

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

December 18, 2018  
Fieldbrook Fire Hall, 7:30 PM  
AGENDA

**1. Roll Call**

**2. Agenda Modifications**

**3. Public Comments**

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

**4. Reports**

- 4.1 Sewer Report
  - 4.1.1 – Monthly report
- 4.2 Safety Report
- 4.3 Fire Chief Report
  - 4.3.1 – Call/incident report.
- 4.4 District Engineer Report –
  - 4.4.1 –
- 4.5 General Manager Report
  - 4.5.1 –
- 4.6 Reports by members of the Board.
  - 4.6.1 –

**5. Consent Agenda**

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

- 5.1 Approval of minutes
  - 5.1.1 Regular Board Meeting, November 13, 2018.
- 5.2 Correspondence/Information Items
  - 5.2.1 – To: California IBank – 2018 annual certification.
  - 5.2.2 – From: HC – Annual encroachment permit.
  - 5.2.3 – From: CCCU – Grant award fire department
- 5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.
  - 5.3.1 Interfund Transfers \$82,795.07
  - 5.3.2 Checks (5660-5683) \$82,548.87
  - 5.3.3 Payroll \$3,009.34
  - 5.3.4 General Journal Entries 390
  - 5.3.5 Bad Debt – 044500C - \$275.68

**6. Action/Discussion Items**

- 6.1 – 2017-2018 Audit presentation. Action – receive and file.
- 6.2 – Election of Officers – Board Appointments. Action
- 6.3 – Roster of Public Officials – review. Action.
- 6.4 – Adopt Board calendar – Action.
- 6.5 – Fieldbrook Glendale Community Plan – Discussion/Action.

**7. Future Agenda Items**

- 7.1 – Quarterly financials and budget adjustments – January.
- 7.2 – CPI water rate adjustments - January
- 7.3 – CPI wage adjustments - January
- 7.4 – Loan – water to sewer discussion – January
- 7.5 – Webpage presentation – tentative – January

**8. Executive Session/Closed Session**

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

**9. Adjournment/Announcements**

- 9.1 - Next regular meeting January 22, 2019.

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

November 13, 2018  
Fieldbrook Fire Hall, 7:30 PM  
AGENDA

**1. Roll Call**

*President Roy Sheppard called the meeting to order at 7:30 PM. Board members present were, Vice-President Starr Kilian, Director Richard Grissom, Director Jason Garlick and Director Janet Miller. Fire Chief Jack Sheppard, Sewer Technician Grant Weaver (joined the meeting at 7:45 PM), District Engineer Rebecca Crow, GHD Engineer Alex Crowe and General Manager Richard Hanger were present. Also present, were seven community members from the Glendale area.*

**2. Agenda Modifications**

**3. Public Comments**

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

**4. Reports**

4.1 Sewer Report

4.1.1 – Monthly report

*Sewer Technician Grant Weaver provided a brief report. The Cummings Road manhole will be resealed the following week.*

4.2 Safety Report *Received and filed.*

4.3 Fire Chief Report

4.3.1 – Call/incident report.

*Fire Chief Jack Sheppard reported the grant application to Coast Central Credit Union has been approved. The proceeds will go toward the communication upgrade project.*

4.4 District Engineer Report –

4.4.1 – *No additional report.*

4.5 General Manager Report

4.5.1 – *No additional report.*

4.6 Reports by members of the Board.

4.6.1 – *No additional report.*

**5. Consent Agenda**

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

5.1 Approval of minutes

5.1.1 Regular Board Meeting, October 23, 2018.

5.2 Correspondence/Information Items

5.2.1 –

5.3 Approval to pay bills, issue payroll, county warrants, and bank transfers.

5.3.1 Interfund Transfers \$33,449.98

5.3.2 Checks (5637-5659) \$33,291.76

5.3.3 Payroll \$2,651.94

5.3.4 General Journal Entries 387-389

5.3.5 Related Party Transaction – Central Ave Service Center \$494.27 – Truck Batteries

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

**6. Action/Discussion Items**

6.1 – Public Hearing – Sewer rates. Action.

*President Roy Sheppard opened the public hearing at 7:40 PM. General Manager Richard Hanger provided the staff report. The staff report included activities related to the sewer rate study beginning in March of 2018 and culminating in this rate protest hearing. At the beginning of the meeting two (2) letters of protest have been received. President Roy Sheppard moved the hearing to public comments. During the public comment period an additional letter of protest was*

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

*both received and withdrawn. The public comment period was closed at 8:30 PM. The item was returned to the board for consideration.*

***Director Jason Garlic moved to find, based upon public testimony and evidence received in the staff report that the number of protest votes received were insufficient to halt the implementation of the proposed sewer rates. Director Janet Miller seconded the motion and the motion carried on a roll call vote. Aye, Sheppard, Kilian, Grissom, Garlick, & Miller. Nay – 0. Abstain/Absent – 0.***

6.2 – Public Hearing - Establishing sewer rates – Resolution #2018-07. Action.  
*President Roy Sheppard opened the public hearing at 8:35 PM. General Manager Richard Hanger provided the staff report. There were no public comments and the public comment period was closed at 8:38 PM. The item was returned to the board for consideration.*

***Director Richard moved to approve Resolution #2018-07, establishing sewer rates as presented. Director Janet Miller seconded the motion and the motion carried on a roll call vote. Aye, Sheppard, Kilian, Grissom, Garlick, & Miller. Nay – 0. Abstain/Absent – 0.***

6.3 – Establish monthly water readings. Action.

***Director Jason Garlick moved to adopt monthly water meter readings as presented in the staff report. Director Janet Miller seconded the motion. The motion carried, Ayes 5, Nays 0, Abstain 0, Absent 0.***

**7. Future Agenda Items**

- 7.1 – Organizational meeting, December 18, 2018.
- 7.2 – FY 2018 Audit Presentation, December 18, 2018.
- 7.3 –

**8. Executive Session/Closed Session**

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

**9. Adjournment/Announcements**

- 9.1 - Next regular meeting December 18, 2018

*Meeting adjourned at 8:50 PM.*

*Respectfully submitted,*

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*Richard Hanger  
Secretary to the Board*

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*Starr Kilian  
Vice-President*

Attachments  
*CCCU fund transfer  
Initialed disbursement register*

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

December 13, 2018

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

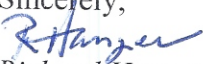
**Re: Annual Certification for Enterprise Fund Installment Sale Agreement  
Fieldbrook Glendale Community Services District,  
Agreement No. [REDACTED]**

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 [REDACTED] ("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 2017 – 2018 ("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 537.
3. The calculation of the coverage ratio described in Section 5.06 of the Agreements is 1.10%. 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  
 General Manager



**Attachment A**  
**Fieldbrook Glendale Community Services District**  
**Debt Service Coverage Calculations**

<div style="background-color: black; width: 150px; height: 15px; margin: 0 auto;"></div> <b>Water Utility Fund</b> <b>Fiscal Year Ending June 30, 2018</b>	
<b>A. System Revenue Analysis</b>	
Net System Revenues	\$42,590
Add: Interest Expense	\$15,808
Add: Depreciation and Amortization	\$24,979
Add: Funds on Deposit in Rate Stabilization Fund	\$50,000
<b>B. Cash Available for Debt Service</b>	<b>\$133,377</b>
<b>C. Senior/Parity Annual Debt Service</b>	
1972 Department of Water Resources (DWR) – Davis Grunsky Act	\$26,830
<b>D. Total Fiscal Year Senior/Parity Maximum Annual Debt Payments</b>	<b>\$26,830</b>
<b>E. Subordinate Debt Service</b>	
IBank	\$16,747
	\$
<b>F. Total Fiscal Year Subordinate Debt Payments</b>	<b>\$16,747</b>
<b>G. Debt Service Coverage Ratios</b>	
Senior/Parity Coverage Ratio (=B/D)	4.97%
Aggregate Debt Service Coverage Ratio (=B/(D+F))	3.06%

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.





DEPARTMENT OF PUBLIC WORKS  
**C O U N T Y O F H U M B O L D T**

MAILING ADDRESS: 1106 SECOND STREET, EUREKA, CA 95501-0579  
AREA CODE 707

ARCATA-EUREKA AIRPORT TERMINAL  
MCKINLEYVILLE  
FAX 839-3596

PUBLIC WORKS BUILDING  
SECOND & L ST., EUREKA  
FAX 445-7409

CLARK COMPLEX at HARRIS & H ST.  
3033 H Street, Room 17, EUREKA  
FAX 445-7388

AVIATION 839-5401

ADMINISTRATION 445-7491  
BUSINESS 445-7652  
ENGINEERING 445-7377  
FACILITY MAINTENANCE 445-7493

NATURAL RESOURCES 445-7741  
NATURAL RESOURCES PLANNING 267-9540  
PARKS 445-7651  
ROADS & EQUIPMENT MAINTENANCE 445-7421

**LAND USE 445-7205**

**Permittee: FIELDBROOK CSD**

**Address: P.O. BOX 2715  
McKinleyville, CA 95519**

**ANNUAL ENCROACHMENT PERMIT**

**Permit No.: 1928**

**Valid Dates: 01/01/2019 through 12/31/2019**

**Authorized Signatures - (not valid unless signed by County)**

**Permittee**

**County of Humboldt**

By: Richard Hanger  
*(signature of authorized representative)*

[Signature]  
By: Erin Cearley

Name Printed: Richard Hanger

Engineering Technician  
3033 "H" Street, Room 17

Telephone: 707 443 3314  
*cell 707 499 1963*

Eureka, CA 95501  
(707) 445-7205

In compliance with your request and subject to all the terms, conditions, and restrictions written below or printed as general or special provisions on any part of this form and/or attachments, permission is hereby granted *for the installation of new lateral service connections and to REPAIR or REPLACE any EXISTING* underground and/or overhead facilities located within the County highway or right of way as per Humboldt County Code Title IV, Division 1, Chapter 1, *and Sections 1463 and 1469 of the Streets and Highways Code of the State of California*, pertaining to the protection and control of County roads. All activities within the right of way under the terms of this Annual "Blanket" Encroachment Permit shall be performed in conformance with the requirements of said Chapter 1 and the specific requirements contained herein.

**THIS PERMIT AUTHORIZES WORK TO BE DONE BY THE PERMITTEE'S OWN FORCES**

**\*\* Work done solely by a contractor hired by the Permittee requires a separate permit.**

**SPECIFIC REQUIREMENTS:**

(1) Any opening or excavation made under the authority of this Permit **SHALL NOT** exceed **four (4)** feet in width and/or **fifty (50)** feet in length.

***Any work EXCEEDING the scope above shall not be covered by this Permit. Main line extension projects and any other facility development shall require the PERMITTEE to submit a separate Encroachment Permit Application.***



Belonging Never Felt Better®



October 16, 2018

Jack Sheppard  
Fieldbrook Volunteer Fire Department  
4584 Fieldbrook Road  
Fieldbrook, CA 95519

Dear Jack,

On behalf of Coast Central Credit Union's Dean G. Christensen Community Investment Program, we are very pleased to inform you that your organization has been awarded a \$3,000 grant for the fire radio repeater station project as part of our fall 2018 round of giving.

With over 50 applications and a total of \$100,000 to give, our employee committee and Board of Directors recognize the tremendous amount of valuable endeavors being made to improve the quality of life in Humboldt, Del Norte, and Trinity counties. Each individual devoted a significant amount of time to read through and discuss every application in detail. We sincerely appreciate the opportunity to learn about your organization and the very positive impact it makes on our communities.

In order to receive your grant funds, we ask that you use the enclosed Grant Report Form to attach copies of purchase orders, receipts, etc. for the specific items approved and submit for reimbursement. Please note that the grant expires on October 31, 2019, and your completed form is due by this date. Please feel free to contact Colleen Toste, VP, Marketing & Communications, at (707) 445-8801 x 309 or [ctoste@coastccu.org](mailto:ctoste@coastccu.org) if you have any questions about this process.

Enclosed is a Photo Information & Release Form. We encourage you to submit quality photographs depicting your project that could be used in our quarterly newsletter, website, Facebook page, or other form of publication. Please complete and attached a form with each photo.

Coast Central's commitment to the longtime credit union motto, "people helping people", stands firm, and we are appreciative to our membership that enables us to support our communities through this program. We congratulate you on your accomplishment and thank you for your wonderful efforts.

Sincerely,

A handwritten signature in black ink that reads "J. Sessa".

James T. Sessa  
President/CEO

Arcata

Crescent City

Eureka

Fortuna

Hoopla

McKinleyville

Weaverville

Willow Creek

(707) 445-8801 or (800) 974-9727

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

December 18, 2018



Please confirm transfer verbally to Richard Hanger at   
Via email to [rhanger50@gmail.com](mailto:rhanger50@gmail.com)

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

Please transfer the following



From: S70 Business Liquid Asset Account      \$ 82,795.07  
To: S61 Water Checking                              \$ 82,795.07

Dec. Reconciliation

Check Register	\$	82,548.87
#5660-5683	\$	82,548.87
Transfer Totals	\$	(82,795.07)
Fire	\$	14,561.04
Sewer	\$	27,831.87
Water	\$	40,402.16
Gross Pay	\$	3,009.34
<Net Pay>	\$	(2,295.19)
Empr. Taxes	\$	231.79
Adjustments		
IRS	\$	(707.74)
Intuit Payroll Payment	\$	8.00
Reconciliation	\$	(82,548.87)
Balance	\$	-



**Fieldbrook Glendale Community Services District**  
**Customer Balance Detail**  
**As of December 18, 2018**

Type	Date	Num	Name	Account	Class	Amount	Balance
<b>Interfund Expenses/Fire</b>							2.00
Bill	11/19/2018	ACE...	Interf...	5420 · Building ...	Fire Dep...	20.46	22.46
Check	11/21/2018	E-Pay	Interf...	5390 · Office Ex...	Fire Dep...	1.00	23.46
Bill	11/30/2018	690...	Interf...	5365 · Fuel Exp...	Fire Dep...	211.39	234.85
Bill	11/30/2018	156...	Interf...	5320 · Electric (...	Fire Dep...	133.43	368.28
Bill	11/30/2018	707-...	Interf...	5310 · Telephon...	Fire Dep...	204.74	573.02
Bill	11/30/2018	47.18	Interf...	5335 · Water (...	Fire Dep...	47.18	620.20
Bill	11/30/2018		Interf...	5330 · Propane ...	Fire Dep...	65.00	685.20
Bill	11/30/2018	W26...	Interf...	5530 · Trucks (T...	Fire Dep...	397.00	1,082.20
Bill	11/30/2018	981...	Interf...	5310 · Telephon...	Fire Dep...	38.01	1,120.21
Bill	12/01/2018	Dec ...	Interf...	5345 · Internet ...	Fire Dep...	129.95	1,250.16
Bill	12/01/2018	450...	Interf...	5346 · Security -...	Fire Dep...	76.50	1,326.66
Bill	12/05/2018	Dec ...	Interf...	5075 · Chief Ex...	Fire Dep...	49.00	1,375.66
Bill	12/05/2018	Pay...	Interf...	2090 · C/P Note...	Fire Dep...	3,028.25	4,403.91
Bill	12/05/2018	Pay...	Interf...	5650 · Interest ...	Fire Dep...	3,143.63	7,547.54
Bill	12/05/2018	Pay...	Interf...	2091 · C/P Note...	Fire Dep...	4,816.41	12,363.95
Bill	12/05/2018	Pay...	Interf...	5650 · Interest ...	Fire Dep...	2,059.60	14,423.55
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Fire Dep...	127.72	14,551.27
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Fire Dep...	0.00	14,551.27
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Fire Dep...	7.92	14,559.19
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Fire Dep...	1.85	14,561.04
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Fire Dep...	0.00	14,561.04
<b>Total Interfund Expenses/Fire</b>						<b>14,559.04</b>	<b>14,561.04</b>
<b>Interfund Expenses/Sewer</b>							9,967.70
Bill	11/16/2018	324	Interf...	5370 · Property ...	Enterpris...	324.00	10,291.70
Bill	11/21/2018	109...	Interf...	5122 · Special S...	Enterpris...	92.50	10,384.20
Bill	11/21/2018	109...	Interf...	5121 · Engineeri...	Enterpris...	185.00	10,569.20
Bill	11/21/2018	109...	Interf...	5121 · Engineeri...	Enterpris...	9.00	10,578.20
Check	11/21/2018	E-Pay	Interf...	5390 · Office Ex...	Enterpris...	2.00	10,580.20
Bill	11/27/2018	WD-...	Interf...	5700 · Licenses ...	Enterpris...	2,268.00	12,848.20
Bill	11/30/2018	021...	Interf...	5320 · Electric (...	Enterpris...	71.89	12,920.09
Bill	11/30/2018	707-...	Interf...	5310 · Telephon...	Enterpris...	275.04	13,195.13
Bill	11/30/2018	707-...	Interf...	5310 · Telephon...	Enterpris...	172.02	13,367.15
Bill	11/30/2018	000...	Interf...	5020 · Purchase...	Enterpris...	11,921.48	25,288.63
Bill	11/30/2018	091...	Interf...	5320 · Electric (...	Enterpris...	402.04	25,690.67
Paycheck	12/14/2018	5682	Interf...	6560 · Payroll E...	Enterpris...	1,005.90	26,696.57
Paycheck	12/14/2018	5682	Interf...	6560 · Payroll E...	Enterpris...	0.00	26,696.57
Paycheck	12/14/2018	5682	Interf...	6560 · Payroll E...	Enterpris...	62.37	26,758.94
Paycheck	12/14/2018	5682	Interf...	6560 · Payroll E...	Enterpris...	14.59	26,773.53
Paycheck	12/14/2018	5682	Interf...	6560 · Payroll E...	Enterpris...	0.00	26,773.53
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	894.04	27,667.57
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	0.00	27,667.57
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	55.43	27,723.00
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	12.96	27,735.96
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	0.00	27,735.96
Paycheck	12/14/2018	5684	Interf...	6560 · Payroll E...	Enterpris...	87.64	27,823.60
Paycheck	12/14/2018	5684	Interf...	6560 · Payroll E...	Enterpris...	0.08	27,823.68
Paycheck	12/14/2018	5684	Interf...	6560 · Payroll E...	Enterpris...	5.43	27,829.11
Paycheck	12/14/2018	5684	Interf...	6560 · Payroll E...	Enterpris...	1.27	27,830.38
Paycheck	12/14/2018	5684	Interf...	6560 · Payroll E...	Enterpris...	1.49	27,831.87
<b>Total Interfund Expenses/Sewer</b>						<b>17,864.17</b>	<b>27,831.87</b>
<b>Interfund Expenses/Water</b>							2.00
Bill	11/21/2018	109...	Interf...	5121 · Engineeri...	Enterpris...	277.50	279.50
Bill	11/21/2018	109...	Interf...	5121 · Engineeri...	Enterpris...	9.00	288.50
Check	11/21/2018	E-Pay	Interf...	5390 · Office Ex...	Enterpris...	1.00	289.50
Bill	11/30/2018	009...	Interf...	5320 · Electric (...	Enterpris...	21.07	310.57
Bill	11/30/2018	992...	Interf...	5320 · Electric (...	Enterpris...	34.92	345.49
Bill	11/30/2018	799...	Interf...	5320 · Electric (...	Enterpris...	666.96	1,012.45
Bill	11/30/2018	Nov ...	Interf...	5010 · Purchase...	Enterpris...	914.83	1,927.28
Bill	11/30/2018	Nov ...	Interf...	5010 · Purchase...	Enterpris...	11,913.04	13,840.32
Bill	11/30/2018	Nov ...	Interf...	5010 · Purchase...	Enterpris...	1,251.74	15,092.06
Bill	11/30/2018	Nov ...	Interf...	5010 · Purchase...	Enterpris...	720.71	15,812.77
Bill	11/30/2018	Nov ...	Interf...	5010 · Purchase...	Enterpris...	-62.97	15,749.80
Bill	11/30/2018	234-...	Interf...	5310 · Telephon...	Enterpris...	91.54	15,841.34
Bill	12/01/2018	707-...	Interf...	5310 · Telephon...	Enterpris...	57.61	15,898.95



**Fieldbrook Glendale Community Services District**  
**Customer Balance Detail**  
As of December 18, 2018

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	12/01/2018	190...	Interf...	2075 · C/P Davi...	Enterpris...	16,274.51	32,173.46
Bill	12/01/2018	190...	Interf...	5650 · Interest ...	Enterpris...	3,793.09	35,966.55
Bill	12/01/2018	190...	Interf...	2080 · C/P D/G ...	Enterpris...	3,228.17	39,194.72
Bill	12/05/2018	Dec ...	Interf...	5070 · Directors'...	Enterpris...	49.00	39,243.72
Bill	12/05/2018	Dec ...	Interf...	5070 · Directors'...	Enterpris...	49.00	39,292.72
Bill	12/05/2018	Dec ...	Interf...	5070 · Directors'...	Enterpris...	49.00	39,341.72
Bill	12/05/2018	Dec ...	Interf...	5070 · Directors'...	Enterpris...	49.00	39,390.72
Bill	12/05/2018	Dec ...	Interf...	5070 · Directors'...	Enterpris...	49.00	39,439.72
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	894.04	40,333.76
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	0.00	40,333.76
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	0.00	40,333.76
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	55.43	40,389.19
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	12.97	40,402.16
Paycheck	12/14/2018	5683	Interf...	6560 · Payroll E...	Enterpris...	0.00	40,402.16
Total Interfund Expenses/Water						40,400.16	40,402.16
<b>TOTAL</b>						<b>72,823.37</b>	<b>82,795.07</b>

**Fieldbrook Glendale Community Services District**  
**Check Register for this Month**  
**November 14 through December 18, 2018**

Type	Date	Num	Name	Amount
<b>1000 · Coast Central Credit Un.</b>				
<b>1012 · General Fund Checking (All Funds)</b>				
<b>1015 · Water Dept Checking (Water Dept Checking)</b>				
Check	11/21/2018	E-Pay	Intuit Quick Books	-4.00
Liability Check	11/26/2018	E-pay	United States Tre...	-707.74
Bill Pmt -Check	12/03/2018	E-Pay	Verizon	-38.01
Bill Pmt -Check	12/14/2018	5660	Advanced Securit...	-76.50
Bill Pmt -Check	12/14/2018	5661	Arcata Fire Protec...	-324.00
Bill Pmt -Check	12/14/2018	5662	AT&T	-800.95
Bill Pmt -Check	12/14/2018	5663	Cam Appleton	-20.46
Bill Pmt -Check	12/14/2018	5664	Campora	-65.00
Bill Pmt -Check	12/14/2018	5665	City of Arcata	-21,885.18
Bill Pmt -Check	12/14/2018	5666	Department of W...	-23,295.77
Bill Pmt -Check	12/14/2018	5667	FGCSD	-13,047.89
Bill Pmt -Check	12/14/2018	5668	Fieldbrook Glend...	-47.18
Bill Pmt -Check	12/14/2018	5669	GHD, Inc	-573.00
Bill Pmt -Check	12/14/2018	5670	Humboldt Bay Mu...	-14,737.35
Bill Pmt -Check	12/14/2018	5671	Jack Sheppard	-49.00
Bill Pmt -Check	12/14/2018	5672	Janet Miller	-49.00
Bill Pmt -Check	12/14/2018	5673	Jason Garlick	-49.00
Bill Pmt -Check	12/14/2018	5674	PG&E	-1,330.31
Bill Pmt -Check	12/14/2018	5675	Renner Petroleum	-211.39
Bill Pmt -Check	12/14/2018	5676	Rich Grissom	-49.00
Bill Pmt -Check	12/14/2018	5677	Roy Sheppard	-49.00
Bill Pmt -Check	12/14/2018	5678	Starr Kilian	-49.00
Bill Pmt -Check	12/14/2018	5679	State Water Reso...	-2,268.00
Bill Pmt -Check	12/14/2018	5680	Sudden Link	-129.95
Bill Pmt -Check	12/14/2018	5681	Trinity Diesel, Inc.	-397.00
Paycheck	12/14/2018	5684	Robert S Lackey	-80.06
Paycheck	12/14/2018	5682	Grant Weaver	-918.88
Paycheck	12/14/2018	5683	Richard A Hanger	-1,296.25
Total 1015 · Water Dept Checking (Water Dept Checking)				-82,548.87
Total 1012 · General Fund Checking (All Funds)				-82,548.87
Total 1000 · Coast Central Credit Un.				-82,548.87
<b>TOTAL</b>				<b>-82,548.87</b>

**Fieldbrook Glendale Community Services District  
Payroll Summary**

November 14 through December 18, 2018

	Grant Weaver		Richard A Hanger		Robert S Lackey		TOTAL	
	Ho...	Rate	Ho...	Rate	Ho...	Rate	Ho...	Rate
<b>Employee Wages, Taxes and Adjustments</b>								
<b>Gross Pay</b>								
Hourly Rate	35	28.74	60	31.93	3.5	25.04	98.50	3,009.34
Hourly Sick		28.74	0.00	31.93	0.00	0.00	0.00	0.00
<b>Total Gross Pay</b>								
Adjusted Gross Pay	35	1,005.90	60	1,915.80	3.5	1,915.80	98.50	3,009.34
		0.00		0.00		0.00		0.00
<b>Taxes Withheld</b>								
Federal Withholding		0.00		-302.00		0.00		-302.00
Medicare Employee		-14.59		-27.78		-1.27		-43.64
Social Security Employee		-62.37		-118.78		-5.43		-186.58
CA - Withholding		0.00		-151.84		0.00		-151.84
CA - Disability Employee		-10.06		-19.15		-0.88		-30.09
Medicare Employee Addl Tax		0.00		0.00		0.00		0.00
<b>Total Taxes Withheld</b>								
		-87.02		-619.55		-7.59		-714.15
<b>Net Pay</b>	<b>35</b>	<b>918.88</b>	<b>60</b>	<b>1,296.25</b>	<b>3.5</b>	<b>98.50</b>		<b>2,295.19</b>
<b>Employer Taxes and Contributions</b>								
Medicare Company		14.59		27.78		1.27		43.64
Social Security Company		62.37		118.78		5.43		186.58
CA - Unemployment Company		0.00		0.00		1.49		1.49
CA - Employment Training Tax		0.00		0.00		0.08		0.08
<b>Total Employer Taxes and Contributions</b>								
		76.96		146.56		8.27		231.79



7:11 AM

Fieldbrook Glendale Community Services District

12/15/18

General Journal Transaction

Accrual Basis

November 30, 2018

Num	Name	Memo	Account	Class	Debit	Credit
390		October Defer...	2315 · Deferred Rev...	Enterpris...	47.18	
		October Defer...	1027 · Water Assets...	Enterpris...		47.18
		November De...	2315 · Deferred Rev...	Enterpris...	118.72	
		November De...	1027 · Water Assets...	Enterpris...		118.72
					165.90	165.90
<b>TOTAL</b>					<b>165.90</b>	<b>165.90</b>

7:11 AM

Fieldbrook Glendale Community Services District

12/15/18

General Journal Transaction

Accrual Basis

November 1, 2018

Num	Name	Memo	Account	Class	Debit	Credit
391		Reverse Octo...	2315 · Deferred Rev...	Enterpris...		47.18
		Reverse Octo...	1027 · Water Assets...	Enterpris...	47.18	
					47.18	47.18
<b>TOTAL</b>					<b>47.18</b>	<b>47.18</b>

7:11 AM

Fieldbrook Glendale Community Services District

12/15/18

General Journal Transaction

Accrual Basis

November 30, 2018

Num	Name	Memo	Account	Class	Debit	Credit
392	Fieldbrook Custome...		5610 · Uncollectable...	Enterpris...	275.68	
	Fieldbrook Custome...		1210 · A/R Water (A...	Enterpris...		275.68
					275.68	275.68
<b>TOTAL</b>					<b>275.68</b>	<b>275.68</b>

**Account Number** 044500C    **Customer Name** [REDACTED]    **Customer Address** 2360 Glendale Road    **Account Balance** \$ 275.68    **Notes**

Detail	
Water Billing	\$ 94.03
Sewer Billing	\$ 143.72
Shut off Charge	\$ -
Late Charges	\$ 37.93
<b>Total</b>	<b>\$ 275.68</b>

No shut off charge. The customer requested the water be turned off and account closed on 9/6/2018. Final demand letter was sent 11/1/2018 with 11/15/2018 deadline to pay or be turned over to collections. No response.

Approval to write off as a bad debt: \_\_\_\_\_  
 By: *B. Hynes*  
 Date: 11.26.2018

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

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.1

**Agenda Title:** Receive and file audit for fiscal year 2017-2018.

**Meeting Date:** 12/18/18

**Presented by:** Richard Hanger

**Type of Item :**       Action                       Discussion                       Information

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

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**Background**

Management's Discussion and Analysis reviewed September 2018

**Recommendation:**

Following the presentation of the audit report, move to receive and file the audit report for fiscal year 2017-2018.



Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.2

**Agenda Title:** Election of Officers for 2019.

**Meeting Date:** 12/18/2018

**Presented by:** Richard Hanger

**Type of Item:**         Action                       Discussion                       Information

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

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**Background**

Officer of the board consist of the President and Vice-President. The board also appoints a representative and an alternate to the HBMWD Water Task Force.

2018 Officers

President – Roy Sheppard

Vice-President, Starr Kilian

Water Task Force, Jason Garlick

Alternate to the water Task Force, Starr Kilian

**Recommendation:**

Open nominations.

Close nominations.

Elect directors to the respective offices.

Appoint a director of the board and an alternate to the HBMWD Water Task Force.

Alternatively, the board may elect a slate of officers and appointments in a single action.

Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.3

**Agenda Title:** Roster of Public Officials.

**Meeting Date:** 12/18/2018

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

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**Background**

The roster of public officials is circulated to a variety of county, state, and local agencies. It is also available to members of the public.

**Recommendation:**

Review and approve as presented.

## Roster of Public Officials 2019

**LEGAL NAME OF AGENCY:** Fieldbrook Glendale Community Services District

**PHYSICAL ADDRESS:** 4584 Fieldbrook Road, Fieldbrook CA 95519

**MAILING ADDRESS:** P.O. Box 2715, McKinleyville, CA 95519

**TELEPHONE NUMBER:** (707) 443-3316

### MEMBERS OF GOVERNING BOARD

	<b><u>Name</u></b>	<b><u>Address</u></b>	<b><u>Telephone</u></b>	<b><u>Elec/Appt Date</u></b>	<b><u>End Term</u></b>
1	Roy Sheppard	1340 Crockett Fieldbrook, CA 95519	(707) 839-0542	12/17	12/22
2	Starr Kilian	4090 Old Railroad Grade Fieldbrook, CA 95519	(707) 839-8817	12/17	12/22
3	Jason Garlick	246 Wagle Lane Fieldbrook, CA 95519	(707) 840-0909	12/17	12/22
4	Richard Grissom	334 Wagle Lane Fieldbrook, CA 95519	(707) 839-8337	12/15	12/20
5	Janet Miller	4360 Fieldbrook Road Fieldbrook, CA 95519	(707) 839-0498	12/15	12/20

**NAME OF PRESIDING OFFICER:** Roy Sheppard, President

**NAME/ADDRESS OF SECRETARY:** Richard Hanger 5021 Mitchell Road Eureka, CA 95503

#### **FREQUENCY/TIME/PLACE OF REGULAR BOARD MEETINGS:**

Fourth (4<sup>th</sup>) Tuesday of each month, 7:30 PM, Fire Station, 4584 Fieldbrook Road. November's Board meeting will be held the third Tuesday of November. December's Board meeting will be held the third Tuesday of December.

#### **NAME/ADDRESS/TELEPHONE OF PERSON(S) WITH RECORDS/BUDGET:**

Richard Hanger 5021 Mitchell Road Eureka, CA 95503 (707) 443-3316

**Note:** Terms of office were extended by one-year by Resolution 2017-07. This Resolution moved elections to even-years as required by Senate Bill 415 the California Voter Participation Rights Act.

**SUBMITTED BY:** \_\_\_\_\_

**Richard Hanger**

**TITLE:** Clerk of the Board

**DATE:** December 18, 2018



Fieldbrook Glendale  
Community Services District  
Agenda Background

**Agenda Item:** 6.4

**Agenda Title:** Board Calendar for 2019.

**Meeting Date:** 12/18/2018

**Presented by:** Richard Hanger

**Type of Item:**       Action                       Discussion                       Information

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

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**Background**

Regular board meeting will be held the fourth Tuesday of each month. November's board meeting will be held the third Tuesday of November. December's board meeting will be held the third Tuesday of December.

**Recommendation:**

Adopt the board calendar for 2019 as presented.

## Board Calendar 2019

Regular board meetings are held the fourth Tuesday of each month. November and December's board meetings will be held on the third Tuesday. To ensure proper noticing and preparation of the agenda, agenda items must be received **ten** calendar days prior to the meeting date. Calendar adopted December 18, 2018

January 22

February 26

March 26

April 23

May 28

June 25

July 23

August 27

September 24

October 23

**November 19**

**December 17**

<b>BOARD CALENDAR</b>			<b>Notes:</b>
<b>JANUARY</b>	<b>FEBRUARY</b>	<b>MARCH</b>	Board Meetings are the fourth Tuesday of each month with an exception for the months of Nov. and Dec. Agenda Items are due 10 calendar days before each meeting
CPI Rate Adjustment CPI Wage Adjustment Quarterly Financial Report Budget Adjustments	Conflict of Interest (Form 700)		
<b>APRIL</b>	<b>MAY</b>	<b>JUNE</b>	
Quarterly Financial Report Budget Adjustments Fire Loan Interest Review Sewer Loan Interest Review	Budget Presentation Certification of Tax Assessment Consumer Confidence Report (Annual) Auditor Selection (2019)	Budget Adoption Capital Improvement Program	Biennial Ethics Training
<b>JULY</b>	<b>AUGUST</b>	<b>SEPT</b>	
Quarterly Financial Report Budget Adjustments Board Remuneration Wholesale Water Rate Adjustment Biennial Conflict of Interest Code (2020)	Final Budget Adoption	Draft MD&A for Audit	
<b>OCT</b>	<b>NOV</b>	<b>DEC</b>	
Quarterly Financial Report Budget Adjustments Sewer Flow Report	Audit Presentation (Tentative) Wholesale Water 218 (2020) Wastewater 218 (2023)	Board Officer Election Roster of Public Officials Calendar Board Meetings I-Bank Certification	

12/19/2017

Board Calendar Recurring Events