



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

**AGENDA**

**DATE:** Tuesday, December 13, 2022

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

**LOCATION:** *In accordance with Assembly Bill 361 and District Resolution 2022-18, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 848 4375 7725 and Passcode442071. Access may also be achieved via telephone only by dialing 1-669-900-9128.*

**A. ROLL CALL**

Directors Benzonelli, Gardiner, Hansen, Matteoli, Director-elect Ryan

**B. OATH OF OFFICE**

1. Administration of Oath of Office - Gardiner and Ryan *Pgs 3&5*

**C. PLEDGE OF ALLEGIANCE**

**D. CONSENT CALENDAR**

1. Approval of December 13, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of November 22, 2022 *Pgs 7-9*
3. Ratify Board's Prior Approval of GM Salary Compensation at the November 22, 2022 Regular Meeting *Pg 11*
4. Consideration of Resolution No. 2022-19 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days *Pgs 13-14*

**E. REPORTS**

1. General Manager
  - a) GM Report *Pgs 15-19*
2. Engineering Department
  - a) Status Report *Pgs 21-22*

3. Superintendent

- a) November 2022 Construction Operations Report

*Pg 23*

4. Finance Department

- a) November 2022 Check Register

*Pgs 25-34*

5. Legal Counsel

6. Director Reports

7. Other

**F. PUBLIC PARTICIPATION \*\***

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

**G. NON-AGENDA**

**H. NEW BUSINESS**

1. Appointment of Officers and Standing Committee Participants by Resolution 2022-20 *Pgs 35-37*  
2. Consideration of Resolution 2022-21 Recognizing Former Director Bongio for Twenty Plus Years of Service *Pgs 39-40*  
3. Consideration of Extending by Amendment, On-Call Engineering Service Contracts with GHD Group (Engineering) and SHN Consulting Engineers through March 1, 2022 *Pgs 41-50*  
4. Consideration of Cancelling the Regular Meeting of December 27, 2022 *Pg 51*

**I. OLD BUSINESS**

**J. CLOSED SESSION**

**K. ADJOURNMENT**

Next Res: 2022-22  
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.

**GOVERNING BOARD MEMBER – SPECIAL DISTRICT**

**CERTIFICATE OF ELECTION**

Elections Code 10551, 10551-54, 15401

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **GREGG GARDINER** was elected to the office of Governing Board Member of the **HUMBOLDT COMMUNITY SERVICES DISTRICT** at the Statewide General Election held on November 8, 2022. The term of this office is 4 years ending on the first Friday of December 2026.

Dated: December 5, 2022  
Kelly Sanders  
County Registrar of Voters

By Kelly E. Sanders  
Deputy Clerk

**OATH OF OFFICE**

Govt Code Section 1360-1363, inclusive,  
3105 Section 3, Article XX, State Constitution

I, **GREGG GARDINER**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature Date

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person administering oath

**Return signed original form to the Humboldt County Office of Elections:**

**2426 6<sup>th</sup> Street, Eureka, CA 95501**

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**GOVERNING BOARD MEMBER – SPECIAL DISTRICT**

**CERTIFICATE OF ELECTION**

Elections Code 10551, 10551-54, 15401

I, KELLY SANDERS, Humboldt County Registrar of Voters, do hereby certify that **JULIE RYAN** was elected to the office of Governing Board Member of the **HUMBOLDT COMMUNITY SERVICES DISTRICT** at the Statewide General Election held on November 8, 2022. The term of this office is 4 years ending on the first Friday of December 2026.

Dated: December 5, 2022  
Kelly Sanders  
County Registrar of Voters

By Kelly E. Sanders  
Deputy Clerk

**OATH OF OFFICE**

Govt Code Section 1360-1363, inclusive,  
3105 Section 3, Article XX, State Constitution

I, **JULIE RYAN**, do solemnly swear (or affirm) that I will support and defend the Constitution of the United States and the Constitution of the State of California against all enemies, foreign and domestic; that I will bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of California; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter.

\_\_\_\_\_  
Signature Date

Residential Address:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of person administering oath

**Return signed original form to the Humboldt County Office of Elections:**

**2426 6<sup>th</sup> Street, Eureka, CA 95501**

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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 22, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-18.

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

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

**B. PLEDGE OF ALLEGIANCE**

President Bongio invited those present to join him in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

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

Public Comment: None

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

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

**D. REPORTS**

1. General Manager

- a) GM Report

- Staff – On November 30<sup>th</sup>, Norma McClary in the Customer Service Department will retire with eleven years of service. A member of the Maintenance team is on leave of absence and a construction team member will be on baby-bonding leave beginning the first part of the new year. Temporary employment services personnel will assist the District until full-time appointments can be arranged.
- LAFCo – The voting process resulted in Director Benzonelli's appointment to the Alternate Special District seat and Troy Nicolini of the Peninsula CSD appointed to the Regular Special District seat.

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

- Annual Employee Appreciation Dinner – invitation have been circulated. The deadline to RSVP is January 13, 2023

2. Engineering Department

a) Status Report

- Design Documents for Upcoming Projects – Preliminary construction plans are in process for the Hartman Sewer Lift Station Reversal, Doctor Office Lane Sewer Line Replacement, and 18<sup>th</sup> Street Steel Main Replacement projects.
- Tower Dr. Steel Main Replacement Project Update – The full 580 ft. length of water main replacement is now installed. Once all testing processes are complete, services will be transferred to the new pipeline and the old water main removed from service.

3. a) October 2022 Construction Operations Report

Significant time was dedicated to the Tower Road Steel Water Main Line Replacement Project, in addition to leak repairs made to a service line on O'Neill, service line replacements on Lloyd and Campton, and a concrete water main line valve can installed on Park Street.

b) October 2022 Operations/Maintenance Report

In various locations throughout the District, filmed 3,336 ft. of sewer main line and cleaned 250 ft. of sewer main line. Preparations continue for upcoming Capital Improvement Projects. Other activities included responding to a power outage at the D Street SLS, work on the Blackberry SLS Rehabilitation Project, and painting the front of the District office building.

4. Finance Department

a) October 2022 Budget Statement

FM noted that due to the annual purchase of postage the expense appears high but will smooth out over the balance of the fiscal year and that the Liability Insurance expense increased by \$20,000 more than projected but does not foresee any budgetary difficulties for the District.

**E. PUBLIC PARTICIPATION - None**



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

**F. NON-AGENDA**

Director Gardiner requested staff determine whether it is possible to relocate the podium so when public are testifying the video-camera can capture the individual.

AT 5:13 P.M. IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO MOVE INTO CLOSED SESSION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**I. CLOSED SESSION**

1. Pursuant to Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

The Board returned to open session at 6:07 p.m. wherein President Bongio reported the Board unanimously agreed to award the GM a two-step salary increase and authorize annual employer paid contributions to the GM's 457 Supplemental Retirement Plan equivalent to the District's calculated share of the CalPERS Retirement Plan for contributions greater than the maximum salary stipulated per calendar year.

**I. ADJOURNMENT**

There being no further business, IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, 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 22, 2022 AT 6:10 P.M.

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Submitted, Board Secretary

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# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** December 13, 2022

**AGENDA ITEM:** D.3 (Consent Calendar)

**TITLE:** Ratify Board's Prior Approval of GM Salary Adjustment at the November 22, 2022 Regular Meeting

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### **Recommendation:**

Ratify GM salary compensation increase by title only under Consent Calendar roll-call vote.

### **Summary:**

An open session vote is necessary to ratify the full Board's consensus agreement to award the GM a step-five annual salary of \$158,652 and authorize an annual employer paid contribution to the GM's 457 Supplemental Retirement Plan equivalent to the District's calculated share of the CalPERS Retirement Plan for contributions greater than the maximum salary stipulated per calendar year. For the year 2022, the 457 Supplemental Retirement Plan contribution is \$580.

### **Fiscal Impact:**

\$15,328 plus employer taxes

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# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: December 13, 2022

**AGENDA ITEM:** C.4 (Consent Calendar)

**TITLE:** Consideration of Resolution 2022-19 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

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### Recommendation:

Adopt Resolution 2022-19 by title only under Consent Calendar roll-call vote.

### Summary:

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

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

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

Resolution 2022-19 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect. In addition to the many restrictions that have been lifted, the Governor's office advised the existing state of emergency is scheduled to sunset February 28, 2023

**Fiscal Impact:** None

**RESOLUTION NO. 2022-19**

**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 13<sup>th</sup> day of December 2022 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Board President

\_\_\_\_\_  
Attest: Brenda K. Franklin  
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 9, 2022

SUBJECT: General Manager Report for December 13, 2022 Board Meeting

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### **Rate Study**

We continue to make progress on the District's rate study. Staff have worked diligently with the consultant to develop rate models for water and sewer rates and connection fees. These complex models take into account historical and projected spending and enable the user to see the effects of various decisions regarding rate setting on the District's finances and financial health. We anticipate being able to present a first draft of the District's Rate Study Report in January or February for the Boards review. Once the Board has approved the Draft Report, we will be able to begin the Proposition 218 process.

The biggest delay to the District's rate study process has been the City of Eureka. Our rate study relies on information from the City. The City experienced delays and uncertainty regarding projected capital expenditures. This in turn caused delays in their overall process. The District and our mutual consultant determined that waiting for the City to finalize their projections before proceeding with the District's rate study so as to have the best available information. Once the City did finalize their projections (slightly more than a month ago), those relevant to the District were made available to District staff for inclusion in the District's rate study.

Many of the projections that the City was struggling to finalize ultimately came from District staff's projections. Other projections that were made by the City were questionable. When the consultant questioned City staff about those projections, City staff ultimately indicated that the District's projections were better than their own. Unless the relationship between the City of Eureka and the District is significantly improved over the next five years, I recommend not tying the District's rate setting process to the City's going forward.

At the outset of the rate study solicitation, the expectation was that the study would be completed during the summer months, the Proposition 218 process would occur in the fall and the new rates would take effect in January of 2023. Considering the significant delays to the process and the complications associated with mid-fiscal year adjustments to rates and fees, the new rates will take effect July 1, 2023 barring any unforeseen obstacles.

### **ACWA/JPIA**

Each year at the Fall Conference, the JPIA recognizes member agencies that have a loss ratio of 20% or less. This year the District received three "President's Special Recognition Awards," one for our Liability policy, one for our Property policy, and one for our Workers Compensation policy. The award letter and award certificates are reproduced in this Board packet.



YOUR BEST PROTECTION

11/28/2022

## ACWA JPIA

P. O. Box 619082  
Roseville, CA 95661-9082

phone  
916.786.5742  
800.231.5742

[www.acwajpia.com](http://www.acwajpia.com)

**President**

E.G. "Jerry" Gladbach

**Vice President**

Melody A. McDonald

**Chief Executive Officer**

Walter "Andy" Sells

**Executive Committee**

Fred Bockmiller

David Drake

E.G. "Jerry" Gladbach

Cathy Green

Brent Hastey

Chris Kapheim

Melody A. McDonald

Randall Reed

J. Bruce Rupp

Humboldt Community Services District (H004)  
P.O. Box 158  
Cuttan, CA 95534-0158

**General Manager:**

Each year at Fall Conference, the JPIA recognizes members that have a Loss Ratio of 20% or less in either of the Liability, Property or Workers' Compensation programs (loss ratio = total losses / total premiums).

The members with this distinction receive the "**President's Special Recognition Award**" certificate for each Program that they qualify in.

The JPIA is extremely pleased to present Humboldt Community Services District (H004) with this special recognition and commends the District on the hard work in reducing claims.

Congratulations to you, your staff, Board, and District. Keep up the good work!

The JPIA wishes you the best in 2023.

Sincerely,

Melody McDonald  
President

Enclosure: President's Special Recognition Award(s)

**Core Values**

- *People*
- *Service*
- *Integrity*
- *Innovation*

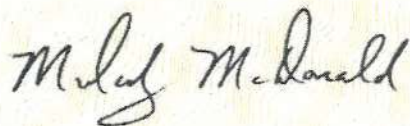


# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Humboldt Community Services District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Liability Program for the period 10/01/2018 - 09/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Humboldt Community Services District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Property Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



# *President's Special Recognition Award*

*The President of the  
ACWA JPIA  
hereby gives Special Recognition to*

## *Humboldt Community Services District*

*for achieving a low ratio of "Paid Claims and Case Reserves" to "Deposit Premiums"  
in the Workers' Compensation Program for the period 07/01/2018 - 06/30/2021  
announced at the Board of Directors' Meeting in Indian Wells.*



*Melody McDonald, President*



*November 28, 2022*



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# 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 9, 2022  
**SUBJECT:** Engineering Dept. Status Report for December 13, 2022 Board Meeting

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### **Sewer Pretreatment Facility Inspections**

The District maintains a pre-treatment program to reduce Fats, Oils, & Grease (FOG) in the wastewater collection system and at the wastewater treatment facility. This is an update of the District's activities regarding the District's pre-treatment program.

A major source of FOG is animal and vegetable-based oil and grease from restaurants and food processing establishments. Traps and interceptors require regular maintenance to remain effective at removing FOG from wastewater. Maintenance intervals vary for each device based on the size of the interceptor or trap, the volume of wastewater and the type of wastewater created. FOG that gets into the collection system can cause blockages, possibly resulting in Sanitary Sewer Overflows (SSOs). High FOG levels at the wastewater treatment plant, can inhibit biological processes and cause equipment blockages.

The pre-treatment program involves biannual inspection of approximately 45 grease traps and interceptors and their respective maintenance and cleaning schedules, a public education program regarding Best Management Practices (BMPs), and a review of all building permit applications.

Engineering staff have inspected twelve devices this year, and will inspect approximately twelve more before the year end. Inspections include opening the device for a visual inspection with the device operators, and reviewing their cleaning log and maintenance plan. For larger devices staff also review vendor pumping and cleaning receipts.

### **Humboldt County Pine Hill Road Bridge Project**

The County of Humboldt is preparing to replace the Pine Hill Bridge that crosses Swain Slough. District Engineering staff worked with Humboldt County's Engineering department to ensure the proposed replacement bridge has sufficient capacity to support a future 12" water main, if required in an emergency situation.

The current bridge supports a 12" water main which connects the Humboldt Hill and Pine Hill water distribution zones. The District installed a 16" water main under Swain

Slough in preparation for the County's bridge replacement project. This new water main maintains the hydraulic connection between the distribution zones while allowing the bridge project to proceed.

**Tower Dr. Steel Main Replacement Project Update**

District forces have finished installing approximately 575 feet of new water main and a fire hydrant in Tower Dr. All existing water services have been transferred to the new main from the old steel water main. The steel main has been disconnected and abandoned in place. As of this writing there are 2 new water services remaining to be installed, and final paving to complete the project.

# 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: December 7, 2022  
Subject: November 2022 Construction Operations Report

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General business for the month of November included water service line leak repairs on Quaker Street and “V” Street, replacing broken angle meter stops on King Salmon Avenue, Northridge Drive and Austin Avenue and abandoning a water service line on Beechwood Drive.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, hauling dirt to fill sites, cross training with the Operations/Maintenance Department as time allows and clean-up and organization of the parts shop.

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

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 12/2/2022 10:34 AM

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
55767	A072 6724	Accurate Drug Testing Services DOT Random/WP	11/10/2022	30.00
Total for Check Number 55767:				30.00
55768	A160	ACWA-JPIA	11/10/2022	
	695447	aMedical Plan - Employees		47,648.26
	695447	iMedical Plan -Retired Members		19,369.99
	695447	bDental Plan - Employees		1,481.16
	695447	kVision Plan - Retired Members		359.49
	695447	hLife/AD&D Plan -Board Members		4.32
	695447	gVision Plan - Board Members		78.15
	695447	fDental Plan - Board Members		448.76
	695447	eMedical Plan - Board Members		12,562.52
	695447	dLife/AD&D Plan - Employees		329.88
	695447	cVision Plan - Employees		296.97
	695447	jDental Plan - Retired Members		1,257.20
Total for Check Number 55768:				83,836.70
55769	A210	Petrusha Enterprises Inc.	11/10/2022	
	624452	RdgwdPump Comml Monitoring		76.50
	624452	AES Comml Fire Alarm Comms		111.00
	624452	Open/Close Reporting		45.00
	624452	RidgwdPump Cell Alarm Coms		120.00
	624452	Commercial Fire Monitoring		84.00
	624452	RdgwdPump KeypadMobile Access		15.00
Total for Check Number 55769:				451.50
55770	A780 1500-00870060	Asbury Environmental Services Hauling of waste oil as per HMBP	11/10/2022	95.00
Total for Check Number 55770:				95.00
55771	C170 2280-1029378	Campton Electric Supply THHN10SOLBLU Building wire	11/10/2022	196.61
Total for Check Number 55771:				196.61
55772	C410 October 2022 October 2022	City of Eureka: SW Humboldt Hill 21% General 79%	11/10/2022	28,293.93 106,439.07
Total for Check Number 55772:				134,733.00
55773	C475 0783630S	Coast Counties Peterbilt Perform onsite opacity tests for 9 units	11/10/2022	900.00
Total for Check Number 55773:				900.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55774	E485	Cooney Parris and Rieke Corp	11/10/2022	
	10312022	Discount Earned - October Job # 17-1203		-2.43
	10312022	Discount Earned - October		-3.97
	127488/3	Mark paint yellow/Mark paint Fl orange/GMRS		75.39
	128640/3	Roller/Paint tray/Brush/Tape/ for the Office Buil		74.44
	128676/3	Strap hanger galv/Revers tarp 12x16		42.00
Total for Check Number 55774:				185.43
55775	E558	NAPA Auto Parts of Eureka	11/10/2022	
	302942	2.5 Blue Def		42.59
	304283	150 LM pen light/Bungee 40" 2pk yel/2.5 Blue I		56.77
	305803	Shop tools/Lng barrel air hammer/4 Piece chisel		185.36
	306545	10" Brush head/Hd trigger nozzle/Metal polish/2		118.69
	306979	Rain-x Latitude water		67.71
Total for Check Number 55775:				471.12
55776	E650	Eureka Ready Mix	11/10/2022	
	82403	Base rock for the Tower Road SMR Project		906.71
	82438	Base rock for the Tower Road SMR Project		1,309.35
	82477	Base rock for the Tower Road SMR Project		430.28
	82598	Base/Pea Gravel		3,411.09
Total for Check Number 55776:				6,057.43
55777	H010	Keenan Supply	11/10/2022	
	10252022	Discount Earned - October		-133.61
	S012542352.002	Credit/Clow F6102 4 Flng rw nrs gate valve for l		-1,494.28
	S012542352.003	Clow F6102 4 Flng rw nrs gate valve for Blackb		1,494.28
	S012720870.001	Yard Restock/Krausz 2" hymax 2 flip cplg/Std bi		1,137.85
	S012720880.001	Yard Restock/Romac IP tap ss 1 rpr clamp		353.07
	S012741183.001	Replacement from Gayhanna 2" main break/Krai		288.93
	S012742611.001	Yard Restock/4 GxGxG SDR35 wye/Mainline tv		1,225.90
	S012747279.001	Romac SS1 rpr clamp for Pigeon Pt water main l		494.42
	S012748991.001	2 IMP brass cplg/2x1 IMP brass bushing		240.70
	S012769373.001	Yard Restock/Grap-DI 8 Grip accy pak/45 Elbow		3,574.37
Total for Check Number 55777:				7,181.63
55778	H410	Humboldt Bay Municipal Water D	11/10/2022	
	15893000	Water Purchased - Month of October		89,224.78
Total for Check Number 55778:				89,224.78
55779	H660	Humboldt County Clerk Recorder	11/10/2022	
	22-19237	October Copies		3.00
Total for Check Number 55779:				3.00
55780	I700	IBS Interstate Battery System	11/10/2022	
	5100025	UPS Batteries/(4)SLA1055/(4)SLA1079		200.58
	5100095	Unit #15 Battery MTP-65HD		143.17
Total for Check Number 55780:				343.75
55781	L200	Les Schwab Tire Center of Calif Inc.	11/10/2022	
	60900694978	1 P215/70R-15 97S Venezia for 2012 Toyota Tac		62.70
Total for Check Number 55781:				62.70
55783	M230	Mendes Supply Co	11/10/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	M236205	PSCQcarbacticide 30gal/DrumDep		481.74
	M236213	PSCQcarbacticide 30gal/DrumDep		483.68
	M237198	PSCQcarbacticide 30gal		796.07
Total for Check Number 55783:				1,761.49
55784	M450	Mission Linen	11/10/2022	
	517915963	Uniforms/Mats		242.39
	517964247	Uniforms/Mats		407.32
	518008708	Uniforms/Mats		240.36
	518052805	Uniforms/Mats		407.32
Total for Check Number 55784:				1,297.39
55785	M560	The Mitchell Law Firm LLP	11/10/2022	
	51132	Legal Services - October 2022		544.00
Total for Check Number 55785:				544.00
55786	P430	Pierson Building Center	11/10/2022	
	069714	Wood yardstick		6.51
	071497	3qt tray/4' ext pole/4-8' ext pole/foam roller cove		116.73
	071620	ACE Stainless Paint Sheild 24 inch		16.15
	071654	ACE Royal Ext S/G neut base 5 gal/Paintcare Re		187.21
	072226	1/4 x 72 ft Poly Rope		3.27
	10312022	Discount Earned - October Job 17-1203		-14.14
	10312022	Discount Earned - October		-0.44
Total for Check Number 55786:				315.29
55787	P557	Rexel USA Inc.	11/10/2022	
	3H15719	LEV2711 30A/LEV2713 30A/110A1PH 3R/Klu		578.37
Total for Check Number 55787:				578.37
55788	R750	R. J. Ricciardi Inc.	11/10/2022	
	13305	Progress billing through October		5,940.00
Total for Check Number 55788:				5,940.00
55789	U330	United Rentals, Northwest Inc	11/10/2022	
	207765961-004	Four month rental of (2) 21,000 gallon baker tan		3,338.60
Total for Check Number 55789:				3,338.60
55790	U410	United Way of Humboldt	11/10/2022	
		PR Batch 00001.11.2022 UNITED WAY	PR Batch 00001.11.2022 UNI	0.54
		PR Batch 00001.11.2022 UNITED WAY	PR Batch 00001.11.2022 UNI	1.98
		PR Batch 00001.11.2022 UNITED WAY	PR Batch 00001.11.2022 UNI	1.48
Total for Check Number 55790:				4.00
55791	U601	US Bank	11/10/2022	
	2117742	DebtService 2014 WasteRevBond		134,587.51
Total for Check Number 55791:				134,587.51
55792	V700	Valley Pacific Petroleum Services Inc	11/10/2022	
	INV 22-601779	Fuel		4,070.01
	INV 22-602542	5 Gal utility jug/Plastic jug spout/Tack oil clean		49.13
	INV 22-609378	Fuel		4,567.70

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55792:	8,686.84
55793	UB*02047	BRENT BRAITHWAITE	11/10/2022	
		Refund Check		17.30
		Refund Check		6.13
			Total for Check Number 55793:	23.43
55794	UB*02048	ERIKA ESPITIA	11/10/2022	
		Refund Check		14.80
		Refund Check		12.55
		Refund Check		28.76
		Refund Check		9.97
			Total for Check Number 55794:	66.08
55795	UB*02046	JIM/BRENDA HISCOX	11/10/2022	
		Refund Check		7.94
		Refund Check		3.70
		Refund Check		12.86
		Refund Check		4.06
			Total for Check Number 55795:	28.56
55796	UB*02044	TED JR. LORING	11/10/2022	
		Refund Check		9.46
		Refund Check		50.37
		Refund Check		15.90
		Refund Check		27.32
			Total for Check Number 55796:	103.05
55797	UB*02050	NICOLE ROSS	11/10/2022	
		Refund Check		58.15
		Refund Check		40.34
		Refund Check		20.36
		Refund Check		81.15
			Total for Check Number 55797:	200.00
55798	UB*02045	KAREN SANDERS	11/10/2022	
		Refund Check		27.16
		Refund Check		23.21
		Refund Check		8.05
		Refund Check		5.39
			Total for Check Number 55798:	63.81
55799	UB*02049	STACI/HARRELL SMITH	11/10/2022	
		Refund Check		29.96
		Refund Check		124.23
		Refund Check		378.30
		Refund Check		192.28
		Refund Check		93.38
			Total for Check Number 55799:	818.15
55800	UB*02051	CHUE YANG	11/10/2022	
		Refund Check		54.91
		Refund Check		12.65
		Refund Check		24.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		46.94
		Refund Check		10.94
Total for Check Number 55800:				149.44
55801	UB*01929	KOSTIANTYN STOLIAR	11/10/2022	
		Replace stale dated voided check 54836		30.89
		Replace stale dated voided check 54836		3.39
		Replace stale dated voided check 54836		20.94
		Replace stale dated voided check 54836		9.75
Total for Check Number 55801:				64.97
Total for 11/10/2022:				482,343.63
55802	B360 40406	BT Metals	11/18/2022	
		Tubing Round for Tailgate repair of Unit #8		14.36
Total for Check Number 55802:				14.36
55803	C036	Corporate Payment Systems	11/18/2022	
	240009722828791	TW/Best Western: SCADA Training Hotel 10/3-		1,034.45
	240009723039700	TW/Best Western: 10/23-28 Hotel - SCADA Tr		1,262.21
	240133922810009	TW/InNOut: SCADA Training Meal 10/7		9.65
	240133922970027	TW/InNOut: 10/23 Dinner - SCADA Training		10.27
	241225923000300	TW/PiginaPickle: 10/26 Dinner - SCADA Train		15.23
	241225923000300	TW/PigNaPickle: 10/26 Meal Tip - SCADA Tra		4.77
	241374622981003	TW/Fieldwork: 10/24 Dinner - SCADA Training		32.00
	241374622996001	TW/Flores: 10/25 Dinner - SCADA Training		30.00
	241640722970910	TW/Target: Supplies - SCADA Training		18.60
	242042922903153	TL/DRI Crash Plan		29.97
	242107322982074	DT/ Lake Land Toyota/ replacement seat for Uni		158.34
	242316823064000	WP/Harbor Freight Tools/ Drop Leg Trailer/ 2 pc		97.63
	244273322807402	TL/Murphy's EE BBQ		28.91
	244309922894008	TL/Microsoft		98.40
	244450022910007	DT/ Les Schwab/Dismount, Mount, Balance & I		53.99
	244921523048527	DT/ Duran Ink/ Pipe brackets for Sequia Force N		242.75
	246921622791014	TW/Starbucks: SCADA Training Meal 10/5		9.90
	246921622801021	TW/Starbucks: SCADA Training Meal 10/6		9.90
	246921622801022	TW/Chevron: SCADA Training Fuel		83.64
	246921622811000	TW/Starbucks: SCADA Training Meal 10/7		9.90
	246921622921084	WP/Northern Tools/ Tow Hanger kit, Single Axl		250.29
	246921622981027	TW/Starbucks: 10/24 Breakfast - SCADA Train		9.90
	246921622991035	TW/Starbucks: 10/25 Breakfast - SCADA Train		9.90
	246921623001042	TW/Starbucks: 10/26 Breakfast - SCADA Train		9.90
	246921623011046	TW/Chevron: Fuel - SCADA Training		76.46
	246921623011050	TW/Starbucks: 10/27 Breakfast - SCADA Train		9.90
	246921623021056	MM/Amazon eyeglass pads and face shields		27.98
	247333422820290	TL/Porter Street / EE BBQ		337.31
	247333423070290	WP/RMI/Axle plate quantity 2/ galv u-bolt 1/16x		93.63
	247606222913000	DT/ Tehama Tire Arcata/Used 15"x5 lug Toyota		43.40
	247986522794005	TW/BoudinBakery: SCADA Training Meal 10/2		15.00
	248019722940910	TL/Freight for delivery of tumbled ledgestone fo		2,081.25
Total for Check Number 55803:				6,205.43
55804	C180	Canon Solutions America Inc.	11/18/2022	
	6002142473	Constr Color Copies XLN04212- Period 07/19/2		7.99
	6002142473	UseTaxRecoveryFee/ConstrCopier		0.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6002142473	Constr Black Copies XLN04212- Period 07/19/2		3.39
	6002266314	UseTaxRecoveryFee/OfficeCopier		6.67
	6002266314	Office/Black Copies WXD03492- Period 09/30/2		17.49
	6002266314	Office/Color Copies WXD03492- Period 09/30/2		154.80
Total for Check Number 55804:				190.78
55805	C430	City of Eureka: WA	11/18/2022	
	31OCT	Min Water Purchased - October 2022		56,635.00
	31OCT	*Excess Billing @ \$0.003726/gallon		2,816.00
	INV03590	Reconciliation Charges for July Water Sales		4,180.00
	INV03591	Reconciliation Charges for August Water Sales		4,407.00
Total for Check Number 55805:				68,038.00
55806	C495	Colantuono, Highsmith, Whatley, PC	11/18/2022	
	53648	Legal Services: Special Counsel/ Services 10/01/		1,890.00
Total for Check Number 55806:				1,890.00
55807	E890	Express Employment Professionals	11/18/2022	
	28044550	Temporary Personnel - Finance PPE 10/16/2022		863.64
	28090146	Temporary Personnel - Finance PPE 10/23/2022		1,063.60
	28123770	Temporary Personnel - Finance PPE 10/30/2022		425.44
Total for Check Number 55807:				2,352.68
55808	F010	Farmer Brothers Co	11/18/2022	
	91502200	Coffee 100% Columbian Decaf 40/2oz x2		241.20
Total for Check Number 55808:				241.20
55809	H060	Harvey M. Harper Co.	11/18/2022	
	5284108	HC3Z 9601 A Element Asy Air Filter - Unit #6		142.06
Total for Check Number 55809:				142.06
55810	H710	Humboldt Fence Co	11/18/2022	
	10725B	New fencing and sliding gate at hidden meadows		10,950.00
Total for Check Number 55810:				10,950.00
55811	H810	Humboldt Waste Management Auth	11/18/2022	
	473911	Greenwaste - Job site: Tower Rd		31.37
	474308	Greenwaste		11.76
	76517	Greenwaste - job site: Tower Rd		41.83
Total for Check Number 55811:				84.96
55812	I525	Infosend	11/18/2022	
	223506	UB/Process and Mail/Bills - October 2022		4,356.03
Total for Check Number 55812:				4,356.03
55813	J800	Johnson's Mobile Rentals LLC	11/18/2022	
	150212	Rental fencing for the Ridgewood Tank Rehabili		252.78
Total for Check Number 55813:				252.78
55814	M099	Mad River Community Hospital	11/18/2022	
	A0094229	Pre Employment - BB		43.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55814:	43.75
55815	N030 202211-2351	NBS Professional Services/Rate Study Services 10/01.	11/18/2022	4,270.00
			Total for Check Number 55815:	4,270.00
55816	N050 2022-99823 2022-99824 2022-99825	North Coast Journal CSR Recruitment Ad wk of 8/18 CSR Recruitment Ad wk of 08/25 CSR Recruitment Ad wk of 09/01	11/18/2022	65.00 65.00 65.00
			Total for Check Number 55816:	195.00
55817	P006 028135830 028139450	PACE Supply Corp. 4" Cplg Gasket x Gasket Blue Brute Pressure 07. 8x20 BE PVC SCH40 Pipe	11/18/2022	411.77 512.92
			Total for Check Number 55817:	924.69
55818	P190 189739 189795 190189 190292 190470 190683 4312CM 4329CM	Pacific Paper Co Magnetic staple remover/Pentel champ mech per HON confor task chair/Customer Service Ergonomic task chair for Customer Service desk Staple remover/Plain catalog envelopes/Rubber t Antimicrobial counter pens/Post-it 1.5x2"/Regul: 2023 Calendar Order Credit Return/Dual function ergo chair Credit Return/HON Comfor task chair	11/18/2022	46.19 261.47 360.53 112.47 85.77 595.75 -229.41 -261.47
			Total for Check Number 55818:	971.30
55819	P785 17571	Powell Landscape Materials 1/2 yard concrete	11/18/2022	183.54
			Total for Check Number 55819:	183.54
55820	R250 29473691	Recology Humboldt County Garbage Service - October	11/18/2022	511.75
			Total for Check Number 55820:	511.75
55821	S117 2208311-01	Sage Designs Inc SCADAPack x70 Remote Connect Function Blo	11/18/2022	1,800.00
			Total for Check Number 55821:	1,800.00
55822	S495 46680	Shred Aware PickUp/Shredding/64GalBin/27"S	11/18/2022	117.42
			Total for Check Number 55822:	117.42
55823	T810 103739	Tony Gosselin Tire Service ST225/75R15 National Radial Trailer Tire for #1	11/18/2022	296.00
			Total for Check Number 55823:	296.00
55824	U730 152773	USA Bluebook Flange spool 6' pipes/Flanged spool 4' pipes/Hut	11/18/2022	2,124.44
			Total for Check Number 55824:	2,124.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55825	W020 79080	W N Tetrault Co. Inc. Tires for Unit #5/COP CS5 G/T 215/70R 15	11/18/2022	567.88
Total for Check Number 55825:				567.88
55826	W208 1043	Watt's Cleaning Services Cleaning Services for October 2022	11/18/2022	1,165.00
Total for Check Number 55826:				1,165.00
Total for 11/18/2022:				107,889.05
55827	UB*02052	EDUARDO FELIX Refund Check Refund Check Refund Check Refund Check Refund Check	11/30/2022	92.28 7.24 40.24 32.79 27.45
Total for Check Number 55827:				200.00
55828	UB*02053	PACIFIC PARTNERS PROPERTY MANA Refund Check Refund Check Refund Check Refund Check	11/30/2022	13.61 18.90 23.37 43.11
Total for Check Number 55828:				98.99
55829	UB*02054	REDWOOD COAST REAL ESTATE Refund Check Refund Check Refund Check Refund Check	11/30/2022	43.09 7.56 23.37 13.60
Total for Check Number 55829:				87.62
55830	UB*02055	EVERETT FLORES Refund Check	11/30/2022	31.70
Total for Check Number 55830:				31.70
55831	UB*02056	SUPPLY CREEK LLC Refund Check Refund Check	11/30/2022	89.79 110.21
Total for Check Number 55831:				200.00
55832	S750 12012022	Standard Insurance Company Short&Long Term Empl Disability Billing Perio	11/30/2022	1,591.31
Total for Check Number 55832:				1,591.31
55833	S850 12162022	Optimum Internet/11/24/22-12/23/22	11/30/2022	523.66
Total for Check Number 55833:				523.66
55834	U410	United Way of Humboldt PR Batch 00002.11.2022 UNITED WAY PR Batch 00002.11.2022 UNITED WAY	11/30/2022 PR Batch 00002.11.2022 UNI PR Batch 00002.11.2022 UNI	2.59 1.09



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		PR Batch 00002.11.2022 UNITED WAY	PR Batch 00002.11.2022 UNI	0.32
			Total for Check Number 55834:	4.00
55835	D200 INV751673 SO46226587	Day Management Corp. Ridgewood tank antenna SCADA radio terminal kits	11/30/2022	555.43 714.17
			Total for Check Number 55835:	1,269.60
55836	D285 202201172	Demsey, Filliger and Associates Inc. GASB 75 June 2021	11/30/2022	500.00
			Total for Check Number 55836:	500.00
55837	D985 579296	Downey Brand Special Legal Counsel Services - Services Rende	11/30/2022	765.00
			Total for Check Number 55837:	765.00
55838	E890 28170579	Express Employment Professionals Temporary Personnel - Finance PPE 11/06/2022	11/30/2022	1,996.72
			Total for Check Number 55838:	1,996.72
55839	F049 CAEUR124264 CAEUR124264 CAEUR124500	Fastenal Company Safety glasses/Earplugs/Driver's gloves/Sharpie/ AA Btry/WD-40/Blk, Silver, Blue marking paint XL Orange Nitrile Diamond Textured Disposabl	11/30/2022	112.64 137.74 102.28
			Total for Check Number 55839:	352.66
55840	F050 CAEUR124367 CAEUR124496 CAEUR124512 CAEUR124607	Fastenal Industrial Sequoia S/S Discharge Pipe: Socket Pipe Ebw/St 60 Gal Black Contractor Bags/ White Multi-Folc November 1/2 Fold Toilet seat cover sheets/ 2-ply Perferater	11/30/2022	384.23 170.10 26.50 24.61
			Total for Check Number 55840:	605.44
55841	h160	HCSD--Petty Cash Retiree Card Water Professionals Week BBQ SCADA-Wiring Customer Halloween Candy Postage Due Water Professionsals Wk BBQ Staff BBQ Degreaser Batteries COVID Test	11/30/2022	4.30 23.59 6.56 19.96 0.60 10.76 15.20 36.04 12.92 25.85
			Total for Check Number 55841:	155.78
55842	M780 0175480-IN	Municipal Maintenance Equipmen Valve Handle quantity 2 for Unit #18	11/30/2022	65.41
			Total for Check Number 55842:	65.41
55843	N710 6897	North Coast Unified Air Qualit Annual Renewal Fees/Diesel Generators for 7/1/.	11/30/2022	5,130.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55843:	5,130.66
55844	P006 028135830-1	PACE Supply Corp. 4" cplg gasket	11/30/2022	117.50
			Total for Check Number 55844:	117.50
55845	P010 12052022 12052022 12052022 12052022 12052022 12052022	Pacific Gas and Electric-GN dGeneral Sewer System aWA Pump & District/Cummings bHH Water System gSpark energy Gas/LP Gas Chgs eKS/HH Sewer System fOffice/Yard cFW/MR Water System	11/30/2022	3,409.63 4,850.08 9,206.59 208.03 1,158.70 4,995.23 674.15
			Total for Check Number 55845:	24,502.41
55846	P130 12082022	Pacific Gas and Electric-St Street Lighting - November	11/30/2022	5,922.93
			Total for Check Number 55846:	5,922.93
55847	S490 115210	SHN Consulting Engineers Elk River Water Main Break - Period Ending 10/	11/30/2022	270.00
			Total for Check Number 55847:	270.00
55848	U330 207765961-005	United Rentals, Northwest Inc Four month rental of (2) 21,000 gallon baker tan	11/30/2022	3,338.60
			Total for Check Number 55848:	3,338.60
55849	V500 9921149011	Verizon Wireless Cellular Service - November	11/30/2022	309.88
			Total for Check Number 55849:	309.88
			Total for 11/30/2022:	48,039.87
			Report Total (82 checks):	638,272.55

# 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 13, 2022

**AGENDA ITEM:** H.1 (New Business)

**TITLE:** Consideration of Appointing Officers of the Board of Directors of the Humboldt Community Services District and Adopting Resolution No. 2022-20

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

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### **Recommendation:**

Select Officers and representatives for the next two-year period. By motion and roll call vote, adopt Resolution No. 2022-20 confirming appointments.

### **Summary:**

In accordance with Government Code §61043, within 45 days after each general district or unopposed election, the Board must select from among its membership, officers and representatives. Traditionally the appointments have been for the subsequent two years.

The Board's current appointment of officers and committee members expire, December 13, 2022. The roles to fill are:

**President:** Chairs meetings, signs on behalf of Board/District when required. Strong familiarity with the Brown Act, Robert's Rules of Order, and parliamentary procedure helpful.

**Vice President:** Serves in the President's capacity during an absence

**Employee Relations Officer:** Fulfills duties contained in the Personnel Policies & Procedures as needed.

**Two (2) Audit Committee Members:** Meets at least once per year with the Finance Manager and General Manager to review fiscal year draft audit reports, clarify questions, and presents recommendation for approval or changes to the Board during open session of a regular meeting.

**RREDC Representative & Alternate:** A monthly commitment held the fourth Monday of most months at 6:30 p.m. Established in 1977 under a Joint Exercise of Power Agreement for the purposes of applying, accepting, administering grants, financial assistance from Federal Government, State Government, or any other source for economic development

projects. Each Member appoints a Director and Alternate to the RREDC Board. HCSD is an original member.

**ACWA/JPIA Director & Alternate:** Generally, two out of the area meetings annually. The JPIA is member-owned, member-governed and member driven. The District has been a member since the mid-1990's. The organization is governed by the Board of Directors, which is composed of one representative from each member agency. As with the HCSD, the appointed directors are responsible for setting policy for the management of the Liability, Property, Workers' Compensation, and Employee Health Benefits insurance programs. The representative director must be a member of his/her governing board and be selected by that board for the JPIA Board.

**HBMWD Water Task Force:** Meetings are on an as-needed basis as determined by HBMWD. An Ad-Hoc advisory group comprised of HBMWD Board President and General Manager, one representative from each municipal customer (Arcata, Blue Lake, Eureka, Fieldbrook CSD, HCSD, Manila CSD, McKinleyville CSD), one board and one management representative from Ruth Lake CSD), and one management representative from each of HBMWD's industrial customers applicable to matter at hand. The purpose of the Task Force is to work with HBMWD to consider and/or evaluate matters of a regional and significant nature within HBMWD's jurisdiction.

**Fiscal Impact:** None

**HCSD RESOLUTION NO. 2022-20**  
**A RESOLUTION APPOINTING OFFICERS OF THE BOARD**  
**OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT**

**RESOLVED**, by the Board of Directors of the Humboldt Community Services District, Humboldt County, California, the following Directors were elected to serve in the positions designated for the period from December 13, 2022 to December 10, 2024, as follows:

\_\_\_\_\_ is hereby appointed President of the Board of the Humboldt Community Services District.

\_\_\_\_\_ is hereby appointed Vice President of the Board of the Humboldt Community Services District.

\_\_\_\_\_ is hereby appointed Employee Relations Officer of the Humboldt Community Services District.

\_\_\_\_\_ and \_\_\_\_\_ from the Humboldt Community Services District Board of Directors along with the District General Manager and Finance Director are hereby appointed to the Audit Committee.

\_\_\_\_\_ is hereby appointed as the Representative and \_\_\_\_\_ is hereby appointed as Alternate Representative to the Redwood Region Economic Development Commission Board (RREDC).

\_\_\_\_\_ is hereby appointed Director and, \_\_\_\_\_ is hereby appointed as Alternate Director to the ACWA/JPIA Board.

\_\_\_\_\_ is hereby appointed Director to the HBMWD Water Task Force

**PASSED, APPROVED, AND ADOPTED** this 13th day of December, 2022, on the following roll call vote:

AYES:  
NOES:  
ABSENT:

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_, Board President

\_\_\_\_\_  
Brenda K. Franklin, Board Secretary

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# Humboldt Community Services District

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

## AGENDA REPORT

**For HCSD Board of Directors Regular Meeting of:** December 13, 2022

**AGENDA ITEM:** H.2

**TITLE:** Consideration of Resolution 2022-21 Recognizing Former Director Bongio for Twenty Plus Years of Service

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

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### **Recommendation:**

Motion to adopt Resolution 2022-21 by title only. Roll call vote.

### **Summary:**

As is customary for the District to recognize significant contribution to its operations and ratepayers, the Resolution before the Board serves to acknowledge with appreciation former Director Bongio's more than 20 years of service to the District as a Board Member. Throughout the years, Director Bongio saved tens of (if not hundreds) of thousands of dollars to District ratepayers by not only making fiscally frugal decisions for District operations, but by donating his personal time to directly assist staff with numerous building projects and conceptual/innovative ideas to streamline infrastructure processes. Additionally, prior to being elected to the Board of Directors in 2002, Alan served the District as an engineering intern in his youth while attending school learning how District operations serve its ratepayers on a daily basis. Coupled with the experience shared by his father, Former Director Aldo Bongio who served for more than 33 years, Director Alan Bongio's community mindset, institutional knowledge, and experience leaves a tremendous imprint on the District.

### **Fiscal Impact:**

None

**Resolution No. 2022-02**  
**A Resolution of the Humboldt Community Services District**  
**Expressing Appreciation to Alan P. Bongio**  
**for Over Twenty Years of Service**

**WHEREAS**, Alan P. Bongio was sworn in as a Director of the Humboldt Community Services District on June 11, 2002; and

**WHEREAS**, Alan P. Bongio served on the Board of Directors of the District through December 9, 2022; and

**WHEREAS**, during his twenty-year term as Director, Alan P. Bongio applied his technical and personal skills to represent the residents of the Humboldt Community Services District; and

**WHEREAS**, Alan P. Bongio provided practical experience, wisdom, foresight, and significant institutional knowledge to ensure continued leadership for the ratepayers of the District while earning the respect of associate Board Members, District Staff, and Residents; and

**WHEREAS**, Alan P. Bongio has exhibited steady, reliable contributions to the District, that the Board of Directors of the Humboldt Community Services District by adoption of this resolution acknowledge and thank Alan P. Bongio for his twenty plus years of service to the residents of the Humboldt Community Services District.

**THE FOREGOING RESOLUTION** was duly passed and adopted by the Board at a meeting held on December 13, 2022 by the following roll call vote:

AYES:

NOES:

ABSENT:

By: \_\_\_\_\_  
\_\_\_\_\_, 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 13, 2022

**AGENDA ITEM:** H.3 (New Business)

**TITLE:** Consideration of Extending by Amendment, On-Call Engineering Services Contracts with GHD Group (Engineering) and SHN Consulting Engineers through March 1, 2022

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

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### **Recommendation:**

Staff recommends that the Board of Directors approve the attached amendment to the On-Call Engineering Services Contract

### **Summary:**

The District is currently engaged in separate On-Call Engineering Services Contracts with SHN and GHD. Those contracts are scheduled to expire on January 1, 2023. The Request for Qualifications (RFQ) and the agreement itself were intentionally developed to provide a vehicle by which we can access grant writing assistance from local municipal grant writing experts. GHD in particular, and to a lesser extent SHN have been successful writing for infrastructure grants for local municipalities.

Their model is to assist with the grant writing process to help secure funding for a municipality for infrastructure work that needs to be done. Once the project is funded, they bid on the design work and other project aspects like construction management and grant administration for which they secured funding. In the past, they did this work under individual contracts separated by task. For example, grant writing assistance would be contracted separately from design and bidding assistance which would be contracted separately from construction management.

Of the state and federal money available, most of the larger local municipalities including HBMWD, McCSD and HCSD are only eligible for FEMA Hazard Mitigation funds to perform infrastructure improvements. Unfortunately, FEMA and CalOES (the state agency responsible for administering FEMA grants) have determined that if an organization or engineering firm helped to develop the grant application, they would be ineligible to bid on the design or construction management phases of the project if they are contracted separately. This RFQ and agreement were written with the intention of following FEMA's procurement policies so that if a firm assisted with the grant writing they would still be eligible to perform the design and/or construction management tasks.

Through discussions with CalOES over the past several months, and review of our On-Call Engineering Services Agreement, some deficiencies were identified per FEMA's

contracting policies. The deficient language is included in the draft amendment included in this Board Packet.

One of the reasons that CalOES was reviewing our On-Call Engineering Services RFQ and On-Call Engineering Services Agreement is that we have an active Hazard Mitigation Grant that requires design work to be finalized and I wanted to ensure that the District was following proper procurement procedure under the FEMA grant. That conversation has been ongoing since July and as of December 4, I finally have approval to proceed using our On-Call Services Contract given the amended language.

One problem. The existing contract is set to expire on January 1, 2023 and I don't have time to solicit for On-Call Engineers before that date. My solution is to extend the existing contracts through March 1, 2023 using this amendment so that we can get to work on finalizing the designs for the project and potentially bid some of the construction work for next summer/fall. In the meantime, I will solicit for Statements of Qualifications and award contracts before the amended March 1, 2023 expiration date.

**Fiscal Impact:**

None

**FIRST AMENDMENT TO  
PROFESSIONAL SERVICES AGREEMENT WITH (Consultant Name)**

THIS FIRST AMENDMENT TO PROFESSIONAL SERVICES AGREEMENT WITH (Consultant Name) ("Amendment") is entered into and effective as of December 16, 2022 ("Effective Date"), by and between the Humboldt Community Services District, a subdivision of the State of California ("District"), and (Consultant Name), a California corporation ("Consultant") (individually, each a "Party" and collectively, the "Parties").

**RECITALS**

WHEREAS, the Parties entered into that written Humboldt Community Services District Professional Services Agreement with (Consultant Name) as of (Original Effective Date) (the "Agreement"), through which Consultant agreed to provide certain professional engineering services to the District. Capitalized terms not expressly defined herein shall have the meaning ascribed to them in the Agreement.

WHEREAS, the Parties enter into this Amendment for the purpose of amending the Agreement to provide additional terms and conditions, as set forth below.

THEREFORE, in consideration of the mutual covenants contained in this Amendment and for valuable consideration, the Parties agree as follows:

**1. Extension of the Term.** Notwithstanding anything in the Agreement to the contrary, Section 3 of the Agreement is amended so that the term of the Agreement is extended to and will expire at 11:59 PM on March 1, 2023.

**2. Addition of Exhibit B.** The Agreement shall be amended to append as "Exhibit B" the exhibit attached to this Amendment as "Exhibit B". In all respects, Exhibit B hereto shall be incorporated by reference into the Agreement from and after the effective date of this Amendment.

**3. No Further Modification; Conflict.** Except as set forth in this Amendment, all of the terms and provisions of the Agreement shall remain unmodified and in full force and effect. In the event of any conflict between the terms, covenants and conditions of the Agreement, and the terms, covenants and conditions of this Amendment, the terms, covenants and conditions of this Amendment shall govern and control.

**4. Counterparts; Signatures.** This Amendment may be signed in two or more counterparts. When at least one such counterpart has been signed by each party, this Amendment shall be deemed to have been fully executed, each counterpart shall be deemed to be an original, and all counterparts shall be deemed to be one and the same agreement. This Amendment may be executed by a party's signature transmitted by facsimile or by electronic means, and copies of Amendment executed and delivered by means of faxed or electronic signatures shall have the same force and effect as copies hereof executed and delivered with original signatures. All parties hereto may rely upon faxed or electronic signatures as if such signatures were originals. All parties hereto agree that a faxed or electronic signature page may be introduced into evidence in any proceeding arising out of or related to this Amendment as if it were an original signature page.

IN WITNESS WHEREOF, the Parties have executed this Amendment the day, month and year first above written.

HUMBOLDT COMMUNITY SERVICES DISTRICT:

By: \_\_\_\_\_  
Terrence Williams, District General Manager

Dated: \_\_\_\_\_

Attest:

By: \_\_\_\_\_  
Brenda Franklin, Board Secretary

(Consultant Name)

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Its: \_\_\_\_\_

Dated: \_\_\_\_\_

**Exhibit List:**

Exhibit B – Additional Contract Provisions

## EXHIBIT B

### **Additional Contract Provisions**

The following provisions are incorporated by reference into the Agreement:

#### **Equal Employment**

The regulation at 41 C.F.R. § 60-1.4(b) requires, except as otherwise provided or exempted in 41 C.F.R. Part 60, the insertion of the following contract clause: "During the performance of this contract, the consultant agrees as follows:

- 1) The consultant will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The consultant will take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, religion, sex, sexual orientation, gender identity, or national origin. Such action shall include, but not be limited to the following:

Employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The consultant agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided setting forth the provisions of this nondiscrimination clause.

- 2) The consultant will, in all solicitations or advertisements for employees placed by or on behalf of the consultant, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, or national origin.
- 3) The consultant will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or is consistent with the consultant's legal duty to furnish information.
- 4) The consultant will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice to be provided advising the said labor union or workers' representatives of the consultant's commitments under this section, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
- 5) The consultant will comply with all provisions of Executive Order 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
- 6) The consultant will furnish all information and reports required by Executive Order 11246 of September 24, 1965, and by rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will permit access to his books, records, and accounts by the administering agency

and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations, and orders.

- 7) In the event of the consultant's noncompliance with the nondiscrimination clauses of this contract or with any of the said rules, regulations, or orders, this contract may be canceled, terminated, or suspended in whole or in part and the consultant may be declared ineligible for further Government contracts or federally assisted construction contracts in accordance with procedures authorized in Executive Order 11246 of September 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
- 8) The consultant will include the portion of the sentence immediately preceding paragraph (1) and the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order 11246 of September 24, 1965, so that such provisions will be binding upon each subconsultant or vendor. The consultant will take such action with respect to any subcontract or purchase order as the administering agency may direct as a means of enforcing such provisions, including sanctions for noncompliance:

Provided, however, that in the event a consultant becomes involved in, or is threatened with, litigation with a subconsultant or vendor as a result of such direction by the administering agency, the consultant may request the United States to enter into such litigation to protect the interests of the United States.

The applicant further agrees that it will be bound by the above equal opportunity clause with respect to its own employment practices when it participates in federally assisted construction work: Provided, that if the applicant so participating is a state or local government, the above equal opportunity clause is not applicable to any agency, instrumentality or subdivision of such government which does not participate in work on or under the contract.

The applicant agrees that it will assist and cooperate actively with the administering agency and the Secretary of Labor in obtaining the compliance of consultants and subconsultants with the equal opportunity clause and the rules, regulations, and relevant orders of the Secretary of Labor, that it will furnish the administering agency and the Secretary of Labor such information as they may require for the supervision of such compliance, and that it will otherwise assist the administering agency in the discharge of the agency's primary responsibility for securing compliance.

The applicant further agrees that it will refrain from entering into any contract or contract modification subject to Executive Order 11246 of September 24, 1965, with a consultant debarred from, or who has not demonstrated eligibility for, Government contracts and federally assisted construction contracts pursuant to the Executive Order and will carry out such sanctions and penalties for violation of the equal opportunity clause as may be imposed upon consultants and subconsultants by the administering agency or the Secretary of Labor pursuant to Part II, Subpart D of the Executive Order. In addition, the applicant agrees that if it fails or refuses to comply with these undertakings, the administering agency may take any or all of the following actions: Cancel,

terminate, or suspend in whole or in part this grant (contract, loan, insurance, guarantee); refrain from extending any further assistance to the applicant under the program with respect to which the failure or refund occurred until satisfactory assurance of future compliance has been received from such applicant; and refer the case to the Department of Justice for appropriate legal proceedings.

### **Davis-Bacon Act**

The Davis-Bacon Act only applies to the Emergency Management Performance Grant Program, Homeland Security Grant Program, Nonprofit Security Grant Program, Tribal Homeland Security Grant Program, Port Security Grant Program, Transit Security Grant Program, Intercity Passenger Rail Program, and Rehabilitation of High Hazard Potential Dams Program. Unless otherwise stated in a program's authorizing statute, it does not apply to other FEMA grant and cooperative agreement programs, including the PA Program.

When applicable per the above paragraph, the District must include the provisions at 29 C.F.R. § 5.5(a)(1)-(10) in full into all prime construction contracts over \$2,000, and all applicable contractors/consultants must include these provisions in full in any subcontracts 29 C.F.R. § 5.5(a)(1), (6).

The provisions of 29 C.F.R. § 5.5(a)(1)-(10) are incorporated in full into this agreement by reference.

### **Copeland "Anti-Kickback" Act**

Compliance with the Copeland "Anti-Kickback" Act.

Contractor/Consultant. The contractor/consultant shall comply with 18 U.S.C. § 874, 40 U.S.C. § 3145, and the requirements of 29 C.F.R. Part 3 as may be applicable, which are incorporated by reference into this agreement.

Subcontracts. The contractor/consultant or subcontractor shall insert in any subcontracts the clause above and such other clauses as FEMA may by appropriate instructions require, and also a clause requiring the subcontractors to include these clauses in any lower tier subcontracts. The prime contractor/consultant shall be responsible for the compliance by any subcontractor or lower tier subcontractor with all of these contract clauses.

Breach. A breach of the contract clauses above may be grounds for termination of the contract, and for debarment as a contractor/consultant and subcontractor as provided in 29 C.F.R. § 5.12.

### **Suspension and Debarment**

- a) This agreement is a covered transaction for purposes of 2 C.F.R. Part 180 and 2 C.F.R. Part 3000. As such, the Consultant is required to verify that none of the Consultant's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).
- b) The Consultant must comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.
- c) This certification is a material representation of fact relied upon by the District. If it is later determined that the Consultant did not comply with 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part

3000, subpart C, in addition to remedies available to the District, the federal government may pursue available remedies, including but not limited to suspension and/or debarment.

- d) The Consultant agrees to comply with the requirements of 2 C.F.R. Part 180, subpart C and 2 C.F.R. Part 3000, subpart C while this offer is valid and throughout the period of any agreement that may arise from this offer. The Consultant further agrees to include a provision requiring such compliance in its lower tier covered transactions.

**Byrd Anti-Lobbying Amendment, 31 U.S.C. § 1352 (as amended)**

Consultants who apply or bid for an award of more than \$100,000 shall file the required certification in the form attached hereto as **Attachment 1**. Each tier certifies to the tier above that it will not and has not used federally appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the federal awarding agency.

**Clean Air Act**

The Consultant agrees to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act, as amended, 42 U.S.C. § 7401 et seq. The Consultant agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The Consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

**Federal Water Pollution Control Act**

The Consultant agrees to comply with all applicable standards, orders, or regulations issued pursuant to the federal Water Pollution Control Act, as amended, 33 U.S.C. § 1251 et seq. The Consultant agrees to report each violation to the District and understands and agrees that the District will, in turn, report each violation as required to assure notification to the California Office of Emergency Services, Federal Emergency Management Agency (FEMA), and the appropriate Environmental Protection Agency Regional Office. The consultant agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with federal assistance provided by FEMA.

**Access to Records**

The following access to records requirements apply to this Agreement:

- a) The Consultant agrees to provide CalOES, District, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and records of the Consultant which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.
- b) The Consultant agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.



- c) The Consultant agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.
- d) In compliance with the Disaster Recovery Act of 2018, the District and the Consultant acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

**FEMA Funded Project; No Obligation**

This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the Services. The Consultant will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

The Federal Government is not a party to this Agreement and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the Agreement.

**Attachment List:**

Attachment 1 - APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING

**Attachment 1 to Exhibit B**

(APPENDIX A, 44 C.F.R. PART 18 – CERTIFICATION REGARDING LOBBYING)

**Certification for Contracts, Grants, Loans, and Cooperative Agreements**

The undersigned \_\_\_\_\_ certifies, to the best of his or her knowledge, that:

(1) No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds (including profit or fee received under a covered Federal transaction) have been paid, or will be paid, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress on his or her behalf in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with the instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when this transaction was made or entered into. Submission of this certification and disclosure is a prerequisite for making or entering into this contract imposed by 31, U.S.C. section 1352 (as amended by the Lobbying Disclosure Act of 1995). Any who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, \_\_\_\_\_, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. section 3801 et seq., apply to this certification and disclosure, if any.

\_\_\_\_\_

Signature of Contractor's Authorized Official

\_\_\_\_\_

Name and Title of Contractor's Authorized Official

\_\_\_\_\_

Date

# 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 13, 2022

**AGENDA ITEM:** H.4 (New Business)

**TITLE:** Consideration of Cancelling the Regular Meeting of December 27, 2022

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

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### **Recommendation:**

Discuss and determine the necessity of convening for the December 27, 2022 regular meeting of the Board of Directions. No action necessary to convene. To cancel, motion to cancel the Regular Meeting of December 27, 2022 followed by a roll call vote.

### **Summary:**

Considering the close proximity to the Christmas/New Year holidays and the tradition of canceling the second December meeting unless pressing issues require addressing, the General Manager seeks discussion and direction from the Board regarding cancelation of the December 27, 2022

meeting.

### **Fiscal Impact:**

No fiscal impact for cancelling this meeting