



# COUNTY OF HUMBOLDT

AGENDA ITEM NO.  
**C-8**

For the meeting of: June 14, 2016

Date: May 25, 2016

To: Board of Supervisors

From: Connie Beck, Director *S. Buckley*  
Department of Health and Human Services, Public Health

Subject: Grant Agreement with the CUPA Forum Environmental Protection Trust Fund for \$30,458.75 for the purchase of an Emergency Response Vehicle.

### RECOMMENDATION(S):

That the Board of Supervisors:

1. Approve Grant Agreement No. 2016-1 with the CUPA Forum Environmental Protection Trust Fund to accept the grant amount of \$30,458.75 for the purchase of an emergency response vehicle (Attachment 1).
2. Authorize the Public Health Director, or his/her designee, to sign Grant Agreement No. 2016-1 (Attachment 1).
3. Authorize the Public Health Director, or his/her designee to sign any grant invoices, reports and any subsequent amendments directly related to Grant Agreement No. 2016-1.
4. Direct the Auditor-Controller to post the supplemental budget after fiscal year 2016-17 budget adoption in Fund 1175, Budget Unit 411, Hazardous Materials Program as outlined on Attachment 2 (4/5 vote required).
5. Authorize the purchase of one emergency response vehicle for the Certified Unified Program Agency (CUPA) of the Department of Health and Human Services (DHHS), Division of Environmental Health (DEH).

Prepared by DJ Wieman, Administrative Analyst *(Signature)* CAO Approval *E. Shira Hayes*

REVIEW: Auditor *MSM* County Counsel *ab* Human Resources *KW* Other \_\_\_\_\_

TYPE OF ITEM:

Consent

Departmental

Public Hearing

Other \_\_\_\_\_

PREVIOUS ACTION/REFERRAL:

Board Order No. \_\_\_\_\_

Meeting of: \_\_\_\_\_

**BOARD OF SUPERVISORS, COUNTY OF HUMBOLDT**

Upon motion of Supervisor *Fennell* / Seconded by Supervisor *Sundberg*

Ayes *Sundberg, Fennell, Lovelace, Bohn*

Nays \_\_\_\_\_

Abstain \_\_\_\_\_

Absent *Bass*

and carried by those members present, the Board hereby approves the recommended action contained in this Board report.

Dated: *June 14, 2016*

By: *Kathy Hayes*  
Kathy Hayes, Clerk of the Board

6. Authorize the donation of the emergency response vehicle to the Humboldt County Motor Pool for capitalization, maintenance and insurance purposes.
7. Direct the Clerk of the Board to return one original, signed copy of this agenda item to the DHHS Contract Unit for forwarding to DEH.

SOURCE OF FUNDING:

Public Health Fund

DISCUSSION:

Before your Board today is Grant Agreement No. 2016-1 from the CUPA Forum Environmental Protection Trust granting DEH the sum amount of \$30,458.75 to fund the purchase of an emergency response vehicle for the CUPA's Hazardous Materials Program (Hazmat Program) in fiscal year 2016-17. Approval of this agreement with the CUPA Forum Environmental Protection Trust Fund provides funding for the purchase of an emergency response vehicle to be used for the investigation of hazardous materials releases, illegal dumping incidents and routine facility inspections.

The Hazmat Program currently has four inspectors but only three vehicles permanently assigned to it. As a result, the Hazmat Program lacks dedicated vehicles for all of its inspectors and must rely on one vehicle on temporary loan from the Humboldt County Motor Pool or personal vehicles during the non-work hours to conduct routine inspections or respond to HazMat incidents. The addition of one vehicle permanently assigned to the program will increase inspector efficiency and will enhance options for incident response and routine inspections. The additional vehicle will assist in decreasing response time to hazardous materials spills, and will also be used to conduct regulatory inspections, investigate hazardous releases, illegal disposal cases, and the abandonment of hazardous materials and wastes.

The type of vehicle to be purchased for the Hazmat Program is anticipated to be a small, four-wheel drive truck, which is critical to the HazMat Program given that many of the program's responses are to locations which may be difficult to reach due to the County's terrain and weather conditions, *e.g.*, remote-mountainous terrain, dirt roads and tracks, and during heavy storm events. The proposed small, four-wheel truck will also be equipped with sufficient storage capacity and have the capability to store sampling and monitoring equipment, personal protective equipment, and other supplies necessary in responding to hazardous materials releases in sensitive environments. In addition, the vehicle will be able to carry a portable structure and suitable furnishings for technical reference work, including report writing and sample analysis, with efficiency and safety.

For the purposes of capitalization, maintenance and insurance, the Hazmat Program would like to donate this vehicle to the Humboldt County Motorpool.

FINANCIAL IMPACT:

DEH is requesting that your Board direct the Auditor-Controller to supplement the budget in Fund 1175, Budget Unit 411, Hazardous Materials Program, as set forth in the attached Supplemental Budget for Fund 1175, Budget Unit 411, Hazardous Materials Program. The Supplemental Budget establishes revenue line 514-060 State Small Grants and expenditure line 8771 Vehicle – Truck, in the amount of \$30,459. The overall budget for the Hazardous Materials Program will increase by \$30,459 from \$1,116,616 to \$1,147,075 for fiscal year 2016-17.

The purchase of an emergency response vehicle for the DEH Hazardous Materials Program supports the Board's Strategic Framework by creating opportunities for improved safety and health.

OTHER AGENCY INVOLVEMENT:

CUPA Forum Environmental Protection Trust Fund.

ALTERNATIVES TO STAFF RECOMMENDATIONS:

The Board could choose not to approve the agreement with the CUPA Forum Environmental Protection Trust Fund. This is not recommended, as the loss of funding would leave the DEH without an efficient means to respond to hazardous materials releases, illegal disposal cases and other related incidents.

ATTACHMENTS:

1. Grant Agreement No. 2016-1 with the CUPA Forum Environmental Protection Trust Fund.
2. Supplemental Budget Adjustment in Fund 1175, Budget Unit 411, Hazardous Materials Program, fiscal year 2016-17.

# **ATTACHMENT 1**

Grant Agreement No. 2016-1 with the  
CUPA Forum Environmental Protection Trust Fund



PO Box 2017  
Cameron Park, CA 95682-2017

### Trustees

- Eric Scott, *Chair*
- Vince Mendes, *Secretary/Treasurer*
- Bill Jones, *Trustee*
- Linda Kolinski, *Trustee*
- Randy Sawyer, *Trustee*

### CUPA Forum Enforcement Issue Coordinator

Bill Jones, Los Angeles County Fire

#### Northern California

Eric Scott, Glenn County

#### Bay Area

Randy Sawyer, Contra Costa County

#### Central California

Vince Mendes, Fresno County

#### Southern California

Linda Kolinski, City of Long Beach

## CUPA FORUM BOARD

ENVIRONMENTAL PROTECTION TRUST FUND

### GRANT AGREEMENT

BETWEEN THE  
**CUPA Forum Environmental Protection Trust Fund**  
and

Humboldt County Department of Health & Human Services, Division of Environmental Health  
AGREEMENT NO. 2016-1

#### TRUSTEE AND GRANTEE HEREBY AGREE AS FOLLOWS:

1. **PROVISIONS.** This grant is authorized under the governing provisions of the Regulations of the CUPA Forum Environmental Protection Trust Fund.
2. **PURPOSE.** The CUPA Forum Environmental Protection (hereafter Trust) shall provide a grant to and for the benefit of the Grantee for the purpose of allocating moneys from the Trust to the Unified Program Agency (UPA), in accordance with the process determined by Fund Trustees. The Grantee shall expend those funds for the purpose of implementing the Unified Programs.
3. **GRANT AMOUNT** \$30,458.75
4. **TERM OF AGREEMENT.** The term of the Agreement shall begin on July 1<sup>st</sup>, 2016 and end on June 30, 2018. The grant is for the purchase of Emergency Response Vehicle.
5. **REPRESENTATIVES.** Either party may change its Representative(s) upon written notice to the other party. The Representatives during the term of this Agreement will be:

## CUPA Forum Environmental Protection Trust Fund

Grant Manager  
Sheryl Baldwin, *Manager*  
P.O. Box 2017  
Cameron Park, California 95682-2017  
Phone: (530) 676-0815  
Fax: (530) 676-0515  
Email: [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org)

<b>GRANTEE (Unified Program Agency)</b>	<b>GRANT CONTACT (If different from Project Director)</b>
<p>Name of Project Director, Melissa Martel Humboldt County Dept. of Health &amp; Human Services, Division of Environmental Health 100 H Street, Suite 100 Eureka, CA 95501 Phone : (707) 445-6215 Fax: (707) 441-5699 Email: <a href="mailto:mmartel@co.humboldt.ca.us">mmartel@co.humboldt.ca.us</a></p>	<p>Name of Grant Contact: Larry Lancaster Humboldt County Dept. of Health &amp; Human Services, Division of Environmental Health 100 H Street, Suite 100 Eureka, CA 95501 Phone : (707) 268-2212 Fax: (707) 441-5699 Email: <a href="mailto:llancaster@co.humboldt.ca.us">llancaster@co.humboldt.ca.us</a></p>

6. STANDARD AND SPECIAL PROVISIONS. The following exhibits are attached and made a part of this Agreement by this reference:

- **Exhibit A** REPORTING AND INVOICING PROVISIONS
- **Exhibit B** SPECIAL AND GENERAL PROVISIONS
- **Exhibit C** Trust GRANT APPLICATION

7. GRANTEE REPRESENTATIONS. The Grantee accepts and agrees to comply with all terms, provisions, conditions, and commitments of this Agreement, including all incorporated documents, and to fulfill all assurances, declarations, representations, and commitments made by the Grantee in its application, accompanying documents, and communications filed in support of its request for grant funding.

8. DEFINITIONS. The following defined terms apply throughout this Agreement:

"CUPA" means Certified Unified Program Agency;

"CFB" means CUPA Forum Board

"UPA" means Unified Program Agency;

"Grantee" means UPA grant recipient

"PA" means the Participating Agency;

"Project" means the implementation of {insert project name}

"Trust" means the CUPA Forum Environmental Protection Trust Fund

IN WITNESS THEREOF, the parties have executed this Agreement on the dates set forth below.

By:

\_\_\_\_\_  
Grantee Signature (as authorized by)

\_\_\_\_\_  
Grantee Name, Title (Typed/Printed)

\_\_\_\_\_  
Date

By:

Eric Scott  
Trust Chair

4/20/16  
Date

**EXHIBIT A  
REPORTING AND INVOICING PROVISIONS**

**A. REPORTING PROVISIONS**

1. The Grantee shall prepare and submit Program Implementation Status Reports, including invoices for documentation of expenditures to the:

CUPA Forum Environmental Protection Trust Fund  
**Grant Manager**  
**P.O. Box 2017**  
**Cameron Park, California 95682-2017**

2. Each report shall provide a brief description of all the actions taken and work activities performed during the reporting period. As necessary, the report shall also include a description of any problems encountered or potential issues identified that may affect the terms, conditions, provisions, or commitments contained under this Agreement.

3. Each report shall have a cover letter certified by the Project Director or the Grant Contact.

4. For purposes of the Grant Implementation Status Reports, the reporting period is as follows:

- a. 1st Report = July 1, 2017
- b. Final Report = July 1, 2018

5. Submission of the reports and invoices shall be in accordance with the following schedule:

- a. 1st Report = July 1, 2017
- b. Final Report = July 1, 2018 Should unforeseen circumstances not allow your expenditures or the Trust does not receive validation of the expenditures the grant recipient shall return the grant funds upon request by the Trustees.

## **B. INVOICING PROVISIONS**

1. Invoices shall be used to depict the expenditures incurred by the Grantee in implementation of the grant.
2. The invoice shall include all grant expenditures (direct and indirect) incurred by the Grantee during the reporting period.
3. The invoice shall be submitted as an attachment to the "Implementation Status Report," in accordance with the submission schedule provided above.
4. The Grantee shall provide picture of the Emergency Response Vehicle.
5. The Grantee shall attach a property tag to equipment purchases that indicates the equipment was purchased with Trust Funds. Decal stickers will be provided.

## **EXHIBIT B SPECIAL AND GENERAL PROVISIONS**

### **A. SPECIAL PROVISIONS**

1. **AMENDMENTS:** No amendment or variation of the terms of this Agreement shall be valid unless made in writing, signed by the parties and approved as required. No oral understanding or agreement not incorporated in the Agreement is binding on any of the parties.
2. **DISPUTES:** The Grantee shall continue with the responsibilities under this Agreement during any dispute. Any dispute arising under this Agreement which is not otherwise disposed of by agreement shall be decided by a majority of the Trustees or an authorized representative. The decision shall be in writing and a copy thereof furnished to the representatives of this Agreement. The decision of the Trustees shall be final and conclusive unless, within thirty (30) calendar days after mailing of the decision to the Grantee, the Grantee furnishes a written appeal of the decision to the Trustees. The decision of the Trustees shall be final and conclusive unless determined by a court of competent jurisdiction to have been fraudulent, or capricious, or arbitrary, or so grossly erroneous as necessarily to imply bad faith, or not supported by substantial evidence. In connection with any appeal under this clause, the Grantee shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final decision of a dispute hereunder, the Grantee shall continue to fulfill and comply with all the terms, provisions, commitments, and requirements of this Agreement. This clause does not preclude consideration of legal questions, provided that nothing herein shall be construed to make final the decision of the Trustees on any question of law.
3. **FISCAL MANAGEMENT SYSTEMS AND ACCOUNTING STANDARDS:** The Grantee agrees that, at a minimum, its fiscal control and accounting procedures will be sufficient to permit tracing of grant funds to a level of expenditure adequate to establish that such funds have not been used in violation of state law or this Agreement. The Grantee further agrees that it will maintain financial accounts in accordance with generally accepted accounting principles. Without limitation of the requirement to maintain financial management systems and accounting standards in accordance with generally accepted fiscal and accounting principles, the Grantee agrees to:
  - Establish a financial account(s) and accounting system(s) that will adequately and accurately depict all Trust amounts received and expended during the term of this Agreement, including but not limited to:

- Trust advance allocation amounts, including interest earned;
- Additional Trust allocations amounts;
- All Grant implementation expenditures (direct and indirect); and
- Running balance of Trust allocations and expenditures.

4. **RECORDS MANAGEMENT:** Maintain all documentation and financial records, as may be necessary, including any and all reporting requirements under federal tax statutes or regulations. Establish an official file for the Trust allocation that shall adequately document all significant activities and actions relative to the Grant implementation, including but not limited to:

- Fiscal accounting;
- Implementation Status Reports; and,
- Invoicing and supporting documentation.

5. **TIMELINESS:** Time is of the essence in this Agreement. The Grantee shall proceed with Grant implementation in an expeditious manner. The Grantee shall prepare and submit all required reports and invoices as stipulated in this Agreement.

6. **WITHHOLDING OF GRANT DISBURSEMENTS:** The Trustees may withhold all or any portion of the Trust allocations provided for by this Agreement in the event the Grantee:

- a. Materially violates, or threatens to materially violate, any term, provision, condition, or commitment of this Agreement; or
- b. Fails to maintain reasonable progress toward implementation of the Grant.

## **B. GENERAL PROVISIONS**

1. **ASSIGNMENT:** This grant is not assignable by the Grantee, either in whole or in part, without the consent of the Trust.

2. **AUDIT:** Grantee agrees that the Trust, or their designated representative shall have the right to review and to copy any records and supporting documentation pertaining to the expenditure of allocated Trust moneys and performance of this Agreement. The Grantee agrees to maintain such records for a possible audit for a minimum of three (3) years after term of the Agreement, unless a longer period of records retention is stipulated. Grantee agrees to allow the auditor(s) access to such records during normal business hours and to allow interviews of any employees who might reasonably have information related to such records.

3. **CONFLICT OF INTEREST:** The Grantee certifies that it is in compliance with applicable state and/or federal conflict of interest laws.

4. **COMPUTER SOFTWARE:** The Grantee certifies that it has appropriate systems and controls in place to ensure that Trust funds will not be used in the performance of this Agreement for the acquisition, operation or maintenance of computer software in violation of copyright laws.

5. **NONDISCRIMINATION:** During the performance of this Agreement, the Grantee and its contractors shall not unlawfully discriminate against, harass, or allow harassment against any employee or applicant for employment because of sex, race, religion, color, national origin, ancestry, disability, sexual orientation, medical condition, marital status, age (over 40) or denial of family-care leave, medical-care leave, or pregnancy-disability leave. The Grantee and its contractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination and harassment.

**6. NO THIRD PARTY RIGHTS:** The parties to this grant Agreement do not create rights in, or grant remedies to, any third party as a beneficiary of this grant Agreement, or of any duty, covenant, obligation or undertaking established herein.

**7. TERMINATION:** The Trust may terminate this Agreement and be relieved of any payments should the Grantee fail to perform the requirements of this Agreement at the time and in the manner herein provided. In the event of such termination, the Grantee agrees, upon demand, to immediately return the remaining unused portion, if any, of the Grantee's allocation of the Trust.

**8. UNENFORCEABLE PROVISION:** In the event that any provision of this Agreement is unenforceable or held to be unenforceable, then the parties agree that all other provisions of this Agreement shall continue to have full force and effect and shall not be affected thereby.

**EXHIBIT C  
TRUST FUND GRANT APPLICATION**



**Trustees**

- Eric Scott, *Chair*
- Vincent Mendes, *Secretary/Treasure*
- Bill Jones, *Trustee*
- Linda Kolinski, *Trustee*
- Randy Sawyer, *Trustee*

**Regions**

- Northern California
- Central California
- Enforcement Issue Coordinator
- Southern California
- Bay Area

**Jurisdiction**

- Glenn County
- Fresno County
- Los Angeles County FD
- City of Long Beach
- Contra Costa County

PO Box 2017 Cameron Park, CA 95682-2017

[www.calcupa.com](http://www.calcupa.com)

# **CUPA FORUM BOARD**

## **ENVIRONMENTAL PROTECTION TRUST FUND**

### **GRANT APPLICATION**

<b>1. ENTITY INFORMATION</b>
<p>You must submit one (1) application per project. All applications will be scored as one complete application and not divided up. Your application will be accepted or denied as a whole. Grant applications must be from agencies implementing one or more of the Unified Programs (UP) or from entities other than a UP, if a majority of the Trustees agree that the proposal benefits UP implementation and enforcement. The department director or designee must sign this grant application.</p>
<b>Project Name: Emergency Response Vehicle</b>
<b>Name of UPA or Other Entity: Humboldt County Department of Health &amp; Human Services, Division of Environmental Health</b>
<b>Name of Department Head, Director or Designee: Melissa Martel</b>
<b>Address: 100 H Street, Suite 100</b>
<b>City, State, Zip Code: Eureka, CA, 95501</b>
<b>Phone: (707) 445-6215</b>
<b>Fax: (707)441-5699</b>
<b>E-Mail Address: llancaster@co.humboldt.ca.us</b>
<b>Name of Grant Contact: Larry Lancaster</b>
<b>Address: 100 H Street, Suite 100</b>
<b>City, State, Zip Code: Eureka, CA 95501</b>
<b>Phone: (707) 268-2212</b>
<b>Fax:(707)441-5699</b>
<b>E-mail Address:llancaster@co.humboldt.ca.us</b>
<b>Number of UP Staff:6</b>
<b>Number of Regulated Facilities:927</b>
<b>Please describe your agency's participation in CUPA Forum meetings to include regional or workgroup meetings.</b>
<p>HCDEH CUPA staff regularly participates in the CUPA Forum, regional meetings, TAGS, etc. CUPA Forum meetings are attended as often as possible. Staff attends the CUPA Conference every year. HCDEH CUPA hosted the UST TAG and</p>

Regional CUPA Forum in October 2015. A HCDEH CUPA inspector sits on the HazMat TAG meetings. The CUPA Supervisor has been on the CUPA Forum Board since 2010.

**Programs UPA Implemented.** *x HW*      *x HM*      *x UST*      *x AST*      *x Cal-ARP*

## 2. EXECUTIVE SUMMARY

**Provide a brief description of the purpose and benefits of the grant proposal.**

Please see attached Executive Summary.

## 3. GRANT AMOUNT

**Grant Amount Requested: \$ 30,458.75**

## 4. HAS YOUR AGENCY RECEIVED ENFORCEMENT PENALTY MONEY IN THE LAST 3 YEARS AND IF SO, WHAT HAS BEEN PURCHASED?

### Items Purchased:

**(2012-13)** Enforcement/Inspection funds were used to cover some costs for training, including HAZWOPER, CUPA Conference, Regional CUPA Meetings, CCDEH sponsored training, et al (travel, per diem expenses, etc.); Decade Software contracted services (CERS); Recertification of ICC certificates; California Environmental Law-Desktop reference books; Enforcement case lab analysis for samples taken (to be reimbursed at case resolution). Expenses from Enforcement funds for 2012-13 are \$13,623.13.

**(2013-14)** Enforcement/Inspection training including HAZWOPER, CUPA Conference, Regional CUPA Meetings, Basic Inspector Training, et al (travel, per diem expenses, etc.); Agency costs for enforcement of unfunded complaints not allowable by Proposition 26; RAE Systems 4-gas PID monitor; Decade Software contracted services (CERS/CIW); Recertification of ICC certificates; California Environmental Law reference materials; Enforcement case lab analysis for samples taken (to be reimbursed at case resolution). Expenses from Enforcement funds for 2013-14 are \$19,836.97.

**(2014-15)** Enforcement/Inspection funds were used to cover some costs for training, including HAZWOPER, CUPA Conference, Regional CUPA Meetings, Basic Inspector Training, et al (travel, per diem expenses, etc.) Mobile docks for Motion tablet/inspection computers; Enforcement/Inspection training (travel, per diem expenses, etc.); Field Chemical Identification Kits (Quacker Kits); Agency costs for enforcement of unfunded complaints not allowable by Proposition 26; Recertification of ICC certificates; Enforcement case lab analysis for samples taken (to be reimbursed at case resolution), California Environmental Law-Desktop reference materials. Expenses from Enforcement funds for 2014-15 are \$18,860.43.

**Amount:** \$178,517.00 cumulative funds were received for 2012-13 through 2014/15. 2012-13: \$30,999.00 in fines were imposed by the CUPA and a total of \$60,844.16 was deposited from local and statewide enforcement sources. 2013-14 saw \$93,161.00 of fines imposed and \$80,627.54 deposited from local and statewide enforcement sources. 2014-15 saw \$ 47,725.00 of fines imposed and \$37,045.30 deposited from local and statewide enforcement sources.

## 5. OTHER GRANTS RECEIVED

Y  OR N  WHO FROM AND FOR WHAT : Rural UST Grant – Purchased six Motion tablet computers for field inspections; hired 1.0 FTE CUPA inspector to focus on enforcement activities (0.5FTE) and enhanced UST activities (0.5 FTE). Additional training and CERS extra-help were paid for through this grant as well.

**6. WORK PLAN: (SCOPE OF WORK)**

Please see attached Work Plan.

◀ Please Attach Work Plan to Application ▶

**7. PROJECTED BUDGET**

Please see attached Budget.

◀ Please Attach Projected Budget to Application ▶

## 8. REIMBURSEMENT OPTIONS

If more than one option is selected, then the option(s) must be specified in the line item detail in the projected budget.

- Received approved grant monies up front (in July of the year grant approved)
- Submit invoice for reimbursement
- Have CFB Trust pay supplying entity directly (subject to discretion of Trustees)

## 9. GRANTEE APPLICANT SPECIFIC CERTIFICATIONS

These criteria are mandatory. Please read and initial that you understand and will comply:

- This grant will be used to supplement the annual budget of the Grantee. It will not be used to reduce or supplant the annual operating budget of the Grantee.
- The grant applicant maintains an accounting system that is sufficient to track the use of Trust Fund monies and to report on these transactions as required under the terms of the grant.
- Successful applicants acknowledge the Trust Fund's right to conduct an audit of purchase(s) made with Trust Fund monies.
- Grant funds must be expended for the purposes approved in the grant within two years or repaid to the Trust Fund, unless otherwise stipulated in the grant award.
- For equipment, please read and initial that you understand and will comply. I further certify that I am authorized to receive money for procurement of the items herein.
- Grant applicants requesting equipment purchases must certify that their organization maintains a fixed asset tracking system and a periodic inventory of equipment is performed.
- A copy of the invoice and a picture of equipment purchased with these funds must be submitted to the Trustees after the purchase.

## 10. FOR EMERGENCY VEHICLES AND/OR EQUIPMENT, PLEASE ANSWER THESE QUESTIONS:

Have you attempted to obtain any grants such as the HMEP, Homeland Security, or other grant?

YES  NO

If yes, what did your agency get? How much? [Click here to enter text.](#)

[Click here to enter text.](#)

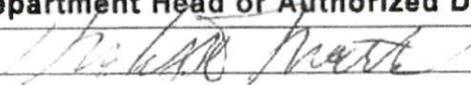
If no, please explain why not: We were aware that CUPA Trust has demonstrated support for grant requests of this nature in previous grant award rounds. If not approved, our agency will pursue the above-referenced grant funding sources.

Vehicles: To be eligible for consideration, the vehicle shall be used to support activities of the Unified Program, no more than 2 every 10 years can be purchased and vehicles cannot exceed number of UPA inspectors.

## 11.) CERTIFICATION

I certify under penalty of perjury that the information I have entered on this application is true and complete to the best of my knowledge and that I am an employee of the applicant authorized to submit the application. I further certify that I am authorized to receive money for procurement of the items herein. All procedures and mandates have been followed in the preparation of this application, including financial procurement and when approvals are necessary from the governing body. I further understand that any false, incomplete, or incorrect statements may result in the disqualification of this application. By signing this application, I waive any and all rights to privacy and confidentiality of the proposal on behalf of the applicant.

Director/Department Head or Authorized Designee

Signature: 

Printed name of Director/Department Head or Authorized Designee:

Melissa Martel

Date: Click here to enter text.

3/30/16

Send completed application to:

Sheryl Baldwin, Grant Manager  
PO Box 2017  
Cameron Park, CA 95682-2017

Or Fax to: (530) 676-0515

Or email to: [Sheryl@calcupa.org](mailto:Sheryl@calcupa.org)

Grant Application Nov 2015 CUPA V8f

## Executive Summary- Humboldt County CUPA

The Humboldt County Division of Environmental Health's Certified Unified Program Agency, hereafter CUPA, proposes the purchase of a dual-use emergency response/inspection vehicle to improve our efficiency in responding to hazardous materials spills, incidents and routine program duties. We are currently operating without a designated response vehicle, relying during the non-work hours on personal vehicles, and work-located inspection vehicles are used for workday emergency response. We are requesting a dual-purpose vehicle for the following reasons: 1) the County's rural regions requires four-wheel drive, often requiring up to two hours in travel time to arrive at a spill location. 2) HCDEH CUPA has four full-time inspectors, two of whom lack four-wheel drive capability in their inspection vehicles. and 3) HCDEH CUPA lacks dedicated vehicles for all of our inspectors. The addition of a dual-use emergency response vehicle to our fleet would allow staff to have enhanced options for incident response and routine inspections.

Humboldt County's geography consists of urban, rural and remote-mountainous terrain as found along the coast and in the coastal range. Eureka is our largest incorporated city, but our county has several other cities and towns including: Arcata, Fortuna, Rio Dell, Scotia, McKinleyville and Blue Lake. Humboldt County's 3,568 square miles include clandestine marijuana farms and indoor operations strewn throughout developed and undeveloped areas. Many of our responses are to such locations, off dirt roads and tracks, and during heavy storm events. Responding to such incidents in remotest Humboldt County can be arduous and often involves CUPA responders caravanning with law enforcement in all terrain/ 4wd vehicles. The value of a vehicle engineered, stocked, and prepared to support incident investigations will be a valuable addition to the CUPA's current response capability.

This proposed truck will be used daily as an inspection vehicle, as well as an emergency response vehicle. We are seeking a small truck with capabilities fitting our inspection and response needs.

The CUPA staff assists the Humboldt-Del Norte Hazardous Materials Response Team, as well as 51 professional and volunteer Fire Departments throughout the county. This dual-use vehicle will expedite response time to regional HazMat incidents, particularly during non-work hours with on-call staff. The CUPA's main role is to provide technical reference and assistance including hazardous materials characterization, followed by regulatory duties of environmental investigations, appropriate hazardous waste transportation, disposal, and remediation.

As part of our CUPA resources, the requested vehicle would be used to conduct regulatory inspections, investigate hazardous releases, illegal disposal cases, and the abandonment of hazardous materials and wastes. The requested response vehicle will have the capability to store sampling and monitoring equipment, personal protective equipment, and other supplies necessary in responding to hazardous materials releases in sensitive environments. In addition, the truck will be able to carry a portable structure and suitable furnishings for technical reference work, including report writing and sample analysis, with efficiency and safety.

Humboldt County CUPA staff members regularly participate in the CalCUPA Forum, regional meetings, TAGS, etc. Regional CUPA Forum meetings are attended as often as possible given the 200 mile travel distance to the Chico and Oroville meetings. Approximately half of our CUPA staff attends the CUPA Conference every year. Our CUPA hosted the UST TAG and Northern Regional CUPA Forum meetings in October, 2015. A CUPA inspector participates on the HazMat TAG. The CUPA Supervisor has been on the CUPA Forum Board since 2010. Our

## Executive Summary- Humboldt County CUPA

CUPA is constantly seeking to improve our knowledge, and activity level through networking with other CUPA's staff members, as well as active participation in meetings, TAGs, and trainings.

Purchasing a dual-use response vehicle will allow our CUPA enhanced resources for routine operations and improve our emergency response capability. If this grant is approved and the funds expended in purchase of the proposed vehicle, any maintenance costs for the truck will be included in the CUPA budget. Additionally, the CUPA will report regularly to the CUPA Trust, as per grant conditions.

## Work Plan- Humboldt County CUPA

The Humboldt County CUPA (CUPA) program proposes to purchase new hazardous materials emergency response truck. The truck will be modified at the CUPA's expense, to meet emergency response needs throughout the County of Humboldt.

### **I. Objectives**

The CUPA program will purchase a new truck to meet the needs of the hazardous materials emergency response program that serves Humboldt County with a population of approximately 134,493.

### **II. Unified Program**

The CUPA program is an integral part of the hazardous materials emergency response operations program in Humboldt County. CUPA staff are required to be called back to service and available for emergency response duties. During 2015, CUPA staff responded to numerous hazardous materials incidents throughout Humboldt County and were staged to deploy to the Calaveras County fire incident in 2015. At the time, the inspector readying for deployment had to prepare his personal vehicle with provisions.

Currently, CUPA staff use the existing inspection vehicles (Dodge Nitro, Toyota Tacoma, Ford Ranger). Not all have four-wheel drive and there are currently not enough vehicles for every inspector (4 inspectors; 3 vehicles). The proposed grant-funded vehicle will be a dual purpose king or quad cab, four-wheel drive configured truck to be used as an inspection and emergency response vehicle. The addition of the truck will enhance the CUPA and hazardous materials response program by allowing staff to store and transport environmental monitoring and hazcat equipment. Additionally, the truck will be able to store and transport a table and an EZ-Up tent for staff to be able to write reports, and perform other pertinent functions efficiently and safely.

### **III. Staffing Plan**

All CUPA staff are required to have training and expertise in hazardous materials spills and emergency response. Currently, two staff members as well the Senior, Supervisor and DEH Director, are certified Hazardous Materials Specialists and two staff members are Hazardous Materials Technicians. By the end of 2016, we should have seven Hazardous Materials Specialists. All standby CUPA personnel will be able to use the truck when responding to incidents.

### **IV. Implementation Timeline**

- i. June 2016 – Obtain final quotes to purchase truck. Get minimum of three price quotes to include necessary additions.

## Work Plan- Humboldt County CUPA

- ii. July 2016 – Continue work on obtaining quotes to modify/customize truck to meet response needs. Work with Humboldt County Fleet Services (Motor Pool) to purchase truck.
- iii. August 2016 – Upon receipt of CFB Grant, purchase truck.
- iv. September 2016 – Modify truck for HazMat sampling and response use.
- v. October 2016 – Place new HazMat truck into service and stock with equipment and supplies as needed.

### V. Identification of regulated businesses

The CUPA program consists of approximately 927 regulated businesses. The CUPA routinely responds to hazardous materials incidents at various regulated businesses and any other incidents occurring within county limits. The CUPA program responds to incidents and its staff members function as a technical reference, overseeing site cleanups, and making arrangements for the safe disposal of hazardous waste/materials.

### VI. Inspection and Compliance Plan

CUPA personnel are routinely on standby to respond to hazardous materials incidents and cleanups, including processing of cost recovery efforts and environmental investigations resulting from illegal waste disposal cases.

### VII. Administrative Procedures

- i. Submit Board of Supervisors (BOS) item to obtain BOS approval for acceptance of grant.
- ii. Coordinate purchase of truck with Motor Pool.
- iii. Update vehicle inventory with Motor Pool to have vehicle serviced and included in the service program.

## Proposed Budget- Humboldt County CUPA

### Projected Budget

One King or Quad Cab Truck w/ 4-wheel drive	\$28,000.00
Tire Fee & Documentation fees	\$8.75
<u>Tax (8.75%)</u>	<u>\$2,450.00</u>
Total	\$30,458.75



**Trustees**

- Eric Scott, *Chair*
- Vincent Mendes, *Secretary/Treasurer*
- Bill Jones, *Trustee*
- Linda Kolinski, *Trustee*
- Randy Sawyer, *Trustee*

**Regions**

- Northern California
- Central California
- Enforcement Issue Coordinator
- Southern California
- Bay Area

**Jurisdiction**

- Glenn County
- Fresno County
- Los Angeles County FD
- City of Long Beach
- Contra Costa County

PO Box 2017 Cameron Park, CA 95682-2017

[www.calcupa.com](http://www.calcupa.com)

## **CUPA Forum Board**

*Environmental Protection Trust Fund*

### **Supplemental Application for Vehicles or Emergency Response Equipment**

**Agency Name**

HUMBOLDT COUNTY DEPARTMENT OF HEALTH & HUMAN SERVICES, DIVISION OF ENVIRONMENTAL HEALTH, CUPA UNIT

**Vehicles Intended Use:**

Unified Program

Emergency Response

**Will the vehicle be used for other duties assigned to inspector(s) in other programs?**

YES  NO

If "yes," what is the percentage of intended use for the Unified Program? [Click here to enter text.](#)

Has your agency used trust grants for vehicles? If so when and how many?

No, HCDEH CUPA has not used trust grants for vehicles.

**Are your vehicles run through the county/city fleet services or are they managed through your own Department?**

Fleet Services  Department  Other (name) [Click here to enter text.](#)

**Are there "life of the vehicle" policies as per your fleet services?**

YES  Limit in miles: 100,000 miles

NO  If yes, what is the policy? It depends on the age, maintenance history, and number of miles. On average, county vehicles reach their depreciation at ten years and 100,000 miles.

**What are your budget constraints that prevent you from purchasing your vehicle?**

The HCDEH CUPA has historically only had three inspectors, plus one supervisor and one senior. Therefore, only three vehicles have historically been included in the budget. Currently, a loaned vehicle from fleet services is shared as needed, with the Supervisor and Senior. The Rural UST grant provided funding for an additional CUPA inspector but did not include funding for a vehicle. As this grant sunsets in September 2017, HCDEH CUPA was able to budget in keeping the fourth inspector but was not able to budget an additional vehicle.

**Fund 3561 HazMat Compliance Assistance  
Dept 411 Hazardous Materials Program**

**Revenue Trust Fund**

**Year 2012/2013**

Date	Description	Revenue
8/20/2012	HAZARDOUS COMPLIANCE ASSIST	5,000.00
10/16/2012	HAZ COMPLI ASST TRUST	5,000.00
10/17/2012	DA RMILLER DHC CUPA	7,205.35
2/4/2013	HAZ COMPL ASSIST TR	42,000.00
5/14/2013	CAP	1,638.81
	<b>Year Total</b>	<b>60,844.16</b>

**Year 2013/2014**

Date	Description	Revenue
7/15/2013	Hazardous Compliance Assist	2,000.00
8/14/2013	Haz Compl Assist TR	5,000.00
9/11/2013	Haz Compl Asst TR	4,920.44
9/16/2013	Hazardous Compliance Assist T	12,331.10
11/4/2013	Hazardous Compliance Assist T	46,000.00
12/11/2013	Harzardous Compliance Assist	5,000.00
1/21/2014	Hazmat Compli Asst TR	5,000.00
3/3/2014	Hasmat Compli Asst TR	240.00
3/11/2014	Haz Compl Asst TR	136.00
	<b>Year Total</b>	<b>80,627.54</b>

**Year 2014/2015**

Date	Description	Revenue
8/11/2014	Haz Compli Asst Tr	5,000.00
	Haz Compl Asst Tr	384.00
	Haz Compl Asst TR	960.00
	Haz Compl Asst TR	960.00
	Haz Compl Assist TR	1,500.00
	Hazardous Compliance Assist TR	3,437.50
	Health & Human Haz Compl Asst	1,615.20
	DHHS Public Hea Haz Compl	15,369.10
	DHHS Public Hea Haz Compl Asst	3,437.50
	DHHS Public Hea Haz Compl Asst	661.00
	DHHS Public Hea Hazardous Comp	96.00
	DHHS Public Hea Haz Compl Asst	2,000.00
	Environmental H Haz Comp Assis	1,625.00
	<b>Year Total</b>	<b>37,045.30</b>

**12/13, 13/14, 14/15 Totals 178,517.00**

Start Date 07/01/2014 Ledger: GL  
 Report Date 06/30/2015

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2015

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
02	Services and Supplies							
2631	Compliance Assist Proj-UST							
				Prior Balance	45,000.00	0.00	0.00	45,000.00
07/10/2014	0810TO081414M00806142			REG: M.MARTEL	0.00	455.00	0.00	44,545.00
08/14/2014	J08035/15			EH CIV SVC LHASSALL AUG14	0.00	35.00	0.00	44,510.00
08/14/2014	07152014	00807343		CALCARD	0.00	132.48	0.00	44,377.52
08/14/2014	07152014			ALCARD	0.00	9.63	0.00	44,367.89 0000
08/15/2014	0810TO081414M00806142			REG: M.MARTEL	0.00	(455.00)	0.00	44,822.89
08/22/2014	0901TO090514	00807945		CONT. CHLNG 20	0.00	346.35	0.00	44,476.54
08/22/2014	9729639065	00807998		07/02/14-08/01	0.00	422.84	0.00	44,053.70
08/22/2014	0901TO090514	00807976		CONT. CHLNG 20	0.00	102.75	0.00	43,950.95
09/02/2014	0812TO081514	00808533		8/12-15/14 ACS	0.00	912.36	0.00	43,038.59
09/03/2014	A0222015		AUDT	APPROPRIATION TRANSFER	(9,000.00)	0.00	0.00	34,038.59
09/03/2014	J09019/15			CORR VERIZON PHONE CHR	0.00	114.03	0.00	33,924.56
09/09/2014	08152014	00809204		CALCARD	0.00	413.80	0.00	33,510.76
09/09/2014	08152014	00809204		CALCARD	0.00	31.94	0.00	33,478.82
09/09/2014	08152014			ALCARD	0.00	2.06	0.00	33,476.76 0000
09/11/2014	J09043/15			CORR EH CALCARD REG EXPENSE	0.00	455.00	0.00	33,021.76
09/12/2014	1022TO102314M00809315			REG: M. MARTEL	0.00	424.00	0.00	32,597.76
09/24/2014	9731336242	00810172		08/02/14-09/01	0.00	243.99	0.00	32,353.77
09/26/2014	AUG1415DHHS	00810368		Compliance Ass	0.00	285.00	0.00	32,068.77
09/30/2014	J09275/15			EH S&B 14/15 Q1	0.00	1,742.84	0.00	30,325.93
09/30/2014	0901TO090514	00810637		CONT. CHALLENG	0.00	563.57	0.00	29,762.36
09/30/2014	117217	00810656		TPH-DIESEL/MOT	0.00	300.00	0.00	29,462.36
09/30/2014	J09140/15			ELECTRONIC DISP 14/15 Q1	0.00	5.00	0.00	29,457.36
10/02/2014	092514	00810942		RPLNSH P CASH	0.00	26.25	0.00	29,431.11
10/07/2014	09152014	00811228		CALCARD	0.00	57.15	0.00	29,373.96
10/10/2014	111514TO11191400811562			R: AIRFARE CAL	0.00	443.20	0.00	28,930.76
10/15/2014	1026TO102914	00811696		A:10/26-29/14	0.00	487.71	0.00	28,443.05
10/15/2014	SEP1415DHHS	00811678		Compliance Ass	0.00	430.52	0.00	28,012.53
10/21/2014	9733034804	00812230		10/02/14-11/01	0.00	252.53	0.00	27,760.00
11/03/2014	1021TO102414	00812957		CODE ENFORCEEN	0.00	342.32	0.00	27,417.68
11/06/2014	10152014	00813093		CALCARD	0.00	69.75	0.00	27,347.93
11/07/2014	T49105		T49105	Motion R12 series secure mobil	0.00	0.00	(550.99)	27,898.92
11/07/2014	T49105		T49105	Motion BT motion keyboard	0.00	0.00	1,857.57	26,041.35
11/07/2014	T49105		T49105	Motion R12 series secure mobil	0.00	0.00	2,203.97	23,837.38
11/14/2014	1026TO102914	00813611		DECADE TRAINCO	0.00	181.45	0.00	23,655.93

Start Date 07/01/2014 Ledger: GL  
 Report Date 06/30/2015

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2015

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
11/20/2014	9734737572	00813965		10/02/14-11/01	0.00	212.75	0.00	23,443.18
12/01/2014	J12134-15			RVS J09043-15 CALCARD/ACSEXPO	0.00	(455.00)	0.00	23,898.18
12/03/2014	1118TO112014	00814755		TRAIN THE TRAI	0.00	375.85	0.00	23,522.33
12/17/2014	T49255		T49255	R12 Companion Keyboard	0.00	0.00	1,427.47	22,094.86
12/22/2014	NOV1415DHHS	00816018		Compliance Ass	0.00	590.10	0.00	21,504.76
12/30/2014	0121TO012315D	00816284		EG: D. PRESTES	0.00	300.00	0.00	21,204.76
12/30/2014	9736444596	00816278		11/02/14-12/01	0.00	235.25	0.00	20,969.51
01/05/2015	J01022-15			CORR A/R #003259	0.00	(808.97)	0.00	21,778.48
01/09/2015	0120TO012315	00816790		A: INTRO TO EN	0.00	114.75	0.00	21,663.73
01/14/2015	DEC1415DHHS	00817028		Compliance Ass	0.00	10.00	0.00	21,653.73
01/16/2015	20924	00817230		HAZWOPER REFRE	0.00	250.00	0.00	21,403.73
01/16/2015	20931	00817230		HAZWOPER REFRE	0.00	375.00	0.00	21,028.73
01/16/2015	20935	00817230		HAZWOPER REFRE	0.00	36.25	0.00	20,992.48
01/16/2015	20941	00817230		HAZWOPER REFRE	0.00	125.00	0.00	20,867.48
01/16/2015	20948	00817230		HAZWOPER REFRE	0.00	250.00	0.00	20,617.48
01/26/2015	RP72267	00817739	T49105	otion R12 seri	0.00	1,663.49	0.00	18,953.99
01/27/2015	9738162601	00818178		12/02/14-01/01	0.00	251.71	0.00	18,702.28
01/30/2015	0201TO020515	00818348		ADV: CUPA CONF	0.00	111.00	0.00	18,591.28
01/30/2015	0201TO020615	00818372		ADV: CUPA CONF	0.00	361.13	0.00	18,230.15
02/11/2015	RH58506	00819141	T49105	otion BT motio	0.00	1,867.05	0.00	16,363.10
02/11/2015	SG38968	00819141	T49105	otion BT motio	0.00	(1,867.05)	0.00	18,230.15
02/11/2015	T49105		T49105	Motion R12 series secure mobil	0.00	0.00	550.99	17,679.16
02/11/2015	T49105		T49105	Motion BT motion keyboard	0.00	0.00	(1,857.57)	19,536.73
02/11/2015	T49105		T49105	Motion R12 series secure mobil	0.00	0.00	(2,203.97)	21,740.70
02/17/2015	01152015	00819272		CALCard	0.00	240.00	0.00	21,500.70
02/25/2015	0120TO012315	00819751		INTRO TO ENVIR	0.00	71.25	0.00	21,429.45
02/26/2015	JAN1415DHHS	00819895		Compliance Ass	0.00	963.07	0.00	20,466.38
03/02/2015	9739860656	00820208		01/02/15-02/01	0.00	255.08	0.00	20,211.30
03/02/2015	020349829799	00820082	T49255	R12 Companion Keybo	0.00	1,417.60	0.00	18,793.70 ST
03/02/2015	T49255		T49255	R12 Companion Keyboard	0.00	0.00	(1,427.47)	20,221.17
03/04/2015	0201TO020715	00820610		CUPA TRAINING	0.00	419.59	0.00	19,801.58
03/04/2015	0201TO020515	00820405		CAL CUPA MTGS	0.00	152.96	0.00	19,648.62
03/05/2015	0131TO020615	00820665		CUPA CONF.	0.00	100.77	0.00	19,547.85
03/16/2015	0201TO020515	00821434		CUPA CONF.	0.00	122.00	0.00	19,425.85
03/20/2015	02162015	00821789		CALCard	0.00	343.88	0.00	19,081.97
03/20/2015	02162015	00821789		ALCard	0.00	6.60	0.00	19,075.37 8.25
03/20/2015	02162015	00821789		CALCard	0.00	79.99	0.00	18,995.38

Start Date 07/01/2014 Ledger: GL  
 Report Date 06/30/2015

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2015

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance	
04/01/2015	0414TO041515	00822824		ADV: CAL CUPA MTG	0.00	66.75	0.00	18,928.63	
04/01/2015	0414TO041615	00822885		ADV: CUPA MTG	0.00	66.75	0.00	18,861.88	
04/14/2015	9741548661	00823532		02/02/15-03/01	0.00	254.53	0.00	18,607.35	
04/17/2015	MAR1415DHHS	00823957		Compliance Ass	0.00	(144.17)	0.00	18,751.52	
04/20/2015	005222			ADAMS CUPA REI	0.00	(115.00)	0.00	18,866.52	
04/20/2015	005222			LANCASTER CUPA	0.00	(122.00)	0.00	18,988.52	
04/20/2015	005222			TOWNSEND CUPA	0.00	(450.46)	0.00	19,438.98	
04/20/2015	005222			MARTEL CUPA RE	0.00	(766.20)	0.00	20,205.18	
05/01/2015	T49904		T49904	KIT QUACKER MINI	0.00	0.00	1,631.25	18,573.93	
05/04/2015	0414TO041615	00825333		MTGS/TRAINGS	0.00	204.95	0.00	18,368.98	
05/04/2015	0201TO020515	00825397		CUPA CONFERENC	0.00	30.00	0.00	18,338.98	
05/04/2015	0414TO041615	00825397		CUPA FORUM & T	0.00	226.97	0.00	18,112.01	
05/12/2015	04162015	00826228		CALCard	0.00	210.72	0.00	17,901.29	
05/19/2015	APR1415DHHS	00826634		Compliance Ass	0.00	10.00	0.00	17,891.29	
05/21/2015	T49904		T49904	KIT QUACKER MINI	0.00	0.00	(1,631.25)	19,522.54	
05/21/2015	0109	00826780	T49904	KIT QUACKER MINI	0.00	1,631.25	0.00	17,891.29	
05/26/2015	9743246364	00826935		03/02/15-04/01	0.00	264.88	0.00	17,626.41	
05/27/2015	005925			PRESTESATER CU	0.00	(115.00)	0.00	17,741.41	
05/29/2015	006000			CHMIA 2015 CON	0.00	(687.75)	0.00	18,429.16	
06/03/2015	9744934536	00827568		04/02/15-05/01	0.00	212.73	0.00	18,216.43	
06/19/2015	MAY1415BDHH	00828501		ENTERPRISE	0.00	165.87	0.00	18,050.56	
06/24/2015	051915	00828854		D ADAMS: PER D	0.00	21.00	0.00	18,029.56	
06/24/2015	051915	00828854		L LANCASTER:	0.00	6.00	0.00	18,023.56	
06/30/2015	JUN1415DHSA	00830897		Compliance Ass	0.00	198.12	0.00	17,825.44	
06/30/2015	062615	00829637		RPLNSH P CASH	0.00	26.68	0.00	17,798.76	
06/30/2015	9748282082	00831206		06/02/15-07/01	0.00	228.79	0.00	17,569.97	
06/30/2015	9746619648	00830171		05/02/15-06/01	0.00	230.40	0.00	17,339.57	
06/30/2015	121720	00829675		TPH DIESEL/MOT	0.00	200.00	0.00	17,139.57	
Total 07/01/2014 - 06/30/2015					(9,000.00)	18,860.43	0.00	(27,860.43)	
					Total	36,000.00	18,860.43	0.00	17,139.57
Total 07/01/2014 - 06/30/2015 Services and Supplies					(9,000.00)	18,860.43	0.00	(27,860.43)	
Total Services and Supplies					36,000.00	18,860.43	0.00	17,139.57	
Dept Total 07/01/2014 - 06/30/2015					(9,000.00)	18,860.43	0.00	(27,860.43)	
Grand Total					36,000.00	18,860.43	0.00	17,139.57	

Start Date 07/01/2013  
 Report Date 06/30/2014

Ledger: GL

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2014

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
02	Services and Supplies							
2631	Compliance Assist Proj-UST							
				Prior Balance	45,000.00	0.00	0.00	45,000.00
07/30/2013	9195435632	00777873		S44738	0.00	69.10	0.00	44,930.90
08/09/2013	110452	00778508		TPH DIESEL/MOT	0.00	180.00	0.00	44,750.90
08/19/2013	071513A	00779125		Compliance Ass	0.00	80.15	0.00	44,670.75
09/13/2013	111142	00781049		TPH GAS/DIESEL	0.00	120.00	0.00	44,550.75
09/17/2013	111212	00781150		TPH GAS/DIESEL	0.00	300.00	0.00	44,250.75
09/17/2013	111213	00781150		TPH GAS/DIESEL	0.00	300.00	0.00	43,950.75
09/18/2013	081513	00781268		Compliance Ass	0.00	69.64	0.00	43,881.11
09/18/2013	081513	00781268		Compliance Ass	0.00	87.94	0.00	43,793.17
09/18/2013	081513			ompliance Assi	0.00	7.25	0.00	43,785.92 0000
09/23/2013	0902TO090613	00781656		HAZMAT TRAINING	0.00	513.72	0.00	43,272.20
09/26/2013	0902TO090613	00781867		HAZMAT TRAINING	0.00	417.54	0.00	42,854.66
10/18/2013	13102	00783310		REG:M HOYOS	0.00	320.00	0.00	42,534.66
10/18/2013	13102	00783310		REG:A ARNOLD	0.00	320.00	0.00	42,214.66
10/18/2013	13102	00783310		REG:A ROBERTS	0.00	320.00	0.00	41,894.66
10/24/2013	1103TO110613A	00783707		ADV: SFTWARE T	0.00	72.00	0.00	41,822.66
10/24/2013	1103TO110613A	00783718		ADV: SFTWARE TR	0.00	105.00	0.00	41,717.66
10/29/2013	091613	00784172		Compliance Ass	0.00	59.70	0.00	41,657.96
10/29/2013	091613			ompliance Assi	0.00	4.93	0.00	41,653.03 0000
11/18/2013	101513	00785518		Compliance Ass	0.00	31.86	0.00	41,621.17
11/27/2013	1103TO110613	00786502		DECADE TRAINING	0.00	140.00	0.00	41,481.17
12/09/2013	120513	00786977		RPLNSH P CASH	0.00	35.00	0.00	41,446.17
12/10/2013	NOV13DHHS	00786985		Compliance Ass	0.00	571.14	0.00	40,875.03
12/12/2013	19950	00787321		HAZWOPER TRNG	0.00	1,875.00	0.00	39,000.03
12/13/2013	111513	00787553		Compliance Ass	0.00	205.71	0.00	38,794.32
12/17/2013	1103TO110613	00787716		DECADE SFTWR T	0.00	975.80	0.00	37,818.52
12/27/2013	16347	00788521		LEGAL SRVC FEE	0.00	252.50	0.00	37,566.02
12/27/2013	16347EX	00788521		MILEAGE: 168	0.00	94.92	0.00	37,471.10
12/27/2013	S46401		S46401	Office supplies	0.00	0.00	572.64	36,898.46
01/08/2014	S46448		S46448	Office supplies	0.00	0.00	457.35	36,441.11
01/08/2014	007898	00789090		10 JACKET APPL	0.00	284.16	0.00	36,156.95
01/13/2014	123013	00789400		CASCADIA WRKSH	0.00	85.00	0.00	36,071.95
01/15/2014	113037	00789533		TPH-DIESEL/MOT	0.00	180.00	0.00	35,891.95
01/16/2014	628009	00789652	S46401	Office supplie	0.00	572.65	0.00	35,319.30
01/16/2014	J01068/14			EH CIVIL SVC WLORENZEN	0.00	35.00	0.00	35,284.30

Start Date 07/01/2013  
 Report Date 06/30/2014

Ledger: GL

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2014

Department 1175411		Hazardous Material Program						
<u>Date</u>	<u>Primary Reference</u>	<u>Check Number</u>	<u>Secondary Reference</u>	<u>Description</u>	<u>Appropriation</u>	<u>Expenditure</u>	<u>Encumbrance</u>	<u>Running Balance</u>
01/16/2014	S46401		S46401	Office supplies	0.00	0.00	(572.64)	35,856.94
01/17/2014	113263	00789852		TPH-DIESEL/MOT	0.00	290.00	0.00	35,566.94
01/24/2014	012114	00790088		RPLNSH P CASH	0.00	26.00	0.00	35,540.94
01/27/2014	9326690956	00790260		S44738	0.00	7.79	0.00	35,533.15
01/27/2014	9334626521	00790260		S44738	0.00	96.96	0.00	35,436.19
02/03/2014	083685	00790688	S46448	Office supplie	0.00	457.34	0.00	34,978.85
02/03/2014	013014	00790727		RPLNSH P CASH	0.00	42.00	0.00	34,936.85
02/03/2014	S46448		S46448	Office supplies	0.00	0.00	(457.35)	35,394.20
02/13/2014	033114MM	00791199		REG: M.MARTEL	0.00	125.00	0.00	35,269.20
02/13/2014	0401TO040314M	00791199		REG: M.MARTEL	0.00	430.00	0.00	34,839.20
02/14/2014	JAN14DHHS	00791242		Compliance Ass	0.00	927.00	0.00	33,912.20
02/25/2014	022114	00792193		RPLNSH P CASH	0.00	21.00	0.00	33,891.20
02/27/2014	0204TO020614	00792614		CUPA CONFERENC	0.00	407.92	0.00	33,483.28
03/04/2014	6204091	00792903		S44766	0.00	32.18	0.00	33,451.10
03/07/2014	011514	00793499		Compliance Ass	0.00	40.28	0.00	33,410.82
03/07/2014	011514	00793499		Compliance Ass	0.00	123.81	0.00	33,287.01
03/07/2014	011514			ompliance Assi	0.00	10.22	0.00	33,276.79 0000
03/07/2014	S46692		S46692	California Environmental Laws,	0.00	0.00	400.53	32,876.26
03/10/2014	A2292014		AUDT	APPROPRIATION TRANSFER	(7,000.00)	0.00	0.00	25,876.26
03/11/2014	0202TO020614	00793775		CUPA TRAINING	0.00	1,105.64	0.00	24,770.62
03/13/2014	021714	00794025		Compliance Ass	0.00	422.40	0.00	24,348.22
03/13/2014	021714	00794025		Compliance Ass	0.00	256.70	0.00	24,091.52
03/13/2014	021714			ompliance Assi	0.00	21.18	0.00	24,070.34 0000
03/13/2014	0202TO020614	00793973		CUPA CONFERENC	0.00	1,103.64	0.00	22,966.70
03/13/2014	0204TO020614	00793827		CUPA CONF	0.00	732.76	0.00	22,233.94
03/14/2014	0202TO020614	00794120		CUPA TRAINING	0.00	1,236.24	0.00	20,997.70
03/20/2014	0202TO020514	00794554		CUPA CONF	0.00	416.80	0.00	20,580.90
03/31/2014	J03236/14			CORR A/P CEHA CONF REG FEE	0.00	(555.00)	0.00	21,135.90
04/08/2014	031714	00795960		Compliance Ass	0.00	163.45	0.00	20,972.45
04/08/2014	S46897		S46897	Optiplex 7010 Desktop, no moni	0.00	0.00	900.23	20,072.22
04/17/2014	0401TO040314	00796689		CAL CUPA MEETINGS	0.00	89.00	0.00	19,983.22
04/25/2014	J04111/14			CORR A/P I#XJD5WD569 DELL MKT	0.00	892.06	0.00	19,091.16
04/25/2014	S46897		S46897	Optiplex 7010 Desktop, no moni	0.00	0.00	(900.23)	19,991.39
04/30/2014	262689911	00797502		SHIPPING CHRGS	0.00	26.25	0.00	19,965.14
05/05/2014	A3112014		AUDT	APPROPRIATION TRANSFER	(1,100.00)	0.00	0.00	18,865.14
05/15/2014	04152014	00798781		4246-0445-5567	0.00	37.80	0.00	18,827.34
05/15/2014	04152014			246-0445-5567-	0.00	3.12	0.00	18,824.22 0000

Start Date 07/01/2013  
 Report Date 06/30/2014

Ledger: GL

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2014

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
05/16/2014	APR14DHHS	00798796		Compliance Ass	0.00	198.12	0.00	18,626.10
05/19/2014	0421TO042514	00798924		CUPA FORUM MTG	0.00	107.00	0.00	18,519.10
05/20/2014	050614	00798988		DJWIEMAN:BRDG	0.00	6.00	0.00	18,513.10
05/20/2014	050614	00798988		DADAMS:PER DIE	0.00	21.00	0.00	18,492.10
05/21/2014	0609TO061314A	00799271		A: RCRA TRAINI	0.00	132.00	0.00	18,360.10
05/29/2014	A3532014		AUDT	APPROPRIATION TRANSFER	(1,500.00)	0.00	0.00	16,860.10
06/11/2014	115502	00800843		TPH DIESEL/MOT	0.00	180.00	0.00	16,680.10
06/13/2014	0617TO062014A	00801123		A:6/17-20/14 C	0.00	99.00	0.00	16,581.10
06/17/2014	A3772014		AUDT	APPROPRIATION TRANSFER	(700.00)	0.00	0.00	15,881.10
06/18/2014	MAY14DHHS	00801287		Compliance Ass	0.00	679.00	0.00	15,202.10
06/24/2014	6093702990	00801839	S46692	California Env	0.00	400.53	0.00	14,801.57
06/24/2014	S46692		S46692	California Environmental Laws,	0.00	0.00	(400.53)	15,202.10
06/30/2014	063014	00803412		J VERBECK:PER	0.00	21.00	0.00	15,181.10
06/30/2014	063014	00803412		J GONZALEZ:PER	0.00	21.00	0.00	15,160.10
06/30/2014	063014	00803412		D ADAMS:PER DI	0.00	21.00	0.00	15,139.10
06/30/2014	006575			TOWNSEND TRAVEL ADV REIM	0.00	(21.00)	0.00	15,160.10
06/30/2014	063014	00803265		RPLNSH P CASH	0.00	5.00	0.00	15,155.10
06/30/2014	06162014	00803399		CALCARD	0.00	93.12	0.00	15,061.98
06/30/2014	JUN14DHHS	00803563		Compliance Ass	0.00	198.95	0.00	14,863.03
Total 07/01/2013 - 06/30/2014					(10,300.00)	19,836.97	0.00	(30,136.97)
Total					34,700.00	19,836.97	0.00	14,863.03
Total 07/01/2013 - 06/30/2014 Services and Supplies					(10,300.00)	19,836.97	0.00	(30,136.97)
Total Services and Supplies					34,700.00	19,836.97	0.00	14,863.03
Dept Total 07/01/2013 - 06/30/2014					(10,300.00)	19,836.97	0.00	(30,136.97)
Grand Total					34,700.00	19,836.97	0.00	14,863.03

Start Date 07/01/2012  
Report Date 06/30/2013

Ledger: GL

Detail Activity Register  
County of Humboldt

Period: 12  
Fiscal Year: 2013

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
03/12/2013	0203TO020713	00764682		CALCUPA FORUM	0.00	157.60	0.00	37,348.22
03/14/2013	0203TO020813	00765074		CUPA CONFERENC	0.00	227.59	0.00	37,120.63
03/21/2013	FEB13DHHS	00765551		Compliance Ass	0.00	1,147.30	0.00	35,973.33
03/21/2013	0203TO020713	00765587		CALCUPA CONF	0.00	72.00	0.00	35,901.33
03/29/2013	19363	00766207		CONFINED SPACE	0.00	600.00	0.00	35,301.33
04/04/2013	0203TO020713	00766836		CALCUPA CONFER	0.00	213.00	0.00	35,088.33
04/09/2013	19377	00767228		HASWOPER TRNG	0.00	125.00	0.00	34,963.33
04/11/2013	108557	00767308		DIESEL/MOTOR O	0.00	240.00	0.00	34,723.33
04/11/2013	108560	00767308		DIESEL/MOTOR O	0.00	300.00	0.00	34,423.33
04/12/2013	108517	00767518		TPH- DIESEL/MO	0.00	300.00	0.00	34,123.33
04/30/2013	0415TO041813	00768852		HAZMAT INVESTI	0.00	525.51	0.00	33,597.82
05/01/2013	007575	00768914		REFLECTIVE PRI	0.00	207.41	0.00	33,390.41
05/10/2013	A3682013		AUDT	APPROPRIATION TRANSFER	(4,000.00)	0.00	0.00	29,390.41
05/14/2013	9109007196	00769861		R41950	0.00	608.86	0.00	28,781.55
05/23/2013	0609TO061313A	00770601		A: BASIC INSPE	0.00	666.50	0.00	28,115.05
05/28/2013	A3992013		AUDT	APPROPRIATION TRANSFER	(1,500.00)	0.00	0.00	26,615.05
06/13/2013	0625TO062713A	00772429		A: CUPA FORUM/UST	0.00	224.25	0.00	26,390.80
06/13/2013	0625TO062713A	00772504		A: CUPA FORUM/	0.00	224.25	0.00	26,166.55
06/30/2013	0625TO062713	00775403		R: CUPA FORUM	0.00	48.55	0.00	26,118.00
06/30/2013	041513	00773956		Compliance Ass	0.00	158.75	0.00	25,959.25
06/30/2013	041513			ompliance Assi	0.00	12.44	0.00	25,946.81 0000
06/30/2013	0625TO062713A	00772429		A: CUPA FORUM/UST	0.00	(224.25)	0.00	26,171.06
06/30/2013	051513	00774637		Compliance Ass	0.00	172.35	0.00	25,998.71
06/30/2013	051513			ompliance Assi	0.00	0.80	0.00	25,997.91 0000
06/30/2013	0609TO061413	00774537		INSPECTOR ACAD	0.00	121.04	0.00	25,876.87
Total 07/01/2012 - 06/30/2013					(5,500.00)	13,623.13	0.00	(19,123.13)
Total					39,500.00	13,623.13	0.00	25,876.87
Total 07/01/2012 - 06/30/2013 Services and Supplies					(5,500.00)	13,623.13	0.00	(19,123.13)
Total Services and Supplies					39,500.00	13,623.13	0.00	25,876.87
Dept Total 07/01/2012 - 06/30/2013					(5,500.00)	13,623.13	0.00	(19,123.13)
Grand Total					39,500.00	13,623.13	0.00	25,876.87

Start Date 07/01/2012 Ledger: GL  
 Report Date 06/30/2013

Detail Activity Register  
 County of Humboldt

Period: 12  
 Fiscal Year: 2013

Department 1175411 Hazardous Material Program

Date	Primary Reference	Check Number	Secondary Reference	Description	Appropriation	Expenditure	Encumbrance	Running Balance
02	Services and Supplies							
2631	Compliance Assist Proj-UST							
				Prior Balance	45,000.00	0.00	0.00	45,000.00
08/01/2012	5201	00745962		HZD WSTE GENER	0.00	620.00	0.00	44,380.00
08/01/2012	5201	00745962		EXAM DP	0.00	100.00	0.00	44,280.00
08/02/2012	0806TO080912	00746164		A: CA COMPLIAN	0.00	343.34	0.00	43,936.66
08/13/2012	104225	00746658		DIESEL/MOTOR O	0.00	120.00	0.00	43,816.66
08/16/2012	104290	00746891		SOIL TESTING	0.00	140.00	0.00	43,676.66
08/16/2012	JUL12DHHS	00746933		Compliance Ass	0.00	563.21	0.00	43,113.45
08/16/2012	104290	00746891		DSL/MTR OIL WI	0.00	180.00	0.00	42,933.45
08/16/2012	104290	00746891		DIESEL	0.00	60.00	0.00	42,873.45
08/20/2012	0903TO090712	00746984		REG: M. MARTEL	0.00	700.00	0.00	42,173.45
09/05/2012	12327	00748227		REG: L. LANCAS	0.00	319.00	0.00	41,854.45
09/05/2012	12327	00748227		REG: N. HODGSO	0.00	159.50	0.00	41,694.95
09/05/2012	12327	00748227		REG: A. ARNOLD	0.00	159.50	0.00	41,535.45
09/06/2012	0910TO091412A	00748278		A: INSPECTOR T	0.00	431.40	0.00	41,104.05
09/06/2012	0806TO080912	00748278		CAL COMPLI SCH	0.00	71.44	0.00	41,032.61
09/18/2012	081512	00748884		Compliance Ass	0.00	82.81	0.00	40,949.80
09/19/2012	0904TO090712	00749056		CCDEH ANNL TRN	0.00	588.43	0.00	40,361.37
09/19/2012	104291	00749067		DIESEL/MOTOR O	0.00	450.00	0.00	39,911.37
09/19/2012	091012	00749007		L.LANCASTER CO	0.00	2.00	0.00	39,909.37
09/25/2012	0930TO100312A	00749268		A: DECADE SFTWE	0.00	62.25	0.00	39,847.12
09/25/2012	0930TO100312A	00749296		A: DECADE SFTWR	0.00	168.00	0.00	39,679.12
09/25/2012	0930TO100312A	00749314		A: DECADE SFTW	0.00	338.68	0.00	39,340.44
09/26/2012	AUG12DHHS	00749529		ENTERPRISE	0.00	218.42	0.00	39,122.02
10/01/2012	0910TO091412	00749858		R: BASIC INSPC	0.00	122.80	0.00	38,999.22
10/16/2012	001868			TRIP ADV RFD AA	0.00	(2.75)	0.00	39,001.97
11/05/2012	110112	00752375		RPLNSH P CASH	0.00	17.50	0.00	38,984.47
11/28/2012	091712	00754046		Compliance Ass	0.00	43.99	0.00	38,940.48
11/28/2012	091712	00754046		Compliance Ass	0.00	323.98	0.00	38,616.50
11/28/2012	091712			ompliance Assi	0.00	2.40	0.00	38,614.10 0000
12/10/2012	101012	00755678		REG FEE/CC EXA	0.00	75.00	0.00	38,539.10
12/10/2012	1109TO111212	00755678		ICC EXAM	0.00	221.28	0.00	38,317.82
01/23/2013	0203TO020713A	00760008		A: CALCUPA FORUM	0.00	486.00	0.00	37,831.82
01/23/2013	0203TO020713A	00760033		A: CALCUPA FOR	0.00	111.00	0.00	37,720.82
02/21/2013	107553	00763542		DIESEL/MOTOR O	0.00	180.00	0.00	37,540.82
02/28/2013	J02094/13			CIVIL SVC EH BARBATI	0.00	35.00	0.00	37,505.82

## **ATTACHMENT 2**

Supplemental Budget Adjustment in Fund 1175, Budget Unit 411,  
Hazardous Materials Program, fiscal year 2016-17

ATTACHMENT 2

HUMBOLDT COUNTY DEPARTMENT OF HEALTH AND HUMAN SERVICES  
PUBLIC HEALTH BRANCH  
Hazardous Materials Program

Budget 1175-411 Hazardous Materials Program

Supplemental Budget - Increase

Fiscal Year: 2016-17

**Revenue**

<u>Object Description</u>	<u>Account Number</u>	<u>Object</u>	<u>Amount</u>
State Small Grants	1175-411	514-060	\$ 30,459.00

**Expenditures**

<u>Object Description</u>	<u>Account Number</u>	<u>Object</u>	<u>Amount</u>
Vehicle - Truck	1175-411	8771	\$ 30,459.00