



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

**AGENDA**

**DATE:** Tuesday, March 14, 2023

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

**LOCATION:** 5055 Walnut Drive, Eureka, CA

This meeting will also be held by Zoom video/teleconference, per Government Code Section 54953(b)

Teleconference locations: 5055 Walnut Drive, Eureka, CA, and  
20 Via Ravello, Henderson, NV

*The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 831 5252 0235 and Passcode 509326. 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 March 14, 2023 Agenda

*Pgs 1-2*

2. Approval of Minutes of the Regular Meeting of February 28, 2023

*Pgs 3-6*

**D. REPORTS**

1. General Manager

a) District Update

*Pgs 7-8*

2. Engineering Department

a) Engineering Status

*Pg 9*

3. Superintendent

4. Finance Department

- a) February 2023 Check Register

Pgs 11-19

5. Legal Counsel

6. Director Reports

7. Other

**E. PUBLIC PARTICIPATION \*\***

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

**F. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Adoption of Resolution 2023-04 Designating District Staff as Agents of the District for Matters Pertaining to Disaster Assistance and Hazard Mitigation with California Governor's Office of Emergency Services (CalOES)

Pgs 21-26

**H. OLD BUSINESS**

**I. ADJOURNMENT**

Next Res: 2023-05

Next Ord: 2023-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, February 28, 2023, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2023-02.

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

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

**B. PLEDGE OF ALLEGIANCE**

Vice-President Matteoli invited those present to join in the Pledge of Allegiance.

**C. CONSENT CALENDAR**

1. Approval of the February 28, 2023 Agenda
2. Approval of Minutes of the Regular Meeting of February 14, 2023

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR RYAN SECONDED, TO ACCEPT AND APPROVE THE FEBRUARY 28, 2023 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**D. REPORTS**

1. General Manager

- a) District Update

- Scada Backup Solar - After the December earthquake, the highest priority item identified to improve emergency response is that of reliable automatic backup power for the District's critical remote SCADA terminals. GM is building a prototype system for initial testing at the Cummings Road Tank. Once determined reliable, similar systems will be deployed to each of the approximate 40 critical stations without automatic backup power. The result will enable staff to respond to stations in need of attention rather than driving from station to station checking the status during extended, District wide power outages.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
FEBRUARY 28, 2023

- District Tour – Directors Gardiner and Matteoli joined the GM and District Superintendent on February 17 for a 4.5-hour tour of District facilities. Directors Benzonelli, Ryan, and Hansen’s tours will be scheduled for a date in the future.

2. Engineering

a) Engineering Status

- District Projects in Design Phase – Staff are making progress on the Hartman Lane Sewer Lift Station Elimination Project to install a new gravity sewer main extending to the Martin Slough Interceptor.
- Private Projects Within the District – Year to date staff has processed 170 USA tickets.

4. Finance Department

a) January 2023 Budget Statement

FM reviewed the highlights of the statement without question.

6. Director Reports

Director Benzonelli advised the February 27, 2023 RREDC meeting consisted of a presentation from the Cal Poly Humboldt facilities manager reviewing a massive plan for build-out of the campus including classrooms and housing.

**E. PUBLIC PARTICIPATION - None**

**F. NON-AGENDA**

**G. NEW BUSINESS**

1. Consideration of Accepting Fiscal Year 2020/2021 Draft Basic Financial Statements and Management Report

FM reviewed the report affirming no significant deficiencies were identified in the audit process and the February 14, 2023 Audit Committee recommendation to accept the Fiscal Year 2020/2021 Financial Statements and Management Report.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN TO ACCEPT THE FISCAL YEAR 2020/2021 DRAFT BASIC FINANCIAL STATEMENTS AND MANAGEMENT REPORT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Selecting an Auditor for Fiscal Year 2021/2022 Financial Statements

GM summarized the report emphasizing the upcoming March 31, 2023 deadline, recommending to extend the agreement with O'Connor and Company, and proceeding with a formal solicitation to select an auditor beginning with Fiscal Year Ending 2023.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI, TO EXTEND THE TRANSFERRED AGREEMENT WITH O'CONNOR AND COMPANY FOR AUDIT SERVICES FOR THE FISCAL YEAR 2021/2022 AND AUTHORIZE THE GENERAL MANAGER TO SIGN AN AGREEMENT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Approving Resolution 2023-03; Destruction of Records

FM reviewed the report affirming Legal Counsel's approval of the listed documents.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO ADOPT RESOLUTION 2023-03 AUTHORIZING THE DESTRUCTION OF RECORDS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
FEBRUARY 28, 2023

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

**J. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF FEBRUARY 28, 2023 AT  
5:24 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors  
FROM: Terrence Williams, General Manager  
DATE: March 14, 2023  
SUBJECT: General Manager Report for March 14, 2023 Board Meeting

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### **McKay Ranch Subdivision**

The McKay Ranch Subdivision is back in the news because, on March 7, 2023, the Board of Supervisors approved a development agreement between the County and Kramer Properties, Inc., the project proponent. The proposed subdivision is approximately 81 acres and includes 320 residential units and 22,000 square feet of commercial space. The proposed subdivision is adjacent to the District and will need to be annexed into the District so that water and wastewater services can be provided.

On January 26, 2021 the District Board of Directors approved a mitigation measure for inclusion into the County's Environmental Impact Report for the Project. The mitigation measure is intended to ensure that there is sufficient water supply for fire suppression within and outside of the proposed subdivision. The mitigation measure includes construction of 250,000 gallons of additional water storage at the Ridgewood Tank Site (which serves Cutten) as well as upsizing a section of pipe along Walnut Drive between Holly and Cypress to 12 inches diameter.

On March 1, 2022 (just over a year ago), District staff met with staff from Kramer Properties, Inc., and staff from Humboldt LAFCo to discuss annexation of the property where the subdivision is proposed. The process of annexation was discussed along with costs and document requirements. The cost of application must be borne by the project proponent but the application for annexation must come from the annexing agency (HCSD). The next steps identified during that meeting were that the project proponent will supply a legal description of the property to be annexed and a deposit to cover the annexation costs (\$5,000) to the District. The ball is currently in the project proponent's court as we have not yet received a deposit or a legal description of the property to be annexed.

Finally, the project proponent will need to enter into a water and sewer mainline extension agreement with the District. The agreement will require the project proponent to construct, to District standards, the necessary water and sewer infrastructure within the subdivision and upgrade inadequate infrastructure that serves the subdivision, outside of the subdivision. Once the infrastructure is constructed, ownership will be turned over to the District for operation and maintenance.

On March 8, 2023, John Ford, Director of Planning for the County of Humboldt reached out to District staff to discuss the McKay Ranch Subdivision. He asked about the mitigation measure, the annexation process and the mainline extension agreement. We also discussed potential funding for the mitigation measure. Staff was able to answer all of his questions to his satisfaction. In fact, when the call was ended, he said, "I love it when things are easy."

## General Manager's Report to the Board of Directors for March 14, 2023 Board Meeting

### **State of Emergency**

On March 8, 2023, Governor Newsom proclaimed a state of emergency to support storm response and relief efforts in 21 counties including Humboldt. This was in addition to the 13 counties under a state of emergency proclamation from a week prior. Although the storms and severe weather have impacted all of our lives, the District has not sustained any significant damage as a result. Considerable rain and some wind is predicated for our area over the next week so we will continue to stay vigilant.

### **Earthquake Recovery**

District staff has initiated an application to CalOES for Disaster Recovery Funds for damage caused by the earthquake in December 2022. The application is for costs associated with protection measures performed immediately after the earthquake and for necessary repair work within Walnut Drive. CalOES requires an Authorized Agent Resolution to complete the application process. The resolution is included on the current agenda.

### **District Tour**

A District facilities tour is scheduled for Directors Benzonelli and Ryan for Friday March 24, 2023. Once that tour is complete a final tour will be scheduled for Director Hansen with room for one other director as desired.

Additionally, City management has extended the offer to tour the Wastewater Treatment Facility, as was previously extended by Director Hansen. Tours of the Wastewater Treatment Facility will be facilitated by the City's Utility Operations Supervisor, Abe Crow. Please let me know if any of you are interested in a tour of the City's Wastewater Treatment Plant and I will help coordinate.



# Humboldt Community Services District

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

## Engineering Memorandum

**TO:** Board of Directors  
**FROM:** Benjamin Adams, Assistant Engineer  
**DATE:** March 10, 2023  
**SUBJECT:** Engineering Dept. Status Report for March 14, 2023 Board Meeting

### Hemlock Sewer Reversal

The Hemlock Sewer Reversal Project is intended to take Cutten's wastewater flow off of the City's Cross-Town Interceptor and direct it instead to the Martin Slough Interceptor through the City's O Street Station. Design documents are approaching final draft status. The project will connect the North Cutten neighborhood to the Martin Slough Interceptor by means of a 4,300 foot gravity sewer main. Approximately 70% of the gravity line will utilize a City of Eureka abandoned pressure sewer force main. This existing line has been inspected by the District, and found to be in mostly good condition, and sloped appropriately for gravity service. Approximately 1800 feet of the existing line which does not require rehabilitation is represented by the red line in Figure 1. The project includes installation of approximately 1200 feet of new gravity sewer main (green line), rehabilitation of approximately 1300 feet of the existing main (orange line), and installation of 11 new gravity manholes (green dots), as shown in Figure 1.



Figure 1: A depiction of the Hemlock Sewer Reversal project extending from the intersection of Walnut and Hemlock (green flag) to the O Street station on the Martin Slough Interceptor (checker flag).

### Paving Projects The District

The District has solicited quotes from local contractors for three separate roadway resurfacing projects following the completion of water main replacement projects on Christian Lane, Tower Drive, and two water main ruptures on Park Street. The total value of these projects falls well below the \$200,000 CUPCAA threshold for informal bidding.

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# Accounts Payable

## Checks by Date - Detail by Check Date

User: FM  
 Printed: 3/7/2023 3:42 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56002	UB*02080	IMS PROPERTY MANAGEMENT	02/10/2023	
		Refund Check		6.92
		Refund Check		43.60
		Refund Check		14.93
		Refund Check		25.66
Total for Check Number 56002:				91.11
56003	UB*02081	DENNIS SHERIDAN	02/10/2023	
		Refund Check		19.82
		Refund Check		46.13
		Refund Check		10.47
		Refund Check		44.93
Total for Check Number 56003:				121.35
56004	A210	Petrusha Enterprises Inc.	02/10/2023	
	634722	Commercial Fire Monitoring		91.50
	634722	AES Commercial Fire Alarm Communications		111.00
	634722	Open/Close Reporting		45.00
	634722	Ridgewood Pump Commercial Monitoring		76.50
	634722	Ridgewood Pump Cellular Alarm Communicati		120.00
	634722	Ridgewood Pump Keypad/Mobile App Access		15.00
	634722	Contracted Service (Fire Inspections)		198.00
Total for Check Number 56004:				657.00
56005	S310 220013220	Low Voltage Security Inc Lock set for well door	02/10/2023	46.92
Total for Check Number 56005:				46.92
56006	U410	United Way of Humboldt	02/10/2023	
		PR Batch 00001.02.2023 UNITED WAY	PR Batch 00001.02.2023 UNI	2.51
		PR Batch 00001.02.2023 UNITED WAY	PR Batch 00001.02.2023 UNI	0.83
		PR Batch 00001.02.2023 UNITED WAY	PR Batch 00001.02.2023 UNI	0.66
Total for Check Number 56006:				4.00
56007	A210 634306	Petrusha Enterprises Inc. Service call to troubleshoot fire alarm issues	02/10/2023	150.00
Total for Check Number 56007:				150.00
56008	A360 434484	AFLAC AFLAC supplemental Health Premium Monthly	02/10/2023	149.68
Total for Check Number 56008:				149.68
56009	C180 6003096397	Canon Solutions America Inc. Constr Color Copies XLN04212- 189	02/10/2023	13.74

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	6003096397	Constr Black Copies XLN04212- 409		3.57
	6003096397	UseTaxRecoveryFee/ConstrCopier		0.67
Total for Check Number 56009:				17.98
56010	C370	City National Bank	02/10/2023	
	03012023	bMartin Slough Agr#12-020-01		30,474.26
	03012023	aMartin Slough AGR#12-020-01		58,325.74
Total for Check Number 56010:				88,800.00
56011	C410	City of Eureka: SW	02/10/2023	
	January 2023	General 79%		106,439.07
	January 2023	Humboldt Hill 21%		28,293.93
Total for Check Number 56011:				134,733.00
56012	C475	Coast Counties Peterbilt	02/10/2023	
	07172619P	Cushion-UPH Grey 2TN VYL		283.73
	0784056S	Unit 1 - 90 Day Bit/Wet Service		852.20
	0784057S	Unit 8 90 Day Bit/Wet Service		1,190.66
Total for Check Number 56012:				2,326.59
56013	C670	CWEA - Oakland	02/10/2023	
	3890	Annual Membership 2/28/23-2/28/24		202.00
Total for Check Number 56013:				202.00
56014	E485	Cooney Parris and Rieke Corp	02/10/2023	
	01312023	Discount Earned January		-12.53
	132540/3	Torch RCIP BLD 9"/RECIP Blade 12"/ Thread S		64.15
	132651/3	1" Drywall Screw 1lb		8.61
	133212/3	Gorilla Clearglue/ GM Pear HD RTCHET 1/4" I		42.00
	133640/3	Power Outlet for Unit #1 Repair		45.44
	133756/3	Concrete Mix for Excelsior Rd Sewer Repair		43.05
	133838/3	Concrete Mix for Excelsior Rd 4" Lateral Repair		25.83
	134044/3	Flag Mark Stnd Wh 2.5x3.5		15.07
	134180/3	Motor oil/ Funnel Spill Saver		19.15
	134220/3	Construction Tools/Form Boards/Concrete Repai		12.41
Total for Check Number 56014:				263.18
56015	E558	NAPA Auto Parts of Eureka	02/10/2023	
	318833	2.5 Blue Def		85.17
	320253	Purple Power Car Wash/ AA Prot Wipes/ Armor		26.51
	321612	Tubing Bender		20.42
	322090	2.5 Blue Def x 5		106.46
	322620	580 M Backhoe		220.59
	322901	return and exchange of air filter from inv 322620		-8.74
	323365	Unit #18 2.5 Blue Def x2		42.59
	323931	Unit #16 Hood Lift Support		51.76
Total for Check Number 56015:				544.76
56016	E650	Eureka Ready Mix	02/10/2023	
	84084	Ticket 71967 - Class 2 Base 23.5 TN		430.46
	84084	Ticket 30685 - Class 2 Base 23.5 TN		430.46
	84084	Ticket 71966 - Class 2 Base 23.75 TN		435.04
Total for Check Number 56016:				1,295.96

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
56017	E890 28540365 28540365 28540365 28540365	Express Employment Professionals Temporary Personnel - Finance PPE 1/22/2023 Temporary Personnel - Construction PPE 1/22/2023 Temporary Personnel - Maintenance PPE 1/22/2023 Background Check PPE 01/22/2023	02/10/2023	1,002.93 851.92 792.40 30.00
Total for Check Number 56017:				2,677.25
56018	G090 4094873	Galco Industrial Electronics Inc (4) 200 Amp fuses for the So. Bay well	02/10/2023	523.82
Total for Check Number 56018:				523.82
56019	H010 01252023 01252023 S012697572.002 S012858129.001 S012862731.001 S012896724.001 S012896724.001 S012902617.001 S012912077.001 S012935715.001	Keenan Supply Discounts Earned for January Discount Earned for January for Tower Rd Proje AYM 74753-44 PVC Brass CPLG x4 / AYM 74 Lead Free 2 IMP Brass 90 Street Elbow x8 AYM 74761-33 1 PEP MAC-PEK Brass 1/4 Ben Romac repair clamp for the Tower Road SMR Pt Clow F6103 2 250 THRD RW Gate VLV x3 Angle Meter Ball/Brass CPLG/Brass Nipple/IPS 4 SDR35 Street 45 Elbow x36 / 4 SDR35 Street GXGXG SDR35 2way CO Adapter	02/10/2023	-134.45 -8.22 917.49 445.50 1,048.39 457.00 1,257.41 2,084.14 1,438.75 161.25
Total for Check Number 56019:				7,667.26
56020	H045 ENG-8038	Harper and Associates Engineering Inc. Diving Insp and Eng Services for Brier Lane Tan	02/10/2023	4,500.00
Total for Check Number 56020:				4,500.00
56021	H410 15104000	Humboldt Bay Municipal Water D Water Purchased - December 31,2022 - January :	02/10/2023	86,578.08
Total for Check Number 56021:				86,578.08
56022	I700 5101339 5101396 5101542	IBS Interstate Battery System Panel Batteries 580M Backhoe Unit #16 MTP-65HD /Atcore	02/10/2023	174.15 222.93 143.17
Total for Check Number 56022:				540.25
56023	L200 60900710984	Les Schwab Tire Center of Calif Inc. 215/75R-17.5/16 Double Coin RT500 Highway	02/10/2023	388.84
Total for Check Number 56023:				388.84
56024	M450 518498668 518539040 518571947 518615199	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	02/10/2023	405.97 240.36 405.97 241.04
Total for Check Number 56024:				1,293.34
56025	M780 004975 005019	Municipal Maintenance Equipmen Filters for the Vac-con trucks Filters for the Vac-con trucks	02/10/2023	883.86 936.79

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56025:	1,820.65
56026	N570 167975	North Coast Labs Ltd Analysis for TTHM and HAA5 as required by th	02/10/2023	535.00
			Total for Check Number 56026:	535.00
56027	P006 01312023 028332581	PACE Supply Corp. Discount Earned - January (16) 3/4" angle meter valves	02/10/2023	-51.50 2,575.10
			Total for Check Number 56027:	2,523.60
56028	P190 195516	Pacific Paper Co Pens&Pencils/Sharpies/Highlighters/Scotch Tape	02/10/2023	271.76
			Total for Check Number 56028:	271.76
56029	P430 01312023 01312023 086330 086439 086461 087892 088047 088447 089312 090045 090173	Pierson Building Center Discount Earned for South Bay Well for Januar Discount Earned - January 2ft Step Ladder/ Cob Web Duster/ In/Outdoor Ar Concrete for 747 Alpha Sewer Lateral Rebar Pliers/Jaw Pliers/Socket Set/Various Mark Latching Box/ Magnetic Tape Hand Bilge Pump/ Cob Web Duster South Bay Well Parts STLWKS 3/8 x 3ft Round Aluminum PVC Adapter/ Galvanized Nipple/ Bulk Fastener Painting Supplies for the South Bay well pump b	02/10/2023	-2.60 -21.70 84.09 33.61 292.78 32.75 48.05 96.90 7.64 8.26 71.37
			Total for Check Number 56029:	651.15
56030	P557 3P19077 3P5273 3P84319	Rexel USA Inc. Tools for Unit #12 Cummings rd panel back plate Breakroom Light	02/10/2023	142.55 614.43 37.83
			Total for Check Number 56030:	794.81
56031	P821 B939001930A B939001942A	Brian S Thomas Envelopes for checks and statements 947 Securit Envelopes for checks and statements #10 Reg Er	02/10/2023	1,234.74 249.97
			Total for Check Number 56031:	1,484.71
56032	U330 207765961-007 207765961-008	United Rentals, Northwest Inc Rental of (2) 21,000 gallon baker tanks and cont Rental of (2) 21,000 gallon baker tanks and cont	02/10/2023	3,338.60 2,970.00
			Total for Check Number 56032:	6,308.60
56033	V700 INV 23-631868 INV 23-638338	Valley Pacific Petroleum Services Inc Fuel Fuel	02/10/2023	3,829.70 4,754.96
			Total for Check Number 56033:	8,584.66
56034	W090 2212701	Wahlund Construction Inc Vac-con trucks with operators for response to the	02/10/2023	6,242.41

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56034:	6,242.41
56035	W208 1046	Watt's Cleaning Services District offices cleaning services for January	02/10/2023	1,165.00
			Total for Check Number 56035:	1,165.00
			Total for 2/10/2023:	363,954.72
56036	UB*02082	DARYL FUNK Refund Check Refund Check	02/17/2023	13.30 86.70
			Total for Check Number 56036:	100.00
			Total for 2/17/2023:	100.00
56037	A210 637449	Petrusha Enterprises Inc. Labor to troubleshoot phantom false alarms	02/23/2023	180.00
			Total for Check Number 56037:	180.00
56038	C036	Corporate Payment Systems	02/23/2023	
	240113430110000	DT/ Buildright: Rear seat release kit for the new		35.99
	240113430160000	MT/ Humboldt Mercantile: Employee Party		58.72
	240113430180000	TW/ Flower Boutique: EA Dinner/10 Centerpie		281.38
	240113430210000	TW/ Zoom: Annual One Pro Fee 1/20/23-1/19/2		149.90
	241382930174000	TL/ BedBathBeyond: Employee Party		170.93
	242316830250832	DT/ Harbor Freight:(2) 2000 Watt Super Quiet ir		1,343.07
	242697930205005	TL/ Babe's: Employee Party		50.00
	242750430200170	TL/ JitterBean: Employee Party		50.00
	244262030164000	MT/ Piersons: Employee Party		76.45
	244309930154008	TL/Microsoft		100.00
	244310530128380	WP/ ETrailer.com: Ramp springs for the small e		62.09
	244310530128380	WP/ ETrailer.com: Ramp springs for the small e		57.75
	244310530182070	DT/ Speed Tech: Acari drill free roof mount for t		324.19
	244310630144002	TL/ Shafer's Ace: Employee Party		50.00
	244310630630360	TW/ Amazon: Unocho 24V 5A Trickle Battery t		48.26
	244450030160006	MT/ Walgreens: Employee Party		100.00
	244921530198525	DT/ APS: ECCO reflex series minibar-5590CA		270.43
	244921530257453	WP/ O'Reilly: Push button switch for Unit #1		15.28
	244921530257453	WP/ O'Reilly: Wiper blades for unit #12		65.53
	244921530318521	DT/ Rugged Store: Havis 1-pc front hump moun		84.65
	244921630130000	TL/ Land o Lovely: Employee Party		50.00
	246921630151033	TW/ Amazon: Headset Batteries/CS		34.44
	246921630261011	TW/ Amazon: Plantronics CS540/HL10 Headse		199.34
	246921630281027	MM/ HP.com Store: Repalcement of old monito		787.57
	246921630311019	TW/ Wienhoff: DOT Supervisor Training/DT		50.00
	246921630331032	TW/ Wienhoff: DOT Supervisor Training/MT		50.00
	246921630351042	MM/ Amazon: Bluetooth headset for FM compu		34.26
	246921630351042	MM/ Amazon: Case for tablet		27.90
	246921630351042	MM/ Amazon: Tablet for engineering and on-cal		217.31
	246921630351042	MM/ Amazon: Bluetooth USB dongle for FM cc		16.34
	246921630371058	TW/ Amazon: Weize 12V 100Ah Deep Cycle R		387.66
	247170530131501	TL/ Sportsmans Whse: Employee Party		197.45
	249064130151651	TL/DRI Crash Plan		29.97
	249064130191654	TW/ GoDaddy: Humboldtcsd.org Domain Rene		21.17

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	249430030138980	TL/ Costco: Employee Party		343.40
	249430030168980	MT/ Costco: Employee Party		105.95
	249430030178980	TL/ Costco: Employee Party		233.30
	249430030218980	TL/ Costco: Employee Party		49.98
Total for Check Number 56038:				6,230.66
56039	C180	Canon Solutions America Inc.	02/23/2023	
	6003199221	Office/Color Copies WXD03492- 2836		205.31
	6003199221	UseTaxRecoveryFee/OfficeCopier		8.57
	6003199221	Office/Black Copies WXD03492- 1397		15.72
Total for Check Number 56039:				229.60
56040	C430	City of Eureka: WA	02/23/2023	
	01312023	Min Water Purchased - January 2023		56,635.00
	01312023	*Excess Billing @ \$0.003726/gallon		12,694.00
	INV03863	Reconciliation Charges for Water Sales Sept 22		3,923.00
	INV03922	Reconciliation Charges for Water Sales Oct 22		1.00
Total for Check Number 56040:				73,253.00
56041	C450	City of Eureka: Water Test	02/23/2023	
	INV04211	Microbiological Testing - Dec 2022		646.00
	INV04212	Microbiological Testing - Jan 2023		595.00
Total for Check Number 56041:				1,241.00
56042	C495	Colantuono, Highsmith, Whatley, PC	02/23/2023	
	54722	Legal Services: Special Counsel Services through		1,013.00
Total for Check Number 56042:				1,013.00
56043	E330	Englund Marine and Industrial Supply	02/23/2023	
	534573/7	New rain gear for MW - Construction Department		309.70
Total for Check Number 56043:				309.70
56044	E510	Eureka Chrysler Dodge Jeep Ram	02/23/2023	
	100197	New front driver side seat for Unit #16		379.89
Total for Check Number 56044:				379.89
56045	E890	Express Employment Professionals	02/23/2023	
	28568482	Temporary Personnel - Finance PPE 01/29/2023		1,822.05
	28568482	Temporary Personnel - Construction PPE 01/29/23		1,279.27
	28568482	Temporary Personnel - Maintenance PPE 01/29/23		123.12
	28594823	Temporary Personnel - Construction PPE 02/05/23		1,231.20
	28594823	Temporary Personnel - Maintenance PPE 02/05/23		905.60
	28594823	Temporary Personnel - Finance PPE 02/05/2023		1,930.53
Total for Check Number 56045:				7,291.77
56046	G050	G R Sundberg Inc	02/23/2023	
	5343	Generator rental for Dec. 20, 2022 Eartquake res		250.00
Total for Check Number 56046:				250.00
56047	I525	Infosend	02/23/2023	
	228643	UB/Process and Mail/Bills - 01/08/23, 01/17/23		2,010.12
	229372	UB/Process and Mail/Bills - 01/23/23, 01/27/23,		2,375.95



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56047:	4,386.07
56048	J800 154796	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	02/23/2023	252.78
			Total for Check Number 56048:	252.78
56049	M560 51756	The Mitchell Law Firm LLP Legal Service - January 2023	02/23/2023	610.00
			Total for Check Number 56049:	610.00
56050	P785 18041	Powell Landscape Materials Concrete for repairs on Excelsior Street and Ard	02/23/2023	237.07
			Total for Check Number 56050:	237.07
56051	R250 29917440	Recology Humboldt County Garbage Service - January	02/23/2023	519.43
			Total for Check Number 56051:	519.43
56052	S490 116126	SHN Consulting Engineers Sea Ave SLS/FM Reversal (Croan)	02/23/2023	915.75
			Total for Check Number 56052:	915.75
56053	T285 4838	Thomas R. Bess Hot mix asphalt for trench paving in the Ridgew	02/23/2023	620.64
			Total for Check Number 56053:	620.64
56054	U410	United Way of Humboldt PR Batch 00002.02.2023 UNITED WAY PR Batch 00002.02.2023 UNITED WAY PR Batch 00002.02.2023 UNITED WAY	02/23/2023 PR Batch 00002.02.2023 UNI PR Batch 00002.02.2023 UNI PR Batch 00002.02.2023 UNI	1.00 1.32 1.68
			Total for Check Number 56054:	4.00
56055	U730 227621 227621 243737 244028 245426 247368 250286	USA Bluebook Ridgid 14' Aluminum Pipe Wrench x2 Hydrant Smplng Adapter/Rplcmt Smpl Cell/Hyd Vac Con Parts Unit #15 Measuring Wheet Glass Sample Tubes/Plastic Sample Tubes/ach D Flag Staff White,Blue,Green,SEWER/ Marking 1 3/4" x 6" Football Style Nozzle Extension	02/23/2023	144.50 739.58 207.19 108.94 284.22 311.15 110.36
			Total for Check Number 56055:	1,905.94
56056	W020 13231	W N Tetrault Co. Inc.. Replace Diesel Filter, 400-10 Filter 10 Micron	02/23/2023	144.80
			Total for Check Number 56056:	144.80
			Total for 2/23/2023:	99,975.10
56067	A160 0698755 0698755	ACWA-JPIA aMedical Plan - Employees Coverage Period 03/ bDental Plan - Employees Coverage Period 03/1-	02/28/2023	51,538.38 1,514.88

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0698755	cVision Plan - Employees Coverage Period 03/1-		312.60
	0698755	dLife/AD&D Plan - Employees Coverage Period		406.60
	0698755	eMedical Plan - Board Members Coverage Perio		11,473.78
	0698755	fDental Plan - Board Members Coverage Period		342.64
	0698755	gVision Plan - Board Members Coverage Period		62.52
	0698755	hLife/AD&D Plan -Board Members Coverage P		22.47
	0698755	iMedical Plan -Retired Members Coverage Perio		20,173.82
	0698755	jDental Plan - Retired Members Coverage Perio		1,192.00
	0698755	kVision Plan - Retired Members Coverage Perio		343.86
	0698755	ICOBRA - Medical Coverage Period 03/1-31/20		10,030.11
	0698755	mCOBRA - Dental Coverage Period 03/1-31/20		318.36
	0698755	nCOBRA - Vision Coverage Period 03/1-31/20		46.89
			Total for Check Number 56067:	97,778.91
56068	A360 799135	AFLAC Supplemental Health Premium - February 2023	02/28/2023	149.68
			Total for Check Number 56068:	149.68
56069	F049	Fastenal Company	02/28/2023	
	CAEUR125599	Hand Sanitizer/XL Disposable Gloves		111.65
	CAEUR125599	Safety Glasses/ 1/2 Pint Sof-set/ 48mm DT tape :		142.91
	CAEUR125839	L & XL Flex Guard Gloves/ XL Disposable Glov		96.03
	CAEUR125839	Safety Glasses		54.10
	CAEUR125954	XL Disposable Gloves		69.13
			Total for Check Number 56069:	473.82
56070	F050	Fastenal Industrial	02/28/2023	
	CAEUR125612	Kleenex/Bathroom Tissue/Hand Towel/Toilet Se		195.10
	CAEUR125640	14.5", 8", 6", and 4" UV Black CBL Ties		77.63
	CAEUR125721	L & XL High Vis Work Shirt		121.43
	CAEUR125957	Shovel/Metal Handle Brace/24" Broom/60" Woc		207.14
			Total for Check Number 56070:	601.30
56071	H340 2023	Humboldt Area Chapter CSDA Annual Dues for 2023	02/28/2023	50.00
			Total for Check Number 56071:	50.00
56072	P010	Pacific Gas and Electric-GN	02/28/2023	
	03062023	aWA Pump & District/Cummings		5,711.72
	03062023	bHH Water System		8,638.98
	03062023	cFW/MR Water System		634.93
	03062023	dGeneral Sewer System		5,668.55
	03062023	eKS/HH Sewer System		1,826.79
	03062023	fOffice/Yard		5,240.09
	03062023	gSpark energy Gas/LP Gas Chgs		1,066.42
			Total for Check Number 56072:	28,787.48
56073	P130 03102023	Pacific Gas and Electric-St Street Lighting - February	02/28/2023	5,887.70
			Total for Check Number 56073:	5,887.70
56074	S145 280151	Schmidbauer Building Supply Lumber for form boards for ADA concrete imprc	02/28/2023	60.24

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 56074:	60.24
56075	S650 2443	Spencer Electric, Inc Generator rental for Dec.20, 2022 Earthquake re:	02/28/2023	505.00
			Total for Check Number 56075:	505.00
56076	S750 03012023	Standard Insurance Company Short&Long Term Empl Disabilit Billing Period	02/28/2023	1,425.09
			Total for Check Number 56076:	1,425.09
56077	S850 03182023	Optimum Internet/ 02/24/2023 - 03/23/2023	02/28/2023	587.77
			Total for Check Number 56077:	587.77
56078	T810 106399	Tony Gosselin Tire Service Flat repair, wheel stud and lug nut for Unit #19	02/28/2023	100.93
			Total for Check Number 56078:	100.93
56079	V500 9928291129	Verizon Wireless Cellular Service - January 22, 2023 - February 2	02/28/2023	455.22
			Total for Check Number 56079:	455.22
			Total for 2/28/2023:	136,863.14
			Report Total (68 checks):	600,892.96

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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:** March 14, 2023

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

**TITLE:** Consideration of Adoption of Resolution 2023-04 Designating District Staff as Agents of the District for Matters Pertaining to Disaster Assistance and Hazard Mitigation with California Governor's Office of Emergency Services (CalOES)

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

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### Recommendation:

Motion to adopt Resolution 2023-04 designating the District's General Manager, Superintendent and Finance Manager by titles only as authorized agents to execute all assurances and agreements with the CalOES related to all open and future Disasters Relief and Hazard Mitigation Grants for up to 3 years from the date of adoption.

### Summary:

In 2018, the District submitted an application for grant consideration under the FEMA Hazard Mitigation Grant Program that is administered by CalOES related to replacing/updating the 14" AC pipe from the South Broadway Pump Station to the Elk River Wastewater Treatment Plant. The project has been funded and is in process.

In 2022, the District applied for Hazard Mitigation Funding for several projects including a sea level rise/flood hardening project at the Hoover Lift Station, permanent standby generators for the Pine Hill, Artino, and Bailey Lift Stations and a forcemain realignment/hardening project for Fields Landing.

Recently, the District has applied for Disaster Relief Funds related to damage caused by the December 20, 2022 Earthquake. The State has authorized relief funds under the associated State of Emergency.

The District's active CalOES' Designation of Applicant's Agent Resolution for Non-State Agencies will expire in April. In order for staff to continue the application and administration processes, it is necessary to update the authorization. The attached Resolution 2023-04 serves to update the District's records with CalOES.

Upon passing this resolution, the Board Secretary will certify the Board action and submit the resolution with a cover letter identifying the current authorized agents (Terrence Williams, Tim Latham and Michael Montag) by name and title.

**Fiscal Impact:**

Approximate grant funding \$9.6M

**Attachment:**

Resolution 2023-04 (in CalOES format)



**DESIGNATION OF APPLICANT'S AGENT RESOLUTION FOR NON-STATE AGENCIES**

Humboldt Community Services District Res. 2023-04

BE IT RESOLVED BY THE Board of Directors OF THE Humboldt Community Services District  
 (Governing Body) (Name of Applicant)

THAT General Manager, OR  
 (Title of Authorized Agent)

Superintendent, OR  
 (Title of Authorized Agent)

Finance Manager  
 (Title of Authorized Agent)

is hereby authorized to execute for and on behalf of the Humboldt Community Services District,  
 (Name of Applicant)

a public entity established under the laws of the State of California, this application and to file it with the California Governor's Office of Emergency Services for the purpose of obtaining federal financial assistance for any existing or future grant program, including, but not limited to any of the following:

- **Federally declared Disaster (DR), Fire Mitigation Assistance Grant (FMAG), California State Only Disaster (CDA), Immediate Services Program (ISP), Hazard Mitigation Grant Program (HMGP), Building Resilient Infrastructure and Communities (BRIC), Legislative Pre-Disaster Mitigation Program (LPDM)**, under
- Public Law 93-288 as amended by the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, and/or state financial assistance under the California Disaster Assistance Act.
- **Flood Mitigation Assistance Program (FMA)**, under Section 1366 of the National Flood Insurance Act of 1968.
- **National Earthquake Hazards Reduction Program (NEHRP)** 42 U.S. Code 7704 (b) ((2) (A) (ix) and 42 U.S. Code 7704 (b) (2) (B) National Earthquake Hazards Reduction Program, and also The Consolidated Appropriations Act, 2018, Div. F, Department of Homeland Security Appropriations Act, 2018, Pub. L. No. 115-141
- **California Early Earthquake Warning (CEEW)** under CA Gov Code – Gov, Title 2, Div. 1, Chapter 7, Article 5, Sections 8587.8, 8587.11, 8587.12

That the Humboldt Community Services District, a public entity established under the  
 (Name of Applicant)

laws of the State of California, hereby authorizes its agent(s) to provide to the Governor's Office of Emergency Services for all matters pertaining to such state disaster assistance the assurances and agreements required.



**Please check the appropriate box below**

- This is a universal resolution and is effective for all open and future disasters/grants declared up to three (3) years following the date of approval.
- This is a disaster/grant specific resolution and is effective for only disaster/grant number(s): \_\_\_\_\_

Passed and approved this 14th day of March, 2023

**Heidi Benzonelli, Board President**

(Name and Title of Governing Body Representative)

**Joe Matteoli, Board Vice-President**

(Name and Title of Governing Body Representative)

**Directors Gardiner, Hansen, Ryan**

(Name and Title of Governing Body Representative)

**CERTIFICATION**

I, **Brenda K. Franklin**, duly appointed and **Board Secretary** of  
 (Name) (Title)

**Humboldt Community Services District**, do hereby certify that the above is a true and  
 (Name of Applicant)

correct copy of a resolution passed and approved by the **Board of Directors**  
 (Governing Body)

of the **Humboldt Community Services District** on the 14th day of March, 2023.  
 (Name of Applicant)

**Board Secretary**

(Signature)

(Title)





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### Cal OES Form 130 Instructions

**A Designation of Applicant's Agent Resolution for Non-State Agencies is required of all Applicants to be eligible to receive funding. A new resolution must be submitted if a previously submitted resolution is older than three (3) years from the last date of approval, is invalid, or has not been submitted.**

When completing the Cal OES Form 130, Applicants should fill in the blanks on pages 1 and 2. The blanks are to be filled in as follows:

#### **Resolution Section:**

**Governing Body:** This is the group responsible for appointing and approving the Authorized Agents.

Examples include: Board of Directors, City Council, Board of Supervisors, Board of Education, etc.

**Name of Applicant:** The public entity established under the laws of the State of California.

Examples include: School District, Office of Education, City, County or Non-profit agency that has applied for the grant, such as: City of San Diego, Sacramento County, Burbank Unified School District, Napa County Office of Education, University Southern California.

**Authorized Agent:** These are the individuals that are authorized by the Governing Body to engage with the Federal Emergency Management Agency and the California Governor's Office of Emergency Services regarding grants for which they have applied. There are two ways of completing this section:

1. **Titles Only:** The titles of the Authorized Agents should be entered here, not their names. This allows the document to remain valid if an Authorized Agent leaves the position and is replaced by another individual. If "Titles Only" is the chosen method, this document must be accompanied by either a cover letter naming the Authorized Agents by name and title, or the Cal OES AA Names document. The supporting document can be completed by any authorized person within the Agency (e.g., administrative assistant, the Authorized Agent, secretary to the Director). It does not require the Governing Body's signature.
2. **Names and Titles:** If the Governing Body so chooses, the names **and** titles of the Authorized Agents would be listed. A new Cal OES Form 130 will be required if any of the Authorized Agents are replaced, leave the position listed on the document, or their title changes.



**Checking Universal or Disaster-Specific Box:** A Universal resolution is effective for all past disasters and for those declared up to three (3) years following the date of approval. Upon expiration it is no longer effective for new disasters, but it remains in effect for disasters declared prior to expiration. It remains effective until the disaster goes through closeout unless it is superseded by a newer resolution.

**Governing Body Representative:** These are the names and titles of the approving Board Members.

Examples include: Chairman of the Board, Director, Superintendent, etc. The names and titles **cannot** be one of the designated Authorized Agents. A minimum of three (3) approving board members must be listed. If less than three are present, meeting minutes must be attached in order to verify a quorum was met.

**Certification Section:**

**Name and Title:** This is the individual in attendance who recorded the creation and approval of this resolution.

Examples include: City Clerk, Secretary to the Board of Directors, County Clerk, etc. This person **cannot** be one of the designated Authorized Agents or Approving Board Member. If a person holds two positions (such as City Manager and Secretary to the Board) and the City Manager is to be listed as an Authorized Agent, then that person could sign the document as Secretary to the Board (not City Manager) to eliminate "Self-Certification."