



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

AGENDA

DATE: Tuesday, October 25, 2022

TIME: 5:00 p.m.

LOCATION: *In accordance with Assembly Bill 361 and District Resolution 2022-15, public meetings will be conducted both in person at 5055 Walnut Drive in Eureka, California, and telephonically through Zoom.*

The HCSD Boardroom is open to the public during open session segment(s) of the meeting. If you cannot attend in person and would like to speak on an agenda item including Public Participation, please join through the Zoom website (<https://zoom.us>) entering Meeting ID 863 3300 8295 and Passcode 646747. 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 October 25, 2022 Agenda Pgs 1-2
2. Approval of Minutes of the Regular Meeting of October 11, 2022 Pgs 3-9
3. Consideration of Consent for District Special Legal Counsel to Simultaneous Pgs 11-13
Representation of the Humboldt County Association of Governments (HCAOG),
Peninsula Community Services District, Humboldt County, Humboldt Community
Services District, McKinleyville Community Services District, and City of Fortuna and
Authorize the General Manager to Sign the Consent Document

D. CORRESPONDENCE

1. ACWA – Notice of General Sessions Membership Meeting November 30, 2022 Pgs 15-19

E. REPORTS

1. General Manager
 - a) GM Report Pgs 21-27
2. Engineering Department
 - a) Status Report Pgs 29-30

3. Superintendent

a) September 2022 Operations/Maintenance Report

Pg 31

4. Finance Department

a) September 2022 Budget Statement

Pgs 33-42

5. Legal Counsel

6. Director Reports

7. Other

F. 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.

G. NON-AGENDA

H. NEW BUSINESS

1. Consideration of Purchase of One (1) 2023 model Peterbilt 563 Single Axle Cab and Chassis with Western Construction 12-foot Dump Box from Coast Counties Truck and Equipment Co. *Pgs 43-44*
2. Consideration of Adopting Resolution 2022-17 Authorizing the Sole Source Purchase of One (1) 2023 F550 Service Truck from Crown Ford of Redding, California *Pgs 45-55*

I. OLD BUSINESS

J. ADJOURNMENT

Next Res: 2022-18

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, October 11, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-13.

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), District Legal Counsel Plotz, District Superintendent Latham, Finance Manager Montag (FM), and Assistant Engineer Adams (AE).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of the October 11, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of September 27, 2022
3. Consideration of Resolution No. 2022-15 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing Continue Use of Virtual Meetings for Another 30 days.

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE OCTOBER 11, 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

- SCADA – GM participated in a 3-day intensive SCADA programming technique training, will attend a follow-up session at the end of October, and ultimately will train staff who will assist with SCADA deployment, testing, and validation.
- Rate Study – Consultant NBS continues to cite the HCSD rate study delays are due to the inability to obtain pertinent information from the City

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of Eureka (COE) staff. District rates are partially determined by COE rates and spending. NBS met with COE October 5 wherein COE made some key decisions that are expected to enable NBS to proceed with a draft report for presentation in the near future followed by the Prop. 218 processes.

- Diversity Equity and Inclusion (DEI) - Staff is awaiting response from several potential training sources. Once options are known a presentation will be made at a future meeting.

2. Engineering Department

a) Status Report

- Hemlock Sewer Reversal – Staff are generating a bid package for the 3,500 ft. pressure sewer line conversion to gravity flow project and planning for construction during summer 2023. In response to questions posed by Director Gardiner, AE advised the project originated with installation of the Martin Slough Interceptor wherein COE abandoned the line. GM confirmed that COE facilitated inspections as well adding that there is quite a bit of work to turn it into a gravity main but it will save the District money versus other options.
- 18th Street Steel Main Replacement – Planning has begun for replacement of approximately 800 feet of steel water main with C900 water main and includes new wet barrel fire hydrants.

3. Superintendent

a) September 2022 Construction Operations Report

Superintendent reported in addition to usual business of water service line leak repairs and replacements as well as vehicle/equipment maintenance, meter reading, fill dirt hauling and assisting with customer service orders, the Construction Department installed a new 2” water service, replaced a fire hydrant due to a vehicle accident, replaced a broken meter stop, replaced a pressure reducing valve and raised a sewer cleanout. As time and weather permitted CIP work continued on the front office rehabilitation and Tower Road Steel Water Main Line Replacement.

4. Finance Department

a) September 2022 Check Register

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FM advised all entries are fairly standard and mentioned the PGE electricity charges are approximately 10% higher than the anticipated projection but does not foresee any difficulties if the trend continues through the fiscal year.

5. Legal Counsel

Provided an update to the Brown Act teleconference rules via AB 2449 that will take effect January 1, 2023. While the State of Emergency remains in force, social distancing is imposed or recommended, the current flexibility of AB361 will be effective until sunseting December 31, 2023. Once the AB361 circumstances no longer prevail, AB 2449 will provide for less than a quorum of elected officials to participate by teleconference for specific “Just Cause” conditions or due to “Emergency Circumstances” related to personal physical or family medical emergency. Legal Counsel will provide the Directors with a summary memorandum.

6. Director Reports

Director Benzonelli referred to Director Gardiner’s remark during Item G.2 Public Comment at the September 27 meeting related to a question about the traditional rotation of officers stating that it changed with Heidi. Director Gardiner clarified that it was his suggestion and motion at the December 2020 to appoint officers for six months in lieu of the traditional two-year rotation due to the three new board members to enable their acclimation to the District.

Director Gardiner advised the GM Review Adhoc has conducted its preliminary action and plan to have a closed session for full Board review at the November 8 regular meeting requesting all directors schedule to be in personal attendance.

E. PUBLIC PARTICIPATION

None

G. NEW BUSINESS

1. Consideration of Adopting Resolution 2022-16 Confirming Property Assessments for the 2022/2023 Fiscal Year Freshwater/Mitchell Road Assessment District

FM reviewed the process required to enable the District receive assessment funds collected by the County which in turn fund District payments related to its Safe Drinking Water Bond. As the Assessment District is in its final stages, Director Gardiner requested notices be sent to the property-owners informing them the 30-years of assessment fees are complete.

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PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR MATTEOLI, SECONDED BY
DIRECTOR BENZONELLI, TO ADOPT RESOLUTION 2022-16 CONFIRMING
PROPERTY ASSESSMENTS FOR THE 2022/2023 FISCAL YEAR
FRESHWATER/MITCHELL ROAD ASSESSMENT DISTRICT. MOTION
CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

President Bongio then announced recusal from the next item and turned the meeting over to Vice-President Benzonelli.

H. OLD BUSINESS

1. Consider Changes in Current Board Officer Designations

GM reported the item appears for the second time due to confusion at the September 27 meeting created by his indication acting President Benzonelli should not second a motion, apologized for the confusion, and advised he will draft policies and procedures for board-members, board action, and board meetings that will be codified upon Board approval. Director Gardiner thanked GM for his honesty and intention to rectify the situation.

Director Hansen expressed appreciation for bringing the item back to the board and reaffirmed previously expressed comments that he feels Director Bongio should be removed from his appointment as HCSD Board President. Director Benzonelli shared her belief there is a need to salvage the District's reputation. Director Gardiner pointed out there was significant testimony at the last meeting and asked those comments be incorporated into the current minutes.

PUBLIC COMMENT:

Julie Ryan expressed appreciation for the item being heard again. Shared that people in the community find it upsetting for people to use unkind words in public settings, does not think DEI training is political, would like people to be like the Grinch Who Stole Christmas whose heart grew three times in the story and how words impact others.

Dave Saunderson expressed support for Director Bongio, recognized the tremendous good he has brought to the community over several decades, adding his apology should be accepted and move forward.

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Jerry Martien expressed appreciation for the “rules” conversation, reviewed his experiences about change concluding with HCSD is political.

Editor and Chief of the Lost Coast Populist, Donnie Creekmore, agreed the matter is political and the board is practicing politics whether recognized or not, as when policy is passed it is politics. Mr. Creekmore then pointed out the discussion is directed at something that did not occur before the HCSD Board but at the County Planning Commission and the part that is completely over-stepping and egregious is the actual commentary that is in question adding the scenario is the complete opposite of E Pluribus Unum on which the nation was founded.

Julie Ryan was permitted to comment again adding that she considers the moderate view to be kind and civil with words and when people need to yell to make a point that raises questions for her.

IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR BENZONELLI, THAT DIRECTOR BONGIO BE REMOVED AS PRESIDENT, THAT DIRECTOR BENZONELLI BE APPOINTED AS PRESIDENT, AND THEN THE BOARD CAN VOTE ON WHO TO APPOINT AS VICE-PRESIDENT.

Director Gardiner repeated his previous request that the comments from the September 27, 2022 meeting be incorporated into the October 11, 2022 minutes, adding that the codification of Board policy and procedures should include policy for public comments.

Comments from the September 27, 2022 regular meeting:

“Director Hansen stated the Board’s duty is to condemn the unprofessional behavior exhibited by Director Bongio while he was performing his duties as Chair for a Planning Commission meeting or the HCSD Board will look like they are condoning it. Director Hansen then asked if he could make a motion, or do comments come first prompting Director Benzonelli to inquire if Director or Public Comment should come first wherein GM advised the typical process is discussion, public comment, call for motion, additional discussion if needed and then the chair calls for the vote.

Director Hansen commented that he had nothing further to add to his prior remarks.

Acting President Benzonelli then commented that she felt it important that the Board uphold the values of the organization and ratepayers by

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acknowledging wrong doing and the HCSD Board should follow suit with the Board of Supervisors action.

Director Gardiner reviewed the life-time history and commitment to service that Director Bongio has provided the HCSD community and Humboldt County at large.

Director Matteoli commented that he has been unable to identify media association of the District with the Planning Commission story, although that is the reason cited by Director Hansen for bringing the item forward. Director Matteoli also indicated that he has not witnessed inappropriate behavior by Director Bongio during his leadership of the HCSD Board. Director Matteoli concluded by adding he is not in favor of removing Director Bongio as President/Chair and he would like the Board to move forward making certain customers have safe drinking water and an operating sewer system.

PUBLIC COMMENT:

Former Director and Ratepayer Dave Saunderson asked when the current appointment rotation period ends wherein the Board Secretary advised new appointments will be made at the first meeting in December following seating of the newly elected Board in November. Mr. Saunderson suggested as only two months remain, the Board could better use the time to address District issues such as providing water, collecting sewer, and street lighting as that is all it is authorized to oversee rather than political matters and urged the Board to vote against changing appointments at this time.

Rob McBeth agreed with comments that politics should not be part of the discussion adding that Director Bongio had been reprimanded heavily by the Board of Supervisors and does not know of a reason for continuing the discussion other than personal feelings and suggested the Board move forward by seeking the natural path in December.

Ratepayer Jerry Martien stated Director Bongio should have the decency to step down as President of the HCSD Board.

Former Director Kevin McKenny clarified certain claims presented as facts by Mr. Martien then emphasized HCSD's only purpose is to facilitate and help the people working for the District in order to maintain quality water distribution, sewer collection, and streetlighting. Mr. McKenny continued by summarizing the 20 years of Service

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Director Bongio has brought to the District by helping facilitate the numerous system improvements to ensure reliable systems today.

Ratepayer Julie Ryan commented that diversity, equity, and inclusion is an important issue to make the community welcoming for everyone and not just a political issue.

Rate Payer Jack Rieke expressed his support for Director Bongio adding he is a great asset to the community.

Director Bongio commented that he is in agreement to support the values of the District emphasizing that to his personal knowledge and experience with the HCSD Board, the HCSD Board does not involve itself in political matters.

Director Hansen expressed his appreciation for what Director Bongio has done for the District throughout the years adding that the matter is not about politics but common decency and treating people right, and when we fail leadership is called into question.”

MOTION FAILED UPON THE FOLLOWING ROLL CALL VOTE:

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

I. ADJOURNMENT

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF SEPTEMBER 27, 2022 AT 5:54 P.M.

Submitted, Board Secretary

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COLANTUONO
HIGSMITH
WHATLEY, PC

MICHAEL G. COLANTUONO | (530) 432-7359 | MCOLANTUONO@CHWLAW.US

Our File No. 38007.0005

October 12, 2022

VIA ELECTRONIC MAIL

Terence Williams
General Manager
Humboldt Community Services District
P.O. Box 158
Cuttan, CA 95434

Re: **Consent to Simultaneous Representation of the Humboldt County Association of Governments, Peninsula Community Services District, Humboldt County, Humboldt Community Services District, McKinleyville Community Services District, and City of Fortuna**

Dear TK:

As you may know, the Humboldt County Association of Governments (“HCAOG”) has recently selected my colleague, Conor Harkins, as its new General Counsel. To represent HCAOG while continuing to represent the District and our other local government clients in Humboldt County, we need the informed consent of each client. I write to request that consent from the District.

To our knowledge, there is no present adversity between the District and the other clients we now represent and propose to represent. HCAOG is a joint powers agency composed of the County of Humboldt and the seven cities within in — Arcata, Blue Lake, Eureka, Ferndale, Fortuna, Rio Dell, Trinidad. It primarily administers federal and state transportation funding. We have not advised any of our other clients on such issues and do not expect to advise any but HCAOG on such issues hereafter. There is no factual overlap among the general counsel services we propose to provide to HCAOG and currently provide the Peninsula Community Services District, or the special counsel services we provide to Humboldt County, the Humboldt Community Services District,

420 SIERRA COLLEGE DRIVE, SUITE 140, GRASS VALLEY, CALIFORNIA 95945-5091 | (530) 432-7357

GRASS VALLEY | PASADENA | SACRAMENTO | SOLANA BEACH | SONOMA

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TK Williams, General Manager
Humboldt Community Services District
October 12, 2022
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the McKinleyville Community Services District, and the City of Fortuna. We are not aware of any law which would prohibit our representing all these clients simultaneously.

We must obtain the informed written consent of all clients whenever we represent clients with potentially or actually adverse interests, even in unrelated matters. California Rule of Professional Conduct 1.7 provides, in relevant part:

(a) A lawyer shall not, without the informed written consent* from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.

...

(d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), and (c), and:

(1) the lawyer reasonably believes* that the lawyer will be able to provide competent and diligent representation to each affected client;

(2) the representation is not prohibited by law; and

(3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

(Terms followed by asterisks are defined elsewhere in the Rules.)

We believe we can continue to simultaneously represent all our clients while also representing HCAOG as general counsel. We will not assert a claim before a tribunal against any client while serving another. HCAOG accepts that we will be unable to assert a claim against our existing clients if a conflict should arise. HCAOG will need special counsel should it need to sue or defend a suit by another of our clients, or participate in a dispute related to our work for current or past clients.

Whether to grant this consent is a business judgment and each of our clients may wish to seek legal advice independent of our firm regarding it. The pros that we see of granting this consent are that all of our clients will have access to our services, and each will have done a courtesy to the others. The cons we perceive include the potential that

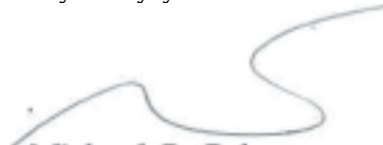
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we will be viewed as having divided loyalties. We think we can provide effective, able, and energetic service to all our clients notwithstanding these multiple representations, but that is a judgment each agency must make for itself.

If the District will provide the consent we seek, please have this letter signed where indicated below and return it to me. If you would like to discuss it, or need further information, please let me know.

Thank you for the opportunity to represent the District!

Very truly yours,



Michael G. Colantuono

MGC:mgc

Cc: Ryan Plotz, General Counsel, HCSD

I hereby consent to Colantuono, Highsmith and Whatley, PC's simultaneous representation of the Humboldt County Association of Governments, the Peninsula Community Services District, Humboldt County, the Humboldt Community Services District, the McKinleyville Community Services District, and the City of Fortuna as described above.

Humboldt Community Services District

By: _____

Name:

Title:

Date:

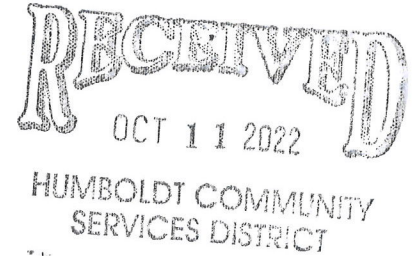
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MEMORANDUM

Via U.S. Mail and Electronic Mail

TO: ACWA Member Agency Board Presidents and General Managers
CC: ACWA Board of Director
FROM: Dave Eggerton, ACWA Executive Director
DATE: October 5, 2022
SUBJECT: Notice of General Session Membership Meeting — November 30, 2022



There will be a General Session Membership Meeting at the ACWA 2022 Fall Conference on **Wednesday, November 30, 2022, at 12:30 p.m.** The meeting will be held in the Crystal Ballroom, Renaissance Esmeralda Resort Hotel, Indian Wells. The purpose of the meeting is to conduct a vote by the membership on proposed Amended and Restated Bylaws of the Association of California Water Agencies as recommended by the Board of Directors at its meeting on September 23, 2022.

Proposed Amended and Restated Bylaws

As part of ongoing efforts to ensure ACWA's Bylaws are current and reflect consistency with other governance documents and daily operations and to implement changes related to the election of ACWA's Board Officers, the Board of Directors is recommending proposed Amended and Restated Bylaws for consideration by the membership.

Staff worked with Dale Stern, Downey Brand LLP, to prepare the proposed Amended and Restated Bylaws, which include the following changes:

- Amendments to clarify language and to reflect consistency with other governance documents and daily operations
- Amendments to implement changes to the Board Officers' election process as recommended by the Election Task Force
- Amendments to incorporate California Corporations Code provisions allowing meetings to be held by electronic communication
- Restructuring and reformatting to incorporate a new numbering system

Legal Affairs Committee (LAC) Chair, Jennifer Buckman, appointed LAC member, Doug Coty, to serve as the committee's representative to review the proposed Amended and Restated Bylaws and provide an analysis pursuant to ACWA Bylaws (Article 9, Section 8). The proposed Amended and Restated Bylaws reflect the LAC's recommended edits as adopted by the ACWA Board on September 23.

SACRAMENTO 980 9th Street, Suite 1000, Sacramento, CA 95814 • (916) 441-4545
WASHINGTON, D.C. 400 North Capitol Street NW, Suite 357, Washington, DC 20001 • (202) 434-4760

www.acwa.com

Redline and clean versions of the proposed Amended and Restated Bylaws are available on ACWA's website at the link listed below. The materials have also been emailed to member agency general managers and board presidents.

<https://www.acwa.com/2022-membership-meeting/>

Voting Process

Consistent with ACWA's Bylaws, Article 9, Section 5:

- Each member of the Association shall be entitled to one vote that shall be cast by its authorized representative.
- Voters must be present at the membership meeting to vote.

ACWA will be using a voting system called Live-Tally, which will allow voters to vote using a handheld keypad.

- Member agencies must indicate their voting representative and alternate on the attached Voter Designation & Information Form as well as provide all of the information identified on the form in order for ACWA to facilitate all aspects of the membership meeting and voting processes.

Deadline & Changes

The deadline for submitting the Voter Designation & Information Form is **Wednesday, November 23, 2022**. While this form identifies both a voting delegate and an alternate voting delegate for the ACWA member agency, if for any reason the member agency desires for the alternate voting delegate to vote at the membership meeting in place of its designated voting delegate, the member agency must notify ACWA in advance of its exchange of voting delegates by contacting the Senior Clerk of the Board Donna Pangborn at donnap@acwa.com or 916-669-2425 **no later than 5:00 p.m. on Tuesday, November 29, 2022**.

ACWA General Session Desk

ACWA staff will be available at the **ACWA General Session Desk**, located in the Crystal Ballroom Foyer, Renaissance Esmeralda Resort Hotel, on **Wednesday, November 30**, between **9:00 a.m. and 11:45 a.m.** to answer questions about the membership meeting and voting process.

Voters need to check in at the ACWA General Session Desk on Wednesday, November 30, between 10:00 and 11:45 a.m. to pick up handheld keypads.

If you have any questions regarding the proposed Amended Bylaws and Restated or voting process, please contact Senior Clerk of the Board Donna Pangborn at 916-669-2425 or donnap@acwa.com.

dgp

Attachments:

1. Voter Designation & Information Form
2. Proposed Amended and Restated Bylaws (redline version) – see website link above
3. Proposed Amended and Restated Bylaws (clean version) – see website link above

To: Donna Pangborn, Senior Clerk of the Board

Email: donnap@acwa.com

Fax: 916-669-2425

The person designated below will be attending the ACWA General Session Membership Meeting(s) on Wednesday, November 30, 2022 (and December 1, 2022 if necessary) as our voting delegate. Please designate an alternate voting delegate to facilitate any change to your voting representation at the meeting. To change your alternate, however, you must notify Donna Pangborn of the change no later than 5:00 p.m. on Tuesday, November 29, 2022.

Member Agency's Name _____ Agency's Phone No. _____

Print Member Agency's Authorized Signatory Name _____ Authorized Signatory Signature _____

Voting delegate must be present at the membership meeting to vote.

Voting Delegate's Name	Voting Delegate's Email	Voting Delegate's Phone No.
Alternate Voting Delegate's Name	Alternate Voting Delegate's Email	Alternate Voting Delegate's Phone No.
Voting Delegate's Affiliation <i>(if different from assigning agency)*</i>		Date

*If your agency designates a delegate from another entity to serve as its authorized voting representative, please indicate the delegate's entity in the appropriate space above.

DEADLINE FOR RETURNING FORM(S): 11/23/2022

★ Agenda items marked with this symbol will be recorded and available for on-demand access after the live event.

Note: Tuesday Committee meetings will not be recorded or available on-demand.

ACWA JPIA - MONDAY, NOV 28

- 8:30 - 10:00 AM**
 - ACWA JPIA Program Committee
- 10:15 - 11:15 AM**
 - ACWA JPIA Executive Committee
- 1:30 - 4:00 PM**
 - ACWA JPIA Board of Directors
- 4:00 - 5:00 PM**
 - ACWA JPIA Town Hall
- 5:00 - 6:00 PM**
 - ACWA JPIA Reception

TUESDAY, NOV 29

- 7:00 AM - 6:00 PM**
 - Registration
- 8:00 AM - 9:45 AM**
 - Agriculture Committee
- 8:30 AM - Noon**
 - ACWA JPIA Seminars
- 10:00 - 11:45 AM**
 - Groundwater Committee
 - Energy Committee
- 11:00 AM - Noon**
 - Outreach Task Force
- Noon - 2:00 PM**
 - Committee Lunch Break
- 1:00 - 2:45 PM**
 - Finance Committee
 - Water Management Committee
- 1:00 - 3:00 PM**
 - ACWA JPIA: Sexual Harassment Prevention for Board Members & Managers (AB 1825)
- 3:00 - 4:45 PM**
 - Communications Committee
 - Federal Affairs Committee
 - Legal Affairs Committee
 - Local Government Committee
 - Membership Committee
 - Water Quality Committee
- 5:00 - 6:30 PM**
 - Welcome Reception in the Exhibit Hall

WEDNESDAY, NOV 30

- 7:30 AM - 5 PM**
 - Registration
- 8:00 - 9:45 AM**
 - Opening Breakfast *(Ticket Required)* ★
- 8:30 AM - 6:00 PM**
 - Connect in the Exhibit Hall
- 10:15 - 11:15 AM**
 - Attorneys Program ★
 - Finance Program ★
 - Region Forum ★
 - Statewide Forum ★
 - Water Industry Trends Program ★
 - Roundtable Talk
- 11:30 AM - 1:30 PM**
 - Connect in the Exhibit Hall
 - Networking Lunch *(Ticket Required)*
- 12:30 PM - 1:30 PM**
 - General Session
- 1:45 - 2:45 PM**
 - Attorney Program ★
 - Communications Committee Program ★
 - Finance Program ★
 - Federal Forum ★
 - Statewide Forum ★
 - Roundtable Talk
- 3:30 - 4:45 PM**
 - Regions 1-10 Membership Meetings
- 5:00 - 6:00 PM**
 - ACWA Outreach Reception in the Exhibit Hall
- 6:00 - 7:00 PM**
 - CalDesal Hosted Mixer
- 6:00 - 7:15 PM**
 - Women in Water Hosted Reception

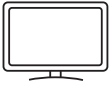
THURSDAY, DEC 1

- 7:30 AM - Noon**
 - Registration
- 8:00 AM - 9:30 AM**
 - Exhibitor Demonstrations
 - Networking Continental Breakfast in the Exhibit Hall *(Ticket Required)*
- 8:30 - 10:45 AM**
 - Ethics Training (AB 1234) - *Limited Seating*
- 9:30 AM - 10:00 AM**
 - Prize Drawings in the Exhibit Hall
- 10:15 - 11:45 AM**
 - Attorney Program ★
 - Finance Program ★
 - Region Forum ★
 - Statewide Forum ★
 - Water Industry Trends Program ★
 - Roundtable Talk
- Noon - 2:00 PM**
 - General Session Luncheon *(Ticket Required)* ★
- 2:15 - 3:15 PM**
 - Innovation Forum ★
 - Region Forum ★
 - Water Industry Trends Program 1 ★
 - Water Industry Trends Program 2 ★
- 3:30 - 4:30 PM**
 - Closing Reception

Last modified: October 17, 2022

Registration required to attend any part of ACWA's Fall Conference & Exhibition, including Tuesday, Nov. 29 complimentary committee meetings. See www.acwa.com for health & safety attendance requirements.

REGISTRATION, MEALS AND HOTEL INFORMATION SHEET



REGISTER ONLINE

Register online by **November 11, 2022** at www.acwa.com to take advantage of the advance pricing.



REGISTER ON SOMEONE'S BEHALF

Select from a list of people affiliated with your company in your account. If the registrant is not listed, you will need to create a Portal profile for the registrant through the ACWA website before registering.

GROUP SAVINGS! Register 5 individuals from the same organization, receive a 6th registration free!
(Subject to [terms and conditions](#).) Contact Teresa Taylor at TeresaT@acwa.com for more information before registering.

REGISTRATION OPTIONS <i>Advantage pricing applies to ACWA public agency members, associates & affiliates. Standard pricing applies to non-members of ACWA.</i>	ADVANCE DEADLINE: 11/11/22		ONSITE	
	ADVANTAGE	STANDARD	ADVANTAGE	STANDARD
Full Conference Registration & Meals Package Includes access to all conference programs, meal functions, Exhibit Hall and access to On-Demand Designated Conference Recordings after the live conference.	\$775	N/A	N/A	N/A
Full Conference Registration Only (meals sold separately) On-Demand Designated Conference Recordings NOT included but may be purchased separately.	\$620	\$930	\$650	\$975
Tuesday Committee Meetings Only (complimentary - must register to attend)	\$0	\$0	\$0	\$0
One-Day Conference Registration (meals sold separately) Wednesday, Nov. 30: Includes access to Welcome Reception in the Exhibit Hall on Tuesday night, access to the Exhibit Hall and all conference programs on Wednesday only. Thursday, Dec. 1: Includes access to the Exhibit Hall, all conference programs and the Closing Reception on Thursday only.	\$370	\$555	\$390	\$585
Guest Conference Registration (meals sold separately) Guest registration is not available to anyone with a professional reason to attend.	\$75	\$75	\$75	\$75
VIRTUAL OPTION: On-Demand Designated Conference Recordings Only Includes on-demand access to all designated recorded sessions after the live conference.	\$220	\$330	\$220	\$330
MEAL FUNCTIONS	ADVANCE		ONSITE	
Wednesday Opening Breakfast - November 30	\$50		\$55	
Wednesday Networking Luncheon - November 30	\$50		\$55	
Thursday Continental Breakfast in Exhibit Hall - December 1	\$40		\$45	
Thursday Luncheon - December 1	\$55		\$60	

HOTEL INFORMATION

You must be registered for the ACWA conference in order to receive hotel reservation information and conference special room rate. **Conference special rate is available September 2 - November 7**, based on availability.

HOTEL & ROOM RATES

Renaissance Esmeralda Resort & Spa Indian Wells
\$199 per night (plus applicable state, local taxes & fees, and \$10 discounted Resort fee)

Hyatt Regency Indian Wells Resort & Spa
\$199 per night (plus applicable state, local taxes & fees, and \$10 discounted Resort fee)

HEALTH & SAFETY

Please check [ACWA's conference page HERE](#) for current health & safety mandates.

IMPORTANT DATES

The conference hotel room block opens on September 2.

Deadline for group rate is November 7, 2022

For those **registering for conference prior to September 2**, information on how to reserve your hotel room will be provided via e-mail on September 2.

For those registering for conference from **September 2 to November 7**, your **confirmation e-mail** will include the information on how to reserve your hotel room and an opportunity to receive a conference special hotel rate.

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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: October 21, 2022

SUBJECT: General Manager Report for October 25, 2022 Board Meeting

COVID

On October 17, 2022, the Governor's Office announced that the COVID-19 State of Emergency will be lifted on February 28, 2023. This means that the AB 361 provisions for teleconferencing the District's Board meetings will sunset at that time. Board members will be required to 1) follow the new AB 2449 provisions for participating remotely given "Just Cause" or "Emergency Circumstances" or 2) follow the default Brown Act guidelines for remote participation. The default guidelines include listing the remote location in the meeting agenda, posting meeting notices at the remote location and opening the remote location to the public among others. Please see District Legal Counsel's September 28 memo regarding AB 2449 included in this board packet.

Brier Lane

The District owns, operates and maintains a 500 thousand gallon water storage tank at the top of Brier Lane off of Pigeon Point Road. As part of the District's tank rehabilitation program, the Brier Lane Tank, which was constructed in 1983, is scheduled for rehabilitation during this fiscal year, in the District's approved CIP. District staff is working with Harper and Associates to develop the bid package for the rehabilitation project. Harper and Associates are municipal water storage experts and have been in the business since 1979. This firm assisted with the last two tank rehabilitation projects and have done excellent work for the District. The 95% bid package has been reviewed by District staff and Harper and Associates. With final edits, we expect to use this package to solicit for construction bids during November, 2022 with contract awards in January, 2023. The construction project is currently expected to be scheduled for the summer months and into the early fall of 2023.

Elk River Estuary Enhancement Project

The City of Eureka has been working to complete the Elk River Estuary Enhancement Project. The project can be seen on the west side of Highway 101 between Herrick and Humboldt Hill offramps. An update from the City's engineering contractor that is providing construction oversight for the project indicates that the project is nearing completion.

The construction area straddles the Elk River where it empties into Humboldt Bay. The berms and pile wall keeping the Elk River in the channel have been breached on the north side of the Elk River and the north area is currently susceptible to tidal flooding according to plan. The berms on the south area are completed, including the crossing of the District's sewer line. Bicycle path paving is scheduled for October 24th through the 26th. The berms keeping the Elk River in the channel on the south side of the Elk River are scheduled to be breached on Wednesday October 26th.

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

General Manager's Report to the Board of Directors for
October 25, 2022 Board Meeting

The District stockpiled repair material and rented emergency wastewater storage tanks as part of the contingency plan for unanticipated events during the City's construction project. The District will retain those items in place until the City's project is complete and the contractor has demobilized from the site.

Employee Appreciation Dinner

The District's long standing tradition of holding an annual Employee Appreciation Dinner has been on hiatus since 2019 due to the pandemic. I am happy to announce that we will be resuming this tradition this year (almost). We will be holding the first post pandemic employee appreciation dinner on January 20, 2023 at the Moose Lodge. Please save the date!



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* Of Counsel

September 28, 2022

ATTORNEY-CLIENT PRIVILEGED **MEMORANDUM**

To: Public Entity Clients

From: Ryan Plotz

Re: New Brown Act Legislation

I. Summary

On September 13, 2022, the Governor signed Assembly Bill 2449 (“AB 2449”) into law. AB 2449, which goes into effect on January 1, 2023, makes further revisions to the Brown Act’s teleconferencing provisions.

In general terms, AB 2449 does the following:

- Maintains the current AB 361 teleconferencing option until December 31, 2023.
- Adds an additional teleconferencing option that (subject to certain requirements discussed below) allows less than a majority of member to participate remotely based on “just cause” or “emergency circumstances” (each as defined) if a majority of the legislative body conducts the meeting in-person from a location open to the public.

In the sections that follow, I address the continued use of the AB 361 rules and provide detail on the new AB 2449 alternative.

II. Continued Use of AB 361 Rules

The AB 361 rules, which most public entities continue to utilize, remain unchanged by AB 2449. As you are aware, AB 361 allows a public entity to conduct a remote meeting without complying with the onerous teleconferencing requirements of the Brown Act under **any** of the following circumstances:

The legislative body holds a meeting during a proclaimed state of emergency¹, **and** state or local officials have imposed or recommended measures to promote social distancing.

or

The legislative body holds a meeting during a proclaimed state of emergency, **and** has determined by majority vote that as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.

The state of emergency proclaimed on March 4, 2020, by the Governor remains in effect.

The AB 361 teleconference option will expire on December 31, 2023. Accordingly, until that date, legislative bodies may utilize the AB 361 if the appropriate findings can be made.

III. AB 2449 Option

As an alternative to AB 361, AB 2449 provides a further teleconference option that is less onerous than the default teleconferencing provisions contained in the Brown Act but more onerous than the AB 361 option.

AB 2449 allows for **less than a quorum** of the legislative body to participate in the public meeting via teleconference, subject to the following requirements:

- **At least a quorum of the legislative body participates in the public meeting from a single physical location, which location is open to the public.**

¹ A “state of emergency” means a state of emergency proclaimed by the Governor pursuant to Section 8625 of the California Emergency Services Act.

- **A member(s) seeking to participate remotely must demonstrate either “just cause”² or that “emergency circumstances”³ exist.**
 - **Just cause.** If the member seeks to appear remotely due to just cause (as defined in the footnote below), the member must notify the legislative body at the start of the public meeting of the need to appear remotely (and should notify key staff in advance of the meeting). The notification must include a general description of the circumstances relating to the need to appear remotely at the given meeting. The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
 - Note: The just cause exception may not be utilized by a member more than twice per calendar year.
 - Note: unlike for emergency circumstances (discussed below), the legislative body is not required to approve the request to attend for “just cause.”
 - **Emergency circumstances.** If the member seeks to appear remotely due to emergency circumstances (as defined in the footnote below), the following procedural rules apply:
 - To the extent feasible, the member seeking to appear remotely shall provide notification to key staff of the potential need to appear remotely.

² “Just cause” means any of the following:

- A. A childcare or caregiving need of a child, parent, grandparent, grandchild, sibling, spouse, or domestic partner that requires them to participate remotely. “Child,” “parent,” “grandparent,” “grandchild,” and “sibling” have the same meaning as those terms do in Section 12945.2.
- B. A contagious illness that prevents a member from attending in person.
- C. A need related to a physical or mental disability as defined in Sections 12926 and 12926.1 not otherwise accommodated by subdivision (g).
- D. Travel while on official business of the legislative body or another state or local agency.

³ “Emergency circumstances” means a physical or family medical emergency that prevents a member from attending in person.

- If notification is received before the agenda is posted, staff should add an item to the beginning of the agenda for the Council to “consider and possibly approve authorizing _____ to attend the meeting remotely due to emergency circumstances.”
- At the start of the meeting, the member seeking to appear remotely must request approval of the legislative body to so appear due to emergency circumstances.
- The legislative body shall request from the member a general description of the emergency circumstances.
- The member must provide a general description of the emergency circumstances but shall not be required to disclose any medical diagnosis or disability.
- The member shall also publicly disclose at the meeting before any action is taken, whether any other individuals 18 years of age or older are present in the room at the remote location with the member, and the general nature of the member’s relationship with any such individuals.
- The legislative body must then take action on the request at the start of the meeting by motion, with the member seeking to appear remotely abstaining from the vote.
 - Note: if the item is not on the agenda, the legislative body must first take action to add the matter to the agenda. This is accomplished by a 2/3rds vote of the legislative body after making findings that the need for the item came to the attention of staff after the agenda was posted.
- **The legislative body must provide a method by which the public can participate via remote means (i.e., either (i) a two-way audiovisual platform or (ii) a two-way telephonic service coupled with live webcasting).**
- **The agenda shall indicate the method by which the public may access the meeting and offer public comment.**

Additionally, as is the case currently with the AB 361 option, the following requirements must also be met:

- In the event of a disruption which prevents the legislative body from broadcasting the meeting to members of the public using the call-in option or internet-based service option, or in the event of a disruption within the local agency's control which prevents members of the public from offering public comments using the call-in option or internet-based service option, the body shall take no further action on items appearing on the meeting agenda until public access to the meeting via the call-in option or internet-based service option is restored.
- The legislative body shall not require that public comments be submitted in advance.
- If a public entity provides for a timed public comment period, the legislative body shall not close the public comment period until the time period has expired.
- If a public entity does not provide a timed public comment period, it shall allow a reasonable amount of time per agenda item to allow public members the opportunity to provide public comment, including time for members of the public to register with the video service provider.
- All votes shall be by roll call vote.

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Humboldt Community Services District

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

Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: October 21, 2022
SUBJECT: Engineering Dept. Status Report for October 25, 2022 Board Meeting

Hartman Sewer Lift Station (SLS) Reversal

Engineering staff have started the engineering and planning required to reverse the Hartman SLS. Reversing this station will redirect flows to the Martin Slough Interceptor (MSI). A new 900-foot-long gravity sewer main will connect the new Hartman Metering Station to the MSI. The Hartman Metering Station will replace the existing Hartman SLS. District staff are investigating the feasibility of open trenching and/or directionally drilling, to install this segment of pipe. The Hartman SLS reversal is scheduled to begin construction in FY23-24.

In the last 3 years, the Hartman SLS has used 2,565 kWh of energy to pump 1.3 million gallons of wastewater, collected from six homes, through approximately 1200 feet of pipe approximately 100 feet uphill to the crest of F Street. From there, the flow returns to gravity conveyance and continues towards the F Street Metering Station, and ultimately to the Elk River Wastewater Treatment Plant.

While the Hartman lift station's flows are small compared to most other stations within the District, the station's proximity to the MSI, allows for future reversal of the F Street SLS.

In the last three years, the F street SLS has used 14,527 kWh of energy to pump approximately 76 million gallons of wastewater collected from hundreds of homes in the Rosewood neighborhood. When the F street SLS is reversed, the flow from F Street will pass through the Hartman Metering Station and into the MSI. F street SLS reversal planning is slated for FY24-25, and construction in FY25-26.

Upon completion of both SLS reversals, the District's electricity consumption will be reduced by roughly 5,700 kwh per year.

Doctor Office Lane Sewer Main Replacement

Engineering Staff have begun planning the Doctor Office Lane sewer main replacement project in Myrtle town. This project will replace 375 feet of 6-inch clay sewer main, with 6-inch SDR-35 PVC sewer main. The main currently serves six professional offices to

the South of Harris Street. This short main section is one of the District's "trouble spots" and requires cleaning and inspection at minimum five times per year.

Replacing the clay pipe, which was installed in 5-foot lay lengths, with SDR-35 PVC which will be installed in 20' lay lengths reduces the number of joints in the pipeline. Fewer joints in the pipeline equate to fewer opportunities for root intrusion, as well as groundwater infiltration. This project is anticipated to be performed by District forces in the summer of 2023.

Humboldt Community Services District

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

BOARD MEMORANDUM

To: H.C.S.D. Board of Directors
From: Tim Latham, District Superintendent
Date: October 20, 2022
Subject: September 2022 Operations/Maintenance Report

The Operations/Maintenance Department was busy in September 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 927 feet of sewer main line and 20 feet of sewer lateral line, cleaning 9,387 feet of sewer main line and 222 feet of sewer lateral line and servicing the Flygt sewer pumps at multiple sewer lift stations.

Other business included installing a manual generator transfer switch at the Kluck Lane water booster station to be able to provide higher water pressures to the Kluck Lane area during extended power outages, assisting the Engineering Department on the Hemlock Sewer Line Reversal Project, working on the Blackberry SLS Rehabilitation Project, continued preparations for multiple upcoming Capital Improvement Projects, responding to a power outage at the "D" Street SLS and assisting the Construction Department on a water main line leak on Pigeon Point Road and on the Tower Road SMR Project.

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

September 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	505,765	1,404,307	1,362,250	42,057	3.1	
Water Charges - Pass Through	-	-	-	-	-	-	
Sewer Service Charges	5,280,000	435,956	1,306,803	1,320,000	(13,197)	(1.0)	
Sewer Service Charges - Pass Through	1,500,000	131,345	393,313	375,000	18,313	4.9	
Water & Sewer Construction Fees	47,000	2,575	16,421	11,750	4,671	39.8	
Account Fees	35,000	19,409	25,626	8,750	16,876	192.9	
Reimbursable Maintenance Fees	1,000	-	-	250	(250)	(100.0)	1
Miscellaneous	2,000	-	-	500	(500)	(100.0)	1
TOTAL OPERATING REVENUE	12,314,000	1,095,049	3,146,619	3,078,500	68,119	2.2	
NON-OPERATING REVENUE							
Capital Connection Fees	180,000	12,456	45,327	45,000	327	0.7	1
Interest/General	30,000	-	-	7,500	(7,500)	(100.0)	1
Discounts Earned	2,000	189	402	500	(98)	(19.7)	1
Sales: Fixed Assets/Scrap Metal	15,700	-	-	3,925	(3,925)	(100.0)	1
Bad Debt Recovery	10,000	-	-	2,500	(2,500)	(100.0)	1
Property Taxes & Assessments	354,000	-	-	88,500	(88,500)	(100.0)	1
Insurance Rebate	20,000	-	-	5,000	(5,000)	(100.0)	1
Other Non-Operating Revenue	-	-	-	-	-	-	
TOTAL NON-OPERATING REVENUE	611,700	12,645	45,729	152,925	(107,196)	(70.1)	1
TOTAL DISTRICT REVENUE	12,925,700	1,107,694	3,192,348	3,231,425	(39,077)	(1.2)	
OPERATING EXPENSES							
Wages Direct	1,635,000	132,259	376,860	408,750	31,890	7.8	
Benefits: PERS	503,000	42,482	124,569	125,750	1,181	0.9	
Group Ins	1,235,000	89,877	263,887	308,750	44,863	14.5	
Workers Comp Ins	23,500	-	4,918	5,875	957	16.3	
FICA/Medicare	117,000	10,259	29,101	29,250	149	0.5	
Misc Benefits	500	60	160	125	(35)	(28.0)	
Total Wages and Benefits	3,514,000	274,937	799,495	878,500	79,005	9.0	
Less: wages & ben charged to Capital Proj.	(175,676)	(38,029)	(79,289)	(43,919)	35,370	(80.5)	
Total Operating Wages and benefits	3,338,324	236,908	720,207	834,581	114,374		
Water Purchase HBMWD	1,075,000	88,881	264,372	268,750	4,378	1.6	
Water Purchase Eureka	810,000	67,035	213,769	202,500	(11,269)	(5.6)	
Sewage Treatment Operations & Maint.	1,495,000	134,733	404,199	373,750	(30,449)	(8.1)	
Water/Sewer Analysis	15,000	2,155	5,208	3,750	(1,458)	(38.9)	2
Supplies/ Construction	159,500	8,235	32,652	39,875	7,223	18.1	
Supplies/ Office-Administration	15,000	276	1,123	3,750	2,627	70.0	
Supplies/ Engineering	2,500	-	-	625	625	100.0	
Supplies/ Maintenance	100,000	9,507	23,858	25,000	1,142	4.6	
Invoicing	57,000	4,812	14,394	14,250	(144)	(1.0)	
Temporary Labor	61,200	3,603	11,836	15,300	3,464	22.6	
Repairs & Maintenance/Trucks	55,000	699	7,031	13,750	6,719	48.9	
Equipment Rental	5,000	-	-	1,250	1,250	100.0	
Building & Grounds Maintenance	30,000	1,648	6,617	7,500	883	11.8	
Electrical Power	295,800	33,465	100,343	73,950	(26,393)	(35.7)	3
Street Lights	70,000	7,352	24,178	17,500	(6,678)	(38.2)	3
Telephone	18,000	2,577	4,322	4,500	178	3.9	
Postage	3,000	-	19	750	731	97.4	
Freight	500	-	1,168	125	(1,043)	(834.6)	4
Chemicals	10,000	458	2,116	2,500	384	15.4	
Liability Insurance	62,000	-	30,649	15,500	(15,149)	(97.7)	5

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

September 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	22,185	26,667	17,500	(9,167)	(52.4)	6
Accounting	13,000	-	-	3,250	3,250	100.0	
Engineering	1,000	-	-	250	250	100.0	
Other Professional Services	118,000	519	6,781	29,500	22,719	77.0	
Bank Service Charges	28,000	2,065	6,130	7,000	870	12.4	
Transportation	75,738	7,024	18,270	18,935	664	3.5	
Office Equip. Maintenance	7,000	300	597	1,750	1,153	65.9	
Computer Software Maintenance	45,000	348	28,118	11,250	(16,868)	(149.9)	7
Memberships & Subscriptions	24,800	-	2,258	6,200	3,942	63.6	
Bad Debts & Minimum Balance Writeoff	50,000	-	(4)	12,500	12,504	100.0	
Conference & Continuing Ed	34,500	1,297	1,297	8,625	7,328	85.0	
Certifications	3,500	1,005	1,616	875	(741)	(84.7)	8
State/County & LAFCO Fees and Charges	40,000	-	-	10,000	10,000	100.0	
Hydraulic Water Model Maintenance	6,000	-	-	1,500	1,500	100.0	
Elections Expense	15,000	-	-	3,750	3,750	100.0	
Human Resources	21,000	260	1,193	5,250	4,057	77.3	
Miscellaneous	12,000	218	553	3,000	2,447	81.6	
Director's Fees	16,000	1,100	3,350	4,000	650	16.3	
TOTAL OPERATING EXPENSES	8,258,362	638,664	1,964,887	2,064,591	99,703	4.8	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	177,429	-	-	44,357	44,357	100.0	9
2012 CIP & Refi.	203,766	-	114,966	50,942	(64,024)	(125.7)	9
Davis-Grunsky Loan	6,049	-	-	1,512	1,512	100.0	9
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)	9
2014 Wastewater Revenue Bonds	484,175	-	-	121,044	121,044	100.0	9
New Long-Term Debt	(340,000)	-	-	(85,000)	(85,000)	100.0	9
TOTAL LONG TERM DEBT PAYMENTS	648,860	-	232,407	162,215	(70,192)	(43.3)	9
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	340,000	-	-	85,000	85,000	100.0	
Building, Yard & Paving Improvements	94,000	20,686	55,151	23,500	(31,651)	(134.7)	
Capital Improvements Water	1,617,700	101,197	144,961	404,425	259,464	64.2	
Capital Improvements Sewer	865,000	21,191	64,321	216,250	151,929	70.3	
Engineering & Studies	-	3,790	3,790	-	(3,790)	-	
District Design Standards	-	-	268	-	(268)	-	
TOTAL CAPITAL EXPENDITURES	2,916,700	146,863	268,491	729,175	460,684	63.2	
OTHER							
City of Eureka Projects:							
Treatment Plant	1,135,000	-	-	283,750	283,750	100.0	
TOTAL City of Eureka Projects	1,135,000	-	-	283,750	283,750	100.0	
Interfund Transfers In	-	-	-	-	-	-	
Interfund Transfers Out	-	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(33,222)	322,167	726,563	(8,306)	734,868	8,848.0	

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

September 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	1,095,049	3,146,619	3,078,500	68,119	2.2
TOTAL OPERATING EXPENSES	(8,258,362)	(638,664)	(1,964,887)	(2,064,591)	99,703	4.8
NET SURPLUS/(DEFICIT) FROM OPERATIONS	4,055,638	456,385	1,181,732	1,013,910	167,822	16.6
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	611,700	12,645	45,729	152,925	(107,196)	(70.1)
TOTAL LONG TERM DEBT SERVICE	(648,860)	-	(232,407)	(162,215)	(70,192)	(43.3)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	4,018,478	469,030	995,054	1,004,620	130,818	13.0
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(2,916,700)	(146,863)	(268,491)	(729,175)	460,684	63.2
CITY of EUREKA PROJECT REIMBURSEMENT	(1,135,000)	-	-	(283,750)	283,750	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(33,222)</u>	<u>322,167</u>	<u>726,563</u>	<u>(8,306)</u>	<u>734,868</u>	<u>8,848.0</u>

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

September 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	505,765	1,404,307	1,362,250	42,057	3.1
Water Pass Through	-	-	-	-	-	-
Water Construction Fees	35,000	2,575	16,421	8,750	7,671	87.7
Account Fees	19,950	11,063	14,607	4,988	9,619	192.9
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	800	-	-	200	(200)	(100.0)
Miscellaneous	1,000	-	-	250	(250)	(100.0)
TOTAL OPERATING REVENUE	5,505,750	519,402	1,435,335	1,376,438	58,897	4.3
NON-OPERATING REVENUE						
Water Capital Connection Fees	90,000	9,744	33,495	22,500	10,995	48.9
Interest/General	23,547	-	-	5,887	(5,887)	(100.0)
Discounts Earned	1,280	108	229	320	(91)	(28.5)
Sales:Fixed Assets/Scrap Metal	8,844	-	-	2,211	(2,211)	(100.0)
Bad Debt Recovery	5,700	-	-	1,425	(1,425)	(100.0)
FW/MR Assessment	4,000	-	-	1,000	(1,000)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	133,371	9,852	33,724	33,343	381	1.1
TOTAL DISTRICT REVENUE	5,639,121	529,254	1,469,059	1,409,780	59,279	4.2
OPERATING EXPENSES						
Wages Direct	768,450	52,411	164,524	192,113	27,589	14.4
Wages & Benefits: Allocated	623,298	49,345	146,803	155,825	9,022	5.8
Benefits: PERS	181,080	7,492	23,666	45,270	21,604	47.7
Group Ins	382,850	26,573	79,293	95,713	16,420	17.2
Workers Comp Ins	12,690	-	2,677	3,173	496	15.6
FICA/Medicare	54,990	4,044	12,574	13,748	1,173	8.5
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,023,358	139,866	429,536	505,840	76,303	15.1
Less: wages & ben charged to Capital Proj.	(130,000)	(15,114)	(27,642)	(32,500)	(4,858)	14.9
Total Operating Wages and benefits	1,893,358	124,752	401,894	473,340	71,445	15.1
Water Purchase HBMWD	1,075,000	88,881	264,372	268,750	4,378	1.6
Water Purchase Eureka	810,000	67,035	213,769	202,500	(11,269)	(5.6)
Water Analysis	7,500	2,155	5,208	1,875	(3,333)	(177.8)
Supplies/ Construction	118,030	6,418	26,139	29,508	3,368	11.4
Supplies/Office-Administration	4,500	157	544	1,125	581	51.7
Supplies/ Engineering	1,425	-	-	356	356	100.0
Supplies/ Maintenance	50,000	6,261	16,169	12,500	(3,669)	(29.4)
Temporary Labor	31,744	2,054	6,746	7,936	1,190	15.0
Repairs & Maintenance/Trucks	30,800	194	3,407	7,700	4,293	55.8
Equipment Rental	3,700	-	-	925	925	100.0
Building & Grounds Maintenance	1,800	293	884	450	(434)	(96.4)
Electrical Power	162,690	21,727	63,172	40,673	(22,500)	(55.3)
Telephone	5,760	-	-	1,440	1,440	100.0
Postage	1,290	-	-	323	323	100.0
Freight	285	-	44	71	27	38.1
Chemicals	10,000	458	2,116	2,500	384	15.4
Engineering	390	-	-	98	98	100.0
Other Professional Services	23,600	-	-	5,900	5,900	100.0
Transportation	43,171	4,004	10,414	10,793	379	3.5
Office Equip. Maintenance	1,050	60	60	263	203	77.2
Computer Software Maintenance	21,600	128	15,822	5,400	(10,422)	(193.0)
Memberships & Subscriptions	1,488	-	1,287	372	(915)	(246.0)
Bad Debts & Minimum Balance Writeoff	28,500	-	(2)	7,125	7,127	100.0
Conference & Continuing Ed	12,075	575	575	3,019	2,444	81.0
Certifications	1,050	-	220	263	43	16.3
State/County & LAFCO Fees and Charges	13,600	-	-	3,400	3,400	100.0
Hydraulic Water Model Maintenance	6,000	-	-	1,500	1,500	100.0

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

September 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	-	-	2,048	2,048	100.0
Miscellaneous	2,640	-	-	660	660	100.0
General & Admin Expense Allocation	262,094	21,179	57,902	65,524	7,621	11.6
TOTAL OPERATING EXPENSES	4,633,330	346,330	1,091,784	1,158,333	66,549	5.7
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	177,429	-	-	44,357	44,357	100.0
2012 CIP & Refi.	26,166	-	-	6,542	6,542	100.0
Davis-Grunsky Loan	6,049	-	-	1,512	1,512	100.0
TOTAL LONG TERM DEBT PAYMENTS	209,644	-	-	52,411	52,411	100.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	1,617,700	101,197	144,961	404,425	259,464	64.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,617,700	101,197	144,961	404,425	259,464	64.2
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(821,553)	81,727	232,314	(205,388)	437,703	213.1

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

September 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	435,956	1,306,803	1,320,000	(13,197)	(1.0)
Sewer Service Charges - Pass Through	1,500,000	131,345	393,313	375,000	18,313	4.9
Sewer Construction Fees	12,000	-	-	3,000	(3,000)	(100.0)
Account Fees	15,050	8,346	11,019	3,763	7,257	192.9
Inspection Fees	-	-	150	-	150	-
Reimbursable Maintenance Fees	200	-	-	50	(50)	(100.0)
Miscellaneous	1,000	-	-	250	(250)	(100.0)
TOTAL OPERATING REVENUE	6,808,250	575,647	1,711,284	1,702,063	9,222	0.5
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	90,000	2,712	11,832	22,500	(10,668)	(47.4)
Interest/General	6,453	-	-	1,613	(1,613)	(100.0)
Discounts Earned	720	81	173	180	(7)	(4.1)
Sales: Fixed Assets/Scrap Metal	6,856	-	-	1,714	(1,714)	(100.0)
Bad Debt Recovery	4,300	-	-	1,075	(1,075)	(100.0)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	108,329	2,793	12,005	27,082	(15,078)	(55.7)
TOTAL DISTRICT REVENUE	6,916,579	578,439	1,723,289	1,729,145	(5,856)	(0.3)
OPERATING EXPENSES						
Wages Direct	474,150	38,229	107,683	118,538	10,854	9.2
Wages & Benefits: Allocated	623,297	49,346	146,803	155,824	9,022	5.8
Benefits: PERS	115,690	5,610	16,047	28,923	12,876	44.5
Group Ins	234,650	18,401	54,633	58,663	4,029	6.9
Workers Comp Ins	7,755	-	1,641	1,939	298	15.3
FICA/Medicare	35,100	2,951	8,275	8,775	500	5.7
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,490,642	114,537	335,082	372,661	37,578	10.1
Less: wages & ben charged to Capital Proj.	(45,676)	(2,381)	(16,770)	(11,419)	5,351	(46.9)
Total Operating Wages and benefits	1,444,966	112,156	318,312	361,242	42,929	11.9
Sewage Treatment: Operating & Maint.	1,495,000	134,733	404,199	373,750	(30,449)	(8.1)
Sewer Analysis	7,500	-	-	1,875	1,875	100.0
Supplies/ Construction	41,470	1,817	6,513	10,368	3,855	37.2
Supplies/ Office-Administration	4,500	119	410	1,125	715	63.5
Supplies/ Engineering	1,075	-	-	269	269	100.0
Supplies/ Maintenance	50,000	3,246	7,689	12,500	4,811	38.5
Temporary Labor	19,456	1,549	5,089	4,864	(225)	(4.6)
Repairs & Maintenance/Trucks	24,200	504	3,624	6,050	2,426	40.1
Equipment Rental	1,300	-	-	325	325	100.0
Building & Grounds Maintenance	1,500	221	667	375	(292)	(77.8)
Electrical Power	70,992	5,343	16,034	17,748	1,714	9.7
Telephone	2,880	-	-	720	720	100.0
Postage	960	-	-	240	240	100.0
Freight	215	-	1,124	54	(1,070)	(1,991.4)
Legal	-	-	-	-	-	-
Engineering	100	-	-	25	25	100.0
Other Professional Services	23,600	519	519	5,900	5,381	91.2
Transportation	32,567	3,020	7,856	8,142	286	3.5
Office Equip. Maintenance	770	45	45	193	147	76.5

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

September 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	96	11,936	4,050	(7,886)	(194.7)
Memberships & Subscriptions	992	-	971	248	(723)	(291.5)
Bad Debts & Minimum Balance Writeoff	21,500	-	-	5,375	5,375	100.0
Conference & Continuing Ed	15,180	433	433	3,795	3,362	88.6
Certifications	805	-	41	201	160	79.5
State/County & LAFCO Fees and Charges	7,200	-	-	1,800	1,800	100.0
Human Resources	6,090	-	-	1,523	1,523	100.0
Miscellaneous	1,920	-	(2)	480	482	100.4
General & Admin Expense Allocation	262,094	21,179	57,902	65,524	7,621	11.6
TOTAL OPERATING EXPENSES	3,555,032	284,982	843,364	888,758	45,394	5.1
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	484,175	-	-	121,044	121,044	100.0
2012 CIP & Refi.	177,600	-	-	44,400	44,400	100.0
VacCon Truck Loan	117,441	-	117,441	29,360	(88,081)	(300.0)
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	779,216	-	117,441	194,804	77,363	39.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	865,000	21,191	64,321	216,250	151,929	70.3
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	865,000	21,191	64,321	216,250	151,929	70.3
OTHER						
City of Eureka Projects:						
Treatment Plant	1,135,000	-	-	283,750	283,750	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	1,135,000	-	-	283,750	283,750	100.0
BUDGET SURPLUS (DEFICIT)	582,331	272,267	698,163	145,583	552,580	(379.6)

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

September 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	-	-	87,500	(87,500)	(100.0)
Insurance Rebate	20,000	-	-	5,000	(5,000)	(100.0)
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	370,000	-	-	92,500	(92,500)	(100.0)
TOTAL DISTRICT REVENUE	370,000	-	-	92,500	(92,500)	(100.0)
OPERATING EXPENSES						
Wages Direct	392,400	41,618	104,652	98,100	(6,552)	(6.7)
Benefits: PERS	206,230	29,380	84,857	51,558	(33,299)	(64.6)
Group Ins	617,500	44,904	129,961	154,375	24,414	15.8
Workers Comp Ins	3,055	-	600	764	164	21.4
FICA/Medicare	26,910	3,263	8,252	6,728	(1,524)	(22.7)
Misc Benefits	500	60	160	125	(35)	(28.0)
Total Wages and Benefits	1,246,595	119,225	328,482	311,649	(16,833)	(5.4)
Less: wages & ben charged to Capital Proj.	-	(20,534)	(34,877)	-	34,877	-
Less: Allocated to Water and Sewer Funds	(1,246,595)	(98,691)	(293,605)	(311,649)	(18,043)	5.8
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	-	169	1,500	1,331	88.7
Supplies/ Engineering	-	-	-	-	-	-
Supplies/ Maintenance	-	-	-	-	-	-
Invoicing	57,000	4,812	14,394	14,250	(144)	(1.0)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	10,000	-	-	2,500	2,500	100.0
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	26,700	1,134	5,067	6,675	1,608	24.1
Electrical Power	62,118	6,395	21,137	15,530	(5,608)	(36.1)
Street Lights	70,000	7,352	24,178	17,500	(6,678)	(38.2)
Telephone	9,360	2,577	4,322	2,340	(1,982)	(84.7)
Postage	750	-	19	188	168	89.7
Freight	-	-	-	-	-	-
Liability Insurance	62,000	-	29,607	15,500	(14,107)	(91.0)
Legal Services	70,000	22,185	26,667	17,500	(9,167)	(52.4)
Accounting	13,000	-	-	3,250	3,250	100.0
Engineering	510	-	-	128	128	100.0
Other Professional Services	70,800	-	6,262	17,700	11,438	64.6
Bank Service Charges	28,000	2,065	6,130	7,000	870	12.4
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	5,180	195	492	1,295	803	62.0
Computer Software Maintenance	7,200	124	360	1,800	1,440	80.0
Memberships & Subscriptions	22,320	-	-	5,580	5,580	100.0
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	7,245	289	289	1,811	1,523	84.1
Certifications	1,645	1,005	1,355	411	(944)	(229.5)

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

September 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	-	-	4,800	4,800	100.0
Elections Expense	15,000	-	-	3,750	3,750	100.0
Human Resources	6,720	260	1,193	1,680	487	29.0
Miscellaneous	7,440	218	553	1,860	1,307	70.3
Director's Fees	16,000	1,100	3,350	4,000	650	16.3
General & Admin Expense Allocation	(524,188)	(42,359)	(115,805)	(131,047)	(15,242)	11.6
TOTAL OPERATING EXPENSES	70,000	7,352	29,740	17,500	(12,240)	(69.9)
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	114,966	-	(114,966)	-
New Financing	(340,000)	-	-	(85,000)	(85,000)	100.0
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	(340,000)	-	114,966	(85,000)	(199,966)	235.3
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	340,000	-	-	85,000	85,000	100.0
Building, Yard & Paving Improvements	94,000	20,686	55,151	23,500	(31,651)	(134.7)
Engineering & Studies	-	3,790	3,790	-	(3,790)	-
District Design Standards	-	-	268	-	(268)	-
TOTAL CAPITAL EXPENDITURES	434,000	24,476	59,209	108,500	49,291	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	206,000	(31,828)	(203,915)	51,500	(255,415)	(496.0)

Humboldt Community Services District
Notes
September 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 - 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 3 - 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 4 - Freight

Shipping cost for sewer pump for repair.

Note 5 - 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 6 - Legal Expenses

Activity involving District's legal council is expected to primarily occur in the first half of the FY. Legal expenses for the entire fiscal year are expected to correspond to the 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: October 25, 2022

AGENDA ITEM: H.1 (New Business)

TITLE: Consideration of purchase of one (1) 2023 model Peterbilt 563 Single Axle Cab and Chassis with Western Construction 12-foot Dump Box from Coast Counties Truck and Equipment Co

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Staff recommends that the Board of Directors approve the purchase of one (1) 2023 model Peterbilt 563 Single Axle Cab and Chassis with Western Construction 12-foot Dump Box from Coast Counties Truck and Equipment Co., not to exceed \$180,000 and authorize the General Manager to execute purchase documents.

Summary:

This vehicle is scheduled to be replaced this year due to California Air Resources Board mandates. For the FY 2022-23 CIP, the Board approved the purchase of a new 5 cubic-yard dump truck to replace our current 2010 Unit #10 with a budget of \$200,000.

The District is a participating member of Sourcwell which allows the District to purchase certain pieces of equipment utilizing the Sourcwell's national cooperative competitive bidding process. This means that the District's bidding requirements are satisfied by the bidding process that Sourcwell conducts, thus getting the price advantages of a national competitive bid without having to expend the time and expense of conducting the bid process by the District. Coast Counties Truck and Equipment Co. is a qualified vendor of Sourcwell. District staff have worked with Coast Counties Truck and Equipment Co. representatives through the Sourcwell process to develop appropriate specifications and pricing that includes a \$23,248 Sourcwell discount.

Based upon this research, District Staff recommend that the Board of Directors approve the purchase of one (1) 2023 model Peterbilt 563 Single Axle Cab and Chassis with Western Construction 12-foot dump box from Coast Counties Truck and Equipment Co., not to exceed \$180,000 that includes tax.

Fiscal Impact:

Up to \$180,000



COAST COUNTIES TRUCK & EQUIPMENT CO.

DBA COAST COUNTIES PETERBILT

MAIN OFFICE

1740 N. 4th STREET, SAN JOSE, CA 95112

PHONE (408) 453-5510 FAX (408) 453-7637



SINCE 1949

October 18, 2022
Humboldt Community Water District
5055 Walnut Drive
Eureka, Ca. 95501
Attn. Darren Toland

We are pleased to offer the following for your consideration. In accordance with Sourcewell Contract # 060920-PMC.

One 2023 Model 536 Single Axle Cab and Chassis

10,000 lb. Front Axle & Front Suspension
21,000 lb. Rear Axle & Rear Suspension
Paccar PX-9-350 HP Diesel Engine
Allison 3000 RDS-P Transmission

Basic One Year Standard Warranty
Cab and Frame Rails to Have Standard 3 Year 200,000 Mile Warranty
Engine Standard Warranty to be 2 years / 250,000 Miles
Base Warranty For Emissions 5 year / 150,000 Miles
Transmission Standard Warranty to be 3 years Unlimited Miles

Total Peterbilt List Price	\$ 145,301.00
16% Sourcewell Contract Discount	(\$ 23,248.00)
Sourcewell Price for Peterbilt 536	\$122,053.00
Doc Fee	\$ 90.00
Tire Tax	\$ 17.50
Sales Tax @ 7.75%	\$ 9,467.44
<hr/>	
Sourcewell Price	\$ 131,627.94

Sourced Good / Services

Western Construction 12'Dump Box	\$ 31,850.00
Pre-Delivery Detail	\$ 1000.00
Flooring Intrest Plan	\$ 1500.00
Delivery To Eureka Ca.	\$ 3000.00
Sales Tax @ 7.75%	\$ 2,894.63

Total Package Delivered	\$ 171,872.57
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Date of Acceptance _____ Coast Counties Peterbilt
By x _____ Chris Wilber x _____

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: October 25, 2022

AGENDA ITEM: H.2 (New Business)

TITLE: Consideration of Adopting Resolution 2022-17 Authorizing the Sole Source Purchase of One (1) 2023 F550 Service Truck

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss and adopt Resolution 2022-17 to sole source the purchase of a new Unit 4 service truck through Crown Ford of Redding, CA because of the current extenuating circumstances, and authorizing the General Manager to execute needed purchasing documents. Roll-call vote.

Summary:

The District owns and maintains a fleet of vehicles and equipment that are essential to the operation and maintenance of the District's infrastructure. One of those vehicles, a service truck with chassis mounted crane (Unit 4), has been scheduled for replacement during FY 2022-23 since 2016. One reason that this vehicle needs to be replaced this year is that this is the last year that it can be operated by a government agency in CA according to the California Air Resources Board (CARB).

Another reason that this vehicle needs to be replaced is that the maintenance and repair bills are becoming unwieldy. Despite being inconvenient, staff has elected to only use the truck when absolutely necessary. This truck is uniquely outfitted to serve a specific purpose; lifting pumps in and out of wet wells. This is the only piece of equipment the District owns that serves this purpose. The tools and equipment typically stored on this truck are useful for all types of infrastructure maintenance and repairs, but, because of the increased repair and maintenance costs, District staff have opted to keep this truck parked except when they need to lift pumps in or out of wet wells, so that this truck is available when needed.

The pandemic has caused a lot of issues with supply chain and purchasing. As a result, vehicle purchases are complicated. There is high demand and low supply for a truck of this size nationally. The unique equipment and specifications required by the District for this truck make this a special order item. In order to obtain a 2023 model year vehicle, we need to place an order when the manufacturers are accepting orders. Dodge closed fleet orders for 2023 model year trucks on September 16, 2022. Ford will open for fleet orders on November 7, 2022 and will only fill a limited number of orders. As of this writing, Ford has not yet made pricing available for model year 2023 special order trucks.

District staff have determined that a gasoline powered vehicle serves the needs of the District better than a diesel powered vehicle of this size because of initial cost, longevity, maintenance costs, emissions and fuel costs. The gasoline models outperform the diesel models on all of these metrics. Chevrolet does not produce a gasoline model for this size truck.

The past three full size pickup trucks that the District has purchased have been by competitive bid. All three of those trucks were purchased through Crown Ford of Redding because they were consistently the lowest bidder. The recommendation is that this truck be purchased through Crown Ford as a sole source. The District is allowed to make sole source purchases if the Board of Directors passes a resolution to do so after considering extenuating circumstances.

The extenuating circumstances are detailed above and summarized below:

- 1) California Air Resources Board (CARB) requires this vehicle be replaced this year.
- 2) The pandemic has caused disruptions in supply chain making new trucks of this size difficult to special order.
- 3) Dodge has already closed fleet ordering for model year 2023
- 4) Ford will accept orders beginning November 7 and will only accept a limited number of orders and has not yet released pricing for model year 2023 trucks.
- 5) District staff have determined that a gasoline truck will serve the District's needs better than a diesel model for the reasons listed above; Chevrolet does not produce a gasoline model for this size of truck.
- 6) The past three full size trucks have been purchased through competitive bidding through Crown Ford of Redding as the lowest bidder.

Crown Ford estimates that the truck will cost \$203,000 including tax and licensing; a ten percent contingency was added to come up with the Fiscal Impact. A model year 2022 build sheet is included as the basis for Crown Ford's estimate.

Using the best available information at the time, District staff budgeted \$140,000 for the replacement of this vehicle. The cost of this truck does exceed that value but this is a necessary purchase to continue District operations and the cost of trucks is not expected to decrease in the future.

Please pass resolution 2022-17 authorizing the General Manager to sign paperwork to sole source purchase a model year 2023 truck through Crown Ford of Redding not to exceed \$225,000.

Fiscal Impact:

Up to \$225,000

RESOLUTION 2022-17

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT
AUTHORIZING THE SOLE-SOURCE PURCHASE OF ONE F550 SERVICE TRUCK FROM
CROWN FORD IN REDDING, CA**

WHEREAS, as a public agency Humboldt community Services District (District) is required to keep each of its vehicles in compliance with California Air Resources Board (CARB) regulations; and

WHEREAS, the District's existing Unit 4 Diesel F-450 has reached the maximum allowable use under CARB regulations; and

WHEREAS, the COVID-19 pandemic circumstances of the past three years have caused supply-chain disruptions related to the manufacture and delivery of new utility service trucks; and

WHEREAS, staff determined the purchase of a gasoline rather than diesel powered utility truck is more economical and will better serve the District for a greater length of time; and

WHEREAS, the only manufacturing sources for such gasoline powered medium duty utility service trucks is Dodge or Ford, and Dodge closed its fleet ordering for model year 2023 during September 2022 leaving only Ford as a viable option to meet CARB requirements; and

WHEREAS, the District's competitive bidding process for the past three service trucks resulted in award to Crown Ford of Redding, CA as the lowest bidder;

WHEREAS, the District is not able to submit this acquisition to a competitive bidding process because the manufacturers are not releasing pricing to the dealerships for special order utility trucks and the subject truck is not available as standard build;

WHEREAS, there are a limited number of special orders available to government agencies, and, if the District does not immediately submit its order, it is unlikely that the order will be processed this fiscal year.

NOW, THEREFORE, BE IT RESOLVED that in consideration of the extenuating circumstances, the Board of Directors of the Humboldt Community Services District does hereby find, determine, and declare authorization for the sole-source purchase of one (1) each 2023 gasoline powered F550 Service Truck for a not to exceed purchase price of \$225,000 from Crown Ford of Redding, California and authorize the General Manager to execute all necessary documentation.

PASSED, APPROVED, AND ADOPTED by the Board of Directors of the Humboldt Community Services District on October 25, 2022 upon the following roll call vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Attest:

Alan Bongio, Board President

Brenda K. Franklin, Board Secretary

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Prepared for: Darren Toland

Humboldt CSD

Prepared by: Bill Dawson

10/13/2022



Crown Ford | 555 West Cypress Redding California | 960012819

2022 F-550 Chassis 4x2 SD Regular Cab 169" WB DRW XL (F5G)

Price Level: 275 | Quote ID: HCSD23XL

As Configured Vehicle

Code	Description
Base Vehicle	
F5G	Base Vehicle Price (F5G)
Packages	
660A	<p>Order Code 660A</p> <p><i>Includes:</i></p> <ul style="list-style-type: none"> - Engine: 7.3L 2V DEVCT NA PFI V8 Gas - Transmission: TorqShift 10-Speed Automatic 10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery. - Tires: 225/70Rx19.5G BSW A/P - Wheels: 19.5" x 6" Argent Painted Steel Hub covers/center ornaments not included. - HD Vinyl 40/20/40 Split Bench Seat Includes center armrest, cupholder, storage and driver's side manual lumbar. - Radio: AM/FM Stereo w/MP3 Player Includes 4 speakers. - SYNC Communications & Entertainment System Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.
Powertrain	
99N	Engine: 7.3L 2V DEVCT NA PFI V8 Gas
44G	<p>Transmission: TorqShift 10-Speed Automatic</p> <p>10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.</p>
X8L	Limited Slip w/4.88 Axle Ratio
68M	<p>GVWR: 19,500 lb Payload Plus Upgrade Package</p> <p>Includes upgraded frame, rear-axle and low deflection/high capacity springs. Increases max RGAWR to 14, 706. Note: See Order Guide Supplemental Reference for further details on GVWR.</p>
Wheels & Tires	
TGJ	Tires: 225/70Rx19.5G BSW A/P
64Z	<p>Wheels: 19.5" x 6" Argent Painted Steel</p> <p>Hub covers/center ornaments not included.</p>
512	<p>Spare Tire, Wheel & Jack</p> <p>Required in Rhode Island.</p> <p>Excludes carrier.</p>

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

Prepared for: Darren Toland

Humboldt CSD

Prepared by: Bill Dawson

10/13/2022



Crown Ford | 555 West Cypress Redding California | 960012819

2022 F-550 Chassis 4x2 SD Regular Cab 169" WB DRW XL (F5G)

Price Level: 275 | Quote ID: HCSD23XL

As Configured Vehicle (cont'd)

Code	Description
	<i>Includes:</i> - 6-Ton Hydraulic Jack
Seats & Seat Trim	
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>
Other Options	
PAINT	Monotone Paint Application
169WB	169" Wheelbase
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 4 speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.</i>
96V	XL Value Package <i>Includes:</i> - XL Decor Group - Chrome Front Bumper - Steering Wheel-Mounted Cruise Control
90L	Power Equipment Group <i>Deletes passenger side lock cylinder. Includes upgraded door-trim panel.</i> <i>Includes:</i> - Accessory Delay - Advanced Security Pack <i>Includes SecurILock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</i> - MyKey <i>Includes owner controls feature.</i> - Power Front Side Windows <i>Includes 1-touch up/down driver/passenger window.</i> - Power Locks - Remote Keyless Entry
61J	6-Ton Hydraulic Jack
62R	Transmission Power Take-Off Provision <i>Includes mobile and stationary PTO modes.</i>
86M	Dual 78 AH Battery
67B	397 Amp Alternators

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Crown Ford | 555 West Cypress Redding California | 960012819

2022 F-550 Chassis 4x2 SD Regular Cab 169" WB DRW XL (F5G)

Price Level: 275 | Quote ID: HCSD23XL

As Configured Vehicle (cont'd)

Code	Description
54L	Folding Trailer Tow Mirrors <i>102" width. Includes manual telescoping power/heated glass, heated convex spotter mirror and integrated clearance lamps/turn signals.</i> <i>Includes:</i> <i>- Utility Lighting System</i> <i>Includes LED side-mirror spotlights.</i>
63A	Utility Lighting System <i>Includes LED side-mirror spotlights.</i>
52B	Trailer Brake Controller <i>Includes smart trailer tow connector. Verified to be compatible with electronic actuated drum brakes only.</i>
18B	Platform Running Boards
60C	Audible Lane Departure Warning
94P	Pre-Collision Assist <i>Includes Automatic Emergency Braking (AEB), automatic high beam and forward collision warning.</i>
59H	Center High-Mounted Stop Lamp (CHMSL)
872	Rear View Camera & Prep Kit <i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>
43C	110V/400W Outlet <i>Includes 1 in-dash mounted outlet.</i>
76S	Remote Start System
39S	SiriusXM Radio <i>Includes 1 IP mounted center speaker and a 3-month prepaid subscription. Service is not available in Alaska and Hawaii. Subscriptions to all SiriusXM services are sold by SiriusXM after trial period. If you decide to continue service after your trial, the subscription plan you choose will automatically renew thereafter and you will be charged according to your chosen payment method at then-current rates. Fees and taxes apply. To cancel you must call SiriusXM at 1-866-635-2349. See SiriusXM customer agreement for complete terms at www.siriusxm.com. All fees and programming subject to change. Sirius, XM and all related marks and logos are trademarks of Sirius XM Radio Inc.</i>
19Z	4G LTE Wi-Fi Hotspot Removal
Fleet Options	
525_	Steering Wheel-Mounted Cruise Control
17F	XL Decor Group (LPO)

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Prepared for: Darren Toland

Humboldt CSD

Prepared by: Bill Dawson

10/13/2022



Crown Ford | 555 West Cypress Redding California | 960012819

2022 F-550 Chassis 4x2 SD Regular Cab 169" WB DRW XL (F5G)

Price Level: 275 | Quote ID: HCSD23XL

As Configured Vehicle (cont'd)

Code	Description
	Requires valid FIN code. <i>Includes:</i> - Chrome Front Bumper
WARANT	Fleet Customer Powertrain Limited Warranty Requires valid FIN code. <i>Ford is increasing the 5-year 60,000-mile limited powertrain warranty to 5-years, 100,000 miles. Only Fleet purchasers with a valid Fleet Identification Number (FIN code) will receive the extended warranty. When the sale is entered into the sales reporting system with a sales type fleet along with a valid FIN code, the warranty extension will automatically be added to the vehicle. The extension will stay with the vehicle even if it is subsequently sold to a non-fleet customer before the expiration. This extension applies to both gas and diesel powertrains. Dealers can check for the warranty extension on eligible fleet vehicles in OASIS. Please refer to the Warranty and Policy Manual section 3.13.00 Gas Engine Commercial Warranty. This change will also be reflected in the printed Warranty Guided distributed with the purchase of every new vehicle.</i>
595	Fog Lamps (Fleet)
Emissions	
425	50-State Emissions System
Exterior Color	
Z1_01	Oxford White
Interior Color	
AS_01	Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat

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Knapheide Truck Eq Co - CA
 405 Gandy Dancer Rd
 Tracy CA 95377
 Phone: 209-855-8400
 Fax: 209-835-2128
 www.tracy.knapheide.com

QUOTATION

Quote ID: JM00002266

Page 1 of 3

Account: 260
 Customer: CROWN MOTORS
 555 CYPRESS AVE
 REDDING CA 960012897

Contact: BILL DAWSON
 Phone: 530-241-4321
 Fax: 530-246-2615

Quote Number: JM00002266
 Quote Date: 10/3/2022
 Quote valid until: 11/2/2022
 Payment Terms: N30

Salesperson: HUNTER CARNEVALE
 Quoted By: jmckenzie
 PO#:

Make: FORD	Model: F-550	Year: 2023	Single/Dual: DRW
Cab Type: REGULAR	VIN#: CUSTOMER SUPPLIED CHASSIS	Cab-to-Axle: 84.0	Wheelbase: 169.0

QTY	DESCRIPTION	AMOUNT
1	<p>L 2077-22 KMT1</p> <p>INSTALLED IN QUINCY, ILLINOIS</p> <p>Knapheide 6132DLR-44K: 11 ft crane body with torq-isolator crane support system. A-40 galvanneal compartments and doors, 3/16" treadplate floor, 1/8" tops and backs, full-seam continuously welded. 12 gauge bottom and end panels of compartments and double panel doors. Exclusive 12 stage K-coat protection includes 12 stages of cleaning, pre-treat, electrodeposition prime coat, rinse, and curing. (6) recessed cargo tie-downs in floor – 6,000# capacity, (2) heavy duty aluminum grab handles, and LED stop/tail/turn lights, clearance lights, & backup lights. 21" work surface bumper with thru compartment, vise plate, & 2.5" receiver tube. (2) Grip-Strut flex steps, (1) each side of rear tailshelf. 16" high double panel slam tailgate with center latch and flat space for tailgate graphics.</p> <p>KnapLiner: Commercial grade spray-on bed liner applied to cargo floor, sides, compartment tops, bulkhead, tailgate, and rear bumper</p> <p>Stellar 7630 Service Crane: Max 7,500lb lifting capacity (44,840ft-lbs), 30' hydraulic reach, planetary winch 60'/min speed, and double-acting cylinders w/integral holding valves. Filters, crane hook, snatch block, anti-two block device & hydraulic shutdown, 3/8" cable, boom support, wireless remote control (RF) with back up pendant control, PTO, hydraulic pump for crane, hydraulic reservoir with guard, & remote docking / charge station for crane remote</p> <p>Control Panel: Power Cell, controller and (8) button switch panel in the rear crane compartment. CAN-bus system with continuous working load of 115 amps, features built in overload current protection for the system and operator safety. Control panel with LCD display installed in cab</p> <p>Hydraulic Air Compressor: Boss 40 CFM hydraulic compressor with Reelcraft 50' x 1/2" hose reel and roller fairlead through the right rear compartment. FLR system and underbody air tank included with compressor.</p> <p>Welder Bracket: Welder mounting plate installed on the street side compartment top at rear</p> <p>Side Compartments: 44" high side packs and 60" high right front vertical compartment with automotive quality 3-pt T-handles</p>	



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QTY	DESCRIPTION		AMOUNT
	<p>1st Vertical Side Compartment: 7 drawer unit – 3-3” high drawers, 3-5” high drawers, and 1-7” high drawer (street side) / Gas bottle retainer (2 bottles), vented top & bottom; Full height vertical partition with 3 adjustable divider shelves (curbside)</p> <p>2nd Vertical Side Compartment: 2 adjustable divider shelves with 4 dividers each (street & curbside)</p> <p>1st Horizontal Side Compartment: Bolt bin storage unit (street side) / bolt-in divider shelf with 8 dividers (curbside)</p> <p>3rd Vertical Side Compartment: 2 adjustable divider shelves with 4 dividers each (street side) / Fixed shelf (curbside)</p> <p>Master Locking System: Secures one entire side of compartments with a padlock in one easy motion and acts as a visual theft deterrent</p> <p>Padlocks: (2) codeable padlocks by OEM ignition key for master locking system stowed in cab</p> <p>Cab Protector: with punched window</p> <p>Auxiliary Lighting: (4) LED work lights installed & LED compartment lights installed per each compartment except bottle gas compartment</p> <p>Strobe system: S/T/T backup lights with integrated strobes & built in reflectivity; (2) LED strobe lights installed on front grill</p> <p>Outriggers: Hydraulic out / hydraulic down at curbside and hydraulic down at street side</p> <p>Backup Alarm: 97 db audible alarm</p> <p>Backup Camera: OEM backup camera installed</p> <p>Trim Package: Full height aluminum rock guards installed on the front end panels and aluminum treadplate trim on slam tailgate in lieu of KnapLiner</p> <p>Trailer Plug: 7-way flat trailer plug installed</p> <p>Finish Paint: Body interior / exterior painted single stage to match cab</p> <p>FOB, TRACY, CA</p> <p>Delivery to Redding</p> <p>PRICE SUBJECT TO INCREASE BASED ON CHASSIS BUILD DATE</p>		
		Total Due (sales tax not included):	\$93,671.00

The following options may be added:

QTY	DESCRIPTION	PRICE EACH	AMOUNT	ADD TO QUOTE
1	E-Locks: Electric locks installed and programmed to key fob	\$1,200.00	\$1,200.00	Yes / No

Notes:



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QUOTATION

Quote ID: JM00002266

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This Quote is subject to the following terms and conditions:

Credit Card Policy

We do not accept credit cards for payment of any order in excess of \$3,000.00. For other orders, we do accept MasterCard, American Express, Visa and Discover cards for payment.

Pricing Policy

- Price Quotation is good on orders received through the expiration date
- Pricing quoted applies to chassis make/model originally provided and quantity quoted. Any change may result in price change.
- Orders are subject to all applicable state, local and federal excise taxes. Applicable taxes will be applied on final billing to customer upon completion of order.
- Knapheide Truck Equipment must be in possession of the vehicle for this order within 90 days of quote acceptance or the order can be subject to price adjustments due to cost increases for materials, labor, and shop supplies

Payment Policy

- Payment Terms are due upon receipt of signed quote unless prior credit agreement has been established at the time of order.
- Payment terms for customers with an established credit account will be Net 30 from date of invoice.
- Knapheide has right to assess late charges at 1.5% per month on all invoices that are 60 days or more past due.

Return Policy

- All sales are final. Purchased parts or products are non returnable.

Cancellation Policy

- Payment is due in full upon cancellation of any orders for non-stocked parts or products (provided part/product has been ordered by Knapheide) and upon cancellation of installation orders, once product installation has begun.

Customer agrees and understands this Quote is an offer to sell subject to the terms and conditions above and any additional terms or modifications are hereby objected to, unless mutually agreed upon in writing by Customer and Knapheide. The undersigned represents and warrants that he/she is duly authorized to sign below on behalf of Customer and thereby accepts offer and Knapheide will begin processing the order.

Knapheide Truck Equipment Center is not responsible for loss of or damage to the vehicle due to or arising from fire, weather, theft or any other cause except the sole negligence of Knapheide Truck Equipment Center. Knapheide Truck Equipment Center is not responsible for any loss or damage to articles of personal property that have been left in the vehicle or for loss or damage to bodies, trailers or special equipment, including any cargo, materials or supplies carried on or in such bodies, trailers or special equipment, whatever the cause.

Customer must fill out the information below before the order can be processed...

Signature & Printed Accepted by:	
Date:	
P.O. number:	