



HUMBOLDT COMMUNITY SERVICES DISTRICT
BOARD OF DIRECTORS
REGULAR MEETING

AGENDA

DATE: Tuesday, July 28, 2026

TIME: 5:00 p.m.

LOCATION: 5055 Walnut Drive, Eureka, CA

Teleconference locations: 5055 Walnut Drive, Eureka, CA
7 West 27th Street, Kennewick, WA

The HCSD Boardroom is open to the public during the meeting's open session. 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 via Zoom (zoom.us) by entering Meeting ID 388 963 6754 and Passcode 202520. Access may also be via telephone 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 28, 2026, Meeting Agenda | Pgs. 1-2 |
| 2. Approval of Minutes of the Regular Meeting of June 23, 2026 | Pgs.3-9 |

D. CORRESPONDENCE

- | | |
|--|--------|
| 1. Humboldt LAFCo: RESULTS – Independent Special District Election | Pgs.11 |
|--|--------|

E. REPORTS

- | | |
|-------------------------------|------------|
| 1. <u>General Manager</u> | |
| a) District Update | Pgs. 13-14 |
| 2. <u>Finance Department</u> | |
| a) June 2026 Check Register | Pgs. 15-23 |
| b) June 2026 Budget Statement | Pgs. 25-34 |
| 3. <u>Legal Counsel</u> | |

4. Director Reports

F. PUBLIC PARTICIPATION

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 and limit their communications to 3 to 5 minutes. After all oral communications, the Board or staff may briefly respond to comments with information; however, the Brown Act prohibits discussion of matters not on the published agenda. Matters requiring discussion or action will be placed on the agenda of a future meeting.

G. NEW BUSINESS

1. Consideration of Adopting Resolution 2026-08: Revising the HCSD Department of Transportation Substance Abuse Policy Pgs. 35-56
2. Consideration of Claim for Damages – Pacific Seafood Group – Incident Date: December 21, 2025 Pgs. 57-58
3. Consideration of Claim for Damages – Pacific Seafood Group – Incident Date: January 7, 2026

H. ADJOURNMENT

Next Res: 2026-09

Next Ord: 2026-01

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 for this meeting (28 CFR 35.102–35.104, ADA Title II).

Pursuant to CA Govt §54957.5(a), 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 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 23, 2026, at 5055 Walnut Drive, Eureka, California, and on Zoom.

A. CALL TO ORDER AND ROLL CALL

President Hansen called the meeting to order. Present upon roll call: Directors Benzonelli, Hansen, Gardiner, and Ryan. Staff in attendance: General Manager Williams (GM), Finance Manager Montag (FM), and Utility Services Planner Rodriguez (USP).

B. PLEDGE OF ALLEGIANCE

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

C. CONSENT CALENDAR

1. Approval of June 23, 2026, Meeting Agenda
2. Approval of Minutes of the Regular Meeting June 9, 2026

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO APPROVE THE JUNE 23, 2026, CONSENT CALENDAR. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

D. PUBLIC HEARING

1. 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP)

USP reviewed the staff report for the Public Hearing for the 2025 UWMP and WSCP. The Board will consider the plan under new business item G.1. Preparation and adoption of the 2025 UWMP and WSCP are governed by statutory requirements in the Water Code, which the District has fulfilled. The District's UWMP draft includes: Water Supply Sources, Water Demand Projections, Water Use Efficiency, Drought Risk Assessment, and Water Shortage Contingency Plan. The WSCP establishes six standardized water shortage levels, ranging from normal conditions through shortages exceeding 50 percent, and includes corresponding response actions for each stage.

President Hansen opened the Public Hearing at 5:09 p.m.

There was no public comment.

President Hansen closed the Hearing at 5:10 p.m.

E. REPORTS

1. General Manager

a) District Update

GM reported that the joint rate study solicitation with the City of Eureka (CoE) closed on May 21, 2026, and that District and City staff convened a joint review committee to evaluate and rank the proposals. Staff from both agencies are currently reviewing the results, and a selection recommendation will be brought to the respective elected bodies at a future meeting.

The District will interview candidates for the Maintenance Foreman on June 24. It was noted that there were fourteen applicants for the foreman position and forty-seven candidates for the vacant Customer Service Representative position.

2. Finance Manager

a) May 2026 Budget Statement

FM reported that the CalPERS Additional Discretionary Payment (ADP) for the District's unaccrued liability, approved by the Board, was completed in May. It was also reported that actual costs for sewer treatment, operations, and maintenance were 15% less than budgeted.

3. Utility Services Planner

a) Update

USP updated the Board on Fresenius, a kidney dialysis center located in the District, and the water treatment process. Fresenius uses an inhouse water treatment and purification system to ensure the quality of water used in dialysis treatment. The 2025 Consumer Confidence Report was reviewed.

4. Legal Counsel

No report.

5. Director Reports

Director Ryan attended a meeting of the Redwood Region Economic Development Commission (RREDC) on June 22. Director Gardiner requested that staff bring examples from comparable agencies demonstrating how the

agencies balance different funding mechanisms, including grants, low-interest loans, reserves, and pay-as-you-go financing, in advance of the District's strategic planning process.

F. PUBLIC PARTICIPATION

No public comment.

G. NEW BUSINESS

1. Consideration of Resolution 2026-06: Adopting the 2025 Urban Water Management Plan (UWMP) and Water Shortage Contingency Plan (WSCP)

USP reported that the Board will consider Resolution 2026-06, which adopts the 2025 UWMP and WSCP that was presented at the public hearing earlier in the meeting. USP reviewed some minor revisions to the plan for inclusion in the final document that were not included in the published agenda.

It was noted that the District's population is estimated to increase by 2,100 over the next twenty years, and that these numbers are based on the County's projected growth and projections produced by a consultant for the Humboldt Bay Municipal Water District (HBMWD). Director Gardiner requested the District's growth rate for the current year at the next Board meeting. GM will provide a report on the number of new residential connections in the District over the past year to help the board better understand the District's growth rate.

Director Ryan commented on the water loss figures presented in the report and noted that meter replacement will reduce meter underreading. GM noted that a significant portion of the District's perceived water loss is attributable to older meters that under-register consumption. New meters connected to the intertie where the District purchase water from the City of Eureka will further improve the accuracy of measuring imported water.

GM noted that the CIP also includes future plans to develop two additional well sites and a pumping station to move water from the southern portion of the District to the North. The project will help to support regional water resiliency plans.

There was no public comment.

IT WAS MOVED BY DIRECTOR GARDINER, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2026-06: ADOPTING THE 2025 URBAN WATER MANAGEMENT PLAN (UWMP) AND WATER SHORTAGE CONTINGENCY PLAN (WSCP) BY RESOLUTION 2026-06: . MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

DRAFT MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
June 23, 2026

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

2. Consideration of Fiscal Year 2026/27 Cost of Living Adjustment (COLA) for HCSD's Non-represented (Management-Exempt) Employees

GM reported that the Board approved a 5% COLA for employees represented by the HCSD Employees' Association (EA). The COLA was reflected in the District's budget that was approved at the June 9 meeting. The District's non-represented employees are also requesting a 5% COLA commensurate with the EA's COLA.

President Hansen discussed that COLAs should be based on an inflation rate and should not be used for general salary adjustments, and that continuing to provide adjustments to higher-wage employees increases the salary gap between the highest- and lowest-paid employees.

GM noted that a salary study will be considered in the coming year and that the Board may also consider a mechanism for salary adjustments of executive staff during the strategic planning process.

The Board considered factors that affect COLA adjustments, including maintaining competitive wages relative to other employers, using a consistent consumer price index to base COLA adjustments on, and separating merit and cost-of-living adjustments. It was noted that the District will be requesting that an appropriate consumer price index be determined during the salary study.

There was no public comment.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER, TO APPROVE A 5% COST OF LIVING ADJUSTMENT FOR HCSD'S NON-REPRESENTED (MANAGEMENT-EXEMPT) EMPLOYEES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

AYES: BENZONELLI, GARDINER, RYAN
NOES: HANSEN
ABSENT: MATTEOLI

3. Consideration of Adopting the 2026 Annual Water Supply Demand Report for the Department of Water Resources

GM presented the Draft 2026 Water Supply and Demand Report. The District has a 219% surplus of water supply over projected demand.

There was no public comment.

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO ADOPTING THE 2026 ANNUAL WATER SUPPLY DEMAND REPORT FOR THE DEPARTMENT OF WATER RESOURCES. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

H. OLD BUSINESS

1. Consideration of Adoption Resolution 2026-07 Establishing Appropriation Limits for Fiscal Year 2026/27

FM reviewed proposed appropriation limits for Fiscal Year 2026/27 and noted that no adjustments had been made since the initial consideration of the appropriation limits at the previous meeting.

There was no public comment.

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR RYAN, TO ADOPT RESOLUTION 2026-07 ESTABLISHING APPROPRIATION LIMITS FOR FISCAL YEAR 2026/27. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

Director Gardiner requested that the board review the District's practice of using the Pay-As-You-Go (PAYGO) strategy for expenditures over \$500,000. GM stated that the strategic planning sessions that will be formalized later in the fiscal year and the rate study, planned for Fiscal Year 2028, will be appropriate forums to review funding strategies.

2. Consideration of Adopting Fiscal Year 2026/27 Capital Improvement Plan (CIP)

GM reported that the District uses a five-year CIP to budget and schedule capital improvements. The plan is updated and adopted annually. During the June 9th meeting, draft CIP tables were reviewed and approved. The totals in the Capital Improvement Plan are consistent with the Budget adopted at the previous meeting. An adjustment reducing \$15,000 of capital expenditures for vehicles was included to correct a duplicate entry in the tables.

The District's CIP budget for the fiscal year is \$10.2 million, which includes a \$3.82 million contribution to the City of Eureka's CIP.

It was noted that the City of Eureka is expected to publish a 20-year CIP in advance of its rate study. The Board revisited the conversation on funding strategies for capital improvements. It was noted that \$100,000 has been budgeted for costs associated with utility work related to the County's road repaving program. GM stated that he is working with other special districts to request consideration for funding strategies for utility work related to the County's repaving program.

There was no public comment.

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO ADOPT FISCAL YEAR 2026/27 CAPITAL IMPROVEMENT PLAN (CIP). MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

I. ADJOURNMENT

IT WAS MOVED BY DIRECTOR BENZONELLI, SECONDED BY DIRECTOR GARDINER, TO ADJOURN.

Scott Joachim, a member of the public attending remotely, requested that the board hear his public comment.

DIRECTOR BENZONELLI WITHDREW HER MOTION TO ADJOURN

IT WAS MOVED BY DIRECTOR RYAN, SECONDED BY DIRECTOR BENZONELLI, TO REORDER THE AGENDA BY CONTINUING ITEM F. PUBLIC PARTICIPATION AFTER ITEM H. OLD BUSINESS. MOTION CARRIED UPON THE FOLLOWING ROLL CALL VOTE:

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

F. PUBLIC PARTICIPATION (Cont.)

Scott Joachim, a ratepayer, provided public comment. Mr. Joachim commented that he is seeking a resolution to billing practices that he considered administrative overreach. Mr. Joachim commented that on March 5, 2026, his tenant submitted an application for service to the Customer Service Department. Mr. Joachim stated that the District subsequently informed the involved parties that service would be required to remain in Mr. Joachim's name and that the terms of an outstanding

DRAFT MINUTES OF THE REGULAR MEETING
OF THE BOARD OF DIRECTORS OF THE
HUMBOLDT COMMUNITY SERVICES DISTRICT
June 23, 2026

payment plan were altered. Mr. Joachim stated that the District had also violated California Health and Safety Code by denying water service while he was suffering from a medical condition. Mr. Joachim stated that the Finance Manager informed him in writing that the District was unable to restore service to the property until the account was brought out of past due status. Mr. Joachim is asking for immediate unmitigated restoration and transfer of billing. He also requests a freeze on overdue charges until a proper accounting occurs.

I. ADJOURNMENT (Cont.)

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

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

THE BOARD ADJOURNED ITS REGULAR MEETING OF June 23, 2026, AT 6:48 P.M.

Submitted, Board Secretary

INTENTIONAL BLANK PAGE.

Date: June 30, 2026
To: Board of Directors of Independent Special Districts
From: Colette Santsche, Executive Officer
Subject: **RESULTS - Independent Special District Election**

Thank you to all districts that participated in the Independent Special District Election and submitted a ballot.

David Couch of McKinleyville Community Services District received the highest number of votes and will be seated as the new Regular Special District Member on the Humboldt Local Agency Formation Commission (LAFCo), serving a four-year term ending June 30, 2030. Meghan Ryan of Manila Community Services District will be seated as the new Alternate Special District Member, serving a four-year term ending June 30, 2030.

Congratulations to both candidates! An updated listing of special district members appointed to LAFCo is provided below.

Designation	Current Member	Term of Office (ends on June 30)
Regular Member	Heidi Benzonelli, Humboldt Community Services District	2024 - 2028
Regular Member	David Couch, McKinleyville Community Services District	2026 - 2030
Alternate Member	Meghan Ryan, Manila Community Services District	2026 - 2030

Election Summary: A request for nominations was distributed to all independent special districts on March 11, 2026. The nomination period closed on May 1, 2026, with two nominations received for the regular special district member seat. Official ballots were mailed on May 8, 2026, allowing each independent special district to vote for one candidate, with the candidate receiving the highest number of votes to serve as the regular special district member, and the candidate receiving the second-highest number of votes to serve as the alternate special district member. Completed ballots were due by June 26, 2026, and quorum was achieved with 25 of the 49 independent special districts returning ballots. Ballots were tabulated on June 29, 2026, and the election results are summarized below.

Candidate	District	Votes
David Couch	McKinleyville Community Services District	16
Meghan Ryan	Manila Community Services District	9
	Total	25

Please contact LAFCo at (707) 445-7508 or info@humboldtlafo.org if you have any questions.

INTENTIONAL BLANK PAGE

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 24, 2026

SUBJECT: General Manager Report for July 28, 2026 Board Meeting

New Maintenance Forman

After an extended selection process, HCSD has selected a new Operations and Maintenance Forman. Please congratulate Chris Armstrong on his promotion.

I would also like to acknowledge Jacob Mitchell for his service as the Interim Operation and Maintenance Foreman since November, 2025. Throughout his interim appointment, Jacob stepped up immediately to maintain department operations and lead his colleagues. I am sincerely grateful for his dedication and service during his interim appointment.

New Customer Service Representative

After a less lengthy process, HCSD has selected a new Customer Service Representative. Please congratulate Jacob Dudzik on his permanent appointment with the District. Jacob has been serving as a Customer Service Representative on a temporary basis since February, 2026 and we are excited to make his role permanent.

Utility Services Planner and Utility Worker Solicitations

The District's Utility Services Planner gave notice in June that she would be leaving District employment on July 1, 2026. The District is currently soliciting for a Utility Services Planner. If you know any highly organized individuals with a passion for water and knack for planning that are interested in serving their community please alert this of this opportunity.

The District is also soliciting for a Utility Worker to fill the opening left by the promotion of Chris Armstrong to foreman.

FY 2026 New Connections

During the 2026 Fiscal Year, between July 1, 2025 and June 30, 2026, the District accommodated requests for 13 new water connections and 7 new sewer connections. This indicates that many of these new connections were in areas of the District that do not currently receive sewer service. The average annual number of new connections (water or sewer) over the past decade is 13.9 with a minimum of 5 and a maximum of 25.

CSDA Annual Conference

The CSDA Annual Conference will be held in Palm Desert, CA this year from August 24 to 27. There will be some great presenters, as well as learning and networking opportunities. If any Board members are interested in attending, please let me know. There is more information available on the internet (<https://www.csda.net/annualconference/home>).

Accounts Payable

Checks by Date - Detail by Check Date

User: FM
Printed: 7/22/2026 8:22 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
58933	A160	ACWA-JPIA	06/09/2026	
	709543	eMedical Plan - Board Members - JULY		12,613.89
	709543	gVision Plan - Board Members - JULY		62.52
	709543	iMedical Plan -Retired Members - JULY		44,254.95
	709543	dLife/AD&D Plan - Employees - JULY		280.18
	709543	cVision Plan - Employees - JULY		406.38
	709543	bDental Plan - Employees - JULY		1,476.70
	709543	EAP Plan - Employees - JULY		49.60
	709543	kVision Plan - Retired Members - JULY		453.27
	709543	hLife/AD&D Plan -Board Members - JULY		29.55
	709543	aMedical Plan - Employees - JULY		48,160.65
	709543	fDental Plan - Board Members - JULY		352.38
	709543	EAP Plan - Board Members - JULY		12.40
	709543	jDental Plan - Retired Members - JULY		1,713.41
Total for Check Number 58933:				109,865.88
58934	B296	Brandon Balke	06/09/2026	
	1	PER DIEM FOR CWEA TRAINING - JUNE 9-		72.00
Total for Check Number 58934:				72.00
58935	C302	Robert Christensen	06/09/2026	
	1	PER DIEM RWC - SHRM - CP EXAM 07.09.26		86.00
Total for Check Number 58935:				86.00
58936	C450	City of Eureka: Water Test	06/09/2026	
	INV09271	Microbiological Testing - MAY 2026		408.00
Total for Check Number 58936:				408.00
58937	D995	Jesus Dominguez Diaz	06/09/2026	
	1	STIPEND FOR D1 TESTING		370.00
	1	PER DIEM FOR CWEA TRAINING - JUNE 9-		72.00
Total for Check Number 58937:				442.00
58938	H350	JESSE HOLBERG	06/09/2026	
	1	PER DIEM FOR CWEA TRAINING - JUNE 9-		72.00
Total for Check Number 58938:				72.00
58939	I401	Industrial Electric Arcata Inc	06/09/2026	
	IN56598	Conduit and fittings to install probes at Hoover I		21.94
	IN56746	Misc. conduit for Cabnets at blackberry		357.63
	IN56803	Wire for Hubbard meters to RTU Invoice IN56803		71.66
	IN56804	Light for cabinet at Hoover Invoice IN56804		308.49
	IN56844	Wire for Cabnets being built Invoice IN56844		130.10
	IN56845	Wire for SLS that are being built Invoice IN56845		727.65
	IN56855	Tower for Beechwood 20 foot		1,067.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	IN56855	Tower for Roth 20 foot		1,067.49
	IN56855	Tower for Hemlock 20 foot		1,067.49
	IN56855	Tower for Foxwood 30 foot		1,308.88
	IN56855	Tower for Spruce 30 foot		1,308.87
	IN56855	Tower for Wellington 20 foot		1,067.49
	INV56855	Tower for Hidden 20 foot		1,067.49
Total for Check Number 58939:				9,572.67
58941	T500 26-60687	Times Printing Company BUSINESS CARDS - RC/KN/AR/DV/CS/SC	06/09/2026	267.03
Total for Check Number 58941:				267.03
58942	W872 1	Terrence Williams TK MEALS PER DIEM - CSDA GM SUMMIT	06/09/2026	222.50
Total for Check Number 58942:				222.50
58943	B284 80237475	Badger Meter Inc Beacon Mbl Hosting - MAY	06/09/2026	523.80
Total for Check Number 58943:				523.80
58944	C410 MAY 2026 MAY 2026	City of Eureka: SW General 79% Humboldt Hill 21%	06/09/2026	121,534.39 32,306.61
Total for Check Number 58944:				153,841.00
58945	C036 111266550 149806 15752 20260407 2073856 20953 2561487221 2646-5394 29803 3534 3644240 3659402 38681093 4572204 63227 63303 792617051 901907 A41299 S000849114	Corporate Payment Systems KN/Bobcat pallet fork hitch attachment for movi TK/CSDA - GM Summit TK JUNE 27-30,2026 MM/Call em all Credits purchased TK/CL Job Posting X3 - Summer Meter Installat TK/AMAZON - Dell Docking Stn Dual Monitor MM/Microsoft - Exchange Email KN/# 8 replacement solenoid TK/Handshake Job Posting - Summer Meter Inst TK/SWRCB - JH D1 TESTING MM/replacement cones for construction and mai MM/Keyboard for SC TK/AMAZON - Computer Chair Covers KN/# 8 replacement solenoid TK/Amazon - Two White Boards - GM OFFICE MM/Microsoft - Projects for KR MM/DRI Crash Plan TK/CL Job Posting X2 - CSR I Position TK/CWEA - Collection System Grade III KN TK/HCSO BOARD ROOM - Door Sign TK/WORKRITE - Ergonomics Palm Rest - Men	06/09/2026	288.15 1,020.00 240.00 60.00 114.17 126.00 191.35 136.00 51.38 1,044.62 55.99 10.65 186.75 76.12 30.00 39.96 40.00 255.00 86.83 69.60
Total for Check Number 58945:				4,122.57
58946	E330 551275/7	Englund Marine and Industrial Supply Hand Bilge Pump 24" W/ 24" Hose	06/09/2026	97.17
Total for Check Number 58946:				97.17
58947	E530 195049	Eureka Humboldt Fire Extinguisher Co Inc Refill and Svc 2 Fire Exts - Crane Truck & Donr	06/09/2026	98.14

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58947:				98.14
58948	E565 adj456	Eureka Overhead Door Co. Inc. Lower shop roll up door repair	06/09/2026	250.00
Total for Check Number 58948:				250.00
58949	G150 SUB4047.0526 SUB4047.0526	Gaynor Telesystems Inc. Fees and Surcharges Cloud Subscription Charges 05.12.26 - 06.14.26	06/09/2026	83.74 333.84
Total for Check Number 58949:				417.58
58950	H410 18686000	Humboldt Bay Municipal Water D Water Purchased - MAY	06/09/2026	100,600.61
Total for Check Number 58950:				100,600.61
58951	H690 557784	Humboldt Fasteners and Tools makita hedge trimmer blade repair	06/09/2026	181.90
Total for Check Number 58951:				181.90
58952	H760 3798	Humboldt Towing Inc Towing/Hook Fee - Veh blocking access to fire h	06/09/2026	150.00
Total for Check Number 58952:				150.00
58953	H810 946854 946855 947007 947008 947096	Humboldt Waste Management Auth SOLID WASTE - SELF HAUL SOLID WASTE - SELF HAUL SOLID WASTE - SELF HAUL SOLID WASTE - SELF HAUL GREENWASTE - SELF HAUL	06/09/2026	72.97 131.34 150.11 91.73 47.49
Total for Check Number 58953:				493.64
58954	I700 5116816 5116818	IBS Interstate Battery System #18 new batteries #18 batteries core charge	06/09/2026	565.46 -90.00
Total for Check Number 58954:				475.46
58955	H010 S015040149.001 S015056166.001 S015085434.001 S015086560.001 S015087731.001 S015092842.001	Keenan Supply RUBBER METER GASKETS KRAUSZ 860-54-0217-16 HYMAX 2 FLIP 260 RUBBER METER GASKETS BRASS CPLG, REDI-CLAMPS, GASKETS, B CHRISTY WTER HINGED READING LID RUBBER METER GASKETS	06/09/2026	283.71 1,033.80 22.00 1,058.51 144.26 223.45
Total for Check Number 58955:				2,765.73
58956	M230 M294770 M294771 M294832	Mendes Supply Co PSCQCARBACTICIDE30, DRUM DEPOSIT PSCQCARBACTICIDE30, DRUM DEPOSIT DRUM DEPOSIT	06/09/2026	1,439.66 1,439.66 -562.50
Total for Check Number 58956:				2,316.82
58957	M450	Mission Linen	06/09/2026	

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	525947718	Uniforms/Mats		224.67
	525988309	Uniforms/Mats		427.40
	526030603	Uniforms/Mats		224.67
	526072290	Uniforms/Mats		419.93
	526115704	Uniforms/Mats		229.52
Total for Check Number 58957:				1,526.19
58958	E558	NAPA Auto Parts of Eureka	06/09/2026	
	495291	HOSE FITTINGS, 6MXTXREEL, PREM AW 4		184.61
	495307	UNIT#4 OIL CHANGE - NAPA OIL FILTER		13.77
	496980	UNIT# 2 OIL CHANGE - NAPA OIL FILTERS,		248.47
	498769	AA PROT WIPES		18.72
Total for Check Number 58958:				465.57
58959	S850	Optimum	06/09/2026	
	06152026	Internet/date-date 05.24.26 - 06.23.26		452.70
Total for Check Number 58959:				452.70
58960	P010	Pacific Gas and Electric-GN	06/09/2026	
	06052026	dGeneral Sewer System		5,064.52
	06052026	bHH Water System		13,033.32
	06052026	fOffice/Yard		6,120.84
	06052026	eKS/HH Sewer System		1,579.55
	06052026	aWA Pump & District/Cummings		6,711.93
	06052026	gSpark energy Gas/LP Gas Chgs		239.69
	06052026	cFW/MR Water System		723.86
Total for Check Number 58960:				33,473.71
58961	P130	Pacific Gas and Electric-St	06/09/2026	
	06122026	Street Lights: MAY 2026		1,622.03
Total for Check Number 58961:				1,622.03
58962	P190	Pacific Paper Co	06/09/2026	
	249205	RECYCLE BIN FOR LOBBY, PENS, METER		404.69
Total for Check Number 58962:				404.69
58963	P430	Pierson Building Center	06/09/2026	
	331247	BULK FASTENERS, STLWKS 3/4X3 ALLTHF		124.91
	332201	SFTY HASP SWIVEL, ALUM POP 1/8 X 1/4, S		42.40
Total for Check Number 58963:				167.31
58964	P821	Proforma Marketing Solutions	06/09/2026	
	B939003668A	Envelopes for CSR		349.20
Total for Check Number 58964:				349.20
58965	S750	Standard Insurance Company	06/09/2026	
	06012026	Short&Long Term Empl Disability 05.01.26 - 05		1,216.38
Total for Check Number 58965:				1,216.38
58966	S908	SWRCB-DWOCP	06/09/2026	
	3	DWOCP D1 CERTIFICATION - JDD		70.00
Total for Check Number 58966:				70.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
58967	M560 11129	The Mitchell Law Firm LLP LEGAL SERVICES - APRIL	06/09/2026	288.00
Total for Check Number 58967:				288.00
58968	P670 06302026	US Postal Service ANNUAL RENTAL PO BOX 07.01.26 - 06.30.2	06/09/2026	398.00
Total for Check Number 58968:				398.00
58969	U730	USA Bluebook	06/09/2026	
	INV01047631	Blue-White CL2 pump , tube and roller head (M		662.69
	INV01047864	X5 One hand wrench (Meters)		742.50
	INV01047907	Climbing Harness,4'x2,6'x2,8'x2,10'x2,12' x1 lift		1,432.33
	INV01058477	Climbing Harness,4'x2,6'x2,8'x2,10'x2,12' x1 lift		170.67
Total for Check Number 58969:				3,008.19
58970	V700 INV 26-019456	Valley Pacific Petroleum Services Inc TICKET# 259008 - YARD FUEL	06/09/2026	3,783.97
Total for Check Number 58970:				3,783.97
58971	W570 405262 405313	Western Chain Saw AUTOCUT HEAD, OR GATOR LINE, HUSQV STRING TRIMMER GREASE	06/09/2026	295.41 14.32
Total for Check Number 58971:				309.73
58972	W700 HCD-267779	Whitchurch Engineering Inc. WALNUT DR BID AND CONST ASSIST 02.01	06/09/2026	3,360.00
Total for Check Number 58972:				3,360.00
Total for 6/9/2026:				438,238.17
58973	C180 6016150432 6016150432 6016150432	Canon Solutions America Inc. Office/Color Copies WXD03492- 04.30.26 - 05. Office/Black Copies WXD03492- 04.30.26 - 05. UseTaxRecoveryFee/OfficeCopier - 04.30.26 - 0	06/23/2026	196.20 44.69 10.55
Total for Check Number 58973:				251.44
58974	C465 06302023	CJ Brown & Co CPA Progress ovrk on 2023 audit	06/23/2026	7,417.00
Total for Check Number 58974:				7,417.00
58975	C475 00789403S	Coast Counties Peterbilt UNIT#8 SHIFTER REPAIR	06/23/2026	477.39
Total for Check Number 58975:				477.39
58976	C495 70967	Colantuono, Highsmith, Whatley, PC SPECIAL LEGAL SERVICES - MAY 2026	06/23/2026	560.00
Total for Check Number 58976:				560.00
58977	E485 200318/3 200437/3	Cooney Parris and Rieke Corp RECIP SAW BLD 12" BLUE/BRO POLY TARP 20X40	06/23/2026	30.44 130.49

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	200542/3	WEED & GRASS KILLER 1 GAL		97.86
	200667/3	VELCRO STRP, PLANO .50 CAL AMMO CAI		294.54
	200775/3	CONCRETE HISTRGTH 80#		65.18
	200929/3	PRUNER, BUCKET, TRANSPLANTER HANI		93.85
	201071/3	CONCRETE HISTRGTH 80#		10.86
	201156/3	PLSTC BUCKET 5G WHITE ACE		30.41
	201198/3	FOAM KNEEPADS, BLK KNEEPAD		91.31
	201201/3	JGSW BIM 3-5//8" 5PK		21.74
	201294/3	SIMPLE GREEN CLEANER		15.21
	201475/3	SF CONTRACTOR 3/4IN 50 FT		59.80
	201486/3	COBWEB DUSTER, EXT POLE 6'		44.57
	201503/3	HARDWARE SCREWS		5.74
Total for Check Number 58977:				992.00
58978	E650	Eureka Ready Mix	06/23/2026	
	108908	TICKET# 97942 #4 PICK UP		409.44
	109350	TICKET#S 98544, 98545, 98546 - CLASS 2 B/		867.77
Total for Check Number 58978:				1,277.21
58979	F049	Fastenal Company	06/23/2026	
	CAEUR140637	SFTY GLSSES, XL FLEXGRD GLV PRVP		57.77
	CAEUR140637	EAR PLUGS, XL DISP GLOVES, BTHRM DIS		273.89
	CAEUR140637	40 GRIT FLP DISC, WD40 12 OZ		39.78
	CAEUR140695	SUPPLIES FOR TEMPS - GLVS, SFTY GLSSE		191.24
	CAEUR140754	AEROSAL CAUTION BLUE WATER MARKII		68.90
	CAEUR140754	SFTY GLSSES, CLK CHISEL MRKR, INSECT		90.61
Total for Check Number 58979:				722.19
58980	F050	Fastenal Industrial	06/23/2026	
	CAEUR140673	BATH TISSUE, PAPER TOWELS		137.76
	CAEUR140696	GRN 6TUFLX SLING, GRN ROUND SLING		436.07
	CAEUR140753	WHT ROLL TOWELS		68.95
Total for Check Number 58980:				642.78
58981	I401	Industrial Electric Arcata Inc	06/23/2026	
	IN56433	Klein Amp Clamp true rms		148.41
	IN56612	Lock Out Tag Out Equipment		118.34
	IN56817	10k 10-Turn pot		49.12
Total for Check Number 58981:				315.87
58982	M340	Mercer Fraser Co	06/23/2026	
	119283	TICKET# 30027651 CLEAN CONCRETE DISI		99.60
Total for Check Number 58982:				99.60
58983	R250	Recology Humboldt County	06/23/2026	
	35932060	Garbage Service - 05.01.26 - 05.31.26		651.10
Total for Check Number 58983:				651.10
58984	S010	S and H Auto Glass	06/23/2026	
	88229	#5 windshield repair		360.58
Total for Check Number 58984:				360.58
58985	V500	Verizon Wireless	06/23/2026	
	6144203300	Cellular Service - 04.22.26 - 05.21.26		435.26

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for Check Number 58985:				435.26
58986	W730 139581	Wienhoff Drug Testing Inc EXCESSIVE COLLECTION FEE/HR/KN	06/23/2026	20.00
Total for Check Number 58986:				20.00
58987	W700 HCD-267840	Whitchurch Engineering Inc. WALNUT DR BID & CONST ASSIST 05.01.26	06/23/2026	1,562.50
Total for Check Number 58987:				1,562.50
58988	W208 1086	Watt's Cleaning Services MONTHLY OFFICE CLEANING - MAY	06/23/2026	1,165.00
Total for Check Number 58988:				1,165.00
58989	S310 220048718	Low Voltage Security Inc Onsite Rekeys	06/23/2026	155.00
Total for Check Number 58989:				155.00
58990	P785 8018A 8018A	Powell Landscape Materials 5 sack - yard concrete 5 sack - yard concrete	06/23/2026	261.30 261.29
Total for Check Number 58990:				522.59
58991	P550 1029584356 1029584356 1029584356	Pitney Bowes Inc Equipment Service Agreement TAXES Qtrly Rent Base C Series 04.01.26 - 06.30.26 Qtrly Rent Base C Series 04.01.26 - 06.30.26	06/23/2026	7.03 80.34 38.70
Total for Check Number 58991:				126.07
58992	P006 0211464797	PACE Supply Corp. meter install restock	06/23/2026	261.54
Total for Check Number 58992:				261.54
58993	N050 2026-150150	North Coast Journal MAINTENANCE FOREMAN AD 05.14.26	06/23/2026	214.00
Total for Check Number 58993:				214.00
58994	I525 310947	Infosend UB/Process and Mail/Bills - JUNE	06/23/2026	5,050.21
Total for Check Number 58994:				5,050.21
58995	H525 132209 132260 132261 132262 132263 132330 132331 132422 132423 132424	Humboldt Co Div of Environmental Health HAZ WASTE & MATERIALS FEE - RECORD HAZ WASTE & MATERIALS FEE - RECORD HAZ WASTE & MATERIALS FEE - RECORD HAZ WASTE & MATERIALS FEE - RECORD HAZ WASTE & MATERIALS FEE - RECORD APSA TIER 1 FACILITY - RECORD ID# PT00 APSA SURCHARGE - RECORD ID# PT00039. HAZMAT EMER RSPNS TEAM SUPPORT - R CUPA STATE SURCHARGE - RECORD ID# P HAZMAT EMER RSPNS TEAM SPRT - REC	06/23/2026	823.64 429.89 429.89 429.89 429.89 395.00 26.00 16.00 79.00 16.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	132425	CUPA STATE SURCHARGE - RECORD ID# P		79.00
	132426	HAZMAT EMER RSPNS TEAM SPRT - REC		16.00
	132427	HAZ WASTE & MATERIALS FEE - RECORD		79.00
	132428	HAZMAT EMER RSPNS TEAM SPRT - REC		16.00
	132429	CUPA STATE SURCHARGE - RECORD ID# P		79.00
	132430	HAZMAT EMER RSPNS TEAM SPRT - REC		16.00
	132431	CUPA STATE SURCHARGE - RECORD ID# P		79.00
Total for Check Number 58995:				3,439.20
58996	H160	HCSD--Petty Cash	06/23/2026	
	10970408-2	USPS - CERTIFIED MAIL CUST CLAIM		8.20
	12222883-2	USPS RETURN		10.45
	12321077.2	USPS RETURN - AUTOMOTIVE PART		22.40
	226647003	NOTARY - CUSTOMER LIEN		15.00
	227342313	NOTARY - CUSTOMER LIEN		15.00
	315117	BATTERIES - LINE LOCATOR - CNTRY CLU		15.06
	902383	ASM INTERVIEW LUNCH - MURPHY'S		34.22
	937279	LAWNMOVER DRIVE BELT - TRACTOR SU		65.69
	A38070	BOARD SCTY NAMEPLATE - EKA RBBR ST		11.82
Total for Check Number 58996:				197.84
58997	G150	Gaynor Telesystems Inc.	06/23/2026	
	SUB4047-0626	Cloud Subscription Charges 06.15.2026 - 07.14.26		333.84
	SUB4047-0626	Fees and Surcharges - 06.15.26 - 07.14.26		83.74
Total for Check Number 58997:				417.58
58998	C730	Cummins Pacific LLC	06/23/2026	
	Y7-260513201	south broadway generator fuel system rehabilitat		510.30
Total for Check Number 58998:				510.30
58999	C670	CWEA - Oakland	06/23/2026	
	363823	CWEA ASSOC MEMBERSHIP CA		124.00
Total for Check Number 58999:				124.00
59000	C410	City of Eureka: SW	06/23/2026	
	JUNE 2026	General 79%		121,534.39
	JUNE 2026	Humboldt Hill 21%		32,306.61
Total for Check Number 59000:				153,841.00
59001	C036	Corporate Payment Systems	06/23/2026	
	2205694531	TK/Breeze Airways - TK GM Summit Depart 06		485.49
	294821	TK/AMAZON - Coffee Creamer		6.24
	31803	KN/Return of selenoid		-186.75
	31803	KN/returned part for unit 8 restocking fee		17.17
	48181	MM/Microsoft - Exchange Email		126.00
	614900006733	TK/COSTCO - WIRE RACKS -(3)		661.47
	6260645	TK/Amazon - Chair Cover for Board Room Cha		22.36
	65504	TK/Craigslist - Advertisement for Maintenance I		20.00
	65977	TK/Craigslist - Advertisement for Maintenance I		20.00
	70565	MM/DRI Crash Plan		39.96
	767922	TK/CWEA MEMBERSHIP - HR/DR/JDD/JH/A		1,506.00
	767938	TK/CWEA CSM 3 -JM/NA		510.00
	767943	TK/CWEA CSM 1 - CD/JH/JDD/HR		900.00
	767946	TK/CWEA CSM 2 -AD/DR		480.00
	7956251	MM/Charger for on call phone		11.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	9224241	JM/F ST METERING STATION BATTERIES		13.92
	9540265	TK/AMAZON - Chair Covers Board Room		10.65
	9623419	MM/Fuser for HR printer		97.77
	9781851	TK/AMAZON - Coffee Pods		66.44
	98812	MM/Microsoft - Projects for KR		30.00
	B23620	KN/rice straw for erosion control		76.01
Total for Check Number 59001:				4,914.48
59002	B745 9GWCS55T-0001	BRIAN MISTLER and ASSOCIATES MANAGEMENT ADVISING	06/23/2026	
				1,062.50
Total for Check Number 59002:				1,062.50
59003	B400 38469	Bedliners Plus replacement trailer hitch pins	06/23/2026	
				33.08
Total for Check Number 59003:				33.08
59004	A860 SO295608	AWWA AWWA ORGANIZATIONAL MEMBERSHIP F	06/23/2026	
				2,826.00
Total for Check Number 59004:				2,826.00
59005	K500 1578	Kolstad Surveyors Corporation Hoover SLS Flood Protection Map/Survey	06/23/2026	
				4,114.00
Total for Check Number 59005:				4,114.00
Total for 6/23/2026:				194,759.31
Report Total (72 checks):				632,997.48

INTENTIONAL BLANK PAGE.

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

June 2026

	Budgeted 2025-26	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	6,603,000	607,319	6,529,877	6,603,000	(73,123)	(1.1)	
Sewer Service Charges	8,842,500	744,789	8,940,206	8,842,500	97,706	1.1	
Water & Sewer Construction Charges	35,000	16,918	54,007	35,000	19,007	54.3	1
Account Charges	115,000	10,406	145,539	115,000	30,539	26.6	
Inspection Charges	700	-	-	700	(700)	(100.0)	1
Reimbursable Maintenance Charges	1,600	-	16,431	1,600	14,831	927.0	1
Miscellaneous	2,000	236	856	2,000	(1,144)	(57.2)	1
TOTAL OPERATING REVENUE	15,599,800	1,379,668	15,686,916	15,599,800	87,116	0.6	
NON-OPERATING REVENUE							
Capital Connection Charges	125,000	42,337	138,877	125,000	13,877	11.1	1
Interest/General	405,000	47,266	562,950	405,000	157,950	39.0	2
Discounts Earned	1,750	-	(255)	1,750	(2,005)	(114.6)	1
Sales:Fixed Assets/Scrap Metal	2,000	707	1,008	2,000	(992)	(49.6)	1
Bad Debt Recovery	3,000	-	585	3,000	(2,415)	(80.5)	1
Property Taxes & Assessments	450,000	-	-	450,000	(450,000)	(100.0)	1
TOTAL NON-OPERATING REVENUE	986,750	90,310	703,164	986,750	(283,586)	(28.7)	1
TOTAL DISTRICT REVENUE	16,586,550	1,469,978	16,390,081	16,586,550	(196,469)	(1.2)	
OPERATING EXPENSES							
Wages Direct	2,065,812	128,213	1,875,725	2,065,812	190,087	9.2	
Benefits: PERS	607,000	11,414	879,133	607,000	(272,133)	(44.8)	3
Group Ins	1,451,000	106,669	1,248,693	1,451,000	202,307	13.9	
Workers Comp Ins	32,000	8,195	29,547	32,000	2,453	7.7	
FICA/Medicare	151,650	9,875	145,853	151,650	5,797	3.8	
Misc Benefits	1,920	59	796	1,920	1,124	58.5	
Total Wages and Benefits	4,309,382	264,425	4,179,747	4,309,382	129,635	3.0	
Less: wages & ben charged to Capital Proj.	(300,000)	(36,487)	(407,168)	(300,000)	107,168	(35.7)	
Total Operating Wages and benefits	4,009,382	227,938	3,772,579	4,009,382	236,803		
Water Purchase HBMWWD	1,180,000	99,263	1,204,060	1,180,000	(24,060)	(2.0)	
Water Purchase Eureka	850,000	67,853	857,311	850,000	(7,311)	(0.9)	
Sewage Treatment Operations & Maint.	2,185,000	153,841	1,846,092	2,185,000	338,908	15.5	
Water/Sewer Analysis	12,000	408	11,778	12,000	222	1.8	
Supplies/ Construction	150,000	10,659	108,669	150,000	41,331	27.6	
Supplies/ Office-Administration	15,000	983	13,834	15,000	1,166	7.8	
Supplies/ Engineering	2,000	128	614	2,000	1,386	69.3	
Supplies/ Maintenance	100,000	2,737	77,664	100,000	22,336	22.3	
Invoicing	65,000	5,594	70,299	65,000	(5,299)	(8.2)	
Temporary Labor	44,500	7,854	44,038	44,500	462	1.0	
Repairs & Maintenance/Trucks	75,000	2,075	44,649	75,000	30,351	40.5	
Equipment Rental	2,000	-	323	2,000	1,677	83.9	
Building & Grounds Maintenance	35,000	3,778	33,837	35,000	1,163	3.3	
Electrical Power	500,000	35,289	447,600	500,000	52,400	10.5	
Street Lights	90,000	6,137	77,336	90,000	12,664	14.1	
Telephone	15,000	1,462	17,802	15,000	(2,802)	(18.7)	4
Postage	2,500	41	3,012	2,500	(512)	(20.5)	5
Freight	1,000	-	-	1,000	1,000	100.0	
Chemicals	13,000	1,548	15,975	13,000	(2,975)	(22.9)	6
Liability Insurance	150,000	-	156,561	150,000	(6,561)	(4.4)	
Legal	40,000	200	57,623	40,000	(17,623)	(44.1)	7
Accounting	20,000	-	17,326	20,000	2,674	13.4	
Engineering	1,500	-	-	1,500	1,500	100.0	

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

June 2026

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance	Note
Other Professional Services	130,000	30	39,080	130,000	90,920	69.9	
Bank Service Charges	22,000	2,136	24,176	22,000	(2,176)	(9.9)	
Transportation	75,000	6,394	66,065	75,000	8,935	11.9	
Office Equip. Maintenance	6,000	820	3,878	6,000	2,122	35.4	
Computer Software Maintenance	46,000	2,676	66,324	46,000	(20,324)	(44.2)	8
Memberships & Subscriptions	47,500	4,332	44,444	47,500	3,056	6.4	
Bad Debts & Minimum Balance Writeoff	20,000	91	92	20,000	19,908	99.5	
Conference & Continuing Ed	33,000	1,010	20,539	33,000	12,461	37.8	
Certifications	7,500	2,384	10,191	7,500	(2,691)	(35.9)	9
State/County & LAFCO Charges and Charge	62,000	3,439	65,322	62,000	(3,322)	(5.4)	
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0	
Human Resources	22,000	1,973	27,754	22,000	(5,754)	(26.2)	10
Miscellaneous	10,000	5	(351)	10,000	10,351	103.5	
Director's Charges	16,000	1,000	12,000	16,000	4,000	25.0	
TOTAL OPERATING EXPENSES	10,056,882	654,079	9,258,498	10,056,882	798,384	7.9	
LONG TERM DEBT PAYMENTS							
2012 CIP & Refi.	177,600	-	177,600	177,600	-	-	
Davis-Grunsky Loan	6,050	-	6,125	6,050	(75)	(1.2)	
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0	
2014 Wastewater Revenue Bonds	487,175	-	487,175	487,175	(0)	(0.0)	
TOTAL LONG TERM DEBT PAYMENTS	788,266	-	788,341	788,266	(75)	(0.0)	
CAPITALIZED EXPENDITURES							
Vehicles, Rolling Stock & Equipment	97,500	-	81	97,500	97,419	99.9	
Building, Yard & Paving Improvements	395,000	-	71,113	395,000	323,887	82.0	
Capital Improvements Water	2,944,800	39,770	1,774,798	2,944,800	1,170,002	39.7	11
Capital Improvements Sewer	1,645,500	64,340	371,402	1,645,500	1,274,098	77.4	11
Engineering & Studies	15,000	-	-	15,000	15,000	100.0	
TOTAL CAPITAL EXPENDITURES	5,097,800	104,111	2,217,394	5,097,800	2,880,406	56.5	11
OTHER							
City of Eureka Projects:							
Treatment Plant	3,670,000	-	-	3,670,000	3,670,000	100.0	
TOTAL City of Eureka Projects	3,670,000	-	-	3,670,000	3,670,000	100.0	
Interfund Transfers In	-	-	-				
Interfund Transfers Out	-	-	-				
BUDGET SURPLUS (DEFICIT)	(3,026,398)	711,788	4,125,848	(3,026,398)	7,152,246	236.3	

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

June 2026

	Budgeted 2025-26	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	15,599,800	1,379,668	15,686,916	15,599,800	87,116	0.6
TOTAL OPERATING EXPENSES	(10,056,882)	(654,079)	(9,258,498)	(10,056,882)	798,384	7.9
NET SURPLUS/(DEFICIT) FROM OPERATIONS	5,542,918	725,589	6,428,418	5,542,918	885,500	16.0
NON-OPERATING REVENUE & EXPENSES						
TOTAL NON-OPERATING REVENUE	986,750	90,310	703,164	986,750	(283,586)	(28.7)
TOTAL LONG TERM DEBT SERVICE	(788,266)	-	(788,341)	(788,266)	(75)	(0.0)
SURPLUS/(DEFICIT) BEFORE CAPITAL EXPENDITURES	5,741,402	815,899	6,343,242	5,741,402	601,990	10.5
HCSD CAPITAL IMPROVEMENT EXPENDITURES	(5,097,800)	(104,111)	(2,217,394)	(5,097,800)	2,880,406	56.5
CITY of EUREKA PROJECT REIMBURSEMENT	(3,670,000)	-	-	(3,670,000)	3,670,000	100.0
NEW DEBT ISSUE						
NET INTERFUND TRANSFERS IN/OUT		-	-			
BUDGET SURPLUS (DEFICIT)	<u>(3,026,398)</u>	<u>711,788</u>	<u>4,125,848</u>	<u>(3,026,398)</u>	<u>7,152,246</u>	<u>236.3</u>

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

June 2026

	Budgeted 2025-26	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	6,603,000	607,319	6,529,877	6,603,000	(73,123)	(1.1)
Water Construction Charges	20,000	9,778	46,803	20,000	26,803	134.0
Account Charges	70,000	5,931	82,957	70,000	12,957	18.5
Inspection Charges	-	-	-	-	-	-
Reimbursable Maintenance Charges	1,400	-	16,096	1,400	14,696	1,049.7
Miscellaneous	1,000	-	96	1,000	(904)	(90.4)
TOTAL OPERATING REVENUE	6,695,400	623,028	6,675,828	6,695,400	(19,572)	(0.3)
NON-OPERATING REVENUE						
Water Capital Connection Charges	50,000	22,389	101,475	50,000	51,475	103.0
Interest/General	190,000	16,791	214,090	190,000	24,090	12.7
Discounts Earned	1,000	-	(146)	1,000	(1,146)	(114.6)
Sales:Fixed Assets/Scrap Metal	1,000	403	574	1,000	(426)	(42.6)
Bad Debt Recovery	2,000	-	333	2,000	(1,667)	(83.3)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	244,000	39,582	316,327	244,000	72,327	29.6
TOTAL DISTRICT REVENUE	6,939,400	662,610	6,992,155	6,939,400	52,755	0.8
OPERATING EXPENSES						
Wages Direct	958,750	60,785	882,398	958,750	76,352	8.0
Wages & Benefits: Allocated	827,731	51,901	913,023	827,731	(85,292)	(10.3)
Benefits: PERS	143,475	5,954	93,009	143,475	50,466	35.2
Group Ins	413,000	26,423	343,269	413,000	69,731	16.9
Workers Comp Ins	14,850	3,927	13,870	14,850	980	6.6
FICA/Medicare	70,370	4,644	67,415	70,370	2,955	4.2
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	2,428,176	153,634	2,312,984	2,428,176	115,192	4.7
Less: wages & ben charged to Capital Proj.	(185,000)	(22,930)	(172,358)	(185,000)	(12,642)	6.8
Total Operating Wages and benefits	2,243,176	130,705	2,140,626	2,243,176	102,550	4.6
Water Purchase HBMWD	1,180,000	99,263	1,204,060	1,180,000	(24,060)	(2.0)
Water Purchase Eureka	850,000	67,853	857,311	850,000	(7,311)	(0.9)
Water Analysis	12,000	408	11,778	12,000	222	1.8
Supplies/ Construction	110,000	5,091	71,683	110,000	38,317	34.8
Supplies/Office-Administration	4,500	60	3,314	4,500	1,186	26.4
Supplies/ Engineering	500	121	421	500	79	15.8
Supplies/ Maintenance	50,000	1,558	42,527	50,000	7,473	14.9
Temporary Labor	22,250	1,945	14,887	22,250	7,363	33.1
Repairs & Maintenance/Trucks	40,000	1,183	24,932	40,000	15,068	37.7
Equipment Rental	1,000	-	-	1,000	1,000	100.0
Building & Grounds Maintenance	6,000	2,155	11,454	6,000	(5,454)	(90.9)
Electrical Power	285,000	22,405	264,298	285,000	20,702	7.3
Freight	350	-	-	350	350	100.0
Chemicals	13,000	1,548	15,915	13,000	(2,915)	(22.4)
Liability Insurance	-	-	(300)	-	300	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	17	17	5,000	4,983	99.7
Transportation	43,000	3,645	37,397	43,000	5,603	13.0
Office Equip. Maintenance	750	50	357	750	393	52.5
Computer Software Maintenance	21,000	1,414	32,619	21,000	(11,619)	(55.3)
Memberships & Subscriptions	2,000	2,826	4,868	2,000	(2,868)	(143.4)
Bad Debts & Minimum Balance Writeoff	10,000	52	53	10,000	9,947	99.5
Conference & Continuing Ed	10,000	404	9,502	10,000	498	5.0
Certifications	3,500	370	3,265	3,500	235	6.7
State/County & LAFCO Charges and Charge:	39,000	1,960	59,959	39,000	(20,959)	(53.7)
Hydraulic Water Model Maintenance	2,000	-	-	2,000	2,000	100.0
Human Resources	4,500	74	7,771	4,500	(3,271)	(72.7)
Miscellaneous	1,000	-	17	1,000	983	98.3
General & Admin Expense Allocation	299,150	13,305	296,122	299,150	3,028	1.0

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

June 2026

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
TOTAL OPERATING EXPENSES	5,258,676	358,413	5,115,120	5,258,676	143,556	2.7
LONG TERM DEBT PAYMENTS						
Davis-Grunsky Loan	6,050	-	6,125	6,050	(75)	(1.2)
TOTAL LONG TERM DEBT PAYMENTS	6,050	-	6,125	6,050	(75)	(1.2)
CAPITALIZED EXPENDITURES						
Capital Improvements Water	2,944,800	35,267	1,514,041	2,944,800	1,430,759	48.6
TOTAL CAPITAL EXPENDITURES	2,944,800	35,267	1,514,041	2,944,800	1,430,759	48.6
INTERFUND TRANSFERS IN	-	-	-	-	-	
BUDGET SURPLUS (DEFICIT)	(1,270,126)	268,931	356,870	(1,270,126)	1,626,996	128.1

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

June 2026

	Budgeted 2025-26	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	8,842,500	744,789	8,940,206	8,842,500	97,706	1.1
Sewer Construction Charges	15,000	7,140	7,205	15,000	(7,796)	(52.0)
Account Charges	45,000	4,474	62,582	45,000	17,582	39.1
Inspection Charges	700	-	-	700	(700)	(100.0)
Reimbursable Maintenance Charges	200	-	335	200	135	67.7
Miscellaneous	1,000	-	72	1,000	(928)	(92.8)
TOTAL OPERATING REVENUE	8,904,400	756,403	9,010,400	8,904,400	106,000	1.2
NON-OPERATING REVENUE						
Sewer Capital Connection Charges	75,000	19,948	37,402	75,000	(37,598)	(50.1)
Interest/General	200,000	22,424	246,195	200,000	46,195	23.1
Discounts Earned	750	-	(110)	750	(860)	(114.6)
Sales: Fixed Assets/Scrap Metal	1,000	304	433	1,000	(567)	(56.7)
Bad Debt Recovery	1,000	-	252	1,000	(748)	(74.8)
Other Non-Operating Revenue	-	-	-	-	-	-
TOTAL NON-OPERATING REVENUE	277,750	42,676	284,172	277,750	6,422	2.3
TOTAL DISTRICT REVENUE	9,182,150	799,079	9,294,573	9,182,150	112,423	1.2
OPERATING EXPENSES						
Wages Direct	598,000	35,101	587,139	598,000	10,861	1.8
Wages & Benefits: Allocated	827,731	51,901	913,023	827,731	(85,292)	(10.3)
Benefits: PERS	77,250	2,905	57,014	77,250	20,236	26.2
Group Ins	275,000	15,974	222,432	275,000	52,568	19.1
Workers Comp Ins	9,275	2,228	9,136	9,275	139	1.5
FICA/Medicare	43,950	2,682	44,890	43,950	(940)	(2.1)
Misc Benefits	-	-	-	-	-	-
Total Wages and Benefits	1,831,206	110,791	1,833,635	1,831,206	(2,429)	(0.1)
Less: wages & ben charged to Capital Proj.	(65,000)	(13,558)	(201,682)	(65,000)	136,682	(210.3)
Total Operating Wages and benefits	1,766,206	97,233	1,631,953	1,766,206	134,253	7.6
Sewage Treatment: Operating & Maint.	2,185,000	153,841	1,846,092	2,185,000	338,908	15.5
Sewer Analysis	-	-	-	-	-	-
Supplies/ Construction	40,000	5,568	36,986	40,000	3,014	7.5
Supplies/ Office-Administration	4,500	45	2,500	4,500	2,000	44.4
Supplies/ Engineering	500	6	83	500	417	83.5
Supplies/ Maintenance	45,000	1,179	34,756	45,000	10,244	22.8
Temporary Labor	22,250	1,467	11,230	22,250	11,020	49.5
Repairs & Maintenance/Trucks	35,000	892	19,717	35,000	15,283	43.7
Equipment Rental	1,000	-	323	1,000	677	67.7
Building & Grounds Maintenance	5,000	458	6,199	5,000	(1,199)	(24.0)
Electrical Power	115,000	6,052	89,477	115,000	25,523	22.2
Freight	350	-	-	350	350	100.0
Chemicals	-	-	60	-	(60)	-
Liability Insurance	-	-	-	-	-	-
Engineering	-	-	-	-	-	-
Other Professional Services	5,000	13	2,213	5,000	2,787	55.7
Transportation	32,000	2,750	28,669	32,000	3,331	10.4
Office Equip. Maintenance	750	38	269	750	481	64.1
Computer Software Maintenance	19,000	1,067	27,357	19,000	(8,357)	(44.0)
Memberships & Subscriptions	1,500	1,506	4,244	1,500	(2,744)	(182.9)

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

June 2026

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
Bad Debts & Minimum Balance Writeoff	10,000	39	40	10,000	9,960	99.6
Conference & Continuing Ed	10,000	520	10,860	10,000	(860)	(8.6)
Certifications	2,500	2,014	6,220	2,500	(3,720)	(148.8)
State/County & LAFCO Charges and Charges	4,000	1,479	4,595	4,000	(595)	(14.9)
Human Resources	3,000	56	5,862	3,000	(2,862)	(95.4)
Miscellaneous	1,500	-	13	1,500	1,487	99.2
General & Admin Expense Allocation	299,150	13,305	296,122	299,150	3,028	1.0
TOTAL OPERATING EXPENSES	4,608,206	289,529	4,066,042	4,608,206	542,164	11.8
LONG TERM DEBT PAYMENTS						
2014 Wastewater Revenue Bonds	487,175	-	487,175	487,175	(0)	(0.0)
2012 CIP & Refi.	177,600	-	-	177,600	177,600	100.0
VacCon Truck Loan	117,441	-	117,441	117,441	0	0.0
TOTAL LONG TERM DEBT PAYMENTS	782,216	-	604,616	782,216	177,600	22.7
CAPITALIZED EXPENDITURES						
Vehicles/Rolling Stock/Capital Equipment	-	-	-	-	-	-
Building, Yard& Paving Improvements	-	-	-	-	-	-
Capital Improvements Sewer	1,645,500	61,399	359,288	1,645,500	1,286,212	78.2
Engineering & Studies	-	-	-	-	-	-
TOTAL CAPITAL EXPENDITURES	1,645,500	61,399	359,288	1,645,500	1,286,212	78.2
OTHER						
City of Eureka Projects: Treatment Plant	3,670,000	-	-	3,670,000	3,670,000	100.0
TOTAL OTHER	3,670,000	-	-	3,670,000	3,670,000	100.0
BUDGET SURPLUS (DEFICIT)	(1,523,772)	448,151	4,264,626	(1,523,772)	5,788,398	379.9

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

June 2026

	Budgeted 2025-26	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)	15,000	8,052	102,665	15,000	87,665	584.4
Miscellaneous	-	236	688	-	688	-
TOTAL OPERATING REVENUE	15,000	8,288	103,353	15,000	88,353	589.0
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	465,000	8,288	103,353	465,000	(361,647)	(77.8)
OPERATING EXPENSES						
Wages Direct	509,062	32,327	406,188	509,062	102,874	20.2
Benefits: PERS	386,275	2,554	729,109	386,275	(342,834)	(88.8)
State Unemploy Ins	-	-	-	-	-	-
Group Ins	763,000	64,272	682,992	763,000	80,008	10.5
Workers Comp Ins	7,875	2,041	6,541	7,875	1,334	16.9
FICA/Medicare	37,330	2,549	33,548	37,330	3,782	10.1
Misc Benefits	1,920	59	796	1,920	1,124	58.5
Total Wages and Benefits	1,705,462	103,802	1,859,174	1,705,462	(153,712)	(9.0)
Less: wages & ben charged to Capital Proj.	(50,000)	-	(33,128)	(50,000)	(16,872)	33.7
Less: Allocated to Water and Sewer Funds	(1,655,462)	(103,802)	(1,826,046)	(1,655,462)	170,584	(10.3)
Total Unallocated Wages and Benefits	-	-	-	-	-	-
Supplies/ Construction	-	-	-	-	-	-
Supplies/ Administration	6,000	877	8,020	6,000	(2,020)	(33.7)
Supplies/ Engineering	1,000	-	110	1,000	890	89.0
Supplies/ Maintenance	5,000	-	381	5,000	4,619	92.4
Invoicing	65,000	5,594	70,299	65,000	(5,299)	(8.2)
Temporary Labor	-	4,441	17,921	-	(17,921)	-
Repairs & Maintenance/Trucks	-	-	-	-	-	-
Equipment Rental	-	-	-	-	-	-
Building & Grounds Maintenance	24,000	1,165	16,183	24,000	7,817	32.6
Electrical Power	100,000	6,831	93,824	100,000	6,176	6.2
Street Lights	90,000	6,137	77,336	90,000	12,664	14.1
Telephone	15,000	1,462	17,802	15,000	(2,802)	(18.7)
Postage	2,500	41	2,541	2,500	(41)	(1.7)
Freight	300	-	-	300	300	100.0
Liability Insurance	150,000	-	156,861	150,000	(6,861)	(4.6)
Legal Services	40,000	200	57,623	40,000	(17,623)	(44.1)
Accounting	20,000	-	17,326	20,000	2,674	13.4
Engineering	1,500	-	-	1,500	1,500	100.0
Other Professional Services	20,000	-	36,850	20,000	(16,850)	(84.3)
Bank Service Charges	22,000	2,136	24,176	22,000	(2,176)	(9.9)
Transportation	-	-	-	-	-	-
Office Equip. Maintenance	4,500	733	3,253	4,500	1,247	27.7
Computer Software Maintenance	6,000	196	6,348	6,000	(348)	(5.8)
Memberships & Subscriptions	44,000	-	35,332	44,000	8,668	19.7
Bad Debts & Minimum Balance Writeoff	-	-	-	-	-	-
Conference & Continuing Ed	13,000	86	177	13,000	12,823	98.6
Certifications	1,500	-	706	1,500	794	52.9

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

June 2026

	Budgeted 2025-26	Current Month-to-Date	Actual Year-to-Date	Budgeted Year-to-Date	Y.T.D. Variance Actual to Budget	% Variance
State/County & LAFCO Charges and Charges	19,000	-	768	19,000	18,232	96.0
Human Resources	14,500	1,843	14,121	14,500	379	2.6
Miscellaneous	7,500	5	(380)	7,500	7,880	105.1
Director's Charges	16,000	1,000	12,000	16,000	4,000	25.0
General & Admin Expense Allocation	(598,300)	(26,611)	(592,244)	(598,300)	(6,056)	1.0
TOTAL OPERATING EXPENSES	90,000	6,137	77,336	90,000	12,664	14.1
CAPITALIZED EXPENDITURES						
				-		
Vehicles/Rolling Stock/Capital Equipment	97,500	7,445	272,953	97,500	(175,453)	(180.0)
Building, Yard & Paving Improvements	395,000	-	71,113	395,000	323,887	82.0
Engineering & Studies	115,000	-	-	115,000	115,000	100.0
TOTAL CAPITAL EXPENDITURES	607,500	7,445	344,066	607,500	263,434	
INTERFUND TRANSFER OUT		-	-	-		
BUDGET SURPLUS (DEFICIT)	(232,500)	(5,294)	(495,649)	(232,500)	(263,149)	113.2

Humboldt Community Services District

Notes

June 2026

Note 1 - Non Operating and Miscellaneous Revenue

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

Note 2 - Interest Income

Increase in Interest Income due to continued performance with funds held in CA CLASS JPA investment pool being better than expected.

Note 3 - PERS

Annual PERS Expense increased due to Discretionary UAL Payment previously authorized. While this puts the PERS expense for the year above the Budgeted amount, other District Payroll and Benefit expenses for the year have been significantly below the budgeted amount, allowing for the discretionary payment. Total District Payroll and Benefit Expenses for the year are below the budgeted amount.

Note 4 - Telephone

Additional billing of annual maintenance agreement of phone system. Total expense for the fiscal year is projected to be \$3,000 above budgeted amount, which will be \$3,500 less than prior year total expense. Overage is not expected to impact District finances, and additional expected amount will be included in subsequent year budgets.

Note 5 - Postage

Overage due to unanticipated increase in postage rates.

Note 6 - Chemicals

Increase in purchase price of treatment chemicals compared to previous year

Note 7 - Legal

Additional \$36,169 in expense due to special investigation performed by legal council and additional 3rd party. Was not anticipated, and therefore not included in budget. Overage is not expected to have significant impact on District finances

Note 8 - Computer Software Maintenance

Maintenance/Licensing fees for computer software is paid in annual charges paid near beginning of Fiscal Year. Additionally, upgrade to primary District software (SpringBrook) resulted in increase in annual fees, which were not included in original budget. Additional software has also been purchased for District use, such as Grammarly and Adobe Acrobat Pro. Expenditures for the fiscal year are expected to be approximately \$65,000, \$19,000 above budgeted amount. Overage is not expected to have significant impact, and full cost will be included in budget for future years.

Note 9 - Certifications

More employee certifications and trainings occurred in FY 2026 due to new staff additions compared to previous year

Note 10 - Human Resources

Increased Human Resources expenses due to advertising for numerous District Positions. Overage is not expected to have significant impact on District Finances.

Note 11 - CIP

District has received \$457,437.97 in Grant funds in FY 2026. \$402,972.09 towards Walnut EQ Repair project and \$54,468.88 towards Hoover Flood Protection project. GM and FM are continuing to pursue and submit grant funding.

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 28, 2026

AGENDA ITEM: G.1

TITLE: Consideration of Adopting Resolution 2026-08: Revising the HCSD Department of Transportation Substance Abuse Policy

PRESENTED BY: Rob Christensen, Administrative Services Manager

Recommendation:

Review revisions to the HCSD Department of Transportation (DOT) Substance Abuse Policy and approve by motion and roll call vote.

Summary:

HCSD maintains a DOT Substance Abuse Policy to ensure compliance with federal regulations governing employees who perform safety-sensitive functions requiring a Commercial Driver License (CDL). The policy establishes the District's procedures for drug and alcohol testing, employee responsibilities, and the consequences of prohibited conduct.

Previously, the District's DOT Substance Abuse Policy had been located within the District's Personnel Policies & Procedures (PPP) Manual. During an initial meeting with the Board ad-hoc committee that will be reviewing the District's revisions to the PPP Manual, staff received feedback that some policies located within the District's PPP Manual would be more appropriate as separate, stand-alone policies. Staff identified the DOT Substance Abuse Policy as a strong candidate for separation from the District's PPP Manual.

The DOT Substance Abuse Policy only applies to District employees who are in designated safety-sensitive positions and drive commercial vehicles as part of their regular job duties.

The District participates in a consortium with other California water agencies that combine all drivers into a single pool for random drug and alcohol testing to comply with the Federal Motor Carrier Safety Administration DOT Drug and Alcohol Testing Consortium regulations. The consortium is managed by a Consortium/Third-Party Administrator (C/PTA), Wienhoff Drug Testing.

Colleen Wienhoff, the owner of Wienhoff Drug Testing, provides drug testing and DOT consortium services to more than 4,000 employers, municipalities, agencies, and trade

organizations in the United States and currently serves as a Board member of the National Drug & Alcohol Screening Association. Ms. Wienhoff reviewed the District's current DOT Substance Abuse Policy and provided suggested revisions that have been incorporated into the draft updated policy that is being presented to the Board for consideration. The DOT Substance Abuse Policy has not undergone a comprehensive review in over ten years, and the draft revisions reflect current regulatory guidance and operational practices.

The following is a summary of significant revisions included in the draft policy:

- Changes all references of the Federal Highway Administration (FHWA) to the Federal Motor Carrier Safety Administration (FMCSA).
- Changes all references of opiates to opioids.
- Aligns Post-Accident Testing requirements with DOT regulations.
- Updates Return-to-Duty Testing to include the direct observation requirements within DOT regulations.
- Revises the controlled substance test thresholds for verified positive test results to match the US Department of Health and Human Services guidelines.
- Updates confirmatory drug testing thresholds to reflect current DOT regulations.
- Removes the procedures for specimen collection of strange and/or unrecognizable substances.

New sections of the draft policy include:

- Non-Standard Testing Outcomes policy section that outlines policies for "Negative Dilute" test results and shy bladder/breath syndrome.
- FMCSA Clearinghouse policy section that outlines the employer and employee responsibilities for participating in the FMCSA Clearinghouse.
- Medication and Other Regulated Substances policy section that outlines policies related to prescription and over-the-counter drug reporting and advises supervisors and employees on DOT regulations and testing outcomes specific to Marijuana/Cannabis.
- Employee Voluntary Admission of Alcohol or Controlled Substance Abuse policy section that outlines policies for employees who self-identify alcohol or controlled substance use to comply with DOT regulations.

Fiscal Impact:

No fiscal impact.



Adopted _____, 2026

Department of Transportation (DOT) Substance Abuse Policy

TABLE OF CONTENTS

Policy.....	3
Prohibited Acts	3
Treatment and Rehabilitation Program	4
Responsibility and Authority	5
Testing for Prohibited Substances	5
Employee Assessment	7
Definitions	7
Safety Sensitive Employee Classifications	11
Testing Procedures	11
Non-Standard Testing Outcomes	14
FMCSA Clearing House	15
Medication and Other Regulated Substances	16
Employee Voluntary Admission of Alcohol or Controlled Substances Use	16

Policy

The purpose of this policy is to assure worker fitness for duty and to protect our employees and the public from risks posed by the use of alcohol and controlled substances. This policy is also intended to comply with all applicable Federal regulations governing workplace anti-drug programs in the transportation industry. The Federal Motor Carrier Safety Administration (FMCSA) of the Department of Transportation has enacted 49 CFR Part 382 that mandates urine drug testing and breathalyzer alcohol testing for safety-sensitive positions and prevents performance of safety-sensitive functions when there is a positive test result. The Department of Transportation has also enacted 49 CFR Part 40 that sets standards for the collection and testing of urine and breath specimens. In addition, the Department of Transportation has enacted 49 CFR Part 29, "The Drug-Free Workplace Act of 1988," which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the Department of Transportation. The policy incorporates those requirements of safety-sensitive employees and others when so noted.

The District recognizes that the use of alcohol and/or controlled substances in the workplace is not conducive to safe working conditions. In order to promote a safe, healthy, and productive work environment for all employees, it is the objective of the District to have a workforce that is free from the influence of alcohol and controlled substances.

This policy applies to all safety-sensitive employees and contractors when they are on District property or when performing any District-related business. It applies to off-site lunch periods and breaks when a safety-sensitive employee is scheduled to return to work. Visitors, vendors, and contracted employees are governed by this policy while on District premises, and they will not be permitted to conduct business if found to be in violation of this policy.

A safety-sensitive position is defined as any position requiring the use of a Class "A" or Class "B" commercial driver's license. The following positions are considered District safety-sensitive employee (function and/or position) classifications: Utility Worker I, Utility Worker II, Utility Worker III, Equipment, Maintenance Foreman, Construction Foreman, and any position. Nothing in this policy prohibits the District from defining any other classification as a safety-sensitive employee. A safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

"Prohibited substances" addressed by this policy include the following: Drugs: Marijuana, amphetamines, opioids, phencyclidine (PCP), and cocaine. Alcohol: This use of beverages or substances, including any medication, containing alcohol such that it is present in the body at a level in excess of that stated in Department of Transportation guidelines while actually performing, ready to perform, or immediately available to perform any District business is prohibited. "Alcohol" is defined as: the intoxicating agent in beverage alcohol, ethyl alcohol, or other low molecular weight alcohol, including methyl or isopropyl alcohol.

Prohibited Conduct

Manufacture, Trafficking, Possession, and Use: Any safety-sensitive employee engaging in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance or alcohol on District premises, in District vehicles or while conducting District business off the premises is absolutely prohibited. Violation will result in removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Impaired/Not Fit for Duty: Any safety-sensitive employee who is reasonably suspected of being impaired, under the influence of a prohibited substance, or not fit for duty shall be removed from safety-sensitive job duties and be required to undergo a reasonable suspicion controlled

substance or alcohol test. Employees failing to pass this reasonable suspicion controlled substance or alcohol test shall remain off duty and be referred to a Substance Abuse Professional (SAP). A controlled substance or alcohol test is considered positive (failed) if the individual is found to have a quantifiable presence of a prohibited substance in the body above the minimum thresholds defined in the Department of Transportation guidelines.

Alcohol Use: No safety-sensitive employee may report for duty or remain on duty when his/her ability to perform assigned functions is adversely affected by alcohol or when his/her breath alcohol concentration is 0.04 or greater. No safety-sensitive employee shall use alcohol while on duty or while performing safety-sensitive functions. Violation of this provision is prohibited and will subject the employee to removal from safety-sensitive duty and referral to a Substance Abuse Professional (SAP).

Compliance with Testing Requirements: All safety-sensitive employees are subject to controlled substance testing and breath alcohol testing. Any safety-sensitive employee who refuses to comply with a request for testing, who provides false information in connection with a test or who attempts to falsify test results through tampering, contamination, adulteration, or substitution shall be removed from duty immediately and be referred to a Substance Abuse Professional (SAP). Refusal to submit to a test can include an inability to provide a urine specimen or breath sample without a valid medical explanation, as well as a verbal declaration, obstructive behavior or physical absence resulting in the inability to conduct the test.

Treatment/Rehabilitation Program

An employee with a controlled substance and/or alcohol problem will be afforded an opportunity for treatment in accordance with the following provisions:

- **Positive Controlled Substance and/or Alcohol Test:** A Rehabilitation Program is available for safety-sensitive employees who have tested positive for a prohibited substance on a one-time basis only. The employee will be immediately terminated on the occurrence of a second verified positive test result. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. When recommended by the Substance Abuse Professional (SAP), participation and completion of the rehabilitation program is mandatory. Failure of a safety-sensitive employee to attend and/or complete a prescribed program will result in termination from employment. Prior to return-to-duty testing, an employee must follow the rehabilitation program recommended by the SAP and agree to and sign a Return-To-Duty Agreement. The duration and frequency of follow-up testing will be determined by the SAP but will not be shorter than one year or longer than five years.
- **Voluntary Admittance:** All employees who feel they have a problem with controlled substances and/or alcohol may request voluntary admission to a rehabilitation program. Requests must be submitted to the General Manager or his/her designee for review. Program costs and subsequent controlled substance and/or alcohol testing costs will be paid by the safety-sensitive employee. An employee failing to complete the program will be subject to termination from employment. An employee completing a rehabilitation program must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test and be subject to unannounced follow-up testing for 36 months following return to duty. A positive result on the return-to-duty test or on the unannounced follow-up tests within a 36-month period will result in termination from employment.

- Participants in the rehabilitation program may use accumulated sick leave, vacation, compensatory time off, and personal holidays, if any.

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action, up to and including termination.

Responsibility and Authority

The District is dedicated to assuring fair and equitable application of this Substance Abuse Policy. Therefore, supervisors are required to administer all aspects of the policy in an unbiased and impartial manner. Any supervisor who knowingly disregards the requirements of this policy, or who is found to deliberately misuse the policy with respect to his/her subordinates, shall be subject to disciplinary action, up to and including termination.

Testing for Prohibited Substances

Analytical urine controlled substance testing and breath testing for alcohol will be conducted as required under Department of Transportation guidelines. All safety-sensitive employees shall be subject to testing prior to employment, randomly, for reasonable suspicion, and following an accident, as defined in the Department of Transportation guidelines. In addition, all safety-sensitive employees will be tested prior to returning to duty after failing a controlled substance and/or alcohol test. Employees who have returned to duty will be subject to unannounced follow-up tests for up to five years, as determined by a Substance Abuse Professional (SAP). Safety-sensitive employees who perform safety-sensitive functions as defined in the Department of Transportation guidelines shall also be subject to testing on a randomly selected, unannounced basis.

Testing shall be conducted in a manner to assure a high degree of accuracy and reliability and using techniques, equipment, and laboratory facilities which have been approved by the Department of Health and Human Services (DHHS). All testing will be conducted consistent with the procedures put forth in the Department of Transportation guidelines.

The controlled substances that will be tested for include marijuana, cocaine, opioids, amphetamines, and phencyclidine (PCP). An initial controlled substance screen will be conducted on each specimen. For those specimens that are positive, a confirmatory Gas Chromatography/Mass Spectrometry (GC/MS) test will be performed. The test will be considered positive if the controlled substance levels present are above the minimum thresholds established in the Department of Transportation guidelines.

Tests for alcohol concentration will be conducted utilizing an approved Evidential Breath Testing device (EBT) operated by a trained Breath Alcohol Technician (BAT). If the initial test indicated an alcohol concentration of 0.02 or greater, a confirmation test will be performed to confirm the result of the initial test. An employee who has a confirmed alcohol concentration of 0.02 but less than 0.04 will be removed from his/her position for at least twenty-four hours unless a retest results in an alcohol concentration of 0.02 or less. An alcohol concentration of 0.04 or greater will be considered a positive alcohol test and in violation of Department of Transportation guidelines and this policy.

Any safety-sensitive employee who has a confirmed positive controlled substance or alcohol test will be removed from his/her position, informed of educational and rehabilitation programs available, and evaluated by a Substance Abuse Professional (SAP).

The District affirms the need to protect individual dignity, privacy, and confidentiality throughout the testing process.

Employees in safety-sensitive positions may be tested under any of the following circumstances:

Pre-Employment Testing: All applicants for safety-sensitive classifications shall undergo urine controlled substance testing prior to employment. Receipt of a satisfactory test result is required prior to employment, and failure of a controlled substance test will disqualify the applicant from further consideration for employment. Pre-Employment testing requirements will be conducted in compliance with current regulations. All existing safety-sensitive employees who have been on an unpaid leave of absence and during that period were removed from the random testing pool, shall be subject to undergo urine controlled substance testing prior to reinstatement to their regular duties. All existing employees who are transferring into a safety-sensitive position shall undergo a DOT controlled substance test prior to performing safety-sensitive duties.

Reasonable Suspicion Testing: All safety-sensitive employees will be subject to urine and /or breath testing when there is reason to believe that controlled substances or alcohol use is adversely affecting job performance. A reasonable suspicion referral for testing will be made on the basis of documented objective facts and circumstances which are consistent with the effects of substance abuse. Examples of reasonable suspicion include, but are not limited to, the following:

1. Adequate documentation of unsatisfactory work performance or on-the-job behavior.
2. Physical signs and symptoms consistent with prohibited substance use.
3. Occurrence of a serious or potentially serious accident that may have been caused by human error.
4. Fights (to mean physical contact), assaults, and flagrant disregard or violations of established safety, security, or other operational procedures.

Reasonable suspicion determinations will be made by a supervisor who is trained to detect the signs and symptoms of controlled substance and alcohol use and who reasonably concludes that an employee may be adversely affected or impaired in his/her work performance due to prohibited substance abuse or misuse.

Post-Accident Testing: Safety-sensitive employees will be required to undergo controlled substance and/or breath alcohol testing if they are involved in an accident with a District vehicle that results in a fatality. In addition, a post-accident test will be conducted if an accident results in injuries requiring transportation to a medical treatment facility; or where one or more vehicles incur disabling damage that requires towing from the site; and the safety-sensitive employee receives a citation under State or local law for a moving traffic violation arising from the accident.

Following an accident, the safety-sensitive employee will be tested as soon as possible, but not to exceed eight hours for alcohol and 32 hours for controlled substances. Any employee who leaves the scene of the accident without appropriate authorization prior to submission to controlled substance and alcohol testing will be considered to have refused the test and subject to termination.

Random Testing: Employees working in safety-sensitive classifications will be subjected to randomly selected, unannounced testing. The random selection will be by a scientifically valid method. Each safety-sensitive employee will have an equal chance of being tested each time

selections are made. Safety-sensitive employees will be tested either just before departure, or during duty, or just after the safety-sensitive employee has ceased performing his/her duty.

Return-to-Duty Testing: All safety-sensitive employees who previously tested positive on a controlled substance or alcohol test must test negative and be evaluated and released to duty by the Substance Abuse Professional (SAP) before returning to duty. Employees will be required to undergo unannounced follow-up controlled substance and/or alcohol breath testing following returning to duty. The duration and frequency will be determined by the SAP. However, it shall not be less than 6 tests during the first 12 months, nor longer than 60 months in total, following return to duty. All Return to Duty and Follow-up testing must be directly observed by the same gender. This procedure includes lowering pants, undergarments, lifting shirt/blouse to navel, and turning around.

Employee Requested Testing: Any safety-sensitive employee who questions the result of a required controlled substance test under Department of Transportation guidelines may request that an additional test be conducted. This additional test must be conducted at a different DHHS-certified laboratory. The test must be conducted on the split sample that was provided at the same time as the original sample. All costs for such testing are to be paid by the employee unless the second test invalidated the original test. The method of collecting, storing, and testing the split sample will be consistent with the procedures set forth in the Department of Transportation guidelines. The safety-sensitive employee's request for a retest must be made to the MRO within 72 hours of notice of the initial test result. Requests after 72 hours will only be accepted if the delay was due to documented facts that were beyond the control of the employee.

Employee Assessment

Any safety-sensitive employee who tests positive for the presence of controlled substances or whose breath alcohol concentration is above the minimum thresholds set forth in the Department of Transportation guidelines will be assessed by a Substance Abuse Professional (SAP). A SAP is a licensed physician, psychologist, social worker, employee assistance professional, or addiction counselor with knowledge of and clinically experienced in the diagnosis and treatment of alcohol related disorders. The SAP will evaluate each employee to determine what assistance, if any, the employee needs in resolving problems associated with prohibited substance abuse or misuse.

If a safety-sensitive employee is returned to duty following rehabilitation, he/she must agree to and sign a Return-To-Duty Agreement, pass a return-to-duty controlled substance and/or alcohol test, and be subject to unannounced follow-up tests for a period of one to five years, as determined by the SAP. The cost of any rehabilitation and subsequent controlled substance and/or alcohol testing is borne by the safety-sensitive employee and is on a one-time basis only. The employee will be immediately terminated on the occurrence of a second verified positive test result. Employees may use accumulated sick leave, vacation, and floating holidays, if any, to participate in the prescribed rehabilitation program.

Definitions

ACCIDENT - means an unintended happening or mishap where there is loss of human life (regardless of fault), bodily injury, or significant property damage.

ALCOHOL - means the intoxicating agent in beverage alcohol, ethyl alcohol or other low molecular weight alcohol including methyl or isopropyl alcohol.

ALCOHOL CONCENTRATION - means the alcohol in a volume of breath expressed in terms of grams of alcohol per 210 liters of breath as indicated by an evidential breath test under this regulation. For example, 0.02 means 0.02 grams of alcohol in 210 liters of expired deep lung air.

ALCOHOL USE - means consumption of any beverage, mixture, or preparation, including any medication containing ethyl alcohol. Since ingestion of a given amount of alcohol produces the same alcohol concentration in an individual whether the alcohol comes from a mixed drink or cough syrup, the Department of Transportation prohibits the use of any substance containing alcohol, such as prescription or over-the-counter medication or liquor-filled chocolates. Prescription medications containing alcohol may have a greater impairing affect due to the presence of other elements (e.g., antihistamines).

BREATH ALCOHOL TECHNICIAN (BAT) - means a person trained to proficiency in the operation of the Evidential Breath Testing (EBT) device that the technician is using in the alcohol testing procedures. BATs are the only qualified personnel to administer the EBT tests.

CHAIN OF CUSTODY - means the procedures to account for the integrity of each urine specimen by tracking its handling and storage from point of collection to final disposition.

COLLECTION SITE - means a place designated by the District where individuals present themselves for the purpose of providing a specimen of either urine and/or breath.

COMMERCIAL MOTOR VEHICLE - means a motor vehicle, or combination of motor vehicles used in commerce to transport passengers or property if the motor vehicle: (1) has a gross combination weight rating of 26,001 or more pounds inclusive of a towed unit with a gross vehicle weight rating of more than 10,000 pounds; or (2) has a gross vehicle weight rating of 26,001 or more pounds; or (3) is designed to transport 16 or more passengers, including the driver; or (4) is of any size and is used in the transportation of materials found to be hazardous for the purposes of the Hazardous Materials Transportation Act and which require the motor vehicle to be placarded under the Hazardous Materials Regulations.

CONFIRMATION TEST - for alcohol testing means a second test, following a screening test with a result of 0.02 or greater, that provides quantitative data of alcohol concentration. For controlled substances testing, this means a second analytical procedure to identify the presence of a specific drug or metabolite which is independent of the screen test and which uses a different technique and chemical principle from that of the screen test in order to ensure reliability and accuracy. (Gas chromatography/mass, spectrometry (CG/MS) is the only authorized confirmation method of cocaine, marijuana, opioids, amphetamines, and phencyclidine.)

CONTROLLED SUBSTANCE (DRUG) TEST - A method of detecting and measuring the presence of alcohol and other controlled substances, whether legal or illegal, in a person's body. A controlled substance test may be either an initial test or confirmation test. An initial controlled substance test is designed to identify specimens having concentrations of a particular class of drug above a specified concentration level. It eliminates negative specimens from further consideration.

Controlled substances will be tested under the Department of Health and Human Services guidelines. The primary (initial or screening) controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolites	50	ng/ml
Cocaine Metabolites	150	ng/ml
Phencyclidine (PCP)	25	ng/ml
Opiates Metabolites (1)	2000	ng/ml

Amphetamines 500 ng/ml

(1) 25 ng/ml if immunoassay

A confirmation drug testing is a second analytical procedure to detect the presence of a specific drug or its metabolite. The confirmation procedure is conducted independent of the initial test and uses a different technique and chemical principle in order to confirm reliability and accuracy. The confirmatory controlled substance test thresholds for a verified positive test result are those that are equal to or greater than:

Marijuana Metabolite (THC) (1)	15	ng/ml
Cocaine Metabolite (2)	100	ng/ml
Phencyclidine (PCP)	25	ng/ml
Opiates: Morphine	2000	ng/ml
Codeine	2000	ng/ml
Amphetamine	250	ng/ml
Methamphetamine (3)	250	ng/ml

(1) Delta-9-tetrahydrocannabinol-9-carboxylic acid

(2) Benzoylcegonine

(3) Specimen must also contain amphetamine at a concentration greater than or equal to 200 ng/ml

COVERED EMPLOYEE - means a person including a volunteer, applicant, or transferee, who performs a safety-sensitive function for the District.

DEPARTMENT OF TRANSPORTATION GUIDELINES - means the controlled substance and alcohol testing rules (49 CFR Part 199 (RSPA - Pipeline), Part 219 (FRA - Railroad), Part 382 (FHWA - Commercial Motor Vehicle), 654 (FTA - Mass Transit) and 14 CFR 61 (FAA - Aviation) et. al.) setting forth the procedures for controlled substance and alcohol testing (49 CFR Part 40) in all the transportation industries.

DISTRICT - means Humboldt Community Services District or HCSD.

DISTRICT TIME - means any period of time in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions.

DRIVER - means any person who operates a commercial motor vehicle. This includes full time, regularly employed drivers; casual, intermittent or occasional drivers; leased drivers and independent, owner-operator contractors who are either directly employed by or under lease to an District or who operate a commercial motor vehicle at the direction of or with the consent of an District. For the purposes of pre-employment/pre-duty testing only, the term driver includes a person applying to an District to drive a commercial motor vehicle.

DRUG (CONTROLLED SUBSTANCE) METABOLITE - means the specific substance produced when the human body metabolizes (changes) a given drug (controlled substance) as it passes through the body and is excreted in urine.

EVIDENTIAL BREATH TESTING DEVICE (EBT) - means the device to be used for breath alcohol testing.

MEDICAL REVIEW OFFICER (MRO) - means a licensed physician responsible for analyzing laboratory results generated by an District's controlled substance (drug) testing program. The

MRO is knowledgeable about substance abuse disorders and has appropriate medical training to interpret and evaluate positive test results.

PERFORMING (SAFETY SENSITIVE FUNCTION) - means a safety-sensitive employee is considered to be performing a safety-sensitive function and includes any period in which the safety-sensitive employee is actually performing, ready to perform, or immediately available to perform such functions.

POST-ACCIDENT ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted after accidents on employees whose performance could have contributed to the accident. For drivers, this is determined by a citation for a moving traffic violation and for all fatal accidents, even if the driver is not cited for a moving traffic violation. See Accident.

PRE-EMPLOYMENT CONTROLLED SUBSTANCE TESTING - conducted before applicants are hired or after an offer to hire, but before actually performing safety-sensitive functions for the first time. Also required when employees transfer to a safety-sensitive position or return to their regular duties after an extended leave of absence for which they were removed from the random testing pool.

PROHIBITED DRUGS (CONTROLLED SUBSTANCES) - means Marijuana, Cocaine, Opiates, Amphetamines, or Phencyclidine.

PROHIBITED SUBSTANCES - means and is synonymous to drug abuse and/or alcohol misuse or abuse.

RANDOM ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted on a random, unannounced basis just before, during, or just after performance of safety-sensitive functions.

REASONABLE SUSPICION ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when a trained supervisor observes behavior or appearance that is characteristic of alcohol misuse or controlled substance abuse.

REFUSE TO SUBMIT (TO AN ALCOHOL AND/OR CONTROLLED SUBSTANCE TEST) - means that a safety-sensitive employee fails to provide an adequate breath or urine sample for testing without a valid medical explanation after that safety-sensitive employee received notice of the requirement to be tested, or engages in conduct that clearly obstructs the testing process (i.e., verbal declarations, obstructive behavior or physical absence resulting in the inability to conduct the test.)

REHABILITATION - The total process of restoring an employee to satisfactory work performance through constructive confrontation, referral to the SAP and participation in SAP recommendations such as education, treatment and/or support groups to resolve personal, physical or emotional/mental problems which contributed to job problems.

RETURN-TO-DUTY AND FOLLOW-UP ALCOHOL AND/OR CONTROLLED SUBSTANCE TESTING - conducted when an individual who has violated the prohibited alcohol or controlled substance conduct standards returns to performing safety-sensitive duties. Follow-up tests are unannounced and at least 6 tests must be conducted in the first 12 months after an employee returns to duty. Follow-up testing may be extended for up to 60 months following return to duty upon the SAP recommendation. All Return to Duty and Follow-up testing must be directly observed by the same gender. This procedure includes lowering pants, undergarments, lifting shirt/blouse to navel, and turning around.

RETURN-TO-DUTY AGREEMENT - means a document agreed to and signed by the District, safety-sensitive employee and the Substance Abuse Professional that outlines the terms and conditions under which the safety-sensitive employee may return to duty after having had a verified positive controlled substance test result or an alcohol concentration of 0.04 or greater on an alcohol test.

SAFETY-SENSITIVE EMPLOYEE (FUNCTION AND/OR POSITION) - An employee is considered to be performing a safety-sensitive function during any period in which that employee is actually performing, ready to perform, or immediately available to perform any safety-sensitive functions. A complete list of safety-sensitive employee (function and/or position) classifications is listed below.

SCREENING (INITIAL) TEST - In alcohol testing, it means an analytical procedure to determine whether a safety-sensitive employee may have a prohibited concentration of alcohol in their system. In controlled substance testing, it means an immunoassay screen to eliminate negative urine specimens from further consideration.

SUBSTANCE ABUSE PROFESSIONAL (SAP) - means a licensed physician (Medical Doctor or Doctor of Osteopathy), or a licensed or certified psychologist, social worker (with knowledge of and clinical experience in the diagnosis and treatment of drug and alcohol-related disorders, the license alone does not authorize this), Certified Employee Assistance Professional (CEAP), or addiction counselor certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission (NAADAC) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substances-related disorders.

SUPERVISOR - means a person in authority who has had one hour of training on the signs and symptoms of alcohol abuse and an additional hour of training on the signs and symptoms of controlled substance abuse.

VEHICLE - means a bus, electric bus, van, automobile, rail car, trolley car, trolley bus, or vessel used for mass transportation.

Safety Sensitive Employee Classifications

Employees in the Utility Worker/Foreman Classification are subject to this policy. The General Manager shall maintain a list of specific positions within the above-listed classifications that are covered under Department of Transportation regulations. A safety-sensitive designation will be included in the employee's job description.

Testing Procedures

Reasonable Suspicion Testing: A safety-sensitive employee who may possibly be under the influence of alcohol and/or controlled substances is observed by a supervisor. Any employee may identify someone suspected of alcohol and/or controlled substances to any supervisor. Employees should realize, however, that it is against District policy to make false or malicious statements about other employees, and doing so can result in disciplinary action being taken against the offending employee. However, the supervisor must witness firsthand the safety-sensitive employee's signs and symptoms.

The supervisor is then obligated to ensure that the matter is immediately investigated. If possible, two supervisors determine (independently or together) that the safety-sensitive employee in question may indeed be under the influence of alcohol and/or controlled substances.

When the supervisor(s) suspect and believe that the safety-sensitive employee may be under the influence of alcohol and/or controlled substances, the safety-sensitive employee is then immediately suspended from duty (with pay) and driven by District staff (or others designated) to the District-specified collection site. Because of a testing facility requirement, the safety-sensitive employee in question must show proof of identification, such as a photo driver's license or state-issued photo identification card.

Whenever practical, the General Manager should be notified in advance of the employee being taken to the collection site.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are suspected and/or a breath sample in the event that alcohol intoxication is suspected to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The District will take precautions to prevent the safety-sensitive employee being tested from going back to work and driving their own car home. Instead, the safety-sensitive employee will be given assistance in obtaining a ride home from the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be given a list of Substance Abuse Professionals (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment, which must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be given a list of Substance Abuse Professionals who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

Random Testing: The compliance District notifies the supervisor to send the safety-sensitive employee to the collection site for alcohol and/or controlled substance testing.

The supervisor notifies the safety-sensitive employee to go to the collection site for alcohol and/or controlled substance testing immediately. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo driver's license or any government-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample in the event that controlled substances are to be tested for, or a breath sample in the event that alcohol is being tested for to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be referred to a District-specified outside Substance Abuse Professional (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be given a list of Substance Abuse Professionals who will assess the safety-sensitive employee's condition and make a recommendation for treatment which must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

Post-Accident Testing: The safety-sensitive employee notifies a supervisor that an accident has occurred. The supervisor determines that the circumstances of the accident warrant a post-accident test when a citation was issued or a fatality occurred. Thereafter, the supervisor directs the safety-sensitive employee to immediately go to the collection site for alcohol and controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The California Highway Patrol will be notified that an accident has occurred and that the safety-sensitive employee was instructed to go to the collection site.

The safety-sensitive employee whose test results are negative (0.02 alcohol concentration or less) will be reinstated. The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.02 but less than 0.04 will not be permitted to return to duty or perform a safety-sensitive function for 24 hours after administration of the test. The safety-sensitive employee whose confirmation test result indicates an alcohol concentration of 0.04 or greater for alcohol will be given a list of Substance Abuse Professionals (SAP) who will assess the safety-sensitive employee's condition and make a recommendation for treatment, which must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

The safety-sensitive employee whose controlled substance test results are verified negative will be reinstated. The safety-sensitive employee whose controlled substance test is verified positive by the Medical Review Officer will be referred to a District-specified outside Substance Abuse Professional who will assess the safety-sensitive employee's condition and make a

recommendation for treatment which, if accepted by the District, must be followed by the safety-sensitive employee. Failure to follow the accepted recommendations or refusal to submit to return-to-duty and unannounced follow-up testing will result in the safety-sensitive employee's termination.

Return to Duty and Follow-up Testing: The Consortium/TPA notifies the District to send the safety-sensitive employee to the collection site for alcohol and controlled substance testing.

The supervisor notifies the safety-sensitive employee to immediately go to the collection site for alcohol and/or controlled substance testing. Because of a testing facility requirement, the safety-sensitive employee in question must have proof of identification, such as a photo driver's license or state-issued photo identification card.

At the collection site, the safety-sensitive employee will be required to submit a urine sample for controlled substances and/or a breath sample for alcohol testing to the on-duty technician. Care will be taken to provide the safety-sensitive employee with maximum privacy without compromising the integrity of the sample.

The safety-sensitive employee whose confirmation test results indicate an alcohol concentration greater than 0.04 or whose controlled substance test is verified positive will be terminated.

Chain of Custody for Controlled Substance Specimens: At the time a specimen is collected, the safety-sensitive employee will be given a copy of the specimen collection procedures. Urine will be in a wide-mouthed clinic specimen container that will remain in full view of the safety-sensitive employee until split, transferred to, sealed, and initialed in two tamper-resistant urine bottles.

Immediately after the specimens are collected, the urine bottles will, in the presence of the safety-sensitive employee, be labeled and then initialed by the employee. The specimens will then be placed in a specimen bag. The bag will be sealed in the safety-sensitive employee's presence. The bag will be sent to the designated testing laboratory on that day or the earliest business day by the fastest available method.

A Custody and Control form will be completed by the on-duty technician during the specimen collection process and shipped with the specimen.

Alcohol Concentrations: The safety-sensitive employee and the on-duty Breath Alcohol Technician (BAT) complete the alcohol testing form to ensure that the results are properly recorded.

After an explanation of how the breathalyzer works, an initial breath sample is taken. If the results of the initial test show an alcohol concentration of 0.02 or greater, a second or confirmation test must be conducted. The confirmation test must not be conducted less than 15 minutes after, or more than 20 minutes after, the screening test.

The confirmation test will utilize Evidential Breath Testing devices that print out the results, date and time, a sequential test number, and the name and serial number of the Evidential Breath Testing device to ensure the reliability of the results.

Non-Standard Testing Outcomes

Negative Dilute Result: In the case of a reported negative dilute result, the District will not accept this result as a verified negative. A second specimen will be obtained at the expense of the District. Negative dilute results with a creatinine level greater than or equal to 2mg/dl but less than or equal to 5 mg/dl require an immediate recollection under direct observation per the federal regulations.

Shy Bladder or Shy Breath Syndrome: If an employee has a medical condition that prevents an acceptable sample from being collected in accordance with 49 CFR Part 40, the employee will be required to have a medical examination conducted by a physician acceptable to the MRO. The employee will have five (5) business days to obtain a physician's statement verifying that a qualifying medical condition exists that would have prevented the employee from providing an acceptable sample. If the employee has failed to keep the appointment with the physician, the employee may be disciplined up to and including termination. If the employee is unable to get an appointment with a physician in the five (5) day period, the employee is required to notify the District immediately of the situation. The District will then assist the employee to find a qualified physician to conduct the examination. If, after the examination is completed and the physician has determined that the employee does not have a qualified medical condition that would prevent an acceptable urine/breath sample from being obtained, the test result will be reported as a refusal to submit, which results in the same consequences as a positive test.

FMCSA Clearinghouse

The District is prohibited from allowing any driver that has committed a testing violation and has not completed the return-to-duty process as outlined in the District's DOT Substance Abuse Policy to perform safety-sensitive functions. Drivers will be notified by FMCSA when the District obtains information from the Clearinghouse regarding their violation, or when information concerning the driver is added, revised, or removed.

Reporting: The following violations or milestones, on or after January 6, 2020, will be reported to the Clearinghouse for any Drivers who are subject to the Clearinghouse rules. The District, its service providers, its Medical Review Officer(s), and/or its Substance Abuse Professional(s), as required by FMCSA directive to report:

- Any verified positive, adulterated, or substituted DOT drug test
- Any validated DOT alcohol test result of 0.04 or higher
- Any refusal to submit to a DOT required drug or alcohol test
- Any confirmed and recorded "actual knowledge" that the driver violated the DOT drug or alcohol rules, including:
 - Any on-duty alcohol use, including any citation for driving under the influence of alcohol (DUI/DWI) while driving a commercial motor vehicle
 - Any alcohol use within 4 hours before going on duty
 - Any alcohol use within 8 hours of an accident or before a post-accident test is complete (whichever occurs first)
 - Any prohibited drug use while on duty
- Successful completion of the return-to-duty process following treatment
- Any negative DOT return-to-duty test*
- Successful completion of follow-up testing*

**Only reported if the primary violation occurred on or after January 6, 2020.*

Granting of Consent: Drivers must grant consent for the District to submit Clearinghouse queries:

- Prior to employment with the District, all drivers must create a Clearinghouse account and log in to permit the District to acquire a "full" report.
- Drivers must sign a separate Consent "for Limited Queries" form allowing the District access to "limited" queries each year. Drivers may limit the length of time that such consent is valid but making it valid for the duration of employment with the District is recommended.

- The District will notify the driver that they must immediately log in to the Clearinghouse to provide permission so the District may obtain the driver's full Clearinghouse record if a limited query exposes information about the driver. Such record will be acquired within 24 hours of the limited query.

A driver who refuses to grant the consent described above will not be allowed to perform any safety-sensitive duties as defined in §382.107. The driver will not be allowed to resume the safety-sensitive duties until the driver has granted the mandatory consent, the District then obtains the report, and the Clearinghouse query shows that the driver is eligible to carry out safety-sensitive duties.

Driver Accounts: Drivers are required to have an online account at *clearinghousefmcsa.dot.gov* and are highly encouraged to provide an email address so they may be contacted. Drivers are permitted to see their own Clearinghouse records free of charge and may challenge the accuracy of information reported to the Clearinghouse, but not the accuracy of test results or refusals using the procedures listed in §382.717.

Queries: The District will conduct queries from the Clearinghouse at these times:

- Once a year for all drivers, and
- Preceding employment of any new drivers.

A query search requires the following information:

- the driver's name
- date of birth
- commercial driver's license number and state of issuance

Notice of Violations: Drivers are required to notify the District in writing if they have violated the drug and/or alcohol prohibitions of 49 CFR Parts 40 or 382 while employed with the District. The statement must be received before the end of the business day, the day after the driver received notification of the violation or prior to performing any safety-sensitive duties, whichever comes first.

Reports from the Clearinghouse: Will include:

- the driver's name
- date of birth
- commercial driver's license number and state of issuance
- violation and/or testing data

Use of Information: The District will only use the information obtained from the Clearinghouse to determine if the driver is prohibited from performing safety-sensitive duties. The District will not divulge, nor permit any other person or entity to divulge, any driver-specific information from the Clearinghouse to any person or entity not directly involved in making such determination.

Medication and Other Regulated Substances

Prescription Medication and Over-the-Counter Drugs: Employees are responsible for reporting to duty free from the effects of any controlled substance or alcohol. Covered employees must report the use of prescriptions and over-the-counter drugs that could have a disabling effect, bear a prescription warning label or otherwise adversely affect the covered employee's fitness for duty or job performance to their immediate supervisor (without giving the name of prescription/over the counter drug).

It is the covered employee's responsibility to determine from the physician, pharmacist, or other health care professional whether or not the prescribed or over-the-counter drugs could affect the covered employee's fitness for duty or impair job performance, or if the medication is listed on the prohibited controlled substance listing as published by the Department of Transportation. Covered employees may be required to provide a written medical authorization to work from a physician, upon reporting the use of prescription or over-the-counter drugs. Failure to report the use of prescription or over-the-counter drugs that have disabling effects or otherwise affect the covered employee's fitness for duty while at work and failure to provide proper evidence of medical authorization to work may result in discipline, up to and including suspension and/or discharge.

"Medicinal Marijuana": The District, as well as the D.O.T., views Marijuana as a Schedule I controlled substance and prohibits employees from having any detectable level in their system while working for this District, despite an employee's possession of a "Medical Marijuana" card or living in a state that has legalized marijuana. Operation of a Commercial Motor Vehicle is prohibited while using Marijuana.

CBD Oil: It is important for all supervisors and safety-sensitive employees to be aware that:

- The Department of Transportation requires testing for marijuana, and not specific CBD.
- The labeling of many CBD products may be misleading because the products could contain higher levels of THC than what the product label states. The Food and Drug Administration (FDA) does not currently certify the levels of THC in CBD products, so there is no Federal oversight to ensure that the labels are accurate. The FDA has cautioned the public that: "Consumers should beware purchasing and using any [CBD] products." The FDA has stated: "It is currently illegal to market CBD by adding it to a food or labeling it as a dietary supplement." Also, the FDA has issued several warning letters to companies whose products contained more CBD than indicated on the label.
- The Department of Transportation's Drug and Alcohol Testing Regulation, Part 40, does not authorize the use of Schedule I drugs, including marijuana, for any reason. Furthermore, CBD use is not a legitimate medical explanation for a laboratory-confirmed marijuana positive result. Therefore, Medical Review Officers will verify a drug test confirmed at the appropriate cutoffs as positive, even if an employee claims they only used a CBD product

Employee Voluntary Admission of Alcohol or Controlled Substances Use:

Employees who admit to alcohol misuse or controlled substances use are not subject to the referral, evaluation, or treatment requirements of CFR Part 40 rules, provided that:

- The employee does not self-identify in order to avoid testing under Part 40 rules;
- The employee makes the admission of alcohol misuse or controlled substances use prior to, or during the performance of a safety-sensitive function (i.e., prior to reporting for duty); and
- The employee does not perform a safety-sensitive function until the District is satisfied that the employee has been evaluated and has successfully demonstrated compliance with any education or treatment requirements in accordance with the recommended treatment plan as established by the evaluator.

The District will take no adverse action against an employee making a voluntary admission within the parameters of this policy. The District will allow the employee up to fourteen (14) days to complete the evaluation process. If the employee has failed to complete the evaluation within fourteen (14) days from the date of referral, it will be considered misconduct, and the District will take disciplinary action up to and including termination. Employees who have voluntarily admitted

use are not qualified to perform safety-sensitive functions and will be placed on unpaid medical leave or assigned non-safety-sensitive work duties if available and appropriate.

The employee may return to safety-sensitive duty when the evaluating SAP determines that the employee is in full compliance with recommended education or treatment and has an established follow-up program in place. The employee must take and pass a DOT return-to-duty drug and/or alcohol test before returning to safety-sensitive duty.

If, during the follow-up period, the employee fails to comply with the recommended treatment or fails a follow-up drug and/or alcohol test, it will be considered prohibited conduct under 49 CFR Part 40. The employee who engaged in prohibited conduct must comply with all applicable DOT rules. Employees who engage in prohibited conduct are subject to immediate disciplinary action by the District, up to and including termination.

HCSD RESOLUTION NO. 2026-08

A RESOLUTION OF THE HUMBOLDT COMMUNITY SERVICES DISTRICT BOARD OF DIRECTORS ADOPTING THE HCSD DEPARTMENT OF TRANSPORTATION SUBSTANCE ABUSE POLICY

WHEREAS, the Humboldt Community Services District (herein referred to as District) is a local government agency formed and operating in accordance with Section §61000 et seq. of the California Government Code; and

WHEREAS, the District employs individuals who perform-safety-sensitive functions that are subject to the drug and alcohol testing requirements of the United States Department of Transportation (DOT); and

WHEREAS, the Federal Motor Carrier Safety Administration (FMCSA), acting under the authority of the United States Department of Transportation, requires employers of covered employees to implement a written policy governing prohibited drug and alcohol use, testing procedures, employee responsibilities, and employer obligations in accordance with Title 49 of the Code of Federal Regulations, Parts 40 and 382; and

WHEREAS, District staff has reviewed and updated the District's DOT Substance Abuse Policy to reflect current federal requirements and industry best practices, and recommends adoption of the revised policy.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the Humboldt Community Services District as follows:

- The Board of Directors hereby adopts the revised Humboldt Community Services District Department of Transportation (DOT) Substance Abuse Policy.
- The adopted policy shall supersede any previous District DOT substance abuse policies or procedures that are inconsistent with the provisions of the adopted policy and remove section 3012 DOT Substance Abuse Policy from the District's Personnel Policies and Procedures Manual.
- The General manager, or the General Manager's designee, is authorized and directed to implement and administer the policy, make non-substantive administrative revisions as necessary to maintain compliance with applicable federal regulations, and take all actions necessary to maintain compliance with applicable federal regulations, and take all actions necessary to carry out the intent of this resolution.
- This Resolution shall become effective immediately upon its adoption

PASSED, APPROVED, and ADOPTED this _____ day of _____, on the following roll call vote:

AYES:

NOES:

ABSENT:

Michael Hansen, Board President

ATTEST:

Robert Christensen, 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 28, 2026

AGENDA ITEM: **G.2 and G.3**

TITLE: Consideration of Claim for Damages – Pacific Seafood Group –
Incident Date: December 21, 2025 and January 7, 2026

PRESENTED BY: Terrence Williams, General Manager

Recommendation:

Consider the following two separate actions.

1. Reject the claim for damages from Dulcich, Inc., DBA Pacific Seafood Group for an incident on December 21, 2025 by motion and roll call vote. (G.2)
2. Reject the claim for damages from Dulcich, Inc., DBA Pacific Seafood Group for an incident on January 7, 2026 by motion and roll call vote. (G.3)

Summary:

The District received two separate claims for damages for two separate wastewater discharge incidents that occurred during the most recent winter months. Staff and counsel recommend rejecting these claims to limit the exposure window to potential litigation to six months as opposed to two years.

The following incidents, which have already been reported to the Board and public when they occurred, are the subject of these claims:

December 21, 2025 Incident:

On December 21, 2025, Humboldt Community Services District reported a sanitary sewer overflow (SSO) to the North Coast Regional Water Quality Control Board.

The SSO occurred during an extreme wet weather event, which generated flows that exceeded the pumping capacity of the Hoover Lift Station. District Staff estimates that approximately 31,000 gallons of wastewater was discharged to drainage systems that convey stormwater toward Eureka Slough and ultimately Humboldt Bay. The District estimates that 20,000 gallons of overflow was prevented from spilling due to the District vacuum operation response.

January 7, 2026 Incident:

During a generator test at the Edgewood Lift Station, the automatic transfer switch successfully transferred power to the generator. However, based on subsequent data review, the system malfunctioned during the generator test resulting in a total estimated spill volume of approximately 1,800 gallons.

The discharged wastewater flowed directly into an unnamed slough located between Ryan Slough and Freshwater Slough, which ultimately drains to Humboldt Bay via Eureka Slough.

District staff has reviewed generator testing and alarm response protocols to reduce the likelihood of a similar incident occurring in the future.

District Procedure for Claims:

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 for each claim and does not include a specific dollar amount in either claim. Thus, this claim would not be a limited civil case. Each claim would be referred to the District's liability insurance provider, ACWA JPIA