



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

**AGENDA**

**DATE:** Tuesday, July 12, 2022

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

**LOCATION:** *In accordance with Assembly Bill 361 and District Resolution 2022-07, 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>) then clicking "Join A Meeting" and enter the following Meeting ID and 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: 816 7559 0248 Passcode: 736030*

*Zoom 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. PLEDGE OF ALLEGIANCE**

**C. CONSENT CALENDAR**

1. Approval of July 12, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of June 28, 2022 Pgs 3-5
3. Consideration of Resolution No. 2022-10 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 7-8

**D. REPORTS**

1. General Manager
  - a) GM Report Pgs 9-14
2. Engineering
  - a) Engineering Department Update Pgs 15-16

3. Superintendent

- a) May & June 2022 Construction Operations Report

Pg 17

4. Finance Department

- a) June 2022 Check Register

Pgs 19-27

5. Legal Counsel

6. Director Reports

7. Other

**E. 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.

**F. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Disclosure of Employee Reimbursements for Fiscal Year 2021/2022 Pg 29

**H. OLD BUSINESS**

**I. ADJOURNMENT**

Next Res: 2022-11

Next Ord: 2022-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, June 28, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-07.

**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) and 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 June 28, 2022 Agenda
2. Approval of Minutes of the Continued June 14, 2022 Meeting of June 21, 2022

DIRECTOR MATTEOLI MOVED, DIRECTOR GARDINER SECONDED, TO ACCEPT AND APPROVE THE JUNE 28, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

Public Comment: None

**D. REPORTS**

1. General Manager

COVID – GM advised the most recent Covid case amongst staff was June 19 and the District will continue heightened protocol at least through July 5. At that point he hopes to be able to return normal CalOSHA/CDC indoor conditions.

Elk River Estuary Enhancement Project – The City of Eureka (COE) started construction on their Elk River Estuary Enhancement Project that traverses the District’s South Broadway forcemain. To minimize risks associated with damage to the line causing potential sewer spills, staff has placed two 20,000-gallon temporary storage tanks at the South Broadway Lift Station that can collect sewage for up to 24 hours while repairs are made. The captured sewage would then be transported to COE’s wastewater treatment plant. Emergency stand-by hauling coordination is in place with COE, Steve’s Septic, and Wahlund Construction.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JUNE 28, 2022

2. Engineering

a) Engineering Department Update

Tower Drive – Drawings are now complete for the Tower Drive waterline replacement allowing for construction to begin in July.

Elk River Emergency Repair – Both failures in the 8-inch transmission line are repaired. Where possible, staff utilized non-metallic fittings. Where not possible, the ductile iron fittings were encased in concrete to help reduce the corrosion potential. Separately, the District has been approached by proponents of the Elk River Stewardship Project who may be able to obtain grant funding to relocate the infrastructure from the sensitive slough/estuary area.

3. Finance Department

a) May 2022 Budget Statement

FM commented that the negative balance for Operating Revenue/Account Fees is due to a requirement of the Federal/State Arrearages program to forgive certain fees to lengthy past due accounts, and that the incomplete Capital Expenditures amount will be carried over to FY 2022/23.

6. Director Reports

Director Benzonelli advised she attended the June 27, 2022 monthly RREDC meeting. A public comment by Access Humboldt addressed a broadband initiative that supports expansion throughout the community and will provide planning and technical assistance grants for local businesses and agencies that are trying to expand their foothold. “Fly Humboldt” has been renamed “Fly ACV” and moving forward, RREDC will only be responsible for recruiting new airlines.

**E. PUBLIC PARTICIPATION**

None.

**G. NEW BUSINESS**

1. Consideration of Adopting a Budget for Fiscal Year 2022/23; Second Reading

FM affirmed the presented budget had not been modified from the previous meeting wherein the Board instructed staff to finalize the document, however, there is now an addition of a column reflecting the per cent from actual FY

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
JUNE 28, 2022

2021/2022 amounts to the proposed budget amounts as requested. An updated Master Fee Schedule for Fiscal Year 2022/23 reflects no change to rates and fees, but labor and equipment charges were updated to include the 8.5% cost of living expense.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR GARDINER, TO APPROVE THE FISCAL YEAR 2022/2023 BUDGET AS PRESENTED. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**I. ADJOURNMENT**

There being no further business, IT WAS MOVED BY DIRECTOR GARDINER, 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 JUNE 28, 2022 AT 5:15 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: July 12, 2022

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

**TITLE:** Consideration of Resolution 2022-107 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:

Motion to adopt Resolution 2022-10 by title only. Roll-call vote.

### Summary:

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

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

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

Resolution 2022-10 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. Although many restrictions have been lifted, to date there is no estimate as to when the state of emergency will be rescinded.

**Fiscal Impact:** None

**RESOLUTION NO. 2022-10**

**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 12<sup>th</sup> day of July 2022 by the following vote:

AYES:  
NAYS:  
ABSENT:  
ABSTAIN:

ATTEST:

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

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

# Humboldt Community Services District

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*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: July 8, 2022  
SUBJECT: General Manager Report for July 12, 2022 Board Meeting

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### South Broadway Forcemain

On June 30, 2022, District staff received an email notification from CalOES indicating that the South Broadway Forcemain Replacement and Resiliency Project has been funded by FEMA. The grant award is for \$2,275,000 which represents 75% of the project budget plus reimbursement for grant/project administration costs. This project will replace the aged 2.1-mile forcemain that connects the South Broadway Sewer Lift Station to the City's Wastewater Treatment Plant. FEMA's award letter is included in this packet for your review.

The original forcemain was installed over 50 years ago and is built from asbestos composite which has a tendency to deteriorate when subjected to hydrogen sulfide gas (from raw sewage) which can result in biogenic sulfide corrosion. The existing pipe is buried within the Elk River Estuary which is subjected to regular sea water inundation. A failure of this forcemain would be catastrophic.

The proposed project will mostly consist of open trench construction; the exceptions are the crossing under US 101, the crossing under the Elk River and the railroad right of way crossing which also crosses an "unnamed slough." These crossings will be constructed using directional drilling. The pipe material selected for this project is High Density Polyethylene (HDPE) which resists both the biogenic corrosion and salt water. The connections between sections of pipe will be butt welded using HDPE which avoids metal couplers that are susceptible to salt water corrosion.

The project is currently in the preliminary design phase with environmental and cultural resources approvals. Although this project meets the requirements to be constructed under a programmatic exemption, FEMA elected to perform Supplemental Environmental and Cultural Studies and issue a Finding of No Significant Impact (FONSI) provided we follow some standard Best Management Practices (BMPs).

The next steps for this project are to finalize the design and develop a bid package for procurement of construction services. This project is likely to go to construction during the summer of 2023.



**FEMA**

June 21, 2022

Mark S. Ghilarducci, Director  
Governor's Authorized Representative  
California Governor's Office of Emergency Services  
3650 Schriever Avenue  
Mather, CA 95655

Reference: Application Approval, HMGP DR-4344-540-019R  
Humboldt Community Services District  
South Bay Force Main Replacement and Resiliency Project  
FIPS Code: 023-22065, Supplement 315

Dear Mark Ghilarducci:

We approve and issue Hazard Mitigation Grant Program (HMGP) funds for the Humboldt Community Services District, HMGP DR-4344-540-019R, South Bay Force Main Replacement and Resiliency Project.

The total project cost is \$3,000,000.00. As shown in the enclosed Obligation Report - Supplement 315, we are obligating \$2,250,000.00 for the 75 percent Federal share; the 25 percent non-Federal share is \$750,000.00. We are obligating \$25,000.00 for the 100 percent Federal share of Subrecipient Management Costs (SRMC). These funds are available in SmartLink for immediate and eligible disbursements. The following is a summary of the approved funding:

<b>Total Project Cost:</b>	<b>Federal Share (75%):</b>	<b>Non-Federal Share (25%):</b>	<b>SRMC (100%):</b>
\$3,000,000.00	\$2,250,000.00	\$750,000.00	\$25,000.00

This HMGP project approval and obligation of funds are subject to the following conditions:

- 1. Scope of Work (SOW)** – This grant will fund the replacement of approximately 2.1 miles of existing asphalt-cement sanitary sewer force main with higher-density polyethylene line in the City of Eureka and unincorporated Humboldt County, California. Overall, this grant will increase the resilience of the force main by reducing risks from flooding and the potential for saltwater intrusion.
- 2. Project Completion Date** – The work schedule included with the project application indicates that the project will take 35 months to complete. Please inform the sub-recipient that work completed after the disaster period of performance (POP) is not eligible for federal

funding, and that federal funds may be de-obligated for work completed outside the POP when there is no approved time extension.

3. **Project Closeout** – Within 120 days of project completion, all project funds must be liquidated and final closeout documentation for the project must be submitted to FEMA. Please note the project must comply with Code of Federal Regulations Title 2, Part 200 reporting requirements at the time of closeout.
4. **Record of Environmental Considerations (REC)** – FEMA has determined that, although the type of work proposed under the Proposed Action does fall under the range of actions evaluated in the December 2014 Final Programmatic Environmental Assessment for Recurring Actions in Arizona, California, and Nevada (PEA) Section 2.3.4, Repairing, Realigning, or Otherwise Modifying Roads, Trails, Utilities, and Rail Lines, the Proposed Action would require project activities not covered by the PEA. The Proposed Action would require trenching and other ground-disturbing construction activities in areas that are identified as freshwater and emergent wetland and freshwater forested/shrub wetland features, as mapped by the U.S. Fish and Wildlife Service National Wetlands Inventory (NWI). While the project activities are consistent with those described in PEA Section 2.3.4, PEA Best Management Practice (BMP) #1 (Water Resources) requires that no work be conducted within 50 feet of a wetland or waterbody. Due to the location of existing HCSD infrastructure, and the confirmed location of the NWI-mapped wetland features, there is no feasible alternative to avoid all work within 50 feet of wetland features consistent with this BMP. For this reason, FEMA determined that the project required the preparation of a Supplemental Environmental Assessment (SEA). An SEA was prepared that supplemented the activity description found in the PEA and evaluated potential impacts of the proposed action where those effects were not completely described in the PEA. The SEA summarizes the best management practices and relevant mitigation measures from the PEA and includes additional conditions necessary to avoid, minimize, and mitigate impacts of the proposed action. Please reference the enclosed REC for further information.
5. **Standard Conditions** – This project approval is subject to the enclosed *Standard Mitigation Grant Program (HMGP) Conditions*, amended August 2018. Please note that federal funds may be de-obligated for work that does not comply with these conditions.

If you have any questions or need further assistance please contact Thomas Berry, Sr. Grants Management Specialist, by email [thomas.berry@fema.dhs.gov](mailto:thomas.berry@fema.dhs.gov), or phone (202) 899-0530.

Sincerely,

**KATHRYN J LIPIECKI** Digitally signed by KATHRYN J  
LIPIECKI  
Date: 2022.06.23 21:15:29 -07'00'

Kathryn Lipiecki  
Director, Mitigation Division  
FEMA Region 9

Enclosures (3):

Obligation Report - Supplement 315  
Record of Environmental Considerations (REC)  
Standard Mitigation Grant (HMGP) Conditions

cc:

Jennifer Hogan, State Hazard Mitigation Officer, California Governor's Office of Emergency Services  
Jacy Hyde, Ph.D., Branch Chief, California Governor's Office of Emergency Services  
Robert McCord, Chief, Hazard Mitigation Assistance Branch, FEMA Region 9

# Standard Mitigation Grant Program (HMGP) Conditions

## FEMA Region IX, August, 2018

The following list applies to Recipients and Subrecipients accepting HMGP funds from the Federal Emergency Management Agency (FEMA) of the Department of Homeland Security (DHS):

1. **Applicable Federal, State, and Local Laws and Regulations.** The Recipient/Subrecipient must comply with all applicable Federal, State, and Local laws and regulations, regardless of whether they are on this list or other project documents. DHS financial assistance Recipients and Subrecipients are required to follow the provisions of the State HMGP Administrative Plan, applicable Hazard Mitigation Assistance Uniform Guidance, and Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards located in Title 2 of the Code of Federal Regulations (CFR) Part 200, adopted by DHS in 2 CFR 3002.
2. **Financial Management Systems.** The Recipient and Subrecipient must maintain financial management systems to account for and track funds, as referenced in 2 CFR 200.302.
3. **Match or Cost Share.** Non-federal match or cost share must comply with 2 CFR 200.306, the scope of work (SOW), and any agreements among the Subrecipient, the Recipient, and FEMA.
4. **Budget Changes.** Unanticipated adjustments are permitted within the approved total cost. However, if costs exceed the federal share, the Subrecipient must notify the Governor's Authorized Representative (GAR) of overruns before implementation. The GAR shall submit a written request for approval to FEMA Region IX. The subaward must continue to meet HMGP requirements, including cost effectiveness and cost share. Refer to 2 CFR 200.308 for additional information.
5. **Real Property and Land.** The acquisition, use, and disposition must comply with 2 CFR 200.311.
6. **Equipment.** The acquisition, use, and disposition must comply with 2 CFR 200.313.
7. **Supplies.** Upon project completion, FEMA must be compensated for unused supplies, exceeding \$5,000 (fair market value), and not needed for other federal programs. Refer to 2 CFR 200.314.
8. **Procurement.** Procurement procedures must be in conformance with 2 CFR 200.318-320.
9. **Monitoring and Reporting Program Performance.** The Recipient and Subrecipient must submit quarterly progress reports, as referenced in the 2 CFR 200.328 and State HMGP Administrative Plan.
10. **Records Retention.** In accordance with 2 CFR 200.333, financial/ programmatic records related to expenditures must be maintained at least 3 years after the date of Recipient's final expenditure report.
11. **Enforcement and Termination.** If the Recipient or Subrecipient fails to comply with the award or subaward terms, whether stated in a Federal statute or regulation, the State HMGP Administrative Plan, subapplication, a notice of award, an assurance, or elsewhere, FEMA may take one or more of the actions outlined in 2 CFR 200.338, including termination or partial termination of the award or subaward outlined in 2 CFR 200.339.
12. **Allowable Costs.** Funds are to be used for allowable costs in compliance with 2 CFR 200.403, the approved SOW, and any agreements among the Subrecipient, Recipient, and FEMA.

13. **Non-Federal Audit.** The Recipient and Subrecipient are responsible for obtaining audits in accordance with the Single Audit Act of 1984, in compliance with 2 CFR 200.501.
14. **Debarred and Suspended Parties.** Recipients and Subrecipients are subject to the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, and 2 CFR 180. These regulations restrict federal financial assistance awards, subawards, and contracts with parties that are debarred, suspended, or otherwise excluded from or ineligible for participation in the federal assistance programs or activities.
15. **Equipment Rates.** Rates claimed for use of Subrecipient-owned equipment in excess of the FEMA-approved rates must be approved under State guidelines issued by the State Comptroller's Office or must be certified by the Recipient to include only those costs attributable to equipment usage less any fixed overhead and/or profit.
16. **Duplication of Funding between Public Assistance (PA) and HMGP.** Funding for PA Section 406 and HMGP Section 404 are permitted on the same facility/location, but the activities identified under each program must be distinct with separately accounted funds. At closeout, FEMA may adjust the funding to ensure the Subrecipient was reimbursed for eligible work from only one funding source.
17. **Historic Properties and Cultural Resources.** In compliance with 2 CFR 800, if a potential historic property or cultural resource is discovered during construction, the Subrecipient must cease work in the area and take all reasonable measures to avoid or minimize harm to the discovered property/resource. During construction, the Subrecipient will monitor ground disturbance activity, and if any potential archeological resources are discovered, will immediately cease work in that area, and notify the Recipient and FEMA. Construction in the area may resume with FEMA's written approval after FEMA's consultation, if applicable, with the State Historic Preservation Officer (SHPO).
18. **NEPA and Changes to the Scope of Work (SOW).** To comply with the National Environmental Policy Act (NEPA), and other Laws and Executive Orders, any change to the approved SOW shall be re-evaluated before implementation. Construction associated with a SOW change, prior to FEMA approval, may be ineligible for funding. Acceptance of federal funding requires environmental permits and clearances in compliance with all appropriate federal, state and local laws, and failure to comply may jeopardize funding.

Within their authority, the Recipient and Subrecipient must use of all practicable means, consistent with other essential policies, to create and maintain productive harmony for people and nature, and fulfill the social, economic, and other needs of present and future generations of Americans.

# 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:** July 8, 2022  
**SUBJECT:** Engineering Dept. Status Report for July 12, 2022 Board Meeting

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### **Park Street SMR**

Park Street Steel main replacement project has completed. Paving completed on July 6<sup>th</sup>. Engineering staff are updating the District's record drawings and details to capture the changes made during the project.

### **District Office Building Exterior Repairs**

The Office building exterior repairs and window replacement project will commence this month. The project was "pulled to the left" in the CIP schedule to reduce the probability of wet weather while the building's façade is in an active state of repair.

### **Hemlock Sewer Reversal**

City of Eureka (COE) approved the encroachment permit to continue investigation of the abandoned COE sewer main which would facilitate the Hemlock Sewer Reversal to the Martin Slough Interceptor.

District Engineering and Maintenance staff will inspect the remaining section for structural integrity, alignment, leaks, and adequate slope in order to provide a gravity sewer connection from North Cutten to the MSI through a metering station at the City's O Street lift station. Information gathered from inspection will be used to evaluate the costs associated with rehabilitation of the line, versus new construction of the line.

### **FCC License Update and Renewal**

Engineering staff are completing applications to the Federal Communications Commission (FCC) for license modifications and renewal of one of the District's four active licenses. License modifications remove wideband emission designators; this is an administrative change which gets captured in the license renewal process. The physical radios were modified in 2013 by the District's vendor in response to an FCC ruling to eliminate commercial radio wideband transmissions.

This is the third license modification/renewal performed in house; the work was previously performed by an outside vendor. Licenses are valid for 10 years.

### **Building Permit referrals and Underground service Alert Tickets**

Engineering staff have responded to 27 building permit referrals and just over 400 USA tickets since May first. The construction season is well upon us, for both public, and private projects. Site inspections are anticipated to increase over the summer months in phase with the active building permits and USA tickets.

# 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: July 6, 2022  
Subject: May/June 2022 Construction Operations Report

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Water related business for the months of May and June included water service line leak repairs on Hilma Drive, Westgate Drive, "V" Street, Bell Terrace and at the intersection of Walnut Drive and Campton Road, water service line replacements due to leaks on Maple Lane, Park Street and Mesa Avenue, water main line leak repairs on Weiler Road, Marsh Road, John Hill Road, Vernon Street, at the intersection of Allard Avenue and Little Fairfield Street, two on Circle Drive and multiple repairs on the Elk River water main line crossing which moves water from Humboldt Hill into Pine Hill and the replacement of broken water meter stops on Pigeon Point Road, Togo Street and Nedra Avenue.

Sewer related business included potholing existing infrastructure at the Sea Avenue SLS for planning purposes and repairing the 14" sewer force main line near the South Broadway SLS.

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

Capital Improvement Project (CIP) business included continued construction of a new water main line on Park Street as part of the Park Street Steel Water Main Line Replacement Project.

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 7/7/2022 1:00 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
55374	UB*01999	BRUCE ATTERBURY	06/02/2022	
		Refund Check		51.35
		Refund Check		8.31
		Refund Check		94.69
		Refund Check		29.89
		Refund Check		15.76
Total for Check Number 55374:				200.00
55375	UB*02000	TYLER GIBSON	06/02/2022	
		Refund Check		10.35
		Refund Check		28.09
		Refund Check		5.46
		Refund Check		51.81
		Refund Check		16.35
Total for Check Number 55375:				112.06
55376	UB*01998	RAMON HUNTER	06/02/2022	
		Refund Check		17.00
		Refund Check		36.94
		Refund Check		17.93
		Refund Check		68.10
		Refund Check		21.48
Total for Check Number 55376:				161.45
55377	UB*02001	MARCOS/STEVE LEE-RAMOS	06/02/2022	
		Refund Check		21.71
		Refund Check		5.01
		Refund Check		40.02
		Refund Check		12.63
		Refund Check		28.54
Total for Check Number 55377:				107.91
55378	UB*02002	MARK TAYLOR	06/02/2022	
		Refund Check		76.19
Total for Check Number 55378:				76.19
Total for 6/2/2022:				657.61
55414	W208 1038	Watt's Cleaning Services Cleaning services for May	06/09/2022	
Total for Check Number 55414:				1,960.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for 6/9/2022:	1,960.00
55379	A072 5227	Accurate Drug Testing Services DOT Physical/MT	06/10/2022	100.00
			Total for Check Number 55379:	100.00
55380	A160	ACWA-JPIA	06/10/2022	
	0687804	cVision Plan - Employees		296.97
	0687804	bDental Plan - Employees		1,481.16
	0687804	aMedical Plan - Employees		47,648.26
	0687804	eMedical Plan - Board Members		12,562.52
	0687804	fDental Plan - Board Members		448.76
	0687804	gVision Plan - Board Members		78.15
	0687804	hLife/AD&D Plan -Board Members		30.61
	0687804	iMedical Plan -Retired Members		20,958.17
	0687804	jDental Plan - Retired Members		1,192.00
	0687804	kVision Plan - Retired Members		343.86
	0687804	dLife/AD&D Plan - Employees		343.44
			Total for Check Number 55380:	85,383.90
55381	A210 609453	Petrusha Enterprises Inc. Material and labor/Install building security/Smal	06/10/2022	3,731.69
			Total for Check Number 55381:	3,731.69
55382	A360 464508	AFLAC Supplemental Health Premium - May	06/10/2022	177.58
			Total for Check Number 55382:	177.58
55383	B284 1507924	Badger Meter Inc Meters with AMRs for rollout/(12) Model 25 me	06/10/2022	2,948.08
			Total for Check Number 55383:	2,948.08
55384	C036	Corporate Payment Systems	06/10/2022	
	240095821323000	TW/WEF - GM Annual Membership 8/1/22-7/31		267.00
	240095921313006	WP/Eureka Oxygen/Shop/Lens/Bttry		43.30
	242042921490081	TW/Adidas: Backpack for Laptop/GM		32.50
	242316821344400	MT/Harbor Freight/Tools		61.80
	242316821464000	WP/Harbor Freight/Shop/Bushing/AirComp shut		93.25
	242316821464003	WP/Harbor Freight/Unit #1/Slot screw/Switch li;		32.49
	244309921354008	TL/Microsoft		84.00
	244921621270000	TW/Lost Coast Outpost: CSR I Employment		180.00
	246921621271001	TW/Craigs List: CSR I Employment		40.00
	246921621371000	TW/Amazon: Single Monitor Stand		29.08
	248019721390910	MW/Dazey's Hardware/Const Tools		99.90
	249064121381475	TL/DRI Crash Plan		29.97
			Total for Check Number 55384:	993.29
55385	C410 May 2022 May 2022	City of Eureka: SW General 79% Humboldt Hill 21%	06/10/2022	96,462.16 25,641.84
			Total for Check Number 55385:	122,104.00
55386	C450	City of Eureka: Water Test	06/10/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	INV02984	Microbiological Testing - April		476.00
Total for Check Number 55386:				476.00
55387	C475	Coast Counties Peterbilt	06/10/2022	
	07163451P	Unit #10/Air filter replacement		63.24
	07163502P	Unit #1/Air filter		44.00
	07163702P	Unit #14/Emergency alum red/Service alum blue		38.08
Total for Check Number 55387:				145.32
55388	D910	Don's Rent-All Inc	06/10/2022	
	224498	Walnut at Campton/Service repair/11 HP concret		48.07
Total for Check Number 55388:				48.07
55389	E330	Englund Marine and Industrial Supply	06/10/2022	
	531097/7	Pump chain and shackles		172.99
	531098/7	Pump chain and shackles		138.09
Total for Check Number 55389:				311.08
55390	E485	Cooney Parris and Rieke Corp	06/10/2022	
	05312022	Discount Earned - May		-0.65
	118080/3	Construction tools/USA flags		14.00
Total for Check Number 55390:				13.35
55391	E558	NAPA Auto Parts of Eureka	06/10/2022	
	272831	Unit #12/Lamp		2.71
	273922	Trailer Lock/univ coupler lock		40.41
	274394	Unit #18/Switch		19.58
	274447	Unit #10/Batteries/N9931TYEL		1,114.33
	277292	Unit #15/AKEBONO ProAct ultra		215.18
Total for Check Number 55391:				1,392.21
55392	F075	FedEx	06/10/2022	
	7-777-03741	Freight to ship water samples to Eurofins Lab		177.11
Total for Check Number 55392:				177.11
55393	H010	Keenan Supply	06/10/2022	
	05312022	Discount Earned - May		-122.81
	S012387144.003	Yard Stock/Hymax 6" end cap npt w restraint ear		564.83
	S012449276.002	Yard Restock/Brass cplgs		326.22
	S012461247.001	C St FL/Repair/Clow 3 Flng rw gate vlv		756.01
	S012478049.001	Yard Restock/SS bolts for 501 couplings		1,033.42
	S012478273.001	Elk River crossing repair/8" AC repair/PVC pipe		317.70
	S012485630.001	Elk River Repair and Yard Stock/316 SS washers		19.67
	S012485630.002	Elk River Crossing and Yard Restock/Romac 501		1,033.42
	S012488720.001	Yard Stock/Air Vacs/Crispin thrd combo auto rel		1,760.49
	S012498229.001	Yard Restock/Romac SS1 Section rpr clamp		629.49
	S012506771.001	Elk River Crossing Repair/8 DI C153 90 elbow		266.92
Total for Check Number 55393:				6,585.36
55394	H060	Harvey M. Harper Co.	06/10/2022	
	5276744	Unit #3/F81Z Check asy doo		38.62
Total for Check Number 55394:				38.62

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55395	H410 17837000	Humboldt Bay Municipal Water D Water Purchased - May	06/10/2022	87,787.83
Total for Check Number 55395:				87,787.83
55396	I700 5097443	IBS Interstate Battery System Genius5 (4)	06/10/2022	331.90
Total for Check Number 55396:				331.90
55397	J800 141235	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Temporary Wi	06/10/2022	252.78
Total for Check Number 55397:				252.78
55398	M230 M229000 M229112 M229112 M229282	Mendes Supply Co Hypochlorite solution Drum deposit PSCQcarbacticide 30gal Credit/Drum deposit	06/10/2022	142.24 120.00 657.34 -120.00
Total for Check Number 55398:				799.58
55399	M450 516957048 516999077 517041947 517085171	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	06/10/2022	240.36 408.79 240.36 407.32
Total for Check Number 55399:				1,296.83
55400	N030 202205-0772	NBS Professional Services/Rate Study	06/10/2022	8,700.00
Total for Check Number 55400:				8,700.00
55401	N430 32152/1	Nilsen Feed and Grain Co. Wheat/Straw	06/10/2022	16.38
Total for Check Number 55401:				16.38
55402	P130 06132022	Pacific Gas and Electric-St Street Lighting - May	06/10/2022	2,387.54
Total for Check Number 55402:				2,387.54
55403	P430 035272 035325 036675 038421 038755 038845 039095 039857 05312022	Pierson Building Center Vinyl tubing/Galv plug 2" PVC 2" Cplg/Brass Hex bushing Perch SLS/#4 Armored cable/Sch pvc 3" cplg/C Construction Parts Misc/Bent nose garden valve Misc hardware/Power pro exts Gorilla tape blk/Hole saw/Pilot bit for 2L/Dap 1 Hose mender/Foam pipe insulation/Poly tubing Bulk Fasteners Discount Earned - May	06/10/2022	8.85 28.58 111.03 12.44 20.74 58.93 18.30 3.24 -9.83
Total for Check Number 55403:				252.28
55404	P670 06302022	US Postal Service Annual Rental PO Box 158 - 07.01.22 - 06.30.23	06/10/2022	332.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55404:	332.00
55405	P785	Powell Landscape Materials	06/10/2022	
	16112	Concrete for the Elk River Crossing water main		172.62
	16150	Concrete for the Elk River Crossing water main		217.41
	16181	Concrete for the Elk River Crossing water main		217.41
			Total for Check Number 55405:	607.44
55406	R750	R. J. Ricciardi Inc.	06/10/2022	
	13074	Progress Billing through May		1,145.00
			Total for Check Number 55406:	1,145.00
55407	S117	Sage Designs Inc	06/10/2022	
	2208191-01	SCADA/X2 Base 5 v2		527.97
	2208191-01	SCADA/X Developer 2.xx & 2.xxSPx Configura		392.41
	2208192-01	SCADA/Trio RF Cable Feeder Tail 1.5ft/0.5m		203.64
	2208192-01	SCADA/Trio DIN Rail Mounting Kit		277.99
	2208192-01	SCADA/Trio Q-Series Radio TBURQR4HH-F0		5,362.75
	2208192-01	SCADA/Trio 4 Way Coasial Test Adaptor, NF C		427.76
	2208192-01	SCADA/Trio Fuse Kit (10 ea)		61.41
			Total for Check Number 55407:	7,253.93
55408	S670	Springbrook Holding Company LLC	06/10/2022	
	INV-009169	Annual Maintenance 07.01.22 - 06.30.23		24,822.79
			Total for Check Number 55408:	24,822.79
55409	T410	Malcolm Kelly Inc.	06/10/2022	
	1006766-01	Elk River Crossing water main line repair/8" wic		591.04
	1007241-01	Elk River Crossing water main line repair/8" F re		389.74
	1007264-01	Elk River Crossing water main line repair/8" F re		389.74
			Total for Check Number 55409:	1,370.52
55410	U410	United Way of Humboldt	06/10/2022	
		PR Batch 00001.06.2022 UNITED WAY	PR Batch 00001.06.2022 UNI	1.37
		PR Batch 00001.06.2022 UNITED WAY	PR Batch 00001.06.2022 UNI	0.42
		PR Batch 00001.06.2022 UNITED WAY	PR Batch 00001.06.2022 UNI	2.21
			Total for Check Number 55410:	4.00
55411	V700	Valley Pacific Petroleum Services Inc	06/10/2022	
	INV 22-541710	Tack Oil Sprayer		16.32
	INV 22-543869	Fuel		4,816.49
			Total for Check Number 55411:	4,832.81
55412	W570	Western Chain Saw	06/10/2022	
	328758	Concrete chain saw/Repair/Kit closing link		9.00
			Total for Check Number 55412:	9.00
55413	X800	Xylem Inc.	06/10/2022	
	3556C26070	Shipping/Handling/Flygt pumps, bases, mini-cas		1,301.00
	3556C26071	Shipping/Handling/Flygt pumps, check valves, b		1,129.00
			Total for Check Number 55413:	2,430.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 6/10/2022:				369,258.27
55415	UB*02003	OREN MCCAFFREY Refund Check Refund Check Refund Check Refund Check Refund Check	06/23/2022	273.85 44.29 443.48 127.51 75.92
Total for Check Number 55415:				965.05
55416	A072 5469	Accurate Drug Testing Services DOT Physical/AW	06/23/2022	100.00
Total for Check Number 55416:				100.00
55417	B351 21-818	Bartel Associates, LLC Completion of 2021 GASBS 68 report/District's	06/23/2022	1,400.00
Total for Check Number 55417:				1,400.00
55418	C180 6000747329 6000747329 6000747329	Canon Solutions America Inc. Office/Color Copies WXD03492-04.30.22-05.30 UseTaxRecoveryFee/OfficeCopier 04.30.22-05.30 Office/Black Copies WXD03492-04.30.22-05.30	06/23/2022	150.77 6.23 10.06
Total for Check Number 55418:				167.06
55419	C430 05312022	City of Eureka: WA Water Purchased - May	06/23/2022	56,500.00
Total for Check Number 55419:				56,500.00
55420	D730 2207D50049	Dept of Water Resources Interest Davis-Grunsky	06/23/2022	278.77
Total for Check Number 55420:				278.77
55421	E890 27261430 27296144	Express Employment Professionals June 2022 PPE 06.05.22 June 2022 PPE 06.05.22	06/23/2022	989.63 789.61
Total for Check Number 55421:				1,779.24
55422	H525 PT0002394 PT0002409 PT0002410 PT0002411 PT0002412 PT0003939	Humboldt Co Div of Environmental Health Annual Haz Mat Bus Plan Fees Annual Haz Mat Bus Plan Fees	06/23/2022	709.12 415.05 415.05 415.05 415.05 316.00
Total for Check Number 55422:				2,685.32
55423	I525 213544	Infosend UB/Process and Mail/Bills - May	06/23/2022	4,610.98
Total for Check Number 55423:				4,610.98
55424	M099 60079549	Mad River Community Hospital Pre Employment Physical/HR	06/23/2022	87.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55424:	87.50
55425	M101 130791	MapleService Inc. Rebuild urinal valve in men's restroom	06/23/2022	372.50
			Total for Check Number 55425:	372.50
55426	M340 107049	Mercer Fraser Co Park St SMR/Asphalt Concrete	06/23/2022	905.05
			Total for Check Number 55426:	905.05
55427	P010 07052022 07052022 07052022 07052022 07052022 07052022 07052022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	06/23/2022	5,836.30 10,109.49 714.85 3,695.14 1,357.20 5,115.14 92.47
			Total for Check Number 55427:	26,920.59
55428	P190 184005 184015 184018 184125	Pacific Paper Co Storage boxes/1/3 Cut tab file folders 7-Compartment desk drawer organizer/Lg Pencil Wire file sorters Desk Pad Calendar/Temp desk	06/23/2022	233.47 26.31 29.30 17.51
			Total for Check Number 55428:	306.59
55429	P550 1020879943 1020879943	Pitney Bowes Inc Qtrly Rent Base C Series Qtrly Rent Base C Series	06/23/2022	105.22 20.05
			Total for Check Number 55429:	125.27
55430	R250 28664993	Recology Humboldt County Garbage Service - May	06/23/2022	488.26
			Total for Check Number 55430:	488.26
55431	U410	United Way of Humboldt PR Batch 00002.06.2022 UNITED WAY PR Batch 00002.06.2022 UNITED WAY PR Batch 00002.06.2022 UNITED WAY	06/23/2022 PR Batch 00002.06.2022 UNI PR Batch 00002.06.2022 UNI PR Batch 00002.06.2022 UNI	0.91 1.14 1.95
			Total for Check Number 55431:	4.00
55432	U730 975953	USA Bluebook Sight glass vlvs/Tube gskt for sight gauge/SS gu:	06/23/2022	1,386.91
			Total for Check Number 55432:	1,386.91
			Total for 6/23/2022:	99,083.09
55433	B400 31949	Bedliners Plus Unit #3/Generator jack	06/30/2022	101.97

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55433:	101.97
55434	F010 91501203	Farmer Brothers Co Creamer Shaker/Fr Rst DC (2)	06/30/2022	264.60
			Total for Check Number 55434:	264.60
55435	F049 CAEUR122002 CAEUR122002 CAEUR122243 CAEUR122243	Fastenal Company Safety glasses/Disp earplugs/WD-40 12 oz/Pipe XLg Orange Disp gloves/AA Btry XL Or disp glv/JT Towel 55/Disinf bathrm cln 2300V Respirator VP	06/30/2022	128.11 70.19 163.24 12.17
			Total for Check Number 55435:	373.71
55436	F050 CAEUR121990 CAEUR122451 CAEUR122451	Fastenal Industrial Asphalt blade Sea Ave SLS/2"x20' Sch 40 304 Stainless Steel F Blackberry Ln SLS/(4) 2"x20' Sch 40 304 Stainl	06/30/2022	196.86 805.29 3,221.17
			Total for Check Number 55436:	4,223.32
55437	F510 68583	Fortuna Iron Unit #18/Back door repair/4x6 10g/8' 2"x1/8 fb	06/30/2022	280.24
			Total for Check Number 55437:	280.24
55438	H160	HCS D--Petty Cash Bobcat Trailer/4" Winch Postage Due Task Chair Cushion Customer Halloween Candy Nameplates Retirement Card Postage Due	06/30/2022 Petty Cash Petty Cash Petty Cash Petty Cash Petty Cash Petty Cash Petty Cash	43.40 6.25 42.55 24.18 18.26 4.95 6.92
			Total for Check Number 55438:	146.51
55439	P130 2274326904-9	Pacific Gas and Electric-St Street Lighting - June	06/30/2022	2,396.22
			Total for Check Number 55439:	2,396.22
55440	P550 1020927822	Pitney Bowes Inc Postage Meter/(2) Ink Cartridges	06/30/2022	183.15
			Total for Check Number 55440:	183.15
55441	S119 5359	Sanders Roofing, Inc. New roof for the District office building per Prop	06/30/2022	36,505.00
			Total for Check Number 55441:	36,505.00
55442	S490 113382	SHN Consulting Engineers Elk River Water Main Break	06/30/2022	385.00
			Total for Check Number 55442:	385.00
55443	S750 07012022	Standard Insurance Company Short&Long Term Empl Disabilit	06/30/2022	1,453.48

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55443:	1,453.48
55444	S850 07162022+10	Suddenlink Internet/Phone 06.24.22 - 07.23.22	06/30/2022	518.12
			Total for Check Number 55444:	518.12
55445	V500 9909387659	Verizon Wireless Cellular Service - June	06/30/2022	329.55
			Total for Check Number 55445:	329.55
55446	UB*02005	THOMAS COOKMAN Refund Check	06/30/2022	100.00
			Total for Check Number 55446:	100.00
55447	UB*02006	MARIN GRIFFIN Refund Check Refund Check Refund Check Refund Check Refund Check	06/30/2022	12.98 21.14 3.42 38.98 12.31
			Total for Check Number 55447:	88.83
55448	UB*02004	TERRY/VIRGINIA HALL Refund Check	06/30/2022	100.00
			Total for Check Number 55448:	100.00
			Total for 6/30/2022:	47,449.70
			Report Total (75 checks):	518,408.67

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# **Humboldt Community Services District**

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

## **AGENDA REPORT**

**For HCSD Board of Directors Regular Meeting of:** July 12, 2022

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

**TITLE:** Disclosure of Employee Reimbursements for Fiscal Year 2021-2022

**PRESENTED BY:** Michael Montag, Finance Manager

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### **Recommendation:**

Motion to accept the 2021-2022 Reimbursements Disclosure.

### **Summary:**

State law (Government Code Section 53065.5) requires that special districts disclose, at least annually, reimbursements paid by the district to any employees or board members of at least \$100 for each individual charge for services or products received. "Individual charge" includes but is not limited to, one meal, one night's lodging, transportation, or a registration fee paid to any employee or board member.

Below is the disclosure for fiscal year 2021-2022.

### **Fiscal Impact:**

None

## **HUMBOLDT COMMUNITY SERVICES DISTRICT REIMBURSEMENTS FISCAL YEAR 2021-2022**

### **Board Member or Employee Name**

<b>Date</b>	<b>Amount</b>	<b>Type of Reimbursement</b>
Jacob Mitchell Maintenance		
1/7/2022	\$80.00	Reimbursement of certification fee for DWOCP operator
3/10/2022	\$220.00	Reimbursement of personal property damage from vandalism