



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

AGENDA

DATE: Tuesday, February 27, 2024

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b). If members of the public 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 867 4479 5850 and Passcode 197244. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of February 27, 2024 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of February 13, 2023 *Pgs 3-6*

D. REPORTS

1. General Manager
 - a) District Update *Pgs 7-8*
2. Finance Department
3. Engineering
 - a) Update *Pg 9*
4. Planning
 - a) Update *Pg 11*
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. NEW BUSINESS

1. Consideration of Approving Update to Administrative Assistant, Administrative Services Manager I, and Administrative Services Manager II Job Descriptions and Corresponding Salary Schedule *Pgs 13-27*
2. Consideration of Resolution 2024-03 Approving an Updated Expenditure Control Policy *Pgs 29-58*
3. Consideration of Extending, by Amendment, On-Call Engineering Service Contracts *Pgs 59-60*

G. OLD BUSINESS

1. Consideration of New AdHoc Appointment for Property Tax Negotiation *Pg 63*

H. ADJOURNMENT

Next Res: 2024-04
Next Ord: 2024-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:01 p.m. on Tuesday, February 13, 2024, at 5055 Walnut Drive, Eureka, California with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call were Directors Benzonelli, Gardiner, Hansen, and Matteoli. Director Ryan arrived at 5:05 p.m. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Assistant Engineer Rawal (AE), and Utility Services Planner McNeill (USP).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the February 13, 2024 Agenda
2. Approval of Minutes of the Regular Meeting of January 23, 2024

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE JANUARY 23, 2024 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. Tower Co. re Continued Desire to Lease District Property for Cell Tower Operation

GM summarized the history of the matter affirming his decision to conclude discussions with Tower Co. for several identified reasons including the insignificant revenue offered. The Board concurred marking the item as received and filed.

E. REPORTS

1. General Manager
 - a) District Update
 - Form 700 – The 2023 Annual Statement of Economic Interest from the Board should be completed and returned to the Board Secretary by March 12th.

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
February 13, 2024

- Public Workshop – GM attended the HBMWD Public Workshop reviewing the environmental benefits of their instream flow dedication from the dam to the Essex raw water intake, as well as provide protection against loss of water rights as soon as 2029.

2. Finance Department

a) December 2023 Budget Report

FM summarized the status of the District's budget progress through the sixth month of the current fiscal year affirming appearance of certain line item imbalances will smooth as the year continues.

b) January 2024 Check Register

FM reported January contained another standard month of expenses with the large amounts attributed to various CIPs as budgeted.

3. Engineering

a) Assistant Engineer Introduction

New AE, Kush Rawal, summarized his educational and professional experience emphasizing his desire to contribute to the critical services HCSD provides to its community.

4. Planning

a) Update

USP elaborated upon various routine activities and the volume and status of mandated annual reporting.

6. Director Reports

Director Benzonelli advised that North Coast Opportunities Project in Ukiah are gathering information from a diverse range of population who have barriers to economic viability. Project is asking this population what it would take for them to live a comfortable life. As such, Director Benzonelli was contacted as a community outreach person to host sessions to learn what our population believes the community can do to make their lives easier at no cost to the District. The ultimate goal is to determine which projects are going to be chosen for economic development projects, regional economic development projects, to leverage state economic development funds. As such, would appreciate District staff referring customers who are really having difficulty paying their bills to participate in the sessions and advised there will be a \$50 incentive to those who do contribute their information.

PUBLIC COMMENT: Jerry Martien concurred it is a great idea and would encourage the District to include a note on monthly bills with the details.

F. PUBLIC PARTICIPATION

None

G. OLD BUSINESS

1. Consideration of Authorizing the General Manager to Cancel Regularly Scheduled Board Meetings When Practical

GM summarized the subject previously addressed at both the January 9 and 23 meetings emphasizing cancellation of a regularly scheduled meeting will not occur without Board survey to ensure no time-sensitive matter requires addressing.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO AUTHORIZE THE GENERAL MANAGER TO CANCEL REGULARLY SCHEDULED BOARD MEETINGS WHEN NO PRESSING MATTER OR ACTION ITEM WILL BE SCHEDULED. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. NEW BUSINESS

1. Consideration of McKay Ranch Subdivision Request for Annexation and Planned Services

Director Matteoli announced recusal from Item H.1. as recommended by District Legal Counsel due to his affiliation with Coldwell Banker/Cutten.

USP summarized the subdivision requirements and process necessary to finalize the project proponent's request to annex within District boundaries in order to receive water distribution and wastewater collection services.

PUBLIC COMMENT: Jerry Martien expressed his disappointment in the Times-Standard omission of this matter in their Sunday paper. Mr. Martien continued by stating his concerns that the ball fields and this project will increase his water bill noting there was another time the developer asked the District to subsidize their project wherein the Board previously declined and he hopes they will maintain that stance.

GM explained that if not annexed, the ball fields would become an island within District boundaries which is not permitted by law. No property will change hands, merely the designation of being within the District boundary.

Discussion included review of the annexation process, itemization of incomplete information from the project proponent, the additional expense to the District to service the project, the possibility and process timeline of negotiating a tax sharing agreement with Humboldt County for property tax apportionment to defray costs, the negative impact should annexation acceptance precede the County agreeing to share the property tax, and the establishment of an AdHoc to negotiate with the County. LAFCo representative, Colette Santsche, confirmed her willingness to work with District staff and support an AdHoc.

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO ESTABLISH AN ADHOC CONSISTING OF DIRECTORS BENZONELLI AND GARDINER TO ASSIST WITH THE PROCESS OF NEGOTIATING WITH THE COUNTY OF HUMBOLDT FOR A TAX SHARING AGREEMENT RELATED TO THE MCKAY RANCH SUBDIVISION.

PUBLIC COMMENT: Jerry Martien stated the ratepayers have an investment in this situation as they have already paid for certain infrastructure to attract builders which has not happened. Would like to see the District more aggressively pursue a deal with the County.

MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, HANSEN, RYAN
RECUSE: MATTEOLI
NOES: NONE
ABSENT: NONE

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF FEBRUARY 13, 2024 AT 6:26 P.M.

Submitted, Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: February 23, 2024

SUBJECT: General Manager Report for February 27, 2024 Board Meeting

On February 15, 2024, ACWA Region 1 Representative Jennifer Rotz visited the HCSD office to touch base with staff. District Assistant Engineer Kush Rawal, Utility Services Planner Brian McNeill, and I were available for the meeting. We discussed several items of interest to the District including ongoing, state or federally funded, low income rate relief, grant funding for rehabilitation or replacement of aging infrastructure and the pending Region 1 ACWA Board appointment.

Senator Padilla is working on federal legislation that, if passes, will provide funding for a permanent water assistance program.

“Access to water is the foundation for strong and healthy communities, economies, and families,” said Senator Padilla. “This topic is near and dear to me and to 40 million Californians—as well as to all Americans who have ever had to worry about whether they could afford their next water bill or if their water will be shut off because they cannot pay. For decades, we’ve underinvested in water infrastructure, pushing the cost of maintaining and repairing water infrastructure on hard-working ratepayers. It’s time for a paradigm shift in how we finance and fund needed water infrastructure for communities, and it’s long past time that we have a permanent water assistance program to help communities pay their water bills, just like we do for energy assistance.” - From Senator Padilla’s May 31, 2023 Press Release

ACWA is lobbying for specific priorities in California regarding infrastructure bond money and Bipartisan Infrastructure money. Their priorities include flood protection, enhanced groundwater storage and, most interesting to HCSD, rehabilitation or replacement of aging infrastructure.

ACWA maintains 13 committees that are populated by management or board members from member agencies. These committees research and develop the policy decisions that are ultimately decided by the ACWA Board of Directors. The 13 committees include; Agriculture,

Mailing: Post Office Box 158 • Cullen, CA 95534 • tel (707) 443-4558 • fax (707) 443-1490
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

Business Development, Communications, Energy, Federal Affairs, Finance, Groundwater, Legal Affairs, Local Government, Membership, State Legislative, Water Management and Water Quality. If anybody is interested in learning more about or participating on an ACWA Committee, there is an application and selection process that I will be happy to assist with.

Finally, we discussed the appointment process for the Region 1 Board vacancy, and learned there was competition for the one vacancy. A Region 1 meeting on February 16, 2024 in Ukiah CA, was set to consider nominations and an appointment. Results of the meeting are not yet known. I'm hoping to hear good news from our nominee.

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: Kush Rawal, Assistant Engineer
Date: February 22, 2024
Subject: Assistant Engineer Progress Report for February 27, 2024 Board Meeting

As you know, I recently joined the HCSD team as the new Assistant Engineer. Since I have joined, I have been working to gain an understanding of the projects the district is currently working on, the responsibilities our staff takes on, the agencies we work with and familiarizing myself with the District we serve.

There is plenty to learn and absorb to get up to speed. As such I have begun generating a working schedule for our Capital Improvement Projects (CIPs). This schedule is meant to break down each project into accomplishable tasks that will help to better visualize the current project status, identify steps that are pro-longing the project, and help the staff prepare and prioritize future projects.

In order to better understand our current projects, every morning I meet with either the construction or maintenance department and go over daily and weekly objectives. These meetings have been helpful to give me some context on not only the current status of our projects, but also aides in my understanding of regular duties the teams carry out outside of the current CIPs. Beyond these daily meetings, I have gone out to the field with both department heads to get familiar with our current infrastructure and talk through some of our planned improvements, as well as get familiar with the layout of the District and how it operates.

Finally, I have been getting acquainted with our file storage system including both the internal file sharing server and physical file storage systems. During my time here, I plan to help better organize and digitize our file system to reduce the time spent looking for resources and to avoid storing redundant data. The physical storage system is well organized, but still can be difficult to navigate due to the sheer volume of information we have stored physically. I would like to identify the areas of our physical storage that we may reference often, and get them digitized to our internal file sharing server.

Thank you for your warm welcomes at the last meeting, I am looking forward to improving myself and the services HCSD provides to better serve our community.

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Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors
FROM: Brian McNeill, Utility Services Planner
DATE: February 23, 2024
SUBJECT: Utility Services Planner Report for February 27, 2024 Board Meeting

The Planning Department standard monthly tasks include, submitting month end reports for our water sampling, calculating water and sewer totals, tracking fuel usage by District staff and by District equipment. The District also has numerous plans, programs and reports which require review and updating on an annual basis, that process is ongoing. The latest required annual submission was the Diesel Off Road Online Reporting System (DOORS), which is due March 1 of each reporting year.

Some of the day-to-day public interactions included assisting a customer on Freshwater Road by providing fire hydrant flow information for use in calculating fire suppression system requirements for an upcoming single-family home they plan to build. Other public requests have pertained to clarification of easements and location of District and neighboring facilities.

The Planning Department continues to pull weekly water quality samples. A new sample station has been installed on London Drive as part of the updated Sample Siting Plan.

The District received a request to install a hydrant meter/backflow device on a fire hydrant in the overflow parking lot for Redwood Acres to support the Redwood Region Logging Conference which is held annually at Redwood Acres. The meter/backflow device will be installed March 8th, for the Logging Conference which will be held between March 14-16.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 27, 2024

AGENDA ITEM: F.1. (New Business)

TITLE: Consideration of Approving Update to Administrative Assistant, Administrative Services Manager I, and Administrative Services Manager II Job Descriptions and Corresponding Salary Schedule

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the proposed job descriptions and salary schedule and, if acceptable, adopt the series by motion and roll call vote

Summary:

District staff is preparing to solicit to fill the soon to be vacant administrative services position. As such, the job descriptions and salary schedules for that role need to be updated. The District intends to hire one individual to fill the administrative services position and the range of three job descriptions, Administrative Assistant, Administrative Services Manager I and Administrative Services Manger II, will allow the District some latitude regarding the level of candidate(s) that we can consider.

For example, if we can identify a mid-career individual that possesses desirable skills and experience, we can offer the Administrative Services Manager I (ASM I) position and show that there is room to grow into the ASM II. Also, if there is a candidate with outstanding potential, that has very little experience, we can offer the Administrative Assistant role and show the full intention of promoting them into the ASM series once they have gained the necessary skills and experience.

This proposal reinstates the Administrative Assistant position and salary schedule by applying Cost of Living Adjustments (COLAs) from the time that job description was discontinued from the District's schedule. At the time that the Administrative Assistant position was discontinued, the ASM I and ASM II positions were created. There was substantial overlap in the salary steps between the Administrative Assistant and ASM I as well as substantial overlap between the ASM I and ASM II salary schedules. In order to attract the highest quality candidates, the proposed salary schedule places ASM I Step 1 on par with Administrative Assistant Step 5 and ASM II Step 1 on par with ASM I Step 5. These represent a 10.5% increase to the starting salary of ASM I and a 14.7% increase to the starting salary of the ASM II.

Fiscal Impact:

Unknown

HUMBOLDT COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT/BOARD SECRETARY

Effective February 2024

Definition

To encourage continued professional growth and longevity with the District, the administrative series consists of three (3) individual classifications pertaining to one position: Administrative Assistant and Administrative Services Manager I and II. The Administrative Assistant represents the initial position of the administrative classification.

Under general supervision of the General Manager, this full-time non-exempt hourly classification assists the General Manager with a variety of administrative details and serves as Board Secretary; performs difficult and complex office support work. Additionally, the Administrative Assistant performs as the District's Payroll Technician responsible for payroll processes and personnel functions including administration of: health and welfare benefits, the District Department of Transportation (DOT) program, Human Resources data base records as well as maintaining District wide insurance programs including all claims.

Essential Functions

- Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
- Take and transcribe notes and minutes of meetings.
- Attends Board meetings, develops and maintains minutes, distributes resolutions, ordinances, and actions, as necessary.
- As appointed Board Secretary, maintains official records of Board proceedings and actions.
- Updates District website data related to the Board, Human Resources, and other required postings.
- Prepares a variety of correspondence, memoranda, and other items as delegated by the General Manager and the Board of Directors.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists with authoring and establishing District operating policies and procedures
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Coordinates and administers employee/retiree health and welfare benefits programs.
- Provides operating Department support regarding human resource policies and issues.
- Organizes and carries out recruitment procedures including developing plans, schedules, job announcements, advertisements, applicant screening, interviews, and testing.
- Coordinates background checks, pre-employment physical exams, orientation (onboarding), and benefit enrollments.
- Efficient use of computers and applicable software in the performance of administrative support assignments and payroll processing.
- Effectively represents the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Other Duties

- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff as required.
- Establishes and maintains a variety of records and files.
- Conducts salary reviews and salary studies as delegated.
- Identifies and monitors mandated training requirements.
- Conducts research, performs analysis, and prepares reports.
- Assists with Customer Service on an as needed basis.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of office management, operations, and procedures, public personnel administration, including health and welfare benefit administration.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping, analysis, budget development, and controls.
- Federal and State laws, rules, and regulations relating to public entity employment practices.
- Maintenance of position classification and employee compensation plan.
- Public Agency recruitment and selection methods and procedures.
- Personnel policy development and implementation.
- Computer systems and software applications related to District management support and administrative functions, principles of the District payroll system, including word-processing and spreadsheet software, as appropriate.
- Proper spelling, grammar, and punctuation in English; other languages desirable.
- Principles and practices of personnel administration.

Ability to:

- Meet deadlines and perform multiple tasks proficiently.
- Maintain a variety of confidential records and correspondence.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Perform a variety of office management functions.
- Create comprehensive and concise correspondence, documents, and reports.
- Perform research, collect, organize, interpret, and evaluate a variety of information and data.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- Research, analyze, and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Interpret laws, legislation, ordinances, and administrative policies and procedures.

- Type/keyboard at a minimum rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Skillfully use computers and applicable software in the performance of office, administrative, payroll, personnel, and support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, printer/copiers, and FAX machines.
- Sits and/or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours and work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of advanced educational training in business or office administration, administrative analysis, human resources management, or closely related fields is highly desirable.

Experience: Two (2) years of increasingly responsible experience in performing a variety of office and administrative/personnel development and administration, including experience with recruitment and selection, position classification, benefit administration, maintaining and updating payroll systems, performing statistical and financial recordkeeping, support work, and preferably including at least one (1) year in a supervisory or lead position.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Administrative Assistant Salary Schedule:

Step	1	2	3	4	5
Hourly Wage	\$26.31	\$27.63	\$29.01	\$30.46	\$31.98
Avg. Monthly:	\$4,560.4	\$4,788.42	\$5,027.84	\$5,279.23	\$5,543.19

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

HUMBOLDT COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION:

Administrative Services Manager I

Effective February 2024

Definition

To encourage continued professional growth and longevity with the District, the administrative series consists of three (3) individual classifications pertaining to one position: Administrative Assistant and Administrative Services Manager I and II. The Administrative Services Manager I represents the mid-knowledge range of the administrative classification.

Under direction of the General Manager, this full-time non-exempt hourly classification serves as Assistant to the General Manager, Board Secretary, and Human Resources/Payroll Specialist; Performs difficult and complex administrative support work;; organizes and analyzes data related to organizational, functional, and fiscal studies of District activities, programs, and services; assists with budget proposals, comprehensive research reports and recommendations; provides information to District management and other agencies; performs personnel related functions for the District, administers employee health and welfare benefits, administers the District Department of Transportation (DOT) program, maintains District wide insurance programs including claims, performs a variety of difficult and complex recordkeeping duties.

Essential Functions

- Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors.
- Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
- Attends Board meetings, develops and maintains minutes, distributes resolutions, ordinances, and actions as necessary.
- Take and transcribe notes and minutes of meetings.
- As appointed Board Secretary, maintains official records of Board proceedings and actions.
- Updates District website data related to the Board, Human Resources, and other required postings.
- Establishes and maintains a variety of records and files.
- Prepares a variety of correspondence, memoranda, and other items as developed by the General Manager and Board Members.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Assists District management with resolving a variety of management problems.
- Assists with budget and fiscal analysis and the preparation of budget proposals.
- Assists with the establishment of District operating policies and procedures.
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions as necessary.
- Updates and maintains expenditure information.

- Operates a variety of office equipment and computers in the performance of work assignments.
- Coordinates and administers employee health and welfare benefit programs.
- Assists with annual salary adjustment recommendations.
- Maintains the District classification plan.
- Performs orientation interviews for new employees.
- Provides operating Department support regarding human resource policies and issues.
- Meets with management staff and committees regarding human resource problems.
- Regularly updates the General Manager regarding human resource operations, problems, policies, and administrative information.
- Organizes and carries out recruitment procedures including developing plans, schedules, job announcements, advertisements, applicant screening, interviews, and testing.
- Coordinates background checks, pre-employment physical exams, orientation (onboarding), and benefit enrollments.
- Prepares, maintains, and processes personnel documents, files, records.
- Administers the District COBRA program.
- Prepares and processes all aspects of the District payroll, CalPERS administration/reporting, 457B Deferred Compensation administration/reporting, payroll taxes, accrual maintenance.
- Efficient use of computers and applicable software in the performance of administrative support assignments, and payroll processing.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Other Duties

- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff as required.
- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Develops and distributes information regarding human resource issues to District staff.
- Coordinates performance evaluation schedules and notifies District management accordingly.
- Conducts salary reviews and salary studies as delegated.
- Identifies and monitors District training needs; either provides or arranges necessary training.
- Establishes and maintains a variety of records and files.
- Performs a variety of studies and prepares reports.
- Maintains organization chart.
- Responds to inquiries from staff and retirees regarding benefits.
- Tracks required materials for benefits, policy compliance, etc. from benefit providers
- Conducts research, perform analysis, and prepare reports.
- Assists with Customer Service on an as needed basis.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Principles and practices of office management, operations, and procedures, public personnel administration, including health and welfare benefit administration.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping, analysis, budget development, and controls.
- Development of survey research and valutive principles and techniques.
- Federal and state laws, rules, and regulations relating to public entity employment practices.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Maintenance of position classification and employee compensation plan.
- Public Agency recruitment and selection methods and procedures.
- Personnel policy development and implementation.
- Maintaining accurate records.
- Computer systems and software applications related to District management support and administrative functions, principles of the District payroll system, including word-processing and spreadsheet software, as appropriate.
- Proper spelling, grammar, and punctuation in English; other languages desirable.
- Principles and practices of personnel administration.

Ability to:

- Meet deadlines and perform multiple tasks proficiently.
- Maintain a variety of confidential records and correspondence.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Perform a variety of office management functions.
- Create comprehensive and concise correspondence, documents and reports.
- Perform research, collect, organize, interpret, and evaluate a variety of information and data.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- Research, analyze, and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately.
- Maintain, update, and ensure the accuracy of fiscal records and data.
- Interpret laws, legislation, ordinances, and administrative policies and procedures.
- Type/keyboard at a minimum rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Skillfully use computers and applicable software in the performance of office, administrative, payroll, and personnel assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits and/or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours and work overtime.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of advanced educational training in business or office administration, administrative analysis, human resources management or closely related fields is highly desirable.

Experience: Five (5) years of increasingly responsible experience in performing a variety of office and administrative/personnel development and administration, including experience with recruitment and selection, position classification, benefit administration, maintaining and updating payroll systems, performing statistical and financial recordkeeping work, support work, including at least two (2) years in a supervisory or lead position.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Administrative Services Manager I Salary Schedule:

Step	1	2	3	4	5
Hourly Wage	\$31.98	\$33.58	\$35.26	\$37.02	\$38.87
Avg. Monthly:	\$5,543.20	\$5,820.36	\$6,111.38	\$6,416.95	\$6,737.79

This job specification should not be interpreted as all-inclusive. It is intended to identify essential functions and requirements of the job. Not all incumbents may perform all duties at all times. However, incumbents must be able to perform essential duties, with or without accommodation for disability at any time while holding this position.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

HUMBOLDT COMMUNITY SERVICES DISTRICT
JOB DESCRIPTION:

Administrative Services Manager II

Effective February 2024

Definition

Having obtained knowledge and experience of the District's policies, procedures, codes, the Administrative Services Manager II is the advanced position in the Administrative classification.

Under general direction this salary exempt position: serves as Assistant to the General Manager, Secretary to the Board of Directors, and Human Resources/Payroll Manager; performs difficult and complex administrative support work; maintains official records of Board proceedings and actions; organizes and analyzes data related to organizational, functional, and fiscal studies of District activities, programs, and services; prepares budget proposals; prepares comprehensive research reports and recommendations; provides information to District management and other agencies; performs personnel related functions for the District, administers employee health and welfare benefits, administers the District Department of Transportation (DOT) program, performs a variety of difficult and complex payroll maintenance and recordkeeping duties, maintains the District website.

Essential Functions

- Gathers and organizes a variety of information and materials for the General Manager and District Board of Directors.
- Compiles material and other information, preparing and distributing the Board agenda under the direction of the General Manager.
- Attends Board meetings, develops and maintains minutes, distributes resolutions, ordinances, and actions as necessary.
- Take and transcribe notes and minutes of meetings.
- As appointed District Board Secretary, maintains official records of Board proceedings and actions.
- Updates District website data related to the Board, Human Resources, and other required postings.
- Establishes and maintains a variety of records and files.
- Prepares a variety of correspondence, memoranda, and other items as developed by the General Manager and Board Members.
- Investigates, studies, analyzes, and develops reports on District programs, services, operating procedures, and administrative problems.
- Assists District management with resolving a variety of management problems.
- Assists with budget and fiscal analysis and the preparation of budget proposals.
- Annually reviews the personnel and administrative budget and develops future budget recommendations.
- Assists with the establishment of District operating policies and procedures.
- Reviews legislation and literature, preparing summary briefs and analysis for District management.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions as necessary.
- Reviews letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Updates and maintains expenditure information.

- Operates a variety of office equipment and computers in the performance of work assignments.
- Develops, coordinates, and administers employee health and welfare benefit programs.
- Prepares annual salary adjustment recommendations.
- Maintains the District classification plan.
- Performs orientation interviews for new employees.
- Provides operating Department support by answering questions concerning human resource policies and issues.
- Meets with management staff and committees regarding human resource problems.
- Regularly updates the General Manager regarding human resource operations, problems, policies, and administrative information.
- Provides support to the General Manager in making presentations regarding human resource issues to the Board of Directors.
- Organizes and carries out recruitment procedures including developing plans, schedules, job announcements, advertisements, applicant screening, set up interviews and testing.
- Coordinates background checks, pre-employment physical exams, orientation (onboarding), benefits enrollments.
- Prepares, maintains, and processes personnel documents, files, records.
- Administers the District COBRA program.
- Prepares and processes all aspects of the District payroll, CalPERS administration/reporting, 457B Deferred Compensation administration/reporting, payroll taxes, accrual maintenance, employee maintenance.
- Trains other District fiscal support staff in payroll processing and preparation functions.
- Keyboard/Type at a minimum rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings.
- Efficient use of computers and applicable software in the performance of administrative support assignments, and payroll processing.
- Organize data, maintain records, and prepare reports.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.
- Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Other Duties

- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff as required.
- May provide some direction and coordination for other District staff assigned to assist with data gathering and analytical studies.
- Develops and distributes information regarding human resource issues to District staff.
- Coordinates performance evaluation schedules and notifies District management accordingly.
- Conducts salary reviews and salary studies as delegated.
- Identifies and monitors District training needs; either provides or arranges necessary training.
- Establishes and maintains a variety of records and files.
- Performs a variety of studies and prepares reports.
- Maintains organization chart.
- Responds to inquiries from staff and retirees regarding benefits.

- Tracks required materials for benefits, policy compliance, etc. from benefit providers.
- Conduct research, perform analysis, and prepare reports.
- Assists with Customer Service on an as needed basis.
- Performs related duties as assigned.

Job Standards/Specifications

Knowledge of:

- Operations, procedures, policies, and precedents of the District.
- Principles and practices of office management, operations, and procedures, public personnel administration, including health and welfare benefit administration.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping, analysis, budget development, and controls.
- Development of survey research and valuative principles and techniques.
- Federal and state laws, rules, and regulations relating to public entity employment practices.
- Laws, rules, ordinances, and legislative processes governing the development and administration of personnel and employment systems.
- Maintenance of position classification and employee compensation plan.
- Public Agency recruitment and selection methods and procedures.
- Personnel policy development and implementation.
- Maintain accurate records.
- Computer systems and software applications related to District executive management support and administrative functions, principles of the District payroll system, including word-processing and spreadsheet software, as appropriate.
- Proper spelling, grammar, and punctuation in English; other languages desirable.
- Principles and practices of personnel administration.

Ability to:

- Meet deadlines and perform multiple tasks proficiently.
- Maintains a variety of confidential records and correspondence.
- Perform a variety of complex and responsible administrative support work for the General Manager and the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Perform a variety of office management functions.
- Create comprehensive and concise correspondence, documents and reports.
- Perform research, collect, organize, interpret, and evaluate a variety of information and data.
- Perform a variety of difficult and complex payroll maintenance and recordkeeping work.
- Research, analyze, and evaluate information regarding payroll transactions and net payments.
- Make arithmetic calculations quickly and accurately.
- Maintain, update, and insure the accuracy of fiscal records and data.
- Interpret laws, legislation, ordinances, and administrative policies and procedures.
- Type/Keyboard at a rate of 50 words per minute.
- Take and transcribe notes and minutes of meetings.
- Skillfully use computers and applicable software in the performance of office, administrative, payroll, and personnel assignments.

- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Maintain good relations when explaining payroll procedures and systems to other District staff.

Typical Physical Activities

- Work at a desk for an extended period of time.
- Work in an office environment, lift and move objects up to 15 pounds such as large binders, books, and small office equipment.
- Sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Regularly uses a telephone for communication.
- Use office equipment such as computers, copiers, and FAX machines.
- Sits and/or stands for extended time periods.
- Hearing and vision within normal ranges with or without correction.

Environmental Factors

1. Exposure to the sun: 10% or less work time spent outside a building and exposed to the sun.
2. Irregular or extended work hours: Occasionally required to change working hours and work extended hours.

Desirable Qualifications

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Education: Completion of advanced educational training in business or office administration, administrative analysis, human resources management or closely related fields is highly desirable.

Experience: At least two (2) years of District employment gaining both knowledge and experience of processes and procedures as well as seven (7) years of increasingly responsible experience in performing a variety of office and administrative/personnel development and administration, including experience with recruitment and selection, position classification, benefit administration, performing statistical and financial recordkeeping work, support work, preferably including at least four (4) years in a supervisory or lead position as well as maintaining and updating payroll systems.

License Certificate Registration Requirement

Driver License: Possession of a valid California Class C Driver License may be required at the time of appointment. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

Possession and proof of a driving record free of multiple or serious traffic violations or accidents for two (2) consecutive years.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

Administrative Services Manager II Salary Schedule:

Step	1	2	3	4	5
Hourly Wage	\$38.87	\$40.81	\$42.85	\$44.99	\$47.24
Monthly:	\$6,737.50	\$7,073.75	\$7,427.33	\$7,798.25	\$8,188.25

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I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 27 2024

AGENDA ITEM: F.2. (New Business)

TITLE: Consideration of Adopting Resolution 2024-03 Updating Expenditure Control Policy

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion and roll call vote adopting Resolution 2024-03, Updating the District's Expenditure Control Policy to reflect staffing changes.

Summary:

The District utilizes the Expenditure Control Policy to determine what levels of approval are necessary for various types of expenditures and purchases. Recent changes in staffing necessitate an update to the Expenditure Control policy. With the recent retirement of the District's Superintendent, items previously approved by the Superintendent will now go to the Engineer. The Utility Services Planner and the Engineer have also been added as signers for payment checks.

The new Engineer will not be expected to sign checks or approve purchases until after a favorable six month performance review.

Fiscal Impact:

None

HCSD RESOLUTION NO. 2024-03

**A RESOLUTION OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
ADOPTING AN UPDATED EXPENDITURE CONTROL POLICY**

WHEREAS, the Humboldt Community Services District MAINTAINS AN Expenditure Control Policy that is an integral part of the internal control structure of the District and as such, it is intended to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management’s authorization and recorded properly in the books of account; and

WHEREAS, this Policy is designed to control expenditure before the District is obligated to pay for goods or services while providing a clearly documented record of the entire process; and

WHEREAS, this Policy has been used in conjunction with the existing internal control structure; and

WHEREAS, the current Expenditure Control Policy was adopted August 9th 2016 and is in need of updating to adjust for changes in staff; and

WHEREAS, it is the intention of the Board of Directors to adopt an updated Expenditure Control Policy.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Humboldt Community services District do hereby adopt Resolution 2024-03 adopting an Expenditure Control Policy

PASSED, APPROVED, and ADOPTED this 27th day of February 2024, on the following roll call vote:

AYES:
NOES:
ABSENT:

Heidi Benzonelli, Board President

ATTEST:

Brenda K. Franklin, Board Secretary

**HUMBOLDT COMMUNITY
SERVICES DISTRICT
EXPENDITURE CONTROL POLICY**

Adopted by the HCSD Board of Directors
August 9, 2016



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DRAFT

I. INTRODUCTION

This expenditure control system is an integral part of the internal control structure of the District. As such it is intended to provide reasonable, but not absolute, assurance that assets are safeguarded against loss from unauthorized use or disposition and that transactions are executed in accordance with management's authorization and recorded properly in the books of account.

It is the intent of the District to control expenditures before the District is obligated to pay for goods or services. This system is designed to accomplish this goal while providing a clearly documented record of the entire process.

This system is intended to be used in conjunction with the existing internal control structure. Any significant change in other aspects of the control environment will require a review of the effectiveness of this system.

II. EXPENDITURE CLASSIFICATION

The control mechanism and method of documentation for expenditures are determined by the type of expenditure. The District recognizes the following expenditure classifications:

1. Purchase Order

Included are all purchases of goods which require a purchase order (see Section III for criteria).

2. Contract

Included are formal contracts for services or goods and informal contracts for services.

3. Recurring

Included are utilities, payroll taxes & benefits, employee health insurance, monthly rental payments and cash transfers between accounts.

4. Debt Payments

Included are interest and principal payments on bond issues, lease-purchase payments (including those related to issuance of certificates of participation by other entities), transfers to fiscal or paying agents and any other long-term indebtedness.

5. Travel

Included are advances and reimbursements for travel, mileage reimbursement for use of personal automobiles and local meal expenses.

6. Petty Cash

Included are reimbursements of expenditures from the petty cash fund and increases in petty cash or change funds.

7. Customer Refunds

Included are utility billing deposit refunds and overpayment refunds to customers.

8. Other

Included are all other expenditures which cannot be classified in one of the above categories.

III. CONTROL PROCEDURES

Expenditures shall be controlled according to their classification as indicated in Section II by the following procedures:

1. Purchase Order

The purchase of all supplies, materials and capital assets in excess of \$50.00 shall require a purchase order. Vendors from whom the District is likely to order several small items shall be issued blanket purchase orders (see Attachment F).

See Section IV for purchase order procedures.

2. Contract

This paragraph provides guidance on control procedures for contract labor expenditures and is further classified as Construction, Professional Services, or Other Services.

- a. Construction** - Construction work expected to exceed \$5,000 but not to exceed \$25,000 shall require up to three (3) separate quotes to be considered. The District shall enter into a formal contract which shall be approved and signed by the General Manager. Construction work expected to exceed \$25,000 shall require formal bidding procedures and HCSD Board approval. (CA Public Contract Code Article 43, Section 20682.5(b)) Construction work not expected to exceed \$5,000 shall be controlled in the same manner as purchase order expenditures (see Section IV).

- b. Professional Services** - Professional services shall be those rendered in the professions of medicine, law, accountancy and non-construction engineering. The retention of any professional to whom more than \$5,000 per year is expected to be paid shall be approved by the Board.

Expenditures for individual projects not expected to exceed \$5,000 shall be controlled in the same manner as other expenditures (see Section IV).

Expenditures for individual projects expected to exceed \$5,000 but not to exceed \$25,000 shall be approved by the General Manager.

Expenditures for individual projects expected to exceed \$25,000 shall require a formal Request for Qualifications solicitation to be circulated. A formal contract with the most qualified respondent shall be approved by the Board and signed by the General Manager.

- c. Other Services** - Other services not expected to exceed \$5,000 shall be controlled in the same manner as purchase order expenditures (see Section IV).

Other services expected to exceed \$5,000 but not to exceed \$25,000 shall require a formal contract and be approved by the General Manager. Such services expected to exceed \$25,000 shall be approved by the Board and signed by the General Manager.

3. Recurring

These expenditures shall be controlled by the budget. The Board shall adopt an annual budget which shall include line items for electricity/natural gas, telephone, telemetry, employer payroll taxes, retirement contributions, each type of employee benefit, insurance, each type of on-going rental, equipment and software maintenance and support contracts.

Management shall monitor the relationship of year-to-date expenditures in these line items to the adopted budget. Expenditures which exceed the budgeted amount but are not more than ten percent (10%) or \$5,000 greater, shall be approved by the General Manager.

Transfers of cash between accounts shall be approved by the Finance Manager.

Monthly budget statements shall be presented to the Board detailing monthly and year-to-date expenditures. Unusual or large variances will be foot-noted and explained to the Board.

All other recurring payments shall be approved by the Finance Manager.

4. Debt Payments

These expenditures shall be controlled by the amortization schedules created by the debt instruments. All such payments shall be approved by the Finance Manager. Any demand for payments not contemplated in the debt instruments shall be approved by the Board.

5. Travel

These expenditures shall be controlled as delineated in Section V.

6. Petty Cash

These expenditures shall be approved by the Finance Manager. The imprest amounts of the petty cash or change funds shall be changed only by Board action. Reimbursements shall be for the specific amount of payments made from petty cash as requested by the petty cash custodian. Any overage or shortage in petty cash shall be taken into account in the reimbursement amount to insure that the balance of the fund does not exceed or fall below the imprest amount as authorized by the Board. The Finance Manager shall monitor any overages/shortages on a continuing basis.

No single expenditure from the petty cash fund shall exceed \$50.00.

7. Customer Refunds

- a. **Utility Account Deposits** - These expenditures shall be controlled by the utility billing system. Normally, closing bills will be prepared which show a balance due to the customer. Such refunds shall be approved by the Finance Manager.
- b. **Inspection Deposit Refunds** - These expenditures shall be approved by the Finance Manager.
- c. **Other Deposits** - Occasionally other deposits will be refunded. These shall be approved by the General Manager.

8. Credit Card Use

Credit card purchases shall be classified in the expenditure category which best suits the type of goods or services procured. Current active and approved credit accounts are: Staples Office Supply, Sears, Renner Petroleum, Costco (American Express), Kragen Auto Parts, and VISA. The Board shall approve application for any credit cards.

All credit cards shall be physically controlled by the General Manager, Finance Manager and Superintendent who shall have custodial responsibility for them. All purchases on these cards shall be subject to the same controls which would apply if the District had a normal open account at these stores (ie. purchase order/blanket purchase order).

The Renner Petroleum card is intended primarily for emergency retail fuel purchases. It may be used from time to time for out-of-town personal automobile use while on District business. The General Manager shall physically control the card and have custodial responsibility for it. When used for out of town travel, all of the normal travel controls shall be observed. When used to purchase fuel locally for District vehicles and equipment, normal purchase order/blanket purchase order controls shall apply.

Credit cards (VISA) or purchase cards such as CalCard, may be issued to any District employee as determined by the General Manager. The card will be in the employee's name. The primary purpose of the credit card is as a payment method for staff travel, however, the card can be used to pay for any purchase when it is the most efficient method. Purchases made with a credit card must comply with all approval requirements set forth in this expenditure policy. Before receiving a credit card, employees must sign a "credit cardholder use agreement" (Appendix J) setting forth their obligations under this program.

9. Phone Orders

Orders for goods or services placed by telephone, facsimile or other electronic media shall be subject to the normal purchase order or travel controls. Purchase orders or travel authorizations shall be prepared in advance of placing the order.

10. Other

All other expenditures shall be approved in advance where possible. If it is not possible to obtain approval in advance, approval shall be upon receipt of goods or services.

Approval shall be by the Board, General Manager, Finance Manager, Superintendent, or Community Services Manager in accordance with the limits on approval of purchase orders (see Section IV).

IV. PURCHASE ORDER PROCEDURES

1. Introduction

This section provides guidance on the purchase of materials and supplies.

2. Requisition and Preparation

The Finance Manager will provide authorized users access to the purchasing module within the active accounting software. The software system shall require a vendor name, date, account number to be charged, quantity, description, and unit price. The software system shall assign a consecutive number to the purchase order and print a working copy.

The computer system shall print an original for signature as designated in Appendix B (see Section VI).

3. Approval

Purchase orders expected to exceed \$25,000 must be approved in advance by the Board and signed by the General Manager. The General Manager may approve and sign purchase orders expected to be \$25,000 or less without Board approval. Materials and supplies expected to exceed \$25,000 shall require formal bidding procedures and Board approval. (CA Public Contract Code, Article 43, Section 20682(b). Purchase orders for office supplies and equipment expected to be less than \$5,000 may be approved and signed by the Finance Manager. Purchase orders for field supplies and equipment expected to be less than \$5,000 may be approved and signed by the Superintendent. Purchase Orders for engineering supplies and equipment expected to be less than \$5,000 may be approved and signed by the General Manager, Community Services Manager, or Superintendent.

In addition, the Superintendent, with approval of the General Manager, may designate additional field employees to approve and sign for purchase orders not expected to exceed \$750. Such designation shall be in writing to the General Manager.

In all cases, the original shall be signed by the person approving the purchase. See Appendix B.

4. Issuance to Vendors

The Purchase Order number (PO#) shall be provided to the vendor and a copy sent to the vendor as needed.

The signed copy shall be given to the accounts payable clerk to match with the receiving copy and invoice.

5. Receipt of Goods

The person who receives the goods shall initial and date the receiving record (packing list). If only a partial shipment is received, the items received shall be clearly indicated and a photocopy given to the accounts payable clerk. Upon receipt of all items, the person receiving the goods shall again initial and date the receiving record (packing list) indicating which goods were received in the final shipment then given to the accounts payable clerk.

6. Blanket Purchase Orders

Blanket purchase orders shall be prepared for vendors from whom several small purchases are expected to be made. The blanket purchase order shall be for a period not to exceed one year. The following additional information shall be included on all blanket purchase orders:

- Total cumulative purchases to be allowed
- Maximum amount of any one purchase
- List of persons authorized to make purchases
- Period covered by purchase order
- Notice of cancellation of previous blanket PO

Cumulative purchases shall be tracked on the computer system as invoices are received. If cumulative purchases reach the maximum allowed prior to expiration of the blanket purchase order, the amount exceeding the maximum will be noted on the blanket P.O. and approved by the General Manager, Finance Manager or Superintendent (see 6. below).

Any change in terms or persons authorized to make purchases shall result in the issuance of a new blanket purchase order and the cancellation of the old one.

Vendors shall be notified in writing of any change in the terms of a currently valid blanket purchase order.

7. Approval for Payment

The accounts payable clerk shall match the invoice, the purchase order copy, and the receiving record of the purchase order prior to submitting the voucher for approval. If the invoice exceeds the amount indicated on the purchase order by more than 10%, the accounts payable clerk shall so indicate on the voucher and the person approving the voucher shall initial such notation indicating approval to pay the higher amount.

8. Other Purchases

It is recognized that circumstances may arise which require personnel to purchase supplies immediately while physically distant from the District office. If

possible, such supplies shall be purchased from vendors to whom blanket purchase orders have been issued. When necessary, verbal, approval shall be obtained from a person authorized to sign a purchase order for the anticipated amount. The purchase shall then be documented with a vendor invoice and a standard purchase order from the employee making the purchase.

The invoice and purchase order shall be given to the person who made the verbal authorization as soon as possible. That person shall review the invoice and purchase order and counter-sign the purchase order.

9. Emergency Purchase Authority

(California Public Contracts Code section 22050(b)(1))

Emergency circumstances may dictate that it may be difficult or impossible to hold an immediate meeting to take action to approve contracts for repairs or replacement to District facilities.

The District's General Manager is delegated authority pursuant to California Public Contracts Code section 22050(b)(1) to take action on behalf of the District in the case of an emergency and enter contracts on behalf of the District pursuant to California Public Contracts Code section 22050(a)(1) and in compliance with the other provisions of Public Contracts Code section 22050; however, the amount of any such contract shall not exceed \$50,000.

California Public Contracts Code 22050 (b) (1) authorizes the governing board of a California public entity, by a four-fifths vote, to delegate by resolution, emergency contracting powers to a non-elected agency officer. This provision was approved by a four-fifths vote of Humboldt Community Services District Resolution 2015-10.

V. TRAVEL EXPENDITURE PROCEDURES

1. Approval

All out of town travel and local meal expenditures by Board members and staff shall be approved in advance. Local use of personal automobiles shall also be approved in advance except in emergency situations. Emergency local use of private automobiles shall be documented in a memorandum and approved as soon afterward as is practical.

Travel, local meals (i.e. meals provided by the District at management's discretion to employees during overtime periods) or vehicle use to be incurred by office staff shall be approved by the Finance Manager. For field staff, approval shall be by the Superintendent. For engineering staff, approval shall be by the General Manager or Community Services Manager.

For the Finance Manager and Superintendent, approval shall be by the General Manager or any Board member.

For the General Manager and Board members, approval shall be by any other Board member.

2. Advance Payments

Advance payments may be made for estimated cost of pre-approved out of town travel or local meal expenses. Local personal automobile use shall be paid as reimbursement only.

Advances may be made no more than three working days before the commencement of the activity.

3. Reimbursement and Accounting

Reimbursement for out of town travel and for local meals shall be made for the actual cost less any advance payment. Reimbursement for all personal automobile use shall be made using the Internal Revenue Service approved business mileage rate.

The staff member must account to the District within ten (10) days of the end of the activity for all advances and expenses. If the documented expenses exceed advances, the difference shall be reimbursed to the staff member. If advances exceed documented expenses, the difference must be refunded to the District with the accounting.

See Section VI for documentation standards.

VI. VOUCHER DOCUMENTATION SYSTEM

1. General

Documentation of compliance with the expenditure control system shall be summarized on a voucher form (see Attachment G). The classification of the expenditure shall be clearly indicated on the voucher form. The voucher shall list all invoices or statements to be paid with one check. No payments shall be made without a properly approved voucher form.

2. Preparation of Voucher

Vouchers shall be numbered consecutively as prepared. The voucher number shall be entered in the computer accounts payable system when the account payable is entered.

All required supporting documents shall be attached to the voucher form prior to approval.

3. Supporting Documents Required

Required supporting documents are determined by the classification of expenditure as follows:

a. Purchase Order Expenditures:

- Vendor invoice or statement
- Copy of purchase order
- Receiving document of purchase order initialed and dated by person receiving goods

b. Contract Expenditures:

- Vendor invoice or statement initialed and dated by person affirming that work was done

c. Recurring Expenditures:

- Vendor invoice or statement initialed and dated by person affirming that service was received
- No documentation required for cash transfers between accounts - voucher must be signed by Finance Manager or General Manager

d. Debt Payment Expenditures:

- No documents required - voucher must be signed by Finance Manager

e. Travel Expenditures:

- Travel and Automobile Use Approval Form (see Attachment H)
- Travel and Automobile Use Expense Accounting Form (not required for advance payments) (see Attachment I)
- Receipts for airfare, lodging, meals in excess of \$25.00, other expenditures for which a receipt is normally given

f. Petty Cash Expenditures:

- Receipts and paid-out tags
- Copy of Board Resolution (for increases in imprest amounts only)

g. Customer Refund Expenditures:

Utility Account Deposits

The "Utility Billing Refunds Proof List" may substitute as the Voucher. The list is to be initialed and dated by the Finance Manager.

Inspection Deposits

Sewer Inspection Report with the deposit receipt number notated.

Other

Copy of original deposit form shall be initialed and dated by the General Manager or Finance Manager (for deposits other than normal utility account or inspection deposits)

4. Other Expenditures

Vendor invoice or statement initialed and dated by person affirming receipt of goods or services with a memorandum explaining nature of expenditure and why it does not fall within one of the normal classifications.

5. Voucher Approval

Vouchers must be approved and signed by the designated staff person prior to preparation of a check by the accounts payable clerk. Approvals shall be as indicated in Appendix A.

6. Filing of Documentation

Vouchers and attached documentation shall be filed alphabetically by vendor promptly after issuance of a check.

Contracts, special deposit documents, and debt agreements shall be filed separately as appropriate.

VII. ISSUANCE OF CHECKS

The District checking account shall require signatures by any two of the following persons:

- General Manager
- Finance Manager
- Superintendent
- Engineer
- Utility Services Planner
- Board Members

Checks shall be issued only after the voucher has been approved and signed by the designated staff person, and reviewed and initialed by the Finance Manager.

Checks shall be issued as needed to meet deadlines and take advantage of discounts. Check writing shall be batched and done weekly where possible.

VIII. SUMMARY

Good control over expenditures depends upon advance authorization and adequate documentation. The use of purchase orders and voucher forms provides a basis for such authorization and documentation.

The success of this system depends upon the understanding and cooperation of all staff. Questions are to be welcomed and shall be promptly answered. Unusual situations shall be documented by memorandum or letter. Suggestions for improvement shall be carefully considered by management.

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APPENDICES

Appendix A – Voucher Approval Chart 1

Appendix B – Purchase Order Signature Chart..... 2

Appendix C – Contract Approval Chart..... 3

Appendix D – Travel and Vehicle Use Authorization Chart 4

Appendix E – Standard Purchase Order Sample 5

Appendix F – Blanket Purchase Order Sample 6

Appendix G – Voucher Sample 7

Appendix H – Training and Travel Approval Form 8

Appendix I – Training and Travel Expense Form 9

Appendix J – Credit Cardholder Use Agreement 10

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**HUMBOLDT COMMUNITY SERVICES DISTRICT
VOUCHER APPROVAL CHART**

Expenditure Classification	Under \$5,000	Over \$5,000
1 Purchase Order – Office	A, B, D	A
1 Purchase Order – Field	A, C, D	A
1 Purchase Order – Engineering	A, D	A
2 Contract	A, B, C, D	A
3 Recurring	A, B	A, B
4 Debt Payments	A, B	A, B
5 Travel – General Manager	A	A
5 Travel – Finance Manager	A	A
5 Travel – Office Staff	A, B	A
5 Travel – Field Staff	A, C	A
5 Travel – Engineering Staff	A, D	A
6 Petty Cash	A, B	####
7 Customer Refunds – Closing Bills	A, B	####
7 Customer Refunds – Inspection Deposits	A, B	####
7 Customer Refunds – Other	A	A
8 Other – Office	A, B, D	A
8 Other – Field	A, C, D	A
8 Other – Engineering	A, D	A

A – General Manager

B – Finance Manager

C – ~~Superintendent~~ Engineer

D – ~~Community Services Manager~~ Utility Services Planner

**HUMBOLDT COMMUNITY SERVICES DISTRICT
PURCHASE ORDER SIGNATURE CHART**

Amount	Office	Field	Engineering
Under \$750	General Manager Finance Manager Community Services Mgr. <u>Utility Services Planner</u>	General Manager Superintendent <u>Engi neer</u> As designated	General Manager Community Services Manager <u>Engineer Utility Services Planner</u>
\$750 - \$5,000	General Manager Finance Manager	General Manager Superintendent <u>Engi neer</u>	General Manager Community Services Manager <u>Engineer</u>
\$5,000 - \$25,000	General Manager	General Manager	General Manager
Over \$25,000	General Manager**	General Manager**	General Manager**

** Requires prior Board approval

**HUMBOLDT COMMUNITY SERVICES DISTRICT
CONTRACT APPROVAL CHART**

Type		Under \$5,000	\$5,000 to \$25,000	Over \$25,000
Construction	Office	A, B	A	D *
	Field	A, C	A	D *
	Engineering	A, E	A	D *
Professional Services (medical, legal, accounting, engineering)	Office	A, B	A	D *
	Field	A, C	A	D *
	Engineering	A, E	A	D *
Other	Office	A, B, E	A	D *
	Field	A, C	A	D *
	Engineering	A, E	A	D *

- A - General Manager
- B - Finance Manager
- C - ~~Superintendent~~ Engineer
- D - Board of Directors
- E - ~~Community Services Manager~~ Utility Services Planner
- * - Board may authorize General Manager to sign

**HUMBOLDT COMMUNITY SERVICES DISTRICT
TRAVEL AND VEHICLE USE AUTHORIZATION CHART**

<i>Staff Person</i>	<i>Authorization</i>
Board Members	Any Other Board Member General Manager
General Manager	Any Board Member
Finance Manager	Any Board Member General Manger
Superintendent <u>Engineer</u>	General Manager Any Board Member
Office Staff	General Manager Finance Manager
Field Staff	General Manager <u>Superintendent</u> <u>Engineer</u>
Engineering Staff	General Manager <u>Engineer</u> <u>Community Services Manager</u> <u>Utility</u> <u>Services Planner</u>

STANDARD PURCHASE ORDER SAMPLE

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

PURCHASE ORDER
 No. 000002879

VENDOR:

Alves, Inc
 4200 West End Road
 Arcata, CA 95521-0000

SHIP TO:

Humboldt CSD
 PO Box 158
 Cutten, CA 95534-0158

BILL TO:

Humboldt CSD
 PO Box 158
 Cutten, CA 95534-0158

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE			
A460	(707) 825-4725	0	01/24/2013				
SHIPPING INSTRUCTIONS							
(none)							
ITEM	QTY	U/M	DESCRIPTION/TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	0.00		Vista Road permanent paving share. Miscellaneous paving at various locations in District. 02		1-00-1350	22,570.28	22,570.28

SUBTOTAL: 22,570.28
 TAX: 0.00
 SHIPPING: 0.00
TOTAL: 22,570.28

TAXABLE: No
 CONFIRMING:

 AUTHORIZED SIGNATURE

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

This order is given upon the representation and guaranty of the manufacturer or seller that no breach of any State or Federal Law or Regulation has occurred in connection with the manufacturing, processing, branding, labeling or transportation of the merchandise herein mentioned. If such breach occurs or is charged by any legally constituted State or Federal authority, the buyer shall be entitled to rescind the order and return the unused merchandise and shall also be held harmless by the manufacturer or seller against any penalty incurred and/or the cost of defense of any proceeding designed to penalize the buyer therefor.

BLANKET PURCHASE ORDER SAMPLE

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

PURCHASE ORDER
 No. **0000004055**

VENDOR:	SHIP TO:	BILL TO:
Pierson Building Center 4100 Broadway Eureka, CA 95501	Humboldt CSD 5055 Walnut Dr Eureka, CA 95503-6595	Humboldt CSD PO Box 158 Cutten, CA 95534-0158

VENDOR NO.	VENDOR PHONE NUMBER	TERMS	DATE	REQUIRED DELIVERY DATE			
P430	(707) 441-2700	0	06/15/2015				
SHIPPING INSTRUCTIONS							
(none)							
ITEM	QTY	U/M	DESCRIPTION/TASK	PRD CODE	ACCOUNT	UNIT PRICE	AMOUNT
1	0.00		3rd Quarter 2015 Open Order		1-17-6315	2,100.00	2,100.00

SUBTOTAL:	2,100.00
TAX:	0.00
SHIPPING:	0.00
TOTAL:	2,100.00

TAXABLE: No
 Purchases are authorized not to exceed \$2,100.00 in the aggregate during the period beginning July 1, 2015 and ending on September 30, 2015. No individual purchase shall exceed \$600.00

THIS PURCHASE ORDER SUPERSEDES ALL PREVIOUS OPEN PURCHASE ORDERS

NOTE: Please supply material safety data sheets for all items on this order for which they are Required by State or Federal Law.

 AUTHORIZED SIGNATURE

Only the following persons may make purchases under this purchase order:

David Hull	Tim Latham	Mark Taylor	Keith Noga	
Bill Bitner	Brian McNeill	Darren Toland	Chris Naughton	Josh Olufsen
Allen Williams	Mickey Hulstrom	Matt Warner	Will Paddock	Mario Castillo

Please report any attempts by persons other than those listed above to make purchases on the account of HUMBOLDT COMMUNITY SERVICES DISTRICT to: Brenda K. Franklin (707) 443-4558 x 210

IMPORTANT: OUR ORDER NUMBER MUST APPEAR ON EVERY INVOICE AND PACKAGE

This order is given upon the representation and guaranty of the manufacturer or seller that no breach of any State or Federal Law or Regulation has occurred in connection with the manufacturing, processing, branding, labeling or transportation of the merchandise herein mentioned. If such breach occurs or is charged by any legally constituted State or Federal authority, the buyer shall be entitled to rescind the order and return the unused merchandise and shall also be held harmless by the manufacturer or seller against any penalty incurred and/or the cost of defense of any proceeding designed to penalize the buyer therefor.

TRAINING AND TRAVEL APPROVAL FORM

Employee	Date Submitted
----------	----------------

TYPE OF ACTIVITY

<input checked="" type="checkbox"/> Out of Town Travel	<input type="checkbox"/> Local Meal
<input type="checkbox"/> Conference	<input type="checkbox"/> Local Automobile Use
<input checked="" type="checkbox"/> Training	<input type="checkbox"/> Local Automobile Use (Emergency)

DESCRIPTION OF ACTIVITY

Location	
Dates	
Sponsor/Instructors	
Specific nature of training:	
How will this training meet the needs of the District?	
Type of transportation to be used:	
Other training functions attended this year:	

ESTIMATED COST AND ADVANCE PAYMENT REQUEST

	Estimated Cost	Advance Approved
Personal Automobile Use – ___ miles RT (@\$0.565/mi)*		
Other Transportation – District Vehicle Fuel		
Lodging		
Meals – dinner 1 night		
Registration		
Other (describe)		
Totals		
Approved by:		Date:

TRAINING AND TRAVEL EXPENSE FORM

Employee	Date Submitted
----------	----------------

TYPE OF ACTIVITY

<input checked="" type="checkbox"/> Out of Town Travel	<input type="checkbox"/> Local Automobile Use
<input type="checkbox"/> Local Automobile Use (Emergency)	<input checked="" type="checkbox"/> Training
<input type="checkbox"/> Conference	<input type="checkbox"/> Local Meal

DESCRIPTION OF ACTIVITY

Location	
Activity	
Dates	

ACCOUNTING

Automobile Use:	_____	Miles:	x \$0.565*	=	
Public Transportation:					
Lodging					
Meals	Date	Breakfast	Lunch	Dinner	
Other (explain):					
Total Expenses – (Charged to VISA <input type="checkbox"/>)					
Less Advance Received (in any)					
Due to (from) Employee					

Approved by:	Date:
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HUMBOLDT COMMUNITY SERVICES DISTRICT
CREDIT CARDHOLDER USE AGREEMENT

Employee: _____

The above named employee (Cardholder) of the Humboldt Community Services District has been issued a District credit card. The Cardholder has been provided with a copy of the District’s Expenditure Control Policy and hereby agrees to comply with all terms and conditions set forth therein, including but not limited to:

- 1. **Official Use Only** – District credit cards are for official use only. Charging personal expenses on District cards is not allowed under any circumstances. Doing so, even if the intent is to reimburse the District later, will result in disciplinary action, up to and including termination.
- 2. **Timely, Accurate, and Supported Payments** – Credit card payments will be processed on a timely basis and adequate supporting documentation (such as vendor order forms, receipts, invoices, and credit card receipts) will be retained for all charges and attached to payment vouchers.
- 3. **Disputed Charges** – The vendor and issuing bank will be notified immediately of any disputed charges.
- 4. **Lost or Stolen Cards** – The issuing bank and the Finance Manager will be notified immediately of a lost or stolen card. Failure to do so could make the cardholder responsible for any fraudulent use of the card.
- 5. **Surrender Upon Request or Separation** – The credit card will be surrendered immediately upon retirement, termination, or upon request of the department head. Use of the credit card for any purpose after its surrender is prohibited.
- 6. **Credit Card Limit** – The credit limit of this card is \$_____
- 7. **Other Restrictions:** _____

Cardholder Signature

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: February 27, 2024

AGENDA ITEM: F.3 (New Business)

TITLE: Consideration of extending On-Call Engineering Service Contracts

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff recommends that the Board of Directors approve an extension to the existing On-Call Engineering Services Contracts through September 1, 2024 by motion and roll call vote.

Summary:

The District is currently engaged in separate On-Call Engineering Services Contracts with GHD, SHN, Whitchurch Engineering, Harper and Associates, and Ontiveros and Associates. Those contracts are renewed annually and are scheduled to expire on March 1, 2024. Each of these firms provides specific services to the District, mostly for grant funded projects. Ongoing support from these firms is critical to the District's successful operation.

The existing contracts are set to expire on March 1, 2024 and staff has not had time to make a formal solicitation for On-Call Engineering Services before that date. My proposed solution is to extend the existing contracts through September 1, 2024 so that we can continue working, uninterrupted. In the meantime, I will solicit for Statements of Qualifications and award contracts before the September 1, 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 March 1, 2024 ("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 September 1, 2024.

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: _____

Dated: _____

Name: _____

Its: _____

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: February 27, 2024

AGENDA ITEM: G.1. (Old Business)

TITLE: Consideration of Appointing Property Tax Negotiation Ad Hoc Committee

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the situation and appoint Board members to serve on the Property Tax Negotiation Ad Hoc Committee

Summary:

The Property Tax Negotiation Ad Hoc Committee that was appointed at the February 13, 2024 Board meeting met on February 21, 2024. The meeting was brief and the committee members determined that the District would be best served if different Board members were appointed to that committee.

Fiscal Impact:

Unknown