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, September 24, 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.

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 FGCSD 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, Construction Management Report

    1.3.1 Muni-meeting report.

    1.3.2

1.4 Safety Report –

1.5 General Manager Report

1.6 Director Reports

E. Consent Agenda

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

Approval of Minutes

2.1 Regular Board Meeting, August 27, 2024.

Meeting Materials may be accessed at:
https://fieldbrookglendalecsd.specialdistrict.org/board-meetings

AGENDA

Correspondence

3.1 SDRMA, no claims in 2024.

3.2 HC Elections, Candidacy Results.

Financial Reports

4.1 Interfund Transfers, Net of reduced transfer, $90,252.17.

4.2 Check/EFT Payments, (#7574-7593) $120,091.30

4.3 Payroll, $3.227.73.

4.4 General Journal Entries, 600-605, $38,832.69.

4.5 Reimbursements $0, Mileage $481.37.

4.6 Related Party Transaction, Central Ave. Service Center, $802.23.

4.7 Bad Debt, Acct#1600.02, Water $770.56, Wastewater $1,484.14

F.   Business Items Action/Information

5.1 City of Blue Lake, conflict waiver with FGCSD. Action.

5.2 Customer Payment Contract. Action.

5.3 Notice of Intent, Grant application for Cyber Security. Action.

G. Public Hearings

6.1 Closed Session – None.

I.   Future Agenda Items

7.1 Draft MD&A for Audit. Oct.

7.2 Quarterly Financial Reports and Budget Adjustments.

7.3 Sewer Flow Report.

J.   Adjournment/Announcements

8.1 Next regular meeting, October 22, 2024.

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, August 27, 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. District Engineer Steven Pearl, Fire Chief Chris Appleton, Wastewater Technician Pepe Euan-Estrada, Construction Manager Nathan Sanger, and General Manager Richard Hanger were present.

B. Agenda Modification
None.

C. Public Comments
None.

D. Reports

1.1 Wastewater Report

1.1.1 Maintenance.
Wastewater Technician Pepe Euan-Estrada was introduced and reported no issues with the system.

1.2 Fire Chief Report

1.2.1 Call/Incident report.
Fire Chief Chris Appleton reported 22 calls, 3 EMS, 17 Auto Aid, 1 Mutual Aid, and 1 False alarm. He reported two new members have joined the department. The board, by consensus, approved the purchase of one additional turn-out. Discussion of replacement of SCBA bottles and Tables & Chairs. Quotes for both items will be solicited.

1.3 District Engineer, Construction Management Report

1.3.1 Muni-meeting report. *Meeting cancelled.*

1.3.2 Construction Management Report.
Construction Manager Nathan Sanger was introduced and discussed a possible timeline for construction of the Anker Tank project. While it is possible to start earlier based on weather and tank acquisition, the general consensus in March/April.

Meeting Materials may be accessed at:
https://fieldbrookglendalecsd.specialdistrict.org/board-meetings

1.4 Safety Report – *received and filed.*

1.5 General Manager Report

> 1.5.1 Edwards Lien. *Payment received in full, lien has been released.*

1.6 Director Reports

Director Richard Grissom expressed concerns for traffic and parking at the MCSD Community forest access on Murray Road.

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, July 23, 2024.

Correspondence

3.1 FGCSD to HC, Grant amendment: requested extension.

Financial Reports

4.1 Interfund Transfers, Net of reduced transfer, $87,900.90.

4.2 Check/EFT Payments, (#7420-7548) $87,749.81.

4.3 Payroll, $3,3566.26.

4.4 General Journal Entries, 614-617, $53,212.94.

4.5 Reimbursements $751.11, Mileage $535.71.

Director Jason Garlick 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 City of Blue Lake, conflict waiver with FGCSD. Action.

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

G. Public Hearings

5.2 Final Budget Adoption F/Y 2025. Action.

President Roy Sheppard opened the public hearing. General Manager Richard Hanger provided the staff report. President Sheppard asked for public comments, hearing none, the public hearing was closed, and the item returned to the board for consideration.

Director Jason Garlick moved to approve the fiscal year 2025 budget as presented. Director Janet Miller seconded the motion. The motion was carried by a roll call vote, with Sheppard, Kilian, Grissom, Garlick, and Miller voting aye.
.

H. Closed Session – None.

I. Future Agenda Items

8.1 Draft MD&A for Audit. Sept/Oct.

J. Adjournment/Announcements

9.1 Next regular meeting, September 24, 2024.

The meeting adjourned at 8:16 PM.

Respectfully submitted,

_____   _____
Richard Hanger, Board Secretary   *Starr Kilian, Vice-President*

Attachments: CCCU fund transfer; initialed disbursement register.

August 28, 2024

Roy Sheppard, President
Fieldbrook Glendale Community Services District
Post Office Box 2715
McKinleyville California, 95519

Re: No Paid Workers' Compensation Claims in 2023-24

Dear Roy,

On behalf of SDRMA Board of Directors and staff, I am thrilled to extend our heartfelt congratulations to you and your organization for achieving an outstanding milestone during the 2023-24 program year—completing the year with no "paid" workers' compensation claims! A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year.

In recognition of this significant accomplishment, I am pleased to inform you that Fieldbrook Glendale Community Services District has earned one credit incentive point (CIP) and received a lower "experience modification factor" (EMOD). This well-deserved recognition not only highlights your excellence in risk management, but also rewards your efforts by reducing your annual contribution amount. It is our way of acknowledging the hard work and dedication that went into maintaining a safe and secure environment.

This remarkable achievement is a testament to the dedication, diligence, and proactive risk management strategies that you and your team have consistently demonstrated. Managing risks effectively is no small feat, and your success in preventing paid claims speaks volumes about your commitment to safety, careful planning, and the well-being of your community and employees.

We are genuinely excited about your success and look forward to continuing our partnership in fostering a culture of safety and responsibility within your special district. Your leadership sets a powerful example for other members, and we are proud to have Fieldbrook Glendale Community Services District as a part of SDRMA.

Once again, congratulations on this exceptional achievement. Please do not hesitate to reach out if there is anything we can do to support your continued success.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority

SDRMA
SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

August 28, 2024

Roy Sheppard, President
Fieldbrook Glendale Community Services District
Post Office Box 2715
McKinleyville California, 95519

Re: President's Special Acknowledgement Award – Property/Liability Program

Dear Roy,

On behalf of SDRMA Board of Directors and staff, it is my great pleasure to extend our heartfelt congratulations to you, your governing body at Fieldbrook Glendale Community Services District, management, and staff on achieving an outstanding milestone of maintaining an impeccable record of zero "paid" claims for the Property/Liability Program years 2019-2024. A "paid" claim for the purposes of this recognition represents the first payment on an open claim during the prior program year and excludes property claims.

As a symbol of our appreciation and acknowledgment of your exceptional performance, we are honored to present Fieldbrook Glendale Community Services District with the *President's Special Acknowledgement Award*, representing our admiration for your outstanding achievement and our encouragement to continue your excellent work. In addition to this annual recognition, members with no "paid" claims receive the following, all resulting in a reduction to their annual contribution amount:

- during 2023-24 earned one credit incentive point (CIP)
- for the prior five consecutive program years earned three additional bonus CIPs

This remarkable accomplishment is a testament to your agency's unwavering commitment to risk management excellence and a culture of safety and proactive governance. By consistently prioritizing risk management and fostering an environment where safety and diligence are paramount, your agency has set a standard of excellence that is truly commendable.

The success you have achieved is not by chance, but through the dedication, hard work, and collaboration of your entire team. It reflects the high level of professionalism and care with which you approach your responsibilities and serve your community.

Please accept our sincerest thanks and appreciation for your efforts in making your agency a model of excellence within the special district community. We look forward to continuing our partnership and supporting you in all your future endeavors.

Once again, congratulations on this extraordinary achievement. May your agency continue to thrive, setting an inspiring example for others.

Sincerely,

Sandy A. Seifert-Raffelson, President
Board of Directors
Special District Risk Management Authority

COUNTY OF HUMBOLDT
Office of Elections & Voter Registration

2426 6th Street
Eureka, CA 95501-0788
707-445-7481
Fax 707-445-7204

TO: Fieldbrook Glendale Community Services District
PO Box 2715
McKinleyville, CA 95519

FROM: Christina Strevey, Administrative Analyst

DATE: August 19, 2024

SUBJECT: General Election on November 5, 2024
Candidacy Results

IN LIEU OF ELECTION

Pursuant to Election Code, Section 10515, when the number of qualified candidates filing for a seat equals the number of available seats, those qualified candidates shall be appointed in lieu of election by the Humboldt County Board of Supervisors. The Office of Elections received declarations of candidacy from the following qualified candidates:

Office/Trustee Area	Name	Term
Director	JANET MILLER	4 yr
Director	RICHARD L GRISSOM	4 yr

Certificates of election **and/or** notices of appointment will be mailed to the district after the Statewide General Election on November 5, 2024.

Please feel free to contact our office anytime if you have questions.

Fieldbrook Glendale Community Services District
water · sewer · fire

REGULAR MEETING OF THE
BOARD OF DIRECTORS

September 24, 2024

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

Please transfer the following

From: Business Liquid Asset Account $ 90,252.17
To: Water Checking $ 90,252.17

9/24/2024		
Check Register	$	120,091.30
#7574-7593	$	115,003.55
ACH - Epay	$	5,087.75
Other Deposit	$	-
Transfer Totals	$	(90,252.17)
Anker Tank Project	$	375.00
Fire	$	11,027.20
Sewer	$	65,159.03
Water	$	43,690.94
Reduce Water Transfer	$	(30,000.00)
Gross Pay	$	3,227.73
<Net Pay>	$	(2,286.71)
Empr. Taxes	$	266.98
Adjustments		
EDD	$	(191.11)
EDD	$	(20.07)
IRS	$	(996.82)
Optimum	$	160.87
Reconciliation	$	(90,091.30)
Balance	$	-

Fieldbrook Glendale Community Services District
Interfund Activity Report
As of September 24, 2024

Type	Date	Num	Name	Account	Class	Amount	Balance
Anker Tank Replacement							3,519.63
Deposit	08/27/2024		Anker T...	1027.01 · Water - Anker Lane Tank	Enterprise:A...	-3,519.63	0.00
Bill	08/29/2024	005428	Anker T...	5810.21 · Labor Compliance (Labor Complian...	Enterprise:A...	375.00	375.00
Total Anker Tank Replacement						-3,144.63	375.00
Interfund Expenses/Fire							15,570.57
Deposit	08/27/2024		Interfun...	1029 · Fire Asset - Cash	Fire Depart...	-5,200.63	10,369.94
Bill	08/27/2024	486363	Interfun...	5400.02 · Building Maintenance (Building Main...	Fire Depart...	27.98	10,397.92
Bill	08/31/2024	Aug 2...	Interfun...	5335 · Water (Water)	Fire Depart...	59.48	10,457.40
Bill	08/31/2024	CL 24...	Interfun...	5365 · Fuel Expenses (Fuel Expenses)	Fire Depart...	83.15	10,540.55
Bill	09/01/2024	703241	Interfun...	5346 · Security - Firehouse (Advanced Secutit...	Fire Depart...	99.00	10,639.55
Bill	09/10/2024	Sept 2...	Interfun...	5345 · Internet Service (Internet Service)	Fire Depart...	161.75	10,801.30
Bill	09/20/2024	Sept 2...	Interfun...	5075 · Chief Expenses - Fire (Chief Expenses ...	Fire Depart...	50.00	10,851.30
Bill	09/20/2024	P1-98...	Interfun...	5390.02 · Office Software (Software licenses a...	Fire Depart...	6.00	10,857.30
Bill	09/21/2024	Sept 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Fire Depart...	6.87	10,864.17
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Fire Depart...	151.44	11,015.61
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	11,015.61
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Fire Depart...	9.39	11,025.00
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Fire Depart...	2.20	11,027.20
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Fire Depart...	0.00	11,027.20
Total Interfund Expenses/Fire						-4,543.37	11,027.20
Interfund Expenses/Sewer							66,483.88
Deposit	08/27/2024		Interfun...	1028 · Sewer Asset - Cash	Enterprise:S...	-19,002.22	47,481.66
Bill	08/28/2024	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	45.00	47,526.66
Bill	08/28/2024	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:S...	3.60	47,530.26
Bill	08/31/2024	0912-...	Interfun...	5320 · Electric (Electric)	Enterprise:S...	626.23	48,156.49
Check	08/31/2024	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:S...	13.75	48,170.24
Bill	08/31/2024	INV-X...	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:S...	97.82	48,268.06
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	431.88	48,699.94
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	342.18	49,042.12
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	3,825.33	52,867.45
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:S...	103.59	52,971.04
Bill	08/31/2024	Aug 2...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	9,487.21	62,458.25
Bill	08/31/2024	Aug 2...	Interfun...	5020 · Purchased Sewer Services (Purchased...	Enterprise:S...	77.61	62,535.86
Bill	09/20/2024	P1-98...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:S...	12.00	62,547.86
Bill	09/21/2024	Sept 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	53.85	62,601.71
Bill	09/21/2024	Sept 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:S...	366.80	62,968.51
Paycheck	09/21/2024	7592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	956.13	63,924.64
Paycheck	09/21/2024	7592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.95	63,925.59
Paycheck	09/21/2024	7592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	59.28	63,984.87
Paycheck	09/21/2024	7592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	13.86	63,998.73
Paycheck	09/21/2024	7592	Interfun...	6560 · Payroll Expenses	Enterprise:S...	19.12	64,017.85
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	1,060.08	65,077.93
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	65,077.93
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	65.73	65,143.66
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	15.37	65,159.03
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:S...	0.00	65,159.03
Total Interfund Expenses/Sewer						-1,324.85	65,159.03
Interfund Expenses/Water							62,479.76
Deposit	08/27/2024		Interfun...	1027 · Water Asset - Cash	Enterprise:...	-60,178.42	2,301.34
Bill	08/28/2024	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	247.50	2,548.84
Bill	08/28/2024	380-0...	Interfun...	5121 · Engineering Expenses	Enterprise:...	8.40	2,557.24
Bill	08/28/2024	380-0...	Interfun...	5122 · Special Studies (Engineering Fees proj...	Enterprise:...	473.89	3,031.13
Bill	08/31/2024	Aug 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	997.01	4,028.14
Bill	08/31/2024	Aug 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	13,509.08	17,537.22
Bill	08/31/2024	Aug 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	1,806.27	19,343.49
Bill	08/31/2024	Aug 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	732.83	20,076.32
Bill	08/31/2024	Aug 2...	Interfun...	5010 · Purchased Water (Purchased Water)	Enterprise:...	-39.13	20,037.19
Check	08/31/2024	E-Pay	Interfun...	5625.01 · Bank Fees (Bank Fees)	Enterprise:...	26.25	20,063.44
Bill	08/31/2024	INV-X...	Interfun...	5625.02 · Merchant Fees (Merchant Fees)	Enterprise:...	186.68	20,250.12
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	800.99	21,051.11
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	634.63	21,685.74
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	7,094.73	28,780.47
Bill	08/31/2024	Aug 2...	Interfun...	5110.1 · HBMWD Admin & Billing (HBMWD A...	Enterprise:...	192.14	28,972.61
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	10,349.58	39,322.19
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	1,230.91	40,553.10
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	330.00	40,883.10
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	282.06	41,165.16
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	563.73	41,728.89
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	354.93	42,083.82
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	45.00	42,128.82
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	0.00	42,128.82
Bill	08/31/2024	Aug 2...	Interfun...	5110.2 · HBMWD - Maintenance & Operation (...	Enterprise:...	111.11	42,239.93
Bill	09/20/2024	Sept 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,289.93

Type	Date	Num	Name	Account	Class	Amount	Balance
Bill	09/20/2024	Sept 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,339.93
Bill	09/20/2024	Sept 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,389.93
Bill	09/20/2024	Sept 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,439.93
Bill	09/20/2024	Sept 2...	Interfun...	5070 · Directors' Fees - Water (Directors' Fee...	Enterprise:...	50.00	42,489.93
Bill	09/20/2024	P1-98...	Interfun...	5390.02 · Office Software (Software licenses a...	Enterprise:...	6.00	42,495.93
Bill	09/21/2024	Sept 2...	Interfun...	5366 · Mileage & Travel (Mileage & Travel)	Enterprise:...	53.85	42,549.78
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:...	1,060.08	43,609.86
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	43,609.86
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:...	65.72	43,675.58
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:...	15.36	43,690.94
Paycheck	09/21/2024	7593	Interfun...	6560 · Payroll Expenses	Enterprise:...	0.00	43,690.94
Total Interfund Expenses/Water						-18,788.82	43,690.94
TOTAL						**-27,801.67**	**120,252.17**

Fieldbrook Glendale Community Services District
Check Register for this Month
August 28 through September 24, 2024

Type	Date	Num	Name	Amount
1000 · Coast Central Credit Union				
1012 · General Fund Checking				
1015 · Water Dept Checking				
Bill Pmt -Check	08/28/2024	ACH	PG&E	-211.40
Bill Pmt -Check	08/28/2024	ACH	PG&E	-88.82
Bill Pmt -Check	08/28/2024	ACH	PG&E	-37.09
Bill Pmt -Check	08/28/2024	ACH	PG&E	-71.42
Bill Pmt -Check	08/28/2024	ACH	PG&E	-1,987.49
Check	08/31/2024	E-Pay	Coast Central Credit ...	-40.00
Bill Pmt -Check	09/04/2024	ACH	Fieldbrook Glendale C...	-124.91
Bill Pmt -Check	09/04/2024	ACH	Valley Pacific	-83.15
Bill Pmt -Check	09/05/2024	ACH	Verizon	-138.99
Bill Pmt -Check	09/05/2024	ACH	XPress Bill Pay	-284.50
Bill Pmt -Check	09/17/2024	ACH	PG&E	-626.23
Bill Pmt -Check	09/20/2024	7574	Fieldbrook Volunteer ...	-9,287.88
Bill Pmt -Check	09/20/2024	7575	North Valley Labor Co...	-375.00
Bill Pmt -Check	09/20/2024	ACH	Optimum	-161.75
Bill Pmt -Check	09/20/2024	7576	Advanced Security Sy...	-99.00
Bill Pmt -Check	09/20/2024	7577	ACE Hardware	-27.98
Bill Pmt -Check	09/20/2024	7578	GHD, Inc	-778.39
Bill Pmt -Check	09/20/2024	7579	GR Sundberg, Inc	-47,301.32
Bill Pmt -Check	09/20/2024	7580	Humboldt Bay Munici...	-17,006.06
Bill Pmt -Check	09/21/2024	7581	Central Avenue Servic...	-802.23
Bill Pmt -Check	09/21/2024	7582	Chris Appleton	-50.00
Bill Pmt -Check	09/21/2024	7583	Janet Miller	-50.00
Bill Pmt -Check	09/21/2024	7584	Jason Garlick	-50.00
Bill Pmt -Check	09/21/2024	7585	Rich Grissom	-50.00
Bill Pmt -Check	09/21/2024	7586	Roy Sheppard	-50.00
Bill Pmt -Check	09/21/2024	7587	Starr Kilian	-50.00
Bill Pmt -Check	09/21/2024	7588	Humboldt Bay M&O	-26,692.79
Bill Pmt -Check	09/21/2024	7589	Richard A. Hanger	-114.57
Bill Pmt -Check	09/21/2024	7590	Jose Euan-Estrada	-366.80
Bill Pmt -Check	09/21/2024	7591	City of Arcata	-9,564.82
Paycheck	09/21/2024	7592	Jose L. Euan-Estrada	-687.47
Paycheck	09/21/2024	7593	Richard A Hanger	-1,599.24
Liability Check	09/21/2024	E-pay	EDD	-191.11
Liability Check	09/21/2024	E-pay	United States Treasury	-996.82
Liability Check	09/21/2024	E-pay	EDD	-20.07
Bill Pmt -Check	09/23/2024	ACH	Intuit Quick Books	-24.00
Total 1015 · Water Dept Checking				-120,091.30
Total 1012 · General Fund Checking				-120,091.30
Total 1000 · Coast Central Credit Union				-120,091.30
TOTAL				**-120,091.30**

Fieldbrook Glendale Community Services District
Payroll Summary
August 28 through September 24, 2024

	Jose L. Euan-Estrada			Richard A Hanger			TOTAL		
	Hou...	Rate	Aug 28 - Sep 24, 24	Hou...	Rate	Aug 28 - Sep 24, 24	Hou...	Rate	Aug 28 - Sep 24, 24
Employee Wages, Taxes and Adjustments									
Gross Pay									
Hourly Rate	29	32.97	956.13	60	37.86	2,271.60	89.00		3,227.73
Hourly Sick		32.97	0.00		37.86	0.00			0.00
Total Gross Pay	29		956.13	60		2,271.60	89.00		3,227.73
Adjusted Gross Pay	29		956.13	60		2,271.60	89.00		3,227.73
Taxes Withheld									
Federal Withholding			-185.00			-318.00			-503.00
Medicare Employee			-13.86			-32.93			-46.79
Social Security Employee			-59.28			-140.84			-200.12
CA - Withholding			0.00			-155.60			-155.60
CA - Disability Employee			-10.52			-24.99			-35.51
Medicare Employee Addl Tax			0.00			0.00			0.00
Total Taxes Withheld			-268.66			-672.36			-941.02
Net Pay	29		687.47	60		1,599.24	89.00		2,286.71
Employer Taxes and Contributions									
Medicare Company			13.86			32.93			46.79
Social Security Company			59.28			140.84			200.12
CA - Unemployment Company			19.12			0.00			19.12
CA - Employment Training Tax			0.95			0.00			0.95
Total Employer Taxes and Contributions			93.21			173.77			266.98

Fieldbrook Glendale Community Services District
Journal
July 1 through September 24, 2024

Trans #	Type	Date	Num	Name	Memo	Account	Debit	Credit
21933	General Journal	08/31/2024	600	Fieldbroo...	██████	1210 · A/R Water		770.56
				Fieldbroo...		1226 · Provision for A/R Wa...	770.56	
							770.56	770.56
21934	General Journal	08/31/2024	601	Fieldbroo...	██████	1220 · A/R Sewer		1,484.14
				Fieldbroo...		1227 · Provision for A/R Se...	1,484.14	
							1,484.14	1,484.14
21935	General Journal	08/31/2024	602	Kernen C...	Kernen Principal payment	1206.04 · A/R Current - Ker...		1,104.19
				Kernen C...	Kernen Interest	4900.02 · Sewer Interest Inc...		40.89
				Kernen C...	Kernen Principal payment	1028 · Sewer Asset - Cash	1,145.08	
							1,145.08	1,145.08
21969	General Journal	08/31/2024	603		Balance Adjustment	1025 · Liquid Asset Account		174.91
					Balance Adjustment	66900 · Reconciliation Discr...	174.91	
							174.91	174.91
21990	General Journal	08/31/2024	604		Monthly Depreciation	5350 · Depreciation Expenses	17,629.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,902.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		9,810.00
					Monthly Depreciation	1730 · Fire Accumulated De...		3,917.00
							17,629.00	17,629.00
21991	General Journal	07/31/2024	605		Monthly Depreciation	5350 · Depreciation Expenses	17,629.00	
					Monthly Depreciation	1710 · Water Accumulated ...		3,902.00
					Monthly Depreciation	1720 · Sewer Accumulated ...		9,810.00
					Monthly Depreciation	1730 · Fire Accumulated De...		3,917.00
							17,629.00	17,629.00
TOTAL							**38,832.69**	**38,832.69**

Request for Mileage Reimbursement Form

Name: Richard Hanger

		Rate per Mile	0.67
		Total Mileage	171
		Total Reimbursement	$ 114.57

Date	Description/Notes	Mileage
9/4/2024	Mail	42
9/12/2024	Mail	42
9/19/2024	Mail	42
9/24/2024	Board Meeting and Royal Gold	45

Fee Calculation based on 2022
Budgeted expenses

	Total Amount	$ 114.57
47%	Water	$ 53.85
47%	Sewer	$ 53.85
6%	Fire	$ 6.88

Requeser signature		Date	
Approval	Board Meeting	Date	

Request for Mileage Reimbursement Form

Name: Jose Euan-Estrada

		Rate per Mile	0.655
		Total Mileage	560
		Total Reimbursement	$ 366.80

Date	Description/Notes	Mileage
9/18/2024	Mileage 08/22 - 09/18	560

Requeser signature		Date	
Approval		Date	

Central Ave Service Center

2785 Central Ave
Mckinleyville, CA. 95519
Phone: 707-839-8337   Fax: 707-839-9323
CUSTOMER SATISFACTION IS OUR PRIORITY

EPA CAL 000060297
B.A.R AL 169791

INVOICE

Printed Date: 08/16/2024   **Work Completed: 08/16/2024**

FIELDBROOK VOL FIRE
4584 FIELDBROOK ROAD
FIELDBROOK, CA   95519
MAIN 707-839-0931

1990 BECK - SPARTAN - V8 DIESEL
Lic # : 335727
Unit # : 8717
VIN # : 4S7PT9S03 **MC003260**

Odometer In : 30095

Part Description / Number	Qty	Sale	Ext	Labor Description	Hours	Ext
COMMERCIAL BATTERY 31HD	2.00	282.08	564.16	REPLACED TWO RIGHT SIDE BATTERIES	0.50	72.50
				Hazardous Materials		5.00
BATTERY CABLE 04363	2.00	54.22	108.44			

Org. Estimate 802.23   Revisions   0.00   Current Estimate 802.23

Double checked accuracy. -
2 large Batteries were replaced by
4 smaller Batteries - prior invoice
33753
Paid 7/19/24 ✓ 7529

Labor:	72.50
Parts:	672.60
HazMat:	5.00
SubTotal:	750.10
Tax:	52.13
Total:	802.23
Bal Due:	$802.23

[Payments -]

FAMILY OWNED AND OPERATED FOR OVER 30 YEARS

Vehicle Received: 8/16/2024

Customer Number : 1944

Signature _____   Date _____

Visit us on the web: www.centralavenueservicecenter.com

Email Address: *centralaveservice@gmail.com*

Service Advisor : GRISSOM, RICHARD,   Tech : GRISSOM, RICHARD   Page 1 of 1

Copyright (c) 2024 Mitchell Repair Information Company, LLC invhrs 5.12.21kr

Fieldbrook Glendale CSD
PO Box 95 • Eureka, CA 95502-0095
(707) 443-5018

Account Number	Customer Name	Customer Address	Account Balance	Notes
1600.02	██████████	██████████	$ 2,316.33	Water locked off for Non-pay March 19, 2024. Moved out 2 weeks later, property owner died, didn't go back to the property. Charges continued to be billed.

Detail

Water Billing	$	561.69
Sewer	$	1,156.92
Late Charges	$	547.72
Shut off Fee	$	50.00
Adjustment	$	(61.63) **Customer paid this portion**
Total	**$**	**2,254.70**

Approval to write off as a bad debt:

By: *Richard Hanger*

Date: 09/20/2024

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

Account	1600.02			
Detail		**Water**	**Sewer**	**Total**
Water Billing	$ 561.69	$ 561.69	$ -	$ 561.69
Backflow	$ -	$ -	$ -	$ -
Sewer Billing	$ 1,156.92		$ 1,156.92	$ 1,156.92
Late Charges	$ 547.72	$ 179.01	$ 368.71	$ 547.72
Shut Off Fee	$ 50.00	$ 50.00	$ -	$ 50.00
Payment	$ (61.63)	$ (20.14)	$ (41.49)	$ (61.63)
Total	$ 2,254.70	$ 770.56	$ 1,484.14	$ 2,254.70

G:\Retail\Fieldbrook Retail\Bad Debt Submissions\Bad Debt Auth Forms\Scott, K 200 Walton Bad Debt Form 8.13.2024 2

Fieldbrook Glendale Community Services District
water · sewer · fire

Agenda Background

Meeting Date:

Agenda Title:

Agenda Item: **Presented by:**

Type of Item: **Type of Action Required:**

Fieldbrook Glendale Community Services District
water · sewer · fire

Agenda Background

Meeting Date:

Agenda Title:

Agenda Item: **Presented by:**

Type of Item: **Type of Action Required:**

Fieldbrook Glendale Community Services District
water · sewer · fire

Agenda Background

Meeting Date:

Agenda Title:

Agenda Item: **Presented by:**

Type of Item: **Type of Action Required:**

Fiscal Year 2024 State & Local Cybersecurity Grant Program for Local & Tribal Governments (SL) – Notice of Interest (NOI)

Section I. Applicant Information (Not Scored)

Local or Tribal Government Entity (must meet the federal definition of Local Government in 6 U.S.C. §101(13) or Tribal Government in 6 U.S.C. §665(g)(a)(7) and be located in California)

Fieldbrook Glendale Community Services District

Physical Address of Local or Tribal Government Entity:

Street

4584 Fieldbrook Road

City	State	Zip Code	County
Fieldbrook	CA	95519	Humboldt

Mailing Address, if different:

Street

P.O. Box 2715

City	State	Zip Code
McKinleyville	CA	95519

Unique Entity Identifier (UEI): PKTPFLZM24G1

Federal Employer ID Number (FEIN): 68-0184263

Website/URL of the Organization: www.fgcsd.org

Authorized Agent/Tribal Chairperson Contact Information:

Name	Title/Role
Richard Hanger	General Manager

Telephone Number	Email
(707) 499-1963	GM@fgcsd.org

Primary Point of Contact Information:

Name	Title/Role
Richard Hanger	General Manager

Telephone Number	Email
(707) 499-1963	GM@fgcsd.org

Funding Requested (Maximum of $250,000)   150,000

Please check this box if the Applicant is willing to accept less than the full amount requested based on scoring, proposal selection, and availability of grant funding: ☑

If partial grant funding can be accepted, please identify in whole dollars the minimum amount of grant funding that will be accepted: 100,000

Section II. Alignment with California Cybersecurity Plan & SLCGP Objectives (40 Points Total)

Describe the proposed project(s) and how each project will fill identified, critical cybersecurity capability gaps.

a. Thoroughly describe the project(s) being proposed, outlining the various elements or stages involved to implement and complete the project(s), including how the project aligns with one or more of the SLCGP Objectives and implements any applicable cybersecurity best practices as outlined in the <u>California SLCGP Cybersecurity Plan</u>. Please refer to the FY 2024 SLCGP Program Supplemental and the FY 2022 and FY 2023 NOFOs for more information and additional considerations. (2,200 characters max with spaces; 20 points)

> PROJECT 1 – Cybersecurity Governance Structure
> FGCSD proposes to develop a cybersecurity governance structure to develop a cybersecurity risk management plan and oversee its implementation in support of objective 1,2,3,4.
>   Stage 1 includes the formation of a committee and holding quarterly meetings to review strategies for enhancing cybersecurity.
>   Stage 2 includes developing a written cybersecurity plan and a business continuity and disaster recovery plan.
>   Stage 3 will develop a cybersecurity incident response plan and exercise the plan annually.
>   Stage 4 will test the ability to reconstitute backups and disaster recovery in the event of a disaster on an annual basis.
>
> PROJECT 2 – Cybersecurity Controls
> In support of objectives 2 and 3, FGCSD will implement controls to detect vulnerabilities and address gaps.
>   Stage 1 conduct an assessment of all technology systems to document criticality and importance of each technology solution.
>   Stage 2 implements vulnerability scanning and penetration testing to understand our current cybersecurity posture and areas of risk.
>   Stage 3 implement Privileged Access Management (PAM).
>   Stage 4 implement Password Policy Enforcer.
>   Stage 5 expand use of secure company provided communication systems and MFA where available.
>   Stage 6 remove/replace end of life systems.
>
> PROJECT 3 – Migration to .gov domain
> In support of objective 3, to promote the delivery of safe, recognizable, and trustworthy online services by the state or local governments within the state, we will transition to the use of the .gov internet domain.
>
> PROJECT 4 – Training, Education, and Collaboration
> In support of objective 4, FGCSD will ensure personnel are appropriately trained in cybersecurity and utilize resources available at the state and federal level to stay informed of cybersecurity best practices.
>   Stage 1 develop and provide in-person onsite training annually to all staff.
>   Stage 2 conduct monthly security awareness training and phishing simulations.
>   Stage 3 leverage cybersecurity services offered by CISA and others in order to enhance capabilities to share cyber threat indicators and related information.

b. Describe how the proposed project(s) align with one or more of the 16 cybersecurity plan elements and any of the associated statewide priorities addressed in the California SLCGP Cybersecurity Plan. Please refer to the cybersecurity plan and the FY 2022 and FY 2023 NOFOs (see Appendix C, Cybersecurity Plan, Required Elements, in the NOFOs) for additional information on the cybersecurity plan elements. (2,200 characters max with spaces; 20 points)

> 1 Manage, monitor, and track information systems, applications, and user accounts.
> -Project 1 & 2
> 2 Monitor, audit, and track network traffic and activity
> -Project 1 & 2
> 3 Enhance the preparation, response, and resiliency of information systems, applications, and user accounts
> -Project 1, 2 & 4
> 4 Implement a process of continuous cybersecurity risk factors and threat mitigation
> -Project 1, 2 & 4
> 5 Adopt and use best practices and methodologies to enhance cybersecurity
> -Project 1, 2, 3 & 4
> 6 Promote the delivery of safe, recognizable, and trustworthy online services, including using the .gov internet domain
> -Project 3
> 7 Ensure continuity of operations including by conducting exercises
> -Project 1 & 4
> 8 Identify and mitigate any gaps in the cybersecurity workforces, enhance recruitment and retention efforts, and bolster the knowledge, skills, and abilities of personnel
> -Projects 1, 2 & 4
> 9 Ensure continuity of communications and data networks within the jurisdiction of the state between the state and local governments within the state in the event of an incident involving communications or data networks
> -Project 4
> 10 Assess and mitigate, to the greatest degree possible, cybersecurity risks and cybersecurity threats relating to critical infrastructure and key resources
> -Project 1, 2 & 4
> 11 Enhance capabilities to share cyber threat indicators and related information between the state, local governments within the state, and CISA
> -Project 4
> 12 Leverage cybersecurity services offered by the Department
> -Project 4
> 13 Implement an IT and operational technology modernization cybersecurity review process that ensures alignment between IT and operational technology cybersecurity objectives
> -Projects 1 & 2
> 14 Develop and coordinate strategies to address cybersecurity risks and cybersecurity threats
> -Projects 1, 2 & 4
> 15 Ensure adequate access to, and participation in, the services and programs described in this subparagraph by rural areas within the state
> -Projects 1, 2, 3 & 4

Section III. Impact(s) of Loss of Network Availability (40 Points Total)

a. Describe your organization's mission/objectives and how your network supports these. (2,200 characters max with spaces; 20 points)

The Fieldbrook Glendale Community Services District currently provides water service throughout most of the District, wastewater collection services within the Glendale area and fire protection and emergency services in the Fieldbrook area.

Technologies that support our services include our communication protocols such as emails, phones, website, newsletters to the community. Staff also uses data collection tools to report equipment status and levels to management and other state agencies and to ensure compliance with regulatory guidelines.

Our website is an important means of communication with the public. It is how they are notified of meetings, budgets, and other communication from the district.

We also rely heavily on radio communications to coordinate emergency and fire services within our agency and with outside agencies. Tablets enable us to respond to emergency dispatch and keep relevant agencies informed of the current status of a call.

b. Describe how your network's loss of availability would impact security, economic security, public health or safety, or any combination of those matters. (2,200 characters max with spaces; 20 points)

If network and communication services were disrupted, there would be an impact to public safety. This could lead to reduced outcomes and potentially loss of life due to emergency services not being able to be dispatched or being delayed in responding.

Without our network systems, we would be unable to monitor water systems, pump systems, waste water treatment flow which could lead to a public health emergency and environmental hazards. Water systems may not operate efficiently and without proper calibration it could cause increased costs and reduced revenues.

While we are a small district, there would be an economic impact to the organization in being able to address AP/AR and payroll. The loss of trust from our constituents could jeopardize the future of the district.

Section IV. Cybersecurity Posture Maturity Level (40 Points Total)

Describe the Applicant's current cybersecurity governance, infrastructure, and capabilities and how SLCGP funding will help improve them.

a. Describe to what degree the Applicant's current cybersecurity posture aligns with the 16 Elements of Cybersecurity as identified in the California SLCGP Cybersecurity Plan (beginning on p. 6) and how FY 2024 SLCGP funding will enhance and/or improve the existing posture. (2,200 characters max with spaces; 20 points)

(1) Our MSP currently provides our cybersecurity framework. A RMM is used to monitor and track information systems and user accounts. (2) Firewalls and a SOC are used to monitor network traffic. (3) Limited documentation for recovery of systems but a robust BCDR solution in place. (5) MFA for Office 365 and encryption of data at rest. (6) Current public domain is a (.org or .com). (7) No current processes for continuity of operations. (8) Monthly cybersecurity training and phishing simulations. (9) No current plan in place. (10, 11, 12, 13) No current capabilities. (14) Informal processes but not documented.

Funding will enable us to enhance our cybersecurity posture by (1) creating a cybersecurity governance committee to oversee cybersecurity program. (2) Implement advanced monitoring, auditing and tracking of network traffic. (3) Develop written plans and test recovery of systems. (4) Implement continuous vulnerability scanning and penetration testing. (5) Expand use of MFA, implementing a password policy enforcer and a privileged access management solution as well as test the ability to reconstitute backup systems. (6) Migrate to .gov domain. (7) Perform annual incident response exercise and disaster recovery simulation. (8) Conduct in-person cybersecurity training annually and education to the cybersecurity committee through membership in various organizations. (9) Identify what communications need to take place and ensure continuity. (10) Assess and document criticality of systems and determine how to mitigate cybersecurity risks and threats. (11) Participate in information sharing. (12) Review and utilize services offered by the department. (13) Develop a modernization cybersecurity review process. (14) Cohesive risk management strategy overseen by cybersecurity committee. (15) FGCSD is located in rural (county, state). (16) Funds distributed for this project will be used by FGCSD to enhance our cybersecurity maturity.

b. Describe the Applicant's current cybersecurity maturity as it relates to the functions of the National Institute of Standards and Technology Cybersecurity Framework 2.0 and how SLCGP funding will enhance and/or improve the existing cybersecurity maturity level. The Applicant should ensure the proposed project(s) is/are an appropriate match to their cybersecurity maturity level as indicated by their survey responses and address critical gaps. (2,200 characters max with spaces; 20 points)

FGCSD is not currently aligned with NIST Cybersecurity Framework 2.0. SLCGP funding will enable FGCSD to create a governance oversight to identify, protect, detect, respond and recover cybersecurity risks. The cybersecurity committee will endeavor to use the NIST Cybersecurity Framework to guide their development of policies. We feel that our current governance is AD HOC and no formal processes are in place dealing with cybersecurity risks. A goal for the committee will be to improve risk management communication across the organization. Our aim will be to go from a partial AD HOC understanding of cybersecurity risks to an adaptive and proactive approach to identification of risks with proper safeguards to protect the organization. We further want to lessen the time required to detect and respond to adverse events and have solid tested plans to recover if needed.

c. In addition to the narrative questions in this section, Applicants must complete an online survey on their organization's cybersecurity posture maturity. **Upon completion of the survey, Applicants must download a copy of their responses and attach as a PDF to submit with this NOI form; proposals submitted without completing the survey may not be considered for funding.**

Section V. Cybersecurity Gap(s) (20 Points)

a. Describe how each proposed project will fill critical cybersecurity capability gap(s) identified by the Applicant. (2,200 characters max with spaces; 20 points)

GOVERN:
- Project 1 will enable us to define and document roles and responsibilities including those of senior leadership for cybersecurity governance. Additionally, we will be better able to ensure compliance with relevant cybersecurity standards, regulations, and contractual obligations.
- Project 2 will allow us to more effectively identify, assess, and prioritize cybersecurity risks.

IDENTIFY:
- Project 2 will enable us to better identify and manage our assets. Have a formalized risk assessment process with continuous threat assessments.
- Project 4 will enable us to integrate external threat intelligence into our risk management strategy.

PROTECT:
- Project 2 will allow us to have a highly mature access control measures with robust data protection for sensitive data.
- Project 3 will provide additional security for our web presence.
- Project 4 will enable us to provide a highly mature cybersecurity awareness and training programs to our staff.

DETECT:
- Project 2 will incorporate advanced detection techniques for timely detection of cybersecurity incidents as well as advanced behavioral analysis techniques. We also will improve our log management and analysis capabilities to enable proactive detection and response.

RESPOND:
- Project 1 will develop an incident response plan and incident response team that can effectively communicate by having well documented procedures and exercising said plans at least annually.
- Project 4 will enable us to leverage services offered by leading state and federal agencies to be better informed of current threats and how to respond.

RECOVER:
- Project 1 will include documentation of recovery procedures that are periodically tested and updated. We will also develop an incident recovery plan that will be tested with table top exercises and updated on lessons learned from past incidents. We will also identify resilience measures to enable us to withstand and recover from disruptive events.

Section VI. Proposed Budget (20 Points)

In this section, select Yes or No regarding applicable project related activities the organization plans to expend with grant funds. Describe the activity and provide the cost estimate related to cybersecurity enhancements of the organization. **The maximum amount available for FY22 funds is $82,500, the maximum available for FY23 is $167,500, for a total maximum request of $250,000.**

NOTE: Due to the competitive process, changes to the scope of work are not permitted. Please ensure the projects being proposed are well planned, as any funds that remain at the end of the period of performance will be disencumbered.

Activity	Description	Cost FY22	FY23
Planning			
Yes	Outsourced CISO and cybersecurity controls		75,000
Organization			
Yes	Staffing support for cybersecurity planning committee.	32,500	
Equipment			
Yes	Laptops and tablets for cybersecurity committee	10,000	
Training			
Yes	Ongoing security awareness training and annual in-person all staff cybersecurity training.		5,000
Exercise			
Yes	Annual disaster recovery plan and incident response plan exercises.		20,000
Management and Administration (not to exceed 5% of the total amount requested).			
Yes	Fiscal and administrative oversight of grant.	7,500	
Indirect Costs			
No			
TOTAL COSTS (FY22 + FY23) (This amount must match Funding Requested on Page 1)		150,000	

Section VII. Milestones (20 Points)

Describe how the project(s) being proposed will be completed within the period of performance, including a timeline with key milestones. Start dates should reflect the start of the associated key activities and end dates should reflect when the milestone event will be completed. Applicants should provide no more than 10 milestones.

	Milestone	Start Date	Completion Date
1.	Formation of cybersecurity committee	12/2024	01/2025
2.	Implement vulnerability scanning and penetration testing	01/2025	12/2026
3.	Implement Privileged Access Management	01/2025	03/2025
4.	Implement Password Policy Enforcer	04/2025	06/2025
5.	Cybersecurity and Incident Response Plans	01/2025	09/2025
6.	2025 Annual Training	08/2025	08/2025
7.	2025 Incident Response and Disaster Recovery Plan Exercise	11/2025	11/2025
8.	2026 Annual Training	08/2026	08/2026
9.	2026 Incident Response and Disaster Recovery Plan Exercise	11/2026	11/2026
10.			

Section VIII. Population (Not Scored)

Check the box if the total population of the Applicant organization (e.g., county or city population for county or city governments, enrollment for school districts, service population for special districts, tribal membership for tribal governments, etc.) is **_less than_** 50,000 individuals.

☑

Utilization of Additional Funds if Available (Not Scored)

If additional funds become available, how would you utilize the funds to expand or enhance your proposed project(s)? (2,200 characters max with spaces)

If additional funds are available, they will enable us to meet for frequently and to deploy additional technologies to enhance our cybersecurity posture. These could include enhanced logging through a SIEM, SaaS management and alerting of cloud based applications.

Applicant Certification Information

Before submitting, please review your responses and ensure that they are complete, including the required survey. Submit the completed NOI, along with other required documents, via email to StateLocalProjects@caloes.ca.gov

IMPORTANT NOTE: Submissions received after the deadline of Friday, September 27, 2024, 11:59 PM PST will not be accepted and will be disqualified from continuing in the competitive application process. No exceptions can be made. Please plan accordingly.

☑ Applicant has completed the online cybersecurity posture maturity survey and downloaded a PDF copy of their responses.

☑ I certify that the information provided, including population size, is complete and correct to the best of my knowledge.

Name, Title/Role E-mail Address Phone Number	Richard Hanger, General Manager GM@fgcsd.org (707) 499-1963

Cybersecurity Maturity Assessment Survey

This survey will help identify the cybersecurity maturity of your organization and will aid in identifying how your proposed project will align with maturity and the elements denoted in the Cybersecurity Plan.

SLGCP Cybersecurity Plan

PUBLIC RECORDS ACT NOTICE

Proposals are subject to the Public Records Act, Government Code Section 7920.000, et seq. Do not put any personally identifiable information or private information on this proposal. If you believe that any of the information you are putting on this proposal is exempt from the Public Records Act, please indicate what portions of the proposal and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

Your name

Richard Hanger

Email address

GM@fgcsd.org

What local government agency or organization are you representing for this survey?

Fieldbrook Glendale Community Services District

Organization type

Special District

If you selected Other on the previous question, please specify.

No response

Three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 GOVERN function:

---

1. On a scale of one to five, how clearly defined and documented are your organization's cybersecurity roles and responsibilities, including those of senior leadership?

1.1 Roles and responsibilities are unclear or undocumented.

2. On a scale of one to five, how effectively does your organization identify, assess, and prioritize cybersecurity risks?

2.2 There is some ad-hoc identification and assessment of risks, but it's not comprehensive or consistent.

3. On a scale of one to five, how well does your organization ensure compliance with relevant cybersecurity standards, regulations, and contractual obligations?

3.1 Compliance efforts are ad-hoc or reactive, with little formalized processes in place.

Three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 IDENTIFY function:

---

4. On a scale of one to five, how effectively does your organization identify and manage its assets (e.g., devices, systems, data)?

Submission date: 09/19/2024, 04:08:46 PM

4.2 Asset management is partially implemented, but there are gaps in visibility or accuracy.

5. On a scale of one to five, how robust is your organization's approach to risk assessment?

5.1 Risk assessment is not conducted or is sporadic and informal.

6. On a scale of one to five, how effectively does your organization integrate external threat intelligence into its cybersecurity risk management strategy?

6.2 Some basic threat intelligence sources are utilized, but integration is ad-hoc.

Three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 PROTECT function:

7. On a scale of one to five, how robust are your organization's access control measures to protect sensitive information and critical systems?

7.3 Access controls are implemented for most systems and data, with periodic reviews of user access rights.

8. On a scale of one to five, how effectively does your organization protect sensitive data from unauthorized access or disclosure?

8.2 Some data protection measures are in place, but they may not cover all sensitive data or be consistently applied.

9. On a scale of one to five, how effective are your organization's efforts to promote cybersecurity awareness and provide training to employees?

9.2 Basic cybersecurity training is conducted sporadically, with limited coverage of key topics.

Here are three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 DETECT function:

10. On a scale of one to five, how capable is your organization in detecting cybersecurity incidents in a timely manner?

10.2 Some basic detection mechanisms are in place, but they may not cover all potential threats or be consistently monitored.

11. On a scale of one to five, how effectively does your organization collect, analyze, and correlate security logs to identify potential security incidents?

11.2 Some basic log management tools are in place, but they may not capture all relevant security events or provide meaningful analysis.

12. On a scale of one to five, how mature are your organization's capabilities in detecting anomalous behavior and suspicious activities on the network and endpoints?

12.3 Anomaly detection tools are deployed and configured to monitor network and endpoint behavior, with regular tuning and refinement.

Three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 RESPOND function:

13. On a scale of one to five, how comprehensive and well-documented is your organization's incident response plan?

13.1 There is no formal incident response plan in place.

14. On a scale of one to five, how capable and prepared is your organization's incident response team to handle cybersecurity incidents?

14.1 There is no dedicated incident response team or formalized process for incident handling.

15. On a scale of one to five, how effective is your organization's communication and coordination during incident response efforts?

15.1 Communication and coordination during incidents are ad-hoc or chaotic, leading to delays or misunderstandings.

Three questions tailored to gauge cybersecurity maturity within the NIST CSF 2.0 RECOVER function:

16. On a scale of one to five, how robust and comprehensive is your organization's backup and recovery capability for critical systems and data?

16.3 Backup and recovery processes are documented, with regular backups taken and tested for critical systems and data, but there may be some gaps or inconsistencies.

17. On a scale of one to five, how well-prepared is your organization to recover from cybersecurity incidents and disruptions to business operations?

17.1 There is no formal incident recovery plan in place.

18. On a scale of one to five, how resilient are your organization's systems and processes to withstand and recover from disruptive events?

18.2 Basic resilience measures are implemented, but they may not cover all critical systems or processes, and there is limited redundancy or failover capability.