



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

AGENDA

DATE: Tuesday, July 22, 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 July 22, 2025 Agenda | <i>Pgs. 1-2</i> |
| 2. Approval of Minutes of the Regular Meeting of June 24, 2025 | <i>Pgs. 3-8</i> |
| 3. Approval of Facilities Use Request by Covered California | <i>Pgs. 9</i> |

D. REPORTS

- | | |
|-------------------------------|-------------------|
| 1. <u>General Manager</u> | |
| a) District Update | <i>Pgs. 11-18</i> |
| 2. <u>Finance Department</u> | |
| a) June 2025 Check Register | <i>Pgs. 19-29</i> |
| b) June 2025 Budget Statement | <i>Pgs. 31-41</i> |
| 3. <u>Engineering</u> | |
| a) Update | <i>Pgs. 43-44</i> |
| 4. <u>Planning</u> | |

a) Update

Pgs. 45

5. Legal Counsel

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 Revision to HCSD's Sanitary Sewer Management Plan
2. Consideration of Approving Update to Engineering Technician, and Utility Services Planner Job Descriptions and Corresponding Salary Schedule
3. Consideration of Claim for Damages – Pacific Seafood Group

Pgs. 47-164

Pgs. 165-174

Pgs. 175-180

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, June 24, 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 June 24, 2025 Agenda
2. Approval of Minutes of the Regular Meeting of June 10, 2025

The board noted two changes to the Minutes of the Regular Meeting of June 10, 2025:

- Item G1: Strike *\$250-\$270 billion* and replace with *\$250-270 million*.
- Item G2: amend b) to: A 10% increase to Standby Duty Pay effective Fiscal Year 2025/26, increasing weekday pay from \$45.00 to \$49.50 and weekend/holiday pay from \$70.00 to \$82.50. *(This adjustment replaces the requested 2% annual increase over the next five fiscal years. The Employee Association and the District have agreed that Standby Duty Pay will not be revisited for further adjustment during this five-year period.*

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE THE JUNE 24, 2025, CONSENT CALENDAR AS AMENDED. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. REPORTS

1. General Manager
 - a) District Update

GM updated the Board on the status of development projects within the District, including the Mid McKay (Green Diamond) parcel, the North McKay Ranch

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(Kramer) parcel, the Humboldt Hill Land and Cattle (McKenny) parcel, and Humboldt County's efforts to extend the provision of drinking water on upper Elk River Road.

Director Benzonelli raised concerns about the cumulative impact of the Mid McKay parcel proposal with the recently approved McKay Ranch project.

2. Finance Manager

a) May 2025 Budget Statement

FM presented the penultimate budget statement for the fiscal year and noted that reduced revenue has been offset by reduced expenses, resulting in slightly higher net revenue. Much of the reduction was attributed to electrical usage costs associated with replacing aging pumps, which has increased electrical efficiency.

3. Engineering

a. Update

AE reported that on June 9, 2025, Harper and Associates performed Dive Inspections on six tanks to evaluate their structural condition and assist the District in prioritizing tanks for the District's Water Tank Rehabilitation Program.

4. Planning

a. Update

USP reported that the District collected samples from the South Bay and Spruce Point Wells, which will be tested for 56 different constituents and disinfection by-products in the distribution system. Humboldt Bay Municipal Water District (HBMWD) temporarily increased chlorine residuals during the seismic retrofit of their storage tanks. Chlorine residuals have doubled in areas of the District where customers are supplied with water from HBMWD.

5. Legal Counsel

No report.

6. Director Reports

Director Bezonelli attended the Redwood Regional Economic Development Commission meeting on June 23 and received a presentation from HBMWD about Golden Mussels, an invasive species that has begun to populate the Sacramento Delta. Golden Mussels heavily impact wildlife and can damage and disrupt water intake systems and hydroelectric infrastructure. HBMWD is applying for a grant to develop a dip tank for watercraft entering the Ruth Lake

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Reservoir. The dip tank would kill golden mussels that are located on watercraft. The Humboldt Bay Harbor Recreation and Conservation District presented on port development and offshore wind planning. Director Bezonelli is continuing to work on an initiative to create a consumer price index specific to the North Coast region.

Director Gardiner and Director Ryan met with the GM and representatives from other special districts that provide park and recreation services. GM noted that the regional field representative from the California Special Districts Association organized the meeting.

E. PUBLIC PARTICIPATION

None.

F. NEW BUSINESS

1. Consideration of Fiscal Year 2025/26 Salary Adjustment for HCSD's Non-represented (Management) Employees

GM stated that at the June 10th meeting, the board approved a three percent Cost-of-Living Adjustment (COLA) and other benefits. The district's non-represented staff also requests a 3% COLA consistent with represented employees.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO INCREASE HCSD's NON-REPRESENTED MANAGEMENT EMPLOYEES' SALARY WITH A 3% COST OF LIVING ADJUSTMENT. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

2. Consideration of Revisions to HCSD's Cross-Connection Control Program

USP summarized the revised 2024 Cross-Connection Control Plan. The revised plan adheres to changes in the California Cross-Connection Control Policy Handbook that took effect on July 1, 2025. Districts must have a designated cross-connection control specialist identified in their plan. The new policy also disallows specific existing backflow devices.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO ADOPT REVISIONS TO HCSD'S CROSS-CONNECTION CONTROL PROGRAM. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

3. Consideration of Adopting the 2025 Annual Water Supply Demand Report for the Department of Water Resources

GM reported that the Department of Water Resources requires urban water suppliers to submit an annual water supply and demand assessment. The District's supply is constrained by infrastructure, not by water volume availability. The District is estimating a 220% surplus of water supply over projected demand for the 2024-25 water year. This is an increase from 212% in the 2023-24 water year and is due to reduced water usage and the District's ongoing automated meter program which has reduced under-reading of water use by rate payers.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR HANSEN, TO ADOPT THE 2025 ANNUAL WATER SUPPLY DEMAND REPORT FOR THE DEPARTMENT OF WATER RESOURCES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

4. Consideration of Changing Existing Monthly Gym Membership Reimbursement to an Annual Wellness Benefit

GM summarized the gym benefit negotiated with the employee association (EA) in 2014, which has a low utilization rate by District staff. In 2024 the District received a wellness grant from ACWA JPIA for a trial program that provided employees with a one-time wellness reimbursement of \$40. Fifteen employees participated in the wellness reimbursement program. Staff recommend changing the \$20 per month gym reimbursement to a \$240 annual wellness reimbursement.

Board members raised concerns over what items would be eligible for reimbursement and the perception that ratepayers may have about the benefit

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after the Board recently approved rate increases. Board members also discussed attributes of the proposed benefits.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE CHANGING THE EXISTING MONTHLY GYM MEMBERSHIP REIMBURSEMENT TO AN ANNUAL WELLNESS BENEFIT. MOTION FAILED UPON THE FOLLOWING ROLL CALL VOTE:

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

5. Consideration of Canceling the Regular Meeting on July 8, 2025

GM reported that staff did not anticipate any agenda items for the meeting scheduled on July 8, 2025, and recommended that the Board of Directors cancel it. If a timely agenda item is received, the Board President may call a special meeting.

PUBLIC COMMENT: None

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR BENZONELLI, TO CANCEL THE REGULAR MEETING ON JULY 8, 2025. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

G. NEW BUSINESS

1. Consideration of Adopting Resolution 2025-07 Establishing Appropriation Limits for Fiscal Year 2025/26

FM reviewed the appropriation limits provided to the Board at the June 10, 2025, meeting.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2025-07 ESTABLISHING

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APPROPRIATION LIMITS FOR FISCAL YEAR 2025/26. MOTION CARRIED
UPON THE FOLLOWING ROLL CALL VOTE:

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

6. Consideration of Adopting Fiscal Year 2025/26 Capital Improvement Plan (CIP)

The GM reviewed the District's draft Five-Year CIP to budget and prioritize capital investments. On June 10, 2025, the Board approved draft tables and spending included in the 2025/26 draft CIP.

The board discussed the District's Capital Improvement Program. Director Gardiner noted the importance of ensuring that the District receives the best possible pricing on capital improvement projects and shared concerns that the District is aggressive with its capital improvement program schedule.

PUBLIC COMMENT: None

IT WAS THEN MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR HANSEN, TO ADOPT THE FISCAL YEAR 2025/26 CAPITAL IMPROVEMENT PLAN (CIP). MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. 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 June 24, 2025 AT 6:37 P.M.

Submitted, 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: July 22, 2025

AGENDA ITEM: C.3 (Consent Calendar)

TITLE: Approval of Facilities Use Request by Covered California

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

As part of the July 22, 2025, Consent Calendar, approve the Covered California Facility Use request for Thursday, September 4, 2025, between 8:00 a.m. and 2:00 p.m.

Summary:

In accordance with District policy adopted by the Board in January 2009, Covered California has requested use of the District Boardroom for an open enrollment kickoff event for the local area's certified Covered California enrollers. Covered California anticipates attendance of less than 30 people and has initiated evidence of required insurance. Historically, the Board has not imposed a fee for non-profit community-oriented requests.

Staff recommends that the Board accept Covered California's Facilities Use request without charge.

Fiscal Impact:

None.

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Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Terrence Williams, General Manager

DATE: July 18, 2025

SUBJECT: General Manager Report for July 22, 2025 Board Meeting

Hoover Street Sewer Lift Station Flood Resiliency Project

The Hoover Street Sewer Lift Station Flood Resiliency Project is a Severe Weather Hazard Mitigation Project that is grant funded through FEMA's Hazard Mitigation Grant Program. The objective of the project is to construct a barrier that will mitigate flooding damage at this low-lying piece of critical infrastructure. The Hoover Street Lift Station serves several thousand connections and is a major point of flow concentration for the District's wastewater; one of the points where the District's system discharges into the City's system. The benefits of this barrier are twofold;

- 1) The barrier will keep flood water and tidal storm surge out of the lift station facility and out of the District's sewer system. This will help avoid physical damage to the building, the electrical control system, the standby generator, and the associated fuel storage system.
- 2) In the event that the District's systems become overwhelmed by high flows and a spill occurring at the Hoover Street Lift Station, the barrier will retain the discharged wastewater (up to 300,000 gallons) so that District staff will have the opportunity to recover that spilled wastewater and return it to the sewer system after the flows have subsided.

The project is currently in the Phase 1; Design and Permitting stage of development. A critical component of the design and permitting effort is the geotechnical investigation. This is the study of the structural makeup of the earth directly under the lift station where the barrier will be constructed. Geotechnical structure is important to understand when designing the barrier so it will be durable and last for the next 75 to 100 years. Subterranean exploration and investigation involves ground disturbing activities for which the California Coastal Commission requires a permit. The Coastal Commission is notoriously stringent about issuing permits for underground work in the coastal zone; especially in the proximity of wetlands and waterways. Earlier this month, the District received a letter (included in the Board Packet) indicating that the Commission is waiving the permit requirement and allowing HCSD to proceed with the geotechnical investigation. This investigation is a small step in the

overall project effort and a full Coastal Commission permit may have been an insurmountable hurdle if the commission had required that, given the funding available for the design phase of the project.

Upcoming CSDA Learning and Networking Opportunities for Board Members

Annual Conference

California Special District's Association (CSDA) is hosting their Annual Conference in Monterey, California this summer. The annual conference is an opportunity for Board members to engage and network with CSDA representatives, special district professionals and board members from across the state. There are 30 separate curated sessions that cover the relevant challenges facing special districts in California's current unique political, socio-economic and environmental landscape. The conference is scheduled for August 25 through 28 at the Portola Hotel and Spa in Monterey, CA. Space fills quickly so pre-registration is required. The Board Secretary will be coordinating registration and travel for Board Members. If you plan to attend the Annual Conference please inform them by **this Friday, July 25 at noon.**

Special District Leadership Academy

In California, special districts are the most local form of government and the special district board of directors are ultimately the individuals held responsible by the community for the continued success of the District. Board members represent the people that live here and your decisions have lasting implications for our community. The Special District Leadership Academy (SDLA) is a curriculum and training program that is intended to maximize the partnership between the Board of Directors and the district's General Manager. This year's SDLA is being held in Redding, hosted at the Sheraton Redding at the Sundial Bridge from October 5 through 8. Again, space is limited so pre-registration is a must. The Board Secretary will be coordinating registration and travel for Board Members. If you plan to attend the Special District Leadership Academy please inform them by **Friday, August 29.**

CALIFORNIA COASTAL COMMISSION

NORTH COAST DISTRICT OFFICE
1385 8TH STREET, SUITE 130
ARCATA, CALIFORNIA 95521-5967
PHONE: (707) 826-8950
WWW.COASTAL.CA.GOV



June 26, 2025

Coastal Development Permit De Minimis Waiver Coastal Act Section 30624.7

Based on the project plans and information provided in your permit application for the development described below, the Executive Director of the Coastal Commission hereby waives the requirement for a Coastal Development Permit pursuant to Section 13238.1, Title 14, California Code of Regulations. If at a later date this information is found to be incorrect or the plans revised, this decision will become invalid, and any development occurring must cease until a coastal development permit is obtained or any discrepancy is resolved in writing.

Waiver: 1-25-0394-W

Applicant: Humboldt Community Services District

Agent: Andrea Hilton, GHD

Location: Hoover Street Lift Station, end of Hoover St. and south of Eureka Slough, Humboldt County (APNs: 014-182-003, 014-182-008, 014-182-010)

Proposed Development

Conduct two (2) geotechnical borings to obtain information on soil conditions necessary for design of future improvements to the Hoover Street Lift Station. Borings will consist of either 5-inch diameter mud rotary or 1.75-inch diameter Cone Penetrometer Testing borings and will be drilled to approximately 25 feet below grade.

Executive Director's Waiver Determination

The Hoover Street Lift Station is located on lands adjacent to Eureka Slough and freshwater wetlands. The two boring locations will be located in upland paved or grassy areas. Staging and access will occur via existing, paved roads and parking areas. Given the history of Wiyot settlements all along the margins of Humboldt Bay prior to the mid-1800s, the applicant consulted with the Wiyot Tribe. Per the Tribes' request, a tribal monitor will be present during the investigation and inadvertent discovery protocols will be followed should cultural resources be encountered. Sampling locations will avoid mapped wetlands and no vegetation removal will occur as a result of drilling activity. Soil boring material and drilling fluid generated by the operation will be stored in 55-gallon drums for hazardous waste characterization and disposal, and borings will be backfilled. Therefore, the proposed development will not adversely impact coastal resources, public access, or public recreation opportunities, and is consistent with past

Coastal Development Permit De Minimis Waiver
1-25-0394-W

Commission actions in the area and the Chapter Three policies of the Coastal Act.

Coastal Commission Review Procedure

This waiver is not valid until the waiver has been reported to the Coastal Commission and the site of the proposed development has been appropriately noticed, pursuant to sec. 13054(b) of the California Code of Regulations. The Notice of Pending Permit shall remain posted at the site until the waiver has been validated and no less than seven days prior to the Commission hearing. **This waiver is proposed to be reported to the Commission on Friday, July 11, 2025.** If four or more Commissioners object to this waiver at that time, then the application shall be processed as a regular CDP application.

PLEASE NOTE THAT THIS WILL BE A HYBRID MEETING, WITH BOTH VIRTUAL AND IN PERSON PARTICIPATION ALLOWED. Please see the Coastal Commission's Hybrid Hearing Procedures posted on the Coastal Commission's webpage at www.coastal.ca.gov/mtgcurr.html for details on the procedures of this hearing. If you would like to receive a paper copy of the Coastal Commission's Hybrid Hearing Procedures, please email ExecutiveStaff@coastal.ca.gov or call 415-904-5202.

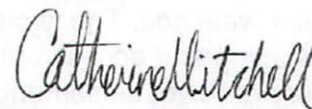
The in-person hearing will be held at **The Cliffs Hotel, 2757 Shell Beach Road, Pismo Beach, CA 93449.** The Commission still strongly encourages continued participation virtually through video and teleconferencing to reduce our carbon footprint. **To view the live stream of the hearing, please visit <https://cal-span.org/>**

If you have any questions about the proposal, please contact Catherine Mitchell in the North Coast District office at NorthCoast@coastal.ca.gov or (707) 826-8950.

Sincerely,

Kate Huckelbridge, PhD
Executive Director

By:



Catherine Mitchell
Coastal Program Analyst

cc: Commissioners/File
Humboldt County Planning and Building Department



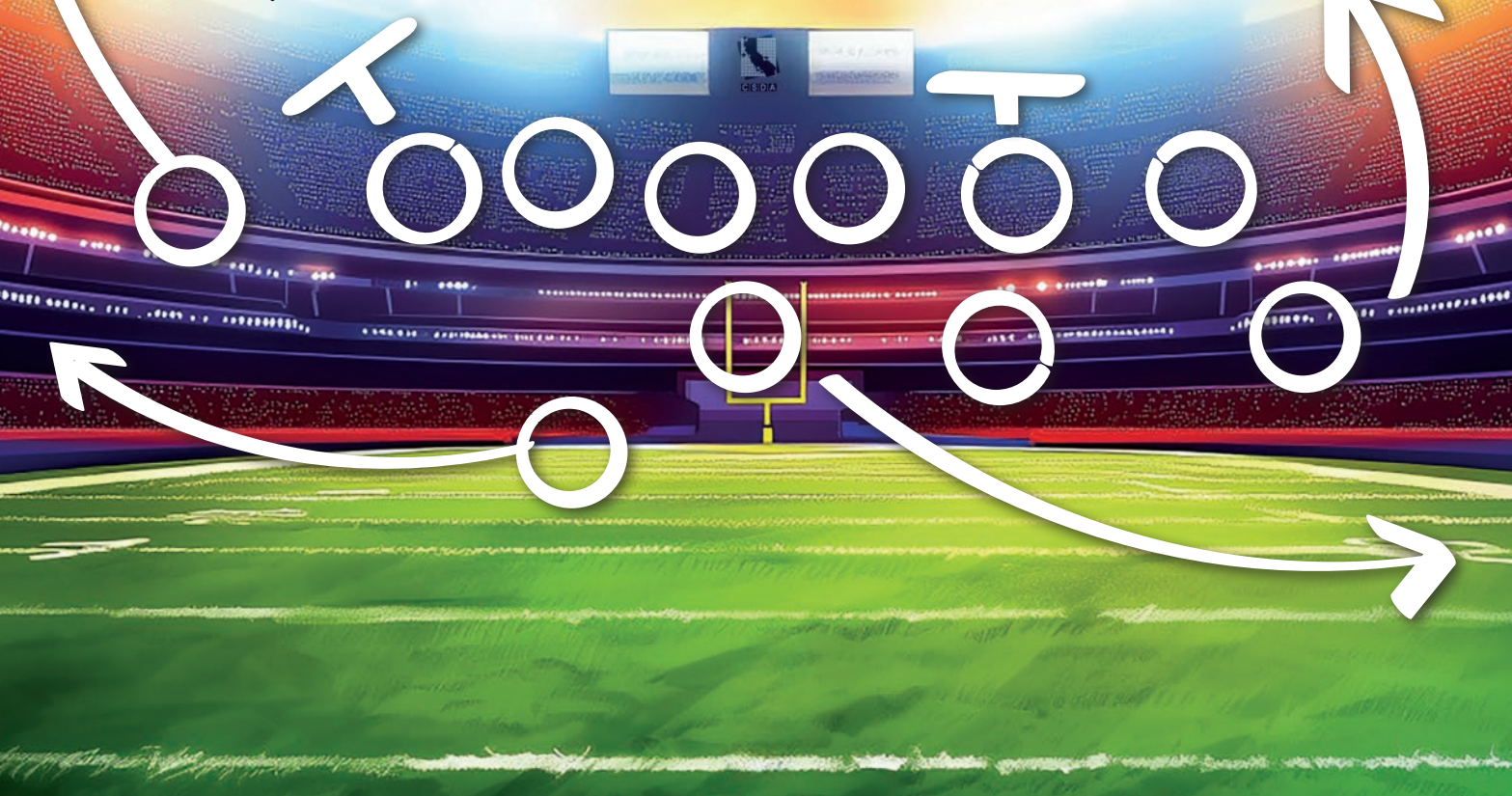
**California Special
Districts Association**
Districts Stronger Together

2025

CSDA ANNUAL CONFERENCE & EXHIBITOR SHOWCASE

The Leadership Conference for Special Districts

📍 Monterey, CA | 📅 August 25 – 28, 2025



The CSDA Annual Conference & Exhibitor Showcase is the must-attend event for special district leaders across California! With a densely packed agenda, this conference offers unparalleled opportunities to connect with peers and experts and learn about new tools and trends.

Network with fellow special district professionals, explore the latest innovations and services in our extensive exhibitors' hall, and choose from over 30 targeted breakout sessions tailored to address today's relevant trends and topics for special districts.

This essential event will sharpen your skills, broaden your knowledge, infuse you with enthusiasm, and forge new connections. Join us in 2025!



SDRMA Credit Incentive Points

Special District Risk Management Authority (SDRMA) is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses, and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit incentive points (CIPs) can be earned based on an agency's full conference attendance at the CSDA Annual Conference & Exhibitor Showcase, reducing SDRMA members' annual contribution amounts.



IT'S GAME TIME IN MONTEREY!

CSDA's 2025 Annual Conference & Exhibitor Showcase is back in Monterey! Attendees can take a stroll down historic Cannery Row and Monterey's Old Fisherman's Wharf, where you can savor a steaming bread bowl of creamy clam chowder. Visit the world-renowned Monterey Bay Aquarium to watch playful sea otters and penguins up close or set sail on an unforgettable boat tour. In your free time outside of the conference, soak in the breathtaking coastal beauty and vibrant culture that make Monterey truly unforgettable!



Monterey Conference Center
One Portola Plaza, Monterey, CA 93940

CSDA room reservations at the Marriott and Portola Hotel & Spa in the CSDA block are available starting at the rate of \$249 plus tax. The room reservation cut-off is August 4, 2025; however, space is limited and may sell out before this date. One night's non-refundable room and tax will be charged on August 4, 2025 for rooms reserved in the CSDA room block.

Information about hotel reservations and links to book in the CSDA room block will be emailed to you within 24 hours of registration.

2025 Special District Leadership Academy Redding



Local boards are the reason, and really the only reason, why local control is local. Special district boards are the voices of the community. The truth is that every elected or appointed public official needs to worry about governance because governance is what boards do. It's what they bring to the table. Governance is taking the wishes, needs, and desires of the community and transforming them into policies that govern the district. Survival of special districts depends in large part on how well-run the boards are.

[CSDA's Special District Leadership Academy](#) offers curriculum-based training built around the essential partnership between board members and general managers. Designed for both new and seasoned board members, our groundbreaking curriculum equips attendees with the knowledge and skills necessary to lead effectively and uphold vital governance responsibilities. This conference fosters collaborative leadership and sets a strong foundation for achieving shared goals within your special district.

Attendees will learn:

- How to work as a team
- The roles of the board and staff
- Attributes and characteristics of highly effective boards
- How culture, norms, values, and operating style influence the district
- Specific jobs the board must perform
- How individual values, skills, and knowledge help to shape how effective boards operate
- The importance of moving from “I” to “we” as the governance team
- The board’s role in setting direction for the district; the board’s role in finance and fiscal accountability
- And more!

First-Time Attendee Schedule of Events

Sunday 10/5/25

5:30 - 7:00 p.m. Registration and Networking Reception

Monday 10/6/25

8:30 a.m. - 4:30 p.m. First-Time Attendee Sessions

5:30 - 7:30 p.m. Sip and Savor Evening Reception

Tuesday 10/7/25

8:30 a.m. - 4:00 p.m. First-Time Attendee Sessions

Open Evening

Wednesday 10/8/25

8:30 a.m. - 12:00 p.m. First-Time Attendee Sessions

12:00 p.m. Graduation Certificate Distribution

Pricing:

Early Bird Registration on or before September 5, 2025:

\$825 CSDA Member

\$1,650 Non-member

Regular Registration after September 5, 2025:

\$890 CSDA Member

\$1,780 Non-member

Send additional attendees from the same district and receive discounted pricing per additional attendee!

Before Early Bird (9/5/25)

CSDA Member \$565

Non-member \$1,130

After Early Bird (after 9/5/25)

CSDA Member \$625

Non-member \$1,250

Members: discounted pricing will automatically populate at checkout. Non-members: call to obtain discounted pricing for attendees 2, 3, 4, etc.

When

10/5/2025 - 10/8/2025

Where

Sheraton Redding Hotel at the Sundial Bridge 820 Sundial Bridge Drive Redding, CA 96001
UNITED STATES

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
Printed: 7/15/2025 9:39 AM

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

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58045	C730 Y7-250310913	Cummins Pacific LLC Trouble shoot Hoover SLS Generator	06/03/2025	551.65
Total for Check Number 58045:				551.65
Total for 6/3/2025:				551.65
58046	A160 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060 706060	ACWA-JPIA aMedical Plan - Employees bDental Plan - Employees cVision Plan - Employees dLife/AD&D Plan - Employees eMedical Plan - Board Members fDental Plan - Board Members gVision Plan - Board Members hLife/AD&D Plan -Board Members iMedical Plan -Retired Members jDental Plan - Retired Members kVision Plan - Retired Members lCOBRA - Medical mCOBRA - Dental nCOBRA - Vision EAP Plan - Board Members EAP Plan - Employees	06/05/2025	49,639.19 1,307.12 312.60 347.45 11,640.87 342.64 62.52 29.55 28,218.25 1,331.84 375.12 3,113.97 98.92 31.26 12.40 49.60
Total for Check Number 58046:				96,913.30
58047	A790 17847976	Automation Direct Small drive for set up at blue spruce	06/05/2025	138.11
Total for Check Number 58047:				138.11
58048	C036 022836 07191 25048 2730-463575 33322 4055464 4558 49439 56052 80198 92877	Corporate Payment Systems TK/Lunch: Steve Davidson & TK MM/DRI Crash Plan TK/Amazon: Employee Safety Books DT/South Broadway Generator Heater hose & C MM/REPLACEMENT COMPUTER FOR RC I MM/Replace stamper for office WP/Repair on shop pneumatic grease gun.Purch: MM/Microsoft - Projects for KR MM/Microsoft - Exchange Email TK/Employee Lunch TK JM MW TK/COFFEE SUPPLIES - BREAKROOM	06/05/2025	55.00 29.97 33.68 161.59 1,453.25 21.19 215.06 30.00 104.00 54.00 52.68
Total for Check Number 58048:				2,210.42
58049	C170 2280-1068562	Campton Electric Supply WIRE - THHN10SOLBLU QUANT-1000	06/05/2025	349.60

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58049:				349.60
58050	C410	City of Eureka: SW	06/05/2025	
	042025	General 79% - April		133,099.20
	042025	Humboldt Hill 21% - April		35,380.80
	052025	General 79% - May		133,099.20
	052025	Humboldt Hill 21% - May		35,380.80
Total for Check Number 58050:				336,960.00
58051	C430	City of Eureka: WA	06/05/2025	
	04302025	Water Purchased - APRIL 2025		60,968.00
Total for Check Number 58051:				60,968.00
58052	C450	City of Eureka: Water Test	06/05/2025	
	INV07601	Microbiological Testing - APRIL 2025		561.00
Total for Check Number 58052:				561.00
58053	C475	Coast Counties Peterbilt	06/05/2025	
	07705228P	HOSE CLAMP #16, HEATER HOSE SIL 1.000		77.36
	0787670S	UNIT 10A EMERGENCY REPAIR		47.17
Total for Check Number 58053:				124.53
58054	D050	Dan Collings Tree Service	06/05/2025	
	1353	Lentell Tank- Buck large log into loadable length		400.00
Total for Check Number 58054:				400.00
58055	D730	Dept of Water Resources	06/05/2025	
	2001D50049	Interest Davis-Grunsky		72.29
Total for Check Number 58055:				72.29
58056	E170	Employee Relations	06/05/2025	
	99037	PRE-EMPLOYMNT BCKGRND RPRT- AS/AE		808.66
Total for Check Number 58056:				808.66
58057	E330	Englund Marine and Industrial Supply	06/05/2025	
	546389/7	THREAD SEALANT, TEFLON TAPE, SS TEE		40.91
Total for Check Number 58057:				40.91
58058	E485	Cooney Parris and Rieke Corp	06/05/2025	
	181040/3	RATCHET 72 TEETH 1/2"		41.31
	181058/3	PEAK BLUEDEF 2.5 GAL		43.48
	181107/3	TIE-DOWN 8' 800# 2PK		30.44
	181138/3	BEIGE TAPE, SILICONE, PENCIL COMPASS		73.43
	181174/3	PAINT MIXER SPIRAL 1 GAL		10.86
	181179/3	UTILITY PULL, LIQUID NAILS HVY DTY, P		40.10
	181353/3	HAND TROWEL		21.73
	181414/3	CLAMP 2-1/2" TO 4-1/2"SS, CLAMP HOSE		23.42
	181591/3	GLASS WIPES, BRAKE CLNR, DUCT TAPE,		168.80
	181605/3	FILE MILL BASTARD 10" AND 6" CARD, H/A		25.63
	181848/3	2X6X8 DF #2BTR PREM S4S GRN		18.31
	181897/3	1" COUPLE PVC, ADAPTER TRMNL, E1" RC		67.89
	182087/3	QUICK LNK STL 880# 1/4", COIL CHAIN STI		6.72
	182148/3	1" UNION PVC SXS		28.25

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	182312/3	SIMPLE GREEN, DRAIN CLEANER - BREA		27.17
			Total for Check Number 58058:	627.54
58059	E558	NAPA Auto Parts of Eureka	06/05/2025	
	444541	Front brakes for unit 19.		280.17
	448583	LAMP, 2.5 BLUE DEF		24.02
	449869	UNIT# 19 - HIGH AND LOW BEAM LAMP		18.84
	451101	UNIT# 18, BLUE DEF		93.66
			Total for Check Number 58059:	416.69
58060	E650	Eureka Ready Mix	06/05/2025	
	101978	TICKET# 90815 CLASS 2 BASE TON DELIV		439.08
	102007	TICKET#S 90849, 90850 - PEA GRAVEL, CL/		425.99
	102026	TICKET#S 90881, 90882, 90886 - PEA GRAV		1,291.41
	102056	TICKET#S 90927, 90933 - CLASS 2 BASE TO		878.16
	102096	TICKET#S 90988, 09089, 91000 - CLASS 2 B/		1,317.24
	102124	TICKET# 39633 - CLASS 2 BASE TON DELIV		439.08
	102243	TICKET# 91177 - CLASS 2 BASE TON DELIV		439.08
	102292	TICKET#S 91230, 91233, 39749 - PEA GRAV		1,291.41
	102385	TICKET#S 91312, 91331, 39806 - PEA GRAV		1,291.41
			Total for Check Number 58060:	7,812.86
58061	F049	Fastenal Company	06/05/2025	
	CAEUR136984	GLOVES, RESPIRATORS, PIPE SEALING TA		86.69
	CAEUR136984	D BATTERIES, HAND SANITIZER, GLOVES		144.08
	CAEUR136984	SHOP TOWEL ROLL		18.44
	CAEUR137060	XL ORNG NITRILE GLOVES		63.53
	CAEUR137060	PIPE SEALING TAPE, GLOVE, SHRPIE PRM		154.47
	CAEUR137146	D BATTERIES, PURELL HAND SANITIZER		46.44
	CAEUR137146	SAFETY GLASSES, EAR PLUGS		41.95
	CAEUR137194	D BATTERIES		7.07
	CAEUR137194	SFTY GLASSES, BLK CHSL MRKR, 40 GRIT		128.10
			Total for Check Number 58061:	690.77
58062	F050	Fastenal Industrial	06/05/2025	
	CAEUR137018	DRILL BITS - HAMMER BIT, STEEL BITS, C		100.81
	CAEUR137061	2-PLY BATH TISSUE		88.96
	CAEUR137061	ROUND POINT SHOVEL, SQUARE POINT S		171.93
	CAEUR137152	DRILL BITS - CUTTER CARBIDES, DRILLIN		180.82
	CAEUR137156	PERMA-PATCH BLK ASPHALT REPAIR		102.01
	CAEUR137198	MULTI-FOLD PAPER TOWELS, CNTRPLL P/		109.12
			Total for Check Number 58062:	753.65
58063	G150	Gaynor Telesystems Inc.	06/05/2025	
	SUB4047 0525	Fees and Surcharges		83.06
	SUB4047 0525	Cloud Subscription Charges		335.84
			Total for Check Number 58063:	418.90
58064	G310	GHD Inc.	06/05/2025	
	380-0071792	HOOVER SLS FLOOD PROTECTION PROJE		5,203.68
			Total for Check Number 58064:	5,203.68
58065	H010	Keenan Supply	06/05/2025	
	S014291185.004	Crane St SMR parts. Delivered to yard.		1,547.14
	S014291185.005	Crane St SMR parts. Delivered to yard.		161.95

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	S014309526.001	Yard stock parts.		582.42
	S014380593.001	2X1 IMP BRASS BUSHING		78.60
	S014392976.001	1 QT PIPE LUBE, SS INSERT 3/4 AYM 4130-7		145.17
	S014392976.002	MIPXPEP MAC-PAK, BRASS BALL CORP ST		773.29
	S014405770.001	STEEL NIPPLES, GALV MI UNIONS, 90 ELB		126.22
	S014405948.001	CLOW 76 FIRY HYDRANT 4" PUMPER 6 HO		5,889.08
	S014411221.001	FULL CIRCLE REDI-CLAMP 1.05IN OD 3IN		369.90
	S014427481.001	CLOW BRK OFF CHK VLV, 6-HOLE HYD GS		2,813.44
	S014427487.001	CLOW 400 6 BREAK OFF CHK VLV		2,281.89
			Total for Check Number 58065:	14,769.10
58066	H025	Halls Metal Works	06/05/2025	
	113	Allard Access Vault Lid		13,950.00
	114	Seal Weld 3 inserts and SCADA brakets on Donr		1,600.00
			Total for Check Number 58066:	15,550.00
58067	H045	Harper and Associates Engineering Inc.	06/05/2025	
	ENG-9003	Contruction Mgmnt Costs - Donna Drive Tank R		14,230.00
			Total for Check Number 58067:	14,230.00
58068	H210	Hensell Materials	06/05/2025	
	665870	HYDROLIC CEMENT		110.70
			Total for Check Number 58068:	110.70
58069	H260	Hilfiker Pipe Company	06/05/2025	
	7584	Sea Ave Vault extension		240.62
			Total for Check Number 58069:	240.62
58070	H360	Humboldt No. 1 Fire Protection Di	06/05/2025	
	014-182-003-000	FY 2024-2025 BA		24.00
	014-182-010-000	FY 2024-2025 BA		24.00
	019-114-017-000	FY 2024-2025 BA		24.00
	300-011-007-000	FY 2024-2025 BA		288.00
	300-011-009-000	FY 2024-2025 BA		24.00
	300-011-010-000	FY 2024-2025 BA		24.00
	300-011-012-000	FY 2024-2025 BA		24.00
	300-011-017-000	FY 2024-2025 BA		24.00
	301-041-003-000	FY 2024-2025 BA		24.00
	301-121-006-000	FY 2024-2025 BA		24.00
	302-181-028-000	FY 2024-2025 BA		24.00
	303-022-031-000	FY 2024-2025 BA		24.00
	305-131-026-000	FY 2024-2025 BA		24.00
	305-131-039-000	FY 2024-2025 BA		24.00
	306-181-045-000	FY 2024-2025 BA		24.00
	306-221-002-000	FY 2024-2025 BA		24.00
	306-381-048-000	FY 2024-2025 BA		24.00
	306-391-007-000	FY 2024-2025 BA		24.00
	307-041-008-000	FY 2024-2025 BA		24.00
	403-051-026-000	FY 2024-2025 BA		24.00
	403-161-034-000	FY 2024-2025 BA		24.00
			Total for Check Number 58070:	768.00
58071	H810	Humboldt Waste Management Auth	06/05/2025	
	1000014948	GREENWASTE SELF HAUL		17.33
	1000015083	SOLID WASTE SELF HAUL, TIRES		72.39

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58071:				89.72
58072	J700 081422	John's Auto Electric Johns Auto to diagnose electrical issue unit 20 hr	06/05/2025	296.14
Total for Check Number 58072:				296.14
58073	J800 198951	Johnson's Mobile Rentals LLC 12x6 Temp. Fencing.	06/05/2025	306.10
Total for Check Number 58073:				306.10
58074	J900 QUARTER3 QUARTER3 QUARTER3 QUARTER3	ACWA/Joint Powers Insurance Authority Workers Comp Prog-Sales/Meter - 01.01.25 - 03 Workers Comp Prog-Water - 01.01.25 - 03.31.25 Workers Comp Prog-Clerical/Brd - 01.01.25 - 03 Workers Comp Prog-Sewer - 01.01.25 - 03.31.25	06/05/2025	683.75 3,415.09 1,434.32 1,705.96
Total for Check Number 58074:				7,239.12
58075	M099 10713058 10716830 A0132567 A0142058 A0156234 A0190696 A0190873 A0191146 A0191537 A0191793 A0193108	Mad River Community Hospital PRE-EMPLOYMENT/AB PRE-EMPLOYMENT/AS PRE-EMPLOYMENT/MW PRE-EMPLOYMENT/MB PRE-EMPLOYMENT/RC PRE-EMPLOYMENT/AB PRE-EMPLOYMENT/AS PRE-EMPLOYMENT/AS PRE-EMPLOYMENT/CB PRE-EMPLOYMENT/CB PRE-EMPLOYMENT/AS	06/05/2025	322.85 322.85 492.50 288.75 43.75 567.50 497.50 43.75 43.75 297.50 131.25
Total for Check Number 58075:				3,051.95
58076	M230 M279105 M279184 M280240	Mendes Supply Co DRUM DEPOSIT, BACTICIDE CREDIT - DRUM 1090 DRUM DEPOSIT, BACTICIDE	06/05/2025	1,430.82 -360.00 955.55
Total for Check Number 58076:				2,026.37
58077	M370 175156	Miller Farms Installation of Fence and Emergency Gate Acces	06/05/2025	13,511.79
Total for Check Number 58077:				13,511.79
58078	M450 523772725 523792663 523815231 523858695 523902744 523946718	Mission Linen Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats Uniforms/Mats	06/05/2025	227.02 140.54 422.65 223.31 423.33 221.28
Total for Check Number 58078:				1,658.13
58079	M560 7714	The Mitchell Law Firm LLP LEGAL SERVICES - APRIL 2025	06/05/2025	544.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58079:				544.00
58080	M888 9760	Myrtle town Body Shop Quote for unit 11 door repair. (used door replace	06/05/2025	1,924.97
Total for Check Number 58080:				1,924.97
58081	N050 2025-140384	North Coast Journal PUBLIC HEARING NOTICE - MCKAY RANC	06/05/2025	180.00
Total for Check Number 58081:				180.00
58082	O400 8539	O and M Industries Office heater serviced	06/05/2025	127.00
Total for Check Number 58082:				127.00
58083	P006 021049244	PACE Supply Corp. 12" SDR pipe Pace Supply.	06/05/2025	562.02
Total for Check Number 58083:				562.02
58084	P430 261184 261890 262880 263046 264027 264203 265363 265369	Pierson Building Center LATEX TRAFFIC MARK YELLOW-GL, ROL LACQUER THINNER QT OAK & G ST HYDRANT REPAIR, 60LB PRE RUSTOLEUM CYN BLK SPRAY 12 OZ COB WEB DUSTER, GOOF OFF PAINT REM BROAN REPL MOTOR/BLOWER 70 CFM STEEL DEMON 12IN BI-METAL 2X4X8-DF 2&BTR PREM, CA LUMBER ASSI	06/05/2025	40.77 12.67 61.66 17.62 29.73 39.68 8.80 20.42
Total for Check Number 58084:				231.35
58085	P557 6H38524 6H46888 6H67175	Rexel USA Inc. CONNECTIONS, PIPE CUTTER, HOLE SEAL Suth Bay Well SCADA Suth Bay Well SCADA	06/05/2025	62.10 362.27 224.50
Total for Check Number 58085:				648.87
58086	P563 31755	Tom Ponton Industries, Inc. Billing Sewer Meter Calibrations	06/05/2025	1,400.00
Total for Check Number 58086:				1,400.00
58087	P785 5689A 5737A	Powell Landscape Materials Concrete sidewalk repair Oak & G St. Sea Ave SCADA panel pad	06/05/2025	171.99 181.91
Total for Check Number 58087:				353.90
58088	S495 66271	Shred Aware PickUp/Shredding/64GalBin/27"S 5.7.25	06/05/2025	124.55
Total for Check Number 58088:				124.55
58089	S750 06012025	Standard Insurance Company Short&Long Term Empl Disabilit 6.1.25-6.30.25	06/05/2025	1,795.15
Total for Check Number 58089:				1,795.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58090	S850 06152025	Optimum Internet/05.24.25 - 06.23.25	06/05/2025	455.85
Total for Check Number 58090:				455.85
58091	U330 247855425-001	United Rentals, Northwest Inc LIFTING RING, 1.25" COIL EYEBOLT	06/05/2025	183.06
Total for Check Number 58091:				183.06
58092	V600 J19990-01	Viking Industrial Painting PROGRESS PAYMENT #1 FOR CONST WOR	06/05/2025	115,026.00
Total for Check Number 58092:				115,026.00
58093	V700 INV 25-905803 INV 25-910463 INV 25-912607	Valley Pacific Petroleum Services Inc YARD FUEL Motor oil for vehicle maintenance. YARD FUEL	06/05/2025	4,371.21 592.86 4,662.47
Total for Check Number 58093:				9,626.54
58094	W570 386913	Western Chain Saw CHAIN, CHAIN SHARPENER - CONSTRUCT	06/05/2025	71.65
Total for Check Number 58094:				71.65
58095	W700 HCD-256659 HCD-256660	Whitchurch Engineering Inc. SNR ENGR SVCS - DR. OFFICE LANE SEW ENGRNG MNGR, ASST ENGR SVCS - WAI	06/05/2025	217.50 1,642.50
Total for Check Number 58095:				1,860.00
58096	X600 894-127640	XPO Logistics Freight, Inc. Ship sewer pump to Flygt	06/05/2025	494.29
Total for Check Number 58096:				494.29
58097	UB*01382 2065	WADE BRAY SEWER DEPOSIT REFUND FOR 2065 BURU	06/05/2025	205.00
Total for Check Number 58097:				205.00
Total for 6/5/2025:				725,132.85
58098	UB*02260	REDWOOD APARTMENTS LLC Refund Check Refund Check Refund Check Refund Check Refund Check	06/06/2025	22.19 9.87 114.06 84.46 95.40
Total for Check Number 58098:				325.98
58099	UB*02261	DUSTIN OWENS Refund Check Refund Check Refund Check Refund Check	06/06/2025	12.97 7.93 27.81 16.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58099:				65.46
58100	UB*02262	CORPORATE HOUSING	06/06/2025	
		Refund Check		25.43
		Refund Check		4.15
		Refund Check		21.80
		Refund Check		32.86
		Refund Check		11.46
Total for Check Number 58100:				95.70
58101	UB*02263	BRIAN BAYLESS	06/06/2025	
		Refund Check		6.75
		Refund Check		16.16
Total for Check Number 58101:				22.91
58102	UB*02264	BRITTANY/SCOTT MARR	06/06/2025	
		Refund Check		8.61
		Refund Check		1.61
		Refund Check		14.75
		Refund Check		22.23
		Refund Check		8.94
Total for Check Number 58102:				56.14
58103	UB*02265	JUAN PACHECO	06/06/2025	
		Refund Check		3.61
		Refund Check		16.03
		Refund Check		2.62
		Refund Check		34.36
		Refund Check		20.71
Total for Check Number 58103:				77.33
58104	UB*02266	ROSE/ROSS BURNS	06/06/2025	
		Refund Check		42.32
		Refund Check		30.12
Total for Check Number 58104:				72.44
58105	UB*02267	ALLISON HIGGINS	06/06/2025	
		Refund Check		27.96
		Refund Check		17.12
		Refund Check		23.96
		Refund Check		36.13
		Refund Check		23.63
Total for Check Number 58105:				128.80
58106	UB*02268	BREE/ERIC DROUILLARD/JACKSON	06/06/2025	
		Refund Check		39.49
		Refund Check		30.55
		Refund Check		7.48
		Refund Check		183.36
Total for Check Number 58106:				260.88
58107	UB*02269	JUAN PACHECO	06/06/2025	
		Refund Check		25.45
		Refund Check		4.15

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
		Refund Check		54.53
		Refund Check		32.88
		Refund Check		5.73
			Total for Check Number 58107:	122.74
58108	UB*02270	CRAIG BROWN	06/06/2025	
		Refund Check		51.47
		Refund Check		43.15
			Total for Check Number 58108:	94.62
58109	UB*02271	STEVEN TRUJILLO	06/06/2025	
		Refund Check		44.11
		Refund Check		12.00
		Refund Check		18.91
		Refund Check		57.01
		Refund Check		16.57
			Total for Check Number 58109:	148.60
58110	UB*02272	BREAUNA MANFREDONIA	06/06/2025	
		Refund Check		17.85
		Refund Check		39.61
		Refund Check		6.47
		Refund Check		84.89
		Refund Check		51.18
			Total for Check Number 58110:	200.00
58111	UB*02273	ETHAN/JACKSON GLAZ/DODDS	06/06/2025	
		Refund Check		24.38
		Refund Check		5.69
		Refund Check		10.45
		Refund Check		23.22
		Refund Check		7.85
			Total for Check Number 58111:	71.59
58112	U410	United Way of Humboldt	06/06/2025	
		PR Batch 00001.04.2025 UNITED WAY	PR Batch 00001.04.2025 UNI	1.64
		PR Batch 00001.04.2025 UNITED WAY	PR Batch 00001.04.2025 UNI	0.68
		PR Batch 00001.04.2025 UNITED WAY	PR Batch 00001.04.2025 UNI	1.68
		PR Batch 00002.04.2025 UNITED WAY	PR Batch 00002.04.2025 UNI	1.70
		PR Batch 00002.04.2025 UNITED WAY	PR Batch 00002.04.2025 UNI	1.22
		PR Batch 00002.04.2025 UNITED WAY	PR Batch 00002.04.2025 UNI	1.08
		PR Batch 00001.05.2025 UNITED WAY	PR Batch 00001.05.2025 UNI	1.00
		PR Batch 00001.05.2025 UNITED WAY	PR Batch 00001.05.2025 UNI	1.63
		PR Batch 00001.05.2025 UNITED WAY	PR Batch 00001.05.2025 UNI	1.37
		PR Batch 00001.06.2025 UNITED WAY	PR Batch 00001.06.2025 UNI	1.63
		PR Batch 00001.06.2025 UNITED WAY	PR Batch 00001.06.2025 UNI	1.68
		PR Batch 00001.06.2025 UNITED WAY	PR Batch 00001.06.2025 UNI	0.69
		PR Batch 00100.05.2025 UNITED WAY	PR Batch 00100.05.2025 UNI	1.91
		PR Batch 00100.05.2025 UNITED WAY	PR Batch 00100.05.2025 UNI	1.45
		PR Batch 00100.05.2025 UNITED WAY	PR Batch 00100.05.2025 UNI	0.64
			Total for Check Number 58112:	20.00
58113	u602 7585718	US Bank 2014 Bond/Trustee Fees Dates 12/01/2024-11/30	06/06/2025	1,760.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58113:				1,760.00
Total for 6/6/2025:				3,523.19
58114	P130 06052025	Pacific Gas and Electric-St Street Lights: MAY 2025	06/09/2025	6,620.71
Total for Check Number 58114:				6,620.71
Total for 6/9/2025:				6,620.71
58115	A860 INV155807	AWWA Annual AWWA Membership with 10% Discount	06/25/2025	2,484.00
Total for Check Number 58115:				2,484.00
58116	B284 80196283	Badger Meter Inc Service agreement for use of Badger-Beacon ren	06/25/2025	451.20
Total for Check Number 58116:				451.20
58117	C180 6011621139 6012077585 6012077585 6012077585	Canon Solutions America Inc. UseTaxRecoveryFee/ConstrCopier 1/19/25-4/18, UseTaxRecoveryFee/ConstrCopier Constr Black Copies XLN04212- Constr Color Copies XLN04212-	06/25/2025	3.41 8.81 50.14 151.08
Total for Check Number 58117:				213.44
58118	C194 44690578	Carahsoft Technology Corp Annual AutoCad water Model software 05/26/25	06/25/2025	2,064.00
Total for Check Number 58118:				2,064.00
58119	D050 1357	Dan Collings Tree Service Artino Lift Station-Remove two leaning spruce t	06/25/2025	2,500.00
Total for Check Number 58119:				2,500.00
58120	F550 34970	Foster and Foster Inc GASB 75 Reporting for 2023 and 2024	06/25/2025	5,000.00
Total for Check Number 58120:				5,000.00
58121	H180 SIN050646	HdL Coren and Cone Annual WW Revenue bonds continuing disclosu	06/25/2025	1,400.00
Total for Check Number 58121:				1,400.00
58122	H410 18374000 18374000	Humboldt Bay Municipal Water D PF-2 RECONCILIATION CREDIT/CHG FY 20 Water Purchased - MAY 1 - MAY 30, 2025	06/25/2025	-179.56 95,210.54
Total for Check Number 58122:				95,030.98
58123	I525 287811	Infosend UB/Process and Mail/Bills -	06/25/2025	5,010.57

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58123:				5,010.57
58124	P670 06302025	US Postal Service ANNUAL RENTAL PO BOX: 07/01/2025 - 06/	06/25/2025	382.00
Total for Check Number 58124:				382.00
58125	R250 34102871	Recology Humboldt County Garbage Service - 05.01.25 - 05.31.25	06/25/2025	612.65
Total for Check Number 58125:				612.65
58126	W208 1074	Watt's Cleaning Services MONTHLY CLEANING SVCS	06/25/2025	950.00
Total for Check Number 58126:				950.00
58127	X800 3556D79190	Xylem Inc. Replace Liberty Bell Pump	06/25/2025	14,751.90
Total for Check Number 58127:				14,751.90
Total for 6/25/2025:				130,850.74
58128	L080 06272025 06272025	Humboldt LAFCO McKay Ranch Annexation Deposit McKay Ranch Annexation Deposit	06/27/2025	2,500.00 2,500.00
Total for Check Number 58128:				5,000.00
Total for 6/27/2025:				5,000.00
Report Total (84 checks):				871,679.14

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
OPERATING REVENUE							
Metered Water Sales	6,115,000	562,408	5,927,451	6,115,000	(187,549)	(3.1)	
Sewer Service Charges	8,315,000	678,669	8,099,540	8,315,000	(215,460)	(2.6)	
Water & Sewer Construction Fees	66,000	6,758	35,338	66,000	(30,662)	(46.5)	1
Account Fees	75,000	11,195	120,406	75,000	45,406	60.5	
Inspection Fees	700	-	464	700	(236)	(33.7)	1
Reimbursable Maintenance Fees	1,600	25	50	1,600	(1,550)	(96.9)	1
Miscellaneous	2,000	252	1,465	2,000	(535)	(26.7)	1
TOTAL OPERATING REVENUE	14,575,300	1,259,307	14,184,687	14,575,300	(390,613)	(2.7)	
NON-OPERATING REVENUE							
Capital Connection Fees	285,000	15,571	120,814	285,000	(164,186)	(57.6)	1
Interest/General	80,000	46,376	430,600	80,000	350,600	438.2	2
Discounts Earned	1,750	358	1,008	1,750	(742)	(42.4)	1
Sales:Fixed Assets/Scrap Metal	2,000	-	14,142	2,000	12,142	607.1	1
Bad Debt Recovery	3,000	-	900	3,000	(2,100)	(70.0)	1
Property Taxes & Assessments	450,000	-	-	450,000	(450,000)	(100.0)	1
TOTAL NON-OPERATING REVENUE	821,750	62,305	567,464	821,750	(254,286)	(30.9)	1
TOTAL DISTRICT REVENUE	15,397,050	1,321,612	14,752,151	15,397,050	(644,899)	(4.2)	
OPERATING EXPENSES							
Wages Direct	1,950,000	158,658	1,781,762	1,950,000	168,238	8.6	
Benefits: PERS	550,000	19,004	538,873	550,000	11,127	2.0	
Group Ins	1,265,000	103,681	1,145,671	1,265,000	119,329	9.4	
Workers Comp Ins	31,000	7,679	29,241	31,000	1,759	5.7	
FICA/Medicare	141,000	12,242	137,370	141,000	3,630	2.6	
Misc Benefits	640	60	335	640	305	47.6	
Total Wages and Benefits	3,937,640	301,189	3,633,117	3,937,640	304,523	7.7	
Less: wages & ben charged to Capital Proj.	(300,000)	(41,406)	(410,967)	(300,000)	110,967	(37.0)	
Total Operating Wages and benefits	3,637,640	259,784	3,222,150	3,637,640	415,490		
Water Purchase HBMWWD	1,175,000	94,632	1,146,935	1,175,000	28,065	2.4	
Water Purchase Eureka	850,000	67,673	741,796	850,000	108,204	12.7	
Sewage Treatment Operations & Maint.	1,900,000	168,480	2,021,760	1,900,000	(121,760)	(6.4)	
Water/Sewer Analysis	10,000	1,232	11,089	10,000	(1,089)	(10.9)	3
Supplies/ Construction	160,000	9,910	124,798	160,000	35,202	22.0	
Supplies/ Office-Administration	15,000	134	10,555	15,000	4,445	29.6	
Supplies/ Engineering	1,500	-	593	1,500	907	60.5	
Supplies/ Maintenance	110,000	1,241	76,772	110,000	33,228	30.2	
Invoicing	60,000	5,605	67,617	60,000	(7,617)	(12.7)	4
Temporary Labor	44,500	416	90,984	44,500	(46,484)	(104.5)	5
Repairs & Maintenance/Trucks	63,000	272	70,388	63,000	(7,388)	(11.7)	6
Equipment Rental	2,000	-	-	2,000	2,000	100.0	
Building & Grounds Maintenance	30,000	938	36,047	30,000	(6,047)	(20.2)	7
Electrical Power	500,000	35,491	419,871	500,000	80,129	16.0	
Street Lights	105,000	6,432	77,125	105,000	27,875	26.5	
Telephone	16,000	1,894	21,508	16,000	(5,508)	(34.4)	8
Postage	850	-	2,883	850	(2,033)	(239.1)	9
Freight	1,000	352	1,208	1,000	(208)	(20.8)	10
Chemicals	12,000	1,726	12,975	12,000	(975)	(8.1)	
Liability Insurance	100,500	-	133,725	100,500	(33,225)	(33.1)	11
Legal	70,000	-	7,580	70,000	62,420	89.2	
Accounting	15,000	-	18,658	15,000	(3,658)	(24.4)	12
Engineering	1,000	-	939	1,000	61	6.1	16

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	93,000	100	16,198	93,000	76,802	82.6	
Bank Service Charges	15,000	1,472	21,087	15,000	(6,087)	(40.6)	13
Transportation	75,000	4,743	67,457	75,000	7,543	10.1	
Office Equip. Maintenance	4,300	126	4,944	4,300	(644)	(15.0)	14
Computer Software Maintenance	39,500	164	47,524	39,500	(8,024)	(20.3)	15
Memberships & Subscriptions	31,000	-	26,481	31,000	4,519	14.6	
Bad Debts & Minimum Balance Writeoff	32,000	-	(6)	32,000	32,006	100.0	
Conference & Continuing Ed	28,000	1,920	6,987	28,000	21,013	75.0	
Certifications	5,500	564	5,757	5,500	(257)	(4.7)	
State/County & LAFCO Fees and Charges	57,500	7,804	49,672	57,500	7,828	13.6	
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0	
Elections Expense	20,000	-	16,881	20,000	3,119	15.6	
Human Resources	25,500	-	14,891	25,500	10,609	41.6	
Miscellaneous	10,000	889	1,212	10,000	8,788	87.9	
Director's Fees	16,000	1,550	12,850	16,000	3,150	19.7	
TOTAL OPERATING EXPENSES	9,334,290	675,544	8,609,894	9,334,290	724,396	7.8	
LONG TERM DEBT PAYMENTS							
Safe Drinking Water Bond	-	-	-	-	-	-	
2012 CIP & Refi.	177,600	-	177,600	177,600	-	-	
Davis-Grunsky Loan	6,050	-	6,045	6,050	5	0.1	
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0	
2014 Wastewater Revenue Bonds	486,575	-	486,575	486,575	(0)	(0.0)	
TOTAL LONG TERM DEBT PAYMENTS	787,666	-	787,661	787,666	5	0.0	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	129,500	2,871	49,113	129,500	80,387	62.1	
Building, Yard & Paving Improvements	395,000	-	90,444	395,000	304,556	77.1	
Capital Improvements Water	2,105,700	182,573	1,174,390	2,105,700	931,310	44.2	
Capital Improvements Sewer	2,096,500	(19,404)	729,782	2,096,500	1,366,718	65.2	
TOTAL CAPITAL EXPENDITURES	4,726,700	166,039	2,043,729	4,726,700	2,682,971	56.8	
OTHER							
City of Eureka Projects:							
Treatment Plant	698,000	-	-	698,000	698,000	100.0	
TOTAL City of Eureka Projects	698,000	-	-	698,000	698,000	100.0	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
BUDGET SURPLUS (DEFICIT)	(149,606)	480,029	3,310,866	(149,606)	3,460,472	2,313.1	

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE & EXPENSES						
TOTAL OPERATING REVENUE	14,575,300	1,259,307	14,184,687	14,575,300	(390,613)	(2.7)
TOTAL OPERATING EXPENSES	(9,334,290)	(675,544)	(8,609,894)	(9,334,290)	724,396	7.8
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,241,010	583,764	5,574,793	5,241,010	333,783	6.4
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	821,750	62,305	567,464	821,750	(254,286)	(30.9)
TOTAL LONG TERM DEBT SERVICE	(787,666)	-	(787,661)	(787,666)	5	0.0
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,275,094	646,069	5,354,595	5,275,094	79,492	1.5
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(4,726,700)	(166,039)	(2,043,729)	(4,726,700)	2,682,971	56.8
CITY of EUREKA PROJECT REIMBURSEMENT	(698,000)	-	-	(698,000)	698,000	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(149,606)</u>	<u>480,029</u>	<u>3,310,866</u>	<u>(149,606)</u>	<u>3,460,472</u>	<u>2,313.1</u>

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Metered Water Sales	6,115,000	562,408	5,927,451	6,115,000	(187,549)	(3.1)
Water Construction Fees	45,000	3,188	19,223	45,000	(25,777)	(57.3)
Account Fees	40,000	6,381	68,632	40,000	28,632	71.6
Inspection Fees	-	-	-	-	-	-
Reimbursable Maintenance Fees	1,400	14	29	1,400	(1,372)	(98.0)
Miscellaneous	1,000	144	617	1,000	(383)	(38.3)
TOTAL OPERATING REVENUE	6,202,400	572,135	6,015,952	6,202,400	(186,448)	(3.0)
NON-OPERATING REVENUE						
Water Capital Connection Fees	190,000	5,597	44,778	190,000	(145,222)	(76.4)
Interest/General	40,000	18,953	201,209	40,000	161,209	403.0
Discounts Earned	1,000	204	574	1,000	(426)	(42.6)
Sales:Fixed Assets/Scrap Metal	1,000	-	8,061	1,000	7,061	706.1
Bad Debt Recovery	2,000	-	513	2,000	(1,487)	(74.4)
FW/MR Assessment	-	-	-	-	-	-
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	234,000	24,754	255,136	234,000	21,136	9.0
TOTAL DISTRICT REVENUE	6,436,400	596,889	6,271,087	6,436,400	(165,313)	(2.6)
OPERATING EXPENSES						
Wages Direct	905,000	83,255	875,900	905,000	29,100	3.2
Wages & Benefits: Allocated	742,820	41,020	663,675	742,820	79,145	10.7
Benefits: PERS	130,000	10,516	113,859	130,000	16,141	12.4
Group Ins	360,000	32,430	373,820	360,000	(13,820)	(3.8)
Workers Comp Ins	17,000	3,875	14,918	17,000	2,082	12.2
FICA/Medicare	65,000	6,361	66,925	65,000	(1,925)	(3.0)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,219,820	177,456	2,109,097	2,219,820	110,723	5.0
Less: wages & ben charged to Capital Proj.	(185,000)	(37,738)	(292,864)	(185,000)	107,864	(58.3)
Total Operating Wages and benefits	2,034,820	139,719	1,816,234	2,034,820	218,587	10.7
Water Purchase HBMWD	1,175,000	94,632	1,146,935	1,175,000	28,065	2.4
Water Purchase Eureka	850,000	67,673	741,796	850,000	108,204	12.7
Water Analysis	10,000	1,232	11,089	10,000	(1,089)	(10.9)
Supplies/ Construction	120,000	6,332	93,048	120,000	26,952	22.5
Supplies/Office-Administration	4,500	-	2,841	4,500	1,659	36.9
Supplies/ Engineering	500	-	327	500	173	34.5
Supplies/ Maintenance	52,500	784	36,368	52,500	16,132	30.7
Temporary Labor	22,250	237	39,516	22,250	(17,266)	(77.6)
Repairs & Maintenance/Trucks	35,000	155	38,124	35,000	(3,124)	(8.9)
Equipment Rental	1,000	-	-	1,000	1,000	100.0
Building & Grounds Maintenance	4,500	641	6,485	4,500	(1,985)	(44.1)
Electrical Power	280,000	22,804	245,599	280,000	34,401	12.3
Telephone	-	-	-	-	-	-
Postage	-	-	218	-	(218)	-
Freight	500	200	248	500	252	50.4
Chemicals	12,000	1,726	12,975	12,000	(975)	(8.1)
Liability Insurance	-	-	1,213	-	(1,213)	-
Legal Services	-	-	123	-	(123)	-
Engineering	-	-	535	-	(535)	-
Other Professional Services	25,000	-	285	25,000	24,715	98.9
Transportation	43,000	2,704	38,451	43,000	4,549	10.6
Office Equip. Maintenance	600	50	615	600	(15)	(2.5)
Computer Software Maintenance	21,000	-	22,878	21,000	(1,878)	(8.9)
Memberships & Subscriptions	1,500	-	4,230	1,500	(2,730)	(182.0)
Bad Debts & Minimum Balance Writeoff	10,000	-	(3)	10,000	10,003	100.0
Conference & Continuing Ed	10,000	-	4,478	10,000	5,522	55.2
Certifications	2,500	255	3,478	2,500	(978)	(39.1)
State/County & LAFCO Fees and Charges	30,000	4,098	42,477	30,000	(12,477)	(41.6)

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0
Human Resources	2,500	-	3,529	2,500	(1,029)	(41.1)
Miscellaneous	1,000	-	43	1,000	957	95.7
General & Admin Expense Allocation	295,300	7,083	242,074	295,300	53,226	18.0
TOTAL OPERATING EXPENSES	5,046,970	350,326	4,556,210	5,046,970	490,760	9.7
LONG TERM DEBT PAYMENTS						
Safe Drinking Water Bond	-	-	-	-	-	-
2012 CIP & Refi.	-	-	-	-	-	-
Davis-Grunsky Loan	6,050	-	6,045	6,050	5	0.1
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	6,045	6,050	5	0.1
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	4,756	-	(4,756)	-
Building & Yard Improvements	-	-	-	-	-	-
Capital Improvements Water	2,105,700	181,228	1,173,003	2,105,700	932,697	44.3
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,105,700	181,228	1,177,759	2,105,700	927,941	44.1
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(722,320)	65,335	531,073	(722,320)	1,253,393	173.5

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Sewer Service Charges	8,315,000	678,669	8,099,540	8,315,000	(215,460)	(2.6)
Sewer Construction Fees	21,000	3,570	16,114	21,000	(4,886)	(23.3)
Account Fees	35,000	4,814	51,775	35,000	16,775	47.9
Inspection Fees	700	-	464	700	(236)	(33.7)
Reimbursable Maintenance Fees	200	11	22	200	(179)	(89.3)
Miscellaneous	1,000	108	465	1,000	(535)	(53.5)
TOTAL OPERATING REVENUE	8,372,900	687,172	8,168,352	8,372,900	(204,548)	(2.4)
NON-OPERATING REVENUE						
Sewer Capital Connection Fees	95,000	9,974	76,036	95,000	(18,964)	(20.0)
Interest/General	40,000	18,335	199,854	40,000	159,854	399.6
Discounts Earned	750	154	433	750	(317)	(42.2)
Sales: Fixed Assets/Scrap Metal	1,000	-	6,081	1,000	5,081	508.1
Bad Debt Recovery	1,000	-	387	1,000	(613)	(61.3)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	137,750	28,463	282,792	137,750	145,042	105.3
TOTAL DISTRICT REVENUE	8,510,650	715,635	8,451,144	8,510,650	(59,506)	(0.7)
OPERATING EXPENSES						
Wages Direct	565,000	45,400	501,076	565,000	63,924	11.3
Wages & Benefits: Allocated	742,820	41,020	663,675	742,820	79,145	10.7
Benefits: PERS	70,000	4,969	60,242	70,000	9,758	13.9
Group Ins	240,000	24,428	203,871	240,000	36,129	15.1
Workers Comp Ins	9,000	1,680	7,923	9,000	1,077	12.0
FICA/Medicare	41,000	3,468	38,277	41,000	2,723	6.6
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,667,820	120,965	1,475,063	1,667,820	192,757	11.6
Less: wages & ben charged to Capital Proj.	(65,000)	(3,025)	(71,271)	(65,000)	6,271	(9.6)
Total Operating Wages and benefits	1,602,820	117,940	1,403,792	1,602,820	199,028	12.4
Sewage Treatment: Operating & Maint.	1,900,000	168,480	2,021,760	1,900,000	(121,760)	(6.4)
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	3,578	31,750	40,000	8,250	20.6
Supplies/ Office-Administration	4,500	-	2,143	4,500	2,357	52.4
Supplies/ Engineering	500	-	247	500	253	50.6
Supplies/ Maintenance	52,500	457	40,404	52,500	12,096	23.0
Temporary Labor	22,250	179	29,810	22,250	(7,560)	(34.0)
Repairs & Maintenance/Trucks	28,000	117	32,264	28,000	(4,264)	(15.2)
Equipment Rental	1,000	-	-	1,000	1,000	100.0
Building & Grounds Maintenance	2,500	160	4,568	2,500	(2,068)	(82.7)
Electrical Power	110,000	6,417	94,247	110,000	15,753	14.3
Telephone	-	-	-	-	-	-
Postage	-	-	164	-	(164)	-
Freight	250	151	960	250	(710)	(283.9)
Liability Insurance	-	-	915	-	(915)	-
Legal	-	-	93	-	(93)	-
Engineering	-	-	404	-	(404)	-
Other Professional Services	28,000	-	3,375	28,000	24,625	87.9
Transportation	32,000	2,039	29,007	32,000	2,993	9.4
Office Equip. Maintenance	200	38	464	200	(264)	(132.0)

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Computer Software Maintenance	15,000	-	18,352	15,000	(3,352)	(22.3)
Memberships & Subscriptions	1,500	-	1,556	1,500	(56)	(3.7)
Bad Debts & Minimum Balance Writeoff	22,000	-	(2)	22,000	22,002	100.0
Conference & Continuing Ed	10,000	-	589	10,000	9,411	94.1
Certifications	2,500	309	359	2,500	2,141	85.7
State/County & LAFCO Fees and Charges	7,500	3,706	6,427	7,500	1,073	14.3
Human Resources	2,500	-	2,662	2,500	(162)	(6.5)
Miscellaneous	1,500	-	32	1,500	1,468	97.8
General & Admin Expense Allocation	295,300	7,083	242,074	295,300	53,226	18.0
TOTAL OPERATING EXPENSES	4,182,320	310,653	3,968,415	4,182,320	213,905	5.1
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	486,575	-	486,575	486,575	(0)	(0.0)
2012 CIP & Refi.	177,600	-	177,600	177,600	-	-
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0
Debt Service: Allocated	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	781,616	-	781,616	781,616	0	0.0
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	17,500	-	15,145	17,500	2,355	13.5
Building, Yard& Paving Improvements	5,000	-	-	5,000	5,000	100.0
Capital Improvements Sewer	2,096,500	(19,404)	729,782	2,096,500	1,366,718	65.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	2,119,000	(19,404)	744,927	2,119,000	1,374,073	64.8
OTHER						
City of Eureka Projects:						
Treatment Plant	698,000	-	-	698,000	698,000	100.0
Martin Slough	-	-	-	-	-	-
TOTAL OTHER	698,000	-	-	698,000	698,000	100.0
BUDGET SURPLUS (DEFICIT)	729,714	424,386	2,956,186	729,714	2,226,472	(305.1)

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
OPERATING REVENUE						
Interest (will be allocated to w/s @ y/e)	-	9,088	29,536	-	29,536	-
Miscellaneous	-	-	384	-	384	-
TOTAL OPERATING REVENUE	-	9,088	29,920	-	29,920	-
NON-OPERATING REVENUE						
Property Taxes	450,000	-	-	450,000	(450,000)	(100.0)
Insurance Rebate	-	-	-	-	-	-
Miscellaneous Income	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	450,000	-	-	450,000	(450,000)	(100.0)
TOTAL DISTRICT REVENUE	450,000	9,088	29,920	450,000	(420,080)	(93.4)
OPERATING EXPENSES						
Wages Direct	480,000	30,003	404,786	480,000	75,214	15.7
Benefits: PERS	350,000	3,519	364,772	350,000	(14,772)	(4.2)
State Unemploy Ins	-	(135)	(135)	-	135	-
Group Ins	665,000	46,823	567,980	665,000	97,020	14.6
Workers Comp Ins	5,000	2,125	6,399	5,000	(1,399)	(28.0)
FICA/Medicare	35,000	2,413	32,168	35,000	2,832	8.1
Misc Benefits	640	60	335	640	305	47.6
Total Wages and Benefits	1,535,640	84,808	1,376,306	1,535,640	159,334	10.4
Less: wages & ben charged to Capital Proj.	(50,000)	(643)	(46,831)	(50,000)	(3,169)	6.3
Less: Allocated to Water and Sewer Funds	(1,485,640)	(82,040)	(1,327,349)	(1,485,640)	(158,291)	10.7
Total Unallocated Wages and Benefits	-	2,125	2,125	-	(2,125)	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	134	5,570	6,000	430	7.2
Supplies/ Engineering	500	-	19	500	481	96.2
Supplies/ Maintenance	5,000	-	-	5,000	5,000	100.0
Invoicing	60,000	5,605	67,617	60,000	(7,617)	(12.7)
Web Payment Portal	-	-	-	-	-	-
Temporary Labor	-	-	21,658	-	(21,658)	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	23,000	138	24,994	23,000	(1,994)	(8.7)
Electrical Power	110,000	6,269	80,025	110,000	29,975	27.2
Street Lights	105,000	6,432	77,125	105,000	27,875	26.5
Telephone	16,000	1,894	21,508	16,000	(5,508)	(34.4)
Postage	850	-	2,501	850	(1,651)	(194.2)
Freight	250	-	-	250	250	100.0
Liability Insurance	100,500	-	131,597	100,500	(31,097)	(30.9)
Legal Services	70,000	-	7,364	70,000	62,636	89.5
Accounting	15,000	-	18,658	15,000	(3,658)	(24.4)
Engineering	1,000	-	-	1,000	1,000	100.0
Other Professional Services	40,000	100	12,538	40,000	27,462	68.7
Bank Service Charges	15,000	1,472	21,087	15,000	(6,087)	(40.6)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	3,500	39	3,865	3,500	(365)	(10.4)
Computer Software Maintenance	3,500	164	6,295	3,500	(2,795)	(79.9)
Memberships & Subscriptions	28,000	-	20,695	28,000	7,305	26.1
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	8,000	1,920	1,920	8,000	6,080	76.0

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

June 2025

	Budgeted 2024-25	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Certifications	500	-	1,920	500	(1,420)	(284.0)
State/County & LAFCO Fees and Charges	20,000	-	768	20,000	19,232	96.2
Elections Expense	20,000	-	16,881	20,000	3,119	15.6
Human Resources	20,500	-	8,700	20,500	11,800	57.6
Miscellaneous	7,500	889	1,137	7,500	6,363	84.8
Director's Fees	16,000	1,550	12,850	16,000	3,150	19.7
General & Admin Expense Allocation	(590,600)	(14,166)	(484,147)	(590,600)	(106,453)	18.0
TOTAL OPERATING EXPENSES	105,000	14,565	85,270	105,000	19,730	18.8
LONG TERM DEBT PAYMENTS						
2014 PGE Energy Efficiency Loan	-	-	-	-	-	-
2012 CIP & Refi	-	-	-	-	-	-
New Financing	-	-	-	-	-	-
Less: Allocated to Water & Sewer Funds	-	-	-	-	-	-
TOTAL LONG TERM DEBT PAYMENTS	-	-	-	-	-	-
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	112,000	4,216	30,599	112,000	81,401	72.7
Building, Yard & Paving Improvements	390,000	-	90,444	390,000	299,556	76.8
Engineering & Studies	-	-	-	-	-	-
District Design Standards	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	502,000	4,216	121,043	502,000	380,957	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(157,000)	(9,692)	(176,393)	(157,000)	(19,393)	12.4

Humboldt Community Services District

Notes

June 2025

Note 1 - Non Operating and Miscellaneous Revenue

Non-operating, Construction/Capacity Charges and Miscellaneous income occurs occasionally throughout the year, or at the very end of the fiscal year.

Note 2 - Interest Income

Increase in Interest Income due to improved performance with funds held in CA CLASS JPA investment pool.

Note 3 - Water/Sewer analysis

Water/Sewer testing costs are elevated for Fiscal Year 2025 due to required UCMR Testing. This testing occurs once every five years. The overage is not expected to have a significant impact on District finances.

Note 4 - Invoicing

Invoicing costs have increased primarily due to increases in postage costs which were not captured in the originally budgeted amount. Total amount for the Fiscal year is projected to be approximately \$7,000 above budgeted amount. Overage is not expected to have significant impact on District finances.

Note 5 - Temporary Labor

Increased use of temporary labor during summer months when District has increased need for labor. District staff opening has also resulted in additional use of temp labor. Temp Labor costs are expected to decline in future months. Overage in temporary labor is offset by reduction in direct wage expenses.

Note 6 - Repairs and Maintenance - Trucks

Annual maintenance on multiple District vehicles in January (expected) in addition to necessary repairs on multiple vehicles (unexpected). May result in overage vs budget of \$10,000-\$20,000 for the year. Overage is not expected to have significant impact on District finances.

Note 7 - Buildings and Grounds Maintenance

In addition to normal expected expenditures, purchase of new ladders for Shop was made for \$2,181 in August. Additional expenses over budget in September due to disposal of dry pit debris and increase in Garbage service costs. Total Building and grounds maintenance expenditures for the year are projected to be approximately \$10,000 over budgeted amount. Overage is not projected to have significant impact on District finances.

Note 8 - Telephone

The District has installed a new phone system, which will result in Phone expenses for the year being approximately \$5,000 over budgeted amount. Overage is not anticipated to have significant impact on District finances.

Note 9 - Postage

District purchased \$2,500 postage refill for District Postage meter. Such refills are infrequent, last occurring in FY 2023 and was not captured in budgeted amount. Overage compared to budget is not expected to have significant impact.

Note 10 - Freight

Note 11 - Liability Insurance

Multiple factors have resulted in an increase in the District's Liability and Property Insurance expenses. The Primary factor is a Genral increase in rates enacted by ACWA/JPIA affecting all entities covered by ACWA/JPIA resulting in a 15% increase in base rates. Additionally, prior year's premiums were lowered by the use of a "rate stabilization fund" which helped to smooth year-to-year premium changes, however this rate stabilization fund has been exhausted and is now discontinued. Lastly, increases in the District's property from new purchases, capital improvements, and Payroll also contributed to cost increase.

Note 12 - Accounting

Additional expenses due to finalizing prior year's audits. Cost for year are expected to be above budgeted amount, however overage is not predicted to have significant impact on District finances.

Note 13 - Bank Service Charges

Large balanace previoulsy in Bank account resulted in negation of service charges. New balance since transfer of funds to CA CLASS has resulted in Bank service charges no longer being negated, resulting in additional \$550/month in bank service charges. Charges are more than offset by additional gains in interest earned. Implementation of new online payment system has also resulted in additional charges of \$250/month, but has also resulted in signifciantly improved system for customer online account access.

Note 14 - Office Equipment Maintenance

Cost over budget due to covnersion old District server into Backup Domain controller to ensure District computer system robustness

Note 15 - Computer Software Maintenance

Additional Expense due to upgrade of SpringBrook, which is the primary software for District operations. Overage is not expected to have signifciant impact.

Note 16 - Engineering

Engineering Expense - a/c 6810 - Operating Expense		Jun 2025	YTD
Water Fund			
	On Call Engineering Bid Request Advert	-	939
	Total posted to 6810	-	939
Engineering & Studies - a/c 9040 - Capital Improvement Projects			
Non Engineering Costs Posted to 9040			
	None	-	-
	Grand Total posted to 9040	-	-

Humboldt Community Services District

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

ENGINEERING MEMORANDUM

To: Board of Directors
From: Kush Rawal, Assistant Engineer
Date: July 18, 2025
Subject: Assistant Engineer Progress Report for July 22, 2025 Board Meeting

Crane Street Steel Main Replacement

District construction crews have successfully completed the Crane Street Steel Main Replacement project, which was included in the District's Capital Improvement Plan. This project replaced aging infrastructure and improved system reliability and emergency response capabilities in the Crane Street area.

The completed work included the installation of approximately 850 feet of new 8-inch PVC water main to replace the existing mainline between Higgins Street and Madison Avenue. District forces also installed twenty new 1-inch polyethylene water services and upgraded each existing analog water meter to electronic AMR technology.

To enhance flow control and isolation capabilities, a new valve cluster tee was installed at the intersection of Madison Avenue and Crane Street, and a tie-in was completed at the existing valve cluster at Higgins Street. Two new fire hydrants were installed along the corridor to improve fire flow access for emergency response.

In addition, the project included the installation of a new air vacuum valve to prevent air locking and accommodate system draining. Upon completion of the installation, the new water main was disinfected in full compliance with District protocols and AWWA C651-14 standards prior to being placed into service.

This project represents a significant infrastructure improvement and enhances the reliability and extends the useful life of the District's water distribution system in the Crane Street neighborhood.

Sanitary Sewer Spill Ivy - Lane

On June 23, 2025, at approximately 4:00 P.M., the District office received a message from a resident on Ivy Lane reporting water percolating in the street. Based on the initial description provided, the call was not classified as urgent. Upon field investigation the following day, on June 24 at approximately 2:00 P.M., District staff determined the discharge was wastewater originating from a failed pressure sewer line.

The released wastewater traveled to a storm drain inlet on Ivy Lane, which discharges into a nearby vegetated area. No surface water bodies were impacted. The spill was non-continuous in nature and limited to periods of pump activity. The total volume discharged was estimated to be approximately 200 gallons.

The spill was reported to the appropriate regulatory agencies, and all required documentation was completed in accordance with the California Integrated Water Quality System (CIWQS).

Humboldt Community Services District

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

MEMORANDUM

TO: Board of Directors

FROM: Brian McNeill, Utility Services Planner

DATE: July 18, 2025

SUBJECT: Utility Services Planner Report for July 22, 2025 Board Meeting

Intermingled services are those services that are connected to HCSD mains, but provide water and or sewer services to residences or businesses in the City of Eureka and vice versa. Most of the intermingled services provide either water or sewer by one agency while the other service is provided by the other agency. Each year, District staff performs an annual reading of all intermingled water meters. The annual meter reading provides the District information regarding the amount of District water that is delivered to City of Eureka rate payers, and is beneficial for tracking the volume of District water delivered and allows for more accurate reporting in the annual Water Loss Audit that is due at the end of each calendar year.

The California State Controller's Office requires the District to perform an annual fuel reconciliation which details the volume of diesel used for on-road versus off-road purposes. At the end of each fiscal year, the California State Controller's Office requires the District to file a Government Entity Diesel Fuel Tax Return with the California Department of Tax and Fee Administration. The District pays a tax on all diesel fuel purchased throughout the fiscal year including a road tax for every gallon of fuel purchased. Each month, District staff tracks where the diesel fuel is used and documents the volume of fuel used for off road purposes. The District is eligible for a return of a portion of the tax paid on the diesel purchases, when the diesel is used off road. This year, after submitting the return, the District received a refund in the amount of \$260.

As part of the Automated Meter Reading CIP Program, the District just received an additional 325 water meters to keep the replacement of old under-registering meters with new more accurate meters moving along. To avoid potential delays on future orders, the District has preordered the meters to be purchased for the 2025/26 fiscal year with staggered delivery dates throughout the coming year.

The California State Water Resources Control Board requires quarterly raw water quality sampling of the District's drinking water production wells. Sampling for the Spruce Point and South Bay wells has been completed and submitted. 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

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

MEMORANDUM

For HCSD Board of Directors Regular Meeting of: July 22, 2025

AGENDA ITEM: F.1

TITLE: Consideration of revision to HCSD's Sanitary Sewer Management Plan (SSMP)

PRESENTED BY: Brian McNeill, Utility Services Planner

Recommendation:

Review the Draft updated SSMP included in this Board Packet. Approve the revised SSMP by motion and roll call vote.

Detail:

To provide a consistent, statewide regulatory approach to address sanitary sewer spills, the State Water Board adopted Statewide General Waste Discharge Requirements for Sanitary Sewer Systems, Water Quality Order No. 2022-0103-DWQ (Sanitary Sewer Systems General Order) on December 6, 2022. The Sanitary Sewer Systems General Order requires public agencies that own or operate sanitary sewer systems to develop and implement sewer system management plans and report all sanitary sewer spills to the State Water Board's online California Integrated Water Quality System (CIWQS) Sanitary Sewer System Database.

HCSD has been operating under an approved Sanitary Sewer Management Plan since 2012. District staff has updated the existing plan to keep the District compliant with the new and evolving requirements listed in the 2022 Statewide Sanitary Sewer Systems General Order that went into effect June 5, 2023. Per the General Order, the District is required to adopt an updated plan to reflect these new requirements by August 2, 2025. The Draft updated SSMP is included in this Board Packet for review and approval.

Fiscal Impact

None

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HUMBOLDT COMMUNITY SERVICES DISTRICT

SANITARY SEWER MANAGEMENT PLAN

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APPENDIX K	HCSD SANITARY SEWER MANAGEMENT PLAN CHANGE LOG

OVERVIEW

On May 2, 2006, the State Water Resources Control Board (SWRCB) adopted a “Statewide General Waste Discharge Requirements for Sanitary Sewer Systems” under Order No. 2006-0003-DWQ. SWRCB Order No. 2006-0003-DWQ established regulations meant to address water quality impacts from spills (referred to as Sanitary Sewer Overflows) particularly when raw untreated wastewater is discharged to areas with high public exposure, such as streets or surface waters used for drinking, fisheries and recreation.

SWRCB Order No. 2006-0003-DWQ required local public sewer collection system agencies, including Humboldt Community Services District (HCSD or District), referred to as “Enrollees”, to develop a Sanitary Sewer Management Plan (SSMP). The SSMP is a document that describes the activities used to effectively manage the wastewater collection system. SSMPs were required to be self-audited at least every two years and updated every five years from the original adoption date by the Enrollee’s governing body (Board of Directors). The five-year SSMP Update, as well as any significant updates, were required to be approved and certified by the Enrollee’s governing board at a public meeting. Enrollees, including HCSD, did not need to send their SSMP to the State or Regional Water Quality Control Boards for review or approval, but were required to make the SSMP publicly available upon request, and upload an electronic copy to the California Integrated Water Quality System (CIWQS) Online Sanitary Sewer System Database.

On September 9, 2013, SWRCB adopted Order No. WQO 2013-0058-EXEC which amended the Monitoring and Reporting Program issued under SWRCB Order No. 2006-0003-DWQ. The amendment included the addition of a spill Category 3 and revised the previous spill Category 1 and Category 2 reporting requirements.

On December 6, 2022, the State Water Resources Control Board adopted Statewide Waste Discharge Requirements General Order for Sanitary Sewer Systems (Order No. 2022-0103-DWQ) which amended the SWRCB General Order 2006-0003-DWQ and the Monitoring and Reporting Program from Order WQ 2013-0058-EXEC. Order No. 2022-0103-DWQ applies to all public collection system agencies in California that own or operate collection systems comprised of more than one mile of pipe or sewer lines, which convey untreated wastewater to a publicly owned treatment facility. The current Order includes the addition of a spill Category 4 and revises the spill Category 3. Under the current Order, each agency must update its SSMP every six years, conduct an audit at least once every three years, and complete an annual report each year following the most recent SSMP update.

ELEMENT 1: SANITARY SEWER MANAGEMENT PLAN GOAL AND INTRODUCTION

The State Water Resources Control Board's (SWRCB's) Statewide General Waste Discharge Requirements (WDR) for Sanitary Sewer Systems, Order No. 2022-0103-DWQ requires the Humboldt Community Services District (District or HCSD) to have and maintain a Sanitary Sewer Management Plan (SSMP). These WDRs supersede the previous SWRCB Order No. 2006-0003-DWQ and amendments thereafter. The intent of this SSMP is to meet the requirements of the Statewide WDR by minimizing and preventing spills. The SSMP aims to ensure the proper management, operation, and maintenance of all components of the enrollee's sanitary sewer system, while containing and mitigating any spills that do occur.

Input from HCSD system operators and engineering staff has been considered throughout the preparation of this SSMP.

This document presents eleven elements in the order presented in the WDR:

1. Goal and Introduction;
2. Organization;
3. Legal Authority;
4. Operation and Maintenance Program;
5. Design and Performance Provisions;
6. Spill Emergency Response Plan;
7. Sewer Pipe Blockage Control Program;
8. System Evaluation, Capacity Assurance and Capital Improvements Plan;
9. Monitoring, Measurement, and Program Modifications;
10. Internal Audits; and
11. Communication Program.

1.1 Regulatory Context

Order No. WQ 2022-0103-DWQ requires all public districts that own and/or operate a sanitary sewer system greater than one mile in length to develop and implement a Sanitary Sewer Management Plan. The WDR requires that the SSMP goals focus on proper management, operation, and maintenance of all parts of the sanitary sewer system. This will help reduce and prevent sanitary sewer spills, as well as contain and mitigate any spills that do occur.

The goals of the HCSD's SSMP include:

- *Maintaining or improving the condition of the collection system infrastructure in order to provide reliable services now and into the future;*

- *Cost-effectively minimizing infiltration/inflow (I/I) and providing adequate sewer capacity to accommodate design storm flows;*
- *Minimizing the number and impact of sanitary sewer spills that occur;*
- *Continue to use a closed-circuit television (CCTV) program for inspection of the collection system;*
- *Preventing unnecessary damage to public and private property;*
- *Using funds available for sewer operations in the most efficient manner;*
- *Working cooperatively with local, state, and federal agencies to investigate the causes of, minimize, and mitigate the impacts of sanitary sewer spills;*
- *Meeting all applicable regulatory notification and reporting requirements;*
- *Being available and responsive to the needs of the public to prevent and restore interruptions in service and to minimize public health and property impacts related to sanitary sewer spills;*
- *Implementing regular, proactive maintenance of the system to remove and control roots, debris, fats, oils and grease that may cause any spills;*
- *Prioritizing renewal and replacement of wastewater collection system facilities to maximize their useful life and optimize capital expenditures;*
- *Maintaining the SSMP, which will serve as a reference for the District's sanitary sewer system management practices;*
- *Facilitate regular inspections of manholes and flows;*
- *Provide training for wastewater collection staff; and*
- *Meet all applicable regulatory notification and reporting requirements.*

1.2 Sanitary Sewer Management Plan Update Schedule

This revised SSMP will become a living document, and should be updated as needed to reflect changes to the SSMP elements. At a minimum, a comprehensive update of the SSMP shall occur every six years after the required due date of its last plan update. In accordance with Order No. WQ 2022-0103-DWQ, the District shall submit SSMP audits through the electronic reporting system, California Integrated Water Quality System (CIWQS), along any other pertinent audit information within six months after the end of its required three-year audit period. Changes are to be documented in a change log in Appendix K.

- In accordance with the General Order, an Internal Audit Report must be completed every three years. The end of the last 3-year audit period was August 2, 2024. The audit was submitted in CIWQS within six months of that date, February 2, 2025. The next audit period will cover the three-year period through August 2, 2027, with submittal due by February 2, 2028.

- To comply with the General Order's requirement for an Annual Report due each April 1. Annual Reports will be updated beginning April 1, 2025, and every April 1 thereafter.
- SSMP Plan Update: The plan will be updated and submitted on August 2, 2025, with the next update scheduled for August 2, 2031.

1.3 Sewer System Asset Overview

The Humboldt Community Services District (District or HCSD) is located within Humboldt County, California, and is a public agency, created in 1952 to provide sewer, water and street lighting services to the unincorporated areas of Eureka. Wastewater collection services are provided to a population of approximately 16,913 people through 6,619 service connections within the Myrtle town, Pine Hill, Cutten, Humboldt Hill, King Salmon, Ridgewood, Rosewood, and Fields Landing areas.

A map of the District's current wastewater system is included in Figure 1.

The District's wastewater collection system consist of about 78 miles of gravity sewer main lines, 18 miles of pressurized sewer main lines, 28 sewer lift stations (SLS), and 8 sewer metering stations, 3 of which are situated at sewer lift stations. The system also includes roughly 855 manholes, as described in Table 1. The sewer main lines range in diameter from 4 to 14 inches, while the pressure mains vary in diameter from 2 to 14 inches. In total, HCSD serves 227 commercial sewer connections and 6,619 residential sewer connections, with no industrial connections.

Table 1 – HCSD Wastewater infrastructure system total.

Area	Manholes	Endline Cleanouts	Lift Stations	Gravity Laterals	Pressure Laterals	Airvacs	Metering Stations
Fields Landing	34	18	1	153	-	1	-
King Salmon	14	7	3	144	-	-	-
Humboldt Hill	181	96	1	970	6	1	1
Pine Hill	158	93	5	1102	28	-	1
Rosewood	31	25	5	305	22	-	1
Cutten	125	67	4	954	85	-	1
Ridgewood	94	52	3	690	30	-	-
Myrtle town	218	135	6	1696	87	4	1
Total	855	493	28	6014	258	6	5

Through a Board Resolution, the District owns, and is responsible for the structural integrity of all lower sewer lateral lines located within the District. The customers are responsible to maintain flow from the upper sewer lateral line to the sewer main line. The portion of a gravity sewer lateral serving a property, from the building to the public right of way (upper sewer lateral) shall be owned and maintained by the property owner. That portion of a sewer lateral serving a property from the edge of the public right of way to the public main (lower lateral) shall be owned by the District. Flow must be maintained by the property owner and the lower lateral shall be kept in good condition and free of roots, grease, sand, etc. by the property owner. The portion of a pressure sewer lateral from the building to the public main shall be owned and maintained by the property owner. The District does not have any siphons, and/or structures diverting storm water to the wastewater collection system. Through an inter-government wastewater agreement, the City of Eureka (City or COE) provides wastewater treatment at the Elk River Wastewater Treatment Plant (Plant or WWTP) to treat all sewage collected within the District's wastewater collection system. The WWTP has an existing average dry weather flow (ADWF) design capacity of 5.24 million gallons per day (MGD) of which the District maintains a 32.1% capacity right or 1.68 MGD. HCSD shares WWTP expenses with the City for operation and maintenance (O&M), capital improvement projects (CIP), shared sewer system costs and emergency reserve fund expenses (NBS, 2012).

ELEMENT 2: ORGANIZATION

The intent of this section of the SSMP is to identify the District staff members responsible for implementing this SSMP, responding to sewer spill events, and meeting the spill reporting requirements. This section also includes the designation of the Legally Responsible Official (LRO) or authorized representative to meet SWRCB requirements for completing and certifying spill reports.

2.1 Regulatory Requirements for the Organization Element

The WDR requires that the Organization element of the SSMP provides the following:

- *The name of the Legally Responsible Official or authorized representative;*
- *The position titles, telephone numbers, and email addresses for management, administrative, and maintenance positions responsible for implementing specific measures in the SSMP program. Include lines of authority as shown in an organization chart or similar document with a narrative explanation; and*
- *The chain of communication for reporting sanitary sewer spills, from receipt of a complaint or other information, including the person responsible for reporting sewer spills to the State and Regional Water Boards and other agencies if applicable.*

2.2 Organization

The portion of the District's organization chart related to management, operation, and the maintenance of the wastewater collection system is shown on the next page:

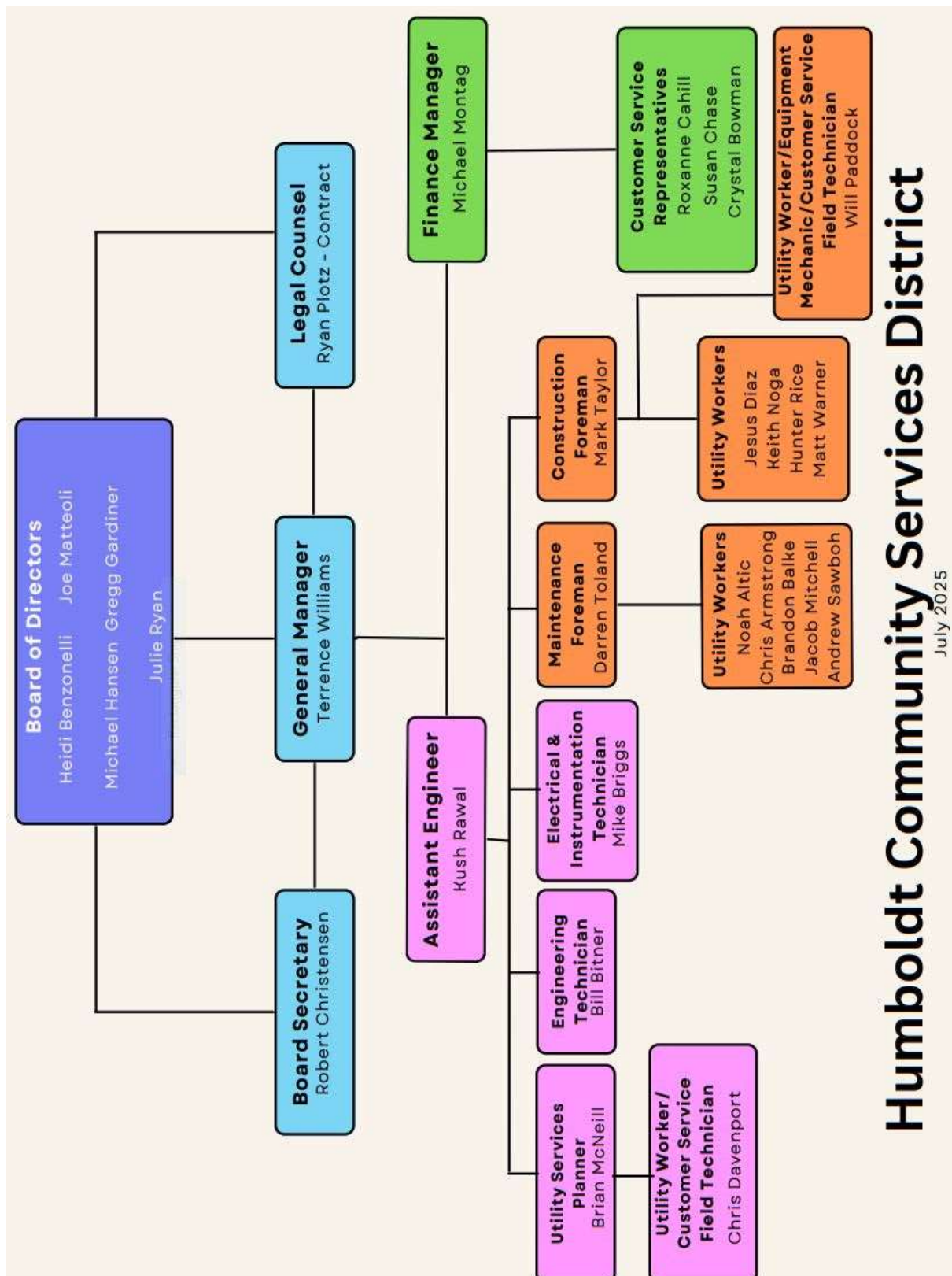


Figure 2 – HCSD Organizational Chart.

A description of the roles for wastewater collection system agency staff is described below:

HCSD Board of Directors – Establishes policy.

General Manager – Enforces policy, plans strategy, leads staff, allocates resources, delegates responsibility and authorizes outside contractors to perform services.

District Assistant Engineer – Responsible for directing, developing, implementing, evaluating and administering the operations and staff required to design, construct, operate and maintain the District's water and sewer infrastructure. Manages the Operations/Maintenance and Construction Departments. Prepares and implements contingency plans, leads emergency response, investigates and reports spills and trains field crews.

Utility Services Planner – Coordinates requests for new water and sewer connections. Reviews plans, coordinates with outside contractors on various projects, inspects new installations, manages the Sewer Pipe Blockage Control program and enforces the District's policies.

Engineering Technician – Creates, modifies and maintains mapping of the District's water and wastewater infrastructure, including the collection system and sewer lift station design. Assists with new installation inspection and is responsible for the mark and locate program in order to protect District infrastructure.

Operations/Maintenance Foreman – Manages the operations and maintenance activities of all of the District's water and wastewater facilities, including the collection system and sewer lift stations. Prepares and implements contingency plans, leads emergency response, investigates and reports spills and trains field crews.

Construction Foreman – Manages installation and repairs of the District's water and sewer main infrastructure. Prepares and implements contingency plans, leads emergency response, investigates and reports spills and trains field crews.

Utility I, II, III – Staff that responds to customer service orders, oversees resolution of ratepayer complaints, conducts installation, repair, preventive and corrective maintenance activities on the District's water and wastewater facilities, including the collection system and sewer lift stations and responds to notification of stoppages and spills.

Table 2 – Legally Responsible Official (LRO), data submitters (CIWQS) and chain of communication for reporting sanitary sewer spills.

Position	Name	Email	Phone Number	Organization Lines of Authority
General Manager	Terrence Williams	twilliams@humboldtcsd.org	(707) 443- 4558	LRO
District Engineer	Kush Rawal	krawal@humboldtcsd.org	(707) 443- 4558	Data Submitters (CIWQS)
Utility Services	Brian McNeill	bmcneill@humboldtcsd.org	(707) 443- 4558	Data Submitters (CIWQS)
Operations / Maintenance Foreman	Darren Toland	dtoland@humboldtcsd.org	(707) 443- 4558	Data Submitters (CIWQS), Chain of Communication
Construction Foreman	Mark Taylor	mtaylor@humboldtcsd.org	(707) 443- 4558	Data Submitters (CIWQS), Chain of Communication

2.3 Authorized Representative

The District's authorized representative in all wastewater collection system matters is the General Manager. The General Manager is authorized to certify electronic spill reports submitted to the SWRCB. The District Engineer and the Utility Services Planner are authorized to act in the General Manager's absence and are authorized to certify electronic spill reports submitted to the SWRCB. The General Manager is responsible for implementing and maintaining all elements of this SSMP.

2.4 Spill Reporting Chain of Communication

The flow chart shown in Figure 3 depicts the chain of communication for responding to and reporting spills, from observation of a spill to reporting the spill to the appropriate regulatory agencies. The phone list with contact phone numbers for the parties described in the chain of communication is included as Appendix A. The Sanitary Sewer Spill Reporting process is described in more detail in Element 6: Spill Emergency Response Plan. Sanitary System Spill detection, notification, response and reporting processes will be described in Element 6, Appendix I.

The regulatory notification responsibility is as follows;

1. First responder (Utility Worker) collects field documentation and provides it to the Lead Person.
2. Lead Person reviews the field documentation and provides it to the Engineer.
3. The Engineer reviews the field documentation and prepares the necessary electronic submittals and notifications.
4. The electronic submittals are reviewed by the General Manager and certified.
5. Notifications are made by the Engineer or Utility Services Planner under the delegated authority of the General Manager

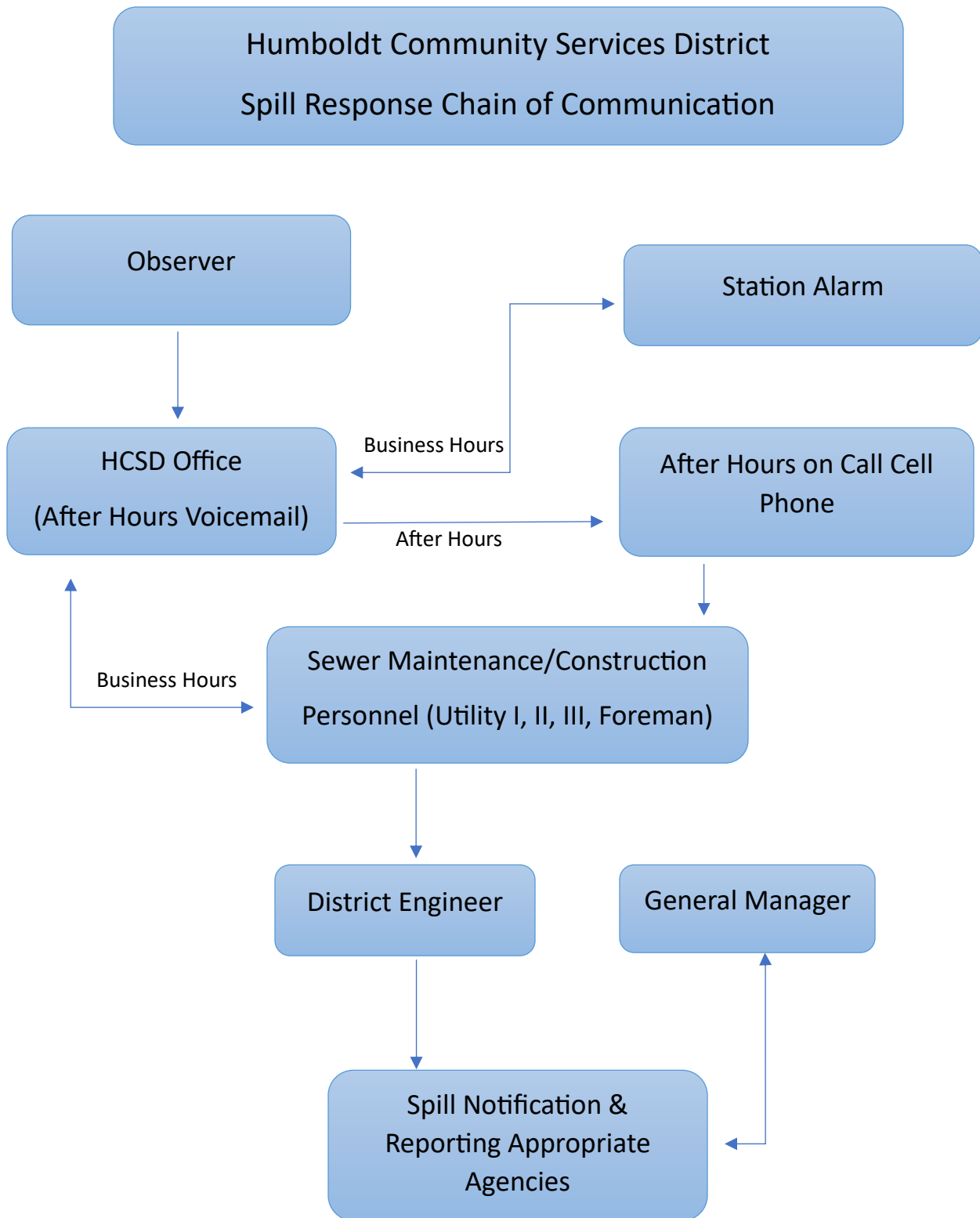


Figure 3 – Spill Reporting Chain of Communication.

ELEMENT 3: LEGAL AUTHORITY

This element of the SSMP discusses the District's Legal Authority, including its Code and agreements with other agencies. This section fulfills the Legal Authority requirement for the WDR (Element 3).

3.1 Regulatory Requirements for the Legal Authority Element

The requirements for the Legal Authority element of the SSMP are summarized below. The District must demonstrate, through collection system use ordinances, service agreements, or other legally binding procedures, that it possesses the necessary legal authority to:

- *Prevent illicit discharges into the sanitary sewer system from infiltration and inflow (I/I); unauthorized stormwater; chemical dumping; unauthorized debris; roots; fats, oils and grease; and trash, including rags and other debris that may cause blockages;*
- *Collaborate with storm sewer agencies to coordinate emergency spill responses, ensure access to storm sewer systems during spill events, and prevent unintentional cross connections of sanitary sewer infrastructure to storm sewer infrastructure;*
- *Require that sewers, system components, and connections be properly designed and constructed;*
- *Ensure access for maintenance, inspection, or repairs for portions of the lateral owned and/or operated by the District;*
- *Enforce any violation of its sewer ordinances, service agreements, or other legally binding procedures; and*
- *Obtain easement accessibility agreements for locations requiring sewer system operations and maintenance, as applicable.*

3.2 HCSD Legal Authority

HCSD Code

The legal authority required for the SSMP is contained within the District's Code. Article V of the HCSD Code "Sewer Service" is dedicated to the sewer system, and is included in Appendix B. The specific Code Section that satisfies the requirements of the SSMP is identified in the section below.

Prevention of Illicit Discharges

Measures prohibiting illicit discharges are included in HCSD Code Article V, Sewer Use, Chapter 5.02 (Use of Public Sewers Required), Chapter 5.03 (Pretreatment) and Chapter 5.04 (Lateral Sewers and Connection). The specific Codes regarding prevention of illicit discharges are discussed in the sections below.

Stormwater and I/I. The following HCSD Code prohibits discharge of uncontaminated water, including stormwater, into a sanitary sewer through direct or indirect connection:

- 5.03.080 (B) (11) Prohibitions on Storm Drainage and Ground Water;
- 5.03.080 (B) (11) Prohibition on Unpolluted Water; and
- 5.04.050 Cleanouts (All cleanouts shall be maintained watertight).

Industrial Waste. HCSD Code Section 5.03.180 (Wastewater Discharge Permit Requirements) requires significant industrial user to first obtain a wastewater discharge permit prior to the discharge wastewater into the District's collection system. The permit issued may require pretreatment or include other provisions for wastewater quality and quantity. Additional prohibitions related to the discharge of industrial waste are listed below:

- 5.03.080 Prohibited discharge standards
- 5.03.090 Federal Categorical Pretreatment Standards
- 5.03.100 Specific pollutant limitations (Local Limits)

Proper Design and Construction of Sewers and Connections

The District has developed and adopted Water and Sewer Design and Construction Standards that are contained in Appendix C. Within the Water and Sewer Design and Construction Standards the District requires compliance with the Unified Plumbing Code (UPC) and the State Department of Health Services (DOHS) California Waterworks Standards (Title 22). Additional regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Article V of the HCSD Code.

- Permit Required. A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (HCSD Code Section 5.04.010).

A permit is required prior to constructing a public sewer (HCSD Code Section 5.05.010).

- Design and Construction Requirements. HCSD Code Section 5.04.020 (Design and Construction Requirements). HCSD Code Section 5.04.050 (Cleanouts). HCSD Code Section 5.04.070 (Connection to Public Sewer). HCSD Code Section 5.04.100 (Individual Lift Pumps). HCSD Code Section 5.04.110 (Duplex Lift Pump Station). HCSD Code Section 5.04.120 (Minimum Size Allowed for Lateral Sewers).

HCSD Code Section 5.05.020 requires plans, profiles, and specifications for construction of a public sewer. HCSD Code Section 5.05.070 contains Design and Construction Standards construction of a public sewer.

- Inspection and Testing. HCSD Code Section 5.01.060 (District Inspector) authorizes the District to employ a qualified inspector that will inspect the installation, connection, maintenance and use of all lateral sewers, public sewers,

and facilities in connection therewith. Per HCSD Code Section 5.07.070 (All Work to be inspected) requires all sewer construction work be inspected by an Inspector acting for the District to ensure compliance with all requirements of the District. HCSD Code Section 5.10.020 (Powers and Authorities of Inspectors) provides HCSD inspectors with the authority to enter in and upon any and all buildings, industrial facilities and properties for the purpose of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of HCSDs Code.

HCSD Code Section 5.04.090 (Testing) requires all building sewers and lateral sewers shall be tested in strict accordance with standard District specifications. All building sewers and laterals must be tested per the requirements of the District Engineer, HCSD 5.05.080 (Completion of Sewer Required).

Maintenance Access

HCSD Code Section 5.04.080 (Maintenance of Building Sewers) requires that the District shall be admitted at all reasonable hours to all parts of any premises connected with the sewerage system for the purpose of checking the fixtures and the establishment of service charges as provided in this chapter.

HCSD Code Section 5.03.400 (Compliance Monitoring) requires all Industrial users shall allow the General Manager or his representatives ready access to all parts of the premises for the purposes of inspection, sampling, records examination and copying, and the performance of any additional duties.

Limit Discharge of Sewer Pipe Blockage, Fats, Oils or Greases and Other Debris

HCSD Code Section 5.03.080 B (16) limits the discharge of fats, oils, or greases of animal or vegetable origin to 100 mg/l. HCSD Code Section 5.03.140 (Additional Pretreatment Measures) requires grease, oil and sand interceptors shall be provided when, in the opinion of the General Manager, they are necessary for the proper handling of wastewater containing excessive amounts of grease and oil, or sand. And additionally, that all interception units shall be of type and capacity approved by the General Manager and shall be so located to be easily accessible for cleaning and inspection. Such interceptors shall be inspected, cleaned, and repaired regularly, as needed, by the owner at his sole expense. HCSD Code Section 5.04.080 (Maintenance of Building Sewers and Lateral Sewers) requires that all users shall keep, operate, and maintain their building sewer connections, including that portion thereof within a public right-of-way, in good order and condition and free of roots, grease, sand, and other nonstructural related obstructions and shall be liable for damages which may result from their failure to do so.

Enforcement Measures

HCSD Code Section 5.03.390 (Duties of the General Manager) indicates that the General Manager shall administer, implement and enforce the provisions of the HCSD regulations. HCSD 5.03.420 (Administrative Enforcement Remedies) established the authority to:

- Issue a Notice of Violation (A);
- Issue Consent Orders (B);
- Hold Show Cause Hearing (C);
- Issue Compliance Orders (D);
- Issue Cease and Desist Order (E);
- Issue Administrative Fines (F);
- Emergency Suspension of Service (G); and
- Termination of Discharge (H).

HCSD 5.03.430 (Judicial Enforcement Remedies) established the authority to:

- Issue Temporary or Permanent Injunction (A); and
- File for Civil Penalties (B);

HCSD 5.03.440 (Supplemental Enforcement Actions) established the authority to sever water service to violators. HCSD 5.03.999 (Criminal Prosecution) established the authority for criminal prosecution of violators.

Control of I/I from a Satellite Collection System

The SSMP requirements state that the District must demonstrate that it has the legal authority to control I/I into its collection system, including I/I from satellite systems. HCSD does not have a satellite collection system.

3.3 Agreements with Other Agencies

The SSMP requirements for legal authority are fulfilled by HCSD's Code.

ELEMENT 4: OPERATION AND MAINTENANCE PROGRAM

This section of the SSMP outlines the Districts operation and maintenance program designed to manage the sewer system. Element 4 fulfills the Operation Maintenance Program requirement of the SWRCB SSMP.

4.1 Updated Map of Sanitary Sewer System

The WDR requirements:

- *An up-to-date map(s) of the sanitary sewer system, and procedures for maintaining and providing State and Regional Water Board staff access to the map(s). The map(s) must show gravity line segments and manholes, pumping facilities, pressure pipes and valves, and applicable stormwater conveyance facilities within the sewer system service area boundaries.*

In addition to hardcopy originals, the District maintains the sanitary sewer system maps in digital form in Computer Assisted Drafting (CAD) format. The sanitary sewer system maps are updated by HCSD staff on an annual basis and more frequently as needed. HCSD does not have maps of the stormwater system operated by the County of Humboldt. The District plans to include the County's storm sewer system as a layer within the District's existing CAD Sewer Maps and will generate a combined wastewater and storm drainage atlas to be utilized in the office and in the field once the County makes the appropriate mapping data available.

4.2 Preventive Operation and Maintenance Activities

The WDR states that the District shall develop and implement an Operations and Maintenance (O & M) Program which should include the following:

- *Inspection and maintenance activities*
- *Higher-frequency inspections and maintenance of known problem areas including areas with tree problems*
- *Regular visual and closed-circuit television (CCTV) inspections of manholes and sewer pipes*

The District prioritizes preventive maintenance of the sanitary sewer system. The preventive maintenance program includes compiling and maintaining a list of areas within the system that require repeated maintenance, referred to as "trouble spots". The preventive maintenance program includes scheduled hydro-cleaning of the trouble spots list, regular inspection of lift stations, manholes and flows, and investigation of ratepayer/public complaints as well as systematic CCTV inspection of the system for ongoing condition assessment.

Manholes

Manholes are inspected during the winter for inflow and infiltration and general conditions of the manholes. The goal is to inspect all manholes annually using a standardized manhole inspection form for documentation. As problems are noted, a work order is issued to the Construction Department for repairs.

Gravity Sewers

The District currently uses in-house services for routine and emergency sewer cleaning.

The primary focus of the District's preventive maintenance activities is on sediment that accumulates in the bellies (low spots or sags in the collection system) of the sewer main forming trouble spots. Accumulations of Fats, Oils and Greases are the secondary cause of restrictions in the gravity sewers. The HCSD maintains a list of trouble spots. These lines are on a preventative maintenance cleaning schedule. Preventive maintenance on the trouble spots includes hydro-cleaning of the hot-spots multiple times throughout the year.

Lift Stations and Force Mains

The District's force mains O & M program consists of daily inspections and corrective maintenance activities conducted by District staff. Flow inspections are made periodically at manholes located at the intersection of the force main and the gravity sewer line. The location of the manholes permits access for upstream cleaning of the force mains.

The District's maintenance staff is responsible for the District's 28 sewer lift stations. The District performs weekly and monthly inspections of each lift station. Weekly inspections include cycling the valves, purging bubblers and recording pump hours and recording flow meter total in the lift station notebooks. Emergency backup generators at the lift stations are tested monthly. Monthly lift station inspections are comprehensive and include verification of all systems, battery charge and site inspection. At least annually all wet wells at the lift stations are cleaned. Forms used to document lift station inspections and wet well cleaning are contained in Appendix D. During heavy storms, inspections occur more frequently as needed.

The Supervisory Control and Data Acquisition (SCADA) computer system records and stores alarms automatically. The lift stations currently have Programmable Logic Controls (PLCs) that communicate alarms via radio to the SCADA computer in the District office, which utilizes a computer auto dialer to call the on-call cell phone after hours.

Root Control

The District has very few problems with roots throughout the system. When root problems are found they are generally repaired by replacing the pipe or fittings where the intrusion is occurring.

Odor Control

The District receives very few odor complaints per year. The District has no official odor control program in place.

Non-Routine Maintenance

The District utilizes in-house services for cleaning of known trouble spots. Non-routine maintenance activities include investigation and response to any complaints regarding a manhole overflow, missing or shifted manhole covers, manhole covers that are excessively noisy, residential plumbing problems, lift station malfunction, unexpected sewer odor, etc. Sewer complaints are investigated and appropriate actions are taken to resolve the source of the problem.

Special Needs Maintenance

The District has a hot spots sewer cleaning program for identified problematic line segments to prevent blockages and spills with a quarterly and semi-annual cleaning cycle. Frequencies of cleaning cycles may be adjusted based on the observations during the sewer cleaning. The frequency will be shortened for line segments with moderate to heavy accumulations and extended for line segments with lesser accumulations.

Emergency Maintenance

The District's collection system facilities have periodically experienced blockages and/or spills that require unplanned maintenance under emergency conditions. The District has developed emergency response procedures contained within Element 6.

Information Systems/Data Collection

The District currently tracks assets and maintenance activities with a paper work-order system. Assets lists are stored as part of the Districts accounting software. The District also utilizes a SCADA system which constantly collects and records data from the collection system. The SCADA is active and reports problems (alarms) 24 hours a day. SCADA reports problems and alarms by auto dialing a cell phone that is monitored by staff after hours. Alarm history and other critical data from the SCADA system are stored in a database and backed up to a remote server for safe keeping and review.

4.3 Training

The WDR requirements for this section:

- *The training must cover the requirements of this General Order; the Enrollee's Spill Emergency Response Plan procedures and practice drills, skilled estimation of spill volume for field operators, and electronic CIWQS reporting procedures for staff submitting data*

The District's maintenance staff has developed a comprehensive Training Program that expands the abilities of the operational staff, resulting in better service to the public. The HCSD staff maintains a database application that is used for tracking and scheduling

training and contact hours. Example documentation of the training tracking program is included in Appendix F. The HCSD offers staff numerous in-house training programs. HCSD also participates in the California Water Environmental Association (CWEA) certification program which requires ongoing continuing education to maintain certifications. HCSD has weekly safety meetings where safe working procedures are reviewed and discussed. HCSD's staff participate in a variety of training. Example training programs are listed in Appendix F. HCSD's staff maintain the following certifications:

- State Water Resources Control Board (SWRCB) Water Distribution
Grade 1 (1 staff)
Grade 2 (4 staff)
Grade 3 (3 staff)
Grade 4 (5 staff)
SWRCB Water Treatment
Grade 2 (2 staff)
- SWRCB Wastewater Treatment
Grade 3 (1 staff)
- California Water Environmental Association (CWEA) Collection Systems Operations
Grade 3 (1 staff)
- CWEA Electrical Technician
Grade 1 (2 staff in progress)
- CWEA Mechanical Technician
Grade 2 (1 staff in progress)
- American Water Works Association (AWWA) Backflow
(2 staff)
- AWWA Cross Connection Control Program Specialist
(1 staff)

4.4 Rehabilitation and Replacement Program

The District utilizes a combination of inspection activities to assess the condition of sewer assets including:

- Routine (daily) aboveground inspections of the collection system facilities, and lift stations to identify defects, damage or other identified problems;
- CCTV is used for inspections of trouble spots, any new installation, and 11

months after installation of new connections;

- CCTV is being used systematically to document the entire collection system starting with the trouble spots;
- Manhole inspections are completed every year during the wet season (inflow and infiltration observations and manhole condition); and
- Smoke testing is used in combination with manhole inspections to monitor and reduce I/I.

The District's sanitary sewer main lines are systematically inspected via CCTV. Trouble spots throughout the District that have been identified and are filmed periodically in order to identify the cause and severity of the problem and to help prioritize a cleaning schedule and repair schedule. Once the cause has been determined a service work order is submitted to the Construction Department for repair for priority trouble spots. If the problem identified is a large issue requiring significant rehabilitation, that repair is elevated to the Capital Improvement Project List. The District is in the process of systematically obtaining and storing CCTV images of the entire collection system.

The District has identified and prioritized water and sewer rehabilitation and replacement projects for the next five years that are contained in the HCSD FY2024-2025 Capital Improvement Program approved by the Board of Directors (Appendix E).

4.5 Equipment Inventory

The District has a wastewater equipment inventory list contained in Appendix G. The District currently has equipment on hand to bypass sewer failures and lift station failures, such as portable pumps, and quick connections for hoses. HCSD maintains an inventory of critical replacement parts contained in Appendix H. Additional equipment or critical replacement parts can be acquired locally from local vendors and equipment rental companies or can be overnight delivered from various out of the area vendors that the District regularly partners with.

ELEMENT 5: DESIGN AND PERFORMANCE PROVISIONS

The intent of this section of the SSMP is to document the District's design and performance provisions.

5.1 Regulatory Requirements for the Design and Performance Provisions

The WDR requires the Design and Performance element of the SSMP provide the following:

- *The District must have updated design criteria, and construction standards and specifications for the construction, installation, repair, and rehabilitation of existing and proposed system infrastructure components, including but not limited to pipelines, pump stations, and other system appurtenances. If existing design criteria and construction standards are deficient to address the necessary component-specific hydraulic capacity as specified in section 8 (System Evaluation, Capacity Assurance and Capital Improvements) of this Attachment, the procedures must include component-specific evaluation of the design criteria.*

The District has developed and adopted Water and Sewer Design and Construction Standards that are contained in Appendix C. Within the Water and Sewer Design and Construction Standards the District requires compliance with the Unified Plumbing Code (UPC) and the State Department of Health Services (DOHS) California Waterworks Standards (Title 22). Additional regulations pertaining to the design, construction, and inspection of building sewers and connections are included in Article V of the HCSD Code.

- Permit Required. A permit is required prior to constructing a building or lateral sewer or connecting to a public sewer (HCSD Code Section 5.04.010).

A permit is required prior to constructing a public sewer (HCSD Code Section 5.05.010).

- Design and Construction Requirements. HCSD Code Section 5.04.020 (Design and Construction Requirements). HCSD Code Section 5.04.050 (Cleanouts). HCSD Code Section 5.04.070 (Connection to Public Sewer). HCSD Code Section 5.04.100 (Individual Lift Pumps). HCSD Code Section 5.04.110 (Duplex Lift Pump Station). HCSD Code Section 5.04.120 (Minimum Size Allowed for Sewer Lateral).

HCSD Code Section 5.05.020 requires plans, profiles, and specifications for construction of a public sewer. HCSD Code Section 5.05.070 contains Design and Construction Standards construction of a public sewer.

5.2 Standards for Installation, Rehabilitation and Repair

The WDR mandates that the Standards for Installation, Rehabilitation, and Repair of the SSMP must include the following requirements:

- The District must have procedures and standards for the inspection and testing of newly constructed, newly installed, repaired, and rehabilitated system pipeline, pumps, and other equipment and appurtenances.

HCSD Code Section 5.04.090 (Testing) requires all building sewers and lateral sewers shall be tested in strict accordance with standard District specifications. All building sewers and laterals must be tested per the requirements of the District Engineer, HCSD 5.050.080 (Completion of Sewer Required).

Inspection and Testing. HCSD Code Section 5.01.060 (District Inspector) authorizes the District to employ a qualified inspector that will inspect the installation, connection, maintenance and use of all lateral sewers, public sewers, and facilities in connection therewith. Per HCSD Code Section 5.07.070 (All Work to be Inspected) requires all sewer construction work be inspected by an Inspector acting for the District to ensure compliance with all requirements of the District. HCSD Code Section 5.10.020 (Powers and Authorities of Inspectors) provides HCSD inspectors with the authority to enter in and upon any and all buildings, industrial facilities and properties for the purpose of inspection, re-inspection, observation, measurement, sampling, testing or otherwise performing such duties as may be necessary in the enforcement of the provisions of HCSDs Code.

ELEMENT 6: SPILL EMERGENCY RESPONSE PLAN

This element has been revised to meet the requirements of Order WQ 2022-0103-DWQ. Appendix I of this SSMP, has also been revised to meet these requirements.

The intent of this section of the SSMP is to document the District's sanitary sewer Spill Emergency Response Plan (SERP) contained in Appendix I.

6.1 Regulatory Requirements for the Spill Emergency Response Plan

The District shall develop and implement a Spill Emergency Response Plan (SERP) that identifies measures to protect public health and the environment. At a minimum, this SERP must include the following:

- *Notify primary responders, appropriate local officials, and appropriate regulatory agencies of a spill in a timely manner.*
- *Notify other potentially affected entities (for example, health agencies, water suppliers, etc.) of spills that potentially affect public health or reach waters of the State.*
- *Comply with the notification, monitoring and reporting requirements of Order WQ 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Orders.*
- *Ensure that appropriate staff and contractors implement the Spill Emergency Response Plan and are appropriately trained.*
- *Address emergency system operations, traffic control and other necessary response activities.*
- *Contain a spill and prevent/minimize discharge to waters of the State or any drainage conveyance system.*
- *Minimize and remediate public health impacts and adverse impacts on beneficial uses of waters of the State.*
- *Remove sewage from the drainage conveyance system.*
- *Clean the spill area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in the receiving waters.*
- *Implement technologies, practices, equipment, and interagency coordination to expedite spill containment and recovery.*
- *Implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a spill event.*
- *Conduct post-spill assessments of spill response activities.*
- *Document and report spill events as required in this General Order.*
- *Annually, review and assess effectiveness of the Spill Emergency Response Plan, and update the Plan as needed.*

6.2 Goals

The District's goals when responding to spills are:

- Respond quickly to minimize the volume and impact of the spill;
- Protect the environment by preventing spills from entering storm drains and receiving waters;
- Identify the source of overflow and determine ownership;
- Minimize public contact with the spilled wastewater;
- Mitigate the impact of spill;
- Contain the spilled wastewater to the greatest extent feasible;
- Perform cleanup and abatement of the spill;
- Meet the regulatory notification, monitoring, and reporting requirements;
- Conduct follow-up investigations to determine the cause and take corrective actions to minimize the potential for future spills;
- Minimize disruption in service;
- Provide good customer service;

6.3 Spill Notification Procedure

The procedures that are used to notify the District of the occurrences of spills are contained in Section 2.0 the District's SERP (Appendix I).

6.4 Spill Response Procedures

The overflow response procedures that are employed by the District are contained in Section 3.0 of the District's SERP (Appendix I).

6.5 Public Notification

The public notification procedure employed by the District are contained in Section 3.7 of the SERP (Appendix I).

6.6 Water Quality Sampling and Testing

Water quality sampling and testing procedures that are employed by the District are contained in Section 3.8 of the SERP (Appendix I).

6.7 Spill Investigation and Documentation

Spill investigation and documentation procedures are contained in Section 4.0 of the SERP (Appendix I).

6.8 Spill Reporting

The internal and external reporting process for spill events are contained in Section 5.0 of the SERP (Appendix I). In addition to regulatory agency notification, relevant stakeholders shall also be alerted in accordance with the communication protocols outlined in this section.

6.9 Equipment

A description of the equipment used to respond to spills is contained in Section 6.1 of the SERP (Appendix I).

6.10 Training

A Description of the training to support the SERP is contained in Section 6.2 of the SERP (Appendix I).

6.11 Annual Review and Update

A statement regarding the SERP annual review and update is contained in Section 7.0 of the SERP (Appendix I).

ELEMENT 7: SEWER PIPE BLOCKAGE CONTROL PROGRAM

The intent of this section of the SSMP is to document the District's Sewer Pipe Blockage Control (SPB) Program which includes HCSD's Fats, Oils, and Grease (FOG) program and to identify program additions.

7.1 Regulatory Requirements for the SPB Program

The District shall evaluate its service area to determine whether a SPB control program is needed. If the District discovers a SPB that is caused by commercial or residential material discharges, the District must prepare and implement a SPB/FOG source control program to reduce the amount of these substances discharged to the sanitary sewer system. The SPB/FOG source control program shall include the following as appropriate:

- *An implementation plan and schedule for a public education outreach program that promotes proper disposal of pipe-blocking substances.*
- *A plan and schedule for the disposal of pipe-blocking substances generated within the sanitary sewer system service area. This may include a list of acceptable disposal facilities and/or additional facilities needed to adequately dispose of substances generated within a sanitary sewer system service area.*
- *The legal authority prohibits discharges to the system and identify measures to prevent spills and blockages.*
- *Requirements to install grease removal devices (such as traps or interceptors) design standards for the removal devices, maintenance requirements, best management practices requirements, recordkeeping and reporting requirements;*
- *Authority to inspect grease producing facilities, enforcement authorities, and whether the District has sufficient staff to inspect and enforce fats, oils, and grease ordinance.*
- *Identification of sewer system sections subject to fats, oils and grease blockages and establishing of a cleaning schedule for each section: and*
- *Implementation of source control measures, for all sources of fats, oils and grease reaching the sanitary sewer system for each section identified above.*

7.2 Public Education and Outreach Program

HCSD provides public education and outreach during interceptor inspections that are routinely conducted by HCSD staff every 2 years (interceptors are inspected more frequently if/when they are found to be out of compliance). HCSD provides additional SPB information to the community through a public notice placed in the District's website.

7.3 SPB Source Control

HCSD has an active and successful SPB source control program that includes inspections of all SPB sources that are documented by HCSD staff. If it is determined by

HCSD staff that an interceptor requires maintenance HCSD staff provides a verbal notice to maintain (pump and remove contents of the interceptor). Follow up inspections are performed when interceptors are found to be out of compliance. Documentation of HCSD's FOG inspections is included in Appendix J. If an interceptor is continually in need of maintenance HCSD staff can require an increased maintenance frequency. Following the notice to maintain an interceptor the operator must submit a site-specific pretreatment facility management plan describing how often the interceptor is maintained and contact information in case of an emergency.

7.4 Disposal of FOG

Currently there are four FOG haulers in the area including Big Valley Sanitation, Smart Alternative Fuels, Mahoney Environmental Solutions, and Sequential Environmental Services. FOG generated within the HCSD sanitary sewer service area will be transported for disposal by one of the four above listed haulers.

7.5 Legal Authority for SPB Program

HCSD Regulation 5.03.080 prohibits discharge of oil and grease to a public sewer in concentrations greater than 100 mg/L. HCSD Regulation 5.03.140 requires an interceptor when necessary and also includes requirements for maintaining interceptors.

7.6 Requirements to Install Grease Removal Devices

The HCSD Regulation 5.03.140 requires an interceptor when necessary and includes requirements for maintaining interceptors.

7.7 Authority to Inspect Grease Producing Facilities

The HCSD Regulation 5.03.400 contains the authority for the District to inspect grease producing facilities.

The HCSD Regulation 5.03.400 additionally contains the authority for the District to inspect any user.

7.8 Identification of Grease Problem Areas and Sewer Cleaning

The HCSD maintains a list of trouble spots, primarily caused by low spots in the sewer mains. Preventive maintenance on the trouble spots is performed and documented monthly. Examples of the trouble spot list and documentation are included in Appendix B.

ELEMENT 8: SYSTEM EVALUATION, CAPACITY ASSURANCE AND CAPITAL IMPROVEMENTS

This section of the SSMP discusses the District's capacity management measures, and recommended capacity improvement projects.

8.1 System Evaluation and Condition Assessment

The WDR requirements for the System Evaluation and Condition Assessment element of the SSMP are summarized below:

- *Routine evaluation and assessment of system conditions;*
- *Capacity assessment and design criteria;*
- *Prioritization of corrective actions; and*
- *A capital improvement plan.*

8.2 Capacity Assessment and Design Criteria

The Plan must include procedures to:

- *Evaluate the sanitary sewer system assets utilizing the best practices and technologies available;*
- *Identify and justify the amount (percentage) of its system for its condition to be assessed each year.*
- *Prioritize the condition assessment of system areas that:*
 - *Hold a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies.*
 - *Are located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas.*
 - *Are within the vicinity of a receiving water with a bacterial-related impairment on the most current Clean Water Act section 303(d) List;*
- *Assess the system conditions using visual observations, video surveillance and/or other comparable system inspection methods.*
- *Utilize the observations/evidence of system conditions that may contribute to exiting of sewage from the system which can reasonably be expected to discharge into a water of the State.*
- *Maintain documents and recordkeeping of system evaluation and condition assessment inspections and activities,*
- *Identify system assets vulnerable to direct and indirect impacts of climate change, including but not limited to sea level rise; flooding and/or erosion due to increased storm volumes, frequency and/or intensity; wildfires; increased power disruptions.*

The District has an ongoing proactive systematic inspection program that is designed to evaluate the sewer collection system capacity and condition, including manhole and lift station inspections during high flows (winter) and is using CCTV to inspect the entire collection system. Minor repairs are completed near the time of discovery and larger repairs are placed on the Capital Improvements Project list. The District prioritizes the condition assessment of system areas subject to a high level of environmental consequences if vulnerable to collapse, failure, blockage, capacity issues, or other system deficiencies. Other District priorities are areas located in or within the vicinity of surface waters, steep terrain, high groundwater elevations, and environmentally sensitive areas. The District identifies system assets vulnerable to direct or indirect impacts of climate change, including but not limited to sea level rise; flooding and/or erosion due to increased storm volumes, frequency, and/or intensity; wildfires; and increased power disruptions.

A detailed system capacity evaluation was completed in the Martin Slough Drainage Basin as part of the Martin Slough Intercept project. The methodology and findings are contained in the report titled Martin Slough Interceptor Project, Basis of Design Report and Ten Percent Design prepared by SHN Consulting Engineers & Geologists, Inc. (SHN) dated March 2004 (SHN, 2004). As a result of the project, portions of the existing collection system will have reduced flows, due to diversions to the Martin Slough Interceptor system, resulting in improved hydraulic capacity. This upgrade has been in the planning since the early 1980s with installation of the interceptor completed in 2015. The District has been systematically diverting segments of the collection system to the Martin Slough Interceptor over the past decade with more diversions planned in the future (refer to the District's CIP in Appendix E). The overall Martin Slough Interceptor Program will result in the elimination of 16 District lift stations, reducing the potential for sewage overflows.

Future requests for new connections to the HCSD system will be evaluated on a case-by-case basis to determine if capacity exists or if additional collection system modifications are necessary to accommodate additional projected flows.

8.3 Prioritization of Corrective Actions

The District has identified specific areas (listed above) that will require prioritization of corrective actions of the collection system.

8.4 Capital Improvement Plan

HCSD has an ongoing Capital Improvements Program. The most recent CIP report includes detailed project scheduling for Fiscal Year 2025-26 through Fiscal Year 2029-30 with budgetary projections out to 10 and 20 years. Sewer lift stations are part of the Capital Improvements projects list. Annually the District tries to retrofit at least one sewer lift station and purchase spare pumps and stationary emergency generators as needed.

The District tries to stay ahead of problems with preventive maintenance on the pumps and panels.

The most recent CIP includes a list of main line rehabilitations and replacements prioritized and scheduled over the next 5 years. The CIP also contains a list of sewers lift station projects that are prioritized and scheduled over the next 5 years. The CIP identifies, prioritizes, and schedules sewer system upgrades over a 5-year planning period. The CIP also identified cost and the source of funding for the various projects. Appendix E contains the list of projects included in the most recent CIP.

ELEMENT 9: MONITORING, MEASUREMENTS, AND PROGRAM MODIFICATIONS

This section of the SSMP discusses parameters the District tracks to monitor the success of the SSMP and how the District plans to keep the SSMP current.

9.1 Regulatory Requirements for the Monitoring, Measurements, and Program Modifications

The WDR requirements for the Monitoring, Measurement, and Program Modifications element of the SSMP are summarized below:

- *Maintaining relevant information, including audit findings, to establish and prioritize appropriate Plan activities.*
- *Monitor the implementation and measuring the effectiveness of each Plan Element;*
- *Assessing the success of the preventive operation and maintenance activities.*
- *Updating Plan procedures and activities, as appropriate, based on results of monitoring and performance evaluations; and*
- *Identifying and illustrating spill trends, including spill frequency, locations, and estimated volumes.*

9.2 Monitoring Information

The District will maintain information that can be used in SSMP performance monitoring through the CIWQS database administered by the State and Regional Water Quality Control Boards to track information under the statewide general spill order. All CIWQS information is available through the Public Reports portal at:

[State Water Resources Control Board](#)

9.3 Performance Measures

The indicators that the District will use to measure the performance of its wastewater collection system and the effectiveness of its SSMP are:

- Total number of spill locations per 100 miles of sewer;
- Volume of spilled wastewater recovered million gallon per year (MGY) compared to total volume of wastewater spilled (MGY); and
- Volume of spilled wastewater discharged to surface waters (MGY) compared to total volume of wastewater spilled (MGY).

These parameters were selected because they are straightforward, quantitative, and focused on results. These parameters are also available to both District staff and the public at all times through the CIWQS system.

Additional performance measures include a future activity that the HCSD has scheduled as indicated below.

Future Activity and Schedule	Completion Date
<ul style="list-style-type: none"> When the stormwater mapping data is available from Humboldt County, the District has a goal of having these two data sets merged into a CAD and/or GIS platform and will generate combined wastewater and storm drainage maps which will be utilized in the office and in the field. 	2025
<ul style="list-style-type: none"> The District has the goal of updating the District Constructions Standards and Specification. 	2025

9.4 Performance Monitoring and Program Changes

The SSMP should be updated periodically to maintain current information, and programs need to be enhanced or modified if they are determined to be less effective than needed. The District will annually evaluate the performance of the wastewater collection system using the performance measures listed in Section 9.3. The District will review the successes and needed improvements of the SSMP as part of the SSMP triennial audit, described in Element 10.

District staff will update critical information, such as contact numbers and the sanitary sewer spill response chain of communication, as needed. A comprehensive SSMP update will occur every 6 years required by the SWRCB, and as the changes are made, they will be tracked in the SSMP Change Log, Appendix K.

ELEMENT 10: INTERNAL AUDITS

The intent of this section of the SSMP is to document the District's auditing program.

10.1 Regulatory Requirements for the SSMP Program Audits

The WDR requirements for the SSMP Program Audits element of the SSMP are summarized below:

- *The Plan shall include internal audit procedures, appropriate to the size and performance of the system, for the Enrollee to comply with section 5.4 (Sanitary Sewer Management Plan Audits) of WDR Order No. 2022-0103-DWQ.*

10.2 SSMP Audits Discussion

The District will audit its SSMP every three years. The first audit was completed prior to February 2, 2025, and covered August 2, 2021 thru August 2, 2024. The audit analyzes whether the SSMP meets the current requirements of the WDR, whether the SSMP reflects the District's current practices, and whether the District is following the SSMP.

Future audits will be conducted by a team consisting of the HCSD Staff. The audit team may also include, outside agencies, and/or contractors. The scope of the audit will cover each of the sections of the SSMP.

The results of the audit will be included in the Audit Report. The Audit Report may contain information about successes in implementing the most recent version of the SSMP and identify revisions that may be needed for a more effective program. Information collected as part of Element 9 - Monitoring, Measurement, and Program Modifications will be used in preparing the audit. Tables, figures, and/or charts may be used to summarize information about these indicators.

The District will update its SSMP at least every six years. The first update (this document) is being completed on or before August 2, 2025.

The District will determine the need to update its SSMP more frequently based on the results of the triennial audits and the performance of its sanitary sewer system using information from the Monitoring and Measuring Program. In the event that the District decides that an update is warranted, the process to complete the update will be identified at that time. The District will complete the update within one year following identification of the need for the update.

The District Staff will seek the approval from the District Board of Directors for any significant changes to the SSMP. The authority for approval of minor changes such as employee names, contact information, or limited procedural changes is delegated to the District General Manager.

ELEMENT 11: COMMUNICATION PROGRAM

The intent of this section of the SSMP is to identify a plan to communicate information regarding the District's SSMP activities to the public. The plan includes a process for the public to receive SSMP information as well as provide input to the District on the SSMP.

11.1 Regulatory Requirements for the Communication Plan

The Plan must include procedures for the District to communicate with:

- *The Public:*
Spills and discharges resulting in closures of public areas, or that enter a source of drinking water, and the development, implementation, update of its Plan, including opportunities for public input to Plan implementation and updates.
- *Owners/operators of systems that connect into the Enrollee's system, including satellite systems, for:*
System operation, maintenance and capital improvement-related activities.

11.2 Communication Program

The District has several methods for communicating information to and receiving information from the public. The following methods have been identified as alternatives that would be effective as part of the District's Communication Plan.

- **District Website** – The District currently has a website that could be used to provide access to the entire SSMP, audit performance information, and associated information. The website also serves as a venue for soliciting input from the public on the SSMP.
- **Notices in Public Spaces** – Notices of the SSMP project are be posted and handouts made available in public spaces such as the District Office and the Humboldt County Library. Information will reference the District's website with additional information. District Office hours are Monday-Friday from 8:00am - 5:00pm.
- **Sewer Pipe Blockage Control Program** – The District promotes sewer blockage control through education and outreach efforts targeted at the general public. Staff maintains regular communication with property owners and commercial managers to address any sewer blockage. Residential outreach is featured in District website and flyers, providing information to the community on preventing sewer blockages. [Sewer Ratepayer Information | Humboldt Community Services District](#)
- **Board of Directors Meetings** – Board of Directors Meetings are public meetings. General SSMP information and updates on sanitary sewer system performance are included as a regular discussion item on the Board of Directors agenda.

ACKNOWLEDGEMENT

The District collaborated with Freshwater Environmental Services (FES) in 2012 to develop the original Sanitary Sewer Management Plan (SSMP). Since then, District staff have made significant modifications and updates to the document. We extend our appreciation to HCSD staff for their expertise and valuable contributions to the updated SSMP.

REFERENCES

NBS. 201. Humboldt Community Services District Sewer Rate and Connection Fee Study, March.

SHN Consulting Engineers & Geologists, INC. 2004. Martin Slough Interceptor Project, Basis of Design Report and Ten Percent Design, March.

APPENDIX A

HCSD AFTERHOURS EMERGENCY CALL LIST

HCSD AFTERHOURS EMERGENCY CALL LIST

HUMBOLDT COMMUNITY SERVICES DISTRICT

Emerging Paging and Call-out Information

a/o May 2025

After regular business hours (M-F, 8 a.m. – 5 p.m.), call (707) 443-4558, press 5 to leave a message with a return phone number so the on-call technician can reach you within 15 minutes. Alternatively, contact the District's On Call Operator using the 24-hour hotline (707) 499-0155.

If these methods fail, use the phone list to contact HCSD personnel:

Name	Department	Personal Cell #	District Cell #
On-Call Technician			
Darren Toland	Maintenance Foreman	-	
Mark Taylor	Construction Foreman	-	
Chris Armstrong	Field Maintenance	-	
Matt Warner	Field Maintenance		
Keith Noga	Field Maintenance	-	
Will Paddock	Field Maintenance	-	
Hunter Rice	Field Maintenance	-	
Jacob Mitchell	Field Maintenance	-	
Brandon Balke	Field Maintenance	-	
Brian McNeill	Utility Services Planner	-	
Kush Rawal	Assistant Engineer	-	
Bill Bitner	Engineering Tech.	-	
Terrence Willians	General Manager	-	

APPENDIX B
HCSD CODE ARTICLE V

**TO CONSERVE PAPER, THIS INFORMATION IS AVAILABLE ON THE DISTRICT
WEBSITE**

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APPENDIX C

HCSD WATER AND SEWER DESIGN AND CONSTRUCTION STANDARDS

**TO CONSERVE PAPER, THIS INFORMATION IS AVAILABLE ON THE DISTRICT
WEBSITE**

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APPENDIX D

**HCSD ENHANCED
CLEANING AND MAINTENANCE LIST
(EXAMPLE)**

APPENDIX D: Enhanced Cleaning Spot Mains and Laterals (EXAMPLE)

<u>Length</u>	<u>Done</u>	<u>Chem</u>	<u>Location</u>		<u>Nozzle</u>	<u>Psi</u>	<u>Addresses</u>	<u>Addtl Information</u>
				CUTTEN & RIDGEWOOD				
50 ft				MH @ Walnut and Redwood to west on Redwood	L. flow	2000		
525 ft				MH @ Walnut and Redwood to Hemlock (SUPER SLOW)	FWD	3000	CALL AND PULL C.O.	
210 ft				MH @ hemlock meter to MH at Walnut	L. flow	2000	PULL C.O. AT 2328 & 2344 HEMLOCK; NOTIFY 2344 HEMLOCK XXX XXX-XXXX	
260 ft				MH & Ridgewood & Sesame to MH @ Ridgewood & Berry Lane	H. flow 90	3000	6250 Sesame to 2185 Ridgewood PULL 2180 C.O.	
285 ft				MH @ Ridgewood & Avalon to MH @ Sesame	H. flow 90	3000	PULL C.O. AT 2120, 2131, 2145 RIDGEWOOD & 6240 SESAME	CALL 6240 SESAME XXX XXX-XXXX
140 ft				MH @ 6072 Beechwood south toward Ridgewood	L. flow	2000	EVERY 6 MONTHS	
				PINEHILL				
30 ft				MH @ Herrick & Noe to MH @ Vance	H. flow	3000	1053 Herrick toward fire house	CLEAN EVERY 6 MONTHS
470ft				MH @ Noe & Nancy Ct to end of Nancy	L. flow	2500		CLEAN ONCE A YEAR
240 ft				MH @ Noe & Kirkby to end of Kirkby	L. flow	2000	5501 Noe to 1238 Noe	CLEAN EVERY 6 MONTHS
170 ft				MH @ end of Noe to MH on corner of Noe	H. flow	3000	6028 Noe to corner of Noe	CLEAN EVERY 6 MONTHS
200 ft				MH @ Artino & Artino CT to east end of Artino St	L. flow	1500		CLEAN ONCE A YEAR
30 ft				Well @ Artino station to MH @ Union St	H. flow	3000	Well to 380 Artino St	
30 ft				MH behind 508 Ryan Ct towards Gatliff pressure sewer line	H. flow	3000	CALL DAY AHEAD (DOGS) XXX XXX-XXXX	CLEAN ONCE A YEAR
				UPPER HUMBOLDT HILL				
100 ft				MH on Worthington to C.O. @ end of Worthington	H. flow	1500	7211 Worthington to 7189 Worthington	
725 ft				MH @ 2389 Donna Dr to MH @ 7179 Nunes	H. flow	3000	2389 Donna Dr thru locked gate SKID	INCLUDES NEXT 2 TROUBLE SPOTS
				MH in front of 7179 Nunes to MH behind 7179 Nunes	H. flow	3000	CALL 2389 DONNA DR XXX XXX-XXXX	
				MH behind Nunes to MH in field	H. flow	3000		
230 ft				MH @ end of Austin to MH @ 2389 Donna Dr	H. flow	3000	2397 Austin to 2389 Donna	
130 ft				MH @ end of Austin to MH behind 2397 Austin	FWD	3000		
200 ft				MH @ 2723 Upper Skyline to MH behind 2397 Austin	L. flow	1500		CALL 2723 SKYLINE XXX XXX-XXXX
250 ft				MH on lower Skyline to MH on Meadow (ACROSS YARDS)	L. flow	1500	2447 lower Skyline to 2445 Meadow	
252 ft				MH @ David & Summit Ridge to end of Summit (west) in the brush	L flow	2000	pull C.O. 7225 SUMMIT RIDGE	USE VACUUM
295 ft				MH @ Maybelle to MH @ David and Summit Ridge	L. flow	2000	PULL C.O. AT 7194 & 7218 DAVID	USE VACUUM
381 ft				MH @ 2200 Chad Lane to MH @ Maybelle	L. flow	3000	Thru gate on Maybelle	USE VACUUM
400 ft				MH @ Irvine & Hilltop to MH downhill on Irvine	H. flow	3000	PULL C.O. AT 2100 IRVINE	
200 ft				MH @ London & Burns on MH @ 2200 Burns	L. flow	1500	PULL C.O. AT 2200 BURNS AND PULL MH OFF AT 2200 BURNS	
221 ft				MH @ 6748 London to MH @ London & Burns	H. flow 90	3000	Pull MH AT LONDON AND BURNS AND PULL C.O. AT 2191 BURNS	USE VACUUM
240 ft		2/5/20		MH @ 18 Minnette to C.O. at 35 Minnette	H. flow	3000		ONCE A YEAR
				LOWER HUMBOLDT HILL				

APPENDIX D: Enhanced Cleaning Spot Mains and Laterals (EXAMPLE)

<u>Length</u>	<u>Done</u>	<u>Chem</u>	<u>Location</u>		<u>Nozzle</u>	<u>Psi</u>	<u>Addresses</u>	<u>Addtl Information</u>
				MYRTLETOWN				
260 ft			MH behind Meadows Apt. to MH behind church on James Place		H. flow	3000	Between 2554 and 2552 Meadows Apt. off Hubbard St.	
420 ft			MH @ Redwood Meats to MH @ Meadows Apt.		90	3000	Off Moore Ave	
480 ft			MH on Erie to clean-out on Hall St. (across field to Myrtle)		90	3000	3715 Erie next to brush	MUST WATCH MH ON MYRTLE IT CAN BLOW OFF – every 6 months
480 ft			MH @ Quaker and Trinity to MH @ Quaker and Glenwood		H. flow	3000	Quaker/Trinity to 380 Glenwood	Use vacuum
115 ft			MH w Quaker and Mclean to MH @ Quaker and Tracy		H. flow	2000	1721 Quaker to 1686 Quaker	
170 ft			MH on the end of Harwell to MH off the end of Mclean		FWD	3000	3409 Harwell to 3468 Mclean	Cathy XXX-XXX-XXXX to move car
6 ft			MH on 18 th st @ Brindle LN down stream toward Nedra		90	3000		
370 ft			MH on Park St to MH at 1654 Mike Ln		H.flow	3000	CALL CUSTOMER XXX XXX-XXXX	PULL MANHOLE IN BACK YARD
					90		3394 PARK ST A DAY OR 2 AHEAD	
335 ft			MH @ 1393 Marsh Rd. to MH in backyard of house on Cindy Ln		L. flow	1500	End of driveway south to Cindy Lane	
120 ft			MH @ end of Coast Guard Lane to Lincoln		L. flow	1500	1296 Coast Guard Lane to 1240 Lincoln Lane	
300 ft			MH @ 1515 John Hill Road East toward Terrace Way		L. flow	2000	CALL 1515 JOHN HILL ROAD (ONCE A YEAR CLEANING)	
150 ft			MH @ 1515 John Hill Road toward Park Street		L. flow	2000	1515 John Hill to 1545 John Hill	
340 ft			MH on Ridgeway toward MH @ 1474 John Hill Road		H. flow	2000	2986 Ridgeway to 1474 John Hill	
390 ft			MH behind Coast Guard housing to MH @ end of Coast Guard Ln		H. flow	3000	3053 Williams Circle to 1296 Coast Guard Lane	FWD nozzle 3000 psi in 1296 MH to 3053 MH in winter
60 ft			MH @ end of Essex to MH behind Coast Guard housing		H. flow	3000	3070 Essex	
350 ft			MH inside Hoover station to MH @ 2820 North St		H. flow	3000	CALL AND PULL C.O. AT 2811 NORTH, pull swamp MH	PULL MH IN FIELD OUTSIDE STATION AND HOOK WATER TO HYD. PULL SLOW!!! CLEAN BOTH METERS
176 ft			MH @ 3375 Freese toward Lucia St (cross country)		H. flow	1500	Pull c. o. @ 3312,3375,3301,3280 FREESE	Leave MH open at 3375 Freese
260 ft			MH @ Cedar Ln on Freese to MH@ 3375 Freese		H. flow	2500		
365 ft			MH @ Cedar Ln on Freese down Cedar Ln		H. flow	2500		
100 ft			MH @ Cedar Ln on Freese down towards Harris St		FWD	3000		
			End line cleanout on doctor office in to MH on Harris		FWD	2000	PULL C.O. AT 2810,2818,2820,2822 WALK IN AND NOTIFY 2818	ONCE A YEAR USE CUTTER HEAD AND PULL BACK WITH LOW FLOW NOZZLE FROM HARRIS MH. PULL SAME CLEANOUTS PLUS END LINE C.O.
400 ft								
200ft			MH @ Harris St & doctor office In towards Safeway		H. flow	2500		ONCE A YEAR
510 ft			MH @ end of Sequoia to Sequoia station		H. flow	3000	ONCE A YEAR CLEANING PULL CLEANOUTS AT 3045,3025,2945,2915,2845,2940,3020	SEQUOIA
365 ft			MH @ Wilson and Montgomery St to end of Montgomery South		L. flow	1500		ONCE A YEAR USE CUTTER HEAD THEN PULL BACK WITH LOW FLOW NOZZLE

APPENDIX D: Enhanced Cleaning Spot Mains and Laterals (EXAMPLE)

Length	Done	Chem	Location		Nozzle	Psi	Addresses		Adttl Information
200 ft			C. O. in front of 2245 Standford towards H. Hill Rd		FWD	3000	PULL C.O. AT 2245 STANDFORD	EVERY 6 MONTHS	
425 ft			MH @ Humboldt Hill Rd & Bayview to MH on corner of Bayview		H. flow	2000	6222 Humboldt Hill Rd to 2377 Bayview EVERY 6 MONTHS		
			BELL HILL						
800 ft			MH @ end of Mesa to MH up trail toward Blue Spruce tank		H. flow	3000	Call XXX XXX-XXXX to warn we are coming	USE SKID WITH NOZZLE	
250 ft			MH @ Mesa & Bell Terrace to MH at end of Mesa		H. flow 90	3000	CALL 1835 MESA XXX XXX-XXXX; PULL C.O. AT 1835,1847,1871,1906 MESA & 6469 LOMA	USE VACUUM	
230 ft			MH @ Mesa & Loma to MH @ Mesa & Bell Terrace		H. flow 90	3000	PULL ALL MH COVERS OFF DURING CLEANING.	PULL BACK SUPER SLOW ON BOTH!!!! USE VACUUM	
665 ft			MH @ bottom of Loma to MH past Tip Top up hill		H. flow	3000		USE SKID WITH NOZZLE	
260 ft			MH @ 6361 Bell Terrace Way down as far as you can go		FWD	3000	180 ft short of what we need	ONCE A YEAR	
			FIELDS LANDING						
350 ft			MH @ 6561 Bell Terrace up as far as you can go		H. flow	3000		ONCE A YEAR	
350 ft			MH @ 6599 to MH @ 6561 Bell Terrace		H. flow	3000	DROP INLET	ONCE A YEAR	
330 ft			MH @ F. Landing Dr & railroad Dr. to MH @ 619 Orchard St		H. flow	3000		EVERY 6 MONTHS USE VACUUM	
155 ft			MH @ end of 2 nd St to MH in alley at power pole		L. flow	1500	6560 2 nd to 6559 next to power pole		
280 ft			MH @ 2 nd & C St to MH @ end of 2 nd St		L. flow	2000	2 nd & C St to 6560 2 nd St		
285 ft			MH @ 3 rd & C St to MH @ 2 nd & C St		L. flow	2000			
85 ft			MH on Railroad to C.O. on Fields Landing Drive		L. flow	3000	6710 Railroad toward overpass on Fields Landing Drive		
470 ft			MH @ 254 Railroad to end of line at boat ramp		L. flow	3000			
350 ft			MH on Civic to C.O. in alley		L. flow	1500	388 Civic down alley to C.O.		
300 ft			MH on Civic to MH east by power pole		L. flow	1500	388 Civic to power pole in alley east on corner		

MYRTLETOWN				CUTTEN/RIDGEWOOD				ROSEWOOD			
Length	Done	Chem.		Length	Done	Chem		Length	Done	Chem	
30 ft		1/28/20	2915 Sequoia St	26 ft			4050 Cedar St	33 ft			3888 D St
30 ft		1/28/20	3045 Sequoia St	25 ft			4310 Walnut Dr.	37 ft			3890 D St
30 ft		1/28/20	3025 Sequoia St	25 ft			4330 Walnut Dr.				
30 ft		1/28/20	2945 Sequoia St	25 ft			4734 Campton Rd				
30 ft		1/28/20	2845 Sequoia St	25 ft			2120 Ridgewood Dr.	HUMBOLDT HILL			
15ft		1/28/20	2940 Sequoia St	25 ft			6240 Sesame Ln	82 ft			7181 Worthington
										XXX XXX-XXXX to open gate	

APPENDIX D: Enhanced Cleaning Spot Mains and Laterals (EXAMPLE)

15ft	1/28/20	3020 Sequoia St	30 ft				2145 Ridgewood Dr	30 ft		5959 H.Hill Rd	CALL XXX XXX-XXXX
15ft	1/28/20	2910 Sequoia St						42 ft		6269 Loma (Tip Top)	
13ft	1/28/20	2810 Sequoia St									
33ft	2/11/20	3301 Freese St							PINE HILL		
20ft	2/11/20	3312 Freese St						40 ft		370 Herrick	
33ft	2/11/20	3375 Freese St									
33ft	2/11/20	3380 Freese St									
6 ft		3173 18 th st									
45ft	1/28/20	3014 Harris St							FIELDS LANDING		
15 ft	1/28/20	2818 Harris Dr. office	WARN FIRST					50 ft		333 Railroad Ave	
35ft											
		1795 Myrtle Ave									
15 ft	2/11/20	3351 18 th St.	C.O. IS ON NEDRA								
70ft	2/11/20	ST									
		3116 Moore Ave									

APPENDIX E

HCSD FY 2025-2026 CAPITAL IMPROVEMENTS PROGRAM

**TO CONSERVE PAPER, THIS INFORMATION IS AVAILABLE ON THE DISTRICT
WEBSITE**

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APPENDIX F

HCSD STAFF TRAINING SYSTEM DOCUMENTATION

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

Humboldt Community Services District in Person Staff Trainings				
Course Title/ Instructor	Sponsor	Location	Date	# of Staff
Trenching Safety/Paul Meyers	ACWA/JPIA	HBMWD	3/26/2025	7
Fall Protection/Paul Meyers	ACWA/JPIA	HBMWD	3/26/2025	8
CLA-VAL Training/Collin Bryan	CWEA	McKinleyville	3/24/2025	4
Electronic Panels & Instrumentation/ Bill McBroome	CWEA	McKinleyville	10/16-17/2024	6
Backflow Prevention Certification	Mitch's Certified Classes	Sacramento	3/17-21/2025	2
CPR/First Aid/AED Training	Nor Cal Safety	HCSD	7/10/2024	21
Class A CDL Theory	Target Training/HCSD	HCSD	VARIOUS	5
Class A CDL Practical Road/Range	Target Training/HCSD	HCSD	VARIOUS	5
CLA-VAL Training/Collin Bryan	CWEA	McKinleyville	4/11/2024	3
CLA-VAL Training/Collin Bryan	CWEA	McKinleyville	12/8/2022	4
Water Distribution & System Maintenance.	CSU Sacramento	ONLINE	VARIOUS	16

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APPENDIX G
WASTEWATER EQUIPMENT INVENTORY LIST

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

Emergency Equipment List 2025

Backhoes/Loaders

- 1 Case Backhoe / Loader, Extend A Hoe / Closed cab 4x4
- 1 Each 18", 24" & 30" Buckets
- 1 Cat 910 M Loader

Excavator

- 1 John Deere 50 G Mini-Excavator
- 1 Each 18" and 24" Buckets

Compressors

- 1 185 CFM Trailer mounted compressor / 2" ball hitch
- 2 Pick-up mounted compressors (will run pneumatic hand tools)
- 1 185 CFM Compressor mounted on Unit #1

Dump Trucks

- 1 3-yard Dump Truck w / hitch receiver
- 1 7-yard Dump Truck with Pintal Hitch
- 1 10-yard Dump Truck with Pintal Hitch

Sewer Inspection

- 1 van with CCTV equipment

Generators

- 1 12,000-watt, 1 phase, 120/240 VAC (on utility truck)
- 3 EU2000 Honda Generator, 1 phase, 120 VAC
- 1 Choremaster Generator, 1 phase, 120/240 VAC
- 1 MQ 300 3 phase/1 phase, 300 kva/250 kw, diesel, trailer mounted, pintal hitch
- 2 MQ 125, 3 phase / 1 phase 125 kva / 100 kw, Diesel, Trailer mounted, Pintal Hitch
- 1 MQ 70, 3 phase / 1 phase, 70 kva / 40 kw, Diesel, Trailer mounted, 2" Ball
- 1 MQ 40, 3 phase / 1 phase, 40 kva / 35 kw, Diesel, Trailer mounted, 2" Ball

Vac-Con Trucks

- 1 Vacuum / hydro-cleaner, 800 ft. hose on front reel, 5-yard debris box (tank)
- 1 Vacuum / hydro- excavator, 5-yard debris box

Misc. Equipment

- 1 Bobcat skid steer loaders with various attachments
- 1 Trailer mounted flood lamps (Lighting), Diesel powered
- 1 6" Thompson Sewage Bypass Pump, Trailer mounted with 1000 feet of 6" lay flat discharge hose
- Misc. Trailers

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Misc. Trench Shoring and shields
Misc. Barricades and Warning Signs
1 Krame truck
1 F550 2000LB Crane with Aircomp

Other Vehicles

Utility Trucks with repair parts for construction
Maintenance Vehicles

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APPENDIX H
HCSD LIST OF CRITICAL REPLACEMENT PARTS

Humboldt Community Services District

Post Office Box 158 Cutten, CA 95534 (707) 443-4558 Fax (707) 443-1490

List of Critical Replacement Parts - 2025

Spare pumps
Spare motor starters
Spare controllers
Spare bubbler compressors
Misc. circuit breakers
Fuses
Relays and bases (standard, phase monitor and time delay relays)
Floats
Wire
Misc. electrical fittings
Splice kits
Check valves
Check valve parts
Air relief valves
Air relief valve parts
Shutoff valves
Pipe
Pipe fittings
Gaskets
Seals
Manhole lids
Manhole dust covers
Valve lids
Vac-Con maintenance parts
Spare S.C.A.D.A. panel parts
Spare radios
Spare power supplies
Spare batteries
Spare S.C.A.D.A. computer

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APPENDIX I

HCSD SPILL EMERGENCY RESPONSE PLAN

Humboldt Community Services District

SPILL EMERGENCY RESPONSE PLAN

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APPENDIX F	SPILL FAILURE ANALYSIS INVESTIGATION & DEBRIEFING DOCUMENTATION FORM
APPENDIX G	SERP TRAINING TEST

1.0 INTRODUCTION

The intent of this document is to satisfy the Humboldt Community Services District's (HCSD's) requirement to have an Spill Emergency Response Plan (SERP). The District will always base their response on risks associated with public health and safety as well as environmental concerns, not necessarily the quantity of the overflow.

1.1 Regulatory Requirements for the Spill Emergency Response Plan

According to the Sanitary Sewer Management Plan (SSMP), the District shall develop and implement an Spill Emergency Response Plan (SERP) that identifies measures to protect public health and the environment. At a minimum, this SERP must include the following:

- Proper notification procedures to ensure that primary responders, appropriate local officials, and appropriate regulatory agencies are informed of all Sanitary Sewer Spills (SSSs) in a timely manner.
- Proper notification procedures to ensure that affected entities (e.g. health agencies, water suppliers, etc.) are informed of all SSSs in a timely manner.
- A program to ensure an appropriate response to all spills.
- Procedures to ensure compliance with the Notification, Monitoring and Reporting Requirements of State Water Resources Control Board Order Number WQ 2022-0103-DWQ, State law and regulations, and applicable Regional Water Board Waste Discharge Requirements (WDRs).
- Procedures to ensure that appropriate staff and contractor personnel are appropriately trained, aware of, and follow this SERP.
- Procedures to address emergency system operations such as traffic and crowd control and any additional response activities deemed necessary.
- Procedures to ensure that all reasonable steps are taken to contain untreated wastewater and prevent/minimize the discharge of untreated wastewater to Waters of the State or any drainage conveyance system.
- Procedures to minimize and remediate public health impacts and adverse impacts on beneficial uses of Waters of the State.
- Procedures to remove sewage from the drainage conveyance system.
- Procedures to clean the affected SSS area and drainage conveyance system in a manner that does not inadvertently impact beneficial uses in receiving waters.
- Procedures to implement technologies, practices, equipment, and interagency coordination to expedite SSS containment and recovery.
- Procedures to implement pre-planned coordination and collaboration with storm drain agencies and other utility agencies/departments prior, during, and after a SSS.
- Conduct post-SSS assessments of response activities.
- Document and report SSS events as required in this Document.
- Annually review and assess effectiveness of this SERP, and update as necessary.

1.2 Goals

The District's goals when responding to SSSs are to:

- Respond quickly to minimize the volume and impact of the SSS.
- Identify the source of spill and determine ownership.
- Minimize public contact with the spilled wastewater.
- Mitigate the SSS.
- Contain the spilled wastewater to the greatest extent feasible.
- Perform cleanup and abatement of the SSS.
- Meet the regulatory notification, monitoring, and reporting requirements.
- Conduct follow-up investigations to determine the cause and take corrective actions to minimize the potential for future SSSs.
- Provide good customer service.

2.0 SSS NOTIFICATION PROCEDURE

The District is notified of a SSS by: observations made by the public, receipt of an alarm, or observations made by District Staff during their typical work duties. Upon District staff's verification of a sewer spill, appropriate local officials, affected entities, and health and regulatory agencies will be notified as outlined in Appendix E of this SERP.

Public Observation

Public observation is one way that the District is notified of blockages and SSSs. Calls to the District Office, (707) 443-4550, during business hours (Mon-Fri 8 a.m. to 5 p.m.) are answered and appropriate staff are dispatched to the location of the spill.

Calls to the District Office after hours are answered by a pre-recorded message that lists the phone number of the 24-hour cell phone (707) 499-0155 which is assigned to on-call HCSD Utility Staff.

The 24-hour, 7 days per week emergency hotline (707) 499-0155 is also available on the HCSD website (www.humboldtcsd.org).

Receipt of Alarm

During regular working hours, District staff are notified of lift station alarms automatically from the Supervisory Control and Data Acquisition (SCADA) system computer located in the Office. The District's lift stations have alarm systems that automatically send the corresponding signal alarms to the HCSD SCADA operating system which then notifies the Utility Staff.

During after-hours, the SCADA system auto-dials the Utility Staff on-call cell phone and the on-call staff then respond. If there is no response from the on-call Utility Staff monitoring the emergency cell phone, the SCADA system will begin calling the phone numbers of other Utility Staff until the alarm is acknowledged.

District Staff Observation

As a part of routine activities, District staff conduct periodic inspections of the District's sewer system. Any problems identified within the sewer system are reported to District staff that respond to emergency situations. The District uses a paper work order system.

3.0 SSS RESPONSE PROCEDURES

Sewer service calls and lift station alarms are considered high priority events which require a prompt response to the location of the reported problem. The goals of this SERP are identified in Section 1.2; this section provides detailed response procedures for the first responder and Utility Staff responsible for identifying the source of the problem, correcting the cause of the SSS, and cleaning the impacted area.

A First Responder Form that must be completed is included in Appendix A of this SERP.

3.1 Priorities

The priorities of the first responder are to:

1. Follow safe work practices.
2. Respond promptly with the appropriate equipment.
3. Confirm the existence and severity of the SSS.
4. Minimize public access to and/or contact with the SSS.
5. Identify the cause and mitigate the SSS.
6. Contain the SSS wherever feasible.
7. Restore the flow as soon as practical.
8. Return the spilled sewage to the sewer system.
9. Restore the area to its original condition (or as close as possible).
10. In the event of any SSS, District Engineer, Operations/Maintenance Foreman, or Construction Foreman, so that they can notify the required health and regulatory agencies, local officials, and affected entities. Additionally, the General Manager will be notified of any SSS.

If there is damage to private or District-owned property and/or equipment, notify the District Engineer, Operations/Maintenance Foreman, or Construction Foreman of the damage. They will notify the General Manager immediately and ensure that proper notifications are made and procedures are followed to mitigate damage from the SSS.

3.2 Multiple SSO's

In the case of multiple SSSs occurring simultaneously, key factors need to be considered when determining SSS priority and response. The District will always base their response on risks associated with public health, safety, and environmental concerns, not necessarily the quantity of the spill.

Some questions to consider when making a priority/response determination include:

1. Are there physical hazards associated with the SSS? Such as impacts to homes, businesses, pedestrians, traffic, etc.
2. Are there heightened risks to public health through exposure to the SSS? Such as proximity to schools, parks, businesses, beaches, etc.
3. Are there heightened risks associated with environmental concerns? Such as the potential impact to Waters of the State, potential damage to sensitive areas, etc.

Since it is not possible to cover every possible scenario regarding an SSS, answers to the questions above will aid in the determination of a priority/response to be made. Additional personnel must be deployed as soon as

possible to assist in the mitigation of all active SSSs. This response methodology minimizes the impacts to public health, safety, and the environment.

3.3 Safety During Response

District Staff are responsible for following safety procedures at all times. Special safety precautions must be observed when performing sewer work.

District personnel responding to a SSS may not be familiar with potential safety hazards associated with sewer work. It is always appropriate to take extra time to discuss safety issues, consider the order of work, and check safety equipment before starting the job.

The first responder must assess the scene for hazards to responders and/or the public. If determined necessary, the first responder will utilize:

- Control devices such as signs, cones, delineators, lights, and/or barricades when the response encroaches on vehicle and/or pedestrian traffic areas.
- Personal Protection Equipment appropriate for the task such as: gloves, hardhat, safety vest, safety glasses and/or splash goggles, respirators, etc. as needed.
- Proper techniques for lifting, pulling and bending when removing cumbersome objects such as sanitary sewer access covers, to minimize potential injury.

3.4 Initial Response

All sewer system calls, regardless of category, require a physical response to the reported location to confirm the SSS. The first responder will:

- Record their arrival time at SSS site.
- Verify the existence of the SSS.
- If needed, immediately notify additional personnel to help mitigate the SSS.
- Identify, assess, and mitigate the cause and impact of the SSS.
- Notify District Engineer, Operations/Maintenance Foreman, or Construction Foreman, so they can notify the required health and regulatory agencies, local officials, and affected entities. Additionally, the General Manager will be notified. The District has several Emergency Agreement Contracts in place for assistance as needed. Should additional assistance from outside agencies become necessary, the Engineer, Operations/Maintenance Foreman, Construction Foreman, or General Manager will contact them.
- If there is damage to private or District-owned property and/or equipment, notify the District Engineer, Operations/Maintenance Foreman, or Construction Foreman of the damage. They will notify the General Manager immediately and ensure that proper notifications are made and procedures are followed to mitigate damage from the SSS.
- Take photographs of all affected areas including the active SSS (if possible) in order to assist in the determination of an accurate SSS volume estimation and for documentation and reporting purposes. The photographs should be taken with a camera that imprints a timestamp on photos taken.
- Attempt to contact residents in the area and people that are traveling near the SSS. Such people will be asked if they had noticed the SSS prior to the District's arrival. This information can assist in a more accurate determination of SSS start time, duration, flow rate, and volume.
- Record any person's response and their contact information including the date, time, name, address, and phone number, as well as any information deemed relevant by the first responder.

- Contact the incident reporter if time permits.

The SSS is considered **major** if any of the following conditions are met:

- The SSS is large based on volume or flow rate, or in a sensitive area, or there is doubt regarding the extent, impact, or how to proceed.
- The SSS appears to have caused damage to private or District property/equipment.
- The SSS is in a public roadway and help is needed with traffic control to protect workers and/or the public
- Additional help is needed.

If the SSS is large, caused damage to private property, or is in a sensitive area, the responder must document the SSS conditions with photographs immediately once it is safe to do so and initial priorities have been implemented at the scene.

During the response to a major SSS, District staff must decide whether to proceed with actions to restore the flow or to initiate containment measures. The guidance for this decision is:

- **Small SSSs:** proceed with restoring flow.
- **Moderate or large SSSs where containment is anticipated to be simple:** proceed with the containment measures.
- **Moderate or large SSSs where containment is anticipated to be difficult:** proceed with restoring flow. Personnel will call for additional assistance if 15 minutes passed without the restoration of flow and implement containment measures.

3.5 Initial SSS Containment Measures

Containment measures assist in the prevention of a SSS impacting Waters of the State. The first responder will attempt to contain the SSS using the following steps:

- Determine the ultimate destination of the SSS flow.
- If applicable, protect storm drain inlets (DI's) using inflatable isolation plugs, sandbags, and/or rubber mats to contain the SSS. If the SSS occurs during dry weather and spilled sewage enters the storm water conveyance system, attempt to contain the SSS by plugging downstream catch basins.
- Contain/direct the spilled sewage by diking/damming the flow utilizing sandbags.
- Use the District's sewage bypass pump to facilitate temporary sewage flow around the blockage/pipe failure/lift station until normal flow can be restored.

3.6 Recovery and Cleanup Procedures

Recovery and cleanup will begin once the regular flow path has been restored and the SSS has been stopped. Recovery will be completed using a Vac-Con truck. SSS recovery and cleanup includes calculating an estimate of total SSS volume, recovering all contained, spilled sewage, and the cleanup and disinfection of all impacted areas.

Estimating the Volume of the SSS

To calculate an estimate of sewage flow and volume, use initial photographs taken by the first responder, other photos taken prior to the SSS response, and one or more of the methods in Appendix C of this SERP.

Volume estimates of the SSS will only be made only by the Responder in conjunction with the District Engineer, Operations/Maintenance Foreman, Construction Foreman or General Manager.

District personnel are cautioned against making any comments to the public regarding the possible cause or volume of a SSS at any time.

Recovery of Spilled Sewage

Use District equipment to remove all spilled sewage from all containment locations. The spilled sewage will be vacuumed or pumped and then discharged back into the sanitary sewer system.

Cleanup and Disinfection

Cleanup and disinfection procedures should be implemented to reduce the potential for human health issues and adverse environmental impacts associated with an SSS. The aforementioned procedures are ideal for dry weather conditions. During wet weather conditions, procedures should be modified as appropriate.

Where cleanup is beyond the capabilities of District staff, a cleanup contractor will be used.

Cleanup Involving Private Property

Contact the District's insurance representative in accordance with the HCSD Sewer Spill in Dwellings Procedure included in Appendix D of this SERP.

Procedure for Cleanup of Hard Surface Areas

- Collect all signs of sewage solids and sewage-related material by hand and/or with the use of rakes and brooms.
- Wash down the affected area with clean water until the water runs clear. Take reasonable steps to contain and vacuum up the wash water.
- Disinfect all areas that were contaminated from the spill using a pressure-wash.
- Allow the area to dry.
- Repeat this process if additional cleaning is required.

Procedure for Cleanup of Landscaped and Unimproved Natural Vegetation Areas

- Collect all traces of sewage solids and sewage-related material by hand and/or with the use of rakes and brooms
- Wash down the affected area with clean water until the water runs clear. This should be done gently to avoid creating additional sediment runoff. The flushing volume should be approximately three times the estimated volume of the SSS.
- Contain and remove / vacuum the wash water so that it is not released.
- Allow the area to dry.
- Repeat this process if additional cleaning is required.

Procedure for the Cleanup of Natural Waterways and Stormwater Conveyance Systems

- SSS cleanup should proceed quickly to minimize negative impacts to natural waterways and the environment. Sewage has high Biological Oxygen Demand (BOD) that depletes dissolved oxygen levels within the impacted waters which will kill aquatic life.
- If water used for cleanup has a chlorine residual greater than 1 ppm, then the water must be dechlorinated prior to use as chlorine compounds are toxic to aquatic life. This can be accomplished by using a de-chlorination device in-line when filling the vacuum truck water tanks for SSS cleanup.

Wet Weather Cleanup Modifications

Flushing during storm events with heavy runoff may not be required.

3.7 Public Notification Procedure

Post signs and place barricades to keep vehicles and pedestrians from contacting spilled sewage. Do not remove the signs until directed by the General Manager.

Creeks and streams that have been contaminated as a result of a SSS should have signs posted at visible access locations until the risk of exposure has subsided to acceptable background levels. The warning signs should be checked daily to ensure that they are still in place and effective.

If a SSS occurs at night, the location of the SSS needs to be reinspected by District staff as soon as possible in daylight to identify any signs of sewage solids and sewage-related material that may warrant additional cleanup activities.

Major SSSs may warrant broader public notice. The General Manager is the only person within the District authorized to contact local media entities when significant areas may have been contaminated by sewage.

The District shall notify the following entities as soon as possible, but not later than 2 hours after becoming aware of any SSS that discharges into a drainage channel or surface water:

- California Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board
- California Department of Health Services, Shellfish Pre-Harvest Protection Unit
- Local Shell Fish Growers (as directed by the Shellfish Pre-Harvest Protection Unit)

Within 24 hours of being notified of a SSS, the District must send a letter to the Regional Water Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified.

The SSS notification list and procedure details are included in Appendix E of this SERP.

3.8 Water Quality Sampling and Testing

Water quality testing and sampling is required in all cases when, in the District's professional judgement, the SSS presents a risk to public health or the environment, or a SSS is greater than 50,000 gallons, or a regulatory agency requires sampling.

In cases which require testing and sampling, the procedure is:

- The first responder will collect samples as soon as possible after the discovery of the SSS. The basic analyses should include total coliform, fecal coliform, biochemical oxygen demand (BOD), dissolved

oxygen, and ammonia nitrogen. The District's contract laboratory shall be used to analyze the samples to determine the nature and extent of the discharge.

- For flowing waterways such as creeks, sloughs, tributaries, etc., water quality samples should be collected near the entry point of the SSS, upstream of the SSS, and downstream of the SSS.
- For non-flowing waters such as ponds or impoundments, water quality samples should be collected near the point of entry of the spilled sewage and every 100 feet along the shore.
- Additional samples will be taken to determine when warning signs and barricades can be removed.

Wet Weather Sampling Modifications

Sampling during storm events with heavy runoff may not be required as samples of the diluted sewage would not be representative of the SSS.

4.0 SSS INVESTIGATION AND DOCUMENTATION

All SSSs should be thoroughly investigated and documented. Reports and documents gathered during the investigation can be used as reference material to manage the sewer system and meet established reporting requirements. Procedures for investigating and documenting SSSs include a failure analysis investigation, SSS documentation, and post SSS debriefing.

Failure Analysis Investigation

The failure analysis investigation determines the primary cause of the SSS and identifies potential corrective actions to eliminate or reduce future SSSs of a similar nature. The Failure Analysis Form is located in Appendix F of this SERP and shall be completed by the District Engineer, Construction and Operations/Maintenance Foremen, and the General Manager.

The investigation should include:

- Reviewing and completing the SSS Reporting Form. (Appendix B).
- Reviewing past maintenance records.
- Reviewing available photographs.
- Conducting inspections to determine the condition of the line segment immediately following the SSS and reviewing the video and logs.
- Interviewing staff who responded to the SSS.

The completed failure analysis investigation will have determined the primary cause and corrective actions to be implemented. The investigation shall be signed by the District Engineer, Construction and Operations/Maintenance Foremen, and the General Manager.

SSS Documentation

The first responder will complete the SSS Response First Responder Form which is located in Appendix A of this SERP. The General Manager, or their designated representative, will create and maintain a file for each SSS.

Information within the SSS file includes:

- Initial service call information.
- The Sanitary Sewer Spill Response First Responder Form (Appendix A).
- The Sanitary Sewer Spill Response Report Form (Appendix B).
- All documentation obtained in establishing the SSS start time, duration, flow rate, and volume estimate.
- Required notification confirmations.
- California Integrated Water Quality System (CIWQS) Report(s).
- Appropriate maps showing the SSS location.
- Photographs of the active SSS and surrounding area, both during and after cleanup efforts.
- Water quality sampling and monitoring results, if applicable.
- Results from the Failure Analysis Investigation.
- SSS debriefing

Post SSS Debriefing

Each SSS is unique, with varying characteristics and challenges such as the volume, cause, location, and terrain, and each is an opportunity to thoroughly evaluate response and reporting procedures.

As soon as possible after a major SSS, all responders should meet to review the procedures and discuss what worked and where improvements could be made. Results from the debriefing will be documented to ensure that all action items are completed. The District Engineer, Operations/Maintenance Foreman, Construction Foreman, and the General Manager shall be included in the SSS debriefing.

5.0 SSS Reporting and Procedures

The internal and external reporting procedures for SSS events that meet the SWRCB requirements are summarized below. The District reports all SSSs, regardless of Category. Category 1, 2, 3, and 4 SSSs are defined as:

Category 1 SSS – Category 1 SSS refers to a discharge of sewage resulting from a failure in the District's sanitary sewer system that:

- Results in a discharge to a surface water, including a surface water body that contains no flow or volume of water; or
- A drainage conveyance system that discharges to surface waters when sewage is not fully captured and returned to the sanitary sewer system or disposed of properly.

Any SSS volume not recovered from a drainage conveyance system is considered a discharge to surface water, unless the drainage conveyance system discharges to a dedicated stormwater infiltration basin or facility.

An SSS from an Enrollee-owned and/or operated lateral that discharges to a surface water is a Category 1 SSS.

Category 2 SSS – Category 2 SSS refers to a discharge of sewage resulting in a failure in the District's sanitary sewer system that:

- Equals or exceeds 1,000 gallons that does not result in a discharge to a surface water; or
- Equals or exceeds 1,000 gallons out of a lateral, does not result in a discharge to a surface water, and is caused by a failure or blockage in the sanitary sewer system.

Category 3 SSS - Category 3 SSS refers to a discharge of sewage resulting from a failure in the District's sanitary sewer system that is:

- Greater than 50 gallons and less than 1,000 gallons that does not discharge to a surface water; or
- Greater than 50 gallons and less than 1,000 gallons, that spills out of a lateral, does not result in a discharge to a surface water, and is caused by a failure or blockage in the sanitary sewer system.

Category 4 SSS- Category 4 SSS refers to a discharge of sewage resulting from a failure in the District's sanitary sewer system that is:

- Less than 50 gallons that does not discharge to a surface water; or
- Less than 50 gallons that spills out of a lateral, does not result in a discharge to a surface water, and is caused by a failure or blockage in the sanitary sewer system

Internal SSS Reporting Procedures

Category 1 SSSs

The first responder will, without regard for time of day, immediately notify the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman, who will in turn notify the General Manager. The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman shall immediately notify the General Manager if there appears to have been damage to privately owned and/or District-owned property/equipment.

The first responder will also complete the SSS Response First Responder Report Form, located in Appendix A of this SERP and return it to the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman as soon as possible. The completed SSS Response First Responder Report Form will be included in the SSS file.

The District Engineer, Operations/Maintenance Foreman, Construction Foreman, or General Manager, without regard for the time of day, will meet with and/or direct field personnel at the site of the SSS to assess the situation and document the conditions with photos.

The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman will complete the SSS Response Report Form located in Appendix B of this SERP. The completed SSS Response Report Form will be included in the SSS file.

In the event of a very large SSS, or a SSS that occurs in a sensitive area, the District General Manager may then notify the Board of Directors.

Category 2 SSSs

The first responder will, without regard for time of day, immediately notify the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman, who will in turn notify the General Manager. The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman shall immediately notify the General Manager if there appears to have been damage to privately owned and/or District-owned property/equipment.

The first responder will also complete the SSS Response First Responder Report Form, located in Appendix A of this SERP and return it to the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman as soon as possible. The completed SSS Response First Responder Report Form will be included in the SSS file.

The District Engineer, Operations/Maintenance Foreman, Construction Foreman, or General Manager, without regard for the time of day, will meet with and/or direct field personnel at the site of the SSS to assess the situation and document the conditions with photos.

The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman will complete the SSS Response Report Form located in Appendix B of this SERP. The completed SSS Response Report Form will be included in the SSS file.

Category 3 SSSs

The first responder will, without regard for time of day, immediately notify the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman, who will in turn notify the General Manager. The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman shall immediately notify

the General Manager if there appears to have been damage to privately owned and/or District-owned property/equipment.

The first responder will also complete the SSS Response First Responder Report Form, located in Appendix A of this SERP and return it to the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman as soon as possible. The completed SSS Response First Responder Report Form will be included in the SSS file.

The District Engineer, Operations/Maintenance Foreman, Construction Foreman, or General Manager, without regard for the time of day, will meet with and/or direct field personnel at the site of the SSS to assess the situation and document the conditions with photos.

The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman will complete the SSS Response Report Form located in Appendix B of this SERP. The completed SSS Response Report Form will be included in the SSS file.

Category 4 SSSs

The first responder will, without regard for time of day, immediately notify the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman, who will in turn notify the General Manager. The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman shall immediately notify the General Manager if there appears to have been damage to privately owned and/or District-owned property/equipment.

The first responder will also complete the SSS Response First Responder Report Form, located in Appendix A of this SERP and return it to the District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman as soon as possible. The completed SSS Response First Responder Report Form will be included in the SSS file.

The District Engineer, Operations/Maintenance Foreman, Construction Foreman, or General Manager, without regard for the time of day, will meet with and/or direct field personnel at the site of the SSS to assess the situation and document the conditions with photos.

The District Engineer, Operations/Maintenance Foreman, and/or Construction Foreman will complete the SSS Response Report Form located in Appendix B of this SERP. The completed SSS Response Report Form will be included in the SSS file.

External SSS Reporting Requirements

Category 1 SSS Reporting Requirements

Reporting requirements outline that for any SSS which results in a discharge to the drainage conveyance system or surface water, the General Manager, District Engineer, Operations/Maintenance Foreman, or Construction Foreman are required to notify the following entities, which are also listed in Appendix E of this SERP, within 2 hours after becoming aware of the discharge:

- California Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board
- California Department of Health Services, Shellfish Pre-Harvest Protection Unit
- Local Shell Fish Growers (as directed by the Shellfish Pre-Harvest Protection Unit)

Within 24 hours of being notified of a SSS, the District must send a letter to the Regional Water Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified.

Within three working-days of completing response and mitigation activities, the District Engineer, General Manager, or approved Data Submitters will create an initial electronic report using the California Integrated Water Quality System (CIWQS). The report will include information that meets the SWRCB requirements.

Within fifteen calendar days of completing response and mitigation activities, the District Engineer or General Manager will prepare a final electronic report using CIWQS. Before submitting the report, the document must be reviewed and approved by the District General Manager. The General Manager will certify the report. The final report will include information that meets the SWRCB requirements.

Category 2 SSS Reporting Requirements

Within 2 hours of becoming aware of the discharge, the following entities need to be notified:

- California Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board
- California Department of Health Services, Shellfish Pre-Harvest Protection Unit
- Local Shell Fish Growers (as directed by the Shellfish Pre-Harvest Protection Unit)

Within 24 hours of being notified of a SSS, the District must send a letter to the Regional Water Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified.

Within three working-days of completing response and mitigation activities, the District Engineer, General Manager, or approved Data Submitters will create an initial electronic report using the California Integrated Water Quality System (CIWQS). The report will include information that meets the SWRCB requirements.

Within fifteen calendar days of completing response and mitigation activities, the District Engineer or General Manager will prepare a final electronic report using CIWQS. Before submitting the report, the document must be reviewed and approved by the District General Manager. The General Manager will certify the report. The final report will include information that meets the SWRCB requirements.

Category 3 SSS Reporting Requirements

As soon as possible the following entities need to be notified:

- California Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board
- California Department of Health Services, Shellfish Pre-Harvest Protection Unit
- Local Shell Fish Growers (as directed by the Shellfish Pre-Harvest Protection Unit)

Within 24 hours of being notified of a SSS, the District must send a letter to the Regional Water Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified.

Within 30 calendar days following the SSS, the District Engineer or General Manager will prepare an electronic report using CIWQS. Before submitting the report, the document must be reviewed and approved by the District General Manager. The General Manager will certify the report. The final report will include the necessary information meeting SWRCB requirements.

Category 4 SSS Reporting Requirements

As soon as possible the following entities need to be notified:

- California Office of Emergency Services
- Humboldt County Department of Health and Human Services
- Regional Water Quality Control Board
- California Department of Health Services, Shellfish Pre-Harvest Protection Unit
- Local Shell Fish Growers (as directed by the Shellfish Pre-Harvest Protection Unit)

Within 24 hours of being notified of an SSS, the District must send a letter to the Regional Water Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified.

Within 30 calendar days following the SSS, the District Engineer or General Manager will prepare an electronic report using CIWQS. Before submitting the report, the document must be reviewed and approved by the District General Manager. The General Manager will certify the report. The final report will include the necessary information meeting SWRCB requirements.

Requirements for Submitting SSS Technical Reports

For any Category 1 SSS in which 50,000 gallons or greater are spilled to surface waters an SSS Technical Report must be submitted within the CIWQS Online SSS Database within 45 calendar days of the end date of the SSS. The report will contain all information required as outlined within the SSS Technical Report section of the Statewide General Waste Discharge Requirements for Sanitary Sewers.

Requirements for Negative SSS Reports

If there are no SSSs during the calendar month, within 30 days after the end of each calendar month, the District will provide a statement using CIWQS certifying that there were no SSOs for the designated month. The General Manager or District Engineer or District Planner will certify the report.

Reporting Requirements if CIWQS is Not Available

In the event that CIWQS is not available, the District will fax all required information to the RWQCB in accordance with the time schedules mentioned previously. The mentioned previously. The District must also submit all required information into CIWQS as soon as practical. The RWQCB Fax number is (707) 523-0135.

6.0 EQUIPMENT AND TRAINING

6.1 Equipment

This section provides a list of specialized equipment that is required to support this SERP.

Camera

A digital or disposable camera is required to record SSS conditions upon arrival, during the cleanup process, and prior to departing the site of the SSS.

CCTV Camera Van

A District owned and operated closed circuit television system that can be used as part of the SSS primary cause investigation. The camera can be inserted into the sewer system to inspect the condition of the main.

Utility Trucks

Utility body pickup trucks are required to store and transport equipment needed to effectively respond to sewer emergencies. The equipment and tools should include materials for spilled sewage containment and cleanup.

Portable Pumps and Hoses

Portable pumps, hoses, and piping are used to convey sewage around failed sewer facilities and to recover spilled sewage. A District-owned 6-inch, trailer mounted, bypass pump with suction and discharge hoses is available to support this SERP. Smaller portable pumps and hoses are available through local rental agencies.

Vac-Con Trucks

The District owns two vacuum trucks. One is dedicated for sewer system maintenance and is equipped with a high-pressure sewer line hydro cleaner which can be used to clear blockages. Both trucks can be used to respond to SSSs, and vacuum up any spilled sewage.

6.2 Training

This section provides information on the training that is required to support this SERP.

Initial and Annual Refresher Training

All District personnel and contractors that have a role in responding to, reporting, and/or mitigating SSSs will receive training. All new employees and contractors receive training before being placed in a position where they may respond to an SSS. Current employees receive annual training on this SERP and the procedures within. Employees are tested on this SERP at the conclusion of training; the test is included in Appendix G of this SERP.

SSS Response Drills

Periodic training drills are held to ensure that employees and contractors are up to date on the procedures, the equipment is in working order, and the required materials are readily available. Training drills cover scenarios typically observed during sewer related emergencies such as main line blockages, mainline failure, force main failure, lift station failure, and lateral blockages. The results and the observations during the drills should be recorded and action items should be tracked to ensure completion.

Record Keeping

Records are kept from all provided trainings in support of this SERP. Training records include: date, training site, content covered, name(s) of trainer(s), and names of attendees. Records for the SSS response training are incorporated into the training matrix maintained by District Human Resources.

7.0 SERP ANNUAL REVIEW AND UPDATE

The District will review and assess the effectiveness of this SERP annually, and update as needed.

APPENDIX A

HCSD Sanitary Sewer Spill Response First Responder Form

Fill out this form as completely as possible. Take photographs of damaged and undamaged areas.

Date:	Location:
Time SSS was reported or discovered:	Discovered or reported by:
Time Staff Arrived on-site:	Staff Names:
Cleaning Contractor Contacted? Yes No	Contractor Name: Contractor Telephone: Time When Called:
Source of SSS (manhole, cleanout, etc.):	SSS Cause (Roots, FOG, Debris, etc.):
Vertical height of flow from the pick-hole or rim:	How was the volume calculated?
Number of Pictures Taken:	Approximate Volume of SSS:
What cleanup method was used for the SSS?	What cleanup equipment and materials were used for the SSS?
Did any material enter a drainage channel or surface water? Yes No	Is this the location of previous SSSs? Yes No
Did any material enter the storm water system? Yes No	What efforts were used to protect storm water inlets and drainage ways?
What efforts were used to capture material from the storm water inlet and return to the sewer system?	Was all the material recovered? Yes No
Time and name of supervisor notified:	Time when blockage was cleared
Time staff left the site:	

First Responder Signature

Date

APPENDIX B

HCSD Sanitary Sewer Spill Response Report Form

This Report is (*check one*): ☐ Preliminary ☐ Final ☐ Revised Final

SSS LOCATION	
SSS Location Name:	
GPS Latitude Coordinates:	GPS Longitude Coordinates:
Street Name and Number:	Street Direction (e.g., N, S, W, NE, SW, etc.):
Nearest Cross Street:	City: Zip Code:
County:	SSS Location Description:
SSO DESCRIPTION	
SSS Appearance Point: <input type="checkbox"/> Building/Structure <input type="checkbox"/> Force Main <input type="checkbox"/> Gravity Sewer <input type="checkbox"/> Other Sewer System Structure <input type="checkbox"/> Pump Station <input type="checkbox"/> Manhole- Structure ID#: _____ <input type="checkbox"/> Other (specify):	
Did the SSS reach a drainage channel and/or surface water? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If the SSS reached a storm sewer, was it fully captured and returned to the Sanitary Sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Was this SSS from a service lateral? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If YES, name and address of facility:	
Final SSS Destination: <input type="checkbox"/> Beach <input type="checkbox"/> Building structure <input type="checkbox"/> Other paved surface <input type="checkbox"/> Storm drain <input type="checkbox"/> Street/curb & gutter <input type="checkbox"/> Surface water <input type="checkbox"/> Unpaved surface <input type="checkbox"/> Other (<i>specify</i>):	
Estimated SSS volume (in gallons):	Method calculated:
Est. volume of SSS recovered (gallons):	Were photos taken? <input type="checkbox"/> No <input type="checkbox"/> Yes – how many?
Estimated volume of SSS reaching surface water, drainage channel, or not recovered from a storm drain (gallons):	
SSS OCCURRENCE TIME	
SSS Reported to:	SSS Reported by:
Phone:	Estimated SSS start date and time:
Date and time SSS reported to sewer crew:	Date and time sewer crew arrived:
Estimated SSS end date and time:	
Date and time sewer crew left the site:	

APPENDIX B

Date and time verbal report to RWQCB:
Weather conditions prior 72 hours: <input type="checkbox"/> Sunny Weather <input type="checkbox"/> Cloudy Weather <input type="checkbox"/> Measurable Rain
<input type="checkbox"/> Rain for Several Days

CAUSE OF SSS
SSS cause (check all that apply): <input type="checkbox"/> Debris/Blockage <input type="checkbox"/> Flow exceeded capacity <input type="checkbox"/> Grease <input type="checkbox"/> Operator error <input type="checkbox"/> Roots <input type="checkbox"/> Pipe problem/failure <input type="checkbox"/> Pump station failure <input type="checkbox"/> Rainfall exceeded design <input type="checkbox"/> Vandalism <input type="checkbox"/> Inflow/infiltration <input type="checkbox"/> Animal carcass <input type="checkbox"/> Electrical power failure <input type="checkbox"/> Bypass <input type="checkbox"/> Debris from laterals <input type="checkbox"/> Construction Debris <input type="checkbox"/> Other (specify):
If SSS is caused by a service lateral, please specify: This is the <input type="checkbox"/> Owner <input type="checkbox"/> Tenant <input type="checkbox"/> Manager Property contact: _____ Contact telephone: _____
If SSS is caused by wet weather, choose size of storm: <input type="checkbox"/> 1-yr <input type="checkbox"/> 2-yr <input type="checkbox"/> 5-yr <input type="checkbox"/> 10-yr <input type="checkbox"/> 50-yr <input type="checkbox"/> 100-yr <input type="checkbox"/> >100-yr <input type="checkbox"/> Unknown
Diameter (in inches) of pipe at point of blockage/SSS cause (if applicable):
Sewer pipe material at point of blockage/SSS cause (if applicable):
Description of terrain surrounding point of blockage/SSS cause: <input type="checkbox"/> Flat <input type="checkbox"/> Mixed <input type="checkbox"/> Steep
SSS RESPONSE
SSS response activities (check all that apply): <input type="checkbox"/> Cleaned up <input type="checkbox"/> Contained all/portion of SSS <input type="checkbox"/> TV inspection <input type="checkbox"/> Restored flow <input type="checkbox"/> Returned all/portion of SSS to sanitary sewer <input type="checkbox"/> Other (specify):
SSS response completed (date & time): _____ Name of impacted waters (if applicable): _____
Visual inspection result of impacted waters (if applicable):
Any fish killed? <input type="checkbox"/> Yes <input type="checkbox"/> No Any ongoing investigation? <input type="checkbox"/> Yes <input type="checkbox"/> No
Name of impacted beach (if applicable): _____ Were health warnings posted? <input type="checkbox"/> Yes <input type="checkbox"/> No
Health warning/beach closure posting/details:
Were samples of impacted waters collected? <input type="checkbox"/> Yes <input type="checkbox"/> No If YES, select the analyses: <input type="checkbox"/> DO <input type="checkbox"/> Ammonia <input type="checkbox"/> Bacteria <input type="checkbox"/> Other

APPENDIX B

REGULATORY NOTIFICATION DETAILS
California Office of Emergency Services: 800-852-7550 Contacted date and time (if applicable): Control Number (if applicable):
Humboldt County Division of Environmental Health: 707-445-6215 Contacted date and time (if applicable): Spoke to:
Regional Water Quality Control Board: 707-576-2082 Contacted date and time (if applicable): Spoke to:
California Department of Health Services, Shellfish Pre-Harvest Protection Unit: 510-412-4635 Contacted date and time (if applicable): Spoke to:
Online Reporting of SSS (California Integrated Water Quality System (CIWQS)) http://ciwqs.waterboards.ca.gov
Notify the Department of Fish and Game at (707) 445-6493 (if possible fish kill).

APPENDIX C

Sanitary Sewer Spill – Estimating Volume

METHOD 1: EYEBALL ESTIMATE

This method can be useful for small SSSs up to 100 gallons. To use this method, imagine the amount of water that would spill from a bucket or barrel. A bucket contains 5 gallons and a barrel contains 50 gallons. If the SSS is larger than 50 gallons, try to break the standing water into barrels and multiply by 50 gallons.

METHOD 2: MEASURED VOLUME

Most small SSSs can be estimated with this method. The shape, dimensions, and depth of the spilled wastewater are needed. The shape and dimensions are used to calculate the area of the SSS and the depth is used to calculate the volume.

Step 1 – Sketch the shape of the contained sewage.

Step 2 – Measure or pace off the dimensions.

Step 3 – Measure the depth at several locations.

Step 4 – Convert the dimensions including depth to feet.

Step 5 – Calculate the area using the following formulas:

Rectangle Area = length x width

Circle Area = diameter x diameter x 0.785

Triangle Area = base x height by 0.5

Step 6 – Multiply area times the depth

Step 7 – Multiply the volume by 7.5 to convert it to gallons

METHOD 3: DURATION AND FLOW

This method is used when it is difficult or impossible to measure area and depth. The volume of the SSS is estimated by multiplying the duration (in hours or days) by the flow rate (in gallons per hour or gallons per day). The time elapsed from the start of the SSS to the time the SSS has stopped. The following are some approaches that can be used to estimate duration.

Start time: Initially, there will be limited deposits of grease and toilet paper at the SSS site. After a few days, the grease forms a light-colored residue. After a few weeks, the grease turns dark and the relative quantity of toilet paper and other materials will increase. These changes can be used to estimate start time in the absence of other information.

End time: The time is estimated by observing the “blow down” that occurs when the blockage has been removed. Flow rate is the average flow leaving the sewer system at the time the SSS has stopped. Two ways to estimate the flow rate are:

- Changes in flows in the downstream flow meters can be used to estimate the flow rate during the SSS (better for large SSSs). Once the location of the SSS is known, the number of upstream connections can be determined from the field maps. Multiply the number of connections by 150 gallons per day per connection or 8-10 gallons per hour per connection. Once the duration and flow rate have been estimated, the volume of the SSS is the product of duration in hours or days times the flow rate in gallons per hour or gallons per day.
- San Diego Manhole Flow Rate Reference tables follow. These tables show the sewage flowing from a manhole cover for a variety of flow rates:

APPENDIX C

TABLE A: ESTIMATED SSO FLOW OUT OF M/H WITH COVER IN PLACE
24" Cover

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.001	
1/2	3	0.004	
3/4	6	0.008	
1	9	0.013	
1-1/4	12	0.018	
1-1/2	16	0.024	
1-3/4	21	0.030	
2	25	0.037	
2-1/4	31	0.045	
2-1/2	38	0.054	
2-3/4	45	0.065	
3	54	0.077	
3-1/4	64	0.092	
3-1/2	75	0.107	
3-3/4	87	0.125	
4	100	0.145	
4-1/4	115	0.166	
4-1/2	131	0.189	
4-3/4	148	0.214	
5	166	0.240	
5-1/4	185	0.266	
5-1/2	204	0.294	
5-3/4	224	0.322	6"
6	244	0.352	
6-1/4	265	0.382	
6-1/2	286	0.412	
6-3/4	308	0.444	
7	331	0.476	
7-1/4	354	0.509	
7-1/2	377	0.543	
7-3/4	401	0.578	8"
8	426	0.613	
8-1/4	451	0.649	
8-1/2	476	0.686	
8-3/4	502	0.723	
9	529	0.761	

36" Cover

Height of spout above M/H rim H in inches	S S O FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD	
1/4	1	0.002	
1/2	4	0.006	
3/4	8	0.012	
1	13	0.019	
1-1/4	18	0.026	
1-1/2	24	0.035	
1-3/4	31	0.044	
2	37	0.054	
2-1/4	45	0.065	
2-1/5	55	0.079	
2-3/4	66	0.095	
3	78	0.113	
3-1/4	93	0.134	
3-1/2	109	0.157	
3-3/4	127	0.183	
4	147	0.211	
4-1/4	169	0.243	
4-1/2	192	0.276	
4-3/4	217	0.312	6"
5	243	0.350	
5-1/4	270	0.389	
5-1/2	299	0.430	
5-3/4	327	0.471	
6	357	0.514	
6-1/4	387	0.558	8"
6-1/2	419	0.603	
6-3/4	451	0.649	
7	483	0.696	
7-1/4	517	0.744	
7-1/2	551	0.794	
7-3/4	587	0.845	10"
8	622	0.896	
8-1/4	659	0.949	
8-1/2	697	1.003	
8-3/4	734	1.057	
9	773	1.113	

The formula used to develop the Table A measures the maximum height of the water coming out of the maintenance hole above the rim. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Source: Table A sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

APPENDIX C

Example Overflow Estimation:

The maintenance hole cover is unseated and slightly elevated on a 24" casting. The maximum height of the discharge above the rim is 5-1/4 inches. According to the table above, these conditions would yield an SSO of 185 gallons per minute.

FLOW OUT OF M/H WITH COVER IN PLACE

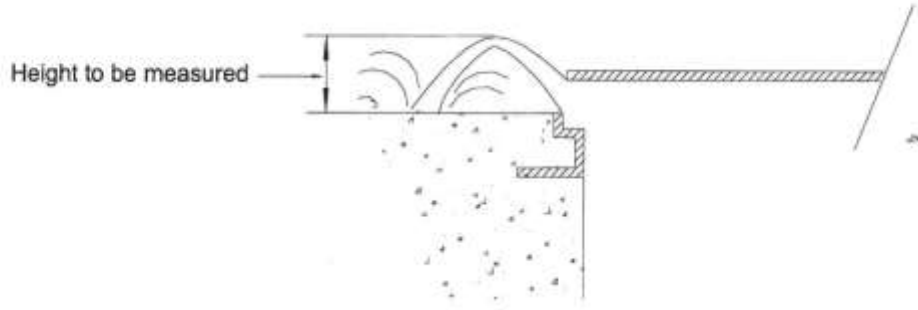


TABLE B: ESTIMATED SSO FLOW OUT OF M/H WITH COVER REMOVED

24" FRAME				36" FRAME			
Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible	Water Height above M/H frame H in inches	SSO FLOW Q		Min. Sewer size in which these flows are possible
	in gpm	in MGD			in gpm	in MGD	
1/8	28	0.04		1/8	49	0.07	
1/4	62	0.09		1/4	111	0.16	
3/8	111	0.16		3/8	187	0.24	6"
1/2	160	0.23		1/2	271	0.39	
5/8	215	0.31	6"	5/8	361	0.52	8"
3/4	354	0.51	8"	3/4	458	0.66	
7/8	569	0.82	10"	7/8	556	0.8	10"
1	799	1.15	12"	1	660	0.95	12"
1-1/8	1035	1.49		1-1/8	1035	1.49	
1-1/4	1340	1.93	15"	1-1/4	1486	2.14	15"
1-3/8	1660	2.39		1-3/8	1951	2.81	
1-1/2	1986	2.86		1-1/2	2424	3.49	18"
1-5/8	2396	3.45	18"	1-5/8	2903	4.18	
1-3/4	2799	4.03		1-3/4	3382	4.87	
1-7/8	3132	4.51		1-7/8	3917	5.64	21"
2	3444	4.96	21"	2	4458	6.42	
2-1/8	3750	5.4		2-1/8	5000	7.2	24"
2-1/4	3986	5.74		2-1/4	5556	8	
2-3/8	4215	6.07		2-3/8	6118	8.81	
2-1/2	4437	6.39		2-1/2	6764	9.74	
2-5/8	4569	6.58	24"	2-5/8	7403	10.66	
2-3/4	4687	6.75		2-3/4	7972	11.48	30"
2-7/8	4799	6.92		2-7/8	8521	12.27	
3	4910	7.07		3	9062	13.05	
				3-1/8	9604	13.83	
				3-1/4	10139	14.6	
				3-3/8	10625	15.3	36"
				3-1/2	11097	15.98	
				3-5/8	11569	16.66	
				3-3/4	12035	17.33	
				3-7/8	12486	17.98	
				4	12861	18.52	
				4-1/8	13076	18.83	
				4-1/4	13285	19.13	
				4-3/8	13486	19.42	

Source: Table B sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

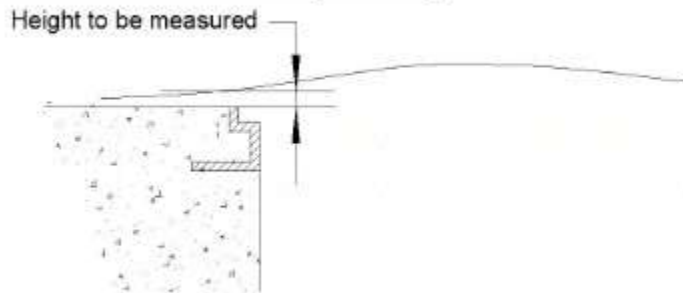
APPENDIX C

The formula used to develop Table B for estimating SSO's out of maintenance holes without covers is based on discharge over curved weir – bell mouth spillways for 2" and 12" diameter pipes. The formula was taken from hydraulics and its application by A.H. Gibson (Constable & Co. Limited).

Example Overflow Estimation:

The maintenance hole cover is off and the flow coming out of a 36" frame maintenance hole at one-inch (1") height will be approximately 660 gallons per minute:

FLOW OUT OF M/H WITH COVER REMOVED (TABLE 2)



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

TABLE C: ESTIMATED SSO FLOW OUT OF M/H PICK HOLE

Height of spout above M/H Cover H in inches	SSO FLOW Q in gpm		Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
1/8	1.0		5-1/8	6.2
1/4	1.4		5-1/4	6.3
3/8	1.7		5-3/8	6.3
1/2	1.9		5-1/2	6.4
5/8	2.2		5-5/8	6.5
3/4	2.4		5-3/4	6.6
7/8	2.6		5-7/8	6.6
1	2.7		6	6.7
1-1/8	2.9		6-1/8	6.8
1-1/4	3.1		6-1/4	6.8
1-3/8	3.2		6-3/8	6.9
1-1/2	3.4		6-1/2	7.0
1-5/8	3.5		6-5/8	7.0
1-3/4	3.6		6-3/4	7.1
1-7/8	3.7		6-7/8	7.2
2	3.9		7	7.2
2-1/8	4.0		7-1/8	7.3
2-1/4	4.1		7-1/4	7.4
2-3/8	4.2		7-3/8	7.4
2-1/2	4.3		7-1/2	7.5
2-5/8	4.4		7-5/8	7.6
2-3/4	4.5		7-3/4	7.6
2-7/8	4.6		7-7/8	7.7
3	4.7		8	7.7
3-1/8	4.8		8-1/8	7.8
3-1/4	4.9		8-1/4	7.9
3-3/8	5.0		8-3/8	7.9
3-1/2	5.1		8-1/2	8.0
3-5/8	5.2		8-5/8	8.0
3-3/4	5.3		8-3/4	8.1
3-7/8	5.4		8-7/8	8.1

Unrestrained M/H
Cover will start to lift →

APPENDIX C

Height of spout above M/H Cover H in inches	SSO FLOW Q in gpm
4	5.5
4-1/8	5.6
4-1/4	5.6
4-3/8	5.7
4-1/2	5.8
4-5/8	5.9
4-3/4	6.0
4-7/8	6.0
5	6.1

Height of spout above M/H cover H in inches	SSO FLOW Q in gpm
9	8.2
9-1/8	8.3
9-1/4	8.3
9-3/8	8.4
9-1/2	8.4
9-5/8	8.5
9-3/4	8.5
9-7/8	8.6
10	8.7

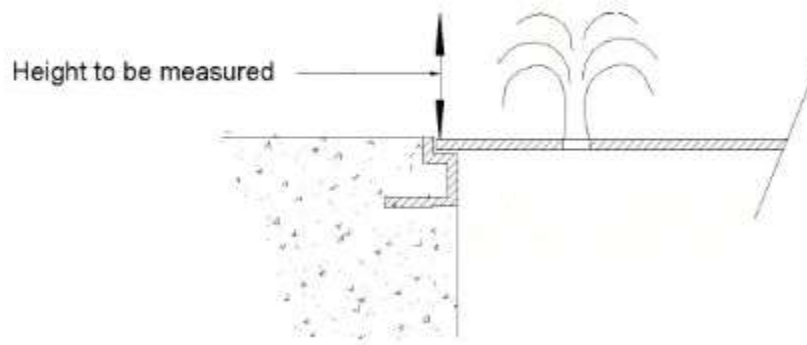
Note: This chart is based on a 7/8-inch diameter pick hole

Source: This sanitary sewer overflow table was developed by Ed Euyen, Civil Engineer, P.E. No. 33955, California, for County Sanitation District 1. This table is provided as an example. Other Agencies may want to develop their own estimating tables.

The formula used to develop Table C is $Q = C_c V A$, where Q is equal to the quantity of flow in gallons per minute, C_c is equal to the coefficient of contraction (.63), V is equal to the velocity of the overflow, and A is equal to the area of the pick hole*. If all units are in feet, the quantity will be calculated in cubic feet per second, which when multiplied by 448.8 will give the answer in gallons per minute. (One cubic foot per second is equal to 448.8 gallons per minute, hence the conversion method).

*Velocity for the purposes of this formula is calculated by using the formula $h = v^2 / 2G$, where h is equal to the height of the overflow, v is equal to velocity, and G is equal to the acceleration of gravity.

FLOW OUT OF VENT OR PICK HOLE (TABLE "C")



This sanitary sewer overflow drawing was developed by Debbie Myers, Principal Engineering Technician, for Ed Euyen, Civil Engineer, P.E. No. 33955, California, of County Sanitation District 1.

APPENDIX C

Public Works Department – Collection Systems Division Sanitary Sewer Overflow (SSO) Response Procedures

TABLE 4



**Reference Sheet for Estimating Sewer Spills
from Overflowing Sewer Manholes**
All estimates are calculated in gallons per minute (gpm)

J:\PW\WWDiv\Collections\SSO\Revised 2010\6) SSO VolumeEstimations 2010.rtf
9/7/2007

Revised 9/10/07

APPENDIX D

HCSD SEWER SPILL IN DWELLING PROCEDURES

- 1) Mitigate SSS.
- 2) Notify the District Engineer, Operations/Maintenance Foreman, Construction Foreman, Admin. Services. Manager, or the General Manager (they will control the situation from this point forward or instruct you of what to do).
 - A. Be sure to leave your return phone number in all of the messages you leave.
- 3) If you were unable to reach the District Engineer, Operations/Maintenance Foreman, Construction Foreman, Admin. Services. Manager, or the General Manager, proceed to #4.
- 4) Call JPIA (Insurance Co.) [REDACTED]
 - A. If no answer, leave a detailed message stating the situation and that you will attempt to contact [REDACTED] by cell phone.
- 5) [REDACTED] cell phone at [REDACTED]
 - A. If no answer, leave detailed message stating the situation and that you will attempt to contact [REDACTED]
- 6) [REDACTED]
 - A. If no answer, leave a detailed message stating the situation and that you will call New Life Service Co.
- 7) Call New Life Service Co. 1-707-444-8222 (24-hour emergency hotline)
- 8) Fill out Non-Auto Only Incident Report Form (see next page for sample)
[REDACTED] FAX it to [REDACTED]
- 9) Take pictures of anything to do with the SSS
 - If you have contacted [REDACTED] she should make all necessary arrangements to handle the flooded dwelling and the people affected or she will advise you of what to do!
 - If you still need assistance, contact:

Brian McNeill	[REDACTED]
Kush Rawal	[REDACTED]
Darren Toland	[REDACTED]
Mark Taylor	[REDACTED]
Terrence Williams	[REDACTED]

APPENDIX D

Non-Auto Only Incident Report Form

Send To JPIA

For Member Agency Use Only

Member Agency: (name and address)		Mail To: ACWA JPIA P. O. Box 619082 Roseville, CA 95661-9082	
Phone No:		Previously Reported: Yes <input type="checkbox"/> No <input type="checkbox"/>	
Date of Accident:	Time of Accident:	Reported by: Phone Number:	
MM/DD/YYYY:			
Location of Loss (including city, state & zip):		Authority Contacted & Report No:	
Description of loss:			
Property Owner's Name:		Primary Phone No:	Secondary Phone No:
Address (including city, state & zip):		Estimate of Damages:	
Describe Damaged Property:			
Property Owner's Name:		Primary Phone No:	Secondary Phone No:
Address (including city, state & zip):		Estimate of Damages:	
Describe Damaged Property:			
INJURED			
Name & Address (including city, state & zip):		Phone No:	Age:
Extent of Injury:			
WITNESSES			
Name & Address (including city, state & zip):		Phone No:	
Name & Address (including city, state & zip):		Phone No:	
This report prepared by:		Date:	Time:

Please keep a copy of this form for your files.

Revised - August 2019

APPENDIX E

SSS NOTIFICATION LIST AND PROCEDURES

- Receive notification of SSS.
- Mitigate the SSS and all related impacts (Whatever is needed to handle SSS).
- Call a Foreman and/or District Engineer. If one cannot be reached, call the General Manager.
- If one of the above personnel was reached, they will take over notification/give instructions for notification.
- If none of the above personnel were reached, you are responsible for notifications.
- Complete the HCSD Sewer Spill Questionnaire located at the end of this attachment.
- Determine if threshold volumes for the SSS were exceeded (Compare question 13 on Sewer Spill Questionnaire with threshold volume page to assist in determining if threshold volumes were exceeded).
- For any SSS that discharged into a drainage channel or surface water, you have two (2) hours to make notifications.
- Notify California Office of Emergency Services (Get the OES control number).
- Notify Humboldt County Environmental Health.
- Notify California Regional Water Quality Control Board, North Coast Region.
- Notify California Department of Public Health (CDPH), shellfish Pre-Harvest Protection Unit – **ASK IF YOU NEED TO NOTIFY SHELLFISH GROWERS.**
- **NOTIFY SHELLFISH GROWERS IF:**
 - The Pre-Harvest Protection Unit said to notify; or
 - You could not reach anybody at the pre-harvest protection unit and threshold volumes were exceeded.
- Take photos of all SSS's and all impacted areas.
- Gather information from any neighboring homes/businesses and/or people passing by the SSS site in order to determine a more accurate SSS start time. Document the findings.
- Complete a Sanitary Sewer Spill Response First Responder Form, located in Appendix A of this SERP.

APPENDIX E

MANAGEMENT SECTION

- Fax the completed Sewer Spill Questionnaire to agencies listed on page 6 of Appendix E.
Within 24 hours of being notified of a SSS, the District must send a letter to the Regional Water
- Quality Control Board briefly summarizing the SSS and confirming that the above listed agencies were notified. [REDACTED]
- File a report on CIWQS in accordance with the required timeframes for the Category of SSS.
- Complete a Failure Analysis Investigation and Debriefing Form located in Appendix F of this SERP.
- File copies of all information in the SSS file.

The list of contacts on the next page is updated annually due to changes in personnel, telephone numbers, and shellfish companies.

Notify each of the following agencies listed below. Record the date, time and person who was notified. If you cannot reach someone, leave a message with the details of the SSS, and your contact number, so they may return the call.

Try all numbers on the list of each agency, until you reach someone with the agency.

APPENDIX E

SSS NOTIFICATION CONTACT LIST

California Office of Emergency Services: 1-800-852-7550

Provide requested information. Include an incident description for the nature and location of the SSS and corrective actions taken, an estimated time of origin or first report, the discharge volume, any watercourse(s) involved and an estimated time for spilled sewage to reach the bay. **Document the Control Number and provide this reference number to the following parties during notification:**

Humboldt County Environmental Health

707-445-6215

100 H Street, Eureka, CA 95501

If after hours or weekends, and **not** an emergency, leave message regarding SSS

If after hours or weekends and **it is** an emergency, follow prompts on answer machine

Sheriff Department – after hours

707-445-7215

Emergency numbers if all else fails, and we have an emergency:

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

California Regional Water Quality Control Board, North Coast Region

5550 Skyline Blvd., Suite A, Santa Rosa, CA 95403

[REDACTED]

[REDACTED]

RB1SpillReporting@waterboards.ca.gov or (707) 576-2220

California Department of Health Services, Shellfish Pre-harvest Protection Unit

850 Marina Bay Parkway, RM 6165, Richmond, CA 94804

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

APPENDIX E

If the SSS occurs after hours, and you did not reach one of the above listed individuals, and threshold volumes have been exceeded, you must notify the Shellfish Growers! See Threshold volume page to determine if volume has been exceeded. Once you notify the Shellfish Growers, the shellfish beds are considered closed until the California Regional Water Quality Control Board opens them!

Shellfish Growers:

1. **Hog Island Oyster Company**

[REDACTED]

2. **North Bay Shellfish:** 891 Eucalyptus Road, McKinleyville, CA 95521

[REDACTED]

3. **Aqua Rodeo Farms**

[REDACTED]

[REDACTED]

4. **Humboldt Bay Oyster Co.**

[REDACTED]

[REDACTED]

5. **Pacific Shellfish Humboldt LLC**

[REDACTED]

California Department of Fish and Wildlife will be contacted when report is taken by the Office of Emergency Services.

California Department of Fish and Wildlife

Eureka Office

707-445-6493

APPENDIX E

HCSD SEWER SPILL QUESTIONNAIRE

DATE OF SSS: _____

Any sewage SSS from the district that gets out of containment must be reported. If you are called out or discover an SSS, try to answer the following questions. When completed, FAX copies to the agencies listed at the bottom.


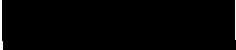

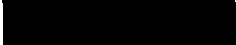
1. When was the District notified of the SSS? _____
2. Where was the SSS located? _____
3. How long did the SSS occur? _____
4. Estimated discharge rate from the sewer system (GPM)? _____
5. Estimated discharge rate (GPM) directly into waters of the State or indirectly into a drainage conveyance system? _____
6. What was the total estimated amount of sewage that spilled? _____
7. What was the total estimated amount of the SSS contained and returned to the sewer system? _____
8. Did it spill into a creek, stream, storm drain, or waterway? _____
9. Name of receiving or potentially receiving water body? _____
10. Description of water body impact and/or potential impact to beneficial uses? _____
11. What was the cause of the problem? _____
12. What was done or is being done to correct the problem? _____
13. How much of the SSS was not returned to the sewer system and entered a water course that will have an impact on Waters of the State? This will assist in determining threshold volumes: _____
14. Weather Conditions? _____

APPENDIX E

15. Name and contact information of person on-scene?

Comments:

FAX COMPLETED FORM TO:

1. California Department of Public Health at 
2. California Department of Public Health at 
3. CRWQCB Attention  

APPENDIX E

THRESHOLD MANAGEMENT PLAN FOR HUMBOLDT BAY

Table C-2. Sewage Upset Threshold Volumes to Close Shellfish Growing Water⁶ to Harvest Activities: City of Eureka and Humboldt Community Services District waterway.

Tributary	Threshold Volume (Gallons)	Effected Growing Areas	Sampling Sites
Storm Drains	218	All	All primary sites plus T11
Ryan Creek	45	East Bay, San Is., and Gunther Is. Beds	34, 45, 51, 52, 53
	2,000	All Areas	All primary sites Plus T11
Ryan Slough	45	East Bay, San Is., and Gunther Is. Beds	34, 45, 51, 52, 53
	2,000	All Areas	All primary sites plus T11
Freshwater Creek	45	East Bay, San Is., and Gunther Is. Beds	34, 45, 51, 52, 53
	2,000	All Areas	All primary sites plus T11
Eureka Slough		East Bay, San Is., and Gunther Is. Beds	34, 45, 51, 52, 53
	2,000	All Areas	All primary sites plus T11
Fay Slough		East Bay, San Is., and Gunther Is. Beds	34, 45, 51, 52, 53
	2,000	All Areas	All primary sites plus T11
Martin Slough	20,222	All	All primary sites
Swain Slough	20,222	All	All primary sites
Elk River	20,222	All	All primary sites

⁶ Volumes are based on the distance to the nearest growing waters

APPENDIX F

SSS FAILURE ANALYSIS INVESTIGATION AND DEBRIEFING DOCUMENTATION

SSS Date: _____ Location: _____

The SSS failure analysis consists of the following activities. Note the date that the activity was completed and any notes regarding the activity.

1. Review the completed SSS reporting forms.
Date: _____ Comments: _____

2. Review past maintenance records for the location of the SSS.
Date: _____ Comments: _____

3. Review photographs taken of the SSS and response
Date: _____ Comments: _____

4. Review video and logs from inspections of the line segment involved in the SSS
Date: _____ Comments: _____

5. Interview staff who responded to the SSS to discuss response activities
Date: _____ Comments: _____

Conclusions

The primary cause of the SSS was determined to be: _____

The corrective actions taken included: _____

Engineer Signature: _____ Date _____

Ops/Maint Foreman Signature: _____ Date _____

Construct Foreman Signature: _____ Date _____

General Manager Signature: _____ Date _____

APPENDIX G

HCSD SPILL EMERGENCY RESPONSE PLAN – TRAINING TEST

Instructions: Following annual training on the **Spill Emergency Response Plan**, responder staff with responsibilities within the SERP, and contractors that respond to spills should answer the questions below. Individuals are encouraged to provide any comments regarding the necessity to update or modify the SERP.

A. What are the nine (9) goals of the HCSD SERP?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

B. What are the ten (10) priorities of a first responder to an SSS?

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

C. How do you locate the nearest stormwater inlet that could be impacted by the SSS?

D. How do you know the location of the outfall of a stormwater conduit impacted by an SSS? _____

APPENDIX G

E. What conditions trigger a two hour or less regulatory notification requirement?

F. What conditions trigger the requirement to collect water quality samples?

G. Where are containers and supplies stored for the collection of water quality samples and who will take the samples?

H. What SSSs trigger a Failure Analysis Investigation?

I. What is determined by the Failure Analysis Investigation?

J. Who receives a copy of the Failure Analysis Investigation Report?

K. Where are the materials stored for responding to an SSS?

L. What conditions constitute a Category 1 SSS?

M. If a large SSS occurs and HCSD needs outside equipment or resources, who do you call and what is their 24-hour phone number?

APPENDIX J

HCSD FOG INSPECTION DOCUMENTATION

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"EXAMPLE" SSMP APPENDIX J

Exhibit "B"

FOG Program Inspections 2020

Humboldt Community Services District

	Food Service Establishment	Address	inspection date
1	Safeway	2585 Harris Street, Eureka, Ca	11/25/2020
2	Western Living Concepts	2740 Timber Ridge Lane, Eureka, Ca	11/10/2020
3	Western Living Concepts	2780 Timber Ridge Lane, Eureka, Ca	11/10/2020
4	Sea View Care Center	6400 Purdue Drive, Eureka, Ca	11/13/2020
5	Babes	4015 Walnut Dr #A, Eureka, Ca	12/14/2020
6	Ramone's Bakery	2223 Harrison Street, Eureka, Ca	12/2/2020
7	Stars Hamburger	2007 Harrison Street, Eureka, Ca	12/7/2020
8	Murphy's Market	4020 Walnut Drive, Eureka, Ca	12/3/2020
9	Moose Lodge	4329 Campton Drive, Eureka, Ca	12/7/2020
10	Elks Lodge	652 Herrick Avenue, Eureka, Ca	12/8/2020
11	Gills by the Bay	77 Halibut Drive, Eureka, Ca	11/20/2020
12	Sunbridge Pacific Care	2211 Harrison St, Eureka, Ca	12/15/2020
13	Gospel Outreach	2845 St James Place, Eureka, Ca	12/14/2020
14	Eureka Pentecostal Church	1060 Hoover, Eureka, Ca	12/16/2020
15	Ramone's Bakery	2297 Harrison Ave, Eureka, Ca	12/2/2020
16	Granada Care Home	2885 Harris Street, Eureka, Ca	11/18/2020
17	Natural Decadence	3750 Harris Street, Eureka, Ca	12/2/2020
18	Boat House	6690 Fields Landing Drive, Eureka, Ca	closed
19	Tacos El Gallo	3750 Harris Street, Eureka, Ca	11/5/2020
20	Gobee Gummies	3750 Harris Street, Eureka, Ca	11/5/2020

Exhibit "B"

FOG Program Inspections 2020 Humboldt Community Services District

	Food Service Establishment	Address	inspection date
21	Ghee Well	3750 Harris Street, Eureka, Ca	11/5/2020
22	Rovers Choice	3750 Harris Street, Eureka, Ca	11/5/2020
23	My Little Oaxaca Bakery & Café	3943 Walnut Drive #A, Eureka, Ca	12/10/2020
24	Redwood Meats	2440 Moore Avenue, Eureka, Ca	12/22/2020
25	Redwood Teen Challenge	2000 Myrtle Avenue, Eureka, Ca	8/24/2020
26	Cutten School	4182 Walnut Drive, Eureka, Ca	3/13/2020

APPENDIX K

**HCSD SANITARY SEWER MANAGEMENT PLAN CHANGE
LOG**

APPENDIX K

SSMP CHANGE LOG

SEWER SYSTEM MANAGENT PLAN CHANGE LOG				
Date	Responsible Person/Title	Section Revised	Description of Activity / Change	Initials
02/02/2025	Utility Services Planner	Internal Audit	Performed internal audit of entire SSMP program, 2023.	BM, AR
04/01/2025	Utility Services Planner	Audit reports/re-certified	Yearly audit reports are due by April 1st of each year.	BM, AR
11/19/2024	Engineering Department, General Manager	Element 1 - Goals and Introduction	Reorganized and updated information as applicable and removed information not necessary for the management of the sewer system and new order.	AR, BM, TK, FES for their foundational contribution to this draft.
11/19/2024	Engineering Department, General Manager	Element 2- Organization	Updated to comply with new SWRCB SSMP requirements. Identifies all Legally Responsible Officials, Revised and updated to reflect new regulations, list of Tables, Figures.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 3 - Legal Authority	Updated the LRO, revised and updated reflect new General Order	AR, BM, TK, FES for their foundational contribution to this draft.
12/20/2024	Engineering Department, General Manager	Element 4 - Operation and Maintenance Program	Section 4.2 Preventive Operation and Maintenance Activities was added to existing SSMP. Updated District's Map	AR, BB, BM, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 5 - Design And Performance Provisions	Updated to include Construction Standards updates, District Codes, Revised to reflect new General Order.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 6 - Spill Emergency Response Plan	The Overflow Emergency Response Plan has been renamed to the Spill Emergency Response Plan.	AR, BM, TK, FES for their foundational

			Revised and updated to reflect new General Order.	nal contribution to this draft.
12/20/2024	Engineering Department, General Manager	Element 7 - Sewer Pipe Blockage Control Program	Renamed and moved existing FOG Program and Policy. Now titled "Blockage Control Program".	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 8 - System Evaluation, Capacity Assurance and Capital Improvement	Updated to reflect this year's CIP and to ensure compliance with the new General Order.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 9 - Monitoring, Measurement and Program Modifications	Updated to reflect and to ensure compliance with the new General Order.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 10 - Internal Audits	Updated to reflect this year's internal audits and to ensure compliance with the new General Order.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department, General Manager	Element 11- Communication Plan	Updated to reflect current communication plan.	AR, BM, TK, FES for their foundational contribution to this draft.
07/14/2025	Engineering Department	Appendix	Appendix K generated for this update, Revised and updated original appendices to reflect new General Order.	AR, BM, TK, FES for their foundational contribution to this draft.

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: July 22, 2025

AGENDA ITEM: F.2

TITLE: Consideration of Approving Update to Engineering Technician and Utility Services Planner Job Descriptions and Corresponding Salary Schedule

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Discuss the proposed job descriptions and salary schedule, and, if acceptable, adopt the series by motion and roll call vote

Summary:

The District has received notice from Bill Bitner, the District's Engineering Technician, and Brian McNeill, the District's Utility Services Planner, that they will be retiring at the end of the calendar year. In preparation for filling these vacancies, the District has the opportunity to consolidate and modernize the existing job descriptions for the Engineering Technician and Utility Services Planner positions.

District Staff is proposing changes to the District's Employee Classification Plan to create a new class of employees: Utility Services/Engineering Technician. The following two positions would be in the class.

- **Utility Services Assistant/Engineering Technician I**, an entry-level position designed for candidates with foundational technical skills and an aptitude for growth.
- **Utility Services Planner/Engineering Technician II**, a senior-level position responsible for planning, development review, and program implementation.

These revised job descriptions clarify the progression between the two positions and allow for better flexibility in recruitment by offering clear paths for advancement based on qualifications and experience. The structure will also help retain talent by providing a professional development ladder within the department.

When the current Utility Services Planner was promoted, they continued to complete the district's required water sampling and supervised utility workers assigned to the meter reading and meter changeout. The next Utility Services Planner is expected to continue to supervise Utility Workers and continue to oversee the District's weekly water sampling.

The District staff recommends maintaining the current salary schedule for the incumbent Engineering Technician and Utility Services Planner. After the retirement of the current

employees, the positions would be removed from the Employee Classification Plan and Salary Schedule:

Incumbent Positions

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Incumbent Engineering Technician	\$30.87	\$32.41	\$34.03	\$35.73	\$37.5	\$39.40
Incumbent Utility Services Planner	\$45.31	\$47.58	\$49.96	\$52.46	\$55.08	\$57.83

District staff also recommends the following salary schedules for the two proposed positions: The proposed salary schedule for the Utility Services Assistant/Engineering Technician I is commensurate with the Incumbent Engineering Technician's, and the proposed salary schedule for the Utility Services Planner/Engineering Technician II is commensurate with the current Foreman's.

Proposed Positions

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Utility Services Assistant/Engineering Technician I	\$30.87	\$32.41	\$34.03	\$35.73	\$37.5	\$39.40
Utility Services Planner/Engineering Technician II	\$39.44	\$41.41	\$43.48	\$45.65	\$47.93	\$50.33

The District plans to hire two employees to fill positions in the new series to replace the soon-to-be vacant positions. The range of the two proposed job descriptions will allow the District latitude regarding the level of candidate(s) that are considered. Depending on the applicant's qualifications and experience, the District may offer a highly qualified candidate the Utility Services Planner/Engineering Technician II position. A candidate with outstanding potential and little experience may be offered the Utility Services Assistant/Engineering Technician I position.

Fiscal Impact:

Adjustments to the Salary Schedule are expected to reduce the District's budgeted payroll expense by \$11,856.00 annually.

HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY SERVICES ASSISTANT/ENGINEERING TECHNICIAN I

Effective August 1, 2025

Definition

Under general direction from the Engineer and the Utility Services Planner, the Utility Services Assistant/Engineering Technician I is an entry-level position in the District's Engineering Department that performs various technical, planning, and engineering tasks. This position prepares engineering drawings, uses various GIS and modeling software, performs mark and locate tasks according to Underground Service Alert rules (USA), responds to building referrals, creates quotes for new service connections, and assists with inspecting contractor work for compliance with District standards and specifications. The position also works closely with rate payers and provides prompt customer service as an initial contact at the planning counter. This position also provides general administrative support to the Engineering Department.

Essential Functions

- Supports the engineering department's administrative activities, such as design and as-built documentation, project schedule tracking, data entry, copying, filing, and document organizing.
- Assist with pre- and post-inspection site visits.
- Coordinates and collaborates with other departments to accomplish the workload of the District.
- Responds to contractors and the public regarding District policy, inspections, and fees.
- Assists with revisions to plans and specifications.
- Assists code enforcement.
- Assists with the District's Source Control and Sewer Pipe Blockage (SPB) and Fats Oil and Grease (FOG) Program, inspecting private facilities within the District.
- Assists with compliance reporting as required.
- Assists the engineer with the design of a variety of engineering projects and the preparation of Engineering Reports.
- Updates the District valve books, as-builts, details, and existing drawings.
- Performs computer-aided design and drafting (CADD) and prepares drawings for design, installation, replacement, and location of District facilities and structures.
- Sets up and maintains office files as well as digital and paper maps.
- Performs Underground Service Alert marks and locates, with a working knowledge of USA rules and regulations.
- Performs basic field surveying assignments.
- Documents field as-builts of pipelines, other facilities, and infrastructure and updates maps accordingly.
- Coordinates with agencies in developing GIS maps and projects.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- May participate in field activities, including traffic control, maintenance, repair, and construction work of District facilities, and participate in the District's on-call rotation.
- 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.
- Duties as assigned

Knowledge/Skill/Ability

Knowledge of or a capacity to learn: Methods, materials, tools, and equipment used in the construction, design, and planning of water development and distribution, wastewater collection and treatment, and other hydraulic projects and facilities; technical report writing; principles methods, instruments and techniques used in engineering drafting, ability to interpret design drawings, basic surveying techniques, basic knowledge of, GIS and CADD modeling Microsoft suite including Excel, Word, Project and PowerPoint.

Ability to: Perform complex and precise drafting and mapping work; prepare construction drawings and maps; gather data; prepare plots; assist with the development and preparation of engineering reports; provide critical thinking to assigned projects; Maintain detailed records and information; Understand and interpret water and sewer engineering drawings, specifications, and cost estimates; in the event of an emergency, work rotating shifts, weekends, holidays, and remain available; maintain effective working relationships.

Skills to: Communicate clearly and concisely both orally and in writing with District staff, Board, other public agencies, and general public; interpret and follow process control plans and specifications; effective and courteously interact with the public; effectively use a variety of computer software such as word processing, spreadsheets, databases; maintain detailed records and information. Read and understand technical plans and reports, including the Sanitary Sewer Management Plan, Local Hazard Mitigation Plan, Capital Improvement Plan, Source Water Supply and Demand Report, Urban Water Management Plan, and Hazardous Materials Business Plans.

Working Conditions/Physical Requirements

Position requires prolonged sitting, standing, walking – frequently on uneven terrain, reaching, twisting, turning, kneeling, bending, squatting, stooping, and moving objects up to 50 lbs. in the performance of daily activities. Also requires grasping, repetitive hand movement, and coordination in reviewing construction plans, statistical reports, and data, and using a keyboard. Additionally, the position requires near and far vision to read reports, review plans and blueprints, and use the computer. When visiting construction sites or existing District facilities, the position may require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

Special Requirements

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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 Department of Health Services or the ability to obtain within one year.

Desirable Education and Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

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

- Four (4) years of experience as a utility operator or in a similar position with experience in drafting fundamentals and superior writing skills.

-or-

- Completion of college-level coursework in Drafting Fundamentals and Engineering Design or Geospatial Information Systems, and two (2) years of increasingly responsible experience in drafting and engineering design for a public agency

-or-

- Four (4) years of increasingly responsible experience in CADD and GIS systems.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

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 reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

Employee Signature

Date

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HUMBOLDT COMMUNITY SERVICES DISTRICT JOB DESCRIPTION:

UTILITY SERVICES PLANNER/ENGINEERING TECHNICIAN II

Effective August 1, 2025

Definition

Under general direction from the Engineer or General Manager; the Utility Services Planner/Engineering Technician II is the District's principal liaison with contractors, customers, developers, consultants, governmental bodies, and planning agencies concerning District sewer and water policy, conditions and requirements; updates District plans; makes field inspections of contract and new development construction projects, ensuring compliance with plans and specifications; responds to building referrals; develops quotes for new services construction; reviews construction plans; assists developers with subdivision, annexation and main line extension processes; and related work as required. The position also prepares engineering drawings using Computer-Aided-Design (CADD); uses various GIS and modeling software, and does related work as required.

Essential Functions

- Supervises the work of and delegates work to others in the department
- Coordinates with other departments to accomplish the workload of the District
- Coordinates responses to contractors and the general public with questions regarding District policy, inspections and fees.
- Serves as the District's point of contact for developers and outside engineers to discuss and review concepts and general requirements for new projects.
- Develops and recommends revisions to plans and specifications to the Board.
- Represents the District in coordination with other utilities, regulatory agencies, governmental bodies, planning agencies, technical groups, and developers.
- Coordinates, inspects, and tracks new subdivision development.
- Observes construction methods and materials to ensure compliance with plans, specifications, codes, and District ordinances.
- Coordinates code enforcement.
- Plans, organizes, and implements the District's Source Control and Sewer Pipe Blockage and Fat's Oil and Grease SPB/FOG Programs.
- Implements and maintains the District Backflow Prevention and Cross Connection Control Programs
- Supervises compliance reporting as required
- Implements, maintains, and provides training on multiple District plans and programs
- Coordinates required training activities as necessary
- Assists the engineer with the design, permitting and execution of a variety of engineering and construction projects and with the preparation of Engineering Reports.
- Coordinates updates to the District valve books, details, and existing drawings.
- Maintains the District's Water and Sewer Atlas
- Performs computer-aided design and drafting (CADD)
- Use and maintain district sewer flow meters and related software.
- Establishes and maintains cooperative working relationships with co-workers, outside agencies, and the public.
- 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.
- Duties as assigned

Knowledge/Skill/Ability

Knowledge of: Methods, materials, tools, and equipment used in the construction, design, and planning of water development and distribution, wastewater collection and treatment, and other hydraulic projects and facilities; contract administration; programs, functions, purposes, and activities of the District; District ordinances and regulations, Uniform Plumbing Code, state and local laws, and development codes; Principles and practices of wastewater treatment processes, pretreatment systems, source control monitoring, backflow prevention, GIS and CADD modeling.

Ability to: provide critical thinking to assigned projects; Inspect construction projects and detect flaws in construction methods and materials; Maintain detailed records and information; Understand and interpret water and sewer engineered drawings, specifications, and cost estimates; in the event of an emergency, work rotating shifts, weekends, holidays, and remain available; maintain effective working relationships.

Skills to: Communicate clearly and concisely both orally and in writing with District staff, Board, other public agencies, and general public; interpret and follow process control plans and specifications; effective and courteously interact with the public; effectively use a variety of computer software such as word processing, spreadsheets, databases, CADD and GIS; maintain detailed records and information. Read, write and update technical plans and reports such as the Sanitary Sewer Management Plan, Local Hazard Mitigation Plan, Capital Improvement Plan, Source Water Supply and Demand Report, Urban Water Management Plan, Hazardous Materials Business Plans among others.

Working Conditions/Physical Requirements

Position requires prolonged sitting, standing, walking – frequently on uneven terrain, reaching, twisting, turning, kneeling, bending, squatting, stooping, and moving objects up to 50 lbs. in the performance of daily activities. Also requires grasping, repetitive hand movement, and coordination in reviewing constructions plans, statistical reports and data, and using a keyboard. Additionally, the position requires near and far vision in reading reports, reviewing plans and blueprints, and using the computer. When visiting construction sites or existing District facilities the position may require walking on uneven and slippery surfaces, climbing ladders or stairwells, exposure to all weather conditions, dust and pollen, and potential mechanical and heavy equipment hazards.

Special Requirements

Possession of a valid Class C California driver's license. Failure to obtain or maintain such required license(s) may be cause for disciplinary action. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

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 Department of Health Services or the ability to obtain within one year.

Cross Connection Control Specialist certification is highly desirable.

Desirable Education and Experience

Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.

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

- Completion of a Bachelor's Degree in Engineering, Planning, Environmental Science, Fisheries, Forestry, Business, Public Administration, or a related field and two (2) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

-or-

- Completion of two years of higher education (Associates Degree) in Engineering, Planning, Surveying, Environmental Science, Fisheries, Forestry, Business, Public Administration, or a closely related field and three (3) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

-or-

- Six (6) years of increasingly responsible experience in the planning, designing, and inspecting of water treatment and distribution, wastewater collection and treatment, and urban development.

Other Requirements:

Per California Government Code, Title 1, Division 4, Chapter 8, Section 3100, "all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law."

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.

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My signature below confirms that I have read and understand this job description.

I have reviewed this Job Description with the General Manager, fully understand it, and freely agree to its terms.

Employee Signature

Date

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: July 22, 2025

AGENDA ITEM: F.3

TITLE: Consideration of Claim for Damages – Pacific Seafood Group

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Motion to reject the claims for damages from Dulcich, Inc., DBA Pacific Seafood Group

Summary:

On December 29, 2024, Humboldt Community Services District reported a sanitary sewer overflow (SSO) to the North Coast Regional Water Quality Control Board.

The SSO occurred during a high rain event exceeding 12 inches of precipitation in a 12-hour period. The District reported that 18,450 gallons of the spill were returned to the District's sewer system, and 3,300 gallons entered a water course. The District also reported the spill to the California Office of Emergency Services (OES), Humboldt County Environmental Health Department, and the California Department of Health Services—Shellfish Preharvest Protection Unit.

District staff correctly responded to the SSO, and the overflow was not the result of employee negligence or error.

As stipulated by California Government Code §945.6, the district may reject the claim within 45 days of receipt to limit the exposure window to the claimant filing a lawsuit to six months. In this scenario, the latest date for rejection is August 8, 2025. If the Board does not reject the claim by that date, the claimant will have up to two years to file with the courts.

Fiscal Impact:

Pacific Shellfish is claiming damages in excess of \$10,000 and does not include a specific dollar amount in its claim. Thus, this claim would not be a limited civil case.

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June 25, 2025

RECEIVED
JUN 27 2025

VIA CERTIFIED MAIL

**HUMBOLDT COMMUNITY
SERVICES DISTRICT**

Humboldt Community Services District
Attn: Board of Directors
5055 Walnut Drive
Eureka, CA 95503

**Re: Claim Against Humboldt Community Services District- Government Code Section
905 *et seq.***

To the Humboldt Community Services District:

This firm represents Dulcich, Inc., DBA Pacific Seafood Group, an Oregon corporation; Pacific Seafood Aquaculture, LLC, an Oregon limited liability company; Pacific Shellfish – South Bend, LLC, a Washington limited liability company; Pacific Shellfish – Humboldt, LLC, an Oregon limited liability company; Pacific Seafood Processing, LLC, an Oregon limited liability company; and Pacific Seafood – Eureka, LLC, an Oregon limited liability company (collectively, “Pacific Shellfish”). The purpose of this letter is to present a claim against the Humboldt Community Services District (“HCSD”) on behalf of Pacific Shellfish. Pursuant to Government Code sections 905 and 910, the information relevant to the claim is provided below. The Pacific Shellfish is presenting this claim letter in accordance with Government Code section 905 *et seq.*

1. The Claimant Is:

Claimants are related companies collectively referred to herein as “Pacific Shellfish.” The legal names of Claimants are Dulcich, Inc., Pacific Seafood Group; Pacific Seafood Aquaculture, LLC; Pacific Shellfish – South Bend, LLC; Pacific Shellfish – Humboldt, LLC; Pacific Seafood Processing, LLC; and Pacific Seafood – Eureka, LLC.

The address for all claimants is:
25 Waterfront Drive
Eureka, CA 95501

2. Notices Should be Sent to:

Robert P. Soran
Downey Brand LLP
621 Capitol Mall, 18th Floor
Sacramento, CA 95814

3. The Circumstances Giving Rise to the Claim are as Follows:

The Humboldt Community Services District (HCSD) reported a 3,300 gallon raw sewage spill that flowed into Eureka Slough from approximately 5:00 AM to 11:30 AM on December 29, 2024, resulting in the temporary closure and contamination of Humboldt Bay. Pacific Shellfish, through Pacific Shellfish – South Bend, LLC, leases approximately 3,800 acres of tidelands, submerged lands and water bottoms within Humboldt Bay for the purpose of shellfish production. The temporary closure of the Bay due to the failure of the District's wastewater and stormwater systems prevented Pacific Shellfish from accessing and using its leased property for shellfish production. Based on the foregoing, Pacific Shellfish presents this claim for damages against HCSD.

4. General Description of the Indebtedness, Obligation, Injury, Damage, or Loss Incurred so far as it may be Known at the Time of Presentation of the Claim:

The temporary closure and contamination of Humboldt Bay prevented Pacific Shellfish from accessing and using its leased land for commercial shellfish production, resulting in, among other things, injury to its leased property and the loss of use of that property; disruption to Pacific Shellfish's business, including but not limited to, disruption to Pacific Shellfish's growing, cultivation, and harvesting operations, processing and packing operations, and commercial sale and distribution operations; interference with Pacific Shellfish's existing and prospective contracts, leases, and/or business relationships; and reputational harm.

5. The Name or Names of the Public Employee or Public Employees Causing the Injury, Damage, or Loss, if Known:

Pacific Shellfish does not have all of the specific information at this time to name any public employee(s) causing the injury, damage, or loss. (Gov. Code, § 910(e).) Pacific Shellfish reserves the right to supplement its claim with additional information, if it becomes known.

6. Names and addresses of all witnesses, hospitals, doctors, or other individuals having knowledge relevant to the claim:

The names and addresses of any individuals having knowledge relevant to the claim is not known at this time. Pacific Shellfish reserves the right to supplement its claim with additional information, if it becomes known.

7. The Amount Claimed:

Pursuant to the Government Code, “[i]f the amount claimed exceeds ten thousand dollars (\$10,000), no dollar amount shall be included in the claim. However, it shall indicate whether the claim would be a limited civil case.” (Gov. Code, § 910(f).) Pacific Shellfish is claiming damages in excess of \$10,000, and therefore, does not include a specific dollar amount in this letter. Based on the amount in dispute, this would not be a limited civil case.

Pacific Shellfish reserves all rights to supplement this claim as additional information becomes known, and reserves all rights to pursue available legal remedies that are or may become available after presentation of this claim, including but not limited to initiating legal proceedings, to recover costs from HCSD relating to the migration of the contamination.

Please return a conformed copy of this claim to this office in the enclosed postage paid return envelope.

Thank you for your attention to this matter.

Sincerely,



Robert P. Soran

enclosures

PROOF OF SERVICE

STATE OF CALIFORNIA, COUNTY OF SACRAMENTO

At the time of service, I was over 18 years of age and not a party to this action. I am employed in the County of Sacramento, State of California. My business address is 621 Capitol Mall, 18th Floor, Sacramento, CA 95814.

On June 25, 2025, I served true copies of the following document(s) described as below on the interested parties in this action as follows:

CLAIM FORM TO HUMBOLDT COMMUNITY SERVICES DISTRICT

BY CERTIFIED MAIL – RETURN RECEIPT REQUESTED: I enclosed the document(s) in a sealed envelope or package addressed to the person(s) at the address listed below and placed the envelope for collection and mailing via Certified Mail, Return Receipt Requested, following our ordinary business practices. I am readily familiar with the practice of Downey Brand LLP for collecting and processing correspondence for mailing. On the same day that the correspondence is placed for collection and mailing, it is deposited in the ordinary course of business with the United States Postal Service, in a sealed envelope with postage fully prepaid. I am a resident or employed in the county where the mailing occurred. The envelope was placed in the mail at Sacramento, California.

**Humboldt Community Services District
Attn: Board of Directors
5055 Walnut Drive
Eureka, CA 95503**

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

Executed on June 25, 2025, at Sacramento, California.



Wendy Honey