



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

**AGENDA**

**DATE:** Tuesday, April 27, 2021

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

**LOCATION:** *In accordance with the Governor's Executive Orders N-25-20 and N-29-20 HCSD Board of Directors shall conduct the District's business via teleconference.*

*The open session segment(s) of the meeting, including Public Participation, may be joined through the Zoom Website (<https://zoom.us>) by clicking on "Join A Meeting" and entering the following Meeting ID then follow the prompts for Passcode and audio. Access may also be achieved by telephone only by dialing 1-669-900-9128 followed by the Meeting ID and Passcode below:*

*Meeting ID: 836 2006 7869*

*Passcode: 225476*

*Participation protocol:*

- *Please use the MUTE function when not speaking*
- *Please use the "RAISE HAND" feature when wishing to be acknowledged for participation. Raise Hand feature is located in the lower right portion of the screen via the "REACTIONS" icon.*
- *Please do not speak out of turn; wait for the Board President to call upon you to share.*

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

**B. CONSENT CALENDAR**

1. Approval of April 27, 2021 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of April 13, 2021 Pgs 3-7

**C. ACWA/JPIA PRESENTATION**

1. Executive Committee Member Bruce Rupp re Premium Analysis

**D. REPORTS**

1. General Manager
  - a) Status Report Pgs 8-16
2. Community Services
3. Superintendent
  - a) March 2021 Operations/Maintenance Report Pg 17

4. Finance Department
  - a) March 2021 Budget Statement
5. Legal Counsel
6. Director Reports
7. Other

Pg 19-30

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

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

#### **F. NON-AGENDA**

#### **G. NEW BUSINESS**

1. Consideration of Appointing a Board President for the Period June 9, 2021 through December 13, 2022 by Resolution 2021-03 Pgs 31-32
2. Email from J.A. Savage Requesting an Update to an Ordinance Requiring 14 copies of Presentation Materials for Board Meetings Pgs 33-34
3. Consideration of North Coast Regional Water Quality Control Board (NCRWQCB) Public Comment Period Regarding City of Eureka Project: Elk River Estuary Enhancement and Enclosed Bay and Estuaries Exemption Pg 9

#### **H. OLD BUSINESS**

#### **I. ADJOURNMENT**

Next Res: 2021-04  
Next Ord: 2021-01

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, April 13, 2021, via tele/video conference in accordance with the Governor's Executive Orders N-25-20 and N-29-20.

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

Present upon roll call were Directors Benzonelli, Bongio, Hansen, and Matteoli. Director Gardiner connected during Closed Session at 6:30 p.m. Staff in attendance: General Manager Williams (GM), Superintendent Latham, Finance Manager Montag (FM), Community Services Manager Hulstrom (CSM), and Water Service Worker III McNeill.

**B. CONSENT CALENDAR**

1. Approval of April 13, 2021 Agenda
2. Approval of Minutes of the Meeting of March 23, 2021

President Bongio identified Agenda Item 4.a) should read "March 2021 Check Register." It was then moved by DIRECTOR HANSEN, SECONDED BY DIRECTOR MATTEOLI, TO ACCEPT AND APPROVE THE APRIL 13, 2021 CONSENT CALENDAR AS MODIFIED. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**C. REPORTS**

1. General Manager
  - a) Status Report

GM reviewed his April 8, 2021 Memorandum advising the status of:

- Engineer – The District's new Assistant Engineer starts April 19, 2021.
- Pine Hill HDD – The contractors began work on April 5 as scheduled and are anticipating completion by the end of the week.
- Ridgewood Tank – Staff is progressing on implementation of the temporary tank system and anticipate testing to begin in another week.
- COVID-19 – California's Governor implemented a new law requiring businesses with greater than 25 employees provide another 80 hours of sick leave for COVID related issues.
- Staff Recognition – GM offered recognition to Utility II Jacob Mitchell wherein he troubleshooted a high-level SCADA system Data Fail, determined the problem and rectified the situation without assistance from a supervisor or other staff.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 13, 2021

3. Superintendent

a) March 2021 Construction Operations Report

Superintendent reviewed the normal activities of the Construction Department during the month of March without question.

4. Finance Department

a) March 2021 Check Register

FM reviewed the report affirming nothing unusual without question.

**D. PUBLIC PARTICIPATION**

President Bongio invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board.

J.A. Savage requested the Board consider modifying the requirement of 14 copies of paper items to be included in an Agenda Pack to acceptance of electronic copies for the District to print and disburse.

Jerry Martien asked whether the District had followed up on SB91 for customers to receive assistance paying utility bills. Director Benzonelli advised through her work she assisted a District customer with completing the comprehensive application package and within a week of submission the individual received communication requesting additional information. Director Benzonelli added that District staff has been notified of the application and will confirm when a payment is received. GM advised District staff reached out to McKinleyville Community Coalition to learn of their ratepayer outreach program in order to pass the resource information to District customers but have not heard back from them.

**F. NEW BUSINESS**

1. Consideration of Ratepayer Petition for Exception to District Code 4.05.140 (Ordinance 2015-1) Cross Connection Control Program at 2603 Swanlund Lane

CSM reviewed the corresponding Agenda Report emphasizing the District's responsibility to protect its public water supply from contamination. Mr. Baker then addressed the Board stating his belief that he should not have to pay for a backflow device and annual inspections to protect the water system because the state approved the operation of rain capture systems in 2012. Discussion

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 13, 2021

included advice that the State is currently taking into consideration of including language into its rain capture system guidelines addressing cross-connection protections and should be releasing the updates in the near future.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR BENZONELLI, TO ENFORCE THE DISTRICT'S CROSS-CONNECTION CONTROL POLICY TO REQUIRE A WATER BACKFLOW PREVENTION DEVICE BE INSTALLED AT 2603 SWANLUND LANE AND INSTRUCTED STAFF TO RESEARCH POTENTIAL ALTERNATIVES TO ADDRESS FOR THE FUTURE. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Supporting CSDA Sponsored AB361 Modifying the Brown Act to Permit Remote Meetings During Emergencies

GM reviewed the corresponding Agenda report emphasizing that in the event of a future emergency where it is not safe to hold in person meetings, AB361 would provide for the use of teleconference meetings in lieu of waiting for the Governor to issue an exception.

PUBLIC COMMENT: NONE

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO AUTHORIZE THE GENERAL MANAGER TO SUBMIT A LETTER IN SUPPORT OF CSDA SPONSORED AB361 ON BEHALF OF THE DISTRICT. MOTION CARRIED UPON THE FOLLOWING ROLL-CALL VOTE:

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

3. Consideration of Entering Into a Joint Request for Proposals for a Rate Study in Cooperation with the City of Eureka (COE)

Without question, GM reviewed the benefits to the District of performing a new rate study utilizing the same consultant as the COE.

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 13, 2021

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR MATTEOLI, TO AUTHORIZE THE GENERAL MANAGER TO COOPERATE WITH THE CITY OF EUREKA IN THE DEVELOPMENT AND IMPLEMENTATION OF JOINT REQUEST FOR PROPOSALS (RFP) FOR A WATER AND SEWER RATE STUDY. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

4. Review of 2021/2022 City of Eureka Capital Improvement Plan and the Impacts to HCSD

GM presented the City's plans and the associated expenses to be passed on to the District and its customers. Effectively, the City is planning to bill the District for wastewater capital improvements as follows: FY 21/22 at \$1.344M, FY 22/23 at \$711,000, FY 23/24 at \$1.503M, FY 24/25 at \$1.834M, and FY 25/26 at \$1.533M. Discussion addressed COE not including the District in planning, the necessity of renegotiating the Wastewater Treatment Plant Contract to provide for District inclusion, involvement in the development of the annual City CIP, and concluded with the Board President requesting the GM agendize the matter of updating the agreement in the near future for full Board discussion.

PUBLIC COMMENT: Jerry Martien expressed agreement with Board frustration at the lack of communication by COE questioning their silence during the past six years with regard to the outfall, and the sudden announcement that the District has one month to respond to their plan. Mr. Martien likened the COE lack of disclosure to the District as the public being kept in the dark.

At 6:24 p.m. IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR HANSEN, TO ENTER CLOSED SESSION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

**H. CLOSED SESSION**

1. Pursuant to Government Code Section 54954.5C PUBLIC EMPLOYEE PERFORMANCE/EVALUATION – General Manager

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; April 13, 2021

The Board returned to open session at 7:59 p.m. wherein Board President Bongio reported the Board agreed unanimously to provide the GM an increase from Step 1 to Step 2 effective March 1, 2021 by roll call vote:

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

**I. ADJOURNMENT**

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF April 13, 2021 AT 8:02 P.M.

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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: April 22, 2021

SUBJECT: General Manager Report for April 27, 2021 Board Meeting

**Engineer:** Benjamin Adams (Figure 1) started work for the District on Monday, April 19, 2021. He has been shadowing Mickey, learning as much as he can in the time available to carry him through for the 32+ years he has ahead of himself here (following in Mickey's footsteps). Please join me in welcoming Ben to the HCSD family.



Figure 1: Ben Adams is HCSD's Assistant Engineer. He started work for the District on April 19, 2021.

**Pine Hill HDD:** The bore at Pine Hill Bridge was completed and the new watermain was pulled through the hole. The annular space around the pipe on the west end of the bore caused some concern regarding the stability of the roadway pavement above. The situation was resolved by grouting the annular space with several yards of six sack concrete. The contractor was professional and communicative with District staff and regulatory agencies throughout project execution. The contractor will be wrapping up their work this week with pressure testing the new water main and backfilling the entry and exit pits. District forces will follow the contractor to make the final



connections to the existing watermain after water samples have been analyzed for bacteriological activity and negative results are posted by the lab.

**Ridgewood Tank:** Work on the Ridgewood Temporary Tank system is progressing. The system is expected to be online for testing by the end of the week.

**Surplus Vehicles:** The public bid opening occurred on April 21, 2021 at 2 pm. One bid was received for the Peterbilt 367 for \$50,125. No bids were received for the Ford Ranger.

**Enclosed Bays and Estuaries:** The North Coast Regional Water Quality Control Board (NCRWQCB) is considering an exemption to the Enclosed Bays and Estuaries Policy (EBEP) in Humboldt Bay regarding the Elk River Wastewater Treatment Plant discharges. The District's wastewater is treated at that treatment facility. As part of the exemption, the City of Eureka may be required to establish a Technical Advisory Committee (TAC) and build an interpretive center among other things associated with a project to enhance the Elk River Tidal Estuary. A draft resolution was circulated by the NCRWQCB that will be the subject of a public hearing in June. The public comment period for the resolution extended from March 23-April 22, 2021. I wrote a letter to the NCRWQCB (included in this packet) requesting that they include HCSD in the TAC and consider not including the interpretive center as part of the requirements to exempt the City from the EBEP discharge requirements. Involvement with the TAC should improve the District's involvement in the City's planning process for this project. The interpretive center will add significant ongoing costs to the District with questionable benefit.

**SB 222:** Senate Bill 222 is a bill introduced back in January by State Senator Bill Dodd (D-Napa) to provide assistance for California ratepayers who can't pay their bills. SB 222 establishes a water assistance fund for low-income rate payers experiencing economic hardship. The Association of California Water Agencies (ACWA) and the California Special Districts Association (CSDA) along with numerous water agencies across the state oppose this bill. The opposition stems from administrative overhead, unspecified funding sources, reliance on customer data from private corporations (gas and electricity), variable funding depending on geographical location and multi-agency involvement and approval process. A letter was sent to the Chair of the Senate Committee on Energy, Utilities and Communications, signed by 24 agencies indicating that they oppose the bill as written. The letter makes suggestions about amendments to the bill. The letter is included in this packet for your review.

**Drought:** On April 21, 2021, Governor Newsom declared a drought emergency for water systems along the Russian River watershed. The emergency declaration makes various forms of drought assistance available for Sonoma and Mendocino counties and could allow the state to take swifter action on curtailing farmers and others from pulling water from the Russian River. The Governor is taking actions across the State, the situation is not dire enough at this point to declare a statewide

emergency. The Russian River historically supports anadromous fish populations including Chinook and Coho salmon; the implication of the drought declaration to the fish populations is disturbing. The last time the state declared a drought (2012-2017), protections for fish were relaxed leading to dramatic declines in fish populations.

What follows is a quote from the Director of the California Department of Water Resources, Karla Nemeth, exemplifying the types of activities that are taking place in the rest of the state regarding drought preparation, "Today's drought actions taken by Governor Newsom will allow for the continued movement of water stored in groundwater banks in the San Joaquin Valley via the State Water Project. DWR will coordinate the movement of this banked water along with State Water Project water to provide continued water supply to customers south of the Delta in the Bay Area, San Joaquin Valley, and Southern California. In wet years, excess water is stored in these groundwater banks in the San Joaquin Valley for use during drought conditions like those California is experiencing right now. DWR anticipates these groundwater recovery actions will continue through the fall."

**Earthday:** Earthday(s) 2021 fell on April 20-22 (according to earthday.org). The message is that we don't have to restrict celebration of our home planet to just one day. President Biden is hosting a Leader's Climate Summit on April 22-23. Forty world leaders were invited to the virtual event that is scheduled to be live streamed for public viewing. Among those invited are leaders from the 17 countries responsible for 80 percent of the global emissions, heads of countries that are demonstrating strong climate leadership, heads of countries that are particularly vulnerable to climate change as well as a number of business and civil society leaders. This Summit is being touted as a milestone on the road to the UN Climate Change Conference (COP26) that will be held this November in Glasgow. More information can be found on the White House Briefing Room website at the following link (<https://www.whitehouse.gov/briefing-room/statements-releases/2021/03/26/president-biden-invites-40-world-leaders-to-leaders-summit-on-climate/>).

# Humboldt Community Services District

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

April 20, 2021

North Coast Regional Water Quality Control Board  
5550 Skylane Blvd Ste. A  
Santa Rosa, CA 95403-1027  
northcoast@waterboards.ca.gov

To Whom it May Concern:

Subject: Draft Resolution Order No. R1-2021-0017

File: The Elk River Restoration Project as an Exemption to the Enclosed Bays and Estuaries Policy Prohibiting Waste Discharges to Humboldt Bay NPDES No. CA0025559

On behalf of the Humboldt Community Services District, I am writing regarding the subject Draft Resolution that contemplates accepting and approving the Elk River Restoration Project as meeting some of the criteria required to allow an exemption to the Enclosed Bays and Estuaries Policy within Humboldt Bay. As you may be aware, the Humboldt Community Services District (District) discharges wastewater to the Greater Eureka Area Wastewater Treatment Plant also known as the Elk River Wastewater Treatment Plant (GEAWTP). By contract, the District owns 32.1 percent of the treatment capacity of the GEAWTP and the District's rate payers pay for 32.1 percent of the operations, maintenance and capital improvements to that facility. The capital improvements currently include activities to come into compliance with the 2016 Cease and Desist ORDER NO. R1-2016-0012. This current Draft Resolution (R1-2021-0017) contemplates approving The Elk River Estuary Tidal Enhancement Project Proposal (Attachment A to R1-2021-0017).

Item 11 of the Draft Resolution (R1-2021-0017) describes the formation of a Technical Advisory Committee (TAC) that includes "... key stakeholders and partner agencies such as the Coastal Commission, City of Arcata, the Harbor District, and environmental groups ..." The District is both a stakeholder and partner agency but our name is conspicuously absent from the list of organizations that will make up the TAC. Please name the Humboldt Community Services District explicitly, as a member of the Technical Advisory Committee in this Resolution (R1-2021-0017).

As part of the Draft Resolution, item 9.3 stipulates the creation of an interpretive center that "... could support increased public access ..." As evidenced in the City of Eureka's Capital Improvement Program document for fiscal year 2021-2022 (<https://www.ci.eureka.ca.gov/civicax/filebank/blobdload.aspx?BlobID=20273>), the District's ratepayers will be required to pay \$1.344M to design and construct this interpretive center because it is included as a condition of the Enclosed Bays and

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Mailing: Post Office Box 158 • Cutten, CA 95534 • tel (707) 443-4558 • fax (707) 443-0818  
Physical Address: 5055 Walnut Drive, Eureka, CA 95503

Estuaries exemption. The District and our ratepayers are having a difficult time understanding how this \$4.2M interpretive center will enhance water quality within the Bay. This interpretive center does not meet or enhance any of the minimum criteria that the Permittee (City) is required to meet as outlined in items 8.1-8.7 of the Draft Resolution. Further, the precedence set by including this interpretive center as a requirement to exempt the City from the Enclosed Bays and Estuaries Policy, ties the interpretive center to the GEAWTP in perpetuity. This precedence will allow the City to charge the District 32.1 percent of the maintenance, upkeep, staffing, expansion and capital improvements to the interpretive center without any accountability to the District's rate payers.

Please remove item 9.3, creation of an interpretive center, from the Resolution R1-2021-0017. The District nor its ratepayers have been involved in the planning process for this project. The first time that District staff was permitted to view the "Elk River Estuary Tidal Enhancement Project Proposal" was on March 23, 2021 when the Regional Water Quality Control Board made the document public as an attachment to the Draft Resolution No. R1-2021-0017. Inclusion of the interpretive center as a requirement to exempt the City from the Enclosed Bays and Estuaries Policy appears to provide the City access to District ratepayer dollars without representation of those ratepayers or due process. Thank you for your time and attention to this matter.

Sincerely,



Terrence Williams  
General Manager  
Humboldt Community Services District  
(707) 443-4558

cc: Brian Gerving, City of Eureka, [bgerving@ci.eureka.ca.gov](mailto:bgerving@ci.eureka.ca.gov)



April 7, 2021

The Honorable Ben Hueso  
 Chair, Senate Committee on Energy, Utilities, and Communications  
 State Capitol, Room 4035  
 Sacramento, CA 95814

**Re: SB 222 (Dodd) – Water Rate Assistance Program**  
**Position: Oppose Unless Amended [April 5, 2021 Version]**

Dear Chair Hueso,

The undersigned organizations respectfully write to express our oppose-unless-amended position on SB 222, a bill that would create a water affordability program. **While there could be a bill written that would create a reasonable, efficient and effective statewide water low-income rate assistance (water LIRA) program, the April 5 version of SB 222 needs significant work to meet those standards.**

The Association of California Water Agencies (ACWA) submitted a detailed List of Concerns with SB 222 to Senator Dodd’s staff on February 10, 2021. On March 1, 2021,

ACWA submitted suggested amendments to SB 222 to Senator Dodd's staff. Our organizations are in alignment with these suggested amendments. The Author's April 5, 2021 amendments improve the bill in a few areas, particularly with the change of the implementing agency to the Department of Consumer Services and Development (Department). This positive change is important because the Department has experience in implementing a low-income household assistance program. As highlighted in this letter with examples (not a complete list), however, other changes to the bill are needed.

**1) The proposed scope of SB 222 is overly broad.** Without many details for how the components would work, SB 222 would authorize the use of funding from an **unspecified source** for affordability assistance for drinking water and wastewater services, including direct water bill assistance, water bill credits to renters, water crisis assistance, affordability assistance for low-income households served by domestic wells, and water efficiency measures for low-income households. The bill includes provisions regarding "proposed remedies," "affordability challenges" and "proposed solutions." Instead of retaining the overly broad scope, **we suggest that SB 222 propose a formulaic and efficient water and wastewater low-income rate assistance program that would help low-income households across California.**

**2) The proposed collection by the state of local water rate data and boundary data from *thousands* of public water systems is simply not necessary.** At Page 8, Line 9, SB 222 proposes to require that the Department coordinate with the State Water Resources Control Board to "Collect and ensure the accuracy of water rate data and water system boundary data from each public water system." The implementing State agency for the water and wastewater LIRA program does **not** need to collect rate data and boundary data from any systems (let alone from each of the thousands of local systems) to implement a water and wastewater LIRA program. ACWA asked the sponsors why the bill is proposing this, and they responded that the data would not be used to judge local rates, but rather it would be used to set the amount of the benefit (i.e., the subsidy) for the LIRA program. There are much simpler ways to set the amount of the benefit (e.g., set a flat rate in the statute) so that the program can be formulaic. **We suggest the deletion of this proposal – a proposal which would unnecessarily drive up the administrative costs for the water LIRA program.**

**3) The proposal for electrical/gas corporation sharing of customer data is unnecessary.** SB 222 proposes to require the California Public Utilities Commission to establish a mechanism for electrical and gas corporations to share their customer data with the Department for the corporations' energy customers who are enrolled in, or eligible to be enrolled in, the California Alternate Rates for Energy (CARE) program and the Family Electric Rate Assistance (FERA) program. [Page 6 at Line 32.] There is strong concern in the public water agency context about the lack of rigor of eligibility verification for the CARE and FERA programs. There are other state programs that

already assist low-income households. Sharing of customer data by electric and gas corporations should not be necessary.

**4) The proposal for an SB 200 (Monning, 2019) type Fund Expenditure Plan (FEP) is not needed. The implementing agency – the Department – should be charged with approving the funding plan – as opposed to two State agencies approving it.** SB 222 proposes provisions regarding a FEP that are modeled off SB 200 regarding the Safe and Affordable Drinking Water Fund. The FEP in SB 200 made sense for that program because that program deals with identifying which of the hundreds of water systems need funding for safe drinking water solutions, and there is significant judgment required in determining which systems should receive funding and what are the right solutions for the systems. For SB 222, the goal should be to enact a **formulaic** and efficient water and wastewater LIRA program so that funding assistance can get out the door to low-income households and the administrative costs will be low. The “proposed remedies” reference, for example, is not needed. **The remedy is a statewide water low-income rate assistance program.**

The FEP provisions appear on Pages 5 and 6. They include a proposal that **both** the Department and the State Water Board approve the FEP. A consultative role for the State Water Board is one thing, but **the bill should propose that only the implementing agency – the Department – approve or adopt the funding plan under SB 222.**

Based on these and other concerns, the undersigned organizations oppose SB 222 unless it amended to address the concerns and requests your “NO” vote when the Senate Committee on Energy, Utilities, and Communications hears the bill.

If you have any questions, please contact ACWA Deputy Executive Director for Government Relations Cindy Tuck at [cindy@acwa.com](mailto:cindy@acwa.com) or (916) 441-4545.

Sincerely,

Cindy Tuck  
Deputy Executive Director for  
Government Relations  
Association of California Water Agencies

Anthony J. Tannehill  
Legislative Representative  
California Special Districts Association

Krista Bernasconi  
Mayor  
City of Roseville

John N. Duckett, Jr.  
City Manager  
City of Shasta Lake

John Bosler  
General Manager/CEO  
Cucamonga Valley Water District

John Mura  
General Manager/CEO  
East Valley Water District

Greg Thomas  
General Manager  
Elsinore Valley Municipal Water District

Board President  
Carol Lee Gonzales-Brady  
Rancho California Water District

Hannah Davidson  
Water Resources Specialist  
Hidden Valley Lake Community Services  
District

James Peifer  
Executive Director  
Regional Water Authority

Paul Cook  
General Manager  
Irvine Ranch Water District

Paul Helliker  
General Manager  
San Juan Water District

Paul E. Shoenberger, P.E.  
General Manager  
Mesa Water District

Daniel R. Feron  
General Manager  
Santa Margarita Water District

Tammy Rudock  
General Manager  
Mid-Peninsula Water District

Piret Harmon  
General Manager  
Scotts Valley Water District

Adrienne Carr, Ph.D.  
General Manager  
North Coast County Water District

Sean Barclay  
General Manager  
Tahoe City Public Utility District

Allen Carlisle  
CEO/General Manager  
Padre Dam Municipal Water District

Edwin R. Pattison  
General Manager  
Tuolumne Utilities District

Dennis D. LaMoreaux  
General Manager  
Palmdale Water District

Brett Hodgkiss  
General Manager  
Vista Irrigation District

Ara Azhderian  
General Manager  
Panoche Water District

Erik Hitchman  
General Manager  
Walnut Valley Water District

cc: The Honorable Bill Dodd  
Honorable Members, Senate Committee on Energy, Utilities, and  
Communications  
Ms. Nidia Bautista, Chief Consultant, Senate Committee on Energy, Utilities and  
Communications  
Ms. Kerry Yoshida, Policy Consultant, Senate Republican Caucus  
Mr. Kris Anderson, Legislative Advocate, ACWA



# Humboldt Community Services District

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

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

Date: April 22, 2021

From: Tim Latham, District Superintendent

Subject: March 2021 Operations/Maintenance Report

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

Sewer related maintenance included cleaning 600 feet of sewer main line in the Pine Hill and Rosewood areas, cleaning 1,121 feet of sewer lateral lines in various areas throughout the District, filming 1,432 feet of sewer main line in the Myrtle town area and cleaning sewer wet wells at the "F" Street, Pine Hill, Bailey, King Salmon, Buhne Drive, Perch Street, Artino, and Fields Landing sewer lift stations.

Other business included working on the Ridgewood Tank Off-line Project, continued testing of the South Bay well, brushing access roads at water storage tank sites, performing manhole inspections in various areas and responding to power outages in the Cutten and Mitchell Road areas.

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

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
<b>OPERATING REVENUE</b>							
Metered Water Sales	5,078,311	387,055	4,000,871	3,808,733	192,138	5.0	
Water Charges - Pass Through	236,395	16,126	163,687	177,296	(13,609)	(7.7)	1
Sewer Service Charges	4,952,219	408,983	3,597,293	3,714,164	(116,871)	(3.1)	
Sewer Service Charges - Pass Through	1,018,622	71,031	567,660	763,967	(196,307)	(25.7)	1
Water & Sewer Construction Fees	32,000	905	42,159	24,000	18,159	75.7	
Account Fees	150,000	12,366	106,089	112,500	(6,411)	(5.7)	
Inspection Fees	5,000	-	-	3,750	(3,750)	(100.0)	
Reimbursable Maintenance Fees	1,000	-	25	750	(725)	(96.7)	
Miscellaneous	10,000	276	1,428	7,500	(6,072)	(81.0)	
<b>TOTAL OPERATING REVENUE</b>	<b>11,483,547</b>	<b>896,741</b>	<b>8,479,211</b>	<b>8,612,660</b>	<b>(133,449)</b>	<b>(1.5)</b>	
<b>NON-OPERATING REVENUE</b>							
Capital Connection Fees	158,000	200	227,336	118,500	108,836	91.8	2
Interest/General	30,000	-	-	22,500	(22,500)	(100.0)	2
Discounts Earned	2,000	237	1,363	1,500	(137)	(9.1)	
Sales:Fixed Assets/Scrap Metal	75,400	8,475	9,145	56,550	(47,405)	(83.8)	2
Bad Debt Recovery	2,200	87	5,462	1,650	3,812	231.0	
Property Taxes & Assessments	490,000	-	14,580	367,500	(352,920)	(96.0)	2
<b>TOTAL NON-OPERATING REVENUE</b>	<b>757,600</b>	<b>8,998</b>	<b>257,886</b>	<b>568,200</b>	<b>(310,314)</b>	<b>(54.6)</b>	<b>2</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>12,241,147</b>	<b>905,739</b>	<b>8,737,097</b>	<b>9,180,860</b>	<b>(443,763)</b>	<b>(4.8)</b>	
<b>OPERATING EXPENSES</b>							
Wages Direct	1,500,000	107,717	1,036,697	1,125,000	88,303	7.8	
Benefits: PERS	450,000	33,397	309,524	337,500	27,976	8.3	
Group Ins	1,130,000	89,145	741,337	847,500	106,163	12.5	
Workers Comp Ins	36,000	-	15,364	27,000	11,636	43.1	
FICA/Medicare	120,000	8,283	79,643	90,000	10,357	11.5	
Misc Benefits	1,200	10	110	900	790	87.8	
<b>Total Wages and Benefits</b>	<b>3,237,200</b>	<b>238,552</b>	<b>2,182,675</b>	<b>2,427,900</b>	<b>245,225</b>		
Less: wages & ben charged to Capital Proj.	(161,800)	(21,590)	(142,567)	(121,350)	21,217	(17.5)	
<b>Total Operating Wages and benefits</b>	<b>3,075,400</b>	<b>216,962</b>	<b>2,040,108</b>	<b>2,306,550</b>	<b>266,442</b>		
Water Purchase HBMWD	1,086,800	90,032	806,798	815,100	8,302	1.0	3
Water Purchase Eureka	673,920	49,621	559,021	505,440	(53,581)	(10.6)	3
Sewage Treatment Operations & Maint.	1,529,995	119,525	1,075,725	1,147,496	71,771	6.3	
Water/Sewer Analysis	10,000	408	4,989	7,500	2,511	33.5	
Supplies/ Construction	170,000	7,838	81,438	127,500	46,062	36.1	
Supplies/ Office-Administration	16,000	1,494	13,425	12,000	(1,425)	(11.9)	4
Supplies/ Engineering	2,500	-	492	1,875	1,383	73.8	
Supplies/ Maintenance	100,000	27,409	65,884	75,000	9,116	12.2	
Invoicing	52,476	4,384	40,338	39,357	(981)	(2.5)	
Web Payment Portal	6,000	-	-	4,500	4,500	100.0	
Temporary Labor	27,200	-	-	20,400	20,400	100.0	
Repairs & Maintenance/Trucks	60,000	1,665	32,670	45,000	12,330	27.4	
Equipment Rental	8,000	-	300	6,000	5,700	95.0	
Building & Grounds Maintenance	24,000	2,128	18,567	18,000	(567)	(3.2)	
Electrical Power	290,000	21,395	212,730	217,500	4,770	2.2	
Street Lights	70,000	5,248	47,285	52,500	5,215	9.9	
Telephone	14,250	895	10,456	10,688	232	2.2	
Postage	3,000	-	2,499	2,250	(249)	(11.1)	5
Freight	1,600	-	149	1,200	1,051	87.6	
Chemicals	12,000	839	7,011	9,000	1,989	22.1	
Liability Insurance	65,000	-	54,488	48,750	(5,738)	(11.8)	6

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	30,000	943	4,427	22,500	18,074	80.3	
Accounting	16,000	4,660	10,479	12,000	1,521	12.7	
Engineering	15,000	268	6,391	11,250	4,859	43.2	7
Other Professional Services	18,000	-	10,063	13,500	3,437	25.5	
Bank Service Charges	42,000	3,977	35,241	31,500	(3,741)	(11.9)	8
Transportation	66,000	9,039	37,349	49,500	12,151	24.5	
Office Equip. Maintenance	22,500	2,411	8,704	16,875	8,171	48.4	
Computer Software Maintenance	36,000	114	26,846	27,000	154	0.6	
Memberships & Subscriptions	21,200	-	17,101	15,900	(1,201)	(7.6)	
Bad Debts & Minimum Balance Writeoff	12,000	-	9,622	9,000	(622)	(6.9)	
Conference & Continuing Ed	17,000	679	754	12,750	11,996	94.1	
Certifications	5,400	120	1,027	4,050	3,023	74.6	
State/County & LAFCO Fees and Charges	40,000	-	27,305	30,000	2,695	9.0	
Hydraulic Water Model Maintenance	5,000	-	-	3,750	3,750	100.0	
Elections Expense	3,500	-	-	2,625	2,625	100.0	
Human Resources	24,300	735	5,961	18,225	12,264	67.3	
Miscellaneous	12,000	1,117	3,492	9,000	5,508	61.2	
Director's Fees	16,000	1,000	8,650	12,000	3,350	27.9	
<b>TOTAL OPERATING EXPENSES</b>	<b>7,700,041</b>	<b>574,906</b>	<b>5,287,785</b>	<b>5,775,031</b>	<b>487,246</b>	<b>8.4</b>	
<b>LONG TERM DEBT PAYMENTS</b>							
Safe Drinking Water Bond	177,429	-	88,844	133,072	44,228	33.2	9
2012 CIP & Refi.	359,220	-	359,220	269,415	(89,805)	(33.3)	9
Davis-Grunsky Loan	6,051	-	5,707	4,538	(1,169)	(25.8)	9
VacCon Truck Loan	80,341	-	80,341	60,256	(20,085)	(33.3)	9
2014 Wastewater Revenue Bonds	485,575	-	142,785	364,181	221,396	60.8	9
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>1,108,616</b>	<b>-</b>	<b>676,896</b>	<b>831,462</b>	<b>154,566</b>	<b>18.6</b>	<b>9</b>
<b>CAPITALIZED EXPENDITURES</b>							
Vehicles, Rolling Stock & Equipment	456,000	-	1,471	342,000	340,529	99.6	
Building, Yard & Paving Improvements	72,500	2,121	16,899	54,375	37,476	68.9	
Capital Improvements Water	1,525,000	37,402	909,304	1,143,750	234,446	20.5	
Capital Improvements Sewer	220,000	1,028	51,379	165,000	113,621	68.9	
Engineering & Studies	133,750	1,796	5,164	100,313	95,148	94.9	7
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>2,407,250</b>	<b>42,347</b>	<b>984,218</b>	<b>1,805,438</b>	<b>821,220</b>	<b>45.5</b>	
<b>OTHER</b>							
City of Eureka Projects:							
Treatment Plant	1,030,095	-	5,502	772,571	767,069	99.3	10
Martin Slough	-	-	1,653	-	(1,653)	-	
<b>TOTAL City of Eureka Projects</b>	<b>1,030,095</b>	<b>-</b>	<b>7,155</b>	<b>772,571</b>	<b>765,416</b>	<b>99.1</b>	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(4,855)</b>	<b>288,486</b>	<b>1,781,043</b>	<b>(3,641)</b>	<b>1,784,684</b>	<b>49,013.0</b>	<b>11</b>

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL OPERATING REVENUE	11,483,547	896,741	8,479,211	8,612,660	(133,449)	(1.5)
TOTAL OPERATING EXPENSES	(7,700,041)	(574,906)	(5,287,785)	(5,775,031)	487,246	8.4
NET SURPLUS/(DEFICIT) FROM OPERATIONS	3,783,506	321,835	3,191,426	2,837,630	353,797	12.5
<b>NON-OPERATING REVENUE &amp; EXPENSES</b>						
TOTAL NON-OPERATING REVENUE	757,600	8,998	257,886	568,200	(310,314)	(54.6)
TOTAL LONG TERM DEBT SERVICE	(1,108,616)	-	(676,896)	(831,462)	154,566	18.6
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	3,432,490	330,833	2,772,415	2,574,368	(111,083)	(4.3)
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,407,250)	(42,347)	(984,218)	(1,805,438)	821,220	45.5
CITY of EUREKA PROJECT REIMBURSEMENT	(1,030,095)	-	(7,155)	(772,571)	765,416	99.1
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	(4,855)	288,486	1,781,043	(3,641)	1,784,684	49,013.0

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Metered Water Sales	5,078,311	387,055	4,000,871	3,808,733	192,138	5.0
Water Pass Through	236,395	16,126	163,687	177,296	(13,609)	(7.7)
Water Construction Fees	20,000	-	27,694	15,000	12,694	84.6
Account Fees	85,500	7,049	60,471	64,125	(3,654)	(5.7)
Inspection Fees	2,150	-	-	1,613	(1,613)	(100.0)
Reimbursable Maintenance Fees	800	-	25	600	(575)	(95.8)
Miscellaneous	5,000	15	670	3,750	(3,080)	(82.1)
<b>TOTAL OPERATING REVENUE</b>	<b>5,428,156</b>	<b>410,243</b>	<b>4,253,418</b>	<b>4,071,117</b>	<b>182,301</b>	<b>4.5</b>
<b>NON-OPERATING REVENUE</b>						
Water Capital Connection Fees	80,000	200	128,514	60,000	68,514	114.2
Interest/General	23,547	-	-	17,660	(17,660)	(100.0)
Discounts Earned	1,280	135	777	960	(183)	(19.1)
Sales:Fixed Assets/Scrap Metal	42,918	4,831	5,212	32,189	(26,976)	(83.8)
Bad Debt Recovery	1,254	49	3,113	941	2,173	231.0
FW/MR Assessment	140,000	-	-	105,000	(105,000)	(100.0)
<b>TOTAL NON-OPERATING REVENUE</b>	<b>288,999</b>	<b>5,215</b>	<b>137,616</b>	<b>216,749</b>	<b>(79,133)</b>	<b>(36.5)</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>5,717,155</b>	<b>415,458</b>	<b>4,391,034</b>	<b>4,287,866</b>	<b>103,168</b>	<b>2.4</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	705,000	52,068	495,188	528,750	33,562	6.3
Wages & Benefits: Allocated	571,490	42,881	350,670	428,618	77,947	18.2
Benefits: PERS	162,000	8,102	76,613	121,500	44,887	36.9
Group Ins	350,300	28,906	230,172	262,725	32,553	12.4
Workers Comp Ins	19,440	-	7,213	14,580	7,367	50.5
FICA/Medicare	56,400	3,969	37,742	42,300	4,558	10.8
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,864,630</b>	<b>135,927</b>	<b>1,197,598</b>	<b>1,398,473</b>	<b>200,874</b>	<b>14.4</b>
Less: wages & ben charged to Capital Proj.	(119,732)	(16,645)	(85,591)	(89,799)	(4,208)	4.7
<b>Total Operating Wages and benefits</b>	<b>1,744,898</b>	<b>119,282</b>	<b>1,112,007</b>	<b>1,308,674</b>	<b>196,666</b>	<b>15.0</b>
Water Purchase HBMWD	1,086,800	90,032	806,798	815,100	8,302	1.0
Water Purchase Eureka	673,920	49,621	559,021	505,440	(53,581)	(10.6)
Water Analysis	5,000	408	4,989	3,750	(1,239)	(33.0)
Supplies/ Construction	125,800	4,875	53,837	94,350	40,513	42.9
Supplies/Office-Administration	4,800	851	4,000	3,600	(400)	(11.1)
Supplies/ Engineering	1,425	-	-	1,069	1,069	100.0
Supplies/ Maintenance	50,000	14,741	43,830	37,500	(6,330)	(16.9)
Temporary Labor	11,288	-	-	8,466	8,466	100.0
Repairs & Maintenance/Trucks	33,600	949	18,609	25,200	6,591	26.2
Equipment Rental	5,920	-	171	4,440	4,269	96.2
Building & Grounds Maintenance	1,440	-	159	1,080	922	85.3
Electrical Power	159,500	10,695	125,107	119,625	(5,482)	(4.6)
Telephone	4,560	289	2,573	3,420	847	24.8
Postage	1,290	-	212	968	756	78.1
Freight	912	-	4	684	680	99.4
Chemicals	12,000	839	7,011	9,000	1,989	22.1
Liability Insurance	-	-	-	-	-	-
Engineering	5,850	268	6,136	4,388	(1,749)	(39.9)
Other Professional Services	3,600	-	1,928	2,700	772	28.6
Transportation	37,620	5,152	21,289	28,215	6,926	24.5
Office Equip. Maintenance	3,375	1,254	1,849	2,531	683	27.0
Computer Software Maintenance	17,280	-	14,061	12,960	(1,101)	(8.5)
Memberships & Subscriptions	1,272	-	977	954	(23)	(2.4)
Bad Debts & Minimum Balance Writeoff	-	-	9,494	-	(9,494)	-
Conference & Continuing Ed	5,950	654	654	4,463	3,809	85.3
Certifications	1,620	120	892	1,215	323	26.6
State/County & LAFCO Fees and Charges	13,600	-	21,204	10,200	(11,004)	(107.9)
Hydraulic Water Model Maintenance	5,000	-	-	3,750	3,750	100.0

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Human Resources	9,477	419	419	7,108	6,689	94.1
Miscellaneous	2,640	-	-	1,980	1,980	100.0
General & Admin Expense Allocation	225,130	11,670	134,632	168,848	34,216	20.3
<b>TOTAL OPERATING EXPENSES</b>	<b>4,255,567</b>	<b>312,119</b>	<b>2,951,862</b>	<b>3,191,675</b>	<b>239,813</b>	<b>7.5</b>
<b>LONG TERM DEBT PAYMENTS</b>						
Safe Drinking Water Bond	177,429	-	88,844	133,072	44,228	33.2
2012 CIP & Refi.	115,560	-	115,560	86,670	(28,890)	(33.3)
Davis-Grunsky Loan	6,051	-	5,707	4,538	(1,169)	(25.8)
VacCon Truck Loan	60,256	-	60,256	45,192	(15,064)	(33.3)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>359,296</b>	<b>-</b>	<b>270,366</b>	<b>269,472</b>	<b>(894)</b>	<b>(0.3)</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	111,720	-	1,471	83,790	82,319	98.2
Building & Yard Improvements	41,325	-	-	30,994	30,994	100.0
Capital Improvements Water	1,525,000	37,402	909,304	1,143,750	234,446	20.5
Engineering & Studies	54,150	-	(2,083)	40,613	42,696	105.1
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>1,732,195</b>	<b>37,402</b>	<b>908,692</b>	<b>1,299,146</b>	<b>390,454</b>	<b>30.1</b>
INTERFUND TRANSFERS IN	-	-	-	-	-	-
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>(629,903)</b>	<b>65,938</b>	<b>260,114</b>	<b>(472,427)</b>	<b>732,542</b>	<b>155.1</b>

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Sewer Service Charges	4,952,219	408,983	3,597,293	3,714,164	(116,871)	(3.1)
Sewer Service Charges - Pass Through	1,018,622	71,031	567,660	763,967	(196,307)	(25.7)
Sewer Construction Fees	12,000	905	14,465	9,000	5,465	60.7
Account Fees	64,500	5,317	45,618	48,375	(2,757)	(5.7)
Inspection Fees	2,850	-	-	2,138	(2,138)	(100.0)
Reimbursable Maintenance Fees	200	-	-	150	(150)	(100.0)
Miscellaneous	5,000	261	758	3,750	(2,992)	(79.8)
<b>TOTAL OPERATING REVENUE</b>	<b>6,055,391</b>	<b>486,498</b>	<b>4,225,793</b>	<b>4,541,543</b>	<b>(315,750)</b>	<b>(7.0)</b>
<b>NON-OPERATING REVENUE</b>						
Sewer Capital Connection Fees	78,000	-	98,822	58,500	40,322	68.9
Interest/General	6,453	-	-	4,840	(4,840)	(100.0)
Discounts Earned	720	102	586	540	46	8.5
Sales:Fixed Assets/Scrap Metal	32,482	3,644	3,932	24,362	(20,429)	(83.9)
Bad Debt Recovery	946	37	2,349	710	1,639	231.0
<b>TOTAL NON-OPERATING REVENUE</b>	<b>118,601</b>	<b>3,783</b>	<b>105,689</b>	<b>88,951</b>	<b>16,738</b>	<b>18.8</b>
<b>TOTAL DISTRICT REVENUE</b>	<b>6,173,992</b>	<b>490,281</b>	<b>4,331,482</b>	<b>4,630,494</b>	<b>(299,012)</b>	<b>(6.5)</b>
<b>OPERATING EXPENSES</b>						
Wages Direct	435,000	31,647	352,204	326,250	(25,954)	(8.0)
Wages & Benefits: Allocated	571,490	42,881	350,670	428,618	77,947	18.2
Benefits: PERS	103,500	4,657	51,976	77,625	25,649	33.0
Group Ins	214,700	18,908	179,689	161,025	(18,664)	(11.6)
Workers Comp Ins	11,880	-	6,557	8,910	2,353	26.4
FICA/Medicare	36,000	2,410	26,829	27,000	171	0.6
Misc Benefits	-	-	-	-	-	-
<b>Total Wages and Benefits</b>	<b>1,372,570</b>	<b>100,504</b>	<b>967,926</b>	<b>1,029,428</b>	<b>61,502</b>	<b>6.0</b>
Less: wages & ben charged to Capital Proj.	(42,068)	(2,824)	(39,826)	(31,551)	8,275	(26.2)
<b>Total Operating Wages and benefits</b>	<b>1,330,502</b>	<b>97,680</b>	<b>928,100</b>	<b>997,877</b>	<b>69,776</b>	<b>7.0</b>
Sewage Treatment: Operating & Maint.	1,529,995	119,525	1,075,725	1,147,496	71,771	6.3
Sewer Analysis	5,000	-	-	3,750	3,750	100.0
Supplies/ Construction	44,200	2,963	27,602	33,150	5,548	16.7
Supplies/ Office-Administration	4,800	642	3,018	3,600	582	16.2
Supplies/ Engineering	1,075	-	195	806	611	75.8
Supplies/ Maintenance	50,000	12,668	22,012	37,500	15,488	41.3
Temporary Labor	5,912	-	-	4,434	4,434	100.0
Repairs & Maintenance/Trucks	26,400	716	14,061	19,800	5,739	29.0
Equipment Rental	2,080	-	129	1,560	1,431	91.7
Building & Grounds Maintenance	1,200	-	120	900	780	86.7
Electrical Power	69,600	6,310	42,986	52,200	9,214	17.7
Telephone	2,280	218	1,941	1,710	(231)	(13.5)
Postage	960	-	160	720	560	77.8
Freight	688	-	144	516	372	72.0
Legal	-	-	-	-	-	-
Engineering	1,500	-	-	1,125	1,125	100.0
Other Professional Services	3,600	-	2,885	2,700	(185)	(6.9)
Transportation	28,380	3,887	16,060	21,285	5,225	24.5
Office Equip. Maintenance	2,475	946	1,395	1,856	462	24.9
Computer Software Maintenance	12,960	-	10,607	9,720	(887)	(9.1)



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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Memberships & Subscriptions	848	-	737	636	(101)	(15.9)
Bad Debts & Minimum Balance Writeoff	-	-	129	-	(129)	-
Conference & Continuing Ed	7,480	-	-	5,610	5,610	100.0
Certifications	1,242	-	135	932	796	85.5
State/County & LAFCO Fees and Charges	7,200	-	5,550	5,400	(150)	(2.8)
Human Resources	7,047	316	316	5,285	4,969	94.0
Miscellaneous	1,920	-	(1)	1,440	1,441	100.1
General & Admin Expense Allocation	225,130	11,670	134,632	168,848	34,215	20.3
<b>TOTAL OPERATING EXPENSES</b>	<b>3,374,474</b>	<b>257,540</b>	<b>2,288,638</b>	<b>2,530,856</b>	<b>242,217</b>	<b>9.6</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 Wastewater Revenue Bonds	485,575	-	142,785	364,181	221,396	60.8
2012 CIP & Refi.	243,660	-	243,660	182,745	(60,915)	(33.3)
VacCon Truck Loan	20,085	-	20,085	15,064	(5,021)	(33.3)
Debt Service: Allocated	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>749,320</b>	<b>-</b>	<b>406,530</b>	<b>561,990</b>	<b>155,460</b>	<b>27.7</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	344,280	-	-	258,210	258,210	100.0
Building, Yard & Paving Improvements	31,175	-	-	23,381	23,381	100.0
Capital Improvements Sewer	220,000	1,028	51,379	165,000	113,621	68.9
Engineering & Studies	79,600	1,796	6,721	59,700	52,979	88.7
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>675,055</b>	<b>2,824</b>	<b>58,100</b>	<b>506,291</b>	<b>448,192</b>	<b>88.5</b>
<b>OTHER</b>						
City of Eureka Projects:						
Treatment Plant	1,030,095	-	5,502	772,571	767,069	99.3
Martin Slough	-	-	1,653	-	(1,653)	-
<b>TOTAL OTHER</b>	<b>1,030,095</b>	<b>-</b>	<b>7,155</b>	<b>772,571</b>	<b>765,416</b>	<b>99.1</b>
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>345,048</b>	<b>229,917</b>	<b>1,571,060</b>	<b>258,786</b>	<b>1,312,274</b>	<b>(507.1)</b>

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
<b>OPERATING REVENUE</b>						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	-	-	-	-	-	-
<b>NON-OPERATING REVENUE</b>						
Property Taxes	350,000	-	14,580	262,500	(247,920)	(94.4)
Insurance Rebate	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
<b>TOTAL NON-OPERATING REVENUE</b>	350,000	-	14,580	262,500	(247,920)	(94.4)
<b>TOTAL DISTRICT REVENUE</b>	350,000	-	14,580	262,500	(247,920)	(94.4)
<b>OPERATING EXPENSES</b>						
Wages Direct	360,000	24,002	189,305	270,000	80,695	29.9
Benefits: PERS	184,500	20,639	180,934	138,375	(42,559)	(30.8)
Group Ins	565,000	41,330	331,476	423,750	92,274	21.8
Workers Comp Ins	4,680	-	1,594	3,510	1,916	54.6
FICA/Medicare	27,600	1,903	15,072	20,700	5,628	27.2
Misc Benefits	1,200	10	110	900	790	87.8
Total Wages and Benefits	1,142,980	87,884	718,492	857,235	138,743	16.2
Less: wages & ben charged to Capital Proj.	-	(2,121)	(17,151)	-	17,151	-
Less: Allocated to Water and Sewer Funds	(1,142,980)	(85,763)	(701,341)	(857,235)	(155,894)	18.2
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,400	-	6,407	4,800	(1,607)	(33.5)
Supplies/ Engineering	-	-	297	-	(297)	-
Supplies/ Maintenance	-	-	42	-	(42)	-
Invoicing	52,476	4,384	40,338	39,357	(981)	(2.5)
Web Payment Portal	6,000	-	-	4,500	4,500	-
Temporary Labor	10,000	-	-	7,500	7,500	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	21,360	2,128	18,289	16,020	(2,269)	(14.2)
Electrical Power	60,900	4,391	44,637	45,675	1,038	2.3
Street Lights	70,000	5,248	47,285	52,500	5,215	9.9
Telephone	7,410	388	5,941	5,558	(384)	(6.9)
Postage	750	-	2,128	563	(1,565)	(278.3)
Freight	-	-	-	-	-	-
Liability Insurance	65,000	-	54,488	48,750	(5,738)	(11.8)
Legal Services	30,000	943	4,427	22,500	18,074	80.3
Accounting	16,000	4,660	10,479	12,000	1,521	12.7
Engineering	7,650	-	255	5,738	5,483	95.6
Other Professional Services	10,800	-	5,250	8,100	2,850	35.2
Bank Service Charges	42,000	3,977	35,241	31,500	(3,741)	(11.9)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	16,650	212	5,461	12,488	7,026	56.3
Computer Software Maintenance	5,760	114	2,178	4,320	2,142	49.6
Memberships & Subscriptions	19,080	-	15,387	14,310	(1,077)	(7.5)
Bad Debts & Minimum Balance Writeoff	12,000	-	-	9,000	9,000	100.0
Conference & Continuing Ed	3,570	25	100	2,678	2,578	96.3
Certifications	2,538	-	-	1,904	1,904	100.0

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

**March 2021**

	Budgeted 2020-21	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
						Variance
State/County & LAFCO Fees and Charges	19,200	-	551	14,400	13,849	96.2
Elections Expense	3,500	-	-	2,625	2,625	100.0
Human Resources	7,776	-	5,226	5,832	606	10.4
Miscellaneous	7,440	1,117	3,492	5,580	2,088	37.4
Director's Fees	16,000	1,000	8,650	12,000	3,350	27.9
General & Admin Expense Allocation	(450,260)	(23,339)	(269,264)	(337,695)	(68,431)	20.3
<b>TOTAL OPERATING EXPENSES</b>	<b>70,000</b>	<b>5,248</b>	<b>47,285</b>	<b>52,500</b>	<b>5,215</b>	<b>9.9</b>
<b>LONG TERM DEBT PAYMENTS</b>						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL LONG TERM DEBT PAYMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>CAPITALIZED EXPENDITURES</b>						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	2,121	16,899	-	(16,899)	-
Engineering & Studies	-	-	527	-	(527)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>-</b>	<b>2,121</b>	<b>17,426</b>	<b>-</b>	<b>(17,426)</b>	
<b>INTERFUND TRANSFER OUT</b>		<b>-</b>	<b>-</b>	<b>-</b>		
<b>BUDGET SURPLUS (DEFICIT)</b>	<b>280,000</b>	<b>(7,369)</b>	<b>(50,131)</b>	<b>210,000</b>	<b>(260,131)</b>	<b>(123.9)</b>

**Humboldt Community Services District  
Notes  
March 2021**

Note 1 - Pass-Through Water & Sewer Charges

Pass-Through charges were not in effect in July. Prior year pass-through rates expired in June and the new rates went into effect in August. Additionally, sewer pass-through rates were set lower than what would be needed to achieve the desired pass-through income as budgeted. Usage, as set according to customer Winter Average, has also been lower than originally estimated, resulting in further reduction in income compared to budget.

See FM memo in Nov 24 Board Packet for further info.

Note 2 - Total Non Operating Revenue

Non Operating Revenue typically does not come in evenly throughout the year. Property tax and General Interest revenues, for example, are usually paid out in one or two deposits, and usually not until the middle and end of the fiscal year. Fixed Asset and scrap sales occur sporadically.

Capital Connection fee income is higher than budget primarily due to a large amount of connection fees collected for two large development projects.

Note 3 - Water Purchases - City of Eureka and HBMWD

While the 1MG tank at Walnut Drive was off line, water for areas normally served by this tank and sourced from HBMWD was instead sourced from City of Eureka Water. The City charges based on actual usage, while HBMWD charges based on annual amortized usage. As a result of this difference in billing methodology, charges from City of Eureka increased, while charges from HBMWD remained unchanged. It is expected that the District will see reduced billing from HBMWD reflecting the reduced usage when HBMWD next calculates amortized usage.

Note 4 - Supplies - Office/Administration

The primary source of this expense is the purchase of a new computer with capabilities necessary for CAD Modeling and other computer-intensive tasks for the GM. It is expected that this will allow the GM to perform tasks that would otherwise be performed by an outside vendor, providing an overall cost savings to the district.

Note 5 - Postage

The district utilizes a metered postage machine. Postage for this machine is pre-purchased. Additional postage in the amount of \$2,500 is purchased for the machine once per year, with purchase this year occurring in December 2020. No significant additional postage purchases are expected for the year, so this expense line will correspond to budgeted amount at year-end.

Note 6 - Liability (ACWA JPIA) Insurance

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

Note 7 - Engineering

**Engineering Expense - a/c 6810 - Operating Expense**

3/31/2021 YTD

General Fund			
	SHN Consulting Engineers	268	523
Water Fund			
	Water Model Calibration		
	SHN Consulting Engineers		1,349
	MacKay-Sposito		4,520
Sewer Fund			
	none	-	-
	<b>Total posted to 6810</b>	<b>268</b>	<b>6,391</b>

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

Water Fund			
	McKay Ranch Water Study		
	SHN Consulting Engineers	-	10,484
Sewer Fund			
	So Broadway FM Test/Dsgn		
	SHN Consulting Engineers	-	1,431
	<b>Total Engineering posted to 9040</b>	<b>-</b>	<b>11,915</b>
Non Engineering Costs Posted to 9040			
	McKay Annexation	-	396
	McKay Ranch Water Study	-	2,261
	McKay Ranch Water Study-Billed to Kramer	-	(19,879)
	Eitzen Annexation (to be reimbursed)	-	5,000
	So Broadway FM Test/Dsgn	1,796	2,775
		1,796	(9,447)
	<b>Grand Total posted to 9040</b>	<b>1,796</b>	<b>2,468</b>

**Engineering Costs charged to other CIPs:**

	Pine Hill Bridge Water Line		
	SHN Consulting Engineers	7,130	19,585
	Ridgewood WBS		
	SHN Consulting Engineers	-	1,710
	Ridgewood Tank Reahab		
	SHN Consulting Engineers	-	965
	Sea Ave FM Reversal		
	SHN Consulting Engineers	-	2,574
	Walnut 1MG Tank		
	North Coast Labs	-	355
	Haper and Associates	-	59,564
	Tower Lane SMR		
	SHN Consulting Engineers	-	85
	Christian Ln Water Main		
	SHN Consulting Engineers	-	363
	Golf Course Sewer Slough Xing		
	SHN Consulting Engineers	-	3,978
	<b>Total Engineering costs charged to other CIPs</b>	<b>7,130</b>	<b>89,179</b>

Note 8 - Bank Service Charges

As a greater number of District ratepayers utilize credit and debit cards to pay their utility bills, bank service charges increase proportionately. This will be alleviated with the implementation of a credit card payment system that allows for pass-through of processing fees.

Note 9 - Loan Payments

All loan payments occur either annually or semi-annually. The total loan payment for the full year will match the budgeted amount.

Note 10 - City of Eureka Wastewater CIP

The District receives an invoice from the City of Eureka for wastewater treatment CIP costs late in the fiscal year. This small August payment is for the prior year billing which we received complete documentation.

Note 11 - Budget Surplus

While the district currently shows a surplus (positive net income), this surplus is expected to be utilized for Capital Improvement projects in the current fiscal year. These capital improvement expenditures are included in the budgeted amounts. The district is on pace to be able to pay for such budgeted capital improvements with current fiscal year income, without the need to utilize reserve funds.

# 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: April 27, 2021

**AGENDA ITEM:** G.1

**TITLE:** Consideration of Adopting Resolution No. 2021-04 Appointing a Board President and Vice-President for the Period June 9, 2021 through December 13, 2022

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

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### **Recommendation:**

Select a Board President and Vice-President to complete the current period until the next general election through December 13, 2022. By motion and roll call vote, adopt Resolution No. 2021-04 confirming appointments.

### **Summary:**

At the December 8, 2020 Regular Meeting of the Board of Directors, in consideration of newly elected members unfamiliar with public meeting protocol, the appointment of Board President and Vice-President terms were limited to a six-month period rather than the customary two-year term. The six-month period expires June 8, 2021.

Basic duties of each position are as follows:

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

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

### **Fiscal Impact:**

None

**HCSD RESOLUTION NO. 2021-04  
A RESOLUTION APPOINTING OFFICERS OF THE BOARD  
OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT**

**RESOLVED**, by the Board of Directors of the Humboldt Community Services District, Humboldt County, California, the following Directors were elected to serve in the positions designated for the period from June 8, 2021 to December 13, 2022, as follows:

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

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

**PASSED, APPROVED, AND ADOPTED** this 27th day of April 2021, on the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
Alan Bongio, President  
Board of Directors

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



# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: April 27, 2021

**AGENDA ITEM:** G.2. (New Business)

**TITLE:** Consideration of modifying District compliance with Government Code Section 54957.5 (Brown Act) requiring physical availability of writings and reports related to an Agenda item for public inspection/availability.

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

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### Recommendation:

- a) Review Ms. Savage's email.
- b) Motion to maintain compliance with Government Code Section 54957.5 providing physical availability of board meeting related writings and documents.
- c) Roll call vote.

### Summary:

In an email dated April 15, 2021, a ratepayer, J.A. Savage, requested that the Board consider adjusting the policy and practice of providing paper copies of Board Packets to Board members, staff, media outlets, and the general public as follows.

**From:** ja savage <[jasavagehonest@gmail.com](mailto:jasavagehonest@gmail.com)>

**Sent:** Thursday, April 15, 2021 8:25 AM

**To:** Terrence Williams <[twilliams@humboldtcsd.org](mailto:twilliams@humboldtcsd.org)>; Alan Bongio, HCSD Director <[abongio@humboldtcsd.org](mailto:abongio@humboldtcsd.org)>

**Cc:** Heidi Benzonelli <[HBenzonelli@humboldtcsd.org](mailto:HBenzonelli@humboldtcsd.org)>; [Gregg@101things.com](mailto:Gregg@101things.com); [hansen4HCSD@gmail.com](mailto:hansen4HCSD@gmail.com); [joematteoli@gmail.com](mailto:joematteoli@gmail.com)

**Subject:** Request to put electronic delivery on board agenda

Updating that old ordinance requiring 14 paper copies of everything is such a simple change, but no one on the board is taking it up. So, I'm requesting (by email) that it be an item on the next agenda.

It will save staff time, trees, ink, and ratepayers' money.

Thanks for your consideration.

J.A. Savage

707 672 5665

[jasavagehonest@gmail.com](mailto:jasavagehonest@gmail.com)

The current conversation with this ratepayer started back in February when Ms. Savage requested that the District include several paragraphs from an email that she had sent to Board members regarding how she feels the District should be charging customers for water into the minutes from the meeting she attended. The material was not provided to staff, nor was the topic agendized at the meeting.

Ms. Savage was informed that there is a procedure in place to have items included on the agenda and that the District was not in the practice of reading emails into the minutes for non-agendized items.

In accordance with Brown Act guidelines to support public participation, the current procedure for a ratepayer or other interested party to include an item on the District's Board Meeting agenda is that the requesting party provide 14 printed copies of presentation material so that material can be distributed along with the agenda and other supporting material to the Directors, Legal Counsel, media outlets, staff and members of the public. This practice is in place because the State of CA requires that public entities comply with the Brown Act (Government Code 54957.5). The Brown Act specifically includes the following:

(c) Writings that are public records under subdivision (a) and that are distributed during a public meeting shall be made available for public inspection at the meeting if prepared by the local agency or a member of its legislative body, or after the meeting if prepared by some other person.

To ensure compliance with the Brown Act, the District produces paper copies of Board Packets for distribution to members of the public at live meetings. If the District were to switch to digital only distribution, these paper packets would still need to be produced or the District would need to supply tablets or laptops for each Board member, staff and for members of the public to ensure all have digital access to the material.

Shortly after I started with the District in August, I polled the Directors regarding their preference for electronic versus paper Board Packets; the response was unanimous, preferring paper delivery. In December, when the new Directors were seated after the election, I asked the question once again. The response was the same as before; the Directors prefer paper packets.

On March 10, 2021, Ms. Savage sent an email with a list of suggestions for the District regarding board meetings and public participation. This email was the topic of an agenda item in the March 23 Board meeting. During that meeting the Directors were polled once again; they indicated once again that they prefer paper Board Packets.

**Fiscal Impact:**  
unknown