



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

AGENDA

DATE: Tuesday, January 26, 2021

TIME: 5:00 p.m.

LOCATION: *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the prompts for Passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:

*Meeting ID: 850 9097 5848
Passcode: 035274*

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of January 26, 2021 Agenda
2. Approval of Minutes of the Regular Meeting of January 12, 2021 (Pgs. 3-7)

C. REPORTS

1. General Manager
 - a) Status Report (Pgs. 8-9)
2. Community Services
3. Superintendent
 - a) December 2020 Operations/Maintenance Report (Pg. 10)
4. Finance Department
 - a) December 2020 Budget Statement (Pgs. 11-22)
5. Legal Counsel

6. Director Reports

7. Other

D. PUBLIC PARTICIPATION **

**Members of the public will be given the opportunity to comment on items not on the agenda by way of the teleconference call-in line. Please use the information set forth above to attend telephonically.

E. NON-AGENDA

F. NEW BUSINESS

1. Consideration of Approving an HCSD COVID-19 Prevention Plan (CPP) as required by Cal/OSHA (Pgs. 23-37)
2. Consideration of Extending HR 6201 Families First Coronavirus Response Act (FFCRA) COVID-19 Paid Leave through March 31, 2021 (Pg. 38)
3. Consideration of Proposal for Group to Team Seminar (Pgs. 39-50)
4. Consideration of Placing Archived Board Packets on the Website (Pg. 51)
5. Consideration of Mitigation Measure for McKay Ranch Water Supply Construction Timing (Pgs. 52-53)

G. OLD BUSINESS

H. ADJOURNMENT

Next Res: 2021-02

Next Ord: 2021-01

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 5:02 p.m. on Tuesday, January 12, 2021, via tele/video conference in accordance with the Governor’s Executive Orders N-25-20 and N-29-20.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, Hansen, and Matteoli. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Superintendent Latham, and Community Services Manager Hulstrom (CSM).

B. CONSENT CALENDAR

1. Approval of January 12, 2021 Agenda
2. Approval of Minutes of the Meeting of December 22, 2020

DIRECTOR GARDINER MOVED, AND DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE JANUARY 12, 2021 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

C. REPORTS

1. General Manager
 - a) Status Report

GM summarized his January 8, 2021 Memorandum:

- COVID-19 – Advised of two positive test results among District staff emphasizing all requirements for quarantine, District action, and time-lines to ensure the overall health and safety to staff have been applied.
- Pine Hill HDD – Advised the Pre-Construction meeting is scheduled for Wednesday, January 13 at 4:00 p.m.
- Ridgewood Temporary Tank – Installation of the temporary tank system will continue through January wherein staff will begin testing in February to ensure the rehabilitation work can begin in May 2021 without incident.
- Princeton Well – Advised the 42-year-old well began producing sand and thorough inspection revealed the well should be abandoned. Staff is currently performing a water security and cost benefit analysis to determine ultimate recommendations at a subsequent meeting.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 12, 2021

3. Superintendent

a) December 2020 Construction Operations Report

Superintendent reviewed the report emphasizing no unusual activities during the month while adding that the foundation for the temporary tank system at the Ridgewood Tank location has now been completed.

4. Finance Department

a) December 2020 Check Register

FM reviewed the report without comment.

D. PUBLIC PARTICIPATION

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board.

Jerry Martien of Elk River expressed his desire to see a program to assist low-income rate payers and suggested a committee be established to research how the District could help to fund a program.

F. NEW BUSINESS

1. Consideration of Mitigation Measure for McKay Ranch Water Supply Construction Timing

GM advised due to a potential, or perceived, conflict of interest, District legal Counsel requested the item be tabled to the next regular meeting to enable further review. IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO TABLE THE ITEM TO THE JANUARY 26, 2021 MEETING. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 12, 2021

2. Consideration of Adopting Resolution 2021-01; Proposed Two Lot Annexation into HCSD Boundaries in the Mitchell Road Area of the District

CSM reviewed the Agenda Report affirming the property owner requesting the water service pays the LAFCo annexation fees, all standard water connection fees, and that staff time applicable to the process is minimal. CSM confirmed the two parcels are at the edge of the District Sphere of Influence wherein property beyond the locations are timber lands and not currently subject to inclusion into the District boundary.

Public Comment: None

At 5:21, Director Hansen noticed that Director Benzonelli was dropped from the teleconference and indicated so verbally. Director Bongio paused the meeting briefly to give Director Benzonelli an opportunity to reconnect. After a couple of minutes, Director Bongio resumed the meeting.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO ADOPT RESOLUTION 2021-01 REQUESTING THE HUMBOLDT LOCAL AGENCY FORMATION COMMISSION TAKE PROCEEDINGS FOR THE ANNEXATION OF TWO PARCELS IN THE MITCHELL ROAD AREA. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BONGIO, GARDINER, HANSEN, MATTEOLI

NOES: NONE

ABSENT: BENZONELLI

3. Consideration of Entering into an Agreement with Paymentus for an Online Payment System

FM reviewed the corresponding Agenda Report elaborating upon the insufficiencies of the District's current credit card processing scenario and affirming the estimated annual savings to the District of \$27,500.

At 5:25 Director Benzonelli reconnected to the teleconference.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, TO AUTHORIZE THE GENERAL MANAGER TO EXECUTE AN AGREEMENT ON BEHALF OF THE DISTRICT WITH PAYMENTUS AS THE

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 12, 2021

ONLINE PAYMENT PROCESSING PROVIDER TO THE DISTRICT. MOTION
CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

4. Consideration of Financing Options for a New VacCon Purchase

GM reviewed the Agenda Report summarizing several financing options available to the District and recommending the District utilize the services of Santander/Leasing2.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO AUTHORIZE THE GENERAL MANAGER TO ENTER INTO A FIVE-YEAR FINANCING AGREEMENT ON BEHALF OF THE DISTRICT WITH SANTANDER/LEASING2 FOR THE PURCHASE OF A 2021 SEWER VACCON IN AN AMOUNT NOT TO EXCEED \$569,145.82. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

5. Consideration of Declaring Unit 19 2011 Ford Ranger as Surplus and Disposal by Bidding Process

GM reviewed the corresponding Agenda Report without public comment or question. IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO REINSTATE THE 2013 TOYOTA TACOMA (VIN 5TFTX4CN3DX024457) TO THE DISTRICT'S FLEET, DECLARE THE 2011 FORD RANGER (VIN 1FTLR1EE9BPA22649) AS SURPLUS DISTRICT PROPERTY, AND AUTHORIZE THE GENERAL MANAGER TO SELL THE SURPLUS PROPERTY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 12, 2021

H. ADJOURNMENT

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

AYES: BENZONELLI, BONGIO, GARDINER, HANSEN, MATTEOLI

NOES: NONE

ABSENT: NONE

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 12, 2021 AT 5:37
P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: January 21, 2021

SUBJECT: General Manager Report for January 26, 2021 Board Meeting

District operations are pressing forward at the normal pace. District staff has been very flexible and accommodating considering the volume of COVID exposures and subsequent quarantines. Since the first of the year we have experienced five exposures to known cases (including myself) and two positive test results. The accelerated pace of the exposures is the impetus for requesting the extension of the COVID/FFCRA paid leave (Agenda Item F.2). This paid leave is important because I don't want staff to worry about income when they are feeling sick. I prefer them to call out sick to protect the health and safety of District staff and the general public.

The Pine Hill HDD project pre-construction meeting went very well. The contractor's superintendent met with us onsite and is very knowledgeable regarding directional drilling. This contractor typically performs Horizontal Directional Drilling (HDD) as a sub-contractor as part of much larger projects. Because the entirety of this project is HDD, this was a perfect opportunity for this organization to bid as the prime. I believe that the District is benefiting from the situation because the next higher bid price was \$100K higher than the price quoted by the winning bidder. This organization is very experienced with HDD and I am looking forward to working with them to complete this project.

The Ridgewood temporary storage tank project is progressing as planned. Tanks and piping are scheduled to be set and finalized over the next two weeks. We expect to be able to begin testing in February. The temporary storage system will store about 60,000 gallons to provide pressure to the Ridgewood and Cutten pressure zone. Combined with a modified pumping schedule from the storage tanks at the Walnut Yard, these tanks will take the place of 500,000 gallons of storage at the Ridgewood site for the duration of the rehabilitation project. Barring a major leak, these tanks will supply the necessary pressure and flow to the Ridgewood and Cutten zone. During the Ridgewood Tank Rehabilitation project, the available fire flow to that zone will be reduced, even with all pumps engaged. District Staff has coordinated with Humboldt Bay Fire District; auxiliary sources of fire flow have been identified for the case of a severe emergency. The Ridgewood tank is scheduled to be offline beginning in May for rehabilitation.

On a final note, each year, at their Fall Conference, JPIA recognizes member organizations that have a loss ratio of 20% or less in either the Liability, Property or Workers Comp programs. This year, HCSD was awarded the "President's Special Recognition Award," for all three categories. The three awards are for the following timeframes; Liability Program for October 1, 2016 through September 30, 2019, Property Program for April 1, 2016 through March 31, 2019, and Workers' Comp for July 1, 2016 through June 30, 2019.

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95503 (707) 443-4558 Fax (707) 443-1490

To: H.C.S.D. Board of Directors

Date: January 20, 2021

From: Tim Latham, District Superintendent *TL*

Subject: December 2020 Operations/Maintenance Report

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

Sewer related maintenance included cleaning 1,400 feet of sewer main line and filming 6,536 feet of sewer main line all in various areas throughout the District as well as cleaning sewer wet wells at the Sequoia Street, Wellington Avenue, Edgewood Road and Artino Street sewer lift stations.

Other business included taking required well samples for Total Trihalomethanes (TTHM) and Haloacetic Acids (HAA5) at District wells and responding to power outages in the Cutten area.

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

December 2020

	Budgeted 2020-21	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	5,078,311	397,446	2,779,388	2,539,156	240,232	9.5	1
Water Charges - Pass Through	236,395	16,677	110,524	118,198	(7,674)	(6.5)	2
Sewer Service Charges	4,952,219	395,316	2,381,177	2,476,110	(94,933)	(3.8)	
Sewer Service Charges - Pass Through	1,018,622	70,765	354,627	509,311	(154,684)	(30.4)	2
Water & Sewer Construction Fees	32,000	7,724	37,321	16,000	21,321	133.3	
Account Fees	150,000	11,948	70,837	75,000	(4,163)	(5.6)	
Inspection Fees	5,000	-	-	2,500	(2,500)	(100.0)	
Reimbursable Maintenance Fees	1,000	-	-	500	(500)	(100.0)	
Miscellaneous	10,000	-	-	5,000	(5,000)	(100.0)	
TOTAL OPERATING REVENUE	11,483,547	899,875	5,733,873	5,741,774	(7,901)	(0.1)	
NON-OPERATING REVENUE							
Capital Connection Fees	158,000	16,832	216,079	79,000	137,079	173.5	3
Interest/General	30,000	-	-	15,000	(15,000)	(100.0)	3
Discounts Earned	2,000	155	870	1,000	(130)	(13.0)	
Sales: Fixed Assets/Scrap Metal	75,400	-	670	37,700	(37,030)	(98.2)	3
Bad Debt Recovery	2,200	1,291	4,187	1,100	3,087	280.7	
Property Taxes & Assessments	490,000	-	14,580	245,000	(230,420)	(94.0)	3
Insurance Rebate	-	-	-	-	-	-	
Walnut Yard Logging Revenue	-	-	-	-	-	-	
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	757,600	18,278	236,386	378,800	(142,414)	(37.6)	3
TOTAL DISTRICT REVENUE	12,241,147	918,153	5,970,259	6,120,574	(150,315)	(2.5)	
OPERATING EXPENSES							
Wages Direct	1,500,000	126,215	698,900	750,000	51,100	6.8	
Benefits: PERS	450,000	35,315	206,954	225,000	18,046	8.0	
State Unemploy Ins	-	-	-	-	-	-	
Group Ins	1,130,000	78,273	476,005	565,000	88,995	15.8	
Workers Comp Ins	36,000	-	10,289	18,000	7,711	42.8	
FICA/Medicare	120,000	9,710	53,684	60,000	6,316	10.5	
Misc Benefits	1,200	20	100	600	500	83.3	
Total Wages and Benefits	3,237,200	249,534	1,445,932	1,618,600	172,668		
Less: wages & ben charged to Capital Proj.	(161,800)	(30,079)	(96,222)	(80,900)	15,322	(18.9)	
Total Operating Wages and benefits	3,075,400	219,455	1,349,710	1,537,700	187,990		
Water Purchase HBMWD	1,086,800	89,500	538,305	543,400	5,095	0.9	4
Water Purchase Eureka	673,920	58,256	407,268	336,960	(70,308)	(20.9)	4
Sewage Treatment Operations & Maint.	1,529,995	119,525	717,150	764,998	47,848	6.3	
Water/Sewer Analysis	10,000	883	2,986	5,000	2,014	40.3	
Supplies/ Construction	170,000	11,416	62,614	85,000	22,386	26.3	
Supplies/ Office-Administration	16,000	243	9,971	8,000	(1,971)	(24.6)	5
Supplies/ Engineering	2,500	195	476	1,250	774	62.0	
Supplies/ Maintenance	100,000	1,254	32,254	50,000	17,746	35.5	
Invoicing	52,476	4,303	27,104	26,238	(866)	(3.3)	
Web Payment Portal	6,000	-	-	3,000	3,000	100.0	
Temporary Labor	27,200	-	-	13,600	13,600	100.0	
Repairs & Maintenance/Trucks	60,000	3,019	24,075	30,000	5,925	19.8	
Equipment Rental	8,000	-	-	4,000	4,000	100.0	
Building & Grounds Maintenance	24,000	3,013	12,260	12,000	(260)	(2.2)	
Electrical Power	290,000	18,154	151,540	145,000	(6,540)	(4.5)	6
Street Lights	70,000	5,261	31,555	35,000	3,445	9.8	
Telephone	14,250	1,318	7,755	7,125	(630)	(8.8)	
Postage	3,000	2,500	2,497	1,500	(997)	(66.5)	
Freight	1,600	-	75	800	725	90.6	
Chemicals	12,000	395	5,234	6,000	766	12.8	
Liability Insurance	65,000	-	54,488	32,500	(21,988)	(67.7)	7
Legal	30,000	304	1,798	15,000	13,202	88.0	
Accounting	16,000	-	-	8,000	8,000	100.0	

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

December 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Engineering	15,000	1,298	5,869	7,500	1,632	21.8	8
Other Professional Services	18,000	-	7,178	9,000	1,822	20.2	
Bank Service Charges	42,000	3,862	23,562	21,000	(2,562)	(12.2)	9
Transportation	66,000	5,084	22,748	33,000	10,252	31.1	
Office Equip. Maintenance	22,500	568	5,902	11,250	5,348	47.5	
Computer Software Maintenance	36,000	125	25,549	18,000	(7,549)	(41.9)	10
Memberships & Subscriptions	21,200	-	17,636	10,600	(7,036)	(66.4)	11
Bad Debts & Minimum Balance Writeoff	12,000	5,905	9,322	6,000	(3,322)	(55.4)	
Conference & Continuing Ed	17,000	-	-	8,500	8,500	100.0	
Certifications	5,400	760	880	2,700	1,820	67.4	
State/County & LAFCO Fees and Charges	40,000	384	9,588	20,000	10,412	52.1	
Hydraulic Water Model Maintenance	5,000	-	-	2,500	2,500	100.0	
Elections Expense	3,500	-	-	1,750	1,750	100.0	
Human Resources	24,300	90	5,081	12,150	7,069	58.2	
Miscellaneous	12,000	266	2,552	6,000	3,448	57.5	
Director's Fees	16,000	900	5,350	8,000	2,650	33.1	
TOTAL OPERATING EXPENSES	7,700,041	558,234	3,580,331	3,850,021	269,690	7.0	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	88,844	88,715	(129)	(0.1)	
2012 CIP & Refi.	359,220	-	181,350	179,610	(1,740)	(1.0)	
Davis-Grunsky Loan	6,051	5,707	5,707	3,026	(2,682)	(88.6)	
VacCon Truck Loan	80,341	-	80,341	40,171	(40,170)	(100.0)	
2014 Wastewater Revenue Bonds	485,575	-	142,785	242,788	100,002	41.2	
TOTAL LONG TERM DEBT PAYMENTS	1,108,616	5,707	499,027	554,308	55,281	10.0	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	456,000	-	1,471	228,000	226,529	99.4	
Building, Yard & Paving Improvements	72,500	6,260	10,949	36,250	25,301	69.8	
Capital Improvements Water	1,525,000	27,650	814,024	762,500	(51,524)	(6.8)	12
Capital Improvements Sewer	220,000	9,645	47,431	110,000	62,569	56.9	
Engineering & Studies	133,750	-	(5,905)	66,875	72,780	108.8	8
TOTAL CAPITAL EXPENDITURES	2,407,250	43,555	867,969	1,203,625	335,656	27.9	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,030,095	-	5,502	515,048	509,546	98.9	13
COE - MS Easements	-	-	-	-	-	-	
Martin Slough Pump Station	-	-	-	-	-	-	
Martin Slough Gravity Interceptor	-	-	1,653	-	(1,653)	-	
Martin Slough Collector Lines	-	-	-	-	-	-	
TOTAL City of Eureka Projects	1,030,095	-	7,155	515,048	507,893	98.6	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(4,855)	310,657	1,015,777	(2,428)	1,018,205	41,944.6	14

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

December 2020

	Budgeted 2020-21	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	11,483,547	899,875	5,733,873	5,741,774	(7,901)	(0.1)
TOTAL OPERATING EXPENSES	(7,700,041)	(558,234)	(3,580,331)	(3,850,021)	269,690	7.0
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,783,506	341,641	2,153,542	1,891,753	261,789	13.8
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	757,600	18,278	236,386	378,800	(142,414)	(37.6)
TOTAL LONG TERM DEBT SERVICE	(1,108,616)	(5,707)	(499,027)	(554,308)	55,281	10.0
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,432,490	354,211	1,890,901	1,716,245	64,094	3.7
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,407,250)	(43,555)	(867,969)	(1,203,625)	335,656	27.9
CITY of EUREKA PROJECT REIMBURSEMENT	(1,030,095)	-	(7,155)	(515,048)	507,893	98.6
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(4,855)</u>	<u>310,657</u>	<u>1,015,777</u>	<u>(2,428)</u>	<u>1,018,205</u>	<u>41,944.6</u>

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

December 2020

	Budgeted 2020-21	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	5,078,311	397,446	2,779,388	2,539,156	240,232	9.5
Water Pass Through	236,395	16,677	110,524	118,198	(7,674)	(6.5)
Water Construction Fees	20,000	4,724	27,461	10,000	17,461	174.6
Account Fees	85,500	6,810	40,377	42,750	(2,373)	(5.6)
Inspection Fees	2,150	-	-	1,075	(1,075)	(100.0)
Reimbursable Maintenance Fees	800	-	-	400	(400)	(100.0)
Miscellaneous	5,000	-	-	2,500	(2,500)	(100.0)
TOTAL OPERATING REVENUE	5,428,156	425,657	2,957,749	2,714,078	243,671	9.0
NON-OPERATING REVENUE						
Water Capital Connection Fees	80,000	13,874	120,215	40,000	80,215	200.5
Interest/General	23,547	-	-	11,774	(11,774)	(100.0)
Discounts Earned	1,280	89	496	640	(144)	(22.5)
Sales:Fixed Assets/Scrap Metal	42,918	-	382	21,459	(21,077)	(98.2)
Bad Debt Recovery	1,254	736	2,387	627	1,760	280.7
FW/MR Assessment	140,000	-	-	70,000	(70,000)	(100.0)
Walnut Yard Logging Revenue	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	288,999	14,698	123,479	144,500	(21,020)	(14.5)
TOTAL DISTRICT REVENUE	5,717,155	440,355	3,081,229	2,858,578	222,651	7.8
OPERATING EXPENSES						
Wages Direct	705,000	56,744	334,659	352,500	17,841	5.1
Wages & Benefits: Allocated	571,490	38,341	221,728	285,745	64,017	22.4
Benefits: PERS	162,000	8,090	51,539	81,000	29,461	36.4
State Unemploy Ins	-	-	-	-	-	-
Group Ins	350,300	23,654	146,579	175,150	28,571	16.3
Workers Comp Ins	19,440	-	4,974	9,720	4,746	48.8
FICA/Medicare	56,400	4,323	25,503	28,200	2,697	9.6
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,864,630	131,151	784,983	932,315	147,332	15.8
Less: wages & ben charged to Capital Proj.	(119,732)	(14,466)	(53,802)	(59,866)	(6,064)	10.1
Total Operating Wages and benefits	1,744,898	116,685	731,182	872,449	141,267	16.2
Water Purchase HBMWD	1,086,800	89,500	538,305	543,400	5,095	0.9
Water Purchase Eureka	673,920	58,256	407,268	336,960	(70,308)	(20.9)
Water Analysis	5,000	883	2,986	2,500	(486)	(19.4)
Supplies/ Construction	125,800	7,713	40,695	62,900	22,205	35.3
Supplies/Office-Administration	4,800	105	2,307	2,400	93	3.9
Supplies/ Engineering	1,425	-	-	713	713	100.0
Supplies/ Maintenance	50,000	936	26,046	25,000	(1,046)	(4.2)
Temporary Labor	11,288	-	-	5,644	5,644	100.0
Repairs & Maintenance/Trucks	33,600	1,714	13,412	16,800	3,388	20.2
Equipment Rental	5,920	-	-	2,960	2,960	100.0
Building & Grounds Maintenance	1,440	35	143	720	577	80.1
Electrical Power	159,500	10,194	94,414	79,750	(14,664)	(18.4)
Telephone	4,560	285	1,708	2,280	572	25.1
Postage	1,290	214	212	645	433	67.1
Freight	912	-	4	456	452	99.1
Chemicals	12,000	395	5,234	6,000	766	12.8
Liability Insurance	-	-	-	-	-	-
Engineering	5,850	1,298	5,869	2,925	(2,944)	(100.6)
Other Professional Services	3,600	-	1,928	1,800	(128)	(7.1)
Transportation	37,620	2,898	12,966	18,810	5,844	31.1
Office Equip. Maintenance	3,375	281	524	1,688	1,163	68.9
Computer Software Maintenance	17,280	-	14,061	8,640	(5,421)	(62.7)
Memberships & Subscriptions	1,272	-	1,310	636	(674)	(106.1)
Bad Debts & Minimum Balance Writeoff	-	5,905	9,323	-	(9,323)	-
Conference & Continuing Ed	5,950	-	-	2,975	2,975	100.0

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

December 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	1,620	360	480	810	330	40.7
State/County & LAFCO Fees and Charges	13,600	-	3,821	6,800	2,979	43.8
Hydraulic Water Model Maintenance	5,000	-	-	2,500	2,500	100.0
Human Resources	9,477	-	-	4,739	4,739	100.0
Miscellaneous	2,640	-	-	1,320	1,320	100.0
General & Admin Expense Allocation	225,130	10,290	101,862	112,565	10,703	9.5
TOTAL OPERATING EXPENSES	4,255,567	307,945	2,016,060	2,127,784	111,723	5.3
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	88,844	88,715	(129)	(0.1)
2012 CIP & Refi.	115,560	-	-	57,780	57,780	100.0
Davis-Grunsky Loan	6,051	5,707	5,707	3,026	(2,682)	(88.6)
VacCon Truck Loan	60,256	-	60,256	30,128	(30,128)	(100.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	359,296	5,707	154,806	179,648	24,842	13.8
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	111,720	-	1,471	55,860	54,389	97.4
Building & Yard Improvements	41,325	-	-	20,663	20,663	100.0
Capital Improvements Water	1,525,000	27,650	814,024	762,500	(51,524)	(6.8)
Engineering & Studies	54,150	-	(7,133)	27,075	34,208	126.3
TOTAL CAPITAL EXPENDITURES	1,732,195	27,650	808,362	866,098	57,736	6.7
INTERFUND TRANSFERS IN	-	-	-	-	-	-
BUDGET SURPLUS (DEFICIT)	(629,903)	99,053	102,000	(314,952)	416,952	132.4

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

December 2020

	Budgeted 2020-21	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	4,952,219	395,316	2,381,177	2,476,110	(94,933)	(3.8)
Sewer Service Charges - Pass Through	1,018,622	70,765	354,627	509,311	(154,684)	(30.4)
Sewer Construction Fees	12,000	3,000	9,860	6,000	3,860	64.3
Account Fees	64,500	5,137	30,460	32,250	(1,790)	(5.6)
Inspection Fees	2,850	-	-	1,425	(1,425)	(100.0)
Reimbursable Maintenance Fees	200	-	-	100	(100)	(100.0)
Miscellaneous	5,000	-	-	2,500	(2,500)	(100.0)
TOTAL OPERATING REVENUE	6,055,391	474,218	2,776,123	3,027,696	(251,572)	(8.3)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	78,000	2,958	95,864	39,000	56,864	145.8
Interest/General	6,453	-	-	3,227	(3,227)	(100.0)
Discounts Earned	720	67	374	360	14	4.0
Sales:Fixed Assets/Scrap Metal	32,482	-	288	16,241	(15,953)	(98.2)
Bad Debt Recovery	946	555	1,801	473	1,328	280.7
Walnut Yard Logging Revenue	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	118,601	3,580	98,327	59,301	39,026	65.8
TOTAL DISTRICT REVENUE	6,173,992	477,798	2,874,450	3,086,996	(212,546)	(6.9)
OPERATING EXPENSES						
Wages Direct	435,000	37,190	247,074	217,500	(29,574)	(13.6)
Wages & Benefits: Allocated	571,490	38,341	221,728	285,745	64,017	22.4
Benefits: PERS	103,500	6,309	36,345	51,750	15,405	29.8
State Unemploy Ins	-	-	-	-	-	-
Group Ins	214,700	19,373	121,514	107,350	(14,164)	(13.2)
Workers Comp Ins	11,880	-	4,311	5,940	1,629	27.4
FICA/Medicare	36,000	3,404	18,820	18,000	(820)	(4.6)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,372,570	112,123	649,792	686,285	36,493	5.3
Less: wages & ben charged to Capital Proj.	(42,068)	(9,353)	(31,264)	(21,034)	10,230	(48.6)
Total Operating Wages and benefits	1,330,502	102,770	618,528	665,251	46,723	7.0
Sewage Treatment: Operating & Maint.	1,529,995	119,525	717,150	764,998	47,848	6.3
Sewer Analysis	5,000	-	-	2,500	2,500	100.0
Supplies/ Construction	44,200	3,703	21,920	22,100	180	0.8
Supplies/ Office-Administration	4,800	79	1,740	2,400	660	27.5
Supplies/ Engineering	1,075	195	195	538	343	63.7
Supplies/ Maintenance	50,000	318	6,208	25,000	18,792	75.2
Temporary Labor	5,912	-	-	2,956	2,956	100.0
Repairs & Maintenance/Trucks	26,400	1,305	10,663	13,200	2,537	19.2
Equipment Rental	2,080	-	-	1,040	1,040	100.0
Building & Grounds Maintenance	1,200	26	108	600	492	82.0
Electrical Power	69,600	4,043	25,833	34,800	8,967	25.8
Telephone	2,280	215	1,289	1,140	(149)	(13.0)
Postage	960	161	160	480	320	66.7
Freight	688	-	71	344	273	79.4
Legal	-	-	-	-	-	-
Engineering	1,500	-	-	750	750	100.0
Other Professional Services	3,600	-	-	1,800	1,800	100.0

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

December 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Transportation	28,380	2,186	9,782	14,190	4,408	31.1
Office Equip. Maintenance	2,475	212	396	1,238	842	68.0
Computer Software Maintenance	12,960	-	10,607	6,480	(4,127)	(63.7)
Memberships & Subscriptions	848	-	989	424	(565)	(133.2)
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,480	-	-	3,740	3,740	100.0
Certifications	1,242	-	-	621	621	100.0
State/County & LAFCO Fees and Charges	7,200	-	5,216	3,600	(1,616)	(44.9)
Human Resources	7,047	-	-	3,524	3,524	100.0
Miscellaneous	1,920	-	(1)	960	961	100.1
General & Admin Expense Allocation	225,130	10,290	101,862	112,565	10,703	9.5
TOTAL OPERATING EXPENSES	3,374,474	245,028	1,532,715	1,687,237	154,522	9.2
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	485,575	-	142,785	242,788	100,002	41.2
2012 CIP & Refi.	243,660	-	-	121,830	121,830	100.0
VacCon Truck Loan	20,085	-	20,085	10,043	(10,043)	(100.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	749,320	-	162,870	374,660	211,790	56.5
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	344,280	-	-	172,140	172,140	100.0
Building, Yard& Paving Improvements	31,175	-	-	15,588	15,588	100.0
Capital Improvements Sewer	220,000	9,645	47,431	110,000	62,569	56.9
Engineering & Studies	79,600	-	832	39,800	38,968	97.9
TOTAL CAPITAL EXPENDITURES	675,055	9,645	48,263	337,528	289,265	85.7
OTHER						
City of Eureka Projects:						
Treatment Plant	1,030,095	-	5,502	515,048	509,546	98.9
Martin Slough Gravity Interceptor	-	-	-	-	-	-
Martin Slough Pump Station	-	-	-	-	-	-
Martin Slough Easements	-	-	1,653	-	(1,653)	-
Martin Slough Collector Lines	-	-	-	-	-	-
TOTAL OTHER	1,030,095	-	7,155	515,048	507,893	98.6
BUDGET SURPLUS (DEFICIT)	345,048	223,125	1,123,446	172,524	950,922	(551.2)

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

December 2020

	Budgeted 2020-21	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)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	14,580	175,000	(160,420)	(91.7)
Insurance Rebate	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	350,000	-	14,580	175,000	(160,420)	(91.7)
TOTAL DISTRICT REVENUE	350,000	-	14,580	175,000	(160,420)	(91.7)
OPERATING EXPENSES						
Wages Direct	360,000	24,775	117,168	180,000	62,832	34.9
Benefits: PERS	184,500	20,916	119,069	92,250	(26,819)	(29.1)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	565,000	35,247	207,912	282,500	74,588	26.4
Workers Comp Ins	4,680	-	1,004	2,340	1,336	57.1
FICA/Medicare	27,600	1,983	9,361	13,800	4,439	32.2
Misc Benefits	1,200	20	100	600	500	83.3
Total Wages and Benefits	1,142,980	82,941	454,613	571,490	116,877	20.5
Less: wages & ben charged to Capital Proj.	-	(6,260)	(11,156)	-	11,156	-
Less: Allocated to Water and Sewer Funds	(1,142,980)	(76,681)	(443,457)	(571,490)	(128,033)	22.4
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	59	5,924	3,200	(2,724)	(85.1)
Supplies/ Engineering	-	-	281	-	(281)	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	4,303	27,104	26,238	(866)	(3.3)
Web Payment Portal	6,000	-	-	3,000	3,000	-
Temporary Labor	10,000	-	-	5,000	5,000	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	21,360	2,953	12,008	10,680	(1,328)	(12.4)
Electrical Power	60,900	3,917	31,292	30,450	(842)	(2.8)
Street Lights	70,000	5,261	31,555	35,000	3,445	9.8
Telephone	7,410	817	4,758	3,705	(1,053)	(28.4)
Postage	750	2,125	2,125	375	(1,750)	(466.7)
Freight	-	-	-	-	-	-
Liability Insurance	65,000	-	54,488	32,500	(21,988)	(67.7)
Legal Services	30,000	304	1,798	15,000	13,202	88.0
Accounting	16,000	-	-	8,000	8,000	100.0
Engineering	7,650	-	-	3,825	3,825	100.0
Other Professional Services	10,800	-	5,250	5,400	150	2.8
Bank Service Charges	42,000	3,862	23,562	21,000	(2,562)	(12.2)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	16,650	75	4,982	8,325	3,343	40.2
Computer Software Maintenance	5,760	125	880	2,880	2,000	69.4
Memberships & Subscriptions	19,080	-	15,337	9,540	(5,797)	(60.8)
Bad Debts & Minimum Balance Writeoff	12,000	-	-	6,000	6,000	100.0
Conference & Continuing Ed	3,570	-	-	1,785	1,785	100.0

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

December 2020

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	2,538	400	400	1,269	869	68.5
State/County & LAFCO Fees and Charges	19,200	384	551	9,600	9,049	94.3
Elections Expense	3,500	-	-	1,750	1,750	100.0
Human Resources	7,776	90	5,081	3,888	(1,193)	(30.7)
Miscellaneous	7,440	266	2,552	3,720	1,168	31.4
Director's Fees	16,000	900	5,350	8,000	2,650	33.1
General & Admin Expense Allocation	(450,260)	(20,579)	(203,723)	(225,130)	(21,407)	9.5
TOTAL OPERATING EXPENSES	70,000	5,261	31,555	35,000	3,445	9.8
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	181,350	-	(181,350)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	181,350	-	(181,350)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	6,260	10,949	-	(10,949)	-
Engineering & Studies	-	-	396	-	(396)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	-	6,260	11,344	-	(11,344)	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	280,000	(11,521)	(209,669)	140,000	(349,669)	(249.8)

Humboldt Community Services District
Notes
December 2020

Note 1 - Metered Water Sales

Customer water usage follows a seasonal pattern, with increased usage during the drier season and reduced usage during the rain season. Since the dry season just ended, water usage and corresponding income has been higher than the monthly budgeted amount. Usage is expected to reduce in the upcoming rainy season, resulting in an overall annual income in line with budget amounts.

Note 2 - Pass-Through Water & Sewer Charges

Pass-Through charges were not in effect in July. Prior year pass-through rates expired in June and the new rates went into effect in August. Additionally, sewer pass-through rates were set lower than what would be needed to achieve the desired pass-through income as budgeted. Usage, as set according to customer Winter Average, has also been lower than originally estimated, resulting in further reduction in income compared to budget. See FM memo in Nov 24 Board Packet for further info.

Note 3 - Total Non Operating Revenue

Non Operating Revenue typically does not come in evenly throughout the year. Property tax and General Interest revenues, for example, are usually paid out in one or two deposits, and usually not until the middle and end of the fiscal year. Fixed Asset and scrap sales occur sporadically. Capital Connection fee income is higher than budget primarily due to a large amount of connection fees collected for two large development projects.

Note 4 - Water Purchases - City of Eureka and HBMWD

Lentel, Upper Pigeon Point, Bear Road, Cummings Road and Dana Lane tanks are all normally served by the Walnut Drive tanks which are served by HBMWD. While the 1MG tank at Walnut Drive was off line, water for these tanks was served by City of Eureka Water instead. The City charges based on actual usage, while HBMWD charges based on annual amortized usage. As a result of this difference in billing methodology, charges from City of Eureka increased, while charges from HBMWD remained unchanged. It is expected that the District will see reduced billing from HBMWD reflecting the reduced usage when HBMWD next calculates amortized usage.

Note 5 - Supplies - Office/Administration

The primary source of this expense is the purchase of a new computer with capabilities necessary for CAD Modeling and other computer-intensive tasks for the GM. It is expected that this will allow the GM to perform tasks that would otherwise be performed by an outside vendor, providing an overall cost savings to the district.

Note 6 - Electrical Power

Electric usage by the district is typically highest during the months of June-October and lower from November-May. Current usage and cost is in line with historical trends. With lower expected usage and costs in the upcoming months, the overall electrical expense for the year is expected to be in line with budget amount.

Note 7 - Liability (ACWA JPIA) Insurance

Insurance premiums are paid on an annual basis. There are two primary insurance premiums which are both paid annually, at different times of the year. The total annual expense is expected to be in line with budgeted amount.

Note 8 - Engineering

Engineering Expense - a/c 6810 - Operating Expense	12/31/2020	YTD
General Fund		
none	-	-
Water Fund		
Water Model Calibration		
SHN Consulting Engineers		1,349
MacKay-Sposito	1,298	4,520
Sewer Fund		
none	-	-
Total posted to 6810	1,298	5,869
Engineering & Studies - a/c 9040 - Capital Improvement Projects		
Water Fund		
McKay Ranch Water Study		
SHN Consulting Engineers	-	10,484
Sewer Fund		
So Broadway FM Test/Dsgn		
SHN Consulting Engineers	-	155
Non Engineering Costs Posted to 9040		
McKay Annexation	-	396
McKay Ranch Water Study	-	2,261
McKay Ranch Water Study-Billed to Kramer	-	(19,879)
So Broadway FM Test/Dsgn	-	677
	-	(16,545)
Engineering Costs charged to other CIPs:		
Pine Hill Bridge Water Line		
SHN Consulting Engineers	4,705	11,198
Ridgewood WBS		
SHN Consulting Engineers	-	1,710
Ridgewood Tank Reahab		
SHN Consulting Engineers	101	965
Sea Ave FM Reversal		
SHN Consulting Engineers	31	2,574
Walnut 1MG Tank		
Advanced Industrial	-	527,939
North Coast Labs	-	355
Haper and Associates	-	59,564
Christian Ln Water Main		
SHN Consulting Engineers		363
Golf Course Sewer Slough Xing		
SHN Consulting Engineers	250	3,978

Note 9 - Bank Service Charges

As a greater number of District ratepayers utilize credit and debit cards to pay their utility bills, bank service charges increase proportionately. This will be alleviated with the implementation of a credit card payment system that allows for pass-through of processing fees.

Note 10 - Computer Software Maintenance

Annual software maintenance fee paid in July, which is the majority of the budgeted expense for the year. Remaining software maintenance expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 11 - Memberships & Subscriptions

Annual Membership fee to ACWA paid in October, which is the majority of the budgeted expense for the year. Remaining Membership & subscription expenses for the year are expected to be minimal and total expenses for the year are expected to be in line with budget amount.

Note 12 - Capital Improvements Water

Primary source of costs shown is the the Walnut Ave 1MG Tank. Project is near completion, so further expenses for this project will be minimal.

Note 13 - City of Eureka Wastewater CIP

The District receives an invoice from the City of Eureka for wastewater treatment CIP costs late in the fiscal year. This small August payment is for the prior year billing which we received complete documentation.

Note 14 - Budget Surplus

While the district currently shows a surplus (positive net income), this surplus is expected to be utilized for Capital Improvement projects in the current fiscal year. These capital improvement expenditures are included in the budgeted amounts. The district is on pace to be able to pay for such budgeted capital improvements with current fiscal year income, without the need to utilize reserve funds.

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 26, 2021

AGENDA ITEM: F.1

TITLE: Approving an HCSD COVID-19 Prevention Plan (CPP) as required by Cal/OSHA

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to approve the Humboldt Community Services District COVID-19 Prevention Plan (CPP) in compliance with Cal/OSHA Emergency Temporary Standards in place for COVID-19 (California Code of Regulations (CCR), Title 8, Section 3205(c)).

Summary:

Under California Code of Regulations (CCR) Section 3205, Cal/OSHA Emergency Temporary Standards requires places of employment within California to establish, implement, and maintain, an effective written COVID-19 Prevention Program. Based upon the Cal/OSHA provided template for compliance, HCSD staff customized the attached plan and have taken necessary action to implement the required practices in order to protect the District's staff to the best of our ability.

Fiscal Impact:

Unknown

Attachment: HCSD COVID-19 Prevention Program

Humboldt Community Services District
COVID-19 Prevention Program (CPP)
Approved by the Board of Directors January 26, 2021

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

Effective Date: January 1, 2021

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

Physical Distancing

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

- Separation of office staff:
 - o Minimize public access to the office by keeping front door locked
 - o Minimize interaction of office staff with public by installing plexiglass at customer counter.
 - o Post instructions to public to place payments in lockbox located in the parking area.
 - o Separation of staff by providing as many individual work stations as possible
 - o Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
 - o Staggered break times
- Separation of Maintenance staff:
 - o Limit office access to maintenance office, restroom, and copier/fax station
 - o Separation of staff by providing as many individual work stations as possible
 - o Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
 - o Staggered break times
- Separation of Construction staff:
 - o Staff shall not enter the office building unless requested/directed to do so.
 - o Separation of staff by providing as many individual work stations as possible

- o Where control or work stations cannot be separated, plexiglass barriers between stations will be in place
- o Staggered break times
- Water Service Worker (WSW) Staff:
 - o Separation of staff by allowing only one (1) employee in the WSW office at a time
 - o Staff shall minimize entering the main office building to the best extent possible
 - o 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

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.

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 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 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 – 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:

- 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 for testing. Alternatively, employees can register for a test at <https://humboldt.gov/2787/COVID-Test-Registration>. Ideal testing is 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.
- The fact that:
 - COVID-19 is an infectious disease that can be spread through the air.
 - 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.
- 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.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

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.
- Excluding employees with COVID-19 exposure 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.
- 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:

- 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.

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 14 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 14 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 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 14 days from the time the order to isolate was effective, or 14 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

- We will provide COVID-19 testing 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.
- COVID-19 testing consists of the following:
 - All employees in our exposed workplace will be immediately tested and then tested again one week 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.
-

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			
Physical distancing			
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 26, 2021

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of Extending HR 6201 Families First Coronavirus Response Act (FFCRA) COVID-19 Paid Leave through March 31, 2021

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Approve a motion to extend the Families First Coronavirus Response Act (FFCRA) paid leave to March 31, 2021 by roll call vote.

Summary:

The Families First Coronavirus Response Act (FFCRA) was passed by Congress on March 18, 2020 with an expiration date of December 31, 2020. The mandatory leave requirement for employers was not extended. The FFCRA leave was made optional for employers for the period from January 1 to March 31, 2021. Since January 1, District Staff have experienced several known exposures to the COVID-19 virus as well as two positive test results.

Several staff members have expressed concern about income and accrued sick leave as a result of the current situation. I believe that providing additional paid leave for COVID-19 related issues will keep financial concerns out of the minds of staff members that may have been exposed. To help ensure that staff continue to report possible exposures and in the interest of public health and safety, I strongly recommend that the paid leave be extended until March 31, 2021.

During the recent Municipal Customer Meeting with Humboldt Bay Municipal Water District, the subject came up regarding extending the FFCRA paid leave. A straw poll of the Municipal Customers returned the following; HBMWD did extend the FFCRA leave through March 31, City of Eureka did not extend the FFCRA leave, City of Arcata did extend the leave, McKinleyville CSD also extended the leave.

Fiscal Impact:

Unknown

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 26, 2021

AGENDA ITEM: F.3 (New Business)

TITLE: Consideration of Proposal for Group to Team Seminar

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Consider the proposal from Freeman Michaels and Susan Leahy for a Group 2 Team seminar.

Summary:

During the regularly scheduled meeting on December 22, 2020, several options for Governance Training were discussed including Group to Team. At the request of the Board, staff reached out to the folks at Group to Team to request a proposal. We met with Freeman Michaels and Susan Leahy via Zoom to discuss the District's current situation and request a specialized proposal for consideration. The Group to Team proposal is included in this Board packet for your review.

Susan and Freeman wanted to emphasize that the in-person interaction and team building exercises are just as important as the governance content of the seminar. They said that the collaborative mindset and common purpose of the Board of Directors will be emphasized in the seminar to support the development of a cohesive group of decision and policy makers. Group to Team's value added comes from tailoring the exercises to our group and our specific circumstances to identify areas where we can find common ground and develop relationships that emphasize our common interest, the District.

Fiscal Impact:

\$10,240.00

ROBERT'S RULES
MADE SIMPLE
THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER

GROUP to **TEAM**
Leadership Solutions

Robert's Rules of Order & Group to TEAM Training Proposal Humboldt CSD Board



[CLICK TO PLAY WELCOME VIDEO](#)
Susan Leahy MA CSP

Prepared for:
Terrence Williams
Humboldt CSD Board

About Robert's Rules Made Simple & Group to TEAM

Greetings Humboldt CSD Board Members,

Thank you for reaching out to us again and requesting this board development proposal. Based on our preliminary conversation with Brenda Franklin and Terrence Williams, we understand that much has changed since we previously did work for your organization.

In this proposal we are offering a Board Ice Breaker and a Group To TEAM Board Retreat that will center on three priorities:

- As a board with new members, and a new GM, our first objective will be to offer a context where you can get to know one another in a virtual setting.
- Our second priority will be to help establish a constructive board culture.
- Lastly, we intend to support the new members, and offer a tune up for returning members, on some Governance (Robert's Rules of Order) and procedure to support board function.

While our basic knowledge of some of the previous areas that needed attention will inform our work, we intend to primarily focus on the organization starting fresh. That said, we may offer special emphasis in certain areas, such as the relationship between the board and the GM, with an understanding of former board dynamics.

Promoting effective boards is our passion. Our unique program has a powerful impact on the culture and function of boards. Let us explain a little bit about the principles behind our program.

In nearly two decades of working with boards, we've come to recognize that productive boards share a common sense of purpose. While members of the board may disagree over certain issues, debate always occurs in the context of a common cause. The content of the debate is influenced by the context. This distinction between CONTENT and CONTEXT holds the secret to operating as a high functioning board.

Our distinct board development program combines two invaluable programs into one highly effective process for boards seeking to function more effectively. Below is a short explanation of our innovative approach to board development

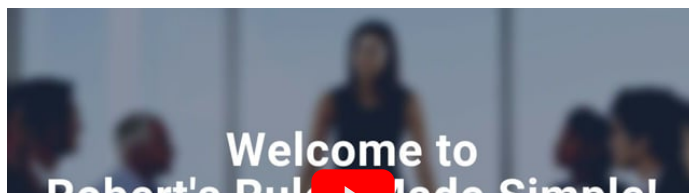
CONTENT = What the board accomplishes in terms of the business that gets done.

In order to productively and efficiently handle the content/business of the board, all board members must understand the decision-making process of the board. (Robert's Rules of Order). If board members do not understand, at minimum, the fundamentals of Robert's Rules of Order what your board can accomplish is jeopardized. There are other procedural elements that represent how a board conducts business – we refer to these as the standards and practices of board operations. They include things such as the structure of debate, agenda, minutes, public comment, etc.

CONTEXT = How the board conducts business.

All content occurs within a context. Board culture is one way to consider this notion of "context". How do board members communicate with one another? What level of respect do people on the board show one another? Do your meetings feel productive and efficient? What are the members of your board thinking or feeling at the end of the meeting?

Your board is already operating in a CONTEXT. However, most boards fail to consider if the context they are operating in is optimal. Healthy board dynamics go a long way towards advancing the business the board needs to get done. It is essential that each board member understand that they



contribute to both the CONTENT and CONTEXT of board function.

Interpersonal dynamics seems like an overwhelming topic to discuss, much less improve. But at Group to TEAM Leadership Solutions, we provide a very simple and straightforward way to improve board dynamics.



CLICK TO PLAY VIDEO
Video from www.RobertsRulesMadeSimple.com

At Group to TEAM Leadership Solutions, we draw a distinction between operating out of “group” and operating as a TEAM. When our unconscious context is group, we are operating out of self-interest. When we operate as a TEAM, we are operating within a context of shared interest and/or a sense of common cause.

For example: the context of TEAM inspires healthy debate, which means that you are debating for something – the CONTEXT is that there is an envisioned outcome that is positive. Unhealthy debate is trying to debate against someone, trying to “make them wrong”. Very few, if any, constructive solutions come out of unhealthy debate. Conversely, constructive debate cannot just result in compromise, but actually generate new ideas and solutions that better address the problem and/or serve the stakeholders.

Even the mechanism for debate can fall into group or TEAM in the way it is being utilized. Robert’s Rules of Order is an amazing tool to probe issues, establish consensus and coordinate action. We consider Robert’s Rules of Order a TEAM-building tool. However, too often, when the unconscious context on a board is contentious, Robert’s Rules of Order is used as a weapon to dominate, manipulate and control others. This impacts the productivity of the meeting and will ultimately have a toxic effect on the board’s culture.

This proposal is to introduce Group to TEAM and Robert’s Rules Made Simple, which are a proven board development combination that provides practical tools and a needed perspective to improve both the CONTENT and the CONTEXT of your board meetings. In short, you will get more work done and people will have a better experience.

The following includes a proposal for a full Group to TEAM (GTT) training program & Robert’s Rules Made Simple Board Development Training for the Humboldt CSD. The goal of this training is to create tangible shifts in the thinking and behavior of your board members to increase board productivity and generate the experience of TEAM.

We look forward to working with you and your board!

Happy Meetings!
Susan Leahy MA CSP

Tip: Our analytics show that reinforcing training with videos significantly increases learning and retention.

Susan Leahy's Robert's Rules Made Simple

- a simple & proven method to learn RROO
- a way to increase meeting productivity
- a fun and interactive training
- a training that will support board function

Robert's Rules & Group to TEAM Process Overview

Board Ice Breaker

Board culture starts with creating a space for your board members to get to know one another. In this COVID environment, boards need a creative, fun and memorable way to get acquainted. Group to TEAM will provide a 1 1/2 hour BOARD ICE BREAKER. This is a stand alone session that will help foster positive relationships among board members.

#1. Customized Board Survey:

The process will start with online board survey. This survey will help our team better understand the specific needs, challenges and wants of your board. GTT & RRMS will work with you to customize this survey. This survey will create a base line so that we can track the success of the training process. Again, our previous survey will inform this one, but we will deliberately focus on the future rather than the past.

#2. Webinar 1 From Group to TEAM – Board/TEAM Dynamics (2 hours)

The process will start with online board survey. This survey will help our team better understand the specific needs, challenges and wants of your board. GTT & RRMS will work with you to customize this survey. This survey will create a base line so that we can track the success of the training process. Again, our previous survey will inform this one, but we will deliberately focus on the future rather than the past.

#3. Webinar 2 Robert's Rules Made Simple – Understanding the Fundamentals (90 mins)

This second webinar extends the conversation with practical steps to support your board in understanding the fundamentals of Robert's Rules of Order. This webinar will give your board members a roadmap that they can use to guide their thinking and understanding about how business is handled. This

#4. Online Access to the Robert's Rules Made Simple Individual Training Program

To support your board members continued learning and retention of the Robert's Rules of Order Made Simple Solution each board member will be granted access to the Robert's Rules Made Simple Individual Training Program. This online training has been used successfully by more than 8000 boards across the US and Canada.

#5. TWO (2) GTT ReBoot Webinars (30 mins each)

Over the next few months our Group to TEAM training team will offer Group to TEAM tune-up webinars to reinforce the key principles and extend the conversation. These "reboots" are short format webinars to give your members a quick boost as they continue implementing the tools and techniques they were taught in the GTT trainings.

#6. Twelve (12) Weekly Group to Team & Robert's Follow Up Emails

We want to keep supporting your board members to remember that TEAM is a conversation. Shifting the conversation on your board takes reinforcement over time. Thus, we offer 12 weeks of follow up Group to TEAM & Robert's Rules emails. These emails will inspire and challenge your board members to keep working on how they personally generate TEAM during board meetings.

#7. Post Survey and Full Feedback Summary Report

At the conclusion of the Group to TEAM process we will collect data and provide you with a full summary report to demonstrate the success of the Group to TEAM process. While our trainings

webinar reviews “The 7 Fundamental Motions” used during most meetings, as well as teaches your board members the

are fun and inspiring, generating sustainable change is the primary pay-off.

Robert's Rules Made Simple & Group to TEAM Pricing

	Price	Discount	Subtotal
<input type="checkbox"/> Full RRMS & GTT Board Development Training	\$10,750.00	-\$2,150.00	\$8,600.00
<ul style="list-style-type: none"> • Intake survey, • GTT Webinar #1 – From Group to TEAM • RRMS Webinar #2 – Robert’s Rules Made Simple • Online Access to Robert’s Rules Made Simple Individual Training • Twelve (12) weekly GTT email, • Six (6) GTT key leader coaching sessions • Post survey with full feedback summary report 			
<input type="checkbox"/> Board Ice Breaker	\$2,050.00	-\$410.00	\$1,640.00
<ul style="list-style-type: none"> • 1 1/2 hour board development interactive ice breaker • One-on-one break out sessions with interactive questions • 2 Group to TEAM Facilitators 			
			\$0.00
	Total		\$0.00

Make payment to Group to TEAM Leadership Solutions, Inc. Client can make payment via check or direct deposit. A 5% processing fee will be added to the total for CC payment. To book your webinars and online licences e-sign here.

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

This constitutes the entire agreement between the parties.

Agreed and accepted by:

RobertsRulesMadeSimple.com & Group to
TEAM Leadership Solutions Inc.

Humboldt CSD Board



01 / 08 / 2021

Susan Leahy

Terrence Williams

ROBERT'S RULES

MADE SIMPLE

EASY WAY TO LEARN

ROBERT'S RULES OF ORDER

Meet Susan & Freeman

ROBERT'S RULES MADE SIMPLE

THE EASY WAY TO LEARN
ROBERT'S RULES OF ORDER

SUSAN LEAHY MA CSP

Susan Leahy MA CSP is a loving, powerful committed woman. Susan is the co-founder of [Group to TEAM Leadership Solutions](#), and the creator of [Robert's Rules Made Simple](#).

Susan's Robert's Rules webinars and online training products are used by thousands of boards across the US and Canada to run more effective meetings.

She is a certified speaking professional (CSP) and has her masters in Applied Behavioral Science with an emphasis in coaching and consulting. She is a confidence and relationship coach as well as the creator of ["The Confident Woman Program"](#) and the host of the [Happy Married Chicks](#) podcast.

FREEMAN MICHAELS MA

Freeman is a powerful, action-oriented, business coach who co-founded Group to TEAM Leadership Solutions 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 serves on several boards, and has acted as the chair for multiple terms.

You don't have to do anything to be a group, but you have to EARN the right to call yourself a TEAM.



www.RobertsRulesMadeSimple.com

The simple and easy way to learn Robert's Rules of Order

www.GroupToTeam.com

Helping organizations build a culture of TEAM



RRMS & GTT Client List

Partial List of Current or Recent Clients

- US Airforce - AETC (Air Education Training Command)
- Oakland City Council (Oakland, CA)
- Los Angeles Dept. of Neighborhood Empowerment
- FDA (Food & Drug Administration)
- Pacific Northwest National Laboratories (US Dept. of Energy)
- The Research Foundation at San Jose State University
- Cal Poly Pomona Foundation
- Oakdale Irrigation District
- The North Face
- Jan Sport
- LTD Hospitality Group
- Scotts Valley Water District
- Santa Margarita Ground Water Agency
- Scotts Valley City Council
- Veterans Affairs – VHA Readjustment Counseling Services
- Canada Goose Clothing
- Citi Banamex (Mexico)
- AOA (Association of Auxiliaries)
- WSSC (Washington Suburban Sanitation Commission)
- Bias Sync
- Ruiz Strategies
- Capture Management Solutions
- GBTA (Global Business Travel Association)
- ABC (Associated Builders and Contractors)
- Vanderbilt University
- Wisconsin Farm Bureau
- Saddleback College
- City of Portland, Water Pollution Control Lab
- Fresno County Education
- University of Iowa
- University of Hawaii
- Cal State University (Long Beach, Northridge, San Francisco, San Bernardino)
- Research Foundation at Stanford Medical School

Customer Testimonials

"Susan's introduction to Robert's Rules of Order was one of the most meaningful workshops I've ever had the pleasure of participating in. Her mastery of the subject matter was only second to her engaging, substantive, and thought-provoking presentation. I thought she was joking when she promised to make Robert's Rules personal to me -- she was not. I was blown away and would recommend this workshop to anybody who wants to better understand and relate to Robert's Rules of Order as a tool to build better more high functioning TEAMS."

Adam Simons
City of Oakland Auditor

"From the moment I walked in the room, I could tell that something was different. There was energy, laughter, music and engagement. Normally, our Board Members are reserved. However, with Susan and Freeman our Board Members were on their feet, sharing and participating. Susan and Freeman did a great job creating an environment that encouraged participation. The material was thought provoking and insightful. Anyone who needs a program to

"I think Susan Leahy does a terrific job simplifying Robert's Rules and her course is the best resource I've come across. I think it's a fantastic resource. If you like the program, I recommend you purchase access for your group"

Ron Paul
Congressman and Presidential Candidate

"I wanted to thank Group to TEAM Leadership Solutions Inc. for all that you have done for our AETC Command Team. I love and appreciate your simple and practical approach. The "Group to Team" concept makes so much sense and was perfect for us here at AETC. While I know we are a difficult group, your training taught us how to shift our conversation to generate more experiences of TEAM. I personally learned how to get my power back. While there are many patterns that we still are caught in, the practices you shared during our training and webinars will support us in improving I feel like we are doing so much better because of all of your help."

Sophie Parazo
Executive Assistant to AETC Commander, United State Air Force - Air Education Training Command

*kick off a retreat or conference should definitely consider
Group to Team - its awesome!!"*

Norm Brady

President and CEO, ABC WESTERN MICHIGAN CHAPTER



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 26, 2021

AGENDA ITEM: F.4 (New Business)

TITLE: Consideration of Placing Archived Board Packets on the Website

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Approve a motion to maintain an archive of complete Board Packets on the District website for public reference by roll call vote.

Summary:

In the interest of transparency and ease of access by staff, Board Members and the general public, I would like to keep an archive of Board packets on the District website. These packets would be accessible to download by the general public. The California Special District Association (CSDA) recommends at least six months of archived packets be available on the website for transparency. District File Retention Policy requires that we keep historical Board packets for three years. I suggest we maintain at least six months but not more than three years of archived Board packets on the District website.

Fiscal Impact:

Nominal fee by Pintermedia to create a link on the website.
Staff time to manage the archived packets.

Anticipated to be less than \$1,000 annually.

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: January 26, 2021

AGENDA ITEM: F.5 (New Business)

TITLE: Consideration of Mitigation Measure for McKay Ranch Water Supply Construction Timing

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Approve the mitigation measure presented by the County of Humboldt regarding the timing of construction of a water supply tank for the proposed McKay Ranch Subdivision.

Summary:

As a result of the proposed McKay Ranch Subdivision, the District engaged in a water supply study to inform the County of Humboldt's Environmental Impact Report for the subdivision. The cost of the water supply study was borne by the Project Proponent. The water supply study identified two areas of significant impact to the District's water supply. Specifically, the water supply storage volume at the Ridgewood Tank Site needs to be increased by 250,000 gallons and a section of water main on Walnut Drive between Holly Street and Cypress Avenue needs to be increased to 12 inches.

The Project Proponent has requested some leeway with respect to the construction timing of the additional water storage because this represents a significant expense and could delay the construction process within the subdivision. The County has proposed a mitigation measure that allows construction within the subdivision to begin concurrently with the construction of the additional storage capacity. The mitigation measure also requires that the additional water storage be online and fully functional before occupancy is allowed within the subdivision. Please find the County's mitigation measure proposal attached.

Staff has analyzed the water supply study and the proposed mitigation measure. Because the impacts to the water system result from the increased consumption associated with occupancy within the subdivision; staff finds this mitigation measure acceptable with respect to the impacts to the District's ability to supply drinking water and fire-flow.

Fiscal Impact: None



COUNTY OF HUMBOLDT
PLANNING AND BUILDING DEPARTMENT
CURRENT PLANNING DIVISION

MEMO

DATE: December 23, 2020
TO: TK Williams, General Manager, HCSD
FROM: Trevor Estlow, Senior Planner
RE: North McKay Ranch Subdivision Water Study

A recent Water Supply Assessment Study, prepared by SHN Consulting Engineers determined that an additional 250,000 gallons of storage volume is required at the Ridgewood tank site to serve the proposed North McKay Ranch Subdivision. The study did not include a phasing study to determine the timing of when the tank would be required. Based on the simulated fire flow event, it is likely that the Cutten pressure zone is very near capacity. In lieu of performing a phasing study, the County would offer as a condition of approval:

"Prior to the issuance of a building permit for any residential or commercial structures, the Building Permit for the installation of the new water tank shall be issued. Furthermore, prior to the final inspection sign-off and/or final approval of an occupancy permit of any residential or commercial structures, the water tank shall be installed and operational. This condition does not apply to Phase 1 development along the extension of Manzanita Street."

This would assure that the 250,000 gallons of additional storage volume are in place and functional before any demand is placed on the system.