 70,178
Long Term Notes Payable	\$ 429,148	\$ 39,599	\$ 163,327	\$ 632,073
Net Assets	\$ 705,002	\$ 1,789,537	\$ 494,709	\$ 2,989,248
Budgeted net of operations/investments - 2022	\$ 21,378	\$ 90,708	\$ 68,808	\$ 180,894
Budgeted Asset Investments - 2022	\$ 65,587	\$ -	\$ 88,715	\$ 154,302
Budgeted Depreciation - 2022	\$ (44,052)	\$ (90,708)	\$ (51,936)	\$ (186,696)
Liabilities & Equity	\$ 1,294,028	\$ 1,873,393	\$ 816,182	\$ 3,983,603

I, hereby certify that this is a true and correct copy of the Fieldbrook Glendale Community Services budget for fiscal year 2021-2022. Public Hearing Date August 24, 2021.

Ayes ___ Noes ___ Abstain ___ Absent ___

Richard Hanger, General Manager

Roy Sheppard, President

Fieldbrook Glendale Community Services District
Revenue/Expense Consolidated
July 2021 through June 2022

	Sewer Department (Enterprise)	Water Department (Enterprise)	Total Enterprise	Total Fire Depart...	TOTAL
	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22	Jul '21 - Jun 22
Ordinary Income/Expense					
Income					
4000 · Income	405,867.00	531,566.00	937,433.00	110,982.00	1,048,415.00
Total Income	405,867.00	531,566.00	937,433.00	110,982.00	1,048,415.00
Cost of Goods Sold					
50000 · Cost of Goods Sold ((COGS))	205,255.00	186,847.00	392,102.00		392,102.00
Total COGS	205,255.00	186,847.00	392,102.00		392,102.00
Gross Profit	200,612.00	344,719.00	545,331.00	110,982.00	656,313.00
Expense					
5050 · Director Fees		2,995.00	2,995.00	599.00	3,594.00
5100 · Contract Labor/Admin	48,560.00	263,501.00	312,061.00	100.00	312,161.00
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	210.00	210.00	420.00	1,634.00	2,054.00
5150 · Insurance Expense	2,712.00	3,764.00	6,476.00	18,690.00	25,166.00
5200 · Professional Services	5,633.00	5,633.00	11,266.00	5,183.00	16,449.00
5250 · Dues & Memberships	1,001.00	1,001.00	2,002.00	2,651.00	4,653.00
5300 · Utilities	8,554.00	12,250.00	20,804.00	6,604.00	27,408.00
5360 · Transportation & Travel	500.00		500.00	1,800.00	2,300.00
5370 · Property Taxes	324.00	225.00	549.00		549.00
5380 · Supplies	1,800.00	1,903.00	3,703.00	3,804.00	7,507.00
5400 · Maintenance Expenses	35,276.00	16,444.00	51,720.00	8,218.00	59,938.00
5550 · Equipment <5000> (Equipment purchase <5000>)	500.00	250.00	750.00	4,263.00	5,013.00
5590 · Bad Debts	8,283.00	5,280.00	13,563.00		13,563.00
5625 · Bank Charges	2,376.00	3,000.00	5,376.00		5,376.00
5700 · Licenses & Fees	3,790.00	4,167.00	7,957.00		7,957.00
5710 · Chiefs' Incentive Program				1,500.00	1,500.00
6560 · Payroll Expenses	27,822.00	12,488.00	40,310.00	1,800.00	42,110.00
Total Expense	147,341.00	333,111.00	480,452.00	56,846.00	537,298.00
Net Ordinary Income	53,271.00	11,608.00	64,879.00	54,136.00	119,015.00
Other Income/Expense					
Other Income					
4393 · Donations (Donations)				11,000.00	11,000.00
4394 · Grant Income				8,000.00	8,000.00
4396 · In Kind Revenue				0.00	0.00
4900 · Interest Earnings (Interest Earnings)	360.00	10,457.00	10,817.00	3,636.00	14,453.00
4950 · Connection Fees (Connection Fees)	39,159.00	10,981.00	50,140.00		50,140.00
Total Other Income	39,519.00	21,438.00	60,957.00	22,636.00	83,593.00
Other Expense					
5350 · Depreciation Expenses	90,708.00	44,052.00	134,760.00	51,936.00	186,696.00
5650 · Interest Expense	2,082.00	11,668.00	13,750.00	7,964.00	21,714.00
5800 · Fire Grant Expenses				0.00	0.00
5810 · Water Grant Expenses (Water Grant Expenses)				0.00	0.00
Total Other Expense	92,790.00	55,720.00	148,510.00	59,900.00	208,410.00
Net Other Income	-53,271.00	-34,282.00	-87,553.00	-37,264.00	-124,817.00
Net Income	0.00	-22,674.00	-22,674.00	16,872.00	-5,802.00