



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

Tuesday, May 28, 2024

**Fieldbrook Fire Hall & Teleconference
7:30 PM Regular Meeting
AGENDA**

A. Roll Call

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

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

B. Agenda Modification

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

C. Public Comments

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

D. Reports

1.1 Wastewater Report

1.1.1 Maintenance.

1.2 Fire Chief Report

1.2.1 Call/Incident report.

1.3 District Engineer Report

1.3.1 Muni-meeting report, meeting cancelled.

1.3.2 Anker Tank Replacement project report, other than action/information items.

1.4 Safety Report –

1.5 General Manager Report

1.5.1.1 Audit RFP.

1.5.1.2 Construction Management RFQ.

Meeting Materials may be accessed at:

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

Tuesday, May 28, 2024

AGENDA

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 the public requests an item be removed and considered separately.

Approval of Minutes

2.1 Regular Board Meeting, April 23, 2024.

Correspondence

3.1 HC Elections, Officer Terms Expiring and District Preferences,

Financial Reports

4.1 Interfund Transfers, \$81,779.90 less \$20,000 from Water fund.

4.2 Check/EFT Payments Net of deposits, (#7480-7496) \$79,094.64.

4.3 Payroll, \$6,257.79.

4.4 General Journal Entries, 625-630, \$19,430.82.

4.5 Reimbursements \$124.72, Mileage \$555.43.

4.6 HC Warrant request (Fire Fund) \$45,000.

F. Business Items Action/Information

5.1 Anker Tank Construction Bid Award. Action.

5.2 GHD Anker Tank Support Amendment. Action.

5.3 Resolution 20204-02, Annual Certification of Tax Assessment. Action.

5.4 Preliminary Department Budgets, fiscal year 2025. Information.

G. Public Hearings – None.

H. Closed Session – None.

I. Future Agenda Items

8.1 Budget Adoption. June.

J. Adjournment/Announcements

9.1 Next regular meeting, June 25, 2024.

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



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

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

Tuesday, April 23, 2024

Fieldbrook Fire Hall & Teleconference
7:30 PM Regular Meeting
MINUTES

A. Roll Call

President Roy Sheppard called the meeting at 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 Chris Appleton, Wastewater Technician Grant Weaver, District Engineer Rebecca Crow, District Engineer Steven Pearl, and General Manager Richard Hanger were present.

B. Agenda Modification

The Fire Chief Report will follow public comments.

C. Public Comments – None.

D. Reports

1.1 Wastewater Report

1.1.1 Grant Weaver resignation.

Wastewater Technician Grant Weaver provided the staff report. Final projects for the fiscal year are ARV maintenance, manhole repair, and flushing of the mainline and tributary lines. Grant anticipates working through the first or second week of June.

1.2 Fire Chief Report

1.2.1 Call/Incident report.

Fire Chief Chris Appleton provided the staff report. A total of fifteen call outs, four auto-aid, and eleven EMS.

1.3 District Engineer Report

1.3.1 Muni-meeting report – no report.

1.3.2 Anker Tank Replacement project report – no additional report.

1.4 Safety Report – received and filed.

1.5 General Manager Report – no additional report.

1.6 Director Reports – no reports.

E. Consent Agenda

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

Meeting Materials may be accessed at:

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

Tuesday, April 23, 2024

MINUTES

Approval of Minutes

2.1 Regular Board Meeting, March 26, 2024.

Correspondence

3.1 HCSD, re: LAFCo Election for Special District Members.

3.2 Hunter, Hunter, & Hunt, re: resignation letter.

3.3 HC Elections, Certification of votes cast.

Financial Reports

4.1 Interfund Transfers, \$93,551.77.

4.2 Check/EFT Payments Net of deposits, (#7463-7479) \$93,321.44.

4.3 Payroll, \$3,838.82.

4.4 General Journal Entries, 623-624, \$17,341.10.

4.5 Reimbursements \$183.76, Mileage \$466.32.

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

F. Business Items Action/Information

5.1 Advertisement for Anker Tank Construction Bid. Information.

General Manager Richard Hanger provided the staff report. No action was taken.

5.2 Engineers estimated construction costs. Information/Direction.

District Engineers Rebecca Crow and Steven Pearl discussed estimated construction costs. General Manager Richard Hanger discussed possible financing options if construction bids are above available resources. No action was taken.

5.3 Request for Qualifications: Construction Management, Anker Tank Project. Information.

General Manager Richard Hanger provided the staff report. No action was taken.

5.4 Request for Proposal, Audit Services, 2024-2026. Action.

General Manager Richard Hanger provided the staff report.

Director Jason Garlick moved to publish and solicit a request of proposal for audit services as presented. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick and Miller voting aye.

5.5 Revised Agreement for Proposition 172 Revenue F/Y 2023-2028. Information.

General Manager Richard Hanger provided the staff report. No action was taken.

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Tuesday, April 23, 2024

MINUTES

5.6 Water Loans to Fire, review and set interest rate for 2025. Action.

General Manager Richard Hanger provided the staff report.

Director Jason Garlick moved to leave the rate of interest unchanged (4.5%) for the fiscal year 2025. Director Richard Grissom seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick and Miller voting aye.

5.7 Third Quarter financial reports and budget adjustments. Action.

District Manager Richard Hanger provided the staff report.

Director Richard Grissom moved to approve the quarterly budget reports and budget adjustments as presented. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick and Miller voting aye.

5.8 LAFCo, Special District Member election. Action.

District Manager Richard Hanger provided the staff report.

Director Richard Grissom moved to support Heidi Benzonelli. Director Jason Garlick seconded the motion. The motion carried with Sheppard, Kilian, Grissom, Garlick and Miller voting aye.

G. Public Hearings – None.

H. Closed Session – None.

I. Future Agenda Items

8.1 Budget Presentation. May.

8.2 Certification of Tax Assessment. May.

8.3 Special Meeting to award Anker Tank Bid and/or discuss financing options. May.

J. Adjournment/Announcements

9.1 Next regular meeting, May 28, 2024.

The meeting adjourned at 8:28 PM.

Respectfully submitted,

Richard Hanger, Board Secretary

Starr Kilian, Vice-President

Attachments: CCCU fund transfer; initialed disbursement register.

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COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481 / Fax 707-445-7204
humboldt_elections@co.humboldt.ca.us

TO: Fieldbrook Glendale Community Services District
FROM: Christina Strevey, Administrative Analyst
DATE: April 24, 2024
SUBJECT: General Election on November 5, 2024
Officer Terms Expiring & District Preferences

The Office of Elections is preparing for the General Election on November 5, 2024 and requests your assistance. Please complete and return this form **by May 31, 2024**.

Mailing Address: 2426 6th Street, Eureka, CA 95501
Email: humboldt_elections@co.humboldt.ca.us

OFFICER TERMS EXPIRING IN 2024

Elections records indicate your board has officer terms that will expire in 2024. Please review the below information and make necessary corrections or notations.

Title	Incumbent	Term
Director	Janet Carol Miller	4 yr
Director	Richard Grissom	4 yr

DISTRICT PREFERENCES & CHANGES

Please provide the Office of Elections with the below information.

Candidacy

Who will pay for candidate statements? Circle one.

DISTRICT CANDIDATE

Maximum word length for candidate statements. Circle one.

200 words 400 words

Tie Breaker

How will your district resolve a tie? Circle one.

BY LOT RUNOFF

Boundary Changes

Has there been changes to district borders in the last two years? Circle one.
(If "YES", please return a new map with current district boundaries.)

YES NO

Richard Hanger
Signature

5/25/2024
Date

Richard Hanger, General Manager
Print Name & Title



**Fieldbrook Glendale
Community Services District**

water · sewer · fire

**REGULAR MEETING OF THE
BOARD OF DIRECTORS**

March 26, 2024

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

Please transfer the following

From: Business Liquid Asset Account \$ 61,779.90.
To: Water Checking \$ 61,779.90.

5/28/2024	
Check Register	\$ 79,094.64
#7480-7496	\$ 79,094.64
Other Deposit	\$ -
Other Deposit	\$ -
Transfer Totals	\$ (61,779.90)
Anker Tank Project	\$ -
Fire	\$ 2,404.70
Sewer	\$ 23,414.53
Water	\$ 55,960.67
Reduce Water Transfer	\$ (20,000.00)
Gross Pay	\$ 6,257.79
<Net Pay>	\$ (1,185.16)
Empr. Taxes	\$ 494.59
Adjustments	
EDD	\$ (197.83)
EDD	\$ (38.34)
IRS	\$ (985.36)
PG&E	\$ (1,309.72)
Verizon	\$ (138.96)
Optimum	\$ (161.55)
Other	\$ (50.20)
Reconciliation	\$ (59,094.64)
Balance	\$ -

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of May 28, 2024

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							0.00
Total Anker Tank Replacement							0.00
Interfund Expenses/Fire							1,173.29
Bill	04/24/2024	1563-...	Interfun...	5320 - Electric (Electric)	Fire Depart...	173.61	1,346.90
Bill	04/30/2024	380-0...	Interfun...	5121 - Engineering Expenses	Enterprise:S...	1.50	1,348.40
Bill	04/30/2024	CL 24...	Interfun...	5365 - Fuel Expenses (Fuel Expenses)	Fire Depart...	210.22	1,558.62
Bill	04/30/2024	Apr 20...	Interfun...	5335 - Water (Water)	Fire Depart...	59.48	1,618.10
Bill	05/05/2024	707-8...	Interfun...	5310 - Telephone (Telephone)	Fire Depart...	401.45	2,019.55
Bill	05/10/2024	May 2...	Interfun...	5345 - Internet Service (Internet Service)	Fire Depart...	161.55	2,181.10
Bill	05/20/2024	P1-95...	Interfun...	5390.02 - Office Software (Software licenses a...	Fire Depart...	2.00	2,183.10
Bill	05/22/2024	May 2...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Fire Depart...	8.57	2,191.67
Bill	05/24/2024	May 2...	Interfun...	5075 - Chief Expenses - Fire (Chief Expenses ...	Fire Depart...	50.00	2,241.67
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Fire Depart...	151.44	2,393.11
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Fire Depart...	0.00	2,393.11
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Fire Depart...	9.39	2,402.50
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Fire Depart...	2.20	2,404.70
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Fire Depart...	0.00	2,404.70
Total Interfund Expenses/Fire						1,231.41	2,404.70
Interfund Expenses/Sewer							340.88
Bill	04/24/2024	0213-...	Interfun...	5320 - Electric (Electric)	Enterprise:S...	22.85	363.73
Bill	04/24/2024	HF321...	Interfun...	5400.01 - Line Repairs Maintenance (Line Re...	Enterprise:S...	59.66	423.39
Bill	04/24/2024	HF321...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	0.00	423.39
Bill	04/30/2024	380-0...	Interfun...	5121 - Engineering Expenses	Enterprise:S...	170.00	593.39
Bill	04/30/2024	INV-X...	Interfun...	5625.02 - Merchant Fees (Merchant Fees)	Enterprise:S...	111.90	705.29
Bill	04/30/2024	0912-...	Interfun...	5320 - Electric (Electric)	Enterprise:S...	883.98	1,589.27
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	502.74	2,092.01
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	398.33	2,490.34
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	3,083.68	5,574.02
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	116.61	5,690.63
Bill	04/30/2024	00115...	Interfun...	5020 - Purchased Sewer Services (Purchased...	Enterprise:S...	11,634.46	17,325.09
Bill	04/30/2024	00115...	Interfun...	5020 - Purchased Sewer Services (Purchased...	Enterprise:S...	71.86	17,396.95
Check	04/30/2024	E-Pay	Interfun...	5625.01 - Bank Fees (Bank Fees)	Enterprise:S...	16.55	17,413.50
General Journal	04/30/2024	630	Interfun...	1206.04 - A/R Current - Kernen	Enterprise:S...	1,081.48	18,494.98
General Journal	04/30/2024	630	Interfun...	4900.02 - Sewer Interest Income (Sewer Inter...	Enterprise:S...	63.60	18,558.58
General Journal	04/30/2024	630	Interfun...	1015 - Water Dept Checking	Enterprise:S...	-1,145.08	17,413.50
Bill	05/01/2024	Ace27...	Interfun...	5400.01 - Line Repairs Maintenance (Line Re...	Enterprise:S...	28.20	17,441.70
Bill	05/01/2024	Ace27...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	0.00	17,441.70
Bill	05/18/2024	HF572...	Interfun...	5400.01 - Line Repairs Maintenance (Line Re...	Enterprise:S...	36.86	17,478.56
Bill	05/18/2024	HF572...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	0.00	17,478.56
Bill	05/20/2024	P1-95...	Interfun...	5390.02 - Office Software (Software licenses a...	Enterprise:S...	8.00	17,486.56
Bill	05/22/2024	May M...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	412.72	17,899.28
Bill	05/22/2024	May 2...	Interfun...	5366 - Mileage & Travel (Mileage & Travel)	Enterprise:S...	67.07	17,966.35
Paycheck	05/24/2024	7494	Interfun...	6560 - Payroll Expenses	Enterprise:S...	3,986.19	21,952.54
Paycheck	05/24/2024	7494	Interfun...	6560 - Payroll Expenses	Enterprise:S...	0.76	21,953.30
Paycheck	05/24/2024	7494	Interfun...	6560 - Payroll Expenses	Enterprise:S...	247.14	22,200.44
Paycheck	05/24/2024	7494	Interfun...	6560 - Payroll Expenses	Enterprise:S...	57.80	22,258.24
Paycheck	05/24/2024	7494	Interfun...	6560 - Payroll Expenses	Enterprise:S...	15.11	22,273.35
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Enterprise:S...	1,060.08	23,333.43
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Enterprise:S...	0.00	23,333.43
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Enterprise:S...	65.73	23,399.16
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Enterprise:S...	15.37	23,414.53
Paycheck	05/24/2024	7495	Interfun...	6560 - Payroll Expenses	Enterprise:S...	0.00	23,414.53
Total Interfund Expenses/Sewer						23,073.65	23,414.53
Interfund Expenses/Water							7,742.17
Bill	04/24/2024	9923-...	Interfun...	5320 - Electric (Electric)	Enterprise:...	8.62	7,750.79
Bill	04/25/2024	7997-...	Interfun...	5320 - Electric (Electric)	Enterprise:...	1,104.64	8,855.43
Bill	04/25/2024	2024ci...	Interfun...	5121 - Engineering Expenses	Enterprise:...	474.00	9,329.43
Bill	04/30/2024	380-0...	Interfun...	5121 - Engineering Expenses	Enterprise:...	587.50	9,916.93
Bill	04/30/2024	380-0...	Interfun...	5121 - Engineering Expenses	Enterprise:...	29.10	9,946.03
Bill	04/30/2024	380-0...	Interfun...	5122 - Special Studies (Engineering Fees proj...	Enterprise:...	6,221.90	16,167.93
Bill	04/30/2024	INV-X...	Interfun...	5625.02 - Merchant Fees (Merchant Fees)	Enterprise:...	158.62	16,326.55
Bill	04/30/2024	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	966.93	17,293.48
Bill	04/30/2024	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	13,359.21	30,652.69
Bill	04/30/2024	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	1,519.96	32,172.65
Bill	04/30/2024	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	728.39	32,901.04
Bill	04/30/2024	April 2...	Interfun...	5010 - Purchased Water (Purchased Water)	Enterprise:...	-42.43	32,858.61
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	691.90	33,550.51
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	548.20	34,098.71
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	4,243.91	38,342.62
Bill	04/30/2024	April 2...	Interfun...	5110.1 - HBMWD Admin & Billing (HBMWD A...	Enterprise:...	160.48	38,503.10
Bill	04/30/2024	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	11,155.14	49,658.24
Bill	04/30/2024	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	1,488.19	51,146.43
Bill	04/30/2024	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	51,146.43
Bill	04/30/2024	April 2...	Interfun...	5110.2 - HBMWD - Maintenance & Operation (...	Enterprise:...	282.06	51,428.49

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of May 28, 2024

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	04/30/2024	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	2,471.14	53,899.63
Bill	04/30/2024	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	281.24	54,180.87
Bill	04/30/2024	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	45.00	54,225.87
Bill	04/30/2024	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	0.00	54,225.87
Bill	04/30/2024	April 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...)	Enterprise:...	111.11	54,336.98
Check	04/30/2024	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	23.45	54,360.43
Bill	05/02/2024	2024ci...	Interfun...	5220 · Audit Services (Audit Services)	Enterprise:...	140.00	54,500.43
Bill	05/20/2024	P1-95...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	2.00	54,502.43
Bill	05/22/2024	May 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	67.07	54,569.50
Bill	05/24/2024	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	54,619.50
Bill	05/24/2024	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	54,669.50
Bill	05/24/2024	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	54,719.50
Bill	05/24/2024	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	54,769.50
Bill	05/24/2024	May 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	54,819.50
Paycheck	05/24/2024	7495	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,060.08	55,879.58
Paycheck	05/24/2024	7495	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	55,879.58
Paycheck	05/24/2024	7495	Interfun...	6560 · Payroll Expenses	Enterprise:...	65.72	55,945.30
Paycheck	05/24/2024	7495	Interfun...	6560 · Payroll Expenses	Enterprise:...	15.37	55,960.67
Paycheck	05/24/2024	7495	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	55,960.67
Total Interfund Expenses/Water						48,218.50	55,960.67
TOTAL						72,523.56	81,779.90

Fieldbrook Glendale Community Services District
Check Register for this Month
April 24 through May 28, 2024

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Union				
1012 · General Fund Checking				
1015 · Water Dept Checking				
Check	04/30/2024	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	05/01/2024	ACH	PG&E	-1,104.64
Bill Pmt -Check	05/01/2024	ACH	PG&E	-8.62
Bill Pmt -Check	05/01/2024	ACH	PG&E	-22.85
Bill Pmt -Check	05/01/2024	ACH	PG&E	-173.61
Liability Check	05/02/2024	E-pay	EDD	-197.83
Liability Check	05/02/2024	E-pay	EDD	-38.34
Liability Check	05/02/2024	E-pay	United States Treasury	-985.36
Bill Pmt -Check	05/07/2024	ACH	XPress Bill Pay	-270.52
Bill Pmt -Check	05/07/2024	ACH	Verizon	-138.96
Bill Pmt -Check	05/13/2024	ACH	PG&E	-883.98
Bill Pmt -Check	05/14/2024	ACH	Fieldbrook Glendale C...	-59.48
Bill Pmt -Check	05/16/2024	ACH	Optimum	-161.55
Bill Pmt -Check	05/21/2024	ACH	Intuit Quick Books	-12.00
Bill Pmt -Check	05/24/2024	ACH	State Water Resource...	-6,195.68
Bill Pmt -Check	05/24/2024	ACH	AT&T	-401.45
Bill Pmt -Check	05/24/2024	7480	ACE Hardware	-49.54
Bill Pmt -Check	05/24/2024	7481	Cascade Fire Equipm...	-645.12
Bill Pmt -Check	05/24/2024	7482	Chris Appleton	-50.00
Bill Pmt -Check	05/24/2024	7483	City of Arcata	-11,706.32
Bill Pmt -Check	05/24/2024	7484	GHD, Inc	-7,010.00
Bill Pmt -Check	05/24/2024	7485	Grant Weaver.	-537.44
Bill Pmt -Check	05/24/2024	7486	Humboldt Bay M&O	-25,579.73
Bill Pmt -Check	05/24/2024	7487	Humboldt Bay Munici...	-16,532.06
Bill Pmt -Check	05/24/2024	7488	Janet Miller	-50.00
Bill Pmt -Check	05/24/2024	7489	Jason Garlick	-50.00
Bill Pmt -Check	05/24/2024	7490	Rich Grissom	-50.00
Bill Pmt -Check	05/24/2024	7491	Richard A. Hanger	-142.71
Bill Pmt -Check	05/24/2024	7492	Roy Sheppard	-50.00
Bill Pmt -Check	05/24/2024	7493	Starr Kilian	-50.00
Paycheck	05/24/2024	7494	Grant Weaver	-3,473.40
Paycheck	05/24/2024	7495	Richard A Hanger	-1,599.23
Bill Pmt -Check	05/25/2024	ACH	Valley Pacific	-210.22
Bill Pmt -Check	05/25/2024	7496	North Coast Journal	-614.00
Total 1015 · Water Dept Checking				-79,094.64
Total 1012 · General Fund Checking				-79,094.64
Total 1000 · Coast Central Credit Union				-79,094.64
TOTAL				-79,094.64

Fieldbrook Glendale Community Services District
Payroll Summary
April 24 through May 28, 2024

	Grant Weaver			Richard A Hanger			TOTAL		
	Hours	Rate	Apr 24 - May 28, 24	Hours	Rate	Apr 24 - May 28, 24	Hours	Rate	Apr 24 - May 28, 24
Employee Wages, Taxes and Adjustments									
Gross Pay									
Hourly Rate	117	34.07	3,986.19	60	37.86	2,271.60	*****		6,257.79
Hourly Sick		34.07	0.00		37.86	0.00			0.00
Total Gross Pay	<u>117</u>		<u>3,986.19</u>	<u>60</u>		<u>2,271.60</u>	<u>*****</u>		<u>6,257.79</u>
Adjusted Gross Pay	117		3,986.19	60		2,271.60	*****		6,257.79
Taxes Withheld									
Federal Withholding			-164.00			-318.00			-482.00
Medicare Employee			-57.80			-32.94			-90.74
Social Security Employee			-247.14			-140.84			-387.98
CA - Withholding			0.00			-155.60			-155.60
CA - Disability Employee			-43.85			-24.99			-68.84
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			<u>-512.79</u>			<u>-672.37</u>			<u>-1,185.16</u>
Net Pay	<u>117</u>		<u>3,473.40</u>	<u>60</u>		<u>1,599.23</u>	<u>*****</u>		<u>5,072.63</u>
Employer Taxes and Contributions									
Medicare Company			57.80			32.94			90.74
Social Security Company			247.14			140.84			387.98
CA - Unemployment Company			15.11			0.00			15.11
CA - Employment Training Tax			0.76			0.00			0.76
Total Employer Taxes and Contributions			<u>320.81</u>			<u>173.78</u>			<u>494.59</u>

7:56 AM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

05/25/24

Accrual Basis

March 31, 2024

Num	Name	Memo	Account	Class	Debit	Credit
625		NSF Fees	4157 - Water Misc. ...	Enterpris...		70.00
		NSF Fees Col...	1027 - Water Asset -...	Enterpris...	70.00	
		Rounding	4900.01 - Water Inte...	Enterpris...		0.02
		Rounding	1027 - Water Asset -...	Enterpris...	0.02	
					70.02	70.02
TOTAL					70.02	70.02

626 - Deleted.

7:56 AM

**Fieldbrook Glendale Community Services District
General Journal Transaction**

05/25/24

Accrual Basis

December 31, 2023

Num	Name	Memo	Account	Class	Debit	Credit
627		Prior Year Int...	1265 - A/R Interest -...	Fire Depa...		944.64
		Prior Year Int...	1010 - Fire General ...	Fire Depa...	944.64	
					944.64	944.64
TOTAL					944.64	944.64

7:57 AM

**Fieldbrook Glendale Community Services District
Journal**

05/25/24

April 24 through May 28, 2024

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
21490	General Journal	04/30/2024	628	Kernen C...	Kernen Principal payment	1206.04 - A/R Current - Ker...		1,081.48
				Kernen C...	Kernen Interest	4900.02 - Sewer Interest In...		63.60
				Kernen C...	Kernen Principal payment	1028 - Sewer Asset - Cash	1,145.08	
							1,145.08	1,145.08
21493	General Journal	04/30/2024	629		Monthly Depreciation	5350 - Depreciation Expens...	16,126.00	
					Monthly Depreciation	1710 - Water Accumulated ...		3,715.00
					Monthly Depreciation	1720 - Sewer Accumulated ...		8,334.00
					Monthly Depreciation	1730 - Fire Accumulated De...		4,077.00
							16,126.00	16,126.00
21578	General Journal	04/30/2024	630	Interfund ...	NSF Kernen Principal Payment	1206.04 - A/R Current - Ker...	1,081.48	
				Interfund ...	NSF Kernen Interest Payment	4900.02 - Sewer Interest In...	63.60	
				Interfund ...	NSF Kernen Principal and Interest Payment	1015 - Water Dept Checking		1,145.08
							1,145.08	1,145.08
TOTAL							18,416.16	18,416.16

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

ARCATA CA #00205
 5000 VALLEY WEST BLVD SUITE 14
 ARCATA, CA 95521
 Telephone: (707) 822-1629

SALE

Customer Name: Tara Weaver
 Customer Number: 999014257400

63650 36IN ALUMINUM PIPE WRENCH \$54.99
 Subtotal \$54.99
 Sales Tax 8.500% \$4.67
 Total \$59.66

Visa \$59.66
 Card No. XXXXXXXXXXXX7421
 Expiration Date XX/XX
 Auth. No. 03746D
 VISA CREDIT
 Contactless
 Signature Verified
 Mode: Issuer
 AID: A0000000031010

Recommend
 Move to



====>> JRN# H94376 INW#278623/1
 CUST NO: 374
 ACE REWARDS ID # 19801570337
 Customer Copy

05/01/24 11:13AM ICP 593 SALE
 3233226 1 EA 25.99 EA
 BATTERY LITHIUM AA BPK 25.99
 THIS ITEM IS NOT RETURNABLE
 SUB-TOTAL: \$ 25.99 TAX: \$ 2.21
 TOTAL: \$ 28.20
 CHARGE AMT: 28.20

FGUSD

HARBOR FREIGHT

QUALITY TOOLS LOWEST PRICES

ARCATA CA #00205
 5000 VALLEY WEST BLVD SUITE 14
 ARCATA, CA 95521
 Telephone: (707) 822-1629

SALE

68512 9 MIL NITRILE GLOVES 50PC X\$16.99
 68511 9 MIL NITRILE GLOVES 50PC L\$16.99
 Subtotal \$33.98
 Sales Tax 8.500% \$2.88
 Total \$36.86
 Visa \$36.86

Card No. XXXXXXXXXXXX7421
 Expiration Date XX/XX
 Auth. No. 01033D
 VISA CREDIT
 Contactless
 Signature Verified
 Mode: Issuer
 AID: A0000000031010

THANK YOU FOR SHOPPING AT
 HENSEL'S ACE HARDWARE
 ACE STORE #14010
 884 5TH ST.
 ARCATA CA 95521
 (707) 822-2965

FGUSD

59.66
 36.86
 28.20
 \$ 124.72

Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.67
Total Mileage 616
Total Reimbursement \$ 412.72

Date	Description/Notes	Mileage
5/22/2024	Mileage 04/18 - 05/22	616

Requester signature
Approval

Date
Date

Request for Mileage Reimbursement Form

Name:

Rate per Mile 0.67
 Total Mileage 213
 Total Reimbursement \$ 142.71

Date	Description/Notes	Mileage
5/3/2024	Mail	42
5/10/2024	Mail	42
5/15/2024	Mail	42
5/24/2024	Mail & Royal Gold	45
5/28/2024	Board Meeting	42

Fee Calculation based on 2022	
Budgeted expenses	
Total Amount	\$ 142.71
47% Water	\$ 67.07
47% Sewer	\$ 67.07
6% Fire	\$ 8.57

Requester signature

Approval

Date

Date

COUNTY OF HUMBOLDT
State of California

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

Pay to the order of: _____

Fiscal Year: 2024

ATTACH ORIGINAL INVOICE OR BACK-UP DOCUMENTATION

INVOICE #	VENDOR ID	INVOICE DATE	AMOUNT	ACCOUNT NUMBER		DESCRIPTION (22 spaces)	EX/UTAX	CUSTOMER ACCOUNT NUMBER
				FUND/DEPT	Object			
	VNF00188		45,000.00	2530000	5230	To checking acct		
TOTAL CLAIMED:			45,000.00					

Notes:

DEPARTMENTAL NOTATIONS:

Prepared by: Richmo Hangan

Phone Number: 707 499 1963

Date: 5/28/2024 3/5/2019

Approved by:

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

I have reviewed the above claim for propriety and accuracy.

(Auditor's Office Use Only)



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:

**Fieldbrook-Glendale CSD Seismic Retrofit Mitigation Project
400,000 Gallon Glass Fuse Bolted Steel Water Tank**



Item	Description	Unit	Qty	Wahlund Construction Total Cost	GRS Sundberg Total Cost	Mercer Fraser Total Cost
1	Mobilization/Demobilization	LS	1	\$ 89,400.00	\$ 43,000.00	\$ 150,000.00
2	Selective Site Demolition	LS	1	\$ 15,000.00	\$ 13,700.00	\$ 40,000.00
3	Grading and Surface Improvements	LS	1	\$ 100,000.00	\$ 281,000.00	\$ 75,000.00
4	400,000 Gallon Glass Fused Bolted Steel Water Storage Tank	LS	1	\$ 1,070,000.00	\$ 858,200.00	\$ 1,005,000.00
5	Yard Piping	LS	1	\$ 202,000.00	\$ 103,000.00	\$ 195,000.00
6	Electrical and Instrumentation	LS	1	\$ 88,000.00	\$ 91,000.00	\$ 55,000.00
7	Site Preparation	LS	1	\$ 35,000.00	\$ 29,200.00	\$ 55,000.00
TOTAL BID				\$ 1,599,400.00	\$ 1,419,100.00	\$ 1,575,000.00



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:





ADDITIONAL SERVICES AGREEMENT #1

Whereas a Professional Consulting Services Agreement (AGREEMENT) was previously entered; and whereas the parties now want to change the scope of services (SCOPE); therefore the CLIENT and CONSULTANT hereby agree on this date: _____.

A. Original Project No: 12630126

Original Agreement Date: 01/19/2024

Original Project Description: GHD will finalize the engineering design, prepare the plans and specifications package for bidding, and provide bid period services. GHD will prepare one bid package that incorporates the construction of the new 400,000 gallon water tank, the associated yard piping and appurtenances for the new water tank, reconfiguration of electrical equipment, and demolition of the existing 400,000 gallon redwood water tank.

CLIENT: CONSULTANT:

Name:	<u>Fieldbrook Glendale Community Services District</u>	Name:	<u>GHD Inc.</u>
Address:	<u>P.O. Box 2715</u> <u>McKinleyville, CA 95519</u>	Address:	<u>PO Box 1010</u> <u>Eureka, CA 95502</u>
Phone:	<u>(707) 499-1963</u>	Phone:	<u>707-443-8326</u>
Email:	<u>GM@fgcsd.org</u>	Email:	<u>eureka@ghd.com</u>

This Additional Services Agreement (ASA# 1) is intended to modify nothing in the original AGREEMENT, except the description of Services to be Performed (B), and Compensation (C), as follows:



B. Additional/Modified Services to be Performed:

GHD entered into an agreement with the Fieldbrook Glendale Community Services District (District) in January 2024 to support the preparation of a bid ready set of plans and specifications for the 400,000 Gallon Water Tanks Seismic Retrofit Project. Due to Code of Federal Regulations (CFR) Part 200 conflicts in the FEMA portion of the project funding, GHD support cannot be reimbursed through the project grant funds. The initial project scope assumed the District would have a Construction Management (CM) team in place during the bid phase of the project. However, the District received only one bid for CM services, which also does not meet CFR requirements. Thus the District must conduct a second procurement process for CM services.

The project bids were received in May 2024 and the winning bidder GRS Sunberg’s bid was within the secured grant funding, and all bids were within several hundred thousand dollars of each other indicating a clear bid package and bidding process. It is in the District’s best interest to proceed on the Construction project. To keep things flowing during the final bid period phase and initiation of construction, GHD has developed the scope amendment below. The effort includes unanticipated support during the bid period due to the lack of a contracted CM team, support for contract award until the CM team is brought on board, and additional budget to support the District during construction as the stamping design engineer for the project.

Project Management: This task consists of project management duties for the contract scope changes. This includes coordination with the District, setting up the project amendment in GHD’s accounting system, preparing invoices, coordinating internal team tasks, and providing progress updates to the District, and tracking project schedule and budget.

Bid Period Services: As a CM contractor was not on board during bid period services, GHD conducted additional support services beyond the initial contract effort to ensure competitive bids. This included providing support in response to contractor and supplier questions on American Iron and Steel Requirements and Buy American Build American requirements, coordination with Labor Compliance subcontractor,

Pre-Construction Services: Under this item, GHD will support the District in coordinating with the low bid contractor on the notice of award, contracts, bonds, initial labor compliance coordination, notice to proceed, initial schedule and submittal list. GHD will coordinate with the District and Contractor to facilitate documentation coordination and ensure documents meet the conditions of the specifications.

Construction Support: GHD as the design engineer may be called upon to support for responses for Requests for Information (RFIs), support submittal review, provide design determinations, and provide input on funding reimbursements. This task is intended to enable GHD to support the District and their CM team through construction and project closeout.

C. Change in Compensation

The original contract terms apply to compensation with the adjusted budget below billed on a time and materials basis.

Tasks	Initial GHD Contracted Budget	GHD Budget Change	GHD Amended Budget
Project Management	\$5,332	\$2,700	\$8,032
Final Engineering Design	\$14,485	No change	\$14,485
Bid Period Services	\$6,591	\$3,900	\$10,491
Pre-Construction Services	0	\$6,500	\$6,500
Construction Support	0	\$18,000	\$18,000
TOTAL	\$26,408	\$31,100	\$57,508



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



Resolution # 2024-02

Resolution of the Fieldbrook Glendale Community Services District
Agency address: 4584 Fieldbrook Road, Fieldbrook CA 95519

Confirmation of tax assessment and rate

WHEREAS, the Fieldbrook Community Services District caused “Measure C” to be placed before the voters residing in Zone Two of said District on the March 5th, 2024, Presidential Primary Election Ballot; and

WHEREAS, eighty-six (86) percent of the voters voted yes for a special tax to be levied for fire protection, emergency medical services, and an expansion of the fire house, for a period of ten years; and

WHEREAS, said election has been officially certified by the County Clerk-Recorder on the 9th day of April 2024; and

WHEREAS, that a special tax shall be levied of \$95.00 per assessor’s parcel for Zone Two of the Fieldbrook Community Services District, beginning July 1st, 2024, and such tax shall continue for ten (10) years.

NOW THEREFORE, BE IT RESOLVED, that the Humboldt County Auditor - Controllers office is authorized to place this assessment of \$95.00 on the tax rolls, effective July 1st, 2024.

PASSED AND ADOPTED, by the Board of Directors on May 28, 2024, upon the motion of Director _____ and seconded by Director _____ and by the following polled vote:

AYES: _____

NOES: _____

ABSTAIN: _____ ABSENT: _____

Roy Sheppard, Board President

Starr Kilian, Vice-President



Agenda Background

Meeting Date:

Agenda Title:

Agenda Item:

Presented by:

Type of Item:

Type of Action Required:



Fieldbrook Glendale Community Services District

05/25/24

Profit & Loss Budget Overview

Accrual Basis

July 2023 through June 2024

	Sewer Dep... (Enterprise) Jul '23 - Ju...	Water Depa... (Enterprise) Jul '23 - Ju...	Total Enter... Jul '23 - Ju...	Total Fire D... Jul '23 - Ju...	TOTAL Jul '23 - Jun 24
Ordinary Income/Expense					
Income					
4000 · Income	377,667.00	583,789.00	961,456.00	131,397.00	1,092,853.00
Total Income	377,667.00	583,789.00	961,456.00	131,397.00	1,092,853.00
Cost of Goods Sold					
50000 · Cost of Goods Sold ((COGS))	181,198.00	199,018.00	380,216.00		380,216.00
Total COGS	181,198.00	199,018.00	380,216.00		380,216.00
Gross Profit	196,469.00	384,771.00	581,240.00	131,397.00	712,637.00
Expense					
5050 · Director Fees		2,995.00	2,995.00	599.00	3,594.00
5100 · Contract Labor/Admin	49,647.00	265,701.00	315,348.00		315,348.00
5130 · Assessment Fees (Direct Charge & LAFCo Fees)	271.00	272.00	543.00	2,134.00	2,677.00
5150 · Insurance Expense	3,349.00	5,662.00	9,011.00	23,873.00	32,884.00
5200 · Professional Services	8,031.00	11,332.00	19,363.00	7,986.00	27,349.00
5250 · Dues & Memberships	1,682.00	1,382.00	3,064.00	3,270.00	6,334.00
5300 · Utilities	10,857.00	16,196.00	27,053.00	13,027.00	40,080.00
5360 · Transportation & Travel	5,544.00	849.00	6,393.00	3,301.00	9,694.00
5370 · Property Taxes	810.00	225.00	1,035.00		1,035.00
5380 · Supplies	3,060.00	2,908.00	5,968.00	5,673.00	11,641.00
5400 · Maintenance Expenses	32,150.00	8,055.00	40,205.00	13,871.00	54,076.00
5550 · Equipment <5000> (Equipment purchase <5000>)	125.00	125.00	250.00	4,638.00	4,888.00
5590 · Bad Debts	0.00	0.00	0.00		0.00
5625 · Bank Charges	3,026.00	4,505.00	7,531.00		7,531.00
5700 · Licenses & Fees	4,645.00	5,762.00	10,407.00	112.00	10,519.00
6560 · Payroll Expenses	37,094.00	13,565.00	50,659.00	2,103.00	52,762.00
Total Expense	160,291.00	339,534.00	499,825.00	80,587.00	580,412.00
Net Ordinary Income	36,178.00	45,237.00	81,415.00	50,810.00	132,225.00
Other Income/Expense					
Other Income					
4394 · Grant Income				4,402.00	4,402.00
4900 · Interest Earnings (Interest Earnings)	4,650.00	9,209.00	13,859.00	1,770.00	15,629.00
4950 · Connection Fees (Connection Fees)	34,721.00		34,721.00		34,721.00
Total Other Income	39,371.00	9,209.00	48,580.00	6,172.00	54,752.00
Other Expense					
5350 · Depreciation Expenses	100,011.00	44,577.00	144,588.00	48,924.00	193,512.00
5650 · Interest Expense	0.00	10,399.00	10,399.00	6,267.00	16,666.00
5800 · Fire Grant Expenses				8,804.00	8,804.00
Total Other Expense	100,011.00	54,976.00	154,987.00	63,995.00	218,982.00
Net Other Income	-60,640.00	-45,767.00	-106,407.00	-57,823.00	-164,230.00
Net Income	-24,462.00	-530.00	-24,992.00	-7,013.00	-32,005.00