



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

AGENDA

DATE: Tuesday, September 27, 2022

TIME: 5:00 p.m.

LOCATION: *In accordance with Assembly Bill 361 and District Resolution 2022-13, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and via teleconference through Zoom.*

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 876 2943 5655 and Passcode 831673. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Bongio, Gardiner, Hansen, Matteoli

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of September 27, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of September 13, 2022 Pgs 3-5

D. REPORTS

1. General Manager
 - a) GM Report Pg 7
2. Engineering Department
 - a) Water Loss Audit Status Report Pg 9
3. Superintendent
 - a) July/August 2022 Operations/Maintenance Report Pg 11
 - b) August 2022 Construction Operations Report Pg 13

4. Finance Department

a) August 2022 Budget Statement

Pgs 15-24

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 Adopting Resolution 2022-14 Acknowledging and Supporting the 6th Annual California Water Professionals Appreciation Week *Pgs 25-26*

2. Consider Changes in Current Board Officer Designations

Pg 27

3. Consider Development of a Diversity Equity Inclusion Training Program for all District Staff and Board Members

Pg 29

H. OLD BUSINESS

I. ADJOURNMENT

Next Res: 2022-15

Next Ord: 2022-02

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

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

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

The Board of Directors of the Humboldt Community Services District met in Regular Session at 5:00 p.m. on Tuesday, September 13, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-12.

A. CALL TO ORDER AND ROLL CALL

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

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the September 13, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of August 23, 2022
3. Approval of Minutes of the Special Meeting of August 25, 2022
4. Consideration of Resolution No. 2022-13 Making Findings Pursuant to government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE SEPTEMBER 13, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager
 - a) GM Report

GM reviewed his September 9 Memorandum advising of several staff members testing positive for COVID and that all are now back at work.

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OF THE BOARD OF DIRECTORS OF THE
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2. Engineering Department

a) Engineering Department Status Update

AE reviewed his September 9 Memorandum providing progress updates to the Tower Dr. Steel Main Replacement, Donna Dr. Hydro Pneumatic Tank Replacement, District Office Building Exterior Repairs, and City of Eureka Vista Dr. projects. The report also advised of staff response to 19 Humboldt County Building Permits and 592 Underground Service Alerts (USA) since the July report.

4. Finance Department

a) August 2022 Check Register

FM advised all remittances were ordinary in nature including the large number of refund checks found on pages 4-7 relating to customer move outs who were in good standing and entitled to receiving deposit and credit balance refunds.

6. Director Reports

Director Hansen requested two action items to appear on the next regular meeting agenda: 1) Board consideration of removing Director Bongio as Board President due to his failure in leadership due to egregious comments made at a recent County Planning Commission meeting, and 2) Consideration of starting a diversity equity inclusion training program for all District staff and Board Members to ensure such behavior does not re-occur.

E. PUBLIC PARTICIPATION

Julie Ryan requested clarification regarding the Election budget item of \$15,000 mentioned at the last meeting. GM advised the County Elections office charges each agency for its portion of operating fees related to ballot printing, disbursement, counting, etc.

G. NEW BUSINESS

1. Consideration of Changing the Board's Regular Meeting Time

Director Benzonelli summarized the scheduling difficulties she faces to comply with the 5:00 p.m. start time, frustration for others who work from 9-5 that would like to participate, and requested the designated meeting time be moved to 5:30 p.m. Discussion ensued wherein each Director identified various scheduling

DRAFT – MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
SEPTEMBER 13, 2022

conflicts they would endure should the meeting time be later and consideration for HCSD staff who's work day begins at 8 a.m.

PUBLIC COMMENT:

GM shared an email comment received from Jerry Martien supporting a later regular meeting time and suggesting 7:00 p.m.

Julie Ryan commented that in April 2018 she emailed the existing Board at the time requesting a later meeting time and received a response from then Director Tyson advising such would have a negative budget impact for employees held over after normal work hours. Ms. Ryan then added if staff modified their personal planning on meeting nights, such as reporting later in the morning, to accommodate a later start time that it would help more public participate.

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY DIRECTOR GARDINER, TO MAINTAIN THE ESTABLISHED REGULAR MEETING START TIME OF 5:00 P.M. THE 2ND AND 4TH TUESDAYS OF EACH MONTH. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF SEPTEMBER 13, 2022 AT 5:22 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: September 23, 2022
SUBJECT: General Manager Report for September 27, 2022 Board Meeting

Autumn Equinox

The autumn equinox is September 22, 2022 and marks the beginning of the new season. Last time I wrote about staff absenteeism resulting from illness and vacations associated with the season. Today I just want to acknowledge the equinox and the first day of fall.

COVID Masking Update

The California Department of Public Health (CDPH) has released new guidelines regarding masking that go into effect on Friday, September 23, 2022. The new guidelines are based on the rate of spread in a given community. Centers for Disease Control (CDC) defines three levels of community transmission; low, medium and high.

- When community levels are low, CDPH recommends that lower risk individuals should wear a mask based on their personal preference.
- When community levels are medium, CDPH advises lower risk individuals wear a mask in crowded indoor public places.
- When community levels are high, CDPH strongly encourages everybody to wear a mask in crowded public settings.

People at higher risk for severe illness, including people who are unvaccinated, immunocompromised, have certain disabilities or underlying health conditions, should take extra COVID-19 precautions like wearing a mask in public settings.

This guidance does not affect the District's COVID Prevention Protocols or the elevated COVID Protection Protocols; those will remain in effect until at least December 31, 2022. The one thing that will change is that Board meeting participants will not be required to wear a mask when community levels are low.

The current COVID level in the Humboldt Bay area is medium so please continue to wear a mask to the meeting.

You can check the community COVID level at the following CDC website:
<https://www.cdc.gov/coronavirus/2019-ncov/your-health/covid-by-county.html>

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Humboldt Community Services District

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Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: September 23, 2022
SUBJECT: Water Loss Audit Status Report

Water Loss Audit

California Senate Bill 555 was adopted during the drought of 2015, requiring urban water retailers to submit water loss audits to the California Department of Water Resources by October 1st each year. The audits are intended to encourage water agencies to detect and resolve leaks as early as possible. The audit program provides guidance to system operators to help identify and eliminate water losses within the system.

Water loss audits require water retailers to report volumes of water produced or imported, authorized consumption, and costs associated with operating the water distribution system. Authorized consumption includes metered customer connections, estimated fire department uses, water loss from repaired water leaks, and water uses for system maintenance such as fire hydrant flow tests, hydrant flushing, and sewer collection system cleaning. The difference between the volume of water produced or imported and the volume of authorized consumption is the system loss.

System loss is divided into two categories, apparent loss and real loss. Apparent losses are calculated from meter inaccuracies and systematic data handling errors. As aging water meters are replaced with new high accuracy meters the old meters are tested. This limited testing indicates that water may not necessarily be leaking from pipes, but slipping through aging water meters undetected. When water is tabulated in Hundreds of millions of gallons per year, there will be data rounding errors. Real losses are those which cannot be attributed to an inaccurate meter or quantified as a result of a known leak. All known leaks are repaired immediately. Real water loss for 2021 is reported as 70.4 million gallons which is about 11% of production. This is significantly less than the 2020 value of 112.3 million gallons.

The Water Loss Audits also require water retailers to provide a numeric grade for various aspects of their systems based on known methods for reducing water losses. The District's overall score has increased from 54/100 in 2016, to 66/100 in 2020. As of this writing, the 2021 audit is being validated by a 3rd party, though District staff anticipates a score of 70/100. District Forces have worked diligently to identify losses within the system and continued work will raise our overall score for next year's audit.

Once the audit is 3rd party validated, it will be available for review upon request.

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Humboldt Community Services District

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BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: September 22, 2022
Subject: July/August 2022 Operations/Maintenance Report

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

Sewer related business included filming 489 feet of sewer main line, cleaning 6,586 feet of sewer main line, cleaning 638 feet of sewer lateral line, cleaning sewer wet wells at the Sequoia Street, Fields Landing, Pine Hill Road, Artino Street, Bailey Street, "F" Street, Hoover Street, Edgewood Road, Buhne Drive, Perch Street and King Salmon sewer lift stations, and servicing the Flygt sewer pumps at multiple sewer lift stations.

Other business included assisting with the required Lead and Copper Sampling Program, responding to power outages in Rosewood and the Mitchell Road areas, completing the annual seismic testing at the Blue Spruce water booster station and water storage tank site, continued preparations for multiple upcoming Capital Improvement Projects, continued preparations for responding to any issues which may arise from the City of Eureka's Elk River Estuary Enhancement Project, landscape maintenance at multiple water and sewer facility sites and the completion of the Sequoia Street sewer lift station rehabilitation project.

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Humboldt Community Services District

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BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: September 22, 2022
Subject: August 2022 Construction Operations Report

General business for the month of August included a water service line leak repair on Cummings Road, replacement of water service lines due to leaks on Avalon Drive, Linton Avenue and Ridgewood Drive, installing new water services on Bailey Street and Amigo Court, repairing a fire hydrant at the Hubbard water booster station and replacing a broken water meter stop on Beechwood Drive.

Other business included performing vehicle and equipment maintenance, water meter reading, customer service orders, hauling dirt to fill sites, assisting the Operations/Maintenance Department on the Sequoia Sewer Lift Station Rehabilitation Project, District yard clean-up and organization and cross training with the Operations/Maintenance Department as time allows.

Capital Improvement Project (CIP) business included construction on the District Front Office Rehabilitation Project.

In preparation for the upcoming South Broadway Sewer Force Main Line Replacement Project, crews installed 100 feet of 36" culvert piping alongside the existing sewer force main line to minimize future impacts to the Hikshari Trail extension which is being constructed as part of the City of Eureka's Elk River Estuary Enhancement Project. The new culvert piping will be used as a sleeve for the new sewer force main line to run through where the Hikshari Trail crosses over the sewer force main line.

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	5,449,000	455,142	898,543	908,167	(9,624)	(1.1)	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	437,235	870,846	880,000	(9,154)	(1.0)	
Sewer Service Charges - Pass Through	1,500,000	131,679	261,968	250,000	11,968	4.8	
Water & Sewer Construction Fees	47,000	568	13,846	7,833	6,013	76.8	
Account Fees	35,000	3,359	6,217	5,833	384	6.6	
Reimbursable Maintenance Fees	1,000	-	-	167	(167)	(100.0)	1
Miscellaneous	2,000	-	-	333	(333)	(100.0)	1
TOTAL OPERATING REVENUE	12,314,000	1,028,133	2,051,570	2,052,333	(763)	(0.0)	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	25,651	32,872	30,000	2,872	9.6	1
Interest/General	30,000	-	-	5,000	(5,000)	(100.0)	1
Discounts Earned	2,000	101	212	333	(121)	(36.3)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	-	2,617	(2,617)	(100.0)	1
Bad Debt Recovery	10,000	-	-	1,667	(1,667)	(100.0)	1
Property Taxes & Assessments	354,000	-	-	59,000	(59,000)	(100.0)	1
Insurance Rebate	20,000	-	-	3,333	(3,333)	(100.0)	1
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	611,700	25,751	33,084	101,950	(68,866)	(67.5)	1
TOTAL DISTRICT REVENUE	12,925,700	1,053,884	2,084,654	2,154,283	(69,629)	(3.2)	
OPERATING EXPENSES							
Wages Direct	1,635,000	122,784	244,601	272,500	27,899	10.2	
Benefits: PERS	503,000	41,060	82,087	83,833	1,746	2.1	
Group Ins	1,235,000	87,429	174,010	205,833	31,824	15.5	
Workers Comp Ins	23,500	-	4,918	3,917	(1,001)	(25.6)	2
FICA/Medicare	117,000	8,590	18,842	19,500	658	3.4	
Misc Benefits	500	60	100	83	(17)	(20.0)	
Total Wages and Benefits	3,514,000	259,923	524,559	585,667	61,108	10.4	
Less: wages & ben charged to Capital Proj.	(175,676)	(28,196)	(41,260)	(29,279)	11,980	(40.9)	
Total Operating Wages and benefits	3,338,324	231,727	483,299	556,387	73,088		
Water Purchase HBMWD	1,075,000	89,246	175,492	179,167	3,675	2.1	
Water Purchase Eureka	810,000	75,299	146,734	135,000	(11,734)	(8.7)	
Sewage Treatment Operations & Maint.	1,495,000	134,733	269,466	249,167	(20,299)	(8.1)	
Water/Sewer Analysis	15,000	1,468	3,053	2,500	(553)	(22.1)	3
Supplies/ Construction	159,500	9,066	24,417	26,583	2,166	8.1	
Supplies/ Office-Administration	15,000	506	847	2,500	1,653	66.1	
Supplies/ Engineering	2,500	-	-	417	417	100.0	
Supplies/ Maintenance	100,000	6,525	14,351	16,667	2,315	13.9	
Invoicing	57,000	4,288	9,582	9,500	(82)	(0.9)	
Temporary Labor	61,200	4,486	8,232	10,200	1,968	19.3	
Repairs & Maintenance/Trucks	55,000	3,274	6,333	9,167	2,834	30.9	
Equipment Rental	5,000	-	-	833	833	100.0	
Building & Grounds Maintenance	30,000	2,162	4,969	5,000	31	0.6	
Electrical Power	295,800	34,181	66,879	49,300	(17,579)	(35.7)	4
Street Lights	70,000	14,591	16,826	11,667	(5,159)	(44.2)	4
Telephone	18,000	897	1,745	3,000	1,255	41.8	
Postage	3,000	10	19	500	481	96.1	
Freight	500	1,168	1,168	83	(1,085)	(1,301.8)	5
Chemicals	10,000	821	1,658	1,667	9	0.5	
Liability Insurance	62,000	2,484	30,649	10,333	(20,315)	(196.6)	6

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Legal	70,000	4,339	4,482	11,667	7,185	61.6	
Accounting	13,000	-	-	2,167	2,167	100.0	
Engineering	1,000	-	-	167	167	100.0	
Other Professional Services	118,000	700	700	19,667	18,967	96.4	
Bank Service Charges	28,000	1,966	4,065	4,667	602	12.9	
Transportation	75,738	4,281	11,246	12,623	1,377	10.9	
Office Equip. Maintenance	7,000	163	298	1,167	869	74.5	
Computer Software Maintenance	45,000	118	27,770	7,500	(20,270)	(270.3)	7
Memberships & Subscriptions	24,800	-	2,258	4,133	1,875	45.4	
Bad Debts & Minimum Balance Writeoff	50,000	(4)	(4)	8,333	8,338	100.1	
Conference & Continuing Ed	34,500	-	-	5,750	5,750	100.0	
Certifications	3,500	165	611	583	(28)	(4.7)	
State/County & LAFCO Fees and Charges	40,000	-	-	6,667	6,667	100.0	
Hydraulic Water Model Maintenance	6,000	-	-	1,000	1,000	100.0	
Elections Expense	15,000	-	-	2,500	2,500	100.0	
Human Resources	21,000	300	933	3,500	2,567	73.3	
Miscellaneous	12,000	213	335	2,000	1,665	83.3	
Director's Fees	16,000	1,250	2,250	2,667	417	15.6	
TOTAL OPERATING EXPENSES	8,258,362	630,421	1,320,662	1,376,394	55,732	4.0	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	29,572	29,572	100.0	8
2012 CIP & Refi.	203,766	114,966	114,966	33,961	(81,005)	(238.5)	8
Davis-Grunsky Loan	6,049	-	-	1,008	1,008	100.0	8
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)	8
2014 Wastewater Revenue Bonds	484,175	-	-	80,696	80,696	100.0	8
New Long-Term Debt	(340,000)	-	-	(56,667)	(56,667)	100.0	8
TOTAL LONG TERM DEBT PAYMENTS	648,860	114,966	232,407	108,143	(124,263)	(114.9)	8
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	340,000	-	-	56,667	56,667	100.0	
Building, Yard & Paving Improvements	94,000	26,827	34,466	15,667	(18,799)	(120.0)	
Capital Improvements Water	1,617,700	30,377	49,326	269,617	220,291	81.7	
Capital Improvements Sewer	865,000	31,071	43,130	144,167	101,036	70.1	
Engineering & Studies	-	-	-	-	-	-	
District Design Standards	-	-	268	-	(268)	-	
TOTAL CAPITAL EXPENDITURES	2,916,700	88,275	127,190	486,117	358,927	73.8	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	189,167	189,167	100.0	
TOTAL City of Eureka Projects	1,135,000	-	-	189,167	189,167	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(33,222)	220,223	404,396	(5,537)	409,933	7,403.5	

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	12,314,000	1,028,133	2,051,570	2,052,333	(763)	(0.0)
TOTAL OPERATING EXPENSES	<u>(8,258,362)</u>	<u>(630,421)</u>	<u>(1,320,662)</u>	<u>(1,376,394)</u>	55,732	4.0
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	397,713	730,909	675,940	54,969	8.1
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	611,700	25,751	33,084	101,950	(68,866)	(67.5)
TOTAL LONG TERM DEBT SERVICE	<u>(648,860)</u>	<u>(114,966)</u>	<u>(232,407)</u>	<u>(108,143)</u>	<u>(124,263)</u>	<u>(114.9)</u>
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	308,498	531,586	669,746	110,366	16.5
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(88,275)	(127,190)	(486,117)	358,927	73.8
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(189,167)	189,167	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>220,223</u>	<u>404,396</u>	<u>(5,537)</u>	<u>409,933</u>	<u>7,403.5</u>

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	5,449,000	455,142	898,543	908,167	(9,624)	(1.1)
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	568	13,846	5,833	8,013	137.4
Account Fees	19,950	1,915	3,544	3,325	219	6.6
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	133	(133)	(100.0)
Miscellaneous	1,000	-	-	167	(167)	(100.0)
TOTAL OPERATING REVENUE	5,505,750	457,625	915,932	917,625	(1,693)	(0.2)
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	19,488	23,751	15,000	8,751	58.3
Interest/General	23,547	-	-	3,925	(3,925)	(100.0)
Discounts Earned	1,280	57	121	213	(92)	(43.2)
Sales:Fixed Assets/Scrap Metal	8,844	-	-	1,474	(1,474)	(100.0)
Bad Debt Recovery	5,700	-	-	950	(950)	(100.0)
FW/MR Assessment	4,000	-	-	667	(667)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	133,371	19,545	23,872	22,229	1,644	7.4
TOTAL DISTRICT REVENUE	5,639,121	477,170	939,805	939,854	(49)	(0.0)
OPERATING EXPENSES						
Wages Direct	768,450	50,774	112,113	128,075	15,962	12.5
Wages & Benefits: Allocated	623,298	49,339	97,457	103,883	6,426	6.2
Benefits: PERS	181,080	7,324	16,174	30,180	14,006	46.4
Group Ins	382,850	23,584	52,720	63,808	11,088	17.4
Workers Comp Ins	12,690	-	2,677	2,115	(562)	(26.6)
FICA/Medicare	54,990	3,271	8,530	9,165	635	6.9
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,023,358	134,291	289,671	337,226	47,556	14.1
Less: wages & ben charged to Capital Proj.	(130,000)	(4,193)	(12,528)	(21,667)	(9,138)	42.2
Total Operating Wages and benefits	1,893,358	130,098	277,142	315,560	38,417	12.2
Water Purchase HBMWD	1,075,000	89,246	175,492	179,167	3,675	2.1
Water Purchase Eureka	810,000	75,299	146,734	135,000	(11,734)	(8.7)
Water Analysis	7,500	1,468	3,053	1,250	(1,803)	(144.2)
Supplies/ Construction	118,030	8,178	19,721	19,672	(50)	(0.3)
Supplies/Office-Administration	4,500	221	386	750	364	48.5
Supplies/ Engineering	1,425	-	-	238	238	100.0
Supplies/ Maintenance	50,000	4,694	9,908	8,333	(1,575)	(18.9)
Temporary Labor	31,744	2,557	4,692	5,291	598	11.3
Repairs & Maintenance/Trucks	30,800	1,524	3,213	5,133	1,920	37.4
Equipment Rental	3,700	-	-	617	617	100.0
Building & Grounds Maintenance	1,800	299	591	300	(291)	(97.0)
Electrical Power	162,690	20,669	41,445	27,115	(14,330)	(52.8)
Telephone	5,760	-	-	960	960	100.0
Postage	1,290	-	-	215	215	100.0
Freight	285	44	44	48	3	7.2
Chemicals	10,000	821	1,658	1,667	9	0.5
Engineering	390	-	-	65	65	100.0
Other Professional Services	23,600	-	-	3,933	3,933	100.0
Transportation	43,171	2,440	6,410	7,195	785	10.9
Office Equip. Maintenance	1,050	-	-	175	175	100.0
Computer Software Maintenance	21,600	-	15,694	3,600	(12,094)	(336.0)
Memberships & Subscriptions	1,488	-	1,287	248	(1,039)	(419.0)
Bad Debts & Minimum Balance Writeoff	28,500	(2)	(2)	4,750	4,752	100.1
Conference & Continuing Ed	12,075	-	-	2,013	2,013	100.0
Certifications	1,050	165	220	175	(45)	(25.6)
State/County & LAFCO Fees and Charges	13,600	-	-	2,267	2,267	100.0
Hydraulic Water Model Maintenance	6,000	-	-	1,000	1,000	100.0

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	%
Human Resources	8,190	-	-	1,365	1,365	100.0
Miscellaneous	2,640	-	-	440	440	100.0
General & Admin Expense Allocation	262,094	13,515	36,723	43,682	6,959	15.9
TOTAL OPERATING EXPENSES	4,633,330	351,236	745,454	772,222	26,768	3.5
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	29,572	29,572	100.0
2012 CIP & Refi.	26,166	-	-	4,361	4,361	100.0
Davis-Grunsky Loan	6,049	-	-	1,008	1,008	100.0
TOTAL LONG TERM DEBT PAYMENTS	209,644	-	-	34,941	34,941	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	30,377	43,764	269,617	225,853	83.8
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,617,700	30,377	43,764	269,617	225,853	83.8
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(821,553)	95,557	150,587	(136,926)	287,512	210.0

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	5,280,000	437,235	870,846	880,000	(9,154)	(1.0)
Sewer Service Charges - Pass Through	1,500,000	131,679	261,968	250,000	11,968	4.8
Sewer Construction Fees	12,000	-	-	2,000	(2,000)	(100.0)
Account Fees	15,050	1,444	2,673	2,508	165	6.6
Inspection Fees	-	150	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	33	(33)	(100.0)
Miscellaneous	1,000	-	-	167	(167)	(100.0)
TOTAL OPERATING REVENUE	6,808,250	570,509	1,135,638	1,134,708	929	0.1
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	6,163	9,121	15,000	(5,880)	(39.2)
Interest/General	6,453	-	-	1,076	(1,076)	(100.0)
Discounts Earned	720	43	91	120	(29)	(23.9)
Sales: Fixed Assets/Scrap Metal	6,856	-	-	1,143	(1,143)	(100.0)
Bad Debt Recovery	4,300	-	-	717	(717)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	108,329	6,206	9,212	18,055	(8,843)	(49.0)
TOTAL DISTRICT REVENUE	6,916,579	576,714	1,144,850	1,152,763	(7,914)	(0.7)
OPERATING EXPENSES						
Wages Direct	474,150	37,311	69,454	79,025	9,571	12.1
Wages & Benefits: Allocated	623,297	49,339	97,457	103,883	6,426	6.2
Benefits: PERS	115,690	5,521	10,437	19,282	8,845	45.9
Group Ins	234,650	19,312	36,232	39,108	2,876	7.4
Workers Comp Ins	7,755	-	1,641	1,293	(349)	(27.0)
FICA/Medicare	35,100	2,571	5,324	5,850	526	9.0
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,490,642	114,053	220,546	248,440	27,895	11.2
Less: wages & ben charged to Capital Proj.	(45,676)	(12,424)	(14,389)	(7,613)	6,776	(89.0)
Total Operating Wages and benefits	1,444,966	101,629	206,157	240,828	34,671	14.4
Sewage Treatment: Operating & Maint.	1,495,000	134,733	269,466	249,167	(20,299)	(8.1)
Sewer Analysis	7,500	-	-	1,250	1,250	100.0
Supplies/ Construction	41,470	888	4,696	6,912	2,216	32.1
Supplies/ Office-Administration	4,500	167	292	750	459	61.1
Supplies/ Engineering	1,075	-	-	179	179	100.0
Supplies/ Maintenance	50,000	1,831	4,443	8,333	3,890	46.7
Temporary Labor	19,456	1,929	3,540	3,243	(297)	(9.2)
Repairs & Maintenance/Trucks	24,200	1,750	3,120	4,033	914	22.7
Equipment Rental	1,300	-	-	217	217	100.0
Building & Grounds Maintenance	1,500	226	446	250	(196)	(78.3)
Electrical Power	70,992	4,963	10,691	11,832	1,141	9.6
Telephone	2,880	-	-	480	480	100.0
Postage	960	-	-	160	160	100.0
Freight	215	1,124	1,124	36	(1,088)	(3,037.1)
Legal	-	-	-	-	-	-
Engineering	100	-	-	17	17	100.0
Other Professional Services	23,600	-	-	3,933	3,933	100.0
Transportation	32,567	1,841	4,836	5,428	592	10.9
Office Equip. Maintenance	770	-	-	128	128	100.0

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	16,200	-	11,840	2,700	(9,140)	(338.5)
Memberships & Subscriptions	992	-	971	165	(806)	(487.3)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	3,583	3,583	100.0
Conference & Continuing Ed	15,180	-	-	2,530	2,530	100.0
Certifications	805	-	41	134	93	69.2
State/County & LAFCO Fees and Charges	7,200	-	-	1,200	1,200	100.0
Human Resources	6,090	-	-	1,015	1,015	100.0
Miscellaneous	1,920	(2)	(2)	320	322	100.6
General & Admin Expense Allocation	262,094	13,515	36,723	43,682	6,959	15.9
TOTAL OPERATING EXPENSES	3,555,032	264,594	558,382	592,505	34,123	5.8
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	-	-	80,696	80,696	100.0
2012 CIP & Refi.	177,600	-	-	29,600	29,600	100.0
VacCon Truck Loan	117,441	-	117,441	19,574	(97,867)	(500.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,216	-	117,441	129,869	12,428	9.6
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard & Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	31,071	43,130	144,167	101,036	70.1
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	865,000	31,071	43,130	144,167	101,036	70.1
OTHER						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	189,167	189,167	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,135,000	-	-	189,167	189,167	100.0
BUDGET SURPLUS (DEFICIT)	582,331	281,050	425,896	97,055	328,841	(338.8)

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

August 2022

	Budgeted 2022-23	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	-	-	-	-	-
Miscellaneous	-	-	-	-	-	-
TOTAL OPERATING REVENUE	-	-	-	-	-	-
NON-OPERATING REVENUE						
Property Taxes	350,000	-	-	58,333	(58,333)	(100.0)
Insurance Rebate	20,000	-	-	3,333	(3,333)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	61,667	(61,667)	(100.0)
TOTAL DISTRICT REVENUE	370,000	-	-	61,667	(61,667)	(100.0)
OPERATING EXPENSES						
Wages Direct	392,400	34,699	63,034	65,400	2,366	3.6
Benefits: PERS	206,230	28,216	55,477	34,372	(21,105)	(61.4)
Group Ins	617,500	44,534	85,057	102,917	17,860	17.4
Workers Comp Ins	3,055	-	600	509	(91)	(17.8)
FICA/Medicare	26,910	2,748	4,989	4,485	(504)	(11.2)
Misc Benefits	500	60	100	83	(17)	(20.0)
Total Wages and Benefits	1,246,595	110,256	209,257	207,766	(1,491)	(0.7)
Less: wages & ben charged to Capital Proj.	-	(11,579)	(14,342)	-	14,342	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(98,677)	(194,914)	(207,766)	(12,852)	6.2
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	117	169	1,000	831	83.1
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,288	9,582	9,500	(82)	(0.9)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	1,667	1,667	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,638	3,933	4,450	517	11.6
Electrical Power	62,118	8,549	14,742	10,353	(4,389)	(42.4)
Street Lights	70,000	14,591	16,826	11,667	(5,159)	(44.2)
Telephone	9,360	897	1,745	1,560	(185)	(11.9)
Postage	750	10	19	125	106	84.6
Freight	-	-	-	-	-	-
Liability Insurance	62,000	2,484	29,607	10,333	(19,274)	(186.5)
Legal Services	70,000	4,339	4,482	11,667	7,185	61.6
Accounting	13,000	-	-	2,167	2,167	100.0
Engineering	510	-	-	85	85	100.0
Other Professional Services	70,800	700	700	11,800	11,100	94.1
Bank Service Charges	28,000	1,966	4,065	4,667	602	12.9
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	163	298	863	566	65.5
Computer Software Maintenance	7,200	118	236	1,200	964	80.3
Memberships & Subscriptions	22,320	-	-	3,720	3,720	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	-	-	1,208	1,208	100.0
Certifications	1,645	-	350	274	(76)	(27.7)

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

August 2022

	Budgeted 2022-23	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	-	-	3,200	3,200	100.0
Elections Expense	15,000	-	-	2,500	2,500	100.0
Human Resources	6,720	300	933	1,120	187	16.7
Miscellaneous	7,440	213	335	1,240	905	73.0
Director's Fees	16,000	1,250	2,250	2,667	417	15.6
General & Admin Expense Allocation	(524,188)	(27,030)	(73,446)	(87,365)	(13,919)	15.9
TOTAL OPERATING EXPENSES	70,000	14,591	16,826	11,667	(5,159)	(44.2)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	114,966	114,966	-	(114,966)	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	114,966	114,966	-	(114,966)	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	340,000	-	-	56,667	56,667	100.0
Building, Yard & Paving Improvements	94,000	26,827	34,466	15,667	(18,799)	(120.0)
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	268	-	(268)	-
TOTAL CAPITAL EXPENDITURES	434,000	26,827	34,733	72,333	37,600	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(134,000)	(156,383)	(166,525)	(22,333)	(144,192)	645.6

Humboldt Community Services District

Notes

August 2022

Note 1 - Non Operating and Miscellaneous Revenue

Most non-operating and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Workers Comp insurance

Workers comp expenses are billed to the district in quarterly installments. The 1st installment was paid in July, with the next installment scheduled for October. Worker's comp expenses are expected to match budgeted

Note 3 - Water/Sewer Analysis

Lead/Copper analysis occurring in first quarter of FY 2023, and will be complete by the end of the first quarter. Remaining analysis expenses throughout the year will be lower, and total expenditures for the year are expected to be in line with budgeted amount.

Note 4 - Electrical Power (District use and Street Lighting)

The district typically sees increased electrical usage during summer months due to increased electricity used for pumping. The district has been using more electrical power than expected, even with this taken into account. Additionally, rates from PGE have increased more than originally anticipated. Staff will continue to monitor power usage and costs.

Note 5 - Freight

Shipping cost for sewer pump for repair.

Note 6 - Liability 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 - Computer software maintenance

Annual software maintenance fee for the District's utility billing software was paid in July, which is the majority of the budgeted expense for the year. Remaining budgeted software maintenance expenses will occur

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: September 27, 2022

AGENDA ITEM: G.1

TITLE: Consideration of Adopting Resolution 2022-14 Acknowledging and Supporting the 6th Annual California Water Professionals' Appreciation Week

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to adopt Resolution 2022-14 by title only, followed by discussion and roll-call vote.

Summary:

During September 2017, the State and Legislature established the Water Professionals' Appreciation Week. As such, our dedicated District staff are deserving of receiving recognition from their Board as well. Always at the ready, staff perform consistently to be certain ratepayers receive the highest quality water and wastewater service available; often times in the middle of the night.

Fiscal Impact:

None

RESOLUTION NO. 2022-14

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
ACKNOWLEDGING AND SUPPORTING THE SIXTH ANNUAL CALIFORNIA WATER
PROFESSIONALS' APPRECIATION WEEK**

WHEREAS, Water Professionals' Appreciation Week was established in the State of California by Senate Concurrent Resolution (SCR) 80, approved by the Legislature on September 13, 2017 and chaptered on September 19, 2017; and

WHEREAS, Humboldt Community Services District (HCSD) provides high-quality, safe, reliable drinking water and wastewater service for approximately 20,000 people within our service area boundaries; and

WHEREAS, HCSD's system operates 24 hours a day, seven days a week, 365 days a year; and

WHEREAS, during the last several years of COVID-19, more than ever the water industry is proud of the important role our essential workers play in making sure our communities have safe and reliable drinking water; and

WHEREAS, HCSD staff, in addition to providing high-quality water and wastewater service, have performed exceptional service responding to and repairing approximately 60 water main and service line leaks, cleaning over 43,000 feet of sewer main and lateral line, filming over 5,000 feet of sewer main line, cleaning over 60 wet wells, responding with backup power to multiple late night power outages, replacing the steel water main line at Park Street, Christian Lane and Tower Drive. rehabilitating electrical control cabinets at the Buhne and Perch sewer lift stations in King Salmon, upgrading pumps at the Pine Hill, Liberty Bell and Sequoia sewer lift stations, replacing the office siding and windows, reading approximately 90,000 water meters, handling hundreds of customer service requests, and completing all other tasks related to the operation and maintenance of a Community Services District.

WHEREAS, the HCSD Board of Directors wishes to communicate their appreciation and praise for all the employees who do an excellent job and ensure the safety and reliability of the District facilities, infrastructure, and administrative processes.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Humboldt Community Services District expresses their appreciation and praise for all HCSD staff during the sixth annual Water Professionals' Appreciation Week from October 1 through 9, 2022.

PASSED AND ADOPTED on the 27TH day of September 2022 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

Alan Bongio, Board President

ATTEST:

Brenda K. Franklin, Board Secretary

Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 27, 2022

AGENDA ITEM: G.2 (New Business)

TITLE: Consider Changes in Current Board Officer Designations

REQUESTED BY: Director Hansen

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and consider making changes to current Board Officer Designations.

Summary:

At the September 13, 2022, Regular Meeting, Director Hansen requested this item be placed on the agenda for Board consideration and discussion. Below, staff has reproduced Director Hansen's comments on the matter:

During a recent County Planning Commission meeting, Director Bongio made a series of disturbing statements and exhibited behavior unbecoming to an elected or appointed official. Due to the egregiousness of the conduct, the media has taken interest in the story and because of Director Bongio's role as an elected official with the Humboldt Community Services District, the District's name has been associated with the story. I am requesting two items be added to the next agenda. First: Director Bongio should be removed as President of the HCSD Board due to a failure in leadership. Secondly, a diversity equity inclusion training program should be started for all district staff and board members to ensure this sort of behavior doesn't happen again.

The Board has the authority, by majority vote, to make changes to Officer designations.

Fiscal Impact:

Unknown, minor

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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: September 27, 2022

AGENDA ITEM: G.3 (New Business)

TITLE: Consider Development of a Diversity Equity and Inclusion Training Program for Board and Staff

REQUESTED BY: Director Hansen

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and consider directing staff to develop a Diversity Equity and Inclusion training program for District Staff and Board of Directors.

Summary:

At the September 13, 2022 Regular Meeting, Director Hansen requested this item be placed on the agenda for Board consideration and discussion. Below, staff has reproduced Director Hansen's comments on the matter:

During a recent County Planning Commission meeting, Director Bongio made a series of disturbing statements and exhibited behavior unbecoming to an elected or appointed official. Due to the egregiousness of the conduct, the media has taken interest in the story and because of Director Bongio's role as an elected official with the Humboldt Community Services District, the District's name has been associated with the story. I am requesting two items be added to the next agenda. First: Director Bongio should be removed as President of the HCSD Board due to a failure in leadership. Secondly, a Diversity Equity and Inclusion training program should be started for all district staff and board members to ensure this sort of behavior doesn't happen again.

Fiscal Impact:

Unknown, will depend on the scope of the program. If directed to do so, staff will research various options and present a detailed analysis at a future meeting.