



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

**AGENDA**

**DATE:** Tuesday, September 8, 2020

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

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

*To join in the open session segment of the meeting including Public Participation teleconference, dial (518) 351-9265\*\**

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

**B. CONSENT CALENDAR**

1. Approval of September 8, 2020 Agenda
2. Approval of Minutes of the Regular Meeting of August 25, 2020

**C. REPORTS**

1. General Manager
  1. Summary of Current Activities
2. Community Services
3. Superintendent
  1. July 2020 Operations/Maintenance Report
4. Finance Department
5. Legal Counsel
6. Director Reports
7. Other

#### **D. PUBLIC PARTICIPATION**

**\*\*Members of the public will be given the opportunity to comment on items not on the agenda by way of the teleconference call-in line. Please use the information set forth above to attend telephonically.**

#### **E. NON-AGENDA**

#### **F. NEW BUSINESS**

1. Consideration of Adopting Resolution 2020-11 Commemorating Former Director Frank G. Scolari
2. Consideration of Filling the Open Seat on the Board of Directors
3. Elks Lodge Request for RV Park Account Rate Reduction/Modification

#### **G. ADJOURNMENT**

Next Res: 2020-12

Next Ord: 2020-02

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, August 25, 2020, via teleconference in accordance with the Governor's Executive Orders N-25-20 and N-29-20.

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

Present upon roll call were Directors Bongio, Gardiner, Saunderson, and Tyson. Director Scolari was absent. Staff in attendance: General Manager Williams (GM), Interim-General Manager/Superintendent Latham (IGM/S), Interim Finance Manager Walkley (IFM), Community Services Manager Hulstrom (CSM).

**B. CONSENT CALENDAR**

1. Approval of August 25, 2020 Agenda
2. Approval of Minutes of the Regular Meeting of August 11, 2020

DIRECTOR GARDINER, MOVED, AND DIRECTOR SAUNDERSON SECONDED, TO ACCEPT AND APPROVE THE AUGUST 25, 2020 CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BONGIO, GARDINER, SAUNDERSON, TYSON  
NOES: NONE  
ABSENT: SCOLARI

**C. REPORTS**

4. Finance Department

a) July 2020 Check Register and Budgetary Statement

IFM advised there was no unusual activity for the month of July. When questioned about no Engineering fees reflected in the Budgetary Statement, IFM advised the report covers the first month of the new fiscal year and there were no Engineering expenses during July. Director Gardiner requested explanation of the \$30,000 payment to California River Watch to which IGM/S responded advising of the threatened law suit by the organization due to minor sewer overflows that the State did not penalize the District for which allows them to pursue civil damages as a stakeholder. After lengthy negotiations, the Board agreed to a \$30,000 settlement.

b) New Authorized Financial (Bank) Signers

IFM reviewed his informational memorandum advising of the necessity to modify signature cards due to the addition of the District's new GM and Director Gardiner affirming staff will reach out to all signers to coordinate the update.

6. Director Reports

DRAFT – MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF DIRECTORS OF THE  
HUMBOLDT COMMUNITY SERVICES DISTRICT  
Continued; August 25, 2020

Director Saunderson advised he attended the August 24 meeting of RREDC wherein the object of discussion was "Project Equity" which assists small business owners who wish to retire and sell the concern to existing employees.

**D. PUBLIC PARTICIPATION**

President Tyson invited the public to address the Board on any item not listed on the agenda or issues generally affecting District operations, which are within the jurisdiction of the Board. None.

**F. NEW BUSINESS**

1. Consideration of Resolution 2020-10; Authorizing the Authority of the New General Manager

IGM/S reviewed the corresponding Resolution necessary to transfer authority to the new GM.

IT WAS THEN MOVED BY DIRECTOR SAUNDERSON, SECONDED BY DIRECTOR BONGIO, TO ADOPT RESOLUTION 2020-10 AUTHORIZING THE AUTHORITY OF THE GENERAL MANAGER. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BONGIO, GARDINER, SAUNDERSON, TYSON  
NOES: NONE  
ABSENT: SCOLARI

Director Tyson thanked the IGM/S for his dedication to the Board and the District during the past year, and his continued support for the new GM.

**G. ADJOURNMENT**

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

AYES: BONGIO, GARDINER, SAUNDERSON, TYSON  
NOES: NONE  
ABSENT: SCOLARI

THE BOARD ADJOURNED ITS REGULAR MEETING OF AUGUST 25, 2020 AT 5:14 P.M.

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Submitted, Board Secretary

# Humboldt Community Services District

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

## MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: September 3, 2020

SUBJECT: General Manager Report for September 8, 2020 Board Meeting

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The purpose of this memo is to report on the activities undertaken since starting with the District on August 24, 2020. First of all, I want to let all of you know how honored and grateful I am to have been selected for this position and how excited I am to serve the District in this capacity. The past couple of weeks have been incredibly busy and I have identified several areas where I believe I need to be focusing my energy going forward. The staff here at Humboldt CSD have given me a warm welcome. I am looking forward to really getting to know each and every one of them.

I have spent considerable time digging through literal piles of paperwork and project documentation to try to come up to speed with the current state of the District and where we need to focus our efforts going forward. There are several ongoing projects that require considerable attention as well as some upcoming work that needs to move forward. I have compiled a list of priority projects where I intend to apply my time and I would like to have an in-depth discussion with the Board, or with a subcommittee, to help me determine the direction to take many of these items. I don't expect to take time during this meeting but I would like to schedule a meeting in the near future so that we can discuss strategy, scope and direction.

I have involved myself in several current projects:

- The Ridgewood Tank Rehabilitation Project requires that we take the tank offline during the second quarter of 2021. In preparation for this, staff has developed a plan using temporary storage at that location so the District can provide uninterrupted high-quality service to our customers. The construction crew has begun implementation of that plan which will be completed before the wet season so that the temporary system can be tested before we take the Ridgewood tank offline.
- The Tower Road Steel Main Replacement project was scheduled to be completed this summer. This was complicated by the fact that a resident of the community served by this main is a California Department of Fish and Wildlife (CDFW) Biologist and noticed that one of the culverts that intersects this project drains an active streambed across the private road. This is a private culvert on a private road and outside of the District's purview. Two items have come out of this; 1) the District is proposing a modified construction operation plan to CDFW that we are hoping will eliminate the need for a

special permit from CDFW, and 2) CDFW will be providing a GIS layer that indicates the location of all known stream road crossings so that we can plan for these permits where necessary and avoid this type of interruption in the future. This project will be back on track and will occur during the summer of 2021.

- The McKay Ranch Subdivision is a 320-unit development project that has been proposed by a local developer for the property surrounding Redwood Field. As part of the preparations of the Environmental Impact Report for this subdivision, the District is involved with the analysis of the impacts to our water and wastewater collection systems. The water side analyses have engaged the use of the District's water model. Some new information is coming to light regarding the model and the District's systems as a result of this analysis. Additional calibration and validation of the model output is necessary to confirm the initial results, but this does bring to light the fact that this model needs to be stored and maintained in house so that access to this information doesn't require the District to engage a consultant.
- The South Bay Force Main Replacement and Resiliency Project was proposed to FEMA and CalOES as a Hazard Mitigation Project to replace the force main from the South Broadway Sewer Lift Station (SB-SLS) to the City of Eureka Wastewater Treatment Facility (COE WWTF). This project is currently on track to be grant funded during fiscal year 2021-2022. CalOES has engaged a team of consulting biologists to survey the project sites and determine the level of environmental impact for the NEPA/CEQA process and to ensure compliance with the Endangered Species Act. These biologists surveyed the area on September 2 and 3 and will be reporting their findings to CalOES and to the District.

I have been briefed on several other projects including the Pine Hill Bridge waterline relocation, Sea Avenue SLS reversal connection, Sequoia SLS upgrade as well as the Princeton and South Bay well diagnostics and repair efforts. Although these projects are on my radar, they have not yet required my direct input.

There are a number of administrative tasks and programs that I have been coming up to speed on from contracting with COE and Humboldt Bay Municipal Water District (HBMWD) to personnel oversight, to District policies on everything from expenditure control to protocols and procedures to rates and fees. I have been reviewing the water and wastewater rate study submitted in 2017 by NBS as well as familiarizing myself with annual budgets and audits for the past several years including all of the day to day administrative requirements of the job.

One area that needs attention in the near term is to strategize a mechanism to recover the aging debt that has been accumulating since the onset of the COVID-19 Pandemic. This accumulated debt has been mounting month after month as a result of the April 2<sup>nd</sup> suspension of public water systems ability to disconnect service to residences and critical infrastructure sector small businesses. By eliminating the District's ability to lock off water accounts, the Governor effectively removed our leverage to collect on delinquent accounts. This is having a significant impact on accumulated debt. Before the order went into effect, the District

maintained about \$44k in debt that was over 60 days old, by June 30, this figure had climbed to nearly \$90k, at the end of July the aging debt was up to \$103k. As of August 31, the accumulated debt over 60 days old was over \$120k. This leaves the District in an awkward position with respect to collection of unpaid debt. If the people are no longer residents or property owners, the District won't have any leverage to collect on these bills. Once viable remedies are researched by staff, the matter will appear on a future agenda as an action item.

On a separate note, an offer was made, and accepted to fill the open full-time position of Finance Manager. Michael Montag will join us October 1<sup>st</sup>. Our current Interim-Finance Manager, David Walkley, has assured me he will devote whatever time necessary to ensure Mr. Montag is up to speed and can fly solo before returning to retirement.

I realize that I have a lot to learn about the Humboldt Community Services District and the people we serve. I am honored to be here and I will do my best to maintain the highest level of service to the District and to our customers.

# Humboldt Community Services District

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

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

Date: August 26, 2020

From: Tim Latham, District Superintendent *TL*

Subject: July 2020 Operations/Maintenance Report

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

Sewer related maintenance included cleaning the wet wells at the Sequoia sewer lift station and filming 63 feet of sewer lateral line and 3,334 feet of sewer main line in various areas throughout the District.

Other business included responding to power outages in the Pine Hill and Cutten areas, painting the Finance Managers office, working on the Sequoia sewer lift station upgrade and hydrant flushing in the Fields Landing area due to dirty water.



# Humboldt Community Services District

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## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 8, 2020

**AGENDA ITEM:** F.1 (New Business)

**TITLE:** Consideration of Adopting Resolution 2020-11 Commemorating Former Director Frank G. Scolari

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

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### **Recommendation:**

Motion to adopt Resolution 2011-05 Commemorating Former Director Frank G. Scolari, and authorize staff to commission a memorial plaque.

### **Summary:**

The attached resolution memorializes the nearly twenty-five years of service Director Scolari gave to the District and its customers as well as recognizes his long-term commitment by commissioning a plaque in his memory for display in the Boardroom. It also provides for authorizing staff to present an original copy of the resolution to his family.

# Humboldt Community Services District

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## RESOLUTION NO. 2020-11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT

#### COMMEMORATING FORMER DIRECTOR FRANK G. SCOLARI

**WHEREAS**, Frank Scolari was sworn in as a Director of the Humboldt Community Services District on December 5, 1995; and

**WHEREAS**, Frank Scolari served on the Board of Directors of the District until his death on August 28, 2020; and

**WHEREAS**, during his term as a Director, Frank Scolari faithfully and conscientiously represented the residents of the Humboldt Community Services District; and

**WHEREAS**, Frank Scolari exhibited, by his actions, that his position on the Board of Directors was very important to him as was the community, and he was very dedicated to them;

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of Directors of the Humboldt Community Services District, by adoption of this resolution, acknowledge and commemorate the memory of Frank Scolari for nearly twenty-five years of service he gave to the Humboldt Community Services District and its residents.

The Board further directs that an original copy of this resolution be presented to the family of Frank Scolari, and that a plaque in memory of Director Scolari be placed on display in the Board meeting room of the Humboldt Community Services District.

**PASSED, APPROVED, AND ADOPTED** this 8th day of September 2020 on the following roll call vote:

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
David Tyson, Board President

ATTEST:

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

# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 8, 2020

AGENDA ITEM: F.2 (New Business)

TITLE: Consideration of Filling the Open Seat on the Board of Directors

PRESENTED BY: Terrence Williams, General Manager

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### Recommendation:

None.

### Summary:

After serving the Board faithfully for nearly twenty-five (25) years, Director Scolari passed on August 28, 2020, thus, a vacancy now exists on the Board of Directors.

Director Scolari chose not to run for re-election this year, thus, his term continues through November 2020 leaving an approximate three-month gap before the election process provides for a new Director. Certified candidates that will appear on the November 3 Ballot consist of: David Saunderson, Heidi Benzonelli, Michael Hansen, David Haynie, Joe Matteoli, Joshua Sehon. As you may recall, Mr. Matteoli and Mr. Sehon had also applied for the vacancy created when Director Davenport resigned this past June.

Procedurally, Government Code 1780 stipulates that the District shall notify the County Elections Department of its desired replacement process within 15 days from the date the Board receives official notification of the vacancy – no later than September 23. State law governs the procedure to fill a vacancy and allows for the following options:

- Appoint a new Director within 60 days to fill the position (no later than November 7) through November 2020 – requires confirmation by the County Board of Supervisors.
- In lieu of making an appointment, the Board may within 60 days (November 7 – 4 days after election) call an election to fill the vacancy.
- If after 60 days the Board has not taken action, the County Board of Supervisors may appoint a person to fill the vacancy within 30 days thereafter – not later than December 7.

Should the Board choose to proceed with the appointment process, following is a timeline for the required actions:

1. Post notices in at least three (3) district locations for a minimum of 15 days prior to the appointment being made as well as on the HCSD website. A draft of the proposed notice is attached for consideration and determination of a final selection date. Should the Board choose to proceed along these lines, staff could post the required notices as early as Wednesday, September 9 wherein the minimum 15-day posting period would conclude on September 24, 2020.
2. Although not required, staff recommends inviting the interested applicants to attend either a regular meeting or special meeting to provide them the opportunity to address the Board. This also provides an opportunity for the Board to ask any questions of the candidates.
3. The Board could make an appointment as early as the Regular Meeting of October 13, but no later than the regular meeting of October 27 while staying within the 60-day requirement to make the appointment. Of course, it is always an option to call for a Special Meeting any time after September 24 to make the appointment.

# Humboldt Community Services District

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

## **NOTICE OF VACANCY BOARD OF DIRECTORS**

Board Members of the District are responsible for setting policy addressing fiscal operations and providing quality water distribution to, and wastewater collection from, its customers (rate-payers).

Due to the sudden passing of Director Frank Scolari on August 28, 2020 a vacancy exists in the position he previously occupied serving on the Board of Directors of the Humboldt Community Services District. The appointee will hold the office until the next general election on November 3, 2020, and thereafter until the person elected to fill the vacancy has been qualified by the Elections Office. Prospective candidates must reside within the boundaries of the Humboldt Community Services District. Applications must be submitted for consideration by \_\_\_\_\_. The Board intends to make its appointment no later than Tuesday, October 27, 2020.

Any person interested in being considered for appointment to this seat on the Board of Directors is asked to submit an application of qualifications. Forms are available on the District's website at [www.humboldtcsd.org](http://www.humboldtcsd.org) or by mail upon request. Questions concerning this appointment should be directed to the Board Secretary, Brenda Franklin, at (707) 443-4558 ext. 210.

Dated: \_\_\_\_\_, 2020

By: \_\_\_\_\_  
Brenda K. Franklin  
Board Secretary

# Humboldt Community Services District

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

## AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 8, 2020

AGENDA ITEM: F.3 (New Business)

TITLE: Elks Lodge Request for RV Park Account Rate  
Reduction/Modification

PRESENTED BY: Terrence Williams, General Manager

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### Recommendation:

Take no action.

### Summary:

B.P.O.E. Elks Lodge #652 have sent us a letter requesting that the District Board consider modified billing for their RV Park account. They are requesting a discounted rate during their off season because their usage is reduced six months out of the year. There is nothing in the District Code or any precedence that provides or allows for the Board to provide a discounted rate. Any action on this matter by the Board would be considered special treatment.

The Elks Lodge RV Park is billed for water in the same way all customers are billed. There is a single meter with a flat rate charge plus monthly usage. This results in a lower water bill during months when water usage is down.

The Elks Lodge is billed a monthly flat rate for sewer based on the number of living sites plus their RV Dump Site. The letter from the Elks Lodge indicates that their RV Park consists of 23 living sites and a sewer dump station. They are currently being billed for 24 living sites. District Staff will look into this discrepancy and make the necessary adjustments.

The letter also indicates that the Elks Lodge would like to discontinue use of the RV Dump Site as this is, "never used." The District can allow the Elks RV Park to seal their RV Dump Site and discontinue billing for this service.

These two adjustments would represent a \$59.46 monthly savings to the Elks Lodge. These adjustments are clerical and do not require Board Action.

Agenda Item: F.3

Meeting Date: September 8, 2020

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The District Code does contain a provision for waiver of sewer service charges for unoccupied living units (Sec. 7.04.020 HCSD Code). This section may apply to this situation for living units within the RV Park that the Elks Lodge plan to keep unoccupied during a portion of the year. The Elks Lodge will need to apply for these waivers annually. Waivers will be reviewed for approval on a case by case basis.

**Fiscal Impact:**

Minimal

August 31, 2020

To:

Board of Directors, Humboldt County Community Services District

- David Tyson, President
- Dave Saunderson, Vice President
- Frank Scolari
- Alan Bongio



From:

Marta Martinez, Chair Trustees  
 B.P.O.E Elks Lodge #652  
 445 Herrick Ave.  
 Eureka, CA 95503  
 Email: [spicydolphinfan@yahoo.com](mailto:spicydolphinfan@yahoo.com)  
 Cell/Text: 707-834-1600



HUMBOLDT COMMUNITY  
 SERVICES DISTRICT

Dear Board of Directors:

During these challenging times the Trustees at our lodge have been reviewing our monthly expenditures specifically at our twenty-three site RV Park adjacent to the lodge building. Each month we receive two bills from HCSD for water & sewer services; one for the Lodge and one for our RV park. As with most RV parks the summer/fall season of seven months of water/sewage usage is much different than the winter/spring season of five months.

As an example of our RV park usage bill, we researched season 2019 and derived this data regarding the CONS for each month:

<u>Season 2018 – 2019*</u>	<u>CONS</u>
12/4/2018 to 1/4/2019	120
<b>1/5/2019 to 2/1/2019</b>	<b>28</b>
<b>2/2/2019 to 3/1/2019</b>	<b>4</b>
<b>3/2/2019 to 4/1/2019</b>	<b>6</b>
<b>4/2/2019 to 5/1/2019</b>	<b>8</b>
<b>5/2/2019 to 6/3/2019</b>	<b>10</b>
<b>6/4/2019 to 7/5/2019</b>	<b>14</b>
7/6/2019 to 8/2/2019	46
8/3/2019 to 9/6/2019	97
9/7/2019 to 10/4/2019	65
10/5/2019 to 11/1/2019	36
11/2/2019 to 12/6/2019	66
12/7/2019 to 1/3/2020	52

As you can see from the data our RV park usage dipped below 30 CONS for six months (**bold data**), because the park was partial or totally vacant. The remainder of the year for our busy season the park is partially or totally full with RV travelers. Currently, we have twenty-three sewer sites and one clean-out station in the park.

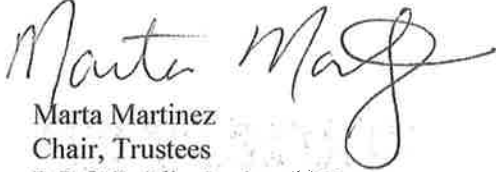
During the winter season, as indicated in the above data, is there a possibility of creating a reduced rate adjustment, because of the lack of water/sewer use until the park begins to do more business in the late spring and summer? Furthermore, we are willing to cap off the clean-out station permanently if this would help, because it is never used.



We ask that you review our usage chart and request to see if we might arrive at a different monthly billing arrangement to help with our expenditures at the lodge during the off-season months.

Any help would be most appreciated, and thank you for reviewing our request. We hope to hear from you soon.

Serving Elks and community in Elkdom,

A handwritten signature in cursive script that reads "Marta Martinez". The signature is written in black ink and is positioned above the printed name and title.

Marta Martinez  
Chair, Trustees  
B.P.O.E. Elks Lodge #652  
Eureka, CA 95503