



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

AGENDA

DATE: Tuesday, November 8, 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 815 7863 3829 and Passcode 110494. 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 November 8, 2022 Agenda *Pgs 1-2*
2. Approval of Minutes of the Regular Meeting of October 25, 2022 *Pgs 3-8*
3. Consideration of Resolution No. 2022-18 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings for Another 30 Days *Pgs 9-10*

D. REPORTS

1. General Manager
 - a) GM Report *Pg 11*
2. Engineering Department
 - a) Status Report *Pgs 13-14*
3. Superintendent

4. Finance Department

- a) October 2022 Check Register

Pgs 15-24

5. Legal Counsel

6. Director Reports

7. Other

E. PUBLIC PARTICIPATION **

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

F. NON-AGENDA

G. NEW BUSINESS

1. Consideration of Selecting a Diversity, Equity, Inclusion Training Program

Pgs 25-38

H. OLD BUSINESS

I. CLOSED SESSION

1. Pursuant to Government Code Section 54954.5(e) PUBLIC EMPLOYEE PERFORMANCE EVALUATION – General Manager

J. ADJOURNMENT

Next Res: 2022-19

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 25, 2022, in person and via tele/video conference in accordance with AB 361 and HCSD Resolution 2022-15.

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 Superintendent Latham, Finance Manager Montag (FM), Assistant Engineer Adams (AE), Construction Foreman Taylor (CF), and Maintenance Foreman Toland (MF).

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 25, 2022 Agenda
2. Approval of Minutes of the Regular Meeting of October 11, 2022
3. Consideration of Consent for District Special Legal Counsel to Simultaneous 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

Public Comment: None

DIRECTOR GARDINER MOVED, DIRECTOR MATTEOLI SECONDED, TO ACCEPT AND APPROVE THE OCTOBER 25, 2022 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. CORRESPONDENCE

1. ACWA – Notice of General Sessions Membership Meeting November 30, 2022

Received and filed.

E. REPORTS

1. General Manager

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a) GM Report

- COVID – The Governor announced the COVID-19 State of Emergency will lift on February 28, 2023. At that time AB361 teleconferencing will sunset and AB2449 provisions will apply in addition to the default Brown Act guidelines.
- Brier Lane – In cooperation with Harper and Associates, the bid pack for rehabilitation of the Brier Lane half-million-gallon Water Storage Tank is nearing completion. It is planned that solicitations will be published in November, with contract award in January 2023, and work to begin in the summer.
- City of Eureka Elk River Estuary Enhancement Project – The work is nearly complete. The District rented temporary wastewater tanks and stockpiled repair materials in case of damage to its sewer force line traversing the area. These will remain in place until the project is complete and the contractor has demobilized from the site.
- Employee Appreciation Dinner – Now that COVID restrictions have been mostly eliminated, the traditional employee appreciation dinner is set for January 20, 2023 at the Moose Lodge.

2. Engineering Department

a) Status Report

- Hartman Sewer Lift Station (SLS) Reversal – Engineering has begun the planning process to convert the station into gravity flow into the Martin Slough Interceptor. It is anticipated construction of the 900 ft. sewer main redirection will occur in FY23/24.
- Doctor Office Lane Sewer Main Replacement – Planning has started in order to replace 375 ft. of 6-inch clay sewer main with SDR-35 PVC sewer main during the summer of 2023.

3. Superintendent

a) September 2022 Operations/Maintenance Report

Staff continued station maintenance, providing customer service assistance, testing all stationary and portable generators, as well as servicing multiple Flygt sewer pumps. Filming included 927 ft. of sewer main line and 222 ft. sewer lateral line. A manual generator transfer switch was installed at Kluck Lane to enable more consistent water pressure during extended power outages, assisting other departments, and preparations for upcoming CIP.

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4. Finance Department

b) September 2022 Budgetary Statement

Income is tracking within the budget. Analysis of water & sewer expenses are higher primarily due to the delays in the rate study which it is hoped will be complete by the first half of the year fiscal year. Electrical power is tracking higher than expected due to PG&E price increases and do not see any difficulties in absorbing it.

5. Director Reports

Director Gardiner requested staff redesign billing statements so they are more easily understood by all ratepayers and provide samples to the Board for review as an agenda item in the near future. Specifically suggested clarifying what “units” and “cons” represent or replacing it with “Gallons” or “Gallons Used”.

Director Benzonelli attended the October 24 RREDC meeting. The main discussion included PG&E’s capacity issues and inability to meet power demands to various communities through Southern Humboldt. A press release will be issued followed by a presentation to County Board of Supervisors on November 1st. Although the scenario does not directly affect HCSD, it will impact all community/county members.

F. PUBLIC PARTICIPATION

None

G. 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.

GM advised the District’s participating membership with Sourcewell’s national cooperative bidding process satisfies the competitive bid process. The District’s 2010 Unit 10 Dump Truck requires replacement during FY 22/23 due to California Air Resources Board (CARB) mandates. Through Sourcewell’s qualified vendors, staff secured an offer from Coast Counties Truck and Equipment at approximately \$23,000 less than budgeted.

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Discussion clarified the only reason the vehicle requires replacement is due to CARB regulations (the current truck only has 30,000 miles), discussed potential resale options, and assurance the truck meets staff needs.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR MATTEOLI TO 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 GM TO EXECUTE THE PURCHASE DOCUMENTS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

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

GM summarized the necessity to authorize a sole-source purchase for the replacement of Unit 4 due to the following extenuating circumstances: 1) CARB mandates require replacement during 2022, 2) The pandemic created numerous supply chain interruptions especially for large trucks, 3) Dodge has already closed fleet ordering for the 2023 model year, 4) Ford will begin accepting a limited number of 2023 orders on November 7 and have not yet released pricing due to significant cost fluctuations, 5) Staff determined a gasoline truck will better serve the District's needs in lieu of a diesel model in view of the above, 6) Chevrolet does not produce a gasoline model for this size of truck, 7) Crown Ford of Redding was the successful bidder for the past three full-size truck purchases. In addition to the foregoing, the projected cost is now approximately \$85,000 greater than anticipated with little possibility of lower costs in the future.

Discussion included clarifying the urgency to place an order for the truck to maintain compliance, the current Unit 4 is diesel thus the CARB requirement for a new vehicle, the cab and chassis have been changed out previously making it difficult to obtain replacement parts for the 20+ year-old crane and utility box, assurance the new vehicle will meet staff needs.

PUBLIC COMMENT: None

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IT WAS THEN MOVED BY DIRECTOR HANSEN, SECONDED BY DIRECTOR GARDINER, TO ADOPT RESOLUTION 2022-17 AUTHORIZING THE SOLE-SOURCE PURCHASE OF A NEW UNIT 4 2023 F550 SERVICE TRUCK THROUGH CROWN FORD OF REDDING, CA DUE TO CURRENT EXTENUATING CIRCUMSTANCES AND AUTHORIZING THE GM TO EXECUTE THE PURCHASING DOCUMENTS NOT TO EXCEED \$225,000. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

I. ADJOURNMENT

There being no further business, IT WAS MOVED BY DIRECTOR 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 OCTOBER 25, 2022 AT 5:35 P.M.

Submitted, Board Secretary

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Humboldt Community Services District

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

AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: November 8, 2022

AGENDA ITEM: C.3 (Consent Calendar)

TITLE: Consideration of Resolution 2022-18 Making Findings Pursuant to Government Code Section 54953, as Amended by Assembly Bill 361, and Authorizing the Continued Use of Virtual Meetings

Recommendation:

Adopt Resolution 2022-18 by title only under Consent Calendar roll-call vote.

Summary:

The Governor's Executive Order N-08-21 provided modification to the Brown Act authorizing public teleconference meetings during the COVID-19 Emergency without the requirement of personal appearance. On September 16, 2021, Governor Newsom signed Assembly Bills (AB) 339 and 361 into law which was followed by Executive Order N-15-21 on September 20, 2021 stipulating the sunset of Executive Order N-08-21 as of September 30, 2021.

As presented at the October 12, 2021 regular meeting, and subsequently at each first meeting of the month, provisions of AB 361 officially modify the Brown Act to enable public agencies to move immediately to relaxed teleconference meetings under a declared state of emergency. Each month the March 20, 2020 state of emergency remains in effect, the Board is required to pass a resolution every thirty (30) days until lifted, affirming the following:

1. The Board has considered the circumstances of the state of emergency
2. Any of the following circumstances exist:
 - a. The state of emergency continues to directly impact the ability of the members to meet safely in person.
 - b. State or local officials continue to impose or recommend measures to promote social distancing.

Resolution 2022-18 before you, affirms the foregoing conditions allowing the District to proceed with virtual meetings for the next thirty (30) days while the current state of emergency remains in effect and/or the County's recommendations for social distancing remain in effect. In addition to the many restrictions that have been lifted, the Governor's office advised the existing state of emergency is scheduled to sunset February 28, 2023

Fiscal Impact: None

RESOLUTION NO. 2022-18

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT MAKING FINDINGS PURSUANT TO GOVERNMENT CODE SECTION 54953, AS AMENDED BY ASSEMBLY BILL 361, AND AUTHORIZING THE CONTINUED USE OF VIRTUAL MEETINGS

WHEREAS, as a result of the COVID-19 pandemic, the Governor issued Executive Order Nos. N-08-21, N-25-20 and N-29-20, which suspended certain provisions of the Ralph M. Brown Act to allow legislative bodies to conduct public meetings without strict compliance with the teleconferencing provisions of the Brown Act;

WHEREAS, Assembly Bill 361, which was signed into law on September 20, 2021, amended Government Code section 54953, to provide relief from the teleconferencing provisions of the Brown Act under certain circumstances provided the legislative body makes certain findings;

WHEREAS, as a result of the COVID-19 pandemic, the Governor proclaimed a state of emergency on March 4, 2020, in accordance with the section 8625 of the California Emergency Services Act, and the state of emergency remains in effect;

WHEREAS, as a result of the COVID-19 pandemic, the Humboldt County Health Officer has imposed and has recommended measures to promote social distancing as more particularly set forth in his August 6, 2021, Order, among other prior orders and guidance;

NOW, THEREFORE, the Board of Directors does hereby find and resolve as follows:

1. That the Board has reconsidered the circumstances of the previously declared and existing state of emergency arising from the COVID-19 pandemic;
2. That the state of emergency continues to directly impact the ability of the members of the Board to meet safely in person, and further that local officials continue to impose or recommend measures to promote social distancing;
3. That the Board may continue to conduct public meetings in accordance with Government Code section 54953(e);
4. That the Board will reconsider the above findings within 30-days of this Resolution.

PASSED AND ADOPTED on the 8th day of November 2022 by the following vote:

AYES:
NAYS:
ABSENT:
ABSTAIN:

ATTEST:

Alan Bongio, Board President

Attest: Brenda K. Franklin
Board Secretary

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors
FROM: Terrence Williams, General Manager
DATE: November 4, 2022
SUBJECT: General Manager Report for November 8, 2022 Board Meeting

Election

The Board meeting for which this report is written is scheduled for election day. Best of luck to all of the candidates, if you are reading this before 8pm on November 8, and you haven't yet done so, please get out and vote!

SCADA

The District's industrial automation system that is used to control pumps and tank levels, monitor flowrates and call District staff when something goes wrong is referred to as the SCADA system (Supervisory Control and Data Acquisition). As all of you know, I am working on designing and building a new SCADA system to replace the existing system that is over 30 years old and obsolete.

I recently attended technical training hosted by the manufacturer of the software and hardware that I selected for this project. The training was in depth and specific to the integration of the software and hardware that we will be using. The trainings covered work flow, communications protocols, data and cyber security, programming best practices, algorithm development, alarm redirection, data visualization, system architecture and other topics. The classes were attended by other engineers and professional SCADA integrators. I found the classes extremely beneficial especially considering that I will be able to train other District staff to perform some or all of the tasks.

While these classes focused on the integration of the specific hardware and software that I will be using, designing and building our new SCADA system requires extensive knowledge of industrial automation and of our unique water and wastewater systems. I am excited to say that I am making steady progress on the bench setup and I expect to be able to make a demonstration to the Board during a meeting in December. I also expect to be able to make a first deployment to the field in January or February (depending on equipment lead times). The first field deployment will most likely be Cummings Road tank and booster pair.

Rate Study

At the end of last week, I received an email from the consultant performing the District's rate study indicating that they finally have all of the information they need from the City of Eureka regarding District rates. They are currently finalizing the District's Draft Report. As soon as I have reviewed that report and believe it to be complete, I will share it with all of you for review and approval (or revision). Once you have approved the draft report, we will be able to move into the Proposition 218 process for rate setting.

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Humboldt Community Services District

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Engineering Memorandum

TO: Board of Directors
FROM: Benjamin Adams, Assistant Engineer
DATE: November 4, 2022
SUBJECT: Engineering Dept. Status Report for November 8, 2022 Board Meeting

Tower Dr. Steel Main Replacement Project Update

District forces are continuing to work on the Tower Drive steel main replacement project. 500 feet of new C900 plastic water main have been installed for the project, with approximately 60 feet remaining to be installed. After completing installation, the line will be flushed, disinfected, and bacteriologically and hydrostatically tested. After successful completion of the tests, existing services will be transferred to the new pipeline, and the old water main will be removed from service. This project should be completed before the end of the calendar year, provided there are no significant delays. Work on the office building façade will resume once the Tower Drive project is completed.

Water Storage Tank Inspections

The District's 0.5 MG Ridgewood water storage tank has been in service for over 12 months following the rehabilitation project in which structural repairs were made, and the interior and exterior surfaces of the tank were recoated. The 1-year warranty inspection was recently conducted and no items of particular concern were found during the inspection. The District will receive the 1-year warranty report in the coming weeks.

On the same day as the Ridgewood tank inspection, a pre-engineering inspection was performed at the 0.5 MG Donna Dr. Water Storage Tank. The Donna Dr. tank is a welded steel tank standing 24 feet tall, and 61 feet in diameter. The tank was constructed in 1988 and is scheduled for rehabilitation. Information gathered from this inspection will be used to develop design specifications for the rehabilitation project, which is scheduled for construction in the 24/25 fiscal year.

Brier Lane Tank Rehabilitation

A bid package has been developed for the Brier Lane water storage tank rehabilitation project and District staff will post the invitation to bid this month. The work is anticipated to be completed within approximately 100 calendar days, in the construction window between May 15th and September 29th 2023.

The Brier Lane tank works in parallel with the Dana Lane tank providing water to the Myrtle town, lower Pigeon Point, Mitchell Heights, and Freshwater areas. Distribution

system redundancy means we do not need a temporary storage system in place to perform the construction portion of the Brier Lane tank rehabilitation project.

Work Within District Boundary

District Engineering staff have responded to 15 Humboldt County Building Permit Referrals, and 386 Underground Service Alerts (USA) since last reported at the Board Meeting on September 13th. These numbers appear to indicate that we have passed the peak of the active construction season. As always, responsible homeowners and contractors call 811 to initiate a USA ticket for any excavation work within their property or work area.

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
 Printed: 11/3/2022 2:25 PM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55683	W730 107846	Wienhoff Drug Testing Inc Add New EE to DOT Consortium	10/05/2022	160.00
Total for Check Number 55683:				160.00
55684	W208 1042	Watt's Cleaning Services Cleaning services for September 2022	10/05/2022	950.00
Total for Check Number 55684:				950.00
55685	V700 INV 22-593027 INV 22-597344	Valley Pacific Petroleum Services Inc Fuel Ethanol free/Plastic utility jug spout	10/05/2022	6,924.33 99.92
Total for Check Number 55685:				7,024.25
55686	U410	United Way of Humboldt PR Batch 00001.10.2022 UNITED WAY PR Batch 00001.10.2022 UNITED WAY PR Batch 00001.10.2022 UNITED WAY	10/05/2022 PR Batch 00001.10.2022 UNI PR Batch 00001.10.2022 UNI PR Batch 00001.10.2022 UNI	1.96 0.36 1.68
Total for Check Number 55686:				4.00
55687	T410 1011764-01	Malcolm Kelly Inc. 2 1/2" PVC Pipe for water main repair	10/05/2022	76.48
Total for Check Number 55687:				76.48
55688	S310 220010077	Low Voltage Security Inc Keys and locks	10/05/2022	150.66
Total for Check Number 55688:				150.66
55689	P557 3E70732 3F63089 3G60914 3G70182	Rexel USA Inc. LFU JLLN100 300V Class T/Fuses Book Ugly Book 2020 ILS T3A2-2 AL Mec (3) 2-14 11 ea RDW599 120-24V 40W/30M	10/05/2022	184.24 89.48 167.53 151.70
Total for Check Number 55689:				592.95
55690	P430 060573 061565 062994 063232 063237 063238 064252 066364 09302022	Pierson Building Center Credit return/Attic louver/Inv 059823 Outdoor angle broom/2"x30' Ratchet strap 16' Type 2 alum ext ladder No Parking-Arrow 12x18 Ace 2 piece nozzle set Poly insert plug 3/4"/Vinyl tubing 5/8IDx3/4OD: SCH 40 pvc rdcr bushing/PVC insert adptr/J-B V Asst hardware/Foot bolt 6 zinc Discount Earned - September	10/05/2022	-37.13 75.90 174.79 76.42 17.47 3.26 11.77 56.27 -6.54

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55690:	372.21
55691	O800 9455	Owsley Electric Ridgewood tank transformers/Replaced two tran	10/05/2022	1,687.02
			Total for Check Number 55691:	1,687.02
55692	N050 2022-99826	North Coast Journal CSR Recruitment Ad 8/18-9/15	10/05/2022	65.00
			Total for Check Number 55692:	65.00
55693	M450 517729230 517767518 5178513641 517858976	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	10/05/2022	240.36 403.93 240.36 407.32
			Total for Check Number 55693:	1,291.97
55694	M230 M234822 M235157	Mendes Supply Co PSCQcarbacticide 30gal (2)/Drum deposit (2) Credit/Drum deposit (6)	10/05/2022	817.72 -360.00
			Total for Check Number 55694:	457.72
55695	I700 5099452	IBS Interstate Battery System SLA1079/SLA1055/Scada batteries (4)	10/05/2022	100.29
			Total for Check Number 55695:	100.29
55696	H410 16948000	Humboldt Bay Municipal Water D Water Purchased - September	10/05/2022	88,880.60
			Total for Check Number 55696:	88,880.60
55697	H030 00091246 00091246	Halliday Products Inc Sewer well lids for Blackberry Ln SLS Sewer well lids for Sea Ave SLS/FM Reversal	10/05/2022	2,387.00 1,817.97
			Total for Check Number 55697:	4,204.97
55698	H010 09302022 09302022 09302022 S012542352.001 S012597462 S012695264.001 S012697572.001 S012707511.001 S012727442.001	Keenan Supply Discount Earned - September Donna Dr Hydro T Discount Earned - September Blackberry SLS Discount Earned - September 4"x18' Spool cmt lined bit/4 DI flng 90 elbow/Fl 6x4 DI Flng red 90 elbow/RW gate vlv/4 DI elbc Yard Restock/3/4x100 and 1x100 IPS 250 PSI Pr Full Circle redi clamp/IMP brass 90 st elbow/Br Yard Restock/Mainline ML56-86 flex cplg/Main Krausz hymax 2 flip 260 psi cplg	10/05/2022	-42.36 -104.13 -30.01 5,682.58 2,316.21 463.74 743.52 35.22 288.93
			Total for Check Number 55698:	9,353.70
55699	G090 AM6679106	Galco Industrial Electronics Inc TRU3-SSAC Time Delay Relay DPDT 11 pin ci	10/05/2022	1,091.68
			Total for Check Number 55699:	1,091.68
55700	F010	Farmer Brothers Co	10/05/2022	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	91501937	Cof Med Rst 42/2oz (2)		176.12
			Total for Check Number 55700:	176.12
55701	E890 27839235	Express Employment Professionals Temporary Personnel - Finance	10/05/2022	788.25
			Total for Check Number 55701:	788.25
55702	E650 81381	Eureka Ready Mix Pea Gravel/Base	10/05/2022	2,145.30
			Total for Check Number 55702:	2,145.30
55703	E558 297288 298308 299936 301213 301553	NAPA Auto Parts of Eureka 2.5 Blue Def Wstly car wash 64 oz/Purple power car wash HD mom on-off-mom on/Weather resist boot/Un 18oz AcproPrem Ca/Core Dep/15G Super glue g Sta-Bil concentrate	10/05/2022	85.17 18.88 17.99 208.06 10.70
			Total for Check Number 55703:	340.80
55704	E485 09302022 125433/3 126286/3 126476/3 126683/3 126863/3	Cooney Parris and Rieke Corp Discount Earned Round base magnet 95# pull & 65# pull/Bolt j w Thread seal tape 1/2x260"/Cmnt pverdhot lovoci Adptr instrxmpt 1/2x3/4"/Bushing 40 pvc 1SPIG Tie down orig 1x15' Drill Bit blk oxd 1/4x12"	10/05/2022	-6.05 74.24 25.38 4.72 15.07 10.76
			Total for Check Number 55704:	124.12
55705	D910 228714 229182 230103	Don's Rent-All Inc Scaffolding leveling jack for Office siding, wind Roof coil nailer/Scaffolding for Office siding, wi 2 Man power auger/8" Auger	10/05/2022	46.67 96.14 41.52
			Total for Check Number 55705:	184.33
55706	A360 962143	AFLAC Supplemental Health Premium - September 2022	10/05/2022	177.58
			Total for Check Number 55706:	177.58
			Total for 10/5/2022:	120,400.00
55708	e560 EmpApp EmpApp	Loyal Order of Moose, Eureka Lodge 636 E Rental fee for Employee appreciation dinner Insurance fee for Employee appreciation dinner	10/07/2022	300.00 169.00
			Total for Check Number 55708:	469.00
55709	e560	Loyal Order of Moose, Eureka Lodge 636 E Deposit for rental for employee appreciation dim	10/07/2022	500.00
			Total for Check Number 55709:	500.00
			Total for 10/7/2022:	969.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55710	UB*02043	BRADLEY ALEXANDER Refund Check	10/20/2022	91.18
Total for Check Number 55710:				91.18
55711	UB*02038	MAUREEN HARRINGTON Refund Check Refund Check Refund Check Refund Check Refund Check	10/20/2022	39.16 318.18 107.28 336.38 54.41
Total for Check Number 55711:				855.41
55712	UB*02040	JENNIFER MILLER Refund Check Refund Check Refund Check Refund Check Refund Check	10/20/2022	41.03 11.81 11.67 25.34 12.30
Total for Check Number 55712:				102.15
55713	UB*02042	JORDAN/DORCHAELA NORRIE/WESS Refund Check Refund Check Refund Check Refund Check Refund Check	10/20/2022	15.39 10.69 30.43 66.11 77.38
Total for Check Number 55713:				200.00
55714	UB*02039	PACIFIC BUILDERS Refund Check Refund Check Refund Check Refund Check Refund Check	10/20/2022	1.19 19.16 38.52 2.61 38.52
Total for Check Number 55714:				100.00
55715	UB*02041	RACHEL STOLT Refund Check Refund Check Refund Check Refund Check Refund Check	10/20/2022	5.72 2.11 4.58 0.74 1.60
Total for Check Number 55715:				14.75
55716	A072 6455	Accurate Drug Testing Services DOT Physical/JM	10/20/2022	100.00
Total for Check Number 55716:				100.00
55717	A160 693928 693928 693928 693928	ACWA-JPIA fDental Plan - Board Members kVision Plan - Retired Members aMedical Plan - Employees bDental Plan - Employees	10/20/2022	448.76 343.86 47,648.26 1,447.44

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	693928	cVision Plan - Employees		281.34
	693928	dLife/AD&D Plan - Employees		408.10
	693928	eMedical Plan - Board Members		12,562.52
	693928	jDental Plan - Retired Members		1,192.00
	693928	gVision Plan - Board Members		78.15
	693928	hLife/AD&D Plan -Board Members		30.61
	693928	iMedical Plan -Retired Members		20,154.97
			Total for Check Number 55717:	84,596.01
55718	C036	Corporate Payment Systems	10/20/2022	
	241374622771003	TW/FieldworkBrewing: SCADA Training Dinne		30.00
	241374622780012	TW/Flores: SCADA Training Meal		27.00
	244309922584081	TL/Microsoft		93.94
	244921522557456	TW/Second Sale: Civil Surveying Ref Manual		53.78
	244921522558252	TW/Paypal: SEISMICDESI - Seismic Design R		128.00
	244921522558524	TW/PASSPE: PE CA Surveying Formula & Sei		39.98
	246921622571053	WP/Nozzle repair kits for the Construction Vac-c		357.74
	246921622581062	TW/Amazon: Project/Junction Box SCADA		16.14
	246921622781006	TW/Starbucks: SCADA Training Bkfst		9.90
	247554222501725	TW/California BPELSG - TK Civil Eng Testing		350.00
	249064122611564	TL/Microsoft		29.97
			Total for Check Number 55718:	1,136.45
55719	C180	Canon Solutions America Inc.	10/20/2022	
	6001951564	UseTaxRecoveryFee/OfficeCopier		6.52
	6001951564	Office/Color Copies WXD03492-08.31.22-09.25		153.60
	6001951564	Office/Black Copies WXD03492-08.31.22-09.25		14.48
			Total for Check Number 55719:	174.60
55720	C410	City of Eureka: SW	10/20/2022	
	Sept 2022	General 79%		106,439.07
	Sept 2022	Humboldt Hill 21%		28,293.93
			Total for Check Number 55720:	134,733.00
55721	C430	City of Eureka: WA	10/20/2022	
	09302022	Water Purchased - September		67,035.00
			Total for Check Number 55721:	67,035.00
55722	C495	Colantuono, Highsmith, Whatley, PC	10/20/2022	
	53474	Legal Services: Special Counsel - 09.01-30.2022		11,016.00
			Total for Check Number 55722:	11,016.00
55723	D985	Downey Brand	10/20/2022	
	578134	Special Legal Counsel Services		6,502.50
			Total for Check Number 55723:	6,502.50
55724	E890	Express Employment Professionals	10/20/2022	
	27877069	Temporary Personnel - Finance		845.33
	27919286	Temporary Personnel - Finance		985.93
			Total for Check Number 55724:	1,831.26
55725	H210	Hensell Materials	10/20/2022	
	0628989-IN	Material for the Tower Lane SMR Project		341.73

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55725:	341.73
55726	H810 452950 458041 461988	Humboldt Waste Management Auth Solid Waste Greenwaste Greenwaste	10/20/2022	45.81 5.88 1.96
			Total for Check Number 55726:	53.65
55727	1525 221581	Infosend UB/Process and Mail/Bills - September	10/20/2022	4,812.28
			Total for Check Number 55727:	4,812.28
55728	J800 148599	Johnson's Mobile Rentals LLC Rental fencing for the Ridgewood Tank Rehabili	10/20/2022	252.78
			Total for Check Number 55728:	252.78
55729	J900 Q1 FY 23 Q1 FY 23 Q1 FY 23 Q1 FY 23	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Sales/Meter Workers Comp Prog-Sewer Workers Comp Prog-Clerical/Brd Workers Comp Prog-Water	10/20/2022	609.40 1,538.19 595.08 2,526.14
			Total for Check Number 55729:	5,268.81
55730	M340 108115 108194 108255	Mercer Fraser Co Slurry for the Tower Road SMR Project Asphalt for the Tower Road SMR Project Sand for the Tower Road SMR Project	10/20/2022	565.69 280.07 112.10
			Total for Check Number 55730:	957.86
55731	M560 51018	The Mitchell Law Firm LLP Legal Services - September 2022	10/20/2022	544.00
			Total for Check Number 55731:	544.00
55732	N030 202210-2273	NBS Professional Services/Rate Study	10/20/2022	3,070.00
			Total for Check Number 55732:	3,070.00
55733	N295 15047	New Life Service Co. Emergency Bio Water Damage Restoration/Mesa	10/20/2022	519.45
			Total for Check Number 55733:	519.45
55734	N465 0020759	Brad's Nor-Cal Automotive Fuel tank replacement on Unit #2 due to vandalis	10/20/2022	1,673.06
			Total for Check Number 55734:	1,673.06
55735	N570 065567	North Coast Labs Ltd Required water analysis from District wells and t	10/20/2022	1,400.00
			Total for Check Number 55735:	1,400.00
55736	O400 549447	O and M Industries Unload new hydropneumatic tanks for the Donn	10/20/2022	585.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55736:	585.00
55737	P006 027755215	PACE Supply Corp. Parts in preparation for issues with the CoE Estu.	10/20/2022	5,567.59
			Total for Check Number 55737:	5,567.59
55738	P190 188933 189579	Pacific Paper Co KeyKlean swabs/Pilot G2 Gel ink blue .5/Lee Sc Dual Function ergo chair light gray/Customer Se	10/20/2022	46.45 229.41
			Total for Check Number 55738:	275.86
55739	R250 29220712	Recology Humboldt County Garbage Service - September	10/20/2022	511.75
			Total for Check Number 55739:	511.75
55740	S490 114719	SHN Consulting Engineers Elk River Water Main Break	10/20/2022	202.50
			Total for Check Number 55740:	202.50
55741	S670 TM INV-005622	Springbrook Holding Company LLC Work for Springbrook upgrade	10/20/2022	223.75
			Total for Check Number 55741:	223.75
55742	S801 10182022	State Water Resources Control Board Project Fee for Elk River Main Repairs	10/20/2022	1,892.00
			Total for Check Number 55742:	1,892.00
55743	U330 207765961-003	United Rentals, Northwest Inc Four month rental of (2) 21,000 gallon baker tan	10/20/2022	3,338.60
			Total for Check Number 55743:	3,338.60
55744	U410	United Way of Humboldt PR Batch 00002.10.2022 UNITED WAY PR Batch 00002.10.2022 UNITED WAY PR Batch 00002.10.2022 UNITED WAY	10/20/2022 PR Batch 00002.10.2022 UNI PR Batch 00002.10.2022 UNI PR Batch 00002.10.2022 UNI	0.35 1.05 2.60
			Total for Check Number 55744:	4.00
55745	U575 87147	UpTruck Fleet Center Unit 4 crane pin	10/20/2022	164.68
			Total for Check Number 55745:	164.68
55746	U730 101664 110844 127595 129015	USA Bluebook W16F-0404-D Napac 4' base bend 90 std length Expansion joint 4"/Pine Hill SLS HYPO Rotary drum pump for Sodium Hypochlo Metrasphere 3' Style R-150# flg drilled nn	10/20/2022	354.27 1,205.84 382.00 372.89
			Total for Check Number 55746:	2,315.00
			Total for 10/20/2022:	342,462.66

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH	P610	Pitney Bowes Bank Inc Reserve Acct	10/27/2022	
	10212022	Postage Machine Refill		2,125.00
	10212022	Postage Machine Refill		375.00
Total for this ACH Check for Vendor P610:				2,500.00
55747	A072	Accurate Drug Testing Services	10/27/2022	
	6714	DOT Random/MT		70.00
	6725	DOT Random/CN		30.00
Total for Check Number 55747:				100.00
55748	A110	ACWA	10/27/2022	
	01312023	2023 Annual Membership Dues		17,890.00
Total for Check Number 55748:				17,890.00
55749	A360	AFLAC	10/27/2022	
	330747	Supplemental Health Premium - October		177.58
Total for Check Number 55749:				177.58
55750	A800	Joseph A Bonomini	10/27/2022	
	RO#44406	Safety check and tune up		411.01
Total for Check Number 55750:				411.01
55751	E810	Eureka Rubber Stamp Co	10/27/2022	
	A35329	Black in for Received stamp/BF		5.45
Total for Check Number 55751:				5.45
55752	E890	Express Employment Professionals	10/27/2022	
	27966304	Temporary Personnel - Finance		1,048.84
	28003009	Temporary Personnel - Finance		863.51
Total for Check Number 55752:				1,912.35
55753	F049	Fastenal Company	10/27/2022	
	CAEUR123863	XL Orange nitrile disp gloves		68.19
	CAEUR123863	80 Grit flap disc w fiberglass backing		29.14
	CAEUR123951	AAA Batteries/AA Batteries		9.77
	CAEUR123951	Safety Glasses/Driver's Gloves/Recip Saw Blade		72.02
	CAEUR124064	Black ch tip per mrkr/17 mil black trex duct tape		57.74
	CAEUR124064	AAA Batteries		3.80
Total for Check Number 55753:				240.66
55754	F050	Fastenal Industrial	10/27/2022	
	CAEUR123775	1PlyCntrplWhtPPrTwl		55.46
	CAEUR123954	WhtmultifoldPprTwl		93.75
	CAEUR123976	ElectTape/6"LockingCableTie/8"LockingCableT		136.45
	CAEUR123976	20ozDarMachGrayHP paint/		87.15
Total for Check Number 55754:				372.81
55755	H045	Harper and Associates Engineering Inc.	10/27/2022	
	ENG-7941	Diving inspection and engineering services for tf		1,565.00
	ENG-7942	Engineering/inspection services for the warranty		7,360.00
Total for Check Number 55755:				8,925.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
55756	J900 H004	ACWA/Joint Powers Insurance Authority Liability Program Premium Policy Year 10.01.22	10/27/2022	50,665.93
Total for Check Number 55756:				50,665.93
55757	M101 132382	MapleService Inc. Service urinal in office restroom	10/27/2022	255.27
Total for Check Number 55757:				255.27
55758	P010 11042022 11042022 11042022 11042022 11042022 11042022 11042022	Pacific Gas and Electric-GN aWA Pump & District/Cummings bHH Water System cFW/MR Water System dGeneral Sewer System eKS/HH Sewer System fOffice/Yard gSpark energy Gas/LP Gas Chgs	10/27/2022	6,665.35 9,897.87 261.42 1,531.02 810.14 5,141.11 76.96
Total for Check Number 55758:				24,383.87
55759	P130 11072022	Pacific Gas and Electric-St Street Lighting - October	10/27/2022	5,921.16
Total for Check Number 55759:				5,921.16
55760	P821 B939001840A	Brian S Thomas #2500 A/P Checks	10/27/2022	469.33
Total for Check Number 55760:				469.33
55761	S750 11012022	Standard Insurance Company Short&Long Term Empl Disabilit	10/27/2022	1,591.31
Total for Check Number 55761:				1,591.31
55762	S850 11152022+10	Optimum Internet/10.24.22-11.23.22	10/27/2022	523.66
Total for Check Number 55762:				523.66
55763	T285 4760	Thomas R. Bess Hot mix asphalt for paving on the Tower Road S	10/27/2022	466.51
Total for Check Number 55763:				466.51
55764	V500 9918764976	Verizon Wireless Cellular Service - October	10/27/2022	361.66
Total for Check Number 55764:				361.66
Total for 10/27/2022:				117,173.56
55765	N030 202208-1635	NBS Professional Services/Rate Study	10/31/2022	8,040.00
Total for Check Number 55765:				8,040.00
55766	U376 10312022	United States Treasury 94-6023181, Form 941, 3rd Qtr 2022	10/31/2022	300.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for Check Number 55766:	300.00
			Total for 10/31/2022:	8,340.00
			Report Total (84 checks):	589,345.22

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: November 8, 2022

AGENDA ITEM: G.1 (New Business)

TITLE: Review Diversity, Equity, Inclusion Training (DEI) Options

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss viability of the types of training available and direct the General Manager to implement the agreed upon selection.

Summary:

At the September 13, 2022 regular meeting, Director Hansen requested a DEI program be established for all staff and board members. The matter was heard at the September 27, 2022 meeting resulting in full Board consensus to direct the GM to investigate various DEI options.

Staff has identified several DEI training sources revealing a wide scale of frequency, intensity, and associated expense. It should be noted that staff have received Workplace Diversity training as well as biannual SB1343 state mandated Harassment training both of which include basic concepts of DEI. Additionally, Directors and Management/ Supervisors receive biannual 2-hour state mandated ethics (AB1234) and harassment training (AB1825) that also target many of the same behavior ideals.

1. Leading to Team (formerly Group to Team) – Founder Freeman Michaels first came to the District in 2019 wherein the focus was to enhance Board communication. The attached offer proposes an initial intake survey, 4-6 key leader interviews, an in-person day of training providing a three-to-four-hour session for staff in the morning and a three-to-four-hour session in the afternoon for Managers and the Board, followed by two integration webinars and four follow-up coaching calls with key leaders, reports and assessments. This process is offered at \$13,750 plus travelling and hotel accommodations for the two trainers. Travel accommodations are expected to cost an additional \$2,250 for a total estimated cost of \$16,000.
2. CPS HR Consulting is a Joint Powers Authority that serves only public sector agencies. There are seven 2-hour classes provided by CPS, and each session can be delivered in person or remotely as detailed in the attached proposal. CPS

recommends beginning with one of two courses: Introduction to Cultural Intelligence or Understanding Implicit Bias Through the Lens of Cultural Intelligence. An in-person full day consisting of two two-hour sessions for staff and one two-hour session for the Board is offered at \$4,000 for the day. Two-hour remote (teleconference) sessions are offered at \$940 per session. The cost for all seven sessions ranges from \$19,740 for solely remote delivery to \$28,000 for all live sessions.

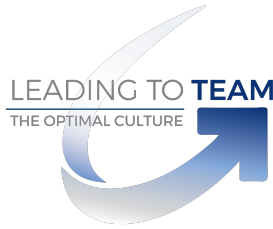
3. Vector (Target) Solutions – four on-line only training sessions. ACWA/JPIA offers the classes without charge to member agencies. One session is geared to all, one to employees, and two for management: 1) Workplace Diversity (33 minutes), 2) Equity and Inclusion Skills for Employees (37 minutes), 3) Equal Employment Opportunity and Diversity for Managers (60 minutes), 4) Diversity, Equity and Inclusion Skills for Managers (69 minutes).
4. ACWA/JPIA – without additional fee through the JPIA training portal, the following online classes are available: 1) Diversity and Inclusion: A Step-by-Step Guide for Employees (20 minutes) *, 2) Diversity, Equity, and Inclusion Training for Employees (.75 hours), 3) Judging Talent (common bias) (1 hour). Additionally, the JPIA Lending Library has the following DVD format “tailgate” sessions: 1) Drop by Drop – Unconscious Bias (17 minutes), 2) Unconscious Bias (19 minutes), 3) Harassment & Diversity – Respecting Differences (16 minutes).

* A Step-by-Step Guide for Employees is currently part of staff onboarding

For the Board’s further information, staff reached out to Humboldt Area Foundation and was informed they do not conduct such trainings but offered to pass the District’s inquiry to local sources asking that they contact HCSD if they were in a position to assist. To date staff has not received any response. Costs listed are out of pocket costs to the District and do not include overhead items like staff time and Board member stipends where applicable.

Fiscal Impact:

Ranging from \$0 to \$30,000+



Integrated DEIB: A Culture of TEAM Initiative @ Humboldt Community Services District

October 24, 2022

Leading to TEAM (LTT) is pleased to submit this proposal to the Humboldt Community Services District Board of Directors for consideration. Diversity, Equity, Inclusion and Belonging (DEIB) is a significant piece of our “culture of TEAM” work at LTT. We are very pleased and grateful that Humboldt Community Services District (HCSD) is interested in working on DEIB, with us as facilitators. This proposal is a starting point to develop the most effective program to meet the needs of HCSD.

Core Outcomes:

- Create safe and supportive environment at HCSD
- Create environment and culture to attract and retain diverse talent at HCSD
- Explore best practices for DEIB by first focusing on the internal culture/environment at HCSD
- Train a leadership model consistent with DEIB principles and practices
- Train entire staff on social sensitivity as it relates to day-to-day communication and in direct relationship to a diverse staff and community

General Approach:

The vast majority of DEIB initiatives fail to integrate into the culture of organizations simply because the culture is not conducive to diversity, equity, inclusion and belonging.

There is important work to be done in most organizations around uncovering bias, understanding micro-aggressions, noticing and correcting underrepresentation and much, much, more. Many organizations may want to just check the box and pretend to do DEIB work because their organizational cultural is rooted in hierarchy, which is not conducive to DEIB.

At LTT, we believe that the best way to effectively address DEIB in an organization’s culture is by developing a TEAM orientation. Great TEAMS have practices in place that draw out the ideas and the contribution of everyone on the team; the more diverse the team is the greater the possibilities and potential. Equity is shared ownership, which is fundamental to operating as a TEAM. Inclusion and belonging are inherent in TEAM.

There are two factors that lead to substantive change within an organization. The first is that the approach must reflect a systemic understanding and philosophical shift. The second is that the awareness must be expressed in standards and practices that are integrated into operations or any progress made will not be sustainable. The operating system that we promote must clearly outperform the previous processes and procedures or people will eventually revert back to the old system.

Dismantling hierarchy and reframing leadership and leadership structures is fundamental to the “culture of TEAM” work that we do at Leading to Team. Just to be clear, this doesn’t mean that we eliminate managers or any structures of accountability – leadership and levels of accountability are more important than ever. We need managers who are great TEAM leaders and coordinate the energy and effort of their people to produce a superior result. Diversity is honored as a key ingredient of innovation and outstanding performance. Accountability and ownership, at every level within the organization, promotes equity. Inclusion and belonging are in the definition of TEAM.

DEIB is typically offered as a separate training or learning program that participants are left to apply to their specific day-to-day operations. At Leading to TEAM, we integrate DEIB as a process of working on issues related to day-to-day operations with a DEIB application woven into practical functions.

How DEIB fits the culture at HCSD actually becomes a process of discovery rather than something that is imposed. Diversity is the hallmark of great TEAMS – moreover, inclusion and honoring of differences represent fundamental principles of the Leading to TEAM process. The co-creative nature of our work is what generates a diverse and inclusive culture.

Scope of Work:

- Intake survey
- Key leader interviews (4-6 interviews)
- Two (2) ½ Day (3-4 hours), In-Person, trainings **offered on the same day**
 - Staff Session in the Morning
 - Managers and Board Members in the Afternoon
- Integration Webinar(s) to support the learning and integration of materials
- Reports and assessments

STAFF, BOARD & MANAGEMENT TEAM TRAINING

Here are the components included in the *Integrated DEIB: A Culture of TEAM* program:

1 - INTAKE SURVEY & INTERVIEWS

The process starts with a customized, online, intake survey. This survey will be sent to each participant to be completed two to three weeks prior to the training. Additionally, a member of our team will reach out and interview the five board members and the GM prior to the training.

2 – HALF DAY IN-PERSON TRAINING FOR STAFF

Staff will attend a half-day training, in the morning. This training will be co-facilitated by Glodean Champion & Freeman Michaels.

3 – HALF DAY IN-PERSON TRAINING FOR MANAGERS AND BOARD

Board members and managers will attend a half-day training in the afternoon. This training will be co-facilitated by Glodean Champion & Freeman Michaels.

4 – INTEGRATION WEBINARS

After the in-person training, we offer a series of “integration” webinars, conference calls, pre-recorded videos and/or coaching calls to support the integration of the principles and practices into the day-to-day operations of the TEAM.

This unique integration process is a key part of our effectiveness. Most trainings fail to properly “follow up”, to ensure that the material is enacted by the team.

5 - KEY LEADERSHIP COACHING

In order to further support the integration of the Group to TEAM content, we will provide several coaching calls to key leaders at HCSD. Glodean and Freeman are both executive coaches, who utilize coaching to support the Leading to TEAM process.

LEADING TO TEAM FEE INVESTMENT

The cost for this program, delivered via two (2) half-day trainings on the same day, with an intake process, up to two (2) integration webinars and up to four (4) follow-up coaching calls with key leaders is \$13,750 plus expenses*.

*Expenses include economy air travel, ground transportation and hotel accommodations in the area of the training.

LEAD FACILITATORS

GLODEAN CHAMPION

Glodean Champion is a top executive coach, educator, and facilitator who draws on her extensive background in education, communication, leadership, and process improvement to strengthen teams and organizations. Glodean trains and speaks regularly on issues relating to diversity and inclusion using her novel, *Salmon Croquettes*, as a teaching tool. She is exceptionally engaging, funny, and passionate. We suspect this is because she pulls from her upbringing and the influence of her mother — the first authentic leader she ever met — to create stories that connect with her audiences. She approaches delicate subjects with honesty, authenticity, and vulnerability and considers herself a master at challenging and captivating audiences of all kinds in a way that forces them to take pause and become introspective, something we need more of if we want to make the world a better place.

Glodean has a BA in English Literature from Mills College. She is a Six Sigma Black Belt (SSBB), Project Management Professional (PMP), with an MFA in Writing from California College of the Arts and over 30-year's business experience and 10+ years as an adjunct professor and group facilitator.

FREEMAN MICHAELS

Freeman is a powerful, action-oriented, business coach who founded Leading to TEAM with the intention of shifting corporate culture toward TEAM. Freeman was himself a one-time business owner, managing dozens of people to achieve a common goal. Now, Freeman combines his real-life business experience, with decades of dedication to personal growth, leadership and transformation, to help companies transform the way they do business. Freeman firmly believes that when TEAM becomes a cultural value, then engagement, productivity and creativity fuel extraordinary results.

Freeman holds a BA from Santa Clara University, an MA in Psychology from the University of Santa Monica. He is a graduate of the MDE program at UCLA Anderson School of Business. He holds many other certificates in leadership and person development. His biggest accomplishment is as a husband and father of three amazing grown children.

Payment Information: Make payment to Leading To TEAM.

Client will make payment via check or direct deposit for 50% within 30 days of signing this agreement, to Leading To TEAM. The balance will be paid within 30 days after the in-person training. Please email a PDF of the signed agreement back to Freeman@LeadingToTeam.com

It is the intention of both parties to do what is needed to create a successful program that has the desired impact.

This constitutes the entire agreement between the parties.



Freeman Michaels

10/24/22

Humboldt Community Services District Representative

_____ Date: _____

Humboldt Community Services District (CSD) Diversity, Equity and Inclusion Training Proposal

October 25, 2022

About CPS HR Consulting

CPS HR Consulting (CPS HR) has been providing consultation, facilitation, and training on diversity, equity, and inclusion (DEI) in various forms for over seven years. These services assist public sector organizations assess and determine the appropriate level of DEI policies, practices, and activities to meet organizational and cultural goals. This work is especially important given today's environment.

CPS HR occupies a unique position in the field of government consulting; we are a Joint Powers Authority (JPA), whose charter mandates that we serve only public sector clients. This singular position provides CPS HR with a systemic and extensive understanding of how each government sector is inter-connected to each other and to its community. That understanding, combined with our knowledge of public and private sector best practices, translates into meaningful and practical solutions for our clients' operational and business needs.

Background

Humboldt CSD is interested in providing diversity, equity and inclusion (DEI) training in-person for the District staff and Board. There are 20-staff and 5-Board members who would participate in the training.

Proposed Scope

The conversations around ethnic diversity, equity and inclusion have become more comprehensive and multidimensional in the 21st Century. Considering the most recent events occurring around the United States and reverberating around the world, this topic is more relevant now than ever before. High performing organizations in both the public and private sector are actively embracing an employee engagement strategy, which directly navigates through these "challenging waters" for the express purpose of creating meaningful connections among employees to promote diversity, inclusion, and equity.

Cultural Intelligence Series

In this series of seven (7) workshops, participants will learn how to successfully create “safe spaces” in which conversations about race, social justice, and equity. Participants will learn the critical distinctions between “acknowledgement” and “agreement” in creating these optimum work and learning environments. These sessions will highlight high performing organizations who have successfully adopted cultural intelligence staff development tools to operationalize diversity and inclusion strategies.

Each session is **2-hours** in length. Sessions can be delivered in-person or virtually using the Zoom platform.

CPS HR recommends that the District begin with one of two courses to provide a solid foundation and develop common understanding within the district.

Scheduling and Logistics. For in-person, onsite training, CPS recommends three two-hour sessions in a single day with a morning and an afternoon session for staff, and a separate session for the Board (perhaps during a regularly scheduled Board meeting).

Other sessions from the Cultural Intelligence could be scheduled at a later date to reinforce and build on the concepts from the first class. Descriptions for the other courses in the series are at the end of the proposal.

Course Descriptions

Introduction to Cultural Intelligence

Cultural intelligence or cultural quotient (CQ) is having the capacity to relate and work effectively with different groups of people and across cultures (including Big-C “Culture” and little-c “culture”). Cultural intelligence articulates core competencies and skill sets that allows organizations the ability to cultivate and develop effective DEI tools for its team members and leaders. Cultural intelligence goes beyond cultural awareness and political correctness. This session examines the various elements of cultural intelligence and how to operationalize it in an organization.

Understanding Implicit Bias Through the Lens of Cultural Intelligence

All human beings operate with varying degrees of implicit bias. Implicit bias are unintended people preferences which can adversely impact the effective operations of any organization. This session explores the various types of implicit bias, micro-behaviors, and the proper ways to address and resolve issues that arise from this mindset.

Price Quote

Pricing is valid for **90 days** from the date of this proposal. The flat rate pricing for **training** includes delivery of the training courses, electronic course materials, attendance roster, certificates of completion, and any instructor travel.

Service/Task	Length	Hourly Rate	Rate Per	Rate Per Virtual Session
Training Course (Three two-hour sessions in one-day)	1-full day	N/A	\$4,000.00 per day	N/A
Training Course	2-hours	N/A		\$940.00 per session

Cancellation Policy

If the department cancels the above program at least 10 business days prior to the start date of the class, no charges will be incurred. If special materials have been developed or purchased for the above class, the department may be charged for the instructor's development and/or the cost of the materials. Cancellations made less than 10 business days prior to the start date of the class will be charged the full amount.

Ownership

CPS HR retains all right, title, and interest in and to all training materials, testing, or assessment products, inventions (patentable or otherwise), discoveries, improvements, copyrightable works, and any other media, materials, or other objects produced as a result of CPS HR’s work, or delivered by CPS HR in the course of performing that work (collectively, “Work Product”) which CPS HR creates in connection with its performance of Services hereunder.

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Introduction to Cultural Intelligence Series

Session 1: Introduction to Cultural Intelligence

Cultural intelligence or cultural quotient (CQ) is having the capacity to relate and work effectively with different groups of people and across cultures (including Big-C “Culture” and little-c “culture”). Cultural intelligence articulates core competencies and skill sets that allows organizations the ability to cultivate and develop effective DEI tools for its team members and leaders. Cultural intelligence goes beyond cultural awareness and political correctness. This module will examine the various elements of cultural intelligence and how to operationalize it in an organization.

Session 2: Developing Language of Cultural Intelligence – Building a Living Glossary

Understanding diversity, equity, and inclusion in the post-2020 world requires a new language to effectively communicates through the lens of cultural intelligence. This language reflects a judgment-free perspective that serves to bring different groups of people together through a common understanding and appreciation of the lived experience of others. This module will educate the participants on the common language of DEI to create a common understanding and common connections among divergent groups of people within an organization.

Session 3: Understanding Implicit Bias Through the Lens of Cultural Intelligence

All human beings operate with varying degrees of implicit bias. Implicit bias are unintended people preferences which can adversely impact the effective operations of any organization. This module will explore the various types of implicit bias, micro-behaviors, and the proper ways to address and resolve issues that arise from this mindset.

Session 4: How to Create Sustainable Change

High performing organizations are not only focusing of the diversity of its workforce, but also on how that workforce reflects a culture of equity and inclusion. Inclusion addresses how well the organization shares power, access, and resources with all elements of the workforce, particularly those elements which represent marginalized and/or underrepresented groups of the organization. This module will discuss effective ways in which organizations may become more inclusive through operationalizing DEI into every business unit of the organization.

Session 5: Managing Conflict through the Lens of Equity

When organizations commence the DEI journey of transformation, there will be conflict to break through the barriers to creating an inclusive organization. This module supports people and organizations in managing expectations for success and provides tools and resources for navigating conflict within individuals, groups of people and organizations

Session 6: Mastering the Art of Crucial Conversations

It is essential to learn how to have hard conversations that address the current environment of

social justice and racial equity. We will explore topics like cultural intelligence, acknowledgement vs. agreement, Black Lives Matter vs. All Lives Matter, how to be an ally, and the best way to address employees. This module will share practical and timely guidance on how to engage employees around the complex and passionate issues related to systemic racism, the need for transparency and accountability in police practices, and the need for civil discourse.

Session 7: It's a Marathon – Not a Sprint – DEI Panel

This module will bring together a panel of subject matter experts to share practical experiences about the journey of organizational transformation. The panel members will share successes, setbacks, and other experiences they've encountered on the DEI journey. Participants will have an opportunity to connect with these experts to gain practical wisdom on the keys to implementing a successful DEI program

JPIA DEI TRAINING OPTIONS

DVD's

Drop by Drop: Unconscious Bias

microinequities refer to tiny, subtle digs, innocent comments, and throwaway remarks that seem inconsequential, but slowly kill morale and hurt productivity. Alert employees to the unexamined prejudices behind these microinequities with Drop by Drop: Unconscious Bias. The program brings to light unconscious biases—the stereotypes that affect our understanding and treatment of the people around us. It shows how disrespect can lurk behind “innocent” remarks, and helps employees create a culture of respect. Drop by Drop: Unconscious Bias helps employees: Understand how biases work and affect behavior Recognize—and avoid—hurtful biases and stereotypes Identify examples of microinequities Speak with more tact and respect

Length: 17 minutes

Publish Date: 01/01/2018

Status: Available

Return Date: 07/15/2022

Unconscious Bias

This program will target six focus areas spending two to four minutes on each topic.

What is Unconscious Bias?

The Business Effect of Unconscious Bias

Racial, Ethnic and Name Bias

Gender and Sexual Orientation Bias

Age and Disability Bias

Identifying and Mitigating Unconscious Biases

Length: 19 minutes

Publish Date: 01/03/2022

Status: Available

Harassment & Diversity: Respecting Differences

This workplace diversity training course revolves around a dramatic story showing an all-too-common situation where diverse cultural backgrounds test employees' interpersonal skills. Conflict starts as "just kidding around" and grows into illegal harassment. Our narrators, Littler Mendelson employment law attorneys Bruce Sarchet and Kevin O'Neill, provide their expertise and legal perspective. Employees will learn: Appropriate behaviors that will help maintain a harassment-free workplace. When "joking around" crosses the line and becomes workplace harassment. It's not the intent that matters, but how the behavior is perceived by the recipient that counts. Why the employer's workplace harassment prevention policy must be taken seriously. What to do when someone is the target of harassment.

Length: 16 minutes

Publish Date: 01/01/2006

Status: Available

JPIA ELearning/Online

Diversity and Inclusion: A Step-by-Step Guide for Employees

This All-Staff course version is relevant for employees at all levels of your organization and allows all viewers to "step into the shoes" of individuals with identities that are different from their own to learn how others can experience the same workplace in very different ways.

This is a self paced online course

Course Run Time: 0.5 Hours

Diversity, Equity, and Inclusion Training for Employees

This All-Staff course version, relevant for employees at all levels of your organization, is designed to allow all learners to "step into the shoes" of individuals with identities that are different from their own, and learn about how others can experience the same workplace in very different ways.

This is a self paced online course

Course Run Time: .75 hours

Judging Talent

Hiring decisions and performance evaluations are affected by common biases, such as favoring tall or attractive candidates. Professor Frank Flynn provides techniques for conducting objective employee evaluations.

This is a self paced online course

Course Run Time: 1 hour