



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

AGENDA

DATE: Tuesday, September 9, 2025

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA
20 Via Ravello, Henderson, NV

The HCSD Boardroom is open to the public during the meeting's open session segment. This meeting is also held by video/teleconference, per CA Govt Code § 54953(b). If a member of the public 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>) by entering Meeting ID 388 963 6754 and Passcode 202520. Access may also be achieved via telephone only by dialing 1-669-900-9128.

A. ROLL CALL

Directors Benzonelli, Gardiner, Hansen, Matteoli, Ryan

B. PLEDGE OF ALLEGIANCE

C. CONSENT CALENDAR

1. Approval of September 9, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of August 12, 2025

*Pgs. 1-2
Pgs. 3-6*

D. REPORTS

1. General Manager
 - a) District Update
2. Finance Department
3. Engineering
 - a) Update
4. Planning
 - a) Update
5. Legal Counsel

Pgs. 7-8

Pgs. 9-10

Pgs. 11

6. Director Reports

7. Other

E. PUBLIC PARTICIPATION

Members of the public may comment on items not on the agenda. Please use the information above to participate via Zoom. The Board requests that speakers state their name and where they are from, be concise, and limit communications to 3 to 5 minutes. After all oral communications, the Board or staff may briefly respond with information 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. NEW BUSINESS

1. Consideration of Appointing an Ad Hoc Committee to Conduct the 2025 General Manager Annual Review *Pgs. 13*
2. Consideration of Updating the Utility Worker I/II/III Job Descriptions *Pgs. 15-24*
3. Consideration of Meeting Schedule for November and December 2025 *Pgs. 25*

G. ADJOURNMENT

Next Res: 2025-08
Next Ord: 2025-01

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact Robert Christensen at (707) 443-4558, ext. 210, or by email at asm@humboldtcsd.org. Notification 48 hours before 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 Humboldt Community Services District Board of Directors met in regular session at 5:00 p.m. on Tuesday, August 12, 2025, at 5055 Walnut Drive, Eureka, California, with public participation available via Zoom tele/video conference.

A. CALL TO ORDER AND ROLL CALL

Present upon roll call: Directors Benzonelli, Gardiner, Hansen, Matteoli, and Ryan.
Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), Utility Services Planner McNeill (USP), and Assistant Engineer Rawal (AE).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of August 12, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of July 22, 2025

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO APPROVE THE AUGUST 12, 2025, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager

a) District Update

GM reported on the passing of David Lindberg, the Division 3 Board Member of the Humboldt Bay Municipal Water District (HBMWD). HBMWD will determine a process to fill the Division 3 vacancy at its next meeting. The LAFCo staff will be presenting the North McKay Ranch Annexation to the commission as an information item at the Commission on September 17. HCSD is currently soliciting for a position in the Engineering Technician/Utility Services series, and a first review of candidates will occur on September 2.

Director Hansen noted timber harvest activities on a parcel adjacent to the North McKay Ranch Subdivision.

2. Finance Manager

DRAFT MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
AUGUST 12, 2025

a) July 2025 Check Register

FM reviewed the July 2025 Check Register and noted purchases of tank valves from Keenan Supply for the Donna Drive Tank Rehabilitation Project and a progress payment to Viking Industrial.

b) FY 2025 Q4 Investment Report

FM reviewed the District's investment report. The District's primary investment is in the CA CLASS JPA and realized an investment return of \$430,599.60 in Fiscal Year 2025 with an annualized return of 5.30%

3. Engineering

a) Update

AE reported that the Walnut Drive Project will begin on August 18, 2025, and traffic control will be in place. Single-lane closures will occur during construction work hours, and full road closures will occur periodically.

Director Hansen noted that a school bus stop located on the Southwest corner of Greenbriar and Walnut will be affected by construction. Staff will contact the Cutten School District to alert them of the construction.

4. Planning

a) Update

USP reported that numerous referrals from the county have been received for development projects within the District. USP reviewed recent cross-training: Utility Worker Brandon Balke is being trained in weekly water sampling, Utility Worker Chris Armstrong is being trained in testing the District's backflow devices, and Utility Worker Andrew Sawboh is being trained to read meters.

5. Legal Counsel

No report.

6. Director Reports

Director Benzonelli requested that the Board of Directors meet in closed session to adopt the General Manager's performance review that was initiated in Fiscal Year 2024-25 at its next regularly scheduled meeting. She also noted that David Lindberg was a member of the Redwood Regional Economic Development Commission and that his passing is a great loss for the community.

E. PUBLIC PARTICIPATION

None.

F. NEW BUSINESS

1. Consideration of Providing Optional Response to Humboldt County Grand Jury Report: *Built to Burn? Emergency Access Challenges on Humboldt Hill*

GM summarized the Grand Jury Report for the Board. The report discusses the potential use of HCSD's utility easements for emergency access and evacuation in the event of a wildfire. The civil grand jury has invited the District to make an optional response. GM noted that the easements are located at London Drive with potential access to Mesa Avenue if significant rehabilitation were to be completed and that the County is working with a developer to fast track a subdivision that has emergency access between the top of Donna Drive and Berta Road.

PUBLIC COMMENT: None

The Board took no action.

2. Consideration of Approving the Elimination of the Construction and Maintenance Foreman Job Descriptions and Approving a Consolidated Foreman Job Description

GM reported that Foremen's job descriptions were last updated in 2014. Mark Taylor, the District's long-serving Construction Foreman, has announced his retirement at the end of 2025. The District is taking this opportunity to eliminate the separate job descriptions for the Construction Foreman and the Operations and Maintenance Foreman and create a single Foreman job description. Benefits include enhanced cross-training, breaking down silos, and reducing redundancy. It was emphasized that the District is maintaining two foreman positions and only combining the duties of the two job descriptions into one.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR HANSEN, TO ELIMINATE THE CONSTRUCTION AND MAINTENANCE FOREMAN JOB DESCRIPTIONS AND APPROVE AN UPDATED FOREMAN JOB DESCRIPTION. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Canceling the Regular Meeting on August 26, 2025

DRAFT MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
AUGUST 12, 2025

GM reported that two directors will attend the CSDA Conference from August 25 to 28 and that no business items have been identified for the August 26 meeting. If a need arises, the Board President may call a special meeting.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO CANCEL THE REGULAR MEETING ON AUGUST 26, 2025. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. ADJOURNMENT

Without further business, **IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO ADJOURN. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:**

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF August 12, 2025, AT 5:39 P.M.

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 5, 2025

SUBJECT: General Manager Report for September 9, 2025 Board Meeting

Humboldt Bay Municipal Water District

Humboldt Bay Municipal Water District is experiencing a leak on their primary transmission main near Arcata. The leak is upstream from the municipal connections for City of Arcata, City of Eureka, Manila CSD and Humboldt CSD. Blue Lake, Glendale and McKinleyville CSD are not directly affected by the leak. HBMWD is planning an emergency repair to address the leak within the next two weeks. The repair will require them to isolate the section of pipe that is leaking and this cuts off supply to the municipalities listed above. All of the municipalities and HBMWD are working together to ensure that there is not an interruption in service to any rate payers in any municipality. We are sharing resources, including stored water, and coordinating operations to accommodate this repair while ensuring that drinking water and fire flow are maintained without interruption.

Staff Accolades

All of the District's staff work hard and go above and beyond for the community. These are the folks that come out in the middle of the night to fix water leaks or ensure that pumps are operational so that you have water for your coffee in the morning. These are the folks that deploy generators for 36 straight hours when PG&E decides to cut the power. I don't want to diminish the efforts of any of our staff but we did receive some praise for a couple of staff members and I want to share that with you.

A ratepayer on Lilac Lane had a water leak in August. The ratepayer called the District office for assistance two days in a row. Both times, one of our newer employees, Andrew, responded. After the leak was repaired, the ratepayer came into the office to let us know that Andrew is the sweetest, most polite technician. That Andrew maintained professionalism in the face of a very volatile landlord and that Andrew really helped to calm the situation and helped the ratepayer tenant on an otherwise very hard day.

A ratepayer on Higgins called on a different occasion to let District staff know that Chris Davenport was out to investigate a suspected leak in the system. The ratepayer indicated that Chris was polite and knowledgeable and had the ratepayer laughing. Chris helped the

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

ratepayer understand the process by which District staff determine if water on the ground is from the District's system by testing for chlorine residual. The ratepayer wanted to make sure that decision makers at the District know that Chris is a valuable employee.

I want to thank all of the District's staff for their hard work and professionalism and for going the extra distance to provide excellent customer service!

Humboldt Community Services District

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ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: September 5, 2025
Subject: Assistant Engineer Progress Report for September 9, 2025 Board Meeting

Donna Drive Tank Rehabilitation – Project Completion

The District has successfully completed the rehabilitation of the Donna Drive Water Storage Tank as part of the ongoing systematic tank rehabilitation program. This program is designed to ensure that the District's water storage facilities continue to meet current AWWA standards and remain reliable components of the distribution system.

Following rehabilitation, the tank was disinfected and tested in accordance with AWWA standards. Bacteriological testing confirmed water quality, and appropriate chlorine residual levels were verified before the tank was reconnected to the distribution system. With testing complete, the Donna Drive Tank has been returned to full service. As part of the District's standard coordination practices, Humboldt Bay Fire was notified that the tank is back online and available for use in emergency response.

The project includes a one-year warranty evaluation, scheduled for summer 2026, at which time the tank will be reinspected and any necessary warranty repairs will be completed. Please see **Figure 1** included with this report to see the newly rehabilitated water storage tank

Hubbard Booster Station – Automated Valve Installation

The District has completed the installation of automated valves at the Hubbard Booster Station. This improvement enhances operational flexibility by allowing the booster station to be remotely controlled and supplied from multiple sources. With the new system in place, the Hubbard Booster Station can now either draw water from the City of Eureka's transmission main or receive supply directly from the Walnut Storage Tanks located at the District Office Yard.

The addition of automated valves significantly increases the District's ability to operate and adjust the water system remotely pictured in **Figure 2**. This upgrade improves both reliability and responsiveness by giving staff the capability to switch between supply sources without manual intervention. The improvement also adds versatility to system operations, enabling the District to optimize supply management, respond quickly to operational changes, and maintain service continuity during maintenance or emergency events.



Figure 1: The photograph shows the rehabilitated 0.5 million-gallon Donna Drive Water Storage Tank. Upgrades visible include the new exterior overflow system, a liquid level indicator for improved monitoring, and a modern exterior safety climb system to meet current safety standards.



Figure 2: The photograph shows the newly installed automated butterfly valves used to remotely control which source the Hubbard Booster Station draws from.

Humboldt Community Services District

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MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: September 5, 2025

SUBJECT: Utility Services Planner Report for September 9, 2025 Board Meeting

Unregulated Contaminant Monitoring Rule 5 (UCMR-5) is a program administered by the U.S. Environmental Protection Agency (EPA) that requires public water systems to monitor and report the presence of unregulated contaminants, helping to inform future decisions about potential drinking water regulations. HCSD is required to sample for 30 chemical contaminants to comply with UCMR-5. HCSD is required to sample in March and September of 2025 from each of the District wells, and our water booster stations at Truesdale and Harris/Hubbard. The March sampling event was completed, and the results reflected that there were no detections found. Staff will be sampling for the September round of testing this month to ensure continued compliance.

The District maintains a Fats, Oils, and Grease (FOG) management and control program. The goal of the program is to reduce the amount of FOG that reaches the sanitary sewer system because FOG causes clogs. The District's program includes commercial grease trap and interceptor inspections, mandatory maintenance and cleaning schedules, a public education program, and a review of all building permit applications. FOG can cause blockages in the wastewater collection system, possibly resulting in Sanitary Sewer Spills (SSSs). At the treatment plant, FOG can inhibit processes and cause equipment blockages. A major source of FOG is animal and vegetable-based oil and grease from restaurants and food processing establishments. With this in mind, the main focus of the District's commercial FOG program has been categorizing and inspecting restaurant and food processing establishments grease treatment systems. Staff has been performing these inspections, with the goal of inspecting half of all FOG program participants each year. The District strives to inspect each participating facility once every two years.

As always, weekly bacteriological water quality samples were collected from throughout the District and all monthly required reporting to the various State agencies has been completed and submitted.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 9, 2025

AGENDA ITEM: F.1

TITLE: Consideration of Appointing an AdHoc Committee to Conduct the 2025 General Manager Annual Review

PRESENTED BY: Joe Matteoli, Board President

Recommendation:

Board President appoints a two-member Ad-Hoc Committee for the General Manager Annual Performance Evaluation

Summary:

The General Manager's five-year anniversary with the District was August 24th, 2025. In 2008, the Board adopted a procedure for conducting General Manager evaluations. The practice of the Board has been:

- The Board President appoints a two-member Ad-Hoc Committee to evaluate performance, consider a salary increase, set goals, and provide direction for the subsequent year.
- The Ad-Hoc Committee and General Manager prepare draft evaluations using the attached form.
- The Ad-Hoc Committee and General Manager discuss the draft evaluations. The Ad-Hoc committee will finalize a draft evaluation to present to the Board.
- During a regularly scheduled board meeting, the board meets with the General Manager in a closed session to finalize and approve the evaluation.

During his tenure, the General Manager received a performance review after his first six months and upon completion of his first and second years working for the District. A performance review was initiated on August 13, 2024 but has not yet been completed. The General Manager has requested that the Board perform a performance review for the current year and combine the results with the previous incomplete performance review. The following Board Members have previously served on the ad Hoc Committee.

6 months: Alan Bongio, Gregg Gardiner
1 year: Gregg Gardiner, Michael Hansen
2 year: Gregg Gardiner, Michael Hansen
3 year: No Review
4 year: Heidi Benzonelli, Joe Matteoli

Fiscal Impact:

None.

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Humboldt Community Services District

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AGENDA REPORT

For HCSD Board of Directors Regular Meeting of: September 9, 2025

AGENDA ITEM: F.2

TITLE: Consideration of Updating Utility Worker I/II/III Job Descriptions

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the proposed changes to the job descriptions, and adopt the changes by motion and roll call vote.

Summary:

The District maintains three positions in the Utility Worker Series that were last updated in August 2021.

- 1. Utility Worker I** is the entry-level position. Employees in this position are under the direct supervision or work direction of a more senior employee and perform basic work in the construction, maintenance, and repair of the District's sewer collection and water distribution systems. Employees in this position are expected to obtain their Class A Commercial Driver's License and their Grade 1 Water Distribution Operator Certification within one year of starting the position.
- 2. Utility Worker II** is the mid-range position. Employees in this position are under general supervision and perform advanced work in the operation, maintenance, repair, and construction of the District's sewer collection and water distribution systems, pumping facilities, and water storage reservoirs. Employees in this position must possess a valid Class A Commercial Driver's License within one year of starting the position and a valid Grade 2 Water Distribution Operator Certification within two years.
- 3. Utility Worker III** is the advanced-level position. Employees in this position are expected to have advanced knowledge and perform the full range of construction, operation, maintenance, and repair assignments related to the District's sewer collection and water distribution system with minimal supervision. They also provide coordination, work direction, and training for less experienced staff. Employees in this position must possess a valid Class A Commercial Driver's License within one year of starting the position and a valid Grade 3 Water Distribution Operator Certification within three years.

The State of California updated their criteria for public utilities that operate sewer collection systems to require utility workers to be certified in collection system maintenance by the California Water Environment Association (CWEA). This requirement is reflected in HCSD's recently adopted Sanitary Sewer Management Plan. Currently, the District does not require employees to obtain a Collection System Maintenance Certificate issued by the CWEA. Still, Utility Workers have been encouraged to obtain the Grade 3 Collection System Maintenance

Certificate during annual employee reviews over the past three years. The District recently updated the Foreman Job Description to require a CWEA Grade 3 Collection System Maintenance Certification within one year of hire. Staff proposes that the District update the Utility Worker job descriptions to require employees to possess the CWEA Collection System Maintenance Certification at the appropriate level for their position (1, 2 or 3). All current employees will be given one year to obtain the necessary Collection System Maintenance Certification for their role. New hires into the role would be given enough time to gain the requisite experience necessary to certify for the position.

Staff also recommends adjustments to the Water Distribution Certification requirements. District employees who are promoted into a Utility Worker II or Utility Worker III position will be required to obtain the corresponding Water Distribution Certification within 12 months of promotion. While most employees earn the certification before advancing to these roles, this change ensures that employees who promote without certification have a defined timeframe to complete the necessary training and become certified.

Current Requirements

	Water Distribution Certification	Collection Systems Maintenance Certification	Class A Driver Certification
Utility Worker I	Water Distribution Grade I Required within 12 months	Not Required	Class A Certification Required within 12 Months
Utility Worker II	Water Distribution Grade II Required within 24 months	Not Required	Class A Certification Required within 12 Months
Utility Worker III	Water Distribution Grade III Required within 36 months	Not Required	Class A Certification Required within 12 Months

Proposed Requirements

	Water Distribution Certification	Collection Systems Maintenance Certification	Class A Driver Certification
Utility Worker I	Grade I Required within 12 months	Grade I Required within 12 months	Class A Certification Required within 12 Months
Utility Worker II	Grade II Required within 24 months for new hires; within 12 months if current District employee	Grade II Required within 24 months for new hires; within 12 months if current District employee	Class A Certification Required within 12 Months
Utility Worker III	Grade III Required within 36 months for new hires; within 12 months if current District employee	Grade III Required within 36 months for new hires; within 12 months if current District employee	Class A Certification Required within 12 Months

CWEA's minimum qualification for the **Collection System Certification** is:

Grade 1	No experience required (1 year of experience in the vocation is recommended), Grade 1 Exam
Grade 2	2 years of experience in the vocation, Grade 2 Exam
Grade 3	Grade 2 certification in good standing, Four years of experience in the vocation, Grade 3 Exam

The SWRCB's minimum qualification for the **Water Distribution Certification** is:

Grade 1	High School Diploma/GED, D1 Operator Exam
Grade 2	High School Diploma/GED, D2 Operator Exam, One 36-hour course
Grade 3	One Year of Operator Experience working as a certified D2 operator, D3 Operator Examination, Two 36 hour courses

Copies of the current job descriptions have been attached.

Fiscal Impact:

Projected increase in certification and membership budgets of \$5,000 annually for CWEA membership, certification renewal, and testing expenses.

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HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY WORKER I

Effective August 2021

The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under direct supervision; to perform basic work in the construction, maintenance and repair of the District's sewer collection and water distribution systems; to learn the more difficult construction, maintenance and repair assignments; to do related work as required.

Distinguishing Features - This is an entry level position in the Utility Worker series. Incumbents work under relatively close supervision, performing the more routine and repetitive construction, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Essential Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 1 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (1) year.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 1 year of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY WORKER II

Effective August 2021

The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Under general supervision; to perform advanced work in the operation, maintenance, repair and construction of the District's sewer collection system, water distribution system, pumping facilities and water storage reservoirs and to do related work as required.

Distinguishing Features - This is an experienced level position in the Utility Worker series, Incumbents work with minimal supervision, performing construction, operations, maintenance and repair assignments related to the District's sewer collection and water distribution systems.

Essential Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 2 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (2) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 2 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

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The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated _____

Employee Signature _____

HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY WORKER III

Effective August 2021

The Utility Worker Series is a Non-Exempt/Hourly Classification

Definition - Assisting crew members and working alone performing tasks as assigned in the day-to-day operation of the water and wastewater systems.

Distinguishing Features - This is the advanced level position in the Utility Worker series. Incumbents are expected to have advanced knowledge and perform the full range of construction, operation, maintenance and repair assignments related to the District's sewer collection and water distribution systems, while working with minimal supervision. They also provide coordination, work direction and training for less experienced staff.

Essential Duties and Responsibilities - Duties include but are not limited to assisting in the installation, construction, repair, inspection, maintenance and operation of the water and sewer facilities; maintaining and operating small power/hand tools, construction equipment, sewer cleaning and sewer camera equipment; performing customer service duties including meter reading and responding to complaints; maintaining facilities records; performing laboratory sampling and field tests, including on and off site sampling; and maintaining and operating district vehicles, construction equipment and sewer cleaning equipment. Regular, predictable, consistent and timely attendance is an essential function of the position, in that the failure of such attendance undermines the District's ability to provide critical public services impacting public health.

Secondary Duties - Provides a variety of support services such as responding to alarms and emergencies and after hours call outs; standing scheduled on-call duty; and other duties as assigned. Ability to follow and adhere to all District Policies and Procedures. Maintaining all required training (Distribution Certification, First Aid, CPR, Confined Space, Respirator Fit Test, etc.)

Supervisory Responsibilities - None

Basic Qualifications –

- Possession of a valid Class A California operator's license, with tanker endorsement, issued by the California State Department of Motor Vehicles or ability to obtain within one (1) year. Possession, and proof, of a good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile rates.
- Possession of a valid Grade 3 Water Distribution Operator Certification issued by the California Drinking Water Operator Certification Program (DWOCP) or ability to obtain within (3) years.
- Must participate in the federally mandated drug and alcohol testing program (DOT)

Special Skill Requirements - Ability to apply established practices, procedures and techniques; to use tools and equipment in a safe and responsible manner; to understand and carry out verbal and written communications.

Education and Experience - Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

High School Diploma or GED; At least 3 years of full-time employment in a comparable position.

Physical Demands of the Job –

- Operates District vehicles and equipment in sewer collection and water distribution system construction, maintenance and repair work.
- Ability to lift and carry 75 lbs.
- Ability to maneuver packages of any weight above 75 lbs. with appropriate equipment and/or assistance from another worker.
- Stoops, kneels, crouches, crawls, and climbs during construction, maintenance and repair work.
- Works in an environment with exposure to dust, dirt, rain, open trenches, sewage, chlorine, gasoline, and diesel fuels.
- Communicates orally with District staff in face-to-face, one-to-one settings.
- Regularly uses a telephone and radio for communication.
- Uses equipment such as computer terminals, copiers and fax machines.
- Stands and walks for extended time periods.
- Hearing and vision within normal ranges.
- Uses field equipment such as jack hammers, air tools, pumps, and trench compactors.
- Standing or performing heavy physical labor on a sustained basis.

Employee Acknowledgement

I acknowledge and understand that receipt of this job description provides a general summary of the position in which I am employed, that the contents of this job description are job requirements and, at this time, I know no limitations which would prevent me from performing these functions with or without reasonable accommodation. I further understand that it is my responsibility to inform the General Manager at any time that I am unable to perform these functions.

The specific statements shown in each section of this job description are not intended to be all inclusive. They represent typical elements and criteria necessary to successfully perform the job. Job duties, tasks, work hours, and work requirements may be changed at any time. Acceptable job performance includes completion of the job responsibilities as well as compliance with the policies, procedures, rules and regulations of the District. My signature below confirms that I have read and understand this job description.

I have received and read this Job Description, fully understand it and freely agree to its terms.

Dated_____

Employee Signature_____

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 9, 2025

AGENDA ITEM: F.2

TITLE: Consideration of Meeting Schedule for November and December 2025

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

- Cancel the regularly scheduled meetings on the 2nd (November 11 – Veterans Day) and 4th Tuesday (November 25 – Thanksgiving Week) of November and the 4th Tuesday of December (December 23rd – Christmas Week).
- Approve a special meeting on the 3rd Tuesday of November – November 18.

Summary:

Humboldt Community Services District Code Section 2.01.020 states:

The regular meetings of the Board of Directors of the Humboldt Community Services District shall hereafter be held on the second and fourth Tuesday of each and every calendar month at the hour of 5:00 p.m.

Since 2023, the District has not needed to hold its regular meeting on the fourth Tuesday of November, which falls two days before Thanksgiving. Additionally, the District usually cancels its second December meeting due to the proximity to Christmas and Christmas Eve holidays.

The first regular November meeting is scheduled for Veterans' Day, November 11, which is a holiday recognized by the District, and the office will be closed.

Scheduling a special meeting on Tuesday, November 18, would enable the Board to attend to its regular business and prevent holiday conflicts. The Board will also meet as usual on December 9.

Fiscal Impact:

District policy states that any non-exempt employee scheduled to work on a designated paid holiday will be paid one and a half times their regular rate of pay, in addition to the standard holiday pay. The District anticipates an extra \$269.00 in employee wages if the Board meets on Tuesday, November 11.

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