



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

AGENDA

DATE: Tuesday, February 8, 2022

TIME: 5:00 p.m.

LOCATION: *In accordance with AB 361 and HCSD Resolution 2022-01, 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: 843 4533 5003
Passcode: 735352*

Participation protocol:

- *Please use the MUTE function when not speaking*
- *Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- *Please do not speak out of turn; wait for the Board President to call upon you to share.*

A. CALL TO ORDER AND ROLL CALL

B. CONSENT CALENDAR

1. Approval of February 8, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of January 25, 2022 *Pgs 3-5*

C. REPORTS

1. General Manager
 - a) GM Report *Pgs 7-8*
2. Engineering
 - a) Engineering Update *Pg 9*
3. Superintendent
 - a) January 2021 Construction Operations Report *Pg 11*

4. Finance Department

a) January 2022 Check Register

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

E. NON-AGENDA

F. NEW BUSINESS

1. Consideration of Resolution No. 2022-02 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings *Pgs 23-24*

2. Consideration of LAFCo Request for District Member Nominations *Pgs 25-27*

G. OLD BUSINESS

1. Consideration of Adopting Ordinance No. 2022-01 Establishing an Informal Bidding Procedure; Public Hearing and Second Reading *Pgs 29-35*

H. ADJOURNMENT

Next Res: 2022-03

Next Ord: 2022-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, January 25, 2022, via tele/video conference in accordance with AB 361 and HCSD Resolution 2021-14.

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), Superintendent Latham, Finance Manager Montag (FM), Assistant Engineer Adams (AE).

B. CONSENT CALENDAR

1. Approval of January 25, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of January 11, 2022

DIRECTOR MATTEOLI MOVED, DIRECTOR BENZONELLI SECONDED, TO ACCEPT AND APPROVE THE JANUARY 25, 2022 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) GM Report

Summarizing the January 21, 2022 report, the GM advised:

- South Broadway Force Main – The grant fund process is moving forward. Currently FEMA completed the Supplemental Environmental Assessment that proposes a Finding of No Significant Impact. The Public Comment period runs through February 18, 2022.
- VacCon (Sewer Cleaning Truck) – The new unit arrived and crew training will commence January 26, 2022

2. Engineering

a) Engineering Update

AE reviewed his January 21, 2022 report summarizing:

- Hemlock Street City of Eureka Force Main Reversal – Investigation continues to learn if the 10” Cast Iron force main abandoned by the City of Eureka can be used as a gravity main and connection through the Martin Slough Interceptor.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 25, 2022

- Park Street SMR – The County Encroachment Permit has been received and staff anticipates work to begin within 2 weeks.
- Sea Ave. Pump Reuse – Due to the unique specifications of the existing pumps, it is not possible to put them into service elsewhere within the District. The units will be salvaged.

3. Superintendent

a) December 2021 Operations/Maintenance Report

Superintendent reviewed the department's normal activities summarized in his January 19, 2022 Memorandum emphasizing on the significant amount of sewer main line cleaning and filming.

4. Finance Department

a) December 2021 Budget Statement

FM reviewed the report without question.

6. Director Reports

Director Benzonelli advised she attended the January 24, 2022 RREDC meeting wherein Humboldt Bay Municipal Water District advised they are actively pursuing the DTSC to remove the toxic waste from the McNamara and Peepe Lumber Mill.

E. 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.

None

F. NEW BUSINESS

1. Consideration of Ordinance 2022-01 Establishing an Informal Bidding Procedure; First Reading and Public Hearing

GM reviewed the necessity of adopting an Informal Bidding Procedure for compliance with the California Uniform Construction Cost Account Act (CUPCCAA) that the District opted into at the December 14, 2021 meeting.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
Continued; January 25, 2022

Public Hearing: Board President Bongio opened the session at 5:15 p.m. There being no comment, the Public Hearing closed at 5:16 p.m.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI TO ACCEPT THE FIRST READING OF ORDINANCE NO. 2022-01. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF JANUARY 25, 2022 AT 5:18 P.M.

Submitted, Board Secretary

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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: February 4, 2022
SUBJECT: General Manager Report for February 8, 2022 Board Meeting

Groundhog Day

On February 2, 2022 the famed marmota monax peered out of the burrow, saw a shadow and returned down the tunnel. This is said to predict another six weeks of winter weather. Let's all hope this brings more much needed rain to the west coast.

South Broadway Forcemain

The South Broadway Forcemain project is a proposed project for which the District has been seeking grant funding. The public comment period for the South Broadway Forcemain Supplemental Environmental Assessment (SEA) and proposed Finding of No Significant Impact (FONSI) closes on February 18, 2022. Information regarding this proposed action can be found on the District's website (<http://humboldtcsd.org/public-notices>) and on FEMA's website (https://www.fema.gov/sites/default/files/documents/fema_oehp-hgmp-sea-south-bay-force-2021.pdf). FEMA is accepting comments by mail:

Regional Environmental Officer
FEMA Region IX
1111 Broadway, Suite 1200
Oakland, CA 94607-4052

or by email (preferred):

fema-rix-ehpdocuments@fema.dhs.gov

FEMA requests that the words, "South Bay Force Main" be included in the subject line for correspondence regarding this project.

If FEMA does not receive substantive comments regarding this project, they intend to issue a FONSI and award funding for construction.

Rate Study

The District's water and wastewater rate study is scheduled to kick off later this month. The initial tasks include data collection and analysis, review of current rates and policies and cost of service analysis. Public workshops are planned for June and July and will be scheduled as those dates approach.

General Manager's Report to the Board of Directors for
February 8, 2022 Board Meeting

Hazard Mitigation Grant Program (HMGP)

Progress on the HMGP detailed applications is ongoing. The proposed projects include installation of permanent standby generators at three critical sewer lift stations, flood and sea level rise hardening at a low-lying sewer lift station that serves about 4,500 people and a relocation project for a sewer forcemain that is vulnerable to flood and earthquake damage because of its location, age and construction.

Legal Counsel

Staff has been actively soliciting proposals from legal firms to assist with contract negotiation with the City of Eureka. As of this writing, several proposals have been received. Staff will be reviewing those proposals and intends to make a recommendation for action at a future meeting. For background; the Water Purchase Agreement and the Wastewater Treatment Agreement between the City and the District are overdue to be renegotiated. Both agreements have obsolete clauses and are no longer serving either agency as well as they should. Outside counsel is being sought to assist with this work because the District's standard legal counsel is a local firm that serves many public agencies, including the City of Eureka, for unrelated matters. Using outside counsel to assist with contract negotiation mitigates any perceived conflict of interest.

New Utility Worker

A new Utility Worker was hired to fill the vacancy in the Construction Department. Please join me in welcoming Hunter Rice to the HCSD Family.



Figure 1: Hunter Rice is the District's newest Utility Worker.

Humboldt Community Services District

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

Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: February 4, 2022
SUBJECT: Engineering Dept. Status Report for February 8, 2022 Board Meeting

Capital Improvement Projects

Park Street SMR

The District's Park Street Steel Main Replacement Project has begun and is anticipated to take approximately 6 weeks, notwithstanding interruptions for emergency work elsewhere in the District.

Tank Cleaning

During the week of January 24th, a diving contractor was utilized to clean and inspect the inside of the Blue Spruce, Pigeon Point, Dana Lane, and Lentell water storage tanks. Video footage of the evaluations was provided at the conclusion of the work and has been reviewed by District staff; no glaring issues were observed. The District is awaiting the contractor's written report, which should arrive in 4-6 weeks.

Tower Lane SMR

The engineering department has received direction from the California Department of Fish and Wildlife regarding the Tower Lane Steel Main Replacement project. District staff is moving forward with planning for the steel main replacement project. Construction is anticipated to commence in June.

Sea Ave and Blackberry SLS

Using information obtained and calculated prior, District staff are working with pump vendors to identify the most appropriate pumps for the Sea Avenue and Blackberry Sewer Lift Stations.

Other Projects

Hidden Meadows SLS

Access and security improvements are the objectives of a small project at the Hidden Meadows Sewage Lift Station. The project includes removal of existing wooden fence and swing gates, and installation of a sliding/rolling gate with privacy slat chain link fencing that matches the two remaining fencing sections. This project will improve access by District personnel to critical infrastructure as well as site security.

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Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

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

Date: February 3, 2022

From: Tim Latham, District Superintendent *TL*

Subject: January 2022 Construction Operations Report

General business for the month of January included a water service line leak repair on Trinity Street, replacing water service lines due to leaks on Zanone Road and Soule Street, replacing broken water meter stops on Hubbard Street and Browns Road, repairing a sewer main line on Ohio Street, installing a new water service on Moore Avenue, raising a water meter box on Cod Street in King Salmon and hot asphalt trench paving on Forest Lake Drive and Ohio Street.

Other business included performing vehicle and equipment maintenance, landscape maintenance, water meter reading, customer service orders, exercising valves as part of the Valve Exercise Program, raising valve cans to grade on Donna Drive due to paving by the County of Humboldt, potholing at the Donna Drive water booster station to locate underground piping to assist in the planning of the hydro pneumatic tank replacement, responding to a power outage at the Bailey Street sewer lift station and assisting with new employee orientation.

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Accounts Payable

Checks by Date - Detail by Check Date

User: bfranklin
 Printed: 2/2/2022 1:07 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55003	UB*01946	GARY/JERILYN COLLINS	01/07/2022		
		Refund Check			17.16
		Refund Check			11.90
		Refund Check			23.94
		Refund Check			6.01
		Refund Check			22.58
			Total for Check Number 55003:	0.00	81.59
55004	UB*01945	MASAYO MATLOCK	01/07/2022		
		Refund Check			1.33
		Refund Check			4.92
		Refund Check			5.05
		Refund Check			1.15
			Total for Check Number 55004:	0.00	12.45
55005	UB*01944	MARY/HASSAN OLING-SISAY/SISAY	01/07/2022		
		Refund Check			9.50
		Refund Check			1.17
		Refund Check			1.63
			Total for Check Number 55005:	0.00	12.30
55006	A610 3130287135	Amerigas - Arcata Propane delivery for the Fields Landing SLS gen	01/07/2022		
					588.61
			Total for Check Number 55006:	0.00	588.61
55007	C410 Dec 2021 Dec 2021	City of Eureka: SW Humboldt Hill 21% General 79%	01/07/2022		
					25,641.84
					96,462.16
			Total for Check Number 55007:	0.00	122,104.00
55008	C475 0782292S 0782309S	Coast Counties Peterbilt Unit #10/Brake system diag and clean/Service S Services to remove red diesel from fuel tank, rep	01/07/2022		
					598.30
					774.17
			Total for Check Number 55008:	0.00	1,372.47
55009	D910 220198	Don's Rent-All Inc Unit #13/Red diesel/Hand barrell pump	01/07/2022		
					7.65
			Total for Check Number 55009:	0.00	7.65
55010	E485 109739/3 110103/3 110436/3 111029/3	Cooney Parris and Rieke Corp Tether for sewer test plug/Hardware screws/Cabl Moore Ave/Sewer CO/Concrete mix Yard Fence/Repair Unit #19/Keys	01/07/2022		
					36.34
					34.44
					28.42
					8.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	1111173	E Street/Sewer repair/Concrete mix 80#			34.44
	12312021	Discount Earned - December			-6.61
					<hr/>
Total for Check Number 55010:				0.00	135.63
55011	E558	NAPA Auto Parts of Eureka	01/07/2022		
	242824	2.5 Blue Def			52.41
	243022	LED signal stat bu			146.66
	243424	Yard/ Diesel pump filter			48.06
	243470	Unit #1/Air comp repair/Blstr pk min Imp			6.87
	243493	Shaker siphon			21.29
	244418	Tow Master/Lg equipment trailer/Hyd hose fittin			82.24
	245682	2.5 Blue Def			69.88
	245946	Construction Tools/24" Adj wrench			136.56
	656977	Unit #1/Air comp repair/Valve full port bras			29.83
					<hr/>
Total for Check Number 55011:				0.00	593.80
55012	E890	Express Employment Professionals	01/07/2022		
	26483873	Temporary Worker/Maintenance Sep 21-Dec 21H			1,246.80
	26516238	Temporary Worker/Maintenance Sep 21-Dec 21H			1,246.80
					<hr/>
Total for Check Number 55012:				0.00	2,493.60
55013	F010	Farmer Brothers Co	01/07/2022		
	91500214 SO	Fr Rst DC 2.0/Med Rst 2.0			311.22
					<hr/>
Total for Check Number 55013:				0.00	311.22
55014	H010	Keenan Supply	01/07/2022		
	12312021	Discount Earned - December			-79.30
	S012153799.002	Yard Restock/Brass MacPak cplg			520.24
	S012164622.001	Yard Restock/Brass MacPak 3 part cplg			1,178.04
	S012197025.001	AYM 1" male meter cplg			234.23
	S012197025.002	Credit Return/AYM 1" Male meter cplg			-234.23
	S012215846-001	Yard Restock/SS 1 section rpr clamp			456.29
	S012246638.001	Yard Restock/IPS sidr 7 D 2239 250 PSI Poly pij			151.88
	S012248079.001	Yard Restock/PVC tee/Brass cplg/Swivel brass a			2,025.74
					<hr/>
Total for Check Number 55014:				0.00	4,252.89
55015	H340	Humboldt Area Chapter CSDA	01/07/2022		
	01312022	2022 Annual Dues			50.00
					<hr/>
Total for Check Number 55015:				0.00	50.00
55016	H410	Humboldt Bay Municipal Water D	01/07/2022		
	14117000	Water Purchased - December			86,816.28
					<hr/>
Total for Check Number 55016:				0.00	86,816.28
55017	H811	HWMA - Hazardous Waste	01/07/2022		
	9259	Used/dirty diesel disposal from the tack oil spray			55.00
					<hr/>
Total for Check Number 55017:				0.00	55.00
55018	I300	Independent Business Forms Inc	01/07/2022		
	40781	Year End Tax Forms			85.84
					<hr/>
Total for Check Number 55018:				0.00	85.84
55019	1700	IBS Interstate Battery System	01/07/2022		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	5094675	Unit #2/Generator/MT-27 Battery			122.97
			Total for Check Number 55019:	0.00	122.97
55020	M230 M221487	Mendes Supply Co PSCQcarbaccide30	01/07/2022		332.72
			Total for Check Number 55020:	0.00	332.72
55021	M450 516015954 516055142 516110685 516145502 516191057	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	01/07/2022		224.01 376.60 224.01 380.78 224.01
			Total for Check Number 55021:	0.00	1,429.41
55022	M565 49368	Jacob Mitchell Reimburse/DWOCP D2 Cert Fee	01/07/2022		80.00
			Total for Check Number 55022:	0.00	80.00
55023	N050 2021ci-2599	North Coast Journal Legal Advg - Engineering Consultants 11/18 & 1	01/07/2022		170.00
			Total for Check Number 55023:	0.00	170.00
55024	P010 01062022 01062022 01062022 01062022 01062022 01062022 01062022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	01/07/2022		4,292.74 7,527.41 588.80 3,147.30 1,135.01 3,895.68 276.37
			Total for Check Number 55024:	0.00	20,863.31
55025	P130 01102022	Pacific Gas and Electric-St Street Lighting - December	01/07/2022		5,341.79
			Total for Check Number 55025:	0.00	5,341.79
55026	P430 005879 008143 009400 009701 010128 010321 010386 010557 12312021	Pierson Building Center Unit #13/Vac Con/PVC adptr/1" 90 ell/Scotchbrt s So Bay Well/PVC 1" adptrs/Slot screwdr/SCH 4 Pine Hill Well Float/EcoFlo tethered float switch BreakRoom bathroom/Open front toilet seat engt Hanson number stamps Milkw shockwave nut driver/Bulk fasteners/No 1 Meter Reading/Tools/Bilge hose wht 4" Adapter/45 Deg st elbow/ABS cement lo voc/ Discount Earned - December	01/07/2022		8.49 31.81 32.76 30.58 17.03 19.42 27.20 59.46 -6.94
			Total for Check Number 55026:	0.00	219.81
55027	P557 2H17645	Rexel USA Inc. Shop lights/EG pipe/In comp cn/Rigid LL A/Rig	01/07/2022		123.94
			Total for Check Number 55027:	0.00	123.94

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55028	S750 01012022	Standard Insurance Company Short&Long Term Empl Disabilit	01/07/2022		1,482.30
			Total for Check Number 55028:	0.00	1,482.30
55029	S850 01162022+10	Suddenlink Internet/Phone 12.24.21 - 01.21.22	01/07/2022		520.92
			Total for Check Number 55029:	0.00	520.92
55030	U410	United Way of Humboldt PR Batch 00001.01.2022 UNITED WAY PR Batch 00001.01.2022 UNITED WAY PR Batch 00001.01.2022 UNITED WAY	01/07/2022 PR Batch 00001.01.2022 UNI PR Batch 00001.01.2022 UNI PR Batch 00001.01.2022 UNI		0.33 0.92 2.75
			Total for Check Number 55030:	0.00	4.00
55031	V500 9895617524	Verizon Wireless Cellular Service - December	01/07/2022		390.81
			Total for Check Number 55031:	0.00	390.81
55032	V700 INV 21-491573 INV 21-493712 INV 21-495084 INV 21-495087 INV 21-500400	Valley Pacific Petroleum Services Inc Tack Oil Sprayer/Clean out jug Fuel Fuel Credit/Red Deisel Fuel	01/07/2022		49.13 3,646.75 3,730.99 -3,629.50 4,703.88
			Total for Check Number 55032:	0.00	8,501.25
55033	W208 1033	Watt's Cleaning Services Cleaning services for December 2021	01/07/2022		950.00
			Total for Check Number 55033:	0.00	950.00
			Total for 1/7/2022:	0.00	259,506.56
55034	A160 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010 680010	ACWA-JPIA aMedical Plan - Employees bDental Plan - Employees cVision Plan - Employees dLife/AD&D Plan - Employees eMedical Plan - Board Members fDental Plan - Board Members gVision Plan - Board Members hLife/AD&D Plan -Board Members iMedical Plan -Retired Members jDental Plan - Retired Members kVision Plan - Retired Members ICOBRA - Medical mCOBRA - Dental nCOBRA - Vision	01/20/2022		52,789.73 1,659.68 312.60 385.62 12,562.52 448.76 78.15 29.99 19,369.99 1,126.80 328.23 1,195.69 33.72 15.63
			Total for Check Number 55034:	0.00	90,337.11
55035	A360 555113	AFLAC Supplemental Health Premium - December	01/20/2022		276.84

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55035:	0.00	276.84
55036	C036	Corporate Payment Systems	01/20/2022		
	242316813624000	WP/Harbor Freight Tools/Shop/18" and 24" Adj			88.93
	242476013441002	DT/TweetyScom/Draw-Tite adj pintle mount 2"			179.13
	244273313497402	TW/Murphys/2021 Employee Appreciation Recc			4.08
	244273313497402	TW/Murphys/2021 Employee Appreciation Recc			1,425.00
	244309913494008	TL/Microsoft			84.00
	244310613410817	TW/DirectLOGIC 12 ft Programming Cable (SC			37.48
	244356513518391	MM/Battery powered meter box pumps and hose			940.60
	244921513437199	DT/Etrailer Corp/Trailer hitch components			196.38
	246880713180170	TW/Bal Due prev month invoice			0.10
	249064113521367	TL/DRI Crash Plan			29.97
	249430013528980	TW/Costco: 20 Yr Emp Recog/CN			12.99
	249430013528980	TW/Costco: 20 Yr Emp Recog/CN			13.99
	249430020068980	MW/Costco/Const Tools/Flashlights			43.68
			Total for Check Number 55036:	0.00	3,056.33
55037	C180	Canon Solutions America Inc.	01/20/2022		
	4038417161	Office/Black Copies WXD03492-11.30.21-12.30			9.82
	4038417161	Office/Color Copies WXD03492- 11.30.21-12.31			102.99
	4038417161	Use Tax Recovery Fee/OfficeCop			4.37
			Total for Check Number 55037:	0.00	117.18
55038	C430	City of Eureka: WA	01/20/2022		
	12312021	Water Purchased - December			59,910.00
			Total for Check Number 55038:	0.00	59,910.00
55039	C450	City of Eureka: Water Test	01/20/2022		
	INV02260	Microbiological Testing - November			510.00
			Total for Check Number 55039:	0.00	510.00
55040	D200	Day Management Corp.	01/20/2022		
	CM7314	Credit/SCADA radio communication repairs			-1,017.08
	CM8460	Credit/SCADA radio communication repairs			-1,467.39
	CM8465	Credit/SCADA radio communication repairs			-845.56
	INV698149	SCADA radio communication repairs			883.50
	INV703939	SCADA radio communication repairs			1,467.39
	INV704417	SCADA radio communication repairs			650.00
	INV704810	SCADA radio communication repairs			845.56
	INV707851	SCADA radio communication repairs			722.39
	INV707864	SCADA radio communication repairs			585.56
			Total for Check Number 55040:	0.00	1,824.37
55041	E890	Express Employment Professionals	01/20/2022		
	26549826	Temporary Worker/Maintenance Sep 21-Dec 21/			997.44
			Total for Check Number 55041:	0.00	997.44
55042	H810	Humboldt Waste Management Auth	01/20/2022		
	351202	Yard/Greenwaste			26.46
	352512	Solid Waste			8.00
			Total for Check Number 55042:	0.00	34.46
55043	J800	Johnson's Mobile Rentals LLC	01/20/2022		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
	132416	Rental fencing for the Ridgewood Temporary W			252.78
			Total for Check Number 55043:	0.00	252.78
55044	J900 Q2 FY 22 Q2 FY 22 Q2 FY 22 Q2 FY 22	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Water Workers Comp Prog-Clerical/Brd Workers Comp Prog-Sewer Workers Comp Prog-Sales/Meter	01/20/2022		2,036.08 629.13 1,626.92 591.46
			Total for Check Number 55044:	0.00	4,883.59
55045	M340 106142	Mercer Fraser Co Tack Oil/Emulsion oil	01/20/2022		1,138.36
			Total for Check Number 55045:	0.00	1,138.36
55046	M540 04292022	Mitch's Certified Classes 04/29/22 Backflow Prev Assy Tester Review/BM	01/20/2022		450.00
			Total for Check Number 55046:	0.00	450.00
55047	M560 49255	The Mitchell Law Firm LLP Legal Services - December 2021	01/20/2022		32.00
			Total for Check Number 55047:	0.00	32.00
55048	P190 174594 174922 175339 3972CM	Pacific Paper Co AAG monthly desk pad RC/Calendars Post its/Pop up Credit Return/RC/Calendars	01/20/2022		15.98 70.31 93.28 -47.28
			Total for Check Number 55048:	0.00	132.29
55049	P550 1019808265 1019808265	Pitney Bowes Inc Qtrly Rent Base PM G900 Qtrly Rent Base PM G900	01/20/2022		123.64 21.82
			Total for Check Number 55049:	0.00	145.46
55050	R250 27871995	Recology Humboldt County Garbage Service - December	01/20/2022		488.26
			Total for Check Number 55050:	0.00	488.26
55051	S310 210003691	Low Voltage Security Inc 1" Brass tags/Brass rings/Brass FYale Y14	01/20/2022		19.67
			Total for Check Number 55051:	0.00	19.67
55052	S675 3474	Springbrook National User Group Membership Dues - 12.31.2021-2022	01/20/2022		100.00
			Total for Check Number 55052:	0.00	100.00
55053	S906 WD-0197279	SWRCB-DOWQ Annual Permit Fee - NPDES	01/20/2022		763.00
			Total for Check Number 55053:	0.00	763.00
55054	U410	United Way of Humboldt PR Batch 00002.01.2022 UNITED WAY	01/20/2022 PR Batch 00002.01.2022 UNI		1.55

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
		PR Batch 00002.01.2022 UNITED WAY	PR Batch 00002.01.2022 UNI		0.10
		PR Batch 00002.01.2022 UNITED WAY	PR Batch 00002.01.2022 UNI		2.35
			Total for Check Number 55054:	0.00	4.00
55055	U730	USA Bluebook	01/20/2022		
	809828	Sewer Well Poles/6' Extension pole/7-14' Telesco			308.40
	816123	Clean--out Auger for valve boxes			523.36
	829280	ProVu 6200 Outputs/Analog inputs/Replacement			73.59
	830583	8oz Refill bottle/Bacteriostatic additive			76.60
	830583	Sequoia SLS Upgrd FM/Flange gasket full face			89.91
			Total for Check Number 55055:	0.00	1,071.86
55056	UB*01947	ANNA BOLES	01/20/2022		
		Refund Check			8.12
		Refund Check			26.46
			Total for Check Number 55056:	0.00	34.58
55057	UB*01948	CLINT/THOMAS REBIK/ROSCOE	01/20/2022		
		Refund Check			4.28
		Refund Check			42.85
		Refund Check			12.32
		Refund Check			12.18
		Refund Check			26.46
			Total for Check Number 55057:	0.00	98.09
			Total for 1/20/2022:	0.00	166,677.67
55058	H510 InspDepEP 22013	Humboldt Co Public Works Encroachment Fees for Park St SMR Project	01/21/2022		500.00
			Total for Check Number 55058:	0.00	500.00
			Total for 1/21/2022:	0.00	500.00
55059	UB*01955	TIFFANI ASHLEY	01/27/2022		
		Refund Check			144.68
		Refund Check			61.00
		Refund Check			73.86
		Refund Check			37.44
		Refund Check			12.98
			Total for Check Number 55059:	0.00	329.96
55060	UB*01949	C. JOYCE Mc GIBBON	01/27/2022		
		Refund Check			78.63
			Total for Check Number 55060:	0.00	78.63
55061	UB*01951	MARIAN McLAUGHLIN	01/27/2022		
		Refund Check			26.07
			Total for Check Number 55061:	0.00	26.07
55062	UB*01950	ANITA MILLER	01/27/2022		
		Refund Check			37.33

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55062:	0.00	37.33
55063	UB*01954	RYAN QUISENBERRY Refund Check Refund Check	01/27/2022		83.30 51.13
			Total for Check Number 55063:	0.00	134.43
55064	UB*01953	GARRET SEGERS Refund Check	01/27/2022		33.56
			Total for Check Number 55064:	0.00	33.56
55065	UB*01952	ESTATE OF TABITHA WILLIAMSON JE Refund Check Refund Check	01/27/2022		1,071.76 349.77
			Total for Check Number 55065:	0.00	1,421.53
55066	A072 4046 4065	Accurate Drug Testing Services DOT Random/BE DOT Random/AW	01/27/2022		30.00 30.00
			Total for Check Number 55066:	0.00	60.00
55067	E330 529108/7	Englund Marine and Industrial Supply Rain gear for WP	01/27/2022		294.95
			Total for Check Number 55067:	0.00	294.95
55068	E890 26581319 26615575	Express Employment Professionals Temporary Worker/Maintenance Jan 1-Feb 4 202 Temporary Worker/Maintenance Jan 1-Feb 4 202	01/27/2022		997.44 498.75
			Total for Check Number 55068:	0.00	1,496.19
55069	F049 CAEUR119647 CAEUR119762 CAEUR119762	Fastenal Company Xlg TG orange nitrile glove/19 oz Germicidal ck XL SpltBackDrvGlv XL OrngGlv/AAA Btry	01/27/2022		228.53 61.08 119.26
			Total for Check Number 55069:	0.00	408.87
55070	F050 CAEUR119493 CAEUR119493 CAEUR119698 CAEUR119764 CAEUR119799 CAEUR119799 CAEUR119799 CAEUR119838 CAEUR119839 CAEUR119839 CAEUR119919	Fastenal Industrial 1 Ply white cntr pull roll towel Wood handle w metal threaded tip/Push broom/C Safety dust mask SSSmall od fl washer/SSHex cap screw/SSFin h Sea Ave SLS/6" Bolt kits Seq SLS Upgrd/SS small od flat waher/316SS T- Blackberry Ln SLS/4" Bolt kits Sea Ave SLS/FM Rev/316 SS Wedge anchor Med blk dual cart sil half mask respirator/Respir Black LLDPE can liner Hardhat liner/OS Orange sweatband 2 ct	01/27/2022		47.69 46.60 38.01 172.63 906.14 739.78 821.75 219.29 94.07 42.23 20.07
			Total for Check Number 55070:	0.00	3,148.26
55071	F352 P1250-4	Fisch Drilling Parts and labor/Install New water level indicator	01/27/2022		2,926.32

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
			Total for Check Number 55071:	0.00	2,926.32
55072	H760 171135	Humboldt Towing Inc Towing for Unit #3 from HCSD yard to Nor Cal	01/27/2022		105.00
			Total for Check Number 55072:	0.00	105.00
55073	I525 204598	Infosend UB/Process and Mail/Bills - December	01/27/2022		4,347.97
			Total for Check Number 55073:	0.00	4,347.97
55074	N465 0019830	Brad's Nor-Cal Automotive Unit #3/Diagnose/Replace fuel injector #4/Oil ar	01/27/2022		1,826.29
			Total for Check Number 55074:	0.00	1,826.29
55075	N570 162347	North Coast Labs Ltd Required water analysis for TCP, HAA5 and TT.	01/27/2022		715.00
			Total for Check Number 55075:	0.00	715.00
55076	P006 287331808 287387125 CM287331808 CM287387125 UN1356210	PACE Supply Corp. Parts for the Park St SMR per Quote #1356210 Corrected Sales tax Inv 287331808 Park St SMR Credit/Return/6x6 Tapping sleeve Park St SMR Credit Rev Inv 287331808/Park St SMR per Quc Credit/Pymt ck #54959 for Park St SMR per Quc	01/27/2022		9,870.26 9,734.74 -886.07 -9,870.26 -8,809.52
			Total for Check Number 55076:	0.00	39.15
55077	P010 02042022 02042022 02042022 02042022 02042022 02042022 02042022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	01/27/2022		3,914.65 7,631.50 606.48 4,065.77 1,665.66 4,070.22 483.06
			Total for Check Number 55077:	0.00	22,437.34
55078	P130 02072022	Pacific Gas and Electric-St Street Lighting - January	01/27/2022		5,391.90
			Total for Check Number 55078:	0.00	5,391.90
55079	P785 15251	Powell Landscape Materials Concrete/Sidewalk repairs on Moore Ave due to	01/27/2022		172.60
			Total for Check Number 55079:	0.00	172.60
55080	S670 TM INV-004909	Springbrook Holding Company LLC Software transition progress	01/27/2022		179.00
			Total for Check Number 55080:	0.00	179.00
55081	S750 02012022	Standard Insurance Company Short&Long Term Empl Disabilit	01/27/2022		1,482.30
			Total for Check Number 55081:	0.00	1,482.30

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Void Checks	Check Amount
55082	S850 02152022+10	Suddenlink Internet/Phone 01.24.22-02.23.22	01/27/2022		516.67
				Total for Check Number 55082:	0.00
					516.67
55083	T285 4446 4459	Thomas R. Bess Hot asphalt for trench paving/Harrison/Harris/Lu Hot asphalt for trench paving on Christian Lane	01/27/2022		210.11 698.22
				Total for Check Number 55083:	0.00
					908.33
55084	V500 9897856633	Verizon Wireless Cellular Service - January	01/27/2022		390.36
				Total for Check Number 55084:	0.00
					390.36
				Total for 1/27/2022:	0.00
					48,908.01
				Report Total (82 checks):	0.00
					475,592.24

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: February 8, 2022

AGENDA ITEM: F.1

TITLE: Consideration of Resolution 2022-02 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to adopt Resolution 2022-02 by title only. Roll-call vote.

Summary:

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

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

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

Resolution 2022-02 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect.

Fiscal Impact: None

RESOLUTION NO. 2022-02

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

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

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

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

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

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

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

PASSED AND ADOPTED on the 8th day of February 2022 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Alan Bongio, Board President

Attest: Brenda K. Franklin
Board Secretary

Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 8, 2022

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of LAFCo Request for District Member Nominations

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff suggests the HCSD Board consider selecting one of its Directors as a nominee as a Regular Member to the Humboldt Local Agency Formation Commission (LAFCo).

Summary:

The attached January 28, 2022 correspondence from LAFCo advises of June 30, 2022 ending terms for one regular and one alternate special district member to LAFCo. Special District representation with LAFCo consists of two regular members and one alternate member selected from 48 agencies throughout the County. The regular seat is currently held by Troy Nicolini of Peninsula CSD, and the alternate seat is held by David Couch of McKinleyville CSD. It is not yet known whether either will choose to run for re-election.

To begin the fulfillment process, LAFCo is requesting each qualifying Special District Board consider nominating one of its Directors to the position. The deadline for nomination submission is Friday, April 8, 2022. Once all nomination forms are processed, election ballots will be distributed to the special districts for official voting.

Each elected position serves for a four-year period. Regular meetings are currently held at 9 a.m. the 3rd Wednesday of odd numbered months (January, March, May, July, September, November) via Zoom. However, the LAFCo may elect to return to in-person/hybrid meetings in the future which will be located in the County Supervisors Chamber. Special Meetings occur as necessary.

An historical note: until his retirement from HCSD, Director McKenny held one of the Special District Member seats with LAFCo for more than a decade. Subsequently, Director Scolari was elected and served as the Alternate Member, from July 2014 through June 2018. Director Davenport volunteered to stand for the seat in 2020, and was not seated.

Fiscal Impact:

None



HUMBOLDT

Local Agency Formation Commission

1125 16th Street, Suite 202, Arcata, CA 95521
(707) 445-7508 / (707) 825-9181 fax
www.humboldtlafoo.org

RECEIVED
JAN 8 1 2022

HUMBOLDT COMMUNITY
SERVICES DISTRICT

Date: January 28, 2022
To: Board of Directors of Independent Special Districts
From: Colette Santsche, LAFCo Executive Officer
Subject: **Call for Nominations for District Members to serve on LAFCo**

The term of office for one regular and one alternate special district member on LAFCo expires on June 30, 2022. All terms are four years and end on June 30. There are no term limits.

Current Special District Terms

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Debra Lake, Fruitland Ridge Fire Protection District	2020 - 2024
Regular Member	Troy Nicolini, Peninsula Community Services District	2018 - 2022
Alternate Member	David Couch, McKinleyville Community Services District	2018 - 2022

The basic process for selecting special district members to LAFCo is set forth in Government Code Section 56332, which provides for a meeting to be convened among representatives from each of the 48 independent special districts in Humboldt County, unless the Executive Officer determines that a meeting is not feasible. Based on Government Code Section 56332, it has been determined that a meeting of this "Independent Special District Selection Committee" for the purpose of selecting a special district member is not feasible due to the likelihood that a quorum would not be achieved. As such, both the nominating process and the election itself will be conducted by mail.

Your district is encouraged to participate in this election process. A schedule is enclosed together with a list of the 48 independent special districts in Humboldt County that are eligible to participate. If your district wishes to nominate a Board member to be a candidate for the LAFCo district member and/or alternate member, the nomination procedures are as follows:

1. Each district may nominate two people – one for the Regular Member seat and one for the Alternate Member seat. Nominees must be board members, not staff.
2. All nominations must be accompanied with a completed nomination form approved by a majority of your Board (enclosed).
3. A candidate information form (enclosed) or a letter of interest and qualifications may be submitted with the nomination. This is voluntary and will be kept on file at the LAFCo offices to be made available upon request. It will not be distributed with the ballots.
4. All nomination materials must be returned to Humboldt LAFCo, 1125 16th Street, Suite 202, Arcata, CA 95521, or emailed to the Executive Officer (colettem@humboldtlafoo.org).
5. Upon receipt of nominations, LAFCo will prepare and send a ballot to each district. The ballot will state the return date and how successful candidates will be notified.

The deadline for submitting nominations is Friday, April 8, 2022. Any nomination that is submitted after the deadline will not be considered.

General information about LAFCo is available at the Humboldt LAFCo website at www.humboldtla Alco.org. The Commission is comprised of seven regular and four alternate members representing the county, cities, independent special districts, and general public. All terms are four years and end on June 30. Regular meetings are held at 9:00 a.m. on the third Wednesday of odd numbered months in the Humboldt County Board of Supervisors Chamber, with special meetings held as needed. Meetings are currently being held via Zoom webinar while a state of emergency still exists due to the Covid-19. However, the Commission may elect to return to in-person or hybrid meetings in the future.

If you have any questions, please contact LAFCo staff at 707-445-7508.

Election Schedule

LAFCo call for nominations letter mailed	Friday, January 28, 2022
Nominations due to LAFCo	By 5:00 p.m., Friday, April 8, 2022
Ballots mailed from LAFCo via certified mail	No later than Friday, April 15, 2022
Election Day – Ballots due to LAFCo	By 5:00 p.m., Friday, June 24, 2022
Election results mailed from LAFCo	No later than Monday, June 30, 2022

Independent Special Districts

Big Lagoon Community Services District
 Briceland Community Services District
 Carlotta Community Services District
 Fieldbrook-Glendale Community Services District
 Humboldt Community Services District
 Loleta Community Services District
 Manila Community Services District
 McKinleyville Community Services District
 Miranda Community Services District
 Orick Community Services District
 Orleans Community Services District
 Palmer Creek Community Services District
 Patrick Creek Community Services District
 Peninsula Community Services District
 Phillipsville Community Services District
 Redway Community Services District
 Riverside Community Services District
 Scotia Community Services District
 Weott Community Services District
 Westhaven Community Services District
 Willow Creek Community Services District

Arcata Fire Protection District
 Blue Lake Fire Protection District
 Briceland Fire Protection District
 Bridgeville Fire Protection District
 Ferndale Fire Protection District
 Fruitland Ridge Fire Protection District
 Garberville Fire Protection District
 Humboldt No. 1 Fire Protection District
 Kneeland Fire Protection District
 Myers Flat Fire Protection District
 Petrolia Fire Protection District
 Redway Fire Protection District
 Rio Dell Fire Protection District
 Telegraph Ridge Fire Protection District
 Willow Creek Fire Protection District

Humboldt Bay Harbor, Recreation and Conservation District
 Humboldt County Resource Conservation District
 North Humboldt Recreation and Park District
 Southern Humboldt Community Healthcare District
 Fortuna Cemetery District
 Petrolia Cemetery District

Alderpoint County Water District
 Hydesville County Water District
 Jacoby Creek County Water District
 Humboldt Bay Municipal Water District
 Garberville Sanitary District
 Resort Improvement District No. 1

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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: February 8, 2022

AGENDA ITEM: G.1

TITLE: Consideration of Adopting Ordinance No. 2022-01 Establishing an Informal Bidding Procedure; Public Hearing and Second Reading

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

- Conduct Public Hearing and second reading of Ordinance 2022-01
- Motion to Adopt Ordinance 2022-01 Establishing an Informal Bidding Procedure by title only, followed by a roll call vote.

Summary:

The Board adopted Resolution 2021-15 authorizing the District to opt-in to the California Uniform Construction Cost Accounting Act (CUPCAA) during the December 14, 2021 regular meeting. Ordinance 2022-01 fulfills a CUPCAA compliance condition. Informal Bidding Procedures apply to contracted public works projects valued between \$60,000 and \$200,000. Projects greater than \$200,000 shall remain subject to formal bidding procedures.

At the last meeting of January 25, 2022, staff presented to the Board of Directors the following update to HCSD's Code (Establishing an Informal Bidding Procedure) wherein the Board conducted a public hearing and first reading of the proposed ordinance.

Should the Board affirm Ordinance No. 2022-01 for official adoption, a public notice will be placed in a local publication and become effective on March 10, 2022.

Fiscal Impact:

None – potential savings due to simplified informal process for public works projects between \$60,000 and \$200,000.

ORDINANCE NO. 2022-01

**AN ORDINANCE OF
THE HUMBOLDT COMMUNITY SERVICES DISTRICT
ADDING CHAPTER 2.03 TO ARTICLE 2 OF THE HUMBOLDT COMMUNITY
SERVICES DISTRICT CODE TO PROVIDE INFORMAL BIDDING PROCEDURES
UNDER THE UNIFORM PUBLIC CONSTRUCTION COST ACCOUNTING ACT
(Section 22000, et seq. of the Public Contract Code)**

WHEREAS, the Humboldt Community Services District (District) provides water and sewer services to the residents of the District; and

WHEREAS, the District opted into the California Uniform Public Construction Cost Accounting Act by Resolution No, 2021-15 on December 14, 2021; and

WHEREAS, the Board of Directors of the District has the authority to establish policy directly related to water and sewer services provided by the District; and

WHEREAS, pursuant to Section 22304 of the Public Contract Code, the District shall adopt an informal bidding ordinance to govern the selection of contractors to perform public projects pursuant to subdivision (b) of Section 22032 of the Public Contract Code; and

WHEREAS, the Board of Directors of the Humboldt Community Services District declares Chapter 2.03 Informal Bid Procedures/Public Project Work Compliance is hereby added to the District Code to provide as follows:

NOW, THEREFORE, the Board of Directors of Humboldt Community Services District does ordain as follows:

SECTION 1. Code Amendment. Section 2.03 is hereby added to the Humboldt Community Services District Code in the form set forth below:

2.03 Informal Bidding

2.03.010 Informal Bid Procedures – Public projects as defined by the California Uniform Public Construction Cost Accounting Act and in accordance with the limits listed in Section 22032 of the Public Contract Code, may be let to contract by informal procedures as set forth in Section 20232, et seq., of the Public Contract Code.

2.03.020 Contractors Pre-Qualification List – The District shall comply with the requirements of Public Contract Code Section 22034 by maintaining a Contractor’s List.

2.03.030 Notice of Invitation for Informal Bids – Where a public project is to be performed which is subject to the provisions of this Ordinance, a notice inviting informal bids shall be circulated using one or both of the following alternatives:

1. Notices inviting informal bids may be mailed, faxed, or emailed to all contractors for the category of work to be bid as shown on the list developed in accordance with District Code 2.02.030 above.

2. Notices inviting informal bids may be mailed to all construction trade journals as specified by the California Uniform Construction Cost Accounting Commission in accordance with section 22036 of the Public Contract Code. Additional contractors and/or construction trade journals may be notified at the discretion of the District General Manager; provided, however, if the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors.

2.03.040 Award of Contracts – The District General Manager is authorized to award informal contracts valued at less than the current value stipulated in the District’s expenditure control policy pursuant to this Section.

SECTION 2. Effective Date. This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days of its passage, it or a summary of it, shall be published once, with the names of the members of District Board of Directors voting for and against the same in a newspaper of general circulation published in the County of Humboldt.

SECTION 3. Severability. If a section, subsection, sentence, clause, or phrase of this Ordinance is held to be unconstitutional, or contrary to the general or special laws of the United States or the State of California, the invalidity of such section, subsection, sentence, clause, or phrase shall not affect the remaining portions of this Ordinance.

SECTION 4. Further Action. The Board of Directors of the District is hereby authorized and directed to take all action necessary or appropriate to effectuate the provisions of this Ordinance.

SECTION 5. CEQA. The District Board of Directors find, pursuant to Title 14 of the California Code of Regulations, Section 15061(b)(3), that this Ordinance is exempt from the requirements of the California Environmental Quality Act (CEQA) in that it is not a Project which had the potential for causing significant effect on the environment.

INTRODUCED AND FIRST READING CONDUCTED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT ON THIS 25th day of January, 2022, by the following roll call vote:

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

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT
COMMUNITY SERVICES DISTRICT ON THIS _____ day of _____, 2022 by
the following roll call vote:**

AYES:

NOES:

ABSENT:

APPROVED:

Alan Bongio, President
Board of Directors

ATTEST:

Brenda K. Franklin, Board Secretary

Chapter 2.03 Informal Bid Procedures/Public Work Project Compliance

As provided for by the California Uniform Public Construction Cost Accounting Act (CUPCCAA), on December 14, 2021 the District elected to become a participating agency by Resolution No. 2021-15. Participation allows the District to perform public project works up to a specified threshold as set forth in the most recent CUPCCAA publication with its own workforce (force account). The second value threshold provides for an informal bidding process. Traditional formal sealed bid processes prevail for project dollar thresholds exceeding the current CUPCCAA dollar amount.

2.03.010: Definitions

Public Project – (a) Construction reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any District owned, leased or operated facility or (b) Painting or repainting of any District owned, leased or operated facility.

A public project does not include maintenance work such as:

- routine, recurring, and usual work for the preservation or protection of any District owned or operated facility for its intended purposes,
- minor repainting,
- resurfacing of streets and highways at less than one inch,
- landscape maintenance including mowing, watering, trimming, pruning, planting, replacement of plants, and servicing of irrigation and sprinkler systems,
- work performed to keep, operate, and maintain the District water distribution and sewer collection systems.

Force Account – using the public agency’s own resources, or by negotiated contract, or by purchase order (CUPCCAA Section 22032(a))

Qualified Contractors – is a process that allows contractors to register with the District for notification of public works opportunities. Contractors must be licensed by the State to perform the desired work.

Informal Bidders List – a list of pre-qualified contractors updated annually by the notice provisions outlined in Section 22034(a) of the CUPCCAA.

2.03.020 Informal Bid Procedures

For project values meeting the designated Informal Bid threshold requirements as defined by Public Contract Code Section 22030, may be let to contract by informal procedures as set forth in Section 22032, et seq. The General Manager shall:

- Secure a reliable estimate for the project

- Provide notices to pre-qualified contractors created by Section 203.030 and optionally to specified trade journals for Humboldt County as determined by the CUPCCAA.
- Maintain a list of qualified contractors, identified according to categories of work.
- Notices inviting informal bids shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids.
- The Board may delegate the authority to award informal contracts to the General Manager on a case-by-case basis.
- If all bids received are in excess of the maximum thresholds designated by the active version of the CUPCCAA, the Board may award the contract by adoption of a resolution with a four-fifths vote not to exceed the maximum further stipulated in the CUPCCAA.

2.03.03 Contractors Pre-Qualification List

The district maintains a list of qualified contractors, identified according to category of work.

Each year in April, the General Manager (or designee) will establish a new list, or update its existing list, of qualified contractors by written notice via mail, fax, or email to all construction journals designated for the District under PCC Section 22036. The notice shall invite all licensed contractors to submit their firm to the District for inclusion on the District's fiscal year (July 1 to June 30) list of qualified bidders. The contractor's submission shall provide:

- A. Letter of Interest including contact information
- B. The type of work the contractor is interested in and currently licensed to perform (earthwork, pipelines, electrical, painting, general building, etc.)
- C. The class of contractor's license held, and contractor license number(s)

No contractor or subcontractor may be awarded a contract for public work on a public works project unless registered with the Department of Industrial Relations pursuant to Labor Code Section 1725.5.

2.03.04 Notice of Invitation for Informal Bids

The General Manager (or designee) shall prepare such notice of the District's intention to solicit work to be bid by mail, fax, or email to all pre-approved contractors not less than ten calendar days before bids are due. As specified in Public Contract Code (PCC) 22034, the General Manager may elect to mail, fax, or email a notice to all construction journals specified in PCC Section 22036. Said notice shall describe the project in general terms and how to obtain more detailed information about the project, and state the time and place for the submission of bids. If the product or service is proprietary in nature such that it can be obtained only from a certain contractor or contractors, the notice inviting informal bids may be sent exclusively to such contractor or contractors

2.03.05 Award of Contracts

After the due date and time specified for bid closing, the General Manager or designee, will qualify the offers based upon specifications contained in the bid details and recommend to the Board of Directors to award the contract to the lowest bidder. Should all bids received exceed the current stipulated threshold, the Board of Directors may award the contract at the value further stipulated in the current CUPCCAA, or less, to the lowest responsible bidder if it determines the cost estimate of the District was reasonable.

(Ord. 2022-01, Article 2 Chapter 2.03, 2022)