



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

**AGENDA**

**DATE:** Tuesday, March 8, 2022

**TIME:** 5:00 p.m.

**LOCATION:** *In accordance with AB 361 and HCSD Resolution 2022-02, 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: 892 6038 5782  
Passcode: 074411*

*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 March 8, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of February 22, 2022 Pgs 3-6

**C. REPORTS**

1. General Manager
  - a) GM Report Pgs 7-8
2. Engineering
  - a) Engineering Update Pgs 9-10
3. Superintendent
  - a) February 2022 Construction Operations Report Pg 11

4. Finance Department

- a) February 2022 Check Register

Pgs 13-20

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. 2022-03 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days Pgs 21-22
2. COVID-19 Update – Discussion and Review of Recommended Process to Align District Operations with Recent Changes to State Policy Pgs 23-24

**G. OLD BUSINESS**

**H. ADJOURNMENT**

Next Res: 2022-04  
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, February 22, 2022, via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-02.

**A. CALL TO ORDER AND ROLL CALL**

Present upon roll call were Directors Benzonelli, Bongio, Gardiner, and Hansen. Director Matteoli arrived at 5:04 p.m. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), Assistant Engineer Adams (AE).

**B. CONSENT CALENDAR**

1. Approval of February 22, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of February 8, 2022

DIRECTOR GARDINER MOVED, DIRECTOR HANSEN SECONDED, TO ACCEPT AND APPROVE THE FEBRUARY 22, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. REPORTS**

1. General Manager
  - a) GM Report

Summarizing his February 18, 2022 report, the GM advised:

- COVID – The State and County mask mandate was lifted February 15. Staff who do not possess updated vaccination status will continue to wear masks inside District buildings and vehicles with others and when in close contact outdoors cannot be avoided. Monitoring of the County COVID caseload continues, and there remains the need for significant reduction in numbers prior to opening the offices to the public. Due to an exceptionally long lead time on certain components, the ability to conduct hybrid meetings is now anticipated in early April.
- South Broadway Forcemain – No comments were submitted to FEMA during the public comment period set aside for the Supplemental Environmental Assessment. The 15-day public comment notice for FEMA’s intent to fund the project was published February 22, 2022 in the Times Standard and on the District’s website.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; February 22, 2022

2. Engineering

a) Engineering Update

AE reviewed his February 18, 2022 report summarizing:

- Park Street SMR – Completion of the project is anticipated within four weeks.
- Bailey Sewer Lift Station – Development of an engineering design to support the District’s detailed application for FEMA’s Hazard Mitigation Grant Program is underway.
- Brier Lane Tank Pre-Engineering – Inspection by a diving contractor during the week will enable development of a bid package for tank rehabilitation scheduled during FY 2022/23.

3. Superintendent

a) January 2022 Operations/Maintenance Report

Superintendent reviewed his February 15, 2022 Memorandum addressing the department’s standard activities and elaborating upon:

- Cleaning of 775 ft. sewer mainline and filming of 3,041 ft. sewer mainline in Myrtle town.
- New VacCon training

In response to Director Benzonelli’s query about the filmed condition of District sewer pipes, Superintendent affirmed there have been a few surprises during the systematic filming, but the overall system appears to be in good shape.

4. Finance Department

a) January 2022 Budgetary Report

FM reviewed the report.

Director Benzonelli (DB) asked about the budget versus actual for the PG&E expenses. FM responded that we are currently under budget and anticipate being under budget at the end of the FY. DB asked what escalation factor we used when developing the budget. FM responded none. GM interjected that the savings this year (~6%) are likely due to the transition from paying PG&E directly to purchasing power from RCEA and that the District is aware that PG&E are lobbying for a 10% rate hike which will be accounted for in next year’s fiscal budget development process. DB wanted to be sure that we

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; February 22, 2022

account for this in the upcoming rate study, and that the District ensures that rate payers are made aware that the District will be passing these expenses along to them.

FM added that the State is implementing another program known as the Low Income Household Water Assistance Program (LIHWAP) that will follow the current Arrearages program. Rate payers with outstanding balances meeting specific income criteria will then be able to apply for additional assistance. It is anticipated implementation will begin in early summer at which time a notice will be included on monthly bills as well as on the District's website.

6. Director Reports

Director Benzonelli announced she has been appointed as Vice-Chair to the RREDC Executive Committee. Additionally, DB expressed she would like to see the Board do everything in its power to engage the public. DB then indicated that an educated rate payer did not know that the District's Board meetings are public or how to attend. DB asked that such information be distributed with the monthly bills.

**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.

J.A. Savage remarked that she agrees with Director Benzonelli wherein the public needs to be advised they can participate in the public process suggesting the District engage in social media postings and placing the information on the home page of the District website.

Director Gardiner assured Ms. Savage that notices regarding the upcoming Rate Study will be included with ratepayer bills, the GM is arranging public workshops, and he will take additional steps to convey to the ratepayers they can participate in the Rate Study process.

**F. NEW BUSINESS**

1. Consideration of Selecting Legal Counsel to Assist with Various Contract Negotiations

Director Hansen announced his recusal from the item due to his employment as Deputy Public Works Director with the City of Eureka and left the meeting.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; February 22, 2022

GM summarized the legal counsel proposals from McMurchie Law and Colantuono, Highsmith & Whatley, PC. Discussion ensued resulting in direction to the GM to clarify with Colantuono, Highsmith & Whatley, PC regarding any work or consultation they have performed for the City of Eureka and to arrange a closed session interview at the earliest opportunity.

Public Comment: None

**ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF FEBRUARY 22, 2022 AT 5:38 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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*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: March 8, 2022

SUBJECT: General Manager Report for March 8, 2022 Board Meeting

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### **Rate Study**

Staff has been working diligently to gather the data requested by NBS, the consultant that was selected to perform the Water and Wastewater Rate Study. The requested data includes several years of operations and maintenance budgets, annual revenue, Comprehensive Annual Financial Reports, detailed user charges by customer class, capital improvement plans, detailed lists of fixed assets including replacement and rehabilitation schedules, cash balances, bond and loan repayment schedules, as well as projected financial and population growth rates, and monthly utility billing information for services provided. NBS will be using this information to develop a model that will inform us of the consequences of various decisions regarding manipulation of the rate structure and utility rates.

### **HMGP**

Detailed applications for hazard mitigation projects are currently in development. CalOES extended the deadline for the detailed applications to April 8, 2022. We are currently on track to submit applications for \$6.1M in grant funding to help mitigate known hazards to vulnerable District infrastructure and services. The projects include:

- Relocating the Fields Landing sewer forcemain that was constructed over 50 years ago from brittle asbestos composite pipe and currently runs along the edge of Humboldt Bay through inaccessible locations in unstable bay mud.
- Flood hardening the Hoover St. sewer lift station that serves over 4,000 people, was built at an elevation of seven feet above mean sea level, 62 feet from a waterway that feeds into the Eureka Slough.
- Installation of permanent standby electrical generators at several critical sewer lift stations.

### **South Broadway Forcemain**

The public comment period for FEMA's intent to fund this project ends on March 9, 2022. Provided there are no significant objections to the funding or the project, the next steps are to finalize the project designs and begin the construction planning process. More information about this project is available on the District's website (<https://humboldtcsd.org/public-notice>).

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

**City of Eureka CIP**

The City of Eureka has finalized their Capital Improvement Plan for FY-2022-23. District staff will be thoroughly reviewing the City's plan and anticipated District contributions over the coming weeks. Some items of note:

- The projected average annual District contribution over the five-year planning cycle decreased by \$20,000 compared to the FY-2021-22 program; down to \$1.37M/year from \$1.39M/year.
- The Elk River Estuary Interpretive Center remains on the list of proposed projects but has been pushed out a year from 2025-26 to 2026-27.
- The City did not coordinate with the District or allow District staff to review this plan until it was adopted by City Council and published to the City website for public consumption. Even then, the District was not notified that the CIP had been adopted or made available for review.

To view the City FY-2022-23 Capital Improvement Plan, the following internet address will open a pdf: <https://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=25979>



# 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:** March 4, 2022  
**SUBJECT:** Engineering Dept. Status Report for March 8, 2022 Board Meeting

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### Capital Improvement Projects

#### Park Street SMR

The District's Park Street Steel Main Replacement Project is progressing. At the time of this writing, one water service remains to be disconnected from the old main, and reconnected to the new main. Once the service is connected to the new water main, the old steel water main can be removed from service. The steel main will be cut, capped, and abandoned in place. After all trenching and tie-in work is complete, final paving can commence. The project should complete in 2 weeks.

#### Brier Lane Tank Engineering

The engineering inspection of Brier Lane tank was completed on February 24<sup>th</sup>. District staff watched live video footage captured from the diver's helmet. There were no egregious or concerning issues found, and the tank's condition corresponds with the age of the tank. Inspection of the tank's internal roof structure was performed from a raft floating on the water surface. District staff were not able to watch that portion of the inspection.

Information gathered from this inspection will be used to develop a bid package for the tank rehabilitation project which is scheduled to occur in FY 22-23.

#### District Office Building Exterior Repairs

District staff have produced conceptual drawings showing proposed elevation and plan views of the Office Building exterior repairs. This portion of the project will replace the existing dilapidated wood siding with new Hardie siding, fresh paint, and replace the aluminum single pane windows with vinyl double pane windows, which are more energy efficient.

## **Other District Projects**

### **FCC License Renewal**

District staff completed and submitted applications to the Federal Communications Commission (FCC) for license modifications to remove wideband emission designators, and renewal. Licenses are valid for 10 years. This work was previously performed by an outside vendor.

# Humboldt Community Services District

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

## **BOARD MEMORANDUM**

To: H.C.S.D. Board of Directors  
From: Tim Latham, District Superintendent  
Date: February 28, 2022  
Subject: February 2022 Construction Operations Report

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On February 27, 2022 at approximately 8:15 p.m., the on-call crew member responded to a water mainline break in the Humboldt Hill area at London and Wycliff. Crews were dispatched promptly, and the leak was isolated quickly restoring service to the majority of customers within 45 minutes. Unfortunately, the volume of water flooded a Wycliff resident's garage, rock roadway, yard, and one room within the home. Reports were made to the District's insurance adjuster, and New Life Services went to work quickly to extract excess water to begin the restoration process of the home and garage.

General business for the month of February included a water service line leak repair on Austin Street, replacing a leaking water service line on Vernon Street and a water main line leak repair on Hillcrest Drive.

Other business included performing vehicle and equipment maintenance, landscape maintenance, water meter reading and customer service orders.

A majority of the month was spent on the construction of a new water main line on Park Street as part of the Park Street Steel Water Main Line Replacement Project.

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
Printed: 3/2/2022 4:54 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55085	A210	Petrusha Enterprises Inc.	02/10/2022	
	593127	Commercial Fire Monitoring		84.00
	593127	AES Comml Fire Alarm Comms		105.00
	593127	Open/Close Reporting		45.00
	593127	RdgwdPump Comml Monitoring		76.50
	593127	RidgwdPump Cell Alarm Coms		120.00
	593127	RdgwdPump KeypadMobile Access		15.00
	593127	Contracted Service/Bi-Annual Inspections		180.00
	595728	Service call to replace broken sensor on door in l		95.00
Total for Check Number 55085:				720.50
55086	C180	Canon Solutions America Inc.	02/10/2022	
	4038594862	Constr Black Copies XLN04212-10.19.21-01.18		3.26
	4038594862	Use Tax Recovery Fee/ConsCopMa		0.27
	4038594862	Constr Color Copies XLN04212-10.19.21-01.18		3.86
Total for Check Number 55086:				7.39
55087	C430	City of Eureka: WA	02/10/2022	
	01312022	Water Purchased - January		64,286.00
Total for Check Number 55087:				64,286.00
55088	C450	City of Eureka: Water Test	02/10/2022	
	INV02395	Microbiological Testing - December		425.00
Total for Check Number 55088:				425.00
55089	D910	Don's Rent-All Inc	02/10/2022	
	221282	Transfer Red Diesel/Hand Barrell Pump		7.65
Total for Check Number 55089:				7.65
55090	E485	Cooney Parris and Rieke Corp	02/10/2022	
	01312022	Discount Earned - January		-6.11
	111403/3	Drill bit blk gold 16p/Hardware screws		22.83
	111609/3	Unit #1/Rstp spry jdeer yell/Sandppr 120G and €		21.09
	111819/3	Padlock/Temporary		16.15
	111985/3	Unit #1/Tools/Elec tp		6.02
	111990/3	Lower Shop/Parking stripes/Roller cover/Paint tr		7.31
	112007/3	Tools/Shackle scr pin 5/16" zinc		16.13
	112165/3	Ohio St/Sewer repair/Concrete mix 60# Quikrete		34.96
	112700/3	Shop/Gumout start flued 11oz		7.10
Total for Check Number 55090:				125.48
55091	E558	NAPA Auto Parts of Eureka	02/10/2022	
	249053	VacCon/2.5 Blue def		69.88
	249118	Smartfit truck 3 pc mat		45.87
	250082	2.5 Blue def		52.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55091:	168.16
55092	E650 75975	Eureka Ready Mix Base/Pea Gravel	02/10/2022	1,714.57
			Total for Check Number 55092:	1,714.57
55093	E890 26647650	Express Employment Professionals Temporary Worker/Maintenance Jan 1-Feb 4 202	02/10/2022	1,246.80
			Total for Check Number 55093:	1,246.80
55094	H010 01312022 S012254268.001 S012271301.001 S012296933.001 S012296933.002 S012311282.001	Keenan Supply Discount Earned - January Yard Restock/Meter cplg Tools/6" Carbide cutter/350-52 Cutter jam nut Yard Restock/Brass ball corp stop (10/18) Yard Restock/AYM 1 mipxpep grass ball corp st Yard Stock/Brass ball corp stop/SCH 40 pvc bus	02/10/2022	-80.80 504.71 1,214.34 1,197.16 957.72 539.44
			Total for Check Number 55094:	4,332.57
55095	H410 15091000	Humboldt Bay Municipal Water D Water Purchased - January	02/10/2022	87,271.10
			Total for Check Number 55095:	87,271.10
55096	I700 5095321	IBS Interstate Battery System Fields Landing/Btry 31P-MHD	02/10/2022	136.08
			Total for Check Number 55096:	136.08
55097	M230 M222676 M222814 M222861 M223443 M223660	Mendes Supply Co PSCQcarbacticide 30gal/Drum deposit PSCQcarbacticide 30gal/Drum deposit Credit/Drum deposit (1) PSCQcarbacticide 30gal/Drum deposit Credit/Drum deposit (3)	02/10/2022	320.25 338.77 -30.00 336.60 -90.00
			Total for Check Number 55097:	875.62
55098	M450 516231517 516271830 516315417 516356053	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	02/10/2022	410.72 238.43 407.32 240.36
			Total for Check Number 55098:	1,296.83
55099	M540 20 1642	Mitch's Certified Classes 4/28/22 Backflow Refresher Course/BMc	02/10/2022	300.00
			Total for Check Number 55099:	300.00
55100	P430 01012022 011122 011180 012310 01312022 014180	Pierson Building Center Discount Earned - December NEBO Davinci led flashlight Credit/Return/NEBO Davinci led flashligh Asstd Hardware Discount Earned - January Trailer hitch pins	02/10/2022	-10.00 196.63 -196.63 2.75 -1.95 9.69

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	015692	Constr concrete tools/Corona comfort trowel		8.73
	016517	Blk diamond rope 50'/Lexel clr elastomeric caull		21.39
Total for Check Number 55100:				30.61
55101	P557 2J38005	Rexel USA Inc. King Salmon panel legs/Flr stnds 18	02/10/2022	522.02
Total for Check Number 55101:				522.02
55102	S490 11952	SHN Consulting Engineers Sea Ave SLS/FM Reversal	02/10/2022	2,168.10
Total for Check Number 55102:				2,168.10
55103	S908 43388 51817	SWRCB-DWOCF Water Treatment T2/TK Water Distribution D2/TK	02/10/2022	60.00 60.00
Total for Check Number 55103:				120.00
55104	U410	United Way of Humboldt PR Batch 00001.02.2022 UNITED WAY PR Batch 00001.02.2022 UNITED WAY PR Batch 00001.02.2022 UNITED WAY	02/10/2022 PR Batch 00001.02.2022 UNI PR Batch 00001.02.2022 UNI PR Batch 00001.02.2022 UNI	1.59 0.14 2.27
Total for Check Number 55104:				4.00
55105	U602 6368227	US Bank 2014 Bond/Trustee Fees 12.01.2021-11.30.2022	02/10/2022	1,485.00
Total for Check Number 55105:				1,485.00
55106	V700 INV 22-505820 INV 22-506729 OD 21-285818	Valley Pacific Petroleum Services Inc Fuel Equipment Grease/PC Precision XL EP2 Fuel and Oil Transfer pump/Samson 5:1 Stub pu	02/10/2022	2,184.00 452.48 452.54
Total for Check Number 55106:				3,089.02
55107	W208 1034	Watt's Cleaning Services Cleaning services for January	02/10/2022	1,960.00
Total for Check Number 55107:				1,960.00
Total for 2/10/2022:				172,292.50
55108	UB*01956	STEVE SAMSON Refund Check	02/17/2022	118.88
Total for Check Number 55108:				118.88
55109	A160 681595 681595 681595 681595 681595 681595 681595 681595 681595	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	02/17/2022	55,181.11 1,659.68 312.60 392.82 12,562.52 448.76 78.15 29.99

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	681595	iMedical Plan -Retired Members		16,960.39
	681595	jDental Plan - Retired Members		1,126.80
	681595	kVision Plan - Retired Members		328.23
Total for Check Number 55109:				89,081.05
55110	A360 939833	AFLAC Supplemental Health Premium - January	02/17/2022	276.84
Total for Check Number 55110:				276.84
55111	A610 3132275758	Amerigas - Arcata F L SLS/Annual Propane Tank Rental	02/17/2022	152.70
Total for Check Number 55111:				152.70
55112	B284 1484316	Badger Meter Inc 36 5/8 meters for stock.	02/17/2022	5,780.24
Total for Check Number 55112:				5,780.24
55113	C036	Corporate Payment Systems	02/17/2022	
	240113420200000	TW/Zoom Annual Renewal 1/21/22-1/20/23 (TK		149.90
	240552220340833	DT/SmartSign/Tower Ln/Trucks Entering Highw		180.40
	241374620266001	MT/Fastenal/Tools Constr/28841 Vise		1,326.88
	242316820320833	MT/Cabela's/Boots/HR/MW		377.10
	244309920154008	TL/Microsoft		84.00
	244310620140837	TW/Amazon: Civil Eng PE Study Guide		8.00
	244310620140837	TW/Amazon: TI-36X Pro Eng/Scientific Calcul		22.64
	244310620340837	TW/Amazon: Civil PE ractice Exams A&B		57.64
	246921620121007	TW/Amazon: Civil Eng PE Practice Exams		38.68
	246921620141004	DT/Amazon/Casio disc title printer ink ribbon		256.88
	246921620231008	TW/UPS - Rtn Demo SCADA Eqpmt		61.65
	246921620321008	DT/Amazon/Gearwrench 20" 3 drwr stl tool box		86.19
	249064120181386	TL/DRI Crash Plan		29.97
	249064120191388	TW/GoDaddy Recurring		21.17
Total for Check Number 55113:				2,701.10
55114	C180	Canon Solutions America Inc.	02/17/2022	
	4038594114	Office/Black Copies WXD03492-12.31.21-01.3(		21.78
	4038594114	Office/Color Copies WXD03492- 12.31.21-01.3(		187.15
	4038594114	Use Tax Recovery Fee/OfficeCop		8.10
Total for Check Number 55114:				217.03
55115	C370	City National Bank	02/17/2022	
	03012022	bMartin Slough Agr#12-020-01		32,876.27
	03012022	c1981 Bond Agr#12-020-04		23,882.04
	03012022	d1981 Bond Agr#12-020-04		867.96
	03012022	aMartin Slough AGR#12-020-01		55,923.73
Total for Check Number 55115:				113,550.00
55116	C410	City of Eureka: SW	02/17/2022	
	January 2022	Humboldt Hill 21%		25,641.84
	January 2022	General 79%		96,462.16
Total for Check Number 55116:				122,104.00
55117	E170 92060	Employee Relations Pre Employ Bkgrd Report/HR	02/17/2022	56.22



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55117:	56.22
55118	E890 26681971	Express Employment Professionals Temporary Worker/Maintenance Jan 1-Feb 4 202	02/17/2022	997.44
			Total for Check Number 55118:	997.44
55119	H210 619459 620510	Hensell Materials 5Gal jet set Constr concrete tools/WF20/CF016	02/17/2022	32.51 39.98
			Total for Check Number 55119:	72.49
55120	H810 355778 358335 364165	Humboldt Waste Management Auth Yard Clean Up/Greenwaste Donna Dr Tank/Clean Up Lentell Rd/Greenwaste	02/17/2022	37.24 10.29 4.90
			Total for Check Number 55120:	52.43
55121	I559 S1052943.001	Inland Water Works Supply Co AMRs for Badger meter restock	02/17/2022	3,496.00
			Total for Check Number 55121:	3,496.00
55122	J800 133995	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Temporary Wi	02/17/2022	252.78
			Total for Check Number 55122:	252.78
55123	M340 106347 106348	Mercer Fraser Co Yard/Cold mix Concrete for raising paved over manholes, clean	02/17/2022	976.50 1,072.76
			Total for Check Number 55123:	2,049.26
55124	M560 49404	The Mitchell Law Firm LLP Legal Services - January 2022	02/17/2022	160.00
			Total for Check Number 55124:	160.00
55125	P190 176830 176854 177921	Pacific Paper Co .5 Pencil leads/Fellowes wire drawer sorter/Sten Pentel mech pencils (4) Ink cartridges FM/Screen cleaners	02/17/2022	43.62 18.38 580.92
			Total for Check Number 55125:	642.92
55126	R250 28114668	Recology Humboldt County Garbage Service - January	02/17/2022	488.26
			Total for Check Number 55126:	488.26
55127	R346 2305398	Redwood Coast Fuels (2) 55-gallons drums of motor oil for vehicle ser	02/17/2022	2,822.94
			Total for Check Number 55127:	2,822.94
55128	T285 4466 4471	Thomas R. Bess Forest Lake/Hot asphalt for trench paving Ohio St/Hot asphalt for trench paving	02/17/2022	630.34 286.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55128:	916.96
55129	U730	USA Bluebook	02/17/2022	
	836814	HACH DPD 4 for 5 ml sample 100pk		118.38
	838255	Nozzle extensions		95.19
	839816	CondStd 135mL/Hach PH buffer/CondStd 125 n		112.54
	841229	Cherne 20' hose/5' Ext hose w gauge/6' Ext pole/		1,210.75
	841422	Pine Hill SLS/Expansion joint 4' filled arch w rir		1,061.53
	841657	Ultra aqua bags/36x36' Drain seal chem resist no		532.68
	848326	Conductivity Standard 135mL		21.11
	861729	Sewer Tools/Mini football style nozzle extension		357.51
			Total for Check Number 55129:	3,509.69
			Total for 2/17/2022:	349,499.23
55130	UB*01960	TAMARA CASTRO	02/24/2022	
		Refund Check		26.46
		Refund Check		4.28
		Refund Check		54.73
		Refund Check		18.48
			Total for Check Number 55130:	103.95
55131	UB*01959	MARISSA CUNNINGHAM	02/24/2022	
		Refund Check		18.53
		Refund Check		77.47
		Refund Check		24.47
		Refund Check		42.01
			Total for Check Number 55131:	162.48
55132	UB*01957	GABRIELA MC CORD	02/24/2022	
		Refund Check		1.90
		Refund Check		29.20
		Refund Check		2.00
		Refund Check		15.50
		Refund Check		4.33
			Total for Check Number 55132:	52.93
55133	UB*01958	JODECA/SKYLER TYNES/REAMS	02/24/2022	
		Refund Check		9.12
		Refund Check		33.68
		Refund Check		9.62
		Refund Check		42.13
		Refund Check		11.77
			Total for Check Number 55133:	106.32
55134	A205	Advanced Industrial Services Inc.	02/24/2022	
	16688	Progress payment for the Ridgewood Tank Rehal		14,250.00
	16808	Retention billing for the Walnut 1 MG rehabilita		35,280.00
	16808	Retention billing for the Ridgewood .5 MG tank		28,300.00
			Total for Check Number 55134:	77,830.00
55135	A780	Asbury Environmental Services	02/24/2022	
	1500-00794485	Used motor oil and filter disposal as part of the F		95.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	I500-00795948	Used motor oil and filter disposal as part of the I		55.00
			Total for Check Number 55135:	150.00
55136	C410 INV02262	City of Eureka: SW COE CIPs	02/24/2022	572,308.00
			Total for Check Number 55136:	572,308.00
55137	E890 26714586 26744122	Express Employment Professionals Temporary Worker/Maintenance Jan 1-Feb 4 202 Temporary Worker/Maintenance Jan 1-Feb 4 202	02/24/2022	997.44 1,246.80
			Total for Check Number 55137:	2,244.24
55138	F049 CAEUR120114 CAEUR120114 CAEUR120244 CAEUR120244 CAEUR120354 CAEUR120354	Fastenal Company Cowhide Driver's glove/12oz WD-40/Earplug XL TG Orng nitrile glove/Gry cp blue latex palm Silver inverted marking paing Hand sanitizer/PT Earplug/Elect tape 8mil Orange disp gloves	02/24/2022	84.21 169.42 64.55 47.48 15.78 120.21
			Total for Check Number 55138:	501.65
55139	F050 CAEUR119992 CAEUR120113 CAEUR120118 CAEUR120238 CAEUR120238 CAEUR120239 CAEUR120239 CAEUR120347 CAEUR120347 CAEUR120433	Fastenal Industrial One size Wht N95 3M Disp Particulate Respirate Multi-fold hand towel/Toilet seat covers Oil Pump/SS round head carriage bolt/SS nylon Bathroom tissue roll Open back round pt shovel Zinc soft close ball bearing drawer slide pair Traffic cones w reflective collar Square point shovel Center pull roll towel PPE for HR/G6 OTG visitor spc	02/24/2022	249.87 47.11 87.52 41.34 15.54 57.09 294.74 15.55 47.69 4.24
			Total for Check Number 55139:	860.69
55140	I525 206412	Infosend UB/Process and Mail/Bills - January	02/24/2022	4,720.69
			Total for Check Number 55140:	4,720.69
55141	J700 079710	John's Auto Electric CCTV camera repair	02/24/2022	600.00
			Total for Check Number 55141:	600.00
55142	N050 2022-93272	North Coast Journal CUPCCAA Summary Adopted Ordinance 2022-	02/24/2022	85.00
			Total for Check Number 55142:	85.00
55143	N570 163159	North Coast Labs Ltd Quarterly 1,2,3 TCP sampling analysis for So. B	02/24/2022	235.00
			Total for Check Number 55143:	235.00
55144	P010 03042022 03042022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System	02/24/2022	4,428.42 7,968.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	03042022	cFW/MR Water System		599.61
	03042022	dGeneral Sewer System		3,496.53
	03042022	eKS/HH Sewer System		1,190.94
	03042022	fOffice/Yard		4,304.36
	03042022	gSpark energy Gas/LP Gas Chgs		361.89
Total for Check Number 55144:				22,350.23
55145	P130 03072022	Pacific Gas and Electric-St Street Lighting - February	02/24/2022	5,435.20
Total for Check Number 55145:				5,435.20
55146	S495 40922	Shred Aware PickUp/Shredding/64GalBin/27"S	02/24/2022	117.42
Total for Check Number 55146:				117.42
55147	S750 03012022	Standard Insurance Company Short&Long Term Empl Disabilit	02/24/2022	1,519.89
Total for Check Number 55147:				1,519.89
55148	S850 03182022+10	Suddenlink Internet/Phone 02.24.22-03.23.22	02/24/2022	518.17
Total for Check Number 55148:				518.17
55149	T510 2092635	Times-Standard Legal Advtg SoBroadway FM SEA Notice	02/24/2022	399.05
Total for Check Number 55149:				399.05
55150	U410	United Way of Humboldt PR Batch 00002.02.2022 UNITED WAY PR Batch 00002.02.2022 UNITED WAY PR Batch 00002.02.2022 UNITED WAY	02/24/2022 PR Batch 00002.02.2022 UNI PR Batch 00002.02.2022 UNI PR Batch 00002.02.2022 UNI	0.14 1.32 2.54
Total for Check Number 55150:				4.00
55151	V500 9900105813	Verizon Wireless Cellular Service - February	02/24/2022	390.45
Total for Check Number 55151:				390.45
Total for 2/24/2022:				690,695.36
Report Total (67 checks):				1,212,487.09

# 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: March 8, 2022

**AGENDA ITEM:** F.1

**TITLE:** Consideration of Resolution 2022-03 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

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### Recommendation:

Motion to adopt Resolution 2022-03 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 2022-03 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. 2022-03**

**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 March 2022 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
Alan Bongio, Board President

\_\_\_\_\_  
Attest: Brenda K. Franklin  
Board Secretary

# Humboldt Community Services District

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

## AGENDA REPORT

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

**AGENDA ITEM:** F.2 (New Business)

**TITLE:** COVID-19 Update – Discussion and Review of Recommended Process to Align District Operations with Recent Changes to State Policy

**PRESENTED BY:** Terrence Williams, General Manager

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### Recommendation:

Discussion followed by a motion to accept the GM's recommended process to re-open District offices to the public while maintaining measures to protect District staff. Roll call vote.

### Summary:

The District Office was closed to the public on March 17, 2020 to protect staff and public health and has remained closed ever since. For the past two years our lives have been completely turned upside down to accommodate this virus and its mutations. We wear masks, we don't shake hands or hug our friends and family, we carry hand sanitizer, we don't meet in person, some children still don't attend school. Children that have been allowed to return to school have been required to wear masks for the entire school day; day in and day out. All hospital facility staff continue to be required to wear N95 Masks the entire duration of their shift. People have been fired from their jobs because they don't want to get vaccinated. Our lives will never be the same as they were pre-pandemic.

The CDC reports that we have seen significant vaccination penetration; over 76 percent of the US population have received at least one dose of the vaccine. The CDC also reports that over 78M people have contracted the virus in the US. That is nearly a quarter of the US population. Recently, the infection rate, hospitalizations and deaths from the virus have dropped significantly. Public health experts are indicating that, while we are seeing a lull, we are not out of the woods. In fact, the consensus is that we will never be out of the woods. What this means is that we are going to have to live with the virus.

Recently, the State of California has been leading the Nation to transition from pandemic protocols to endemic protocols. What this means is that the infection, hospitalization and death rates have stabilized but that the virus is expected to be present indefinitely. Through continued vaccination efforts and localized response to outbreaks, we will continue to try to keep the virus at manageable levels while returning to a more normal life (whatever that is).

On February 16<sup>th</sup>, the indoor mask mandate was lifted for fully vaccinated individuals. On March 1, Governor Newsom lifted the indoor mask mandate for everybody regardless of vaccination status (certain situations excepted). School children across the State will be allowed to attend class without wearing a mask starting March 11. This puts the onus on businesses and local agencies to make and keep policies to protect staff and public health. This is especially important considering that CalOSHA has not relaxed their reporting requirements and still considers COVID cases contracted at the workplace to be eligible for workers compensation benefits. Employers that do not maintain and enforce workplace protocols to protect employees and public health can still be fined and sanctioned.

I am proposing that the District make operational changes to align with the State requirements. This includes reopening the District office to the public and returning to in person meetings; with limitations.

My recommendations follow:

- 1) The District office will be opened to the public beginning Monday, April 4. General public will be encouraged to wear masks but will not be required. Staff assisting members of the public will be required to wear a mask.
- 2) Staff without updated vaccination status will continue to be required to wear a mask while inside District facilities or in District vehicles when other people are present.
- 3) District Board meetings will return to in person as soon as the equipment necessary to support hybrid meetings is installed and functioning (anticipated April 12). All participants will be required to wear masks while attending meetings in person except while speaking. This is because we cannot accommodate safe social distancing in the District Board Room.
- 4) The District Office will close and we will return to teleconference meetings in the event of an outbreak or if State and/or County officials recommend doing so.
- 5) These requirements will be further relaxed as CalOSHA's board of directors relaxes their guidelines.

Please make a motion to support these policies as we move toward our new normal.

**Fiscal Impact:**  
Unknown