



**HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR SCHEDULED MEETING**

AGENDA

DATE: Tuesday, January 10, 2023

TIME: 5:00 p.m.

LOCATION: *In accordance with Assembly Bill 361 and District Resolution 2022-19, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 818 9728 8544 and Passcode 831934. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of January 10, 2023 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of December 13, 2022 Pgs 3-7
3. Consideration of Resolution No. 2023-01 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days Pgs 9-10

D. REPORTS

1. General Manager
 - a) GM Report Pgs 11-13
2. Engineering Department
3. Superintendent
 - a) November 2022 Operations/Maintenance Report Pg 15
 - b) December 2022 Construction Operations Report Pg 17

4. Finance Department

- a) November 2022 Budget Statement
- b) December 2022 Check Register

Pgs 19-28

Pgs 29-37

5. Legal Counsel

6. Director Reports

7. Other

E. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda. Please use the information set forth above to participate via Zoom. The Board requests that speakers please state their name and where they are from, be clear, concise and limit their communications to 3 to 5 minutes. At the conclusion of all oral communications, the Board or staff may choose to briefly respond with information in response to comments; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion, or action, will be placed on a future agenda.

F. NON-AGENDA

G. NEW BUSINESS

- 1. Consideration of Adopting an Update to the District's COVID Prevention Policy
- 2. Consideration of Adjusting Billing Statements and Meter Reading Procedures

Pgs 39-54

Pgs 55-57

H. OLD BUSINESS

- 1. Consideration of Diversity, Equity, Inclusion (DEI) Training Options

Pgs 59-70

I. ADJOURNMENT

Next Res: 2023-02

Next Ord: 2023-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Brenda Franklin at (707) 443-4558, ext. 210. Notification 48 hours prior to the meeting will enable the District to make reasonable arrangements to ensure accessibility to this meeting (28 CFR 35.102 – 35.104 ADA Title II).

Pursuant to §54957.5(a) of the California Government Code, any public record writings relating to an agenda item for an open session of a regular meeting of the Board of Directors, not otherwise exempt from public disclosure, are available for public inspection upon request at the District offices located at 5055 Walnut Drive, Monday through Friday (holidays excepted) during regular business hours.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, December 13, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-18.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan. Staff in attendance: General Manager Williams (GM), District Superintendent Latham, Finance Manager Montag (FM), and Assistant Engineer Adams (AE).

B. OATH OF OFFICE

Vice-President Benzonelli administered the Oaths of Office to Directors Gardiner and Ryan

C. PLEDGE OF ALLEGIANCE

Vice-President Benzonelli invited those present to join her in the Pledge of Allegiance.

D. CONSENT CALENDAR

1. Approval of the December 13, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of November 22, 2022
3. Ratify Board's Prior Approval of GM Salary Compensation at the November 22, 2022 Regular Meeting
4. Consideration of Resolution No. 2022-19 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE DECEMBER 13, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

E. REPORTS

1. General Manager
 - a) GM Report

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
DECEMBER 13, 2022

- Rate Study – Anticipates the completed draft rate study analysis to be presented in January or February. Once the draft report is finalized and accepted by the Board, staff will begin the Prop 218 notice and public hearing process.
- ACWA/JPIA – At their fall conference, member agencies with a loss ratio of 20% or less were recognized. The District received three program awards: Liability, Property, and Workers Compensation.

Director Benzonelli requested clarification on Prop. 218 wherein GM advised the public process will begin with outreach through newspaper and radio advertisements to participate in the upcoming meetings. Once the rates are approved by the Board the 218 Public Hearing Notices will be mailed indicating a meeting date of at least 45 days later to consider adoption of the new rates.

In response to Director Gardiner's query regarding the production delays, GM responded that the City had difficulty determining costs for wastewater treatment (WWT) ultimately informing the mutual consultant to utilize HCSD projections as they appear more accurate. The District is responsible to the City for a minimum of 32% for all WWT expenses. GM added that should conditions not improve with the City in the next five years it may behoove HCSD to select a separate consultant rather than proceeding in a joint process.

2. Engineering Department

a) Status Report

- Sewer Pretreatment Facility Inspections – AE summarized the biannual inspection process advising 12 devices of 45 have been inspected and 12 more are planned to complete before the year's end.
- Humboldt County Pine Hill Road Bridge Project – the county continues to pursue replacement of the Pine Hill Bridge, and HCSD engineering staff continue to work with them to ensure the new bridge will support a 12-inch water main if needed in the future. In 2020m in anticipation of the County's work, HCSD proceeded with directional drilling to install a 16-inch main to protect distribution to the Humboldt Hill and Pine Hill zones and allow the County's bridge project to proceed without disruption to HCSD customers.
- Tower Dr. Steel Main Replacement Project Update – Installation of the new water main and fire hydrant is complete. Existing water services have been transferred to the new main leaving the addition of 2 new services and final paving.

3. a) November 2022 Construction Operations Report

Staff performed service line leak repairs, replacement of broken angle meter stops, and abandonment of a service line in addition to continued work on the Tower Road Steel Water Main Line Replacement Project and routine activities of performing

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
DECEMBER 13, 2022

vehicle/equipment maintenance, assisting with water meter reading and customer service orders, hauling dirt to fill sites, etc.

4. Finance Department

a) November 2022 Check Register

Referring to Director Gardiner's request at the last meeting to investigate the possibility of implementing a second camera to capture live public participation at the podium, FM advised the costs to do so are minimal and he hopes to receive the equipment and have everything set up for the next meeting. Addressing the Check Register, FM commented all transactions were standard for the month.

F. PUBLIC PARTICIPATION

Former Director Bongio congratulated Director Gardiner on his re-election and Director Ryan on her election, expressed appreciation for the many years he has been able to serve the District, and wished the new Board well.

G. NON-AGENDA

H. NEW BUSINESS

1. Appointment of Officers and Standing Committee Participants by Resolution 2022-20

GM reviewed the report reiterating the Government Code §61043 requirement to elect officers and representatives within 45 days following a general or unopposed election. The Board engaged in discussion regarding the length of time for the appointments ranging from 6 months to two years resulting in consensus to maintain the traditional two-year commitment. Agreement to appointments as follows:

President - Director Benzonelli
Vice-President - Director Matteoli
Employee Relations Officer – Director Hansen
Audit Committee – Directors Benzonelli and Gardiner
RREDC Representative – Director Benzonelli / Alternate Director Ryan
ACWA/JPIA Director – Director Ryan / Alternate Director Gardiner
HBMWD Water Task Force – Director Matteoli

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION NO. 2022-20 APPOINTING OFFICERS OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
DECEMBER 13, 2022

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

2. Consideration of Resolution 2022-21 Recognizing Former Director Bongio for Twenty Plus Years of Service

GM summarized former Director Bongio's decades long dedication to the District ratepayers and staff recommending Board adoption of the resolution commemorating such service.

PUBLIC COMMENT: None

Director Gardiner elaborated upon Alan Bongio's passion for service to the District beginning with his father's 33 year tenure as a Director for a total span of more than 50 years of caring for the District's ratepayers and staff.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR GARDINER TO ADOPT RESOLUTION 2022-21 RECOGNIZING FORMER DIRECTOR BONGIO FOR TWENTY PLUS YEARS OF SERVICE. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

3. Consideration of Extending by Amendment, On-Call Engineering Service Contracts with GHD Group (Engineering) and SHN Consulting Engineers through March 1, 2023

GM reviewed the conditions leading to the necessity to extend existing On-Call Engineering Service Contracts to include specific provisions required to meet FEMA/CalOES grant conditions.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN TO APPROVE THE ON-CALL ENGINEERING SERVICE CONTRACT AMENDMENT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
DECEMBER 13, 2022

4. Consideration of Cancelling the Regular Meeting of December 27, 2022

GM presented the suggestion to cancel the second regular meeting of December due to very close proximity to holiday celebrations.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER TO CANCEL THE DECEMBER 27, 2022 REGULAR BOARD MEETING. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

I. OLD BUSINESS

Director Gardiner reminded staff to bring back agenda items postponed until after the new Board had been seated – such as simplifying/clarifying utility bills and DEI training. Director Gardiner also asked that facility/infrastructure tours be arranged for the full Board collectively, if possible, or individually. GM affirmed such a tour will be arranged adding that HBMWD will be offering a tour of their facilities in the very near future as well.

K. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR RYAN, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, MATTEOLI, RYAN
NOES: NONE
ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF DECEMBER 13, 2022 AT 5:55 P.M.

Submitted, Board Secretary

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 10, 2023

AGENDA ITEM: C.3 (Consent Calendar)

TITLE: Consideration of Resolution 2023-01 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Recommendation:

Adopt Resolution 2023-01 by title only under Consent Calendar roll-call vote.

Summary:

The Governor's Executive Order N-08-21 provided modification to the Brown Act authorizing public teleconference meetings during the COVID-19 Emergency without the requirement of personal appearance. On September 16, 2021, Governor Newsom signed Assembly Bills (AB) 339 and 361 into law which was followed by Executive Order N-15-21 on September 20, 2021 stipulating the sunset of Executive Order N-08-21 as of September 30, 2021.

As presented at the October 12, 2021 regular meeting, and subsequently at each first meeting of the month, provisions of AB 361 officially modify the Brown Act to enable public agencies to move immediately to relaxed teleconference meetings under a declared state of emergency. Each month the March 20, 2020 state of emergency remains in effect, the Board is required to pass a resolution every thirty (30) days until lifted, affirming the following:

1. The Board has considered the circumstances of the state of emergency
2. Any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

Resolution 2023-01 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect. In addition to the many restrictions that have been lifted, the Governor's office advised the existing state of emergency is scheduled to sunset February 28, 2023

Fiscal Impact: None

RESOLUTION NO. 2023-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 20, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 10th day of January 2023 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Heidi Benzonelli, Board President

Attest: Brenda K. Franklin
Board Secretary

Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: January 6, 2023
SUBJECT: General Manager Report for January 10, 2023 Board Meeting

Since we last met on December 13, lots has happened.

Earthquake

On December 20, 2022 there was an earthquake (6.4M) that resulted in some damage and a District wide power outage that lasted nearly 20 hours. District staff mobilized in response to the power outage with the District's portable generators and Vac Trucks. Additionally, several contractors were contacted for assistance.

The District maintains 50 critical sites that require power to operate including 10 water booster stations, 2 wells, 10 water storage tanks and 28 sewer lift stations. Five of those sites have permanent automatic standby generators, the rest require mobile generators to operate during a power outage.

The District owns five portable generators that have to be juggled between sites when the power is out. Prior to PG&E's new emergency response protocols, these five generators were more than sufficient. Prior to the PSPS events of 2019, the District had never experienced a District wide power outage. To help keep the water flowing on December 20th, District staff called in additional help from several local contractors including GRS, Wahlund, Mercer Frazier, Owsley and Spenser Electric. The help came in the form of portable generators, Vac trucks, operators and electricians.

In total, District staff and outside help worked for nearly 20 hours on December 20th. All areas of the District were kept in water and all of the wastewater was kept in the pipes where it belongs. Between staff time, contractor assistance and equipment rental, District staff estimates that the emergency response to keep the water flowing on December 20th cost about \$100,000. Additionally, the current estimate for damage to buildings and infrastructure is about \$400,000.

The list of damaged facilities includes:

- Transmission line break in the Elk River Crossing
- Watermain break at active slide on Walnut Drive
- Miscellaneous damage to concrete and asphalt at various District facilities including a temporary retaining wall that toppled over at the District corporation yard.

The County Board of Supervisors has declared a state of emergency as a result of the earthquake. CalOES is making a county wide assessment of damages in conjunction with Humboldt County OES. The District is participating in this effort. During previous natural disasters, FEMA and CalOES have provided financial assistance to impacted agencies. The expectation is that this incident will be similar.

Mailing: Post Office Box 158 • Cutton, CA 95534 • tel (707) 443-4558 • fax (707) 443-1490
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

General Manager's Report to the Board of Directors for January 10, 2023 Board Meeting

King Tides

The same week as the earthquake, king tides were predicted; December 22, 23 and 24. King tides over nine feet above mean sea level effect the District's facilities in King Salmon. Infrastructure in other low-lying areas of the District is not significantly impacted until tides exceed 10 feet above mean sea level. The tides predicted for the 22, 23 and 24th were right at nine feet with the potential for storm surges and anomalous water levels adding as much as six inches. District staff staged at the King Salmon lift stations all three days to ensure immediate response in the event that lift stations became overwhelmed by inflow. District staff and equipment performed very well and all wastewater was kept in the pipes where it belongs.

Atmospheric River

On December 27, 2022 the North Coast experienced rainfall and high winds associated with an atmospheric river event. The measured 24-hour rainfall total for the 27th was 2.45 inches (measured at the airport in McKinleyville) with winds gusting up to 50 miles per hour in some places. Although this event was nerve wracking, District staff and facilities handled it in stride.

Boil Water

There was a watermain break in the Mitchell Road area sometime in the morning hours of January 1, 2023 (before the earthquake). The District's SCADA system detected a low tank level at 8 am and alerted the on-call operator. The on-call operator determined that there was a major leak in the system and called for backup. District staff mobilized to find the leak and slow the water loss. By 9:30 am, staff had found the leak and began the repair. Unfortunately, by the time District staff located the leak, the Lentell Tank had drained completely. By 3 pm, the repair was complete and the tank was refilling.

As a result of Lentell Tank draining completely, the Mitchell Road distribution system experienced low pressure and so there was potential for storm water to enter the distribution system in that area. Out of an abundance of caution, the District issued a Boil Water Order for the affected area. The Boil Water Notice was sent to local newspapers, radio stations, television stations and local internet blog sites (Lost Coast Outpost and Redheaded Blackbelt). The District also initiated an automated telephone call to all of the affected accounts to inform them of the Boil Water Order.

Representative water quality samples were collected on January 2 and again on January 3 and a comprehensive battery of tests were performed on those samples as required by the State Water Resources Control Board (SWRCB) to lift a Boil Water Order. The results of the water quality testing for both sets of samples indicated that the water in the system was absent contaminants. The Boil Water Order was lifted at 4 pm on January 4th once the sample results were reviewed by the SWRCB.

The watermain failure consisted of a longitudinal split along a two-foot section of eight-inch C900 PVC. The static pressure at the location of the failure is over 100 psi. The cause of the failure is unknown.

Another Earthquake

While staff was dealing with the watermain break another significant earthquake shook Humboldt County (5.4M). Thankfully, the District sustained minimal damage from the second major quake.

Another Atmospheric River (and a Bomb Cyclone)

At the time of this writing, we are in the midst of another atmospheric river event. So far, this system has brought several inches of rain and wind gusts over 80 mph. There have been sporadic power

General Manager's Report to the Board of Directors for January 10, 2023 Board Meeting

outages and some branches and debris scattered by the wind but no major damage to District assets as a result of this storm.

The State Governor's Office has declared a State of Emergency for the flooding and wind damage from this event. Four more atmospheric rivers are predicted over the coming days.

Brier Lane Tank

The District is currently soliciting bids for rehabilitation work to the Brier Lane Tank. There was a mandatory pre-bid meeting on December 14, 2022. A final addendum was released on December 23, 2022. Sealed bids are due January 11 by 2 pm. Pending Board approval, the bid award is scheduled for January 30, 2023. Rehabilitation work is scheduled for the upcoming dry season.

Additional information is available on the District website under the Public Notices tab.

On-Call Engineering Services

The District is also soliciting for On-Call Engineering Services. We are using a Request for Qualifications approach so that we can identify qualified firms to perform various engineering tasks for District projects. The most critical tasks that outside firms perform for the District are grant writing, design and bidding assistance for projects that are outside staff's areas of expertise, and construction management on large, grant funded projects. The deadline for questions is January 13, 2023. A final addendum will be issued on January 16, 2023. The deadline for submittals is 2pm on January 27th with contract award on February 15th pending Board approval. The term of the On-Call agreement is from March 1, 2023 through March 1, 2024.

Additional information is available on the District website under the Public Notices tab.

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service to our customers

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: January 5, 2023
Subject: November 2022 Operations/Maintenance Report

The Operations/Maintenance Department was busy in November with a variety of projects. In addition to the standard operation and maintenance of District facilities, crews continued to do station maintenance and assisted with customer service. All of the stationary and portable generators were tested in order to ensure proper operation in the time of need.

Sewer related business included cleaning 12,767 feet of sewer main line and 866 feet of sewer lateral line in various areas throughout the District, installing a new pump at the Pine Hill sewer lift station, raising a sewer cleanout to grade on Mesa Avenue and the installation of a new sewer flow meter at the Allard Street sewer flow metering station.

Other business included the installation of a temporary hydro-pneumatic tank as part of the Donna Drive Hydro-pneumatic Tank Replacement Project, continued preparations for multiple upcoming Capital Improvement Projects, and responding to two power outages in Cutten.

Humboldt Community Services District

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BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: January 5, 2023
Subject: December 2022 Construction Operations Report

General business for the month of December included water service line leak repairs Crane Street, Humboldt Hill Road, and Marsh Road, a water main line leak repair near the intersection of Walnut Drive and Greenbrier Lane, replacing broken angle meter stops on Linton Avenue and Mitchell Road, locating a water valve can on Woodland Way and raising it to grade, locating a sewer cleanout on Spring Street and raising it to grade, installing a new 2" water meter on Walnut Drive, installing a new water sampling station on Westgate Drive and weed eating around fire hydrants in the Freshwater area.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, hauling dirt to fill sites, the investigation of a potential leak on the Elk River water main line crossing, assisting the Operations/Maintenance Department monitoring the king tides in the King Salmon area, attending a Cla-val class here at the District, and providing an exceptional response to the December 20th earthquake.

Capital Improvement Project (CIP) business included completing construction on the Tower Road Steel Water Main Line Replacement Project.

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,449,000	418,035	2,240,258	2,270,417	(30,159)	(1.3)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	434,757	2,180,390	2,200,000	(19,610)	(0.9)	
Sewer Service Charges - Pass Through	1,500,000	129,743	653,973	625,000	28,973	4.6	
Water & Sewer Construction Fees	47,000	308	16,729	19,583	(2,854)	(14.6)	
Account Fees	35,000	988	29,390	14,583	14,807	101.5	
Reimbursable Maintenance Fees	1,000	25	25	417	(392)	(94.0)	1
Miscellaneous	2,000	-	-	833	(833)	(100.0)	1
TOTAL OPERATING REVENUE	12,314,000	983,855	5,120,915	5,130,833	(9,918)	(0.2)	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	4,263	52,548	75,000	(22,452)	(29.9)	1
Interest/General	30,000	-	-	12,500	(12,500)	(100.0)	1
Discounts Earned	2,000	78	618	833	(216)	(25.9)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	43	6,542	(6,499)	(99.3)	1
Bad Debt Recovery	10,000	81	81	4,167	(4,086)	(98.1)	1
Property Taxes & Assessments	354,000	-	-	147,500	(147,500)	(100.0)	1
Insurance Rebate	20,000	-	-	8,333	(8,333)	(100.0)	1
Other Non-Operating Revenue	-	237	237	-	237	-	
TOTAL NON-OPERATING REVENUE	611,700	4,660	53,527	254,875	(201,348)	(79.0)	1
TOTAL DISTRICT REVENUE	12,925,700	988,515	5,174,442	5,385,708	(211,266)	(3.9)	
OPERATING EXPENSES							
Wages Direct	1,635,000	131,684	629,574	681,250	51,676	7.6	
Benefits: PERS	503,000	41,680	207,475	209,583	2,108	1.0	
Group Ins	1,235,000	85,902	439,582	514,583	75,001	14.6	
Workers Comp Ins	23,500	-	10,187	9,792	(395)	(4.0)	
FICA/Medicare	117,000	10,336	48,947	48,750	(197)	(0.4)	
Misc Benefits	500	60	280	208	(72)	(34.4)	
Total Wages and Benefits	3,514,000	269,663	1,336,046	1,464,167	128,121	8.8	
Less: wages & ben charged to Capital Proj.	(175,676)	(31,022)	(138,142)	(73,198)	64,944	(88.7)	
Total Operating Wages and benefits	3,338,324	238,640	1,197,904	1,390,968	193,065		
Water Purchase HBMWD	1,075,000	88,535	442,132	447,917	5,784	1.3	
Water Purchase Eureka	810,000	74,218	356,025	337,500	(18,525)	(5.5)	
Sewage Treatment Operations & Maint.	1,495,000	-	538,932	622,917	83,985	13.5	
Water/Sewer Analysis	15,000	1,445	6,653	6,250	(403)	(6.4)	
Supplies/ Construction	159,500	5,806	49,841	66,458	16,617	25.0	
Supplies/ Office-Administration	15,000	357	2,926	6,250	3,324	53.2	
Supplies/ Engineering	2,500	-	3	1,042	1,039	99.7	
Supplies/ Maintenance	100,000	3,475	28,983	41,667	12,684	30.4	
Invoicing	57,000	4,345	23,095	23,750	655	2.8	
Temporary Labor	61,200	6,900	23,001	25,500	2,499	9.8	
Repairs & Maintenance/Trucks	55,000	1,646	13,863	22,917	9,054	39.5	
Equipment Rental	5,000	-	-	2,083	2,083	100.0	
Building & Grounds Maintenance	30,000	3,098	11,808	12,500	692	5.5	
Electrical Power	295,800	24,502	149,229	123,250	(25,979)	(21.1)	2
Street Lights	70,000	5,750	35,672	29,167	(6,505)	(22.3)	2
Telephone	18,000	834	6,046	7,500	1,454	19.4	
Postage	3,000	1	2,520	1,250	(1,270)	(101.6)	3
Freight	500	-	1,168	208	(960)	(460.7)	4
Chemicals	10,000	-	3,877	4,167	290	7.0	
Liability Insurance	62,000	-	81,315	25,833	(55,481)	(214.8)	5

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
FOR ENTIRE DISTRICT

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	70,000	2,385	31,486	29,167	(2,319)	(8.0)	6
Accounting	13,000	3,445	9,385	5,417	(3,968)	(73.3)	7
Engineering	1,000	-	-	417	417	100.0	
Other Professional Services	118,000	500	1,719	49,167	47,447	96.5	
Bank Service Charges	28,000	2,159	10,159	11,667	1,507	12.9	
Transportation	75,738	3,384	30,452	31,558	1,106	3.5	
Office Equip. Maintenance	7,000	282	1,070	2,917	1,846	63.3	
Computer Software Maintenance	45,000	132	28,378	18,750	(9,628)	(51.3)	8
Memberships & Subscriptions	24,800	-	20,148	10,333	(9,815)	(95.0)	9
Bad Debts & Minimum Balance Writeoff	50,000	-	174	20,833	20,660	99.2	
Conference & Continuing Ed	34,500	2,767	9,056	14,375	5,319	37.0	
Certifications	3,500	195	1,811	1,458	(353)	(24.2)	10
State/County & LAFCO Fees and Charges	40,000	5,131	5,131	16,667	11,536	69.2	
Hydraulic Water Model Maintenance	6,000	-	-	2,500	2,500	100.0	
Elections Expense	15,000	-	-	6,250	6,250	100.0	
Human Resources	21,000	2,070	4,709	8,750	4,041	46.2	
Miscellaneous	12,000	311	1,415	5,000	3,585	71.7	
Director's Fees	16,000	900	5,300	6,667	1,367	20.5	
TOTAL OPERATING EXPENSES	8,258,362	483,212	3,135,385	3,440,984	305,599	8.9	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	73,929	73,929	100.0	11
2012 CIP & Refi.	203,766	-	114,966	84,903	(30,063)	(35.4)	11
Davis-Grunsky Loan	6,049	-	-	2,520	2,520	100.0	11
VacCon Truck Loan	117,441	-	117,441	48,934	(68,507)	(140.0)	11
2014 Wastewater Revenue Bonds	484,175	134,588	134,588	201,740	67,152	33.3	11
New Long-Term Debt	(340,000)	-	-	(141,667)	(141,667)	100.0	11
TOTAL LONG TERM DEBT PAYMENTS	648,860	134,588	366,994	270,358	(96,636)	(35.7)	11
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	340,000	146	249	141,667	141,418	99.8	
Building, Yard & Paving Improvements	94,000	1,437	59,332	39,167	(20,165)	(51.5)	
Capital Improvements Water	1,617,700	31,831	223,225	674,042	450,817	66.9	
Capital Improvements Sewer	865,000	3,581	88,052	360,417	272,364	75.6	
Engineering & Studies	-	417	16,663	-	(16,663)	-	12
District Design Standards	-	820	1,818	-	(1,818)	-	
TOTAL CAPITAL EXPENDITURES	2,916,700	38,231	389,340	1,215,292	825,952	68.0	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	472,917	472,917	100.0	
TOTAL City of Eureka Projects	1,135,000	-	-	472,917	472,917	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(33,222)	332,484	1,282,723	(13,843)	1,296,565	9,366.6	

HUMBOLDT COMMUNITY SERVICES DISTRICT
SUMMARY BUDGETARY STATEMENT OF REVENUE AND EXPENSES
FOR ENTIRE DISTRICT

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	12,314,000	983,855	5,120,915	5,130,833	(9,918)	(0.2)
TOTAL OPERATING EXPENSES	<u>(8,258,362)</u>	<u>(483,212)</u>	<u>(3,135,385)</u>	<u>(3,440,984)</u>	305,599	8.9
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	500,643	1,985,530	1,689,849	295,681	17.5
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	611,700	4,660	53,527	254,875	(201,348)	(79.0)
TOTAL LONG TERM DEBT SERVICE	<u>(648,860)</u>	<u>(134,588)</u>	<u>(366,994)</u>	<u>(270,358)</u>	<u>(96,636)</u>	<u>(35.7)</u>
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	370,716	1,672,063	1,674,366	190,968	11.4
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(38,231)	(389,340)	(1,215,292)	825,952	68.0
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(472,917)	472,917	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>332,484</u>	<u>1,282,723</u>	<u>(13,843)</u>	<u>1,296,565</u>	<u>9,366.6</u>

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,449,000	418,035	2,240,258	2,270,417	(30,159)	(1.3)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	308	16,729	14,583	2,146	14.7
Account Fees	19,950	563	16,752	8,313	8,440	101.5
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	25	25	333	(308)	(92.5)
Miscellaneous	1,000	-	-	417	(417)	(100.0)
TOTAL OPERATING REVENUE	5,505,750	418,931	2,273,764	2,294,063	(20,298)	(0.9)
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	4,263	37,758	37,500	258	0.7
Interest/General	23,547	-	-	9,811	(9,811)	(100.0)
Discounts Earned	1,280	45	352	533	(181)	(34.0)
Sales:Fixed Assets/Scrap Metal	8,844	-	24	3,685	(3,661)	(99.3)
Bad Debt Recovery	5,700	46	46	2,375	(2,329)	(98.1)
FW/MR Assessment	4,000	-	-	1,667	(1,667)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	133,371	4,354	38,181	55,571	(17,391)	(31.3)
TOTAL DISTRICT REVENUE	5,639,121	423,285	2,311,945	2,349,634	(37,689)	(1.6)
OPERATING EXPENSES						
Wages Direct	768,450	63,593	288,227	320,188	31,961	10.0
Wages & Benefits: Allocated	623,298	50,806	245,990	259,708	13,717	5.3
Benefits: PERS	181,080	9,119	41,536	75,450	33,914	44.9
Group Ins	382,850	27,651	136,909	159,521	22,612	14.2
Workers Comp Ins	12,690	-	5,550	5,288	(263)	(5.0)
FICA/Medicare	54,990	4,853	22,014	22,913	899	3.9
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,023,358	156,022	740,227	843,066	102,839	12.2
Less: wages & ben charged to Capital Proj.	(130,000)	(26,979)	(77,397)	(54,167)	23,230	(42.9)
Total Operating Wages and benefits	1,893,358	129,043	662,830	788,899	126,069	16.0
Water Purchase HBMWD	1,075,000	88,535	442,132	447,917	5,784	1.3
Water Purchase Eureka	810,000	74,218	356,025	337,500	(18,525)	(5.5)
Water Analysis	7,500	1,445	6,653	3,125	(3,528)	(112.9)
Supplies/ Construction	118,030	4,207	39,824	49,179	9,355	19.0
Supplies/Office-Administration	4,500	136	1,504	1,875	371	19.8
Supplies/ Engineering	1,425	-	-	594	594	100.0
Supplies/ Maintenance	50,000	2,221	19,237	20,833	1,596	7.7
Temporary Labor	31,744	3,933	13,111	13,227	116	0.9
Repairs & Maintenance/Trucks	30,800	938	7,301	12,833	5,532	43.1
Equipment Rental	3,700	-	-	1,542	1,542	100.0
Building & Grounds Maintenance	1,800	309	1,484	750	(734)	(97.9)
Electrical Power	162,690	14,731	94,728	67,788	(26,940)	(39.7)
Telephone	5,760	-	-	2,400	2,400	100.0
Postage	1,290	-	214	538	324	60.2
Freight	285	-	44	119	75	62.9
Chemicals	10,000	-	3,877	4,167	290	7.0
Engineering	390	-	-	163	163	100.0
Other Professional Services	23,600	-	-	9,833	9,833	100.0
Transportation	43,171	1,929	17,357	17,988	630	3.5
Office Equip. Maintenance	1,050	48	108	438	329	75.3
Computer Software Maintenance	21,600	-	15,822	9,000	(6,822)	(75.8)
Memberships & Subscriptions	1,488	-	1,287	620	(667)	(107.6)
Bad Debts & Minimum Balance Writeoff	28,500	-	99	11,875	11,776	99.2
Conference & Continuing Ed	12,075	-	575	5,031	4,457	88.6
Certifications	1,050	111	331	438	107	24.4
State/County & LAFCO Fees and Charges	13,600	2,924	2,924	5,667	2,742	48.4
Hydraulic Water Model Maintenance	6,000	-	-	2,500	2,500	100.0

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Water Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	8,190	-	-	3,413	3,413	100.0
Miscellaneous	2,640	-	-	1,100	1,100	100.0
General & Admin Expense Allocation	262,094	13,962	122,530	109,206	(13,324)	(12.2)
TOTAL OPERATING EXPENSES	4,633,330	338,690	1,811,039	1,930,554	119,516	6.2
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	73,929	73,929	100.0
2012 CIP & Refi.	26,166	-	-	10,903	10,903	100.0
Davis-Grunsky Loan	6,049	-	-	2,520	2,520	100.0
TOTAL LONG TERM DEBT PAYMENTS	209,644	-	-	87,352	87,352	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	31,831	223,225	674,042	450,817	66.9
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,617,700	31,831	223,225	674,042	450,817	66.9
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(821,553)	52,764	277,681	(342,314)	619,995	181.1

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Sewer Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	5,280,000	434,757	2,180,390	2,200,000	(19,610)	(0.9)
Sewer Service Charges - Pass Through	1,500,000	129,743	653,973	625,000	28,973	4.6
Sewer Construction Fees	12,000	-	-	5,000	(5,000)	(100.0)
Account Fees	15,050	425	12,638	6,271	6,367	101.5
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	83	(83)	(100.0)
Miscellaneous	1,000	-	-	417	(417)	(100.0)
TOTAL OPERATING REVENUE	6,808,250	564,924	2,847,151	2,836,771	10,380	0.4
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	-	14,790	37,500	(22,710)	(60.6)
Interest/General	6,453	-	-	2,689	(2,689)	(100.0)
Discounts Earned	720	34	266	300	(34)	(11.5)
Sales: Fixed Assets/Scrap Metal	6,856	-	18	2,857	(2,838)	(99.4)
Bad Debt Recovery	4,300	35	35	1,792	(1,757)	(98.1)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	108,329	68	15,109	45,137	(30,028)	(66.5)
TOTAL DISTRICT REVENUE	6,916,579	564,993	2,862,260	2,881,908	(19,648)	(0.7)
OPERATING EXPENSES						
Wages Direct	474,150	36,005	178,475	197,563	19,088	9.7
Wages & Benefits: Allocated	623,297	50,806	245,990	259,707	13,717	5.3
Benefits: PERS	115,690	4,959	26,172	48,204	22,032	45.7
Group Ins	234,650	17,531	90,505	97,771	7,266	7.4
Workers Comp Ins	7,755	-	3,441	3,231	(210)	(6.5)
FICA/Medicare	35,100	2,749	13,678	14,625	947	6.5
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,490,642	112,050	558,262	621,101	62,839	10.1
Less: wages & ben charged to Capital Proj.	(45,676)	(2,453)	(23,188)	(19,032)	4,156	(21.8)
Total Operating Wages and benefits	1,444,966	109,597	535,074	602,069	66,995	11.1
Sewage Treatment: Operating & Maint.	1,495,000	-	538,932	622,917	83,985	13.5
Sewer Analysis	7,500	-	-	3,125	3,125	100.0
Supplies/ Construction	41,470	1,599	10,018	17,279	7,262	42.0
Supplies/ Office-Administration	4,500	103	1,135	1,875	740	39.5
Supplies/ Engineering	1,075	-	-	448	448	100.0
Supplies/ Maintenance	50,000	1,254	9,745	20,833	11,088	53.2
Temporary Labor	19,456	2,967	9,891	8,107	(1,784)	(22.0)
Repairs & Maintenance/Trucks	24,200	708	6,562	10,083	3,522	34.9
Equipment Rental	1,300	-	-	542	542	100.0
Building & Grounds Maintenance	1,500	233	1,119	625	(494)	(79.1)
Electrical Power	70,992	4,568	22,943	29,580	6,637	22.4
Telephone	2,880	-	-	1,200	1,200	100.0
Postage	960	-	161	400	239	59.7
Freight	215	-	1,124	90	(1,035)	(1,154.8)
Legal	-	-	-	-	-	-
Engineering	100	-	-	42	42	100.0
Other Professional Services	23,600	-	519	9,833	9,314	94.7
Transportation	32,567	1,455	13,094	13,570	475	3.5
Office Equip. Maintenance	770	36	82	321	239	74.6

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
Sewer Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,936	6,750	(5,186)	(76.8)
Memberships & Subscriptions	992	-	971	413	(558)	(134.9)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	8,958	8,958	100.0
Conference & Continuing Ed	15,180	-	433	6,325	5,892	93.1
Certifications	805	84	125	335	210	62.7
State/County & LAFCO Fees and Charges	7,200	2,206	2,206	3,000	794	26.5
Human Resources	6,090	-	-	2,538	2,538	100.0
Miscellaneous	1,920	-	75	800	725	90.7
General & Admin Expense Allocation	262,094	13,962	122,530	109,206	(13,324)	(12.2)
TOTAL OPERATING EXPENSES	3,555,032	138,772	1,288,675	1,481,263	192,589	13.0
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	134,588	134,588	201,740	67,152	33.3
2012 CIP & Refi.	177,600	-	-	74,000	74,000	100.0
VacCon Truck Loan	117,441	-	117,441	48,934	(68,507)	(140.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,216	134,588	252,028	324,673	72,645	22.4
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	3,581	88,052	360,417	272,364	75.6
Engineering & Studies	-	417	563	-	(563)	-
TOTAL CAPITAL EXPENDITURES	865,000	3,998	88,616	360,417	271,801	75.4
OTHER						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	472,917	472,917	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,135,000	-	-	472,917	472,917	100.0
BUDGET SURPLUS (DEFICIT)	582,331	287,635	1,232,941	242,638	990,303	(408.1)

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	237	237	-	237	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	237	237	-	237	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	145,833	(145,833)	(100.0)
Insurance Rebate	20,000	-	-	8,333	(8,333)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	154,167	(154,167)	(100.0)
TOTAL DISTRICT REVENUE	370,000	237	237	154,167	(153,929)	(99.8)
OPERATING EXPENSES						
Wages Direct	392,400	32,086	162,873	163,500	627	0.4
Benefits: PERS	206,230	27,601	139,767	85,929	(53,838)	(62.7)
Group Ins	617,500	40,721	212,168	257,292	45,123	17.5
Workers Comp Ins	3,055	-	1,195	1,273	78	6.1
FICA/Medicare	26,910	2,734	13,255	11,213	(2,043)	(18.2)
Misc Benefits	500	60	280	208	(72)	(34.4)
Total Wages and Benefits	1,246,595	103,203	529,538	519,415	(10,123)	(1.9)
Less: wages & ben charged to Capital Proj.	-	(1,591)	(37,558)	-	37,558	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(101,612)	(491,980)	(519,415)	(27,435)	5.3
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	117	287	2,500	2,213	88.5
Supplies/ Engineering	-	-	3	-	(3)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,345	23,095	23,750	655	2.8
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	4,167	4,167	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	2,557	9,205	11,125	1,920	17.3
Electrical Power	62,118	5,203	31,559	25,883	(5,676)	(21.9)
Street Lights	70,000	5,750	35,672	29,167	(6,505)	(22.3)
Telephone	9,360	834	6,046	3,900	(2,146)	(55.0)
Postage	750	1	2,145	313	(1,832)	(586.4)
Freight	-	-	-	-	-	-
Liability Insurance	62,000	-	80,273	25,833	(54,440)	(210.7)
Legal Services	70,000	2,385	31,486	29,167	(2,319)	(8.0)
Accounting	13,000	3,445	9,385	5,417	(3,968)	(73.3)
Engineering	510	-	-	213	213	100.0
Other Professional Services	70,800	500	1,200	29,500	28,300	95.9
Bank Service Charges	28,000	2,159	10,159	11,667	1,507	12.9
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	198	881	2,158	1,278	59.2
Computer Software Maintenance	7,200	132	620	3,000	2,380	79.3
Memberships & Subscriptions	22,320	-	17,890	9,300	(8,590)	(92.4)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	2,767	8,048	3,019	(5,029)	(166.6)
Certifications	1,645	-	1,355	685	(670)	(97.7)

HUMBOLDT COMMUNITY SERVICES DISTRICT
BUDGETARY STATEMENT OF REVENUES AND EXPENSES
General Fund

November 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	19,200	-	-	8,000	8,000	100.0
Elections Expense	15,000	-	-	6,250	6,250	100.0
Human Resources	6,720	2,070	4,709	2,800	(1,909)	(68.2)
Miscellaneous	7,440	311	1,415	3,100	1,685	54.4
Director's Fees	16,000	900	5,300	6,667	1,367	20.5
General & Admin Expense Allocation	(524,188)	(27,924)	(245,060)	(218,412)	26,648	(12.2)
TOTAL OPERATING EXPENSES	70,000	5,750	35,672	29,167	(6,505)	(22.3)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	114,966	-	(114,966)	-
New Financing	(340,000)	-	-	(141,667)	(141,667)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	114,966	(141,667)	(256,632)	181.2
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	340,000	146	249	141,667	141,418	99.8
Building, Yard & Paving Improvements	94,000	1,437	59,332	39,167	(20,165)	(51.5)
Engineering & Studies	-	-	16,100	-	(16,100)	-
District Design Standards	-	820	1,818	-	(1,818)	-
TOTAL CAPITAL EXPENDITURES	434,000	2,403	77,499	180,833	103,334	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	206,000	(7,915)	(227,899)	85,833	(313,733)	(365.5)

Humboldt Community Services District

Notes

November 2022

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Electrical Power (District use and Street Ligting)

for pumping. The district has been using more electrical power than expected, even with this taken into account. Additonally, rates from PGE have increased more than originally antiapiated. Staff will continue to monitor power usage and costs.

Note 3 - Postage

Postage is burchased in bulk. Purchase of \$2,500 in postage in October is expected to be only bulk postage purchahse for the fiscal year.

Note 4 - Freight

Shpping cost for sewer pump for repair.

Note 5 - Liability Insurance

While The District has anticipated an increase in Liability insurance premiums due to general inflationary and COLA increses, insurance premiums have increased more than originally anticipated. In a letter sent by ACWA/JPIA in October, it was explained that ACWA/JPIA has been able to keep such insurance increases to a minimum over the years, cost increases have necessitated an increase in rates at this time. Staff has confirmed that Liabililty insurance costs from ACWA/JPIA have remainig suprisingly stable over the past 15 years, even at times when increases would be expected.

Note 6 - Legal Expenses

Activity involving District's legal council is expected to primarily occur in the first half of the FY. Legal expenses for the entire fiscal year are expected to correspond to the budgetted amount.

Note 7 - Accounting

Accounting expenses are due to expenses from the regualr annual audit to be compelted before the end fo the calendar year. Expenses for the full year are anticipated to be in line twith the budgetted amount.

Note 8 - Computer software maintenance

Annual software maintenance fee for the District's utility billing software was paid in July, which is the majority

Note 9 - Memberships and subscriptions

Annual Annual membership dues for JPIA. Expenses for reaminder of year will be minimal and total expense for the year are expected to be in line with budget amount.

Note 10 - Certifications

Staff certification expenses for the year are expected to correspond to the budgeted yearly amount.

Note 11 - Debt Service

Loan Payments are made throughout the year. The total expendutres by the end of the year will match budget amounts.

Note 12 - Engineering

	Nov 2022	YTD
Engineering & Studies - a/c 9040 - Capital Improvement Projects		
Non Engineering Costs Posted to 9040		
Rate Study	12,310	16,100
Hartman SLS	146	563
Grand Total posted to 9040	<u>12,456</u>	<u>16,663</u>

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 1/5/2023 12:53 PM

Humboldt Community Services District
 5055 Walnut Drive – Eureka CA 95503
 PO Box 158 – Cutten CA 95534 (707) 443-4558

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55850	UB*02057	MANUELA HENRY	12/06/2022	
		Refund Check		12.39
		Refund Check		2.00
		Refund Check		50.67
		Refund Check		21.63
		Refund Check		13.31
Total for Check Number 55850:				100.00
55851	UB*02058	CHARLES LORN SHANK TRUST	12/06/2022	
		Refund Check		4.28
		Refund Check		25.03
		Refund Check		3.08
		Refund Check		26.46
Total for Check Number 55851:				58.85
Total for 12/6/2022:				158.85
55852	U410	United Way of Humboldt	12/09/2022	
		PR Batch 00001.12.2022 UNITED WAY	PR Batch 00001.12.2022 UNI	1.22
		PR Batch 00001.12.2022 UNITED WAY	PR Batch 00001.12.2022 UNI	0.82
		PR Batch 00001.12.2022 UNITED WAY	PR Batch 00001.12.2022 UNI	1.96
Total for Check Number 55852:				4.00
55853	A360 702966	AFLAC	12/09/2022	
		Supplemental Health Premium - Monthly Payme		177.58
Total for Check Number 55853:				177.58
55854	C475 07170704P	Coast Counties Peterbilt	12/09/2022	
		Comp DOT AB Union Conn Tube/ AB Tubing -		9.43
Total for Check Number 55854:				9.43
55855	C670 3890 3890	CWEA - Oakland	12/09/2022	
		Annual Elec & Instrument Gr 2 Cert/TL		95.00
		Annual ColSys Maint Grade 2 Cert/TL		100.00
Total for Check Number 55855:				195.00
55856	D910 232358	Don's Rent-All Inc	12/09/2022	
		Red Snap Lock Dolly		26.22
Total for Check Number 55856:				26.22
55857	E485 11302022 11302022	Cooney Parris and Rieke Corp	12/09/2022	
		Discounts Earned - November		-21.32
		Discount Earned - November Job #01-2017		-1.61

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	129022/3	Paint and flagging tape for the Tower Lane SMR		14.63
	129032/3	LED Recharging Flashlight/ LED Head Lamp		166.78
	129044/3	PRMR SPRY 26OZ WHT/ TRCK BED COATN		70.01
	129195/3	Rivet AL3 16x1 4ACE 50 Pack		9.26
	129439/3	CM Socket 1/4DR 3/8DP 6PT		5.38
	129578/3	Concrete mix for the Tower Lane SMR Pro		25.83
	129757/3	Die 1-7/16" 5/8-18NF / Hex Nipple 1/2", Ball V&		41.56
	130202/3	Hose Clamp 11/16"x1/12" Full box		32.22
	130275/3	Tie Down 1x15 /Tie Down 16' /Bungee Cord 48"		58.15
	130393/3	Battery Operated CO2 Alarm		29.62
	130393/3	CM Universal Joint 1/2 DR		40.39
			Total for Check Number 55857:	470.90
55858	E558	NAPA Auto Parts of Eureka	12/09/2022	
	309485	Repel Wiper Blade		26.76
	309510	Repel Wiper Blade x 3		80.27
	312582	2.5 Blue Def Quantity 4		85.17
	312911	Unit #6 Brakes		307.30
	312931	Bakes for Unit #11		146.66
			Total for Check Number 55858:	646.16
55859	E650	Eureka Ready Mix	12/09/2022	
	83404	Pea Gravel/ Base		870.08
	83404	Base rock for the Tower Lane SMR Project		435.04
			Total for Check Number 55859:	1,305.12
55860	E890	Express Employment Professionals	12/09/2022	
	28205929	Temporary Personnel - Finance PPE 11/13/2022		1,704.23
	28246208	Temporary Personnel - Finance PPE 11/20/2022		1,914.35
			Total for Check Number 55860:	3,618.58
55861	H010	Keenan Supply	12/09/2022	
	11282022	Discounts Earned November - Tower Lane Job		-5.61
	11282022	Discount Earned - November		-46.90
	11282022	Discount Earned for November Tower Ln Job		-9.76
	S012792726.001	Parts for Tower lane SMR project.		533.08
	S012796681.001	BX09D Water Concrete Lid x12/ 3/4 Water Mete		637.53
	S012796905.001	3/4 Water Meter Gasket 1/16" x100		31.35
	S012810572.001	4R150 FLNG NUT BOLT KIT X 8		79.61
	S012810572.002	4" Hymax Grip		300.84
	S012810957.001	AYM 4124-110 4620 3/4 METER CPLG x 20		174.37
	S012810964.001	Parts for Tower Lane SMR project.		306.45
	S012814151.001	Clow F6100 8 MJXMJ RW Gate Valve L/Acc.		1,193.01
	S012830301.001	Brass Elbow quantity 3/ 2 SXS SCH 40 PVC 90		145.53
			Total for Check Number 55861:	3,339.50
55862	H045	Harper and Associates Engineering Inc.	12/09/2022	
	ENG-7977	Engineering services- warranty of Ridgewood th		1,840.00
			Total for Check Number 55862:	1,840.00
55863	H410	Humboldt Bay Municipal Water D	12/09/2022	
	14484000	Water Purchased - Month of November		88,535.27
			Total for Check Number 55863:	88,535.27
55864	I700	IBS Interstate Battery System	12/09/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200016921	Unit #6 Battery MTP-65HD		158.17
	5100327	ATCORE credit Unit #6		-15.00
Total for Check Number 55864:				143.17
55865	J800 151820	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	12/09/2022	252.78
Total for Check Number 55865:				252.78
55866	M450 518099231 518142755 518188938 518233788 518281068	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	12/09/2022	239.68 407.32 244.64 403.93 240.36
Total for Check Number 55866:				1,535.93
55867	M560 51363	The Mitchell Law Firm LLP Legal Services - November 2022	12/09/2022	80.00
Total for Check Number 55867:				80.00
55868	P430 073161 074884 075502 075751 075908 075930 076896 077895 078148 078468 11302022 11302022	Pierson Building Center Velcro Extreme 1x4 x2 6x6 Green Douglas Fur Lumber for the Donna I 5/8 Lifting Eye 3/4x36 Tube Round / 1/2x3 Square Tube / Orang Locknut/Brass ball valve/Brass nipple/Fasteners/ Bulk Fasteners Carbon Monoxide alarm 2 pk quantity 3 Asst Hardware & Ratchet tie downs for the Don PVC Bushing 4x2 /PVC 2in1 Adapter /PVC adaj Bulk fasteners for the Donna Drive Hydr Discount Earned November for Job 02-2010 Discount Earned November	12/09/2022	12.65 29.70 58.95 41.47 52.61 3.47 140.90 59.39 51.30 20.01 -2.97 -9.89
Total for Check Number 55868:				457.59
55869	R750 13377 13380	R. J. Ricciardi Inc. Progress billing through November Progress billing through November	12/09/2022	1,845.00 1,600.00
Total for Check Number 55869:				3,445.00
55870	S145 24681	Schmidbauer Building Supply (2) Milgard 5020 windows for the Office Buildir	12/09/2022	580.45
Total for Check Number 55870:				580.45
55871	T510 0006714935-01	Times-Standard Legal Advertising - Brier Tank Rehab/ 1x7 wks	12/09/2022	1,325.29
Total for Check Number 55871:				1,325.29
55872	T920 11282022	Tina Tunzi Holiday Window Painting	12/09/2022	25.00
Total for Check Number 55872:				25.00
55873	V700	Valley Pacific Petroleum Services Inc	12/09/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV 22-619009	Fuel		3,383.63
Total for Check Number 55873:				3,383.63
55874	W208 1044	Watt's Cleaning Services Cleaning Services for November 2022	12/09/2022	1,745.00
Total for Check Number 55874:				1,745.00
Total for 12/9/2022:				113,141.60
55875	UB*02059	FOXWOOD ESTATES HOA Refund Check	12/22/2022	23.66
Total for Check Number 55875:				23.66
55876	UB*02060	FOXWOOD ESTATES HOA Refund Check	12/22/2022	70.42
Total for Check Number 55876:				70.42
55877	UB*02061	KEVIN PALMER Refund Check Refund Check Refund Check Refund Check Refund Check	12/22/2022	6.28 9.90 1.66 18.25 5.76
Total for Check Number 55877:				41.85
55878	UB*02062	ROGER KIRKPATRICK Refund Check Refund Check	12/22/2022	10.31 189.69
Total for Check Number 55878:				200.00
55879	UB*02063	JESIAH GILLBRIDE Refund Check Refund Check	12/22/2022	59.66 27.46
Total for Check Number 55879:				87.12
55880	UB*02064	JENIFER DRURY Refund Check Refund Check Refund Check Refund Check Refund Check	12/22/2022	2.53 2.97 0.54 4.81 1.38
Total for Check Number 55880:				12.23
55881	UB*02065	BRAYDEN/ANDER HATCH/STANLEY-C Refund Check	12/22/2022	156.60
Total for Check Number 55881:				156.60
55882	UB*02066	PERVIS ALEXANDER Refund Check Refund Check Refund Check Refund Check	12/22/2022	318.59 12.19 71.29 8.77

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		41.38
			Total for Check Number 55882:	452.22
55883	UB*02067	MAVH PROPERTY LLC	12/22/2022	
		Refund Check		15.96
		Refund Check		10.50
			Total for Check Number 55883:	26.46
55884	UB*02068	GERALD ROBERTSON	12/22/2022	
		Refund Check		17.26
		Refund Check		7.50
		Refund Check		1.22
		Refund Check		13.82
		Refund Check		4.37
			Total for Check Number 55884:	44.17
55885	U410	United Way of Humboldt	12/22/2022	
		PR Batch 00004.12.2022 UNITED WAY	PR Batch 00004.12.2022 UNI	0.54
		PR Batch 00004.12.2022 UNITED WAY	PR Batch 00004.12.2022 UNI	1.56
		PR Batch 00004.12.2022 UNITED WAY	PR Batch 00004.12.2022 UNI	1.90
			Total for Check Number 55885:	4.00
55886	A160	ACWA-JPIA	12/22/2022	
	0696964	aMedical Plan - Employees		50,276.73
	0696964	bDental Plan - Employees		1,481.16
	0696964	cVision Plan - Employees		296.97
	0696964	dLife/AD&D Plan - Employees		420.14
	0696964	eMedical Plan - Board Members		12,289.56
	0696964	fDental Plan - Board Members		448.76
	0696964	gVision Plan - Board Members		78.15
	0696964	hLife/AD&D Plan -Board Members		27.97
	0696964	iMedical Plan -Retired Members		22,220.45
	0696964	jDental Plan - Retired Members		1,162.76
	0696964	kVision Plan - Retired Members		359.49
			Total for Check Number 55886:	89,062.14
55887	D730	Dept of Water Resources	12/22/2022	
	2301D50049	Principal Davis-Grunsky		5,415.11
	2301D50049	Interest Davis-Grunsky		283.39
	2301D50049DI	Deferred Interest DavisGrunsky		139.11
			Total for Check Number 55887:	5,837.61
55888	E890	Express Employment Professionals	12/22/2022	
	28321573	Temporary Personnel - Construction PPE 12/04/2022		743.80
	28321573	Temporary Personnel - Finance PPE 12/04/2022		1,126.74
			Total for Check Number 55888:	1,870.54
55889	F010	Farmer Brothers Co	12/22/2022	
	91502401 SO	Coffee 100% Columbian Decaf 40/2ox x2/ Creat		291.96
			Total for Check Number 55889:	291.96
55890	C036	Corporate Payment Systems	12/22/2022	
	242750423220300	DT/Ramones: NMc Retire Cake		63.00
	244309923194008	TL/Microsoft		101.81

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	244921623280000	MM/Greenbook: Standard Specification for publ		219.62
	249064123221608	TL/DRI Crash Plan		29.97
Total for Check Number 55890:				414.40
55891	C180	Canon Solutions America Inc.	12/22/2022	
	6002536920	Office/Black Copies WXD03492- Service Perio		16.41
	6002536920	Office/Color Copies WXD03492- Service Perio		134.58
	6002536920	UseTaxRecoveryFee/OfficeCopier		5.85
Total for Check Number 55891:				156.84
55892	C430	City of Eureka: WA	12/22/2022	
	11302022	*Excess Billing @ \$0.003726/gallon		17,583.00
	11302022	Min Water Purchased - November 2022		56,635.00
Total for Check Number 55892:				74,218.00
55893	C450	City of Eureka: Water Test	12/22/2022	
	INV03919	Microbiological Testing - Sept 2022		425.00
	INV03920	Microbiological Testing - Oct 2022		544.00
	INV03921	Microbiological Testing - Nov 2022		476.00
Total for Check Number 55893:				1,445.00
55894	C495	Colantuono, Highsmith, Whatley, PC	12/22/2022	
	54147	Legal Services: Special Counsel/ Services 11/01/		1,540.00
Total for Check Number 55894:				1,540.00
55895	E890	Express Employment Professionals	12/22/2022	
	28281389	Drug/Screening Temp Personnel - Maint PPE 11.		67.00
	28281389	Temporary Personnel - Finance PPE 11/27/2022		1,285.02
Total for Check Number 55895:				1,352.02
55896	H210	Hensell Materials	12/22/2022	
	632051	20 Concrete Grey Bricks		11.58
Total for Check Number 55896:				11.58
55897	H810	Humboldt Waste Management Auth	12/22/2022	
	477571	Solid Waste		11.45
Total for Check Number 55897:				11.45
55898	I525	Infosend	12/22/2022	
	225125	UB/Process and Mail/Bills - November 2022		4,344.67
Total for Check Number 55898:				4,344.67
55899	P190	Pacific Paper Co	12/22/2022	
	191249	8.5x11 Copy Paper/ Headphones Black/ Alphab		239.19
Total for Check Number 55899:				239.19
55900	P550	Pitney Bowes Inc	12/22/2022	
	1022112447	Qtrly Rent Base Send Pro Individual		40.91
	1022112447	Qtrly Rent Base C Series IMI Meter		84.36
Total for Check Number 55900:				125.27
55901	R250	Recology Humboldt County	12/22/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	29569076	Garbage Service - November		511.75
			Total for Check Number 55901:	511.75
55902	U330 213463714-001 213463940-001	United Rentals, Northwest Inc Breaker Rock 160 1-1/8 Moil Point 1-1/8"x6" / Chisel 1-1/8"x3"	12/22/2022	781.14 25.13
			Total for Check Number 55902:	806.27
55903	U730 166016 167250 182454	USA Bluebook O2 Sensor Gas Alert Max & Gas Alert Micro Hose for Gas Det Pumps/ (HM) CalGas 58L 50p Polyurethane Hose for Gas Detector Pumps	12/22/2022	281.29 256.98 50.59
			Total for Check Number 55903:	588.86
55904	W730 109246	Wienhoff Drug Testing Inc Annual DOT Consortium Membership	12/22/2022	935.00
			Total for Check Number 55904:	935.00
			Total for 12/22/2022:	184,881.28
55906	UB*02071	JAMES BILDERBACK Refund Check Refund Check Refund Check Refund Check Refund Check	12/29/2022	36.91 9.24 16.24 26.46 4.28
			Total for Check Number 55906:	93.13
			Total for 12/29/2022:	93.13
55907	E330 533837/7	Englund Marine and Industrial Supply Rain boots, pants and jacket for temporary empl	12/30/2022	400.44
			Total for Check Number 55907:	400.44
55908	E890 28358086 28358086	Express Employment Professionals Temporary Personnel - Construction PPE 12/11/ Temporary Personnel - Finance PPE 12/11/22	12/30/2022	1,231.20 989.69
			Total for Check Number 55908:	2,220.89
55909	F049 CAEUR124608 CAEUR124608 CAEUR124768 CAEUR124768 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876 CAEUR124876	Fastenal Company Flex Guard Gloves/AAA Battery/9V Battery/ Di LG & XL Split Back Driving Gloves 1/2 Pint BT SOF-SET Flex Guard Gloves/C Battery/9V Battery/12oz H Premium General Purpose Pipe Thread Sealant 12"x.75"x.05"x10/14 TPI Reciprocating Saw Bl M/L Blue N95 2300 Series Disposable Particulat L Flex Guard 10ga Gray Cotton/Poly Shell Latex XL Flex Guard 10ga Gray Cotton/Poly Shell Lat 12oz Aerosol WD-40 Smart Straw Multi-Purupo One Size Coral NRR PU Bell Disposable Earplu XL Series 8180-RD Orange Nitrile Pwdr Free D:	12/30/2022	90.81 45.60 18.69 105.50 18.34 8.42 48.69 22.27 11.14 38.75 30.40 102.31

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55909:	540.92
55910	F050	Fastenal Industrial	12/30/2022	
	CAEUR124689	Razor Back Turned Step Square Point Shovel		26.50
	CAEUR124798	Hard Hat and Vest for KN		54.56
	CAEUR124956	15x19 Oil Sorbent Pad 100ct/11.1" & 15" Mount		163.78
	CAEUR124980	White Polyethylene V-Gard Full Brim Hard Hat		676.37
	CAEUR124981	1 ply White Soft Roll Towel 320ct/ 1/2 Fold Toil		62.04
	CAEUR124997	WypAll Waterless Hand Wipe 75ct		14.24
	CAEUR125047	Jackhammer Repair		12.44
	CAEUR125061	White Acclaim Multi-Fold Hand Towel 250ct qu		41.24
	CAEUR125062	32oz Bottle Eyesaline Personal Eye Wash		396.53
			Total for Check Number 55910:	1,447.70
55911	J530	Jesus Martinez	12/30/2022	
	11202022	Claim Settlement - 3884 Lissa Dr, Eureka Reim		320.00
			Total for Check Number 55911:	320.00
55912	J700	John's Auto Electric	12/30/2022	
	080615	Repair compressor problem on Unit #1		240.00
			Total for Check Number 55912:	240.00
55913	N030	NBS	12/30/2022	
	202212-2749	Professional Services/Rate Study - Services 11/0		14,290.00
			Total for Check Number 55913:	14,290.00
55914	P010	Pacific Gas and Electric-GN	12/30/2022	
	01032023	aWA Pump & District/Cummings		5,303.05
	01032023	bHH Water System		10,195.47
	01032023	cFW/MR Water System		740.46
	01032023	dGeneral Sewer System		4,454.82
	01032023	eKS/HH Sewer System		1,755.15
	01032023	fOffice/Yard		5,401.69
	01032023	gSpark energy Gas/LP Gas Chgs		537.42
			Total for Check Number 55914:	28,388.06
55915	P130	Pacific Gas and Electric-St	12/30/2022	
	01092023	Street Lighting - December		5,920.95
			Total for Check Number 55915:	5,920.95
55916	S490	SHN Consulting Engineers	12/30/2022	
	115439	Elk River Water Main Break Period Ending 11/3		135.00
			Total for Check Number 55916:	135.00
55917	S675	Springbrook National User Group	12/30/2022	
	3706	Membership Dues - 12/31/2022-2023		100.00
			Total for Check Number 55917:	100.00
55918	S750	Standard Insurance Company	12/30/2022	
	01012023	Short&Long Term Empl Disabilit Billing Period		1,541.19
			Total for Check Number 55918:	1,541.19

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55919	S850 01152023	Optimum Internet/12/24/22-01/23/23	12/30/2022	523.66
Total for Check Number 55919:				523.66
55920	S906 WD-0212706	SWRCB-DOWQ Annual Permit Fee - NPDES Billing Period 7/1/	12/30/2022	794.00
Total for Check Number 55920:				794.00
55921	S910 WD-0212514	SWRCB Annual WDR Permit Fee - WDID 1SSO11419 P	12/30/2022	3,453.00
Total for Check Number 55921:				3,453.00
55922	T285 4820	Thomas R. Bess Hot mix asphalt as part of the Tower Road SMR	12/30/2022	584.76
Total for Check Number 55922:				584.76
55923	V500 9923533220	Verizon Wireless Cellular Service - 11/22/22 - 12/21/22	12/30/2022	287.60
Total for Check Number 55923:				287.60
55924	X800 3556C52552	Xylem Inc. Repair Flygt pump for the Christine Drive SLS p	12/30/2022	5,452.08
Total for Check Number 55924:				5,452.08
55925	UB*02069	COLDWELL BANKER (PM) Refund Check Refund Check Refund Check Refund Check	12/30/2022	3.15 0.51 13.73 2.45
Total for Check Number 55925:				19.84
55926	UB*02070	CATHY/CHAN CHOW LOR/SAELEE Refund Check Refund Check Refund Check Refund Check	12/30/2022	25.91 37.55 7.45 32.04
Total for Check Number 55926:				102.95
Total for 12/30/2022:				66,763.04
Report Total (76 checks):				365,037.90

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 10, 2023

AGENDA ITEM: G.1 (New Business)

TITLE: COVID Prevention Policy Update

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and adopt the updated COVID Prevention Policy by roll-call vote.

Summary:

Over the past couple of years, the District has been required by Cal-OSHA to maintain a COVID Prevention Policy (CPP). As Cal-OSHA's requirements have changed, the District has updated the CPP. On December 15, 2022, Cal-OSHA adopted new COVID prevention regulations. The new non-emergency regulations require the District to maintain a CPP. The updated CPP included in this Board packet complies with the Cal-OSHA and California Department of Public Health (CDPH) requirements.

The biggest change to the District's policy is that, regardless of vaccination status, District employees will not be required to mask unless there are active COVID cases among District personnel. When there are active cases, District personnel will be required to mask while indoors with other people, together in vehicles and while working in close proximity to others. The masking requirement continues for five days after all personnel have recovered from COVID.

More information regarding Cal-OSHA's updated policy is available at the California Department of Industrial Relations website:

https://www.dir.ca.gov/dosh/coronavirus/Non_Emergency_Regulations/

Fiscal Impact:

None

**Humboldt Community Services District
COVID-19 Prevention Program (CPP)**
Approved by the Board of Directors ~~January 26, 2021~~ July 13, 2021 January 10, 2023

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

Effective Date: January 1, 2021 / ~~Updated July 1, 2021~~ / Updated January 10, 2023

Authority and Responsibility

The General Manager has overall authority and responsibility for implementing the provisions of this CPP in our workplace. In addition, all managers and supervisors are responsible for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.

Identification and Evaluation of COVID-19 Hazards

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the Appendix B: COVID-19 Inspections form, as needed, to identify unhealthy conditions, work practices, and work procedures related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.
- Non-contact digital infra-red thermometers are available to staff to use to self-monitor.
- If employees have a fever they are instructed to stay home and not return until they have not had a fever for at least 24 hours without use of fever reducing medication.

Employee participation

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by:

- Self-monitoring
- Discussing concerns with supervisors and management for consideration and potential action.

Employee/Visitor screening

We screen our employees by:

- Self-screening according to CDPH guidelines.
- Ensure that face coverings, if needed, are available.
- Non-contact thermometers are available for self-monitoring.

- ~~Face coverings are used during screening by both screeners and employees, and, if temperatures are measured, that non-contact thermometers are used.~~

Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

The following will be accomplished:

- The severity of the hazard will be assessed and correction time frames assigned accordingly.
- Staff will be identified as being responsible for timely correction.
- Follow-up measures are taken to ensure timely correction.

Control of COVID-19 Hazards

Vaccination

An employee is considered fully vaccinated once documented evidence is presented to Administrative staff indicating that the employee received, at least 14 days prior, either the second dose in a two-dose COVID-19 vaccine series, or a single dose COVID-19 vaccine. Vaccines must be FDA approved.

Providing evidence of COVID-19 vaccination is not mandatory. All employees have the choice to decline to state whether they are vaccinated or not. In such a case, the District must treat the employee as unvaccinated.

Testing

Under the District provided health benefit plans, free of charge COVID-19 testing is available through Rite-Aid and Walgreen's pharmacies at no cost to the employee during paid time for:

- Symptomatic unvaccinated employees, regardless of whether there is a known exposure.
- Unvaccinated employees after an exposure.
 - ~~Vaccinated employees after an exposure if they develop symptoms.~~
 - Unvaccinated employees in an outbreak. An outbreak consists of three or more COVID-19 cases among employees in an exposed group within a 14-day period.
 - Periodic testing for all employees during a major outbreak. A major outbreak is where 20 or more COVID-19 cases in an exposed group occur within a 30-day period.

Physical Distancing

Effective June 15, 2021, all physical distancing and barrier requirements, regardless of vaccination status, have been eliminated. However, the District reserves the right to assess workplace hazards and implement controls to prevent transmission of disease including, but not limited to, a determination that physical distancing is necessary in the workplace such as during an outbreak (3 or more employees).

~~Where possible, we ensure at least six feet of physical distancing at all times in our workplace by:~~

- ~~Separation of office staff:~~
 - ~~Minimize public access to the office by keeping front door locked~~

- Minimize interaction of office staff with public by installing plexiglass at customer counter.
- Post instructions to public to place payments in lockbox located in the parking area.
- Separation of staff by providing as many individual work stations as possible
- Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
- Staggered break times
- Separation of Maintenance staff:
 - Limit office access to maintenance office, restroom, and copier/fax station
 - Separation of staff by providing as many individual work stations as possible
 - Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
 - Staggered break times
- Separation of Construction staff:
 - Staff shall not enter the office building unless requested/directed to do so.
 - Separation of staff by providing as many individual work stations as possible
 - Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
 - Staggered break times
- Water Service Worker (WSW) Staff:
 - Separation of staff by allowing only one (1) employee in the WSW office at a time
 - Staff shall minimize entering the main office building to the best extent possible
 - Staggered break times
- Individuals will be kept as far apart as possible and required to wear masks when there are situations where six feet of physical distancing cannot be achieved.
- Elimination of group meetings of six or more individuals by utilizing virtual meeting platforms.

Face Coverings

Unvaccinated/Not Fully Vaccinated (NFV) Staff

- Indoors — While indoors, NFV staff **must** use a face covering worn over the nose and mouth at all times, in vehicles, and when required by orders from the CDPH.
- Exception to NFV staff wearing face coverings while indoors:
 - When alone in a room or vehicle
 - While eating or drinking provided employees are at least six feet apart, and there is an outside air supply to the area.
 - Those who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing impaired person.
 - While doing specific tasks which cannot feasibly be performed with a face covering. This exception is limited to the time period in which such tasks are actually being performed.
- Outdoors — Although not required to wear face coverings outdoors, CalOSHA recommends face coverings when six feet of physical distancing cannot be maintained.

Fully Vaccinated Staff (FVS)

In order to qualify as a FVS, the employee must provide proof of vaccination (vaccine card, image of vaccine card, or health care document showing vaccination status). The District will maintain a confidential copy in a separate file from other medical information. For additional clarification, see "Vaccinations" above.

FVS do not need to wear face coverings indoors or in vehicles, except for certain situations during outbreaks, and in settings where CDPH requires all persons to wear face coverings.

● All Staff

- ~~Upon request, the District will provide face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and where required by orders from the California Department of Public Health (CDPH), or local health department.~~
- ~~Upon Request, the District will provide staff with approved respirators for voluntary use when working indoors, or in a vehicle with others, at no cost.~~
- ~~Must wear face coverings during an outbreak (3 or more employees in an exposed group) when indoors working closely with others or in a vehicle with another person if there are active cases among District personnel and for five days after employees have recovered from COVID-19.~~

~~We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.~~

Disposable face coverings will be provided at entry doors at the District office for employees and visitors as needed. The District provides both reusable and disposable face coverings to all employees who need them upon request.

The following are exceptions to the use of face coverings in our workplace:

- ~~When an employee is alone in a room.~~
- ~~While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.~~
- ~~Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.~~
- ~~Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing impaired or communicating with a hearing impaired person. Alternatives will be considered on a case by case basis.~~
- ~~Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.~~

Engineering controls

We implement the following measures for situations where we cannot maintain at least six feet between individuals:

- ~~Where control or work stations cannot be separated, Plexiglass barriers between stations will be in place~~
- We maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:
- Natural ventilation such as opening windows and doors, weather permitting.

Cleaning and ~~d~~Disinfecting

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- Disinfection materials will be supplied, such as disinfection wipes, hand sanitizer, and chlorine solution
- Employees are to utilize provided disinfectant to wipe down shared work stations (including but not limited to all flat surfaces, all door handles, phones, computer terminals & keyboards, radios) at the beginning of the work-period ~~and at the end of the work period.~~

- Shared vehicles are to have door handles, and operating controls, wiped down (including but not limited to door handles (inside/outside), armrests/center dividers, steering wheel, gear shift handle, wipers, turn signals, radio controls, dashboard, seats) with provided disinfectant before use.
- Shared common areas should be disinfected at ~~least twice during the~~ close of each work day- ~~unless working alone outside of normal business hours.~~

Areas of Responsibility:

Employees with Offices are responsible for disinfecting their work spaces at least once per day.

Superintendent – Unit #19, Men’s office restroom

Operations/Maintenance Department – Foreman’s office, telemetry office, lower shop (main shop, not offices), small truck garage, fire vault, water booster stations (as necessary), sewer lift stations (as necessary) Units 4, 6, 9, 13, 15, 16, 17

Construction Department – Foreman’s office, construction office/restroom, upper shop, Units 1, 2, 3, 8, 10, 14, 18, and Heavy equipment

Engineering Department

- ~~Community Services Manager~~ Assistant Engineer – planning counter area, planning counter door, Unit 7
- Engineering Technician – copier, fax machine, counter space, Unit 5

Finance Department – each individual work space, lobby, front counter, computer room area, all five doors related to the area, women’s office restroom, money safe area, Board Room closet as necessary.

Water Service Workers (Meter Office) – break room/office building, Units 11 and 12

Should we have a COVID-19 case in our workplace, we will implement the following procedures:

- Upon notification of a COVID-19 case in the workplace, a deep cleaning/disinfection of the work area used by the person will be done by staff utilizing provided disinfection solutions. Person performing the deep cleaning/disinfection will wear ~~a Disposable Tyvek suit,~~ disposable gloves, N-95 half mask respirator, and eye protection.

Shared tools, equipment and personal protective equipment (PPE)

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by:

- Employees will have disposable sanitation wipes and hand sanitizer available to wipe down, any or all shared common equipment at their work stations. Training will be available as needed.
- Sharing of vehicles will be minimized to the extent feasible, and high-touch points (for example – steering wheel, door handles, seatbelt buckles, armrests, shifter, etc.) will be disinfected between users.

Hand sanitizing

In order to implement effective hand sanitizing procedures, we:

~~2021-2023~~ 2023 CPP

- Provide soap as well as instant hand-sanitizer at each sink located in restrooms, kitchens, break rooms, etc.
- Encourage employees to follow CDC's five-step hand washing instructions: Wet, Lather, Scrub (at least 20 seconds), Rinse, Dry.
- Encourage employees to perform a thorough hand-cleaning after restroom use, and at various times during their shift.
- Provide employees with an effective hand sanitizer, and prohibit hand sanitizers that contain methanol (i.e. methyl alcohol).
- Require employees utilize hand sanitizer before and after utilizing shared work areas or equipment.

Personal protective equipment (PPE) used to control employees' exposure to COVID-19

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form. Employees who had potential COVID-19 exposure in our workplace:

- Must notify the General Manager or Superintendent of potential exposure.
- Employee will be offered COVID-19 testing at no cost during their working hours.
- The information on benefits will be described in training and written instruction.

System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Employees should report COVID-19 symptoms and possible hazards to the General Manager or the Superintendent. Symptoms should be communicated via electronic communications (i.e., phone or text), not in person. Hazards should be communicated verbally in person or in writing.
- That employees can report symptoms and hazards without fear of reprisal.
- ~~Where testing is not required, but an employee desires voluntary testing, employees can access COVID-19 testing by registering for a test on the County website at <https://humboldt.gov/2787/COVID-Test-Registration>.~~
- In the event testing is required because of a workplace exposure or outbreak, you will be notified by the District that a potential exposure to a known case has occurred. ~~Based on information provided by the County of Humboldt Public Health Officer, employees should then reach out to their Primary Care Provider or local pharmacy for testing. Alternatively, employees can register for a test at <https://humboldt.gov/2787/COVID-Test-Registration>.~~ Ideal testing is two (2) days after exposure and again between five and six (5-6) days after exposure. Testing completed too early can create a false negative result (per Humboldt County Public Health), however, all employees who have experienced close contact will be required to be tested should a potential exposure to a known case or an outbreak occur.
- ~~Information about COVID-19 hazards employees (including other employers and individuals in contact with our workplace) may be exposed to, what is being done to control those hazards, and our COVID-19 policies and procedures.~~

Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- ~~Information regarding COVID-19 related benefits to which the employee may be entitled under applicable federal, state, or local laws.~~
- ~~COVID-19 related benefit information.~~
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air when an infectious person talks or vocalizes, sneezes, coughs, or exhales.
 - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
 - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees do not have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- ~~The conditions under which face coverings must be worn at the workplace, and that face coverings are additionally recommended outdoors for people who are not fully vaccinated if six feet of distance between people cannot be maintained.~~
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- ~~That e~~Employees can request face coverings from the District at no cost to the employee and that respirators such as N95s are more effective at preventing COVID-19, how to properly wear them and perform a seal check.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms: How to access COVID-19 testing and vaccination; and the fact that vaccination is effective at preventing COVID-19 by protecting against both transmission and serious illness or death.

Appendix D: COVID-19 Training Roster will be used to document this training.

Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Determining when the COVID-19 case was last in the workplace, and if possible, the date of testing and onset of symptoms.
- Identifying employees who may have been exposed to COVID-19 through a close contact and notify such individuals within one business day.
 - Close contact - an employee who was within six feet of a COVID-19 case for a cumulative total of 15 minutes or greater in any 24-hour period within or overlapping the “high risk exposure period.”
 - High risk exposure period – ~~COVID cases~~For persons who contract and develop symptoms of COVID-19; from two days before they first develop symptoms until ~~ten~~five days after symptoms first appeared. For persons testing positive but never develop COVID-19 symptoms: from two

days before until ~~ten~~ five days after the specimen for their first positive test for COVID-19 was collected.

- Providing free of cost testing to any employee with close contact which occurred in the workplace. Any employee who tests positive for COVID-19 will be excluded from the workplace until meeting the District's return to work criteria.
- Excluding ~~employees with COVID-19 cases and exposure~~ exposed unvaccinated employees from the workplace for 14 days after the last known COVID-19 exposure to a COVID-19 case or until return to work requirements are met until they are no longer an infection risk. Exposed employees who are fully vaccinated or who recently recovered from COVID-19 and have no symptoms do not need to be excluded from the workplace.
- Making COVID-19 testing available to unvaccinated potentially exposed employees. Fully vaccinated employees and those who recently recovered from COVID-19 are exempted from testing.
- Investigate to determine whether workplace conditions could have contributed to the risk of exposure, and what corrections could reduce the exposure.
- Continuing and maintaining an employee's earnings, seniority, and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Such exposure resulting in contraction of COVID-19 is covered by workers' compensation.
- Providing employees at the time of exclusion with information on available benefits.

Reporting, Recordkeeping, and Access

It is our policy to:

- Follow state and local health department reporting requirements.
- Report information about COVID-19 cases at our workplace to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illnesses or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the workplace to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the Appendix C: Investigating COVID-19 Cases form to keep a record of and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.
- ~~Documenting those employees who do not wear face coverings indoors or in vehicles with others are fully vaccinated.~~

Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
 - At least 24 hours have passed since a fever has resolved without the use of fever-reducing medications.
 - COVID-19 symptoms have improved.
 - At least ~~44~~ 105 days have passed since COVID-19 symptoms first appeared.

- ~~COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 1410 days have passed since the date of specimen collection of their first positive COVID-19 test.~~
- Employees with a potential exposure who do not develop COVID-19 symptoms, ~~and receive a test at least five days after the date of the potential exposure with a negative result~~ may return to work when they are no longer an infection risk, without further action.
- ~~Employees exposed to a known case, but do not develop COVID-19 symptoms, and due to testing availability within the County of Humboldt are unable to get tested, may return to work after ten (10) days have passed since the exposure to a known case.~~
- A negative COVID-19 test will not be required for an employee to return to work once the minimum time periods outlined above have been met.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or the order is lifted. If no period was specified, then the period will be 1410-5 days from the time the order to isolate was effective, or 1410 days from the time the order to quarantine was effective.
- Employees experiencing any COVID-19 symptoms as defined by the CDC (Fever or chills, Cough, Shortness of breath or difficulty breathing, Fatigue, Muscle or body aches, Headache, New loss of taste or smell, Sore throat, Congestion or runny nose, Nausea or vomiting, Diarrhea) without any known exposure, shall not report to work until symptoms have subsided, ~~and either present the District with a negative test result or a written note by their doctor stating the employee does not have COVID-19 and is not contagious prior to being permitted to return to work.~~

Multiple COVID-19 Infections and COVID-19 Outbreaks

This section of CPP will stay in effect until there are no new COVID-19 cases detected in our workplace for a 14-day period.

COVID-19 testing

- Under the District provided health benefit plans, We will provide COVID-19 testing is available to all employees ~~in our exposed workplace except for employees who were not present during the period of an outbreak identified by a local health department or the relevant 14-day period. COVID-19 testing will be provided at no cost to employees during employees' working hours~~ through their local pharmacies or by registering for a test at <https://humboldt.gov/2787/COVID/Test-Registration>.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again ~~one~~ week five days later. Negative COVID-19 test results of employees with COVID-19 exposure will not impact the duration of any quarantine period required by, or orders issued by, the local health department.
 - After the first two COVID-19 tests, we will continue to provide COVID-19 testing of employees who remain at the workplace at least once per week, or more frequently if recommended by the local health department, until there are no new COVID-19 cases detected in our workplace for a 14-day period.
 - We will provide additional testing when deemed necessary by Cal/OSHA.

Exclusion of COVID-19 cases

We will ensure COVID-19 cases and employees who had COVID-19 exposure are excluded from the workplace in accordance with our CPP **Exclusion of COVID-19 Cases** and **Return to Work Criteria** requirements, and local health officer orders if applicable.

Investigation of workplace COVID-19 illness

We will immediately investigate and determine possible workplace-related factors that contributed to the COVID-19 outbreak in accordance with our **CPP Investigating and Responding to COVID-19 Cases**.

COVID-19 investigation, review and hazard correction

In addition to our **CPP Identification and Evaluation of COVID-19 Hazards and Correction of COVID-19 Hazards**, we will immediately perform a review of potentially relevant COVID-19 policies, procedures, and controls and implement changes as needed to prevent further spread of COVID-19.

The investigation and review will be documented and include:

- Investigation of new or unabated COVID-19 hazards including:
 - Our leave policies and practices and whether employees are discouraged from remaining home when sick.
 - Our COVID-19 testing policies.
 - Insufficient outdoor air.
 - Insufficient air filtration.
 - Lack of physical distancing.
- Updating the review:
 - Every thirty days that the outbreak continues.
 - In response to new information or to new or previously unrecognized COVID-19 hazards.
 - When otherwise necessary.
- Implementing changes to reduce the transmission of COVID-19 based on the investigation and review. We will consider:
 - Moving indoor tasks outdoors or having them performed remotely.
 - Increasing outdoor air supply when work is done indoors.
 - Improving air filtration.
 - Increasing physical distancing as much as possible.
 - Respiratory protection.

Notifications to the local health department

- ~~Immediately, but no longer than 48 hours after learning of three or more COVID-19 cases in our workplace, we will contact the local health department for guidance on preventing the further spread of COVID-19 within the workplace.~~
 - ~~We will provide to the local health department the total number of COVID-19 cases and for each COVID-19 case, the name, contact information, occupation, workplace location, business address, the hospitalization and/or fatality status, and North American Industry Classification System code of the workplace of the COVID-19 case, and any other information requested by the local health department. We will continue to give notice to the local health department of any subsequent COVID-19 cases at our workplace.~~^[h1]
-

Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

Person conducting the evaluation: _____

Date: _____

Name(s) of employee and authorized employee representative that participated:

_____ ; _____ ; _____

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation

Appendix B: COVID-19 Inspections

Date: _____

Name of person(s) conducting the inspection: _____

Work location evaluated: _____

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
Engineering			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			
Administrative			
<i>Physical distancing</i>			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
PPE (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

Date: _____

Name of person(s) conducting the investigation: _____

Employee (or non-employee*) name:		Occupation (if non-employee, why they were in the workplace):	
Location where employee worked (or non-employee was present in the workplace):		Date investigation was initiated:	
Was COVID-19 test offered?		Name(s) of staff involved in the investigation:	
Date and time the COVID-19 case was last present in the workplace:		Date of the positive or negative test and/or diagnosis:	
Date the case first had one or more COVID-19 symptoms:		Information received regarding COVID-19 test results and onset of symptoms (attach documentation):	
Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):			

Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:			
All employees who may have had COVID-19 exposure and their authorized representatives.	Date:		
	Names of employees that were notified:		
Independent contractors and other employers present at the workplace during the high-risk exposure period.	Date:		
	Names of individuals that were notified:		
What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?		What could be done to reduce exposure to COVID-19?	
Was local health department notified?		Date:	

*Should an employer be made aware of a non-employee infection source COVID-19 status.

Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 10, 2022

AGENDA ITEM: G.2 (New Business)

TITLE: Consideration Adjusting Billing Statements and Meter Reading Procedures

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss alternative Billing Statements and Meter Reading Procedures and direct staff accordingly

Summary:

During the October 15, 2022 Regular Business Meeting, Director Gregg Gardiner indicated that some rate payers are confused by the District's billing statements. Several points were brought up and each will be discussed in this memo in turn. A sample bill is included in this board packet for reference.

- 1) The District's billing statements use the label "Cons" in several places to describe water consumption.
 - a. This can easily be changed to usage or another similar term at minimal cost.
 - b. The units in the table and the units on the y-axis of the chart are not labeled. That can easily be changed to reflect the reporting units (see item 2 below).
- 2) The District reports water consumption in terms of Hundred Cubic Feet (HCF). This is a water industry standard, one HCF is equal to 748 gallons. The District currently charges \$4.06 for one HCF of water (748 gallons).
 - a. Including HCF on the table and chart and a note indicating that one HCF is equal to 748 gallons would be a simple change with minimal cost.
 - b. Changing the reporting unit to cubic feet or gallons would be a fairly minor change in the billing process that would cost the District an estimated \$3,000 in staff time and vendor charges to adjust the District's billing software. The trouble with doing this is that the meters are being read in HCF (which is 100 cubic feet or 748 gallons) and month to month differences will be at that increment (see point 3).
- 3) The third point that was brought up is significantly more complicated. Some customers have noticed that their bill reflects their consumption going back two years in the chart and that their usage is very consistent. Those ratepayers

typically use about a little over one HCF of water per month (assume 1.2 HCF). The bill reflects the read of one HCF per month for several months at a time. Every five months or so, the bill will reflect two HCF of consumption (an additional charge of \$4.06).

This is the result of the cubic feet adding and adding month after month until finally, the unit counter flips to the next number. The rate payer didn't actually use more water during that month, this is a result of the cumulative usage of 1.2 HCF per month and the fact that the meters are read to the HCF and the rest is truncated.

There are currently 7,836 active water accounts in the District. Currently, approximately 80 percent (6,269) of those are read manually. Those meters could be read to the cubic foot level instead of the HCF level. Field staff estimates that reading those 6,269 meters to the cubic foot and entering the data would take an average of about 10 seconds more per meter per month or about 209 hours per year. Considering that the meter reader drives a truck, the cost of the truck needs to be included in the calculation. I estimate that the additional staff time to read the meters to the cubic foot level instead of the HCF level would cost the District an additional \$25,000 per year in staff and vehicle time including overhead.

The other 20 percent of meters in the District are automatically read by a computer when the meter reader passes by in close proximity. There would be no change to the cost of reading the automated meters but there would be a one-time cost associated with changing what the computer reads and records. I will get into that next.

Once the process is changed to read the meters, the data needs to be brought back into the billing software and processed. Adjusting the billing software to accept the increased level of precision regarding the individual reads will take District staff about ten minutes per meter or 1,300 hours for the 7,836 meters in use. Including overhead I estimate that this will cost the District ratepayers about \$100,000.

Additionally, District staff estimates that it will take an additional 2.5 seconds per meter per month to validate the data that comes in if the meters are read to the cubic foot instead of the unit. This will result in about \$5,000 in staff time annually including overhead.

Fiscal Impact:

\$0 to \$102,000 one-time cost
and
\$0 to 30,000 annual costs

HUMBOLDT COMMUNITY SERVICES DISTRICT

5055 WALNUT DR
 P.O. BOX 158
 CUTTEN, CA 95534
 Payments: (888) 798-9929
 Questions: (707) 443-4559

Account
Statement

ACCOUNT INFORMATION

ACCOUNT:
 SERVICE ADDRESS:
 SERVICE PERIOD: 10/15/2022 to 11/10/2022
 BILLING DATE: 11/17/2022
DUE DATE: 12/14/2022

METER READING

Serial No	Previous Reading		Current Reading		Cons
	Date	Reading	Date	Reading	
17198485	10/14/2022	205	11/10/2022	208	3

SPECIAL MESSAGE

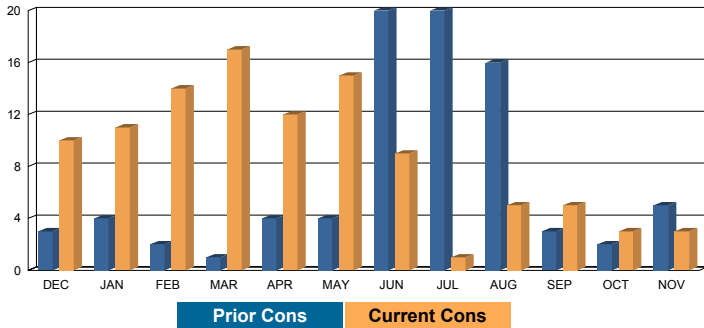
CURRENT CHARGES

Water Consumption	12.18
5/8" Water Service Flat	26.46
Fixed Sewer Charge	4.28
Residential Sewer Flat/Flow	42.85
COE Res Swr Pass Through	12.32
TOTAL CURRENT CHARGES	98.09

USAGE HISTORY

BILL SUMMARY

PREVIOUS BALANCE	204.30
PAYMENTS RECEIVED	-204.30
ADJUSTMENTS	0.00
ADDITIONAL BILLING	0.00
CURRENT CHARGES	98.09
TOTAL AMOUNT DUE	98.09



Payment
Coupon

ACCOUNT INFORMATION

AMOUNT DUE

TOTAL AMOUNT DUE BY 12/14/2022 98.09

AMOUNT ENCLOSED

REMIT PAYMENT TO:

PLEASE RETURN THIS PORTION ALONG WITH YOUR PAYMENT
 PLEASE MAKE CHECK PAYABLE TO:

HCSD

ACCOUNT:
 SERVICE ADDRESS:
 SERVICE PERIOD: 10/15/2022 to 11/10/2022
 BILLING DATE: 11/17/2022
DUE DATE: 12/14/2022

HUMBOLDT CSD
 P.O. BOX 158
 CUTTEN, CA 95534-0158
 www.humboldtcsd.org



Humboldt Community Services District

Dedicated to providing high quality, cost effective water and sewer service for our customers

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 10, 2023

AGENDA ITEM: H.1 (Old Business)

TITLE: Review Diversity, Equity, Inclusion Training (DEI) Options

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss viability of the types of training available and direct the General Manager to implement the agreed upon selection.

Summary:

At the September 13, 2022 regular meeting, Director Hansen requested a DEI program be established for all staff and board members. The matter was heard at the September 27, 2022 meeting resulting in full Board consensus to direct the GM to investigate various DEI options. The following information was published for the November 8, 2022 regular meeting wherein the Board voted to table consideration until after the next board could be seated.

Staff has identified several DEI training sources revealing a wide scale of frequency, intensity, and associated expense. It should be noted that staff have received Workplace Diversity training as well as biannual SB1343 state mandated Harassment training both of which include basic concepts of DEI. Additionally, Directors and Management/ Supervisors receive biannual 2-hour state mandated ethics (AB1234) and harassment training (AB1825) that also target many of the same behavior ideals.

1. Leading to Team (formerly Group to Team) – Founder Freeman Michaels first came to the District in 2019 wherein the focus was to enhance Board communication. The attached offer proposes an initial intake survey, 4-6 key leader interviews, an in-person day of training providing a three-to-four-hour session for staff in the morning and a three-to-four-hour session in the afternoon for Managers and the Board, followed by two integration webinars and four follow-up coaching calls with key leaders, reports and assessments. This process is offered at \$13,750 plus travelling and hotel accommodations for the two trainers. Travel accommodations are expected to cost an additional \$2,250 for a total estimated cost of \$16,000.

2. CPS HR Consulting is a Joint Powers Authority that serves only public sector agencies. There are seven 2-hour classes provided by CPS, and each session can be delivered in person or remotely as detailed in the attached proposal. CPS recommends beginning with one of two courses: Introduction to Cultural Intelligence or Understanding Implicit Bias Through the Lens of Cultural Intelligence. An in-person full day consisting of two two-hour sessions for staff and one two-hour session for the Board is offered at \$4,000 for the day. Two-hour remote (teleconference) sessions are offered at \$940 per session. The cost for all seven sessions ranges from \$19,740 for solely remote delivery to \$28,000 for all live sessions.
3. Vector (Target) Solutions – four on-line only training sessions. ACWA/JPIA offers these classes without charge to member agencies. One session is geared to all, one to employees, and two for management: 1) Workplace Diversity (33 minutes), 2) Equity and Inclusion Skills for Employees (37 minutes), 3) Equal Employment Opportunity and Diversity for Managers (60 minutes), 4) Diversity, Equity and Inclusion Skills for Managers (69 minutes).
4. ACWA/JPIA – without additional fee through the JPIA training portal, the following online classes are available: 1) Diversity and Inclusion: A Step-by-Step Guide for Employees (20 minutes)*, 2) Diversity, Equity, and Inclusion Training for Employees (.75 hours), 3) Judging Talent (common bias) (1 hour). Additionally, the JPIA Lending Library has the following DVD format “tailgate” sessions: 1) Drop by Drop – Unconscious Bias (17 minutes), 2) Unconscious Bias (19 minutes), 3) Harassment & Diversity – Respecting Differences (16 minutes).

* A Step-by-Step Guide for Employees is currently part of staff onboarding

For the Board’s further information, staff reached out to Humboldt Area Foundation and was informed they do not conduct such trainings but offered to pass the District’s inquiry to local sources asking that they contact HCSD if they were in a position to assist. To date staff has not received any response. Costs listed are out of pocket costs to the District and do not include overhead items like staff time and Board member stipends where applicable.

Fiscal Impact:

Ranging from \$0 to \$30,000+



Integrated DEIB: A Culture of TEAM Initiative @ Humboldt Community Services District

October 24, 2022

Leading to TEAM (LTT) is pleased to submit this proposal to the Humboldt Community Services District Board of Directors for consideration. Diversity, Equity, Inclusion and Belonging (DEIB) is a significant piece of our “culture of TEAM” work at LTT. We are very pleased and grateful that Humboldt Community Services District (HCSD) is interested in working on DEIB, with us as facilitators. This proposal is a starting point to develop the most effective program to meet the needs of HCSD.

Core Outcomes:

- Create safe and supportive environment at HCSD
- Create environment and culture to attract and retain diverse talent at HCSD
- Explore best practices for DEIB by first focusing on the internal culture/environment at HCSD
- Train a leadership model consistent with DEIB principles and practices
- Train entire staff on social sensitivity as it relates to day-to-day communication and in direct relationship to a diverse staff and community

General Approach:

The vast majority of DEIB initiatives fail to integrate into the culture of organizations simply because the culture is not conducive to diversity, equity, inclusion and belonging.

There is important work to be done in most organizations around uncovering bias, understanding micro-aggressions, noticing and correcting underrepresentation and much, much, more. Many organizations may want to just check the box and pretend to do DEIB work because their organizational cultural is rooted in hierarchy, which is not conducive to DEIB.

At LTT, we believe that the best way to effectively address DEIB in an organization’s culture is by developing a TEAM orientation. Great TEAMS have practices in place that draw out the ideas and the contribution of everyone on the team; the more diverse the team is the greater the possibilities and potential. Equity is shared ownership, which is fundamental to operating as a TEAM. Inclusion and belonging are inherent in TEAM.

There are two factors that lead to substantive change within an organization. The first is that the approach must reflect a systemic understanding and philosophical shift. The second is that the awareness must be expressed in standards and practices that are integrated into operations or any progress made will not be sustainable. The operating system that we promote must clearly outperform the previous processes and procedures or people will eventually revert back to the old system.

Dismantling hierarchy and reframing leadership and leadership structures is fundamental to the “culture of TEAM” work that we do at Leading to Team. Just to be clear, this doesn’t mean that we eliminate managers or any structures of accountability – leadership and levels of accountability are more important than ever. We need managers who are great TEAM leaders and coordinate the energy and effort of their people to produce a superior result. Diversity is honored as a key ingredient of innovation and outstanding performance. Accountability and ownership, at every level within the organization, promotes equity. Inclusion and belonging are in the definition of TEAM.

DEIB is typically offered as a separate training or learning program that participants are left to apply to their specific day-to-day operations. At Leading to TEAM, we integrate DEIB as a process of working on issues related to day-to-day operations with a DEIB application woven into practical functions.

How DEIB fits the culture at HCSD actually becomes a process of discovery rather than something that is imposed. Diversity is the hallmark of great TEAMS – moreover, inclusion and honoring of differences represent fundamental principles of the Leading to TEAM process. The co-creative nature of our work is what generates a diverse and inclusive culture.

Scope of Work:

- Intake survey
- Key leader interviews (4-6 interviews)
- Two (2) ½ Day (3-4 hours), In-Person, trainings **offered on the same day**
 - Staff Session in the Morning
 - Managers and Board Members in the Afternoon
- Integration Webinar(s) to support the learning and integration of materials
- Reports and assessments

STAFF, BOARD & MANAGEMENT TEAM TRAINING

Here are the components included in the *Integrated DEIB: A Culture of TEAM* program:

1 - INTAKE SURVEY & INTERVIEWS

The process starts with a customized, online, intake survey. This survey will be sent to each participant to be completed two to three weeks prior to the training. Additionally, a member of our team will reach out and interview the five board members and the GM prior to the training.

2 – HALF DAY IN-PERSON TRAINING FOR STAFF

Staff will attend a half-day training, in the morning. This training will be co-facilitated by Glodean Champion & Freeman Michaels.

3 – HALF DAY IN-PERSON TRAINING FOR MANAGERS AND BOARD

Board members and managers will attend a half-day training in the afternoon. This training will be co-facilitated by Glodean Champion & Freeman Michaels.

4 – INTEGRATION WEBINARS

After the in-person training, we offer a series of “integration” webinars, conference calls, pre-recorded videos and/or coaching calls to support the integration of the principles and practices into the day-to-day operations of the TEAM.

This unique integration process is a key part of our effectiveness. Most trainings fail to properly “follow up”, to ensure that the material is enacted by the team.

5 - KEY LEADERSHIP COACHING

In order to further support the integration of the Group to TEAM content, we will provide several coaching calls to key leaders at HCSD. Glodean and Freeman are both executive coaches, who utilize coaching to support the Leading to TEAM process.

LEADING TO TEAM FEE INVESTMENT

The cost for this program, delivered via two (2) half-day trainings on the same day, with an intake process, up to two (2) integration webinars and up to four (4) follow-up coaching calls with key leaders is \$13,750 plus expenses*.

*Expenses include economy air travel, ground transportation and hotel accommodations in the area of the training.

LEAD FACILITATORS

GLODEAN CHAMPION

Glodean Champion is a top executive coach, educator, and facilitator who draws on her extensive background in education, communication, leadership, and process improvement to strengthen teams and organizations. Glodean trains and speaks regularly on issues relating to diversity and inclusion using her novel, *Salmon Croquettes*, as a teaching tool. She is exceptionally engaging, funny, and passionate. We suspect this is because she pulls from her upbringing and the influence of her mother — the first authentic leader she ever met — to create stories that connect with her audiences. She approaches delicate subjects with honesty, authenticity, and vulnerability and considers herself a master at challenging and captivating audiences of all kinds in a way that forces them to take pause and become introspective, something we need more of if we want to make the world a better place.

Glodean has a BA in English Literature from Mills College. She is a Six Sigma Black Belt (SSBB), Project Management Professional (PMP), with an MFA in Writing from California College of the Arts and over 30-year's business experience and 10+ years as an adjunct professor and group facilitator.

FREEMAN MICHAELS

Freeman is a powerful, action-oriented, business coach who founded Leading to TEAM with the intention of shifting corporate culture toward TEAM. Freeman was himself a one-time business owner, managing dozens of people to achieve a common goal. Now, Freeman combines his real-life business experience, with decades of dedication to personal growth, leadership and transformation, to help companies transform the way they do business. Freeman firmly believes that when TEAM becomes a cultural value, then engagement, productivity and creativity fuel extraordinary results.

Freeman holds a BA from Santa Clara University, an MA in Psychology from the University of Santa Monica. He is a graduate of the MDE program at UCLA Anderson School of Business. He holds many other certificates in leadership and person development. His biggest accomplishment is as a husband and father of three amazing grown children.

Payment Information: Make payment to Leading To TEAM.

Client will make payment via check or direct deposit for 50% within 30 days of signing this agreement, to Leading To TEAM. The balance will be paid within 30 days after the in-person training. Please email a PDF of the signed agreement back to Freeman@LeadingToTeam.com

It is the intention of both parties to do what is needed to create a successful program that has the desired impact.

This constitutes the entire agreement between the parties.



Freeman Michaels

10/24/22

Humboldt Community Services District Representative

_____ Date: _____

Humboldt Community Services District (CSD) Diversity, Equity and Inclusion Training Proposal

October 25, 2022

About CPS HR Consulting

CPS HR Consulting (CPS HR) has been providing consultation, facilitation, and training on diversity, equity, and inclusion (DEI) in various forms for over seven years. These services assist public sector organizations assess and determine the appropriate level of DEI policies, practices, and activities to meet organizational and cultural goals. This work is especially important given today's environment.

CPS HR occupies a unique position in the field of government consulting; we are a Joint Powers Authority (JPA), whose charter mandates that we serve only public sector clients. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to its community. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

Background

Humboldt CSD is interested in providing diversity, equity and inclusion (DEI) training in-person for the District staff and Board. There are 20-staff and 5-Board members who would participate in the training.

Proposed Scope

The conversations around ethnic diversity, equity and inclusion have become more comprehensive and multidimensional in the 21st Century. Considering the most recent events occurring around the United States and reverberating around the world, this topic is more relevant now than ever before. High performing organizations in both the public and private sector are actively embracing an employee engagement strategy, which directly navigates through these "challenging waters" for the express purpose of creating meaningful connections among employees to promote diversity, inclusion, and equity.

Cultural Intelligence Series

In this series of seven (7) workshops, participants will learn how to successfully create “safe spaces” in which conversations about race, social justice, and equity. Participants will learn the critical distinctions between “acknowledgement” and “agreement” in creating these optimum work and learning environments. These sessions will highlight high performing organizations who have successfully adopted cultural intelligence staff development tools to operationalize diversity and inclusion strategies.

Each session is **2-hours** in length. Sessions can be delivered in-person or virtually using the Zoom platform.

CPS HR recommends that the District begin with one of two courses to provide a solid foundation and develop common understanding within the district.

Scheduling and Logistics. For in-person, onsite training, CPS recommends three two-hour sessions in a single day with a morning and an afternoon session for staff, and a separate session for the Board (perhaps during a regularly scheduled Board meeting).

Other sessions from the Cultural Intelligence could be scheduled at a later date to reinforce and build on the concepts from the first class. Descriptions for the other courses in the series are at the end of the proposal.

Course Descriptions

Introduction to Cultural Intelligence

Cultural intelligence or cultural quotient (CQ) is having the capacity to relate and work effectively with different groups of people and across cultures (including Big-C “Culture” and little-c “culture”). Cultural intelligence articulates core competencies and skill sets that allows organizations the ability to cultivate and develop effective DEI tools for its team members and leaders. Cultural intelligence goes beyond cultural awareness and political correctness. This session examines the various elements of cultural intelligence and how to operationalize it in an organization.

Understanding Implicit Bias Through the Lens of Cultural Intelligence

All human beings operate with varying degrees of implicit bias. Implicit bias are unintended people preferences which can adversely impact the effective operations of any organization. This session explores the various types of implicit bias, micro-behaviors, and the proper ways to address and resolve issues that arise from this mindset.

Price Quote

Pricing is valid for **90 days** from the date of this proposal. The flat rate pricing for **training** includes delivery of the training courses, electronic course materials, attendance roster, certificates of completion, and any instructor travel.

Service/Task	Length	Hourly Rate	Rate Per	Rate Per Virtual Session
Training Course (Three two-hour sessions in one-day)	1-full day	N/A	\$4,000.00 per day	N/A
Training Course	2-hours	N/A		\$940.00 per session

Cancellation Policy

If the department cancels the above program at least 10 business days prior to the start date of the class, no charges will be incurred. If special materials have been developed or purchased for the above class, the department may be charged for the instructor's development and/or the cost of the materials. Cancellations made less than 10 business days prior to the start date of the class will be charged the full amount.

Ownership

CPS HR retains all right, title, and interest in and to all training materials, testing, or assessment products, inventions (patentable or otherwise), discoveries, improvements, copyrightable works, and any other media, materials, or other objects produced as a result of CPS HR’s work, or delivered by CPS HR in the course of performing that work (collectively, “Work Product”) which CPS HR creates in connection with its performance of Services hereunder.

Contacts

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 Eureka, CA 95503
 O: 707-443-4558
 E: bfranklin@humboldtcsd.org

Introduction to Cultural Intelligence Series

Session 1: Introduction to Cultural Intelligence

Cultural intelligence or cultural quotient (CQ) is having the capacity to relate and work effectively with different groups of people and across cultures (including Big-C “Culture” and little-c “culture”). Cultural intelligence articulates core competencies and skill sets that allows organizations the ability to cultivate and develop effective DEI tools for its team members and leaders. Cultural intelligence goes beyond cultural awareness and political correctness. This module will examine the various elements of cultural intelligence and how to operationalize it in an organization.

Session 2: Developing Language of Cultural Intelligence – Building a Living Glossary

Understanding diversity, equity, and inclusion in the post-2020 world requires a new language to effectively communicates through the lens of cultural intelligence. This language reflects a judgment-free perspective that serves to bring different groups of people together through a common understanding and appreciation of the lived experience of others. This module will educate the participants on the common language of DEI to create a common understanding and common connections among divergent groups of people within an organization.

Session 3: Understanding Implicit Bias Through the Lens of Cultural Intelligence

All human beings operate with varying degrees of implicit bias. Implicit bias are unintended people preferences which can adversely impact the effective operations of any organization. This module will explore the various types of implicit bias, micro-behaviors, and the proper ways to address and resolve issues that arise from this mindset.

Session 4: How to Create Sustainable Change

High performing organizations are not only focusing of the diversity of its workforce, but also on how that workforce reflects a culture of equity and inclusion. Inclusion addresses how well the organization shares power, access, and resources with all elements of the workforce, particularly those elements which represent marginalized and/or underrepresented groups of the organization. This module will discuss effective ways in which organizations may become more inclusive through operationalizing DEI into every business unit of the organization.

Session 5: Managing Conflict through the Lens of Equity

When organizations commence the DEI journey of transformation, there will be conflict to break through the barriers to creating an inclusive organization. This module supports people and organizations in managing expectations for success and provides tools and resources for navigating conflict within individuals, groups of people and organizations

Session 6: Mastering the Art of Crucial Conversations

It is essential to learn how to have hard conversations that address the current environment of

social justice and racial equity. We will explore topics like cultural intelligence, acknowledgement vs. agreement, Black Lives Matter vs. All Lives Matter, how to be an ally, and the best way to address employees. This module will share practical and timely guidance on how to engage employees around the complex and passionate issues related to systemic racism, the need for transparency and accountability in police practices, and the need for civil discourse.

Session 7: It's a Marathon – Not a Sprint – DEI Panel

This module will bring together a panel of subject matter experts to share practical experiences about the journey of organizational transformation. The panel members will share successes, setbacks, and other experiences they've encountered on the DEI journey. Participants will have an opportunity to connect with these experts to gain practical wisdom on the keys to implementing a successful DEI program