



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

**AGENDA**

**DATE:** Tuesday, December 14, 2021

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

**LOCATION:** *In accordance with AB 361 and HCSD Resolution 2021-12, 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: 810 3813 4315*

*Passcode: 042645*

*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 December 14, 2021 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of November 23, 2021 *Pgs 3-6*

**C. REPORTS**

1. General Manager  
a) GM Report *Pg 7*
2. Engineering  
a) Engineering Report *Pg 9*
3. Superintendent  
a) November Construction Operations Report *Pg 11*  
b) November Operations/Maintenance Report *Pg 12*

#### 4. Finance Department

- a) October 2021 Budget Report
- b) November 2021 Check Register

*Pgs 15-24*

*Pgs 25-32*

#### 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 2021-14 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings *Pgs 33-34*
- 2. Consideration of Resolution 2021-15 Opting-In to the California Uniform Construction Cost Accounting Act (CUPCCAA) as contained in Public Contract Code (PCC) Section 22000, et seq. *Pgs 35-38*

### **G. OLD BUSINESS**

- 1. Consideration of Walnut Yard Fence Rehabilitation Project *Pgs 39-42*

### **H. ADJOURNMENT**

Next Res: 2021-16

Next Ord: 2021-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, November 23, 2021, via tele/video conference in accordance with AB 361 and HCSD Resolution 2021-12.

**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)

**B. CONSENT CALENDAR**

1. Approval of November 23, 2021 Agenda
2. Approval of Minutes of the Regular Meeting of November 9, 2021

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE NOVEMBER 23, 2021 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. REPORTS**

1. General Manager

a) GM Report

- Infrastructure Bill -the Infrastructure Investment and Jobs Act was signed into law on November 15, 2021. The \$1.2 Trillion includes \$55 Billion to improve water and wastewater infrastructure, it is expected the majority will be available through State run grant programs over the next five years, and staff is poised to take needed action to participate.
- COVID – When the County has experienced a seven-day average new case count below ten cases per day for thirty consecutive days, the GM will consider reopening the office to the public.

3. Superintendent

a) September/October Construction Operations Department Summary

Superintendent reviewed the routine activities summarized in his November 18, 2021 Memorandum without question.

b) September/October 2021 Operations/Maintenance Department Summary

Superintendent reviewed the September 18, 2021 Memorandum summarizing the department's customary activities adding that there was a 700-gallon sewer spill at Burns Drive in the Humboldt Hill area on November 14. Crews were successful in relieving the blockage, cleaning up the spill (which did not enter into any U.S. waterway), and all proper notifications were made as required.

4. Finance Department

a) September 2021 Budget Statement

FM reviewed the report emphasizing the District is progressing as expected. Director Benzonelli questioned the -\$1 Operating Expense under "Bad Debts & Minimum Balance Write-off" wherein FM explained official debt write-off is held in abeyance until the State Funded Arrearages Program is settled. The District anticipates receipt of the funds during the early part of December at which time referrals to collections and debt write-off will resume.

b) October 2021 Check Register

FM reviewed the report affirming no out of the ordinary expenses.

**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 Approving Resolution 2021-13 Adopting a Rainwater Harvesting Rebate Program

GM summarized the proposed program wherein an annual maximum of \$10,000 from the District's General Fund will be made available to customers implementing an approved rain catchment system. The program requires a minimum storage capacity of 500 gallons, minimum 20-year design, remain in operation for a minimum of five years, and installation of a back-flow device to ensure non-contamination of the public water supply. The minimum rebate per lot will be \$75 with the maximum rebate per lot at \$1,000.



DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; November 23, 2021

Discussion ensued affirming those with qualified catchment systems already in place are eligible for rebate consideration, the program will not impact any other services provided by the District, the customer (not District staff) is responsible for completion of the application, a State assistance program for water catchment does not currently exist, there are no known similar programs within Humboldt County, and this program may serve as evidence of conservation measures.

Public Comment: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN TO ADOPT RESOLUTION 2021-13 ADOPTING A RAIN CATCHMENT SYSTEM REBATE PROGRAM. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Adding District Yard Fence Rehabilitation to the 2021-2022 CIP

GM reviewed the corresponding report referring to the Board's prior request for a street-view grounds improvement goal and elaborated upon the work included in the \$27,500 estimated expense. Discussion ensued clarifying the project addresses rehabilitation of the existing ~700 ft. of fencing only, is in addition to the approved CIP for the office siding and roof, and retaining the replaced fence fabric for use elsewhere in the future. By consensus, the Directors requested the GM bring the matter back to the Board at a subsequent meeting, with pictures, and to enable their personal viewing of the project area.

Public Comment: None

3. Consideration of Cancelling the December 28, 2021 Regular Board Meeting

GM reviewed the report without question. IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO CANCEL THE DECEMBER 28, 2021 REGULAR MEETING. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; November 23, 2021

**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 NOVEMBER 23, 2021 AT  
5:45 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: December 10, 2021

SUBJECT: General Manager Report for December 14, 2021 Board Meeting

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### **Rate Study**

Two highly qualified firms submitted proposals to complete the Water and Wastewater Utility Rate Study. These proposals are being reviewed and evaluated by City and District staff for criteria listed in the Request for Proposals (RFP). The schedule outlined in the RFP indicates that the review process will be completed and contracts awarded during the first part of January 2022.

### **Grant Funding**

On November 8, 2021 the California Governor's Office of Emergency Services (CalOES) announced the 2021 funding opportunity for FEMA's Hazard Mitigation Grant Program (HMGP). This program provides funding for communities to implement mitigation activities to reduce risk to life and property from natural hazards. District staff has identified several projects that meet the criteria for this funding opportunity and is working to submit pre-applications for each of these projects before the December 31<sup>st</sup> deadline. CalOES will review the pre-applications and identify those projects that are most likely to be funded under the current opportunity. Once the pre-applications are approved, District staff will develop detailed funding applications for each of the pre-approved projects. Those detailed applications are due March 10.

### **Personnel**

I want to take a moment to acknowledge two District employees with significant work anniversaries this month. First, Norma McClary has been with the District since November 30, 2011. Norma works in customer service and accounts payable. She keeps a close eye on the bills and makes sure that they are paid on time. She is also always willing to help rate payers and staff solve issues related to service accounts and billing. Thank you, Norma for ten years of service.

Next, I would like to acknowledge Chris Naughton. Chris has been with the District since December 17, 2001! Chris works in the operations and maintenance department ensuring that our facilities are in top shape and functioning properly. Chris has extensive knowledge of the District's facilities and is always willing to get the job done. Thank you, Chris for 20 years of service.

Finally, we have identified three potential candidates to fill the vacant utility worker position. Interviews will be conducted later this week. Hopefully, the newest member of the HCSD family will be joining us in the near future.



# 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:** December 10, 2021  
**SUBJECT:** Engineering Department Status Report for December 14, 2021 Board Meeting

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### Capital Improvement Projects:

#### **Park Street**

Engineering review for the 400-foot total Park Street SMR project has been completed and is anticipated to break ground early in 2022. This project replaces two discontinuous sections of steel water main, with C900 PVC.

#### **Tower Lane**

Engineering work is underway for the Tower Lane SMR. Approximately 560 feet of galvanized iron pipe will be replaced with 8" C900 PVC. The upsized water line will allow for a fire hydrant; Tower Lane does not currently have a fire hydrant. Field work for this project will begin in the construction season of 2022.

### **Emergency Response Plan**

District staff have been updating its Emergency Response Plan (ERP) in accordance with the U.S. EPA's American Water Infrastructure Act of 2018 (AWIA) section 2013. The act requires community water systems serving populations greater than 3,300 to update their ERP to incorporate findings of the AWIA Risk and Resilience Assessment, which was completed by District staff in June 2021.

### **FCC License Modification and Renewal**

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



# Humboldt Community Services District

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

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

Date:      December 9, 2021

From:     Tim Latham, District Superintendent *TL*

Subject: November 2021 Construction Operations Report

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General business for the month of November included a water service line replacement due to a leak on Ridgewood Drive, water main line leak repairs on Vernon Street and at the intersection of Walnut Drive and Christopher Street, abandoning a water service on Cummings Road, replacing a leaking water meter stop on Dana Lane, replacing a broken fire hydrant on Home Drive, concrete repairs at two sites on Home Drive due to projects, hot asphalt trench paving on Christian Lane, Ridgewood Drive, Home Drive and Holly Street, installing a sewer lateral line cleanout on Redwood Street and continuing to raise water valve cans and sewer access covers due to paving in the upper Humboldt Hill area.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, exercising valves as part of the Valve Exercise Program and preparations for the upcoming Park Street Steel Water Main Line Replacement Project.





# Humboldt Community Services District

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

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

Date: December 9, 2021

From: Tim Latham, District Superintendent *TL*

Subject: November 2021 Operations/Maintenance Report

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

Sewer related maintenance included cleaning sewer wet wells at the Hoover Street, Artino Street, Sea Avenue, Pine Hill Road, Beechwood Drive, Sequoia Street, King Salmon, Buhne Drive, Perch Street and "F" Street sewer lift stations, cleaning 6,565 feet of sewer main line and filming 503 feet of sewer main line and 65 feet of sewer lateral line, all in various areas throughout the District.

Other business included assisting the Construction Department with a main line break on Vernon Street, reviewing sewer filming reports, modifying an antennae on the Pigeon Point water booster station for improved SCADA communications, lighting improvements in the small truck garage and improved organization of spare pumps, parts, etc.



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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,200,000	445,458	1,927,327	1,733,333	193,993	11.2	
Water Charges - Pass Through	-	(38)	17,184	-	17,184	-	
Sewer Service Charges	5,015,000	435,495	1,736,813	1,671,667	65,147	3.9	
Sewer Service Charges - Pass Through	1,447,800	131,654	473,041	482,600	(9,559)	(2.0)	
Water & Sewer Construction Fees	32,000	-	14,389	10,667	3,722	34.9	
Account Fees	140,000	13,221	49,025	46,667	2,359	5.1	
Reimbursable Maintenance Fees	1,000	-	476	333	143	42.9	1
Miscellaneous	2,000	939	1,036	667	369	55.4	1
<b>TOTAL OPERATING REVENUE</b>	<b>11,837,800</b>	<b>1,026,729</b>	<b>4,219,292</b>	<b>3,945,933</b>	<b>273,358</b>	<b>6.9</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	180,000	9,657	29,562	60,000	(30,438)	(50.7)	1
Interest/General	42,000	-	-	14,000	(14,000)	(100.0)	1
Discounts Earned	2,000	282	729	667	62	9.3	
Sales:Fixed Assets/Scrap Metal	15,700	-	152	5,233	(5,081)	(97.1)	1
Bad Debt Recovery	10,000	887	2,151	3,333	(1,183)	(35.5)	
Property Taxes & Assessments	490,000	-	-	163,333	(163,333)	(100.0)	1
Insurance Rebate	20,000	-	-	6,667	(6,667)	(100.0)	
Other Non-Operating Revenue	6,500	-	-	2,167	(2,167)	(100.0)	
<b>TOTAL NON-OPERATING REVENUE</b>	<b>766,200</b>	<b>10,826</b>	<b>32,594</b>	<b>255,400</b>	<b>(222,806)</b>	<b>(87.2)</b>	<b>1</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,604,000</b>	<b>1,037,555</b>	<b>4,251,886</b>	<b>4,201,333</b>	<b>50,553</b>	<b>1.2</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,510,000	122,156	490,397	503,333	12,937	2.6	
Benefits: PERS	460,000	37,713	152,136	153,333	1,197	0.8	
Group Ins	1,210,000	90,565	372,447	403,333	30,886	7.7	
Workers Comp Ins	23,000	4,877	11,414	7,667	(3,748)	(48.9)	2
FICA/Medicare	117,000	9,353	37,672	39,000	1,328	3.4	
Misc Benefits	600	40	160	200	40	20.0	
Total Wages and Benefits	3,320,600	264,705	1,064,226	1,106,867	42,641		
Less: wages & ben charged to Capital Proj.	(166,000)	(19,137)	(69,860)	(55,333)	14,527	(26.3)	
Total Operating Wages and benefits	3,154,600	245,568	994,366	1,051,533	57,167		
Water Purchase HBMWD	1,075,000	89,763	365,809	358,333	(7,475)	(2.1)	
Water Purchase Eureka	810,000	53,695	285,753	270,000	(15,753)	(5.8)	
Sewage Treatment Operations & Maint.	1,465,000	122,104	488,416	488,333	(83)	(0.0)	
Water/Sewer Analysis	20,000	1,370	3,079	6,667	3,588	53.8	
Supplies/ Construction	134,000	9,382	46,412	44,667	(1,745)	(3.9)	
Supplies/ Office-Administration	19,000	840	3,977	6,333	2,357	37.2	
Supplies/ Engineering	2,500	-	(1,459)	833	2,293	275.1	
Supplies/ Maintenance	97,500	11,108	25,396	32,500	7,104	21.9	
Invoicing	52,476	3,533	18,960	17,492	(1,468)	(8.4)	
Temporary Labor	25,600	4,738	4,987	8,533	3,546	41.6	
Repairs & Maintenance/Trucks	55,000	2,549	21,826	18,333	(3,493)	(19.1)	3
Equipment Rental	5,000	-	-	1,667	1,667	100.0	
Building & Grounds Maintenance	32,000	3,681	10,101	10,667	566	5.3	
Electrical Power	295,800	22,555	98,561	98,600	39	0.0	
Street Lights	65,000	18,317	24,414	21,667	(2,747)	(12.7)	4
Telephone	19,000	2,578	5,322	6,333	1,012	16.0	
Postage	3,000	-	-	1,000	1,000	100.0	
Freight	500	-	22	167	144	86.6	
Chemicals	12,000	303	3,043	4,000	957	23.9	
Liability Insurance	65,000	39,637	58,474	21,667	(36,807)	(169.9)	5

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	64	2,071	10,000	7,930	79.3	
Accounting	15,000	-	2,321	5,000	2,679	53.6	
Engineering	1,000	-	-	333	333	100.0	
Other Professional Services	38,000	-	700	12,667	11,967	94.5	
Bank Service Charges	35,000	1,807	10,722	11,667	945	8.1	
Transportation	60,000	5,082	18,995	20,000	1,005	5.0	
Office Equip. Maintenance	14,000	441	965	4,667	3,702	79.3	
Computer Software Maintenance	45,000	114	26,250	15,000	(11,250)	(75.0)	6
Memberships & Subscriptions	22,300	17,200	22,434	7,433	(15,001)	(201.8)	7
Bad Debts & Minimum Balance Writeoff	200,000	73	72	66,667	66,595	99.9	
Conference & Continuing Ed	20,000	-	-	6,667	6,667	100.0	
Certifications	5,400	200	370	1,800	1,430	79.4	
State/County & LAFCO Fees and Charges	50,000	-	4,994	16,667	11,673	70.0	
Hydraulic Water Model Maintenance	6,000	-	-	2,000	2,000	100.0	
Human Resources	20,000	1,575	1,955	6,667	4,712	70.7	
Miscellaneous	9,000	273	3,053	3,000	(53)	(1.8)	
Director's Fees	16,000	500	3,650	5,333	1,683	31.6	
<b>TOTAL OPERATING EXPENSES</b>	<b>7,994,676</b>	<b>659,050</b>	<b>2,556,006</b>	<b>2,664,892</b>	<b>108,886</b>	<b>4.1</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	88,715	59,143	(29,572)	(50.0)	8
2012 CIP & Refi.	227,100	-	113,550	75,700	(37,850)	(50.0)	8
Davis-Grunsky Loan	5,912	-	-	1,971	1,971	100.0	8
VacCon Truck Loan	117,441	-	117,441	39,147	(78,294)	(200.0)	8
2014 Wastewater Revenue Bonds	487,575	-	-	162,525	162,525	100.0	8
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>1,015,457</b>	<b>-</b>	<b>319,706</b>	<b>338,486</b>	<b>18,780</b>	<b>5.5</b>	<b>8</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	58,000	1,160	1,160	19,333	18,174	94.0	
Building, Yard & Paving Improvements	170,000	344	7,395	56,667	49,272	87.0	
Capital Improvements Water	1,260,000	43,038	613,451	420,000	(193,451)	(46.1)	9
Capital Improvements Sewer	275,000	144	2,746	91,667	88,921	97.0	
Engineering & Studies	100,000	116	116	33,333	33,217	99.7	10
District Design Standards	-	142	1,036	-	(1,036)	-	
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,863,000</b>	<b>44,944</b>	<b>625,902</b>	<b>621,000</b>	<b>(4,902)</b>	<b>(0.8)</b>	
<b>OTHER</b>							
City of Eureka Projects: Treatment Plant	1,336,000	-	-	445,333	445,333	100.0	
<b>TOTAL City of Eureka Projects</b>	<b>1,336,000</b>	<b>-</b>	<b>-</b>	<b>445,333</b>	<b>445,333</b>	<b>100.0</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>394,867</b>	<b>333,562</b>	<b>750,271</b>	<b>131,622</b>	<b>618,649</b>	<b>(470.0)</b>	

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	11,837,800	1,026,729	4,219,292	3,945,933	273,358	6.9
TOTAL OPERATING EXPENSES	(7,994,676)	(659,050)	(2,556,006)	(2,664,892)	108,886	4.1
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,843,124	367,680	1,663,285	1,281,041	382,244	29.8
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	766,200	10,826	32,594	255,400	(222,806)	(87.2)
TOTAL LONG TERM DEBT SERVICE	(1,015,457)	-	(319,706)	(338,486)	18,780	5.5
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,593,867	378,505	1,376,174	1,197,956	140,658	11.7
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(1,863,000)	(44,944)	(625,902)	(621,000)	(4,902)	(0.8)
CITY of EUREKA PROJECT REIMBURSEMENT	(1,336,000)	-	-	(445,333)	445,333	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>394,867</u>	<u>333,562</u>	<u>750,271</u>	<u>131,622</u>	<u>618,649</u>	<u>(470.0)</u>

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,200,000	445,458	1,927,327	1,733,333	193,993	11.2
Water Pass Through	-	(38)	17,184	-	17,184	-
Water Construction Fees	20,000	-	9,689	6,667	3,022	45.3
Account Fees	79,800	7,536	27,944	26,600	1,344	5.1
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	476	267	210	78.6
Miscellaneous	1,000	535	590	333	257	77.1
<b>TOTAL OPERATING REVENUE</b>	<b>5,301,600</b>	<b>453,491</b>	<b>1,983,211</b>	<b>1,767,200</b>	<b>216,011</b>	<b>12.2</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	90,000	6,699	17,597	30,000	(12,403)	(41.3)
Interest/General	32,966	-	-	10,989	(10,989)	(100.0)
Discounts Earned	1,280	161	415	427	(11)	(2.6)
Sales:Fixed Assets/Scrap Metal	8,844	-	87	2,948	(2,861)	(97.1)
Bad Debt Recovery	5,700	506	1,226	1,900	(674)	(35.5)
FW/MR Assessment	140,000	-	-	46,667	(46,667)	(100.0)
Other Non-Operating Revenue	2,200	-	-	733	(733)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>280,990</b>	<b>7,365</b>	<b>19,325</b>	<b>93,663</b>	<b>(74,338)</b>	<b>(79.4)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,582,590</b>	<b>460,856</b>	<b>2,002,536</b>	<b>1,860,863</b>	<b>141,673</b>	<b>7.6</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	709,700	61,342	236,853	236,567	(286)	(0.1)
Wages & Benefits: Allocated	593,250	37,012	178,802	197,750	18,948	9.6
Benefits: PERS	165,600	8,658	33,782	55,200	21,418	38.8
Group Ins	375,100	29,775	116,694	125,033	8,339	6.7
Workers Comp Ins	12,420	2,160	4,980	4,140	(840)	(20.3)
FICA/Medicare	54,990	4,678	18,060	18,330	270	1.5
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,911,060</b>	<b>143,626</b>	<b>589,171</b>	<b>637,020</b>	<b>47,849</b>	<b>7.5</b>
Less: wages & ben charged to Capital Proj.	(122,840)	(18,649)	(59,065)	(40,947)	18,118	(44.2)
<b>Total Operating Wages and benefits</b>	<b>1,788,220</b>	<b>124,977</b>	<b>530,106</b>	<b>596,073</b>	<b>65,968</b>	<b>11.1</b>
Water Purchase HBMWD	1,075,000	89,763	365,809	358,333	(7,475)	(2.1)
Water Purchase Eureka	810,000	53,695	285,753	270,000	(15,753)	(5.8)
Water Analysis	15,000	1,370	3,079	5,000	1,921	38.4
Supplies/ Construction	99,160	7,383	33,912	33,053	(859)	(2.6)
Supplies/Office-Administration	5,700	479	2,202	1,900	(302)	(15.9)
Supplies/ Engineering	1,425	-	-	475	475	100.0
Supplies/ Maintenance	48,750	7,293	16,936	16,250	(686)	(4.2)
Temporary Labor	11,544	2,701	2,843	3,848	1,005	26.1
Repairs & Maintenance/Trucks	30,800	1,453	11,800	10,267	(1,533)	(14.9)
Equipment Rental	3,700	-	-	1,233	1,233	100.0
Building & Grounds Maintenance	1,920	682	1,577	640	(937)	(146.4)
Electrical Power	162,690	13,829	61,833	54,230	(7,603)	(14.0)
Telephone	6,080	-	-	2,027	2,027	100.0
Postage	1,290	-	-	430	430	100.0
Freight	285	-	13	95	82	86.6
Chemicals	12,000	303	3,043	4,000	957	23.9
Engineering	390	-	-	130	130	100.0
Other Professional Services	7,600	-	-	2,533	2,533	100.0
Transportation	34,200	2,897	10,827	11,400	573	5.0
Office Equip. Maintenance	2,100	173	243	700	457	65.2
Computer Software Maintenance	21,600	-	14,702	7,200	(7,502)	(104.2)
Memberships & Subscriptions	1,338	-	1,275	446	(829)	(185.8)
Bad Debts & Minimum Balance Writeoff	114,000	-	(1)	38,000	38,001	100.0
Conference & Continuing Ed	7,000	-	-	2,333	2,333	100.0
Certifications	1,620	200	200	540	340	63.0
State/County & LAFCO Fees and Charges	17,000	-	2,847	5,667	2,820	49.8
Hydraulic Water Model Maintenance	6,000	-	-	2,000	2,000	100.0

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	7,800	-	-	2,600	2,600	100.0
Miscellaneous	1,980	-	114	660	546	82.7
General & Admin Expense Allocation	217,981	37,340	77,996	72,660	(5,336)	(7.3)
<b>TOTAL OPERATING EXPENSES</b>	<b>4,514,173</b>	<b>344,536</b>	<b>1,427,109</b>	<b>1,504,724</b>	<b>77,616</b>	<b>5.2</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	88,715	59,143	(29,572)	(50.0)
2012 CIP & Refi.	49,500	-	24,750	16,500	(8,250)	(50.0)
Davis-Grunsky Loan	5,912	-	-	1,971	1,971	100.0
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>232,841</b>	<b>-</b>	<b>113,465</b>	<b>77,614</b>	<b>(35,851)</b>	<b>(46.2)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,260,000	43,038	613,451	420,000	(193,451)	(46.1)
Engineering & Studies	-	116	116	-	(116)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,260,000</b>	<b>43,154</b>	<b>613,567</b>	<b>420,000</b>	<b>(193,567)</b>	<b>(46.1)</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(424,424)</b>	<b>73,166</b>	<b>(151,604)</b>	<b>(141,475)</b>	<b>(10,130)</b>	<b>(7.2)</b>

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	5,015,000	435,495	1,736,813	1,671,667	65,147	3.9
Sewer Service Charges - Pass Through	1,447,800	131,654	473,041	482,600	(9,559)	(2.0)
Sewer Construction Fees	12,000	-	4,700	4,000	700	17.5
Account Fees	60,200	5,685	21,081	20,067	1,014	5.1
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	200	-	-	67	(67)	(100.0)
Miscellaneous	1,000	404	445	333	112	33.6
<b>TOTAL OPERATING REVENUE</b>	<b>6,536,200</b>	<b>573,238</b>	<b>2,236,081</b>	<b>2,178,733</b>	<b>57,348</b>	<b>2.6</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	90,000	2,958	11,965	30,000	(18,035)	(60.1)
Interest/General	9,034	-	-	3,011	(3,011)	(100.0)
Discounts Earned	720	121	313	240	73	30.6
Sales:Fixed Assets/Scrap Metal	6,856	-	66	2,285	(2,220)	(97.1)
Bad Debt Recovery	4,300	381	925	1,433	(509)	(35.5)
Other Non-Operating Revenue	4,300	-	-	1,433	(1,433)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>115,210</b>	<b>3,461</b>	<b>13,269</b>	<b>38,403</b>	<b>(25,134)</b>	<b>(65.4)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,651,410</b>	<b>576,699</b>	<b>2,249,350</b>	<b>2,217,137</b>	<b>32,213</b>	<b>1.5</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	437,900	35,610	150,306	145,967	(4,339)	(3.0)
Wages & Benefits: Allocated	593,250	37,012	178,802	197,750	18,948	9.6
Benefits: PERS	105,800	5,260	22,619	35,267	12,647	35.9
Group Ins	229,900	16,828	77,344	76,633	(711)	(0.9)
Workers Comp Ins	7,590	2,102	5,217	2,530	(2,687)	(106.2)
FICA/Medicare	35,100	2,715	11,457	11,700	243	2.1
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,409,540</b>	<b>99,527</b>	<b>445,745</b>	<b>469,847</b>	<b>24,102</b>	<b>5.1</b>
Less: wages & ben charged to Capital Proj.	(43,160)	(144)	(2,746)	(14,387)	(11,641)	80.9
<b>Total Operating Wages and benefits</b>	<b>1,366,380</b>	<b>99,383</b>	<b>443,000</b>	<b>455,460</b>	<b>12,460</b>	<b>2.7</b>
Sewage Treatment: Operating & Maint.	1,465,000	122,104	488,416	488,333	(83)	(0.0)
Sewer Analysis	5,000	-	-	1,667	1,667	100.0
Supplies/ Construction	34,840	1,999	12,499	11,613	(886)	(7.6)
Supplies/ Office-Administration	5,700	361	1,661	1,900	239	12.6
Supplies/ Engineering	1,075	-	(1,459)	358	1,818	507.3
Supplies/ Maintenance	48,750	3,814	8,460	16,250	7,790	47.9
Temporary Labor	4,056	2,037	2,145	1,352	(793)	(58.6)
Repairs & Maintenance/Trucks	24,200	1,096	10,026	8,067	(1,959)	(24.3)
Equipment Rental	1,300	-	-	433	433	100.0
Building & Grounds Maintenance	1,600	514	1,189	533	(656)	(123.0)
Electrical Power	70,992	3,748	16,369	23,664	7,295	30.8
Telephone	3,040	-	-	1,013	1,013	100.0
Postage	960	-	-	320	320	100.0
Freight	215	-	10	72	62	86.6
Legal	-	-	-	-	-	-
Engineering	100	-	-	33	33	100.0
Other Professional Services	7,600	-	-	2,533	2,533	100.0
Transportation	25,800	2,185	8,168	8,600	432	5.0
Office Equip. Maintenance	1,540	130	184	513	330	64.2



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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,091	5,400	(5,691)	(105.4)
Memberships & Subscriptions	892	-	962	297	(664)	(223.4)
Bad Debts & Minimum Balance Writeoff	86,000	-	-	28,667	28,667	100.0
Conference & Continuing Ed	8,800	-	-	2,933	2,933	100.0
Certifications	1,242	-	-	414	414	100.0
State/County & LAFCO Fees and Charges	9,000	-	2,147	3,000	853	28.4
Human Resources	5,800	-	-	1,933	1,933	100.0
Miscellaneous	1,440	-	85	480	395	82.2
General & Admin Expense Allocation	217,981	37,340	77,996	72,660	(5,336)	(7.3)
<b>TOTAL OPERATING EXPENSES</b>	<b>3,415,503</b>	<b>274,712</b>	<b>1,082,948</b>	<b>1,138,501</b>	<b>55,553</b>	<b>4.9</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	487,575	-	-	162,525	162,525	100.0
2012 CIP & Refi.	177,600	-	88,800	59,200	(29,600)	(50.0)
VacCon Truck Loan	117,441	-	117,441	39,147	(78,294)	(200.0)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>782,616</b>	<b>-</b>	<b>206,241</b>	<b>260,872</b>	<b>54,631</b>	<b>20.9</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	275,000	144	2,746	91,667	88,921	97.0
Engineering & Studies	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>275,000</b>	<b>144</b>	<b>2,746</b>	<b>91,667</b>	<b>88,921</b>	<b>97.0</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,336,000	-	-	445,333	445,333	100.0
Martin Slough	-	-	-	-	-	-
<b>TOTAL OTHER</b>	<b>1,336,000</b>	<b>-</b>	<b>-</b>	<b>445,333</b>	<b>445,333</b>	<b>100.0</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>842,291</b>	<b>301,843</b>	<b>957,415</b>	<b>280,764</b>	<b>676,652</b>	<b>(241.0)</b>

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NON-OPERATING REVENUE</b>						
Property Taxes	350,000	-	-	116,667	(116,667)	(100.0)
Insurance Rebate	20,000	-	-	6,667	(6,667)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>123,333</b>	<b>(123,333)</b>	<b>(100.0)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>370,000</b>	<b>-</b>	<b>-</b>	<b>123,333</b>	<b>(123,333)</b>	<b>(100.0)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	362,400	25,204	103,238	120,800	17,562	14.5
Benefits: PERS	188,600	23,795	95,735	62,867	(32,869)	(52.3)
Group Ins	605,000	43,962	178,409	201,667	23,258	11.5
Workers Comp Ins	2,990	616	1,217	997	(221)	(22.1)
FICA/Medicare	26,910	1,961	8,155	8,970	815	9.1
Misc Benefits	600	40	160	200	40	20.0
Total Wages and Benefits	1,186,500	95,577	386,914	395,500	8,586	2.2
Less: wages & ben charged to Capital Proj.	-	(344)	(8,050)	-	8,050	-
Less: Allocated to Water and Sewer Funds	(1,186,500)	(74,024)	(357,604)	(395,500)	(37,896)	9.6
Total Unallocated Wages and Benefits	-	21,209	21,261	-	(21,261)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	-	114	2,133	2,019	94.7
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	52,476	3,533	18,960	17,492	(1,468)	(8.4)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	3,333	3,333	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	28,480	2,485	7,334	9,493	2,159	22.7
Electrical Power	62,118	4,978	20,358	20,706	348	1.7
Street Lights	65,000	18,317	24,414	21,667	(2,747)	(12.7)
Telephone	9,880	2,578	5,322	3,293	(2,028)	(61.6)
Postage	750	-	-	250	250	100.0
Freight	-	-	-	-	-	-
Liability Insurance	65,000	39,637	58,474	21,667	(36,807)	(169.9)
Legal Services	30,000	64	2,071	10,000	7,930	79.3
Accounting	15,000	-	2,321	5,000	2,679	53.6
Engineering	510	-	-	170	170	100.0
Other Professional Services	22,800	-	700	7,600	6,900	90.8
Bank Service Charges	35,000	1,807	10,722	11,667	945	8.1
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	10,360	138	538	3,453	2,916	84.4
Computer Software Maintenance	7,200	114	456	2,400	1,944	81.0
Memberships & Subscriptions	20,070	17,200	20,198	6,690	(13,508)	(201.9)
Bad Debts & Minimum Balance Writeoff	-	73	73	-	(73)	-
Conference & Continuing Ed	4,200	-	-	1,400	1,400	100.0
Certifications	2,538	-	170	846	676	79.9

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

**October 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Fees and Charges	24,000	-	-	8,000	8,000	100.0
Elections Expense	-	-	-	-	-	-
Human Resources	6,400	1,575	1,955	2,133	179	8.4
Miscellaneous	5,580	273	2,853	1,860	(993)	(53.4)
Director's Fees	16,000	500	3,650	5,333	1,683	31.6
General & Admin Expense Allocation	(434,762)	(74,679)	(155,992)	(144,921)	11,071	(7.6)
<b>TOTAL OPERATING EXPENSES</b>	<b>65,000</b>	<b>39,801</b>	<b>45,950</b>	<b>21,667</b>	<b>(24,283)</b>	<b>(112.1)</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	58,000	1,160	1,160	19,333	18,174	94.0
Building, Yard & Paving Improvements	170,000	344	7,395	56,667	49,272	87.0
Engineering & Studies	100,000	-	-	33,333	33,333	100.0
District Design Standards	-	142	1,036	-	(1,036)	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>328,000</b>	<b>1,646</b>	<b>9,590</b>	<b>109,333</b>	<b>99,743</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(23,000)</b>	<b>(41,447)</b>	<b>(55,540)</b>	<b>(7,667)</b>	<b>(47,873)</b>	<b>624.4</b>

**Humboldt Community Services District  
Notes  
October 2021**

Note 1 - Non Operating and Miscellaneous Revenue

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

Note 2 - Workers Comp insurance

Works comp expenses are billed to the district in quarterly installments. The 1st installment was paid in July, with the next installment scheduled for October. Worker's comp expenses are expected to match budgeted amount for full fiscal year.

Note 3 - Repairs and Maintenance: Trucks

Higher than normal expenses due to unexpected repairs needed on units #1, Unit #18, and Unit #15, In addition to normal expected maintenance expenses.

Note 4 - Street Lights

An error was discovered where Pacific Gas and Electric failed to bill the District for a portion of street light electric services for a prior period. The error was discovered and the district was billed for the missed billing in October.

Note 5 - Liability Insurance

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

Note 6 - Computer Software Maintenance

Annual software maintenance fee for the District's utility billing software was paid in July, which is the majority of the budgeted expense for the year. Remaining budgeted software maintenance expenses will occur throughout the year are expected to be in line with budget amount.

Note 7 - Memberships & Subscriptions

Annual dues to ACWA paid in October. Very little additional expenses expected to Memberships & Dues for remainder of FY.

Note 8 - Loan Payments

Loan payments occur periodically throughout the year. Payments for the full year will match budgeted amount for the full year.

Note 9 - Capital Improvements - Water

Primary expenditure for Water improvements has been Ridgewood tank project. Expected upcoming expenditures for AMR system will commence in upcoming months.

Note 10 - Engineering

**Engineering & Studies - a/c 9040 - Capital Improvement Projects**

Non Engineering Costs Posted to 9040		
Eitzen Annexation	116	116
<b>Grand Total posted to 9040</b>	<b>116</b>	<b>116</b>

# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 12/8/2021 12:25 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
54877	UB*01935	MILLIE GRAMM	11/10/2021	
		Refund Check		6.44
		Refund Check		28.42
		Refund Check		27.71
		Refund Check		9.60
Total for Check Number 54877:				72.17
54878	UB*01936	ERIK TJOSEM	11/10/2021	
		Refund Check		9.51
		Refund Check		27.22
		Refund Check		4.41
		Refund Check		37.97
		Refund Check		20.89
Total for Check Number 54878:				100.00
54879	A110 01312022	ACWA 2022 Annual Membership Dues	11/10/2021	17,200.00
Total for Check Number 54879:				17,200.00
54880	A210	Petrusha Enterprises Inc.	11/10/2021	
	582088	AES Comml Fire Alarml Comms		105.00
	582088	Open/Close Reporting		45.00
	582088	RdgwdPump Comml Monitoring		76.50
	582088	RidgwdPump Cell Alarm Coms		120.00
	582088	RdgwdPump KeypadMobile Access		15.00
	582088	Commercial Fire Monitoring		79.50
Total for Check Number 54880:				441.00
54881	C180	Canon Solutions America Inc.	11/10/2021	
	4037757761	Constr Color Copies XLN04212- 07.19.21-10.18		5.56
	4037757761	Constr Black Copies XLN04212- 07.19.21-10.18		3.27
	4037757761	Use Tax Recovery Fee/ConsCopMa		0.34
Total for Check Number 54881:				9.17
54882	C410	City of Eureka: SW	11/10/2021	
	Oct 2021	General 79%		96,462.16
	Oct 2021	Humboldt Hill 21%		25,641.84
Total for Check Number 54882:				122,104.00
54883	C450	City of Eureka: Water Test	11/10/2021	
	INV01941	Microbiological Testing - September		425.00
Total for Check Number 54883:				425.00
54884	C475	Coast Counties Peterbilt	11/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	07155538P	Unit #10/Kit Dust shield		42.07
	07155715P	Bkt Dielectric Grease 7 gr		4.00
	0782108S	Unit #18/Lighting System/Headlamps repair		332.19
			Total for Check Number 54884:	378.26
54885	E485	Cooney Parris and Rieke Corp	11/10/2021	
	10312021	Discount Earned - October		-15.22
	106536/3	Shop/Sandpaper 220G 120G 60G		19.36
	106668/3	Litewt hacksaw 12"/Elbow pvc 90d 1"/Couple p		37.01
	106718/3	CM Scrwdrv slot 3/8x8/CM Slr scrwdrv 5/16x8		20.45
	106795/3	Bulls eye 123 plus gl/Ace snkr nail 5#		80.24
	106940/3	16" Silicone tip tongs/Grill tong ss teakwd brn		47.39
	107143/3	SCADA/Wire prim18ga100' red/CordPower 16/2		40.82
	107557/3	Shop/Steel stik 2oz		18.51
	107837/3	Plastic bucket 5 Gal wht		22.60
	108010/3	Concrete mix 80#		43.05
			Total for Check Number 54885:	314.21
54886	E558	NAPA Auto Parts of Eureka	11/10/2021	
	230022	Unit #s 11 and 12/Pro select oil filtr/Synow20		52.75
	231847	Tape		6.47
	232762	Bosch Icon drivers side		46.34
	234015	Pin clip		27.53
			Total for Check Number 54886:	133.09
54887	E650	Eureka Ready Mix	11/10/2021	
	74342	Base/Pea Gravel		1,714.57
			Total for Check Number 54887:	1,714.57
54888	E890	Express Employment Professionals	11/10/2021	
	26194276	Temporary Worker/Maintenance Sep 21-Dec 21		997.44
			Total for Check Number 54888:	997.44
54889	F010	Farmer Brothers Co	11/10/2021	
	81501966	2 Fr Rst DC/Creamer Hzl/Creamer shaker		264.60
			Total for Check Number 54889:	264.60
54890	H010	Keenan Supply	11/10/2021	
	10312021	Discount Earned - October		-227.35
	S011985062.003	Yard Restock/Swivel brass angle meter ball vlv v		1,539.76
	S012111679.001	(1) Cla-val 60-11A 3" pump control valve per Qt		6,310.34
	S012126659.001	Yard Restock/Brass mtr cplg/Brass cplg/Brass 9C		1,970.70
	S012126914.001	Yard Restock/Christy water concrete lid		364.51
	S012151726.001	Yard Stock/DI 4 grip ring accy pak/SCH 80 pvc		882.74
	S012159803.001	Christian Ln Wtr Mn Rplc/Romac501 cntr ring e		206.50
	S012159962.001	Christian Ln Wtr Mn Rplc/Air Vac		370.37
	S012163360.001	Forest Lake/Restock/Drausz Hymax 2 flip 260 p		686.13
			Total for Check Number 54890:	12,103.70
54891	H045	Harper and Associates Engineering Inc.	11/10/2021	
	ENG-7496	Inspection services for the Ridgewood Tank Reh		15,844.50
			Total for Check Number 54891:	15,844.50
54892	H410	Humboldt Bay Municipal Water D	11/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	18619000	Water Purchased - October		89,763.19
Total for Check Number 54892:				89,763.19
54893	H810 328214 330204	Humboldt Waste Management Auth Solid Waste Solid Waste	11/10/2021	9.35 473.69
Total for Check Number 54893:				483.04
54894	1559 S1050368.001	Inland Water Works Supply Co 32 Itron AMRs for Badger meters	11/10/2021	2,689.44
Total for Check Number 54894:				2,689.44
54895	M230 M218250	Mendes Supply Co Drum deposit for 30 gal drum/30 Gal carboy bac	11/10/2021	303.13
Total for Check Number 54895:				303.13
54896	M450 515651906 515695998 515740666 515786320	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	11/10/2021	228.76 384.96 224.01 380.00
Total for Check Number 54896:				1,217.73
54897	P430 10312021 993529 993958 994211 994468 994485 994627 994953 995657 995746	Pierson Building Center Discount Earned - October No kink hose bibb/Brass plug hex Elec tape/Conduit cement/Comp conn/PVC cplg Pressure washer parts/Forney hose/Quick cplr/O Video surv sign/Med ut box/Angle broom/Brass CCX plywood Ace royal ext accent ltx s gls gl Ace plastic scraper knife/Cleaner goo gone 8 oz Scotch gray mounting tape Lower shop/Meter room/CvrUp wall dr stp wh/C	11/10/2021	-39.08 16.37 109.16 202.58 40.65 335.08 233.86 6.10 19.32 58.53
Total for Check Number 54897:				982.57
54898	P550 1019260310	Pitney Bowes Inc Postage Meter/Red Ink	11/10/2021	148.79
Total for Check Number 54898:				148.79
54899	P557 2D03842 2D03875 2D21425 2E08875	Rexel USA Inc. FLU 179-esfp trms multimeter/FLU I410 400A / FLU C25 soft case for fluke FLU I410 400A AC/DC Current C 32 Mvolt Geb10IS/F32T8 ADV850 Alto 28W	11/10/2021	423.62 50.47 312.78 490.75
Total for Check Number 54899:				1,277.62
54900	S908 15820 27103	SWRCB-DWOCP Water Treatment T2/TL Water Distribution D3/MT	11/10/2021	60.00 140.00
Total for Check Number 54900:				200.00
54901	T410	Malcolm Kelly Inc.	11/10/2021	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	1498990-01	Parts for District inventory/INSSMA 34/Tapetef		51.99
			Total for Check Number 54901:	51.99
54902	U410	United Way of Humboldt	11/10/2021	
		PR Batch 00001.11.2021 UNITED WAY	PR Batch 00001.11.2021 UNI	1.45
		PR Batch 00001.11.2021 UNITED WAY	PR Batch 00001.11.2021 UNI	0.20
		PR Batch 00001.11.2021 UNITED WAY	PR Batch 00001.11.2021 UNI	2.35
			Total for Check Number 54902:	4.00
54903	U601	US Bank	11/10/2021	
	1857842	DebtService 2014 WasteRevBond		-1.22
	1857842	DebtService 2014 WasteRevBond		138,787.51
			Total for Check Number 54903:	138,786.29
54904	V700	Valley Pacific Petroleum Services Inc	11/10/2021	
	INV 21-469404	Ethanol free 92 octane		62.68
	INV 21-476017	Fuel		5,019.43
			Total for Check Number 54904:	5,082.11
			Total for 11/10/2021:	413,091.61
54905	UB*01938	MICHAEL Mc NICHOLS	11/24/2021	
		Refund Check		86.35
			Total for Check Number 54905:	86.35
54906	UB*01937	PAMELA SCHNEIDER	11/24/2021	
		Refund Check		56.06
		Refund Check		17.70
		Refund Check		38.01
		Refund Check		6.14
			Total for Check Number 54906:	117.91
54907	UB*01939	J SUZANNE CHENVERT	11/24/2021	
		Refund Check		11.75
		Refund Check		22.34
		Refund Check		6.24
		Refund Check		17.86
		Refund Check		4.13
			Total for Check Number 54907:	62.32
54908	A160	ACWA-JPIA	11/24/2021	
	0676823	bDental Plan - Employees		1,594.48
	0676823	nCOBRA - Vision		15.63
	0676823	mCOBRA - Dental		33.72
	0676823	lCOBRA - Medical		1,170.14
	0676823	kVision Plan - Retired Members		328.23
	0676823	jDental Plan - Retired Members		1,126.80
	0676823	cVision Plan - Employees		296.97
	0676823	iMedical Plan -Retired Members		24,130.92
	0676823	aMedical Plan - Employees		49,321.39
	0676823	eMedical Plan - Board Members		12,754.75
	0676823	hLife/AD&D Plan -Board Members		28.49
	0676823	gVision Plan - Board Members		78.15



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0676823	iDental Plan - Board Members		448.76
	0676823	dLife/AD&D Plan - Employees		351.84
Total for Check Number 54908:				91,680.27
54909	A360 772811	AFLAC Supplemental Health Premium - October	11/24/2021	213.74
Total for Check Number 54909:				213.74
54910	C036	Corporate Payment Systems	11/24/2021	
	240728012842070	DT/Galco/Sewer pump control		1,185.05
	240728012992070	DT/Galco/Strobe red 120vac		366.10
	242316812818370	TL/SmartFoodService/Distr BBQ lunch		89.37
	244273312817402	TL/Murphy's/Distr BBQ lunch		24.18
	244309912894008	TL/Microsoft		84.00
	244310612790837	TW/PLCCable.com: Auto Direct PLC Trainer E		319.95
	244310612790837	TK/Amazon: SCADA Wire All-in-One Tool/Uv		52.14
	244310612790837	TW/Amazon: Adjustable Signal Generator for S		38.91
	244310612920813	TW/AutomationDirect: SCADA Cables, Input N		423.46
	246921612891007	TW/Amazon: BlueRigger USB Extension Cable		25.83
	246921612901004	MM/NewEgg B2B		32.21
	246921612901004	MM/AWWA.ORG/Data file/Backflow/Meter tes		142.00
	246921613001002	WP/Amazon/		50.74
	246921613001003	WP/Airgas/Argon compr gas		106.02
	248019712934002	DT/Englund Marine Supply/Screw pin anchor sh		54.89
	248019712997624	WP/Fleetpride/Unit #18/Wheel chock		27.05
	249064112911324	TL/DRI Crash Plan		29.97
	744310612910812	TW/Credit/PLCCable.com: Auto Direct PLC Tr		-366.35
Total for Check Number 54910:				2,685.52
54911	C180	Canon Solutions America Inc.	11/24/2021	
	4037864265	Office/Color Copies WXD03492-09.30.21-10.30		64.37
	4037864265	Use Tax Recovery Fee/OfficeCop		2.82
	4037864265	Office/Black Copies WXD03492-09.30.21-10.30		8.21
Total for Check Number 54911:				75.40
54912	C430 10312021	City of Eureka: WA Water Purchased - October	11/24/2021	53,695.00
Total for Check Number 54912:				53,695.00
54913	E558 234786	NAPA Auto Parts of Eureka 2.5 Blue def	11/24/2021	43.66
Total for Check Number 54913:				43.66
54914	E890	Express Employment Professionals	11/24/2021	
	26240023	Temporary Worker/Maintenance Sep 21-Dec 21/		1,246.80
	26283082	Temporary Personnel/Maintenance Sep 21-Dec 2		1,246.80
	26324259	Temporary Personnel/Maintenance Sep 21-Dec 2		1,246.80
Total for Check Number 54914:				3,740.40
54915	F049	Fastenal Company	11/24/2021	
	CAEUR118620	Flourescent green marking paint		32.08
	CAEUR118848	Bi-metal reciprocating saw blade		5.19
	CAEUR118848	Orange nitrile disp gloves		136.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54915:	173.53
54916	F050	Fastenal Industrial	11/24/2021	
	CAEUR118614	Toilet seat covers/60 Gal contractor bags		142.79
	CAEUR118615	Underground pipe alert signs		636.93
	CAEUR118725	CutOff saw blades		53.42
	CAEUR118747	Jobber drill set by Norseman/LX gen cths kit 11p		470.51
	CAEUR118812	4oz Premium cutting fluid		7.41
	CAEUR118855	Tools/20mm Cust segmented asphalt/green concr		314.63
	CAEUR118959	Contractor bag/Bathroom tissue/Multi-fold hand		255.99
	CAEUR118959	Disp particulate respirator w valve		45.33
			Total for Check Number 54916:	1,927.01
54917	G150	Gaynor Telesystems Inc.	11/24/2021	
	INV000040142	Software Assurance/10.26.21-10.25.22		310.00
	INV000040142	Support Plan Billing/10.26.21-10.25.22		1,353.29
			Total for Check Number 54917:	1,663.29
54918	H060 5267819	Harvey M. Harper Co. Unit #2/Parts for servicing	11/24/2021	
				221.96
			Total for Check Number 54918:	221.96
54919	H210 617301-IN	Hensell Materials Forest Lake 6" main break clean up	11/24/2021	
				119.96
			Total for Check Number 54919:	119.96
54920	I525 201080	Infosend UB/Process and Mail/Bills - October	11/24/2021	
				5,712.72
			Total for Check Number 54920:	5,712.72
54921	J800 128918	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Temporary Wi	11/24/2021	
				252.78
			Total for Check Number 54921:	252.78
54922	M560 48942	The Mitchell Law Firm LLP Legal Services - October 2021	11/24/2021	
				64.00
			Total for Check Number 54922:	64.00
54923	N465 0019601	Brad's Nor-Cal Automotive Unit #4/Repairs	11/24/2021	
				782.40
			Total for Check Number 54923:	782.40
54924	N570 161338 161490	North Coast Labs Ltd Walnut Dr Tank/Sample Quarterly TCP 1,2,3 analysis for the South Bay \	11/24/2021	
				355.00
				235.00
			Total for Check Number 54924:	590.00
54925	P190 171544 171946	Pacific Paper Co 2022 Calendar Order Catalog envelopes size #12	11/24/2021	
				523.32
				136.06
			Total for Check Number 54925:	659.38

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
54926	R250 27665777	Recology Humboldt County Garbage Service - October	11/24/2021	488.26
Total for Check Number 54926:				488.26
54927	S495 39061	Shred Aware PickUp/Shredding/64GalBin/27"S	11/24/2021	114.00
Total for Check Number 54927:				114.00
54928	T410 1000057-01	Malcolm Kelly Inc. Fire hydrant extension for repair at 2246 Home I	11/24/2021	153.78
Total for Check Number 54928:				153.78
54929	T510 0006613406 0006616555	Times-Standard Recruitment Advg 10/1-17/2021 Legal Advg-Bid Opening 2022 F250	11/24/2021	1,484.69 338.24
Total for Check Number 54929:				1,822.93
54930	U410	United Way of Humboldt PR Batch 00003.11.2021 UNITED WAY PR Batch 00003.11.2021 UNITED WAY PR Batch 00003.11.2021 UNITED WAY	11/24/2021 PR Batch 00003.11.2021 UNI PR Batch 00003.11.2021 UNI PR Batch 00003.11.2021 UNI	0.32 1.84 1.84
Total for Check Number 54930:				4.00
54931	U730 745643 750784 750982 753781 755294 758268 758439 772848	USA Bluebook 224 Chemical meter viton seals 1' npt ReducerCoupler adapter alum/Part F 2" npt adap 3"x3" Nipple black malleable Sch 40 pipe hog 2' wheeler-rex 6' Steel sign post U-chan Flange gasket full face 3" Flange gasket ring 3" 2 HP pump for sewer bypass pumping when need	11/24/2021	515.40 242.84 18.31 89.38 305.73 42.15 4.74 1,510.82
Total for Check Number 54931:				2,729.37
54932	W208 1031	Watt's Cleaning Services Cleaning services for October	11/24/2021	1,960.00
Total for Check Number 54932:				1,960.00
54933	W570 318048	Western Chain Saw Concrete chainsaw repair	11/24/2021	218.45
Total for Check Number 54933:				218.45
Total for 11/24/2021:				172,058.39
54934	P010 12062021 12062021 12062021 12062021 12062021 12062021 12062021	Pacific Gas and Electric-GN cFW/MR Water System bHH Water System dGeneral Sewer System aWA Pump & District/Cummings eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	11/30/2021	556.75 7,195.93 2,989.71 4,901.53 1,170.88 3,828.22 144.51

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 54934:	20,787.53
54935	P130 12062021	Pacific Gas and Electric-St Street Lighting - November	11/30/2021	5,341.44
			Total for Check Number 54935:	5,341.44
54936	R715 315437	R. F. MacDonald Company New Cornell sewer pump for the Pine Hill SLS p	11/30/2021	23,948.34
			Total for Check Number 54936:	23,948.34
54937	S490 111212	SHN Consulting Engineers Lucia Repair/Compaton Testing	11/30/2021	525.60
			Total for Check Number 54937:	525.60
54938	S750 12012021	Standard Insurance Company Short&Long Term Empl Disabilit	11/30/2021	1,477.29
			Total for Check Number 54938:	1,477.29
54939	S850 12162021+10	Suddenlink Internet/Phone 11.24.21-12.23.21	11/30/2021	520.92
			Total for Check Number 54939:	520.92
54940	V500 9893379414	Verizon Wireless Cellular Service - November	11/30/2021	390.81
			Total for Check Number 54940:	390.81
54941	UB*01940	ALVARO CRUZ OLIVEIRA Refund Check Refund Check Refund Check Refund Check Refund Check	11/30/2021	39.27 9.83 28.15 4.56 21.60
			Total for Check Number 54941:	103.41
54942	UB*01941	WILLIAM MARTEY Refund Check Refund Check Refund Check Refund Check	11/30/2021	23.97 19.40 35.35 11.15
			Total for Check Number 54942:	89.87
			Total for 11/30/2021:	53,185.21
			Report Total (66 checks):	638,335.21

# 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: December 14, 2021

**AGENDA ITEM:** F.1

**TITLE:** Consideration of Resolution 2021-14 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 2021-14 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, 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 2021-14 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. 2021-14**

**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 14th day of December 2021 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:** December 14, 2021

**AGENDA ITEM:** F.2

**TITLE:** Consideration of Resolution 2021-15 Opting-In to the California Uniform Construction Cost Accounting Act (CUPCCAA) as contained in Public Contract Code (PCC) Section 22000, et seq.

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

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### Recommendation:

Staff recommends the Board adopt Resolution 2021-15 authorizing HCSD to opt-in to the CUPCCAA. Roll-call vote.

### Summary:

The CUPCCAA and Commission were created to promote "uniformity of the cost accounting standards and bidding procedures on construction work performed or contracted by public entities in the state". Voluntary participation affords agencies greater leeway when addressing public works projects within specified dollar thresholds. At last report, there are a total of 1,457 statewide agencies who have chosen to opt-in to the program, 384 of which are special districts. Local participating agencies include: Humboldt Bay Municipal Water District, McKinleyville CSD, Manila CSD, Humboldt Waste Management Authority as well as Humboldt County and the cities of Arcata, Blue Lake, and Rio Dell.

The key benefits of committing to the program include:

- Increases the District's ability to utilize its own staff and/or resources, or negotiated contract/purchase order for projects from \$35,000 to \$60,000. This condition is commonly referred to as a "force account".
- Provides for a simplified/informal bidding process for projects valued at \$60,000 to \$200,000 which accelerates the award, and ultimately completion process, in addition to reducing HCSD staff time, effort, and expense.

Note: Should the Board choose to opt-in to the CUPCCAA via the subject resolution, HCSD must then adopt an Informal Bidding Ordinance to govern the process and selection of contractors for public projects estimated between \$60,000 and \$200,000 during a subsequent regular meeting.

Administratively speaking, there are very few additional tasks or recordkeeping requirements beyond those staff already incorporate into the District's project processing.

HBMWD opted-in during October 2021 and report they have already benefited from the increased thresholds that have allowed them to move forward with a few projects much more quickly.

Opting into the CUPCAA will significantly reduce the administrative and engineering effort currently necessary to complete small to medium sized capital projects. This will result in a significant cost savings to the District over time.

**Fiscal Impact:**

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



**RESOLUTION NO. 2021-15**

**A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT  
BOARD OF DIRECTORS**

**AUTHORIZING ELECTION UNDER PUBLIC CONTRACT CODE SECTION  
22030 TO BECOME SUBJECT TO UNIFORM PUBLIC CONSTRUCTION COST  
ACCOUNTING PROCEDURES**

**WHEREAS**, the Humboldt Community Services District is committed to operating as efficiently and cost effectively as feasible; and

**WHEREAS**, prior to the passage of Assembly Bill No. 1666, Chap. 1054, Statutes of 1983, which added Chapter 2, commencing with Section 22000, to Part 3 of Division 2 of the Public Contract Code, existing law did not provide a uniform cost accounting standard for construction work performed or contracted by local public agencies; and

**WHEREAS**, Public Contract Code Section 22000 et seq., the Uniform Public Construction Cost Accounting Act (Act), establishes such a uniform cost accounting standard; and

**WHEREAS**, the Commission established under the Act has developed uniform public construction cost accounting procedures for implementation by local public agencies in the performance of, or in the contracting for, construction of public projects; and

**WHEREAS**, the Humboldt Community Services District desires to elect and become subject to Uniform Public Construction Cost Accounting Procedures for the purpose of awarding public project contracts as appropriate under these procedures; and

**WHEREAS**, the Humboldt Community Services District finds that utilizing the procedures outlined by the Uniform Public Construction Cost Accounting Act may save administrative time and expense and will be in the best interest of the District.

**NOW THEREFORE, BE IT RESOLVED** that the Humboldt Community Services District Board of Directors does hereby find and resolve as follows:

1. That this Board finds that utilizing the procedures outlined by the Uniform Public Construction Cost Accounting Act may save administrative time and expense and will be in the best interest of the district; and
2. That the Board of Humboldt Community Services District hereby elects under Public Contract Code Section 22030 to become subject to the uniform public construction cost accounting procedures set forth in the Act and to the Commission's Policies and Procedures Manual and Cost Accounting Review

Procedures, as they may each from time to time be amended, and directs that the Board Secretary notify the State Controller forthwith of this election.

3. This Resolution shall take effect upon its adoption.

**PASSED AND ADOPTED BY THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT** on this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ upon the following roll call vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

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Alan Bongio, Board President

ATTEST:

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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: December 14, 2021

AGENDA ITEM: G.1 (Old Business)

TITLE: Consideration of Walnut Yard Fence Rehabilitation

PRESENTED BY: Terrence Williams, General Manager

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### Recommendation:

Discussion followed by motion to approve a capital project to rehabilitate the fence at the District office yard on Walnut Drive.

### Summary:

This item was brought before the Board during the regularly scheduled business meeting on November 23, 2021 in response to a Board request for grounds beautification. During the November 23<sup>rd</sup> meeting, the Board requested that the item be tabled until the December 14 meeting so that Directors would have the opportunity to view the existing fence and so that staff would have the opportunity to provide additional information including photos. The purpose of this project is to improve the aesthetics of the District's yard by obscuring the street-view of stockpiled material and stored equipment within the District yard. During the estimate process, staff learned the existing aged fencing fabric cannot accommodate privacy slats. Thus, the necessity of replacing the existing fencing fabric in its entirety. Additionally, replacing the damaged posts and fabric will have the added benefit of improving security within the District facility. The total estimated cost of this project is \$27,500.

I want to reiterate that this project was not included on the 2021-22 CIP because the fence is functional and currently serving its purpose. This project is brought to the Board in response to a request during my performance review for District property beautification wherein the yard fencing was mentioned specifically. The primary purpose of this project is aesthetic with a secondary benefit of improving security at the District yard.

The following diagrams show the District yard and surrounding district owned property as well as the location and extents of the fence that would be rehabilitated by this project. To include fencing for the entire street boundary would more than double the estimate for repairing the existing fencing. Also included are photographs showing the condition of the posts, damaged fabric, and the view of the yard from the street through the existing fence.

### Fiscal Impact:

~\$27,500

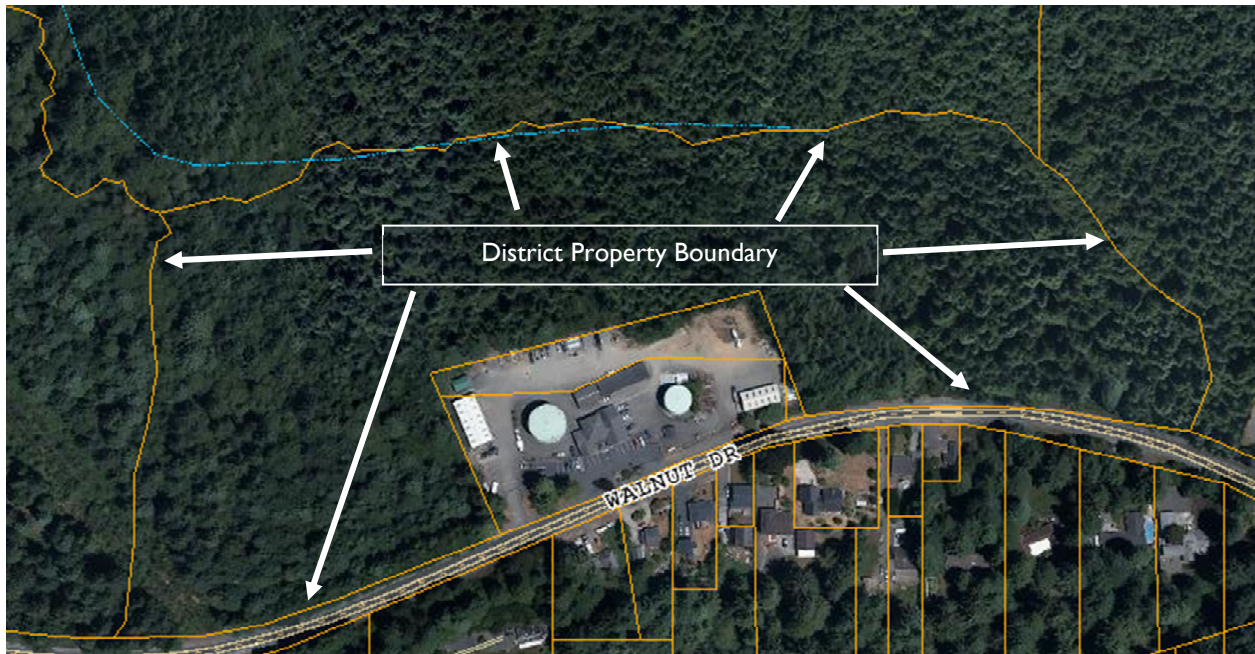


Figure 1: Diagram showing the District yard and surrounding District owned property.



Figure 2: Diagram showing the extents of the fence to be rehabilitated in blue.



The following photos were taken December 8, 2021 to show the condition of the fence with leaning and damaged posts and damaged fence fabric.



**Figure 3:** Looking south along the fence, south of the office building. Image shows damaged and leaning posts.



**Figure 4:** Looking west at south side of office building. Image shows damaged posts.





**Figure 5:** Northern portion of fence. Image shows damaged post as well as repaired damaged fabric resulting from a break-in.



**Figure 6:** View from Walnut Drive looking east into the District yard. Image shows material stockpiled and equipment stored that would be obscured by privacy slats if project is approved.